AAC No. 6 of 2018
Issue Date: 18 September, 2018
Rev. 1, dated 13 October 2026

GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
DIRECTOR GENERAL OF CIVIL AVIATION

AIRWORTHINESS ADVISORY CIRCULAR

Subject: **CAR 145 organisations - Procedures for Approval/ Renewal/ Change in the scope of approval**

1. Introduction:

1.1 Rule 133B of the Aircraft Rules 1937 stipulates that organisations engaged in the maintenance of aircraft and aircraft components shall be approved. Further, CAR 145 specifies the requirements to be met by organizations seeking approval under Rule 133B to conduct aircraft maintenance. The CAR also specifies the conditions for issue, renewal, suspension and revocation of certificates attached to the approval and privileges thereof.

1.2 This circular explains the procedures and guidelines to be followed by organisation for seeking approval and DGCA for granting approval to an applicant for issuance/ extension/ renewal of approval under CAR 145.

1.3 Five-phase process shall be followed for grant of approval. The five-phase shall consist of pre-application phase, formal application phase, documentation evaluation phase, inspection and demonstration phase, and certification phase.

1.4 It is important to note that this circular is for guidance purpose only and on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards. The provision of this circular are complimentary to the requirements of CAR 145.

2. Regulatory References:

2.1 Rule 133B of Aircraft Rule, 1937
2.2 Rule 133C of Aircraft Rule, 1937
2.3 CAR 145

3. Initial Issue of a CAR 145 Approval- Application Process

3.1 Objective

The objective of this circular is to describe how the maintenance organisation shall proceed when applying for CAR 145 approval and how DGCA will handle the initial investigation, renewal and the continued oversight of the approval of the maintenance organisation according to CAR 145 requirements.

4. Pre-Application Phase

4.1 During this phase, the prospective applicant can make initial enquiry regarding regulatory requirements/ processes to be followed to obtain the approval.

4.2 Once an applicant's letter of intent has been submitted to concern DGCA office, the latter will schedule a pre-application meeting. This meeting can be held online or in physical mode at DGCA office. Applicant should be briefed during this meeting on the AMO certification process under CAR 145, applicable regulation, including guidance on the completion of the application form and conformance document. Director of Airworthiness, or his delegate, is the person responsible to conduct and offer guidance at this pre-application meeting. The applicant's team should be represented by the Accountable Manager and the proposed Compliance Monitoring Manager etc. It will also be explained to the applicant at this time the need for an appropriate person designated as the focal point for the company during the AMO certification process. It is preferable that this designated person be a senior technical member or the Compliance Monitoring Manager and he/she will serve as the coordinator for the applicant during the Certification Process. One of the functions of this person will be to assure that all the findings issued by the DGCA are directed to, and properly addressed by the appropriate personnel within the organisation. It will be much more efficient for the certification team to track the status of findings and comments through this person rather than several persons responsible for specific areas. Another function of this focal point will be to arrange the on-site visits and ensure that the appropriate personnel will be present and available.

Note: *During any meeting with the applicant, minutes should be kept and recorded in the relevant files.*

As a minimum, the following points will be discussed during this meeting:

i. The specific requirements particular to the proposed scope of work, and relevant regulatory requirements (CARs, circulars etc.);
ii. The qualifications and experience required for the nominated post holders;
iii. The certification process: the applicant must closely liaise with the DGCA certification team;
iv. The required form and content of the Formal Application and its attachment;
v. The fee, which shall accompany the formal application.

4.3 During the initial meeting, the applicant will be intimated to submit the formal application along with the requisite documents to the concerned DGCA office where the organisation is based.

