Avistrata for Kenya (KCAA) organizations

Approved Maintenance Organisations under the Kenya Civil Aviation Authority

Avistrata Authority Manual

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1. About this manual

This manual explains how Avistrata works for Approved Maintenance Organisations (AMOs) regulated by the Kenya Civil Aviation Authority (KCAA) under the Civil Aviation (Approved Maintenance Organisation) Regulations (Legal Notice No. 96), the Civil Aviation (Personnel Licensing) Regulations and the Kenya AMEL Manual (KAMEL).

It is written for organization administrators, quality managers, certifying staff, stores and planning. Each chapter says where to click and what Avistrata does for you.

At a glance

Area	What KCAA organizations get
Releases	Certificate of release to service per AMO Regulations reg. 33; KCAA CRS and Authorised Release Certificate
Certifying staff	KAMEL licences (A, B1, B2, B3, C) and the AMO's certification authorisation, checked at signing
Continuing airworthiness	C of A renewal preset in Maintenance Due (no ARC)
Safety	Defect / occurrence reports to KCAA within three days (reg. 36)
Billing	VAT (KRA PIN)
Defaults	Metric units, DD/MM/YYYY, 5Y- registrations

Contents

1. About this manual
2. Setting up your organization
3. Certifying staff
4. Releasing an aircraft
5. Releasing a component
6. Continuing airworthiness and ADs
7. Occurrence and defect reporting
8. Billing and VAT
9. Records and retention
10. The phone apps
11. Before you go live
12. Regulation references

2. Setting up your organization

An organization administrator sets the authority once. Everything else in Avistrata follows from it: the wording on releases, which licences are checked when someone signs, the documents you can issue, reminders, units, dates and VAT.

1. Sign in as an organization administrator and open **Admin → Manage Organization**.
2. Open the **Features** tab and scroll to **Regulatory authority**.
3. Choose **KCAA (Kenya)**.
4. Fill in the fields in the table below, then click **Save**.
5. Sign out and back in (or reload the page) so every screen picks up the new setting.

Regulatory authority	**KCAA (Kenya)**.
Approval number	Your AMO approval number, printed on every release.
Units and dates	Metric units and DD/MM/YYYY dates by default. Both can be changed in the same section.
CRS statement	Optional. Your organization's own release statement, printed instead of the standard wording on every release (see Chapter 4).

> Sub-organizations (bases, hangars, client organizations) inherit the parent's authority, approval number and CRS statement unless they set their own. Records always follow the organization that owns the aircraft, so a record signed for a customer's aircraft uses the customer organization's rules.

> Changing the authority does not change records that are already signed. Each signed logbook entry, release and certificate keeps the authority and approval number it was signed under, and its seal covers them.

3. Certifying staff: licences and authorisations

Under AMO Regulations reg. 33, a release must identify the certifying staff and their authorisation reference. Under KAMEL.A.128 the holder of a KAMEL licence may only certify with valid privileges and recent experience. Avistrata keeps the licence and your AMO's certification authorisation on each person's record and checks them every time a release is signed.

Recording a person's licence and authorisation

1. Open **Admin → Users** and click the person.
2. Under **Certificates**, find **Licences and authorisations** and click **Add licence**. Choose **KCAA (Kenya AMEL)**, then enter the licence number, categories, type ratings, limitations, issue date and valid-until date.
3. Click **Add authorisation**. Enter your organization's authorisation number, the scope (categories, aircraft types and/or components), the valid-until date and the date recent experience was last confirmed.
4. Click **Save**. Only organization administrators can add or change licences and authorisations. The person who issued an authorisation, and when, is recorded automatically.

