



Reference: DA-0100 _DGCA-GVA

DGCA Supplement Maintenance Organisation Exposition

DGCA – CAR 145
Maintenance Organisation Exposition
DGCA Supplement

Dassault Aviation Business Services SA

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|--|-------------|---|------------|
| Primary Location Base Station | Switzerland | DABS Geneva 20 Chemin des Papillons, P.O. Box 36 CH - 1215 Geneva 15 / Airport Phone: +41 58 123 6000 | GVA |
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Maintenance Approvals

- EASA: CH.145.0248
- Indian: 5-1977/10-AI(2)

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|--------------------------------------|---|
| DGCA Supplement Reference No. | DA-0100 _DGCA-GVA |
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A web access where NAA approvals/certificates, the MOE, its supplements and associated document are available for customers and authorities (<https://approvals.dassault-business.com/approvals/>).

1. PREAMBLE

This DGCA Supplement does not form part of the EASA approved Maintenance Organisation Exposition (MOE).

This DGCA Supplement in conjunction with the latest revision of the organisation approved EASA Maintenance Organisation Exposition (MOE)* form the basis of the acceptance by Director General of Civil Aviation, India (DGCA, India) of DABS as approved maintenance source for India controlled aircraft/aircraft component (Engine/ APU).

** The EASA MOE referenced DA-0100 is approved by the Swiss authority FOCA I.a.w EASA requirements*

Compliance with its contents will assure compliance with the requirements of CAR-145.

Maintenance carried out in accordance with the above established MOE and this DGCA Supplement is accepted as being in compliance with Rule 133BA of the Aircraft Rules, 1937.

Additional requirements for foreign aircraft maintenance organization are described in in CAR Section 2 Series E Part XI, as amended based on recognized equivalent standards.

This manual is based on Appendix 1 of CAR section 2 – Airworthiness Series “E” Part XI dated 21 November 2017.

Quality Manual and also a number of separate Technical Procedure documents. These documents are to be cross-referenced from the MOE.

Personnel are expected to be familiar with those parts of the manuals and applicable Technical Procedures that are relevant to the maintenance work they carry out.

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1.2 Revision record

| Edition | Issued Date | Details |
|---------|------------------|---|
| 00 | 23 August 2012 | Initial Approval |
| A | 2 Jan. 2015 | New manual |
| B | 1 June 2018 | New PH part 145 – L. BURNIER |
| C | 2 September 2019 | Company Name change TAG Aviation SA becomes TAG Maintenance Services SA |
| D | 11 Feb. 2020 | Manual update <ul style="list-style-type: none"> • Page for revision record added (§1.2) • New PH for logistic (§4) • Organigram updated (§4.2) • Duties and responsibilities for PH added (§4.3) • Privileges updated for work away from approved facility (§5.1) • Major Mods chapter added (§9) • Occurrence reporting chapter updated (§12) Scope extension (§5.2) <ul style="list-style-type: none"> • Bombardier BD700-1A10 Series (BR700-710) • Bombardier BD700-1A11 Series (BR700-710) • Falcon 8X (PW307D) • C20 – Structure • D1 – Ultrasonic method |
| E | 2 Dec. 2020 | Manual update <ul style="list-style-type: none"> • Component release (§11.2) • Work away from approved facility (§14.3) |
| F | 2 May 2022 | Manual update <ul style="list-style-type: none"> • 4.2 Chart modified • 11 NDT release added • 14.3.2 Work away from approved facility |
| G | 1 October 2022 | Name change <ul style="list-style-type: none"> • Dassault Aviation Business Services SA |

Edition F not approved By the authority

1.3 List of Effective Pages

The Safety & Quality department is responsible for ensuring that all copies of this manual are amended to the latest issue. Pages with text revised are in blue. Text revised are in blue with a vertical bar in the left.

| DGCA Supplement Page | DGCA Supplement Edition | DGCA Supplement Edition Date |
|-------------------------|----------------------------|---------------------------------|
| 1 | G | 1 October 2022 |
| 2 | G | 1 October 2022 |
| 3 | G | 1 October 2022 |
| 4 | G | 1 October 2022 |
| 5 | G | 1 October 2022 |
| 6 | G | 1 October 2022 |
| 7 | G | 1 October 2022 |
| 8 | G | 1 October 2022 |
| 9 | G | 1 October 2022 |
| 10 | G | 1 October 2022 |
| 11 | G | 1 October 2022 |
| 12 | G | 1 October 2022 |
| 13 | G | 1 October 2022 |
| 14 | G | 1 October 2022 |
| 15 | G | 1 October 2022 |
| 16 | G | 1 October 2022 |
| 17 | G | 1 October 2022 |
| 18 | G | 1 October 2022 |
| 19 | G | 1 October 2022 |
| 20 | G | 1 October 2022 |
| 21 | G | 1 October 2022 |
| 22 | G | 1 October 2022 |
| 23 | G | 1 October 2022 |
| 24 | G | 1 October 2022 |

Stephane BUCHS
Safety and Quality Manager

Signature:
Date: 1 October 2022




Effective date

2. DGCA SUPPLEMENT AMENDMENT

The **Safety and Quality Manager** should be responsible for monitoring the amendment of this DGCA supplement, including associated procedures manuals and submission of the proposed amendments to DGCA for approval.

