



Flight Safety Notification

Airworthiness

Flight Safety Notifications (FSNs) are not mandatory in nature, but provide means such as guidance, methods, procedures and practices acceptable to the Authority for complying with regulations and other requirements in a systematic manner. These are not necessarily the only means of compliance. FSNs may also contain explanations of regulations, other guidance material, best practices or information useful to the aviation community. Unless incorporated into a regulation by reference, FSNs are not regulatory and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. A Flight Safety Notification is not a Directive.

Certification of an Approved Maintenance Organization

(AMO)

Reason for Revision

This is an original document.

Purpose

- (1) This Flight Safety Notification (FSN) describes the process of applying for and obtaining an Approved Maintenance Organisation Certificate to conduct maintenance operations under the Jamaica Civil Aviation Regulations (JCARs). The certification process may appear to be a complex undertaking, particularly to a first time applicant. This FSN provides basic information applicable to the certification process.
- (2) Because there are a variety of acceptable methods for preparing manuals, a detailed discussion of acceptable methods for preparing these documents is not in this FSN. Applicants will be briefed in as much detail as necessary regarding the preparation of manuals and other documents during meetings with JCAA personnel. The information in this FSN and the material referenced in this FSN will assist the applicant in completing the process with minimal delays and complications. (See FSN-GN-2018-01).

References

- (1) Civil Aviation Act
- (2) Civil Aviation Regulation 2012, Part V, Regulation 32.
- (3) Civil Aviation Regulations (CAR's) Schedules 1, 5, 6, 8, 12, 20 & 22.

- (4) The JCAA (the Authority) publishes a listing of Flight Safety Notifications on their website at www.jcaa.gov.jm. The documents provide more complete information on the certification phases and other issues.
- (5) FSN-GN-2018-01 JCAA's Manual Review Process

Applicability

This FSN is applicable to any person who wishes to apply for an AMO in order to perform maintenance, preventive maintenance and modifications of aircraft and aeronautical products in Jamaica.

Effectivity

This FSN will remain applicable indefinitely unless superseded or withdrawn by the Authority.

Definitions

Maintenance - The tasks required to ensure the continued airworthiness of an aircraft or aeronautical product including any one or combination of overhaul, repair, inspection, replacement, modification and defect rectification.

Aeronautical Product - Any aircraft, aircraft engine, propeller, or sub assembly, appliance, material, part, or component to be installed thereon.

Background

- (1) The certification process is designed to ensure that prospective AMO holders understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the applicant is able to comply with JCAA Regulations, and the international standards pertaining to the operation of an AMO.
- (2) There are five (5) phases in the certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five (5) phases are:
 - (a) Pre-application
 - (b) Formal Application
 - (c) Document Evaluation
 - (d) Demonstration and Inspection
 - (e) Certification
- (3) In some cases, the guidance and suggested sequence of events in this FSN may not be entirely appropriate. In such situations, the JCAA and the applicant should

proceed in a manner that considers existing conditions and circumstances. The applicant however should not expect to be certificated until the JCAA is assured that the Civil Aviation Act and its Civil Aviation Regulations will be complied with in an appropriate and continuing manner.

Action

PRE-APPLICATION PHASE

(1) General

As far in advance as possible of an anticipated start of operations, a prospective operator should contact the JCAA Office and inform the JCAA of its intent to apply for an AMO. The prospective operator will be invited to meet briefly with JCAA personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective operator intends to proceed with certification, JCAA Form (FS204A), Pre-Application Statement of Intent (PASI), will be furnished. A sample of this form with instructions for completing it is in Appendix 1. The PASI should be completed, signed by the prospective operator, and returned to the JCAA Office.

JCAA personnel will review the PASI. If the information is incomplete or erroneous, the PASI will be returned to the prospective operator with the reasons for its return noted in section 2. If the information is complete and acceptable a JCAA certification team will be selected. A pre-application meeting will then be scheduled with the prospective operator and the selected JCAA certification team members. The JCAA office will designate one certification team member as the Project Manager (PM).

(2) Pre-Application meeting

The purpose of the pre-application meeting is to confirm the information on the PASI and to provide critical certification information to the applicant. It is recommended that the operator's key management and staff attend this pre-application meeting and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certificated as an Approved Maintenance Organisation. Besides verifying the PASI information at the meeting, the JCAA team should:

- (a) ensure the applicant is aware of what is expected and all applicable JCARs.
- (b) provide an overview of the certification process and the formal application.
- (c) answer any of the applicant's questions.
- (d) evaluate the results of the meeting and take appropriate action.

(e) provide the applicant with an Application Information Package.

Note: It is important to establish good working relationships and clear understandings between the JCAA and the operator's representatives. The JCAA recognises that a wide range of capabilities and expertise exists among operators. This background experience will be considered by the JCAA and taken into account during these initial meetings.

(3) The Application Information Package

This is a package prepared by the JCAA and includes the following:

(a) The applicable certification job aid/schedule of events (See Appendix 3), which will be used by the JCAA inspector during the certification project.

The Job Aid/Schedule of Events (See Appendix 3) is a key document that lists activities, programs, and required facility and tool acquisitions that must be accomplished or made ready for the JCAA's inspection before certification. These estimated dates must be logical in terms of sequence. Reasonable times for the Authority to review, inspect, and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the applicant finds it necessary to revise the schedule of events, the PM should be notified as soon as possible.

(b) A draft set of Operations Specifications to be used as a worksheet and throughout the certification process. (See Appendix 5).

During the pre-application meeting, participating inspectors will assist the applicant in identifying from the draft Operations Specifications, all statements that accurately describe the applicant's intended operation including the applicant's intended authorisations, limitations, provisions and privileges specific to the organisation. The applicant's draft Operations Specifications will be submitted as a part of its formal application package.

(c) Other publications or documents the PM believes will be useful to the potential AMO.

(d) Application for Approved Maintenance Organisation Certificate and/or Ratings (FSAW 0040), (See Appendix 4).

