



## **NPA No. 08 /2015**

### **UAE MANUFACTURING ORGANISATION APPROVAL**

**Release Date: 28<sup>th</sup> April 2015**

The GCAA has recently conducted a review of (CAR 21) as a result of Industry needs.

The review has concluded that:

There is a need for a new regulation to be introduced in order to regulate small scale Production activity with the UAE.

Additionally a proposed UAE Manufacturing Release Certificate Form 299 including its instructions, have been added at the end of the document. This document will not form part of the final regulation, but will be a standalone form.

This notice is published to announce to the public this amendment and to entitle all concerned parties to:

1. Review the attached proposed regulation as well as the UAE Manufacturing Release Certificate Form 299 including its instructions: and
2. Submit comments online through the GCAA website within 30 days from the date of this NPA.

Comments must be submitted through the GCAA Website – E-Publication – Notice of Proposed Amendment, using the Action of “Submit NPA Feedback Request.”

Comments and Responses may be viewed in the Comments Response Document CRD pertaining to this NPA on the GCAA website.

## **CAR PART V**

### **CHAPTER 7**

## **UAE MANUFACTURING ORGANISATION APPROVAL**

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## **CAR.MOA.1    Scope**

This Section outlines:

- a)    Procedural requirements for the issuance of a UAE Manufacturing Organisation Approval for showing conformity of parts with the applicable design data for organisations located within physical boundaries of United Arab Emirates.
- b)    The rules governing the rights and obligations of the applicant for, and holders of, such approvals.

## **CAR.MOA.3    Eligibility**

- a)    Any person or organisation shall be eligible as an applicant for an approval under this regulation for manufacturing of non-critical with no airworthiness impact like small plastic parts, seat covers, carpets and side panels.
- b)    The applicant should either hold or has applied for specific design, or he has an appropriate arrangement with the applicant for, or holder of, an approval of that specific design, satisfactory coordination between Manufacturing and design.

### **AMC to CAR.MOA.3 (a):**

The fabrication covered under CAR 145.42(c) should not be confused with the manufacturing carried out under this rule. The parts manufactured under this rule are eligible for installation on any A6 registered aircraft and come with UAE Manufacturing Release Certificate Form 299.

The GCAA may be approached if an organisation is interested for manufacturing parts other than small plastic parts, seat covers, carpets and side panels. The GCAA will make an assessment if proposed part can be manufactured under the provisions of this rule.

### **AMC to CAR.MOA.3 (b):**

The manufacturing organisation shall have agreement with the design approval holder; refer to CAR 21 Subpart G AMC & GM on this subject.

## **CAR.MOA.5    Application**

Each application for a Manufacturing organisation approval shall be made to the Authority in a form and manner established by the Authority, and shall include an outline of the Exposition and Terms of Approval requested to be issued.

**AMC to CAR.MOA.5:**

The organisations should complete AWF-MOA-001 available on the GCAA website [www.gcaa.gov.ae](http://www.gcaa.gov.ae) and forward it to the GCAA along with the applicable fee for the attention of: Manager Engineering Safety, P O Box 30500 – Dubai UAE.

**CAR.MOA.7 Issue of Manufacturing Organisation Approval**

An organisation shall be entitled to have a Manufacturing organisation approval issued by the Authority when it has demonstrated compliance with the applicable requirements under this rule.

**CAR.MOA.9 Quality system**

- a) The Manufacturing organisation shall demonstrate that it has established and is able to maintain a quality system. The quality system shall be documented. This quality system shall be such as to enable the organisation to ensure that each part produced by the organisation or by its partners, or supplied from or subcontracted to outside parties, conforms to the applicable design data and is in condition for safe operation.
- b) An independent quality assurance function to monitor compliance with, and adequacy of, the documented procedures of the quality system. This monitoring shall include a feedback system to the person who can ensure necessary corrective action.

**GM to CAR.MOA.9 Quality system:**

The relevant portions of AMC & GM for CAR 21 Subpart G apply.