Whenever there is an amendment to the organisation approved EASA MOE, the Quality department shall send a copy of the revised and approved EASA MOE to the DGCA.

A WEB access is available on “[h https://approvals.dassault-business.com/approvals/](https://approvals.dassault-business.com/approvals/)”.

It contains the last updated:

- *Approval certificates and relative Capability List,*
- *The MOE and associated referenced documents, Forms*

The DGCA supplement shall be amended as necessary to remain in compliance with the requirements of the Civil Aviation Regulations. To maintain DGCA CAR-145 approval, this DGCA supplement and any subsequent revision shall be accepted by the DGCA.

3. INTRODUCTION

Rule 133B of the Aircraft Rules, 1937 requires that the performance and the certification of maintenance of India controlled aircraft/aircraft components shall be carried out by an Aircraft Maintenance Organisation approved by DGCA.

Rule 133BA requested that maintenance can be carried out by a foreign aircraft maintenance organization accepted by DGCA.

Additional requirements in CAR Section 2 Series E Part XI, as amended, for foreign aircraft maintenance organization who seek acceptance as approved maintenance source based on recognized equivalent standards.

4. RESPONSIBLE PERSON

4.1 CORPORATE COMMITMENT

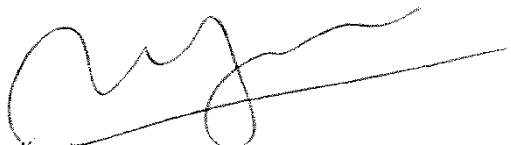
This Supplement defines the organization and established measures to meet the conditions prescribed under Rule 133BA of the Aircraft Rules, 1937 and to comply with the requirements of CAR Section 2 Series E Part XI, as amended, for the purpose of the continuous validity of the Certificate of Acceptance held by the organization.

This Supplement together with the *EASA IR Part-145 Approval No. CH.145.0248 held by the organization forms the basis of the acceptance by the DGCA of the organization as approved maintenance source for India controlled aircraft/aircraft components.

The measures contained in this Supplement and ensuring procedures are approved by the undersigned and shall be adhered to when maintenance is performed on India controlled aircraft/aircraft components.

It is recognized that ensuring procedures that are established for the performance and accomplishment of the measures contained in this Supplement do not override the necessity to comply with any additional requirements that the DGCA may prescribe from time to time.

It is understood that the DGCA will accept this organization as an approved source of maintenance for India controlled aircraft/aircraft components as long as the DGCA is satisfied that the measures established in this Supplement and ensuring procedures are followed and recognized work standards are maintained. It is also understood that the DGCA reserves the right to cancel the acceptance for any breach to the conditions of the certificate and noncompliance with the measures established in this Supplement.



Signed:

Franck MADIGNIER
President
Accountable Manager
Dassault Aviation Business Services SA

Date: **1 October 2022**

4.2 MANAGEMENT PERSONNEL

Management

The following management personnel have been nominated by the organisation and have been accepted by FOCA and recognized by the DGCA:

| | |
|------------------------------------|-------------------------|
| President | Franck MADIGNIER |
| Accountable manager | |
| Safety and Quality director | Stephan BUCHS |
| Director Maintenance * | Laurent BURNIER |

* The **Director Maintenance** is a **nominated responsible for the Part-145 Maintenance activities**. He is assisted by **Maintenance Managers (Line / Base / Heavy / Workshop)** and **Maintenance Supervisors/Hangar managers** to ensure proper practices.

