



Advisory Circular

CAA-AC-GEN004C

June 2018

STATEMENT OF COMPLIANCE

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide guidance to Air Operators, Aircraft Maintenance Organisations and Aviation Training Organisations on how to prepare a Statement of Compliance. The Statement of Compliance is a required supplement to all organisation manuals that are required by the Regulations. These are the manuals that define the organisation administration structure, activities, management team, technical personnel, equipment, tools, facilities, capabilities, technical operations procedures and guidelines.

2.0 REFERENCE

- 2.1 The Civil Aviation (Air Operators Certificate and Administration) Regulations, 2018
- 2.2 The Civil Aviation (Operation of Aircraft-Commercial Air Transport) Regulations, 2018
- 2.3 The Civil Aviation (Operation of Aircraft-Helicopters) Regulations, 2018
- 2.4 The Civil Aviation (Approved Maintenance Organisation) Regulations, 2018 for maintenance procedures manual; and
- 2.5 The Civil Aviation (Approved Training Organisation) Regulations 2018,

3.0 INFORMATION AND GUIDANCE

3.1 The Statement of Compliance is prepared by the operator and submitted to the Authority indicating how all the relevant applicable Regulations to the proposed operations have been addressed.

3.2 The statement normally is in a form of a complete listing of all the pertinent sections and sub-parts of the relevant regulations, e.g. AMO, AOC, Airworthiness Regulations as the case may be.

3.3 The initial statement of compliance is submitted together with the formal application for organisation and/or manual approval. It aids the certification team in determining where the regulatory requirements have been addressed in the applicants manual, program and procedures, it also helps to ensure that they have all been adequately addressed.

3.4 As illustrated in a typical AMO regulations compliance statement below the format shall include the Regulation number, the regulation subject/title, an indication of whether the Regulation is applicable or not, the relevant manual chapter, section, sub-section and page where the Regulation application has been addressed and/or a brief description of the method of compliance.

AMO Regulations - STATEMENT OF COMPLIANCE				
AMO CARs Reg. No.	Regulation Title	Applicability	Manual REF. e.g. MPM	REMARKS
1	Citation	N	N/A	N/A
2	Interpretation	N	N/A	N/A
3	Application	N	N/A	N/A
6	Requirement for Application	N	NA	NA
10	Changes to the AMO	Y	MPM Sect. xx CH. yy, Pg. zz	
13	AMO Capability	Y	MPM Sect. xx, Ch. yy, Pg zz	
16	Housing and Facilities requirements	Y	MPM Sect. xx, Ch. yy, Pg zz	
18	AMO Personnel Training Requirements	Y	MPM Sect. xx, Ch. yy, Pg zz	
19	AMO Management Personnel	Y	MPM Sect.xx Ch. yy, Pg.zz	
20	Personnel Qualifications and Responsibilities	Y	MPM Sect.xx Ch. yy, Pg.zz	
21	Man hours		MPM Sect.xx Ch. yy, Pg.zz	
22	Assessment of personnel		MPM Sect.xx Ch. yy, Pg.zz	
23	Training of certifying staff		MPM Sect.xx Ch. yy, Pg.zz	Being Developed
24	Rest and duty limitations		MPM Sect.xx Ch. yy, Pg.zz	
25	Record of certifying staff	Y	MPM Sect.xx Ch. yy, Pg.zz	
26	AMO maintenance procedures manual	Y	MPM Doc. No.000	

3.5 The initial statement of compliance (and later the final statement) provides the only written evidence that the applicant is aware of all the applicable Regulations and understand how to appropriately apply them.

3.6 If at the time of submitting the initial statement of compliance (Formal Application Phase) some of the required methods of compliance have not been developed, the applicant may state that compliance information will be provided in the final statement. However, if it shows total lack of knowledge and understanding of the Regulations the application package should be rejected. A compliance statement such as “Will Comply” is not acceptable.

3.7 It is important to observe that the manuals review and the certification demonstration phase is not carried out until the statement of compliance has been submitted and the certification team is satisfied that all applicable regulatory aspects have been appropriately addressed.

A handwritten signature in black ink, consisting of several vertical, slightly curved lines that form a stylized, abstract shape.

Kenya Civil Aviation Authority