

# CIVIL AVIATION AUTHORITY

## Safety Regulation Group

### APPROVAL UNDER BCAR SECTION A, CHAPTER A8-15 DETAILS OF STAFF, FACILITIES & EQUIPMENT

**INITIAL APPROVAL:** This form, when completed, should be forwarded together with Form AD 457 to the Civil Aviation Authority, Applications & Approvals Department, Aviation House, South Area, Gatwick Airport, Gatwick, West Sussex RH6 0YR.

**CHANGE OF INFORMATION:** This form, when completed, should be forwarded to the local CAA Regional Office

**NOTE:** A separate application shall be completed for each base.

1.	(a)	Name of Organisation:		
	(b)	Address at which Approvable activity will be undertaken:		
		Telephone No:	Fax No:	E-mail:
	(c)	Postal address (if different from above):		
		Telephone No:	Fax No:	E-mail:
2.	Types/Groups of aircraft for which certification will be made:			
3.	Person(s) nominated in accordance with BCAR Section A, Chapter A8-15, 3.1.1(a):			
	Name:	Licence No:		
	Categories of Licence and endorsements held			
4.	Total number of engineering staff employed:			
	Name and Licence No., Categories and Type Ratings of licensed staff:			
	NOTES:	(1) Continue on a separate sheet if necessary.		
		(2) Indicate personnel nominated in accordance with BCAR Section A, Chapter A8-15, 3.1.1.(b) thus†		
5.	In the event of a certification being required for work outside the scope of the personnel of the Organisation listed above, details of appropriately licensed aircraft engineers who will make such certification shall be included as follows:			
	<i>Category</i>	<i>Name</i>	<i>Licence No.</i>	<i>Type Ratings</i>

- 6 (a) Area of hangarage available .....m<sup>2</sup>
- (b) Is accommodation shared? .....
- NOTE: Where accommodation is shared, satisfactory procedures to ensure that housekeeping standards are maintained must be in existence.
- (c) Is adequate hangar lighting available, including forms of mobile illumination? .....
- (d) Are storage facilities for materials and components and a means of controlling storage procedures provided? .....
- (e) Is accommodation available for the preparation, storage and assessment of maintenance documents? .....
- (f) State whether battery charging and servicing facilities are provided for lead/acid, alkali or both forms of battery.  
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- 7 (a) Are the following publications readily available to staff?
- (i) The Air Navigation Order.....  
The Air Navigation (General) Regulations.....  
British Civil Aviation Requirements (as applicable).....  
Airworthiness Notices.....  
Mandatory Aircraft Modifications and Inspections Summary (CAP 476).....  
FAA Summary of Airworthiness Directives - small aircraft & rotorcraft.....  
CAP 747 .....
- (ii) Manufacturers' manuals, data sheets, specifications, etc. issued or recognised by the responsible national Airworthiness Authority of the country of manufacture of the aircraft for which certifications will be made.  
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NOTE: Where it has not been possible to obtain copies, the local CAA Regional Office should be contacted.

- (b) It is strongly recommended that in addition, the following are held:  
Civil Aircraft Airworthiness Information and Procedures; FAA AC43-13 Acceptable Methods; Techniques and Practices;  
FAA Airframe and Powerplant Mechanics General Handbook; FAA Airframe and Powerplant Mechanics; Airframe Handbook and FAA Airframe and Powerplant Mechanics Powerplant Handbook.

**DECLARATION**

I hereby declare that this Organisation will provide adequate basic equipment, special tools and test equipment as required by the appropriate manuals or other applicable technical information, whenever work is to be carried out under the terms of the CAA Approval, and that the particulars entered on this Form are accurate in every respect.

Date:..... Signature:.....

Position:..... Name in block letters:.....

**FOR CAA USE ONLY**

**REGIONAL OFFICE ACTION/RECOMMENDATION**

- 1 It is considered that the maintenance arrangements for the aircraft types/groups listed overleaf are to a satisfactory standard.
- 2 The person nominated in Section 3 overleaf:
- (a) has been interviewed and is\* .....
- or
- (b) is known to the undersigned, and from his previous experience as a nominated engineer is considered to be competent to undertake the duties and responsibilities of BCAR Chapter A8-15, para 3.1.1. (a)\*.

Surveyor:.....Regional Office:.....Date.....

\*delete as applicable

**HEAD OFFICE ACTION:**

Date: ..... Signature:.....