

CIVIL AVIATION REQUIREMENTS

CAR - 145

APPROVAL OF MAINTENANCE ORGANISATIONS

**Revision 1
28th February 2008**

**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI**

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FOREWORD

Rule 133B of the Aircraft Rules 1937 stipulates that organisations engaged in the maintenance of aircraft and aircraft components shall be approved.

The current requirements for the approval of organisations including maintenance organisations are stipulated in Civil Aviation Requirements (CAR) Section 2 Series 'E' and CAR 145.

In order to harmonise Indian requirements for approval of maintenance organisations with international requirements CAR 145 Rev.0 was introduced on 26th January 2005 which was primarily based on JAR 145 regulation. Since the initial issue of CAR 145, EASA has released Part 145 which supersedes JAR 145. In order to update Indian requirements, CAR 145 Rev.0 is hereby revised and Rev.1 dated 28th February 2008 is issued to conform largely to the standards of EASA Part 145.

The perusal of the new requirement will reveal that it has been made applicable for all organisations maintaining large aircraft as well as aircraft engaged in commercial operations.

The CAR is released after careful consideration of the comments received on the draft and meetings and workshops held with the AMOs on the subject.

This CAR is issued under the provisions of Rule 133A of the Aircraft Rules 1937.

Revision 1 supersedes Revision 0 dated 26th January 2005 as a complete new issue.

RECORD OF REVISIONS

Initial Issue (Revision 0)

26th January 2005

This CAR 145 is a requirement for maintenance organisations involved in maintenance of aircraft and aircraft components operated for commercial air transport with an effective date of the 26th January 2005.

Revision 1

28th February 2008

This Revision establishes the requirements to be met by an organization to qualify for the issue or continuation of an approval for the maintenance of aircraft and components. This CAR is effective forthwith. The existing AMOs must comply with the revised provisions with effect from 01.07.2008. This revision is applicable to organizations involved in the maintenance of large aircraft (large aircraft means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5700 kg, or a multi engined helicopter) or maintenance of aircraft used for commercial air transport, and components intended for fitment thereto.

In order to retain EASA numbering system, the requirements including AMC and GM in this CAR have been numbered under Section A. Section B of EASA regulation which covers the procedure for the regulatory authority has been covered in Airworthiness's Officers Handbook.

Reason for revision: This Revision 1 has been issued to include the changes as follows:-

1. CAR 145 Rev 1 dated 28.02.2008 is based on current international requirements of EASA Part 145.
2. The facility requirements as per CAR 145.A.25 are enhanced. The requirements for base and component maintenance are enumerated separately.
3. CAR 145.A.25 gives additional facility requirements for working environments.
4. CAR 145.A.30 has new requirements for accountable manager to ensure all necessary resources are available to accomplish maintenance and requires them to demonstrate a basic understanding of the CAR.
5. CAR 145.A.35 has specified the provisions and the role of certifying staff and support staff after release from base maintenance or in line maintenance.
6. CAR 145.A.40 includes the requirements for use of equipment, tools and material as specified by the manufacturer unless alternative tooling, equipment and material is agreed by DGCA.
7. CAR 145.A.42 acceptance of components is newly introduced.

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8. CAR 145.A.45 additional requirements have been specified for the maintenance organisation in the case where maintenance data is provided by operator or customer.
9. CAR 145.A.55 new requirements have been introduced for upkeep of maintenance records.
10. CAR 145.A.60 in addition to reporting of an occurrence to DGCA and organisation responsible for the design of aircraft or component, the approved maintenance organization is also required to report such occurrences to the State of registry.
11. CAR 145.A.65 safety and quality policy has been introduced and additional maintenance procedures have been specified.
12. CAR 145.A.85 para b) has been deleted.
13. CAR 145.90 requires the organization to submit the approval upon surrender or revocation.
14. CAR 145.A.95 findings have been defined as Level 1 & Level 2.

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SECTION A – REQUIREMENTS

1. GENERAL

This Section A contains the Requirements for Approval of Maintenance Organizations.

2. PRESENTATION

- 2.1 The requirements of CAR 145 Rev 1 are presented in an across the page format. Each page being identified by the date of issue and the revision number under which it is amended or reissued.
- 2.2 New, amended and corrected text is indicated by side lines.
- 2.3 Following amended paragraphs, a summary of the amendments made to the paragraphs is indicated under the Record of Revisions. This text has no regulatory status and is issued for easy understanding of the revision.

SECTION A – REQUIREMENTS

145.1 GENERAL

For the purpose of this CAR, the competent authority shall be DGCA for organisations having their principal place of business in India or any other country.

145.A.05 Applicability and Effectivity

1. Organisations involved in the maintenance of large aircraft or of aircraft used for commercial air transport, and components intended for fitment thereto, shall be approved in accordance with the provisions of this CAR.

2. This CAR is effective forthwith and must be complied by all new organisations.

3. Maintenance approvals issued in accordance with revision 0 of CAR 145 shall continue to remain in force. However such organisations demonstrate compliance with the requirements of this CAR, latest by 1st July, 2008

4. Personnel qualified to carry out and/or certified non-destructive test of aircraft structures and/or components, on the basis of a standard recognized by DGCA may continue to carry out and/or certify such tests.

Note:

- (i) 'Large Aircraft' means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5700 kg, or a multi engine helicopter.
- (ii) 'Certifying staff' means personnel responsible for the release of an Aircraft or a component after maintenance.
- (iii) 'Component' means any engine, propeller, part or appliance.

145. A.10 Scope

This Section establishes the requirements to be met by an organization to qualify for the issue or continuation of an approval for the maintenance of aircraft and components.

145. A.15 Application

An application for the issue or variation of an approval shall be made to DGCA in a form and manner established by DGCA and prescribed in CA Form 2 given in Appendix VII of this CAR. The application shall be accompanied with parawise CAR 145 Compliance Report.

145. A.20 Terms of approval

The organisation shall specify the scope of work deemed to constitute approval in its exposition (Appendix II to this CAR contains a table of all classes and ratings).

145. A.25 Facility requirements

The organisation shall ensure that:

(a) Facilities are provided appropriate for all planned work, ensuring in particular, protection from the weather elements. Specialized workshops and bays are segregated as appropriate, to ensure that environmental and work area contamination is unlikely to occur.

1. For base maintenance of aircraft, aircraft hangars are both available and large enough to accommodate aircraft on planned base maintenance;
2. For component maintenance, component workshops are large enough to accommodate the components on planned maintenance.

(b) Office accommodation is provided for the management of the planned work referred to in paragraph (a), and certifying staff so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards.

(c) The working environment including aircraft hangars, component workshops and office accommodation is appropriate for the task carried out and in particular special requirements observed. Unless otherwise dictated by the particular task environment, the working environment must be such that the effectiveness of personnel is not impaired:

1. temperatures must be maintained such that personnel can carry out required tasks without undue discomfort.
2. dust and any other airborne contamination are kept to a minimum and not be permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident. Where dust/other airborne contamination results in visible surface contamination, all susceptible systems are sealed until acceptable conditions are re-established.
3. lighting is such as to ensure each inspection and maintenance task can be carried out in an effective manner.
4. noise shall not distract personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel are provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.

5. where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions are observed. Specific conditions are identified in the maintenance data.
6. the working environment for line maintenance is such that the particular maintenance or inspection task can be carried out without undue distraction. Therefore where the working environment deteriorates to an unacceptable level in respect of temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination, the particular maintenance or inspection tasks must be suspended until satisfactory conditions are re-established.

(d) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools. The conditions of storage are in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items. Access to storage facilities is restricted to authorized personnel.

145.A. 30 PERSONNEL REQUIREMENTS

(a) The organisation shall appoint an accountable manager who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this CAR. The accountable manager shall:

1. ensure that all necessary resources are available to accomplish maintenance in accordance with 145.A.65(b) to support the organization approval.
2. establish and promote the safety and quality policy specified in 145.A.65(a).
3. demonstrate a basic understanding of this CAR.

b) The organisation shall nominate a person or group of persons, whose responsibilities include ensuring that the organisation complies with this CAR. Such person(s) shall ultimately be responsible to the accountable manager.

1. The person or persons nominated shall represent the maintenance management structure of the organisation and be responsible for all functions specified in this CAR.
2. The person or persons nominated shall be identified and their credentials submitted in CA Form 4 (Appendix V) and forwarded to DGCA under confidential cover.
3. The person or persons nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of this CAR.

4. Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.

(c) The accountable manager under paragraph (a) shall appoint a person with responsibility for monitoring the quality system, including the associated feedback system as required by 145.A.65(c). The appointed person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.

(d) The organisation shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect and quality monitor the organisation in accordance with the approval. In addition the organisation shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.

(e) The organisation shall establish and control the competence of personnel involved in any maintenance, management and/or quality audits in accordance with a procedure and to a standard agreed by DGCA. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of human factors and human performance issues appropriate to that person's function in the organisation.

'Human factors' means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration of human performance. 'Human performance' means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

(f) The organisation shall ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non-destructive test in accordance with DGCA specified standard or equivalent Standard recognised by DGCA. Personnel who carry out any other specialised task shall be appropriately qualified in accordance with officially recognized Standards. By derogation to this paragraph those personnel specified in paragraphs (g) and (h)(1) and (h)(2), qualified in accordance with DGCA Licencing requirements may carry out and/or control colour contrast dye penetrant tests.

(g) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j), shall in the case of aircraft line maintenance, have appropriate aircraft type rated certifying staff qualified in accordance with DGCA Licencing Requirements and 145.A.35.

In addition, such organisations may also use holders of Basic Licence in the appropriate category who have undergone approved type training course and meet the requirements of 145.A.35 to carry out minor scheduled line maintenance and simple defect rectification. The availability of such certifying staff shall not replace the need for type rated engineers to support such certifying staff. However, such type rated engineers need not always be present at the line station during such minor scheduled line maintenance or simple defect rectification.

(h) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j) shall:

1. in the case of base maintenance of large aircraft, have appropriate aircraft type rated certifying staff holding type rated licence and meeting the requirements of 145.A.35, authorized specifically to issue CRS. In addition the organisation shall have sufficient aircraft type rated/approved (issued by DGCA under Rule 61) personnel and meeting the requirements of 145.A.35 to support the type rated certifying staff.
 - (i) Type rated/approved support staff shall ensure that all relevant tasks or inspections have been carried out to the required standard before the certifying staff issues the certificate of release to service.
 - (ii) The organisation shall maintain a register of any such support staff referred in (i).
 - (iii) The certifying staff shall ensure that compliance with paragraph (i) has been met and that all work required by the customer has been accomplished during the particular base maintenance check or work package, and shall also assess the impact of any work not carried out with a view to either requiring its accomplishment or agreeing with the operator to defer such work to another specified check or time limit.
2. in the case of base maintenance of aircraft other than large aircraft, have either:
 - (i) appropriate aircraft type rated certifying staff qualified in accordance with DGCA licencing requirements and 145.A.35 or,
 - (ii) appropriate aircraft type rated certifying staff specifically authorized to issue CRS assisted by qualified support staff as specified in paragraph (1).

(i) Component certifying staff shall comply with Rule 61 and requirements laid down in CAR Section 2 Series 'L' Part X.

(j) By derogation to paragraphs (g) and (h), the organisation may use certifying staff qualified in accordance with the following provisions:

1. For organisation facilities located outside India certifying staff may be qualified in accordance with the national aviation regulations of the State in which the organisation facility is registered subject to the conditions specified in Appendix IV to this CAR.
2. For line maintenance carried out at a line station of an organisation which is located outside India, the certifying staff may be qualified in accordance with the national aviation regulations of the State in which the line station is based, subject to the conditions specified in Appendix IV to this CAR.

3. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certification authorisation to the aircraft commander and/or the flight engineer on the basis of the flight crew licence held. However, the organisation shall ensure that sufficient practical training has been carried out to ensure that such aircraft commander or flight engineer can accomplish the airworthiness directive to the required standard.
4. In the case of aircraft operating away from a supported location the organisation may issue a limited certification authorisation to the commander and/or the flight engineer on the basis of the flight crew licence held subject to being satisfied that sufficient practical training has been carried out to ensure that the commander or flight engineer can accomplish the specified task to the required standard. The provisions of this paragraph shall be detailed in an exposition procedure.
5. In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staffs are available, the organisation contracted to provide maintenance support may issue a one-off certification authorisation:
 - (i) to one of its employees holding equivalent type authorisations on aircraft of similar technology, construction and systems; or
 - (ii) to any person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this CAR at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.

All such cases as specified in this subparagraph shall be reported to DGCA within seven days of the issuance of such certification authorisation. The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation.

145.A.35 Certifying and Support staff

a) In addition to the appropriate requirements of 145.A.30(g) and (h), the organisation shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organisation procedures. In the case of certifying staff, this must be accomplished before the issue or re-issue of the certification authorisation.

‘Support staff’ means those DGCA licenced engineers/approval holders issued in accordance with Rule 61 in the base maintenance environment who do not hold necessarily certification privileges.

‘Relevant aircraft and/or components’, means those aircraft or components specified in the particular certification authorisation.

‘Certification authorisation’ means the authorization issued to certifying staff by the organisation and which specifies the fact that they may sign certificates of release to service within the limitations stated in such authorisation on behalf of the approved organisation.

(b) Excepting those cases listed in 145.A.30(j) the organisation may only issue a certification authorisation to certifying staff in relation to the basic categories or subcategories and any type rating listed on the aircraft maintenance engineers licence issued by DGCA subject to the licence remaining valid throughout the validity period of the authorisation and the certifying staff remaining in compliance with DGCA Licencing requirements.

(c) The organisation shall ensure that all certifying staff and support staff are involved in at least six months of actual relevant aircraft or component maintenance experience in any consecutive two year period. For the purpose of this paragraph ‘involved in actual relevant aircraft or component maintenance’ means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type systems specified in the particular certification authorisation.

(d) The organisation shall ensure that all certifying staff and support staff receive sufficient continuation training in each two year period to ensure that such staff have up-to-date knowledge of relevant technology, organisation procedures and human factor issues.

(e) The organisation shall establish a programme for continuation training for certifying staff and support staff including a procedure to ensure compliance with the relevant paragraphs of 145.A.35 as the basis for issuing certification authorisations under this CAR to certifying staff, and a procedure to ensure compliance with DGCA Licencing Requirements.

(f) Except where any of the unforeseen cases of 145.A.30(j)(5) apply, the organisation shall assess all prospective certifying staff for their competence, qualification and capability to carry out their intended certifying duties in accordance with a procedure as specified in the exposition prior to the issue or re-issue of a certification authorisation under this CAR.

(g) When the conditions of paragraphs (a), (b), (d), (f) and, where applicable, paragraph (c) have been fulfilled by the certifying staff, the organisation shall issue a certification authorisation that clearly specifies the scope and limits of such authorisation. Continued validity of the certification authorisation is dependent upon continued compliance with paragraphs (a), (b), (d), and where applicable, paragraph (c).

(h) The certification authorisation must be in a style that makes its scope clear to the certifying staff and any authorised person who may require to examine the authorisation.

Where codes are used to define scope, the organisation shall make a code translation readily available.

'Authorised person' means the officials of the DGCA, who has responsibility for the oversight of the maintained aircraft or component.

(i) The person responsible for the quality system shall also remain responsible on behalf of the organisation for issuing certification authorisations to certifying staff. Such person may nominate other persons to actually issue or revoke the certification authorisations in accordance with a procedure as specified in the exposition.

(j) The organisation shall maintain a record of all certifying staff and support staff. The staff records shall contain:

1. details of any aircraft maintenance licence held under DGCA licencing requirements.
2. all relevant training completed.
3. the scope of the certification authorisations issued, where relevant, and
4. particulars of staff with limited or one-off certification authorisations.

The organisation shall retain the record for at least two years after the certifying staff or support staff have ceased employment with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organisation shall furnish certifying staff with a copy of their record on leaving the organisation.

The certifying staff shall be given access on request to their personal records as detailed above.

(k) The organisation shall provide certifying staff with a copy of their certification authorisation in either a documented or electronic format.

(l) Certifying staff shall produce their certification authorisation to any authorised person within 24 hours.

(m) The minimum age for certifying staff and support staff is 21 years.

145.A.40 Equipment, tools and material

(a) The organisation shall have available and use the necessary equipment, tools and material to perform the approved scope of work.

1. Where the manufacturer specifies a particular tool or equipment, the organisation shall use that tool or equipment, unless the use of alternative tooling or equipment is agreed by DGCA via procedures specified in the exposition.
2. Equipment and tools must be permanently available, except in the case of any tool or equipment that is so infrequently used that its permanent

availability is not necessary. Such cases shall be detailed in an exposition procedure.

3. An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft can be properly inspected.

(b) The organisation shall ensure that all tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated according to an officially recognised standard at a frequency to ensure serviceability and accuracy. Records of such calibrations and traceability to the standard used shall be kept by the organisation.

145.A.42 Acceptance of components

a) All components shall be classified and appropriately segregated into the following categories:

1. Components which are in a satisfactory condition, released on a CA Form 1 or equivalent and marked in accordance with CAR 21 Subpart Q.
2. Unserviceable components shall be maintained in accordance with this section.
3. Unsalvageable components are classified in accordance with 145.A.42(d).
4. Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data.
5. Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.

(b) Prior to installation of a component, the organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable.

(c) The organisation may fabricate a restricted range of parts to be used in the course of ongoing work within its own facilities provided procedures are identified in the exposition.

(d) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved according to CAR 21.

145.A.45 Maintenance data

(a) The organisation shall hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs. 'Applicable' means relevant to any aircraft, component or process specified in the organisation's approval class rating schedule and in any associated capability list.

In the case of maintenance data provided by an operator or customer, the organisation shall hold such data when the work is in progress, with the exception of the need to comply with 145.A.55(c).

