

# Advisory Circular

---

## AIRCRAFT DELIVERY RECOMMENDATION REPORT

General.....	1
Purpose.....	1
Applicability.....	1
Cancellation.....	1
Effective date.....	1
References.....	1
Definitions.....	1
Introductions.....	2
Application to be Approved as a Qualified Entity.....	2
Responsibilities of an Approved Qualified Entity.....	3
Audit Programme.....	4
Aircraft Delivery Manual.....	4
Records and Reports.....	5
DGCA's Oversight.....	5

- 1. GENERAL.** Pursuant to paragraph 88B of the Air Navigation Order, the Director General of the Civil Aviation Authority of Singapore (DGCA) may, from time to time, issue advisory circulars (ACs) on any aspect of safety in civil aviation. This AC contains information about standards, practices and procedures acceptable to CAAS. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.
- 2. PURPOSE.** This AC is issued to provide general guidance and the conditions to be met by an applicant for or a holder of an approval to furnish an aircraft delivery recommendation report to the DGCA.
- 3. APPLICABILITY.** This AC applies to an applicant for or a holder of an approval in pursuant to paragraph 73A of the Air Navigation Order (ANO) to provide an aircraft delivery recommendation report to the DGCA.
- 4. CANCELLATION.** This is the first AC issued on this subject.
- 5. EFFECTIVE DATE.** This AC is effective from 1 January 2018
- 6. REFERENCES.** Paragraph 73A of the ANO.
- 7. DEFINITIONS.**  
In this AC, unless the context otherwise requires:

***Aircraft delivery recommendation report.*** A report made by the Qualified Entity to the DGCA regarding the suitability of a newly manufactured aircraft for registration in Singapore.

***Aircraft technical delivery documents.*** Any documents provided by the aircraft manufacturer and are used to substantiate an application for a Singapore Certificate of Registration, Certificate of Airworthiness, Noise Certificate or the acceptance of an approved Flight Manual.

***Qualified Entity.*** A person who is approved under paragraph 73A of the ANO to provide an aircraft delivery recommendation report to the DGCA following a review of the aircraft technical delivery documents and an inspection on a newly manufactured aircraft.

## **8. INTRODUCTION.**

- 8.1 Pursuant to paragraph 73A of the ANO, the DGCA may approve a person as qualified to furnish reports to him. Thereafter, the DGCA may accept such reports for the purpose of its functions pursuant to any provisions in the ANO. This AC sets out the conditions to be met for a person to be approved as a Qualified Entity ("QE") to issue a report to the DGCA on whether a newly manufactured aircraft meets Singapore's airworthiness requirements in relation to the issue of the Certificate of Registration, Certificate of Airworthiness, Noise Certificate and to accept an approved Flight Manual.
- 8.2 The DGCA may identify a newly manufactured aircraft for which the QE is able to provide an aircraft delivery recommendation report, provided that such aircraft is neither
- (a) a first-of-type on the Singapore register; nor
  - (b) has significant differences from similar aircraft types which requires more in-depth review and assessment; for example, a major retrofit of the cabin or variations to the existing type certificate.
- 8.3 Depending on the timely updates by the holder of an AOC on the schedule of the aircraft deliveries for the following year, the DGCA will decide on and make known to the QE on the number of aircraft deliveries that may be assigned to a QE for the following year at the end of a calendar year.

## **9. APPLICATION TO BE APPROVED AS A QUALIFIED ENTITY.**

- 9.1 An application to be appointed as a QE or for the amendment of an existing Qualified Entity approval shall be made in a form and manner as the DGCA may specify, and shall include the following: -
- (a) a description of the activities for which approval is requested;
  - (b) a description of how the applicant satisfies the requirements contained in this AC;
  - (c) the Aircraft Delivery Manual or equivalent manuals; and
  - (d) any other information required by the DGCA.
- 9.2 To qualify for consideration as a QE, the applicant shall:-
- (a) be a holder of an AOC issued by the Authority;
  - (b) maintain sufficient facilities, resources, and appropriate personnel to review the aircraft technical delivery documents, inspect the aircraft and perform any other activity necessary for providing an aircraft delivery recommendation report to the DGCA;
  - (c) have an Aircraft Delivery Manual or equivalent that contains policies and procedures on aircraft inspection and examination of aircraft delivery technical documents, and submit the Aircraft Delivery Manual for DGCA's approval; and
  - (d) be able to undertake and carry out the responsibilities of a QE as set out below.

## **10. RESPONSIBILITIES OF AN APPROVED QUALIFIED ENTITY.**

- 10.1 The QE shall:-
- (a) nominate a person, acceptable to the DGCA, who shall be responsible for coordinating and liaising with the DGCA on all matters relating to the submission of the aircraft delivery recommendation report;

- (b) submit the names of appropriately qualified personnel who are tasked to review the aircraft technical delivery documents and to inspect the aircraft on behalf of the QE to the DGCA for approval;
- (c) ensure that the authorised qualified personnel is able to act independently and without undue influence from the holder of an AOC in performing inspections and documents review for the purpose of the aircraft delivery recommendation report to the DGCA; and
- (d) establish an audit programme to carry out periodic audits on the activities that lead to the submission of an aircraft delivery recommendation report to the DGCA and submit the reports of such audits to the DGCA as and when required to do so.