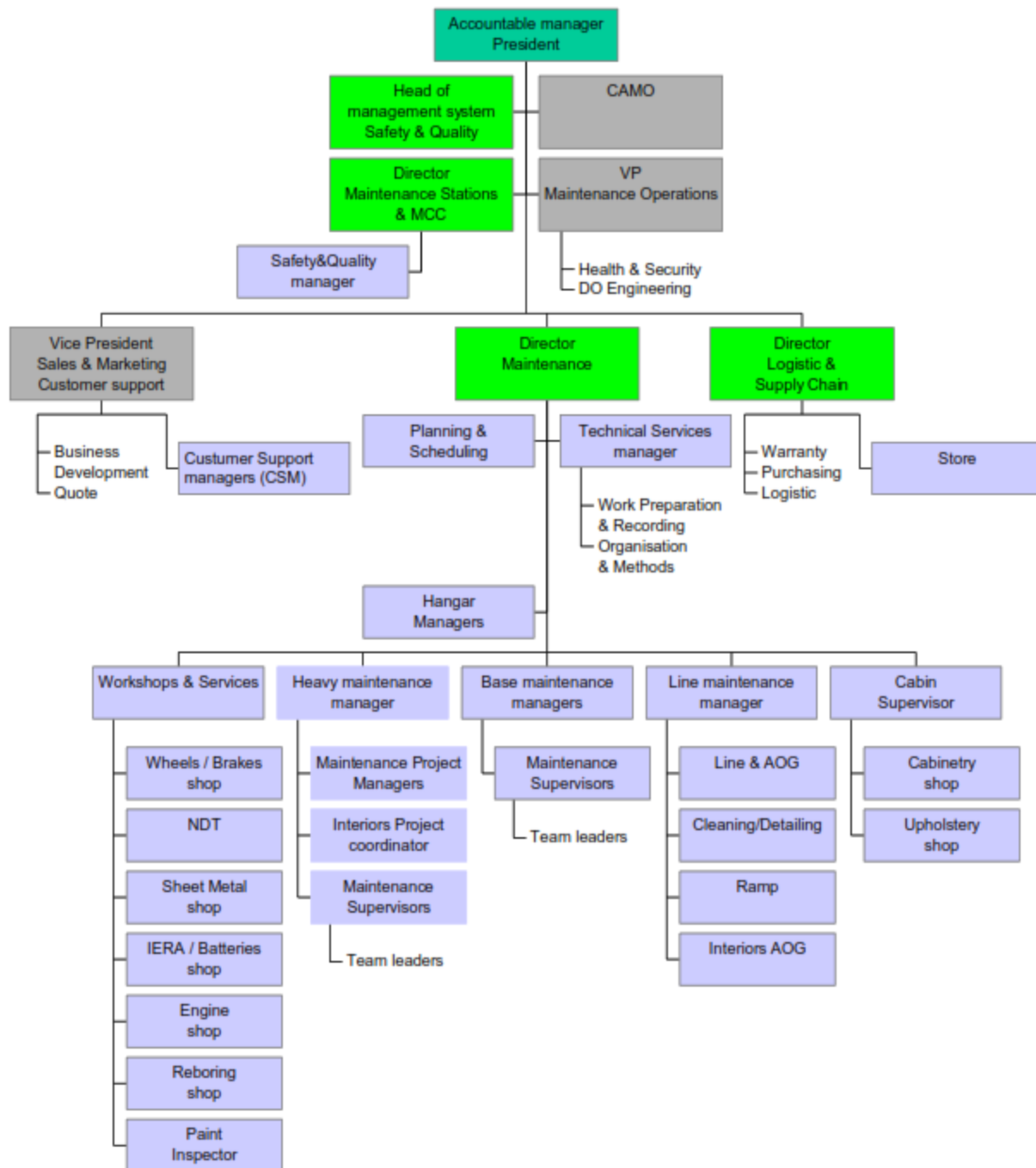
These nominated persons are responsible for ensuring that **DABS** maintains compliance with DGCA requirements. A CA Form 4 is sent to DGCA for acceptance. Duties are described in §4.3.

If the Accountable Manager changes, he shall sign and submit immediately to the DGCA the corporate commitment statement (refer §4.1 of this DGCA Supplement).

In case, there is any change to the management personnel above, an evidence that the new management personnel has been recognized by FOCA shall be forward to the DGCA.

Other Management personnel are listed on MOE §1.3. Duties are described in MOE §1.4.

Chart



| | |
|--|----------------------|
| | Postholder Part 145 |
| | Function in Part 145 |
| | Support Function |

4.3 DUTIES AND RESPONSIBILITIES OF THE PERSONNEL

4.3.1 Accountable Manager

The **Accountable Manager** is legally responsible for all the activities of the all Company in regard to the Law and applicable regulations; He has the overall responsibility for ensuring that all activities can be financed and carried out to the standards required by EASA/DGCA.

Consequently, the **Accountable Manager** is responsible for providing the necessary resources and sufficient personnel to enable management personnel to perform the tasks for which they are responsible.

He ensures cooperation and coordination within and between all departments of the Company.

4.3.2 Safety and Quality director / Head of Management system (HMS)

The **Safety and Quality director / Head of management system** implements, administrates, maintains effective safety and quality management process on behalf of the **Accountable manager**. His function is to:

- Develop and harmonise the processes and procedures concerning the Safety and the Quality within the all organisation;
- Organise an effective event reporting system;
- Provide resources for investigation when necessary;
- Provide advice to management and propose corrective actions on risk related-issues as needed;
- Implement processes for hazard identification and risk assessment management;
- Facilitate the implementation of actions to mitigate risks;
- Facilitate changes necessary to improve efficiency and safety across the organisation;
- Establish an independent monitoring System in which compliance with the relevant requirements and adequacy of the procedures is reviewed at regular intervals;

4.3.3 Director Maintenance

The **Director Maintenance** leads day to day the maintenance activities. His function is to:

- Direct, motivate and control the maintenance personnel, ensuring that personnel is provided with training and knowledge to maximise their performance,
- Ensure that the maintenance organisation is in compliance with the regulatory requirements and manufacturers recommendations in following areas:
 - a. **Tools, instruments and equipment** necessary for carrying out the planned tasks,
 - b. **Storage facilities** for parts, tools, equipment and materials,
 - c. A **training plan** for the personnel under his authority taking into account qualification and continuous training requirements,
 - d. A **Man Hours plan**, taking account of human factor/performance issues,

4.3.4 Director Logistic

The **Director Logistic** is responsible for Part sales activity, Store and Part management. His function is to:

- Direct the process which includes the planning of procurement, inventory control, logistics and distribution. Ensuring that every step of the process is functioning effectively to avoid costly delays and lost sales opportunities;
- Evaluate costs for maintenance works;
- Support Part sales activity;
- Ensure that Environmental requirements are respected;

