



AIRWORTHINESS GUIDE (AG) – 9

GACA DESIGNATED AIRWORTHINESS REPRESENTATIVE (DAR) GUIDANCE HANDBOOK



Revision History

| Issue Number | Issue Date | Affected Pages/ Paragraphs | Description of Change (Administrative, Scope, Process, or New) | Initiated By |
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| 1 | 10/04/03 | All | Original Issue for GACA-DAR-F (Manufacturing) (Foreign) | John Ereaux |
| 2 | 22/02/10 | | <p>1) Replaced old PCA logo and PCA-ASSD name with new GACA logo and GACA-S&ER name.</p> <p>2) Added new page for Revision History.</p> <p>3) Added a new delegation/category GACA-DAR-M (Manufacturing) (Domestic), and associated policies, procedures, sample letters and forms.</p> <p>4) Added a new delegation/category GACA-DAR-T (Maintenance) (Domestic), and associated policies, procedures, sample letters and forms.</p> <p>5) GACA-DAR-F (Manufacturing) changed to read GACA-DAR-M (Manufacturing).</p> | Mohamed Jamil |



Table of Contents

| | | |
|----------|--|-----------|
| 1 | GENERAL | 7 |
| 1.1 | Purpose | 7 |
| 1.2 | Cancellation | 7 |
| 1.3 | Background | 7 |
| 1.4 | Definitions & Acronyms | 7 |
| 1.5 | Reference Documents..... | 8 |
| 1.6 | Distribution..... | 9 |
| 1.7 | Airworthiness Guide Approval | 9 |
| 2 | POLICY STATEMENTS | 10 |
| 2.1 | GACA-S&ER Policies..... | 10 |
| 3 | GACA-DAR CATEGORIES, PRIVILEGES AND LIMITATIONS | 12 |
| 3.1 | General..... | 12 |
| 3.1.1 | Designation of a person..... | 12 |
| 3.1.2 | Categories..... | 12 |
| 3.1.2.1 | GACA-DAR-M (Manufacturing) | 12 |
| 3.1.2.2 | GACA-DAR-T (Maintenance) | 12 |
| 3.1.2.3 | Candidate GACA-DAR..... | 13 |
| 3.1.3 | Privileges..... | 13 |
| 3.1.3.1 | Scope of Authority | 13 |
| 3.1.3.2 | Delegated Functions | 13 |
| 3.1.3.3 | Special Delegations/Authorizations | 15 |
| 3.1.4 | Limitations | 15 |
| 3.1.4.1 | General Limitations..... | 15 |
| 3.1.4.2 | Limitations specific to GACA-DAR-M | 15 |
| 3.1.4.3 | Limitations specific to GACA-DAR-T..... | 15 |
| 4 | GACA-DAR APPLICATION PROCEDURES | 16 |



| | | |
|------------|--|-----------|
| 4.1 | General | 16 |
| 4.2 | GACA-DAR-M (Manufacturing) | 16 |
| 4.2.1 | Eligibility Requirements (Foreign) | 16 |
| 4.2.1.1 | General..... | 16 |
| 4.2.1.2 | Other Requirements | 16 |
| 4.2.2 | Eligibility Requirements (Domestic) | 17 |
| 4.2.2.1 | Residency Status | 17 |
| 4.2.2.2 | General (GACA-DAR-M) (Domestic)..... | 17 |
| 4.2.3 | Application..... | 18 |
| 4.2.3.1 | GACA-DAR-M (Manufacturing)..... | 18 |
| 4.3 | GACA-DAR-T (Maintenance) | 19 |
| 4.3.1 | Eligibility Requirements..... | 19 |
| 4.3.1.1 | Residency Status | 20 |
| 4.3.1.2 | General..... | 20 |
| 4.3.2 | Application..... | 21 |
| 5 | GACA-DAR APPOINTMENT AND RENEWAL PROCEDURES | 22 |
| 5.1 | General | 22 |
| 5.2 | Application Evaluation | 22 |
| 5.2.1 | Interview..... | 22 |
| 5.2.2 | GACA-DAR (Domestic) Orientation..... | 22 |
| 5.3 | GACA-DAR Designation Numbers | 22 |
| 5.4 | Certificate of Authority | 23 |
| 5.5 | Letter of Appointment | 23 |
| 5.6 | Letter of Renewal | 23 |
| 5.7 | Maintenance of Files | 23 |
| 6 | GACA-DAR RESPONSIBILITIES AND INDEMNIFICATION | 25 |
| 6.1 | General | 25 |
| 6.2 | Indemnification | 25 |



| | | |
|------------|--|-----------|
| 7 | CONTINUED VALIDITY OF GACA-DAR CERTIFICATE OF AUTHORITY | 27 |
| 7.1 | General | 27 |
| 7.2 | Certificate Validation Date | 27 |
| 7.2.1 | GACA-DAR (Domestic) | 27 |
| 7.2.2 | GACA-DAR (Foreign) | 27 |
| 7.2.3 | GACA-DAR Candidate | 27 |
| 7.3 | Renewal Procedures | 27 |
| 8 | TERMINATION OF GACA-DAR CERTIFICATE OF AUTHORITY | 28 |
| 8.1 | Reasons to Terminate | 28 |
| 8.2 | Termination Procedures | 28 |
| 8.2.1 | Written Notification | 29 |
| 9 | GACA-DAR OVERSIGHT | 30 |
| 9.1 | General | 30 |
| 9.2 | Interactions | 30 |
| 9.3 | Evaluations | 30 |
| 9.3.1 | Conflicts of Interest | 31 |
| 9.4 | Corrective Actions | 31 |
| 9.4.1 | Enforcement Actions | 31 |
| 9.4.2 | Termination | 32 |
| 9.4.3 | Immediate Action | 32 |
| 9.4.4 | Counseling | 32 |
| 9.5 | Evaluation Records | 32 |
| 10 | APPENDICES | 33 |
| | Appendix 1 - Figure 1: GACA-S&ER Form 8100-1, Conformity Verification Inspection Record | 34 |
| | Appendix 1 - Figure 2: GACA-S&ER Form 8110-14, Statement of Qualifications | 35 |
| | Appendix 1 - Figure 3A: GACA-S&ER Form 8110-25-2, Certificate of Authority (GACA-DAR-M) | 36 |
| | Appendix 1 - Figure 3B: GACA-S&ER Form 8110-25-2, Certificate of Authority (GACA-DAR-T) | 37 |
| | Appendix 1 - Figure 4: GACA-S&ER Form 110-3, Statement of Compliance with the GACA-S&ER Requirements | 38 |



| | |
|---|----|
| Appendix 1 - Figure 5: Designee Acknowledgment of Responsibilities (GACA-DAR (Domestic))..... | 39 |
| Appendix 1 - Figure 6A: Summary Activity Report GACA-DAR-T..... | 41 |
| Appendix 1 - Figure 6B: Summary Activity Report GACA-DAR-M | 42 |
| Appendix 1 - Figure 7: Designee Management Report GACA DAR (Domestic) | 43 |
| Appendix 1 - Figure 8: GACA-DAR (Domestic) Orientation | 44 |
| Appendix 1 - Figure 9: GACA-DER/DAR Appointment Checklist..... | 47 |
| Appendix 1 - Figure 10: GACA Designee Appointment Tracking Document | 48 |
| Appendix 2: Sample - Letter of Appointment (GACA-DAR-M) | 51 |
| Appendix 3: Sample - Letter of Renewal (GACA-DAR-M) | 52 |
| Appendix 4: Sample - Letter of Appointment (GACA-DAR-T)..... | 53 |
| Appendix 5: Sample - Letter of Renewal (GACA-DAR-T) | 54 |
| Appendix 6: Sample - Letter of Denial..... | 55 |
| Appendix 7: Sample - Notice of Termination of a GACA-DAR | 56 |



1 GENERAL

1.1 Purpose

This document establishes the GACA-S&ER policies and procedures for the application, appointment, renewal, termination, oversight and general conduct of a GACA Designated Airworthiness Representative (DAR).

1.2 Cancellation

This document remains in force until cancelled or superseded.

1.3 Background

The GACA-S&ER has determined that it would be beneficial to the GACA-S&ER and the aviation industry - to delegate qualified persons to assist the GACA-S&ER in carrying out matters related to the continued airworthiness of aircraft. Specifically, the GACA-S&ER has determined that it would be beneficial to permit delegation to qualified individuals of certain maintenance and inspection functions pertaining to recommend approval of foreign operator's airworthiness data and conformity activities related to the issuance of GACA STC or GACA RDA for KSA registered aircraft.

The GACA-S&ER has now implemented a GACA-DAR program. This program is based on the DAR system of the FAA but with a much reduced scope to cater to the specific needs of the Kingdom of Saudi Arabia. This document introduces the policies and the procedures associated with the GACA-DAR program.

