



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



COMPLIANCE STATEMENT – AMO PROCEDURES

A.PERSONNEL						
Item	Reference	Description	AMO PM reference	Description or additional Evidence Documents (provided by applicant if required)	For OFNAC use only	
					OFNAC Status	OFNAC Remarks
a.Management						
PA1	HCAR 6.4.1.1 IS: 6.4.1.1(c)	The Accountable Manager is responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the AMO's approval.			S U	
PA2	HCAR 6.4.1.1, IS 6.4.1.1 and IS 6.5.1.1, 1.4	The names, tasks, duties and responsibilities of the person or persons that are required to ensure the maintenance organization is complying with the regulations of Haiti.			S U	
PA3	HCAR 6.4.1.1 IS: 6.4.1.1 and IS: 6.5.1.1, 2.2	An organization chart showing the associated chains of responsibility of the persons nominated responsible for the AMO safety management system.			S U NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PA4	HCAR 6.4.1.1 IS: 6.4.1.1	Functions subdivided under individual managers or combined in a way dependent upon the size of the AMO. (1) A base maintenance manager. (2) A line maintenance manager. (3) A workshop manager and (4) A quality manager. All of whom report to the accountable manager.			○ S ○ U ○ NA	
PA5	HCAR 6.4.1.5(a)	A roster of all management and supervisory staff, which includes details of the scope of their authorization.			○ S ○ U ○ NA	
PA5	HCAR 6.4.1.1, 6.4.1.2, 6.4.1.3 and IS 6.5.1.1, 1.5	A description of the procedures used to establish the competence of maintenance personnel.			○ S ○ U ○ NA	
PA6	HCAR 6.4.1.1(f)	Each supervisor in the AMO holds an AMT licence.			○ S ○ U ○ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



b.Certifying Staff						
PA7	HCAR 6.4.1.5(a), and IS 6.5.1.1, 1.8	A roster of all inspection and certifying staff, which includes details of the scope of their authorization.			☐ S ☐ U ☐ NA	
PA8	HCAR 6.4.1.1(g)	The person signing the maintenance release is qualified in accordance with HCAR Part 2.			☐ S ☐ U ☐ NA	
PA9	HCAR 6.4.1.5(b)	Certifying staff are notified in writing of the scope of their authorization.			☐ S ☐ U ☐ NA	
PA10	HCAR 6.4.1.5(b)	The authorization document is in a style that makes its scope clear to certifying staff and any authorized person that may be required to examine the document.			☐ S ☐ U ☐ NA	
PA11	HCAR 6.4.1.1 IS: 6.4.1.1 and IS 6.5.1.1, 3.25	Manpower resources plan demonstrates that the AMO employs sufficient personnel to plan, perform, supervise, inspect and release the work in accordance with the approval.			☐ S ☐ U	
PA12	HCAR 6.4.1.4	Rest and duty limitations are established for persons performing maintenance functions in an AMO.			☐ S ☐ U	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PA 13	HCAR 6.4.1.4	Rest and duty limitations include: (1) a minimum rest period of 8 hours prior to the beginning of duty. (2) No performing maintenance functions for aircraft for more than 12 consecutive hours of duty. (3) relief from performing maintenance functions from all duties for 24 consecutive hours during any 7 consecutive day's period.			◦ S ◦ U	
PA 14	HCAR 6.4.1.4	In situations involving unscheduled aircraft unserviceability, the rest and duty limitations may include extensions for continuation on duty: (1) Up to 16 consecutive hours; or (2) 20 hours in 24 consecutive hours. (3) Following unscheduled duty periods, the person performing maintenance functions for aircraft has a mandatory rest period of 10 hours.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



B.MANUAL AND PROCEDURES						
Item	Reference	Description	AMO PM reference	Description or additional Evidence Documents (provided by applicant if required)	For OFNAC use only	
					OFNAC Status	OFNAC Remarks
a.Administration						
PB1	HCAR 6.5.1.1 and IS: 6.5.1.1, 2.1	A statement signed by the Accountable Manager confirming that the manual defines the organization's procedures and associated personnel responsibilities and will always be complied with.			◦ S ◦ U	
PB2	HCAR 6.5.1.1(a), (e)(2) and (3)	Layout and presentation <i>To include table of contents, sections, description and paragraphing and page numbers for easy referencing.</i>			◦ S ◦ U	
PB3	HCAR 6.2.1.11(a) and IS 6.5.1.1, 2.3	Notification procedures to OFNAC regarding changes to the organization's name; location; activities; facilities; capabilities; approval; approved manuals; or management personnel.			◦ S ◦ U	
PB4	HCAR 6.5.1.1(e) and IS 6.5.1.1, 2.5	Amendment procedures for the manual			◦ S ◦ U	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



