



འབྲུག་གི་བའི་མཁའ་འགྲུལ་དབང་འཛིན། དཔལ་ལྷན་འབྲུག་གཞུང་།

Bhutan Civil Aviation Authority
Royal Government Of Bhutan
Paro : Bhutan



BCAR -M SUBPART G APPROVAL RECOMMENDATION REPORT

Part 1: General

Name of organisation:

Approval reference:

Requested approval rating/

BCAA Form 14 or AOC dated*:

Other approvals held (if app.)

Address of facility(ies) audited:

Audit period: from: to:

Date(s) of audit(s):

Audit reference(s):

Persons interviewed:

BCAA Inspector:

Signature(s):

BCAA office:

Date of Form 13 part 1 completion:

BCAR-M SUBPART G APPROVAL RECOMMENDATION REPORT

Part 2: BCAR-M Subpart G Compliance Audit Review

The five columns may be labeled and used as necessary to record the approval product line or facility, including subcontractor's, reviewed. Against each column used of the following BCAR-M Subpart G subparagraphs 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					
BCAR-M.A.703	Extent of approval					
BCAR-M.A.704	Continuing airworthiness management exposition (see Part 3)					
BCAR-M.A.705	Facilities					
BCAR-M.A.706	Personnel requirements					
BCAR-M.A.707	Airworthiness review staff					
BCAR-M.A.708	Continuing Airworthiness management					
BCAR-M.A.201	Responsibilities					
BCAR-M.A.202	Occurrence reporting					
BCAR-M.A.302	Aircraft maintenance programme					

BCAR-M SUBPART G APPROVAL RECOMMENDATION REPORT

PART 3: Compliance with BCAR-M.A. Subpart G continuing airworthiness management exposition (CAME)

Please either tick (√) the box if satisfied with compliance; or cross (x) 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 0 General organisation

0.1	<input type="checkbox"/>	Corporate commitment by the accountable manager
0.2	<input type="checkbox"/>	General information
0.3	<input type="checkbox"/>	Management personnel
0.4	<input type="checkbox"/>	Management organisation chart
0.5	<input type="checkbox"/>	Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel
0.6	<input type="checkbox"/>	Exposition amendment procedures

Part 1 Continuing airworthiness management procedures

1.1	<input type="checkbox"/>	Aircraft technical log utilisation and MEL application (commercial air transport) Aircraft continuing airworthiness record system utilisation (non commercial air transport)
1.2	<input type="checkbox"/>	Aircraft maintenance programmes – development amendment and approval
1.3	<input type="checkbox"/>	Time and continuing airworthiness records, responsibilities, retention, access
1.4	<input type="checkbox"/>	Accomplishment and control of airworthiness directives
1.5	<input type="checkbox"/>	Analysis of the effectiveness of the maintenance programme(s)
1.6	<input type="checkbox"/>	Non mandatory modification embodiment policy
1.7	<input type="checkbox"/>	Major modification standards
1.8	<input type="checkbox"/>	Defect reports
1.9	<input type="checkbox"/>	Engineering activity
1.10	<input type="checkbox"/>	Reliability programmes
1.11	<input type="checkbox"/>	Pre-flight inspections
1.12	<input type="checkbox"/>	Aircraft weighing
1.13	<input type="checkbox"/>	Check flight procedures

Part 2 Quality system

- | | | |
|-----|--|---|
| 2.1 | | Continuing airworthiness quality policy, plan and audits procedure |
| 2.2 | | Monitoring of continuing airworthiness management activities |
| 2.3 | | Monitoring of the effectiveness of the maintenance programme(s) |
| 2.4 | | Monitoring that all maintenance is carried out by an appropriate maintenance organisation |
| 2.5 | | Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance |
| 2.6 | | Quality audit personnel |

Part 3 Contracted Maintenance

- | | | |
|-----|--|--|
| 3.1 | | Maintenance contractor selection procedure |
| 3.2 | | Detailed list of maintenance contractors |
| 3.3 | | Quality audit of aircraft |

Part 4 Airworthiness review procedures

- | | | |
|-----|--|---|
| 4.1 | | Airworthiness review staff |
| 4.2 | | Review of aircraft records |
| 4.3 | | Physical survey |
| 4.4 | | Additional procedures for recommendations to competent authorities for the import of aircraft |
| 4.5 | | Recommendations to competent authorities for the issue of airworthiness review certificates |
| 4.6 | | Issuance of airworthiness review certificates |
| 4.7 | | Airworthiness review records, responsibilities, retention and access |

Part 4B Permit to fly procedures

- | | | |
|------|--|--|
| 4B.1 | | Conformity with approved flight conditions |
| 4B.2 | | Issue of permit to fly under the CAMO privilege |
| 4B.3 | | Permit to fly authorised signatories |
| 4B.4 | | Interface with the local authority for the flight |
| 4B.5 | | Permit to fly records, responsibilities, retention and access. |

Part 5 Appendices

- | | | |
|-----|--|---|
| 5.1 | | Sample Documents |
| 5.2 | | List of airworthiness review staff |
| 5.3 | | List of subcontractors as per M.A.711 (a) 3 and AMC M.A.201 (h) 1 |
| 5.4 | | List of approved maintenance organisations contracted |
| 5.5 | | Copy of contracts for subcontracted work (appendix 2 to AMC M.A.201(h)1 |

5.6

Copy of contracts with approved maintenance organisations

CAME Reference:

CAME Amendment:

BCAA audit staff:

Signature(s):

BCAA office:

Date of Form 13 part 3 completion:

BCAR -M SUBPART G APPROVAL RECOMMENDATION REPORT

Part 4 : Findings regarding BCAR-M Subpart G 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 ref.	Audit reference(s): Findings	L e v e l	Corrective action		
			Date Due	Date Closed	
					Reference

BCAR -M SUBPART G APPROVAL RECOMMENDATION REPORT

Part 5 : BCAR-M Subpart G Approval or Continued Approval or Change Recommendation

Name of organisation:

Approval reference:

Audit reference(s):

The following BCAR-M Subpart G scope of approval is recommended for this organisation:

Or, it is recommended that the BCAR-M Subpart G scope of approval specified in BCAA Form 14 referenced..... be continued.

Name of recommending BCAA surveyor:

Signature of recommending BCAA surveyor:

Regulatory Office:

Date of recommendation:

Form 13 review (quality checks):

Date: