



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 2 - AIRWORTHINESS
SERIES 'E' PART VI
ISSUE IV DATED XX AUGUST 2023

EFFECTIVE: FORTHWITH

F. No. 11-690/Sec-2/E-VI/2012-AI(2)
DGCA-25012(07)/5/2023-AW

SUBJECT: APPROVAL OF ORGANISATION ENGAGED IN - MANUFACTURE, STORAGE, DISTRIBUTION AND SUPPLY OF AIRCRAFT FUEL, LUBRICANTS, SPECIAL PRODUCTS

1. INTRODUCTION :

- 1.1 Rule 133B of the Aircraft Rules 1937, lays down the requirements for grant of approval to Organization(s) engaged and specifies the standards to be followed by the approved organization(s).
- 1.2 This CAR specifies the requirements for the organisations engaged in for any one or more of storage, compounding, blending, testing, distribution, supply (including fuelling and defueling of aircraft) of Aviation fuels, Aviation Lubricants and Special products.
- 1.3 Organization/s engaged in any one or more of the activities mentioned above shall perform so only after the grant of Certificate of Approval and such organizations be called as Approved Organizations (AO) meeting the requirements of this CAR.
- 1.4 The approval when granted will apply to the whole organization having an Accountable Manager acceptable to DGCA.
- 1.5 This Civil Aviation Requirement is issued under the provision of Rule 133A.

2. DEFINITIONS:

- 2.1 **Accountable Manager** is the manager who has corporate authority for ensuring that all tasks as per the scope of approval of the approved organization can be financed and carried out to the standard required by DGCA.
- 2.2 Approved **Organization** (AO) means an organization approved by DGCA engaged in Aviation Fuel, Aviation Lubricants and Special products.

- 2.3 **Aircraft Goods** means aircraft components or materials, including paints, dopes, thinners, fuels lubricants and special petroleum products, intended for use in civil aircraft and which are required to be produced and certified in conformity with an approved specification, drawing or process.
- 2.4 **Aviation fuel** means Aircraft fuel as per Sub Rule 1(a) (iii) of aircraft Rule 133B Aircraft rule 1937
- 2.5 **Batch number** : means the identification number allotted to a quantity of aviation fuel, lubricant or special petroleum product which is considered as one lot for sampling and testing for compliance with the relevant specification.
- 2.6 **Certificate of Approval** means a document issued to an organization approved by DGCA and defining the scope of approval granted.
- 2.7 **Delivery Voucher** means the document relating to fuelling/ defueling of aircraft which includes and meets the airworthiness requirements of the DGCA.
- 2.8 **Fuel, lubricant and special products organisation** means an organisation approved for any one or more of storage, compounding, blending, testing, distribution, supply (including fuelling and defueling of aircraft) of Aviation fuels, Aviation Lubricants and Special products.
- 2.9 **Psychoactive substances:** Alcohol, opioids, cannabinoids, sedatives and hypnotic, cocaine, other stimulants, hallucinogens, and volatile solvents (coffee and tobacco are excluded).
- 2.10 **Problematic use of substances:** The use of one or more psychoactive substances by aviation personnel in a way that:
- a) Constitutes a direct hazard to the user or endangers the life, health or welfare of others; and/or
 - b) Causes or worsens an occupational, social, mental or physical problem or disorder.
- 2.11 **Quality control** is a management system for programming and coordinating the ongoing quality and improvement efforts of the various groups in an organization in accordance with the requirements of DGCA and any specific requirement of the organization or customer.
- 2.12 **Quality Control Signatory** means qualified personnel approved by the QCM of the organization as per the laid criterion documented in Aviation Quality Control Manual.
- 2.13 **Quality Manual** is a document, which describes the organisation's procedures and practices in detail, the observance of which will ensure compliance with the airworthiness standards and safety requirements of DGCA as per the scope of approval granted.
- 2.14 **Quality Control Release Certificate/Document** means a document accompanying the delivery /stock transfer of aviation fuel, aviation lubricant and special products meeting the airworthiness requirements of the DGCA.
- 2.15 **Special Products** means those fluids and compounds manufactured/prepared to approved specification for use in aircraft.