1.4 Definitions & Acronyms

| | |
|----------|---|
| CAA | Civil Aviation Authority |
| DAR | Designated Airworthiness Representative |
| FAAO | Federal Aviation Administration Order |
| FAR | Federal Aviation Regulations (U.S.) |
| GACA | General Authority of Civil Aviation |
| GACA/FAR | GACA regulations |



| | |
|--------------|--|
| GACA-DAR-M | Manufacturing category |
| GACA-DAR-T | Maintenance category |
| KSA | Kingdom of Saudi Arabia |
| Organization | GACA-S&ER certificated air carrier, air operator or repair station certificated under part 121, 125, 135, or 145 |
| RDA | Repair Design Approval |
| STC | Supplemental Type Certificate |
| U.S. | United States |

1.5 Reference Documents

Primary Regulations:

- Civil Aviation Law of the K.S.A, Royal Decree No. M/44 dated 18 Rajab 1426H / 23 August 2005
- Implementation Regulation for Civil Aviation Tariff Act, Royal Decree No. M/55 dated 20/10/1426H
- GACA/FAR 183.33

GACA Guidance Documentation:

GACA Airworthiness Guide (AG) - 7, Aircraft Alterations & Repairs

GACA Airworthiness Guide (AG)-15, Airworthiness Requirements for Hajj and Umrah Operations

Related forms:

*GACA-S&ER form 8100-1, Conformity Inspection Record

*GACA-S&ER form 8110-14, Statement of Qualifications

GACA-S&ER form 8110-25-2, Certificate of Authority (GACA-DAR)

*GACA-S&ER form 110-1, Foreign Operator Authorization Requirements For Commercial Operations Within the Kingdom of Saudi Arabia



*GACA-S&ER form 110-2, Foreign Operator Authorization For Private / FAR 91 Operations Within the Kingdom of Saudi Arabia

*GACA-S&ER form 110-3, Statement of Compliance with the GACA-S&ER Requirements
Designee Acknowledgment of Responsibilities GACA-DAR (Domestic)

Summary Activity Report GACA-DAR-T

Summary Activity Report GACA-DAR-M

Designee Management Report GACA-DAR (Domestic)

GACA-DAR (Domestic) Orientation

GACA Designee Appointment Tracking Document

GACA-DER/DAR Appointment Checklist

* Current GACA-S&ER forms could be accessed at the following address: (www.gaca.gov.sa).

1.6 Distribution

Internal and external.

1.7 Airworthiness Guide Approval

Approved by,

Original manuscript is Signed by

Capt. Mohammed Ali Jamjoom

Vice President, GACA-S&ER



2 POLICY STATEMENTS

2.1 GACA-S&ER Policies

The following policy statements list the GACA-S&ER airworthiness policies associated with the GACA-DAR program. These policy statements supplement or clarify the GACA/FAR requirements;

- a. GACA-DARs are appointed by GACA-S&ER only when there is a justified need for Airworthiness delegation;
- b. The GACA-DAR-Ms (Manufacturing) are delegated to make determinations of conformance with type design data on behalf of the GACA-S&ER in support of GACA STCs and GACA RDAs only for aircraft registered in the KSA;
- c. The GACA-DAR-T (Maintenance) are delegated to perform review and recommend approval of foreign operator airworthiness data to GACA-S&ER;
- d. A database containing names, categories, privileges, validity period and contact information of valid GACA-DARs shall be maintained by the GACA-S&ER and posted on the GACA internet web site at the following address: (www.gaca.gov.sa);
- e. GACA-DAR-M must be nominated by an Organization;
- f. Any application for a GACA-DAR Certificate of Authority shall be assessed against the current requirements of GACA/FAR §183.33 and the specified policies and procedures contained herein;
- g. GACA-DARs must operate within the context of GACA regulations, policies and procedures and must use GACA-S&ER forms;
- h. The validity period for a GACA-DAR (Foreign) shall not exceed the validity period on the foreign DAR authorization on which the GACA-DAR authority is based and in no case shall it exceed 2 years;
- i. GACA-DARs performance shall be evaluated by the GACA-S&ER on an ongoing basis and corrective actions shall be taken to correct identified deficiencies in performance;
- j. Delegation to organizations (e.g., foreign or domestic aircraft maintenance organizations and operators) are excluded from the GACA-DAR program;
- k. GACA-DAR-T is designation granted to national applicants only and not to foreign applicants;
- l. GACA-DAR (Domestic) could be authorized as either GACA-DAR-T or GACA DAR-M. GACA-DAR (Foreign) could be authorized only as DAR-M;
- m. GACA-DAR (Foreign) if currently working on GACA project can finish project without renewing;
- n. Upon receiving application, provide response to applicant within 30 days;



- o. Advisor is an Airworthiness Inspector/Engineer with a similar discipline as the applicant, who is assigned as the primary individual with the responsibilities of performing the initial evaluation and continuous oversight after appointment;
- p. DAR may charge service fees (per GACA/FAR § 183.33(b)) to the foreign operator for review of airworthiness data (that is already translated in English) as follows:
 - (1) Up to 15 years old aircraft, SR 1,000 - 2,000 per aircraft.
 - (2) From 16 to 20 years old aircraft, SR 1,500 - 3,000 per aircraft.
 - (3) More than 20 years old aircraft, SR 2,000 - 4,000 per aircraft.

NOTE:

- (a) Designee may make an offer for a package deal.
 - (b) Designee may charge an additional fee for an urgent request requiring designee's review and recommend approval within five working days.
 - (c) Above fee applies to GACA-DAR-T.
- q. Current applicable GACA-S&ER forms could be accessed at the following address:
(www.gaca.gov.sa).



3 GACA-DAR CATEGORIES, PRIVILEGES AND LIMITATIONS

3.1 General

Nil.

3.1.1 Designation of a person

- a. Designation of a person as a GACA-DAR is a privilege granted by the General Authority of Civil Aviation. It is not a right of every qualified applicant to be granted a GACA-DAR designation. A GACA-DAR performs inspections and makes findings of conformance with type design data, or reviews and recommends approval of foreign operator airworthiness data to GACA-S&ER.
- b. GACA-DARs shall be appointed with specific categories, privileges (authorized scope of authority, functions) and limitations. Each GACA-DAR appointment will list the specific categories, privileges and limitations in the Certificate of Authority which is issued to the GACA-DAR

3.1.2 Categories

GACA-DARs may be appointed in one of the following categories:

- a. GACA-DAR-M (Manufacturing);
- b. GACA-DAR-T (Maintenance);
- c. Candidate GACA-DAR (-M/-T); (Reserved)

3.1.2.1 GACA-DAR-M (Manufacturing)

An individual may be appointed to act as a GACA-DAR-M to perform examination, inspection and testing services necessary to the issuance of GACA STC or GACA RDA on behalf of the GACA-S&ER for an Organization.

3.1.2.2 GACA-DAR-T (Maintenance)

An individual may be appointed to act as a GACA-DAR-T to perform review and recommend approval of foreign operator airworthiness data (that is already translated in English) to GACA-S&ER by using GACA-S&ER form 110-3, Statement of Compliance with the GACA-S&ER Requirements in support of GACA-S&ER approval of GACA-S&ER form 110-1, Foreign Operator Authorization Requirements For Commercial Operations Within the Kingdom of Saudi Arabia or GACA-S&ER form 110-2, Foreign Operator Authorization For Private / FAR 91 Operations Within the Kingdom of Saudi Arabia, as applicable. One GACA-S&ER form 110-3 must be completed using permanent ink for each aircraft.



3.1.2.3 Candidate GACA-DAR

Reserved.

3.1.3 Privileges

Specifically, GACA-DARs shall be granted privileges for categories of products and for functions for which GACA-S&ER has found that they are qualified and their appointment would be in the interest of GACA. Specifically, each GACA-DAR shall be granted privileges in the following ways.

3.1.3.1 Scope of Authority

Scope of Authority shall list aircraft categories as per GACA/FAR design requirements (e.g. Part 23, 25, 27, 29). The GACA-S&ER may also further restrict the scope of authority by listing specific make and models of aeronautical products for which the GACA-DAR is delegated to carry out authorized functions.

Information Note:

The identification of a specific GACA/FAR Part also implies any predecessor regulations (i.e. Part 25 includes CAR 4b).

3.1.3.2 Delegated Functions

The GACA-S&ER has elected to limit the eligibility of GACA-DARs to the following codes and functions:



GACA-DAR Function Description

| GACA-DAR Category | Function Code | Function Description |
|-------------------|---------------|--|
| Manufacturing | 21 | Make conformity determinations on aircraft, engines, propellers and parts thereof to be used for design evaluation programs, e.g. STC, and complete all necessary reports and forms. |
| Maintenance | Special | <p>1) Review Foreign Operator's application for accuracy and completeness.</p> <p>2) Ensure that all necessary forms and documents are completed, signed and dated.</p> <p>3) Verify required equipment/systems are installed and required documents are on board the aircraft in accordance with GACA guidelines.</p> <p>4) Review and recommend approval of foreign operator's airworthiness data to GACA-S&ER in support of GACA-S&ER approval of GACA-S&ER form 110-1, Foreign Operator Authorization Requirements For Commercial Operations Within the Kingdom of Saudi Arabia or GACA-S&ER form 110-2, Foreign Operator Authorization For Private / FAR 91 Operations Within the Kingdom of Saudi Arabia, as applicable. Foreign operator's airworthiness data to meet GACA/FAR Part 129 or GACA/FAR Part 91 requirements, as applicable, include but is not limited to the following:</p> <p>Completed GACA-S&ER form 206F (Data Sheet For Foreign Operator), current status of applicable Airworthiness Directives and mandatory SBs, Aging Aircraft Documents (if applicable), current status of Life Limited items, list of major repairs, list of major alterations, aircraft log book entry showing the accomplishment date and type of the last required inspection, verification of approved aircraft maintenance program by the applicable CAA, and aircraft equipment / systems and other certificates and forms listed in the GACA-S&ER requirements for GACA/FAR 129 or GACA/FAR 91 checklists, as applicable.</p> |



3.1.3.3 Special Delegations/Authorizations

GACA-DARs may be authorized special delegations or functions as determined on a case-by-case basis.

3.1.4 Limitations

GACA-DARs shall be limited in their authorized activities to those functions and activities which they are qualified. GACA-DARs shall be limited in their activities in accordance with individual limitations established on a case-by-case basis and General Limitations (as per paragraph 3.1.4.1 below).

3.1.4.1 General Limitations

All GACA-DARs shall be limited in their authorized activities in accordance with general limitations as noted below:

- a. GACA-DAR activities shall be carried out in accordance with GACA/FAR § 183.33, and GACA-S&ER Airworthiness Guides (AG), unless otherwise stated by GACA-S&ER;
- b. Conformity Verification Inspection Records shall be made using GACA-S&ER form 8100-1 (Appendix 1, Figure 1); and
- c. Any other specific limitation listed on the GACA-DAR Certificate of Authority.