The applicant must complete an Application for Approved Maintenance Organisation Certificate and/or Rating (Form FSAW0040) (See Appendix 4). The Accountable Manager must sign the form. Certain documents (attachments) should be provided with the application as appropriate, such as:

- (i) Two completed maintenance procedure manuals
- (ii) Quality Assurance Program
- (iii) Conformance Report
- (iv) Roster, records and qualifications of certifying staff
- (v) Resumes of required management personnel
- (vi) Capability list
- (vii) Training program
- (viii) Purchase, Lease and/or Contract Agreement (if applicable)

FORMAL APPLICATION PHASE

- (1) It is recommended that the formal application be submitted at least 90 days before maintenance operations is set to begin, however, the application should be submitted to the JCAA as far in advance of the proposed start-up date as possible.
- (2) The Authority will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the applicant has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, or open question to be resolved during the formal application meeting. The formal application and package must be submitted to the Authority prior to the scheduling of the formal application meeting.
- (3) The formal application meeting should reinforce open communication and working relationships. The operator's key management personnel should attend the formal application meeting. The purpose of this meeting is to discuss the formal application and resolve omissions, deficiencies, or open questions. Conflicting dates must be resolved. Subsequent phases of the certification process will be fully discussed. The applicant should seek clarification of any item or event that is not clearly understood. The JCAA should respond to any questions the applicant may have and should reinforce the certification process. Based upon the results of the meeting, the JCAA team will determine the package's acceptability, but the PM will not formally accept the application during the meeting. This delay allows the operator time to resolve any omissions or any deficiencies discussed during the meeting.
- (4) The operator will be notified by letter stating whether the formal application is accepted or rejected. The Authority's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

DOCUMENT EVALUATION PHASE

- (1) After the formal application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the Authority. The JCAA will endeavour to complete these evaluations in accordance with the AMO's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manual or documents are satisfactory, they will be approved or accepted, as required by the Civil Aviation Regulations. Approvals will be indicated by letter or by approval of the Operations Specifications. Acceptance of information that does not require formal approval will be indicated by letter. In other instances similar information accepted after evaluation/review will not result in any objection by the Authority.
- (2) The procedures detailed in the AMO's manual and other documents must represent the complexity of the planned operation.
- (3) The fully completed Conformance Report is the final evolution of the Conformance Report initially submitted with the formal application. The fully completed Conformance Report ensures each applicable regulatory requirement has been adequately addressed in the appropriate manual programs, and/or procedures.

DEMONSTRATION AND INSPECTION PHASE

Civil Aviation Regulations require the AMO to demonstrate its ability to comply fully with the regulations before beginning operations. These demonstrations include actual performance of activities and/or operations while being observed by JCAA Inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the JCAA evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the AMO's manual and other documents. Emphasis is placed on the AMO's management effectiveness during this phase. Deficiencies will be brought to the attention of the AMO and corrective action must be taken before a certificate is issued. Such corrective action could include changes to the manuals which were evaluated during the document evaluation phase.

CERTIFICATION PHASE

- (1) After the satisfactory completion of the first four phases, the JCAA will prepare the Approved Maintenance Organisation Certificate and approve the Operations Specifications. The Operations Specifications contain authorisations, limitations, and

provisions specific to the AMO operation. The Accountable Manager must acknowledge receipt of these documents.

- (2) The certificate holder is responsible for continued compliance with regulations and the authorisations, and provisions of its certificate and Operations Specifications. As a certificate holder's operation changes, the Operations Specifications will be amended accordingly. The process for amending Operations Specifications is similar to certification process. In some cases it may be a less complex procedure depending on the subject of the amendment. The JCAA is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with Civil Aviation Regulations and safe operating practices.

APPENDICES TO THIS FSN

- (1) Appendix 1 provides instructions on how JCAA Form FS204A: Pre-Application Statement of Intent (PASI), should be completed. Section 1, items 1 through 13, should be completed and signed by the applicant and returned to the JCAA office. Section 2 is reserved for JCAA use.
- (2) Appendix 2 provides a Certification Process Flow Chart.
- (3) Appendix 3 provides an AMO certification job aid and schedule of events.
- (4) Appendix 4 provides an Application Form for AMO's.
- (5) Appendix 5 provides Sample Operations Specifications.
- (6) Appendix 6 provides a list of applicable regulations.
- (7) Appendix 7 provides a sample of the Conformance Report.

Approved by: _____



Date: 10 September 2018

Noel Ellis
Director, Flight Safety
for Director-General of Civil Aviation
Jamaica Civil Aviation Authority

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Section 1D. To Be Completed By Air Operators		
8. Aircraft Data	9. Geographic area of intended operations:	
Numbers and types of aircraft (by make, model, and series)		Number of passenger seats or cargo payload capacity
10. Additional information that provides a better understanding of the proposed operation of business (attach additional sheets, if necessary)		
11. The statements and information contained on this form denote an intent to apply for JCAA certification.		
_____	_____	_____
Name and Title	Signature	Date
Section 2. To be Completed By Authority		
Confirmation of receipt by DFS (including applicable fees):	Date:	
Pre-application Number Assigned	For:	<input type="checkbox"/> Action <input type="checkbox"/> Information only
Certification Project Manager Assigned:	Date set for Pre-Application Meeting:	
Remarks		

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SECTION 1A. All applicants shall complete this section.

1. Enter the company's official name and mailing address. Include any other business name if different from the company name).
2. This address shall be the physical location where primary operating activities are based. It is where the offices of management required by regulation are located. If the address is the same as item 1, enter "same." Include secondary business addresses of operation and identify the type of operation conducted.
3. Enter the estimated date when operations or services will begin.
 - Should not be less than 90 days.
4. This information will be used to assign a company identification number. You may indicate up to three, three-letter identifiers, such as ABC, XYZ, etc. If all choices have been assigned to other operators or Approved Maintenance Organisations, a randomly selected number will be assigned.
5. Enter the names, titles, telephone numbers and e-mail addresses of required management and key staff personnel. This shall include the accountable manager, base maintenance manager, line maintenance manager, workshop manager and quality manager (Schedule 6; 6.085).

SECTION 1B. - NOT APPLICABLE TO AMO.

6. Indicate if the air operator intends to perform maintenance as an Approved Maintenance Organisation (AMO) or intends to contract out all or part of its maintenance, or perform its own maintenance using an equivalent system.