10.2 The QE shall ensure that the authorised qualified personnel:-

- (a) is a full-time employee of –
  - (i) the QE; or
  - (ii) a holder of a AOC issued by the Authority; or
  - (iii) a SAR-145 approved maintenance organisation who holds an A1(Base) rating;
- (b) holds either –
  - (i) a valid SAR-66 aircraft maintenance engineer licence or a foreign licence acceptable by CAAS; or
  - (ii) an aeronautical, mechanical, electrical, electronic or avionics university degree or diploma, and having undergone an aircraft type course that is conducted by a SAR-147 or a CAAS acceptable maintenance training organisation;
- (c) has at least 3 years of recent experience in reviewing the airworthiness of Singapore-registered aircraft in preparation for an issuance or a renewal of a Certificate of Airworthiness, or reviewed and issued at least 3 Certificate of Maintenance Review in the last 3 years for a Singapore registered aircraft;
- (d) is conversant with the policies and procedures in the QE's Aircraft Delivery Manual; and
- (e) has completed CAAS' briefing on aircraft deliveries.

10.3 For the purpose of 10.2(b), the DGCA recognises aircraft type courses as a means of attaining technical competency to inspect the aircraft and its airworthiness related documents. In cases where the course differs from the aircraft type being delivered, it should be supplemented by a general familiarisation of the aircraft type that is being delivered.

10.4 The QE shall provide the necessary training, including continuation training for the authorised qualified personnel to ensure that the personnel is familiar with the relevant aircraft technology, the applicable aircraft maintenance policies and procedures. Continuation training should be of sufficient duration in each 24 month period and should cover changes in relevant requirements, changes in organisation procedures and the build standard of the products being delivered plus human factors issues identified from any internal or external analysis of incidents.

10.5 The QE shall ensure that the authorised qualified personnel has ready access to the current Aircraft Delivery Manual.

## **11. AUDIT PROGRAMME.**

11.1 The QE shall establish an audit programme to ensure that the activities that lead to the issuance of an aircraft delivery recommendation report adhere to the policies and procedures in the approved Aircraft Delivery Manual.

- 11.2 The QE shall appoint a qualified auditor to manage the audit programme and to ensure that periodic assessments are carried out on the activities that lead to the issuance of an aircraft delivery recommendation report.
- 11.3 The QE shall ensure that the appointed qualified auditor in paragraph 11.2 –
- (a) is a full-time employee of the Qualified Entity;
  - (b) has attended a ISO 9001 course, an IATA auditing course or equivalent;
  - (c) has at least 3 years of auditing experience in the aviation industry;
  - (d) has at least 3 years of experience in reviewing the airworthiness of Singapore-registered aircraft in preparation for an issuance or a renewal of a Certificate of Airworthiness or a Certificate of Maintenance Review;
  - (e) has good understanding of the regulatory frameworks, policies and procedures associated with the grant of certificate of registration, certificate of airworthiness and noise certificate of an aircraft; and
  - (f) is not an authorised qualified personnel.
- 11.4 The QE shall ensure that the appointed qualified auditor has ready access to the current Aircraft Delivery Manual.
- 11.5 The QE shall ensure that the qualified auditor performs audits at least once every 12 months to evaluate the authorised qualified personnel's compliance with the approved Aircraft Delivery Manual and all applicable regulations and requirements. These audits should be performed during an actual aircraft delivery undertaken by the authorised qualified personnel.
- 11.6 Any significant non-compliance arising from the audits that could result in unsafe flight condition must be reported to the DGCA as soon as practicable but no later than 24 hours before submission of the Recommendation Report. The report on this non-compliance should contain all pertinent information known to the QE to allow the DGCA to conclusively decide on the issuance of the Certificate of Registration, Certificate of Airworthiness and the acceptance of the approved Flight Manual.

## **12. AIRCRAFT DELIVERY MANUAL.**

- 12.1 The QE must maintain an Aircraft Delivery Manual containing the following information:-
- (a) The title and name of the person coordinating and liaising with the DGCA on all matters relating to the issuance of the aircraft delivery recommendation report;
  - (b) The organisation chart showing associated chains of responsibilities;
  - (c) A list of authorised qualified personnel;
  - (d) The title and name of the appointed qualified auditor;
  - (e) A description of the facilities at which the approved activities are performed;
  - (f) The scope of work relevant to the extent of the Qualified Entity approval;
  - (g) The procedures for performing the approved activities, including the review of aircraft technical delivery documents, the physical inspection on an aircraft and the submission of an aircraft delivery recommendation report;
  - (h) The audit programme, including the periodic assessments on the approved activities;
  - (i) The training programme for the authorised qualified personnel;
  - (j) Policies and procedures on records retention;
  - (k) Procedure for revising the Aircraft Delivery Manual; and

- (l) Any other information as required by the DGCA.

### **13. RECORDS AND REPORTS.**

13.1 The QE shall submit the aircraft delivery recommendation report, the completed CAAS Forms including CAAS (AW)41a, CAAS (AW)42 and CAAS(AW) 44, and any other relevant supporting documents to the DGCA no later than 24 hours before the intended registration date.

13.2 A QE shall ensure that the following records are maintained: -

- (a) Copies of all recommendation reports on aircraft delivery submitted to the DGCA, and their supporting documents;
- (b) The names, responsibilities, qualifications and specimen signatures of each authorised qualified personnel and of each auditor;
- (c) Training records for each authorised qualified personnel and for each auditor;
- (d) Records of audits conducted by the qualified auditor, including every corrective action plan to address the audit findings; and
- (e) Any other records specified in the approved Aircraft Delivery Manual.

13.3 A QE is to preserve the records specified in paragraph 13.2 until a date two years after the aircraft to which the records pertain has been destroyed or has been permanently withdrawn from use.

### **14. DGCA'S OVERSIGHT.**

14.1 The DGCA may perform an audit of the QE's activities during an actual delivery. This will be notified as promptly as possible but is dependent on the DGCA being officially informed on the finalised delivery schedule for the aircraft.