3.1.4.2 Limitations specific to GACA-DAR-M

All GACA-DAR-Ms shall further be limited in their authorized activities in accordance with specific limitations as noted below:

- a. A GACA-DAR-M authorized activities may only be carried out while a GACA-DAR-F is contracted by an Organization for a GACA STC or GACA RDA, and after the GACA-S&ER has officially made the request as per AG-7, Aircraft Alterations and Repairs;
- b. GACA project numbers are required for each project undertaken by the GACA-DAR- M unless otherwise authorized by GACA-S&ER. These numbers are to be quoted on the GACA-S&ER form 8100-1; and
- c. Should the scope of a project (for which a project number has already been issued) change to the extent that the GACA-DAR-M authorized activities are exceeded, then the GACA-DAR-F must report the situation to GACA-S&ER and awaits for GACA-S&ER determination before the GACA-DAR-M completes the project activities.

3.1.4.3 Limitations specific to GACA-DAR-T

All GACA-DAR-Ts shall further be limited in their authorized activities in accordance with specific limitations as noted below:

Currently limitations are addressed in the Certificate of Authority.



4 GACA-DAR APPLICATION PROCEDURES

4.1 General

This chapter addresses application procedures for both GACA-DAR (Domestic) and GACA-DAR (Foreign). GACA-DAR (Domestic) could be authorized as either GACA-DAR-T or GACA-DAR-M and GACA-DAR (Foreign) could be authorized only as DAR-M.

Current GACA employees will not be appointed as designees until their employment with the GACA has been terminated. GACA employees may not apply earlier than 120 days prior to their actual date of retirement or separation from the GACA. However, a letter of recommendation must accompany their application from management of their last assigned GACA office. All other portions of the application package are required to be filled out and returned because former employees must still substantiate their currency experience while employed by the GACA or other experience within the aviation industry. Appointments will be limited to functions performed while employed by the GACA or other experience within the aviation industry.

4.2 GACA-DAR-M (Manufacturing)

This section addresses application procedures for GACA-DAR-M from individuals who hold Airworthiness delegation from the FAA, other GACA recognized CAA, or qualified Saudi nationals.

4.2.1 Eligibility Requirements (Foreign)

4.2.1.1 General

The GACA-S&ER will only accept applications for a GACA-DAR-M (Foreign) from persons holding a current FAA DAR-Manufacturing Certificate of Authority or an equivalent authority issued by a GACA recognized CAA. An FAA DAR Candidate is not eligible to apply for a GACA-DAR Certificate of Authority.

Information Note:

For the purpose of this AG, GACA will recognize only those CAAs with which the U.S. have a Bilateral Aviation Safety Agreement and associated Implementation Procedures (or equivalent bilateral agreement) containing appropriate provisions for the mutual recognition of inspection delegation systems.

4.2.1.2 Other Requirements

- a. The foreign applicant's DAR- Manufacturing Certificate of Authority issued by the FAA or a GACA recognized CAA must be relevant to the activities sought. A GACA-DAR Certificate of Authority will not be issued with a scope of authority or authorized functions



which exceed those shown on the current DAR-M Certificate of Authority and related letter of authorization issued by the FAA or a GACA recognized CAA.

b. The applicant must be able to demonstrate his knowledge of the current GACA/FAR regulations and related policies and procedures (AGs), and of their Organization's policies and procedures relevant to airworthiness certification.

Information Note:

It is imperative that all foreign applicants for GACA-DAR-M (Foreign) be knowledgeable of the unique GACA-S&ER airworthiness requirements, procedures, guidance material and forms.

4.2.2 Eligibility Requirements (Domestic)

This section addresses application procedures for GACA-DAR-M from qualified Saudi nationals.

The applicant must be able to demonstrate his knowledge of the current GACA/FAR regulations and related policies and procedures (AGs), and of their Organization's policies and procedures relevant to airworthiness certification.

4.2.2.1 Residency Status

Applicants for GACA-DAR-M (Domestic) must be:

- a. A Saudi national possessing a Nationality Identification document,

4.2.2.2 General (GACA-DAR-M) (Domestic)

Applicants for GACA-DAR-M must:

- a. Be able to read, write, speak and understand the English language;
- b. For making conformity determinations on aircraft and parts thereof before the issuance of a type design approval, meet at least **one** of the following:
 - (1) A GACA airworthiness inspector (maintenance) with at least three years of related GACA experience.
 - (2) A person with at least five years of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations) of that prototype or test articles that conform to the proposed type design being evaluated (including complete aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought).
 - (3) A person with at least five years of experience managing aircraft alteration programs that lead to approvals for return to service (for example, a senior inspector or maintenance supervisor at a large GACA/FAR part 145 repair station or at the aircraft maintenance facility of a GACA/FAR part 121 air carrier). This person must hold an



Airframe and Powerplant Certificate granted by GACA and must demonstrate the ability to determine that aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) have been returned to their approved type design configuration and meet pertinent GACA/FAR regulations.

(4) The applicant must show evidence of five years of experience with quality control methods and techniques at a large GACA/FAR part 145 repair station. This experience must demonstrate the applicant's ability to determine that prototype or test articles, parts, installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for GACA design evaluation, conform to the proposed type design being evaluated. This should include knowledge of some of the following:

- (a) In-process and final assembly inspections.
 - (b) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).
 - (c) Destructive and nondestructive inspection.
 - (d) Manufacturing processes.
 - (e) Airworthiness assurance.
 - (f) Development and implementation of quality control systems and procedures.
 - (g) Testing procedures.
 - (h) Use of FAA/GACA-approved type design data.
- c. Have a thorough working knowledge of the pertinent regulations;
 - d. Current and thorough working knowledge of GACA policies, and related material.
 - e. Possess knowledge of the designee program and GACA AG's;
 - f. Have been in a responsible position in connection with the type of work for which the applicant is to be designated and be entirely cognizant of related technical requirements and problems related to civil aircraft approval, or have otherwise demonstrated suitability for the designation; and
 - g. Possess high degree of integrity, objectivity, cooperative attitude, and ability to exercise sound judgment.

4.2.3 Application

4.2.3.1 GACA-DAR-M (Manufacturing)

All the steps in the procedure described herein are to be followed in the sequence presented, unless otherwise indicated by the GACA-S&ER. The procedure may be terminated at any step in the process. The following steps apply:



- a. The Organization determines, in concert with the GACA-S&ER, the need for GACA-DAR involvement for a specific project;
- b. The Organization nominates the appropriate person for GACA-S&ER consideration, after ensuring that the person meets the GACA-S&ER eligibility requirements;
- c. The nominated person ensures that he has access to the necessary facilities, data, documentation, and resources to perform the activities sought;
- d. The Organization submits the following documents to GACA-S&ER:
 - (1) A completed GACA-S&ER form 8110-14, Statement of Qualifications Appendix 1, Figure 2, signed by the applicant, along with supporting documentation (including an accurate record of the applicant's relevant qualifications and experience);
 - (2) For Foreign GACA-DAR-M, evidence of the applicant's current FAA DAR delegation including copies of the current FAA Certificate of Authorization (or equivalent documentation for other GACA recognized CAAs); and
 - (3) Evidence of payment of the required fees; refer to the latest fee schedule posted on GACA web site, www.gaca.gov.sa.

The fees has to be submitted to the GACA Fees Department at the following address:

Financial Controller, Fee Dept.
General Authority of Civil Aviation
King Abdulaziz International Airport
Building 242, Room F1.92
P.O. Box 6326, Jeddah 21442
Saudi Arabia
Tel 9662.685.5273/6103
Fax 9662.685.6107/4454

4.3 GACA-DAR-T (Maintenance)

This section addresses application procedures for GACA-DAR-T from qualified Saudi nationals.

The applicant must be able to demonstrate his knowledge of the current GACA/FAR regulations and related policies and procedures (AGs), and of their Organization's policies and procedures relevant to airworthiness certification.

4.3.1 Eligibility Requirements



4.3.1.1 Residency Status

Applicants for GACA-DAR-T (Domestic) must be:

A Saudi national possessing a Nationality Identification document,

4.3.1.2 General

Applicants for GACA-DAR-T must:

- (1) Be able to read, write, speak and understand the English language;
- (2) Must have experience as one of the following:
 - (a) A GACA airworthiness inspector (maintenance) with at least three years of related GACA experience.
 - (b) A person with at least five years of experience responsible for managing civil aircraft maintenance programs and aircraft records review leading to an “approval for return to service” (for example, a senior inspector or maintenance supervisor at a large GACA/FAR part 145 repair station or at the aircraft maintenance facility of a GACA/FAR part 121 air carrier). This person must hold an Airframe and Powerplant Certificate granted by GACA and has the ability to determine that large civil aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) have been maintained, repaired, altered, and operational checks performed on aircraft in accordance with GACA/FAR regulations.
- (3) Have a thorough working knowledge of the pertinent regulations (e.g. GACA/FAR Parts 1, 21, 39, 43, 45, 47, 91, 121, 129 and 145);
- (4) Current and thorough working knowledge of GACA policies, and related material.
- (5) Possess knowledge of the designee program and GACA AG’s;
- (6) Have been in a responsible position in connection with the type of work for which the applicant is to be designated and be entirely cognizant of related technical requirements and problems related to civil aircraft approval, or have otherwise demonstrated suitability for the designation; and
- (7) Possess high degree of integrity, objectivity, cooperative attitude, and ability to exercise sound judgment.



4.3.2 Application

All the steps in the procedure described herein are to be followed in the sequence presented, unless otherwise indicated by the GACA-S&ER. The procedure may be terminated at any step in the process. The following steps apply:

- a. The person demonstrates to the GACA-S&ER the need for GACA-DAR involvement for supporting specific foreign operator(s);
- b. The person makes application for GACA-S&ER consideration, after ensuring that they meet the GACA-S&ER eligibility requirements;
- c. The person ensures that he has access to the necessary facilities, data, documentation, and resources to perform the activities sought;
- d. The person submits the following documents to GACA-S&ER:
 - (1) A completed GACA-S&ER form 8110-14, Statement of Qualifications (Appendix 1, Figure 2, signed by the applicant, along with supporting documentation (including an accurate record of the applicant's relevant qualifications and experience).
 - (2) Evidence of payment of the required fees; refer to the latest fee schedule posted on GACA web site, www.gaca.gov.sa.