b.Descriptions						
PB5	HCAR 6.4.1.1, 6.4.1.2, 6.4.1.3 and IS 6.5.1.1, 1.5	A description of the procedures used to establish the competence of maintenance personnel.			☐ S ☐ U	
PB6	HCAR 6.5.1.1(b), HCAR 6.5.1.5, HCAR 6.5.1.6, and IS 6.5.1.1, 1.1	A general description of the scope of work authorized under the organization's terms of approval.			☐ S ☐ U	
PB7	HCAR 6.5.1.3	A current capability list (to be) approved by OFNAC.			☐ S ☐ U	
PB8	HCAR 6.5.1.1(b), 6.2.1.14 and IS 6.5.1.1, 1.2	A description of the organization's procedures.			☐ S ☐ U	
PB9	HCAR 6.5.1.1(b), 6.2.1.14 and IS 6.5.1.1, 1.2	A description of the organization's quality or inspection system.			☐ S ☐ U	
PB10	HCAR 6.5.1.9 and IS 6.5.1.1, 1.11	A description of the procedure for receiving, amending, and distributing within the AMO all necessary airworthiness data from the Type Certificate holder or type design organization.			☐ S ☐ U	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PB11	HCAR 6.5.1.9, and IS 6.5.1.1, 3.8	Description of methods for control of maintenance instructions and related aircraft/aircraft component manufacturers' service information including updating and availability to staff.			◦ S ◦ U	
PB12	HCAR 6.5.1.8 and IS 6.5.1.1, 1.6	A description of the method used for the completion and retention of the maintenance records.			◦ S ◦ U	
PB13	HCAR 6.5.1.7, HCAR 6.5.1.8 and IS 6.5.1.1, 1.7	A description of the procedure for preparing the maintenance release and the circumstances under which the release is to be signed.			◦ S ◦ U	
PB14	HCAR 6.5.1.10 and IS 6.5.1.1, 1.10	A description of the procedures whereby information on faults, malfunctions, defects and other occurrences is transmitted to the organization responsible for the type design of that aircraft and to the operator's airworthiness authority.			◦ S ◦ U ◦ NA	
PB15	HCAR 6.5.1.1(b) and IS 6.5.1.1, 1.3	A general description of the organization's facilities.			◦ S ◦ U	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



