

Staff Instruction

SI 8900 - 2.13

**Certification or Recognition for Foreign Approved
Maintenance Organization (AMO)**

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Date : September 2017

**REPUBLIC OF INDONESIA – MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
JAKARTA – INDONESIA**

AMENDMENT RECORD LIST

Amendment No.	Issue Date	Reference
0	17 October 2013	DG Decree No. KP 464 Year 2013, Date October 17, 2013
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SUMMARY OF AMENDMENTS

Amendment No.	Source/s	Subject/s	Approved
Original	ICAO Doc. 8335		17 October 2013
Edition 1	ICAO State Letter	Recognition Of Foreign AMO Certificate	September 2017

FOREWORD

1. **PURPOSE** : This Staff Instruction prescribes responsibilities, policies, and procedures to be used by the Directorate General of Civil Aviation (DAAO) for evaluating an applicant for certification or recognition of CASR Part 145 Approved Maintenance Organization (AMO) located within outside Republic of Indonesia (Foreign AMO)
- This Staff Instruction may be made available to the public so that they may better understand the authority and responsibility of the DAAO.
2. **REFERENCES** : This Staff Instruction should be used in accordance with the applicable regulations.
3. **CANCELLATION** : SI 8900-2.13 Amdt. 0 date 17 October 2013 is canceled
4. **AMENDMENT** : The amendment of this Staff Instruction shall be approved by the Director General of Civil Aviation.

DIRECTOR GENERAL OF CIVIL AVIATION

Ttd.

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TABLE OF CONTENTS

AMENDMENT RECORD LIST	i
SUMMARY OF AMENDMENTS	ii
FOREWORD.....	iii
TABLE OF CONTENTS.....	iv
CHAPTER I. INTRODUCTION	1
1. PURPOSE	1
2. DEFINITIONS	1
3. PROCEDURES.....	6
CHAPTER II – CERTIFICATION OF FOREIGN AMO	8
1. INTRODUCTION.....	8
2. AMENDMENT TO OR TRANSFER OF CERTIFICATE.....	9
3. SPECIAL PROVISIONS FOR FOREIGN AMO.....	9
4. CERTIFICATIONS.....	10
CHAPTER III – RENEWAL OF FOREIGN AMO.....	17
1. INTRODUCTION.....	17
2. RENEWAL.....	17
3. TASK OUTCOMES.....	21
4. FUTURE ACTIVITIES.....	21
CHAPTER IV – AMENDMENT OF FOREIGN AMO	23
1. INTRODUCTION.....	23
2. AMENDMENT.....	23
3. TASK OUTCOMES.....	24
4. FUTURE ACTIVITIES.....	24
CHAPTER V - RECOGNITION OF FOREIGN AMO	25
1. INTRODUCTION.....	25
2. RECOGNITION PROCESS	25
3. TASK OUTCOMES.....	26

CHAPTER I. INTRODUCTION

1. PURPOSE

This chapter defines relevant definitions and terms for Civil Aviation Safety Regulations (CASR) part 145 Approved Maintenance Organization (AMO) outside the Republic of Indonesia. It also explains the policies; procedures and references applicable to an AMO.

2. DEFINITIONS

- a. **AMO Certificate of Approval:** The authority granted by DAAO for an AMO to conduct business. The certificate states the following information:
 - (i) AMO number;
 - (ii) What the AMO's ratings are to include; class ratings; limited ratings; limited specialized service ratings; the location and name of the AMO; and the expiration date.
- b. **Accountable Manager.** The certificated AMO designates the accountable manager as responsible for, and having authority over all AMO operations conducted under CASR part 145. This person's duties include ensuring that AMO personnel follow the regulations and serving as the primary contact with the DAAO.

NOTE:

The DAAO's definition of an accountable manager may differ from the European Aviation Safety Agency's (EASA) definition of an accountable manager; however, one person may serve both positions.

- c. **AMO Manual.** The manual describes the procedures and policies of an AMO's operations.
- d. **Article.** An article is an aircraft, airframe, aircraft engine, propeller, appliance, or component part.
- e. **Capability List.** A capability list (CL) is a list of articles on which the AMO is rated to perform maintenance, preventative maintenance, or alterations.
- f. **Certificated AMO.** A certificated AMO is an AMO that has a fixed main base location, has met the certification requirements of CASR Part 145, and is engaged in the maintenance, preventive maintenance, inspection, and alteration of aircraft and aircraft products as defined in CASR Part 43. In addition, an AMO may have:

- (i) Additional fixed locations located close to and within the same geographic area as the main base,
 - (ii) Satellite facilities, and
 - (iii) Line maintenance authorization.
- g. **Class Ratings.** Class ratings are issued if the AMO can prove its capability to maintain a representative number of products under this rating. After issuance of a class rating, it should not have restrictions to a specific product added. For such a case, issue a limited rating.
- h. **Contracting.** Contracting means entering into an agreement between two or more persons for the performance of maintenance functions on an article.
- i. **Correction.** A correction is an action to eliminate a detected nonconformity as it relates to the articles or the maintenance processes.
- j. **Corrective Action.** Corrective action is an action to eliminate the cause of a detected nonconformity or other undesirable condition to prevent its recurrence.
- k. **Correspondence Acceptable to the DAAO**—Documents, Manual or a Revision Submitted to the DAAO for Acceptance. The air agency may immediately initiate and use the submitted correspondence contents without formal DAAO acceptance. The DAAO considers a document, manual or revision acceptable. There is no requirement for the DAAO to acknowledge receipt of or initiate a formal letter of acceptance upon review of the submitted correspondence. Submission of this document may be as a written or electronic document.
- l. **Directly in Charge.** The person directly in charge is responsible for the work of a certificated AMO that performs maintenance, preventive maintenance, alterations, or other functions affecting aircraft airworthiness. A person directly in charge does not need to physically observe and direct each worker constantly, but must be available for consultation on matters requiring instruction or decision from a higher authority.
- m. **Exemption.** Exemption from the obligation of compliance with civil aviation safety standards, herein after referred to as exemption, is a condition in which aviation services provider cannot comply with the provision of civil aviation safety standards.
- The exemption must meet the procedural requirements of regulation on exemption from the obligation of compliance with civil aviation safety standards.
- n. **Foreign AMO.** A foreign AMO is an automated Operations Specifications term that describes a DGCA-certificated facility located outside of the Republic of

Indonesia that performs maintenance, preventive maintenance, or alterations on articles. **Limited Ratings.** AMOs are issued limited ratings for the performance of maintenance on particular makes and models of airframes, powerplants, propellers, radios, instruments, accessories, and/or parts.

- o. **Limited Ratings.** Repair stations are issued limited ratings for the performance of maintenance on particular makes and models of airframes, powerplants, propellers, radios, instruments, accessories, and/or parts.
- p. **Limited Specialized Service Ratings.** Limited specialized service ratings are issued for a special maintenance function when the function is performed in accordance with a specification or data acceptable to the DAAO. The OpSpecs must include the specifications or data used by the AMO to perform that service in accordance with part 145, CASR Part 145.61(c).

NOTE:

The AMO may request a limited rating for specialized services utilizing a civil or military specification currently used by industry. DAAO Inspector should carefully consider if this specification covers all areas required for the repair prior to approval.

Will this repair, when completed, allow approval for return to service for the article? In some cases, the DAAO Inspector may need assistance from other sub directorates to determine if the specification is adequate for the rating requested. The DAAO Inspector is responsible for ensuring that the applicant can accomplish the work outlined in the specification. If the specification does not meet the requirements of CASR Part 43, CASR Part 43.13, then the DAAO Inspector should inform the applicant that the specification may be used as part of a process the applicant can develop under the provisions of CASR Part 145.61(c)(2).

The DAAO Inspector must evaluate if the process is appropriate for the article. The PI should note the need for additional limitations, if any, in the limitation section of the OpSpecs.

Many civil and military specifications currently used by industry are generic. The DAAO Inspector should verify the AMO has provisions in its manual for evaluation of the article to determine if anything would prohibit the specification utilization.

q. **Line Maintenance.**

- (i) Any unscheduled maintenance resulting from unforeseen events, or
- (ii) scheduled checks that contain servicing and/or inspections that do not require specialized training, equipment, or facilities.

Line maintenance is not a rating but an authorization to provide a service to an air carrier certificated under part 121 or part 135, or a foreign air carrier or foreign person operating an Indonesian registered aircraft in common carriage under CASR Part 129 on any aircraft of that air carrier or person.

- (i) An AMO certificated to provide maintenance on the complete aircraft or engine under a class or limited rating will have the line maintenance authorization listed on OpSpec, if located at a site other than the main base.
 - (ii) If the AMO has line maintenance authorization, then the AMO main base must have certification on the complete airframe or engine. OpSpec would list the Manufacturer (e.g., Boeing), Make/Model (e.g., B737), or engine, and under the additional limitations,
 - (iii) An AMO with a line maintenance authorization cannot provide work away from station from the line maintenance location(s). The DAAO gives line maintenance authorization to the AMO to provide line maintenance for a specific air carrier, at a specific location, for a specific job. It is not a blanket approval. By granting this approval, the DAAO certifies that the AMO is capable of performing that specific maintenance. This is an authorization granted to the AMO; therefore, all regulations governing the AMO will apply except for housing. CASR Part 145.205(c) provides relief for housing.
- r. **Maintenance.** Maintenance is the inspection, overhaul, repair, preservations, and the replacement of parts, but excludes preventive maintenance.
- s. **Maintenance Function.** A maintenance function is a step or series of steps in the process of performing maintenance, preventive maintenance, or alterations, which may result in approving an article for return to service.
- Only persons authorized under CASR Part 145.157(a) and 145.213(d) may approve an article for return to service, perform a final inspection, or sign a maintenance release.
- t. **National Aviation Authority (NAA),** NAA is Local Civil Aviation Authority where the AMO is located
- u. **Operations Specifications (OpSpecs).** The DAAO issues OpSpecs to indicate the authorizations and limitations to ratings as specified on the Air Agency Certificate.
- v. **Quality Control Manual (QCM).** The QCM describes the inspection and quality control system and procedures used by the AMO.
- w. **Recognition.** The act of accepting that someone or something as having legal or official authority.