The fees has to be submitted to the GACA Fees Department at the following address:

Financial Controller, Fee Dept.
General Authority of Civil Aviation
King Abdulaziz International Airport
Building 242, Room F1.92
P.O. Box 6326, Jeddah 21442
Saudi Arabia
Tel 9662.685.5273/6103
Fax 9662.685.6107/4454



5 GACA-DAR APPOINTMENT AND RENEWAL PROCEDURES

5.1 General

Nil.

5.2 Application Evaluation

The GACA-S&ER receives and evaluates the applicant's submission. The GACA- S&ER initiates administrative action which includes the opening of a GACA-DAR file and the assignment of a GACA-DAR number from the GACA-DAR number register in accordance with paragraph 5.3. Evaluations of the applicant's technical capability may include interviews, tests, portfolio reviews and any other means necessary to establish acceptability to be GACA-DAR.

5.2.1 Interview

The GACA-S&ER evaluation panel may interview a GACA-DAR (Domestic) applicant to assess his eligibility to be a GACA-DAR and also provide orientation on GACA-S&ER organizational structure, regulatory framework and certification procedures. During interview the GACA-DAR applicant may be asked questions to verify that he possesses knowledge of the designee program, pertinent regulations and GACA AG-9. Use Designee Appointment Tracking Document in Appendix 1, Figure 10 of this guide for recording results of interview and decision by the evaluation panel.

5.2.2 GACA-DAR (Domestic) Orientation

The GACA-S&ER is responsible for the initial orientation of a newly appointed designee. For designees appointed in more than one discipline, appropriate orientation will be given in each area. At the completion of orientation, the designee must sign the Designee Acknowledgment of Responsibilities (refer to Appendix 1, Figure 5 of this guide), which will then be retained in the designee's file. An orientation session will be provided to each designee in accordance with Appendix 1, Figure 8 of this guide.

5.3 GACA-DAR Designation Numbers

Each GACA-DAR shall be assigned a unique designation number at time of his first and subsequent appointment as GACA-DAR in accordance with the format: GACA/DAR-w-yynnnx (e.g. GACA/DAR-M-01025F) where: w=M for Manufacturing or T for Maintenance.



yy=year (Gregorian) of first appointment nnn=GACA-DAR counter of first appointment beginning at 1 in each year, reset to 1 at beginning of each year x=F for foreign GACA-DAR or D for domestic GACA-DAR or C for Candidate DAR.

5.4 Certificate of Authority

The GACA-DAR Certificate of Authority shall be prepared using GACA-S&ER Form 8110-25-2. The Certificate of Authority shall state the GACA-DAR designation number, the GACA-DAR category, the scope of authority, the functions which the person concerned is authorized to perform, any special delegations or authorizations, the limitations of authority, conflicts of interest statement and expiration, issue and reissue dates. Certificate of Authority should not be re-issued for GACA-DAR renewals and the letter of renewal will serve as the only means for renewing a GACA-DAR.

5.5 Letter of Appointment

The GACA-S&ER shall notify the GACA-DAR applicant, in writing and with a copy to the nominating Organization in case of GACA-DAR-M, of its decision regarding GACA-DAR appointment within fifteen (15) working days following the date of receipt from the applicant/Organization of all the information required as per Chapter 4. The letter of appointment is to include the GACA-DAR Certificate of Authority. A sample Letter of Appointment (GACA-DAR-M/-T) is found in Appendix 2 and Appendix 4.

5.6 Letter of Renewal

The GACA-S&ER shall notify the GACA-DAR applicant, in writing and with a copy to the nominating Organization in case of GACA-DAR-M, of its decision regarding GACA-DAR renewal within fifteen (15) working days following the date of receipt from the applicant/Organization of all the information required as per Chapter 4. The notification is to include the GACA-DAR renewal letter. A sample Letter of Renewal (GACA-DAR-M/-T) is found in Appendix 3 and Appendix 5.

5.7 Maintenance of Files

GACA-S&ER must establish and maintain a file for each designee. All designee files must contain the following, at a minimum:

- a. The original letter of request from the applicant/organization requesting appointment.
- b. The original GACA-S&ER form 8110-14, Statement of Qualifications.
- c. The completed designee application.



- d. A copy of the current GACA-S&ER form 8110-25-2, Certificate of Authority (GACA-DAR).
- e. Designee Acknowledgment of Responsibilities GACA-DAR (Domestic).
- f. Verification of attendance at designee seminars.
- g. Records of discussion or counseling.
- h. Records of appointment correspondence.
- i. Records of renewal correspondence.
- j. Summary Activity Report GACA-DAR-T/-M.
- k. Designee Management Report GACA-DAR (Domestic).



6 GACA-DAR RESPONSIBILITIES AND INDEMNIFICATION

6.1 General

Once appointed, each GACA-DAR has the following responsibilities:

- a. The GACA-DAR may only perform those functions that are stated on his GACA-S&ER Certificate of Authority and only while the certificate remains valid. The holder must comply with the limitations of his appointment as specified in his Certificate of Authority and this Airworthiness Guide AG-9;
- b. A GACA-DAR-M Certificate of Authority does not constitute an authorization for the GACA-DAR-M to work on any project. Each project must be authorized on a case-by-case basis in accordance with the requirements of Airworthiness Guide (AG) - 7, Aircraft Alterations and Repairs;
- c. The GACA-DAR-M must ensure that all documentation pertaining to a specific project (including GACA-S&ER form 8100-1 (Appendix 1, Figure 1)) contains the GACA-S&ER project authorization number and the GACA-DAR designation number;
- d. The GACA-DAR-M must make findings of conformance with type design against the GACA/FARs, using the associated policies and procedures;
- e. At the completion of each project, the GACA-DAR-M must supply the GACA-S&ER with a completed GACA-S&ER form 8100-1 (Appendix 1, Figure 1 and any other required reports and data in a form and manner acceptable to the GACA-S&ER;
- f. The GACA-DAR must consult with GACA-S&ER prior to departure from standard procedures in making determinations of conformity;
- g. The GACA-DAR shall not make interpretations of a regulation without GACA- S&ER concurrence;
- h. The GACA-DAR must review and sign a Designee Acknowledgment of Responsibilities form to confirm their understanding that an appointment as a designee is a privilege and not a right and can be terminated by the GACA at any time;
- i. At the completion of each foreign operator project, the GACA-DAR-T must supply the GACA-S&ER with a completed GACA-S&ER form 110-3 Appendix 1, Figure 4 and any other airworthiness data in a form and manner acceptable to the GACA-S&ER;
- j. The GACA-DAR-T must scan all documents on a CD and submit it with completed GACA-S&ER forms 110-3 to the GACA-S&ER.

6.2 Indemnification

A GACA-DAR, while acting pursuant to a GACA-DAR appointment, is a representative of the



GACA-S&ER for specific functions. A GACA-DAR is not an employee of the GACA and is therefore fully liable for his work performed and decisions made as a GACA- DAR. The GACA will not indemnify GACA-DARs against personal civil liability incurred by reason of any act or omission within the scope of their duties as a GACA-DAR.



7 CONTINUED VALIDITY OF GACA-DAR CERTIFICATE OF AUTHORITY

7.1 General

Unless terminated by the GACA-S&ER, a GACA-DAR Certificate of Authority becomes invalid as a result of any of the following:

- a. When the validation date expires; and
- b. Upon the written request from the GACA-DAR.

7.2 Certificate Validation Date

Unless terminated by the GACA-S&ER, a GACA-DAR Certificate of Authority remains valid for the period as stated thereon. The validity period shall be established based on the criteria in the following paragraphs.

7.2.1 GACA-DAR (Domestic)

Validity period shall not exceed 2 years.

7.2.2 GACA-DAR (Foreign)

Validity period shall not exceed validity period on the foreign DAR authorization on which the GACA-DAR authority was based and in no case shall it exceed 2 years.

7.2.3 GACA-DAR Candidate

Reserved.

7.3 Renewal Procedures

GACA-DAR may apply for renewal of his GACA-DAR Certificate of Authority within 15 days of its expiry date or when changes in scope of approval are sought. Applications for renewals and changes in scope of approval must follow the same procedures as described in chapter 4 for initial GACA-DAR appointment. Certificate of Authority should not be re-issued for GACA-DAR renewals and the letter of renewal will serve as the only means for renewing a GACA-DAR. GACA-DAR renewal procedures are described in chapter 5. GACA-DAR (Foreign) if currently working on GACA project can finish project without renewing.



8 TERMINATION OF GACA-DAR CERTIFICATE OF AUTHORITY

8.1 Reasons to Terminate

The GACA-DAR Certificate of Authority may be terminated or not renewed for any of the following reasons:

- a. Subsequent to a finding by the GACA-S&ER that the GACA-DAR is not performing his/her duties in accordance with their Certificate of Authority;
- b. Subsequent to a finding by the GACA-S&ER that the GACA-DAR is not performing at a satisfactory level;
- c. Subsequent to a finding by the GACA-S&ER of a GACA-DAR misconduct;
- d. Subsequent to a finding by the GACA-S&ER that the GACA-DAR has not had sufficient activity to warrant continuance of the designation;
- e. At the request of the GACA-DAR;
- f. Deceased;
- g. When the GACA finds the designee's qualifications for a specific activity have lapsed;
- h. When a certificate is required as a basis for the appointment of the designee, for example, a mechanic's certificate held by a maintenance DAR, and that certificate is suspended, canceled, or revoked;
- i. When the GACA finds the designee has not demonstrated the care, judgment, or integrity necessary to exercise the designation properly;
- j. The GACA no longer needs the services of the designee or no longer has the resources to manage the designee. The lack of need or ability to manage cannot be the result of one of the other termination conditions. If it is, the other termination condition is considered the termination reason; and
- k. For any other reason that the GACA-S&ER considers appropriate.