**CAR.MOA.11 Exposition**

- a) The organisation shall submit to the Authority a Manufacturing organisation exposition providing the following information:
  - 1) A statement signed by the accountable manager confirming that the Manufacturing organisation exposition and any associated manuals which define the approved organization's compliance with this Subpart will be complied with at all times.
  - 2) An organisational chart showing associated chains of responsibility of the managers.
  - 3) A list of certifying staff and a general description of man-power resources.
  - 4) A general description of the facilities located at each address specified in the Manufacturing organization's certificate of approval.

- 5) A general description of the Manufacturing organization's scope of work relevant to the terms of approval.
  - 6) The procedure for the notification of organisational changes to the Authority.
  - 7) The amendment procedure for the Manufacturing organisation exposition.
  - 8) A description of the quality system and the procedures.
  - 9) A list of those outside parties.
- b) The Manufacturing organisation exposition shall be amended as necessary to remain an up-to-date description of the organisation, and copies of any amendments shall be supplied to the Authority.

**GM to CAR.MOA.11 Exposition:**

The relevant portions of AMC & GM for CAR 21 Subpart G apply.

**CAR.MOA.13 Approval requirements**

- a) The Manufacturing organisation shall demonstrate, on the basis of the information submitted to the Authority:
- 1) With regard to general approval requirements, facilities, working conditions, equipment and tools, processes and associated materials, number and competence of staff, and general organisation are adequate to discharge obligations.
- b) With regard to management and staff:
- 1) A manager has been nominated by the Manufacturing organisation, and is accountable to the Authority. His or her responsibility within the organisation shall consist of ensuring that all Manufacturing is performed to the required standards and that the Manufacturing organisation is continuously in compliance with the data and procedures identified in the exposition.
  - 2) A person or group of persons have been nominated by the Manufacturing organisation to ensure that the organisation is in compliance with the requirements of this Part, and are identified, together with the extent of their Authority. Such person(s) shall act under the direct Authority of the accountable manager. The persons nominated shall be able to show the appropriate knowledge, background and experience to discharge their responsibilities.
  - 3) Staff at all levels have been given appropriate Authority to be able to discharge their allocated responsibilities.

- c) With regard to certifying staff, authorized by the Manufacturing organisation to sign the documents:
  - 1) The knowledge, background (including other functions in the organisation), and experience of the certifying staff are appropriate to discharge their allocated responsibilities.
  - 2) The Manufacturing organisation maintains a record of all certifying staff which shall include details of the scope of their authorization.
  - 3) Certifying staff are provided with evidence of the scope of their authorization.

#### **CAR.MOA.13 Approval requirements:**

The relevant portions of AMC & GM for CAR 21 Subpart G apply.

#### **CAR.MOA.15 Changes to the approved Manufacturing Organisation**

After the issue of a Manufacturing organisation approval, each change to the approved Manufacturing organisation shall be approved by the Authority.

#### **CAR.MOA.17 Transferability**

Except as a result of a change in ownership a Manufacturing organisation approval is not transferable.

#### **CAR.MOA.19 Terms of approval**

The terms of approval shall identify the scope of work, the categories of parts for which the holder is entitled to exercise the privileges.

#### **CAR.MOA.21 Investigations**

A Manufacturing organisation shall make arrangements that allow the Authority to make any investigations, including investigations of partners and subcontractors, necessary to determine compliance and continued compliance with the applicable requirements of this rule.

#### **CAR.MOA.23 Findings**

- a) When objective evidence is found showing noncompliance of the holder of a Manufacturing organisation approval with the applicable requirements of this regulation, the finding shall be classified as follows:

- 1) A level one finding is any non-compliance with this regulation which could lead to uncontrolled non-compliances with applicable design data and which could affect the safety of the aircraft.
  - 2) A level two finding is any non-compliance with this regulation which is not classified as level one.
  - 3) A level three finding is any item where it has been identified, by objective evidence, to contain potential problems that could lead to level 1 or level 2 non-compliance under paragraph.
- b) In case of level one or level two findings, the Manufacturing organisation approval may be subject to a partial or full limitation, suspension or revocation.

**CAR.MOA.23 Findings:**

The relevant portions of AMC & GM for CAR 21 Subpart G apply.