5. Formal Application Phase

5.1 An application for an initial approval on CA Form 2 (Appendix VII to CAR-145) shall be made to DGCA through eGCA along with the following documents:

Guidelines for completion of CA Form-2 is annexed as **Appendix 1**

5.2 Following documents will be required to be submitted:

a) CA form 4 along with resume for post holders (Guidelines for completion of CA Form-4 is annexed as **Appendix 2)**
b) Applicable fees along with the certificate by the proposed Accountable Manager on the number of employees in the organisation for determining the fees to be charged as per Rule 133C of Aircraft Rules, 1937

c) Para wise compliance report of CAR 145 along with evidences
d) MOE Conformance Document /Associated procedure Manual
e) Evidence of registered name of organisation as mentioned in CA form 2
f) Pre-audit report performed by the organisation against the applicable requirements provided for in CAR-145
g) Schedule of Events describing the list of activities, and/or facility acquisitions, which must be accomplished or made ready, including the dates on which they will be ready for the DGCA to inspect. The schedule should be realistic and contains sufficient flexibility to allow for unforeseen contingencies.

Note: The intended scope of approval should be detailed as much as possible. It should mention class and the ratings sought.

5.3 Upon receipt of application, the same will be scrutinised to determine eligibility and completeness of the application according to CAR 145.

5.4 Incorrect or incomplete application will not be processed further and the applicant will be notified accordingly.

5.5 While submitting the application, the applicant should provide evidence of compliance of following requirements:-

a) **Personnel Requirements:** Compliance of regulation as stated in 145.A.30 Personnel requirements. The persons nominated in accordance with CAR 145.A.30 to function as Accountable Manager, Base Maintenance Manager, Line Maintenance Manager, Workshop Manager, Safety Manager and Compliance Monitoring Manager, as applicable.

b) **Facility Requirements**: Compliance of regulation as stated in 145.A.25 Facility requirements and related AMC of CAR 145, as appropriate.

5.6 **Allocation of the Certification team**

5.6.1 Upon receipt of the application at DGCA office, and prior to the Formal Application Meeting, a "Certification Team headed by Dy. Director of Airworthiness" is assigned to oversee the AMO certification process of the new applicant by the Director of Airworthiness. The certification team may consist of one or more additional team members. The size of the team may vary depending upon:

a) Size of the applicant organization;
b) Complexity of the organization approval applied for;
c) Number of sites proposed to be covered by the approval;
d) Nature of the services to be covered by the organization and its impact to aviation safety.

5.6.2 Scheduling of Formal Application meeting: The concerned head of the airworthiness will intimate the date of formal application meeting through eGCA. Prior to scheduling the formal application meeting, the certification team will initially review the application package and make a determination of its acceptability. The team leader will provide notification of acceptance or rejection of the formal application.

5.6.3 The main objectives of the formal application meeting are to:
a) Introduce the Organization's Management personnel to the DGCA

Maintenance Certification Team.

b) Assure that the applicant's maintenance team understands the AMO certification process.
c) Resolve the queries raised by the Applicant, if any.
d) Provide an initial comment on the parawise compliance report of CAR 145 provided by the applicant.
e) Discuss and agree upon the target dates for the various phases outlined in the Schedule of Events. Schedule of Events will be scrutinised for realistic timelines which will be mutually agreed. Any change in the timelines may affect the process.

6. Document Evaluation Phase

The application and the documents will be evaluated in accordance with procedures documented in APM, Part II, Chapter 3 in conjunction with CA Form 6. The evaluation and assessment shall consist of following items:

a) Evaluation and acceptance of Post holders and other nominated personnel and completion of CA Form 4
b) Review of Para wise CAR compliance of CAR 145
c) Review of MOE and associated procedures
d) Review of associated procedure manuals, as applicable

6.1 Evaluation and acceptance of Post holders and other personnel and completion of CA Form 4

6.1.1 The Accountable Manger should demonstrate to DGCA that he has a reasonable understanding of applicable regulations and of his role within the approved organisation, but also that he has all necessary means, in particular financial, to fulfil the Accountable Manager's duties as detailed in the MOE. The Accountable Manager is accepted via approval of the MOE containing the Accountable Manager's commitment statement.