c.Procedures						
PB16	IS: 6.4.1.5	Procedures for Personnel Records of management, supervisory, inspection and certifying staff.			◦ S ◦ U	
PB17	HCAR 6.5.1.2	Procedures, which ensure good maintenance practices and compliance with all relevant requirements of this Part.			◦ S ◦ U	
PB18	HCAR 6.5.1.2	An independent quality assurance system to monitor compliance with and adequacy of the procedures; or			◦ S ◦ U ◦ NA	Use the results of QA Checklist in ASM Part III, Chapter 10.
PB19	HCAR 6.5.1.2	A system of inspection to ensure that all maintenance is properly performed.			◦ S ◦ U ◦ NA	Use the results of QA Checklist in ASM Part III, Chapter 10.
PB20	HCAR 6.5.1.9(a) IS:6.5.1.9	Procedures for ensuring receipt of all airworthiness data appropriate to support the work performed			◦ S ◦ U	
PB21	HCAR 6.5.1.9(b) IS:6.5.1.9	Where the AMO modifies the format of airworthiness data, procedures for any such proposed alterations for acceptance.			◦ S ◦ U ◦ NA	
PB22	HCAR 6.5.1.9(c) IS:6.5.1.9	Procedure to keep all airworthiness data used by the AMO current.			◦ S ◦ U	
PB23	HCAR 6.5.1.9(c) IS:6.5.1.9	Procedure to keep all airworthiness data used by the AMO available to all personnel who require access to that data to perform their duties.			◦ S ◦ U	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PB24	IS:6.5.1.9	Where computer systems are used to maintain airworthiness data, procedures for providing access and backing up the data.			◦ S ◦ U ◦ NA	
PB25	IS:6.5.1.9	Where microfilm or microfiche readers/printers are used to maintain airworthiness data, procedures for providing access and updating the data.			◦ S ◦ U ◦ NA	
PB26	HCAR 6.5.1.12 and IS 6.5.1.1, 3.10	Procedures for compliance with an operator's aircraft maintenance program.			◦ S ◦ U ◦ NA	
PB27	HCAR 6.5.1.12 and IS 6.5.1.1, 3.11	Airworthiness directives procedure.			◦ S ◦ U ◦ NA	
PB28	HCAR 6.5.1.12 and IS 6.5.1.1, 3.9	Procedures for conducting and reporting repairs.			◦ S ◦ U ◦ NA	
PB29	HCAR 6.5.1.9, 6.5.1.12 and IS 6.5.1.1, 3.12	Optional modification procedure.			◦ S ◦ U ◦ NA	
PB30	HCAR 6.5.1.8 and IS 6.5.1.1, 3.13	Procedures for maintenance documentation in use and completion of same.			◦ S ◦ U ◦	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PB31	HCAR 6.5.1.8 And IS 6.5.1.1, 3.14	Procedures for technical record control.			☐ S ☐ U	
PB32	HCAR 6.5.1.7, 6.5.1.8 and IS 6.5.1.1, 3.16	Method for issue of the maintenance release.			☐ S ☐ U ☐	
PB33	HCAR 6.5.1.8(d)	Procedure to ensure that each person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft/aeronautical product makes an entry in the maintenance record of that equipment			☐ S ☐ U	
PB34	HCAR 6.5.1.8(i)	Procedures for maintenance record entries for inspections.			☐ S ☐ U ☐ NA	
PB35	HCAR 6.3.1.3 And IS 6.5.1.1, 3.1	Line maintenance control of aircraft components tools, equipment, etc.			☐ S ☐ U ☐ NA	
PB36	HCAR 6.5.1.1 and IS 6.5.1.1, 3.2	Line maintenance procedures related to servicing/ fuelling/de-icing, etc.			☐ S ☐ U ☐ NA	
PB37	HCAR 6.5.1.8 and IS 6.5.1.1, 3.15	Procedures for handling of defects arising during maintenance.			☐ S ☐ U ☐ NA	
PB38	HCAR 6.5.1.8 and IS 6.5.1.1, 3.3	Line maintenance control of defects and repetitive defects.			☐ S ☐ U ☐ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PB39	HCAR 6.5.1.10 and IS 6.5.1.1, 3.18	Procedure for reporting of defects and other occurrences as required by OFNAC.			○ S ○ U ○ NA	
PB40	HCAR 6.3.1.2, IS 6.5.1.1, 3.19 and ASM Part III, Ch.9	Storage procedures to provide security for serviceable parts, segregation of serviceable from unserviceable parts, and prevent deterioration of and damage to stored items.			○ S ○ U	
PB41	IS 6.5.1.1, 3.4 and ASM Part III, Ch. 9	Line procedure for pooled parts and loan parts.			○ S ○ U ○ NA	
PB42	IS 6.5.1.1, 3.5 and ASM Part III, Ch. 9	Line procedure for return of defective parts removed from aircraft.			○ S ○ U ○ NA	
PB43	IS 6.5.1.1, 3.22	Reference to specific maintenance procedures such as engine running procedures, aircraft pressure run procedures, aircraft towing procedures; and aircraft taxiing procedures.			○ S ○ U ○ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



