

Dassault Aviation Business Services SA

Reference: DA-0103

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Certifying staff- Roster

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The term “**Dassault Aviation Business Services SA**” will be use during any Part 145 activity such as on/within Maintenance Work Pack’s, Purchase Orders, Certification, MOE etc.

The term “**DABS**” will be use in this manual.

1 INTRODUCTION

1.1 PURPOSE

This document describes the personnel necessary for the scope of the activities of DABS. It includes:

1. Management
2. Supervisory personnel – Team leader - authorised staff
3. Inspection personnel – AC-rated staff and qualifying inspector - authorised staff
4. Personnel authorized to sign a maintenance release – certifying staff - authorised staff

The ROSTER in Appendix list of authorised staff and associated privileges. It specifies:

- Number of staff
- List of certifying staff and qualifying inspector
- Qualification and privilege of authorised staff
- Name and identification of staff (qualifying inspector, supervisor and certifying staff)
- Privileges A, B1, B2, C, specialist per name and per product type / specialised tasks.
- Privileges per facility,

The ROSTER is a dynamic document that be updated whenever organisational changes occur.

Stamp and signature are recorded in records of each authorised staff.

1.2 SCOPE

This procedure specifies personnel authorised to act as inspector or supervisor and to certify works/products i.a.w privileges described.

1.3 REFERENCES

- Regulation: Part-66 and Part 145, FAR 145 and FAR 43
- FAA Supplement (DA-0100_FAA)
- MOE (DA-0100)
- MOE UK (DA-0100_UK)

1.4 REVISION LIST

Ed-	Issued Date	Details	Eff. date	by
Ed. A	20 Sept. 2019	NEW manual including company name change after DASSAULT AVIATION acquired TAG aviation New Name is TAG Maintenance Services SA ("TMS")	2 Sept. 2019	FOCA
Ed. B	1 Oct. 2022	NEW manual including company name change New Name is Dassault Aviation Business Services SA ("DABS")	1 Oct. 2022	FOCA
Ed. C	24 Dec. 2024	New Base station LPCB – Castello Branco F6x BASE		FOCA

1.5 STATUS

TC Holder	Aircraft Model	Designation/limitation	Eng.	GVA _{SIR}	LCT	LPCB	BSL	LAD	FAB	LTN	LBG	CFE	JIB	LUG
A1	Bombardier	BD-100-1A10	Challenger 300	AS907	Line				FAB	LTN	LBG			
			Challenger 350/3500	AS907	Base				FAB	LTN	LBG			
		BD-700	Global Express	BR710	Line	Line		LAD	FAB	LTN	LBG			LUG
		BD-700-1A10	Global XRS / 6000	BR710	Base	Base		LAD	FAB	LTN	LBG			LUG
		BD-700-1A11	Global 5000 / 5000GVFD	BR710	Base	Base		LAD	FAB	LTN	LBG			LUG
		BD-700	Global 5500 / 6500	BR710	Line	Line		LAD	FAB		LBG			
		BD-700-2A12	Global 7500	Passport 20	Line	Line								
		CL-600-2B16)	Challenger 601-3A / 601-3R	CF34-3A	Line				FAB					
	Dassault	CL-600-2B16	Challenger 604/605	CF34-3B	Base				FAB		LBG			
			Challenger /650		Line				FAB		LBG			
		CL-600-2B19	RJ200 / Challenger 850	CF34RJ	Base				FAB		LBG			
		Falcon 10	Falcon 10	TFE731-2	Line									
		Falcon 20	Fan Jet Falcon	CF700	Line									
		Falcon 20-5	Falcon 20-D5/20-E5/20-F5	TFE731-5	Line									
		Falcon 50	F50	TFE731-3	Base	Line		Line			LTN		JIB	
			F50EX		Base	Line		Line			LTN			LUG
		Falcon 900	F900 / F900B	TFE731-5	Base	Base	Base	Line	LAD	FAB	LTN			LUG
		Falcon 900	F900C	TFE731-5	Base	Line		Line		FAB	LTN			LUG
		Falcon 900EX	F900 EX	TFE731-60	Base	Line		Line		FAB	LTN			LUG
		Falcon 900EX	F900EXy/F900DX/F900LX	TFE731-60	Base	Line		Base		FAB	LTN		JIB	LUG
		Falcon 2000	F2000	CFE738-1	Base	Base		Base		FAB	LTN			LUG
		Falcon 2000EX	F2000EX	PW308	Base	Base		Base		FAB	LTN			LUG
		Falcon 2000EX	F2000EXy/F2000DX/ F2000LX/F2000LXS/F2000S	PW308C	Base	Base		Base		FAB	LTN		CFE	LUG
		Falcon 6X	Falcon 6X	PW812D	Base			Base						
		Falcon 7X	Falcon 7X/Falcon 8X	PW307A	Base	Base		Base	LAD	FAB	LTN	LBG	JIB	LUG
	Learjet	45 (Learjet 40)	Learjet 40/40XR	TFE731-20	Line									
			Learjet 45/45XR	TFE731	Base									
		60	Learjet 60/60XR	PW305A	Line									
	Pilatus	PC-24	PC-24	FJ44	Base									LUG
	Embraer	EMB-135BJ	Legacy 600/650	AE3007A	Line						LBG		JIB	
		EMB-505	Phenom 300	PW535	Line	Line					LBG			
A2	Pilatus	PC-12	PC-12/12-45/ PC-12-47/12-47E	PT6	Base									LUG
	Piaggio	P180	Avanti / Avanti II	PWC PT6										LUG
	Embraer	EMB-500	Phenom 100	PW617	Line						LBG			
Data to be requested to the customer				Base				Line			Limited line			