- x. **Recognition Certificate Foreign AMO.** Where DGCA accept or recognized of the foreign Approved Maintenance Organization (AMO) certificate issued by the origin Civil Aviation Authority within the scope of capability of organization.
- y. **Supervisor.** Supervisors must oversee the work performed by any individuals who are unfamiliar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations. Each supervisor must, if employed by an AMO located inside the Republic of Indonesia, hold a certificate issued under part 65.
 - (i) The preamble to part 145 (see CASR Part 145.153) indicates a difference between a “supervisor” and a “person directly in charge.” A supervisor physically observes and directs a worker when needed. A person directly in charge does not need to physically observe and direct each worker constantly but must be available for consultation on matters requiring instruction or a decision from a higher authority.

NOTE:

This does not preclude the AMO from assigning one supervisor to multiple shops or areas provided the supervisor is properly certificated and qualified. The supervisor’s workload should allow adequate time to oversee the work.

- (ii) Part 145 does not dictate the ratio of supervisors to individuals under supervision. The AMO establishes this ratio. However, CASR Part 145.153 states in part that a certificated AMO must ensure it has a sufficient number of supervisors to direct the work performed under the AMO’s certificate and OpSpecs.
- (iii) Part 43 identifies persons authorized to perform maintenance, preventative maintenance, rebuilding, and alterations. Section 43.3(c) states in part that a person working under the supervision of a certificate holder may perform the maintenance, preventive maintenance, and alterations that the supervisor is authorized to perform, if:
 - A. The supervisor personally observes the work being done to the extent necessary to ensure that it is being done properly, and
 - B. The supervisor is readily available, in person, for consultation.

NOTE:

The definition of “in person” is “in one’s bodily presence.” An example of this is “applicants are requested to apply in person.”

3. PROCEDURES.

Review Applicable Information. Before the inspection, the DAAO Inspector should carefully review:

- a. CASR Parts 43 and 145.
- b. AMO Manual /Quality Control Manual (QCM).
- c. OpSpecs.
- d. Directorate Airworthiness and Aircraft Operation (DAAO) office file.

Review AMO Certificate of Approval. Review the AMO's certificate of approval and OpSpecs to verify that they are:

- a. Available for inspection.
- b. Identical to those on file in the DAAO and properly signed.
- c. Appropriate for the maintenance and alterations that personnel at the facility perform.
- d. If the AMO uses a capability list, verify that it is at the same revision level as the one on file at the DAAO.
- e. Certificates for AMOs located outside Republic of Indonesia have a limited duration of 2 (two) years from date of certificate is issued.

Analyze Findings. Evaluate all deficiencies to determine if corrective actions are required.

Conduct Debriefing. Brief the certificate holder on the inspection results. Discuss any deficiencies and possible corrective actions.

4. REGULATORY REFERENCES

- a. CASR Parts 43, 45, 65, 121, 135 and 145
- b. Advisory Circular 145-3, Guide for Developing and Evaluating AMO Maintenance Procedures Manuals and Quality Control Manual, as amended
- c. Staff Instruction (SI) 8900-6.9 – Inspection of a CASR Part 145 Approved Maintenance Organization (AMO)

5. TASK OUTCOMES.

Complete the Task. Completion of this task will result in one of the following:

- a. Sending a letter to the operator documenting all deficiencies and initiating an enforcement investigation, if necessary
- b. A satisfactory inspection with no deficiencies

Document the Task. File all supporting paperwork in the DAAO office file.

6. FUTURE ACTIVITIES.

Schedule and conduct followup inspections as applicable.

CHAPTER II – CERTIFICATION OF FOREIGN AMO

1. INTRODUCTION

Objective. This chapter provides guidance for evaluating an applicant for certification under CASR part 145 as a foreign AMO. This chapter also provides guidance for evaluating an applicant for a satellite AMO under the managerial control of a certificated AMO. This guidance may be applied to a certificated AMO/satellite AMO transitioning to the AMO Manual / Quality Control Manual (QCM) and training program currently used by the AMO with managerial control.

The Certification Process, This process provides for interaction between the applicant and the DAAO, from initial inquiry to issuance or denial of an Approved Maintenance Organization (AMO) certificate. It ensures that programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, tested, and integrated throughout the AMO(s). The main responsibility for certification process of AMO under this instruction is in SubDirectorate of Standardization-DAAO. The Certification / Renewal / Amendment Process will be performed in accordance with guidance SI 8900-2.11

The certification process consists of **four phases**:

- a. Formal application phase. The formal application phase begins when the team receives the application and attachments. As a rule, the team will meet with the applicant after receiving the formal application package. The team and the applicant should now resolve all questions about the proposed operation, formal application, and attachments. The certification team members and all key management personnel from the applicant's organization should attend the meeting. The owner should determine the legal name of the repair station and the address where it will be located at this point of certification.
- b. Document compliance phase, In this phase, the DAAO inspector(s) thoroughly reviews the application for approval or disapproval. The DAAO inspector(s) reviews the AMO manuals and related attachments to ensure conformity to the applicable regulations and safe operating practices.
- c. Demonstration and inspection phase, In this phase, the certification DAAO inspector(s) ensures that the applicant's proposed procedures are effective and that facilities and equipment meet regulatory requirements. The DAAO inspector must decide if demonstrations will be required Certification phase.