5. DGCA ACCEPTANCE AND LIMITATIONS

5.1 Privileges of the Organisation

The organisation shall carry out the following:

- (a) Maintain any aircraft and/or component for which it is approved at the locations identified in the approval certificate and in the exposition;
- (b) Arrange for maintenance of any aircraft or component for which it is approved at another organisation that is working under the quality system of the organisation. This refers to work being carried out by an organisation not itself appropriately approved to carry out such maintenance under this CAR and is limited to the work scope permitted under 145.A.65 (b) procedures. This work scope shall not include a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module;
- (c) Maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising
 - either from the un-serviceability of the aircraft
 - or from the necessity of supporting occasional line maintenance, subject to the approval of DGCA; (refer to §14.3)
- (d) Issue certificates of release to service in respect of completion of maintenance in accordance with 145.A.50 and CAR regulation.

In the event that DABS utilise an organisation on a sub-contract basis, the organisation shall be as stated within MOE §5.2 List of Subcontracted Organisations, following the fundamentals of Sub-Contracting under CAR-145 and will satisfy the criteria of EASA Part-145.

5.2 Acceptance and Limitation

5.2.1 Scope of Approval

| | TC Holder | Aircraft Model | Designation/ limitation | Eng. | Maintenance level | Base | Line |
|---|------------|------------------|--|---|-------------------|------|------|
| A1 | Bombardier | BD-100-1A10 | Challenger 300 / Challenger 350 | Honeywell AS907 | No limitation | Yes | Yes |
| | | BD-700-1A10 | Global XRS /Global 6000//6500 | RRD BR710 | No limitation | Yes | Yes |
| | | BD-700-1A11 | Global 5000 / Global 5000 GVFD/5500 | | | | |
| | | CL-600-2B16 | Challenger 604 / 605 / 650 | GE CF34-3B | No limitation | Yes | Yes |
| | Dassault | Falcon 900EX | F900 EX F900EX EASy / DX / LX | Honeywell TFE731-60 | No limitation | Yes | Yes |
| | | Falcon 2000 | F2000 | CFE 738-1 | No limitation | Yes | Yes |
| | | Falcon 2000EX | F2000 EX F2000EX EASy DX / LX / LXS / S / | PWC PW308C | No limitation | Yes | Yes |
| | | Falcon 7X | Falcon 7X | PWC PW307A | No limitation | Yes | Yes |
| | | | Falcon 8X | PWC PW307D | | | |
| | | RATING component | | | | | |
| C3-Comms and Nav | | | | As per approved capability list DA-0105 | | | |
| C5-Electrical Power & Lights | | | | | | | |
| C6-Equipment | | | | | | | |
| C7-Engine APU | | | | | | | |
| C14-Landing gear | | | | | | | |
| C18-Protection ice/ rain/ fire | | | | | | | |
| C20-Structural | | | | | | | |
| Non Destructive Test | | | | | | | |
| Eddy Current Examination (ET) | | | | As per approved DA-0114 | | | |
| Magnetic Particle examination (MT) | | | | | | | |
| Dye / Liquid Penetrant examination (PT) | | | | | | | |
| Ultrasonic examination (UT) | | | | | | | |

5.2.2 Acceptance

The DGCA acceptance is based upon full compliance with the standards of EASA IR Part-145, the established measures in DGCA Supplement, and relevant ensuring procedures.

5.2.3 Limitation

The DGCA acceptance is limited to the scope of work approved to the organization under its held EASA IR Part-145 Approval, the maintenance contract made with Indian Owner/Operator or CAR Part M and the authorisation granted by the DGCA (as described in Indian Approval Schedule).

The DGCA acceptance is valid only within the geographical locations described in EASA MOE, unless otherwise so authorized by the DGCA (as described in Indian Approval certificate).

DABS complies with the measures that the DGCA will undertake for the issue or continuation of the Certificate of Acceptance, including payment of the fees that the DGCA may require and would bear the cost of any audits or monitoring activities that the DGCA may undertake to validate compliance with the conditions to the certificate and/or verify the suitability of the measures established in the DGCA Supplement.

5.3 Validity of Approval

The approval shall be issued and renewed for a maximum period of five year. Application for variation or reissue is made to the DGCA in a form and manner established by DGCA.

It shall remain valid subject to:

1. DABS remaining in compliance with CAR-145;
2. The DGCA being granted access to the organisation to determine continued compliance with this CAR; and
3. The certificate not being surrendered or revoked.

Upon surrender or revocation, the approval shall be returned to DGCA.

5.4 Notification

The **Safety and Quality Manager** or, in his absence, his deputy, is responsible for notifying the DGCA of any change listed below, before such changes take place to enable DGCA to determine continued compliance with this CAR and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management before and, these changes must be notified at the earliest opportunity:

1. The name of the organisation;
2. The main location of the organisation;
3. Additional locations of the organisation;
4. The Accountable Manager;
5. Any of the persons nominated under CAR 145.30(b), as nominated in §4;

The primary purpose of this paragraph is to enable the organisation to remain approved by the DGCA during negotiations about any of the specified changes.