6.1.2 The proposed post holders are required to demonstrate to DGCA appropriate essential requirements of qualification, experience in accordance with 145.A.30 and are competent to perform the function. If satisfied, the formal acceptance of the post holders is granted through the corresponding CA Form 4 by DGCA. Once the post holders have been accepted by the DGCA, the names of the post holders shall be included in the MOE.

6.1.3 The organisation shall have adequate appropriate aircraft rated certifying staff and support staff listed in their MOE.

6.2 Review of Para wise compliance report of CAR 145

The maintenance organisation shall identify and analyse the maintenance processes intended to be included in the CAR-145 approval and ensure compliance of such processes with CAR-145 requirements "as amended" and applicable DGCA circular(s) in the form of parawise compliance of CAR 145.

The Certification Team will evaluate the parawise compliance report of CAR 145. If the compliance report needs further work, it should be returned to the AMO together with the comments summary as an attachment to an Audit Finding Form.

6.3 **Review of MOE and associated procedures:**

6.3.1 The maintenance organisation shall identify and analyse the maintenance processes intended to be included in the CAR 145 approval and ensure compliance of such processes with CAR 145 regulation "as amended" and applicable DGCA circular which are available on the DGCA web site. Based upon the analysis /review the maintenance organisation shall develop and provide the applicable draft of the MOE (including associated list(s) and procedure(s) as applicable.

6.3.2 The Certification Team will evaluate the AMO Organization's draft MOE including associated list(s) and procedure(s) as applicable to ensure full compliance with the applicable requirements and in order to establish that it complies with 145.A.70 against the compliance statement of CAR 145. The evaluation will be conducted using the DGCA Checklist given in CA Form 6 Part 3. The Checklist must be used in conjunction with parawise compliance report of CAR 145 to record queries, topics to be checked on audit and unsatisfactory items. If the MOE Manual needs further work, it should be returned to the AMO together with the comments summary as an attachment to an Audit Finding Form. The MOE must include the subject headings listed in AMC 145.A.70 (a) and reflect the preferred procedures. The DGCA officer is required to establish that the procedures specified in the exposition are in compliance with the intent of CAR 145 and then to establish if these procedures are, actually, intended for use.

6.3.3 When the proposed exposition is not acceptable (i.e. procedures or required information not available, not compliant with CAR-145 requirements and this circular and therefore could not be reviewed within the allocated time, the assigned team leader is required to return the draft MOE back to the maintenance organisation for corrections. The assigned DGCA officer will notify in writing the Applicant of the non-compliance's and/or corrections. A copy of this notification letter should also be inserted in the AMO's Certification file appropriate section (correspondence).The maintenance organisation will have to re-draft the MOE in accordance with the relevant CAR requirements.

6.4 **Corrective Actions**

6.4.1 On the basis of the findings against the MOE, the AMO is responsible for the relevant corrective actions / modifications required by the DGCA. The certification team members must properly track each item in order to ensure its rectification.

6.4.2 If after several exchanges, should the maintenance organisation still fail to provide acceptable documents (MOE Associated lists, procedures), DGCA will determine the most appropriate actions including termination of the application.

6.4.3 MOE approval will be accomplished when all items identified in the CA Form 6, Part 3, have been identified and evaluated as satisfactory.

7. Inspection and Demonstration Phase

7.1 Internal audit report from the maintenance organisation's Compliance Monitoring department.

7.1.1 Once the draft of the MOE and the applicable CA Forms 4 are confirmed as being acceptable by Certification team, the maintenance organisation's Compliance

Monitoring department shall audit the maintenance organisation in full for compliance with the MOE and CAR145 regulation “as amended”. All relevant regulation/guidance dealing with specific technical matters (i.e. certifying staff, line maintenance, composite repairs, etc.) as applicable to the specific maintenance organisation, shall be also used as reference.

