

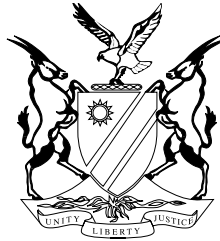
MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

No. 51

2003

**NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS
NAM-CATS MORG “MANUFACTURING ORGANISATIONS”**

The Director: Civil Aviation has under regulation 11.03.5 of the Namibian Civil Aviation Regulations, 2001 and in consultation with the Civil Aviation Regulations Committee issued the technical standards in the Schedule. These technical standard shall come into operation on 31 March 2003.



REPUBLIC OF NAMIBIA

CIVIL AVIATION

**DOCUMENT NAM-CATS-MORG
(MANUFACTURING ORGANISATIONS)**

NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO MANUFACTURING ORGANISATIONS

1. GENERAL

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Amendment Act, 1998) empowers the Director: Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

The Director: Civil Aviation has pursuant to the empowerment mentioned above, on 31 March 2003 issued technical standards relating to manufacturing organisations to be known as Document NAM-CATS-MORG.

2. PURPOSE

Document NAM-CATS-MORG contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of manufacturing organisations.

Each reference to a technical standard in this document, is a reference to the corresponding regulation in the Namibian Civil Aviation Regulations, 2001, for example, technical standard 148.02.6 refers to regulation 6 of Subpart 2 of Part 148 of the Regulations.

The abbreviation "CAR" is used throughout this document when referring to any regulation.

The abbreviation "TS" refers to any technical standard.

3. SCHEDULES AND NOTES

Guidelines and recommendations in support of any particular technical standard, are contained in schedules to, and/or notes inserted throughout the technical standards.

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- | | |
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148.02.1 MANUAL OF PROCEDURE**1. Information to be contained in manual of procedure**

1.1 The information referred to in CAR 148.02.1(b), which must be contained in the manual of procedure of the applicant, must include the following:

1.1.1 Management

(1) Corporate commitment

A statement containing the commitment of the accountable manager and compliance officer to comply with the airworthiness requirements as set out in this document and approved by the Director.

(2) Management personnel

A list of the key management personnel and their positions.

(3) Duties and responsibilities of the management personnel

A statement containing the duties and responsibilities of each management position mentioned in (2). For clarity, additional positions may be added.

(4) Management organisation chart

The chart must show all line management positions down to supervisory level.

(5) Personnel

(a) The titles and names of the personnel required by CAR 148.02.3.

(b) The duties and responsibilities of the personnel mentioned in (a), including matters for which they have responsibility to deal directly with the Director on behalf of the organisation.

(c) Details of the procedures required by CAR 148.02.3 regarding the competence of the personnel.

(6) General description of facilities at each location intended to be approved

A description of the facilities and layout referred to in CAR 148.02.4(a) is required.

(7) Organisation's intended approved scope of approval

A statement of the scope of approval being applied for.

(8) Notification procedure to the Director regarding changes in the organisation's facilities/equipment/procedures/personnel/scope of work

A statement indicating who is responsible for notifying the Director regarding changes, and what changes are subject to notification.

(9) Manual of procedure amendment procedures

A statement regarding the responsibility and procedure for amendment of the manual of procedure, as well as the associated documents referred to in the manual of procedure.

1.1.2 Manufacturing, processing or testing procedures

(1) Arrangement with approved design organisation

A description of, or reference to, the manner in which CAR 148.02.12(e) will be complied with.

(2) Technical literature, equipment, materials and facilities

A description of, or reference to, compliance with CAR 148.02.4(b).

(3) Storage, segregation and protection of products, parts or appliances

A description of, or reference to, a procedure for storing, segregating and protecting products, parts or appliances and for the materials and supplies to be used.

(4) Acceptance of tools and equipment

A description of, or reference to, a procedure for acceptance of tools and equipment by the organisation for use in the manufacturing, processing or testing of products, parts or appliances.