6. ACCESS BY THE DGCA

The DGCA staff is allowed access to the organisation's facilities for the purpose of assuring compliance with the established measures in the DGCA Supplement and relevant ensuring procedures and for the purpose of investigation of specific cases.

DABS also allows the competent authority (EASA/FOCA) to access in the premises of the organization to conduct investigation associated with the DGCA acceptance, for and on behalf of the DGCA, whenever required.

7. WORK ORDER

All maintenance activities/tasks shall be done in accordance with approved operator procedures and in all cases it shall be specified within Maintenance contract with the Owner / Operator.

DABS ensures that the maintenance contract is signed and understood by both parties.

DABS ensures that the work orders are issued before work and detailed the contracted maintenance work to be performed, including but not limited to inspections, repairs, modifications, overhauls, applicable airworthiness directives and parts to be replaced.

8. AIRWORTHINESS DIRECTIVES (ADS)

Airworthiness Directives (ADs) consist of particular requirements mandatory for the appropriate Aircraft, Engines, APU and Appliance.

Airworthiness Directives (ADs) are the only mandatory Modifications to be complied with; contrary to Service Bulletins (SBs) and other Service Documents, the ADs must be complied with, within the time frame given by the Agency or any other applicable Competent Authorities.

This is the Owner's or Operator's responsibility to ensure the Continuous Airworthiness of its aircraft. This includes the compliance with each AD applicable to the concerned aircraft.

The Owner / Operator is responsible to:

- Send the ADs and integrate them into the Work Order when agreed.

DABS is responsible to:

- Review the Work Order given by the customer before the Maintenance takes place and inform the customer for assessment.
- Issue a status of ADs embodied during the maintenance performed, which becomes part of the permanent Aircraft Records (Logbook).

9. MAJOR MODIFICATIONS AND REPAIRS

All Major modification and repair must be notified to the DGCA in advance by the Operator/CAMO. DABS is in charge to prepare appropriate application form together with substantiating data.

Appropriate form shall be used. Form CA2(RM). Refer to AAC No. 2.

Approval* from the DGCA is required.

*The repair scheme, modification design data and documents which are duly approved by State of Design or the data certified by Authorized Representatives (AR)/ Designated Engineering representatives (DER) / Design organisation (DO) of the State of Design of the aircraft are **acceptable** for use in modification of aircraft, components/equipment.

At that case, **Acceptance** from the DGCA is sufficient.

10. PARTS ACCEPTANCE –RELEASE CERTIFICATE

An **approved part** is one meeting approved design data applicable to that part and which has been manufactured and subsequently maintained in accordance with the requirements of the State of Design, Manufacture or Registry, as applicable.

Standard parts such as fasteners are considered as approved parts when they are in accordance with an approved or accepted standard and when referenced in the type design of the particular aircraft.

Release certificate shall provide written evidence of the acceptability of a part.

Acceptable document is FAA Form 8130-3, EASA Form 1 and the DGCA Form One

Such documents will contain information relating to:

- a) the authority under which it is issued;
- b) reference identification for the purposes of traceability;
- c) name, address and approval reference of the issuing organization;
- d) Work order, contract or invoice number;
- e) quantity, description, part number and, if applicable, serial number of the part;
- f) relevant information concerning any life limitations, compliance or noncompliance with any airworthiness directives, etc.;
- g) the signature and approval reference of the person issuing the document; and
- h) whether the part is new or used.

Any part not accompanied by the appropriate documentation would be considered to be unapproved.

Unapproved part

Parts not meeting the criteria above are considered to be unapproved.

Unapproved parts also include those parts improperly returned to service, for example:

- a) parts supplied directly to the user by a subcontractor not entitled to do so;
- b) parts maintained or approved for return to service by a person or organisation not approved to do so;
- c) parts not maintained in accordance with the requirements of the applicable approved data ; and
- d) parts having reached their life limit, including, if applicable, any shelf-life limit.

11. RELEASE TO SERVICE

The DGCA requires that the performance of maintenance of Indian registered aircraft is carried out by Approved Maintenance Organisations certified in accordance with CAR-145 and their release to service procedures.

11.1 Aircraft

A Certificate of Release to Service (CRS) shall be issued by an appropriately authorized certifying staff when satisfied that all required maintenance has been properly carried out in accordance with CAR 145-50 and DABS release to services procedures specified in DA-0125.

Additionally, the DGCA approval Certificate number shall be stated on the aircraft CRS. The CRS shall also contain the following statement required by CAR AMC 145.50(b):

“Certifies that the work specified except as otherwise specified was carried out in accordance with CAR 145 and in respect to that work the aircraft/aircraft component is considered ready for release to service”.

AMO CERTIFICATE NO. 5-1977/10-AI(2)

11.2 Component

DGCA Form One shall be used when releasing to service aircraft components, engine, or APU.

Block No. 13 should reference the data used to perform maintenance. The referenced data may consist of an attachment to the form such as a shop report.

In case of component is maintained by DABS during a maintenance project, EASA form 1 is acceptable without Dual release.

11.3 NDT

DGCA Form One shall be used when releasing to service NDT work.

In case of NDT is performed by DABS during a maintenance project, EASA form 1 is acceptable without Dual release.