8.2 Termination Procedures

The procedures applicable to GACA-DARs for giving notice of termination or non-renewal are as follows:

- a. GACA-S&ER finding. If the termination or non-renewal is based on a finding made by the GACA-S&ER, written notification will be given to the GACA-DAR as per paragraph 8.2.1 and the GACA-DAR database will be amended accordingly; and



b. By request. If the designation is terminated or not renewed at the request of the GACA-DAR, the GACA-S&ER will acknowledge in writing and will amend the GACA-DAR database accordingly.

8.2.1 Written Notification

The GACA-DAR shall be notified in writing of the reason(s) for any decision to terminate or not renew. The notification should be sent 30 days in advance of the intended effective date and should contain the reasons to terminate or not renew being as specific as possible, and cite handbook guidelines. Any unacceptable conduct should be cited. A sample Letter of Termination is found in Appendix 7.



9 GACA-DAR OVERSIGHT

9.1 General

Every interaction between the GACA-DAR and the GACA-S&ER constitutes oversight of the GACA-DAR by the GACA-S&ER. Interactions may be in the form of data review or may be in the form of personal contact (e.g. telephone calls, visits, etc.). The GACA-S&ER in performing its regulatory obligations shall use the interactions to evaluate the compliance of the GACA-DAR with the GACA/FAR requirements and this Airworthiness Guide. The results of these interactions will determine the continued validity of those approvals/certificates.

9.2 Interactions

The key interactions of GACA-DAR oversight are:

- a. Development and/or review of conformity verification plans;
- b. Conformity inspections or test witnessing;
- c. Review of completed documentation packages;
- d. Participation in technical exchanges (e.g. meetings, etc. on general technical subjects);
- e. Participation in GACA-S&ER (or CAA) sponsored training/seminars;
- f. For GACA-DAR-T, use Designee Management Report form (See Appendix 1, Figure 7) for applicable items shown on the form; and
- g. GACA-DAR-T must submit Summary Activity Report (See Appendix 1, Figure 6A and 6B) each month to GACA-S&ER.

9.3 Evaluations

Evaluations may not necessarily involve a detailed examination of the GACA-DAR's performance during the review period. The evaluator may rely on as many or as few sources as believed necessary to make assessments. Examples of sources that the evaluator may use include personal experience, performance or conduct notes, input from other GACA-S&ER sections (or FAA/CAA employees for GACA-DAR-M (Foreign)), and review of GACA-DAR submittals.

The evaluation items of GACA-DAR performance shall include the following:

- (1) activity Level;
- (2) application of regulations, policy, and guidance;
- (3) adherence to GACA-DAR procedures. The GACA-DAR must follow the GACA-DAR Guidance Handbook (this AG) and other policy documents when performing his or



her GACA-DAR functions. It should be shown that the GACA-DAR does not deviate from these procedures for non- performance related issues, such that the GACA-DAR is not deceptive nor displays any artificiality or shallowness of any kind;

(4) integrity, sound judgment, and cooperative attitude. The GACA-DAR must be honest, complete and forthcoming with information in all dealings with the GACA;

(5) technical competence in area of appointment. The GACA-DAR's technical work and interaction with the GACA must include appropriate review and recommend approval of foreign operator's airworthiness data and determinations of conformance with type design, as applicable. When evaluating the above elements, the GACA evaluator should show that the GACA-DAR was able to act independently and impartially. This is based on an analysis of how well the GACA-DAR is able to separate his or her internal company functions (if applicable) and the ability to adequately exercise his or her GACA-DAR authority;

(6) leniency of Conformance Determinations. A review that established a GACA-DAR is not submitting technically complete work products for simple certification efforts that were easily achieved by that GACA-DAR on past projects. At the same time, the GACA engineer/inspector knows that the GACA-DAR is technically competent. During a typical interaction such as a technical meeting or a phone conversation, it becomes evident that the GACA-DAR is not supporting well- established compliance guidelines during a certification program;

(7) attendance at required training/seminars;

(8) ability to communicate clearly;

(9) quality of submittals (accurate and complete);

(10) timely identification of significant issues; and

(11) timely submittal of data.

9.3.1 Conflicts of Interest

Specific evaluations should be made to ensure the integrity of the GACA-DAR is not undermined by conflicts of interest.

9.4 Corrective Actions

The purpose of the evaluation is to establish that the GACA-DAR is performing at the satisfactory level, or to take corrective action if this is not the case.

9.4.1 Enforcement Actions



A GACA-DAR could be subjected to enforcement proceedings including fines if they make false or misleading statements of compliance.

9.4.2 Termination

If the GACA-S&ER evaluator believes the GACA-DAR is not performing at a satisfactory level in a number of areas and/or over a number of years, the evaluator shall recommend termination in accordance with Chapter 8.

9.4.3 Immediate Action

In any case where a GACA-DAR is suspected of fraud or other activity for which emergency action is necessary to ensure safety, the GACA-S&ER will immediately direct the GACA-DAR to cease all further certification/data review activity pending GACA-S&ER investigation of the matter. Following a finding of a fraudulent or unsafe activity, the GACA-S&ER shall initiate termination action and advise the foreign CAA in the case of GACA-DAR-M (Foreign).

9.4.4 Counseling

If GACA-DAR performance is not satisfactory but termination is not warranted, the GACA-DAR evaluator and/or advisor must counsel the GACA-DAR concerning the performance deficiencies.

9.5 Evaluation Records

GACA-DAR evaluations and records of counseling or other corrective actions should be documented by the GACA-S&ER evaluator/advisor and the records placed on the GACA-DAR file.



10 APPENDICES

Appendix 1 Related GACA-S&ER Forms:

- Figure 1: GACA-S&ER Form 8100-1, Conformity Verification Inspection Record
- Figure 2: GACA-S&ER Form 8110-14, Statement of Qualifications
- Figure 3A: GACA-S&ER Form 8110-25-2, Certificate of Authority (GACA-DAR-M)
- Figure 3B: GACA-S&ER Form 8110-25-2, Certificate of Authority (GACA-DAR-T)
- Figure 4: GACA-S&ER Form 110-3, Statement of Compliance with the GACA Requirements
- Figure 5: Designee Acknowledgment of Responsibilities GACA-DAR (Domestic)
- Figure 6A: Summary Activity Report GACA DAR-T
- Figure 6B: Summary Activity Report GACA DAR-M
- Figure 7: Designee Management Report GACA DAR (Domestic)
- Figure 8: GACA-DAR (Domestic) Orientation
- Figure 9: GACA-DER/DAR Appointment Checklist
- Figure 10: GACA Designee Appointment Tracking Document

Appendix 2 Sample - Letter of Appointment GACA-DAR-M

Appendix 3 Sample - Letter of Renewal GACA-DAR-M

Appendix 4 Sample - Letter of Appointment GACA-DAR-T

Appendix 5 Sample - Letter of Renewal GACA-DAR-T

Appendix 6 Sample - Letter of Denial

Appendix 7 Sample - Notice of Termination of a GACA-DAR



Appendix 1 - Figure 1: GACA-S&ER Form 8100-1, Conformity Verification Inspection Record
Go to GACA website (www.gaca.gov) to access current GACA-S&ER form.


| Kingdom of Saudi Arabia General Authority of Civil Aviation Safety and Economic Regulations | | المملكة العربية السعودية الهيئة العامة للطيران المدني إدارة السلامة والنزاهة الاقتصادية | | | |
|---|-----------------------------------|---|-----------------------|--------------------------------|--------------|
| CONFORMITY VERIFICATION INSPECTION RECORD | | | | | |
| 1. PROJECT NO., TIME/REQUEST DATE: | | 2. SHEET OF SHEETS: | | | |
| 3. APPLICANT: | | 5. ENDING DATE: | | | |
| 6. MODEL: | | 7. INSPECTED BY: | | | |
| 8. ITEM NO. | 9. NOMENCLATURE OF ITEM INSPECTED | 10. DRAWING, DOCUMENT, SPECIFICATION, ETC. | 11. REVISION AND DATE | 12. NUMBER OF ITEMS DETERMINED | 13. COMMENTS |
| | | | | SAT. UNSAT. | |
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GACA-S&ER 8100-1 (Revised December 2006)



Appendix 1 - Figure 2: GACA-S&ER Form 8110-14, Statement of Qualifications

Go to GACA website (www.gaca.gov) to access current GACA-S&ER form.