C.MAINTENANCE PROGRAMME						
Item	Reference	Description	AMO PM reference	Description or additional Evidence Documents (provided by applicant if required)	For OFNAC use only	
					OFNAC Status	OFNAC Remarks
PC1	HCAR 6.5.1.12 and IS 6.5.1.1, 1.12	If the manual is also used to comply with the requirements of the maintenance program for an aircraft, the maintenance program is included.			S U NA	
PC2	HCAR 6.5.1.8 HCAR 6.5.1.12 And IS 6.5.1.1, 1.9	Additional procedures for complying with an operator's maintenance procedures and requirements.			S U NA	
PC3	HCAR 6.5.1.12	Procedures to ensure that any maintenance, preventive maintenance, or modifications for an air operator certificated under Part 9 having an approved maintenance program are performed in accordance with the AOC holder's manuals.			S U NA	
PC4	HCAR 6.5.1.12	Procedures to perform maintenance and modification operations in accordance with the applicable standards in Part 5, Airworthiness.			S U NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PC5	HCAR 6.5.1.12	Procedures to maintain, in current condition, all manufacturer's service manuals, instructions, and service bulletins that relate to the articles that it maintains or modifies.			o S o U o NA	
D.RECORDS						
Item	Reference	Description	AMO PM reference	Description or additional Evidence Documents (provided by applicant if required)	For OFNAC use only	
					OFNAC Status	OFNAC Remarks
a.Personnel Records						
PD1	IS: 6.4.1.5	Information is kept on record in respect of each management, supervisory, inspection, and certifying staff. Containing as a minimum: (1) Name; (2) Date of birth; (3) Basic training; (4) Type training; (5) Continuation training; (6) Experience; (7) Qualifications relevant to authorization; (8) Scope of authorization; (9) Date of first issue of the authorization; (10) Expiration date of the authorization (if appropriate); and (11) Identification number of the authorization.			o S o U	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PD2	IS: 6.4.1.5	Personnel Records are controlled. PD3(1) The number of persons authorized to access the system is limited. (2) Personnel are given reasonable access on request to their own records.			◦ S ◦ U	
PD3	IS: 6.4.1.5	The records of these individuals are kept for at least two years after that person has ceased employment with the AMO or after withdrawal of his or her authorization.			◦ S ◦ U ◦ NA	
PD4	IS: 6.4.1.5	Upon request, the certifying staff are furnished with a copy of their record on leaving the AMO.			◦ S ◦ U ◦ NA	
PD5	HCAR 6.5.1.8(a)	The AMO records all details for maintenance work performed.			◦ S ◦ U	
PD6	HCAR 6.5.1.8(c)	The AMO retains a copy of all detailed maintenance records and any associated airworthiness data for two years from the date the aircraft or aeronautical product to which the work relates was released from the AMO.			◦ S ◦ U	
PD7	HCAR 6.5.1.8(d)	Each person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft/aeronautical product makes an entry in the maintenance record of that equipment.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PD8	HCAR 6.5.1.8(d)	The maintenance record of that equipment includes: (1) A description and reference to data acceptable to OFNAC of work performed. (2) The date of completion of the work performed. (3) The name of the person performing the work if other than the person approving the work. (4) If the work performed on the aircraft/aeronautical product has been performed satisfactorily, the signature, certificate number, and kind of certificate held by the person approving the work.			◦ S ◦ U ◦ NA	
PD9	HCAR 6.5.1.8(d) HCAR 5.6.1.3 IS: 5.6.1.1	Major repairs and major alterations are entered on the form, and the form disposed of by the person performing the work, in the manner prescribed by OFNAC.			◦ S ◦ U ◦ NA	
PD10	HCAR 6.5.1.8(e) and (f), HCAR 5.6.1.2	Descriptions in any required maintenance entry or form for an aircraft or aeronautical component only use the terms 'overhauled' or 'rebuilt' in accordance with the requirements of HCAR 6.5.1.8 and 5.6.1.2.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PD11	HCAR 6.5.1.8(i)	The person approving or disapproving for return to service an aircraft/ aeronautical product, after any inspection performed in accordance with this regulation, makes an entry in the maintenance record of that equipment.			○ S ○ U ○ NA	