(b) For the purposes of this CAR, applicable maintenance data shall be any of the following:

1. Any applicable requirement, procedure, operational directive or information issued by DGCA.
2. Any applicable airworthiness directive issued by DGCA.
3. Instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders, any other organisation required to publish such data by CAR-21 and in the case of aircraft or components from outside countries the airworthiness data mandated by DGCA
4. Any applicable standard, such as but not limited to, maintenance standard practices recognised by DGCA as a good standard for maintenance;
5. Any applicable data issued in accordance with paragraph (d).

(c) The organisation shall establish procedures to ensure that if found, any inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.

(d) The organisation may only modify maintenance instructions in accordance with a procedure specified in the maintenance organisation's exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards and shall inform the type-certificate holder of such changes.

'Maintenance instructions' for the purposes of this paragraph means instructions on how to carry out the particular maintenance task: they exclude the engineering design of repairs and modifications.

(e) The organisation shall provide a common work card or worksheet system to be used throughout relevant parts of the organisation. In addition, the organisation shall either transcribe accurately the maintenance data contained in paragraphs (b) and (d) onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data. Work cards and worksheets may be computer generated and held on an electronic database subject to both adequate safeguards against un-authorized alteration and a back-up electronic database which shall be updated within 24 hours of any entry made to the main electronic database. Complex maintenance tasks shall be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.

Where the organisation provides a maintenance service to an aircraft operator who requires their work card or worksheet system to be used then such work card or worksheet system may be used. In this case, the organisation shall establish a procedure to ensure correct completion of the aircraft operators' work cards or worksheets.

(f) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.

(g) The organisation shall establish a procedure to ensure that maintenance data it controls is kept up to date. In the case of operator/customer controlled and provided maintenance data, the organisation shall be able to show that either it has written confirmation from the operator/customer that all such maintenance data is up to date or it has work orders specifying the amendment status of the maintenance data to be used or it can show that it is on the operator/customer maintenance data amendment list.

145.A.47 Production planning

- (a) The organisation shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.
- (b) The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.
- (c) When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel.

145.A.50 Certification of maintenance

- (a) A certificate of release to service shall be issued by appropriately authorised certifying staff on behalf of the organisation when it has been verified that all maintenance ordered has been properly carried out by the organisation in accordance with the procedures specified in 145.A.70, taking into account the availability and use of the maintenance data specified in 145.A.45 and that there are no non-compliances which are known that hazard seriously the flight safety.
- (b) A certificate of release to service shall be issued before flight at the completion of any maintenance.
- (c) New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order. In the case where the aircraft operator

declines to have such maintenance carried out under this paragraph, paragraph (e) is applicable.

- (d) A certificate of release to service shall be issued at the completion of any maintenance on a component whilst off the aircraft. The authorised release certificate or airworthiness approval tag identified as CA Form 1 in Appendix I to this CAR constitutes the component certificate of release to service. When an organisation maintains a component for its own use, CA Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the exposition.
- (e) By derogation to paragraph (a), when the organisation is unable to complete all maintenance ordered, it may issue a certificate of release to service within the approved aircraft limitations. The organisation shall enter such fact in the aircraft certificate of release to service before the issue of such certificate.
- (f) By derogation to paragraph (a) and 145.A.42, when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of a component with the appropriate release certificate, it is permissible to temporarily fit a component without the appropriate release certificate for a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner, subject to the aircraft operator agreement and said component having a suitable release certificate but otherwise in compliance with all applicable maintenance and operational requirements. Such components shall be removed by the above prescribed time limit unless an appropriate release certificate has been obtained in the meantime under paragraph (a) and 145.A.42.

145.A.55 Maintenance records

- (a) The organisation shall record all details of maintenance work carried out. As a minimum, the organisation shall retain records necessary to prove that all requirements have been met for issuance of the certificate of release to service, including subcontractor's release documents.
- (b) The organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.
- (c) The organisation shall retain a copy of all detailed maintenance records and any associated maintenance data for two years from the date the aircraft or component to which the work relates was released from the organisation.
 - 1. Records under this paragraph shall be stored in a safe way with regard to fire, flood and theft.
 - 2. Computer backup discs, tapes etc. shall be stored in a different location from that containing the working discs, tapes etc., in an environment that ensures they remain in good condition.
 - 3. Where an organisation approved under this CAR terminates its operation, all retained maintenance records covering the last two years shall be

distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by DGCA.

145.A.60 Occurrence reporting

- (a) The organisation shall report to DGCA, the state of registry and the organisation responsible for the design of the aircraft or component any condition of the aircraft or component identified by the organisation that has resulted or may result in an unsafe condition that hazards seriously the flight safety.
- (b) The organisation shall establish an internal occurrence reporting system as detailed in the exposition to enable the collection and evaluation of such reports, including the assessment and extraction of those occurrences to be reported under paragraph (a). This procedure shall identify adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences and a method to circulate the information as necessary.
- (c) The organisation shall make such reports in a form and manners established by DGCA and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation.
- (d) Where the organisation is contracted by a commercial operator to carry out maintenance, the organisation shall also report to the operator any such condition affecting the operator's aircraft or component.
- (e) The organisation shall produce and submit such reports as soon as practicable but in any case within 72 hours of the organisation identifying the condition to which the report relates.

145.A.65 Safety and quality policy, maintenance procedures and quality system

- (a) The organisation shall establish a safety and quality policy for the organisation to be included in the exposition under 145.A.70.
- (b) The organisation shall establish procedures agreed by DGCA taking into account human factors and human performance to ensure good maintenance practices and compliance with this CAR which shall include a clear work order or contract such that aircraft and components may be released to service in accordance with 145.A.50.
 - 1. The maintenance procedures under this paragraph apply to 145.A.25 to 145.A.95.
 - 2. The maintenance procedures established or to be established by the organisation under this paragraph shall cover all aspects of carrying out the maintenance activity, including the provision and control of specialised services and lay down the standards to which the organisation intends to work.

3. With regard to aircraft line and base maintenance, the organisation shall establish procedures to minimise the risk of multiple errors and capture errors on critical systems, and to ensure that no person is required to carry out and inspect in relation to a maintenance task involving some element of disassembly/reassembly of several components of the same type fitted to more than one system on the same aircraft during a particular maintenance check. However, when only one person is available to carry out these tasks then the organisation's work card or worksheet shall include an additional stage for re-inspection of the work by this person after completion of all the same tasks.
 4. Maintenance procedures shall be established to ensure that damage is assessed and modifications and repairs are carried out using data approved by DGCA or by an approved CAR 21 design organisation, as appropriate.
- (c) The organisation shall establish a quality system that includes the following:
1. Independent audits in order to monitor compliance with required aircraft/aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. In the smallest organisations the independent audit part of the quality system may be contracted to another organisation approved under this CAR or a person with appropriate technical knowledge and proven satisfactory audit experience; and
 2. A quality feedback reporting system to the person or group of persons specified in 145.A.30 (b) and ultimately to the accountable manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet paragraph (1).

145.A.70 Maintenance organisation exposition

- a) 'Maintenance organisation exposition' means the document or documents that contain the material specifying the scope of work deemed to constitute approval and showing how the organisation intends to comply with this CAR.

The organisation shall provide DGCA with a maintenance organisation exposition, containing the following information:

1. A statement signed by the accountable manager confirming that the maintenance organisation exposition and any referenced associated manuals define the organisation's compliance with this CAR and will be complied with at all times. When the accountable manager is not the chief executive officer of the organisation then such chief executive officer shall countersign the statement;
2. the organisation's safety and quality policy as specified by 145.A.65;

3. the title(s) and name(s) of the persons nominated under 145.A.30(b);
 4. the duties and responsibilities of the persons nominated under 145.A.30(b), including matters on which they may deal directly with DGCA on behalf of the organisation;
 5. an organisation chart showing associated chains of responsibility between the persons nominated under 145.A.30(b);
 6. a list of certifying staff and support staff;
 7. a general description of manpower resources;
 8. a general description of the facilities located at each address specified in the organisation's approval certificate;
 9. a specification of the organisation's scope of work relevant to the extent of approval;
 10. the notification procedure of 145.A.85 for organisation changes;
 11. the maintenance organisation exposition amendment procedure;
 12. the procedures and quality system established by the organisation under 145.A.25 to 145.A.90;
 13. a list of commercial operators, where applicable, to which the organisation provides an aircraft maintenance service;
 14. a list of subcontracted organisations, where applicable, as specified in 145.A.75(b);
 15. a list of line stations, where applicable, as specified in 145.A.75(d);
 16. a list of contracted organisations, where applicable.
- (b) The exposition shall be amended as necessary to remain an up-to-date description of the organisation. The exposition and any subsequent amendment shall be approved by DGCA.

145.A.75 Privileges of the organization

In accordance with the exposition, the organisation shall be entitled to carry out the following tasks:

- (a) Maintain any aircraft and/or component for which it is approved at the locations identified in the approval certificate and in the exposition;

- (b) Arrange for maintenance of any aircraft or component for which it is approved at another organisation that is working under the quality system of the organisation. This refers to work being carried out by an organisation not itself appropriately approved to carry out such maintenance under this CAR and is limited to the work scope permitted under 145.A.65(b) procedures. This work scope shall not include a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module;
- (c) Maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in the exposition;
- (d) Maintain any aircraft and/or component for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the organisation exposition both permits such activity and lists such locations;
- (e) Issue certificates of release to service in respect of completion of maintenance in accordance with 145.A.50.

145. A.80 Limitations on the organisation

The organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.

145. A.85 Changes to the organisation

The organisation shall notify DGCA of any proposal to carry out any of the following changes before such changes take place to enable DGCA to determine continued compliance with this CAR and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest opportunity:

1. the name of the organisation;
2. the main location of the organisation;
3. additional locations of the organisation;
4. the accountable manager;
5. any of the persons nominated under 145.A.30(b);
6. the facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval.

145.A.90 Continued validity

- (a) An approval shall be issued and renewed for a maximum period of one year. It shall remain valid subject to:
 - 1. the organisation remaining in compliance with this CAR; and
 - 2. ensuring appropriate action on the findings relating to non compliance with this CAR 145; and
 - 3. the DGCA being granted access to the organisation to determine continued compliance with this CAR; and
 - 4. the certificate not being surrendered or revoked.
- (b) Upon surrender or revocation, the approval shall be returned to DGCA.

145.A.95 Findings

- (a) A level 1 finding is any significant non-compliance with CAR -145 requirements which lowers the safety standard and hazards seriously the flight safety.
- (b) A level 2 finding is any non-compliance with the CAR-145 requirements which could lower the safety standard and possibly hazard the flight safety.
- (c) After receipt of notification of findings, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of DGCA within a period agreed by the DGCA.



(R. P. Sahi)
Joint Director General of Civil Aviation

Use of the CA Form 1 for maintenance

1. GENERAL

The certificate shall comply with the format attached including block numbers in that each block must be located as per the layout. The size of each block may however be varied to suit the individual application, but not to the extent that would make the certificate unrecognisable. The overall size of the certificate may be significantly increased or decreased so long as the certificate remains recognisable and legible. If in doubt consult DGCA.

All printing shall be clear and legible to permit easy reading.

The certificate shall either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible. Pre-printed wording is permitted in accordance with the attached model but no other certification statements are permitted.

The details to be entered on the certificate can be either machine/computer printed or handwriting using block letters and must permit easy reading.

Abbreviations must be restricted to a minimum.

The space remaining on the reverse side of the certificate may be used by the originator for any additional information but must not include any certification statement.

The original certificate must accompany the items and correlation must be established between the certificate and the items. A copy of the certificate must be retained by the organisation that manufactured or maintained the item. Where the certificate format and data is entirely computer generated, subject to acceptance by DGCA, it is permissible to retain the certificate format and data on a secure database.

Where a single certificate was used to release a number of items and those items are subsequently separated out from each other, such as through a parts distributor, then a copy of the original certificate must accompany such items and the original certificate must be retained by the organisation that received the batch of items. Failure to retain the original certificate could invalidate the release status of the items.

NOTE: There is no restriction in the number of copies of the certificate sent to the customer or retained by the originator.

The certificate that accompanies the item may be attached to the item by being placed in an envelope for durability.

2. COMPLETION OF THE RELEASE CERTIFICATE BY THE ORIGINATOR

Except as otherwise stated, there must be an entry in all blocks to make the document a valid certificate.

Block 1 The name and country under whose approval the certificate was issued. This information may be pre-printed.

Block 2 Pre-printed 'Authorised Release certificate/CA Form 1'.

Block 3 A unique number shall be pre-printed in this block for certificate control and traceability purposes except that in the case of a computer generated document, the unique number need not be pre-printed where the computer is programmed to produce the number.

Block 4 The full name and address plus mailing address if different of the approved organisation releasing the items covered by this certificate. This block may be pre-printed. Logos, etc., are permitted if the logo can be contained within the block.

Block 5 Its purpose is to reference work order/contract/invoice or any other internal organisational process such that a fast traceability system can be established.

Block 6 This block is provided for the convenience of the organisation issuing the certificate to permit easy cross-reference to the 'Remarks' Block 13 by the use of item numbers. Completion is not mandatory.

Where a number of items are to be released on the certificate, it is permissible to use a separate listing cross-referring certificate and list to each other.

Block 7 The name or description of the item shall be given. Preference shall be given to use of the Illustrated Parts Catalogue (IPC) designation.

Block 8 State the Part Number. Preference shall be given to use of the IPC number designation.

Block 9 Used to indicate the Type-Approved products for which the released items are eligible for installation. Completion of block is optional but if used, the following entries are permitted:

- a) The specific or series aircraft, engine, propeller or auxiliary power unit model, or a reference to a readily available catalogue or manual which contains such information, for example: 'A300'.
- b) 'Various', if known to be eligible for installation on more than one model of Type-Approved product, unless the originator wishes to restrict usage to a particular model installation when it shall so state.
- c) 'Unknown', if eligibility is unknown, this category being primarily for use by maintenance organisations.

NOTE: Any information in Block 9 does not constitute authority to fit the item to a particular aircraft, engine, propeller or auxiliary power unit. The User/installer shall confirm via documents such as the Parts Catalogue, Service Bulletins, etc. that the item is eligible for the particular installation.

Block 10 State the number of items being released.

Block 11 State the item Serial Number and/or Batch Number if applicable, if neither is applicable, state 'N/A'.

Block 12 The following words in quotation marks, with their definitions, indicate the status of the item being released. One or a combination of these words shall be stated in this block:

1. OVERHAULED

The restoration of a used item by inspection, test and replacement in conformity with an approved standard (*) to extend the operational life.

2. INSPECTED/TESTED

The examination of an item to establish conformity with an approved standard (*).

3. MODIFIED

The alteration of an item in conformity with an approved Standard (*).

4. REPAIRED

The restoration of an item to a serviceable condition in conformity with an approved standard (*).

5. RETREADED

The restoration of a used tyre in conformity with an approved standard (*).

6. REASSEMBLED

The reassembly of an item in conformity with an approved standard (*).

Example: A propeller after transportation.

NOTE: This provision shall only be used in respect of items which were originally fully assembled by the manufacturer in accordance with manufacturing requirements such as, but not limited to, CAR-21.

(*) Approved Standard means a manufacturing/ design/ maintenance/ quality standard approved by DGCA.

The above statements shall be supported by reference in Block 13 to the approved data/ manual/ specification used during maintenance.

Block 13 It is mandatory to state any information in this block either direct or by reference to supporting documentation that identifies particular data or limitations relating to the items being released that are necessary for the User/installer to make the final airworthiness determination of the item. Information shall be clear, complete, and provided in a form and manner which is adequate for the purpose of making such a determination.

Each statement shall be clearly identified as to which item it relates.

If there is no statement, state 'None'.

Some examples of the information to be quoted are as follows:

- The identity and issue of maintenance documentation used as the approved standard.
- Airworthiness Directives carried out and/or found carried out, as appropriate.
- Repairs carried out and/or found carried out, as appropriate.
- Modifications carried out and/or found carried out, as appropriate.
- Replacement parts installed and/or parts found installed, as appropriate.
- Life limited parts history.
- Deviations from the customer work order.
- Identity of other regulation if not CAR-145.
- Release statements to satisfy a foreign maintenance requirement.
- Release statements to satisfy the conditions of an international maintenance agreement such as, but not limited to, EU – Indian bilateral agreement for maintenance, the Canadian Technical Arrangement Maintenance, USA Bilateral Aviation Safety Agreement — Maintenance Implementation Procedure

NOTE: The latter two statements allow the possibility of dual release against both CAR-145 and a foreign maintenance requirement or the single release by a CAR-145 approved maintenance organisation against a foreign maintenance requirement. However care should be exercised to tick the relevant box(es) in block 19 to validate the release. It should also be noted that the dual release requires the approved data to be approved/accepted by both DGCA and the appropriate foreign State and the single release requires the approved data to be approved/accepted only by the appropriate foreign State.

Blocks 14, 15, 16, 17 & 18: Must not be used for maintenance tasks by CAR-145 approved maintenance organisations. These blocks are specifically reserved for the release/certification of newly manufactured items in accordance with CAR 21 and national aviation regulations in force prior to CAR-21 becoming fully effective.

Block 19 Contains the required release to service statement for all maintenance by CAR 145 approved maintenance organisations. When non CAR-145 maintenance is being released block 13 shall specify the particular national regulation. In any case the appropriate box shall be 'ticked' to validate the release.

The certification statement 'except as otherwise specified in block 13' is intended to address the following situations;

- (a) The case where the maintenance could not be completed.
- (b) The case where the maintenance deviated from the standard required by CAR-145.

-
- (c) The case where the maintenance was carried out in accordance with a non CAR-145 requirement. Whichever case or combination of cases shall be specified in block 13.