- d. **Certificate Issuance.** When the applicant meets the regulatory requirements of part 145 and has paid the appropriate fees, the certification team will issue the repair station certificate and operations specifications (OpSpecs) with the appropriate ratings.
- e. **Certificate Duration.** Certificates for repair stations located outside the Republic of Indonesia have a limited duration. Initial certification is limited to 24 months from the date the certificate is issued.

2. AMENDMENT TO OR TRANSFER OF CERTIFICATE.

New Application. Section 145.57 specifically requires an AMO to submit a new application in the following situations:

- a. The holder of an AMO certificate must apply for a change to its certificate if it changes the location of the AMO or requests to add or amend a rating. The AMO certificate holder must notify the DAAO in advance and the DAAO may prescribe conditions that the AMO must follow when moving to a new address or location.
- b. If the holder of the AMO certificate sells or transfers its assets, the new owner must apply for an amended certificate in accordance with CASR part 145.51. On occasion, AMO ownership changes without changing the facilities and personnel.
- c. If the AMO and/or its contractors or subcontractors are performing a job function concerning transportation of dangerous goods (hazmat), the AMO must train its employees to the ICAO's hazmat standards. The AMO must also provide the DAAO with a letter certifying that the appropriate employees have been trained to the ICAO standard, unless the letter is already in the AMO certification file.

3. SPECIAL PROVISIONS FOR FOREIGN AMO.

- a. **Perceived Need.** Section 145.51(c)(1) requires the applicant to show the necessity for a certificate. The necessity is considered a perceived need. The applicant must have a current or future operational or economic need (perceived need) for the maintenance, preventive maintenance, or alteration of aeronautical articles, subject to the FAA's regulatory oversight. The applicant must demonstrate that a certificate is necessary.
- b. **Certificate Renewal.** Certificates for AMOs located outside the Republic of Indonesia have a limited duration for a 24-month period.

- c. **National Certification.** DAAO policy requires the DAAO to advise the country's NAA of DAAO certification. The DAAO need not obtain NAA concurrence; however, the DAAO will take under consideration any safety information related to the applicant. CASR Part 145.53(a) states, in part, "a person who meets the requirements of this part is entitled to an AMO certificate." The DAAO will request a copy of the applicant's DAAO certificate and limitations document. Some countries might not issue AMO certification; in such instances, CASR part 145 does not prohibit the DAAO from issuing a certificate.
- d. **English Language Requirements for Technical Data.** The DAAO recognizes the national language of the country where the AMO is located. The AMO may convert technical data (e.g., operator's instructions for continued airworthiness (ICA), manufacturers' maintenance manuals, or type certificate (TC) holders' continuous airworthiness data) into the national language. The AMO may also convert internal documents, such as work cards, work sheets, and shop travelers.

Note: AMO must establish procedures in its AMO manual that ensure that its English language copy of technical data and any internal documents developed from this technical data is current and complete. The main base of the AMO should retain the English language copy of the technical data. The AMO must make the data available to the DAAO upon request.

4. CERTIFICATIONS

a. FORMAL APPLICATION PHASE

- (i) **Receive the Formal Application.** Ensure submission and completeness of all documents.
- (ii) **Evaluate the Application Package.** Based on the initial survey of the application package, make a decision whether or not to continue with the certification process.
- (iii) **Conduct an Application Meeting.** Answer any open questions concerning the package before proceeding to the next phase. Do this in the most effective way possible; e.g., meetings or correspondence.

b. DOCUMENT COMPLIANCE PHASE.

Review the Application Package. Review the content of each submitted document for regulatory compliance. The documents for review include:

- (i) A completed DAAO 145-1. For a satellite AMO, the request should not include any ratings not held by the managerial AMO unless an exemption is obtained.
- (ii) Letter of Intent from the (Indonesian) potential customer to use of service of the Applicant AMO;
- (iii) Manual requirement. For applicant of foreign AMO, It may use Supplement of AMO/Quality Control Manual to the local Civil Aviation Authority accepted/approved AMO/QC Manual or equivalent, to meet Indonesia CASR Part 145; or follow the whole system as required by CASR Part 145 (see SI 8900-2.11 for manual content).
- (iv) Training program:
 - A. AMO must have an employee training program approved by the DGCA that consists of initial and recurring training. To meet the requirements of part 145, an applicant must submit a training program for approval, in accordance with CASR Part 145.51(a)(7) and 145.163.
 - B. The training program must ensure that each employee assigned to perform maintenance, alterations, or an inspection function is capable of performing the assigned task.
- (v) The AMO must document initial and recurrent training of individual employees in a format acceptable to the DGCA.
- (vi) Statement of compliance must address each section of CASR part 145.
- (vii) If applicable, a letter certifying the hazmat employees have been trained to ICAO hazmat standards
- (viii) Personnel Roster or List of Personnel involved in maintenance as the supervisor and person authorized to release return to service. Requirements of those personnel must be:
 - A. Have a minimum of 18 months of practical experience in the work being performed; or
 - B. Be trained in or thoroughly familiar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations.
 - C. Must be licensed and meet the requirements of ICAO Annex 1.
- (ix) The list of makes and models of the particular item(s) to be maintained and nature of the work to be performed for any limited ratings.

- (x) Local Civil Aviation Authority Certificate of Approval and Operation Specifications / Scope of Approval and Capability list, if appropriate. Refer to CASR Part 145.215 and SI 8900-2.11 for additional details on capabilities lists
- (xi) An AMO may apply for and, if it meets the eligibility requirements of the rule, be issued a AMO and rating for a limited airframe for line maintenance. The line station must be listed on the OpSpecs, which must contain the airport address, the address/phone number/fax number of the AMO's facility/office at each airport location, and a brief description of the maintenance services provided
- (xii) Safety Management System Manual, in accordance with CASR 145 Appendix G and AC 120-92.

Document Deficiencies. Conduct a through and comprehensive review of all documents. If deficiencies are found in any document, return it to the applicant with letter outlining the deficient areas. Inform the applicant that the certification process will not continue until all deficiencies are resolved.

c. DEMONSTRATION AND INSPECTION PHASE.

- (i) **Coordinate and Schedule an Inspection.** Coordination is required between the DAAO Inspector(s) and the applicant to ensure that the appropriate management personnel are available during the inspection. Procedures on how to inspect the AMO refer to SI 8900-6.9.

A. **Manuals.** During the inspection phase, the team should verify that the facility follows its AMO and QCM.

NOTE: When AMO manual is located in the work area and is in the national language, the DAAO inspector(s) must be provided with a supervisor or other person who can read the national language version to the team so it can confirm that this version has the same information as the English language version. This same process applies when the DAAO requests review of maintenance records, technical documents, and other material that is part of the certification. (The use of the national language is an option provided to AMOs located outside the Republic of Indonesia. If an AMO elects to use the national language, it must provide a method for the DAAO to confirm the material is accurate.)

B. **Statement of Compliance.** The DAAO inspector(s) should use the AMO statement of compliance to confirm that the facility meets all the requirements of the regulations.

- C. **Line Stations.** On an initial AMO certification only, the DAAO should visit each location for which the applicant requests a line station authorization. The authorization may not be issued for a location outside the boundaries of the country where the AMO is located.
- (ii) **Perform a Housing and Facility Inspection.** Inspect the AMO facilities to ensure that the work being done is protected from weather elements, dust, and heat. Ensure that workers are protected to the point that the quality of their work will be unimpaired. (For additional guidance on facilities inspection, refer to SI 8900-6.9, Chapter.V).
- (iii) **Evaluate Maintenance Organization.** Ensure the following:
- A. A sufficient number of personnel are available to satisfy the volume and type of work to be performed, as required by part 145 subpart D. Also ensure that:
- An employee is designated as the accountable manager.
 - Qualified personnel are provided to plan, supervise, audit, perform, and approve for return to service the work for which the facility is rated.
 - The facility has a sufficient number of employees with the training or knowledge and experience to accomplish the work being performed.
 - Interview a sampling of supervisors and inspection personnel to ensure that they are able to read, write, and understand the English language.
 - During the interview, review and ask the supervisors and inspectors questions regarding their knowledge and experience level with the intended operation. (A recommended source for questions is the AMO manual and/or the employees' employment summaries.)
 - Request to see any NAA maintenance certification the supervisors and inspectors may have been issued by the NAA.
 - If qualifications remain in question for any individual, bring the concern to the attention of the AMO management and request that they reexamine the employee to confirm his or her qualifications.
 - AMO has a written process to determine the abilities of its noncertificated employees performing maintenance functions based

on training, knowledge, experience, or practical tests. This process may be incorporated in the AMO manual or in a supplement document, such as a training program.

- B. A personnel roster is available that includes management, supervisory, and inspection personnel responsible for the AMO operations, oversight of maintenance functions, and personnel authorized to sign a maintenance release for approving an article for return to service (refer to CASR Part 145.161).
- C. Management, supervisory, and inspection personnel employment summaries are available for those individuals refer to CASR Part 145.161.
- D. At the conclusion of the inspection, the DAAO must discuss any deficiencies noted during the inspection. This should be an open discussion giving the applicant the opportunity to correct any misunderstandings. This meeting should not be confrontational, but should be considered part of the informational process.