1.6 LIST OF EFFECTIVE PAGES

This edition completely replaces all previous editions.

Page	Ed	Date
1	C	24 December 2024
2	C	24 December 2024
3	C	24 December 2024
4	C	24 December 2024
5	C	24 December 2024
6	C	24 December 2024
7	C	24 December 2024
8	C	24 December 2024
9	C	24 December 2024
10	C	24 December 2024
11	C	24 December 2024

Revision of Appendix is individually controlled through the Appendix status page (INDIRECT APPROVAL).

Stephane BUCHS Quality & Compliance director 	Thierry BARRE VP Safety, Quality & Compliance  	by FOCA
Date: 24 December 2024		

1.7 REVISIONS AND CONTROL

The **Safety and Quality department** coordinates revisions with an edition number of this document (**DIRECT APPROVAL**) and associated list of staffs (ROSTER) to reflect the termination, reassignment, change in duties or scope of assignment, or addition of any personnel (**indirect APPROVAL**).

The Safety and Quality department is responsible for:

- Assess the change content of the ROSTER **DA-0103_appendix** with signature on form **DA-0138**
- Update/Remove the ROSTER **DA-0103_appendix** on the company server.
- Notify the FOCA/NAA for approval of **DA-0103**.
- Notify the FOCA/NAA through form **DA-0138** for acceptance.
- **Notify the FOCA/NAA with ROSTER DA-0103_appendix (updated certifying staff list).**

This document and ROSTER are available in share drive on
“<https://approvals.dassault-business.com/approvals/>”.

1.7.1 Change

When any new or amended Licence/Approval is issued for a staff, the **SQ department** is in charge to evaluate and assess the changes in form **DA-0158_staff**. He ensures, by conducting an evaluation of the certifying staff, that requirements to perform maintenance on a particular A/C type or a component are met.

Upon positive evaluation, the ROSTER **DA-0103_appendix** is amended with Name of Certifying staff / AC Type / Internal certificate Reference and category.

Changes are monitored on form **DA-0138**. Changes indicates the changes and nature of the changes (new/reissue/amendment/revocation).

Notification about changes of ROSTER **DA-0103_appendix** is sent to FOCA with form **DA-0138**.

The **Safety and Quality Department** is responsible to publish the new ROSTER on the internal server.

Acceptance by FOCA is formalised in form **DA-0138**.

1.7.2 Indirect/direct approval

Under its indirect approval, DABS could manage and amend **DA-0103_appendix** iaw MOE §1.11 in case of changes not affecting the approval.

Changes are directly approved by DABS where changes which are fully based on staff licence and company approval certificate. FOCA/NAA is notified.

In case of major change, direct approval by the FOCA is required in this document.

2 PERSONNEL

2.1 CHART

Refer to MOE §1.5.

2.2 MANAGEMENT PERSONNEL

Management personnel are described in MOE §1.3.

