



# THE GLIDING FEDERATION OF AUSTRALIA INC

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## Application for GFA Approved Maintenance Organisation (AMO) Status

### Introduction:

GFA MOSP3 requirements state that all persons undertaking Sailplane inspection, servicing and repair for hire and/or reward must hold the status of Approved Maintenance Organisation issued by the GFA. The AMO status must remain in effect during the conduct of any activities mentioned in the scope of work conducted. This form is to be used for all AMO applications including AMO renewal applications. The CTO may (at their discretion) wave the requirement for a workshop assessment for renewal applications.

### AMO Application procedure:

1. Application made using this Form and application Fee paid to the Secretariat via the online shop at [www.glidingaustralia.org](http://www.glidingaustralia.org)
2. CTO or their delegate performs assessment of AMO applicant and their workshop premises against GFA requirements
3. CTO approves AMO application and forwards application outcome to the secretariat.
4. Secretariat processes and completes the application.

### APPLICANT DETAILS:

Initial Application  Renewal Application

Applicant Name: .....

Applicant Address: .....

Contact Phone Number: ( ) ..... Mobile: .....

Contact Email address: ..... Fax (if available) .....

GFA Membership # ..... Affiliated Club: .....

I have read and understand CASA Advisory Circular AC145-2(0) regarding Human Factors Guidelines for Aircraft Maintenance (Released NOV 2011)

I understand that all airworthiness activities undertaken after receiving AMO Status will be in accordance with the GFA MOSP3 requirements

Applicant Signature: .....Date: .....

Note: In signing this application, you verify all information presented in the application to be complete and accurate to the best of your knowledge. Incorrect or false information may affect the outcome of your application. Further, you are making a self declaration that you satisfy the requirements for AMO status, as outlined in this application and the GFA MOSP3.

### BUSINESS DETAILS:

Registered Business/Trading Name: .....

Workshop Address: .....

Workshop Phone: .....ABN: .....

Nominated Chief Engineer: .....

Address: .....

Contact Phone Number: ( ) ..... Mobile: .....

Contact Email address: ..... Fax (if available) .....

GFA Membership # .....Affiliated Club: .....

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**CHIEF ENGINEER QUALIFICATIONS:**

CASA ARN: ..... Year of 1109 Issue: .....

G1109 Issued by: .....

Trade or Tertiary studies: .....

List GFA airworthiness courses attended: .....

.....

**G1109 Section 1 Endorsement: (Tick relevant)**

**Annual Inspection:**

WOOD       METAL       FRP       STEEL TUBE

**Approved Modifications:**

WOOD       METAL       FRP       STEEL TUBE

**Minor Repairs:**

WOOD       METAL       FRP       STEEL TUBE

**Major Repairs:**

WOOD       METAL       FRP       STEEL TUBE

**Survey & Life Extension Ratings:**

WOOD       METAL       FRP       STEEL TUBE

**Other:**

Weight and Balance

**G1109 Section 2 Endorsement:**

Certified for:

(A).....

Issued By ..... Date: .....

(B).....

Issued By ..... Date: .....

(C).....

Issued By ..... Date: .....

(D).....

Issued By ..... Date: .....

**A Photocopy of G1109 Section 1 and Section 2 pages must accompany this application.**

Outline the scope of the AMO approval sought: .....

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**For Office Use only:**

Application Received:

Date: .....

Has above information been verified in database?

Yes. Initials .....

Application Fee Received, Tax Invoice processed and sent?

Yes. Initials.....

Is application complete and supporting documents received?

Yes. Initials.....

Has application been forwarded to CTO for Action?

Yes. Initials ..... Date: .....

## ANNEX A – AMO REQUIREMENTS

GFA specified AMO requirements are largely based on the intent of CAAP 30-4(1), the CASA document released for guiding AMO applicants in the GA industry. The GFA Board have an expectation that *minimum* standards will be met by commercial organisations performing sailplane inspection, repair and servicing on behalf of its members. These requirements are based on safety, economy of effort and industry best practice.

