



**BURUNDI CIVIL AVIATION  
AUTHORITY**

# Advisory Circular

**CAA-AC-GEN004A**

October 2013

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## STATEMENT OF COMPLIANCE

### 1.0 PURPOSE

This Advisory Circular (AC) is issued to provide guidance to Air Operators, Aircraft Maintenance Organisations and Aviation Training Organisations on how to prepare a Statement of Compliance. The Statement of Compliance is a required supplement to all organisation manuals that are required by the Regulations. These are the manuals that define the organisation administration structure, activities, management team, technical personnel, equipment, tools, facilities, capabilities, technical operations procedures and guidelines.

### 2.0 REFERENCE

- 2.1 The Civil Aviation (Air Operators Certificate and Administration) Regulations, First Schedule sub-paragraph A 1.2 and Fifth Schedule sub-paragraph 1.1(a);
- 2.2 Regulation 26 of the Civil Aviation (Approved Maintenance Organisation) Regulations for maintenance procedures manual; and
- 2.3 Regulation 15 of the (Approved Training Organisation) Regulations for training manual and procedures manual, quality manual.

### 3.0 INFORMATION AND GUIDANCE

- 3.1 The Statement of Compliance is prepared by the operator and submitted to the Authority indicating how all the relevant applicable Regulations to the proposed operations have been addressed.
- 3.2 The statement normally is in a form of a complete listing of all the pertinent sections and sub-parts of the relevant regulations, e.g. AMO, AOC, Airworthiness Regulations as the case may be.
- 3.3 The initial statement of compliance is submitted together with the formal application for organisation and/or manual approval. It aids the certification team in determining where the

regulatory requirements have been addressed in the applicants manual, program and procedures, it also helps to ensures that they have all been adequately addressed.

3.4 As illustrated in a typical AMO compliance statement below the format shall include the Regulation number, the regulation subject, an indication of whether the Regulation is applicable or not, the relevant manual chapter, section, sub-section and page where the Regulation application has been addressed and/or a brief description of the method of compliance.

| <b>AMO - STATEMENT OF COMPLIANCE</b> |   |              |                                 |                 |
|--------------------------------------|---|--------------|---------------------------------|-----------------|
| <b>AMO CARs<br/>Reg. No.</b>         | <b>TITLE</b>                                  | <b>APPLY</b> | <b>MPM REF.</b>                 | <b>REMARKS</b>  |
| 1                                    | Citation                                      | N            | N/A                             | N/A             |
| 2                                    | Interpretation                                | N            | N/A                             | N/A             |
| 3                                    | Application                                   | N            | N/A                             | N/A             |
| 4                                    | Requirement for Application                   | N            | NA                              | NA              |
| 14                                   | Changes to the AMO                            | Y            | MPM Sect. xx<br>CH. yy, Pg. zz  |                 |
| 17                                   | AMO Capability                                | Y            | MPM Sect. xx,<br>Ch. yy, Pg. zz |                 |
| 20                                   | Housing and Facilities requirements           | Y            | MPM Sect. xx,<br>Ch. yy, Pg. zz |                 |
| 22                                   | AMO Personnel Training Requirements           | Y            | MPM Sect. xx,<br>Ch. yy, Pg. zz |                 |
| 23                                   | AMO Management Personnel                      | Y            | MPM Sect.xx<br>Ch. yy, Pg.zz    |                 |
| 24                                   | Personnel Qualifications and Responsibilities | Y            | MPM Sect.xx<br>Ch. yy, Pg.zz    |                 |
| 25                                   | Man hours                                     |              | MPM Sect.xx<br>Ch. yy, Pg.zz    |                 |
| 26                                   | Assessment of personnel                       |              | MPM Sect.xx<br>Ch. yy, Pg.zz    |                 |
| 27                                   | Training of certifying staff                  |              | MPM Sect.xx<br>Ch. yy, Pg.zz    | Being Developed |
| 28                                   | Rest and duty limitations                     |              | MPM Sect.xx<br>Ch. yy, Pg.zz    |                 |
| 29                                   | Record of certifying staff                    | Y            | MPM Sect.xx<br>Ch. yy, Pg.zz    |                 |
| 30                                   | AMO maintenance procedures manual             | Y            | MPM<br>Doc. No.000              |                 |
|                                      |   |              |                                 |                 |

3.5 The initial statement of compliance (and later the final statement) provides the only written evidence that the applicant is aware of all the applicable Regulations and understand how to appropriately apply them.

3.6 If at the time of submitting the initial statement of compliance (Formal Application Phase) some of the required methods of compliance have not been developed, the applicant may state that compliance information will be provided in the final statement. However, if it shows total lack of knowledge and understanding of the Regulations the application package should be rejected. A compliance statement such as “Will Comply” is not acceptable.

3.7 It is important to observe that the manuals review and the certification demonstration phase is not carried out until the statement of compliance has been submitted and the certification team is satisfied that all applicable regulatory aspects have been appropriately addressed.

**Done at Bujumbura, the ...../...../2013**

**THE DIRECTOR GENERAL OF BURUNDI  
CIVIL AVIATION AUTHORITY**

**Albert MANIRATUNGA**

*Referenced to Burundi Regulations*