12 REPORTING OF UNAIRWORTHY CONDITIONS

12.1 General

The **Safety and Quality manager** shall report to the DGCA Office any serious failure, malfunction, or defect (in accordance with Part 145) of any product undergoing work by this AMO.

Any un-airworthy condition or defect on Indian registered aircraft, aircraft engine or aircraft component shall be reported to the DGCA within **72 hours** from identification of the condition.

The occurrence reporting system in place encourage free reporting of any (potentially) safety related occurrence. This will be made in accordance with non-punitive policy as described in MOE §1.2.2.

The aim of occurrence reporting is to identify the factors contributing to incidents, and to make the system resistant to similar errors.

The following should be reported

- a) A defect detected on the aircraft during a maintenance inspection (scheduled or non-scheduled) which may have its origin in a maintenance or design error.
- b) A deviation of maintenance procedure (company manual / procedure or manufacturer data)

The report required must include as much of the following information as is available:

- Aircraft registration number;
- Type, make, and model of the article;
- Date of the discovery of the failure, malfunction, or defect;
- Nature of the failure, malfunction, or defect;
- Time since last overhaul, if applicable;
- Apparent cause of the failure, malfunction, or defect; and
- Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.

If the defect or un-airworthy condition could result in an imminent hazard to flight, the most expeditious method available will be used to inform the DGCA.

Internal report is used to formalize the investigation, the root cause analysis and the result concerning the event and the remedial action taken (**DA-0019**).

12.2 Example

The following are example of occurrences that could be reported

- During routine inspection: Damage found to number 4 engine inlet cowl acoustic lining
- During routine inspection: Rivets found loose on vertical stabiliser
- Found during after flight inspection: Excessive play in tail rotor blade pitch link bearing at the attachment to the tail rotor blade horn due to bearing migration.
- Safety pin being left installed in a component, such as an escape slide
- Alleged inappropriate repair carried out with damage outside of SRM limits.
- Torch left in intake causing damage to inlet cowl during engine start
- Part Number of replaced part not properly recorded.

13 TECHNICAL RECORDS

The Work Preparation and Records department is responsible for the record keeping process.
The records must be in English.

13.1 Maintenance Records

Task cards

Task card must be completed containing the following information:

- A description of work performed.
- The date of completion of the work performed.
- The revision status and the reference to the technical data used
- Serialized Parts replaced
- The **Technician identification and signature** of the person performing the work
- The signature constitutes the approval only for the work performed.
- The **Name and the Stamp** for involved **Support Staff** for the Work release.

Maintenance Records

The contents of the work package is described in DA-0110.
Samples of records to be used are described in DA-0110.

The records include the protocol used to perform the inspections, discrepancy lists and corrective actions taken including compliance with any ADs and/or SB's.

Work Package

Work order including tasks and procedures to be performed in accordance with purchase order issued by the customer is prepared by the Work Preparation and Records department.

Samples of the forms that are part of the records and the instructions for completion are described in DA-0110.

Records for an air carrier are completed i.a.w the air carrier's procedures and may include forms specifically required by the air carrier.

Original Work package is given to the customer maximum 25 days after the return to service.

13.2 Recordkeeping

DABS elects to utilize Electronic recordkeeping systems.

Electronic records

The Work Preparation and Record department are in charge to scan the complete work package and store it in secure company server.

Record retention

The Work Preparation and Records department is responsible for the recordkeeping process.

Records shall be maintained electronically for a minimum of three (3) years.

14. SAFETY AND QUALITY SYSTEM PROCEDURES

14.1 Manpower resources / Roster

The manpower resources consist of both production and support services staff in sufficient numbers to ensure that the maintenance organisation is able to meet the maintenance requirements.

Detailed manpower related procedures are described in MOE §1-7.

All certifying staff are authorised by the maintenance director. Detailed information of all authorised certifying personnel is available in Roster - Authorized Staff Listing (DA-0103) maintained by the Safety and Quality department.

The roster (DA-0103) lists supervisory personnel, Inspectors, and those individuals authorized to approve Aircraft, Engine and Parts for return to service (Certifying staff).

This roster lists all described personnel including name, certification type, license number and internal reference. Current Roster is available on the company server in secure PDF file format.

The Safety & Quality department is responsible for maintaining the roster, which must be revised to reflect the termination, reassignment, change in duties or scope of assignment, or addition of any personnel. Changes to the roster will be notified to DGCA within 5 working days.

Personnel Rosters are maintained in electronic format and are accessible for review and inspection by the DGCA in WEB access on <https://approvals.dassault-business.com/approvals/>.

The employment summary of each person listed in the roster were managed and kept by the Safety and Quality department.

14.2 Training

DABS will ensure certifying staff receive initial and continuation training including Human Factors , FTS and EWIS training (when appropriate) and Aviation Legislation training as required by CAR-145.

If appropriate, Certifying staff shall be trained on the Indian operator procedures.

DA-0106 described requirement for continuation training.

14.3 Work-Away from approved facility

DABS may perform **defect rectification** when aircraft is AOG or **limited routine work** at a place other than its approved facility under special circumstances provided it demonstrates the availability of facilities, material, equipment, technical data and personnel to perform such specific maintenance.