7.1.2 A statement signed by the organization’s Compliance Monitoring Manager shall be provided to the DGCA before the audit takes place confirming that processes, facilities, documentation, tools, equipment, material, components and personnel subject to the application have been reviewed and audited showing compliance with all applicable CAR-145 requirements. This means that all findings raised during this internal audit must have been closed with appropriate corrective actions before issuing this statement. The relevant internal audit report(s) including the associated corrective actions shall be provided by the maintenance organisation along with the Compliance Monitoring Manager statement to the DGCA.

7.2 **Preparation of the Audit**

7.2.1 After receipt of the Compliance Monitoring Manager statement and the internal Compliance Monitoring audit report, the Certification team may initiate the on-site investigation in accordance with Airworthiness Procedure Manual. The maintenance organisation shall provide any necessary administrative support in order to complete the inspection. Detailed procedures as documented in APM, Part II, and Chapter 3 for approval of CAR 145 Organisation should be followed to assess the capability of the organisation to undertake the function. The Team leader will:

a) Liaise with the maintenance organisation for scheduling the audit;
b) Prepare and notify the maintenance organisation of the audit program through eGCA.

Note: In case of modification to the initial application, the maintenance organisation shall notify DGCA before the inspection takes place by sending a revised CA Form 2 through eGCA.

7.3 **On-Site Inspection(s)**

7.3.1 The certification team shall start the inspection with an opening meeting with the maintenance organization’s management and where possible with the Accountable Manager. During the on-site inspection phase the facilities, services, procedures, tools and equipment of the AMO organization are assessed for acceptability. The following points shall be considered when carrying out the meeting:

a) Confirmation of the audit schedule including objectives and scope of the audit.
b) Confirmation of the required interviews / availability of the people involved in the CAR-145 process.
c) Explanation on the method used for reporting non conformities.
d) Confirmation of the applicable regulation and standards

7.3.2 During the on-site Audit, each member of Audit team to be accompanied by a senior technical member, preferably the Compliance Monitoring Manager of the AMO. Progressively complete the CA Form 6, Part 2 & 4, recording any findings against the sub-paragraph of the requirement and the applicable area of the audit, following the

completion instructions. All findings must be confirmed in writing to the organisation. The audit report form should be the CA Form 6. The Certification team should inform to the Compliance Monitoring Manager for necessary corrective action.

7.3.3 The certification team is required to inform Head of the Airworthiness about any inconsistencies including the number of staff required to meet the manpower requirements of the approval scope and rating as detailed in CAR 145.A.30 and the manpower aspects of CAR 145.A.30 (d) and as detailed in the MOE.

7.3.4 If the inspection leads to significant and/or numerous discrepancies, this would show insufficient understanding / compliance of the maintenance organisation and a lack of effectiveness of the management system (Compliance Monitoring and Safety) system. In that case, DGCA may take the decision and inform the maintenance organization accordingly:

a) To terminate the application. If the maintenance organisation wish to re-apply for CAR 145 approval, a new application need to be submitted to DGCA;
b) To limit the requested scope of work;
c) Not to accept the concerned post holders and/or nominated personnel as defined in CAR 145.A.30 (a) & (b).

7.3.5 For an initial audit the findings shall not be classified as Level 1 or 2 as the maintenance organisation is not approved. A maximum of three months is allowed to take corrective action for each finding raised during the initial audit. Failure to close these findings during the agreed period without adequate justification could lead DGCA to terminate the application.

7.3.6 Depending on the extent and nature of the findings and the delay of corrective actions implementation, an additional audit may be necessary.

7.3.7 The certification team will follow up the closure of all findings identified during the inspection. When it is satisfied with the actions that have been taken by the Organization in respect of the findings raised during the audit the same should be closed.

7.4 **Recommendation.**

Once the maintenance organization's compliance with CAR 145 has been established and all findings are closed, the Certification team will make a recommendation to issue the CAR 145 approval to the maintenance organisation. This includes the recommendation for MOE, associated documents approval and management personnel acceptance.

Note: In the case, it appears necessary to adjust the requested scope of approval, then a CA Form 2 shall be resubmitted reflecting the scope of approval to be recommended.

