



**CIVIL AVIATION AUTHORITY OF SRI LANKA
AVIATION SAFETY NOTICE**

ASN No. 002	Ref No:AW/2010/04	File Ref: AW/20/3
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- Recipients : 1) Holders of Air Operator Certificates issued by DGCA
2) Prospective applicants who seek approval to establish Maintenance Repair and Overhaul Organization.
3) Continuing airworthiness Management Organizations
4) Flying Training Organizations
- 01.Subject : **Airworthiness Certification Requirements**
- 02.Nature : Advisory
- 03.Issue no : 02
- 04.Status : Replacement of ASN 002 first issue on 03rd March 2000
05. Effective date : With immediate effect
06. Validity : Until Further Notice
- 07.Contact person : For more details/ clarifications/ about this ASN please contact Deputy Director (Airworthiness) Civil Aviation Authority, No64, Galle Road Colombo 03. Sri Lanka. Telephone: +94 11 2391305. E-mail: ddaw@caa.lk
- 08.Availability : A copy of this document is available on web site- **www.caa.lk** and the Technical library of Civil Aviation Authority. Copies can be collected at reproduction cost from the library.
- 09.Applicability : AOC holders. AMO and MRO approval holders. Any applicant seeking approval for the establishment of an approved Production organisation and Design organisation.
- 10.Comments : Comments (if any) on the contents of this Aviation Safety Notice (ASN) may be forwarded to the contact person. However the Aviation Safety Notice will come into effect on the date shown therein notwithstanding any objection or comment made by any person or party unless and until an amendment to the Aviation Safety Notice is issued afresh by the Director General of Civil Aviation.

11. Notice : Any applicant holding the CAA approval or seeking approval to maintain aircraft registered in Sri Lanka, which require facilities beyond its AOC or of AMO depending on the situations explained in this ASN.
- Amendments to the attachment are indicated by a vertical line on the left hand side of relevant paragraphs.
12. History of Revision : Nil
13. Related ASNs : ASN 017, ASN 060 and ASN 061
14. Action Required : For strict compliance with the requirements in the attachment hereto.
15. Check list : List of current ASN nos are as follows

ASN No	Issue No	Date of Applicability	Remarks
ASN002	01	23.09.2010	Replaced ASN no 002 issue no 01
ASN003	01	18.08.2000	nil
ASN004	01	13.02.2001	nil
ASN005	01	26.03.2001	nil
ASN007	01	15.09.2001	nil
ASN008	02	16.11.2006	Replaced ASN no 008 issue no 01
ASN009	01	18.02.2002	nil
ASN010	01	18.02.2002	nil
ASN011	01	18.02.2002	nil
ASN012	01	18.02.2002	nil
ASN013	01	08.02.2002	nil
ASN014	01	01.03.2002	nil
ASN015	01	01.03.2002	nil
ASN016	01	01.03.2002	nil
ASN017	02	10.03.2005	Replaced ASN no 017 issue no 01
ASN018	01	20.03.2002	nil
ASN019	01	01.04.2002	nil
ASN021	01	01.04.2002	nil
ASN022	01	08.04.2002	nil
ASN023	01	01.06.2002	Amendment to ASN no 003
ASN024	01	02.09.2002	nil
ASN025	02	15.10.2002	Replaced ASN no 001
ASN026	01	15.10.2002	nil
ASN027	01	20.12.2002	nil
ASN028	01	12.03.2003	nil
ASN029	01	21.03.2002	nil
ASN030	01	10.07.2002	nil
ASN031	01	15.07.2003	Replaced ASN no 006
ASN032	01	25.07.2003	nil
ASN033	02	25.08.2005	Replaced ASN no 033 issue no 01
ASN034	01	11.09.2003	nil
ASN035	01	12.09.2003	nil
ASN036	02	25.08.2010	Replaced ASN no 036 issue no 01
ASN037	01	13.10.2003	nil
ASN038	02	30.06.2010	Replaced ASN no 038 issue no 01
ASN039	04	19.08.2008	Replaced ASN no 039 issue no 03
ASN040	01	07.06.2004	nil
ASN041	01	16.06.2004	nil
ASN042	06	10.06.2010	Replaced ASN no 042 issue no 05
ASN043	02	12.08.2004	Amendment to ASN no 013

ASN044	03	24.05.2010	Replaced ASN no 044 issue no 02
ASN045	02	05.01.2007	Replaced ASN no 045 issue no 01
ASN046	03	10.06.2010	Replaced ASN no 046 issue no 02
ASN047	04	24.05.2010	Replaced ASN no 047 issue no 03
ASN048	02	05.01.2007	Replaced ASN no 048 issue no 01
ASN049	01	20.09.2004	nil
ASN051	02	10.06.2010	Replaced ASN no 051 issue no 01
ASN052	01	20.09.2004	nil
ASN053	05	10.06.2010	Replaced ASN no 053 issue no 04 and ASN no 064
ASN054	04	15.12.2009	Replaced ASN no 054 issue no 03
ASN055	04	17.07.2009	Replaced ASN no 055 issue no 03
ASN056	02	20.07.2009	Replaced ASN no 056 issue no 01
ASN057	02	01.10.2009	Replaced ASN no 057 issue no 01
ASN058	03	20.07.2009	Replaced ASN no 058 issue no 02
ASN059	02	16.12.2009	Replaced ASN no 059 issue no 01
ASN060	03	20.09.2010	Replaced ASN no 060 issue no 02
ASN061	02	05.08.2005	Replaced Page no 01 of the attachment to the ASN no 061 issue no 01
ASN062	01	01.03.2005	nil
ASN063	01	20.12.2004	nil
ASN065	01	06.04.2005	nil
ASN066	01	16.05.2005	nil
ASN067	01	16.05.2005	nil
ASN068	01	18.05.2005	nil
ASN069	01	18.05.2005	nil
ASN070	01	18.05.2005	nil
ASN071	01	18.05.2005	nil
ASN072	01	19.05.2005	nil
ASN073	01	19.05.2005	nil
ASN074	01	19.05.2005	nil
ASN075	01	19.05.2005	nil
ASN076	01	16.06.2005	nil
ASN077	02	01.06.2009	Replaced ASN no 077 issue No. 01
ASN078	01	21.12.2005	nil
ASN079	02	17.06.2010	Replaced ASN no 079 issue No. 01
ASN080	02	01.07.2010	Replaced ASN no 080 issue No. 01
ASN081	05	10.06.2010	Replaced ASN no 081 issue No. 04
ASN082	01	23.11.2005	nil
ASN083	01	01.12.2005	nil
ASN084	01	16.12.2005	nil
ASN085	01	05.01.2006	nil
ASN086	03	12.07.2010	Replaced ASN no 086 issue No. 02
ASN089	01	10.05.2006	nil
ASN090	03	28.05.2010	Replaced ASN no 090 issue No. 02
ASN091	04	18.11.2010	Replaced ASN no 091 issue No. 03
ASN092	01	09.11.2007	nil
ASN093	02	18.11.2010	Replaced ASN no 093 issue No. 01
ASN094	01	02.06.2006	nil
ASN095	01	25.09.2006	nil
ASN096	01	11.09.2007	nil
ASN097	02	20.01.2010	Replaced ASN no 097 issue No. 01
ASN099	02	25.05.2010	Replaced ASN no 099 issue No. 01
ASN100	04	19.08.2010	Replaced ASN no 100 issue No. 03
ASN101	01	28.01.2008	nil
ASN102	01	04.03.2008	nil
ASN103	01	01.08.2008	nil
ASN104	01	28.08.2008	nil
ASN105	01	07.08.2008	nil
ASN106	01	03.12.2008	nil
ASN107	01	12.01.2009	nil
ASN108	01	20.05.2009	nil

ASN109	01	07.09.2009	nil
ASN110	01	08.09.2009	nil
ASN111	02	15.10.2010	Replaced ASN no 111 issue No. 01
ASN112	02	15.09.2010	Replaced ASN no 112 issue No. 01
ASN113	01	03.03.2010	nil
ASN114	01	04.03.2010	nil
ASN115	01	06.04.2010	nil
ASN116	01	06.04.2010	nil
ASN117	01	21.05.2010	nil
ASN118	01	24.05.2010	nil
ASN119	01	22.06.2010	nil
ASN120	01	02.07.2010	nil
ASN121	01	08.07.2010	nil
ASN122	01	25.09.2010	nil
ASN123	-	-	Not issued yet
ASN124	01	23.07.2010	nil
ASN125	01	15.09.2010	nil
ASN126	01	15.09.2010	nil

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AIRWORTHINESS CERTIFICATION REQUIREMENTS – SL PART 21

1. Introduction

This Part specifies the requirements referred to in Air Navigation Regulations of 1955 and certification standards stipulated in Annex 8 to the Convention on International Civil Aviation. Sri Lanka adopts certification standards of respective EASA, FAA or any other certification standards which meets Annex 8 to the Convention on International Civil Aviation at the latest amendment status existing as a published document on the date under consideration, provided that it has been shown to satisfaction of DGCA that such are proven to establish a safety level equal or higher than that provided by the above mentioned certification or design standards. This includes Acceptable Means of Compliance (AMC) and Guidance Material (GM) and Advisory Circulars (AC). Information in this regard could be obtained from the Airworthiness Section of the Civil Aviation Authority or such will be available for reference at the CAA library during office hours. This ASN describes the certification standards/requirements or design requirements or code of airworthiness to be met by the prospective applicant who wishes to obtain a certificate described under the Subpart listed below.