PD12	HCAR 6.5.1.8(i)	The maintenance record of an inspection of that equipment contains the following information: (1) The type of inspection and a brief description of the extent of the inspection. (2) The date of the inspection and aircraft total time in service. (3) The authorized signature, the AMO certificate number, and kind of licence held by the person approving or disapproving for return to service. (4) If the aircraft is found to be airworthy and approved for return to service, the following or a similarly worded statement —I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition.			○ S ○ U ○ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PD13	HCAR 6.5.1.8(i)	If the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (date) has been provided for the aircraft owner or operator			◦ S ◦ U ◦ NA	
PD14	HCAR 6.5.1.8(j)	If the aircraft is not approved for return to service, the person making such determination gives the owner or lessee a signed and dated list of those discrepancies.			◦ S ◦ U ◦ NA	
PD15	HCAR 6.5.1.8(i)	If an inspection is conducted under an inspection program provided for in this regulation, the entry identifies the inspection program accomplished, and contains a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.			◦ S ◦ U ◦ NA	
PD16	HCAR 6.5.1.7	A certification of release is required at the completion of any maintenance on an aircraft part, component, or assembly when off the aircraft.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PD17	HCAR 6.5.1.7(a)	A certification of release to service is issued by appropriately authorised certifying staff when satisfied			◦ S ◦ U ◦ NA	
PD18	HCAR 6.5.1.7(d)	The certification of release to service contains the following statement: —Certifies that the work specified was carried out in accordance with current regulations and in respect to that work the aircraft/aircraft component is considered approved for release to service.			◦ S ◦ U ◦ NA	
PD19	HCAR 6.5.1.7(e)	The certification of release to service references the data specified in the manufacturer's maintenance instructions or instructions for continued airworthiness			◦ S ◦ U ◦ NA	
PD20	HCAR 6.5.1.7(f)	Where instructions include a requirement to ensure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance or use of a GO/NO gauge, the dimension or test figure is recorded.			◦ S ◦ U ◦ NA	
PD21	HCAR 6.5.1.7(g)	The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PD22	HCAR 6.5.1.7(h)	When extensive maintenance has been carried out and a summarised certification of release to service with a cross-reference to the work package containing full details of maintenance carried out is provided.			☐ S ☐ U ☐ NA	
PD23	HCAR 6.5.1.7(i)	The person issuing the release to service uses a full signature and preferably a certification stamp, or			☐ S ☐ U ☐ NA	
PD24	HCAR 6.5.1.7(i)	In the case where a computer release to service system is used, it is clear that only the particular person can electronically issue the release to service.			☐ S ☐ U ☐ NA	
PD25	IS 6.5.1.1, 3.21 and ASM Part III, Ch. 10.8	Control of computer maintenance record systems.			☐ S ☐ U ☐ NA	
Air Operator Records						
PD26	HCAR 6.5.1.8 and IS 6.5.1.1, 3.17	Records for the operator (if the organization is not an operator itself).			☐ S ☐ U ☐ NA	
PD27	HCAR 6.5.1.8(b)	The AMO provides a copy of each certification of release to service to the aircraft operator, together with a copy of any specific airworthiness data used for repairs/alterations performed.			☐ S ☐ U ☐ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PD28	HCAR 6.5.1.10	Reporting to OFNAC and the aircraft design organization of the State of Design any identified condition that could present a serious hazard to the aircraft.			◦ S ◦ U ◦ NA	
PD29	HCAR 6.5.1.10	Reports are made in a form and manner prescribed by OFNAC and contain all pertinent information about the condition known to the AMO. The report contains at least the following items: (1) Aircraft registration number. (2) Type, make and model of the article. (3) Date of the discovery of the failure, malfunction, or defect. (4) Time since last overhaul, if applicable. (5) Apparent cause of the failure, malfunction, or defect. (6) Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.			◦ S ◦ U ◦ NA	
PD30	HCAR 6.5.1.10	Where the AMO is contracted by an AOC holder to carry out maintenance, that AMO reports to the AOC holder any condition affecting the aircraft or aeronautical product.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PD31	HCAR 6.5.1.10	Reports are made as soon as practicable, but in any case, within three days of the AMO identifying the condition to which the report relates.			◦ S ◦ U ◦ NA	
------	------------------	---	--	--	--	--