| Kingdom of Saudi Arabia General Authority of Civil Aviation Safety & Economic Regulation | |  | | المملكة العربية السعودية الهيئة العامة للطيران المدني السلامة والنزاهة الاقتصادية | |
|--|------------------|---|---|---|--|
| STATEMENT OF QUALIFICATIONS (GACA-DER, GACA-DAR) | | | | | |
| <i>INSTRUCTIONS: Print or type all entries except signature.</i> | | | | | |
| 1. NAME (Last, First, Middle) | | | 2. ADDRESS | | |
| 3. NATIONALITY | 4. TELEPHONE NO. | 5. FAX NO. | 6. E-MAIL | | |
| 7. GACA-DER DESIGNATION SOUGHT <input type="checkbox"/> DOMESTIC <input type="checkbox"/> FOREIGN <input type="checkbox"/> | | | | | |
| STRUCTURAL ENGINEERING <input type="checkbox"/> | | | POWERPLANT ENGINEERING <input type="checkbox"/> | | |
| SYSTEMS & EQUIPMENT ENGINEERING <input type="checkbox"/> | | | RADIO ENGINEERING <input type="checkbox"/> | | |
| ENGINE ENGINEERING <input type="checkbox"/> | | | PROPELLER ENGINEERING <input type="checkbox"/> | | |
| FLIGHT ANALYST <input type="checkbox"/> | | | FLIGHT TEST PILOT <input type="checkbox"/> | | |
| ACOUSTICAL ENGINEERING <input type="checkbox"/> | | | CANDIDATE <input type="checkbox"/> | | |
| 8. GACA-DER CATEGORY SOUGHT | | | | | |
| CONSULTANT <input type="checkbox"/> | | COMPANY <input type="checkbox"/> | | DUAL APPOINTMENT <input type="checkbox"/> | |
| 9. GACA-DAR DESIGNATION SOUGHT <input type="checkbox"/> DOMESTIC <input type="checkbox"/> FOREIGN <input type="checkbox"/> | | | | | |
| MANUFACTURING <input type="checkbox"/> (GACA-DAR-M) | | MAINTENANCE <input type="checkbox"/> (GACA-DAR-T) | | CANDIDATE <input type="checkbox"/> | |
| GACA-DAR APPLICANTS SHALL IDENTIFY SPECIFIC FUNCTION(S) FOR WHICH APPOINTMENT IS SOUGHT: | | | | | |
| 10. EXPERIENCE RESUME FOR NUMBER OF YEARS PERTINENT TO DESIGNATION SOUGHT | | | | | |
| DATES | | | | | |
| FROM | TO | EMPLOYER'S NAME | | POSITION TITLE AND DUTIES | |
| | | | | | |
| 11. EDUCATION AND TRAINING PERTINENT TO DESIGNATION SOUGHT | | | | | |
| DATES | | | | | |
| FROM | TO | NAME OF SCHOOL | AREA OF STUDY & DEGREES RECEIVED | | |
| | | | | | |
| 12. GACA/FAA OR OTHER FOREIGN CERTIFICATES NOW HELD PERTINENT TO DESIGNATION SOUGHT | | | | | |
| TYPE | | CERTIFICATE NUMBER | DATE ISSUED | EXPIRY DATE | |
| | | | | | |
| 13. EMPLOYER'S RECOMMENDATION <i>(To be completed for COMPANY DER only)</i> <i>I recommend the person identified above be appointed as a Designated Engineering Representative:</i> | | | | | |
| NAME and TITLE: | | BUSINESS NAME: | | SIGNATURE AND DATE: | |
| | | | | | |
| 14. CERTIFICATION: <i>I certify that the above statements are true to the best of my knowledge and that I am familiar with the GACA Regulations and associated guidance material pertinent to the designation sought.</i> | | | | | |
| DATE: | | | SIGNATURE: | | |
| | | | | | |

GACA-S&ER 8110-14 (02-2010)



Appendix 1 - Figure 3A: GACA-S&ER Form 8110-25-2, Certificate of Authority (GACA-DAR-M)

Go to GACA website (www.gaca.gov) to access current GACA-S&ER form.


CERTIFICATE OF AUTHORITY (GACA-DAR)
DESIGNATION NUMBER: GACA / DAR-M-00000F

This certificate is issued to
Mr. xxxxxxxxxxxxxxxxxxxxxxxx

upon finding that this individual complies in all respects with the requirements of the General Authority of Civil Aviation regulations relating to the appointment of GACA Designated Airworthiness Representatives (GACA-DAR) and placing special trust and confidence in the integrity, diligence, and discretion of this individual who has been found to have knowledge, skill, experience, interest and impartial judgment to merit special public responsibility, I hereby designate as GACA Designated Airworthiness Representative with authorization to act in accordance with the regulations and practices described.

CATEGORY: GACA-DAR Manufacturing

SCOPE OF AUTHORITY: GACA/FAR Parts: 23, 25.

DELEGATED FUNCTIONS:

Function Code 21 – Make conformity determination on aircraft, engines, propellers and parts thereof to be used for design evaluation program. e.g. supplemental type certification (STC) programs and complete all necessary reports and forms.

SPECIAL DELEGATIONS / AUTHORIZATIONS: Nil.

LIMITATIONS: GACA-DAR activities shall be carried out in accordance with GACA/FAR Part 183.33 and GACA Airworthiness Guide (AG) - 9, GACA Designated Airworthiness Representative Guidance Handbook, as amended.

CONFLICTS OF INTEREST: The DAR is not allowed to perform any authorized functions on behalf of an applicant for which they have, or appear to have, vested interests.

This Certificate unless cancelled or revoked, shall continue in effect until _____.

Date Issued: _____ Date Reissued: N/A

BY DIRECTION OF THE PRESIDENT OF GACA

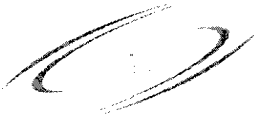
VICE PRESIDENT

SAFETY AND ECONOMIC REGULATION
GENERAL AUTHORITY OF CIVIL AVIATION
KINGDOM OF SAUDI ARABIA

THIS CERTIFICATE IS NOT TRANSFERABLE
GACA-S&ER 8110-25-2 (02-2010)



Appendix 1 - Figure 3B: GACA-S&ER Form 8110-25-2, Certificate of Authority (GACA-DAR-T)
Go to GACA website (www.gaca.gov) to access current GACA-S&ER form.



CERTIFICATE OF AUTHORITY (GACA-DAR)

DESIGNATION NUMBER: GACA / DAR-T-00000D

This certificate is issued to
MR. xxxxxxxx

upon finding that this individual complies in all respects with the requirements of the General Authority of Civil Aviation regulations relating to the appointment of GACA Designated Airworthiness Representatives (GACA-DAR) and placing special trust and confidence in the integrity, diligence, and discretion of this individual who has been found to have knowledge, skill, experience, interest and impartial judgment to merit special public responsibility, I hereby designate as GACA Designated Airworthiness Representative with authorization to act in accordance with the regulations and practices described.

CATEGORY: GACA-DAR Maintenance

SCOPE OF AUTHORITY: xxxxxxxx

DELEGATED FUNCTIONS:
Function Special – Review Foreign Operator’s application for accuracy and completeness. Ensure that all necessary forms and documents are completed, signed and dated. Review and recommend approval of foreign operator’s airworthiness data to GACA-S&ER in support of GACA-S&ER approval of GACA-S&ER form 110-1, Foreign Operator Authorization Requirements For Commercial Operations Within the Kingdom of Saudi Arabia or GACA-S&ER form 110-2, Foreign Operator Authorization For Private / FAR 91 Operations Within the Kingdom of Saudi Arabia, as applicable.

SPECIAL DELEGATIONS / AUTHORIZATIONS: Nil.

LIMITATIONS: GACA-DAR activities shall be carried out in accordance with GACA/FAR Part 183.33 and GACA Airworthiness Guide (AG) - 9, GACA Designated Airworthiness Representative Guidance Handbook, as amended.

CONFLICTS OF INTEREST: The DAR is not allowed to perform any authorized functions on behalf of an applicant for which they have, or appear to have, vested interests.

This Certificate unless cancelled or revoked, shall continue in effect until _____.

Date Issued: _____ Date Reissued: N/A

BY DIRECTION OF THE PRESIDENT OF GACA

VICE PRESIDENT
SAFETY AND ECONOMIC REGULATION
GENERAL AUTHORITY OF CIVIL AVIATION
KINGDOM OF SAUDI ARABIA


THIS CERTIFICATE IS NOT TRANSFERABLE

GACA-S&ER 8110-25-2 (02-2010)



Appendix 1 - Figure 4: GACA-S&ER Form 110-3, Statement of Compliance with the GACA-S&ER Requirements

Go to GACA website (www.gaca.gov) to access current GACA-S&ER form.

| | | | | | |
|---|-----------------|---|----------------|---|--|
| Kingdom of Saudi Arabia General Authority of Civil Aviation Safety & Economic Regulation | |  | | المملكة العربية السعودية الهيئة العامة للطيران المدني السلامة والنزاهة الاقتصادية | |
| STATEMENT OF COMPLIANCE WITH THE GACA REQUIREMENTS | | | | DATE: | |
| A/C MAKE/MODEL: | A/C SERIAL NO.: | A/C REG. NO.: | OPERATOR NAME: | | |
| LIST OF FOREIGN OPERATOR'S AIRWORTHINESS DATA | | | | | |
| DOCUMENT NO.: | | DOCUMENT TITLE: | | | |
| | | | | | |
| PURPOSE OF DATA | | | | | |
| APPLICABLE REQUIREMENTS (List specific document(s)): | | | | | |
| <p>CERTIFICATION Under authority vested by direction of the GACA-S&ER and in accordance with condition and limitations of appointment under GACA Part 183 of the GACA Regulations, airworthiness data listed above and on attached sheets numbered _____ have been reviewed in accordance with established procedures and found to comply with applicable GACA requirements.</p> <p>I THEREFORE <input type="checkbox"/> RECOMMEND APPROVAL OF GACA-S&ER FORM 110-1 <input type="checkbox"/> FORM 110-2 <input type="checkbox"/></p> | | | | | |
| NAME/SIGNATURE OF DESIGNATED AIRWORTHINESS REPRESENTATIVE: | | GACA DESIGNATION NO.: | | CLASSIFICATION: | |
| | | | | Maintenance | |

GACA-S&ER 110-3 (02- 2010)



Appendix 1 - Figure 5: Designee Acknowledgment of Responsibilities (GACA-DAR (Domestic))

DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES (GACA-DAR (Domestic))

Basis and Requirements for Delegation of Authority.

The Saudi Arabian Civil Aviation Act is the legislative instrument governing Saudi Arabian aviation.

It states that the President of General Authority of Civil Aviation (GACA) "shall promote safe flight of civil aircraft in air commerce..."

To fulfill these responsibilities, the President of GACA is provided with various resources, including the power to delegate to others.