2.16 **Testing Lab** means the laboratories of the organisation for carrying out physico- chemical testing/analysis of Aviation Fuels, Aviation lubricants, Water Detecting Device and Special Products as per standards and certifying / issuing Test Reports.

2.17 **Test Report Signatory** means qualified personnel approved by DGCA for carrying out testing and certifying of Aviation Fuel, Aviation Lubricants and Special Products.

3. REQUIREMENT FOR GRANT OF APPROVAL :

Grant of the approval will be dependent upon the request of the applicant and his capability/ capacity to perform the work as adjudged by DGCA. The scope of approval will be specified in Certificate of Approval/ Capability List while granting initial approval or extending the approval of the firm, Organization seeking approval shall comply with the following requirements in the:-

- 3.1 Application and Issue of Approval
- 3.2 Facility Requirements
- 3.3 Personnel Requirements
- 3.4 Quality System
- 3.5 Manual
- 3.6 Inspection
- 3.7 Issue of Approval

3.1 APPLICATION AND ISSUE OF APPROVAL

- 3.1.1. Application for issue of organization approval or for amendment of certificate of approval already granted to approved organization shall be made on an application through eGCA along with the necessary fees.
- 3.1.2. Organisation shall submit duly completed e - application in form CA 182A (Appendix 'A') available in eGCA to the concerned Regional Airworthiness /Sub-Regional Airworthiness Office along with fees in accordance with Rule 133C of Indian Aircraft Rules 1937 and a statement signed by the Accountable Manager (Annexure 'B') confirming that the organization manual and any associated manuals are in compliance with DGCA regulations and will be complied with at all times.

3.2 FACILITY REQUIREMENTS

3.2.1 Facility Requirements

- I. Adequate office accommodation shall also be provided in the approved facility wherever considered necessary for officers of Airworthiness Dte., for carrying out the oversight activity in an effective manner.
- II. The organization shall have adequate storage and distribution facilities, fueling installations and mobile filling equipment to maintain the quality, identification and freedom from contamination of aviation fuels, aviation lubricants and special products.
- III. The firm will get their bulk/ packed storage facilities and tanks or bulk mobile equipment approved by Petroleum and Explosives Safety Organisation.
- IV. The testing laboratory of the firm will be approved by DGCA under this CAR for testing the organisation's products or products from any other source to approved specification to ensure that the products when being issued for aviation industry meets the relevant specifications. Proper records to the satisfaction of Director General of Civil Aviation shall be maintained in this regard.

- V. The working environment in the facilities must be adequate and appropriate for the work carried out and in particular, special requirements, such as dust free, humidity and temperature control, etc. is observed. Unless otherwise required by the particular task environment, working environment must be such that the effectiveness and efficiency of personnel is not impaired.

3.2.2 Equipments tools and materials: -

- I. The organisation shall have the necessary equipment, tools and material to perform the work in accordance with the scope of approval granted.
- II. Where necessary, tools, equipment and particularly test equipment shall be controlled and calibrated to standards at the specified frequency prescribed by the manufacturer of the equipment to ensure serviceability and accuracy. The records of such calibration and the standards used must be preserved by the organisation.

3.2.3 Literature

- a) The organisation must hold and use applicable current literature as per the scope of approval.
- b) Organization must ensure that approved data controlled by the organization is kept up to date at all times.

3.3 PERSONNEL REQUIREMENTS

3.3.1 An Accountable Manager acceptable to DGCA shall be nominated by the organization. He can be either a Chief Executive/ Managing Director /President/ Vice President/ Dy. MD/or any other person acceptable to DGCA who has the necessary financial authority to ensure compliance of safety requirements. The duties of the Accountable Manager shall encompass the following:

- a) Ensure that all activities including quality monitoring, are organized, managed and supervised.
- b) Ensure that appropriate instructions are developed, maintained, documented and followed for compliance with the requirements including payment of any charges.
- c) Ensure that all personnel are appropriately trained and qualified to accomplish the work.
- d) Ensure that suitable facilities (workshops and equipment) and necessary material are available, enabling the organisation to work as per the scope of approval granted.
- e) Also to ensure that the necessary corrective action is taken promptly on the Deficiencies observed by DGCA/Internal audit.