Licence categories

Category	What it covers
A1, A2, A3, A4	Category A: minor scheduled line maintenance and simple defect rectification, limited to tasks endorsed on the authorisation (aeroplanes turbine / piston, helicopters turbine / piston)
B1.1, B1.2, B1.3, B1.4	Category B1: airframe, powerplant, mechanical and electrical systems, plus simple-test avionics
B2	Avionics and electrical systems
B3	Piston-engine, non-pressurised aeroplanes of 2,000 kg MTOM and below
C	Base maintenance: the aircraft as a whole
(none)	KAMEL has no B2L and no L categories. They are refused for KCAA organizations.

Licence validity	As stated on the licence (KAMEL.A.129). Enter the valid-until date from the licence; Avistrata does not assume a default.
Recent experience	Six months of relevant maintenance experience in the preceding 2 years (KAMEL.A.128(b)). Record the date it was last confirmed on the authorisation; it lapses 2 years after that date.
Aircraft type	The authorisation scope must cover the aircraft type or model. "PA-46" covers "PA-46-500TP"; "All", "*" and group ratings cover every type. A components-only scope does not cover aircraft.

What happens when someone signs

Every time a release is signed (a logbook entry, a task card final sign-off), Avistrata checks the signer. The check runs in the browser, in the phone apps and again in the database itself, so it cannot be bypassed.

Situation	Result
Valid KAMEL licence and AMO authorisation	Signed. The authorisation and licence used are recorded on the release.
No authorisation, expired, wrong category or type, recency lapsed	**Refused**, with the reason.
Licence that isn't a KCAA (KAMEL) licence, e.g. an EASA Part-66 licence	**Refused.** Only KCAA licences count.
FAA certificate type or pilot-owner	**Refused.**
Category L or B2L	**Refused:** not a KAMEL category.

Typical messages the signer sees:

- *Can't sign this release: No certification authorisation (AMO Regs) is on file for you in this organization.*
- *Can't sign this release: Category L1 is not a KAMEL category (KAMEL has A, B1, B2, B3 and C).*
- *Can't sign this release: Authorisation AMO-12: recent experience (6 months in the preceding 2 years, KAMEL.A.128(b)) is not recorded.*

The certifying staff list

Admin → Classifications → Certifying staff lists everyone with a licence or authorisation, with a status pill: Valid Expiring (within 60 days) Expired. Use it before an audit.

Expiry reminders

Every day Avistrata checks licences, authorisations and recent experience. The person gets a reminder 30, 14 and 7 days before expiry and on the day. The quality manager, the maintenance managers and the

organization administrators get one summary of their people. Messages go by email or text, following each person's choice.

4. Releasing an aircraft

Logbook entries

In **Logbook**, a new entry for an aircraft of your organization uses KCAA wording automatically:

Kind of certificate	KAMEL Cat A, B1, B2, B3, C; AMO certification authorisation.
Release statement	*The undersigned certifies that the work specified, except as otherwise specified, was carried out in accordance with current Regulations of the Kenya Civil Aviation Authority and in respect to that work the aircraft/aircraft component is considered ready for release to service.*
Approval number	Printed with the statement, from Manage Organization → Regulatory authority.
Approved data	An approved data reference field. Reference the maintenance data used (AMM chapter, AMP task, repair data).
AD statement	Airworthiness directives (KCAA and State of Design) checked.
Dates	DD/MM/YYYY, from the organization setting.

Sign with your PIN as usual. The entry is numbered, sealed (SHA-256) and chained to the aircraft's previous entry. The seal now also covers the authority and approval number. A signed entry can only be voided with a reason and corrected by a new entry.

Task card final sign-off

On a task card, the final sign-off shows the KCAA release statement and your approval number above the signature. The certifying staff check (Chapter 3) runs before the signature is accepted.

The Certificate of Release to Service for a work order

1. Close or void every task card on the work order. The CRS can't be issued while a card is still open; Avistrata lists the open cards.
2. Open the work order and click **Certificate of Release to Service (KCAA)** (next to Logbook sticker).
3. Check the aircraft, work summary, approved data and any deferred defects, then sign with the signature pad (draw, PIN or biometric).
4. The CRS is numbered for your organization (CRS-00001, CRS-00002 …), stamped with your approval number and sealed. Print or download the PDF.