(5) Calibration of tools and equipment

A description of, or reference to, a procedure for the calibration of tools and equipment to be used in the manufacturing, processing or testing of products, parts or appliances.

(6) Use of tools and equipment by personnel

A description of, or reference to, a procedure for the methods in which special tools and equipment are used.

(7) Cleanliness standards of manufacturing, processing or testing facility

A statement regarding the standard of cleanliness to be maintained at each manufacturing, processing or testing facility.

(8) Manufacturing, processing or testing documentation

A description of, or reference to, a procedure for the relevant documentation to be used and instructions for the completion thereof.

1.2 The manual of procedure must contain the information to demonstrate that the organisation has the management, resources and procedures to comply with the requirements of Part 148 of the CARs.

1.3 The manual of procedure may either be a self contained document, or it may refer to other documents referred to in the manual of procedure which will be considered to be equally binding on the organisation.

148.02.2 QUALITY ASSURANCE SYSTEM

1. Minimum standards for a quality assurance system

(1) The objectives of the quality assurance system referred to in CAR 148.02.2(2) are -

- (a) to monitor, and report to management, the level of compliance with the organisation's manual of procedure and airworthiness requirements;
- (b) to correct any non-compliance identified and to implement actions to prevent the recurrence of such non-compliance; and

- (c) to present to management for the purpose of review and implementing further corrective or preventive action, quality indicators such as audit reports, accidents, incident occurrences, customer complaints and personnel reports.
- (2) The quality assurance system must include -
- (a) Quality audit of the organisation

A description of, or reference to, a procedure of the quality audits to be performed on the organisation.
 - (b) Quality audit of products, parts or appliances

A description of, or reference to, a procedure of the quality audits to be done on the products, parts or appliances during manufacturing, processing or testing work.
 - (c) Quality audit remedial action

A description of, or reference to, a procedure of remedial actions to be taken after quality audits.
 - (d) Management analyses and overview

A description of, or reference to, a procedure for bringing to the attention of management quality indicators (such as audit reports, progress on corrective action, accidents, incidents, occurrences, customer complaints and personnel reports) and documenting the appropriate action decided and implemented to maintain an adequate level of conformance to airworthiness requirements.
 - (e) Personnel competence and training

A description of, or reference to, a procedure for the competence required of personnel and the programme of training and recurrent training of personnel.
 - (f) Personnel records

A description of, or reference to, a procedure of the methods to be used for keeping technical records of personnel.
 - (g) Quality audit personnel

A chart or a list indicating the qualifications of quality audit personnel.
 - (h) Qualifying inspectors and mechanics

A description of, or reference to, a procedure for the competence required of qualifying inspectors or mechanics, and a programme of training and recurrent training of personnel.
 - (i) Exemption/concession control

A description of, or reference to, a procedure to be used when permission is required to deviate from the requirements of the organisation's manual of procedure, or to deviate from specified product, part or appliance manufacturing, processing or testing tasks.
 - (j) Specialised activities

A description of, or reference to, a procedure for applying specialised activities.

- (3) Measures must be taken to ensure that the system is understood, implemented and complied with at all levels.
- (4) The quality assurance system must be documented in the manual of procedure referred to in CAR 148.02.1.

148.02.5 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF

1. Form of application

The form referred to in CAR 148.02.5(a), in which application must be made for the issuing of a manufacturing organisation approval, or an amendment thereof, is contained in Annexure A.

148.02.6 ISSUING OF APPROVAL

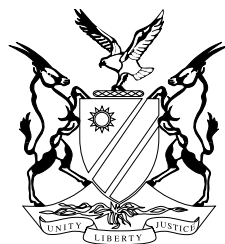
1. Form of approval

The form referred to in CAR 148.02.6(2), on which a manufacturing organisation approval is issued, is contained in Annexure B.

148.02.15 RENEWAL OF APPROVAL

1. Form of application

The form referred to in CAR 148.02.15(1)(a), in which an application for the renewal of a manufacturing organisation approval must be made, is contained in Annexure A.

