

ସ୍ସ୍ୟୁମ୍ବାର୍ଶି-ସରି-ଆସର-ସ୍ୟୁଭ- ମ୍ୟର-ସ୍ୟୁମ୍ୟାକୁକ- । ସ୍ଥିସ୍ୟାର୍ଶି-ସରି-ଆସର-ସ୍ଥିସ-ସ୍ଥ୍ୟୁସ୍-ସ୍ଥ୍ୟୁସ୍-ସ୍ଥ୍ୟୁସ୍-ସ୍ଥ୍ୟୁସ୍-ସ୍ଥ୍ୟୁସ୍-ସ୍ଥ୍ୟୁସ୍-ସ୍ଥ୍ୟୁସ୍-ସ୍ଥ୍ୟୁସ୍-ସ୍ଥ୍ୟୁସ୍-ସ୍ଥ

Bhutan Civil Aviation Authority Royal Government Of Bhutan Paro : Bhutan



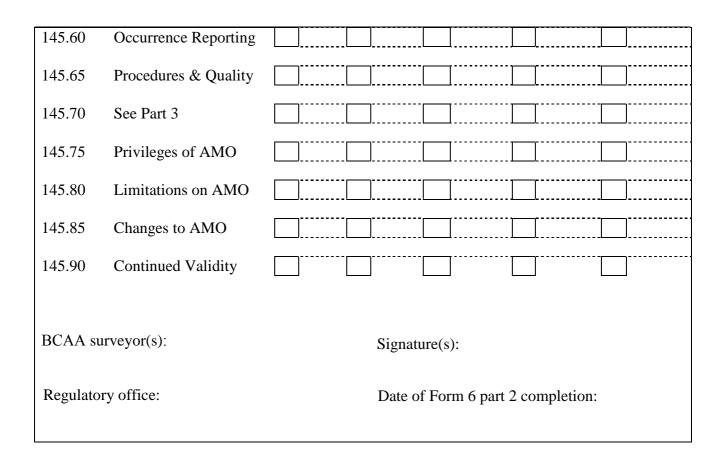
BCAR-145 APPROVAL RECOMMENDATION REPORT						
Part 1: General						
Name of organisation:						
Approval reference:						
Requested approval rating/ Form 3 dated *:						
Address of facility audited:						
Audit period: from	to :					
Date(s) of audit(s):						
Audit reference(s):						
Persons interviewed:						
BCAA surveyor:	Signature(s):					
BCAA office:	Date of BCAA Form 6 part 1 completion:					

# **BCAR-145 APPROVAL RECOMMENDATION REPORT**

## Par 2: BCAR-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 BCAR-145 sub-paragraphs please either tick  $(\sqrt{})$  the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of 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	
145.30	Personnel	
145.35	Certifying Staff	
145.40	Equipment, Tools, etc	
145.42	Acceptance of Components	
145.45	Maintenance Data	
145.47	Production Planning	
145.50	Certification of Maintenance	
145.55	Maintenance Records	



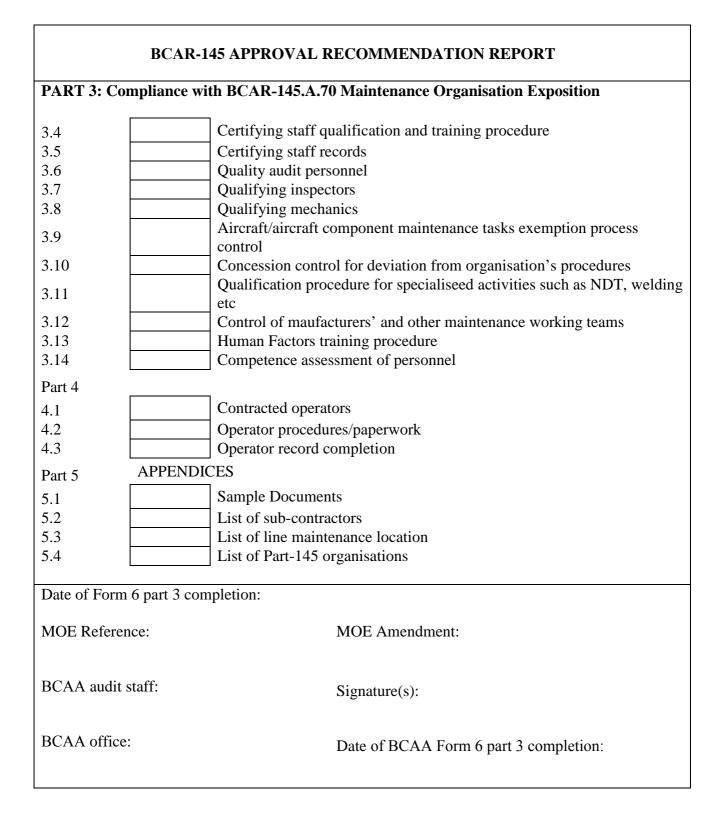
## BCAR-145 APPROVAL RECOMMENDATION REPORT

### Part 3: Compliance with BCAR-145.A.70 Maintenance Organisation Exposition

Please either tick  $(\sqrt{})$  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 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 procedures to the competent authority regarding changes to the organistion's activities/approval/location/personnel					
1.11	Exposition amendment procedures					
Part 2	Part 2 MAINTENANCE PROCEDURES					
2.1	Supplier evaluation and subcontract control procedures					
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 manufacturer's instructions including updating and availability to staff					
2.9	Repair procedures					

#### **BCAR-145 APPROVAL RECOMMENDATION REPORT** PART 3: Compliance with BCAR-145.A.70 Maintenance Organisation Exposition 2.10 Aircraft maintenance programme compliance Airworthiness Directive procedure 2.11 Optional modification procedures 2.12 Maintenance documentation in use and completion of same 2.13 Technical record control 2.14 Rectification of defects arising during base maintenance 2.15 Release to service procedure 2.16 2.17 Records for the operator Reporting of defects to COMPETENT 2.18 AUTHORITY/Operator/Manufacturer Return of defective aircraft components to store 2.19 Defective components to outside contractors 2.20 Control of computer maintenance record system 2.21 Control of man-hour planning versus scheduled maintenance work 2.22 Control of critical tasks 2.23 Reference to specific maintenance procedures 2.24 Procedures to detect and rectify maintenance errors 2.25 Shift / task handover procedures 2.26 Procedures for notification of maintenance data inaccuracies and 2.27 ambiguities to the type certificate holder Production planning procedures 2.28 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, etc Line maintenance control of defects and repetitive defects L2.3 Line procedure for completion of technical log L2.4 L2.5 Line procedure for pooled parts and loan parts Line procedure for return of defective parts removed from aircraft L2.6 L2.7 Line procedure for control of critical tasks Part 3 **QUALITY SYSTEM PROCEDURES** Quality audit of organisation procedures 3.1 Quality audit of aircraft 3.2 Quality audit remedial action procedure 3.3



## BCAR-145 APPROVAL RECOMMENDATION REPORT

### Part 4 : Findings regarding BCAR-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	Audit reference(s):	L e	Corrective action		
2 or 3	Findings	v	Date	Date	
ref.	rindings	е 1	Due	Closed	Reference

# Part 5 : BCAR-145 Approval or Continued Approval or Change Recommendation

Name of organisation:

Approval reference:

Audit reference(s):

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

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

Name of recommending BCAA surveyor:

Signature of recommending BCAA surveyor:

BCAA Office:

Date of recommendation:

Form 6 review (quality checks):

Date: