



**CIVIL AVIATION AUTHORITY OF SRI LANKA**  
**INDUSTRY GUIDANCE FOR AMO APPLICANTS**

The organizations involved in 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 **IS – 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 **IS – Part M Subpart F**.

**Application package**

**1) For Initial Approval**

**A. Organizations located in Sri Lanka**

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

1. Request Letter of the applicant
2. Application; CAASL Form 2
3. Duly completed MOE compliance checklist (CAA/AW/CL/02) along with MOE/MOM as applicable, signed by the Accountable Manager
4. Completed Form 4s for the Post Holders.

All above documents should be submitted in original.

**B. Organizations located outside Sri Lanka seeking approval for 145 Organization**

1. Request Letter (\*)
2. Application CAASL Form 2 (\*)
3. MOE supplement to IS-145(\*) (signed) together with soft copy of local authority 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

**2) Renewal /amendment of existing Approval (Local / Foreign Approval)**

For renewal of the said approval all the above documents should be re submitted except Item No. 3 and 4 above.

If there is any change in item 3 and 4 above re submission is required

All above application package should contain the receipt of the evaluation payment.

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.

The application package should be handed over or sent via registered post/courier to the

Director General of Civil Aviation Sri Lanka

Civil Aviation Authority of Sri Lanka

No 152 /1, Minuwangoda Road

Katunayake

**Approval Process**

Application package will be forwarded to the Airworthiness section internally 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 including all supporting documents as indicated above, 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 Organization's Quality Assurance Manager shall be provided to the assigned inspector before CAASL 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 organization along with the QM statement to the assigned inspector. Following checklists as applicable will be used to demonstrate compliance.

AMO IS 145 Compliance Checklist – (CAA/AW/CL/02)

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

### **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 Organization for scheduling the audit and to agree on the audit programme.

The CAASL inspector(s) will audit the organization 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 organization at the end of the audit. Organizations 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 CAASL may terminate/suspend the application, limit the requested scope of work or not accept the proposed Post Holders and/or nominated personnel.

### **Grant of CAASL Approval**

Once the applicant's compliance with the applicable IS has been established and all findings are closed, the CAASL 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.