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



E.TRAINING						
Item	Reference	Description	AMO PM reference	Description or additional Evidence Documents (provided by applicant if required)	For OFNAC use only	
					OFNAC Status	OFNAC Remarks
PE1	HCAR 6.4.1.2(a) IS: 6.4.1.2	An employee training program that consists of indoctrination, initial, recurrent training, specialized and remedial training.			◦ S ◦ U	
PE2	IS: 6.4.1.2(a)	Indoctrination training that includes at least 40 hours of instruction in at least the following subjects: (1) Regulations of Haiti. (2) Company manuals, policies, procedures and practices. (3) Dangerous goods requirements of 6.4.1.3. (4) Human performance, including coordination with other maintenance personnel and flight crew. (5) Maintenance human factors – the elements should focus on aviation maintenance and safety related issues. (6) Computer systems and software – as applicable to the repair station's maintenance. Facility security.			◦ S ◦ U	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PE3	IS:6.4.1.1(t)	Initial training covers: (1) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO intends to maintain. (2) Specific information on the actual aircraft type on which the person is intended to become a certifying person including the impact of repairs and system/structural defects. (3) Company procedures relevant to the certifying staff's tasks.			◦ S ◦ U	
PE4	IS:6.4.1.1(u)	Continuation training covers changes in AMO procedures and changes in the standard of aircraft and/or aeronautical products maintained.			◦ S ◦ U	
PE5	HCAR 6.4.1.2(b) IS: 6.4.1.2	The training program is developed and updated based on the job tasks associated with the AMO scope of operating authority and capabilities.			◦ S ◦ U	
PE6	HCAR 6.4.1.2(d) IS: 6.4.1.2	Procedures to submit revisions to the training program to OFNAC for approval.			◦ S ◦ U	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PE7	IS:6.4.1.1(r)	Training of certifying staff is performed by the AMO or by an institute selected by the AMO			◦ S ◦ U	
PE8	IS:6.4.1.1(r)	The AMO established the curriculum and standards for training, as well as pre-qualification standards for the personnel intended for training.			◦ S ◦ U	
PE9	IS:6.4.1.1(s)	Examinations are set at the end of each training course.			◦ S ◦ U	
PE10	HCAR 6.4.1.1(i)	Procedures to ensure maintenance personnel and certifying staff receive training for their assigned tasks.			◦ S ◦ U	
PE11	HCAR 6.4.1.2(c) IS: 6.4.1.2	The training program ensures that each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned task.			◦ S ◦ U	
PE12	IS:6.4.1.1(o)	Planners, mechanics, supervisors and certifying staff are assessed for competence by "on the job" evaluation or by examination relevant to their particular role within the AMO before unsupervised work is permitted.			◦ S ◦ U	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PE13	IS:6.4.1.1(p)	Method of assessment of competence, (job descriptions)			◦ S ◦ U	
PE14	IS:6.4.1.1(p)	establishes that: (1) Planners are able to interpret maintenance requirements into maintenance tasks and have an appreciation that they have no authority to deviate from the aircraft maintenance program.			◦ S ◦ U ◦ NA	
PE15	IS:6.4.1.1(p)	establishes that: (2) Mechanics are able to carry out maintenance tasks to any standard specified in the maintenance instructions and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards.			◦ S ◦ U ◦ NA	
PE16	IS:6.4.1.1(p)	establishes that: (3) Supervisors are able to ensure that all required			◦ S ◦ U	
PE15	IS:6.4.1.1(p)	establishes that: (2) Mechanics are able to carry out maintenance tasks to any standard specified in the maintenance instructions and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PE16	IS:6.4.1.1(p)	establishes that: (3) Supervisors are able to ensure that all required maintenance tasks are carried out, and where not done or where it is evident that a particular maintenance task cannot be carried out to the maintenance instructions, then such problems will be reported to and agreed by the quality organization.			◦ S ◦ U ◦ NA	
PE17	IS:6.4.1.1(p)	establishes that: (4) Certifying staff are able to determine when the aircraft or aircraft component is and is not ready for release to service. (q) In the case of planners, supervisors, and certifying staff, knowledge of AMO procedures relevant to their particular role shall be demonstrated.			◦ S ◦ U ◦ NA	
PE18	IS:6.4.1.1(v)	The training program includes details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods.			◦ S ◦ U ◦ NA	
PE19	HCAR 6.4.1.2(e) IS: 6.4.1.2	Methods to document the individual employee training with records retained for a minimum of two years.			◦ S ◦ U	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PE20	HCAR 6.4.1.3(a) IS: 6.4.1.3	Training program includes dangerous goods for employees, who are engaged in HCAR 6.4.1.3(a) activities.			◦ S ◦ U ◦ NA	
PE21	HCAR 6.4.1.3(c) IS: 6.4.1.3	The dangerous goods training: (1) Ensures that each employee performing or directly supervising any of the job functions specified in item HCAR 6.4.1.3(a) is trained to comply with all applicable procedures; and (2) Enables the trained person to recognize items that contain, or may contain, dangerous goods regulated under these regulations.			◦ S ◦ U ◦ NA	
PE22	HCAR 6.4.1.1, IS: 6.4.1.1(w), and IS: 6.5.1.1, 3.24	The training program for maintenance personnel and certifying staff includes training in knowledge and skills related to human performance including co-ordination with other maintenance personnel and flight crew.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