3.3.2 Quality Manager/Dy. Quality Manager:-

A duly qualified and experienced person shall be nominated to function as Quality Manager /Dy. Quality Manager who shall be approved by DGCA. Dy. QM who also requires to be approved by DGCA may assist the QM. These personnel shall be responsible to ensure that the organization is in compliance with this CAR and other applicable requirements. The QM must be directly responsible to the Accountable Manager.

3.3.3 Personnel:

- b) The organization must employ sufficient number of personnel required for the quantum of the work and appropriate to the approval sought. The organization must ensure that the personnel are fully aware/ trained of the organization policies and procedures as detailed in the Quality manual/training manual and related supplementary procedure manual.
- c) The organisation must establish a program for conducting refresher course (continuation training) to ensure compliance with the above paragraphs. This program should be reflected either in the Quality manual/training manual and related supplementary procedure manual.
- d) The organisation shall ensure that personnel are undergoing periodical medical checks and does not have any physical disability which may come in the way of efficient discharge of their functions.
- e) The organisation shall ensure that personnel shall not work under the influence of any psychoactive substance, which might render them unable to work safely. Also personnel shall not engage in any problematic use of substances

3.4 Quality System :

- 3.4.1 A person nominated by organization and acceptable to DGCA shall be responsible for administering and controlling the quality control activities established by the organisation.
- 3.4.2 The approval of the Quality Control Manager and Dy. Quality Control Manager or any other person will be subject to the conditions as are laid down in para 3.3.2 of this CAR
- 3.4.3 Aviation fuels, water methanol mixture, special products and engine lubricating oils consigned for storage prior to loading into the organisation's felling equipment shall be certified on approved Quality Control Release Certificate/Document quoting the batch number, test report number and specification.
- 3.4.4 The organisation shall issue a Delivery voucher to the customer with each consignment of aviation fuel, methanol mixture, special products and engine lubricating oil delivered by it into an aircraft in order to certify the quality of the product.
- 3.4.5 Formats of the proposed Quality Control Release Certificate/Document and Delivery vouchers shall be submitted by the organisation to the Director General of Civil Aviation for approval.
- 3.4.6 Delivery Vouchers shall be serially numbered and shall quote the batch number, specification details and quantity delivered. They shall be prepared in duplicate, the original to be delivered to the consignee, and a copy to be retained by the supply organisation.
- 3.4.7 Delivery Vouchers shall be signed by Quality Control Signatory/Officer authorized by Quality Control Manager of the organization for the satisfactory delivery of the goods.
- 3.4.8 Quality Control Release Certificate/Document (Serially numbered) and all other Quality Control documents shall be signed by Quality Control Signatory / Officer authorized by the Quality Control Manager of the organization and as per Terms of Approval.

3.4.9 Essential records shall be retained for a minimum period of two years.

3.4.10 Approved Organization shall establish:-

(a) Procedure(s) acceptable to DGCA to ensure good practices/ standards and compliance with all relevant requirements specified in this CAR.

(b) Quality Cell (as applicable):-

Quality Cell to monitor

i) Product standards

ii) Compliance with adequate procedures, and practices stipulated by the organization and Aircraft Rules, applicable CARs and any instruction issued by DGCA from time to time.

3.5. Manuals:

3.5.1 The organisation shall establish a system of quality control to ensure that the quality of aviation fuels, aviation lubricants and special products is maintained, right from the stage it is taken over from the main supplier (like refinery) till it is delivered to the customer, in conformity with the relevant specification. The system shall be documented in the Quality Manual issued under the authority of the organisation and will require approval by DGCA. The organization seeking approval shall prepare Quality Manual and related supplementary procedure manual and submit to DGCA for approval.