Block 20 For the signature of the certifying staff authorised by the CAR -145 approved maintenance organisation. This signature can be computer printed subject to DGCA being satisfied that only the signatory can direct the computer and that a signature is not possible on a blank computer generated form.

Block 21 The CAR -145 approved maintenance organisation reference number given by DGCA.

Block 22 The printed name of the Block 20 signatory and personal authorisation reference.

Block 23 The date of signing the Block 19 release to service. (d/m/y). The month shall appear in letters e.g. Jan, Feb, Mar etc. The release to service shall be signed at the 'completion of maintenance'.

Please note the User Responsibility Statements are on the reverse of this certificate. These statements may be added to the front of the certificate below the bottom line by reducing the depth of the form.

1. DGCA, India		2. AUTHORISED RELEASE CERTIFICATE CA FORM 1				3. Form Tracking Number	
4. Approved Organization Name and Address:						5. Work Order/Contract/ Invoice	
6. Item	7. Description	8. Part No	9. Eligibility*	10. Qty	11. Serial/ Batch No	12. Status/ Work	
13. Remarks							
14. Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in condition for safe operation <input type="checkbox"/> non approved design data specified in block 13				19. <input type="checkbox"/> CAR 145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 13 Certifies that unless otherwise specified in block 13, the work identified in block 12 and described in block 13, was accomplished in accordance with CAR 145 and in respect to that work the items are considered ready for release to service.			
15. Authorised Signature		16. Approval/Authorisation Number		20. Authorised Signature		21. Certificate/ Approval Ref No.	
17. Name		18. Date (d/m/y)		22. Name		23. Date (d/m/y)	

Authorised release certificate

CA Form 1

USER /INSTALLER RESPONSIBILITIES

Note:

1. It is important to understand that the existence of the Document alone does not automatically constitute authority to install the part/component/assembly
2. Where the user/installer works in accordance with the national regulations of an Airworthiness Authority different from the Airworthiness Authority specified in block 1 it is essential that the user/installer ensure that his/her Airworthiness Authority accepts parts/components/assemblies from the Airworthiness Authority specified in block 1.
3. Statements 14 and 19 do not constitute installation certification. In all cases the aircraft maintenance record must contain an installation certification issued in accordance with the regulations by user/installer before the aircraft may be flown.

Appendix II**Organizations approval class and rating system**

1. Except as stated otherwise for the smallest organisation in paragraph 12, Table 1 outlines the full extent of approval possible under CAR-145 in a standardised form. An organisation must be granted an approval ranging from a single class and rating with limitations to all classes and ratings with limitations.
2. In addition to Table 1 the CAR-145 approved maintenance organisation is required by 145.A.20 to indicate scope of work in the maintenance organisation exposition. See also paragraph 11.
3. Within the approval class(es) and rating(s) granted by DGCA the scope of work specified in the maintenance organisation exposition defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organisation's scope of work are compatible.
4. A category A class rating means that the CAR-145 approved maintenance organisation may carry out maintenance on the aircraft and any component (including engines/APUs) only whilst such components are fitted to the aircraft except that such components can be temporarily removed for maintenance when such removal is expressly permitted by the aircraft maintenance manual to improve access for maintenance subject to a control procedure in the maintenance organisation exposition acceptable to DGCA. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
5. A category B class rating means that the CAR-145 approved maintenance organisation may carry out maintenance on the uninstalled engine/APU ('Auxiliary Power Unit') and engine/APU components only whilst such components are fitted to the engine/APU except that such components can be temporarily removed for maintenance when such removal is expressly permitted by the engine/APU manual to improve access for maintenance. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A CAR-145 approved maintenance organisation with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of work shall reflect such activity where permitted by DGCA.
6. A category C class rating means that the CAR-145 approved maintenance organisation may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/APU. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A CAR-145 approved maintenance organisation with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an engine/APU maintenance facility subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the DGCA.
7. A category D class rating is a self contained class rating not necessarily related to a specific aircraft, engine or other component. The D1 — Non-Destructive Testing (NDT) rating is only necessary for a CAR-145 approved maintenance organisation that carries out NDT as a particular task for another organisation. A CAR-145 approved maintenance organisation with a class rating in A or B or C category may carry out NDT on products it is maintaining subject to the maintenance organisation exposition containing NDT procedures,

without the need for a D1 class rating.

8. Category A class ratings are subdivided into 'Base' or 'Line' maintenance. A CAR-145 approved maintenance organisation may be approved for either 'Base' or 'Line' maintenance or both. It should be noted that a 'Line' facility located at a main base facility requires a 'Line' maintenance approval.

9. The 'limitation' section is intended to give DGCA maximum flexibility to customise the approval to a particular organisation. Table 1 specifies the types of limitation possible and whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organisation. An example could be avionics systems installations and maintenance.

10. Table 1 makes reference to series, type and group in the limitation section of class A and B. Series means a specific type series such as Airbus 300 or 310 or 319 or Boeing 737-300 series or RB211-524 series etc. Type means a specific type or model such as Airbus 310-240 type or RB 211-524 B4 type etc. Any number of series or types may be quoted. Group means for example Cessna single piston engined aircraft or Lycoming non-supercharged piston engines etc.

11. When a lengthy capability list is used which could be subject to frequent amendment, then such amendment shall be in accordance with a procedure acceptable to DGCA and included in the maintenance organisation exposition. The procedure shall address the issues of who is responsible for capability list amendment control and the actions that need to be taken for amendment. Such actions include ensuring compliance with CAR-145 for products or services added to the list.

12. A CAR-145 approved maintenance organisation which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:-

CLASS AIRCRAFT	RATING A2 AEROPLANES	PISTON ENGINED LINE & BASE 5 700 KG AND BELOW
CLASS AIRCRAFT	RATING A2 AEROPLANES	TURBINE ENGINED LINE 5 700 KG AND BELOW
CLASS AIRCRAFT	RATING A3 HELICOPTERS	SINGLE ENGINED LINE & BASE LESS THAN 3 175 KG
CLASS AIRCRAFT	RATING A4 AIRCRAFT OTHER THAN A1, A2 AND A3	NO LIMITATION
CLASS ENGINES	RATING B2 PISTON	LESS THAN 450 HP
CLASS COMPONENTS RATING OTHER THAN COMPLETE ENGINES OR APUs	C1 TO C20	AS PER CAPABILITY LIST
CLASS SPECIALISED	D1 NDT	NDT METHOD(S) TO BE SPECIFIED

It should be noted that such an organisation may be further limited by DGCA in the scope of approval dependent upon the capability of the particular organisation.

Table 1

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes/ above 5 700 kg	Will state aeroplane/ series or type and/or the maintenance task(s)		
	A2 Aeroplanes/ 5 700 kg and below	Will state aeroplane/ manufacturer or group or series or type and/or the maintenance tasks		
	A3 Helicopters	Will state helicopter manufacturer or group or series or type and/or the maintenance task(s)		
	A4 Aircraft other than A1, A2 and A3	Will state aircraft series or type and/or the maintenance task(s)		
ENGINES	B1 Turbine	Will state engine series or type and/or the maintenance task(s)		
	B2 Piston	Will state engine manufacturer or group or series or type and/or the maintenance task(s)		
	B3 APU	Will state engine manufacturer or series or type and/or the maintenance task(s)		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	Will state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and or the maintenance tasks		
	C2 Auto Flight			
	C3 Comms and Nav			
	C4 Doors — Hatches			
	C5 Electrical Power			
	C6 Equipment			
	C7 Engine — APU			
	C8 Flight Controls			
	C9 Fuel — Airframe			
	C10 Helicopter — Rotors			
	C11 Helicopter — Trans			
	C12 Hydraulic			
	C13 Instruments			
	C14 Landing Gear			
	C15 Oxygen			
	C16 Propellers			
	C17 Pneumatic			
	C18 Protection ice/ rain/ fire			
	C19 Windows			
	C20 Structural			
SPECIALISED SERVICES	D1 Non-Destructive Testing	Will state particular NDT method(s)		



GOVERNMENT OF INDIA
DIRECTOR GENERAL OF CIVIL AVIATION

APPROVAL CERTIFICATE

REFERENCE: _____

Pursuant to Rule 133B of Aircraft Rules 1937 and CAR 145 for the time being in force and subject to the conditions specified below, DGCA hereby certifies:

[COMPANY NAME] MAINTENANCE ORGANIZATION

as a CAR 145 maintenance organization approved to maintain the products listed in the attached approval schedule and issue related certificates of release to service using the above reference.

CONDITIONS:

1. This approval is limited to that specified in the scope of approval section of the CAR 145 approved maintenance organization exposition, and
2. This approval requires compliance with the procedures specified in the CAR 145 approved maintenance organization exposition, and
3. This approval is valid whilst the approved maintenance organization remains in compliance with CAR 145.
4. Subject to compliance with the foregoing conditions, this approval shall remain valid for duration as specified in the attached validity sheet, unless the approval is surrendered, superseded, suspended or revoked.

Date of issue: _____ Signature _____

Date of attached schedule approval (optional) _____

CA FORM 3

Page 2 of ____

APPROVAL SCHEDULE

Organisation Name: **[COMPANY NAME] MAINTENANCE ORGANISATION**

Reference: _____

CLASS	RATINGS	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes above 5700 kg	Airbus A310-200 series	X	X
	A2 Aeroplanes/airships 5700 kg and below	DHC 6-Twin Otter Series	X	
ENGINES	B1 Turbines	PT 6A Series		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APU	C1 Air Cond & Press	Airbus A310-200		
	C2 Auto Flight	DHC 6		
	C5 Electrical Power	Sperry		
	C5 Equipment	Airbus A310-200 & DHC-6 Emergency		
	C7 Engine – APU	PT 6A Fuel Control		
	C16 Propellers	Fixed pitch and DHC 6		
SPECIALISED SERVICES	D1 Non Destructive Inspection	All Types		

This approval schedule is limited to those products and activities specified in the scope of approval section contained in CAR 145 approved maintenance organisation exposition.

Reference: _____

Date of issue _____

Signed _____

For DGCA

Appendix IV

Conditions for the use of staff not qualified to DGCA Licencing Requirements in accordance with 145.A.30(j)1 and 2

1. Certifying staff in compliance with the following conditions will meet the intent of 145.A.30(j)(1) and (2):
 - (a) The person shall hold a licence or a certifying staff authorisation issued under the country's National regulations in compliance with ICAO Annex 1.
 - (b) The scope of work of the person shall not exceed the scope of work defined by the National licence/certifying staff authorisation.
 - (c) The person shall demonstrate he has received training on human factors and airworthiness regulations as detailed in DGCA Licencing Requirements.
 - (d) The person shall demonstrate five years maintenance experience for line maintenance certifying staff and eight years for base maintenance certifying staff. However, those persons whose authorised tasks do not exceed those of a CAR Section – 2 Series F Part VIII certifying staff, need to demonstrate three years maintenance experience only.
 - (e) Line maintenance certifying staff and base maintenance support staff shall receive type training at a level corresponding to DGCA Licencing Requirements for every aircraft on which they are authorised to make certification. However those persons whose authorised tasks do not exceed those of a CAR Section – 2 Series F Part VIII certifying staff may receive task training in lieu of complete type training.
 - (f) Base maintenance certifying staff must receive type training at a level corresponding to DGCA Licencing Requirements for every aircraft on which they are authorised to make certification.

2. Protected rights: INTENTIONALLY LEFT BLANK

ACCEPTABLE MEANS OF COMPLIANCE TO CAR-145
SECTION A – TECHNICAL REQUIREMENTS

145.A.10 Scope

1. *Line Maintenance* should be understood as any maintenance that is carried out before flight to ensure that the aircraft is fit for the intended flight.
 - (a) *Line Maintenance* may include:
 - Trouble shooting.
 - Defect rectification.
 - Component replacement with use of external test equipment if required. Component replacement may include components such as engines and propellers.
 - Scheduled maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in depth inspection. It may also include internal structure, systems and powerplant items which are visible through quick opening access panels/doors.
 - Minor repairs and modifications which do not require extensive disassembly and can be accomplished by simple means.
 - (b) For temporary or occasional cases (AD's, SB's) the Quality Manager may accept base maintenance tasks to be performed by a line maintenance organisation provided all requirements are fulfilled as defined by DGCA.
 - (c) Maintenance tasks falling outside these criteria are considered to be *Base Maintenance*.
 - (d) Aircraft maintained in accordance with "progressive" type programmes should be individually assessed in relation to this paragraph. In principle, the decision to allow some "progressive" checks to be carried out should be determined by the assessment that all tasks within the particular check can be carried out safely to the required standards at the designated line maintenance station.
2. For an organization to be approved in accordance with 145.A.10 as an organization located within the country means that the management as specified in 145.A.30 (a) and (b) should be located in India.
3. Where the organization uses facilities both inside and outside the country such as satellite facilities, sub-contractors, line stations etc., such facilities may be included in the approval without being identified on the approval certificate subject to the maintenance organization exposition identifying the facilities and containing procedures to control such facilities and DGCA being satisfied that they form an integral part of the approved maintenance

organization.

AMC 145.A.15 Application

In a form and in a manner established by DGCA means that the application should be made on a CA Form 2 given as Appendix VII to this CAR.

Note: CA Form 6 – Approval Recommendation Report (Appendix VI) shall be used for grant/ variation/ continuation to a maintenance organisation approval.

AMC 145.A.20 Terms of approval

The following table identifies the ATA specification 100 chapter for the category C component rating.

CLASS	RATING	ATA CHAPTERS
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	21
	C2 Auto Flight	22
	C3 Comms and Nav	23 - 34
	C4 Doors – Hatches	52
	C5 Electrical Power	24 - 33
	C6 Equipment	25 - 38 - 45
	C7 Engine – APU	49 - 71 - 72 - 73 - 74 - 75 - 76 - 77 - 78 - 79 - 80 - 81 - 82 - 83
	C8 Flight Controls	27 - 55 - 57.40 - 57.50 -57.60 - 57.70
	C9 Fuel – Airframe	28
	C10 Helicopters – Rotors	62 - 64 - 66 - 67
	C11 Helicopter - Trans	63 - 65
	C12 Hydraulic	29
	C13 Instruments	31
	C14 Landing Gear	32
	C15 Oxygen	35
	C16 Propellers	61
	C17 Pneumatic	36 - 37
	C18 Protection ice/ rain/fire	26 - 30
	C19 Windows	56
	C20 Structural	53 - 54 - 57.10 - 57.20 - 57.30

AMC 145.A.25(a) Facility requirements

1. Where the hangar is not owned by the organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar space to carry out planned base maintenance should be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the maintenance programme. The aircraft hangar visit plan should be updated on a regular

basis.

2. Protection from the weather elements relates to the normal prevailing local weather elements that are expected throughout any twelve month period. Aircraft hangar and component workshop structures should prevent the ingress of rain, hail, ice, snow, wind and dust etc. Aircraft hangar and component workshop floors should be sealed to minimise dust generation.
3. For line maintenance of aircraft, hangars are not essential but it is recommended that access to hangar accommodation be demonstrated for usage during inclement weather for minor scheduled work and lengthy defect rectification.
4. Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

AMC 145.A.25(b) Facility requirements

It is acceptable to combine any or all of the office accommodation requirements into one office subject to the staff having sufficient room to carry out assigned tasks.

AMC 145.A.25(d) Facility requirements

1. Storage facilities for serviceable aircraft components should be clean, well ventilated and maintained at a constant dry temperature to minimise the effects of condensation. Manufacturer's storage recommendations should be followed for those aircraft components identified in such published recommendations.
2. Storage racks should be strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not distorted during storage.
3. All aircraft components, wherever practicable, should remain packaged in protective material to minimize damage and corrosion during storage.

AMC 145.A.30 (a) Personnel requirements

With regard to the accountable manager, it is normally intended to mean the chief executive officer of the approved maintenance organisation, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one organisation and is not required to be necessarily knowledgeable on technical matters as the maintenance organisation exposition defines the maintenance standards. When the accountable manager is not the chief executive officer, DGCA will need to be assured that such an accountable manager has direct access to chief executive officer and has a sufficiency of 'maintenance funding' allocation.

AMC 145.A.30(b) Personnel requirements

1. Dependent upon the size of the organisation, the CAR -145 functions may be subdivided under individual managers or combined in any number of ways.
2. The organisation should have, dependent upon the extent of approval, a base maintenance manager, a line maintenance manager, a workshop manager and a quality manager, all of whom should report to the accountable manager except in small CAR-145 organisation where any one manager may also be the accountable manager, as determined by DGCA, he/she may also be the line maintenance manager or the workshop manager.
3. The base maintenance manager is responsible for ensuring that all maintenance required to be carried out in the hangar, plus any defect rectification carried out during base maintenance, is carried out to the design and quality standards specified in 145.A.65(b). The base maintenance manager is also responsible for any corrective action resulting from the quality compliance monitoring of 145.A.65(c).
4. The line maintenance manager is responsible for ensuring that all maintenance required to be carried out on the line including line defect rectification is carried out to the standards specified in 145.A.65(b) and also responsible for any corrective action resulting from the quality compliance monitoring of 145.A.65(c).
5. The workshop manager is responsible for ensuring that all work on aircraft components is carried out to the standards specified in 145.A.65(b) and also responsible for any corrective action resulting from the quality compliance monitoring of 145.A.65(c).
6. The quality manager's responsibility is specified in 145.A.30(c).
7. Notwithstanding the example sub-paragraphs 2 - 6 titles, the organisation may adopt any title for the foregoing managerial positions but should identify to DGCA the titles and persons chosen to carry out these functions.
8. Where an organisation chooses to appoint managers for all or any combination of the identified CAR-145 functions because of the size of the undertaking, it is necessary that these managers report ultimately through either the base maintenance manager or line maintenance manager or workshop manager or quality manager, as appropriate, to the accountable manager.