2.3 AUTHORISED STAFF

Authorised staff: (staff with stamp + competence assessment)

- **Rated staff;** (licenced staff with Aircraft type on his internal authorisation certificate)
Rated staff is qualified as category B1 or B2, (with or without appropriate Aircraft rating),
- **Qualifying inspector** for specialised tasks described on in internal authorisation certificate;
- **Qualifying staff** for specialised tasks and his stamp;
- **Contracted** Authorised staff if assessed;

The following function is performed by Authorised staff and listed on ROSTER

- Supervisory personnel=
Team leader / aircraft manager is a **Rated staff** with a **C privilege**;
- Inspection personnel =
AC-Rated staff; (equivalent to support staff on base maintenance environment)
AC-Rated staff is qualified with relevant Aircraft rating and appropriate **category B1 or B2**,
'Relevant', means aircraft or components specified in the internal authorisation.
Qualifying inspector with relevant qualification/privilege on the specialised task
Engine certifying staff with relevant qualification/privilege on the engine
NDT certifying staff with relevant qualification/privilege on the method
- Personnel authorized to sign a maintenance release
Certifying Staff - Aircraft (CS) - component (CCS) – Engine and NDT;
CS is an Aircraft type-rated staff qualified as category A, B1, B2, C as appropriate, (CRS)
CCS is a qualifying staff/inspector with relevant qualification/privilege on the component (Form 1)
Engine certifying staff is a staff with relevant qualification/privilege on the engine (Form 1)
NDT certifying staff is a NDT staff with relevant qualification/privilege on the method (Form 1)

All these personnel are directly in charge of the maintenance functions and are appropriately certificated as a mechanic or avionics under Part 66 with appropriate rating or qualified as specialist under national regulation.

Total number of staff is available on ROSTER – Appendix 0

2.4 MAINTENANCE STAFFS – PERSONNEL RECORDS

The employment summaries of all persons on the required roster responsible for compliance to this procedure are recorded at the Safety and Quality department and are available for review upon request.

3 DUTIES

Following is a brief description of main duties. Refer to MOE §1.4 for all details.

3.1 INSPECTION PERSONNEL

The **Inspection personnel** are directly responsible for the following operations:

1. Perform the Inspection functions
2. Determine that all work is performed in compliance to established standards, and applicable specifications.
3. Review and inspect all repair and test data generated.

3.2 SUPERVISORY PERSONNEL

The **supervisory personnel** are directly responsible to the Maintenance Director for supervising the maintenance, repair or overhaul of Aircraft or Part/Component during a scheduled inspection, including the following operations:

1. Supervise personnel performing the repair functions.
2. Make the daily assignments of work tasks to the concerned staff
3. Ensure that the entire work is performed in compliance to established standards, and applicable specifications.
4. Ensure that the Task cards, reports and forms, required for such work, are properly executed and inspected.
5. Provide continuity of repair, maintenance, inspection, and assure completion of such when personnel shift or assignment changes occur.
6. Ensure that no defective or un-airworthy parts are installed in any product or unit released by the Repair Station.
7. Ensure proper identification of all products.
8. Ensure that rejected and unserviceable products are handled in such a way as to prevent their re-use as serviceable products.
9. Ascertain that all inspections are properly performed on completed work before it is released to service, and that the inspection and maintenance records, reports and forms, required for such release, are properly executed.

3.3 TECHNICIANS

The **Maintenance personnel** are directly responsible for the following:

1. Perform their work in compliance to established standards, and applicable specifications.
2. Assure completion of work.
3. Complete and sign off appropriate block “performed by” in Task cards, reports and forms.
4. Stamp associated procedures to record work performed.
5. Ensure that no defective Parts are installed / used.
6. Ensure proper identification of Parts removed.
7. Ensure that rejected and unserviceable parts are handled in such a way as to prevent their re-use as serviceable Parts.
8. Ensure that the calibration due date has not been exceeded for inspection tools and test equipment used in the In-Process.
9. Utilize all practices, standards, and techniques in accordance with approved data to perform maintenance.

Note: Rated staff may perform the Inspection functions as appropriate if appropriately skilled and authorised by the inspector personnel in charge to release the task

4 QUALIFICATION AND PRIVILEGES

Stamp and Internal Authorization is given by the SQ department after an appropriate assessment performed by the appropriate manager (**Form DA-0031**).

The final assessment by the SQ department is formalized on **form DA-0061**.

Record should be retaining in **SQ department** and server.

Each staff has to know his scope of authorization and work accordingly.

4.1 INDEPENDENT INSPECTOR

Inspector is a Rated Staff holder of a valid B1 or B2 listed in ROSTER.