3.5.2 Form of Manuals :

The manuals specified above may consist of one or more volumes and

a) Should be of "loose leaf form" with each page bearing the page number, the number of the Part, Chapter or Section and date of latest issue.

b) Shall contain a satisfactory method of identifying revisions and amendments since last issue of the page concerned.

Note :- This may be achieved by means of a vertical black line along the left hand margin of the text.

c) Shall have provision for indexing the contents and for recording revisions, amendments.

3.5.3 The Quality Manual shall specify the organisation system and procedures covering the following points :

(1) Duties and responsibilities of various categories of quality control staff along with their qualifications

(2) List of various aviation products which are intended to be received, handled, stored and dispensed giving reference of their relevant specifications.

(3) List of stations which will be dispensing the aviation products together with the type of products they are equipped to handle.

(4) Procedure for receipt and testing of the overseas shipment and the method of acceptance.

- (5) Procedure for receipt/storage and delivery of the products from their main source which would also indicate the batch number and any other identification.
- (6) Procedure for release of product from the main installation to the sub-installation and depots.
- (7) Inspection and cleaning procedures of the storage tanks, refuelling equipment and hydrant system, if in use. The procedure should specify the frequency and the detailed procedure by which the cleanliness shall be ensured.
- (8) Cleaning procedure in relation to tanks which deliver the goods to the depots and those at the refuelling stations.
- (9) Procedure for dealing with products which have been found not conforming to the specifications.
- (10) Refuelling and defuelling procedure at the main depot and on the aircraft and also the procedure for handling "defueled" fuel, found "off" specification.
- (11) Storage period of all products to be specified both when they are in bulk storage or when they are in packed stocks along with their handling procedure.
- (12) Safety precautions to be observed at various stages of handling aviation products.
- (13) Records of the test carried out at various stages of the products shall be so maintained so as to co-relate at all times with the batch numbers, the specifications to which it has been tested, and the person who has certified the test.
- (14) Requirements regarding the specification of the container in which the aviation products are stored shall be spelt out in detail together with method of ensuring its compliance with the specification.
- (15) Details of various test that are required for ensuring the quality, both for bulk and packed stocks, shall be spelt out along with the frequency at which tests are required.
- (16) The procedure for issue and signing of test reports shall be spelt out in the manual for the guidance of the personnel concerned.
- (17) Procedure of batch numbering the products and code identification of the products.
- (18) Procedure for issue and signing of the Quality Control Release Certificate/ Document and the Delivery Voucher for delivery of the products.
- (19) The system of batch numbering shall be such that the origin of each batch remains identified at all times.

3.5.4 Approval of Manuals :

Three copies of each Manual prepared by the organisation in accordance with the above paragraphs shall be submitted to DGCA/ Regional Airworthiness Office of the Department for approval. One copy would be returned to the Organisation, after indicating approval thereon with signature office stamp of the Quality Manager.

3.5.5 Distribution of Manuals:

- I. An organisation is required to furnish controlled copies of the Manuals to such of its personnel as the organization considers necessary and to all external organisations as applicable.
- II. The organisation shall supply sufficient number of each manual to the Director General of Civil Aviation for distribution amongst the concerned Regional Offices.
- III. The organisation must ensure that a copy of each Manual is kept in a convenient and accessible place for use by all members of the organisation's personnel, who have not been furnished with a copy. This requirement is also applicable to outstations places.

3.5.6 Revision and amendments of Manuals:

- i) The manuals shall be revised when necessary as a result of change in policy, procedures and equipment or change in operations or equipment or as required by DGCA.
- ii) Revisions of practices and procedures which affect the airworthiness/safety are subject to prior approval of the DGCA.
- iii) The organization shall be responsible for revision of the Manuals
- iv) An application, together with three copies of the revisions giving reasons for the same shall be forwarded to the Regional Airworthiness office in which the Organisation is located.
- v) Copies of all additions or amendments are required to be furnished promptly to all persons to whom copies of the Manual have been issued.
- vi) A system shall be instituted by the organisation to ensure (through acknowledgements) that all copies of the manual at all times comply with the requirements of the DGCA and incorporate every approved revision of the Manual.