SECTION 1C. – To be completed by AMO

7. The proposed type of operation shall be indicated. Check as many boxes as apply.

SECTION 1D – NOT APPLICABLE TO AMO.

8. Aircraft Data is to be provided here. Indicate number and types of aircraft by make, model, series, and number of passenger seats or cargo payload capacity. For foreign registered aircraft, provide a copy of the lease agreement.
9. Indicate geographic areas of intended operation and proposed route structure.
10. Show any information that would assist JCAA personnel in understanding the type and scope of operation or services to be performed by the applicant. If an air operator intends to arrange for maintenance and inspections of its aircraft and/or associated equipment identify the approved maintenance organisation selected and a list of the maintenance or inspections it proposes to perform. Also provide all written contracts with this form, if applicable.

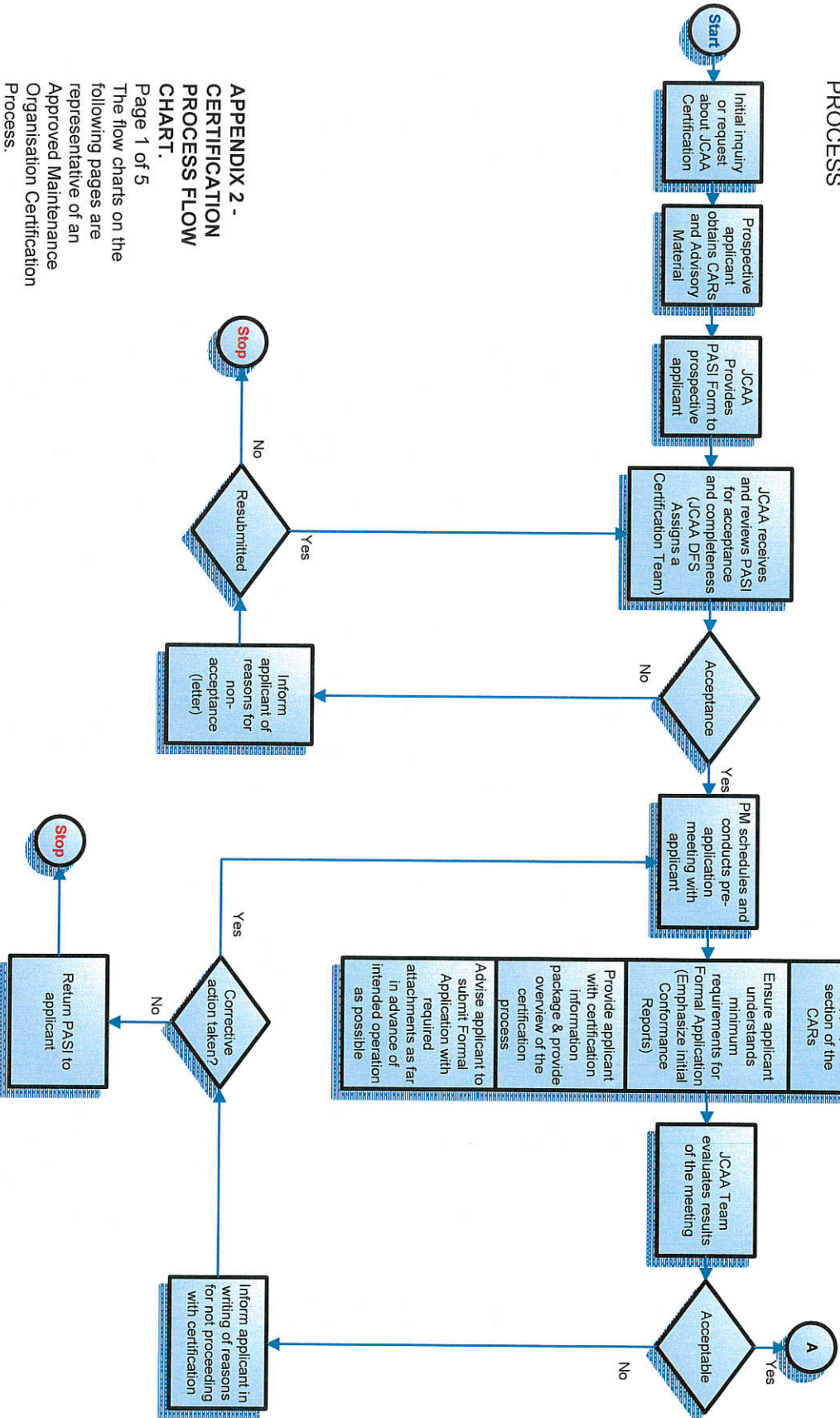
APPENDIX 1 – Page 4 of 4

11. The Pre-Application Statement of Intent (PASI) denotes intent to seek JCAA certification as an air operator or approved maintenance organisation.

NOTE: The Accountable Manager should be the person to sign and date the form. Any other person who signs the form must be authorised in writing by the Accountable Manager.

Sections 2: For JCAA use ONLY.