14.3.1 AOG recovery

The following options are available when an aircraft is grounded at a location other than the fixed location due to a defect was unexpected and where no approved maintenance organisation is available to issue a CRS for the aircraft type,

- Defect rectification;
- Troubleshooting;
- Database upload, Download of parameter.

Aircraft type in Approval Schedule

DABS may carry out any defect rectification subject to the need for such work arising only from unserviceability (AOG) of the aircraft or component for which DABS is approved at any location provided DABS has the appropriate technical data, staff and tools to perform and release required maintenance.

The following staff could work:

1. A DABS certifying staff holding a valid internal authorisation with the rating for the aircraft type, with appropriate parts, tools and documentation.
2. Any technician with five years maintenance experience and holding a valid ICAO licence rated for the A/C Type requiring certification, using a One-off authorisation - "**SEA Form**"(DA-0130).

*Note: "**SEA Form**" (DA-0130) supported by the Maintenance Director, and issued by the SQ department shall be sent to the authority.*

In all cases, consideration should be given to the complexity of the work involved and the availability of required tooling and/or test equipment needed to complete the work.

Details of the qualifications have to be verified by the Safety & Quality department and have to be available at the Office.

All such cases as specified in this paragraph shall be reported to the Authority within 7 days of the issuance of such certification authorisation.

Aircraft type NOT in Approval Schedule

DABS is not allowed to issue CRS for Indian Registered aircrafts unless it is in approval schedule.

14.3.2 limited Scheduled / routine work

In case of **limited scheduled/routine work**, any requests will be send to the DGCA; It concerns the following

- Basic inspection / Monthly inspection;
- Limited due list tasks;
- Non-destructive Inspections (NDI);
- Specific SB / Interior refurbishment / Painting;

The Safety & Quality department shall issue a **WAB** form (DA-0141_WAB) to the appropriate staff for the specific event. Refer to MOE §1.9.8.

14.4 Management system

Management system

The management systems, Safety and Quality Policy and procedures of DABS are described in the DABS Safety and Quality Management system Manual (DABS Manual Referenced **DA-0001**).

Main activities described are:

- Documentation management
- Occurrence reporting and management
- Risk assessment
- Corrective action management
- Quality assurance/compliance management
- Review and improvement

Quality assurance system

Quality Assurance monitors all technical and technical support functions within the department to ensure that they comply with approved technical procedures and remain within the scope of the terms of approval and requirements of the CAR as published.

Monitoring is accomplished by carrying out an agreed audit programme.

The Quality system is established to monitor compliance with, and adequacy of, procedures required to invoke good maintenance practices and airworthy aircraft/aircraft components.

The Quality management and audit functions are independent of all production related activities within the organisation.

The details on Quality Assurance system procedures are prescribed in MOE Section 3.

APPENDIX 1 - FORMS

| Form Reference | Title |
|--------------------------------------|---|
| Manual | |
| DA-0100 | MOE - Maintenance Organisation Exposition |
| DA-0100_DGCA | DGCA Supplement Manual |
| DA-0103 | Certifying staff- Roster |
| DA-0105 | COMPONENT - Capability List |
| DA-0106 | Maintenance Training Programme |
| DGCA Forms | |
| Form CA2(RM) | APPLICATION FOR APPROVAL OF MODIFICATION-REPAIR |
| Forms | |
| DA-0045 | Outcoming Inspection - Aircraft |
| DA-0046 | Incoming Inspection - Aircraft |
| DA-0061 | Competence – assessment form |
| DA-0137 | Capability List Amendment Form |
| DA-0141 | Work at other locations |
| DA-0161 | Missing Tool Report |
| DA-0162 | Tool/ Equipment Equivalency Sheet |
| Procedures | |
| DA-0110 | Work Order - Forms and Use |
| DA-0122 | Tags for parts identification |
| DA-0125 | Certificate of Release to Service - Guidance |
| DA-0127 | Control of Equipment |
| DA-0128 | General Calibration/Inspection Procedure |
| DA-0129 | Incoming inspection |
| DA-0202 | Critical Tasks |
| Forms - Reporting | |
| DA-0019 | Occurrence Report Form |
| Quality and management system | |
| DA-0028 | Internal Audit procedure |
| DA-0038 | Yearly Schedule of Audits |
| DA-0039 | Audit programme |
| DA-0040 | checklists for Audit |
| DA-0041 | NCR - Finding/ non-conformities Report |
| DA-0042 | Audit report |

APPENDIX 2 - COMPLIANCE REFERENCE MATRIX

The “Requirements and Compliance reference Matrix” provides reference on procedures documented on the Organisation approved EASA MOE and also outlines the additional requirements of Civil Aviation Regulations (CARs).