For the application for and grant of the following certificates and other forms of written approval (hereinafter called “an Approval”):

- Subpart A – General Provisions
- Subpart B – Type Certificates and Restricted Type Certificates.
- Subpart C – Changes to Type Certificates and Restricted Type Certificates.
- Subpart D – Supplemental Type Certificates.
- Subpart E – Production without Production Organisation Approval.
- Subpart F – Production Organisation Approval.
- Subpart G – Airworthiness Certificates.
- Subpart H – Noise Certificates.
- Subpart I – Design Organisation Approval.
- Subpart J – Parts and Appliances.
- Subpart K – Repairs.
- Subpart L – Sri Lanka Technical Standard Order Authorisation.
- Subpart M – Identification of Products, Parts and Appliances.
- Subpart N – Airworthiness Design Standards
- Subpart O – Approval and Certificate Management

2. Definitions

Unless otherwise specified herein, all words, phrases and abbreviations in this ASN carry the same meaning as defined in the ICAO Doc. 8400.

- (a) “*Accountable Manager*” means the manager of a holder of an Approval who has corporate authority for ensuring that activities within the scope of an Approval are carried out to the requirements of DGCA.
- (b) “*Article*” means a material, process, part, or appliance used on a product.
- (c) “*Appliance*” means an instrument, mechanism, equipment, apparatus or accessory that is used in operating an aircraft and is not a part of the airframe or engine.
- (d) “*Maintenance*” means the performance of tasks required to ensure the continued airworthiness of an aircraft, and includes the overhaul, inspection, replacement, defect rectification and the embodiment of a modification or repair.
- (e) “*Major*” in relation to a change to a product or article means that which:
 - (1) Might appreciably affect weight, balance, structural strength, performance, power-plant operation, flight characteristics or other qualities affecting airworthiness; or
 - (2) That is not done according to accepted practices or elementary operations.
- (f) “*Minor*” in relation to a change to a product or article means that which is not major.

- (g) “*Modification*” means a design change or alteration of a product or article in compliance with an approved airworthiness design standard under Subpart P.
- (h) “*Organisation*” means any person and includes any company or association or body of persons, corporate as per law of the country.
- (i) “*Product*” means an aircraft, engine or propeller.
- (j) “*Repair*” means the restoration of a product to an airworthy condition to ensure that the aircraft continues to comply with the design aspects of the appropriate airworthiness requirements used for the issuance of the type certificate for the respective aircraft type, after it has been damaged or subject to wear.
- (k) “*European Technical Standard Order (ETSO)*” means a minimum performance standard issued by the European Technical Standard Order issued by EASA for specified articles.
- (l) “*Technical Standard Order (TSO)*” means a minimum performance standard issued by the United States Federal Aviation Administration (FAA) for specified articles.

SUBPART A — GENERAL PROVISIONS

1. Scope

This Subpart establishes general provisions governing the rights and obligations of the applicant for, and holder of, any certificate issued or to be issued in accordance with this Part.

2. Undertaking by another person other than the applicant, or holder of, a certificate

The actions and obligations required to be undertaken by the holder of, or applicant for, a certificate for a product, part or appliance under this Part may be undertaken on its behalf by any other legal person, provided the holder of, or applicant for, that certificate can show that it has made an agreement with any other natural or legal person who has been accepted by law of the country and to ensure that the holder's obligations are and will be properly discharged.

3 Failures, malfunctions and defects

- (a) System for Collection, Investigation and Analysis of Data. The holder of a type-certificate, restricted type-certificate, supplemental type-certificate, Technical Standard Order (TSO) authorisation, major repair design approval or any other relevant approval deemed to have been issued under this Part shall have a system for collecting, investigating and analysing reports of and information related to failures, malfunctions, defects or other occurrences which cause or might cause adverse effects on the continuing airworthiness of the product, part or appliance covered by the type-certificate, restricted type-certificate, supplemental type-certificate, SLTSO authorisation, major repair design approval or any other relevant approval deemed to have been issued under this Part. Information about the system shall be made available to all known operators of the product, part or appliance and, on request, to any person authorised under other associated implementing Regulations as the case may be.
- (b) Reporting to DGCA.
 - (1) The holder of a type-certificate, restricted type-certificate, supplemental type-certificate, TSO authorisation, major repair design approval or any other relevant approval deemed to have been issued under this Part shall report to DGCA any failure, malfunction, defect or other occurrence of which he is aware of related to a product, part, or appliance covered by the type-certificate, restricted type-certificate, supplemental type-certificate, SLTSO authorisation, major repair design approval or any other relevant approval deemed to have been issued under this Part, and which has resulted in or may result in an unsafe condition.
 - (2) These reports shall be made in a form and manner accepted by DGCA, as soon as practicable and in any case dispatched not later than 72 hours after the identification of the possible unsafe condition.

(c) Investigation of Reported Occurrences.

- (1) When an occurrence reported under paragraph (b), or a result from a deficiency in the design, or a manufacturing deficiency, the holder of the type-certificate, restricted type-certificate, supplemental type-certificate, major repair design approval, SLTSO authorisation, or any other relevant approval deemed to have been issued under this Part, or the manufacturer as appropriate, shall investigate the reason for the deficiency and report to DGCA the results of its investigation and any action it is taking or proposes to take to correct that deficiency.
- (2) If DGCA finds that an action is required to correct the deficiency, the holder of the type-certificate, restricted type-certificate, supplemental type-certificate, major repair design approval, SLTSO authorisation, or any other relevant approval deemed to have been issued under this Part, or the manufacturer as appropriate, shall submit the relevant data to DGCA.

3. Airworthiness Directives

- (a) An airworthiness directive means a document issued or adopted by DGCA which mandates actions to be performed on an aircraft to restore an acceptable level of safety, when evidence shows that the safety level of the aircraft may otherwise be compromised.
- (b) DGCA shall issue an airworthiness directive when:
 - (1) An unsafe condition has been determined by DGCA to exist in an aircraft, as a result of a deficiency in the aircraft, or an engine, propeller, part or appliance installed on the aircraft; and
 - (2) That condition is likely to exist or develop in other aircraft.
- (c) When an airworthiness directive has to be issued by DGCA to correct the unsafe condition referred to in paragraph (b), or to require the performance of an inspection, the holder of the type-certificate, restricted type-certificate, supplemental type-certificate, major repair design approval, TSO authorisation or any other relevant approval deemed to have been issued under this Part, shall:
 - (1) Propose the appropriate corrective action or required inspections, or both, and submit details of these proposals to DGCA for approval.
 - (2) Following the approval by DGCA of the proposals referred under the above item (i), make available to all known operators or owners of the product, part or appliance and, on request, to any person required to comply with the airworthiness directive, appropriate descriptive data and accomplishment instructions.
- (d) An airworthiness directive shall contain at least the following information:
 - (1) An identification of the unsafe condition;
 - (2) An identification of the affected aircraft;
 - (3) The action(s) required;
 - (4) The compliance time for the required action(s);
 - (5) The date of entry into force.

Note: The method of compliance in respect of airworthiness directive is given in ASN 065.

4. Coordination between design and production

Each holder of a type-certificate, restricted type-certificate, supplemental type-certificate, SLTSO authorisation, approval of a change to type design or approval of a repair design, shall collaborate with the production organisation as necessary to ensure:

- (a) The satisfactory coordination of design and production required by this Part as appropriate, and
- (b) The proper support of the continued airworthiness of the product, part or appliance.

SUBPART B — TYPE CERTIFICATES AND RESTRICTED TYPE CERTIFICATES.**1. Type Certificates****1.1 Applicability**

- (a) The DGCA does not grant type certificates.
- (b) This Subpart specifies the procedural and airworthiness requirements for the grant of a letter of acceptance of type certificate detailing the acceptance by DGCA of a foreign aircraft type certificate.

1.2 Acceptability of foreign type certificates

The following foreign aircraft type certificates may be accepted by DGCA for the grant of a letter of acceptance of type certificate:

- (a) A type certificate issued by the EASA where the Commission of the European Communities is the Agency of Design; or
- (b) A type certificate issued by the FAA where the United States of America is the State of Design; or
- (c) A type certificate issued by the relevant authority of a Contracting State in compliance with Annex 8 to the Convention on International Civil Aviation which is accepted by DGCA.
- (d) In case the issuance of type certificate or restricted type certificate is different to either (a), (b) or (c) of the above, proven evidences shall be submitted by the type certificate or restricted type certificate holder of its demonstrated capability by holding a design organisation approval issued by respective state of design.

1.3 Application

An application for a letter of acceptance of type certificate shall be made in a form and manner established (Appendix-1) by DGCA and must identify the following:

- (a) The applicable type certification basis that the aircraft is designed to comply with;
- (b) The applicable aircraft noise and engine emission standards that the aircraft is designed to comply with.

1.4 Grant of a letter of acceptance of type certificate

When an applicant has demonstrated to the satisfaction of DGCA that:

- (a) The aircraft meets the applicable type certification basis;
 - (b) The aircraft meets the applicable noise and engine emission standards;
 - (c) No feature or characteristic of the aircraft type makes it unsafe for the intended use;
- DGCA may, subject to such conditions that DGCA deems necessary, grant to the applicant a letter of acceptance of type certificate.

2. Restricted Type Certificate

- (a) The DGCA does not grant restricted type certificates.
- (b) The DGCA does not grant a letter of acceptance for restricted type certificate detailing the acceptance, because the restricted type certificate is issued by a foreign certifying state for the product or an aircraft which does not meet the provisions of applicable type certification basis and environmental protection requirements and certification specifications.

SUBPART C – CHANGES TO TYPE CERTIFICATES AND RESTRICTED TYPE CERTIFICATES.

1. Applicability

- (a) As DGCA does not grant type certificates, it does not approve changes to type certificates also.
- (b) This Subpart specifies the procedural and airworthiness requirements for the acceptance by DGCA to grant a letter of acceptance of a change to a type certificate.