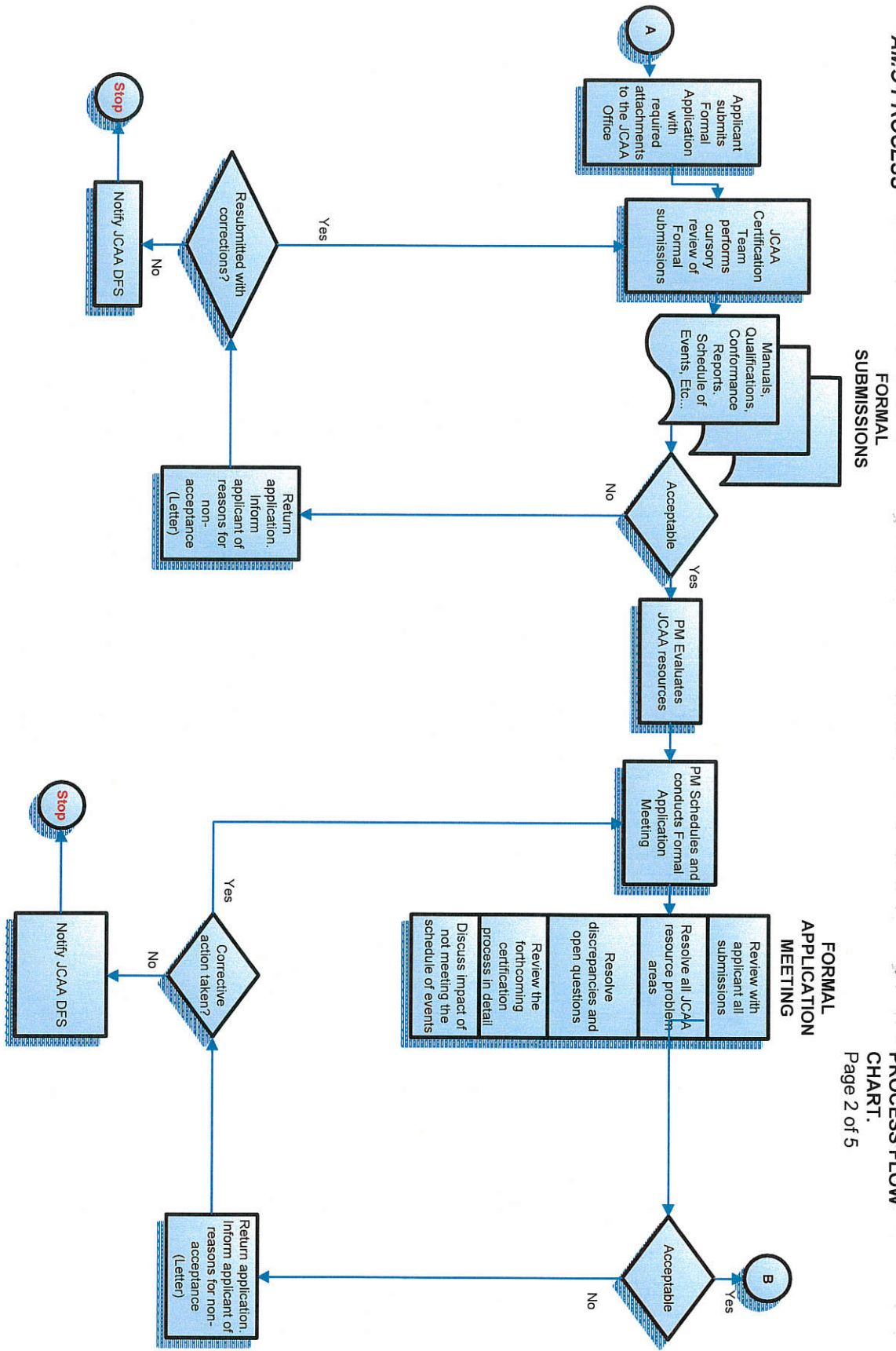
**PRE-APPLICATION PHASE
APPROVED MAINTENANCE ORGANIZATION (AMO)
PROCESS**



**APPENDIX 2 -
CERTIFICATION
PROCESS FLOW
CHART.**

Page 1 of 5
The flow charts on the following pages are representative of an Approved Maintenance Organisation Certification Process.

