

Subject : Approval of Organisation - Category 'B' - Process Organisation.

1. Scope:

This part of CAR Series 'E' applies to the firms seeking approval as process organisation and stipulates the special requirements to be complied with by such firms.

2. Definitions :

- (a) Process Organisation : means an organisation engaged in specialised processes or inspection, such as electro plating, anodic treatment, metal spraying, heat treatment, welding etc. applied to airframe, engines, aircraft component or item of equipment.
- (b) Maintenance : Maintenance means performance of all work necessary for the purpose of ensuring that the aircraft is airworthy and safe including servicing of aircraft and all modifications, repairs, replacements, overhauls, processes, treatments, tests, operations and inspections of aircraft, aircraft components and items of equipment required for that purpose.

3. Requirements for approval :

- 3.1 The approval of the firm will be governed in accordance with requirements laid down in CAR Series 'E' Part I as are applicable. The firm shall have suitable workshop building, such machines/equipments as are considered necessary for the processes/inspections by the DGCA. Number of persons employed shall be commensurate with the volume of work.
- 3.2 The QCM/Dy. QCM will be accorded approval according to the norms laid down in CAR Series 'E' Part I and functioning of the Quality Control Organisation will be on the same lines as stated in Series 'E' Part I.
- 3.3 The approval of the "Approved Personnel" will be done by Regional Airworthiness Office. In some cases this authority may be delegated to the QCM, who will then approve personnel on behalf of DGCA.
- 3.4 The QCM will be responsible to ensure that quality of processed parts is maintained all along and till the final stage of the process.
- 3.5 A record keeping system acceptable to DGCA and pertaining to incoming certificates, test calibrations, specifications and inspection performed during various stages of

processing, batch numbers for identification and inspection before release shall be maintained by the organisation.

3.6 The records shall be such that proper correlation of all work carried out is established with relevant documents including the following as appropriate :

- (i) Customer order
- (ii) Material or parts
- (iii) Relevant standards/specifications
- (iv) Test and inspection record including a record of each identified (i.e. by special number) component or item of equipment.
- (v) Out going Release Note.
- (vi) Receipt of rejection notes from the customer and communication of the same to Regional Airworthiness Office.

3.7 All modifications/changes effecting airworthiness and/or safety of aircraft will have concurrence of DGCA before the same is implemented. All other minor changes effected in specifications shall be promptly notified to Regional Airworthiness Office.

3.8 The firm will have an approved stores organisation and will comply with the requirements laid down in Part VII of Series 'E'.

3.9 All records of inspection and certifications of completed work shall be retained for a period of five years from the date of inspection/processing unless permission for their destruction at an earlier date is obtained from the Director General of Civil Aviation, in writing.

4. Manual Requirements :

4.1 The firm will prepare Organisation and Quality control Manual taking cue from the CAR Series 'E' Part I. The contents of Manual will be consistent with the scope of approval of the firm.

4.2 The firm will also indicate in the Quality Control Manual, the scope of processes, facilities available together with information on essential inspection/tests required to ensure the airworthiness of the parts/components after they have been processed.

4.3 The Manual/Manuals will also contain the procedure adopted for controlling all matters directly affecting compliance with standards/specification and other technical matters which may affect airworthiness from "receipt" to "dispatch" of processed parts/materials, and any further matters which DGCA may decide as a result of his representative's initial visit/assessment or subsequent inspection reports.

5. Submission of Test Specimen :

5.1 The firm will supply along with application to DGCA test specimens which have been processed in the applicant's workshop under the supervision of Regional Airworthiness Officer as follows :-

Processes Applicable	Particulars of Test Specimens required to be furnished
(i) Anodic Oxidation	Twelve specimens 8"x2"x16 swg to an applicable specification.
(ii) Cadmium Plating	Three specimens 3"x3/4"x16 swg to an applicable specification.
(iii) Hard Chromium Plating	Three specimens 6"x1/2" Round Bar (steel) plated half the length to an applicable specification so as to increase the diameter by .008" to 0.10". The deposit shall not be ground or polished.
(iv) Other Electro plating	Three specimens 3"x3/4"x16 swg.
(v) Porus Chromium Plating of engine piston rings or cylinders.	A special report shall be submitted giving details of specification and equipment and photographs showing plateau size.

5.2 Test specimens may be required in support of an application for approval to apply any other special process to aircraft parts or item of equipment.

6. Certification of the inspected processed parts :

6.1 After aircraft component or item of equipment has been processed, the QCM or approved person will issue a Certificate of Maintenance the contents of which will have prior approval of DGCA. Specimen copy of the certificate is given here under for guidance.

CIVIL AVIATION REQUIREMENTS
CAR SERIES 'E' PART III

SECTION 2 – AIRWORTHINESS
1ST AUGUST 1975

C E R T I F I C A T E O F M A I N T E N A N C E

This is to certify that the Aircraft Component/Item of Equipment mentioned below has been subjected to process/inspection mentioned against the parts as per terms of contract/order applicable and conform fully to the standards/specifications quoted thereon and the requirements of DGCA.

Aircraft Parts	Process subjected	Specification reference	Remarks (Special instruction if any)
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Signatures of QCM/
approved person

Dated :

Approval No.

Firm's Name :.....

6.2 The firm will issue the processed parts/item of equipment from their Bonded store for use by outside party on Release Note. The procedure for issue of Release Note has been detailed under Series 'E' part VII.

7. Inspection/Supervision by DGCA representative:

DGCA representative will have, at all reasonable times, the right to check all procedure sheet/specification/ witness test and the firm will provide the necessary facilities.

Sd/-
(V. N. Kapur)
Director of Airworthiness
for Director General of Civil Aviation