

THIS LIST MUST BE COMPLETED AND ENCLOSED WITH THE APPLICATION FOR AMO APPROVAL

Organisation Name:	Approval Number:	
Address		
Contact Name:	Tel No:	
	Email:	
M.O.M. Reference:		
Compiled by; (Org):	Reviewed by; (CAAB) : <i>CAAB Use Only</i>	Date:

Instructions for completion

- When completing this document it is important to make a positive statement showing how the organisation complies with any relevant part of the ANO-M, Subpart-F requirement (column 2) by indicating in column (3) the MOM or procedure reference. If any part is not relevant then N/A should be marked in column (6). If the requirement is not complied mark 'No' in column (4).
- It should be stated in the comments column (7) why the requirements is not complied or partially complied or complied by any other means.
- If additional information is required to demonstrate compliance please use the space below or attach an appropriately referenced continuation sheet.
- Once completed please return this document to the CAAB with the **Compliance Statement signed by the Accountable Manager**. **Column (8) & (9) to be filled in by CAAB inspectors**
- When the Compliance Check List has been completed and accepted by CAAB a copy should be appended to the CAME.**

M.O.M	M.O.M Reference
Cover page	
Content	
List of effective pages	
Log of revision	
Distribution list	
Revision notice/description for every revision	

ANO Reference (1)	Approved Maintenance Organisation ANO Part-M, Subpart-F Requirements (2)	MOM/relevant Document Reference (3)	Complied?			Comments of the applicant (7)	Accepted by Inspector (Y/N) (8)	Remark by Inspector (9)
			No (4)	Yes (5)	N/A (6)			
M.A.601	Scope This Subpart establishes the requirements to be met by an organization to qualify for the issue or continuation of an approval for the maintenance of aircraft and components not listed in point M.A.201 (g).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.602	Application An application for issue or change of a maintenance organization approval shall be made on a form and in a manner established by the competent authority.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.603	Extent of Approval (a) An organization involved in activities subject to this Subpart shall not exercise its activities unless approved by the competent authority. Appendix V to Part-M provides the template certificate for this approval.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(b) The maintenance organization's manual referred to in point M.A.604 shall specify the scope of work deemed to constitute approval. Appendix IV to Part-M defines all classes and ratings possible under Subpart F.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(c) An approved maintenance organization may fabricate, in conformity with maintenance data, a restricted range of parts for the use in the course of undergoing work within its own facilities, as identified in the maintenance organization manual.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.604	Maintenance Organization Manual (a) The maintenance organization shall provide a manual containing at least the following information: 1. a statement signed by the accountable manager to confirm that the organization will continuously work in accordance with Part-M and the manual at all times, and; 2. the organization's scope of work, and; 3. the title(s) and name(s) of person(s) referred to in M.A.606(b), and; 4. an organization chart showing associated chains of responsibility between the person(s) referred to in M.A.606(b), and;		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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M.A.604	5. a list of certifying staff with their scope of approval, and; 6. a list of locations where maintenance is carried out, together with a general description of the facilities, and; 7. procedures specifying how the maintenance organization ensures compliance with this Part, and; 8. the maintenance organization manual amendment procedure(s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(b) The maintenance organization manual and its amendments shall be approved by the competent authority.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(c) Notwithstanding paragraph (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.605	Facilities The organization shall ensure that: (a) Facilities are provided for all planned work, specialized workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(b) Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(c) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools. Storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorized personnel.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.606	Personnel requirements (a) The organization shall appoint an Accountable Manager, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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M.A.606	(b) A person or group of persons shall be nominated with the responsibility of ensuring that the organization is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the Accountable Manager.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(c) The organization shall have appropriate staff for the normal expected contracted work. The use of temporarily sub-contracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(d) The qualification of all personnel involved in maintenance shall be demonstrated and recorded.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(e) Personnel who carry out specialized tasks such as welding, non-destructive testing/inspection other than color contrast shall be qualified in accordance with an officially recognized standard.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(f) The maintenance organization shall have sufficient certifying staff to issue M.A.612 and M.A.613 certificates of release to service for aircraft and components. They shall comply with the requirements of Part-66.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(g) By derogation from paragraph (g), the organization may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the organization's manual: 1. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organization may issue a limited certifying staff authorization to the aircraft commander on the basis of the flight crew license held, provided that the organization ensures that sufficient practical training has been carried out to ensure that such person can accomplish the airworthiness directive to the required standard;		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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M.A.606	2. In the case of aircraft operating away from a supported location the organization may issue a limited certifying staff authorization to the aircraft commander on the basis of the flight crew license, provided that the organization ensures that sufficient practical training has been carried out to ensure that such person can accomplish the task to the required standard.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.607	Certifying Staff (a) In addition to M.A.606(g), certifying staff can only exercise their privileges, if the organization has ensured: 1. that certifying staff can demonstrate that they meet the requirements of point 66.A.20(b) of Part 66. 2. that certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organization procedures.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(b) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organization contracted to provide maintenance support may issue a one-off certification authorization: 1. to one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or 2. to any person with not less than three years maintenance experience and holding a valid ICAO aircraft maintenance license rated for the aircraft type requiring certification provided there is no organization appropriately approved under this Part at that location and the contracting organization obtains and holds on file evidence of the experience and the license of that person.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	All such cases must be reported to the competent authority within seven days of the issuance of such certification authorization. The approved maintenance organization		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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M.A.607	issuing the one-off certification authorization shall ensure that any such maintenance that could affect flight safety is re-checked.							