**FORMAL APPLICATION PHASE
AMO PROCESS**

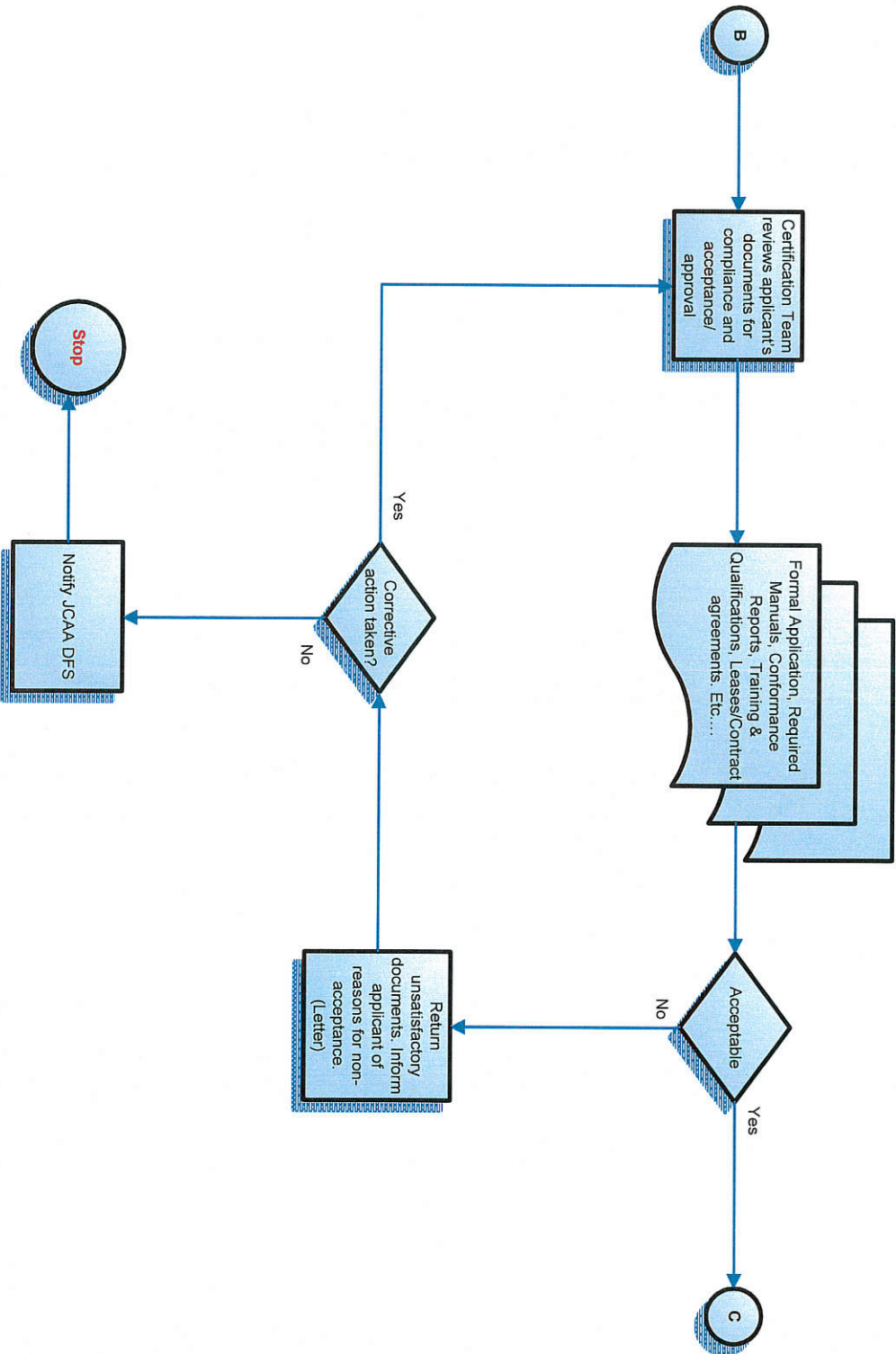


**APPENDIX 2 -
CERTIFICATION
PROCESS FLOW
CHART.
Page 2 of 5**

DOCUMENT COMPLIANCE PHASE
AMO PROCESS

FORMAL SUBMISSIONS
(DETAILED REVIEW)

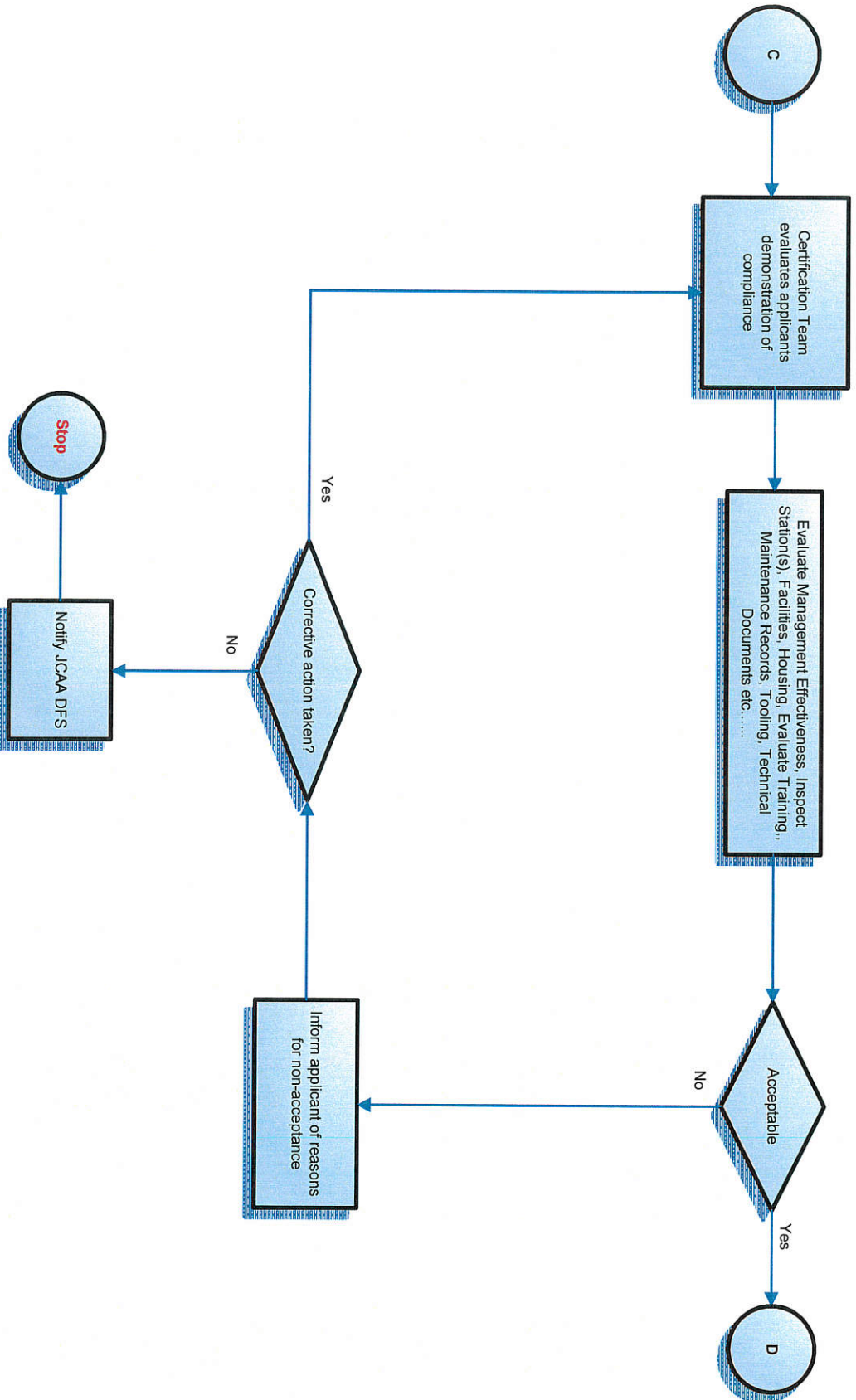
APPENDIX 2 -
CERTIFICATION
PROCESS FLOW
CHART.
Page 3 of 5



