



Instrução Técnica

IT-300-13

SUBJECT: RENEWAL OF AN APPROVED MAINTENANCE ORGANISATION CERTIFICATE

DATE: 30/06/2025

1. PURPOSE

This instruction provides guidance and information to approved maintenance organisation on the renewal process for AMO certificate

2. APPLICABILITY

This instruction apply to all holder of an AMO certificate in accordance with RACSTP 145.

3. REFERENCE

RACSTP Part 1, 66, 21, 145.

CT-300-25 - Certification of a Maintenance Organization.

4. BACKGROUND

- 4.1.1 The certification process is designed to ensure that 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 Sao Tome and Principe Civil Aviation Code and Regulations pertaining to the operation of an AMO.
- 4.1.2 A certificate or rating issued to an approved maintenance organisation located in either inside or outside Sao Tome and Principe is effective from the date of issue until the last day of the 24th month after the date on which it was issued,
- 4.1.3 The RACSTP 145 establishes that the continued validity of the approval shall depend upon the organization remaining in compliance with the requirements of the applicable requirements for an approved maintenance organization.
- 4.1.4 The RACSTP 145, establishes that unless the approval has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the approval certificate, the continued validity of approval is dependent upon AMO remaining in compliance with the RACSTP Part 145.



- 4.1.5 A certificated approved maintenance organisation that hold a valid certificate shall apply for a renewal of its approved maintenance organisation certificate for aircraft registered in Sao Tome and Principe 60 days before the approved maintenance organisation's current certificate expires.

5. APPLICATION FOR RENEWAL OF AMO Certificate

- 5.1.1 At least 60 days prior to the expire date of the certificate, the applicant for a renewal of an AMO certificate must submit the following package:

- (1) The Application form (INAC form F-330-11, Application for AMO Certificate and or Ratings);
- (2) Updated Statement of Compliance RACSTP Part 21 and 145;
- (3) Status of Maintenance Manuals;
- (4) Status of implementation of quality audit program;
- (5) Status of implementation of training program;
- (6) Status of certifying staff qualifications and authorisations;
- (7) List of approved training organizations and instructors;
- (8) List of Management Personnel (including roster, reference to approval and CV if any change since initial AMO approval);
- (9) Status of implementation of SMS;
- (10) List Purchase, Lease, and/or contracts agreements;
- (11) Status of test Equipment/precision tools calibrations;
- (12) Copy of approved specification(s) for Specialised Service Rating;
- (13) Operations Specifications;
- (14) AMO Capability List;
- (15) List of Exemption/Deviation Requests/Justification, if applicable;
- (16) List of occurrences, results of investigations and recommendations;
- (17) Receipt of payment of the applicable fee.

- 5.1.2 If any of the items required for the application are missing or are incomplete, the entire application package must be rejected. It should be returned to the applicant with a letter stating the reasons for its rejection following completion of the initial review.

6. DOCUMENT EVALUATION

- 6.1.1 In general the application form (INACF-330-11) and the supporting documentation explain, define and illustrate the entire organisation structure, functions, activities and programs. It is required they clearly show how the organisation complies with the applicable RACSTPs.
- 6.1.2 The INAC Inspectors will carry out an in depth review of the application package for regulatory compliance, relevance and scope definition. It is required that the Statement of Compliance contains a indicating where in the manual the relevant regulation has been complied with.