NOTE: Certifying staff may report to any of the managers specified depending upon which type of control the approved maintenance organisation uses (for example licensed engineers/independent inspection/dual function supervisors etc.) so long as the quality compliance monitoring staff specified in 145.A.65(c)(1) remain independent.

AMC 145.A.30(c) Personnel requirements

Monitoring the quality system includes requesting remedial action as necessary by the accountable manager and the nominated persons referred to in 145.A.30 (b).

AMC 145.A.30 (d) Personnel requirements

1. Has sufficient staff means that the organisation employs or contracts such staff of which at least half the staff that perform maintenance in each workshop, hangar or flight line on any shift should be employed to ensure organisational stability. Contract staff, being part time or full time should be made aware that when working for the organisation they are subjected to compliance with the organisation's procedures specified in the maintenance organisation exposition relevant to their duties. For the purpose of this subparagraph, employed means the person is directly employed as an individual by the maintenance organisation approved under CAR -145 whereas contracted means the person is employed by another organisation and contracted by that organisation to the maintenance organisation approved under CAR-145.
2. The maintenance man-hour plan should take into account any maintenance carried out on aircraft / aircraft components from outside the country and should also take into account all work carried out outside the scope of the CAR-145 approval.
3. The maintenance man-hour plan should relate to the anticipated maintenance work load except that when the organisation cannot predict such workload, due to the short term nature of its contracts, then such plan should be based upon the minimum maintenance workload needed for commercial viability. Maintenance work load includes all necessary work such as, but not limited to, planning, maintenance record checks, production of worksheets/cards in paper or electronic form, accomplishment of maintenance, inspection and the completion of maintenance records.
4. In the case of aircraft base maintenance, the maintenance man-hour plan should relate to the aircraft hangar visit plan as specified in AMC 145.A.25(a).
5. In the case of aircraft component maintenance, the maintenance man-hour plan should relate to the aircraft component planned maintenance as specified in

145.A.25(a) (2).

6. The quality monitoring compliance function man-hours should be sufficient to meet the requirement of 145.A.65(c) which means taking into account AMC 145.A.65(c). Where quality monitoring staff perform other functions, the time allocated to such functions needs to be taken into account in determining quality monitoring staff numbers.
7. The maintenance man-hour plan should be reviewed at least every 3 months and updated when necessary.
8. Significant deviation from the maintenance man-hour plan should be reported through the departmental manager to the quality manager and the accountable manager for review. Significant deviation means more than a 25% shortfall in available man-hours during a calendar month for any one of the functions specified in 145.A.30(d).

AMC 145.A.30(e) Personnel requirements

1. The referenced procedure requires amongst others that planners, mechanics, specialised services staff, supervisors and certifying staff are assessed for competence by 'on the job' evaluation and/or by examination relevant to their particular job role within the organisation before unsupervised work is permitted. A record of the qualification and competence assessment should be kept.
2. Adequate initial and recurrent training should be provided and recorded to ensure continued competence.
3. To assist in the assessment of competence, job descriptions are recommended for each job role in the organisation. Basically, the assessment should establish that:
 - a. Planners are able to interpret maintenance requirements into maintenance tasks, and have an appreciation that they have no authority to deviate from the maintenance data.
 - b. Mechanics are able to carry out maintenance tasks to any standard specified in the maintenance data and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards.
 - c. Specialised services staffs are able to carry out specialised maintenance tasks to the standard specified in the maintenance data and will both inform and await instructions from their supervisor in any case where it is not possible to complete the specialised maintenance in accordance with the maintenance data.
 - d. Supervisors are able to ensure that all required maintenance tasks

are carried out and where not completed or where it is evident that a particular maintenance task cannot be carried out to the maintenance data, then such problems will be reported to the 145.A.30(c) person for appropriate action. In addition, for those supervisors who also carry out maintenance tasks, that they understand such tasks should not be undertaken when incompatible with their management responsibilities.

e. Certifying staff are able to determine when the aircraft or aircraft component is ready to release to service and when it should not be released to service.

4. In the case of planners, specialised services staff, supervisors and certifying staff, knowledge of organisation procedures relevant to their particular role in the organisation is important. The aforementioned list is not exclusive and may include other categories of personnel.

5. Quality audit staff are able to monitor compliance with CAR-145 identifying non compliance in an effective and timely manner in order that the organisation may remain in compliance CAR-145.

6. In respect to the understanding of the application of human factors and human performance issues, maintenance, management, and quality audit personnel should be assessed for the need to receive initial human factors training, but in any case all maintenance, management, and quality audit personnel should receive human factors continuation training. This should concern to a minimum:

- Post-holders, managers, supervisors;
- Certifying staff, technicians, and mechanics;
- Technical support personnel such as, planners, engineers, technical record staff;
- Quality control/assurance staff;
- Specialised services staff;
- Human factors staff/ human factors trainers;
- Store department staff, purchasing department staff;
- Ground equipment operators;
- Contract staff in the above categories.

7. Initial human factors training should cover all the topics of the training syllabus specified in GM 145.A.30 (e) either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organisation. The syllabus may also be adjusted to meet the particular nature of work for each function within the organisation. For example:

- small organisations not working in shifts may cover in less depth subjects related to teamwork and communication,

- planners may cover in more depth the scheduling and planning objective of the syllabus and in less depth the objective of developing skills for shift working.

Depending on the result of the evaluation as specified in paragraph 6, initial training should be provided to personnel within 6 months of joining the maintenance organisation, but temporary staff may need be trained shortly after joining the organisation to cope with the duration of employment.

Personnel being recruited from another maintenance organisation approved under CAR-145 and temporary staff should be assessed for the need to receive any additional Human factors training to meet the new maintenance organisation's approved under CAR-145 human factors training standard.

8. The purpose of human factors continuation training is primarily to ensure that staff remain current in terms of human factors and also to collect feedback on human factors issues. Consideration should be given to the possibility that such training has the involvement of the quality department. There should be a procedure to ensure that feedback is formally passed from the trainers to the quality department to initiate action where necessary.

Human factors continuation training should be of an appropriate duration in each two year period in relation to relevant quality audit findings and other internal/external sources of information available to the organisation on human errors in maintenance.

9. Human factors training may be conducted by the maintenance organisation itself, or independent trainers or any training organisations acceptable to DGCA.
10. The Human factors training procedures should be specified in the maintenance organisation exposition.

AMC 145.A.30(f) Personnel requirements

1. Continued airworthiness non-destructive testing means such testing specified by the type certificate holder /aircraft or engine or propeller manufacturer in accordance with the maintenance data as specified in 145.A.45 for in service aircraft/aircraft components for the purpose of determining the continued fitness of the product to operate safely.

2. Appropriately qualified means to Level 1, 2 or 3 as defined by DGCA in CAR Section 2 Series 'L' Part XIV, dependant upon the non-destructive testing function to be carried out.

3. Notwithstanding the fact that Level 3 personnel may be qualified as per CAR Section-2 Series 'L' Part XIV, to establish and authorise methods, techniques, etc., this does not permit such personnel to deviate from methods

and techniques published by the type certificate holder/manufacturer in the form of continued airworthiness data, such as in non-destructive test manuals or service bulletins, unless the manual or service bulletin expressly permits such deviation.

4. All examinations for courses on non destructive testing (NDT), will be conducted as specified in CAR Section 2 Series 'L' Part XIV.

5. Particular non-destructive test means any one or more of the following; Dye penetrant, magnetic particle, eddy current, ultrasonic and radiographic methods including X ray and gamma ray.

6. It should be noted that new methods are and will be developed, such as, but not limited to thermography and shearography, which are not specifically addressed in CAR Section 2 Series 'L' Part XIV. Until such time as an agreed standard is established such methods should be carried out in accordance with the particular equipment manufacturer's recommendations including any training and examination process to ensure competence of the personnel with the process.

7. Any maintenance organisation approved under CAR-145 that carries out NDT should establish NDT specialist qualification procedures detailed in the exposition and accepted by the DGCA.

8. Boroscopy and other techniques such as delamination coin tapping are non-destructive inspections rather than non-destructive testing. Notwithstanding such differentiation, the maintenance organisation should establish an exposition procedure accepted by DGCA to ensure that personnel who carry out and interpret such inspections are properly trained and assessed for their competence with the process. Non-destructive inspections, not being considered as NDT by CAR-145 are not listed in Appendix II under class rating D1.

9. The referenced standards, methods, training and procedures should be specified in the maintenance organisation exposition.

10. Any such personnel who intend to carry out and/or control a non-destructive test for which they were not qualified prior to the effective date of CAR-145 should qualify for such non-destructive test in accordance with CAR Section 2 Series 'L' Part XIV.

AMC 145.A.30 (g) Personnel requirements

1. For the purposes of minor scheduled line maintenance means any minor scheduled inspection/check up to and including a weekly check specified in the operators approved aircraft maintenance programme. For aircraft maintenance programmes that do not specify a weekly check, DGCA will

determine the most significant check that is considered equivalent to a weekly check.

2. Typical tasks permitted after appropriate task training to be carried out by such persons for the purpose of the issuing an aircraft certificate of release to service as specified in 145.A.50 as part of minor scheduled line maintenance or simple defect rectification are contained in the following list:
 - a) Replacement of wheel assemblies.
 - b) Replacement of wheel brake units.
 - c) Replacement of emergency equipment.
 - d) Replacement of ovens, boilers and beverage makers.
 - e) Replacement of internal and external lights, filaments and flash tubes.
 - f) Replacement of windscreen wiper blades.
 - g) Replacement of passenger and cabin crew seats, seat belts and harnesses.
 - h) Closing of cowlings and refitment of quick access inspection panels.
 - i) Replacement of toilet system components but excluding gate valves.
 - j) Simple repairs and replacement of internal compartment doors and placards but excluding doors forming part of a pressure structure.
 - k) Simple repairs and replacement of overhead storage compartment doors and cabin furnishing items.
 - l) Replacement of static wicks.
 - m) Replacement of aircraft main and APU aircraft batteries.
 - n) Replacement of inflight entertainment system components but excluding public address.
 - o) Routine lubrication and replenishment of all system fluids and gases.
 - p) The de-activation only of sub-systems and aircraft components as permitted by the operator's minimum equipment list where such de-activation is agreed by DGCA as a simple task.
 - q) Replacement of any other component as agreed by DGCA for a particular aircraft type only where it is agreed that the task is simple.

NOTE: This list will be periodically updated in the light of ongoing experience and technological changes.

AMC 145.A.30 (h)(1) Personnel requirements

Support staff need not hold a certifying authorisation in accordance with 145.A.35 (b) but the organisation may use such appropriately authorised certifying staff to satisfy the requirement.

AMC 145.A.30.(j) (4) Personnel requirements

1. For the issue of a limited certification authorisation the commander or flight engineer should hold either a valid air transport pilot license (ATPL), commercial pilot license (CPL) or flight engineer (F/EL) licence in accordance with

Schedule II of Aircraft Rules 1937, or a national equivalent acceptable to DGCA on the aircraft type. In addition the limited certification authorisation is subject to the maintenance organisation exposition containing procedures to address the personnel requirements of 145.A.30 (e) and associated AMC and guidance material.

Such procedures should include as a minimum:

- a. Completion of adequate maintenance airworthiness regulation training.
- b. Completion of adequate task training for the specific task on the aircraft. The task training should be of sufficient duration to ensure that the individual has a thorough understanding of the task to be completed and will involve training in the use of associated maintenance data.
- c. Completion of the procedural training as specified in CAR-145.

The above procedures should be specified in the maintenance organisation exposition and be accepted by DGCA.

2. (i) Typical tasks that may be certified and/or carried out by the commander holding an ATPL or CPL are minor maintenance or simple checks included in the following list:
 - a. Replacement of internal lights, filaments and flash tubes.
 - b. Closing of cowlings and re-fitment of quick access inspection panels.
 - c. Role changes e.g. stretcher fit, dual controls, FLIR, doors, photographic equipment etc.
 - d. Any check / replacement involving simple techniques consistent with this AMC and as agreed by DGCA.
2. (ii) Holders of a valid Flight engineer's licence on the aircraft type may only exercise this limited certification authorisation privilege when performing the duties of a flight engineer.

In addition to paragraph 2(i) other typical minor maintenance or simple defect rectification tasks that may be carried out are included in the following list:

- a. Replacement of simple emergency equipment that is easily accessible.
- b. Replacement of ovens, boilers and beverage makers.
- c. Replacement of internal and external lights, filaments and flash tubes.
- d. Replacement of passenger and cabin crew seat belts and harnesses.
- e. Simple replacement of overhead storage compartment doors and cabin furnishing items.
- f. Replacement of static wicks.

- g. Replacement of aircraft main and APU aircraft batteries.
 - h. Replacement of inflight entertainment system components but excluding public address.
 - i. The de-activation only of sub-systems and aircraft components as permitted by the operator's minimum equipment list where such deactivation is agreed by DGCA as a simple task.
 - j. Re-setting of tripped circuit breakers under the guidance of maintenance control.
 - k. Any other simple task as agreed by DGCA for the aircraft type only where it is agreed that the task is simple.
3. The authorisation should have a finite life of twelve months subject to satisfactory re-current training on the applicable aircraft type.

AMC 145.A.30(j)(5) Personnel requirements

1. For the purposes of this sub-paragraph “unforeseen” means that the aircraft grounding could not reasonably have been predicted by the operator because the defect was unexpected due to being part of a hitherto reliable system.
2. A one-off authorisation should only be considered for issue by the quality department of the contracted organisation after it has made a reasoned judgment that such a requirement is appropriate under the circumstances and at the same time maintaining the required airworthiness standards. The organisation’s quality department will need to assess each situation individually prior to the issuance of a one-off authorization
3. A one-off authorisation should not be issued where the level of certification required could exceed the knowledge and experience level of the person it is issued to. In all cases, due consideration should be given to the complexity of the work involved and the availability of required tooling and/or test equipment needed to complete the work.

AMC 145.A.30(j)(5)(i) Personnel requirements

In those situations where the requirement for a one off authorisation to issue a CRS for a task on an aircraft type for which certifying staff does not hold a type-rated authorisation has been identified, the following procedure is recommended:

1. Flight crew should communicate details of the defect to the operator’s supporting maintenance organisation with full details of the defect. If necessary the supporting maintenance organisation will then request the use of a one off authorisation from the quality department.
2. When issuing a one off authorisation, the quality department of the organisation should verify that:

- a) Full technical details relating to the work required to be carried out have been established and passed to the certifying staff.
- b) The organisation has an approved procedure in place for co-ordinating and controlling the total maintenance activity undertaken at the location under the authority of the one off authorisation.
- c) The person to whom a one-off Authorisation is issued has been provided all the necessary information and guidance relating to maintenance data and any special technical instructions associated with the specific task undertaken. A detailed step by step worksheet has been defined by the organisation, communicated to the one off authorisation holder.
- d) The person holds authorisations of equivalent level and scope on other aircraft type of similar technology, construction and systems.

3. The one off authorisation holder should sign off the detailed step by step worksheet when completing the work steps. The completed tasks should be verified by visual examination and/or normal system operation upon return to an appropriately approved CAR-145 maintenance facility.

AMC 145.A.30(j)(5)(ii) Personnel requirements

This paragraph addresses staff not employed by the maintenance organisation who meet the requirements of 145.A.30(j) (5). In addition to the items listed in AMC 145.A.30(j) (5) (i), paragraph 1, 2(a), (b) and (c) and 3 the quality department of the organisation may issue such one off authorisation provided full qualification details relating to the proposed certifying personnel are verified by the quality department and made available at the location.

AMC 145.A.35(a) Certifying staff and support staff

1. Adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures means that the person has received training and has relevant maintenance experience on the product type and associated organisation procedures such that the person understands how the product functions, what are the more common defects with associated consequences.

2. The organisation should hold copies of all documents that attest to qualification, and to recent experience.

AMC 145.A.35(b) Certifying staff and support staff

The organisation issues the certification authorisation when satisfied that compliance has been established with the appropriate paragraphs of CAR-145 and DGCA Licencing requirements. In granting the certification authorisation the maintenance organisation approved under CAR-145 needs to be satisfied that the person holds a valid DGCA aircraft maintenance licence and may need to confirm such fact with DGCA.

AMC 145.A.35(d) Certifying staff and support staff

1. Continuation training is a two way process to ensure that certifying staff remain current in terms of procedures, human factors and technical knowledge and that the organisation receives feedback on the adequacy of its procedures and maintenance instructions. Due to the interactive nature of this training, consideration should be given to the possibility that such training has the involvement of the quality department to ensure that feedback is actioned. Alternatively, there should be a procedure to ensure that feedback is formally passed from the training department to the quality department to initiate action.

2. Continuation training should cover changes in relevant requirements such as CAR-145, changes in organisation procedures and the modification standard of the products being maintained plus human factor issues identified from any internal or external analysis of incidents. It should also address instances where staff failed to follow procedures and the reasons why particular procedures are not always followed. In many cases the continuation training will reinforce the need to follow procedures and ensure that incomplete or incorrect procedures are identified to the company in order that they can be corrected. This does not preclude the possible need to carry out a quality audit of such procedures.

3. Continuation training should be of sufficient duration in each 2 year period to meet the intent of 145.A.35(d) and may be split into a number of separate elements. 145.A.35(d) requires such training to keep certifying staff updated in terms of relevant technology, procedures and human factors issues which means it is one part of ensuring quality. Therefore sufficient duration should be related to relevant quality audit findings and other internal / external sources of information available to the organisation on human errors in maintenance. This means that in the case of an organisation that maintains aircraft with few relevant quality audit findings, continuation training could be limited to days rather than weeks, whereas a similar organisation with a number of relevant quality audit findings, such training may take several weeks. For an organisation that maintains aircraft components, the duration of continuation training would follow the same philosophy but should be scaled down to reflect the more limited nature of the activity. For example certifying staff who release hydraulic pumps may only require a few hours of continuation training whereas those who release turbine engine may only require a few days of such training. The content of continuation training should be related to relevant quality audit findings and it is recommended that such training is reviewed at least once in every 24 month period.