8. Certification Phase

8.1 The recommendation package (Document review and the on-site audit report including closure of findings) will be reviewed for compliance and accuracy. A quality review of the CA Form 6 Approval Recommendation Report should be carried out by the DAW. The review should take into account the relevant paragraphs of CAR-145, the details of finding and the closure action taken.

8.2 Once satisfied, the concerned DGCA office shall formally approve the application and the following documents will be issued to the applicant

a) the approval certificate CA Form 3;
b) the approval letter of the MOE together with its associated document;
c) the nominated personnel CA Form 4s;

8.3 Following documents will be available in the respective eGCA application data base:

a) Application/ CA Form 2
b) CA Form 4s along with supporting documents/evidences and copy of acceptance letter
c) MOE approval letter and file record
d) DGCA / CA Form 6, Parts 1, 2, 3, 4, 5
e) Parawise compliance report of CAR 145
f) Team Report and Audit Finding Closure documents
g) Approval Certificates/CA Form 3

9. Change to CAR 145 approval (145.A.85)

9.1 An application for change of CAR 145 Maintenance Organisation approval should be made to the concerned DGCA office by using the CA Form 2 along with the following documents through eGCA:

a) Soft and hard copy of amended MOE and associated procedure manuals;
b) Para wise CAR 145 compliance report along with relevant supporting documents.
c) Details of personnel including post holders
d) No. of employees certified by the Accountable Manager;
e) Applicable fees as per Rule 133C of Aircraft Rules, 1937.

9.2 The guidelines for initial approval process will be followed by the concerned DGCA office for change in scope of approval, except the pre-application phase.

10. Renewal of an approval (145.A.90)

10.1 An application for renewal of CAR 145 Maintenance Organisation approval should be made to the concerned DGCA office by using the CA Form 2 along with the following documents;

a) Internal audit report and status of closure of findings of the organisation;
b) Validity and scope of approval of organisation, as relevant;
a) No. of employees certified by the Accountable Manager;
b) Applicable fees as per Rule 133C of Aircraft Rules, 1937.

10.2 Every maintenance organisation shall be audited such that within a period of 24 months all processes are covered under the audit. An oversight planning cycle not exceeding 24 months shall be applied on all approved maintenance organisation. In addition to this regional/ sub-regional officers are expected to carry out spot checks to ensure the compliance of CAR 145 requirements.

11. Records

All the records related to approval/changes to the approval and oversight will be available in the respective eGCA application data base.

Note: CA Form 2, 4 & 6 has been embedded into the respective eGCA Services.

12. Surveillance/ Audit

12.1 Internal Audits by the Organisation:

12.1.1 The Compliance Monitoring Manager/Safety Manager of the approved organisation should develop procedure to carry out periodical planned and unplanned audits to ensure proper compliance of the documented procedures as per approved MOE.

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

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

12.1.4 In case there is any violation of the approved procedures, the Compliance Monitoring Manager/Safety Manager is required to investigate the same and take necessary action under intimation to DGCA.

12.2 Surveillance by DGCA:

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

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

12.2.3 In case there is any violation of the approved procedures, the DGCA should investigate the same and take necessary action as per the procedure detailed in the Enforcement Policy and Procedure manual against the organisation.

Sd/-
(Maneesh Kumar)
Joint Director General
for Director General of Civil Aviation