The GFA realise that most AMO entities are a small operation involving only one or two people and that onerous requirements will prohibit many potential AMOs from operating. With this in mind, these requirements are tailored to suit GFA's specific needs and the desired outcome.

### IMPORTANT

An AMO may only maintain sailplanes, sailplane components or sailplane materials for which it is approved when all necessary facilities, tools, equipment, aircraft materials, approved technical data and certifying employees are available.

## AMO SAFETY MANAGEMENT SYSTEM

An AMO must have a written safety management system (*SMS*), which must, as a minimum, include:

1. A statement of the AMO's safety policy and objectives, including documented details of the following:
  - a. the management commitment to, and responsibility for, safety risk management;
  - b. the AMO drug and alcohol policy;
  - c. the safety related accountabilities of the Chief Engineer;
  - d. the relevant third party relationships and interactions; and
2. The communications plan for defect reporting and rectification. This should include:
  - a. Procedures for recording the defect;
  - b. Advising findings to GFA CTO and RTO/A (Complete SOAR SDR report);
  - c. Reporting to the Registered Owner the defects found; and
  - d. Liaison with the Factory.

## AMO FACILITIES

An AMO must have the facilities for the provision of maintenance and inspection activities that are appropriate for carrying out work specified in the Certificate. In particular, the facilities must be to a standard that provides an environment that:

1. Is appropriate to the weather conditions that prevail at the time that the maintenance is carried out; and
2. Allows maintenance to be carried out:
  - a. at a comfortable temperature; and
  - b. with appropriate levels of lighting; and
  - c. without undue noise distraction; and

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3. Segregates specialised workshops and bays to avoid environmental and work area contamination (Spray Painting); and
4. Keeps airborne contamination, including dust, to a level that does not result in visible aircraft or aeronautical product surface contamination; and
5. For aeronautical product maintenance, provides workshops that are large enough to accommodate the product or planned maintenance.

An AMO must provide storage facilities for aeronautical products, equipment and tools, which:

1. Segregate serviceable aeronautical products, equipment and tools from unserviceable aeronautical products, equipment and tools; This should include a tagging or labelling system; and
2. Comply with manufacturers' instructions for keeping the equipment, tools or products in a serviceable condition;
3. Provide a separate storage area for non aeronautical products and consumables to prevent contamination.

**TOOLS EQUIPMENT AND MATERIALS**

An AMO must have adequate tools, equipment and materials to enable it to provide maintenance services for which the AMO has an approval rating and:

1. Where the maintenance data specifies a particular tool or equipment must be used in the maintenance of the aircraft or aeronautical product, the AMO must use that tool or equipment.
2. The tooling and equipment must be permanently available or, where a tool or equipment is infrequently used, a method of access to that tool or equipment must be described in the AMO's SMS; and
3. Sufficient aircraft supporting equipment and inspection aids to properly carry out its approved scope of maintenance.

An AMO must ensure that all tools, equipment and, particularly, test equipment be in a satisfactory condition to successfully perform the function intended. Sensitive measurement equipment should be separated and stored appropriately. There is a GFA requirement for periodic check and recalibration of measurement equipment under the GFA system of maintenance. The period and method for recalibration must be listed in the company Procedures Manual. In most cases micrometers etc have a 'standard' with which to calibrate the instrument.

*Office Use Only:* To be completed by the GFA Issuing Authority or their Delegate:

Date application Received: ..... Contact with AMO Applicant made (Date) .....

Agreed Inspection Date and Time: .....

Information verified through GFA Database: ..... Any discrepancies noted? Yes/No

- MA endorsements appropriate for AMO status
- Applicant/Chief Engineer deemed Suitable
- Desktop inspection successful
- Workshop inspection successful
- All requirements met, AMO issue warranted

CTO Signature and Stamp..... Date .....