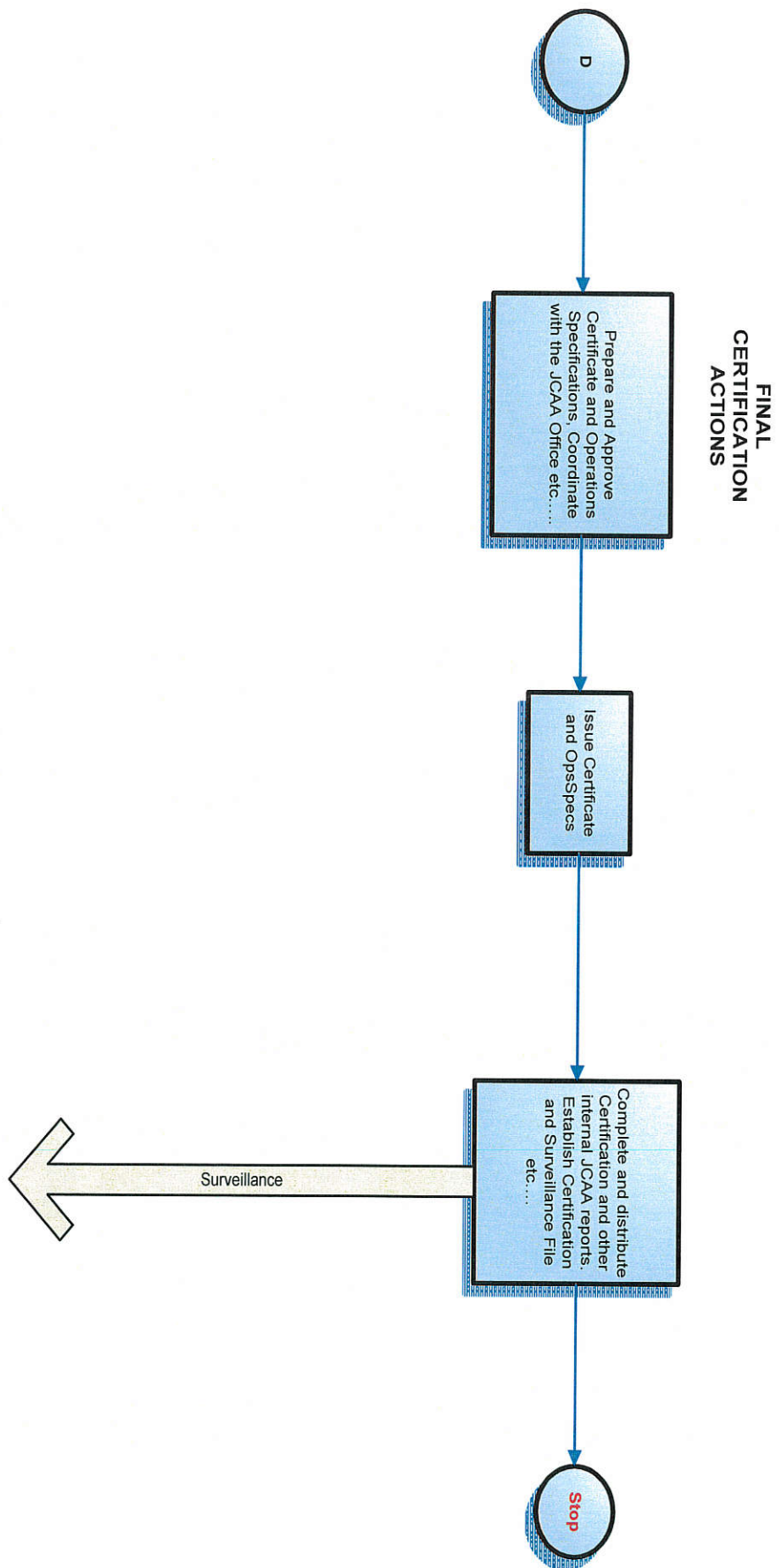
DEMONSTRATION AND INSPECTION PHASE AMO PROCESS

DEMONSTRATION AND INSPECTION EVALUATED IN THE FIELD


APPENDIX 2 - CERTIFICATION PROCESS FLOW CHART.
Page 4 of 5



CERTIFICATION PHASE
AMO PROCESS



APPROVED MAINTENANCE ORGANIZATION CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (JCAA SIXTH SCHEDULE)

		Official Name of Company		Location Address			
		Mailing Address (if different from location)		Pre-certification Number:			
CAA Reference	Maintenance Inspector	Avionics Inspector	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date	
I. Pre-application Phase							
A. Initial Orientation: Inspector:							
1. FSN-AW-2016-08 provided to prospective approved maintenance organisation. 2. Pre-Application Statement of Intent							
B. Certification Team Designated							
	PM	Name	Speciality				
C. Conduct Pre-application Meeting							
1. Verify PASI Information 2. Overview of Certification Process 3. Provide Certification Package: Certification Job Aid Schedule of Events Application Form Other applicable publications and documents 4. Explain Formal Application							
Remarks:							

APPROVED MAINTENANCE ORGANIZATION CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (JCAA SIXTH SCHEDULE)

CAA Reference	II. Formal Application Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Review Applicant's Submission 1. Formal Application Form a. Application Form (FSAW 0040)				
	2. Formal Application Attachments a. Two completed maintenance procedure manuals b. Completed Quality Assurance Program c. Completed initial training program d. Completed compliance statement e. Completed schedule of events f. Roster, records and qualifications of certifying staff g. Qualifications of management personnel h. Completed capability list i. Completed training program j. Purchase, Lease, and/or contract agreement k. Draft Operations Specifications				
	B. Evaluation of CAA Resources Capability Based on Schedule of Events				
Remarks:					
	C. Formal Application Meeting 1. Schedule of Events Date: Time: 2. Discuss each Submission 3. Resolve Discrepancies/ open Items 4. Review Certification Process 5. Review impact if Schedule of Events are not met				
	D. Issue letter accepting/rejecting Formal Application				
Remarks:					

APPENDIX 3 – Page 3 of 7

APPROVED MAINTENANCE ORGANIZATION CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (JCAA SIXTH SCHEDULE)

CAA Reference	III. Document Evaluation Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Evaluate Applicable Training Programs 1. Training Maintenance Personnel a. Initial, appropriate to assigned tasks b. Knowledge and skills related in human performance				
	2. Training Certifying Staff a. Pre-qualification standards identified b. Basic engineering theory relevant to the airframe structure and systems to the class of aircraft c. Specific aircraft type on which the person is intended to become the certifying individual including the impact of repairs and system/ structural defects d. Company procedures relevant to the tasks e. Knowledge and skills related in human performance				
	3. Continuation Training a. Changes in AMO procedures b. Changes to aircraft types c. Changes to aeronautical product types				
Remarks:					
	B. Evaluate Personnel Qualifications 1. Management Personnel a. Base Maintenance Manager b. Line Maintenance Manager c. Workshop manager d. Quality Manager e. Other management personnel as assigned 2. Certifying Staff 3. Maintenance Personnel 4. Instructor(s)				
Remarks:					

APPENDIX 3 – Page 4 of 7

APPROVED MAINTENANCE ORGANIZATION CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (JCAA SIXTH SCHEDULE)

