

**APPLICATION FOR AIRCRAFT/ORGANISATION
MANUAL APPROVAL/ACCEPTANCE**

Form No.: GTF-AMA-001



INITIAL ISSUE/ AMENDMENT

A. ORGANISATION DETAILS				
Organisation Name:		Point of contact:		
Address:				
Phone:	Fax:	Email:		
B. MANUALS OR DOCUMENT DETAILS				
ORGANISATION RELATED MANUAL		AIRCRAFT RELATED MANUAL		
<input type="checkbox"/> Maintenance Management Exposition (MME)	<input type="checkbox"/> Maintenance Organization Exposition (MOE)	<input type="checkbox"/> Approved Maintenance Schedule (AMS)	<input type="checkbox"/> Aircraft Flight Manual (AFM)/ FCOM	
<input type="checkbox"/> Reserved	<input type="checkbox"/> OM Part A. General Basic	<input type="checkbox"/> Mass and Balance Manual(MAB)	<input type="checkbox"/> Minimum Equipment List (MEL)	
<input type="checkbox"/> OM Part B. Aircraft Type Related	<input type="checkbox"/> OM Part C. Route Aerodrome (OMC)	<input type="checkbox"/> Configuration Deviation List(CDL)	<input type="checkbox"/> Standard Operating Procedures (SOP)/ <input type="checkbox"/> QRH	
<input type="checkbox"/> OM Part D. Crew training (OMD)	<input type="checkbox"/> Quality Manual (QAM)/ <input type="checkbox"/> SMS Manual (SMS)	<input type="checkbox"/> Flight test schedule (FTS)	AC type:	
<input type="checkbox"/> Ground Operations/ <input type="checkbox"/> Dispatch Manual	<input type="checkbox"/> Cabin crew/SEP manual(SEP)	<input type="checkbox"/> Special Operations (AWO/ETOPS/etc.) manual	Engine:	
<input type="checkbox"/> Training manual	<input type="checkbox"/> Other documents:	<input type="checkbox"/>	Propeller:	
Manual Name:		Submitted Manual Revision Number and date (dd/mmm/yyyy)		
Manual Reference No.(e.g.: ABC/ MME/05)		Supersedes Revision Number		
Source Document Details (e.g.: FAA MMEL R45):		Revision Status and expected implementation date (dd/mmm/yyyy)		
C. STATEMENT OF COMPLIANCE :				
The Signatories below declare that the submitted document has been prepared, reviewed and approved in accordance with the current Yemen standard and regulations.				
Descriptions	Name	Title	Signature	Date
Prepared By				
Reviewed By				
Approved By				

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D. FOR CAMA USE ONLY:				
Inspector	Name	Signature	Approved/ Accepted	Date
AWI			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
FOI			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
ADI			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
ATSI			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
GOI			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
AMLI			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
At least one inspector may sign section D, unless for MEL/CDL and Flight test schedule and others as requires FOI and AWI.				

Note: see last page for filling instruction (not part of the submission).

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APPLICATION GUIDE FOR MANUAL APPROVAL

The manual/document submission may be used for any manual or document. The list in the document is not exhaustive, however these parts are requiring approval or acceptance, other documents supporting the flight operation, licensing or maintenance documentation to be approved, shall use this form.

For Non standard or justification, the applicant may submit this form with a cover letter to give a brief explanation of the changes to the manuals in order to reduce the manual review time.

The form shall be accompanied by:

A. Organization details

1. Describes organisation details including trading name, if any.
2. Fill the point of contact who is responsible for communication or who is preparing document.

B. Manual or Document details

1. Tick applicable manual details
2. The category if described in a separate area within organisation related or aircraft related
3. For other documents fill in the title in other such as aerodrome approval, new route approval, as applicable.
4. Manual or document title fill in the title relevant to the application

C. Compliance statement

Self explanatory; the document should not be prepared and approved by single person

D. CAMA Use

The following inspectors may work individually or as a team depending on manuals:

AWI: Airworthiness inspector

FOI: Flight Operations Inspector

ADI: Aerodromes Inspector

ATSI: ATS Inspector

GOI: Ground Operations Inspector

AML: Aero medical Licensing Inspector

Each individual inspector in the relevant area may approve each document independently.

The documents requiring AWI, FOI or GOI signatures are: MEL and Flight Test schedule or other manuals that may require both signatures on a case by case base, e.g.: ETOPS/AWO/QAM manual that describes the operation and maintenance area.