



GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
DIRECTOR GENERAL OF CIVIL AVIATION

AAC No. 2 of 2019
Dated: 21th January, 2019

AIRWORTHINESS ADVISORY CIRCULAR

Subject: Approval under CAR M, Sub-Part G for organisation other than Air Transport Operator – 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 continued airworthiness management of an aircraft shall be approved. Further, CAR-M Sub-Part G specifies the requirements and conditions for the issue, renewal, suspension and revocation or continuation of an approval for the management of aircraft continuing airworthiness.
- 1.2 While CAR M M.A. 201 (e) specifies that an air operator (scheduled operator) certified under Schedule XI of Aircraft Rule 1937 shall be responsible for ensuring the airworthiness of the aircraft it operates and shall be approved, as part of its air operator certificate, as a continuing airworthiness management organization, CAR M.A. 201 (f) and (g) allows operator/owner of complex motor-powered aircraft to be maintained by a continuing airworthiness management organization.
- 1.3 The requirements of CAR M.A. 201 (f) and (g) apply to all non-scheduled operators, private operators (General Aviation), flying training institutes, and State Government operating complex motor-powered aircraft.
- 1.4 This circular explains the procedure and guidelines to be followed by an organisation seeking approval as a 'continuing airworthiness management organization' to carry out tasks associated with continuing airworthiness of an aircraft for operators/ owners other than air operators certified under Schedule XI of the Aircraft Rules, 1937.
- 1.5 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. The process normally takes three to six months which may

vary depending on the preparedness and compliance by the applicant.

- 1.6 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-M.

2. Regulatory References :

- 2.1 Rule 133B of Aircraft Rule, 1937
- 2.2 Rule 133C of Aircraft Rule, 1937
- 2.3 CAR –M

3. Initial Issue of a CAMO Approval – Application Process

3.1 Objective

The objective of this circular is to describe how the an organisation shall proceed when applying for CAR-M Sub-part G approval and how DGCA will handle the initial investigation, renewal and the continued oversight of the approval of such CAMO according to CAR M 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 DGCA (RAOs), the latter will schedule a pre-application meeting. This meeting will take place at DGCA (RAOs) premises. A briefing shall be given to the applicant during this meeting on the CAMO certification process under CAR-M, applicable regulation, including guidance on the completion of the application form and conformance document. The Head of the Airworthiness Office, or his delegate, is the person responsible to conduct and offer guidance at this pre-application meeting. The applicant should be represented (at a minimum), by the Accountable Manager and the designated Quality Manager. 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 CAMO certification process. It is preferable that this designated person be a senior technical member or the Quality 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.*

To summarize, during the pre-application meeting the following should be

accomplished:

- a) specify the regulation and the applicable procedures;
 - b) clarify the requirements related to the CAMO;
 - c) clarify the associated requirements (data, staff, training etc.);
 - d) determine if the applicant's business activities justify the grant of CAMO approval;
 - e) specify the need for appointing a focal point.
- 4.3 In case the applicant/ organisation is already holding a maintenance organisation approval under CAR 145, it shall be explained that the CAMO is totally independent from the approved maintenance organisation and the personnel engaged in the management of the CAMO functions are not the employee(s) of the maintenance organisation.
- 4.4 During the meeting, the applicant will be intimated to submit the formal application along with the requisite documents to the concerned DGCA (RAOs) where the organisation is based with a copy of the formal application to DGCA, Hqrs.

5. Formal Application Phase

- 5.1 The applicant shall apply to the concerned DGCA (RAOs) with a copy of application to DGCA Headquarter (Directorate of Airworthiness) on CA Form 2 along with Continued Airworthiness Management Organisation Exposition (CAME) prepared in accordance with CAR- M .
- 5.2 In addition, following documents will be required to be submitted:
- a) CA form 4 along with resume for post holder.
 - 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 -M along with evidences.
 - d) CAME Conformance Document /Associated procedure Manual.
 - e) Evidence of registered name of organisation as mentioned in CA form 2.
 - f) Status of technical publication and shall be accompanied with copy of invoice on the registered name of organisation.
 - 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. A sample format of schedule of events is placed at **Appendix 1**.

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-M.
- 5.4 Incorrect or incomplete application will not be processed further and the applicant 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 CAR-M 706 Personnel requirements. The persons nominated in accordance with CAR-M 706 to function as Accountable Manager, Continued Airworthiness Manager and Quality Manager, as applicable.
 - b) The nominated post holder shall not be employed by a CAR -145 approved organisation. The nominated person or group of persons must meet the requirement of qualification and experience as detailed in M. A. 706 of CAR M. It may be ensured that the proposed personnel must be competent to manage the continuing airworthiness of the aircraft types as per the proposed scope of approval.
 - b) **Facility Requirements:** Compliance of regulation as stated in CAR-M Facility requirements and related AMC of CAR M, as appropriate.