3. Application

- (a) An application for a letter of acceptance of type certificate for a new variant of an aircraft type previously accepted by DGCA must be made under Subpart on Type Certificates and restricted type certificates.
- (b) An application for the approval of a major change to a product in accordance with a change to a type certificate must be made under Subpart on Supplemental Type Certificate.
- (c) The DGCA will not accept application for the issuance of a letter of acceptance of changes to restricted type certificate.

SUBPART D –SUPPLEMENTAL TYPE CERTIFICATE**1. Applicability**

- (a) This Subpart specifies:
 - (1) The requirements for the application for the grant of a supplemental type certificate; and
 - (2) The privileges of the holder of a supplemental type certificate.
- (b) In this Subpart, a supplemental type certificate signifies a design approval for a major change to the type design of a product in accordance with the airworthiness design standards specified in Subpart N- Airworthiness Design Standards.
- (c) DGCA will not grant a supplemental type certificate if it has not accepted the foreign aircraft type certificate issued by the relevant authority of the State of Design of the aircraft in accordance with requirements made under Subpart B on Type Certificate and Restricted Type Certificate.
- (d) DGCA will not grant a supplemental type certificate if the applicant is located outside of Sri Lanka unless DGCA determines that the location places no undue burden on it in fulfilling its certificate management responsibilities.

2. Application

- (a) An application for a supplemental type certificate shall be made in a form and manner established (Appendix-2) by DGCA and must include the following:
 - (1) A description of the change identifying:
 - (i) All parts of the type design and the approved manuals affected by the change; and
 - (ii) The applicable airworthiness design standards with which the change has been designed to comply with, as specified in paragraph 1.4 under this Subpart.
 - (2) Identification of any investigations necessary to show compliance of the changed product with the applicable airworthiness design standards.
 - (3) Indication as to whether the information on which the supplemental type certificate is based is to be provided from the applicant's own resources or through an arrangement with the type certificate holder.
- (b) Major changes to a product must not be made without the approval of DGCA under this Subpart.
- (c) Minor changes to a product may be made without the need for a supplemental type certificate. A minor change may be approved by DGCA or by the holder of a Design

Organisation Approval granted under Subpart I- Design Organisation Approval.

3. Design configuration control

An applicant for the grant of a supplemental type certificate shall:

- (a) Hold a Design Organisation Approval under Subpart I - Design Organisation Approval; or
- (b) Have an arrangement for the design configuration control of changes to the type design and demonstrate a design capability to the satisfaction of DGCA.

4. Designation of applicable airworthiness design standards

- (a) An applicant for the grant of a supplemental type certificate must show that the changed product complies with the applicable airworthiness design standards specified in Subpart N- Airworthiness Design Standards in effect at the date of application for the supplemental type certificate unless an exception under paragraph (b) is applicable.
- (b) An applicant for the grant of a supplemental type certificate may show that the changed product complies with the applicable airworthiness design standards incorporated by reference in the type certificate accepted under Subpart C - Type Certification and Restricted Type Certificate if DGCA finds that compliance with an airworthiness design standard described in paragraph (a) would not contribute materially to the level of safety of the changed product or would be impractical.
- (c) If DGCA finds that the airworthiness design standards in effect on the date of the application for the supplemental type certificate do not provide adequate standards with respect to the proposed change, DGCA may reject such applications.

5. Showing of compliance

An applicant for the grant of a supplemental type certificate shall:

- (a) Show that the changed product complies with the applicable airworthiness design standards specified in the Subpart on Designation of applicable airworthiness design standards and submit all substantiating data to DGCA.
- (b) Submit to DGCA a statement of compliance against the applicable airworthiness design standards specified Subpart N.

6. Manuals

An applicant for the grant of a supplemental type certificate shall produce, maintain and update variations to manuals required by the applicable airworthiness design standards specified in Subpart N - Airworthiness Design Standards, necessary to cover the changes introduced by the supplemental type certificate.

7. Instructions for continued airworthiness

- (a) An applicant for the grant of a supplemental type certificate shall prepare variations to the instructions for continued airworthiness in accordance with the applicable airworthiness design standards specified in Subpart N - Airworthiness Design Standards.
- (b) An applicant for the grant of a supplemental type certificate shall make those variations to the instructions for continued airworthiness available to all known operators of a product incorporating the supplemental type certificate.

8. Grant of a supplemental type certificate

- (a) When an applicant has demonstrated to the satisfaction of DGCA that:
 - (1) The changed product complies with the applicable airworthiness design standards specified in Subpart N - Airworthiness Design Standards;
 - (2) Any airworthiness requirements not complied with are compensated for by factors that provide an equivalent level of safety;

- (3) No feature or characteristic makes it unsafe for the uses for which certification is requested;

DGCA may, subject to such conditions that DGCA deems necessary, grant to the applicant a letter of acceptance for supplemental type certificate.

- (b) In addition to complying with the requirements of this Subpart, a holder of a supplemental type certificate shall comply with Subpart O of this Part.

9. Record keeping

- (a) A holder of a supplemental type certificate shall keep a complete and current technical data file for each supplemental type certificate including all relevant design information, drawings and reports.
- (b) Records required by paragraph (a) shall be retained for the life of any product incorporating the supplemental type certificate.

10. Changes to that part of a product covered by a supplemental type certificate

- (a) A major change to that part of a product covered by a supplemental type certificate must not be made without DGCA approval and application for such approval can only be made by the supplemental type certificate holder.
- (b) A minor change (Appendix-3) to that part of a product covered by a supplemental type certificate may be made by the supplemental type certificate holder without first obtaining the approval of DGCA in case where the applicant holds a DOA.

11. Transferability

A supplemental type certificate may be transferred to an organisation which complies with Subpart on Design configuration control and is able to undertake the requirements of Subpart O of this Part if the transfer is agreed to DGCA.

12. Privileges of a holder of a supplemental type certificate

A holder of a supplemental type certificate may:

- (a) Approve minor design changes;
- (b) Enter into arrangements for production as specified in Subpart F of this Part; and
- (c) Enter into arrangements for the embodiment of the change on a product.

SUBPART E – PRODUCTION WITHOUT PRODUCTION ORGANISATION APPROVAL

1. Application for and grant of a letter of agreement

- (a) An applicant may apply for a letter of agreement for limited production without holding a POA as specified in Subpart F.
- (b) An applicant must be able to satisfy DGCA that each product or article will be produced satisfactorily without a POA.
- (c) When an applicant has demonstrated compliance with the applicable requirements of this Subpart to the satisfaction of DGCA, DGCA may, subject to such conditions that DGCA deems necessary, grant to the applicant the letter of agreement.

2. Production quality system, SLTSO articles

A holder of a letter of agreement for the production of SLTSO articles shall:

- (a) Establish quality assurance procedures to ensure that such articles are produced in conformity with the applicable approved design data, have no unsafe feature and are in

condition for safe operation; and

(b) Comply with the SLTSO marking and record- keeping requirements of Subpart F.

SUBPART F – PRODUCTION ORGANISATION APPROVAL (POA)

1. Applicability

This Subpart specifies:

- (a) Procedural requirements for the grant of a POA;
- (b) Requirements governing the holder of a POA; and
- (c) Privileges of a holder of a POA.

2. Requirement to hold a POA

No organisation shall produce products and articles unless it holds a POA or a letter of agreement for production without a POA under Subpart E.

3. Application

An application for a POA shall be made in a form and manner established (Appendix 4) by DGCA.

4. Exposition Manual

- (a) The organisation shall submit to DGCA a production organisation exposition providing the following information:
 - (1). A statement signed by the accountable manager confirming that the production organisation exposition and any associated manuals which define the approved organisation's compliance with this Subpart will be complied with at all times.
 - (2) The title(s) and names of managers accepted and subsequently approved in accordance with manner established by DGCA.
 - (3) The duties and responsibilities of the manager(s) as required, including matters on which they may deal directly with DGCA on behalf of the organisation.
 - (4) An organisational chart showing associated chains of responsibility of the managers as required.
 - (5) A list of certifying staff as appropriate.
 - (6) A general description of man-power resources.
 - (7) A general description of the facilities located at each address specified in the production organisation's certificate of approval.
 - (8) A general description of the production organisation's scope of work relevant to the terms of approval.
 - (9) The procedure for the notification of organisational changes to DGCA.
 - (10) The amendment procedure for the production organisation exposition.
 - (11) A description of the quality system and the procedures as required.
 - (12) A list of those outside parties and details of any authorisations made by the holder of the POA to subsidiary manufacturers or subcontractors.
- (b) The production organisation exposition shall be amended as necessary to remain an up-to-date description of the organisation, and copies of any amendments shall be supplied to DGCA for approval.