JCAA Reference	III. Document Evaluation Phase (Continued)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	C. Evaluate Applicable Manual(s) <ol style="list-style-type: none"> 1. Completed Maintenance Procedure Manual 2. Completed Quality Assurance System 3. Completed Training Program 4. Completed Safety Management System 5. Other 				
Remarks:					
	D. Other Document Evaluations <ol style="list-style-type: none"> 1. Completed Application Form (FSAW 0040) 2. Schedule of Events 3. Completed Statement of Compliance 4. Completed Capability List 5. Purchase, Contract, Lease Agreements 6. Test Equipment/Precision Tool Certificate of Calibrations 7. Copy of approved specification(s) for Specialised Service Rating 8. Revised POPS, if appropriate 9. Training Contracts, if appropriate 10. Maintenance Contracts/Agreements 11. Exemption Requests/Justification 				
Remarks:					

APPENDIX 3 – Page 5 of 7

APPROVED MAINTENANCE ORGANIZATION CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (JCAA SIXTH SCHEDULE)

JCAA Reference	IV. Demonstration and Inspection Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	<p>A. Evaluate Organisation Conducting Training</p> <ol style="list-style-type: none"> 1. Training Facilities 2. Training Schedules 3. Instructor Qualification/Training 4. Management Personnel Training Evaluation 5. Certifying Staff Training Evaluation <ol style="list-style-type: none"> a. Basic engineering relevant to type of aircraft structure and systems AMO intends to maintain b. Aircraft specific to each certifying staff related to impact of repairs and system/structural defects c. AMO procedures related to the task d. Assigned tasks and responsibilities e. Knowledge and skills related to human performance f. Co-ordination with other maintenance personnel and flight crew g. Curriculum and standards for training h. Pre-qualification Evaluation for Certifying Staff i. Initial Training j. Continuation Training k. Other 6. Maintenance Personnel Training Evaluation <ol style="list-style-type: none"> a. Assigned tasks and responsibilities b. Knowledge and skills related to human performance 				
Remarks:					
	<p>B. Inspect Maintenance Base</p> <ol style="list-style-type: none"> 1. Works Areas 2. Tools 3. Equipment 4. Technical Data 5. Stores (parts, equipment, materials) 6. Test Equipment/Precision tools 7. Test Stands 				

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**APPROVED MAINTENANCE ORGANIZATION CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (JCAA
SIXTH SCHEDULE)**

JCAA Reference	IV. Demonstration and Inspection Phase (Continued)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Recordkeeping location/system <ol style="list-style-type: none">1. Personnel records2. Test Equipment/Precision Tool Certificate of Calibrations/Data Sheets3. Maintenance Records4. Other				
Remarks:					

SAMPLE


APPENDIX 3 – Page 7 of 7

APPROVED MAINTENANCE ORGANIZATION CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (JCAA SIXTH SCHEDULE)

JCAA Reference	V. Certification Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Complete Form (FSAW 0040) B. Prepare Approved Maintenance Organisation Certificate C. Prepare Approved Maintenance Organisation Operations Specifications D. Present signed Approved Maintenance Organisation Certificate and Operations				
Remarks:					
	E. Prepare Certification Report 1. Assemble Report/Attachments a. Completed PASI b. Completed Formal Application Form (FSAW 0040) c. Completed Statement of Compliance d. Copy lease/contract agreement(s) e. Copy of signed AMO Certificate f. Copy of signed AMO Operations Specifications g. Copy of completed Capability List h. Copy of other Contracting States Certificate(s) and Operations Specifications i. Copy of maintenance functions under contract j. Copy of approved specification(s) if issued a Specialised Service Rating k. Certification Job Aid/Schedule of Events l. Certification report (Summary of difficulties) m. All correspondence between the applicant and JCAA n. Suggestions to improve certification process o. Distribute Report				
Remarks:					
	F. Develop Post Certificate Surveillance Program 1. With Geographic Area 2. Outside Geographic Area				
Remarks:					

APPENDIX 4 - PAGE 1 OF 2

Application for Approved Maintenance Organization Certificate and/or Ratings (FSAW 0040)

 Jamaica Civil Aviation Authority 4 Winchester Road Kingston 10, Jamaica		Application for Approved Maintenance Organization Certificate and/or Ratings	
1. Approved Maintenance Organization Name, Number, Location and Address		2. Reasons for Submission (Tick as required)	
a. Official Name of Maintenance Organization: _____		<input type="checkbox"/> Original Application for Certificate and Rating <input type="checkbox"/> Change in Rating <input type="checkbox"/> Change in Location or Housing and Facilities <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Other (Specify) _____ _____ _____ _____	
Number: _____			
b. Location where business is conducted: _____			
c. Official Mailing Address of Approved Maintenance Organization (Number, Street, City, State, & Zip) _____			
d. Doing Business As: _____			
3. Ratings Applied for:			
<input type="checkbox"/> Airframe <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 5 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 6 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 7 <input type="checkbox"/> Class 4		<input type="checkbox"/> Powerplant <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	
<input type="checkbox"/> Accessories <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4		<input type="checkbox"/> Propeller <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2	
<input type="checkbox"/> Limited <input type="checkbox"/> Airframe <input type="checkbox"/> Accessories <input type="checkbox"/> Powerplant <input type="checkbox"/> Landing Gear <input type="checkbox"/> Propeller <input type="checkbox"/> Floats <input type="checkbox"/> Instruments <input type="checkbox"/> Avionics		<input type="checkbox"/> Avionics <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	
		<input type="checkbox"/> Computer <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	
		<input type="checkbox"/> Instrument <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4	
		<input type="checkbox"/> Specialized Service (List Process Specification(s)) _____ _____ _____	
4. List of Maintenance Functions contracted to an outside Organization:			
SAMPLE			
5. Applicants Certification			
Name of Owner (Include name(s) of individual Owner, all partners, or corporation name given the state, province, or country and date of incorporation)			
I hereby certify that I have been authorized by the approved maintenance organization identified in Item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.			
Date:	Authorized Signature:	Print Name of Authorized Signature:	Title:

APPENDIX 4 - PAGE 2 OF 2

Application for Approved Maintenance Organization Certificate and/or Ratings (FSAW 0040)

