

1. Regulation References:

- Arrêté N° 00730/MINT du 07 juin 2005 portant agrément des unités d'entretien des aéronefs.
- Arrêté N° 00729/MINT du 07 juin 2005 portant agrément des organismes de maintenance des aéronefs.
- Arrêté n° 00221a/MINT du 07 juin 2005 relatif à la navigabilité des aéronefs.
- Instruction n° 000291/CCAA/DG/DSA/SDNV du 06 juillet 2009 relative au manuel des procédures d'organismes de maintenance
- Instruction n° 000518/CCAA/DNA/SDNA/NMA du 07 septembre 2006 relative aux procédures d'agrément des organismes de maintenance.
- Circulaire n° 00149/CCAA/DNA/SDNV du 29 aout 2002 relative à la certification des organismes de maintenance
- Circulaire n° 000448/CCAA/DNA/SDNA/ETA du 22 aout 2006 relative au système qualité.
- Instruction n° 000418/CCAA/DNA/SDNA/NMA du 07 aout 2009 relative aux manuels de gestion de la sécurité.
- Circulaire n° 00151/CCAA/DNA/SDNV du 09 décembre 2002 relative aux approbations pour remise en service

2. Guidance material References:

- ICAO Doc. 9760

3. CCAA Forms/Checklists:

2.1. CCAA Forms

- CMR/form 1
- CMR/form 2
- CMR/form 4

2.2. CCAA Checklist

- DSA.AMO.CHKL.0303 Vérification Manuel Procédures

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- DSA.AMO.CHKL.0304 Maintenance Policy Manual
- DSA.AMO.CHKL.0305 Personne Responsable for Maintenance
- DSA.AMO.CHKL.0306 Personne Responsable for Assurance Quality Management
- DSA.AMO.CHKL.0307 Personne Responsable for Production Management
- DSA.AMO.CHKL.0308 Facilities
- DSA.AMO.CHKL.0309 Technical Regulatory Publications
- DSA.AMO.CHKL.0310 Maintenance Records
- DSA.AMO.CHKL.0311 Maintenance Procedures
- DSA.AMO.CHKL.0312 Quality Program
- DSA.AMO.CHKL.0313 Maintenance Release
- DSA.AMO.CHKL.0314 Qualifications Training Program
- DSA.AMO.CHKL.0317 Certification of maintenance
- DSA.AMO.CHKL.0318 Support Overhaul Shops
- DSA.AMO.CHKL.0319 Test Measuring Equipment
- DSA.AMO.CHKL.0320 Maintenance Arrangements
- DSA.AMO.CHKL.0321 Service Difficulty Reporting
- DSA.AMO.CHKL.0322 NDT Inspection.

4. Job Task Description:

To inspect a foreign AMO to ensure facilities and equipment meet the requirements of the Civil Aviation Regulations.

5. Job Performance Subtasks:

4.1. *Initiate inspection of AMO facilities and equipment.*

4.1.1. Review applicable regulations and guidance for repair stations.

4.1.2. Review certificate holder's inspection procedures manual.

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4.1.3. Review office file or coordinate with Certificate Holding District Office for outstanding issues and areas requiring special emphasis.

4.1.4. Open Work Tracking Record.

4.2. Coordinate inspection with certificate holder, as appropriate.

4.2.1. Invite the Civil Aviation Authority of the country where the repair station is located to participate in the inspection.

4.2.2. Notify Embassy, as a courtesy.

4.3. Evaluate AMO documentation.

4.3.1. Inspect and evaluate certificate holder's documentation, certificates and ratings for appropriateness.

4.3.2. Inspect and evaluate personnel roster for adequacy of staffing, qualifications, certification and authorizations for "Return to Service".

4.3.3. Inspect and evaluate technical and regulatory data used by station; ensure data is appropriate, current, complete and adequate for maintenance functions being performed.

4.3.3. Ensure station records are completed and retained as required.

4.3.4. Ensure required Malfunction or Defect reports and other reports are submitted as required.

4.4. Inspect certificate holder's parent and off-site facilities, as appropriate.

4.4.1. Verify AMO has suitable housing for its equipment and materials.

4.4.2. Verify AMO has suitable space for work it performs.

4.4.3. Verify AMO has suitable facilities for storing, segregating and protecting materials, parts and supplies.

4.4.4. Verify AMO has suitable facilities for protecting parts during maintenance and for protecting workers.

4.4.5. Verify AMO has suitable assembly space in an enclosed structure for largest item to be maintained.

4.4.6. Verify AMO has suitable storage facilities to ensure protection of parts and units subject to damage and/or deterioration from dampness or moisture.

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- 4.4.7. Verify AMO shops and storage facilities are adequately ventilated to ensure workers are not physically impaired.
- 4.4.8. Verify AMO is adequately lighted to ensure quality of maintenance is not impaired.
- 4.4.9. Verify AMO adequately controls environment to ensure airworthiness of articles being maintained and general housekeeping practices.
- 4.4.10. Verify availability of aircraft facilities for airframe rated AMO.

4.5. Inspect AMO's equipment.

- 4.5.1. Verify AMO has adequate trays, racks or stands for segregating and covering engine or accessory components and parts.
- 4.5.2. Verify propeller rated repair station has suitable stands, racks, or other fixtures for proper storage of propellers being maintained.
- 4.5.3. Verify instrument rated AMO is reasonably dust free and precautions are taken to prevent contamination of instruments.
- 4.5.4. Verify class rated AMO station has all equipment and materials required to perform functions listed in its operations specifications.
- 4.5.5. Verify limited rated AMO has all equipment and materials for specific functions of rating.
- 4.5.6. Verify limited specialized service AMO has all equipment and materials for rating held.
- 4.5.7. Verify required precision measurement test equipment is properly calibrated and traceable to a standard acceptable to the CAA.

4.6. Observe and inspect in-progress maintenance functions; ensure work is being performed in compliance with Civil Aviation Regulations and in accordance with specific operator's manual.

- 4.6.1. Ensure maintenance turnover briefings reflect the exact status of in-progress maintenance per manual procedures, including updating of work cards.
- 4.6.2. Ensure that maintenance functions being contracted to outside agencies is current with the listing required by the Civil Aviation Regulations.

4.7. Review certificate holder's inspection procedures manual; ensure system is in operation as described in manual.

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- 4.7.1. Ensure manual procedures, availability and distribution, meet regulatory requirements.
- 4.7.2. If deficiencies are found, advise certificate holder; confirm in writing.
- 4.7.3. Follow up on and evaluate corrective actions.

4.8. Document task.

- 4.8.1. Inform Certificate Holding District Office of inspection results in writing.
- 4.8.2. File all supporting paperwork in the certificate holder's office file.
- 4.8.3. Close Work Tracking Record.

4.9. Future activities.

- 4.9.1. Conduct a follow-up inspection, as applicable.