5.6 Allocation of the investigation team.

- 5.6.1 Upon receipt of the application at DGCA (RAOs), and prior to the Formal Application Meeting, a “Certification Team headed by Dy. Director of Airworthiness” is assigned to oversee the CAMO certification process of the new applicant by the Director of Airworthiness (RAO). The composition and size of the investigation team may consist of a Team Leader to manage and lead the approval Team and if required, 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 along with detail of certification team to the applicant with a copy to DGCA Hqrs. Prior to scheduling the formal application meeting, the certification team will initially review the application package and make a determination of its acceptability within 15 working days. The team leader will provide written 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 Certification Team.
- b) Assure that the applicant's CAMO team understands the CAMO certification process.
- c) Resolve the queries raised by the Applicant, if any.
- d) Provide an initial comment on the parawise compliance report of CAR-M 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 3A in conjunction with Internal checklist and CA Form 13. The evaluation and assessment shall consist of following items:

- a) Evaluation and acceptance of Post holders and other personnel and completion of CA Form 4.
- b) Review of Para wise CAR compliance of CAR M.
- c) Review of CAMO and associated procedures.

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 CAMO. The Accountable Manager is accepted via approval of the CAMO 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 as defined above 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 CAMO.

6.1.3 The organisation shall have adequate appropriate technical and auditing staff listed in their CAMO.

6.2 Review of Para wise compliance report of CAR-M

The continued airworthiness organisation shall identify and analyse the continued airworthiness processes intended to be included in the CAR-M

approval and ensure compliance of such processes with CAR-M requirements “as amended” and applicable DGCA circular in the form of parawise compliance of CAR-M.

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

6.3 Review of CAME and associated procedures:

6.3.1 The Continued Airworthiness Management Organisation shall identify and analyse the continued Airworthiness of aircraft to be included in the CAR-M approval and ensure compliance of such processes with CAR M regulation “as amended” and applicable DGCA circular which are available on the DGCA web site. Based upon the analysis /review the organisation shall develop and provide the draft CAME (including associated list(s) and procedure(s)), as applicable.

6.3.2 The Certification Team will evaluate the Organization’s draft CAME 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 CAR-M against the compliance statement of CAR M. The evaluation will be conducted using the DGCA Checklist given in CA Form 13 Part 3. The Checklist must be used in conjunction with parawise compliance report of CAR-M to record queries, topics to be checked on audit and unsatisfactory items. If the CAME / Manual needs further work, it should be returned to the applicant together with the comments summary as an attachment to an Audit Finding Form. The CAME must include the subject headings listed in CAR-M 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 M 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-M requirements and this circular and therefore could not be reviewed within the allocated time, the assigned team leader is required to return the draft CAME back to the 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 CAMO’s Certification file appropriate section (correspondence).The organisation will have to re-draft the CAME in accordance with the relevant CAR requirements.

6.4 Corrective Actions

6.4.1 On the basis of the findings against the CAME, the applicant 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 applicant still fails to provide acceptable documents (CAME, associated lists, procedures, ..), DGCA will determine the

most appropriate actions including termination of the application.

6.4.3 CAME approval will be accomplished when all items identified in the CA Form 13, Part 3, have been identified and evaluated as satisfactory.

7. Inspection and Demonstration Phase

7.1 Internal audit report from the organisation's quality system.

7.1.1 Once the draft of the CAME and the applicable CA Forms 4 are confirmed as being acceptable by Certification team, the proposed Continued Airworthiness Management organisation's Quality department shall audit the organisation in full for compliance with the CAME and CAR-M regulation "as amended". All relevant regulation/guidance dealing with specific technical matters (i.e. publication, technical staff, auditor, etc.) as applicable to the specific organisation, shall be also used as reference.

7.1.2 A statement signed by the organization's Quality Manager shall be provided to the DGCA before the audit takes place confirming that processes, facilities, documentation, technical publication subscription on the name of organisation and personnel subject to the application have been reviewed and audited showing compliance with all applicable CAR-M 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 organisation along with the QM statement to the DGCA.

7.2 Preparation of the Audit

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

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

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

7.3 On-Site Inspection(s)

7.3.1 The Certification team shall start the investigation audit with an opening meeting

with the organization's management and where possible with the Accountable Manager. During the on-site inspection phase the facilities, services, procedures, technical documents subscription of the CAMO 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-M 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 Quality Manager of the CAMO. Progressively complete the CA Form 13, 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 13. The Certification team should inform the head of the office of the findings made during the audit who shall in turn inform the same to the Quality Manager for necessary corrective action.

7.3.3 The Certification team is required to inform Head of the Airworthiness about any inconsistencies with the number of staff required to meet the manpower requirements and publication of the approval scope and rating as detailed in CAR-M and as detailed in the CAME.