> Issued certificates can't be edited. If something is wrong, void it with a reason (the signer or an organization administrator) and issue a new one. Both stay on file.

Your own CRS statement

The standard wording is shown above. If your exposition (MOE) or your authority requires different wording, enter it in **Manage Organization → Regulatory authority → CRS statement**. It is then printed instead of the standard statement on logbook entries, the logbook sticker, task card sign-off, the CRS, the records package and new drafts in the phone apps. Leave it empty to use the standard wording.

> AMO Regulations reg. 33(5) prescribes the certification statement. The standard wording above follows its opening and closing words; check it against your exposition and enter the exact prescribed text as your CRS statement if it differs. Reg. 33(11) asks for a full signature and preferably a certification stamp.

5. Releasing a component: the Authorised Release Certificate

Under reg. 33(2) a component maintained off the aircraft needs its own release certificate, and a second one when it is installed. Avistrata issues the component release as an **Authorised Release Certificate** in the familiar Form 1 layout, titled for your AMO (no EASA branding).

1. From a task card: in the parts table click **Tag** to open the Part Release Tag window, then **Authorised Release Certificate**. From Stores: open the stock unit, click **Actions**, then **Authorised Release Certificate**.
2. Avistrata fills in the blocks from the part: description, part number, serial or batch, quantity and status (overhauled, repaired, inspected, tested, modified). Check block 12 (remarks) and add the work order and approved data.
3. Sign with the signature pad. The certificate gets a tracking number (F1-00001 …), your approval number, and a seal.
4. Print it, or attach the PDF to the part. It is kept with the part and the task card.

Approval	Your AMO approval number and KCAA as the authority.
Installation	Installing the part on the aircraft is released separately, on the logbook entry or task card.
Incoming parts	Stores accepts the KCAA AMO release certificate, EASA Form 1 and FAA Form 8130-3 as incoming certificates.

6. Continuing airworthiness and ADs

Kenya uses the Certificate of Airworthiness and its renewal under the Civil Aviation (Airworthiness) Regulations; there is no EASA-style airworthiness review certificate, so the ARC section is not shown.

C of A renewal	In **Maintenance Due**, add the **Certificate of Airworthiness renewal** preset to each aircraft (12 months by default; adjust to the validity on your certificate). It turns amber before it is due and can block dispatch when overdue.
Inspections	The inspection list offers AMP scheduled check, annual check (AMP), 100-hour check (AMP) and C of A renewal inspection.
Airworthiness directives	The AD / SB tab matches FAA ADs (and EASA ADs where the EASA feed is connected) to your fleet. Logbook entries state that “Airworthiness directives (KCAA and State of Design) checked”. Record KCAA-issued directives there by hand.

7. Occurrence and defect reporting

AMO Regulations reg. 36 requires you to report any identified condition of an aircraft or component that could present a serious hazard to KCAA (and to the State of Design's design organisation) as soon as practicable, and in any case within three days (reg. 36(4)). If you maintain for an AOC holder, also report it to the operator (reg. 36(3)).

1. Open **Quality → Safety (SMS) → Investigations** and open (or create) the investigation.
2. Tick **Defect / occurrence report to KCAA (AMO Regs reg. 36)**.
3. Enter when your organization became aware. The deadline is worked out from that time and counts down on the investigation.
4. Fill in the occurrence details: date and time (UTC), location, registration, aircraft type and serial, phase of flight, what happened and the risk.
5. When you have sent the report, record the authority it went to, its reference and when it was sent. The person who sent it is recorded automatically.

Deadline	Three days (72 hours) after the condition is identified.
Category	The EU category field is not used for KCAA.
Operator	Note the AOC holder you reported to in the investigation.

Reminders go out to the quality manager 48 hours and 72 hours after awareness while the report is still unsent. Print the report as a PDF, or export reported occurrences as CSV.