F.FACILITIES AND EQUIPMENT						
Item	Reference	Description	AMO PM reference	Description or additional Evidence Documents (provided by applicant if required)	For OFNAC use only	
					OFNAC Status	OFNAC Remarks
a. Housing						
PF1	HCAR 6.2.1.1 5(a)	Principal place of business office that is physically located at the address shown on its certificate.			◦ S ◦ U	
PF2	HCAR 6.2.1.15(b)	Additional fixed locations. (1) All of the facilities are localized and within a defined area, and (2) All locations operate under the approval of the AMO certificate and operations specifications.			◦ S ◦ U ◦ NA	
PF3	HCAR 6.3.1.1, HCAR 6.3.1.3 IS: 6.3.1.2 IS: 6.3.1.3	Housing, facilities equipment, materials, and data in quantity and quality that meet the standards required for the issuance.			◦ S ◦ U	
PF4	IS 6.3.1.3, IS 6.3.1.2 and IS 6.5.1.1, 3.7	Cleanliness standards of maintenance facilities.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PF5	HCAR 6.3.1.2(a) IS: 6.3.1.2	Housing for the facilities, equipment, materials, and personnel for all planned work ensuring protection from weather.			◦ S ◦ U	
PF6	HCAR 6.3.1.2(b) IS: 6.3.1.2	Work environments appropriate for the task carried out and shall not impair the effectiveness of personnel. (clean, well lit, temperature controlled, etc.)			◦ S ◦ U	
PF7	HCAR 6.3.1.2(c) IS: 6.3.1.2	Office accommodation appropriate for the management of planned work and technical records.			◦ S ◦ U	
PF8	HCAR 6.3.1.2(d) IS: 6.3.1.2	Specialized workshops and bays segregated, as appropriate, to ensure that environmental and work area contamination is unlikely to occur.			◦ S ◦ U ◦ NA	
PF9	HCAR 6.3.1.2(g) IS: 6.3.1.2	AMO with an airframe rating provides suitable permanent housing to enclose the largest type and model of aircraft listed on its operations specifications.			◦ S ◦ U ◦ NA	
PF10	HCAR 6.3.1.2(h) IS: 6.3.1.2	Maintenance, preventive maintenance, or alterations on articles when outside of housing.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



b.Equipment and Tools						
PF11	HCAR 6.3.1.3(a) and (d), IS: 6.3.1.3	Availability and control for the necessary equipment, tools, and material to perform the approved scope of work.			◦ S ◦ U	
PF12	IS: 6.3.1.3	If AMO is approved for base maintenance, it has sufficient aircraft access equipment and inspection platforms/ docking such that the aircraft may be properly inspected.			◦ S ◦ U ◦ NA	
PF13	HCAR 6.3.1.3, IS: 6.3.1.3 and IS: 6.5.1.1, 3.6	Use of tools and equipment by staff is controlled (including alternate tools).			◦ S ◦ U ◦	
PF14	HCAR 6.3.1.3(c), IS: 6.3.1.3	The use of the equipment, tools, and material that are recommended by the manufacturer of the article or			◦ S ◦ U ◦ NA	
PF15	HCAR 6.3.1.3(c), IS: 6.3.1.3	The use of the equipment, tools, and material that are equivalent to those recommended by the Manufacturer.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



PF16	HCAR 6.3.1.3, IS: 6.3.1.3, and IS: 6.5.1.1, 3.4	Acceptance of tools and equipment. The AMO has full control of the equivalent tool, equipment, or test equipment (i.e., ownership, lease, etc.)			◦ S ◦ U ◦ NA	
PF17	IS: 6.3.1.3	The Program for equivalent equipment and tools has procedures for: (i) establishing the competence of personnel that make the determination of equivalency. (ii) conducting and documenting the comparison. (iii) ensuring that the limitations, parameters, and reliability of the proposed tool, equipment, or test equipment are equivalent to the manufacturers. (iv) ensuring that the equivalent tool, equipment, or test equipment is capable of performing the appropriate maintenance function.			◦ S ◦ U ◦ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



c.Calibration						
PF18	HCAR 6.3.1.3, IS: 6.3.1.3 and IS: 6.5.1.1, 3.5	Calibration of tools and equipment.			◦ S ◦ U ◦ NA	
PF19	HCAR 6.3.1.3(e) IS: 6.3.1.3	Procedures to ensure correct calibration for all applicable tools, equipment, and test equipment.			◦ S ◦ U ◦	
PF20	IS: 6.3.1.3	A clear system of labeling all tooling, equipment and test equipment is used to give information on when the next inspection or service or calibration is due, and give status information if the item is unserviceable for any other reason where it may not be obvious.			◦ S ◦ U ◦	
PF21	HCAR 6.3.1.3(f) IS: 6.3.1.3	Calibration records are maintained. A register is maintained for all calibrated tools, equipment, and test equipment together with a record of calibrations and standards used.			◦ S ◦ U	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