7.3.4 If the initial investigation lead to significant and/or numerous discrepancies, this would show insufficient understanding / compliance of the organisation and a lack of effectiveness of the Quality system. In that case, DGCA may take the decision and inform the organisation accordingly:

- a) To terminate the application. If the organisation wish to re- apply for CAR M approval, a new application needs 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 M.

7.3.5 For an initial audit, the findings shall not be classified as Level 1 or 2 as the 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 CAMO organization responds to findings (if applicable) and resubmits the

Audit Finding Form(s) with either the full corrective action described on the form or cross referenced as an attachment. Certification Team evaluates the closures, where necessary, carrying out a follow-up audit and closes the findings, completing also CA Form 13, Part 4 and Internal Checklist.

7.4 Recommendation.

Once the organization's compliance with CAR- M has been established and all findings are closed, the Certification team will make a recommendation to issue the CAR M approval to the organisation. This includes the recommendation for CAME, 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 reissued 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 13 audit report form and Internal Checklist should be carried out by the DAW(RAO). The review should take into account the relevant paragraphs of CAR-M, the details of finding and the closure action taken. Satisfactory review of the audit forms should be indicated by a signature on the audit form.

8.2 Once satisfied, following documents will be issued to the applicant:

- a) the approval certificate as given in Appendix V of APM, PART II, Chapter 3A;
- b) the approval letter of the CAME together with its associated document;
- c) the nominated personnel CA Form 4s;

8.3 At this stage, the following documents should be placed in the CAMO's Certification File:

- a) Application/ CA Form 2.
- b) CA Form 4s along with supporting documents/evidences and copy of acceptance letter.
- c) CAME approval letter and file record.
- d) DGCA / CA Form 13, Parts 1, 2, 3, 4, 5.
- e) Parawise compliance report of CAR M.
- f) Team Report and Audit Finding Closure documents.
- g) Duly filled Internal Checklist.
- h) Approval Certificates/CA Form 14 (Appendix V of APM, PART II, Chap 3A).

- i) Letter to CAMO forwarding the Approval Certificates/CA Form 14.

9. Change to CAR M approval.

9.1 An application for change of CAR M Organisation approval should be made to the concerned DGCA (RAOs) by using the CA Form 2 along with the following documents:

- a) Soft and hard copy of amended CAME and associated procedure manuals;
- b) Para wise CAR-M 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 (RAOs) for change in scope of approval.

10. Renewal of an approval

10.1 An application for renewal of CAMO approval should be made to the concerned DGCA (RAOs) 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;
- c) No. of employees certified by the Accountable Manager;
- d) Applicable fees as per Rule 133C of Aircraft Rules, 1937.

10.2 Each organization must be completely reviewed (audited) by DGCA (RAOs) for compliance with CAR-M at periods not exceeding 12 months. DGCA (RAOs) should use complete the CA Form 13 for the purpose. It should be ensured by the concerned DGCA (RAOs) that no finding is open at the time of renewal of approval.

11. CAR M Approved Organisation Records

11.1 Records of approval of an organization shall be retained for an adequate period that allows adequate traceability of the process to issue, continue, change, suspend or revoke each individual organization approval. The records shall include as a minimum:-

- a) The application for an organization approval, including the continuation thereof.
- b) The continued oversight program including all audit records.
- c) The organization approval certificate including any change thereto.
- d) A copy of the audit program listing the dates when audits are due and when audits were carried out.
- e) Copies of all formal correspondence including Form 4 or equivalent.
- f) Details of any exemption and enforcement action(s).

- g) Any other regulatory authority audit report forms.
- h) CAME.

12. Surveillance/ Audit

12.1 Internal Audits by the Organisation:

- 12.1.1 The Quality 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 CAME.
- 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 (RAOs) immediately. The responsible manager should take appropriate action to mitigate the finding. The root cause analysis along with the measures taken to prevent such finding in future should be intimated in writing by Quality Manager to DGCA (RAOs).
- 12.1.4 In case there is any violation of the approved procedures, the Quality Manager is required to investigate the same and take necessary action under intimation to DGCA (RAOs).

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 (RAOs) should investigate the same and take necessary action as per the procedure detailed in the Enforcement Policy and Procedure manual against the organisation.