| EASA MOE Ref. | REQUIREMENT as per CAR 145.70 | DGCA Suppl. Ref |
|--|--|------------------------|
| PART 1 – MANAGEMENT | | |
| | <i>Organisation address and contact details</i> | <i>Cover</i> |
| | <i>Corporate Commitment by the Accountable Manager</i> | <i>4.1</i> |
| 1.2 | <i>Safety and Quality Policy</i> | |
| 1.3 | <i>Management Personnel</i> | <i>4.2</i> |
| 1.4 | <i>Duties and Responsibilities of Management Personnel</i> | <i>4.3</i> |
| 1.5 | <i>Management Organisation Chart</i> | |
| 1.6 + DA-0103 | <i>List of Certifying Staff</i> | |
| 1.7 | <i>Manpower Resources</i> | |
| 1.8 | <i>Facilities</i> | |
| | <i>Privilege of the organisation</i> | <i>5.1</i> |
| | <i>Scope of Work</i> | <i>5.2</i> |
| | <i>Continued Validity of Approval</i> | <i>5.3</i> |
| | <i>Notification Procedure to the DGCA</i> | <i>5.4</i> |
| | <i>Audit by DGCA</i> | <i>6</i> |
| 1.11 | <i>Exposition Amendment Procedures</i> | <i>2</i> |
| PART 2 – MAINTENANCE PROCEDURES | | |
| 2.1 | <i>Supplier Evaluation and Subcontract Control Procedure</i> | |
| 2.2 | <i>Acceptance/Inspection of Aircraft Components and Material from outside contractors</i> | <i>10</i> |
| 2.3 | <i>Storage, Tagging and release of aircraft components and material to aircraft maintenance</i> | |
| 2.4 | <i>Acceptance of tools and Equipment</i> | |
| 2.5 | <i>Calibration of tools and Equipment</i> | |
| 2.6 | <i>Use of Tooling and Equipment by staff (including alternate tools)</i> | |
| 2.7 | <i>Cleanliness standards of Maintenance Facilities</i> | |
| 2.8 | <i>Maintenance instructions and relationship to aircraft/aircraft component manufacturer’s instructions including updating and availability to staff</i> | |
| 2.9 | <i>Repair procedure</i> | |
| 2.10 | <i>Aircraft Maintenance Programme Compliance</i> | |
| 2.11 | <i>Airworthiness Directive procedure</i> | <i>8</i> |
| 2.12 | <i>Modification Procedure</i> | <i>9</i> |
| 2.13 | <i>Maintenance Documentation in use and its completion</i> | <i>7</i> |
| 2.14 | <i>Technical Record control</i> | |
| 2.15 | <i>Rectification of defects arising during base maintenance</i> | |
| 2.16 | <i>Release to service procedure</i> | <i>11</i> |
| 2.17 | <i>Records for the operator</i> | <i>13</i> |
| 2.18 | <i>Reporting of defects</i> | <i>12</i> |
| 2.19 | <i>Return of defective aircraft components to store</i> | |
| 2.20 | <i>Defective components to outside contractors</i> | |
| 2.21 | <i>Control of Computer Maintenance Records Systems</i> | |
| 2.22 | <i>Control of Manual planning Versus Scheduled Maintenance Work</i> | |
| 2.23 | <i>Control of critical tasks</i> | |
| 2.24 | <i>Specific Maintenance procedures</i> | |

| EASA MOE Ref. | REQUIREMENT as per CAR 145.70 | DGCA Suppl. Ref |
|---|--|------------------------|
| 2.25 | <i>Procedures to defect and rectify maintenance errors</i> | |
| 2.26 | <i>Shift/task handover procedures</i> | |
| 2.27 | <i>Notification of Maintenance Data Inaccuracies and Ambiguities</i> | |
| 2.28 | <i>Production Planning Procedures</i> | |
| | <i>Work away maintenance</i> | 14.3 |
| PART 3 – QUALITY SYSTEM PROCEDURES | | |
| 3.1 | <i>Quality Audit of Organisation Procedures</i> | |
| 3.2 | <i>Quality Audit of Aircraft</i> | |
| 3.3 | <i>Quality Audit Remedial Action Procedure</i> | |
| 3.4 | <i>Certifying Staff and Cat. B1 and B2 Support Staff Qualification and Training Procedures</i> | |
| 3.5 | <i>Certifying Staff and Category B1 and B2 support staff Records</i> | |
| 3.6 | <i>Quality Audit Personnel</i> | |
| 3.7 | <i>Qualifying Inspectors</i> | |
| 3.8 | <i>Qualifying Mechanics</i> | |
| 3.9 | <i>Aircraft or Aircraft Component Maintenance Tasks Exemption Process Control</i> | |
| 3.10 | <i>Concession Control For Deviation from the Organisation's Procedures</i> | |
| 3.11 | <i>Qualification Procedure for Specialized Activities such as NDT, Welding, etc...</i> | |
| 3.12 | <i>Control of Manufacturers' and other Maintenance Working Teams</i> | |
| 3.13 | <i>Human Factors Training Procedures</i> | |
| 3.14 | <i>Competence Assessment of Personnel</i> | |
| PART 4 – CONTRACTED OPERATORS | | |
| 4.1 | <i>Contracted Operators</i> | |
| 4.2 | <i>Operators Procedures and Paperwork</i> | |
| 4.3 | <i>Operator Records Completion</i> | |
| PART 5 – APPENDICES | | |
| | <i>Sample of Documents</i> | Appendix 1 |
| 5.2 + DA-0104 | <i>List of Subcontractors</i> | |
| 5.3 | <i>List of Line maintenance Locations</i> | N/A |
| 5.4+ DA-0104 | <i>List of Contracted Organisations</i> | |