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GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
DIRECTOR GENERAL OF CIVIL AVIATION

AIRWORTHINESS ADVISORY CIRCULAR

Subject: Procedures for granting approval to CAMO for the Issuance/ Extension of Airworthiness Review Certificate and issue of recommendation for airworthiness review to DGCA.

1. Introduction:

- 1.1 Sub Rule (5) of Rule 50 of Aircraft Rule 1937 stipulates that a certificate of airworthiness issued under this rule shall be invalid unless the Director-General or an organisation approved under these rules, carries out a review of compliance with applicable airworthiness standards and issues an airworthiness review certificate valid for such periods as may be specified therein which may be extended by the Director-General or an organisation approved under these rules, in accordance with such procedures as may be specified by the Director-General. Further, M.A.901 of CAR M requires that, an airworthiness review of the aircraft and its continuing airworthiness records shall be carried out periodically to ensure the validity of the aircraft airworthiness certificate.
- 1.2 Accordingly, a continuing airworthiness management organisation approved under Rule 133B and in accordance with Section A, Subpart G of CAR-M may, additionally, be approved to carry out airworthiness review and:
 - (i) issue the related airworthiness review certificate and extend it in due time under the conditions of points M.A.901(c)2 and M.A.901(e)2; and,
 - (ii) issue a recommendation for the airworthiness review to the DGCA.

The privileges of the CAMO is detailed M.A.711 of CAR M.

- 1.3 This circular explains the procedures and guidelines to be followed by Continuing Airworthiness Management Organisation (CAMO) for seeking approval and DGCA for granting approval to a CAMO for issuance/ extension of ARC and issue a recommendation for airworthiness review to DGCA.
- 1.4 It is important to note that this circular is for guidance purpose only and on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

2. Regulatory References :

- 2.1 Rule 50 of Aircraft Rule 1937
- 2.2 Rule 62 of Aircraft Rule
- 2.3 CAR Section 2, Series F Part III
- 2.4 CAR M

3. Procedure for obtaining approval for issue of ARC:

3.1 Amendment of Continuing Airworthiness Management Exposition (CAME):

3.1.1 In order to be approved for the privileges of M.A. 711(b) (for issue of ARC) for a particular aircraft type, it is necessary for a CAMO to be approved for the privileges of M.A. 711(a) for that aircraft type. As a consequence, the normal situation in this case is that the organisation will be performing continuing airworthiness management tasks and performing airworthiness reviews on every aircraft type contained in the approval certificate.

3.1.2 The approved Continuing Airworthiness Management organisation having privilege of MA 711 (a), and in order to be approved for the privileges of M.A.711(b), should detail the procedures for issue, extension of ARC and issue of recommendation for the Airworthiness Review in their CAME (Part 4), which should address the following:-

- a) Airworthiness review staff in accordance with MA 707.
- b) Review of aircraft records in accordance with MA 710.
- c) Physical inspection in accordance with MA 710.
- d) Additional procedures for recommendations to DGCA for the import of aircraft in accordance with MA 904.
- e) Recommendations of Airworthiness Review to DGCA for the issue of ARC in accordance with MA 901.
- f) Issue of ARC in accordance with MA 901.
- g) Airworthiness review records, responsibilities, retention and access in accordance with MA 714.

3.2 Airworthiness Review Staff

3.2.1 To be approved to carry out airworthiness reviews, an approved continuing airworthiness management organisation is required to have appropriate qualified airworthiness review staff to issue airworthiness review certificates or recommendations referred to in Subpart I, Section A of CAR M.

3.2.2 The qualification, experience etc. for Airworthiness Review Staff is detailed in MA 707. The organisation is required to ensure that aircraft airworthiness review staff demonstrate appropriate recent continuing airworthiness management experience.

3.2.3 The airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft. The responsibility of Airworthiness Review staff is detailed in GM MA 710.

3.3 Application for approval of CAMO for issue of ARC or Issue/ Extension of Recommendation to DGCA for the airworthiness review.