4. The method of training is intended to be a flexible process and could, for example, include a continuation training course, aeronautical college courses, internal short duration courses, seminars, etc. The elements, general content and length of such training should be specified in the maintenance organisation exposition unless such training is undertaken by an organisation approved when such details may be specified under the approval and cross referenced in the maintenance organisation exposition.

AMC 145.A.35(e) Certifying staff and support staff

The programme for continuation training should list all certifying staff and support staff and when training will take place, the elements of such training and an indication that it was carried out reasonably on time as planned. Such information should subsequently be transferred to the certifying staff and support staff record as required by 145.A.35 (j).

AMC 145.A.35(f) Certifying staff and support staff

1. As stated in 145.A.35 (f), with one exception, all prospective certifying staff are required to be assessed for competence, qualification and capability related to intended certifying duties. There are a number of ways in which such assessment may be carried out but the following points need to be considered to establish an assessment procedure that fits the particular organisation.

2. Competence and capability can be assessed by working the person under the supervision of either another certifying person or a quality auditor for sufficient time to arrive at a conclusion. Sufficient time could be as little as a few weeks if the person is fully exposed to relevant work. It is not required to assess against the complete spectrum of intended duties. When the person has been recruited from another approved maintenance organisation and was a certifying person in that organisation then the organisation should accept a written confirmation from the person responsible for running the quality system about the person.

3. Qualification assessment means collecting copies of all documents that attest to qualification, such as the licence and/or any authorisation held. This should be followed by a confirmation check with the organisation(s) that issued such document(s) and finally a comparison check for differences between the product type ratings on the qualification documents and the relevant product types maintained by the organisation. This latter point may reveal a need for product type differences training.

AMC 145.A.35 (j) Certifying staff and support staff

1. The following minimum information as applicable should be kept on record in respect of each certifying person or support person:
 - a. Name
 - b. Date of Birth
 - c. Basic Training
 - d. Type Training
 - e. Continuation Training
 - f. Experience
 - g. Qualifications relevant to the approval
 - h. Scope of the authorisation
 - i. Date of first issue of the authorisation
 - j. If appropriate - expiry date of the authorisation
 - k. Identification Number of the authorization

2. The record may be kept in any format but should be controlled by the organisation's quality department. This does not mean that the quality department should run the record system.

3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.

4. DGCA officials are authorised persons when investigating the records system for initial and continued approval or when there is a cause to doubt the competence of a particular person.

AMC 145.A.40(a) Equipment, tools and material

Once the applicant for approval has determined the intended scope of approval for consideration by DGCA, it will be necessary to show that all tools and equipment as specified in the maintenance data can be made available when needed. All such tools and equipment that require to be controlled in terms of servicing or calibration by virtue of being necessary to measure specified dimensions and torque figures etc, should be clearly identified and listed in a control register including any personal tools and equipment that the organisation agrees can be used.

AMC 145.A.40(b) Equipment, tools and material

1. The control of these tools and equipment requires that the organisation has a procedure to inspect/service and, where appropriate, calibrate such items on a regular basis and indicate to users that the item is within any inspection or service or calibration time-limit. A clear system of labeling all tooling, equipment and test equipment is therefore necessary giving information on when the next inspection or service or calibration is due and if the item is unserviceable for any other reason where it may not be obvious. A register should be maintained for all precision tooling

and equipment together with a record of calibrations and standards used.

2. Inspection, service or calibration on a regular basis should be in accordance with the equipment manufacturers' instructions except where the organisation can show by results that a different time period is appropriate in a particular case.

AMC 145.A.42(a) Acceptance of components

An equivalent document to a CA Form 1 may be:

- (a) a release document issued by an organisation acceptable to DGCA.
- (b) a release document issued by an organisation approved under the terms of a DGCA maintenance bilateral agreement.

AMC 145.A.42(b) Acceptance of components

The CA Form 1 identifies the eligibility and status of an aircraft component. Block 13 "Remarks" on the CA Form One in some cases contains vital airworthiness related information which may need appropriate and necessary actions.

The receiving organisation should be satisfied that the component in question is in satisfactory condition and has been appropriately released to service. In addition, the organisation should ensure that the component meets the approved data/standard, such as the required design and modification standard. This may be accomplished by reference to the manufacturer's parts catalogue or other approved data (i.e. Service Bulletin). Care should also be exercised in ensuring compliance with applicable airworthiness directives and the status of any life limited parts fitted to the aircraft component.

AMC 145.A.42(c) Acceptance of components

- 1. The agreement by DGCA for the fabrication of parts by the approved maintenance organisation should be formalised through the approval of a detailed procedure in the Maintenance Organisation Exposition. This AMC contains principles and conditions to be taken into account for the preparation of an acceptable procedure.

- 2. Fabrication, inspection assembly and test should be clearly within the technical and procedural capability of the organisation;

- 3. All necessary data to fabricate the part should be approved either by DGCA or the type certificate (TC) holder or CAR -21 design organisation approval holder, or supplemental type certificate (STC) holder;

4. Items fabricated by an organisation approved under CAR -145 may only be used by that organisation in the course of overhaul, maintenance, modifications, or repair of aircraft or components undergoing work within its own facility. The permission to fabricate does not constitute approval for manufacture, or to supply externally and the parts do not qualify for certification on CA Form One. This prohibition also applies to the bulk transfer of surplus inventory, in that locally fabricated parts are physically segregated and excluded from any delivery certification.
5. Fabrication of parts, modification kits etc for onward supply and/or sale may not be conducted by an organisation approved under CAR -145.
6. The data specified in paragraph 3 may include repair procedures involving the fabrication of parts. Where the data on such parts is sufficient to facilitate fabrication, the parts may be fabricated by an organisation approved under CAR -145. Care should be taken to ensure that the data include details of part numbering, dimensions, materials, processes, and any special manufacturing techniques, special raw material specification or/and incoming inspection requirement and that the approved organisation has the necessary capability. That capability should be defined by way of exposition content. Where special processes or inspection procedures are defined in the approved data which are not available at the organisation the organisation can not fabricate the part unless the TC/STC-holder gives an approved alternative.
7. Examples of fabrication under the scope of a CAR-145 approval can include but are not limited to the following:
 - Fabrication of bushes, sleeves and shims.
 - Fabrication of secondary structural elements and skin panels.
 - Fabrication of control cables.
 - Fabrication of flexible and rigid pipes.
 - Fabrication of electrical cable looms and assemblies.
 - Formed or machined sheet metal panels for repairs.

All the above fabricated parts, should be in accordance with data provided in overhaul or repair manuals, modification schemes and service bulletins, drawings or otherwise approved by DGCA.

Note: It is not acceptable to fabricate any item to pattern unless an engineering drawing of the item is produced which includes any necessary fabrication processes and which is acceptable to DGCA.

8. Where a TC-holder or an approved production organisation is prepared to make available complete data which is not referred to in aircraft manuals or service bulletins but provides manufacturing drawings for items specified in parts lists, the fabrication of these items is not considered to be within the scope of an approval unless agreed otherwise by DGCA in accordance with a procedure specified in the exposition.
9. Inspection and Identification.

Any locally fabricated part should be subjected to an inspection stage before, separately, and preferably independently from, any inspection of its installation. The inspection should establish full compliance with the relevant manufacturing data, and the part should be unambiguously identified as fit for use by stating conformity to the approved data. Adequate records should be maintained of all such fabrication processes including, heat treatment and the final inspections. All parts, except those having not enough space, should carry a part number which clearly relates it to the manufacturing/inspection data. Additional to the part-number the organisation's identity should be marked on the part for traceability purposes.

AMC 145.A.42(d) Acceptance of components

1. The following types of components should typically be classified as unsalvageable:
 - a) Components with non-repairable defects, whether visible or not to the naked eye;
 - b) Components that do not meet design specifications, and cannot be brought into conformity with such specifications;
 - c) Components subjected to unacceptable modification or rework that is irreversible;
 - d) Certified life-limited parts that have reached or exceeded their certified life limits, or have missing or incomplete records;
 - e) Components that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment;
 - f) Components for which conformity with an applicable airworthiness directive cannot be accomplished;
 - g) Components for which maintenance records and/or traceability to the manufacturer can not be retrieved.
2. It is common practice for possessors of aircraft components to dispose of unsalvageable components by selling, discarding, or transferring such items. In some instances, these items have reappeared for sale and in the active

parts inventories of the aviation community. Misrepresentation of the status of components and the practice of making such items appear serviceable have resulted in the use of unsalvageable nonconforming Components. Therefore Organisations disposing of unsalvageable aircraft components should consider the possibility of such components later being misrepresented and sold as serviceable components. Caution should be exercised to ensure that unsalvageable components are disposed of in a manner that does not allow them to be returned to service.

AMC 145.A.45(b) Maintenance data

1. Except as specified in sub-paragraph 5, each maintenance organisation approved under CAR-145 should hold and use the following minimum maintenance data relevant to the organisation's approval class rating:

All maintenance related Rules and associated AMCs, approval specifications and Guidance Material, all applicable maintenance requirements and notices which have not been superseded, procedure or directive and all applicable airworthiness directives.

2. In addition to sub-paragraph 1, an organisation with an approval class rating in category A - Aircraft, should hold and use the following maintenance data where published:

The appropriate sections of the operator's aircraft maintenance programme, aircraft maintenance manual, repair manual, supplementary structural inspection document, corrosion control document, service bulletins, service letters, service instructions, modification leaflets, NDT manual, parts catalogue, type certificate data sheet and any other specific document issued by the type certificate or supplementary type certificate holder as maintenance data.

3. In addition to sub-paragraph 1, an organisation with an approval class rating in category B - Engines/APUs, should hold and use the following maintenance data where published:

The appropriate sections of the engine/APU maintenance and repair manual, service bulletins, service letters, modification leaflets, non-destructive inspection (NDI) manual, parts catalogue, type certificate data sheet and any other specific document issued by the type certificate holder as maintenance data.

4. In addition to sub-paragraph 1, an organisation with an approval class rating in category C - Components other than complete engines/APUs, should hold and use the following maintenance data where published:

The appropriate sections of the vendor maintenance and repair manual, service bulletins and service letters plus any document issued by the type certificate holder as maintenance data on whose product the component may be fitted when applicable.

5. Appropriate sections of the sub-paragraphs 2 to 4 additional maintenance data means in relation to the maintenance work scope at each particular maintenance facility. For example, a base maintenance facility should have almost complete set(s) of the maintenance data whereas a line maintenance facility may need only the maintenance manual and the parts catalogue.

6. An organisation only approved in class rating category D – Specialised services, should hold and use all applicable specialised service(s) process specifications.

AMC 145.A.45(c) Maintenance data

1 The referenced procedure should ensure that when maintenance personnel discover inaccurate, incomplete or ambiguous information in the maintenance data they should record the details. The procedure should then ensure that the CAR-145 approved maintenance organisation notifies the problem to the author of the maintenance data in a timely manner. A record of such communications to the author of the maintenance data should be retained by the CAR-145 approved organisation until such time as the type certificate holder has clarified the issue by e.g. amending the maintenance data.

2 The referenced procedure should be specified in the maintenance organisation exposition.

AMC 145.A.45(d) Maintenance data

The referenced procedure should address the need for a practical demonstration by the mechanic to the quality personnel of the proposed modified maintenance instruction. When satisfied the quality personnel should approve the modified maintenance instruction and ensure that the type certificate or supplementary type certificate holder is informed of the modified maintenance instruction. The procedure should include a paper/electronic traceability of the complete process from start to finish and ensure that the relevant maintenance instruction clearly identifies the modification. Modified maintenance instructions should only be used in the following circumstances;

a. Where the type certificate / supplementary type certificate holders original intent can be carried out in a more practical or more efficient manner.

- b. Where the type certificate / supplementary type certificate holders original intent cannot be achieved by following the maintenance instructions. For example, where a component cannot be replaced following the original maintenance instructions.
- c. For the use of alternative tools / equipment.

AMC 145.A.45 (f) Maintenance data

- 1. Relevant parts of the organisation means with regard to aircraft base maintenance, aircraft line maintenance, engine workshops, mechanical workshops and avionics workshops. Therefore, for example engine workshops should have a common system throughout such engine workshops that may be different to that in aircraft base maintenance.
- 2. The workcards should differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary workcards or worksheets to indicate what was actually accomplished by each individual person.

AMC 145.A.45 (g) Maintenance data

- 1. To keep data up to date a procedure should be set up to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme.
- 2. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft being maintained, for supervisors, mechanics and certifying staff to study.
- 3. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

AMC 145.A.47(a) Production planning

- 1. Depending on the amount and complexity of work generally performed by the maintenance organisation, the planning system may range from a very simple procedure to a complex organisational set-up including a dedicated planning function in support of the production function.

2. For the purpose of CAR-145, the production planning function includes two complementary elements:

- scheduling the maintenance work ahead, to ensure that it will not adversely interfere with other work as regards the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities.
- during maintenance work, organising maintenance teams and shifts and provide all necessary support to ensure the completion of maintenance without undue time pressure.

3. When establishing the production planning procedure, consideration should be given to the following:

- logistics,
- inventory control,
- square meters of accommodation,
- man-hours estimation,
- man-hours availability,
- preparation of work,
- hangar availability,
- environmental conditions (access, lighting standards and cleanliness),
- co-ordination with internal and external suppliers, etc.
- scheduling of safety-critical tasks during periods when staff are likely to be most alert.

AMC145.A.47(b) Production planning

Limitations of human performance, in the context of planning safety related tasks, refers to the upper and lower limits, and variations, of certain aspects of human performance (Circadian rhythm / 24 hours body cycle) which personnel should be aware of when planning work and shifts.

AMC145.A.47(c) Production planning

The primary objective of the changeover / handover information is to ensure effective communication at the point of handing over the continuation or completion of maintenance actions. Effective task and shift handover depends on three basic elements:

- The outgoing person's ability to understand and communicate the important elements of the job or task being passed over to the incoming person.
- The incoming person's ability to understand and assimilate the information being provided by the outgoing person.

- A formalised process for exchanging information between outgoing and incoming persons and a planned shift overlap and a place for such exchanges to take place.

AMC 145.A.50(a) Certification of Maintenance

- 1.1 A component which has been maintained off the aircraft needs the issue of a certificate of release to service for such maintenance and another certificate of release to service in regard to being installed properly on the aircraft when such action occurs. In the case of base maintenance this takes the form of a separate task sign off for the maintenance and installation tasks.
 - 1.2. When an organisation maintains a component for use by the organisation, a CA Form 1 may not be necessary depending upon the organisations' internal release procedures defined in the maintenance organisation exposition.
 - 1.3 "Hazard seriously the flight safety" means any instances where safe operation could not be assured or which could lead to an unsafe condition. It typically includes, but is not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage and any emergency system or total system failure. An airworthiness directive overdue for compliance is also considered a hazard to flight safety.
2. In the case of the issue of CA Form 1 for components in storage prior to CAR-145 and CAR-21 and not released on a CA Form 1 or equivalent in accordance with 145.A.42(a) or removed serviceable from a serviceable aircraft or an aircraft which have been withdrawn from service the following applies.
 - 2.1 A CA Form 1 may be issued for an aircraft component which has been:
 - Maintained before CAR-145 became effective or manufactured before CAR-21 became effective.
 - Used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components.
 - Removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes.
 - Components maintained by an unapproved organisation.
 - 2.2. An appropriately rated maintenance organisation approved under CAR-145 may issue a CA Form 1 as detailed in this AMC sub-paragraph 2.5 to 2.9, as appropriate, in accordance with procedures detailed in the exposition as approved by DGCA. The appropriately rated organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued a CA Form 1 under this paragraph.

2.3. For the purposes of this paragraph 2 only, appropriately rated means an organisation with an approval class rating for the type of component or for the product in which it may be installed.

2.4. A CA Form 1 issued in accordance with this paragraph 2 should be issued by signing in block 20 and stating "Inspected" in block 12. In addition, block 13 should specify:

2.4.1. When the last maintenance was carried out and by whom.

2.4.2. If the component is unused, when the component was manufactured and by whom with a cross reference to any original documentation which should be included with the Form.

2.4.3. A list of all airworthiness directives, repairs and modifications known to have been incorporated. If no airworthiness directives or repairs or modifications are known to be incorporated then this should be so stated.

2.4.4. Detail of life used for service life limited parts being any combination of fatigue, overhaul or storage life.

2.4.5. For any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 13. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the CA Form 1.

2.5. New / unused aircraft components

2.5.1 Any unused aircraft component in storage without a CA Form 1 up to the effective date(s) for CAR-21 that was manufactured by an organisation acceptable to DGCA at the time may be issued a CA Form 1 by an appropriately rated maintenance organisation approved under CAR-145. The CA Form 1 should be issued in accordance with the following subparagraphs which should be included in a procedure within the maintenance organisation exposition.

Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this paragraph represents a maintenance release under CAR- 145 and not a production release under CAR-21. It is not intended to bypass the production release procedure agreed by DGCA for parts and subassemblies intended for fitment on the manufacturer's own production line.

(a) An acceptance test report or statement should be available for all used and unused aircraft components that are subjected to acceptance testing after manufacturing or maintenance as appropriate.

(b) The aircraft component should be inspected for compliance with the manufacturer's instructions and limitations for storage and condition including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition or in the absence of specific storage instructions the aircraft component should be inspected for damage, corrosion and leakage to ensure good condition.

(c) The storage life used of any storage life limited parts should be established.