Note:- The person administering this system should be responsible to the Quality department of the Organisation for the detailed application of the requirements of the manual and should be sufficiently senior to discharge the responsibility. Such personnel should be fully aware of the implications of the manual, its revision and amendments.

3.6 Inspection

- I. On receipt of application through eGCA, arrangements will be made for a representative of DGCA to visit and inspect the organisation.
- II. Each AO shall allow DGCA to inspect the facilities, at any reasonable time, to determine its compliance with the requirements. The inspection covers the adequacy of the facility, inspection system of the AO, records, and general ability of AO to comply with this CAR. After such an inspection is made, AO is notified, in writing, of any deficiencies found during the inspection.

3.7 Issue of Approval.

3.7.1 Subject to the satisfactory report made by the representative of DGCA, that the organization can satisfactorily accomplish the work relevant to the scope of approval applied for in accordance with the requirements of this CAR, the organization will be granted approval.

3.7.2 A Certificate of Approval will be issued to the organization, stating the scope of approval by DGCA.

3.7.3 The Quality Manual of an approved organization shall reflect the scope of approval granted by DGCA.

3.7.4 Each AO shall display the Certificate of Approval at a prominent place in the organization and it shall be available for inspection by the DGCA.

4 Continued validity of approval

4.1 Approval is valid for five year unless surrendered, superseded suspended, revoked or expired by virtue of exceeding any expiry date that may be specified in the approval certificate. The approval remaining valid depends upon -

- I. AO continues to comply with the regulations/requirements/conditions of approval.
- II. DGCA being granted access to the facilities of the AO to determine continued compliance with this CAR.
- III. The payment of any charges prescribed by DGCA.

5 Renewal of Approval:

- i) The applicant desirous of renewing the approval should submit duly completed e - application in form CA 182B (Appendix 'C') available in eGCA to the concerned Regional Airworthiness /Sub-Regional Airworthiness Office along with fees in accordance with Rule 133C of Indian Aircraft Rules 1937 and a statement signed by the Accountable Manager (Annexure 'B') confirming that the organization manual and any associated manuals are in compliance with DGCA regulations and will be complied with at all times at least 30 days before expiry of the approval along with the internal audit report.
- ii) In the event of organisation wishing to increase the scope of its existing approval, it must submit a fresh application in form CA 182A (Appendix 'A') available in eGCA to the concerned Regional Airworthiness /Sub-Regional Airworthiness Office along with fees in accordance with Rule 133C of Indian Aircraft Rules 1937 and a statement signed by the Accountable Manager (Annexure 'B') confirming that the organization manual and any associated manuals are in compliance with DGCA regulations and will be complied with at all times who on being satisfied that the extension applied for can be carried out in accordance with the requirements may extend the organisation's approval.

6 Changes to AO.

6.1 Where an organisation to whom a Certificate of Approval has been issued, changes its name, the Certificate of Approval and its related terms of approval are no longer valid. Should the new organisation desire to continue in operation as an approved organisation, the DGCA may, upon written application by the new organisation issue it with a Certificate of Approval and terms of Approval.

6.2 Where a new Certificate of approval or a new Terms of approval are issued to an existing approved organisation, the previously issued documents will no longer remain valid and should be returned to the Regional Airworthiness Office.

6.3 AO must notify DGCA of any proposal to carry out any of the following changes before such changes take place to enable DGCA to determine continued compliance with this CAR and to amend, if necessary, approval certificate except that in the case of proposed changes in personnel not known to the management before hand, these changes must be notified at the earliest of opportunity –

- (i) Name of the organization or change of ownership
- (ii) Location of the facilities
- (iii) Additional locations of the facility(s)
- (iv) Accountable Manager
- (iv) QM/Dy. QM any other person approved by DGCA
- (v) Facilities, equipment, tools, material, procedures, work scope that could affect approval

6.3 DGCA may prescribe conditions under which AO may operate during such changes unless it is determined that the approval should be suspended.