**CAR.MOA.25 Duration and continued validity**

A Manufacturing organisation approval shall be issued for a period of one year duration. It shall remain valid unless:

- a) The Manufacturing organisation fails to demonstrate compliance with the applicable requirements of this rule; or
- b) The Authority is prevented by the holder or any of its partners or subcontractors to perform the investigations; or
- c) There is evidence that the Manufacturing organisation cannot maintain satisfactory control of the manufacture of products, parts or appliances under the approval; or
- d) The Manufacturing organisation no longer eligible; or
- e) The certificate has been surrendered or revoked and upon surrender or revocation, the certificate shall be returned to the Authority.

**GM to CAR.MOA.25 Duration and continued validity:**

The relevant portions of AMC & GM for CAR 21 Subpart G apply.

## **CAR.MOA.27 Privileges**

A Manufacturing organisation may issue UAE Manufacturing Release Certificate Form 299 without further showing.

## **CAR.MOA.29 Obligations of the holder**

The holder of a Manufacturing organisation approval shall:

- a) Ensure that the Manufacturing organisation exposition is used as basic working documents within the organisation.
- b) Maintain the Manufacturing organisation in conformity with the data and procedures approved for the Manufacturing organisation approval.
- c) Determine that parts are complete and conform to the approved design data and are in a condition for safe operation before issuing UAE Manufacturing Release Certificate Form 299 to certify conformity to approved design data and condition for safe operation,
- d) Record all details of work carried out.
- e) Establish and maintain an internal occurrence reporting system in the interest of safety, to enable the collection and assessment of occurrence reports in order to identify adverse trends or to address deficiencies, and to extract reportable occurrences. This system shall include evaluation of relevant information relating to occurrences and the promulgation of related information.
- f) Establish and maintain a system for collection of malfunction / incidence reporting from the organisations responsible for the aircraft on which parts manufactured under this rule are installed.
- g) Where the holder of the Manufacturing organisation approval is acting as a supplier to another Manufacturing organisation, report also to that other organisation all cases where it has released products, parts or appliances to that organisation and subsequently identified them to have possible deviations from the applicable design data.
- h) Provide assistance to the design approval in dealing with any continuing airworthiness actions that are related to the products parts or appliances that have been produced.
- i) Establish an archiving system incorporating requirements imposed on its partners, suppliers and subcontractors, ensuring conservation of the data used to justify conformity of the parts and such data shall be held at the disposal of the Authority and be retained.

**CAR.MOA.31 Identification**

- a) Each part or appliance shall be marked permanently and legibly with:
  - 1) a name, trademark, or symbol identifying the manufacturer in a manner identified by the applicable design data; and
  - 2) the part number, as defined in the applicable design data; and
- b) By way of derogation from paragraph (a), if the Authority agrees that a part is too small or that it is otherwise impractical to mark a part with any of the information required by paragraph (a), the authorized release document accompanying the part or its container shall include the information that could not be marked on the part.

## UAE Manufacturing Release Certificate Form 299 Referred in UAE MOA Regulations

1. Approving Authority / Country		2. Manufacturing RELEASE CERTIFICATE FORM 299			3. Form Tracking Number	
4. Organisation Name and Address:					5. Work Order/Contract/Invoice	
6. Item	7. Description	8. Part No.	9. Qty.	10. Serial No.	11. Status/Work	
12. Remarks						
13a. Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in a condition for safe operation <input type="checkbox"/> non-approved design data specified in block 12			14a. <input type="checkbox"/> CAR145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 12 Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with CAR145 and in respect to that work the items are considered ready for release to service.			
13b. Authorised Signature		13c. Approval/Authorisation Number	14b. Authorised Signature		14c. Certificate/Approval Ref. No.	
13d. Name		13e. Date (dd mmm yyyy)			14e. Date (dd mmm yyyy)	
<b>USER/INSTALLER RESPONSIBILITIES</b> This certificate does not automatically constitute authority to install the item(s). Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.						

## **Instructions for the use of UAE Manufacturing Release Certificate Form 299**

These instructions relate only to the use of the **UAE Manufacturing Release Certificate Form 299** for production purposes. Attention is drawn to CAR M and CAR 145 which covers the use of the AW Form 1 for maintenance purposes.

### **1. PURPOSE AND USE**

1.1. A primary purpose of the certificate is to declare the airworthiness of new aviation parts (hereafter referred to as „item (s)“).

1.2. Correlation must be established between the certificate and the item(s). The originator must retain a certificate in a form that allows verification of the original data.

1.3. The certificate is valid for the A6 registered aircraft and does not have any bilateral acceptance by any overseas authority.

1.4. The certificate is not a delivery or shipping note.

1.5. Aircraft are not to be released using the certificate.

1.6. The certificate does not constitute approval to install the item on a particular aircraft but helps the end user determine its airworthiness approval status.

1.7. A mixture of production released and maintenance released items is not permitted on the same certificate.

1.8. A mixture of items certified in conformity with „approved data“ and to „non-approved data“ is not permitted on the same certificate.

### **2. GENERAL FORMAT**

2.1. The certificate must comply with the format attached including block numbers and the location of each block. The size of each block may however be varied to suit the individual application, but not to the extent that would make the certificate un-recognizable.

2.2. The certificate must be in „landscape“ format but the overall size may be significantly increased or decreased so long as the certificate remains recognizable and legible. If in doubt consult the GCAA.

2.3. The User/Installer responsibility statement can be placed on either side of the form.

2.4. All printing must be clear and legible to permit easy reading.

2.5. The certificate may either be pre-printed or computer generated but in either case the

printing of lines and characters must be clear and legible and in accordance with the defined format.

2.6. The certificate should be in English.

2.7. The details to be entered on the certificate may be either machine/- computer printed or hand-written using block letters and must permit easy reading.

2.8. Limit the use of abbreviations to a minimum, to aid clarity.

2.9. The space remaining on the reverse side of the certificate may be used by the originator for any additional information but must not include any certification statement. Any use of the reverse side of the certificate must be referenced in the appropriate block on the front side of the certificate.

### 3. COPIES

3.1. There is no restriction in the number of copies of the certificate sent to the customer or retained by the originator.

### 4. ERROR(S) ON A CERTIFICATE

4.1. If an end-user finds an error(s) on a certificate, he must identify it/them in writing to the originator. The originator may issue a new certificate if they can verify and correct the error(s).

4.2. The new certificate must have a new tracking number, signature and date.

4.3. The request for a new certificate may be honored without re-verification of the item(s) condition. The new certificate is not a statement of current condition and should refer to the previous certificate in block 12 by the following statement: „This certificate corrects the error(s) in block(s) [enter block(s) corrected] of the certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service“. Both certificates should be retained according to the retention period associated with the first.

### 5. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR

#### *Block 1 Approving Authority/country*

State the name and country of the authority under whose jurisdiction this certificate is issued.

#### *Block 2 AW Form 1 header*

**“UAE Manufacturing Release Certificate Form 299”**

### *Block 3 Form Tracking Number*

Enter the unique number established by the numbering system/procedure of the organisation identified in block 4; this may include alpha/numeric characters.

### *Block 4 Organisation Name and Address*

Enter the full name and address of the manufacturing organisation releasing the item(s) covered by this certificate. Logos etc. of the organisation are permitted if they can be contained within the block.

### *Block 5 Work Order/Contract/Invoice*

To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.

### *Block 6 Item*

Enter line item numbers when there is more than one line item. This block permits easy cross-referencing to the Remarks block 12.

### *Block 7 Description*

Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin, Component Maintenance Manual).

### *Block 8 Part Number*

Enter the part number as it appears on the item or tag/package. In case of an engine or propeller the type designation may be used.

### *Block 9 Quantity*

State the quantity of items.

### *Block 10 Serial Number*

If the item is required by regulation to be identified with a serial number, enter it here.

Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter „N/A“.

### *Block 11 Status/Work*

Enter either „PROTOTYPE“ or „NEW“. Enter „PROTOTYPE“ for:

(i) The manufacturing of a new item in conformity with non-approved design data.

(ii) Re-certification by the organisation identified in block 4 of the previous certificate after alteration or rectification work on an item, prior to entry into service, (e.g. after incorporation of a design change, correction of a defect, inspection or test, or renewal of shelf-life.) Details of the original release and the alteration or rectification work are to be entered in block 12.

Enter „NEW“ for:

(i) The production of a new item in conformity with the approved design data.

(ii) Re-certification by the organisation identified in block 4 of the previous certificate after alteration or rectification work on an item, prior to entry into service, (e.g. after incorporation of a design change, correction of a defect, inspection or test, or renewal of shelf-life.) Details of the original release and the alteration or rectification work are to be entered in block 12.

(iii) Re-certification by the part manufacturer or the organisation identified in block 4 of the previous certificate of items from „prototype“ (conformity only to non-approved data) to „new“ (conformity to approved data and in a condition for safe operation), subsequent to approval of the applicable design data, provided that the design data has not changed. The following statement must be entered in block 12: RE-CERTIFICATION OF ITEMS FROM

„PROTOTYPE“ TO „NEW“: THIS DOCUMENT CERTIFIES THE APPROVAL OF THE DESIGN DATA [INSERT TC/STC NUMBER, REVISION LEVEL], DATED [INSERT DATE IF NECESSARY FOR IDENTIFICATION OF REVISION STATUS], TO WHICH THIS ITEM (THESE ITEMS) WAS (WERE) MANUFACTURED.

The box „approved design data and are in a condition for safe operation“ should be marked in block 13a.

(iv) The examination of a previously released new item prior to entry into service in accordance with a customer-specified standard or specification (details of which and of the original release are to be entered in block 12) or to establish airworthiness (an explanation of the basis of release and details of the original release are to be entered in block 12).

### *Block 12 Remarks*

Describe the work identified in block 11, either directly or by reference to supporting

documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the **UAE Manufacturing Release Certificate Form 299**. Each statement must clearly identify which item(s) in block 6 it relates to. If there is no statement, state „None“. Enter the justification for release to non-approved design data in block 12 (e.g. pending type-certificate, for test only, pending approved data). If printing the data from an electronic **UAE Manufacturing Release Certificate Form 299** any data not appropriate in other blocks

should be entered in this block.

#### *Block 13a*

Mark only one of the two boxes:

1. Mark the „approved design data and are in a condition for safe operation“ box if the item(s) were manufactured using approved design data and found to be in a condition for safe operation.
2. Mark the „non-approved design data specified in block 12“ box if the item(s) were manufactured using applicable non-approved design data. Identify the data in block 12 (e.g. pending type-certificate, for test only, pending approved data). Mixtures of items released against approved and non-approved design data are not permitted on the same certificate.

#### *Block 13b Authorized Signature*

This space shall be completed with the signature of the authorized person. Only persons specifically authorized under the rules and policies of the competent authority are permitted to sign this block. To aid recognition, a unique number identifying the authorized person may be added.

#### *Block 13c Approval/Authorization Number*

Enter the approval/authorization number/reference. This number or reference is issued by the authority.

#### *Block 13d Name*

Enter the name of the person signing block 13b in a legible form.

#### *Block 13e Date*

Enter the date on which block 13b is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year.

#### *Block 14a-14e*

General Requirements for blocks 14a-14e: Not used for production release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.

#### *User/Installer Responsibilities*

Place the following statement on the certificate to notify end users that they are not relieved of their responsibilities concerning installation and use of any item accompanied by the form:

„THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL. WHERE THE

USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OF AN AIRWORTHINESS AUTHORITY DIFFERENT THAN THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER AIRWORTHINESS AUTHORITY ACCEPTS ITEMS FROM THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1.

STATEMENTS IN BLOCKS 13A AND 14A DO NOT CONSTITUTE INSTALLATION CERTIFICATION. IN ALL CASES AIRCRAFT MAINTENANCE RECORDS MUST CONTAIN AN INSTALLATION CERTIFICATION ISSUED IN ACCORDANCE WITH THE NATIONAL REGULATIONS BY THE USER/INSTALLER BEFORE THE AIRCRAFT MAY BE FLOWN."