(iv) Additional Maintenance Organization Inspection Items

- A. Additional Facilities Fixed Locations. The inspection procedures are the same as those required for a fixed location. You can find additional guidance in SI 8900-2.11 Chapter I.
- B. Work Performed at Another Location. The process for this inspection is different from that of additional fixed locations in that a repair is occasionally needed at another location on an emergency basis. The AMO manual should have a procedure that describes how the AMO will meet all the same requirements of its manual, including QC procedures, when working away from the fixed location. The procedures must also include how the repair station will notify the DAAO and gain approval before work is performed. You can find additional guidance in SI 8900-2.11 Chapter I.
- C. Capability List. For a AMO that intends to use a capability list, it is not necessary to perform a complete facility inspection for each item on the capability list. A review of each shop area should provide the DAAO inspector with enough general information to establish the applicant's ability and compliance posture. You can find additional guidance in SI 8900-2.11 Chapter I.

(v) Analyze Deficiencies.

If you note deficiencies, notify the applicant in writing. If appropriate, meet with the applicant to review deficiencies in detail.

The applicant must take corrective action and notify the CPM in writing in order for the certification process to continue. Fully document and record each deficiency and corrective action in the certification file.

d. CERTIFICATION PHASE.

(i) **Prepare Documents.** When the applicant has met all regulatory requirements, the CPM / DAAO Inspector will accomplish the following:

A. Complete applicable blocks of DAAO Form 145-4, to show:

- Findings and recommendations,
- Any remark or discrepancy noted during inspection,
- Date of inspection, and
- Office and signature of the DAAO Inspector

B. Prepare DAAO Form 145-2 (Certificate of Approval) and OpSpecs showing the limitations issued. Form DAAO 145-2 and OpSpecs DAAO form 145-3 shall be signed by Director DAAO on behalf of Director General of Civil Aviation.

C. If applicable, issue OpSpecs with appropriate ratings.

NOTE: Certificate of Approval and OpSpecs are legal documents. Language should clearly specify the authorizations, ratings, and/or limitations being approved. When filling out these forms, there must not be any erasures, strikeouts, or typographical errors on the completed document.

(ii) **Prepare Certificate of Approval and Operations Specifications.** Approved maintenance organization certificate and operations specifications are legal documents. Language should clearly specify the authorizations, ratings, and/or limitations being approved. When filling out these forms, there should not be any erasures, strikeouts, or typographical errors. Detail procedures and process to issue AMO certificate and operations specifications will include must follow chapter VIII SI 8900-2.11.

(iii) **Prepare Certification Report.** Ensure preparation of a certification report. The report must include the name and title of each DAAO Inspector on the

certification team. The CPM / DAAO Inspector signs the report, which contains at least the following:

- A. DAAO Form 145-1 completed, and formal letter;
- B. A statement of compliance;
- C. A copy of the Certificate of Approval issued;
- D. A copy of the issued OpSpecs;
- E. A summary of all discrepancies encountered during the inspection.

5. TASK OUTCOMES.

- a. **Complete the Task.** Completion of the certification task will result in one of the following:
 - (i) Issuance of a certificate and OpSpecs, or
 - (ii) A letter to the applicant indicating denial of the certificate, or
 - (iii) A letter to the applicant confirming termination of the certification process.
- b. **Distribute Certification Report.** Retain the original certification report in the DAAO file office.
- c. **Send a letter** to the NAA of the country where the AMO is located, advising them that the DGCA certificate and OpSpecs have been issued. The letter should also request that the NAA advise the DGCA any time the NAA takes certificate action or identifies serious concerns against that AMO.
- d. **Document the task.** File all supporting paperwork in the DAAO office file.

6. FUTURE ACTIVITIES.

Perform followup and monitoring NAA response as required.

CHAPTER III – RENEWAL OF FOREIGN AMO

1. INTRODUCTION

Objective. This section provides guidance for evaluating an applicant for renewal of a CASR part 145 foreign Approved Maintenance Organization (AMO). For the purposes of this chapter, AMO applicants from part 145 facilities may be referred to as “applicants,” “AMO,” or “facilities.”

The Renewal Process. This process provides for interaction between the applicant and the DAAO. It ensures that programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, tested, and integrated throughout the AMO(s). The main responsibility for renewal process of AMO under this instruction is in Sub Directorate of Standardization-DAAO.

The renewal process consists of:

- a. Formal application phase,
- b. Document compliance phase,
- c. Demonstration and inspection phase, and
- d. Certification phase.

2. RENEWAL

a. FORMAL APPLICATION PHASE

- (i) **Renewal Time Frame.** An AMO located at Republic of Indonesia must renew its certificate before exceeding 24 month from the date of issue or last renewal.
- (ii) **Application Submission Time Frame.** The AMO is responsible for submitting a new application 30 days before the expiration date of its certificate.
- (iii) **Tracking Program.** The DAAO must track renewal dates to establish an effective yearly work program.
- (iv) **Documets.** Ensure that all documents for the formal application package have been submitted and are completed. Verify the inclusion of the following:

- A. Completed DAAO Form 145-1
- B. A statement/document about the AMO's continuing need for the DGCA certificate. (see "Preceived Need" in Chapter II, paragraph 3.)
- C. List of contractors if changes have been made to it since the AMO's last renewal. A copy of those changes must be included in the package.
- D. AMOM/QCM, if either of the manuals has been revised since the repair station's last renewal. A copy of the revision must be provided with the application package.

b. DOCUMENT COMPLIANCE PHASE.