	(c) The approved maintenance organization shall record all details concerning certifying staff and maintain a current list of all certifying staff together with their scope of approval as part of the organization's manual pursuant to point M.A.604 (a) 5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.608	Components, equipments & tools (a) The organization shall: 1. hold the equipment and tools specified in the maintenance data described in point M.A.609 or verified equivalents as listed in the maintenance organization manual as necessary for day-to-day maintenance within the scope of the approval; and, 2. demonstrate that it has access to all other equipment and tools used only on an occasional basis.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(b) Tools and equipment shall be controlled and calibrated to an officially recognized standard. Records of such calibrations and the standard used shall be kept by the organization.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(c) The organization shall inspect, classify and appropriately segregate all incoming components.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.609	Maintenance Data The approved maintenance organization shall hold and use applicable current maintenance data specified in M.A.401 in the performance of maintenance including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.610	Maintenance Work Orders Before the commencement of maintenance a written work order shall be agreed between the organization and the organization requesting maintenance to clearly establish the maintenance to be carried out.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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M.A.611	Maintenance Standards All maintenance shall be carried out in accordance with the requirements of M.A. Subpart D.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.612	Aircraft certificate of release to service At the completion of all required aircraft maintenance in accordance with this Subpart an aircraft certificate of release to service shall be issued according to M.A.801.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.613	Component certificate of release to service (a) At the completion of all required component maintenance in accordance with this Subpart a component certificate of release to service shall be issued in accordance with point M.A.802. Form 1 shall be issued except for those components maintained in accordance with points M.A.502 (b) and M.A.502 (d) and components fabricated in accordance with point M.A.603 (b).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(b) The component certificate release to service document, Form 1 may be generated from a computer database.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.614	Maintenance records (a) The approved maintenance organization shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance of the certificate of release to service including the sub-contractor's release documents shall be retained.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(b) The approved maintenance organization shall provide a copy of each certificate of release to service to the aircraft owner, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(c) The approved maintenance organization shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organization.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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M.A.614	<ol style="list-style-type: none"> The records under this paragraph shall be stored in a manner that ensures protection from damage, alteration and theft. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. Where an approved maintenance organization terminates its operation, all retained maintenance records covering the last three years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the competent authority. 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.615	Privileges of the organization The maintenance organization approved in accordance with Section A, Subpart F of this Part M may:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(a) maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the maintenance organization manual;		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(b) arrange for the performance of specialized services under the control of the maintenance organization at another organization appropriately qualified, subject to appropriate procedures being established as part of the Maintenance Organization Manual approved by the competent authority directly;		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(c) maintain any aircraft and/or component for which it is approved at any location subject to the need of such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional maintenance, subject to the conditions specified in the Maintenance Organization Manual;		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(d) issue certificates of release to service on completion of maintenance, in accordance with point M.A.612 or point M.A.613.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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M.A.616	Organizational review To ensure that the approved maintenance organization continues to meet the requirements of this Subpart, it shall organize, on a regular basis, organizational reviews.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.617	Changes to the approved maintenance organization In order to enable the competent authority to determine continued compliance with this Part, the approved maintenance organization shall notify it of any proposal to carry out any of the following changes, before such changes take place: 1. the name of the organization; 2. the location of the organization; 3. additional locations of the organization; 4. the accountable manager; 5. any of the persons specified in paragraph M.A.606(b); 6. the facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.618	Continued validity of approval (a) An approval shall be issued for duration acceptable to the competent authority. It shall remain valid subject to: 1. the organization remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.A.619, and; 2. the competent authority being granted access to the organization to determine continued compliance with this Part, and; 3. the approval not being surrendered or revoked;		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
M.A.618	(b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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M.A.619	Findings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	(c) After receipt of notification of findings, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the CAAB within a period agreed with this authority.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

COMPLIANCE STATEMENT:

I certify that I have read the legislation referred to in this ANO Part-M, Subpart-F Compliance Checklist and understand its applicability to the AMO by the legal entity I represent. I also accept management accountability for compliance by AMO of the legal entity I represent.

Signature	Name	Title	Date