Appendix 1

Guideline for filling CA Form 2

Application for: **Initial grant** **Renewal** **Variation**	Tick the appropriate Heading
1. Registered Name of the applicant	Enter the full **name of the company** as it appears on the Certificate of Incorporation/ Registration or similar legal document stating name of the company. A copy of the Certificate of Incorporation/ Registration or similar legal document stating name of the company shall be provided together with an Initial application or an application for name change.
2. Trading name	If the organisation is using a Trade name differing from the registered company name, indicate it here, otherwise enter "Not applicable".
3. Address requiring approval	Enter the address of the Principal Place of Business (PPB) as per CAR-145 regulation i.e. the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised. Enter the address (es) of any additional site(s) used by the organisation, where CAR-145 functions are exercised, where the organisation is performing maintenance or having offices (ex. Office of the Accountable Manager, Records Archive, additional Base Maintenance facilities, etc). Enter the address (es) of the line maintenance location(s). All the line stations shall be listed where the organizations applying to A1, A2, A3 & A4 ratings. [Duplicate the table to add as many additional sites as necessary]
4. Tel: Fax Email	Mention official telephone number, Fax and Email of Accountable Manager, Compliance Monitoring Manager, Organisation general email and Nodal Official, if any.
5. Terms of approval and Scope of work relevant to this application	Describe the scope of the application. In case of an initial application basically the maintenance organisation shall summarise the requested ratings without specifying the A/C, engine/APU types e.g.:

	• A1 line and base maintenance; A2 line maintenance only • B1; C2; C14 • Specialized activities in the course of maintenance. In case of application for revision of initial application, only indicate the relevant change.
6. Position and name of the (Proposed*) Accountable Manager	Enter the full details of the proposed Accountable Manager. The term "proposed" only remains applicable until the application has been approved.
7. Fees as per Rule 133C of the Aircraft Rules	Detail of fees along with certificate of number of employees of the organisation
8. Signature of the (Proposed*) Accountable Manager	Signature of the Accountable Manager*. **Important note**: Do not forget to sign the application form, unsigned application will not be accepted.
9. Place	Enter the date of signature and the place in which the Accountable Manager* office is located. Note: In case of a new CAR-145 Applicant or in case of change of Accountable Manager the signature of the proposed Accountable Manager is required.
10. Date	

Page 2 – SCOPE OF CAR 145 Approval Requested	
Aircraft Rating Limitation	**A1 rating**: Quote the requested aircraft type(s) as defined in Appendix I to AMC to CAR 66 as amended. **A2 rating**: Quote the requested aircraft type(s) as defined in Appendix I to AMC to CAR 66 as amended. **A3 rating**: Quote the requested aircraft type(s) as defined in Appendix I to AMC to CAR 66 as amended. **A4 rating:** Quote the requested Aircraft series or type(s) - other than A1, A2, A3 ratings. **Line & Base:** For each aircraft type the maintenance organisation must define the type of maintenance by marking Yes or No in the column Base and/or Line maintenance activity. The definition to be included within the column "Limitation" of the Form 2 is the one addressed within the column No. 3 "type rating endorsement" of Appendix I to AMC to CAR 66 as amended. For example, when

	an organisation applies for an A1 rating (A319), the limitation of the Form 2 must only address the A319 and NOT the Airbus A318/A319/A320/A321.
Engine Rating Limitation	**B1 rating:** Quote the requested engine type(s) as defined in the engine TCDS. **B2 rating:** Quote requested engine manufacturer or group or type as defined by the OEM **B3 rating:** Quote the requested APU type(s) as defined by the OEM. The B rating is required for maintenance of engines according to the Engine shop Maintenance Manual. Note: For engines on wing maintenance under the A rating refer to Appendix II of CAR 145.
Components other than Complete Engines or APUs	**For the Cx ratings:** The requested class C rating shall be ticked. The Cx rating is required for maintenance of components according to the Component Maintenance Manual. Note: For maintenance of fitted components under the A & B ratings refer to Appendix II of CAR 145.
Specialized Services	Quote specialised activities (such as NDT, painting, welding, plating, plasma spray, heat treatment, etc.) intended to be performed in the “course of maintenance” under any rating (Ax, Bx or Cx). These activities do not need to be mentioned if contracted to another CAR145 AMO (as listed in MOE chapter 5.4).