7 Oversight by DGCA:

7.1 The firm will provide all facilities to Director General of Civil Aviation representative to carry out quality check on their products. For this purpose the DGCA representative will have the right to draw free samples and check its records in relation to the products or to check generally the working of the organisation to ensure that the products conform to the specifications laid down and the procedures are being followed.

8. Revocation, Suspension, Limitation Or Refusal To Renew Approval Certificate

8.1 DGCA may, after giving the show cause notice to an organization or approved person(s) and after making such inquiry as considered necessary, revoke, suspend, limit or refuse to renew the approval certificate/approval of person, if DGCA is satisfied that the holder of the approval certificate/approval has failed to meet the requirements of DGCA subject to the conditions listed below:

8.2 Before revoking, suspending, limiting or refusing to renew the approval certificate/approval, DGCA may give reasonable time to the holder in writing of its intention to do so and the reasons for its proposal and must offer the holder an opportunity to make representations and DGCA will consider those representations before taking any final action.

Director General of Civil Aviation

Appendix A

Form CA-182 A

Application for Approval of Indian Organization

GOVERNMENT OF INDIA

DIRECTORATE GENERAL OF CIVIL AVIATION

1. Organization name and Address			2. Reasons for submission	
a. Name			☐ Original application for grant of approval ☐ Change in Scope of Approval ☐ Change in Location or Housing and Facilities ☐ Change in ownership ☐ Other (specify)	
b. Address for communication				
Phone:	Fax:	e-mail:		
c. Location for which approval sought				
3. Name and designation of the Accountable Manager				
4. Scope of approval applied for				
5. Details of fees remitted Rs.			Bank	
6. Proposed Quality Control Manager (Attach bio-data)				
7. Proposed Dy. Quality Control Manager (Attach bio-data)				
8. Release Note Signatory/ Test Report Signatory/ Chief Instructor(Attach bio-data)				
9. List of special equipment available (Attach list)			Attached ☐ Not Attached	
10. Quality cum Assurance Manual (in triplicate)			Attached ☐ Not Attached	
11. Specimen copy of the 'Release Note', 'Certificate of Maintenance', 'Certificate of Manufacture' and 'Test report' in respect of manufacturer/ maintenance/ modification/ inspection/ testing/ repair etc.			Attached ☐ Not Attached	
12. a. Number of employees (inclusive of production and inspection staff)				
13. List of Functions entrusted to sub-contractors (outside agencies) :				
I certify that my organization (referred to in item 1 above) fully complies with this CAR and is fully competent to undertake the scope of work referred to above. I also certify that I have been authorized by the organization to make this application and that the statements and attachments hereto are true and correct to the best of my knowledge.				
Date	Authorized Signature	Name of the Authorized Signer		Title
Record of Action For DGCA Use Only Organisation Inspection For DGCA Use Only				

Form CA-182 A

14. Remarks (Comment on availability of suitable manpower, equipment, literature, housing and other infrastructure. Include deficiencies found and approval denied)			
15. Findings – Recommendations			16. Date of Inspection
☐ A. The organization was found to comply with requirements of this CAR ☐ B. The organization was found to comply with requirements of this CAR except for deficiencies listed in Item 14. ☐ C. Recommend Approval with the scope applied for on application be issued. ☐ D. Recommend Approval with the scope applied for on application (EXCEPT those listed in Item 14) be issued.			
17. Office	Signature of the Officer(s)	Name of the Officer(s)	Designation
18. Supervising Officer			
ACTION TAKEN ☐ APPROVED as shown on the Certificate of Approval issued on date shown ☐ NOT APPROVED	APPROVAL CERTIFICATE ISSUED Number:	Officer's Signature	
	Valid upto	Date	
		Officer's Name	Designation

NOTE : This form is included in to the respective application process flow in eGCA.