Delegation:

"(1) Subject to regulations, supervision, and review, the President of GACA may prescribe, or may delegate to a qualified private person, a matter related to:

- (a) The review, examination, testing, and inspection necessary to the issuance of a certificate, and
- (b) Issuing the certificate.

(2) The GACA may rescind a delegation under this subsection at any time for any reason which the GACA deems appropriate."

A designee/delegation is not considered an employee of the GACA and is not protected for the work performed or the decisions made by the designee.

2.0 Authorization and Role of a Designee.

Airworthiness Guide-9 (AG-9) sets out policy, procedures, and conditions under which an applicant may obtain a delegation of authority that may be exercised by a designee. When accomplishing this task, the designee uses the same standards, procedures, and interpretations applicable to GACA employees accomplishing similar tasks. The designee is also required to observe all conditions and limitations imposed by the GACA on the authority delegated.

3.0 Statement of Understanding.

I understand that an appointment as a representative of the GACA is a privilege and not a right. I understand that I may be terminated from this appointment at any time for any reason at the discretion of the President of GACA.

4.0 Statement of Acceptance of Responsibilities and Obligations.

I understand and accept the responsibilities and obligations, as detailed in my Certificate of Authority, associated with the exercise of the authority delegated by the GACA.

I understand as a representative of the GACA, I am not an employee of the GACA for the work I perform.

As an authorized designee, I will:

- (a) Function in accordance with the responsibilities, privileges, and limitations contained in the relevant regulations, and orders.
- (b) Safeguard all GACA forms, certificates, and other official documents.
- (c) Perform only those authorized functions called out in my Certificate of Authority.
- (d) Dedicate the required resources for the effective performance of the delegated functions.
- (e) Remain knowledgeable in the specialty and in the applicable airworthiness standards, policies, and procedures.



- (f) Attend a GACA sponsored training/seminar as requested by GACA..
- (g) Cooperate with the GACA in exercising this delegated authority.
- (h) Submit Summary Activity Reports on the first day of each month.
- (i) Comply with all other items addressed during Initial Designee Orientation session.
- (j) Cooperate with GACA during oversight activities and allow GACA to inspect all related official records/documents at my facility at any time.

Designee Name / Signature

Date



Appendix 1 - Figure 6A: Summary Activity Report GACA-DAR-T

Summary Activity Report GACA-DAR-T

DESIGNEE NAME: _____ NUMBER: _____

REPORTING PERIOD BEGINNING DATE: _____ ENDING DATE: _____

AIRWORTHINESS ACTIVITY:

Reviewed and recommended approvals of foreign operator airworthiness data to GACA-S&ER. GACA-S&ER Form 110-3, Statement of Compliance with the GACA-S&ER Requirements for the following aircraft:

| Aircraft Registration # | Aircraft Make/Model | Owner/Operator | Date Form 110-3 Issued |
|-------------------------|---------------------|----------------|------------------------|
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_____ (First of each month _____)
Designee Signature Date



Appendix 1 - Figure 6B: Summary Activity Report GACA-DAR-M

Summary Activity Report GACA-DAR-M

DESIGNEE NAME: _____ NUMBER: _____

REPORTING PERIOD BEGINNING DATE: _____ ENDING DATE: _____

AIRWORTHINESS ACTIVITY:

Completed GACA-S&ER Form 8100-1, Conformity Verification Inspection Record for the following aircraft:

| Aircraft Registration # | Aircraft Make/Model | Owner/Operator | Date Form 8100-1 Issued |
|-------------------------|---------------------|----------------|-------------------------|
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(First of each month _____)

Designee Signature

Date



Appendix 1 - Figure 7: Designee Management Report GACA DAR (Domestic)

| DESIGNEE MANAGEMENT REPORT | | | |
|--|----------------------|--------------|-----|
| Designee Name: | Designee No.: | Date: | |
| Check Applicable Item: Annual Review _____ Surveillance _____ Corrective Action _____ Other _____ | | | |
| ITEM | SAT | UNSAT | N/A |
| 1. Verify project has been delegated to designee. <i>(Enter in the Remarks Section how delegation was verified.)</i> | | | |
| 2. Verify designee has all current regulations, associated policies, procedures, GACA forms and revisions thereof required in the performance of their duties. | | | |
| 3. Verify the designee is actually performing the assigned duties in accordance with the pertinent regulation, related policies and procedures. | | | |
| 4. Review official documents and paperwork initiated by the designee for accuracy/completeness/quality. | | | |
| 5. Verify the designee has allowed sufficient time to study material relating to review of airworthiness data and recommend approval to GACA-S&ER. | | | |
| 6. Verify sufficient work is being accomplished by the designee to warrant actual need. | | | |
| 7. Discuss issuance of GACA-S&ER form 110-3, Statement of Compliance with the GACA-S&ER Requirements (GACA-DAR-T) /GACA-S&ER Form 8100-1, Conformity Verification Inspection Record (GACA-DAR-M) | | | |
| 8. Discuss applicable GACA Policies and Procedures and review documents in accordance with GACA AG-9. | | | |
| 9. Verify that information furnished to designee is adequate to assure inspections of products/units will satisfy GACA conformity requirements. (GACA-DAR-M) | | | |
| 10. Verify attendance at Designee Training/Seminar requested by GACA. Date attended: _____ | | | |
| 11. Validate currency of GACA designation. | | | |
| 12. Date scheduled for follow-up action. | | | |
| Remarks Section: <i>(If needed, continue remarks on plain paper and attach it to this form).</i> | | | |

GACA-S&ER Inspector: _____ Date: _____



Appendix 1 - Figure 8: GACA-DAR (Domestic) Orientation

Designee Orientation

The GACA-S&ER accomplishes the initial orientation for all domestic designees and should include the following items:

- a. **GACA Organizational Structure.** Review the organizational structure of the GACA system.
- b. **GACA-S&ER Structure.** Review the applicable organizational structure.
- c. **Personnel.** Introduce the designee to GACA-S&ER personnel.
- d. **Assigned Tasks.** Emphasize that the designee must have adequate time to perform his assigned duties and to adequately represent the GACA.
- e. **Good Practices.** Explain that good practices exemplify that which has been shown to be reliable and satisfactory. Methods or procedures inconsistent with, or departing from, good practice become questionable practices and should be brought to the attention of the designee.
- f. **Administrative Responsibilities.** Familiarize the designee with all necessary administrative procedures, practices, oversight, and official records, and provide the designee with all pertinent forms and instructions.
- g. **Use of GACA Logos.** Emphasize to the designee that the GACA does not authorize designees to infer that they are GACA employees, or to use the GACA logo on items such as business cards, letterheads, facsimile covers, document covers, or any other business forms.

NOTE: A designee cannot sign GACA correspondence on behalf of the GACA.

- h. **Use of Designee Numbers.** Explain to the designee that using a designee certificate number when signing company or personal reports, drawings, service documents, or letters is not allowed. This ensures that the designee signature on such documents does not constitute GACA approval.
- i. **Compliance With Policy.** Explain that the designee must use and implement GACA policy and guidance material (for example, AGs, GACA Circulars, orders, and policy memos) in addition to the regulations and any other special instructions (for example, a memorandum of understanding conveyed by the GACA-S&ER). In addition, explain to the designee that these policy and guidance materials must be followed and complied with.



- j. **Appointment and Renewal Procedures.** Explain appointment and renewal procedures. All applicants must review and sign a Designee Acknowledgment of Responsibilities to confirm their understanding that an appointment as a designee is a privilege not a right, and can be terminated by the GACA-S&ER at any time.
- k. **Training/Seminar.** Explain to a newly appointed designee that they must attend training/ seminar as requested by GACA.
- l. **Designation Privilege.** Explain to a newly appointed designee that their designation is a privilege not a right, and at the time of appointment there is no property right to be implied by the appointment. Emphasize that designees are entitled to only as much due process as the GACA provides. Refer to chapter 8 of this AG for the termination process.
- m. **Authorized Functions.** Remind the designee that no authorized function may be delegated or transferred to another individual.
- n. **Certification.** Caution the GACA-DAR that any irregularities or deficiencies related to the certification may result in the termination of their designation under the provisions of § 183.15(b)(4).
- o. **Authority and Responsibility.** Remind the GACA-DAR to perform only authorized functions within the limits of designated authority. Explain that the GACA-DAR IS NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. Also, Designees ARE NOT authorized to approve departures from specific policy and guidance, new/unproven technologies, equivalent level of safety findings, special conditions, or exemptions. These are inherently governmental functions and cannot be delegated to a designee.
- p. **Communication.** Remind the GACA-DAR to contact the GACA-S&ER for authorization and to obtain any special directions or instructions deemed necessary BEFORE accepting any certification or inspection activity requested by an applicant/customer.
- q. **Summary Activity Reports** (refer to Appendix 1, Figure 6A/6B of this guide). Advise the GACA-DAR-T to provide information relating to their accomplishments in accordance with the GACA-S&ER requirements. Submit Summary Activity Reports on the first day of each month to the Director of Airworthiness, GACA-S&ER.
- r. **Safeguarding of Forms.** Emphasize that the GACA-DAR must ensure that all GACA forms, certificates, and other official documents are properly safeguarded. Explain that under no circumstance may any GACA document be in the possession of an applicant until the GACA-DAR completes it and GACA-S&ER is notified. Note that all official project related documents must include the GACA-DAR's printed or typed name, signature, and designation number.