5. Production control system

A holder of a POA shall establish a production control system that:

- (a) Clearly and completely identifies the approved design for each product or article being produced;
- (b) Documents procedures for inspection of raw materials, parts and sub-assemblies

- entering the system;
- (c) Documents procedures for inspections during production and means of dealing with nonconforming materials or parts
 - (d) Identifies any special production processes and the means used to control the processes;
 - (e) Details of quality assurance procedure and internal audit procedure;
 - The quality system shall contain:
 - As applicable within the scope of approval, control procedures for:
 - (1) Document issue, approval, or change.
 - (2) Vendor and subcontractor assessment audit and control.
 - (3) Verification that incoming products, parts, materials, and equipment, including items supplied new or used by buyers of products, are as specified in the applicable design data.
 - (4) Identification and traceability.
 - (5) Manufacturing processes.
 - (6) Inspection and testing, including production flight tests.
 - (7) Calibration of tools, jigs, and test equipment.
 - (8) Non conforming item control.
 - (9) Airworthiness coordination with the applicant for, or holder of, the design approval.
 - (10) Records completion and retention.
 - (11) Personnel competence and qualification.
 - (12) Issue of airworthiness release documents.
 - (13) Handling, storage and packing.
 - (14) Internal quality audits and resulting corrective actions.
 - (15) Work within the terms of approval performed at any location other than the approved facilities.
 - (16) Work carried out after completion of production but prior to delivery, to maintain the aircraft in a condition for safe operation.
 - (f) Identifies staff authorised to issue an Authorised Release Certificate, CAASL Form 1 (Appendix 5) and statements of conformity;
 - (g) Establishes procedures to assure that each product or article, including parts manufactured by subcontractors, conforms to the approved design, has no unsafe feature and is in a condition for safe operation;
 - (h) Includes procedures for corrective action to ensure that production problems are corrected;
 - (i) Includes procedures for coordination with the design organisation responsible for the design of the product or article being produced;
 - (j) Provides for the permanent and legible marking of each product or article with the name and location of the manufacturer, the SLTSO reference if applicable, and the serial number and model or part number;
 - (k) Establishes a record keeping system which documents the date each item is produced and the person or persons certifying conformity to the approved design; and
 - (l) Is adhered to as prescribed in the Exposition Document specified in the above paragraph.

6. Relationship between production and design

- (a) A holder of a POA must hold a design approval or must have an arrangement with the holder of a design approval which is acceptable to DGCA; and
- (b) A holder of a POA shall maintain close collaboration between production and design to

ensure integrity of the product or article.

7. Record keeping

The production inspection records required in Production Control System addressed under Subpart F – Production Organisation Approval shall be retained as follows:

- (a) The records of a product shall be retained until the product is permanently withdrawn from service;
- (b) The records of an article shall be retained for 2 years after expiry of the life of produced article.

8. Grant of Approval

- (a) When an applicant has demonstrated compliance with the applicable requirements of this Subpart to the satisfaction of DGCA, the DGCA may, subject to such conditions that DGCA deems necessary, grant to the applicant a POA.
- (b) In addition to complying with the requirements of this Subpart, a holder of a POA shall maintain the approval by complying with Subpart O – Approval and Certificate Management.

9. Privileges of a holder of a POA

A holder of a POA may, within the scope of approval as specified on the POA:

- (a) Produce products and articles; and
- (b) Issue an Authorised Release Certificate, CAASL Form 1 (Appendix 5), for the articles it produces.

SUBPART G – AIRWORTHINESS CERTIFICATE

Procedure pertaining to issue Certificate of Airworthiness is described in ASN 061 issued in compliance with the latest revision status of Annex 8 to the Chicago Convention.

SUBPART H – NOISE CERTIFICATE

Procedure pertaining to issue/validate of Noise Certificate is described in ASN 061 issued in compliance with the latest revision status of Annex 16 to the Chicago Convention.

SUBPART I – DESIGN ORGANISATION APPROVAL (DOA)

1. Applicability

This Subpart specifies that

- (a) Procedural requirements for the grant of a DOA;
- (b) Requirements governing the holders of a DOA; and
- (c) Privileges of a holder of a DOA.

2. Requirement to hold a DOA

A holder of any of the following Approvals shall obtain a DOA unless DGCA determines otherwise:

- (a) Type certificate;
- (b) Supplemental type certificate;
- (c) Approval for a modification or repair;
- (d) SLTSO Certificate of Approval for an article.

3. Application

An application for a DOA shall be made in a form and manner established (Appendix 4) by DGCA.

4. Exposition Document

- (a) A holder of a DOA shall maintain an Exposition Document describing the organisation, key personnel, resources, types of design work, products and articles to be designed, and procedures to ensure compliance with this Subpart;
- (b) The Exposition Document shall describe in detail the design control system specified in this Subsection below;
- (c) The Exposition Document shall be signed by the accountable manager before it is submitted to DGCA for approval; and
- (d) The Exposition Document shall be kept updated to accurately reflect the current organisation of the holder of the DOA and all amendments to the Exposition Document shall be submitted to DGCA in duplicate for approval.

5. Design control system

A holder of a DOA shall establish a design control system that

- (a) Clearly and completely defines each approved design and design change
- (b) Documents compliance with the applicable airworthiness standards and ensures no unsafe design feature;
- (c) Establishes a record keeping system which includes the date and person certifying each piece of design reference data;
- (d) Includes procedures for corrective action to ensure that any design problems are corrected;
- (e) Includes procedures for determining major and minor changes and for approving minor changes;
- (f) Details of quality assurance procedure and internal audit procedure.
- (g) Includes procedures to verify its designs which are being used for production by a holder of a POA granted under Subpart F; and.
- (h) Is adhered to as prescribed in the Exposition Document specified in the above paragraph.

6. Collaboration between design and production

A holder of a DOA shall maintain close collaboration between design and production to ensure integrity of the product or article.

7. Continued airworthiness

A holder of a DOA shall provide instructions for continued airworthiness, if applicable.

8. Grant of Approval

- (a) When an applicant has demonstrated compliance with the applicable requirements of this Subpart to the satisfaction of DGCA, the DGCA may, subject to such conditions that DGCA deems necessary, grant to the applicant a DOA.
- (b) In addition to complying with the requirements of this Subpart, a holder of a DOA shall comply with Subsection O – Approval and Certificate Management of this Part.

9. Privileges of a holder of a DOA

A holder of a DOA may, within the scope of approval as specified in the DOA:

- (a) Develop design data;
- (b) Issue statements of compliance to airworthiness design standards;
- (c) Approve minor changes in design; and
- (d) Enter into arrangements acceptable to DGCA for the production of approved design under Subpart F –Production Organisation Approval

SUBPART J — PARTS AND APPLIANCES

1. Applicability

This Subpart establishes the procedure relating to the approval of parts and appliances.

2. Compliance with applicable requirements

The showing of compliance of parts and appliances to be installed in a type-certificated product shall be made:

- (a) In conjunction with the type-certification procedures of Subpart B, C or D for the product in which it is to be installed; or
- (b) Where applicable, under the SLTSO authorisation procedure of ICAO Contracting State, in compliance with Annex 8, which is acceptable to DGCA as specified under Subpart L; or
- (c) In the case of standard parts, in accordance with officially recognised Standards.

3. Approval of parts and appliances

In all cases where the approval of a part or appliance is explicitly required by DGCA, the part or appliance shall comply with the applicable SLTSO or with the specifications recognised as equivalent by DGCA in the particular case.

4. Release of parts and appliances for installation

No part or appliance (except a standard part), shall be eligible for installation in a type-certificated product unless it is:

- (a) Accompanied by an Authorised Release Certificate, CAASL Form 1 (Appendix 5) or equivalent, certifying airworthiness; and
- (b) Marked in accordance with Subpart M – Identification of Products, Parts and Appliances.

SUBPART K- REPAIRS

1. Applicability

- (a) This Subpart establishes the procedure and airworthiness requirements for the approval of repair design (major or minor) by DGCA.
- (b) A 'repair' means elimination of damage and/or restoration to an airworthy condition following initial release into service by the manufacturer of any product, part or appliance.
- (c) Elimination of damage by replacement of parts or appliances without the necessity for design activity shall be considered as a maintenance task and shall therefore require no approval under this Subpart.
- (d) A repair to a SLTSO article shall be treated as a change to the SLTSO design and shall be processed in accordance with design change procedure explained under Subpart L - Technical Standard Order Certificate of Approval.

2. Application

- (a) An application for a major repair design Approval shall be made in a form and manner

established (Appendix 6) by DGCA and must include the following:

- (1) Identification of the applicable airworthiness design standards in Subpart N that the repair is designed to comply with;
 - (2) All substantiation data needed to demonstrate that the repaired product or article will continue to comply with its certification basis;
 - (3) A statement of compliance against the airworthiness standards identified in subparagraph (1);
 - (4) All necessary instructions and limitations;
 - (5) Instructions for Continued Airworthiness if applicable; and
 - (6) Updates to the required manuals if applicable.
- (b) Major repairs to a product or article must not be made without the approval of DGCA under this Subpart.
- (c) Minor repairs that are not covered by existing approved repair data (e.g. SRM, AD) may be made without the approval of DGCA provided that they are made with the approval of a Design Organisation under Subpart I and is within the scope of approval as specified on the Certificate.

3. Design configuration control

An applicant for the grant of a repair design Approval shall:

- (a) Apply for and hold a Design Organisation Approval under Subpart I; or
- (b) Have an arrangement for the design configuration control of repairs and demonstrate a design capability to the satisfaction of DGCA.

4. Repair design Approval

- (a) When an applicant has demonstrated compliance with the applicable requirements of this Subpart to the satisfaction of DGCA, the DGCA may, subject to such conditions that DGCA deems necessary, grant to the applicant an approval for the repair design.
- (b) In addition to complying with the requirements of this Subpart, a holder of a repair design Approval shall comply with Subpart O of this Part.

5. Record keeping

A holder of a repair design approval granted under this Subpart shall maintain and keep, for the life of the repair, the following records:

- (a) A complete and current technical data file for each repair including description of the damage, correspondence with the type certificate or design approval holder if its advice on the design has been sought, identification of the applicable airworthiness requirements, repair/design drawings, structural justification (static strength, fatigue, damage tolerance, flutter etc.), effect on the aircraft, engines and/or systems (performance, flight handling etc.), effect on maintenance programme, including instructions for continued airworthiness as necessary, effect on airworthiness limitations, the Flight Manual and the Operating Manual, weight and moment change, specifications and reports, special test requirements, time limitations for a temporary repair;
- (b) Complete inspection records showing that all inspections and tests required for compliance have been properly completed.

6. Design changes to approved repairs

A design change to a repair of a product or article covered by a repair design approval shall require a new application under this Subpart.