3.3.1 An appropriately approved Continuing Airworthiness Management Organisation desirous of having privilege as per CAR M Sub Part I for issue/ extension of ARC or issue of recommendation for Airworthiness Review to DGCA on the type of aircraft under its scope, may apply on CA Form 2 to respective Regional / Sub Regional offices. The following documents should be provided along with the application:

- a) Draft amendment to CAME giving the detailed procedure for ARC in Part 4 as specified in the para 3.1 above.
- b) CAR M Compliance and internal audit report related to the extension of scope of approval.
- c) List of nominated Airworthiness Review staff in accordance with Para 3.2 above along with their credentials. If the airworthiness review is performed by the proposed staff under the supervision of existing airworthiness review staff, evidence should be provided to the DGCA together with CA Form 4.
- d) Requisite fee as per Rule 133 (C).

3.4 Procedures followed at Regional/ Sub regional office for grant of extension of scope of CAMO to include issue/ extension of ARC or issue Recommendation to DGCA for the Airworthiness Review

3.4.1 Upon receipt of the application for extension for scope of approval of CAMO, the RAO / SRAO should evaluate the application in accordance with procedures documented in APM Chapter 3A and if found satisfactory, should approve the amendments to CAME, ARC staff and extend the scope of approval of CAMO. The approval of CAMO and amendment of CAME should be intimated in writing to the CAMO.

3.4.2 The following items need to be evaluated by RAO/ SRAO before accepting the amendment to CAME in accordance with CAR-M (Part 4 of CAME) :

- a) The documented procedures for the assessment of the airworthiness review staff addresses experience, qualification, training etc in accordance with MA 707. The procedure for the issuance of authorizations for the airworthiness review staff and maintenance of

their records are also documented. The responsibility of ARC staff are defined and the same are in accordance with GM MA 710.

- b) The detailed procedures for review of the aircraft records required to be reviewed during the airworthiness review are in accordance with MA 710 and MA 901. The level of detail that needs to be reviewed as well as the records that need to be reviewed during a sample check are described.
- c) The detailed procedures for the physical survey (inspection) required to be performed is in accordance with MA 710 and MA 901. It should include a detailed checklist applicable for the type of aircraft listing the topics that need to be reviewed, the physical areas of the aircraft to be inspected, documents onboard the aircraft which are required to be reviewed.
- d) Additional procedures for recommendations to DGCA for the import of aircraft describing the additional tasks regarding the recommendation for the issuance of an airworthiness review certificate in accordance with MA 710 and MA 901. This should include communication with DGCA, additional items to be reviewed during the airworthiness review of the aircraft, specification of maintenance required to be carried out etc.
- e) Procedures for issue of recommendations to DGCA for the airworthiness review are in accordance with MA 710 and MA 901. It should stipulate the communication procedures with DGCA in case of a recommendation for the issuance of an airworthiness review certificate. In addition the content of the recommendation should also be described.
- f) Procedures for issue of airworthiness review certificates in accordance with MA 710 and MA 901 and address record keeping, distribution of the ARC copies etc. The procedure should ensure that an ARC is issued only after an airworthiness review has been properly carried out and that there is no non-compliance which known to endanger flight safety.
- g) Procedures for Airworthiness review records, responsibilities, retention and access in accordance with MA 714 is described. It should describe how records are kept, duration of record-keeping, location where records are stored, access to records, and responsibilities.

3.4.3 The following need to be evaluated by RAO/ SRAO before accepting the Airworthiness Review staff :-

- a) The proposed Airworthiness Review staff demonstrates appropriate essential requirements of qualification, experience including recent

experience in accordance with MA 707 and are competent to perform the function. The proposed Airworthiness Review staff should demonstrate that he has performed the airworthiness review under the supervision of existing airworthiness review staff.

