

Approved Maintenance Organisations – Application Process

Organization involved in the maintenance of large aircraft or of aircraft used for Commercial Air Transport and components intended fitment thereto, shall be approved in accordance with ANO (AW) Part-145. Aircraft not classified as Large Aircraft and not used for Commercial Air Transport purposes can also be maintained by an approved ANO (AW) Part-145 Maintenance Organisation. Full details for ANO(AW) Part-145 and application form (CAAB Form 2) can be downloaded from the CAAB website: www.caab.gov.bd

Application

A CAAB Form 2 application must be completed and submitted to the CAAB. The application shall contain two copies of the draft MOE and Form 4s.

Once the application has been acknowledged a ANO(AW) Part-145 Compliance Checklist (CCL) will be sent with an acknowledgement of the application to assist in you preparing for the approval assessment. The CCL is also available for download from the CAAB web site.

A CCL has been produced in order for the organisation to demonstrate the method of compliance. The more detail that can be included in the CCL, the more efficient the approval process will be.

Charges

The applicable charges are specified in [ANO\(AW\) Chapter A.10](#).

Review of MOE & Form 4

A CAA Inspector reviews the draft MOE to ensure full compliance with the applicable requirements. The inspector also verifies compliance of each management personnel (Form 4 post holders) and her/his deputies (where applicable) with the applicable requirements.

Internal Audit

Once the draft of the MOE and the applicable CAA Forms 4 are confirmed as being acceptable by the assigned inspector, the Applicant's Quality department shall audit the Organisation in full for compliance with the MOE and ANO(AW) Part-145.

All findings raised during this internal audit must have been closed with appropriate corrective actions and such reports to be forwarded to CAAB Inspector before the CAA audit takes place.

CAAB Audit

Once the draft MOE, CAA Form 4s, CCL and internal quality audit report are deemed acceptable, the assigned inspector will initiate the on-site investigation. The inspector will liaise with the Organisation for scheduling the audit and to agree on the audit programme.

The CAA inspector(s) will audit the organisation against ANO(AW) Part-145. They will also meet the Accountable Manager and all Form 4 post holders for an interview. The Inspector(s) will also present audit findings and conclusions to the organisation at the end of the audit. Organisations will be given the opportunity to discuss any non-compliances and timeframes. The final audit report will be produced with 10 working days from the end of the audit.

Should the initial audit lead to significant and/or numerous discrepancies, this would show insufficient understanding / compliance of the applicant and a lack of effectiveness of the Q/A

system. In that case the CAA may terminate/suspend the application, limit the requested scope of work or not accept the proposed post holders and/or nominated personnel.

Approval

Once the applicant's compliance with ANO(AW) Part-145 has been established and all findings are closed, the CAA will approve the MOE and issue the approval certificate.

ANO (AW) Part-M Subpart F Maintenance Organisations

The procedure for approval of ANO(AW) Part -M Subpart F maintenance organisations is the same as that of an ANO(AW) Part-145 organisation. Care must be taken when using the MOE guidance and other technical procedures applicable to ANO(AW) Part-145.