Statement of the Accountable Manager

(The Accountable Manager's statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.)

The Quality System defines the organisation and procedures upon which the approval granted by DGCA is based.

The procedures given in the manuals are approved by the undersigned and must be complied with, as applicable, when work is being carried under the terms of the DGCA approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation/requirement published by the DGCA from time to time where these new or amended regulations/requirements are in conflict with these procedures.

It is understood that the DGCA will approve this organisation whilst the DGCA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the DGCA reserves the right to suspend, vary or cancel the approval of the organisation if the DGCA has evidence that procedures are not followed or standards not upheld.

Signed

Dated

Accountable Manager and ...(quote position)or and on behalf of ..(quote organisation's name).....

Note:

1. The above statement is to be signed and will form a part of the Organisation Manual.
2. A copy of the above statement is to be forwarded to DGCA while applying for approval/ renewal.
3. Whenever the Accountable Manager changes it is important to ensure that the new Accountable Manager signs the above statement at the earliest opportunity as part of the acceptance by the DGCA. Failure to carry out this action could invalidate the Approval granted by DGCA.

Form CA-182 B

Application for Renewal of Approval of Organisation

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION

1. Organization name and Address

a. Name	c. Address for communication	
b. Location for which approval given		
Phone:	Fax:	e-mail:

2. Approval Details

Approval No.	Dated	Valid upto
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3. Details of Approval

Scope

4. Details of fees remitted Rs _____	DD No. _____	Bank _____
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5. Availability of special equipment	Available ☐	Not available ☐
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6. a. Number of employees (inclusive of production and inspection staff) If increased or decreased during the last one year validity	Total	Number
	Increased ☐	Number _____
	Decreased ☐	Number _____
	No change ☐	

7. Internal Audit report (Attach copies of all reports of the current calendar year)	☐ Attached ☐ Not Attached
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8. Action taken report of the internal audit (Attach copies)	☐ Attached ☐ Not Attached
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9. Validity Sheet of Certificate of Approval (Attach original)	☐ Attached ☐ Not Attached
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Certified that the organisation has continuously maintained the capability at which the approval was originally accorded by DGCA and is continually complying with the applicable Aircraft Rules, Civil Aviation Requirements, Aeronautical Information Circulars and such other instructions issued by DGCA from time to time as are relevant to the scope of approval.

Date	Signature of the Quality Control Manager	Name of the Quality Control Manager
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Form CA-182 B			
Record of Action For DGCA Use Only		Organisation Inspection For DGCA Use Only	
10. Remarks (Comment on availability of suitable manpower, equipment, literature, housing and other infrastructure. Include deficiencies found and approval restricted)	11. Surveillance/Spot Check Record		
	Number of Spot Checks		
	Surveillance checks covering all the activities of the organisation		Yes ☐ No ☐
	Action taken on discrepancies observed during the surveillance checks and spot checks		Satisfactory ☐ Not Satisfactory ☐
11. Findings – Re commendations			12. Date of Inspection
☐ A. The organization was found to comply with requirements of this CAR ☐ B. The organization was found to comply with requirements of this CAR except for deficiencies listed in Item 10. ☐ C. Recommend Approval to be renewed with the scope applied for on application. ☐ D. Recommend Approval to be renewed with the scope applied for on application (EXCEPT those listed in Item 10).			
13. Office	Signature of the Officer(s)	Name of the Officer(s)	Designation
14. Supervising Officer			
ACTION TAKEN		Reasons for non-renewal:	
☐ NOT RENEWED/ HELD IN ABAYENCE ☐ RENEWED (Restricted) with scope of approval restricted as shown on the Scope of Approval sheet ☐ RENEWED as shown on the validity Sheet of Certificate of Approval		APPROVAL CERTIFICATE RENEWED Number: Officer's Signature Validity upto Date Officer's Name Designation	

NOTE : This form is included in to the respective application process flow in eGCA.