- (i) **Review the Application Package.** Review the content of each submitted document for regulatory compliance. The documents to be reviewed include:
 - A. A completed DAAO Form 145-1.
 - B. The AMO's list of maintenance functions to be contracted to another entity, if changes have been made. (See CASR Part 145.217.)
 - C. Continuing need for the DGCA certificate as required in chapter III, paragraph 2(a) in this document, by providing the last 24 month maintenance activities done on Indonesia register articles, If the AMO is unable to establish the continuing need requirement, the DAAO will renew the AMO certificate based on its previous continuing need statement. However, the DAAO will advise the AMO in writing that if the AMO is still unable to show a continuing need at the time of its next renewal, the DAAO may not renew the certificate.

Note: It is not necessary for a renewal applicant to submit an activity report for each article for which it is rated. A single document indicating that minor or no changes were made to its customer list will satisfy the need requirements. The need can be verified during the inspection phase

- (ii) **AMO Manual / QCM or supplement.** If revisions are made to these manuals, they should be reviewed as they are submitted. In some cases, an AMO may elect to revise its manuals for its certificate renewal. Regardless of when they are submitted, the DAAO must approve these revisions. The revision's inclusion should not delay the renewal process. The DAAO may elect to review the revisions and approve or reject them after the certificate renewal has been completed based on the old manuals.

- (iii) **Document Any Deficiencies.** Conduct a thorough and comprehensive review of all documents. If deficiencies are found in any document, return it to the applicant with a letter outlining the deficient areas. Inform the applicant that the certification process will not continue until all deficiencies are resolved.

The applicant must provide the DAAO with a written response that identifies the approximate date the errors will be corrected and the document resubmitted. The inspector's letter to the applicant must be as clear and complete as possible to avoid causing delays from documents being mailed back and forth without resolving issues.

- (iv) **Review Corrective Action Plan.** Continue with the renewal process if the AMO provides a corrective action plan that satisfies the requirements of the inspection.

c. DEMONSTRATION AND INSPECTION PHASE

- (i) **Renewal Procedures.** The Inspection for renewal certificate of approval will cover area and procedure identified in SI 8900-6.9
- (ii) **Line Station Authorization Surveillance.** An AMO QC/QA system audit is required to ensure compliance with its QC/QA procedures. Review the audits of line stations to ensure the AMO has visited each of its line stations once per year.

The QC/QA audit should provide a report for each line station showing which station the inspector audited, the date of the audit, what the inspector audited, and findings and corrective action identified during the audit. Once a year, perform a physical inspection of a minimum 10 percent sampling of line stations to confirm the effectiveness of the AMO's QC procedures.

- (iii) **Findings/Deficiencies.** Due to the distance, travel, expense, and short time frame requirements associated with Foreign AMO, apply the following policy regarding deficiencies/findings noted during the document review and inspection phases:

A. If the DGCA discovers deficiencies in an application for renewal or after conducting an inspection, the DGCA may allow the applicant sufficient time after notification to correct the deficiencies or to submit a plan for corrective action (depending on the nature of the deficiencies). If the FAA finds the written plan for corrective action acceptable, it may renew the repair station certificate.

- B. If the applicant fails to correct the deficiencies within the specified time agreed to between it and the DGCA, the DGCA will terminate the application for renewal.
- C. If the part 145 AMO certificate expires during the time between inspections or due to unusual circumstances, the DGCA may need to issue a short term certificate of up to 90 days if the applicant demonstrates an ability and willingness to correct the noted deficiencies. The DGCA may not extend the certificate past the 24 months period.
- D. Depending on the nature of the deficiencies, the DGCA may amend the repair station's ratings. In any of the above situations, after the DGCA is satisfied with all corrective action, the certificate will be reissued using the original renewal date. The repair station should not gain renewal time or an advantage by having additional time allowed for the correction of deficiencies.

d. CERTIFICATION PHASE.

(i) **Prepare Documents.** When the applicant has met all regulatory requirements, the DAAO Inspector will accomplish the following:

A. Complete DAAO Form 145-4, following "For DAAO official only" block insert (as applicable):

- Any remark or discrepancy noted during inspection,
- Findings and recommendations,
- Date of inspection, and
- Office and signature of the DAAO Inspector.

B. Prepare DAAO Form 145-2 (Certificate of Approval) and OpSpecs showing the limitations issued. Form DAAO 145-2 and OpSpecs DAAO form 145-3 shall be signed by Director DAAO on behalf of Director General of Civil Aviation.

NOTE: Certificate of Approval and OpSpecs are legal documents. The language should clearly specify the authorizations, ratings, and/or limitations being approved. When completed, these forms should have no erasures, strikeouts, or typographical errors.

(ii) **Prepare Certificate of Approval.** See SI 8900-2.11, Chapter III paragraph 6b.

(iii) **Prepare OpSpecs.** See SI 8900-2.11, Chapter III paragraph 6c.