*Note: This date is when the AMO status is effective and constitutes the anniversary date for renewal.*

**ANNEX B AMO ASSESSMENT CRITERIA AND SURVEILLANCE AUDITING**

**AMO Application Inspection / Surveillance Audit Check list**

**PART 1: Desktop Assessment**

1. Does the applicant have an adequate (documented) procedure in place for replacement parts ordering and tracking?  Yes. Initials .....
2. Does the Applicant have a documented SMS as required in Annex B  Yes. Initials .....
3. Does the applicant have adequate Job sheet recording, including (*Tick*):
  - Detailed Activity statements recording (Systems disconnected, tested – results, who did what, when)
  - Replacement parts recording
  - Consumables recording (resin batch dates etc)
  - Engineering Order References and copies
  - Release note capture for parts replacement
  - Defects and noteworthy issues to be retained
  - Calibration statement for precision measurement tools used
  - Determination and recording of current maintenance manuals used, Airworthiness Directives and release dates etc.
  - Schedule of second inspection of substraight of each component prior to refinishing. Localized repairs excluded.
4. Does the applicant have a Quality Management system and documentation, including archives of past job sheets for auditing and reference.  Yes. Initials .....

**Desktop Assessment Notes:**

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### **IMPORTANT**

This assessment does not attest to the compliance of the applicant AMO with regard to State and Federal workplace laws and requirements. Each AMO applicant should conduct their own OH&S assessments and put in place effective controls for these requirements.

This assessment is solely focused on the determination of adequacy of the AMO applicant including their facilities and systems, against GFA requirements, for the conduct of Sailplane inspection and repair activities in accordance with the MOSP3.

Of primary importance during the conduct of this assessment is determining whether the AMO applicant has the necessary space, equipment and procedures for the effective and safe management of airworthiness activities, for and on behalf of members of the GFA.

### **PART 2: Workshop Assessment**

Note: For each requirement below, a detailed colour photograph is required to be inserted into the assessment report and used to record compliance with the requirements. Storage of these photographs is required in the AMO Application folder for future reference. One photo may capture multiple requirements, however all must be captured.

1. Does the applicant have a suitable workshop facility for the conduct of Sailplane maintenance and repair relevant to the scope of the approval they are seeking?

#### **General Sailplane Inspection Work (ALL WORKSHOPS):**

- Adequate administration area
- Registered Business certificate displayed in the workshop
- Perform a random inspection of the requirements outlined in Annex A
- Adequate sailplane protection (protection from elements, animals, accidental damage, contamination)
- Adequate space including a sealed floor, dedicated storage areas
- Adequate lighting
- Adequate ventilation
- Adequate signage
- Appropriate tooling and control methods
- Adequate maintenance ground support equipment (appropriate wing stands etc)
- Quarantined parts, tool, equipment and consumables storage and segregation
- Adequate and clean/ clear workshop benches
- Correct storage and identification of maintenance materials and parts
- First Aid Kit
- Component wash-down facilities
- Material Specification Data Sheet availability
- Oxygen storage
- Adequacy of fire extinguishers, water hoses and/or absorbent material
- Availability of dust masks, eye protection and protective gloves
- Provision of earth leakage protection

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Fibreglass and Wood Repair work:

- Paint and paint removal segregation
- Dust extraction
- Clean storage for bulk fibreglass/wood /Fabric stores
- Refrigeration for resin and other temperature sensitive consumables

Engine servicing:

- Torque wrenches
- Precision Measurement Equipment
- Steel bench tops for engine component inspection and assembly

Document Control and Internet:

- Internet access
- NAA and GFA website access
- Ability to obtain NAA AD data
- Ability to access manufacturer’s website
- Acceptable document control and retention
- Current Procedures Manual and SMS

2. Does the applicant have adequate separation from other activities conducted within the workshop?

- Adequate Separation from other activities

Notes: .....