Appendix 2

Management Personnel & CA Form 4 Filling Guidelines

1. Management personnel

1.1. The Management Personnel may be classified as following:

a) **The Accountable Manager** {145.A.30 (a)} shall be the person having the corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by CAR 145;

b) **The nominated personnel** {145.A.30 (b), (c), (ca)} shall be the group of person who is/are responsible for ensuring that the maintenance organisation complies with CAR-145. In any case these personnel shall directly report to the Accountable Manager. This (ese) manager(s) may delegate CAR-145 functions to other manager(s) working directly under their respective responsibility;

c) **The deputy nominated personnel** {145.A.30 (b)} shall be the group of person who are nominated to deputise any particular nominated personnel in case of lengthy absence of the said person.

d) **Other Manager(s)** {AMC 145.A.30 (b) 8}
Depending either on the size of the maintenance organisation or on the decision of the Accountable Manager, the maintenance organisation may appoint additional managers for any C A R -145 function(s). This manager(s) shall report ultimately to the nominated personnel identified to be responsible for the related CAR 145 function(s) and therefore by definition are not to be considered themselves as nominated personnel. As a consequence a manager can be only assigned duties (not responsibilities) of the nominated personnel to whom he/she reports.

e) **The Responsible NDT Level III** shall be the person designated by the maintenance organisation to 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 the European or equivalent Standard.

2. Management personnel requiring CA Form 4.

2.1. The following table summarises the various cases when an CA Form 4 is required, recommended or not required in order for the management personnel to be acceptable to the Competent Authority.

Management personnel	Form 4 required	Form 4 recommended	Form 4 Not required
Nominated personnel	**X**		
Accountable Manager			**X**
NDT Level III			**X**
Other Manager(s)			**X**
Deputy nominated personnel			**X***

*****_The MOE procedure shall make clear who deputise for any particular nominate personnel in the case of long absence of the said person. In any case it is the responsibility of the maintenance organisation to ensure that the deputy personnel demonstrates an equivalent level of qualifications and experience of the nominated personnel_

Note: A deputy nominated person is not intended to replace the post holder for an indefinite period of time. This particularly applies when a nominated person leaves the maintenance organisation; in such a case the new post holder has to be appointed in a reasonable period of time to be agreed with the competent authority (refers to 145.B.35).

3. Acceptance of the CA Form 4 post holders

3.1. Review of the documental evidences

The CA Form 4 is aimed to demonstrate that the CA Form 4 post holder is a person holding the minimum knowledge, background and experience according to the Minimum requirements for CA Form 4 post holder given below which is relevant to the position he/she holds. The CA Form 4s are reviewed by the Certification Team or Head of Airworthiness.

3.2. Post Holder Assessment

The CA Form 4 acceptance process may be complemented through an assessment of the proposed post holder(s) by the Certification Team or Director of Airworthiness.

The objective of the assessment interview is to verify, through sample checks, that the CA Form 4 post holder(s) meets the minimum requirements specified for the position and demonstrates an acceptable level of working knowledge and understanding of the maintenance organisation's procedures and the applicable CAR-145 requirements.

3.3. During initial approval process, a meeting with the Accountable Manager shall be convened to verify his compliance with the criteria addressed in Minimum requirements for CA Form 4 post holder. During the on-site audit of the initial certification process, every CA Form 4 post holder has to be met and in addition interviewed at the discretion of the assigned inspector.

3.4. Change of CA Form 4 post holders.

In case of change of CA Form 4 post holder, assessment should be conducted as mentioned at para 3.2 above.

3.5. **Formal acceptance of the CA Form 4 post holder(s).**

Once the Certification Team Leader is satisfied by:

a) the CA Form 4 documental evidences;
b) the assessment where applicable;
c) the CA Form 2;
d) the MOE,

He/she will recommend the acceptance of the CA Form 4 post holders in e-GCA Application file.

Guideline for filling CA Form 4

Subject	Completion Instructions
	Select the applicable Regulation by ticking the relevant box
1. Name	Enter the Name of the person proposed to hold the position
2. Position	Enter the position for which the person indicated in item (1) is proposed for approval.
3. Qualifications relevant to the item (2) position	Enter the qualifications hold by the person indicated in item (1) which are relevant to the item (3) position. Refer to the table below, column "Knowledge" for the minimum requirements that apply to the position identified in item (2) and evidences to be provided.
4. Work experience relevant to the item (2) position	List the previous work experiences of the person indicated in item (1) which are relevant to the item (3) position in the following format: ***period from/to- Position covered- company/organisation*** Refer to the table below, column "background and experience" for the minimum requirements that apply to the position identified in item (2)
5. Organisation	Enter the name of organisation which has nominated the proposed person for acceptance.