Sd/-
(K P Srivastava)
Dy Director General of Civil Aviation
Director General of Civil Aviation

Suggested Timelines for Completion of Certification Process

S/N	EVENTS	STARTING PERIOD	ENDING PERIOD	ACTION OFFICE
1.	Pre-application Phase			RAO
	Submission of State of Intent by the applicant			
	<i>Pre-application meeting</i>	<i>Within 2 weeks of the receipt of Statement of Intent</i>		
2.	Formal application Phase			RAO
	Submission of formal application for grant of CAR M approval	D-90		
	<i>1st Review Meeting with Operator</i>		<i>D-75</i>	
3.	Document Evaluation Phase	D-80	D-15	RAO
	<i>2'Jd Review Meeting with Operator</i>		<i>D-50</i>	
4.	Inspection and Demonstration Phase	D-50	D-10	RAO
	<i>3'd Review Meeting with Operator</i>		<i>D-40</i>	
	<i>4ft' Review Meeting with Operator</i>		<i>D-30</i>	
	<i>Final Review Meeting with Operator</i>		<i>D-15</i>	
5.	Certification Phase	D-10	D-5	RAO

1. D is the estimated day of grant of approval. The above are suggestive times for completion of the certification process.
2. The Certification Team Leader shall be responsible for arranging and conduct of the review meetings mentioned above.
3. There may be a need to have less or more number of review meetings suggested above.
4. Record of each meeting needs to be recorded.

Guideline for filling CA Form 2

Appendix 2

Application for: Initial / Renewal Variation / of approval	Please Tick the appropriate Heading
1. Registered Name of the applicant	Please 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, please indicate it here, otherwise enter "Not applicable".
3. Address requiring Approval	Enter the address of the Principal Place of Business (PPB) as per CAR-M 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.
4. Tel: Fax Email	Please mention official telephone number, Fax and Email of Accountable Manager, Quality manager, Organisation general email and Nodal Official, if any.
5. Scope of CAR-M approval relevant to this application	Refer CAR M for Scope of approval available
6. Position and name of the (Proposed*) Accountable Manager	Please 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: Please 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
10. Date	Note: In case of a new CAR-M Applicant or in case of change of Accountable the signature of the proposed Accountable Manager is required.

Management Personnel & CA Form 4 Filling Guidelines

1. Management personnel

1.1. The Management Personnel may be classified as following:

- a) **The Accountable Manager** {706(a)} shall be the person having the corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out to the standard required by CAR M;
- b) **The nominated personnel** {706} shall be the group of person who is/are responsible for ensuring that the Continuing Airworthiness Management Organisation complies with CAR-M. In any case these personnel shall directly report to the Accountable Manager. This (ese) manager(s) may delegate CAR-M functions to other manager(s) working directly under their respective responsibility;
- c) **The deputy nominated personnel** {706} shall be the group of person who are nominated to deputise any particular nominated personnel in case of lengthy absence of the said person.

2. Management personnel requiring CA Form 4.

2.1. The CA Form 4 is required, for CA Manager and Quality Manager for acceptance by the Competent Authority. *The CA ME procedure shall make clear who deputise for any particular nominate personnel in the case of lengthy absence of the said person. In any case it is the responsibility of the organisation to ensure that the deputy personnel demonstrates an equivalent level of qualifications and experience of the nominated personnel*

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. Interview

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

The objective of the interview is to ensure through sample checks that the requirements of the Minimum requirements for CA Form 4 post holder is met by the CA Form 4 post holder(s), with particular reference to the following areas:

- a) An acceptable working knowledge/understanding of the Continuing Airworthiness, maintenance organisation procedures and the CAR M as applicable;
- b) An acceptable level of English.

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 investigation 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, the decision to run an interview is at the discretion of the Team Leader, based upon his knowledge and the confidence with the quality system of the organisation. However, the interview is to be considered mandatory in case of frequent and significant changes of the CA Form 4 post holders that may compromise the organizational stability, such as in the following examples:

- a) Simultaneous replacement of the Accountable Manager and Quality Manager;
- b) Simultaneous replacement of the Accountable Manager and Quality Manager/Continued Airworthiness Manager;
- c) Simultaneous replacement of the Quality Manager and the Continued Airworthiness Manager;
- d) When the same CA Form 4 post holder position is replaced more than once in a period of one year.

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 interview where applicable;
- c) the CA Form 2;
- d) the CAME

He/she will recommend the acceptance of the CA Form 4 post holders.

Based upon this recommendation, DGCA will formally notify the organisation in written along with signed copy of the CA Form 4.

Note: The evidences associated to the CA Form 4 are to be kept in the relevant file by the Certification Team.

Guideline for filling CA Form 4

Subject	Completion Instructions
3. Qualifications relevant to the item (2) position	<p>Enter the qualifications hold by the person indicated in item (1) which are relevant to the item (3) position.</p> <p>Refer to the table above, column “Knowledge” for the minimum requirements that apply to the position identified in item (2) and evidences to be provided.</p>
.4. Work experience relevant to the item (2) position	<p>List the previous work experiences of the person indicated in item (1) which are relevant to the item (3) position in the following format:</p> <p><i>period from/to- Position covered- company/organisation</i> Refer to the table below, column “background and experience” for the minimum requirements that apply to the position identified in item (2)</p>
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)
Attach a detailed curriculum vitae signed by person indicated at item (1)	