For JCAA Use Only	Record of Action Approved Maintenance Organization Inspection	For JCAA Use Only
SAMPLE		
6. Remarks (Identify by item number. Include deficiencies found ratings denied)		
7. Findings - Recommendations		8. Date of Inspection
<input type="checkbox"/> A. Station was found to comply with requirements of the Sixth Schedule. <input type="checkbox"/> B. Station was found to comply with requirements of the Sixth Schedule, except for deficiencies listed in Item 6. <input type="checkbox"/> C. Recommend Certificate with rating applied for on application be issued. <input type="checkbox"/> D. Recommend Certificate with rating applied for on application (EXCEPT those listed in Item 6) be issued.		
9. CAA Office	Signature(s) of Inspector(s)	Printed Names of Inspectors
10. Supervising or Assigned Inspector		
ACTION TAKEN <input type="checkbox"/> APPROVED As shown on certificate issued on date shown <input type="checkbox"/> DISAPPROVED	CERTIFICATE ISSUED Number	Inspector's Signature
	Date	Inspector's Printed Name
		Title

SAMPLE OPERATIONS SPECIFICATIONS



Jamaica Civil Aviation Authority

Flight Safety Division
4 Winchester Road - Kingston 10 – Jamaica

Operations Specification

Operator/Co: **AERODYNAMIC LTD**

AMO No. **M 007**

OPS SPEC No:

D 39

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Page:

TITLE: RATINGS AND LIMITATIONS

The certificate holder, in accordance with the Jamaica Civil Aviation Regulation and Directives, is authorized the following Ratings and/or Limitations

RATINGS	MANUFACTURER	MAKE/MODEL	LIMITATIONS
Limited – Airframes [Class III]	Airbus		
Limited – Engines [Class III]	CFM International	CFM-56	

Effective Date: **April 30, 2010**

SAMPLE OPERATIONS SPECIFICATIONS



Jamaica Civil Aviation Authority

Flight Safety Division
4 Winchester Road - Kingston 10 – Jamaica

Operations Specification

Operator/Co: **AERODYNAMIC LTD**

AMO No. **M 007**

OPS SPEC No:

D 39

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RATINGS	MANUFACTURER	MAKE/MODEL	LIMITATIONS
Limited – Accessories [Classes I & II]	From the Approved Maintenance Organization Capability as amended	From the Approved Maintenance Organization Capability as amended	Accessories listed in Aerodynamic's Ltd Maintenance Procedures Manual [Approved Maintenance Organization Capability, Third Edition dated June 15, 2007]
Specialized Maintenance	From the Approved Maintenance Organization Capability as amended	From the Approved Maintenance Organization Capability as amended	<ul style="list-style-type: none">• Borescope Inspections• Welding• Non Destructive Testing

Effective Date: **April 30, 2010**

SAMPLE OPERATIONS SPECIFICATIONS



Jamaica Civil Aviation Authority

Flight Safety Division
4 Winchester Road - Kingston 10 – Jamaica

Operations Specification

Operator/Co: **AERODYNAMIC LTD**

AMO No. **M 007**

OPS SPEC No:

D 39

4

Rev:

3 of 3

Page:

CAA Approval

This standard Operations Specification is issued on the authority of the Director General Civil Aviation.

(Signature)

Director, Flight Safety
(Title)

April 30, 2010
(Date)

Amendment Application

I hereby request the following amendment to this OPS SPEC (use back of page if more space required):

The enclosed fee of _____ is in accordance with the latest Scale of Charges and I agree to be responsible for the payment of any other charges relating to this application.”

Company:

Requested by:

(Signature)

(Title)

(Date)

CAA:

Approved by:

(Signature)

(Title)

(Date)

Effective Date: **April 30, 2010**

APPENDIX 6 – Page 1 of 1

JAMAICA CIVIL AVIATION REGULATIONS (JCARS) SECTION 1 - APPLICABLE PARTS OF JCARS

First Schedule	General Policies, Procedures and Definitions
Fifth Schedule	Continuing Airworthiness of Aircraft
Sixth Schedule	Approved Maintenance Organizations
Eighth Schedule	Personnel Licensing
Twelfth Schedule	Air Operator Certification and Administration
Twentieth Schedule	Aviation Security

**SECTION 2 - APPLICABLE INTERNATIONAL RULES AND DOCUMENTS
INTERNATIONAL/OVERSEAS OPERATIONS ICAO ANNEXES**

Annex 1 to the ICAO Convention	Personnel Licensing
Annex 8 to the ICAO Convention	Airworthiness of Aircraft

OTHER ICAO DOCUMENTS

Document 9683	Human Factors Training Manual
Document 8335	Manual of Procedures for Operations Inspection, Certification and Continued Surveillance
Document 9379	Manual and Procedures for Establishment and Management of a States Personnel Licensing system
Document 9760	Airworthiness Manual
Document 9859	Safety Management System

CONFORMANCE REPORT

Operator:	Airline:	Schedule 6 Conformance Report	Status	Inspector
	Schedule Paragraph	Company Manual #	JCAA FSD Comment	
Target Area	Regulation	Company Comment	SUBPART A	
Applicability	33 and 72	6,001	READ AND UNDERSTAND	
		6,005		
		(a) (1)	MPM	Section 1, Chapter 1, Page 3 - Definitions
		(a) (2)	MPM	Section 1, Chapter 1, Page 3 - Definitions
		(a) (3)	MPM	Section 1, Chapter 1, Page 3 - Definitions
		(a) (4)	MPM	Section 1, Chapter 1, Page 3 - Definitions
		(a) (5)	MPM	Section 1, Chapter 1, Page 3 - Definitions
		(a) (6)	MPM	Section 1, Chapter 1, Page 3 - Definitions
			SUBPART F	
		6,095		
		(a)		
		(b)		
		(c)	MPM	Section 1, Chapter 2, Page 2, paragraph 3
		(d)	MPM	Section 2, Chapter 2, Page 3, paragraph 1
		(e)		
		(f) (1)		
		(f) (2)		
		(f) (3)		
		(f) (4)		
		(f) (5)		
Maintenance Organization Procedures Manual	33 and 72			