



CIVIL AVIATION AUTHORITY OF SRI LANKA

APPLICATION PROCEDURE FOR CAMO / AMO / AMTO APPLICANTS

The continuing airworthiness of large aircraft, aircraft listed on an Air Operator Certificate (AOC) or Air Charter Operator shall be managed by an organization approved in accordance with **SLCAIS – Part M Subpart G**

The maintenance of large aircraft, or aircraft used for Commercial Air Transport and components intended for fitment thereto related to Sri Lankan registered aircraft or located in Sri Lanka shall be managed by an organization approved in accordance with **SLCAIS – 145**.

The maintenance of light aircraft used for Commercial Operations / noncommercial air transport or private operators (if willing) shall be managed by an organization approved in accordance with **SLCAIS – Part M Subpart F**.

The maintenance training shall be carried out by a Maintenance Training Organization approved in accordance with **SLCAIS – 147**.

Application

For an approval request the following documents shall be submitted to the DGCA

1. Request Letter
2. Application; CAASL Form 2 for CAMO/AMO or CAASL Form 12 for AMTO
3. Completed CAME/MOE/MOM/MTOE signed by Accountable Manager
4. Duly completed compliance checklist

For CAMO - (CAA/AW/CL/01)

For AMO 145 – (CAA/AW/CL/02)

For AMO Part M Subpart F – (CAA/AW/CL/03)

For AMTO – (CAA/AW/CL/04)

5. Completed Form 4s for the post holders.

All above documents should be original hard copies

For foreign organizations seeking approval for 145 Organization

1. Request Letter (*)
2. Application CAASL Form 2 (*)
3. Supplemental MOE(*) (signed) together with soft copy of approved MOE

4. Relevant Form 4 (*)
 5. List of Certifying Staff
 6. Copy of approval from Local Authority
 7. Copy of Service agreement between two company
 8. Copies of other approvals granted by other authorities (If any)
- (*) original hard copies required

All above application packages should contained the receipt of the evaluation payment.

The application package should be handed over or sent via registered post/currier to the Director General of Civil Aviation Sri Lanka

Civil Aviation Authority of Sri Lanka

No 04, Hunupitiya Road

Colombo 02

Applicant can receive details of applicable CAASL fees and charges in a pay in voucher issued by Airworthiness Section on request and refer <https://www.caa.lk/corporate/finance> for more details.

Approval Process

Application package will be forwarded to the Airworthiness section through the head of flight safety division. An Airworthiness inspector will be assigned by the Director Airworthiness for the technical evaluation of the application. The relevant inspector will acknowledge the receipt of the application within 10 working days. The status of evaluation and the approval process can be verified with Director Airworthiness, by an email to daw@caa.lk.

The Inspector will notify the projected dates and time frames for the process. Airworthiness section of the CAASL then starts the technical evaluation of the application according to applicable Implementing Standard.

A pre application meeting will be scheduled as required.

Time Frame

The normal time frame to process an approval is 3 months from the date of submission of application, however the amount of time taken is largely dependent on the ability of the applicant to produce the documentation and rectify any non-conformances with the applicable regulation.

Technical Investigation

Document Review

A CAA Inspector reviews the Exposition to ensure full compliance with the applicable requirements and the relevant technical instructions. The inspector also verifies compliance of each management personnel (Form 4 post holders) and her/his deputies (where applicable) with the applicable requirements.

Internal Audit

Once the Exposition and the applicable CAA Forms 4 are confirmed as being acceptable by the Inspector, the Applicant's Quality department shall audit the Organization in full for compliance with the Exposition and applicable SLCAIS. All relevant contracts, sub contracts has to be signed and shall be audited by the Company Quality.

A statement signed by the Organisation's Quality Assurance Manager shall be provided to the assigned inspector before the CAA audit takes place confirming that processes, facilities, documentation, maintenance data, and personnel subject to the application have been reviewed and audited showing compliance with all applicable SLCAIS requirements. This means that all findings raised during this internal audit must have been closed with appropriate corrective actions before issuing this statement.

The relevant internal audit report(s) including the associated corrective actions shall be provided by the organisation along with the QM statement to the assigned inspector. Following checklists as applicable will be used to demonstrate compliance.

CAMO - (CAA/AW/CL/01)

AMO IS 145 – (CAA/AW/CL/02)

AMO IS Part M Subpart F – (CAA/AW/CL/03)

AMTO – (CAA/AW/CL/04)

CAASL Audit

Once Exposition, CAA Form 4s, QM statement and internal quality audit report are deemed acceptable, the assigned inspector will initiate the on-site investigation. The inspector will liaise with the Organisation for scheduling the audit and to agree on the audit programme.

The CAA inspector(s) will audit the organisation against the relevant SLCAIS. Auditor(s) will also meet the Accountable Manager and all Form 4 post holders for an interview. The Inspector(s) will

also present audit findings and conclusions to the organisation at the end of the audit. Organisations will be given the opportunity to discuss any non-compliances and timeframes for completion. The final audit report will be produced within 10 working days from the end of the audit.

Should the initial investigation lead to significant and/or numerous discrepancies, this would show insufficient understanding / compliance of the applicant and a lack of effectiveness of the Q/A system. In that case the CAA may terminate/suspend the application, limit the requested scope of work or not accept the proposed post holders and/or nominated personnel.

Approval

Once the applicant's compliance with the applicable IS has been established and all findings are closed, the CAA will approve the Exposition and issue the organization approval certificate.

Surveillance

Each newly approved organization will be audited by CAASL at the end of the first year and once in two years thereafter.