- s. **Conflicts of Interest.** Explain that the GACA DAR is not allowed to perform any authorized functions on behalf of an applicant for which they have, or appear to have, vested interests.
- t. **Data reviews and Recommend Approval.** For maintenance GACA-DARs, inform the GACA-DAR to use GACA-S&ER Form 110-3 to record recommend approval of foreign operator's airworthiness data to GACA-S&ER in support of GACA-S&ER approval of GACA-S&ER form 110-1, Foreign Operator Authorization Requirements For Commercial Operations Within the Kingdom of Saudi Arabia or GACA-S&ER form 110-2, Foreign Operator Authorization For Private / FAR 91 Operations Within the Kingdom of Saudi Arabia, as applicable.
- u. **Document Submittal.** Emphasize that the GACA-DAR must submit applicable documents within 7 days of completion to the GACA-S&ER for review/approval.
- v. **Applications.** Emphasize that the GACA-DAR must review applications for completeness and accuracy.
- w. **Cooperate** with GACA during oversight activities and allow GACA to inspect all related official records/documents at his facility at any time.
- x. **Charge a fee for his services** per GACA/FAR § 183.33(b) to the foreign operator for review of airworthiness data (that is already translated in English) as follows:

- (1) Up to 15 years old aircraft, SR 1,000 - 2,000 per aircraft.
- (2) From 16 to 20 years old aircraft, SR 1,500 - 3,000 per aircraft.
- (3) More than 20 years old aircraft, SR 2,000 - 4,000 per aircraft.

NOTE:

- (a) Designee may make an offer for a package deal.
- (b) Designee may charge an additional fee for an urgent request requiring designee's review and recommend approval within five working days.
- (c) Above fee applies to GACA-DAR-T.



Appendix 1 - Figure 9: GACA-DER/DAR Appointment Checklist

GACA-DER / DAR APPOINTMENT CHECKLIST

GACA DER / DAR Name: _____

GACA DER / DAR Designation Number _____

| DESCRIPTION | COMMENTS |
|---|----------|
| Application received from designee | |
| Application received via GACA Repair Station | |
| Statement of Qualification (GACA-S&ER form 8110-14) | |
| Evidence of FAA DER/DAR (Foreign) Authority (if applicable) | |
| DER/DAR Category (application same as FAA delegation) (if applicable) | |
| Validity of FAA DAR (Foreign) | |
| Scope of FAA DER/DAR Authority Review (if applicable) | |
| Appointment Letter | |
| Certificate of Authority | |
| GACA Fees paid | |

GACA-S&ER Reviewing Officer

Name _____ Signature _____ DATE: _____



Appendix 1 - Figure 10: GACA Designee Appointment Tracking Document

GACA DESIGNEE APPOINTMENT TRACKING DOCUMENT

Instructions: Complete this document by entering a checkmark (☐) in each line entry, Advisor should sign and date where applicable.

DESIGNEE NAME: _____

1. Cursory checks of application and request additional information if necessary. _____

2. Review application. _____

Based on application or previous experience, is there reason to believe that the applicant would be an asset to the GACA-S&ER? If we don't think this applicant would reduce our workload, the applicant should be rejected at this point. Sign: _____

3. GACA-S&ER need and ability to manage designee determination. Sign: _____

4. Response to applicant (within 30 days). _____

5. Contact applicant as necessary. _____

6. Recommended by the company (GACA-DAR-M). _____

7. Position within company with sufficient authority to effectively administer compliance.

8. Evaluation (in writing) of why the applicant does not meet the GACA requirements.

9. Advisor's Recommendation - Circle One:

(a) A recommendation to appoint.

(b) A recommendation to identify as a candidate (Reserved).



(c) A recommendation to appoint with limitations stated in item below:

Evaluation (in writing) for each area for which a delegated function was requested and identification of

any limitations or why the applicant was not qualified.

(Comments may be continued on a separate sheet if additional space is required.)

(d) Send applicant denial letter. _____

10. Evaluation panel review: Decision for -

immediate designee appointment _____

accept as a candidate _ (Reserved) _____

reject application _____

Provide written evaluations if agreement is not reached and resolve with management. Send applicant letter informing the applicant of the decision and initial on the evaluation form for delegation accepted. _____

11. Interview applicant. (if not, document justification). _____

EVALUATION PANEL DECISION:

APPOINTMENT: _____

RECOMMEND CANDIDACY: _ (Reserved) _____

DENY APPOINTMENT: _____



(Document rationale for denial of appointment and attach to this form.)

COMMENTS: _____

(Write any comments on a separate plain paper and attach to this form.)

MEMBER SIGNATURE (A/W Inspector) _____ Date: _____

MEMBER SIGNATURE (A/W Engineer) _____ Date: _____

MEMBER SIGNATURE (A/W Director) _____ Date: _____

12. Orientation: For designee appointment, outline expectations. _____

13. Have the applicant sign the Designee Acknowledgment of Responsibilities document.

14. Return file to file room after verifying that file includes all documentation required and update appointment/candidate/denied status in the data base. _____



Appendix 2: Sample - Letter of Appointment (GACA-DAR-M)

Mr. John Doe

123 Anytown Lane Houston, TX 75000

U.S.A.

Subject: GACA-DAR-M Appointment

Dear Mr. Doe,

This letter is to serve as notice of your appointment as GACA Designated Airworthiness Representative – Manufacturing (GACA-DAR-M) by the GACA- S&ER in response to an application received from VIP Aviation Incorporated dated February 4, 2001.

Your GACA-DAR designation number is GACA/DAR-M-01099F. Details of your appointment including privileges (scope of authority and authorized functions), limitations and validity date are found on the attached Certificate of Authority. Applications for renewal must be made in accordance with GACA Airworthiness Guide (AG) -9, as amended.

Please contact your GACA advisor, Mr. Mohamed Ali at (966-2) 685-5555 should you have questions pertaining to this appointment.

Regards,

Abdul Aziz

Director of Airworthiness

GACA-S&ER

cc: Bill Smith, Quality Assurance Manager, VIP Aviation Incorporated



Appendix 3: Sample - Letter of Renewal (GACA-DAR-M)

Mr. John Doe

123 Anytown Lane Houston, TX 75000

U.S.A.

Subject: GACA-DAR-M Renewal

Dear Mr. Doe,

This letter is to serve as notice of your renewal as GACA Designated Airworthiness Representative – Manufacturing (DAR-M) by the GACA-S&ER in response to an application received from VIP Aviation Incorporated dated February 1, 2002.

Details of your appointment including privileges (scope of authority and authorized functions) and limitations are found on the Certificate of Authority. Applications for renewal must be made in accordance with GACA Airworthiness Guide (AG) -9, as amended.

Please contact your GACA advisor, Mr. Mohamed Ali at (966 2) 685-5555 should you have questions pertaining to this appointment.

Regards,

Abdul Aziz

Director of Airworthiness

GACA-S&ER

cc: Bill Smith, Quality Assurance Manager, VIP Aviation Incorporated



Appendix 4: Sample - Letter of Appointment (GACA-DAR-T)

Mr. Abdul Rahim

123 Malaz Street

Po Box 1111

Riyadh, KSA

Subject: GACA-DAR-T Appointment

Dear Mr. Abdul Rahim,

This letter is to serve as notice of your appointment as GACA Designated Airworthiness Representative – Maintenance (GACA-DAR-T) by the GACA- S&ER in response to your application dated February 4, 2010.

Your GACA-DAR designation number is GACA/DAR-T-10001D. Details of your appointment including privileges (scope of authority and authorized functions), limitations and validity date are found on the attached Certificate of Authority. Applications for renewal must be made in accordance with GACA Airworthiness Guide (AG) -9, as amended.

Please contact your GACA advisor, Mr. Ahmed Noor at (966-2) 685-5555 should you have questions pertaining to this appointment.

Regards,

Abdul Aziz

Director of Airworthiness

GACA-S&ER



Appendix 5: Sample - Letter of Renewal (GACA-DAR-T)

Mr. Abdul Rahim

123 Malaz Street

Po Box 1111

Riyadh, KSA

Subject: GACA-DAR-T Renewal

Dear Mr. Abdul Rahim,

This letter is to serve as notice of your renewal as GACA Designated Airworthiness Representative – Maintenance (DAR-T) by the GACA-S&ER in response to your application dated February 4, 2010.

Your new GACA-DAR designation number is GACA/DAR-T-10001D. Details of your appointment including privileges (scope of authority and authorized functions) and limitations are found on the Certificate of Authority. Applications for renewal must be made in accordance with GACA Airworthiness Guide (AG) -9, as amended.

Please contact your GACA advisor, Mr. Ahmed Noor at (966-2) 685-5555 should you have questions pertaining to this appointment.

Regards,

Abdul Aziz

Director of Airworthiness

GACA-S&ER



Appendix 6: Sample - Letter of Denial

Mr. Abdul Rahim

123 Malaz Street

Po Box 1111

Riyadh, KSA

Subject: GACA-DAR Application

Dear Mr. Abdul Rahim,

This letter is to advise you that your application for GACA-DAR has been denied. A review of the established criteria for appointment revealed your application was deficient in the following area(s):

[Show appointment criteria deficiency with explanation.]

You have the option of resubmitting your application with additional information at any time.

Thank you for your interest in the GACA designee program.

Regards,

Abdul Aziz

Director of Airworthiness

GACA-S&ER



Appendix 7: Sample - Notice of Termination of a GACA-DAR

Mr. Abdul Rahim

123 Malaz Street

Po Box 1111

Riyadh, KSA

Subject: Notice of Termination of a GACA-DAR

Dear Mr. Abdul Rahim,

This is to inform you that your GACA designation as a DAR-T/-M is suspended upon receipt of this letter and will be terminated on **[date]**. This action is based upon documentation indicating that you engaged in conduct inconsistent with the responsibilities of a DAR-T/-M. We have determined that on or about **[date]**, you issued

a GACA-S&ER Form [**Form No.**].

[Cite the reference to the regulations/policy that was violated/noncompliance.]

A request, in writing, for appeal of the termination must be made no later than 2 weeks from the date of receipt of this letter. At this time, you should present any evidence or statement concerning this matter. This evidence or statement should be sufficiently detailed. Any discussions or written statements will be given consideration at the conclusion of our review.

Unless we hear from you in writing, your designation will be terminated as stated above in accordance with GACA/FAR § 183.15(b)(4), for not properly performing your duties under your designation.

Regards,

Abdul Aziz

Director of Airworthiness

GACA-S&ER