Signature	Signature of the person indicated in item (1) intended to be held. The CA Form 4 must be signed by the proposed person himself.
Date	Enter the date in which the CA Form 4 is signed by the person indicated in item (1)

Note: *Attach a detailed Curriculum Vitae dated & signed by the person indicated in item (1)*

Note: *Attach the relevant evidence to the CA Form 4 (ex. Aircraft type training courses, training certificates, etc.) or Attach a printout issued by the organization internal training system, dated & signed by the person indicated in item (1)*

Minimum Requirement for CA Form 4 Post Holder

Management Personnel		Knowledge – CA Form 4 - Qualification relevant to the Position				Background and Experience CA Form 4 – (Work Experience)	
		CAR 145 Environment		CAR 145 Product(s)			
CA Form 4 – (Position)		Requirement	Provide Evidence of	Requirement	Provide Evidence of	Requirement	Provide Evidence of
Accountable Manager (1)	145.A.30.(a)	145.A.30(a) Establish the Safety and Quality Policy Basic Understanding of CAR 145 HF Training Safety management System	Quality principles MOE Training CAR 145 HF Training SMS training	Not Required	Not Required	Not Required	Not Required
Base Maintenance Manager (BMM)/ Dy. BMM Line Maintenance Manager (LMM)/ Dy. LMM Workshop Manager (WM)/ Dy. WM Compliance Monitoring Manager Safety Manager	Nominated persons 145.A.30.(b) , (c) (c a) , Deputies 145.A.30.(b)	AMC1 145.A.30(CC) Working Knowledge of CAR 145 FTS Appendix VIII of CAR 145 HF Training Safety management System EWIS, CDCCL (as applicable)	Comprehensive knowledge of the MOE Comprehensive knowledge of CAR 145 and any associated requirement and procedure (3) Knowledge of maintenance standard (5) Fuel tank safety training Phase 1 Awareness (2) HF Initial Training SMS training Knowledge of EWIS, CDCCL when relevant (3)	Relevant knowledge of AMC1 145.A.30(CC)	Knowledge of a sample of aircraft type(s)/component(s) maintained, demonstrated by training course (6) or by an assessment performed by the component authority (3) Above requirement Plus Quality system and auditing technique training	Background and satisfactory experience related to aircraft or component maintenance	Practical experience and expertise in the application of aviation safety standards and safe maintenance practices, and five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position
Responsible Level 3 for NDT	AMC 145.A.30(f)	EN 4179/ NAS 410 as amended Refer AAC 2 of 2017 Thorough knowledge of written instructions, codes, standards		Through Knowledge of materials, components, NDT methods/Techniques used by the employer	Level 3 certification on at least one NDT method listed in the scope of the work of the organisation (4)	Not Required	Not Required

(1) In a small organisation where the AM is also having the role of any other management personnel as defined by AMC1 145.A.30 (b)(2), the requirements applicable to those personnel apply (eg. AM being also the Line maintenance manager)

(2) Applicable only to CAR 145 approved maintenance organizations involved in the maintenance of large aeroplanes (as defined in Appendix VIII to AMC 145.A .30(e) as amended) and fuel system components installed on such aeroplanes when the maintenance data are affected by CDCCL.These courses could be imparted by the CAR 145 organisation, or by a CAR147 organisation, or by any other organisation accepted by the DGCA.

(3) he/she shall demonstrate at least one method examination

(4) can be demonstrated by experience and /or appropriate training

(5) "relevant sample " means that those courses should cover typical systems embodied in those aircraft/ components being within the scope of approval