

1. Introduction

Approved Maintenance Organization (AMO) is an organization that is approved by CAAB to maintain aircraft & components as follows:

- As an AOC holder for Commercial Air Transport (CAT) or operator of large aircraft;
- As an AOC holder involved in commercial operation (Non-CAT);
- As an independent organization to support owner, lessor and operators.

As a prerequisite to approval, this organization will have demonstrated that it meets either ANO Part-145 or the ANO Part-M, subpart F requirements as defined in ANO Part-M.A.201.

2. Purpose

This Guidance Material (GM) describes the approval application process and how CAAB verifies that an AMO meets the approval requirements. The overall approval process comprises five separate phases.

3. List of forms and documents.

No	Documents	Function
1	CAAB Form-2 for Issuance/renewal or amendment the AMO Certificate	To be completed by applicants who wish to become a CAAB approved AMO, and by approved organizations seeking renewal or approval of changes to their scope of approval.
2	ANO Part-145/ANO Part-M, Subpart-F Compliance Checklist & MOE/MOM conformance Document.	To be completed by the organization to identify where the applicable requirements are addressed in their MOE/MOM.
3	MOE/MOM	For compliance with ANO Part-145.A.70 or M.A. 604.
4	AMO Nominated Post Holders CAAB Form-4	For compliance with ANO Part-145.A.30 or M.A. 606.

4. 5 Phase Approval Process

4.1 The process for assessing and approving AMO is normally organized in phases as follows:

Phase description	Process
Pre-application	A prospective AMO which intends to apply for an approval enters into preliminary discussion/meeting with CAAB. The organization should have a clear understanding of the form, content and documents required for the formal application.
Formal application	AMO submits forms and supporting documents, in softcopy/hard copy as agreed, convenient and secure means. Certification Team will evaluate the AMO application package to identify whether required documents/papers & timeline are adequate. If NOT, the application will be returned to the applicant.
Document evaluation	Documents undergo evaluation by CAAB. AMOs will provide further information when requested. An inspection schedule will be planned with the AMO.
Demonstration & Inspection	On-site inspection of AMO. This is generally conducted covering all areas of the intended scope of approval. Certification team will identify the non-compliances to the AMO and conduct follow up inspection (if required) to identify the required corrective actions taken by the applicant are adequate to resolve the identified non-conformance
Certification	Upon satisfactory demonstration of compliance with all applicable requirements, an AMO approval certificate is issued.

4.2 A flow chart of the above process is provided in Appendix 1.

4.1 Pre-Application Phase

4.1.1 The pre-application phase shall begin when the applicant (prospective AMO) submits its intention for it to gain approval by CAAB, via letter. The following details are to be established.

- Intent
- Scope of approval
- Timelines, or schedule of events
- Parties involved

4.1.2 The purpose of the pre-application phase is to provide an opportunity for the CAAB and the applicant to discuss and answer questions about the certification (or approval) process, the applicable requirements, the formal application process and documentation, and any related issues.

4.1.3 The CAAB will respond with the relevant guidance material and application form(s) if the CAAB has no objection to the pre-application. Note that a meeting to discuss these matters could be arranged, as the Airworthiness & Engineering Division section sees fit, to clarify any points related to the process. This step is beneficial to both parties to assess whether the interest is genuine and whether an approval is likely to be viable.

4.2 Formal Application Phase

4.2.1 During this phase, the applicant is required to submit the completed CAAB Form-2, together with all the supporting documents.

4.3.2 It is important to note that the submission of the documents does not mean the application will be approved.

4.3.3 Where incorrect or incomplete information is supplied, CAAB shall notify the applicant as soon as reasonably practicable by letter or email detailing the error or omission.

4.4 Document Evaluation Phase

4.4.1 Before submitting manuals, organizations are required to complete the appropriate ANO Part-145/ANO Part-M, Subpart-F Compliance Checklist & MOE/MOM conformance Document as part of the application.

4.4.2 The document evaluation phase begins when the applicant submits all required documentation & manuals. CAAB will undertake a 'gross error' check to ensure that all required documentation has been received and, if necessary, request further information from the applicant. CAAB will also liaise with the organization to discuss a projected timescale for the approval process and dates for the on-site inspection(s).

4.4 Demonstration and Inspection Phase

4.4.1 The purpose of the demonstration and inspection phase is to validate that the applicant complies with all applicable requirements, and that operation in accordance with the processes and procedures identified in the submitted manuals and other supporting documents will ensure continued compliance. Fundamentally, this phase is aimed at ensuring that:

- Employees are familiar with the procedures and capable of performing their assigned duties;
- Facilities can support the operation requested;
- Procedures are followed;
- Record keeping systems are in place to ensure that compliance with the requirements and CAAB Regulations is documented;

- The prospective AMO has in place a system for reporting serious defects, incidents or occurrences;
- The number and the qualifications of personnel are sufficient to satisfy the volume and type of work to be performed.

4.4.2 If discrepancies are noted the applicant will be notified in writing. The applicant must take appropriate corrective action. The approval process may not progress if the deficiencies are not addressed to the satisfaction of CAAB.

4.5 Certification Phase

4.5.1 Once the CAAB is satisfied with the outcome of the Initial Inspection, and the applicant has been found to be fully compliant with the applicable requirements (all the findings must be closed for initial approval), then a recommendation will be made for an approval to be issued. Note that this recommendation is subject to further internal checking and subsequent final approval. Further action may still be requested from the applicant at this stage.

4.5.2 The Approval Certificate with the name of the organization, the AMO reference number, will be issued when all phases of the approval process are complete, the applicant has been found to comply with the applicable requirements, and CAAB has confidence that the organization will both continue to comply with the applicable regulations, and is fully capable of fulfilling its responsibilities and conducting a safe and efficient operation.

4.5.3 Approval Certificates issued by the CAAB will have a validity period of two years.

5. Renewal of AMO Approval

The application for renewal of AMO approval shall be made through submission of completed CAAB Form 2. CAAB performs an audit of the organization.

6. Variation of AMO

The holder of an AMO, issued by CAAB wishes to alter if required for the compliance or to remain in compliance with ANO Part-145 or ANO Part-M, Subpart-F must submit a letter of intent and/or CAAB Form-2 along with the affected manual(s)/Documentation for evaluation by CAAB.

CAAB may perform audit of the AMO organization, if the changes affect the approval.

7. Continued Surveillance

7.1 Once AMO has been issued with an approval, it is subject to continued oversight by CAAB. This oversight includes audits and inspections, including unannounced inspections as appropriate, and meetings between the Accountable Manager and the CAAB to ensure both remain informed of significant issues and developments.

7.2 CAAB may re-inspect the AMO at any time during the period of approval. Findings (if any) will be provided to the AMO after the inspection visits by CAAB.

8. Queries

Any queries or requests for further guidance as a result of this communication should be addressed to:

Chairman,
Civil Aviation Authority, Bangladesh
Head Quarters, Kurmitola,
Dhaka-1230, Bangladesh
Attention: Member (Flight Standard & Regulations)

6 Validity and Cancellation

This Guidance Material shall remain valid until it is declared as expired, suspended or cancelled and removed from the CAAB website.

Appendix 1. Flow chart of 5 Phase Approval Process