SUBPART L – SRI LANKA TECHNICAL STANDARD ORDER (SLTSO) CERTIFICATE OF APPROVAL

1. Applicability

- (a) This Subpart specifies the:
 - (1) Requirements for the application for and grant of a SLTSO Certificate of Approval; and
 - (2) Privileges of the holder of a SLTSO Certificate of Approval.
- (b) In this Part, a SLTSO Certificate of Approval means a design approval for a SLTSO article that meets the airworthiness design standards specified in Subpart N – Airworthiness Design Standards.
- (c) The DGCA will not grant a SLTSO Certificate of Approval for an article if the applicant is located outside of Sri Lanka unless DGCA determines that the location places no undue burden on it in fulfilling its certificate management responsibilities.

2. Application

- (a) An application for a SLTSO Certificate of Approval shall be made in a form and manner established (Appendix 7) by DGCA and must include:
 - (1) Identification of the applicable airworthiness design standards in Subpart N – Airworthiness Design Standard that the article is designed to comply with;
 - (2) A copy of the technical data required by the airworthiness standards identified in subparagraph (1);
 - (3) A statement certifying that the article meets the airworthiness standards identified in subparagraph (1);
 - (4) The basic model number of the article and the part numbers of the components;
 - (5) Instructions for Continued Airworthiness if applicable; and
 - (6) Procedures to ensure design configuration control.
- (b) Any request to deviate from the airworthiness standards identified in paragraph (a)(1) shall be accompanied by evidence that the deviation is compensated for by design features providing an equivalent level of safety.
- (c) If DGCA determines that a SLTSO includes significant airworthiness implications, the applicant shall also apply for and hold a DOA under Subpart I – Design Organisation Approval.

3. Declaration of Design and Performance (DDP)

The technical data should include a Declaration of Design and Performance (DDP). The DDP should provide a summary of all the technical aspects pertaining to certification. It will enable DGCA to readily assess compliance with the relevant SLTSO and so expedite the approval process. It also provides the party installing the article with necessary data and references for ensuring a safe installation and continued airworthiness. To achieve these aims, the DDP should contain at least the following information:

- (a) Information identifying the article and its design and testing standard;
- (b) The rated performance of the article;
- (c) A statement of compliance certifying that the article has met the appropriate SLTSO;
- (d) Reference to relevant analysis and test reports;
- (e) Reference to the appropriate Maintenance, Overhaul and Repair Manuals;
- (f) The levels of compliance, where various levels of compliance are allowed by the SLTSO;
- (g) List of deviations accepted in accordance with item (b) of the above paragraph. The DDP should be endorsed with the date and signature of an approved design signatory of the applicant.

The format of DDP should be in compliance with the format shown in Appendix 8. The format may be modified as required to suit the article being submitted for approval

4. Design configuration control

An applicant for the grant of a SLTSO Certificate of Approval shall:

- (a) Apply for and hold a Design Organisation Approval under Subpart I; or
- (b) Have an arrangement acceptable to DGCA for the design configuration control of SLTSO articles.

5. SLTSO Certificate of Approval

- (a) When an applicant has demonstrated compliance with the applicable requirements of this Subpart to the satisfaction of DGCA, DGCA may, subject to such conditions that DGCA deems necessary, grant to the applicant a SLTSO Certificate of Approval.
- (b) In addition to complying with the requirements of this Subpart, a holder of a SLTSO Certificate of Approval shall comply with Subpart O – Approval and Certificate Management of this Part.

6. Record keeping

A holder of a SLTSO Certificate of Approval granted under this Subpart shall maintain and keep, until the expiry of a period of two year from the date of cessation of production of the SLTSO article, the following records:

- (a) A complete and current technical data file for each SLTSO article including design drawings, specifications and reports;
- (b) Complete inspection records showing that all inspections and tests required for compliance have been properly completed.

7. Design changes to SLTSO articles

Any design change that is extensive enough to require a substantially complete investigation to determine compliance with a SLTSO shall require a new application under this Subpart.

8. Privileges of a holder of SLTSO Certificate of Approval

A holder of a SLTSO Certificate of Approval may:

- (a) Approve minor design changes;
- (b) Enter into arrangements for production as specified in Subpart F- Production Organisation Approval of this Part; and
- (c) Indicate that it has DGCA's approval by marking the SLTSO article specified on the Certificate in accordance with item (j) addressed under Production Control System in Subpart F- Production Organisation Approval.

SUBPART M – IDENTIFICATION OF PRODUCTS, PARTS AND APPLIANCES

1. Identification of products

- (a) The identification of products shall include the following information:
 - (1) Manufacturer's name.
 - (2) Product designation.
 - (3) Manufacturer's Serial number.
 - (4) Any other information the DGCA finds appropriate.
- (b) Manufacturer of an aircraft or engine under Subpart E or F of this ASN shall identify that aircraft or engine by means of a fireproof plate that has the information specified in

paragraph (a) marked on it by etching, stamping, engraving, or other approved method of fireproof marking. The identification plate shall be secured in such a manner that it is accessible and legible, and will not likely be defaced or removed during normal service, or lost or destroyed in an accident.

- (c) Any organisation that manufactures a propeller, propeller blade, or propeller hub under Subpart E or F of this ASN shall identify it by means of a plate, stamping, engraving, etching or other approved method of fireproof identification that is placed on it on a non-critical surface, contains the information specified in paragraph (a), and will not likely be defaced or removed during normal service or lost or destroyed in an accident.
- (d) For manned free balloons, the identification plate prescribed in paragraph (b) shall be secured to the balloon envelope and shall be located, if practicable, where it is legible to the operator when the balloon is inflated. In addition, the basket and any heater assembly shall be permanently and legibly marked with the manufacturer's name, part number, or equivalent, and serial number, or equivalent.

2. Handling of identification data

- (a) No person shall remove, change, or place identification information referred to in the above paragraph, on any aircraft, engine, propeller, propeller blade, or propeller hub, or on an APU, without the approval of DGCA.
- (b) By way of derogation from paragraphs (a) , any approved organisation performing maintenance work under the applicable associated implementing rules may, in accordance with methods, techniques and practices established by DGCA:
 - (1) Remove, change, or place the identification information referred to in item (a) of paragraph 1 of this Subpart, on any aircraft, engine, propeller, propeller blade, or propeller hub, or on an APU; or
 - (2) Remove an identification plate referred in this Subpart for an APU, when necessary during maintenance operations.
- (c) No person shall install an identification plate removed in accordance with subparagraph (b)(2) on any aircraft, engine, propeller, propeller blade, or propeller hub other than the one from which it was removed.

3. Identification of parts and appliances

- (a) Each manufacturer of a part or appliance shall permanently and legibly mark the part or appliance with:
 - (1) A name, trademark, or symbol identifying the manufacturer; and
 - (2) The part number, as defined in the applicable design data; and
 - (3) The letter of Part Approval for parts or appliances produced in accordance with approved design data not belonging to the type-certificate holder of the related product, except for SLTSO articles.
- (b) By way of derogation from paragraph (a), if DGCA agrees that a part or appliance is too small or that it is otherwise impractical to mark a part or appliance with any of the information required by paragraph (a), the authorised release document accompanying the part or appliance or its container shall include the information that could not be marked on the part.

4. Identification of critical parts

In addition to the requirements on the above paragraph, each manufacturer of a part to be fitted on a type-certificated product which has been identified as a critical part shall permanently and legibly mark that part with a part number and a serial number.

5. Identification of SLTSO articles

- (a) Each holder of a SLTSO authorisation under Subpart L shall permanently mark each

article with the following information:

- (1) The name and address of the manufacturer;
 - (2) The name, type, part number or model designation of the article;
 - (3) The serial number or the date of manufacture of the article or both; and
 - (4) The applicable SLTSO number.
- (b) By way of derogation from paragraph (a), if DGCA agrees that a part is too small or that it is otherwise impractical to mark a part with any of the information required by paragraph (a), the authorised release document accompanying the part or its container shall include the information that could not be marked on the part.
- (c) The manufacturer of an APU under Subpart E or F shall identify that APU by means of a fire-proof plate that has the information specified in paragraph (a) marked on it by etching, stamping, engraving, or other approved method of fireproof marking. The identification plate shall be secured in such a manner that it is accessible and legible, and will not likely be defaced or removed during normal service, or lost or destroyed in an accident.

SUBPART N – AIRWORTHINESS DESIGN STANDARDS

1. Applicability

This Subpart prescribes Airworthiness Design Standards adopted by DGCA for:

- (a) Products;
- (b) Certain parts, processes, and appliances under Sri Lanka Technical Standard Order (SLTSO); and
- (c) Standard parts, materials, and processes.

2. Products

The airworthiness design standards adopted by DGCA for products are:

- (a) Airworthiness design standards issued by DGCA; or
- (b) Airworthiness design standards contained in regulations issued by the Federal Aviation Administration (FAA) of the United States of America, including Federal Aviation Regulation (FAR) Parts 23, 25, 27, 29, 33 and 35; or
- (c) Airworthiness certification specifications issued by the European Aviation Safety Agency (EASA) of the European Civil Aviation Commission, including CS - 22, -23, -25, -27, -29, -34, -36, -APU, -E, -ETSO, -P, -VAL and -VLR; or
- (d) Airworthiness design standards issued by Contracting States in compliance with Annex 8 to the Convention on International Civil Aviation, which are accepted by DGCA

3. SLTSO articles

The airworthiness design standards adopted by DGCA for SLTSO articles are:

- (a) Standards issued by DGCA for SLTSO approval; or
- (b) Standards established by the FAA for TSO approval; or
- (c) Standards established by the EASA for ETSO approval; or
- (d) Standards issued by contracting states in compliance with Annex 8 to the Convention on International Civil Aviation which are accepted by DGCA.