2.5.2. If it is not possible to establish satisfactory compliance with all applicable conditions specified in subparagraph 2.5.1 (a) to (c) inclusive, the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated airworthiness directives, repairs and modifications and inspected/tested in accordance with the manufacturer's maintenance instructions to establish satisfactory condition and, if relevant, all seals, lubricants and life limited parts replaced. On satisfactory completion after reassembly a CA Form 1 may be issued stating what was carried out and the reference of the manufacturer's maintenance instructions included.

2.6. Used aircraft components removed from a serviceable aircraft.

2.6.1. Serviceable aircraft components removed from a DGCA registered aircraft may be issued a CA Form 1 by an appropriately rated organisation subject to compliance with this subparagraph.

- a. The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person.
- b. The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component /related system.
- c. The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional manufacturer's maintenance instructions.
- d. The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may a CA Form 1 be issued in accordance with this paragraph 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could effect its operation.
- e. A maintenance history record should be available for all used serialised aircraft components.

- f. Compliance with known modifications and repairs should be established.
- g. The flight hours/cycles/landings as applicable of any service life limited parts including time since overhaul should be established.
- h. Compliance with known applicable airworthiness directives should be established.
- i. Subject to satisfactory compliance with this subparagraph 2.6.1 a CA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.

2.6.2. Serviceable aircraft components removed from a non Indian registered aircraft may only be issued a CA Form 1 if the components are leased or loaned from the maintenance organisation approved under CAR-145 who retains control of the airworthiness status of the components. A CA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.

2.7. Used aircraft components removed from an aircraft withdrawn from service.

Serviceable aircraft components removed from an Indian registered aircraft withdrawn from service may be issued a CA Form one by a maintenance organisation approved under CAR-145 subject to compliance with this sub paragraph.

- a) Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under CAR-145, employing procedures approved by DGCA.
- b) To be eligible for installation components removed from such aircraft may be issued with a CA Form one by an appropriately rated organisation following a satisfactory assessment.
- c) As a minimum the assessment will need to satisfy the standards set out in paragraphs 2.5 and 2.6 as appropriate. This should where known, include the possible need for the alignment of scheduled maintenance that may be necessary to comply with the maintenance programme applicable to the aircraft on which the component is to be installed.
- d) Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should satisfy itself that the manner in which the components were

removed and stored are compatible with the standards required by CAR-145.

- e) A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under the supervision of certifying staff, who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan.
- f) All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered.
- g) Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history.
- h) Suitable CAR-145 facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility subsequent disassembly (if required) and storage of the components should be in accordance with manufacturer's recommendations.

2.8. Used aircraft components maintained by organisations not approved in accordance with CAR-145.

For used components maintained by a maintenance organisation unapproved under CAR-145, due care should be exercised before acceptance of such components. In such cases an appropriately rated maintenance organisation approved under CAR-145 should establish satisfactory conditions by:

- a) dismantling the component for sufficient inspection in accordance with the appropriate maintenance data,
- b) replacing of all service life limit components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition,
- c) reassembling and testing as necessary the component,

d) completing all certification requirements as specified in 145.A.50.

- 2.9. Used aircraft components removed from an aircraft involved in an accident or incident.

Such components should only be issued with a CA Form 1 when processed in accordance with paragraph 2.7 and a specific work order including all additional necessary tests and inspections made necessary by the accident or incident. Such a work order may require input from the TC holder or original manufacturer as appropriate. This work order should be referenced in block 13.

AMC145.A.50(b) Certification of maintenance

1. The certificate of release to service should contain the following statement:
'Certifies that the work specified except as otherwise specified was carried out in accordance with CAR-145 and in respect to that work the aircraft/aircraft component is considered ready for release to service'.
2. The certificate of release to service should relate to the task specified in the manufacturer's or operator's instruction or the aircraft maintenance program which itself may cross-refer to a manufacturer's/operator's instruction in a maintenance manual, service bulletin etc.
3. The date such maintenance was carried out should include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.
4. When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance so long as there is a unique cross-reference to the work-pack containing full details of maintenance carried out. Dimensional information should be retained in the work-pack record.
5. The person issuing the certificate of release to service should use his normal signature except in the case where a computer release to service system is used. In this latter case DGCA will need to be satisfied that only the particular person can electronically issue the release to service. One such method of compliance is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) known only to the individual which is keyed into the computer. A certification stamp is optional.

AMC145.A.50(d) Certification of maintenance

The purpose of the certificate is to release assemblies/items/components/parts (hereafter referred to as 'item(s)') after maintenance and to release maintenance

work carried out on such items under the approval of DGCA and to allow items removed from one aircraft/aircraft component to be fitted to another aircraft/aircraft component.

The certificate referenced CA Form one is called the authorised release certificate.

The certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for items from the manufacturer/maintenance organisation to users. The certificate is not a delivery or shipping note.

It can only be issued by organisations approved by DGCA within the scope of the approval.

The certificate may be used as a rotatable tag by utilising the available space on the reverse side of the certificate for any additional information and despatching the item with two copies of the certificate so that one copy may be eventually returned with the item to the maintenance organisation. The alternative solution is to use existing rotatable tags and also supply a copy of the certificate.

Under no circumstances may a certificate be issued for any item when it is known that the item has a defect considered a serious hazard to flight safety.

A certificate should not be issued for any item when it is known that the item is unserviceable except in the case of an item undergoing a series of maintenance processes at several maintenance organisations approved under CAR-145 and the item needs a certificate for the previous maintenance process carried out for the next maintenance organisation approved under CAR-145 to accept the item for subsequent maintenance processes. As mentioned for Block 13, a clear statement of limitation should be endorsed in Block 13.

NOTE: Aircraft may not be released using the certificate.

AMC 145.A.50(e) Certification of maintenance

1. Being unable to establish full compliance with sub-paragraph 145.A.50(a) means that the maintenance required by the aircraft operator could not be completed due either to running out of available aircraft maintenance downtime for the scheduled check or by virtue of the condition of the aircraft requiring additional maintenance downtime.
2. The aircraft operator is responsible for ensuring that all required maintenance has been carried out before flight and therefore 145.A.50(e) requires such operator to be informed in the case where full compliance with 145.A.50(a) cannot be achieved within the operators limitations. If the operator agrees to the deferment of full compliance, then the certificate of release to service may be

issued subject to details of the deferment, including the operator's authority, being endorsed on the certificate.

- NOTE: Whether or not the aircraft operator does have the authority to defer maintenance is an issue between the aircraft operator and DGCA. In case of doubt concerning such a decision of the operator, the approved maintenance organisation should inform DGCA of such doubt, before issue of the certificate of release to service. This will allow the DGCA to investigate the matter as appropriate.
3. The procedure should draw attention to the fact that 145.A.50 (a) does not normally permit the issue of a certificate of release to service in the case of non-compliance and should state what action the mechanic, supervisor and certifying staff should take to bring the matter to the attention of the relevant department or person responsible for technical co-ordination with the aircraft operator so that the issue may be discussed and resolved with the aircraft operator. In addition, the appropriate person(s) as specified in 145.A.30(b) should be kept informed in writing of such possible non-compliance situations and this should be included in the procedure.

AMC 145.A.50(f) Certification of maintenance

1. Suitable release certificate means a certificate which clearly states that the aircraft component is serviceable; that clearly specifies the organisation releasing said component together with details of the authority under whose approval the organisation works including the approval or authorisation reference.
2. Compliance with all other CAR-145 and operator requirements means making an appropriate entry in the aircraft technical log, checking for compliance with type design standards, modifications, repairs, airworthiness directives, life limitations and condition of the aircraft component plus information on where, when and why the aircraft was grounded.

AMC 145.A.55(c) Maintenance records

Associated maintenance data is specific information such as repair and modification data. This does not necessarily require the retention of all Aircraft Maintenance Manual, Component Maintenance Manual, IPC etc issued by the TC holder or STC holder. Maintenance records should refer to the revision status of the data used.

AMC 145.A.60(b) Occurrence reporting

1. The aim of occurrence reporting is to identify the factors contributing to incidents, and to make the system resistant to similar errors.

2. An occurrence reporting system should enable and encourage free and frank reporting of any (potentially) safety related occurrence. This will be facilitated by the establishment of a just culture. An organisation should ensure that personnel are not inappropriately punished for reporting or co-operating with occurrence investigations.

The internal reporting process should be closed-loop, ensuring that actions are taken internally to address safety hazards.

Feedback to reportees, both on an individual and more general basis, is important to ensure their continued support for the scheme.

AMC 145.A.65(a) Safety and quality policy, maintenance procedures and quality system

The safety and quality policy should as a minimum include a statement committing the organisation to:

- Recognise safety as a prime consideration at all times
- Apply Human factors principles
- Encourage personnel to report maintenance related errors/incidents
- Recognise that compliance with procedures, quality standards, safety standards and regulations is the duty of all personnel
- Recognise the need for all personnel to cooperate with the quality auditors.

AMC 145.A.65(b) Safety and quality policy, maintenance procedures and quality system

1. Maintenance procedures should be held current such that they reflect best practice within the organisation. It is the responsibility of all organisation's employees to report any differences via their organisation's internal occurrence reporting mechanisms.
2. All procedures, and changes to those procedures, should be verified and validated before use where practicable.
3. All technical procedures should be designed and presented in accordance with good human factors principles.

AMC 145.A.65(b)(2) Safety and quality policy, maintenance procedures and quality system

Specialised services includes any specialised activity, such as, but not limited to non-destructive testing requiring particular skills and/or qualification. 145.A.30(f) covers the qualification of personnel but, in addition, there is a need to establish maintenance procedures that cover the control of any specialised process.

AMC 145.A.65(b)(3) Safety and quality policy, maintenance procedures and quality system

1. The purpose of this procedure is to minimise the rare possibility of an error being repeated whereby the identical aircraft components are not reassembled thereby compromising more than one system. One example is the remote possibility of failure to reinstall engine gearbox access covers or oil filler caps on all engines of a multiengine aircraft resulting in major oil loss from all engines.

Another example is the case of removal and refitment of oil filler caps, which should require a re-inspection of all oil filler caps after the last oil filler cap has supposedly been refitted.

2. Procedures should be established to detect and rectify maintenance errors that could, as minimum, result in a failure, malfunction, or defect endangering the safe operation of the aircraft if not performed properly. The procedure should identify the method for capturing errors, and the maintenance tasks or processes concerned.

In order to determine the work items to be considered, the following maintenance tasks should primarily be reviewed to assess their impact on safety:

- Installation, rigging and adjustments of flight controls,
 - Installation of aircraft engines, propellers and rotors,
 - Overhaul, calibration or rigging of components such as engines, propellers, transmissions and gearboxes, but additional information should also be processed, such as:
 - Previous experiences of maintenance errors, depending on the consequence of the failure,
 - Information arising from the ‘occurrence reporting system’ required by 145.A.60,
 - DGCA requirements for error capturing, if applicable.
3. In order to prevent omissions, every maintenance task or group of tasks should be signed-off. To ensure the task or group of tasks is completed, it should only be signed-off after completion. Work by unauthorised personnel (i.e. temporary staff, trainee,...) should be checked by authorised personnel before they sign-off. The grouping of tasks for the purpose of signing-off should allow critical steps to be clearly identified.

Note: A “sign-off” is a statement by the competent person performing or supervising the work, that the task or group of tasks has been correctly performed. A sign-off relates to one step in the maintenance process and is therefore different to the release to service of the aircraft. “Authorised personnel” means personnel formally authorised by the maintenance organisation approved under CAR-145 to sign-off tasks. “Authorised personnel” are not necessarily “certifying staff” .

AMC 145.A.65 (c)(1) Safety and quality policy, maintenance procedures and quality system.

1. The primary objectives of the quality system are to enable the organisation to ensure that it can deliver a safe product and that organisation remains in compliance with the requirements.
2. An essential element of the quality system is the independent audit.
3. The independent audit is an objective process of routine sample checks of all aspects of the organisation’s ability to carry out all maintenance to the required standards and includes some product sampling as this is the end result of the maintenance process. It represents an objective overview of the complete maintenance related activities and is intended to complement the 145.A.50(a) requirement for certifying staff to be satisfied that all required maintenance has been properly carried out before issue of the certificate of release to service. Independent audits should include a percentage of random audits carried out on a sample basis when maintenance is being carried out. This means some audits during the night for those organisations that work at night.
4. Except as specified in sub-paragraphs 7 and 9, the independent audit should ensure that all aspects of CAR- 145 compliance are checked every 12 months and may be carried out as a complete single exercise or subdivided over the 12 month period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every 12 months without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to 12 monthly for the particular procedure.
5. Except as specified otherwise in sub-paragraphs 7, the independent audit should sample check one product on each product line every 12 months as a demonstration of the effectiveness of maintenance procedures compliance. It is recommended that procedures and product audits be combined by selecting a specific product example, such as an aircraft or engine or instrument and sample checking all the procedures and requirements associated with the specific product example to ensure that the end result should be an airworthy

product.

For the purpose of the independent audit a product line includes any product under an Appendix II approval class rating as specified in the approval schedule issued to the particular organisation.

It therefore follows for example that a maintenance organisation approved under CAR-145 with a capability to maintain aircraft, repair engines, brakes and autopilots would need to carry out 4 complete audit sample checks each year except as specified otherwise in subparagraphs 5, 7 or 9.

6. The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.
7. Except as specified otherwise in sub-paragraph 9, where the smallest organisation, that is an organisation with a maximum of 10 personnel actively engaged in maintenance, chooses to contract the independent audit element of the quality system in accordance with 145.A.65 (c)(1) it is conditional on the audit being carried out twice in every 12 month period.
8. Except as specified otherwise in sub-paragraph 9, where the organisation has line stations listed as per 145.A.75 (d) the quality system should describe how these are integrated into the system and include a plan to audit each listed line station at a frequency consistent with the extent of flight activity at the particular line station. Except as specified otherwise in sub-paragraph 9 the maximum period between audits of a particular line station should not exceed 24 months.
9. Except as specified otherwise in sub-paragraph 5, DGCA may agree to increase any of the audit time periods specified in this AMC 145.A.65 (c)(1) by up to 100% provided that there are no safety related findings and subject to being satisfied that the organisation has a good record of rectifying findings in a timely manner.
10. 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.
11. The independence of the audit should be established by always ensuring that audits are carried out by personnel not responsible for the function, procedure or products being checked. It therefore follows that a large maintenance organisation approved under CAR-145, being an organisation with more than about 500 maintenance staff should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to check that findings are being rectified. For the medium sized maintenance organisation

approved under CAR-145, being an organisation with less than about 500 maintenance staff, it is acceptable to use competent personnel from one section/department not responsible for the production function, procedure or product to audit the section/department that is responsible subject to the overall planning and implementation being under the control of the quality manager. Organisations with a maximum of 10 maintenance staff actively engaged in carrying out maintenance may contract the independent audit element of the quality system to another organisation or a qualified and competent person approved by DGCA.

AMC 145.A.65(c)(2) Safety and quality policy, maintenance procedures and quality system

1. An essential element of the quality system is the quality feedback system.
2. The quality feedback system may not be contracted to outside persons. The principal function of the quality feedback system is to ensure that all findings resulting from the independent quality audits of the organisation are properly investigated and corrected in a timely manner and to enable the accountable manager to be kept informed of any safety issues and the extent of compliance with CAR-145.
3. The independent quality audit reports referenced in AMC 145.A.65(c)(1) sub-paragraph 10 should be sent to the relevant department(s) for rectification action giving target rectification dates. Rectification dates should be discussed with such department(s) before the quality department or nominated quality auditor confirms such dates in the report. The relevant department(s) are required by 145.A.65(c)(2) to rectify findings and inform the quality department or nominated quality auditor of such rectification.
4. The accountable manager should hold regular meetings with staff to check progress on rectification except that in the large organisations such meetings may be delegated on a day to day basis to the quality manager subject to the accountable manager meeting at least twice per year with the senior staff involved to review the overall performance and receiving at least a half yearly summary report on findings of non-compliance.
5. All records pertaining to the independent quality audit and the quality feedback system should be retained for at least 2 years after the date of clearance of the finding to which they refer or for such periods as to support changes to the AMC 145.A.65(c)(1) sub-paragraph 9 audit time periods, whichever is the longer.

AMC 145.A.70(a) Maintenance organisation exposition

The following information should be included in the maintenance organisation exposition:

The information specified in 145.A.70 sub - paragraphs (6) and (12) to (16) inclusive, whilst a part of the maintenance organisation exposition, may be kept as separate documents or on separate electronic data files subject to the management part of said exposition containing a clear cross reference to such documents or electronic data files.

The exposition should contain the information, as applicable, specified in this AMC. The information may be presented in any subject order so long as all applicable subjects are covered. Where an organisation uses a different format, for example, to allow the exposition to serve for more than one approval, then the exposition should contain a cross reference Annex using this list as an index with an explanation as to where in the exposition the subject matter can be found.

Small maintenance organisations may combine the various items to form a simple exposition more relevant to their needs.

The operator may use electronic data processing (EDP) for publication of the maintenance organisation exposition. The maintenance organisation exposition should be made available to DGCA in a form acceptable to them. Attention should be paid to the compatibility of EDP publication systems with the necessary dissemination of the maintenance organisation exposition, both internally and externally.

The maintenance organisation exposition should have list of effective pages including Revision Number and date.

PART 0 GENERAL ORGANISATION

This section is reserved for those maintenance organisations approved under CAR-145 who are also operators within the country.

PART 1 MANAGEMENT

- 1.1 Corporate commitment by the accountable manager.
- 1.2 Safety and quality policy.
- 1.3 Management personnel.
- 1.4 Duties and responsibilities of the management personnel.
- 1.5 Management organisation chart.
- 1.6 List of certifying staff.

- 1.7 Manpower resources.
- 1.8 General description of the facilities at each address intended to be approved.
- 1.9 Organisations intended scope of work.
- 1.10 Notification procedure to DGCA regarding changes to the organisation's activities/approval/location/personnel.
- 1.11 Exposition amendment procedures including, if applicable, delegated procedures.

PART 2 MAINTENANCE PROCEDURES

- 2.1 Supplier evaluation and subcontract control procedure.
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors.
- 2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance.
- 2.4 Acceptance of tools and equipment.
- 2.5 Calibration of tools and equipment.
- 2.6 Use of tooling and equipment by staff (including alternate tools).
- 2.7 Cleanliness standards of maintenance facilities.
- 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff.
- 2.9 Repair procedure.
- 2.10 Aircraft maintenance programme compliance.
- 2.11 Airworthiness directives procedure.
- 2.12 Optional modification procedure.
- 2.13 Maintenance documentation in use and completion of same.
- 2.14 Technical record control.
- 2.15 Rectification of defects arising during base maintenance.

- 2.16 Release to service procedure.
- 2.17 Records for the operator.
- 2.18 Reporting of defects to DGCA/operator/manufacturer.
- 2.19 Return of defective aircraft components to store.
- 2.20 Defective components to outside contractors.
- 2.21 Control of computer maintenance record systems.
- 2.22 Control of man-hour planning versus scheduled maintenance work.
- 2.23 Control of critical tasks.
- 2.24 Reference to specific maintenance procedures such as -
 - Engine running procedures,
 - Aircraft pressure run procedures,
 - Aircraft towing procedures,
 - Aircraft taxiing procedures.
- 2.25 Procedures to detect and rectify maintenance errors.
- 2.26 Shift/task handover procedures
- 2.27 Procedures for notification of maintenance data inaccuracies and ambiguities, to the type certificate holder.
- 2.28 Production planning procedures

PART 2 ADDITIONAL LINE MAINTENANCE PROCEDURES

- L 2.1 Line maintenance control of aircraft components, tools, equipment etc.
- L2.2 Line maintenance procedures related to servicing/fuelling/de-icing etc.
- L 2.3 Line maintenance control of defects and repetitive defects.
- L2.4 Line procedure for completion of technical log.
- L2.5 Line procedure for pooled parts and loan parts.

- L2.6 Line procedure for return of defective parts removed from aircraft.
- L2.7 Line procedure control of critical tasks

PART 3 QUALITY SYSTEM PROCEDURES

- 3.1 Quality audit of organisation procedures.
- 3.2 Quality audit of aircraft.
- 3.3 Quality audit remedial action procedure
- 3.4 Certifying staff and support staff qualification and training procedures.
- 3.5 Certifying staff and support staff records.
- 3.6 Quality audit personnel.
- 3.7 Qualifying inspectors.
- 3.8 Qualifying mechanics.
- 3.9 Aircraft or aircraft component maintenance tasks exemption process control.
- 3.10 Concession control for deviation from organisations' procedures.
- 3.11 Qualification procedure for specialised activities such as NDT welding etc.
- 3.12 Control of manufacturers' and other maintenance working teams.
- 3.13 Human factors training procedure
- 3.14 Competence assessment of personnel.

PART 4

- 4.1 Contracted operators.
- 4.2 Operator procedures and paperwork.
- 4.3 Operator record completion.

PART 5

- 5.1 Sample of documents.
- 5.2 List of Sub-contractors as per 145.A.75 (b).
- 5.3 List of Line maintenance locations as per 145.A.75 (d).
- 5.4 List of contracted organisations as per 145.A.70(a)(16).

PART 6 OPERATORS MAINTENANCE PROCEDURES

This section is reserved for those maintenance organisations approved under CAR-145 who are also operators.

PART 7 SUPPLEMENTARY PROCEDURES FOR A FAR PART-145 REPAIR STATION

This section is reserved for those maintenance organisations approved under CAR-145 who are also certificated as a FAA FAR Part-145 repair station.

The content of this Part reflects the differences between CAR145 and FAR Parts 43/145.

PART 8 TRANSPORT CANADA CIVIL AVIATION (TCCA) SUPPLEMENTARY PROCEDURES FOR A TCCA AM573 MAINTENANCE ORGANISATION

This section reserved for those CAR-145 approved maintenance organisations who are also approved as a TCCA AM 573 maintenance organisation.

The content of this Part reflects the difference between CAR-145 and AM 573.

PART 9 EASA

This section is reserved for those maintenance organisations approved under CAR-145 who are also certificated as an EASA Part 145 repair station.

The content of this Part reflects the differences between CAR-145 and EASA Part 145.

AMC 145.A.75(b) Privileges of the organization

Working under the quality system of an organisation appropriately approved under CAR-145 (sub contracting) refers to the case of one organisation, not itself

appropriately approved to CAR-145 that carries out aircraft line maintenance or minor engine maintenance or maintenance of other aircraft components or a specialised service as a subcontractor for an organisation appropriately approved under CAR-145. To be appropriately approved to subcontract the organisation should have a procedure for the control of such subcontractors as described below. Any approved maintenance organisation that carries out maintenance for another approved maintenance organisation within its own approval scope is not considered to be subcontracting for the purpose of this paragraph.

NOTE: For those organisations approved under CAR145 that are also certificated by the FAA under FAR Part-145 it should be noted that FAR Part-145 is more restrictive in respect of maintenance activities that can be contracted or sub-contracted to another maintenance organisation. It is therefore recommended that any listing of contracted or sub-contracted maintenance organisations should identify which meet the CAR-145 criteria and which meet the FAR Part-145 criteria.

Maintenance of engines or engine modules other than a complete workshop maintenance check or overhaul is intended to mean any maintenance that can be carried out without disassembly of the core engine or, in the case of modular engines, without disassembly of any core module.

FUNDAMENTALS OF SUB-CONTRACTING UNDER CAR-145

- 3.1 The fundamental reasons for allowing an organisation approved under CAR-145 to sub-contract certain maintenance tasks are:
- (a) To permit the acceptance of specialised maintenance services, such as, but not limited to, plating, heat treatment, plasma spray, fabrication of specified parts for minor repairs / modifications, etc., without the need for direct approval by DGCA in such cases.
 - (b) To permit the acceptance of aircraft maintenance up to but not including a base maintenance check as specified in 145.A.75(b) by organisations not appropriately approved under CAR-145 when it is unrealistic to expect direct approval by DGCA. DGCA will determine when it is unrealistic but in general it is considered unrealistic if only one or two organisations intend to use the sub-contract organisation.
 - (c) To permit the acceptance of component maintenance.
 - (d) To permit the acceptance of engine maintenance up to but not including a workshop maintenance check or overhaul of an engine or engine module as specified in 145.A.75(b) by organisations not appropriately approved under CAR-145 when it is unrealistic to expect direct approval by DGCA. The determination of unrealistic is as per sub-paragraph (b).

- 3.2 When maintenance is carried out under the sub-contract control system it means that for the duration of such maintenance, the CAR-145 approval has been temporarily extended to include the sub-contractor. It therefore follows that those parts of the sub-contractor's facilities, personnel and procedures involved with the maintenance organisation's products undergoing maintenance should meet CAR-145 requirements for the duration of that maintenance and it remains the organisation's responsibility to ensure such requirements are satisfied.
- 3.3 For the criteria specified in sub-paragraph 3.1 the organisation is not required to have complete facilities for maintenance that it needs to sub-contract but it should have its own expertise to determine that the sub-contractor meets the necessary standards. However an organisation cannot be approved unless it has the in-house facilities, procedures and expertise to carry out the majority of maintenance for which it wishes to be approved in terms of the number of class ratings.
- 3.4 The organisation may find it necessary to include several specialist sub-contractors to enable it to be approved to completely certify the release to service of a particular product. Examples could be specialist welding, electroplating, painting etc. To authorise the use of such subcontractors, DGCA will need to be satisfied that the organisation has the necessary expertise and procedures to control such sub-contractors.
- 3.5 An organisation working outside the scope of its approval schedule is deemed to be not approved. Such an organisation may in this circumstance operate only under the sub-contract control of another organisation approved under CAR- 145.
- 3.6 Authorisation to sub-contract is indicated by DGCA accepting the maintenance organisation exposition containing a specific procedure on the control of sub-contractors.
4. PRINCIPAL CAR-145 PROCEDURES FOR THE CONTROL OF SUB-CONTRACTORS NOT APPROVED UNDER CAR-145
- 4.1 A pre audit procedure should be established whereby the maintenance organisations' subcontract control section, which may also be the 145.A.65(b) quality system independent audit section, should audit a prospective sub-contractor to determine whether those services of the sub-contractor that it wishes to use meets the intent of CAR-145.
- 4.2 The organisation approved under CAR-145 needs to assess to what extent it will use the sub-contractor's facilities. As a general rule the organisation should require its own paperwork, approved data and material/spare parts to be used, but it could permit the use of tools, equipment and personnel from

the sub-contractor as long as such tools, equipment and personnel meet the requirement of CAR-145. In the case of sub-contractors who provide specialised services it may for practical reasons be necessary to use their specialised services personnel, approved data and material subject to acceptance by the organisation approved under CAR-145.

- 4.3 Unless the sub-contracted maintenance work can be fully inspected on receipt by the organisation approved under CAR -145 it will be necessary for such organisation to supervise the inspection and release from the sub-contractor. Such activities should be fully described in the organisation procedure. The organisation will need to consider whether to use its own staff or authorise the sub-contractor's staff.
- 4.4 The certificate of release to service may be issued either at the sub-contractor or at the organisation facility by staff issued a certification authorisation in accordance with -145.A.30 as appropriate, by the organisation approved under CAR-145. Such staff would normally come from the organisation approved under CAR-145 but may otherwise be a person from the sub-contractor who meets the approved maintenance organisation certifying staff standard which itself is approved by DGCA via the maintenance organisation exposition. The certificate of release to service and the CA Form 1 will always be issued under the maintenance organisation approval reference.
- 4.5 The sub-contract control procedure will need to record audits of the sub-contractor, to have a corrective action follow up plan and to know when sub-contractors are being used. The procedure should include a clear revocation process for sub-contractors who do not meet the CAR-145 approved maintenance organisation's requirements.
- 4.6 The CAR-145 quality audit staff will need to audit the sub-contract control section and sample audit sub-contractors unless this task is already carried out by the quality audit staff as stated in sub-paragraph 4.1.
- 4.7 The contract between the CAR-145 approved maintenance organisation and the sub-contractor should contain a provision for DGCA officials to have the right of access to the sub-contractor.

AMC 145.A.80 Limitations on the organisation

This paragraph is intended to cover the situation where the larger organisation may temporarily not hold all the necessary tools, equipment etc., for an aircraft type or variant specified in the organisation's approval. This paragraph means that DGCA need not amend the approval to delete the aircraft type or variants on the basis that it is a temporary situation and there is a commitment from the organisation to re-acquire tools, equipment etc. before maintenance on the type may recommence.

AMC 145.A.85 Changes to the organisation

The primary purpose of this paragraph is to enable the organisation to remain approved if agreed by DGCA during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.

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GUIDANCE MATERIAL TO CAR-145

SECTION A TECHNICAL REQUIREMENTS

GM 145.A.10 Scope

This Guidance Material (GM) provides guidance on how the smallest organisations satisfy the intent of CAR- 145:

1. By inference, the smallest maintenance organisation would only be involved with a limited number of light aircraft, or aircraft components, used for commercial air transport. It is therefore a matter of scale, light aircraft do not demand the same level of resources, facilities or complex maintenance procedures as the large organisation.
2. It is recognised that CAR -145 approval may be required by two quite different types of small organisations, the first being the light aircraft maintenance hangar, the second being the component maintenance workshop, e.g. small piston engines, radio equipment etc.
3. Where only one person is employed (in fact having the certifying function and others), this organisation approved under CAR-145 may use the alternatives provided in this Guidance Material limited to the following:

Class A2	Base and Line maintenance of aeroplanes of 5700 kg and below (piston engines only).
Class A3	Base and Line maintenance of single engined helicopters of less than 3175 kg.
Class A4	Aircraft other than A1, A2 and A3
Class B2	Piston engines with maximum output of less than 450 HP
Class C	Components.
Class D1	Non destructive Inspections.

Please note that the following sections only include the relevant paragraphs of CAR-145 for which the alternative applies. When paragraphs of CAR-145 are not listed means full compliance needs to be demonstrated.

4. 145.A.30(b): The minimum requirement is for one full time person who meets the DGCA Licensing requirements for certifying staff and holds the position of "accountable manager, maintenance engineer and is also certifying staff". No other person may issue a certificate of release to service and therefore if absent, no maintenance may be released during such absence.

4.1 The quality monitoring function of 145.A.65(c) may be contracted to an appropriate organisation approved under CAR-145 or to a person with appropriate technical knowledge and extensive experience of quality audits employed on a part-time basis, with the agreement of DGCA.

Note: Full time for the purpose of CAR-145 means not less than 35 hrs per week except during vacation periods.

4.2 145.A.35. In the case of an approval based on one person using a subcontracted quality monitoring arrangement, the requirement for a record of certifying staff is satisfied by the submission to and acceptance by DGCA of the CA Form 4. With only one person the requirement for a separate record of authorisation is unnecessary. An appropriate statement, to reflect this situation, should be included in the exposition.

4.3. 145.A.65(c). It is the responsibility of the contracted quality monitoring organisation or person to make a minimum of 2 visits per 12 months and it is the responsibility of this organisation or person to carry out such monitoring on the basis of 1 visit pre-announced and 1 visit unannounced to the organisation.

It is the responsibility of the organisation to comply with the findings of the contracted quality monitoring organisation or the person.

CAUTION: It should be understood that if the contracted organisation or the above mentioned person loses or gives up its approval, then the organisation's approval will be suspended.

5. Recommended operating procedure for a CAR-145 approved maintenance organisation based upon up to 10 persons involved in maintenance.

5.1 145.A.30(b): The normal minimum requirement is for the employment on a full-time basis of two persons who meet the DGCA requirements for certifying staff, whereby one holds the position of "maintenance engineer" and the other holds the position of "quality audit engineer".

Either person can assume the responsibilities of the accountable manager providing that they can comply in full with the applicable elements of 145.A.30(a), but the "maintenance engineer" should be the certifying person to retain the independence of the "quality audit engineer" to carry out audits.

Nothing prevents either engineer from undertaking maintenance tasks providing that the "maintenance engineer" issues the certificate of release to service.

The "quality audit engineer" should have similar qualifications and status to the "maintenance engineer" for reasons of credibility, unless he/she has a proven track-record in aircraft quality assurance, in which case some reduction in the extent of maintenance qualifications may be permitted.

In cases where the DGCA agrees that it is not practical for the organisation to nominate a post holder for the quality monitoring function, this function may be contracted in accordance to paragraph 5.1.

**GM 145.A.30 (e) Personnel requirements
(Training syllabus for initial human factors training)**

The training syllabus below identifies the topics and subtopics to be addressed during the human factors training.

The maintenance organisation may combine, divide, change the order of any subject of the syllabus to suit its own needs, so long as all subjects are covered to a level of detail appropriate to the organisation and its personnel.

Some of the topics may be covered in separate training (health and safety, management, supervisory skills, etc.) in which case duplication of training is not necessary.

Where possible, practical illustrations and examples should be used, especially accident and incident reports.

Topics should be related to existing legislation, where relevant. Topics should be related to existing guidance/ advisory material, where relevant (eg. ICAO Human Factors Digests and Training Manual).

Topics should be related to maintenance engineering where possible; too much unrelated theory should be avoided.

1	General /Introduction to Human Factors
1.1	Need to address human factors
1.2	Statistics
1.3	Incidents

- 2 Safety Culture / Organisational factors
- 3 Human Error
 - 3.1 Error models and theories
 - 3.2 Types of errors in maintenance tasks
 - 3.3 Violations
 - 3.4 Implications of errors
 - 3.5 Avoiding and managing errors
 - 3.6 Human reliability
- 4 Human performance & limitations
 - 4.1 Vision
 - 4.2 Hearing
 - 4.3 Information-processing
 - 4.4 Attention and perception
 - 4.5 Situational awareness
 - 4.6 Memory
 - 4.7 Claustrophobia and physical access
 - 4.8 Motivation
 - 4.9 Fitness/Health
 - 4.10 Stress
 - 4.11 Workload management
 - 4.12 Fatigue
 - 4.13 Alcohol, medication, drugs Physical work
 - 4.14 Repetitive tasks / complacency
- 5 Environment
 - 5.1 Peer pressure
 - 5.2 Stressors
 - 5.3 Time pressure and deadlines
 - 5.4 Workload
 - 5.5 Shift Work
 - 5.6 Noise and fumes
 - 5.7 Illumination
 - 5.8 Climate and Temperature

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- 5.9 Motion and vibration
 - 5.10 Complex systems
 - 5.11 Hazards in the workplace
 - 5.12 Lack of manpower
 - 5.13 Distractions and interruptions
 - 6 Procedures, information, tools and practices
 - 6.1 Visual Inspection
 - 6.2 Work logging and recording
 - 6.3 Procedure – practice / mismatch / norms
 - 6.4 Technical documentation – access and quality
 - 7 Communication
 - 7.1 Shift / Task handover
 - 7.2 Dissemination of information
 - 7.3 Cultural differences
 - 8 Teamwork
 - 8.1 Responsibility
 - 8.2 Management, supervision and leadership
 - 8.3 Decision making
 - 9 Professionalism and integrity
 - 9.1 Keeping up to date; currency
 - 9.2 Error provoking behaviour
 - 9.3 Assertiveness
 - 10 Organisation's HF program
 - 10.1 Reporting errors
 - 10.2 Disciplinary policy
 - 10.3 Error investigation
 - 10.4 Action to address problems
 - 10.5 Feedback

GM 145.A.30(j)(4) Personnel requirements (Flight crew)

1. The person shall be a holder of an ATPL or a CPL, issued in accordance with Schedule II of the Aircraft Rules, 1937.
2. The person shall be a holder of a Flight Engineers Licence, issued in accordance with Schedule II of the Aircraft Rules, 1937.

The theoretical knowledge instruction consists of 100 hours and includes the following elements:

1. Airframe and systems
2. Electrics
3. Powerplant and emergency equipment
4. Flight instruments and automatic flight control systems

Practical skills training provided by an organisation approved under CAR 145 is given which includes 35 days practical experience in the following subjects:

- Fuselage and flight controls
- Engines
- Instruments
- Landing gear and brakes
- Cabin/cockpit/emergency equipment
- Ground handling and servicing
- Certificate of completion

Following successful completion of the technical training, the training organisation carrying out the theoretical knowledge instruction and/or the practical skill training, should provide the applicant with a certificate of satisfactory completion of the course, or part thereof.

GM 145.A.55(a) Maintenance records

1. Properly executed and retained records provide owners, operators and maintenance personnel with information essential in controlling unscheduled and scheduled maintenance, and trouble shooting to eliminate the need for re-inspection and rework to establish airworthiness.

The prime objective is to have secure and easily retrievable records with comprehensive and legible contents. The aircraft record should contain basic details of all serialised aircraft components and all other significant aircraft components installed, to ensure traceability to such installed aircraft

component documentation and associated maintenance data as specified in 145.A.45.

2. Some gas turbine engines are assembled from modules and a true total time in service for a total engine is not kept. When owners and operators wish to take advantage of the modular design, then total time in service and maintenance records for each module is to be maintained. The maintenance records as specified are to be kept with the module and should show compliance with any mandatory requirements pertaining to that module.
3. Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics etc. When these things have been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to DGCA for acceptance.

NOTE: Additional maintenance may be required.

4. The maintenance record can be either a paper or computer system or any combination of both.
5. Paper systems should use robust material which can withstand normal handling and filing. The record should remain legible throughout the required retention period.
6. Computer systems may be used to control maintenance and/or record details of maintenance work carried out. Computer systems used for maintenance should have at least one backup system which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

GM 145.A.60(a) Occurrence reporting

The organisation responsible for the design is normally the TC holder of the aircraft, engine or propeller and/or if known the STC holder.

GM 145.A.60(c) Occurrence reporting

Each report should contain at least the following information:

- (i) Organisation name and approval reference.
- (ii) Information necessary to identify the subject aircraft and / or component.

- (iii) Date and time relative to any life or overhaul limitation in terms of flying hours/cycles/landings etc. as appropriate.
- (iv) Details of the condition as required by 145.A.60(b).
- (v) Any other relevant information found during the evaluation or rectification of the condition.

GM 145.A.65(c)(1) Safety and quality policy, maintenance procedures and quality system

The purpose of this GM is to give guidance on just one acceptable working audit plan to meet part of the needs of 145 .A. 65 (c) 1. There are any numbers of other acceptable working audit plans.

1. The proposed plan lists the subject matter that should be covered by the audit and attempts to indicate applicability in the various types of workshops and aircraft facilities. The list should therefore be tailored for the particular situation and more than one list may be necessary. Each list should be shown against a timetable to indicate when the particular item is scheduled for audit and when the audit was completed

2.

PARA	Comment	HANGAR	ENGINE	MECH	AVIONIC
			Workshop	Workshop	Workshop
145 .A.25		Yes	Yes	Yes	Yes
145.A.30		Yes	Yes	Yes	Yes
145.A.35		yes	Yes	Yes	Yes
145 .A.40		yes	Yes	Yes	Yes
145 .A.42		yes	Yes	Yes	Yes
145 .A.45		yes	Yes	Yes	Yes
145 .A.47		yes	Yes	Yes	Yes
145.A.50		yes	Yes	Yes	Yes
145.A.55		yes	Yes	Yes	Yes
145.A.60		yes	Yes	Yes	Yes
145.A.65		yes	Yes	Yes	yes
2.1	MOE	yes	Yes	Yes	yes
2.2	MOE	yes	Yes	Yes	yes
2.3	MOE	yes	Yes	Yes	yes
2.6	MOE	yes	Yes	Yes	yes
2.7	MOE	yes	Yes	Yes	yes
2.9	MOE	yes	Yes	Yes	yes
2.10	MOE	yes	No	No	no
2.11	MOE	yes	Yes	Yes	yes
2.12	MOE	yes	Yes	Yes	yes

2.13	MOE	yes	Yes	Yes	yes
2.15	MOE	yes	No	No	no
2.19	MOE	yes	Yes	Yes	yes
2.20	MOE	yes	Yes	Yes	yes
2.21	MOE	if appl	If appl	if appl	if appl
2.22	MOE	yes	Yes	No	no
2.23	MOE	yes	No	No	no
2.24	MOE	yes	Yes	Yes	yes
2.25	MOE	yes	Yes	Yes	yes
2.26	MOE	yes	Yes	Yes	yes
2.27	MOE	yes	Yes	Yes	yes
2.28	MOE	yes	Yes	Yes	yes
L2.1	MOE	if appl	No	No	no
L2.2	MOE	if appl	No	No	no
L2.3	MOE	if appl	No	No	no
L2.4	MOE	if appl	No	No	no
L2.5	MOE	if appl	No	No	no
L2.6	MOE	if appl	No	No	no
L2.7	MOE	if appl	No	No	no
3.9	MOE	if appl	If appl	if appl	if appl
3.10	MOE	if appl	If appl	if appl	if appl
3.11	MOE	if appl	If appl	if appl	no
3.12	MOE	yes	Yes	No	no
3.13	MOE	yes	Yes	Yes	yes
3.14	MOE	yes	Yes	Yes	yes
145.A.65		yes	Yes	Yes	yes
145 .A.70		yes	Yes	Yes	yes
145 .A.75		yes	Yes	Yes	yes
145 .A. 80		yes	Yes	Yes	yes
145 .A.85		yes	Yes	Yes	yes

Note 1 :“if appl” means if applicable or relevant.

Note 2: In the line station case all line stations should be audited at the frequency agreed by DGCA within the limits of AMC 145.A.65(b).

GM 145.A.70(a) Maintenance organisation exposition

1. The purpose of the maintenance organisation exposition (MOE) is to set forth the procedures, means and methods of the organisation.

2. Compliance with its contents will assure compliance with the requirements of CAR-145, which is a pre-requisite to obtaining and retaining an approved maintenance organisation certificate.

3. 145.A.70 (a)(1) to (a)(11) constitutes the 'management' part of the MOE and

therefore could be produced as one document and made available to the person(s) specified under 145.A.30 (b) who should be reasonably familiar with its contents. 145.A.70(a)(6) list of certifying staff may be produced as a separate document.

4. 145.A.70 (a)(12) constitutes the working procedures of the organisation and therefore as stated in the requirement may be produced as any number of separate procedures manuals. It should be remembered that these documents should be cross-referenced from the management MOE.
5. Personnel are expected to be familiar with those parts of the manuals that are relevant to the maintenance work they carry out.
6. The organisation should specify in the MOE who should amend the manual particularly in the case where there are several parts.
7. The quality manager should be responsible for monitoring the amendment of the MOE, unless otherwise agreed by DGCA, including associated procedures manuals and submission of the proposed amendments to DGCA.
8. The MOE should cover four main parts:
 - a) The management MOE covering the parts specified earlier.
 - b) The maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft will be maintained to the required standard.
 - c) The quality system procedures including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel.
 - d) Contracted operator procedures and paperwork.

- 9 The accountable manager’s exposition statement as specified under 145.A.70 (a)(1) should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.

‘This exposition and any associated referenced manuals defines the organisation and procedures upon which DGCA CAR -145 approval is based as required by -145.A.70. These procedures are approved by the undersigned and should be complied with, as applicable, when work/orders are being progressed under the terms of the CAR-145 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by DGCA from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that DGCA will approve this organisation whilst DGCA is satisfied that the procedures are being followed and work standards maintained. It is further understood that DGCA reserves the right to suspend, limit or revoke the approval of the organisation if DGCA has evidence that procedures are not followed or standards not upheld.

Signed.....

Dated.....

Accountable Manager and(quote position)

For and on behalf of (quote organisation’s name).....’

Whenever the accountable manager changes it is important to ensure that the new accountable manager signs the paragraph 9 statement at the earliest opportunity.

Failure to carry out this action could invalidate the CAR -145 approval.

10. When an organisation is approved against any other CAR containing a requirement for an exposition, a supplement covering the differences will suffice to meet the requirements except that the supplement should have an index showing where those parts missing from the supplement are covered.

- - -



DIRECTORATE GENERAL OF CIVIL AVIATION

DETAILS OF MANAGEMENT PERSONNEL REQUIRED TO BE ACCEPTED AS SPECIFIED IN CAR 145.

1. Name:

2. Position:

3. Qualifications relevant to the item (2) position:

4. Work experience relevant to the item (2) position:

Signature:Date:

On completion, please send this form under confidential cover to DGCA.

DGCA USE ONLY

Name, Designation and signature of DGCA Official accepting this person:

Signature: _____

Date: _____

Name : _____

Office : _____

CAR-145 APPROVAL RECOMMENDATION REPORT

PART 1: GENERAL

Name of organisation:

Approval reference:

Requested approval rating/
CA Form 3 dated*:

FAA FAR 145 Cert No.
(If app.)

Address of Facility Audited:

Period covered under Audit: From: _____ To: _____

Date(s) of Audit:

Audit reference(s):

Persons interviewed:

DGCA Official(s) Names:

Signature(s):

DGCA office:

Date of Form 6 Part 1 completion:

*delete where applicable

CAR-145 APPROVAL RECOMMENDATION REPORT

CA FORM 6

PART 2: CAR -145 COMPLIANCE AUDIT REVIEW

The five columns may be labeled & used as necessary to record the approval class &/or product line reviewed. Against each column used of the following CAR -145 sub-paragraphs please either tick (√) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject					
145.25	Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.30	Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.35	Certifying Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.40	Equipment, Tools, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.42	Acceptance of Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.45	Maintenance Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.47	Production Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.50	Certification of Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.55	Maintenance Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.60	Occurrence Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.65	Procedures & Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.70	See Part 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.75	Privileges of AMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.80	Limitations on AMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.85	Changes to AMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.90	Continued Validity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DGCA officer(s):	Signature(s):
DGCA office:	Date of Form 6 part 2 completion

CAR -145 APPROVAL RECOMMENDATION REPORT		CA FORM 6
PART 3: Compliance with 145.A.70 Maintenance organisation exposition		
Please either tick (✓) the box if satisfied with compliance; or if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.		
Part 1 Management		
1.1		Corporate commitment by the accountable manager
1.2		Safety and Quality Policy.
1.3		Management personnel.
1.4		Duties and responsibilities of the management personnel.
1.5		Management Organisation Chart.
1.6		List of Certifying staff (Note: a separate document may be referenced).
1.7		Manpower resources.
1.8		General description of the facilities at each address intended to be approved.
1.9		Organisations intended scope of work.
1.10		Notification procedure to DGCA regarding changes to the organisation's activities/ approval / location / personnel
1.11		Exposition amendment procedures.
Part 2 Maintenance Procedures		
2.1		Supplier evaluation and subcontract control procedure.
2.2		Acceptance/inspection of aircraft components and material from outside contractors.
2.3		Storage, tagging, and release of aircraft components and material to aircraft maintenance.
2.4		Acceptance of tools and equipment.
2.5		Calibration of tools and equipment
2.6		Use of tooling and equipment by staff (including alternate tools).
2.7		Cleanliness standards of maintenance facilities.
2.8		Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
2.9		Repair procedure.
2.10		Aircraft maintenance programme compliance
2.11		Airworthiness Directives procedure
2.12		Optional modification procedure.
2.13		Maintenance documentation in use and completion of same.
2.14		Technical record control.

CAR -145 APPROVAL RECOMMENDATION REPORT		CA FORM 6
PART 3: Compliance with 145.A.70 Maintenance organisation exposition		
2.15		Rectification of defects arising during base maintenance
2.16		Release to service procedure
2.17		Records for the operator.
2.18		Reporting of defects to DGCA /Operator/Manufacturer
2.19		Return of defective aircraft components to store.
2.20		Defective components to outside contractors
2.21		Control of computer maintenance record systems
2.22		Control of man-hour planning versus scheduled maintenance work.
2.23		Control of critical tasks.
2.24		Reference to specific maintenance procedures.
2.25		Procedures to detect and rectify maintenance errors.
2.26		Shift / task handover procedures.
2.27		Procedures for notification of maintenance data inaccuracies and ambiguities to the type certificate holder.
2.28		Production planning procedures
Part L2 Additional Line Maintenance Procedures		
L2.1		Line maintenance control of aircraft components, tools, equipment, etc.
L2.2		Line maintenance procedures related to servicing/fuelling/de-icing
L2.3		Line maintenance control of defects and repetitive defects
L2.4		Line procedure for completion of technical log
L2.5		Line procedure for pooled parts and loan parts
L2.6		Line procedure for return of defective parts removed from aircraft
L2.7		Line procedure for control of critical tasks
Part 3 Quality System Procedures		
3.1		Quality audit of organisation procedures.
3.2		Quality audit of aircraft
3.3		Quality audit remedial action procedure.
3.4		Certifying staff qualification and training procedure.
3.5		Certifying staff records.

CAR -145 APPROVAL RECOMMENDATION REPORT		CA FORM 6
PART 3: Compliance with 145.A.70 Maintenance organisation exposition		
3.6		Quality audit personnel
3.7		Qualifying inspectors.
3.8		Qualifying mechanics
3.9		Aircraft / aircraft component maintenance tasks exemption process control.
3.10		Concession control for deviation from organisation's procedures.
3.11		Qualification procedure for specialised activities such as NDT, welding etc.
3.12		Control of manufacturers' and other maintenance working teams
3.13		Human Factors training procedure
3.14		Competence assessment of personnel
Part 4		
4.1		Contracted operators
4.2		Operator procedures/paperwork
4.3		Operator record completion
Part 5 Appendices		
5.1		Sample Documents
5.2		List of sub-contractors
5.3		List of Line maintenance locations
5.4		List of CAR-145 organisations
Date of Form 6 part 3 completion:		
MOE Reference:		MOE Amendment:
DGCA official(s):		Signature(s):
DGCA office:		Date of Form 6 part 3 completion:

CAR -145 APPROVAL RECOMMENDATION REPORT

CA FORM 6

Part 4: Findings CAR-145 Compliance status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 reference	Audit reference(s): Findings	Level	Corrective action		
			Date Due	Date Closed	Reference

CAR -145 APPROVAL RECOMMENDATION REPORT

CA FORM 6

Part 5: CAR-145 Approval or continued approval or change recommendation*

Name of organisation:

Approval reference:

Audit reference(s):

The following CAR -145 scope of approval is recommended for this organisation:

Or, it is recommended that the CAR -145 scope of approval specified in CA Form 3 referenced be continued.

Name of recommending DGCA Officer:

Signature of recommending DGCA Officer:

DGCA office:

Date of recommendation:

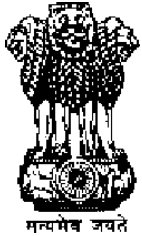
Form 6 review (quality check) :

Date:

Application Form

CA Form 2

CA Form 2



DIRECTOR GENERAL OF CIVIL AVIATION, INDIA

CAR 145 APPROVAL

Application for:

Initial grant

Renewal

Variation

1. Registered name of the applicant:
2. Trading name (if different):
3. Address requiring approval:
4. Tel: _____ Fax _____ E-Mail _____
5. Scope of CAR 145 approval relevant to this application:
(See page 2 for possibilities)
6. Position and name of the (proposed*) Accountable Manager: _____
7. Fees as per Rule 133C of the Aircraft Rules: _____
8. Signature of the proposed* Accountable Manager: _____
9. Place: _____
10. Date: _____

Note: When completed this form shall be sent to concerned regional airworthiness office for organisations based in India and to DGCA Hdqrs for organisations based outside India.

*Applicable only in the case of a new CAR-145 Applicant.

Page 2 – SCOPE OF CAR 145 APPROVAL AVAILABLE

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes/airships above 5700 Kg	Quote aeroplane/airship type		
	A2 Aeroplanes/airships 5700 Kg and below	Quote aeroplane/airship manufacturer or group or type		
	A3 Helicopters	Quote helicopter manufacturer or group or type		
	A4 Aircraft other than A1, A2 or A3	Quote aircraft type or group		
ENGINES	B1 Turbine	Quote engine type		
	B2 Piston	Quote engine manufacturer or group or type		
	B3 APU	Quote engine manufacturer or type		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	Quote aircraft type or aircraft manufacturer or component manufacturer or the particular component and or cross refer to a capability list in the exposition.		
	C2 Auto Flight			
	C3 Comms and Nav			
	C4 Doors – Hatches			
	C5 Electrical Power			
	C6 Equipment			
	C7 Engine – APU			
	C8 Flight Controls			
	C9 Fuel – Airframe			
	C 10 Helicopter – Rotors			
	C 11 Helicopter – Trans			
	C12 Hydraulic			
	C 13 Instruments			
	C14 Landing Gear			
	C15 Oxygen			
	C16 Propellers			
	C17 Pneumatic			
	C 18 Protection ice/rain/fire			
	C19 Windows			
	C20 Structures			
SPECIALISED SERVICES	D1 Non destructive Insp.	Quote particular NDT method		
With reference to the above scope of approval and item 5 on page 1, please complete in the following example style, but relevant to your organization.				
A1 Base & Line Boeing 737-200		B2 Lycoming Piston		
A2 Base Piper PA34		B3 Garrett GTC85		
A2 Base & Line Cessna Piston Twins		C2 SFENA		
A3 Bell 206/212		C4 Boeing 747		
B1 CFM 56		D1 Eddy Current		
There maybe any number of types/manufacturers, etc. listed against each rating.				