

 <p>SOUTH AFRICAN CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF SOUTH AFRICA</p> <p>CIVIL AVIATION AUTHORITY</p>	<p>SACAA Private Bag X 73 Halfway House 1685</p>
<p>Tel: (011) 545-1000 Fax: (011) 545-1465 E-Mail: mail@caa.co.za</p>	<p>GENERAL NOTICE # AIR-2016/001-AED</p>	<p>Issue date : 11 August 2017 Amendment date: 01 Sept 2017</p>

ADMINISTRATIVE REQUIREMENTS AND PROCESS OF ACCEPTANCE OF MODIFICATION & REPAIR DESIGN DATA

1. Applicability

This General Notice is applicable to all applications for modification and repair approval by the Director.

2. Regulatory Reference

Civil Aviation Regulations 2011, Part 43.02.15, 43.03.3, 147.02.01 and CATS 43.02.15 as amended.

3. Purpose of this General Notice

This General Notice serves as a notification to Aircraft Maintenance Organisations (AMO~~s~~), Operators, Aircraft Owners and Approved Design Organizations (ADO) that as per the regulations referenced above the CAA will no longer be accepting modification and repair design data generated by organisations not approved to design such changes. Only design data generated by organization approved to design such changes (ADO) will be eligible as substantiation data to the applications for modification and repair approval.

Although such data may be submitted by the applicant (AMO) or the ADO, it is important to note that the design data as generated by the ADO will only be considered if it is a complete pack and properly approved and released by the ADO concerned.

3.1. In terms of modification approval the minimum supporting information forming the design pack will be:

Master drawing list, Certification plan (Compliance Checklist, Hazard assessment, test plans etc.), Instruction for Continued Airworthiness (ICA), Installation instruction, Master data list/record list, AFMS (if applicable), Drawings, Evidence of environmental consideration, Electrical load (if electrical work), Compatibility assessment report, Damage tolerance report (if applicable), Structural substantiation (if applicable), Electrical load analysis (if applicable), System safety assessment report, CRMA/Logbook entry, Component release certificate, Test reports, Equipment list, Mass and Balance report, Compatibility assessment report, Design change classification record and any other information deemed necessary by the Director.

3.2. In terms of repair approval the minimum supporting information forming the design pack will be:

repair scheme, Certification plan (Compliance Checklist, Hazard assessment, test plans etc.), Master drawing list, Drawings, Damage report, Master data list/record list, Mass and Balance report, Installation instructions, CRMA/Logbook entry, Test reports, Compatibility assessment report, Damage tolerance analysis report (if applicable), In case of DER approve repair data (copy DER authorization letter and any other information deemed necessary by the Director).

4. Exceptions (Installation of approved STC and/or approved repair scheme)

This above provision is not applicable to applications for modification and repair approval where the applicant is in possession of approved data such as an STC or approved repair schemes (Repair not forming part of the SRM issued by a competent Civil Aviation Authority). However the AMO as the applicant to such installation should not send the post installation documentation separately, but must submit a complete pack bearing evidence of approval by its Quality department representative or the relevant certifying person.

4.1. In terms of approved STC the minimum supporting information forming the design pack will be:

copy of the STC, Permission letter (duly signed and dated by the STC holder, including the name and title of the signatory, issued to the installer, owner or operator of the aircraft), Master document list, Instruction for Continued Airworthiness (ICA), Installation instruction,

Mass and Balance report, Component release certificate, Test plans (if applicable), Installation drawings, Test reports (if applicable), Electrical load analysis (if applicable), Equipment list, CRMA/Logbook entry, Airplane flight manual supplement (if applicable), Approved model list, Compatibility assessment report and any other information deemed necessary by the Director.

Where applications are for installation of several STCs on one aircraft or class 1 product, the applicant is required to establish whether the combined or cumulative impact of the concerned STCs is significant or substantial on the airworthiness status of the aircraft. Where it is determined that the impact is significant, a letter of no objection from the OEM of the affected aircraft or class 1 product must duly be obtained by the applicant before progressing further with the project.

4.2. In terms of approved repair scheme the minimum supporting information forming the design pack will be:

repair scheme, Damage report, Installation instructions, CRMA/Logbook entry, Test reports, Mass and Balance report, Repair drawing list, Master document list, Compatibility assessment report, Damage tolerance analysis report (if applicable) and any other information deemed necessary by the Director.

5. Modification and repairs process

The modification and repair approval process whether requiring data and installation approval or if using already approved data (approved STC or approved repair scheme) remains the same:

5.1. Submission of an application form.

An applicant must submit a properly completed application form (Form CA 43-14) accompanied by proof of payment to eng@caa.co.za . Proof of payment can be through a stamped application form if payment was done at any of the CAA cashiers or evidence of EFT payment if payment was done through internet banking.

Note: For efficient processing of modification applications, applicants must submit applications in advance, at least 15 working days before installation is initiated or anticipated.

For administrative purposes, no substantiation data must be submitted with the application form. Please refer 5.2 and 5.3 below.

5.2. Acknowledgement of receipt of application.

The CAA's allocated project leader will acknowledge receipt of the application and request that all communications and substantiation data be submitted directly to him/her for review.

5.3. Submission of substantiation data.

The applicant must submit the required substantiation data to the allocated CAA project leader immediately after acknowledgement is received.

In case of a modification or repair approval application requiring data and installation approval the applicant must submit a complete design pack properly approved and released by the ADO concerned.

In case of application where the applicant is using already approved data (STC or approved repair scheme) the applicant (AMO) must submit a complete post installation documentation pack bearing evidence of approval by its Quality department representative or the relevant certifying person.

5.4. Evaluation of substantiation data

The CAA will evaluate the submitted substantiation data to find compliance with the appropriate airworthiness design standards and regulatory framework. This may include inspections of the aircraft or product concerned.

5.5. Feedback on substantiation data evaluation.

The CAA will provide feedback after evaluation of the submitted substantiation data and it is expected that the applicant then rectify the shortcomings identified during evaluation and provide evidence of rectification to the CAA project leader at least within 30 days from the date of CAA feedback notification.

5.6. Approval or declining of the application.

The CAA will approve applications found compliant and decline or reject applications found to be unsatisfactory and will also provide reasons for declining or rejecting such unsatisfactory applications.

***Note:** Although the current regulations do not prohibit modifications or installations on aircraft prior to written approval by the Director, aircraft owners and maintenance organizations shall be cognisant that unapproved modification or repairs invalidates the certificate of airworthiness (C of A) of the aircraft concerned.*

6. Effective date:

This notification is effective from the date of issue as indicated above.

7. Queries

For any queries or feedback regarding this General Notice please contact:

Lobang Thabantso, Manager, Airworthiness Engineering (AED)
Tel: 011 545 1012, Mobile: 083 461 6508, Email: thabantsol@caa.co.za

(Website version, original signed)

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