4. Standard parts, materials, and processes

The airworthiness design standards adopted by DGCA for standard parts, materials and processes are any officially recognised industry specifications that are accepted by DGCA.

5. Special conditions

The DGCA may prescribe special conditions for a product to establish a level of safety equivalent to the airworthiness design standards specified in accordance with second paragraph of this Subpart if DGCA determines that the airworthiness design standards do not contain adequate or appropriate safety levels for the product, because:

- (a) The product has novel or unusual design features relative to the design practices on which the applicable design standards are based; or
- (b) The intended use of the product is unconventional.

SUBPART O – APPROVAL AND CERTIFICATE MANAGEMENT

1. Applicability

This Subsection specifies

- (a) Requirements for maintaining the continued airworthiness of products and articles designed, produced, modified or repaired by a holder of an Approval granted under this Part; and
- (b) The duration of the Approval granted under this ASN.

2. Approval holder requirements

A holder of an Approval granted under this Part shall, where applicable:

- (a) Maintain the currency of the applicable Exposition Document and operate in accordance with the Exposition Document to ensure design and production conformity;
- (b) Provide support for the approved product or article, so that products in service can continue to meet all airworthiness requirements and can be maintained in condition for safe operation;
- (c) Report any failures, malfunctions or defects to DGCA;
- (d) Provide proposals for corrective action to DGCA in an expeditious manner;
- (e) Take timely corrective action to remedy any unsafe feature; and
- (f) Make provisions for DGCA to conduct any investigation, test, inspection or audit to ensure compliance with the requirements of this Part.

3. Duration of Approvals and Certificates

- (a) The duration of each Approval granted under this Part shall be as specified by DGCA in an Approval Certificate.
- (b) The validity period is not more than one year, if not surrendered, superseded, suspended or revoked.
- (c) The continued validity of an Approval is subject to:
 - (1) The DGCA's determination of the holder's continued compliance with this Part;
 - (2) Unencumbered access by DGCA to the holder's facilities and records, including subcontractors; and
 - (3) Payment of costs incurred by DGCA in granting the Approval (as the case may be) and in carrying out its approval and certificate management responsibilities.

APPENDIX – 1

Application No: <i>(Office use only)</i>
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Form No: CAASL 08-009

CIVIL AVIATION AUTHORITY OF SRI LANKA
Application for a letter of acceptance of Type Certificate

<i>Note: If additional space is required for any item, attached additional sheets.</i>
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Notes for completing this form

- The completed application and supporting documentation, should be sent to:*
 Director General of Civil Aviation
 64, Galle Road
 Colombo 03
 Sri Lanka

 E-mail: *sldgca@slt.lk*
 Fax : +94 112 2440231
- Fees Payable shall be in accordance with published fees levied by Civil Aviation Authority of Sri Lanka.- (Refer CAASL website: www.caa.lk).*

PART I – DETAILS OF APPLICANT

- Name of Organization :
- Address :
- Tel : _____ Fax : _____ E-mail : _____

PART II – DETAILS OF AIRCRAFT TYPE

- Manufacturer or Type Certificate Holder :
- Model Designation(s) :
- Foreign Type Certificate :
- Type Certificate Data Sheet:
- Compliance with Noise Requirements :
- Compliance with Fuel Venting and Exhaust Emission Requirements :

PART III – APPLICATION AND DECLARATION

I/We hereby apply for a Letter of Acceptance of Type Certificate in accordance with ASN 02 - Subpart A.

This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out to the standard required by the DGCA Sri Lanka.

Date:

Name and designation of Applicant

Signature & Company Stamp

The application should be made with the followings;

- a) A copy of the type certificate and associated type certificate data sheet to be accepted;
- b) The applicable airworthiness design standards and the effective date of the standards; any special conditions imposed under the foreign type certification;
- c) Any requirements not complied with and any compensating factors providing an equivalent level of safety;
- d) Any airworthiness limitations;
- e) A list identifying the data submitted for the issue of the foreign type certificate, showing compliance with the applicable airworthiness design standards;
- f) A copy of the approved Airplane Flight Manual;
- g) A copy of the instructions for continued airworthiness;
- h) The illustrated parts catalogue;
- i) All current service information issued by the manufacturers of the aircraft, aircraft engine and propeller including any Airworthiness Directives.

APPENDIX – 2

Application No: <i>(Office use only)</i>
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Form No: CAASL 08-010

CIVIL AVIATION AUTHORITY OF SRI LANKA
Application for a Supplemental Type Certificate

<i>Note: If additional space is required for any item, attached additional sheets.</i>
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Notes for completing this form

- The completed application and supporting documentation, should be sent to:*
 Director General of Civil Aviation
 64, Galle Road
 Colombo 03
 Sri Lanka

 E-mail: sldgca@slt.lk
 Fax : +94 112 2440231
- Fees Payable shall be in accordance with published fees levied by Civil Aviation Authority of Sri Lanka.- (Refer CAASL website: www.caa.lk).*

PART I – DETAILS OF APPLICANT

- Name of Organization:
- Address:
- Tel : _____ Fax : _____ E-mail : _____
- Design Organization Approval No (if applicable) :
- Production Organization No (if applicable) :

PART II – DETAILS OF AIRCRAFT TYPE

- Applicants Reference Number :
- Make and Model Number of changed product :
- Registration Number/Serial Number of changed product :
- Applicable Type Certificate Reference(attach Type Certificate Data Sheet)
- Description of change :

PART III – APPLICATION AND DECLARATION

I/We hereby apply for a Supplemental Type Certificate in accordance with ASN 002 Subpart D

This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out to the standard required by the DGCA Sri Lanka.

Date:

Name and designation of Applicant

Signature & Company Stamp**The application should be made the with followings;**

1. The applicant should submit a Certification Plan for agreement with DGCA. This plan should include the following;
 - (a) General information identifying the applicant, application date, model designation, etc.;
 - (b) A description of the change, the area affected, manuals to be updated, etc.;
 - (c) The certification basis of the applicable airworthiness design standards, exemptions, and special conditions;
 - (d) How compliance will be shown (tests, analysis, similarity, etc.) and what will be submitted to show compliance;
 - (e) A project schedule identifying dates of major milestones; when data and test plan submittals will be made; when conformity inspections, installation, and testing are required; and when the project will be completed
2. The Certification Plan should be updated throughout the project and any changes should be agreed with DGCA. A sample Certification Plan is provided below.

SAMPLE CERTIFICATION PLAN**PART 1 INTRODUCTION****PART 2 DESCRIPTION****PART 3 CERTIFICATION REQUIREMENTS**

- 3.1 Applicable airworthiness design standards.
- 3.2 System special requirements, unique or novel aspects.
- 3.3 Compliance checklist.

PART 4 METHOD OF COMPLIANCE

- 4.1 Analyses - failure, safety, performance, etc.
- 4.2 Tests – qualification, flammability, laboratory, simulator, ground, flight, etc.
- 4.3 Software compliance.
- 4.4 Design.

PART 5 FUNCTIONAL HAZARD ASSESSMENT SUMMARY

- 5.1 System criticality.
- 5.2 Software criticality.
- 5.3 Functional failure conditions summary

PART 6 OPERATIONAL CONSIDERATIONS

- 6.1 Master Minimum Equipment List (MM EL).
- 6.2 Flight Crew Operating Manual (FCOM)
- 6.3 Instruction for Continued Airworthiness

PART 7 CERTIFICATION DOCUMENTATION

PART 8 CERTIFICATION SCHEDULE

- 8.1 Descriptive data submittal.
- 8.2 Compliance data submittal.
- 8.3 Test schedule.
- 8.4 Compliance inspection schedule
- 8.5 Conformity inspection schedule.
- 8.6 Final approval.

SAMPLE COMPLIANCE CHCKLIST

The purpose of the compliance checklist is to document the applicable airworthiness design standards for the supplemental type certificate project and how compliance with those design standards is shown.

Instructions for completing this sample compliance checklist are as follows:

Paragraph: List the applicable requirements by paragraph number.

Subject: The subject or title of the applicable paragraph.

Method of Compliance: The method of compliance may include design drawings (D), analyses (A), tests (T), or other methods (O). Some compliance checklists simply list the letter corresponding to the applicable method of compliance or a more specific reference may be used. There should be an explanation of the format used if required.

Documentation Reference: List the documentation (test report number, analysis report number, etc.) that demonstrates compliance with the applicable paragraph.

To illustrate how the compliance checklist may be completed the example of the installation of new passenger seats on an aircraft where the USA is the State of Design is considered. In this case, one of the several requirements that may be applicable could be FAR 25.562, Emergency landing dynamic conditions. If compliance is to be demonstrated by a dynamic test and a report is to be submitted to the Authority then the entry in the compliance checklist may be as follows:

Paragraph	Subject	Method of Compliance	Documentation Reference
FAR 25.562	Emergency landing dynamic conditions	Test	Test Report TR12345

3. An application for validation of a foreign supplemental type certificate should include the Certification Plan that has been approved by the relevant authority of the State of Design.

APPENDIX – 3

Application No:
(Office use only)

Form No: CAASL 08-011



CIVIL AVIATION AUTHORITY OF SRI LANKA
Application for a Modification Approval

Note: If additional space is required for any item, attached additional sheets.

Notes for completing this form

- The completed application and supporting documentation should be sent to:
Director General of Civil Aviation
64, Galle Road
Colombo 03
Sri Lanka

E-mail: sldgca@slt.lk
Fax : +94 112 2440231
- Fees Payable shall be in accordance with published fees levied by Civil Aviation Authority of Sri Lanka.- (Refer CAASL website: www.caa.lk).