7. SURVEILLANCE AND INSPECTION

- 7.1.1 Sao Tome and Principe Civil Aviation Regulations requires a maintenance organization 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 INAC Inspectors.
- 7.1.2 After certification of an AMO, the INAC is responsible for conducting periodic inspections of the certificate holders, under the annual surveillance program to ensure continued compliance with Sao Tome and Principe Civil Aviation Regulations and safe operating practices.
- 7.1.3 The objective of this program is to ensure continuous monitoring of compliance with the certification requirements by the holder of the AMO certificate and ensure their continued eligibility for maintaining the AMO certificate and any associated approvals.
- 7.1.4 At the time of application for renewal the AMO, the Authority will have conducted several audits and inspections and determined the overall level of compliance with certification requirements of AMO certificate holder. For this reason, the Authority will not normally conduct audits and inspections for the specific purpose of renewal of the AMO certificate.
- 7.1.5 However, the Sao Tome and Principe inspectors may consider necessary to program audits or partial inspections to verify or confirm the information contained in the request. During this phase the Authority will assess whether the AMO adheres to policies, methods, procedures, and instructions as described in the manuals and other documents of the AMO, with emphasis placed on the effectiveness of the management system quality operator (quality control and quality assurance).
- 7.1.6 The surveillance activities conducted by INAC inspectors may include the evaluation of aircraft maintenance organisation, personnel, equipment and support facilities. This activities shall put particular emphasis on the systems the AMO has adopted to comply with the requirements of the RACSTPs:
 - (1) Management Team Structure and Qualification requirements;
 - (2) Functioning of the independent quality system;
 - (3) Technical personnel assessment, training programme and records;
 - (4) Contracted maintenance management;
 - (5) Sufficient numbers of qualified personnel.

- 7.1.7 If deficiencies are found, this will be brought to the attention of the AMO certificate holder and corrective action must be taken before a certificate is renewed.

8. RENEWAL OF THE CERTIFICATE

- 8.1.1 When all requirements for renewal of AMO certification have been satisfactorily met, the Authority will renew the AMO Certificate, the Specific Operating Provisions in accordance with the Civil Aviation Regulations.
- 8.1.2 The AMO Certificate is valid for twenty four (24) calendar months under the Civil Aviation Regulations unless otherwise specified by the Authority.
- 8.1.3 The certificate holder is responsible for continued compliance with Sao Tome and Principe regulations and the authorisations, and provisions of its certificate and operations specifications. As a certificate holder's operation changes, the operating provisions will be amended accordingly. The process for amending operating provisions is similar to certification process. In some cases it may be a less complex procedure depending on the subject of the amendment.

9. APPLICATION FOR ADDITIONAL RATING TO THE EXISTING AMO

- 9.1.1 An Approved Maintenance Organization may apply for :
- (1) Extension of the AMO ratings;
 - (2) Includes ion of additional capability;
 - (3) Major change to the facility.
- 9.1.2 The organization shall submit an application for AMO rating upgrade or variation together with the proposed amendment/ variation to the Authority. Depending on the rating upgrade applied for, the Authority shall evaluate the application and advise whether there is need to carry out a pre-approval inspection and payment of an approval fee.

10. CONTRACTING MAINTENANCE WORK

- 10.1.1 An AMO may contract its maintenance functions to another AMO as specified by the RACSTP 145.
- 10.1.2 If the contracted AMO is not Certificated by the Authority it is required that at least the following are met:
- (1) The contracted AMO must hold a local Authority approval for the work which is being sub- contracted;
 - (2) The contracting AMO must retain responsibility for quality control and release of the sub- contracted activities, including the appropriate airworthiness requirements;
 - (3) The contracting AMO shall have a Maintenance Agreement for the control of the sub- contracted activities, together with the persons responsible for its management;

- (4) The contracting AMO remains responsible for the quality and safety of maintenance release to service by the sub-contracted AMO.

11. OTHER CHANGES TO THE AMO

- 11.1.1 When the AMO wishes to make changes like the name, address and location it shall inform the Authority of such changes in writing and submit amendments to the Maintenance Procedures Manual (MPM) including the Accountable Manager's revised commitment statement, in compliance with the Civil Aviation Regulations.
- 11.1.2 Amendments to the AMO Certificates will not change the expiry date of the current certificate except in the case where the changes are concurrent with the renewal certification application.

-----*****-----

Approved by the President of the INAC Board of Directors	
Date: <u>25 / 07 / 25</u>	 _____ António dos Santos Lima (Jurist)