(iv) **Prepare Certification Report.** Ensure that a certification report is prepared. The report must include the name and title of each DAAO Inspector on the certification team. The DAAO Inspector signs the report, which contains at least the following:

- A. The completed DAAO 145-4 (including a list of functions the AMO will contract out, if changed since last renewal),
- B. A copy of the statement/document of need showing the necessity for the certificate,
- C. A copy of the certificate of approval issued,
- D. A copy of the issued OpSpecs, and
- E. A summary of all discrepancies encountered during the inspection.
- F. A statement of compliance with the current Indonesia CASR Part 145;

3. TASK OUTCOMES

a. **Complete the Task.** Completion of the certification task will result in one of the following:

(i) Issuance of a certificate and OpSpecs.

(ii) A letter to the applicant indicating the DAAO denied the issuance of the certificate (as applicable).

(iii) A letter to the applicant confirming termination of the certification process (as applicable).

b. **Distribute Certification Report.** See Chapter III paragraph 7 SI 8900-2.11

Send a letter to the NAA of the country where the AMO is located, advising them that the DGCA certificate and OpSpecs have been issued. The letter should also request that the NAA advise the DGCA any time the NAA takes certificate action or identifies serious concerns against that AMO.

c. **Document the Task.** See Chapter III paragraph 7 SI 8900-2.11

4. FUTURE ACTIVITIES.

Perform followup and monitoring NAA response as required.

CHAPTER IV – AMENDMENT OF FOREIGN AMO

1. INTRODUCTION

Objective. This section provides guidance for evaluating an applicant for amendment of a CASR part 145 foreign Approved Maintenance Organization (AMO). For the purposes of this chapter, AMO applicants from part 145 facilities may be referred to as “applicants,” “AMO,” or “facilities.”

The Amendment Process. This process provides for interaction between the applicant and the DAAO. It ensures that programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, tested, and integrated throughout the AMO(s). The main responsibility for certification process of AMO under this instruction is in Sub Directorate of Standardization-DAAO.

The amendment process consists of:

- a. Formal application phase,
- b. Document compliance phase,
- c. Demonstration and inspection phase, and
- d. Certification phase.

2. AMENDMENT

a. FORMAL APPLICATION PHASE

Additional ratings or change to the certificate will be the same process as renewal of a certificate discussed in chapter IV SI 8900-2.11.

Note: The letter of intent as stated in chapter III paragraph 3.a.(3) of this SI is not required for amendment of foreign AMO,

b. DOCUMENT COMPLIANCE PHASE.

Follow the same renewal process described in chapter IV SI 8900-2.11. Ensure that any manual revision required by the application for an added rating or change to the certificate is reviewed for compliance with CASR part 145. Manual

revisions and documentation findings should be dealt with as described in chapter III & IV SI 8900-2.11.

c. DEMONSTRATION AND INSPECTION PHASE

This phase should follow the same requirements as described in chapter IV SI 8900-2.11, as appropriate to the requested change to the AMO certificate and OpSpecs.

d. CERTIFICATION PHASE

Amendments to an AMO certificate and OpSpecs must be accomplished as described in chapter III SI 8900-2.11 and must reflect the applicant's requested change.

3. TASK OUTCOMES.

These are the same as described in paragraphs chapter II SI 8900-2.11.

Send a letter to the NAA of the country where the AMO is located, advising them that the DGCA certificate and OpSpecs have been issued. The letter should also request that the NAA advise the **DGCA** any time the NAA takes certificate action or identifies serious concerns against that AMO.

4. FUTURE ACTIVITIES.

Perform followup and monitoring NAA response as required.

CHAPTER V - RECOGNITION OF FOREIGN AMO

1. INTRODUCTION

This chapter provides guidance for evaluating an applicant for a recognition of Foreign AMO under CASR 145. This guidance may be applied to conduct recognition process for foreign AMO.

DGCA may issue a recognition of Certificate for foreign AMO in countries of United State of America (USA) and Europe Union Members (EU).

2. RECOGNITION PROCESS

a. APPLICATION PHASE

(i) **Receive the Formal Application.** Ensure submission and completeness of all documents, as follows :

- A. Application Form DAAO 145-01 Application for Approved Maintenance Organization.
- B. Letter of Intent from the Indonesian costumers requesting maintenance service
- C. Compliance Statement to CASR 145 including relevan supporting document
- D. Copy of Certificate and OpSpecs issued by the origin Civil Aviation Authority
- E. AMO / MRO Manual
- F. Quality Manual
- G. Training Manual
- H. SMS Manual
- I. Approved Capability List

(ii) **Evaluate the Application Package.** Based on the initial evaluation of the application package, make a decision whether or not to continue with the recognition process.

b. DOCUMENT COMPLIANCE PHASE

Review the Application Package. Review the content of each submitted document for regulatory compliance. All Manual submitted in paragraph A will be evaluated by DGCA.

c. CERTIFICATION PHASE.

Prepare Documents. When the applicant has met all regulatory requirements, the DGCA will prepare DAAO Form 145-04 (Certificate of Recognition).

3. TASK OUTCOMES

1. Completed Form 145-64 part 145 Foreign AMO recognition checklist.
2. Document the task. File supporting paper work in DAAO IMSIS Database.