Title :	
Aircraft Type :	Registration Marks :
Owner of Aircraft :	Organization carrying out the modification :
Component Name :	Component Part / Serial No.
Reason for Modification :	
Brief Description of Modification :	
Organizations Modification Reference No. :	

Documents affected <i>(Particulars of changes to be attached)</i>		Certificate of Airworthiness		Electrical Load Analysis		
		Flight Manual		Wiring Diagram Manual		
		Maintenance Schedule		Radio Station Licence		
		Maintenance Manual		Parts Manual		
		Structural Repair Manual		Weight and Balance Report		
		Compass Log		Others(to specify)		
Weight and Balance Change	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Weight Moment	Original	New	% Change

I have reviewed all the substantiation documents submitted herewith and found them to be complete and in order. I have checked that all tests necessary to ensure the continued airworthiness of the aircraft have been carried out and I fully concur with the recommendations / results from the tests. I am satisfied that no aspect of the modification will compromise the airworthiness of the aircraft.

Date	Name & Designation of Applicant	Signature
<u>Notes</u>		
<p>(1) This form (in duplicate) must be submitted with one complete set of substantiation documents and a covering Letter. An incomplete submission may delay the approval of the modification.</p> <p>(2) Depending on the complexity of the modification the evaluation period may be extended. (In this case, DGCA will notify the applicant of receipt of the application form)</p> <p>(3) If the modification is complex (e.g. involving an STC) or uncommon the applicant is advised to inform and involve CAASL at an early stage by first submitting a letter of intent, the test schedule and any available test plans, followed on with periodic updates and discussions. DGCA may require to witness the tests as part of the process to approve the modification.</p>		

FOR OFFICIAL USE ONLY			
Performance Flight Test : <input type="checkbox"/> Required (Date : _____) <input type="checkbox"/> Not Required Compliance Check : <input type="checkbox"/> Required (Date : _____) <input type="checkbox"/> Not required	Received : <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; width: 100%;"> Date Name & Sign </div>	Approved by : <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; width: 100%;"> Date For DGCA </div>	
DGCA Approval Reference :			

APPENDIX - 4

Application No:
(Office use only)

Form No: CAASL 08-012



CIVIL AVIATION AUTHORITY OF SRI LANKA
Application for an Organisation Approval

Note: If additional space is required for any item, attached additional sheets.

Notes for completing this form

- The completed application and supporting documentation, should be sent to:
Director General of Civil Aviation
64, Galle Road
Colombo 03
Sri Lanka

E-mail: sldgca@slt.lk
Fax : +94 112 2440231
- Fees Payable shall be in accordance with published fees levied by Civil Aviation Authority of Sri Lanka.- (Refer CAASL website: www.caa.lk).
- Please ✓ as appropriate

- | | | | |
|--------------------------|----------------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | Design Organization Approval | <input type="checkbox"/> | Production Organization Approval |
| <input type="checkbox"/> | Grant | <input type="checkbox"/> | Renewal |
| <input type="checkbox"/> | Change of Particulars or Company | <input type="checkbox"/> | Extension |

- Organization's registered name and number:
- Address (es) requiring approval:
- Mailing Address (es):
- Tel : _____ Fax : _____ E-mail : _____
- Summary of activities including scope of approval :
- Details of any variation sought :
- Name and Designation of the proposed Accountable Manager :
- Name and Designation of the Senior person(s) responsible for design/production control and quality assurance :
- Staff with authority to sign design approvals with signature (please provide separate list) :
- Staff with authority to certify an authorized release certificate or statement of conformity with signature and stamp (please provide separate list)

Declaration by Accountable Manager

I hereby declare that the particulars given on this form are true in every respect and based on these particulars; I apply for the grant/renewal/extension/change of particulars or company of an Organization Approval.

Date & Stamp

Signature of Accountable Manager

The formal application for a grant of a DOA should be submitted with the following:

- (a) Letter of application;
- (b) Letter of intent;
- (c) CAASL 08- 012 – application form (see Appendix 4);
- (d) CAASL 08- 016 – resumes for accountable manager, quality assurance managers, and design signatories (see Appendix 10);
- (e) CAASL 08- 015 – application for approval of design signatory/certifying staff (see Appendix 9);
- (f) proposed Exposition Document – two copies;
- (g) documentation evidencing that the applicant has and can obtain the use of appropriate facilities for the scope of work (e.g. lease agreement);
- (h) company registration or equivalent;
- (i) any proposed manual, as applicable;
- (j) personnel training programmes, as applicable;
- (k) Statement of Compliance against the applicable paragraphs of the ASN;
- (l) A Schedule of Events detailing the anticipated timescales for the approval process.
- (m) Printed copy of Authorised Release Certificate - for POA only.

APPENDIX – 5
1. 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 country name under whose approval the certificate was issued. This information may be printed.

Block 2 Pre-printed 'Authorised Release certificate/CAASL 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 tractability 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: 'A 300'.
- (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 Part-21.

(*) Approved standard means a manufacturing/design/maintenance/quality standard approved by the 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.
- Identify of other regulations if not 145 Approval (EASA Form 1, FAA Form 8310-3 or any other approved format acceptable to the DGCA.)
- Release statements to satisfy a foreign maintenance requirement.
- Release statements to satisfy the conditions of an international maintenance agreement.

Note: The latter two statements allow the possibility of dual release against both 145 approval and a foreign maintenance requirement or the single release by a 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 the member state 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 145 approved maintenance organisations. These blocks are specifically reserved for the release/certification of newly manufactured items in accordance with FAR 21/EASA Part 21 or any other design standards acceptable to the DGCA.

Block 19 Contains the required release to service statement for all maintenance by 145 approved maintenance organisations. When non Part-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 145 Approval..
- (c) The case where the maintenance was carried out in accordance with a non 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 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 145 approved maintenance organisation reference number given by the 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. Country SRI LANKA 		2 AUTHORISED RELEASE CERTIFICATE CAASL FORM 1			3. Form tracking Number		
4. Approved Organisation 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: - approved design data and are in condition for safe operation. - non-approved design data specified in block 13				19. Release to service as 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 the 145 Approval 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 reference No.	
17. Name		18. Date (D/M/Y)		22. Name		23. Date (D/M/Y)	

*Installer must cross-check eligibility with applicable technical data

APPENDIX – 6

Application No:
(Office use only)

Form No: CAASL 08-013



CIVIL AVIATION AUTHORITY OF SRI LANKA
Application for a Repair Design Approval

Note: If additional space is required for any item, attached additional sheets.

Notes for completing this form

- The completed application and supporting documentation, should be sent to:
 Director General of Civil Aviation
 64, Galle Road
 Colombo 03
 Sri Lanka

 E-mail: sldgca@slt.lk
 Fax : +94 112 2440231
- Fees Payable shall be in accordance with published fees levied by Civil Aviation Authority of Sri Lanka.- (Refer CAASL website: www.caa.lk).

Design Organization :		Organization's Repair Reference No :			
Design Organization Approval Ref :					
Aircraft Type :	Registration Marks :	Owner :			
Brief description of Damage (to include photographs or diagrams) :					
Repair Area Reference Numbers (in accordance with guidelines of manufacturer and attach relevant SRM/IPC chapters) :					
Airworthiness Requirements Affected :					
Brief Description of Repair (to attach details and substantiation) :					MAJOR/MINOR
Description of Follow-up Action After Repair (e. g. inspections, replacement of parts, other permanent repairs) :					TEMP/PERM
Document affected. (SRM, Flight Manual, Maintenance Schedule etc. Particulars of changes to be attached.)	1)				
	2)				
	3)				
	4)				
Weight and Balance	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Original	New	%

APPENDIX – 7

Application No:
(Office use only)

Form No: CAASL 08-014



CIVIL AVIATION AUTHORITY OF SRI LANKA
Application for a SLTSO Certificate of Approval

Note: If additional space is required for any item, attached additional sheets.

Notes for completing this form

1. *The completed application and supporting documentation, should be sent to:*
Director General of Civil Aviation
64, Galle Road
Colombo 03
Sri Lanka

E-mail: sldgca@slt.lk
Fax : +94 112 2440231
2. *Fees Payable shall be in accordance with published fees levied by Civil Aviation Authority of Sri Lanka.- (Refer CAASL website: www.caa.lk).*

PART I – DETAILS OF APPLICANT

1. Name of Organization :
2. Address :
3. Tel : _____ Fax : _____ E-mail : _____
4. Design Organization Approval No (if applicable) :
Production Organization Approval No (if applicable) :

PART II – DETAILS OF SLTSO ARTICLE

Description :
Model and Part Number (s) :
SLTSO Number :
Technical Data Supplied :
Deviation from SLTSO :

PART III – APPLICATION AND DECLARATION

I/We hereby apply for a SLTSO Certificate of Approval.

I/We certify that the above article meets the standards of SLTSO _____ (except identified in 10 above), and I/we have met all the design requirements of ASN 002 of the Airworthiness Requirements.

Date:

Name and designation of Applicant

Signature & Company Stamp

APPENDIX - 8**DECLARATION OF DESIGN AND PERFORMANCE**

DDP No.

ISSUE No.