d.Parts and Components						
PF22	HCAR 6.3.1.2(e) IS: 6.3.1.2	Storage facilities provided for parts, equipment, tools, and material.			☐ S ☐ U ☐ NA	
PF23	HCAR 6.3.1.2(f) IS: 6.3.1.2	Storage conditions provide security for serviceable parts.			☐ S ☐ U ☐ NA	
PF24	HCAR 6.3.1.2(f), IS: 6.3.1.2	Storage conditions provide segregation of serviceable from unserviceable parts.			☐ S ☐ U ☐ NA	
PF25	HCAR 6.3.1.2(f), IS: 6.3.1.2	Storage conditions provided prevent deterioration of and damage to stored items			☐ S ☐ U ☐ NA	
PF26	HCAR 6.5.1.7, IS: 6.5.1.1, 3.3, and ASM Part III, Ch. 9	Procedures for storage, labelling/ tagging and release of aircraft components and material to aircraft maintenance.			☐ S ☐ U ☐ NA	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



G. APPROVALS AND CONTRACTS						
Item	Reference	Description	AMO PM reference	Description or additional Evidence Documents (provided by applicant if required)	For OFNAC use only	
					OFNAC Status	OFNAC Remarks
PG1	HCAR 6.5.1.4 and IS 6.5.1.1, 2.4	LiAWSon or contractual arrangements with other organizations that provide services associated with the approval.			☐ S ☐ U ☐ NA	
PG2	IS 6.5.1.1, 3.1 and ASM Part III, Ch. 9	Supplier evaluation procedure.			☐ S ☐ U ☐ NA	
PG3	IS 6.5.1.1, 3.2 and ASM Part III, Ch. 9	Acceptance/inspection of aircraft components and material from outside contractors			☐ S ☐ U ☐ NA	
PG4	HCAR 6.5.1.4 and IS 6.5.1.1, 3.23	Sub-contract procedures including a list of contractors.			☐ S ☐ U ☐ NA	
PG5	HCAR 6.5.1.4 and IS 6.5.1.1, 3.23	Sub-Contracts included in AMO Procedures Manual.			☐ S ☐ U ☐ NA	Use the results of checklist for evaluation of a contractor from ASM Chapter 10.
PG6	HCAR 6.3.1.2, IS 6.5.1.1, 3.20 and ASM Part III, Ch.9	Control of defective components sent to outside contractors for overhaul, etc.			☐ S ☐ U ☐ NA	
PG7	HCAR 9.4.1.5 and IS 6.5.1.1, 3.23	AOC Contracts included in AMO Procedures Manual.			☐ S ☐ U ☐ NA	Use the results of checklist for evaluation of a maintenance arrangement from ASM Chapter 7.



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



H.QUALITY SYSTEM PROCEDURES (MAY BE PART OF AMO PM OR AS A SEPARATE MANUAL)

Item	Reference	Description	QA Manual Date:	AMO Procedures Manual Date:	QA Compliance Statement Date:
PH1	HCAR 6.2.1.14 and IS 6.5.1.1, 4.1 - 6.5.12	Address the AMO's quality system, either in a separate manual or include the quality practices within the AMO Procedures Manual.			

I.SAFETY MANAGEMENT SYSTEM (SMS)(MAY BE PART OF AMO PM OR AS A SEPARATE MANUAL)

Item	Reference	Description	SMS Manual Date:	AMO Procedures Manual Date:	SMS Compliance Statement Date:
PI1	HCAR 1.6, 6.4.1.6 and IS 6.5.1.1, 7.1	Address the AMO's safety management system, with reference to a separate manual or include the SMS practices within the AMO Procedures Manual. (SMS Checklist)			

J.ADDITIONAL COMMENT OR EXPLANATIONS

—I hereby certify that all requirements of the Approved Maintenance Organization Procedures Manual Compliance Statement and appropriate explanations provided have been complied with. I further declare that all information herein and documents submitted with this application are true in every respect||

Name of Accountable Manager:		Title of Accountable Manager:	
Signature of Accountable Manager:		Date:	



RÉPUBLIQUE d'HAÏTI
OFFICE NATIONAL de l'AVIATION CIVILE
COMPLIANCE STATEMENT



K.FOR OFNAC USE ONLY - PROGRESS THROUGH APPLICATION APPROVAL			
Step	Inspectors Initials	Determination	
Is the compliance statement complete?		☐ No	☐ Yes
The applicable fee(s) has been paid?		☐ No	☐ Yes
Documentation verified?		☐ No	☐ Yes
Satisfactory to accept AMO Procedures Manual in concept?		☐ No	☐ Yes
AMO demonstrated compliance to HCARs and AMO Procedures Manual?		☐ No	☐ Yes
Approve AMO Procedures Manual?		☐ No	☐ Yes