Annexure A**REPUBLIC OF NAMIBIA****CIVIL AVIATION**

**APPLICATION FOR THE ISSUING OF A MANUFACTURING
ORGANISATION APPROVAL
APPLICATION FOR THE AMENDMENT OF A MANUFACTURING
ORGANISATION APPROVAL
APPLICATION FOR THE RENEWAL OF A MANUFACTURING
ORGANISATION APPROVAL**

Notes:

- (i) *An application for the issuing of a manufacturing organisation approval, or an amendment thereof, must comply with the provisions of CAR 148.02.5.*
- (ii) *An application for the renewal of a manufacturing organisation approval must comply with the provisions of CAR 148.02.15.*
- (iii) *Section 1 of this form must be completed in all cases.*
- (iv) *All other sections must be completed if applicable to the specific application.*
- (v) *The original application must be submitted to the Director: Civil Aviation.*
- (vi) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (vii) *Please delete if not applicable.*

Mark the appropriate block:

- ☐ Application for the issuing of a manufacturing organisation approval
- ☐ Application for the amendment of a manufacturing organisation approval
- ☐ Application for the renewal of a manufacturing organisation approval

1. PARTICULARS REGARDING THE APPLICANT/HOLDER

1.1 Full name:

1.2 Trade name:.....

1.3 Full business / residential address:	1.4 Postal address: Postal code
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1.5 Telephone number:	1.6 Telefax number:
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1.7 Cellular phone number:	1.8 E-mail address :
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1.9 SITA code (if any):	1.10 Telex number:
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1.11 Legal status of applicant/holder(individual/corporation/company/trust/other - specify):

1.12 Registration number in the case of a close corporation/company/trust:
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1.13 Full particulars in respect of the individual/each responsible director shareholder/partner/ member/office bearer:				
Name	Position	Identity Number	Nationality	Country of permanent residence
.....				
.....				
.....				
.....				
.....				
.....				
.....				
.....				

1.14 The applicant/holder declares hereby that the particulars provided in this application are true in every respect.	
..... Signature	 Date

2. APPLICATION FOR THE ISSUING OF A DESIGN ORGANISATION APPROVAL
2.1 Application for:
Mark the appropriate block
☐ Manufacturing
☐ Processing
☐ Testing

2.2 Particulars of the products, parts or appliances for which application is made:
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2.3 Supporting documents:

Mark the appropriate block

- ☐ The manual of procedure
☐ List of approved persons and particulars of their competence

3. APPLICATION FOR THE AMENDMENT OF A MANUFACTURING ORGANISATION APPROVAL**3.1** Approval number:**3.2** Expiry date:.....

3.3 Particulars of amendments applied for:
.....
.....

3.4 Supporting documents:

Mark the appropriate block

- ☐ Amended manual of procedure
☐ List of approved persons and particulars of their competence

4. APPLICATION FOR THE RENEWAL OF A DESIGN ORGANISATION APPROVAL**4.1** Approval number:**4.2** Expiry date:**4.3 Application for:**

Mark the appropriate block

- ☐ Manufacturing
☐ Processing
☐ Testing

4.4 Particulars of the products, parts or appliances for which application is made:

.....
.....
.....
.....

4.5 Supporting documents:

Mark the appropriate block

- ☐ The manual of procedure
☐ List of approved persons and particulars of their competence

Annexure B**REPUBLIC OF NAMIBIA****CIVIL AVIATION****MANUFACTURING ORGANISATION APPROVAL**

1. Approval number:	2. Expiry date:
3. Name of holder:	
4. Physical address of holder:	5. Postal address of holder: Postal code:.....
6. Scope of approval:	
7. I hereby certify that the holder of this approval has been duly approved in accordance with Part 148 of the Namibian Civil Aviation Regulations, 2001.	

.....
Director: Civil Aviation

.....
Date of issue