- 1 Name and address of designer and manufacturer.
- 2 Description and identification of article including:
 - Type No.
 - Modification Standard
 - Master drawing record
 - Weight and overall dimensions
- 3 Specification reference, i.e. STSO No. and design specification.
- 4 The rated performance of the article directly or by reference to other documents.
- 5 Particulars of approvals held for the equipment.
- 6 Reference to qualification test report.
- 7 Service and Instruction Manual reference number.
- 8 Statement of compliance with appropriate SLTSO and any deviations there from.
- 9 A statement of the level of compliance with the SLTSO in respect of the ability of the article to withstand various ambient conditions or to exhibit various properties.
The following are examples of information to be given under this heading depending on the nature of the article and the requirements of the SLTSO.
 - a. Working and ultimate pressure or loads.
 - b. Limitations of voltage and frequency.
 - c. Time rating (e.g. continuous, intermittent) or duty cycle.
 - d. Limits of accuracy of measuring instruments.
 - e. Whether the equipment is “flameproof” (explosion-proof).
 - f. Whether the equipment is “fire-resistant”.
 - g. The compass safe distance.
 - h. Level of radio interference.
 - i. Radio and audio frequency susceptibility.
 - j. Degree of vibration which the equipment will withstand.
 - k. Degree of acceleration and shock which the equipment will withstand.
 - l. Degree of waterproofness or sealing of equipment.
 - m. Ability to withstand sand and dust.
 - n. Ability to resist salt spray and aircraft fluids.
 - o. Fungus resistance.
 - p. Temperature and altitude category.
 - q. Humidity category.
 - r. Any other known limitations which may limit the application in the aircraft, e.g. restrictions in mounting altitude.
- 10 A statement of criticality of software.
- 11 The declaration in this document is made under the authority of(name of design organisation) (Design organisation’s name) cannot accept responsibility for equipment used outside the limiting conditions stated above without their agreement.

Signed: (Design organization’s authorized representative)

Date:

APPENDIX - 9

Application No:
(Office use only)

Form No: CAASL 08-015



CIVIL AVIATION AUTHORITY OF SRI LANKA
Nomination form for a Design signatory/Certifying staff of a Design Organisation

Note: If additional space is required for any item, attached additional sheets.

Notes for completing this form

- The completed application and supporting documentation, should be sent to:
Director General of Civil Aviation
64, Galle Road
Colombo 03
Sri Lanka

E-mail: sldgca@slt.lk
Fax : +94 112 2440231
- Fees Payable shall be in accordance with published fees levied by Civil Aviation Authority of Sri Lanka.- (Refer CAASL website: www.caa.lk).
- Please tick \surd as appropriate

<input type="checkbox"/>	Design Signatory	<input type="checkbox"/>	Certifying Staff
<input type="checkbox"/>	Grant	<input type="checkbox"/>	Renewal

PART I – PERSONAL PARTICULARS OF NOMINEE

Applicant Name :	NRIC / Passport No :
Postal Address :	Tel (H) : Tel (O) :
Name of Employer :	Designation :
Licence No. (If any) :	Endorsements :
Company authorization presently held :	
Authorization requesting for :	

PART II – QUALIFICATIONS / TRAINING

(Attach copies of certificates. Use additional sheets as required)

QUALIFICATION / COURSE	CONDUCTED BY WHOM	PERIOD (MONTH/YEAR)	EXAM RESULTS

_____	_____	_____
Date	Applicant's Name	Signature
_____	_____	_____
Date	Quality Manager's Name	Signature

For Official Use Only

Accepted Organization Approval No: _____
Period of Validity: From: _____ to _____
Limitations:

Not Accepted

Airworthiness Officer

APPENDIX - 10

Application No:
(Office use only)

Form No: CAASL 08-016



CIVIL AVIATION AUTHORITY OF SRI LANKA
Personnel Resume Form

Note: If additional space is required for any item, attached additional sheets.

Notes for completing this form

- The completed application and supporting documentation, should be sent to:
Director General of Civil Aviation
64, Galle Road
Colombo 03
Sri Lanka

E-mail: sldgca@slt.lk
Fax : +94 112 2440231
- Please fill in clearly Part I to V of this application form

PART I – PERSONAL PARTICULAR OF APPLICANT

Full Name (Underline Surname) :		
Address :		
Date of Birth :	Place of Birth :	NIC NO :
Nationality :	Passport No. :	
Name of Employer :		
Present Appointment:		

PART II – QUALIFICATIONS (EDUCATIONAL & TECHNICAL – ATTACH PHOTOCOPIES)

Description of Qualification (State Licence No & Rating)	Authority of Issue	Country of Issue	Date of Issue	Date of Expiry

PART III – APPLICATION AND DECLARATION

Brief Description of Experience	Company	Place	Period of Experience	
			From	To

PART IV – TRAINING (ATTACH PHOTOCOPIES OF CERTIFICATES)

Brief Description of Experience	Company	Place	Period of Experience	
			From	To

PART V – DECLARATION

I hereby declare that the particulars in this form are true in every aspect.

Signature of Applicant

Date

APPENDIX – 11

GUIDELINES TO PREPARE PRODUCTION ORGANISATION EXPOSITION

The exposition should contain the information, as applicable, specified in this Appendix. The information may be presented in any subject order or format 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 organisations may combine the various items to form a simple exposition more relevant to their needs.

To facilitate the tracking of changes, each page should be identified by the page number, date of issue or date of last amendment, and amendment number (if applicable). The latest amendment on a page should be highlighted by marginal lines against the amended areas on the left hand side of the page.

The exposition should be in English language.

GENERAL

- Front of Manual
- Introduction
- Distribution List
- Contents Pages
- Amendments Control Page
- Lists of Effective Pages

1.0 Management

- 1.1 Brief description and history of the company.
 - 1.1.1 Corporate Commitment of Accountable Manager
 - 1.1.2 Nomination Of Accountable Manager
- 1.2 Management Personnel
- 1.3 Duties and Responsibilities Of Management Personnel
 - 1.3.1 Accountable Manager (General Manager)
 - 1.3.2 Head of Quality
 - 1.3.3 Head of Operations
 - 1.3.4 Head of Technical & Product Support
 - 1.3.5 Head of Business Management
- 1.4 Management Organisation Chart
- 1.5 List of Certifying Staff
- 1.6 Manpower Resources
- 1.7 General Description of Facility
 - 1.7.1 Diagram of Facility Layout
- 1.8 Scope of Work and Capability List
- 1.9 Notification Procedure to DGCA of Changes to the Organisation
- 1.10 Amendment Procedure for POE
 - 1.10.1 Persons Responsible for Amending POE
 - 1.10.2 Procedure for amending documents referenced in POE

Procedures

- 2.1 Quality System
 - 2.1.1 Quality Audit of Organisation Procedures
 - 2.1.2 Quality Audit of Product
 - 2.1.3 Quality Audit Remedial Action Procedure
 - 2.1.4 Quality Audit Personnel
 - 2.1.5 Certifying Staff, Qualification and Training Procedure
 - 2.1.6 Concessions Procedure
 - 2.1.7 Audit for compliance with production organisation approval
- 2.2 Sub-Contract Control
 - 2.2.1 Supplier/Sub-Contractor Evaluation Procedure
 - 2.2.2 Supplier/Sub-Contractor List
- 2.3 Production Control
 - 2.3.1 Acceptance/Inspection of Incoming Material
 - 2.3.2 Stores Procedures
 - 2.3.3 Acceptance of Tools and Equipment
 - 2.3.4 Calibration/Control Procedure
 - 2.3.5 Use of Tools/Equipment by Staff
 - 2.3.6 Production Procedure
 - 2.3.7 Production Documentation and it's Control
 - 2.3.8 Technical Records Control
 - 2.3.9 CAASL Form 1 Release Procedure (Describe any other alternative for approval – Eg EASA Form 1, FAA Form 8310-3)
 - 2.3.10 Control of Computer Records
 - 2.3.11 Specific Production Procedures
 - 2.3.12 Airworthiness Co-ordination with Design Authority
 - 2.3.13 Off-site Working Control Procedures
 - 2.3.14 Pre-delivery Aircraft Maintenance Procedures
 - 2.3.15 Control of Critical Parts
 - 2.3.16 Inspection and Testing (including Flight Testing)
 - 2.3.17 Occurrence Reporting Procedure

3.0 Appendices

- 3.1 Sample Documents

APPENDIX – 12**GUIDE LINES TO PREPARE DESIGN ORGANISATION EXPOSITION**

The exposition should contain the information, as applicable, specified in this Appendix. The information may be presented in any subject order or format 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 organisations may combine the various items to form a simple exposition more relevant to their needs.

To facilitate the tracking of changes, each page should be identified by the page number, date of issue or date of last amendment, and amendment number (if applicable). The latest amendment on a page should be highlighted by marginal lines against the amended areas on the left hand side of the page.

The exposition should be in English language.

PART 1 MANAGEMENT

- 1.1 Brief description and history of the company.
- 1.2 Corporate commitment by the accountable manager.
- 1.3 Senior personnel.
- 1.4 Duties and responsibilities of the senior personnel.
- 1.5 List of approved signatories.
- 1.6 Technical staff.
- 1.7 Organisation chart.
- 1.8 Internal and external interfaces between departments and organisations.
- 1.9 General description of the facilities at each address intended to be approved.
- 1.10 Organisation's scope of work.
- 1.11 Notification procedure to DGCA regarding changes to the organisation's activities/approval/location/personnel.

PART 2 DESIGN CONTROL PROCEDURES

- 2.1 Design and drawing system control.
- 2.2 Approval of design data.
- 2.3 Control of design standards and reference data
- 2.4 Test and inspection of specimen articles.
- 2.5 Issuing of statements of compliance.
- 2.6 Classification of modifications.
- 2.7 Approval of modifications.
- 2.8 Instructions for Continued Airworthiness.
- 2.9 Record keeping.
- 2.10 Production deviations.
- 2.11 Reporting of failures, malfunctions or defects.

PART 3 QUALITY SYSTEM PROCEDURES

- 3.1 Quality audit of organisation.
- 3.2 Quality audit remedial action.
- 3.3 Quality monitoring.
- 3.4 Approving staff qualification and training.
- 3.5 Quality audit personnel.
- 3.6 Staff records.

- 3.7 Control and calibration of tools and test equipment.
- 3.8 Control of sub-contractors.

PART 4 APPENDICES

- 4.1 Sample documents.