4.1.1 **Qualification**

- Read, write and understand English ;
- Initial and recurrent continuation training;
- Knowledge of regulation including specific requirements for additional NAA approval
- Holder of a valid aircraft maintenance license (B1 or B2) for every aircraft Type listed.
- Holder of stamp and Internal Authorization with his the scope duly defined.

4.1.2 **Privileges**

- Perform the Inspection functions
- Release Task card in accordance with scope of work and Aircraft type rating.
- Sign required Independent items (RII) /independent inspection in regards to critical tasks.
- Reporting of Unairworthy Conditions

4.2 QUALIFYING INSPECTOR

Qualifying Inspector are listed in ROSTER

4.2.1 **Qualification**

- Sufficient knowledge of the English;
- Initial and recurrent continuation training;
- Knowledge of regulation including specific requirements for additional NAA approval
- Holder of stamp.
- Holder of appropriate qualification as specialist and can exercise all relevant privileges thereof.
 - S license or appropriate Qualification when relevant for specialised activities.
 - Specialized Staff relevant to NDT and Welding are in compliance with International ASS (ISO 24394) for welding or ASEND regulations (EN) 4179 for NDT.
 - P authorisation or appropriate Qualification when relevant for specialised activities on component listed – Upholstery/Cabinetry/ELT.
 - Relevant Qualification and experiences for Sheet Metal or Composite repair.
 - Relevant experience for painting.

4.2.2 **Privileges**

- Perform the Inspection functions
- Sign off inspection in accordance with scope of work.
- Reporting of Unairworthy Conditions

4.3 SUPERVISORY STAFF

Supervisory staff is a **Rated staff** holder of a valid C listed in ROSTER

4.3.1 Qualification

- Read, write and understand English ;
- Initial and recurrent continuation training;
- Knowledge of regulation including specific requirements for additional NAA approval
- Holder of a valid aircraft maintenance license (B1/C) for every aircraft Type listed.
- Holder of stamp and Internal Authorization with his the scope duly defined.
- Experiences in supervision

4.3.2 Privileges

- Supervise work in accordance with scope of work.
- Supervise Check Flight
- Reporting of Unairworthy Conditions
- Sign required Independent items (RII) /Dual inspection in regards to critical tasks.

4.4 CERTIFYING STAFF - AIRCRAFT

The approved certifying staffs are **AC-Rated staff** who are authorized to return to service Aircraft for which the repair station is rated after maintenance, alterations, overhauls, and repairs have been completed.

4.4.1 Qualification

- Read, write and understand English ;
- Initial and recurrent continuation training;
- Knowledge of regulation including specific requirements for additional NAA approval
- Holder of a valid aircraft maintenance license for every aircraft Type listed.
B1/C license is required to return to service Aircraft after base maintenance
- Holder of stamp and Internal Authorization with his the scope duly defined.

4.4.2 Privileges

- Issue return to service for Aircraft.
- release Check Flight
- Reporting of Unairworthy Conditions
- Sign off RII in regards to critical tasks as independent staff if he is not participating to the task work.

4.5 CERTIFYING STAFF - COMPONENT

The approved certifying staffs are personnel who are authorized to return to service component for which the repair station is rated after maintenance alterations, overhauls, and repairs have been completed.

4.5.1 Qualification

- Sufficient knowledge of the English;
- Initial and recurrent continuation training;
- Knowledge of regulation including specific requirements for additional NAA approval
- Holder of stamp and Internal Authorization with his the scope duly defined, and
- Holder of FOCA "S" License as specialist with relevant privileges thereof. or
- Relevant Qualifications for specialised activities. or
- Specialized personal relevant to NDT and Welding must remain in compliance according to International ASS (ISO 24394) for welding or ASEND regulations (EN) 4179 for NDT. or

4.5.2 Privileges

- Issue a Form 1 i.a.w scope of the capability list.
- Reporting of Unairworthy Conditions.

5 APPENDIX - LIST OF STAFFS - DETAILS

Refer to ROSTER – Status of pages is indicated in Appendix Status

Description	Appendix
Status	
Maintenance staff number	0
Base / Line maintenance description	1
Number of Staff - Summary	2
Authorised Staff List	3
Internals authorisation - B1	4
Internals authorisation - B2	5
Internals authorisation - C	6
Internals authorisation - A	7
Internals authorisation - Specialist/Inspector	8
Stations - Staff List including A/B1/B2/C	10 to 199