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**ANNEX C – SAILPLANE CHECKLIST**

**AMO Maintained Sailplanes Inspected:**

(Detailed reports for individual sailplanes audited must be listed below and should follow the format shown in the Annex 1 Template )

1		
2		

**AIRWORTHINESS AUDIT DETAILED SAILPLANE REPORTS**

(Use a copy of the inspection template shown for each sailplane detailed inspection report. If required add additional written information below the template to provide a full account of the airworthiness status of each sailplane inspected)

**Auditors Sailplane Inspection Template**

Sailplane		VH-
Documentation	Is a full set of documentation available? <ul style="list-style-type: none"><li>- Flight Manual?</li><li>- Maintenance Manual</li><li>- Full set of applicable GFA General and Specific ADs?</li><li>- Full set of NAA AD's</li><li>- Are the AD's current issues?</li><li>- Is the Specific Type AN available?</li></ul>	
Log Book	Is the Log Book available? <ul style="list-style-type: none"><li>- Is it up to date?</li><li>- Are the entries complete?</li><li>- Is sufficient detail included?</li></ul>	



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	<ul style="list-style-type: none"><li>- Does the person signing it out hold a Form 2 ticket?</li><li>- Where was the last Form 2 inspection carried out?</li><li>- Have any major inspections 3000 h, 20y, 30y etc been overlooked?</li><li>- Are the CofR and CofA in the Log Book?</li></ul>	
Maintenance Release	<p>Is the Maintenance Release in the glider?</p> <ul style="list-style-type: none"><li>- Is it current?</li><li>- Have all sections been completed?</li><li>- Are all signatures and dates included?</li><li>- Has the person signing it out a Form 2 ticket?</li><li>- How many hours has the glider flown since the Form 2 inspection?</li><li>- How many launches has it had?</li><li>- Has the lubrication schedule been complied with?</li></ul>	
Cockpit Placards	<p>Are the necessary placards in place?</p> <ul style="list-style-type: none"><li>- Are they current?</li><li>- Are weight and balance requirements included and clear?</li><li>- Is the registration placarded in a flameproof material?</li></ul>	
Sailplane Inspection	<p>Perform a Daily Inspection on the glider</p> <ul style="list-style-type: none"><li>- How many hours has the glider flown?</li><li>- What is the general condition of the glider?</li><li>- Are any deficiencies evident?</li><li>- Have and items requiring attention at the next Form 2 inspection been identified?</li></ul>	

**Overall Audit Comments**

(Enter overall comments here)

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**ANNEX D – AMO NON COMPLIANCE NOTICE**

AMO Applicant: .....  
Date NCN is raised: .....  
NCN raised by: .....

Nature of the NCN:

What corrective action must be taken by the Applicant to resolve the NCN:

Due date for compliance:

Has the AMO Applicant received counselling? Yes / No  
Is an Enforceable Voluntary Undertaking (EVU) Necessary: Yes / No  
Agreed date of NCN rectification: .....

CTO/CAD Signature:..... Date: .....

Office Use Only:	
NCN Closed by: .....	Date: .....
NCN Placed on AMO File: <input type="checkbox"/> Completed. Initials: .....	RTO/A Notified: <input type="checkbox"/> Yes

CTO/CAD Certification of Corrective Action Compliance:

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### **ANNEX E - GFA Office Procedure for processing AMO Applications:**

1. Receive AMO Application form and payment (Either initial or renewal)
  - a. Create an electronic folder for the AMO Application (initial)
  - b. Place a copy of the application in the folder
  - c. Record payment summary
  - d. Determine membership status of applicant and nominated Chief Engineer
  - e. Determine accuracy of GFA records with applicant data (Address, phone etc)
2. If application is complete with supporting documentation, send email to CTO outlining application received and include an electronic copy of the application in the email.
3. CTO assesses qualifications and experience of applicant and/or Chief Engineer for suitability of AMO status.
4. CTO to contact the applicant and arrange a suitable time for premises inspection.
5. CTO or their delegate to perform the inspection
6. Electronic Inspection report completed and placed on file including photographs
7. Feedback given to the applicant regarding the assessment outcome, including any NCNs necessary to rectify non-compliance issues discovered during assessment.
8. RTO/A mailing list notified of assessment outcome, notify Soaring Magazine editor of new AMO for inclusion into next MAG.
9. Diarise a calendar entry for AMO annual expiry date anniversary
10. Add AMO to GFA technical distribution list
11. Issue AMO Certificate and post certificate to applicant, place copy of certificate on file.
12. Close off application.