- b) The proposed airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft.
- c) If satisfied, the formal acceptance of the airworthiness review staff is granted through the corresponding CA Form 4 by RAO.
- d) Once the airworthiness review staff has been accepted by the DGCA, the inclusion of their name in the exposition [refer to M.A.704 (a) 5] constitutes the formal authorisation by the organisation.

3.4.4 The facility of the organisation is inspected and findings are closed. Detailed procedures as documented in APM Chapter 3A for approval of CAMO should be followed to assess the capability of the organisation to undertake the function.

4. Procedures for issue of ARC or recommendation to DGCA by approved CAMO:

- 4.1 An approved Airworthiness Review staff of CAMO having privilege of MA 711 (b) may issue ARC or issue recommendation to DGCA for the airworthiness review following the approved procedures documented in CAME. The ARC should be issued only when satisfied that the airworthiness review has been completely carried out and that there is no non-compliance which is known to endanger flight safety.
- 4.2 A copy of any airworthiness review certificate issued or extended for an aircraft should be sent to DGCA within 10 days along with soft copy of airworthiness review documents and requisite fee as per Rule 62.
- 4.3 The recommendation report for Airworthiness Review by DGCA should be submitted along with copy of airworthiness review documents and requisite fee as per Rule 62 to concerned RAO/SRAO at least 15 days in advance of expiry of ARC.
- 4.4 Before issue of ARC or recommendation for Airworthiness Review to DGCA, the Airworthiness Review staff should ensure that his authorization for issue of ARC is valid. In order to keep the validity of the airworthiness review staff authorisation, the airworthiness review staff should have either:
 - a) been involved in continuing airworthiness management activities for at least six months in every two year period, or

b) Conducted at least one airworthiness review in the last twelve month period.

4.5 In order to restore the validity of the authorisation, the airworthiness review staff should conduct at a satisfactory level an airworthiness review under the supervision of DGCA or, if accepted by DGCA, under the supervision of another currently valid authorised airworthiness review staff of the concerned continuing airworthiness management organisation in accordance with an approved procedure in CAME.

5. Surveillance/ Audit

5.1 Internal Audits by the CAMO:

5.1.1 The Quality Manager of approved CAMO should develop procedure to carry out periodical planned and unplanned audits to ensure proper compliance of the documented procedures for issue of ARC or issue of recommendation to DGCA for the airworthiness review.

5.1.2 A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.

5.1.3 If any finding of serious nature (Level-1) is detected during the audits, the same should be intimated to the concerned RAO/ SRAO immediately. The responsible manager should take appropriate action to mitigate the finding. The root cause analysis along with the measures taken to prevent such finding in future should be intimated in writing by Quality Manager to RAO/ SRAO.

5.1.4 In case there is any violation of the approved procedures, the Quality Manager is required to investigate the same and take necessary action under intimation to RAO/ SRAO.

5.2 Oversight by DGCA:

5.2.1 The respective Regional/ Sub-regional Airworthiness office will carry out planned and unplanned surveillance inspection CAMO as per procedures detailed in APM Chapter 9.

5.2.2 Aircraft Continuing Airworthiness Monitoring (ACAM) inspection is carried out to monitor the continuing airworthiness of aircraft and on the approval of organisations and personnel involved in these tasks following the procedures documented in APM Chapter 3E.

5.2.3 A report should be raised each time a surveillance is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.

5.2.4 In case there is any violation of the approved procedures, the RAO/SRAO should investigate the same and take necessary action as per the procedure detailed in the Enforcement Policy and Procedure manual against CAMO and Airworthiness Review staff, as appropriate.

5.2.5 Whenever circumstances reveal the existence of a potential safety threat, the RAO /SRAO should carry out the airworthiness review and issue the airworthiness review certificate itself.

6. Maintenance of Records :

6.1 The concerned RAO / SRAO should maintain the records related to approval of CAMO / CAME / ARC staff and documents related to oversight of the organisation. Detailed requirements for record keeping is given in Airworthiness procedure Manual (Part-II) Chapter 3A.

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