8. Billing and VAT

Invoices, estimates and sales orders of your organization use VAT automatically (Kenya VAT). Set it up once in **Billing → Settings**:

Your tax number	Your KRA PIN (shown on invoices as KRA PIN).
VAT rates	Default rates for labour, parts and other lines. A line can have its own rate.
Customers	Enter each business customer's tax number and country on the customer record.
How VAT is decided	Kenyan VAT (16% standard; set your rates in Billing → Settings) for customers in Kenya. Customers outside Kenya are treated as export (0 VAT). A document can be marked exempt.

Each document gets one VAT line per rate. The rates and tax numbers are copied when the document is made, so a later change in Settings never alters a document already sent. To turn VAT off, set VAT to **Off** in Billing → Settings.

9. Records, audit trail and retention

- **Seal.** Signed logbook entries, CRSs and component certificates are sealed with SHA-256 over everything printed, the signer, the time and the approval number. **Logbook → Check seals** recomputes them.
- **Certifying staff result.** Every release records the result of the certifying staff check (which authorisation and licence were used) on the record itself.
- **Who and when.** Signer, time, issuer and status changes are set by the server from the signed-in person, never from the browser.
- **Retention.** AMO Regulations reg. 34(3): keep detailed maintenance records and the associated maintenance data for at least two years from the release, in a safe, secure and fireproof place. Staff records: at least two years after employment ends (reg. 26(7)). Avistrata never deletes signed records; voided records stay on file with the reason.
- **Records package.** Records → Change History → **Records package** exports an aircraft's records as a ZIP (PDF, spreadsheets, attached files and a checksum manifest) for a sale, lease or audit. You can also give an auditor read-only access there.

10. The phone apps

Avistrata comes in five flavors of the mobile app (Admin, Pilot, Mechanic, Student and FAA). The Mechanic and Admin apps use the KCAA certificate list and release wording (or your own CRS statement) on logbook entries and task card final sign-off, and show your approval number. Before a release is signed, the app checks the KAMEL licence and AMO authorisation with the same rules as the server and stops with the reason when they are not met. Stock lists name the KCAA component release certificate (Authorised Release Certificate). The ARC and occurrence reports are handled on the web.

11. Before you go live: check with your quality manager

Avistrata supports compliance; it does not replace your exposition (MOE / CAME), your procedures or your authority's acceptance. Before you use it for releases, check these points against your approved procedures:

- **The exact reg. 33(5) certification statement.** Enter it as your CRS statement.
- The wording of block 12 and 14a on the Authorised Release Certificate.
- Whether foreign or validated licences should be accepted. Avistrata currently counts only KCAA (KAMEL) licences.
- The C of A renewal interval for each aircraft.
- The AD statement wording "Airworthiness directives (KCAA and State of Design) checked".
- Your AMO approval number, and every certifying staff member's licence and authorisation on file.

> If anything differs, tell Avistrata support (support@avistrata.com). Wording can usually be changed for your organization alone, through the CRS statement, without waiting for an update.

12. Regulation references

Topic	Reference
Approved maintenance organisations	Civil Aviation (Approved Maintenance Organisation) Regulations, Legal Notice No. 96
Certificate of release to service	AMO Regs reg. 33 (statement: reg. 33(5); signature: reg. 33(11))
Maintenance records	AMO Regs reg. 34; retention reg. 34(3)
Staff authorisation records	AMO Regs reg. 26
Reporting	AMO Regs reg. 36 (three days: reg. 36(4))
Licences	Civil Aviation (Personnel Licensing) Regulations; Kenya AMEL Manual CAA-M-PEL0050 (KAMEL), April 2025
Privileges and recency	KAMEL.A.128; validity KAMEL.A.129
Licence issue and renewal	KCAA advisory circular CAA-AC-PEL013
Airworthiness	Civil Aviation (Airworthiness) Regulations; C of A renewal circular CAA-AC-AWS003

References are to the regulations as published by the authority. Always use the current amendment.