

CIVIL AVIATION AUTHORITY OF BANGLADESH

Air Navigation Order (ANO) - AMO/MRO For Establishment of AMO/MRO

in Bangladesh

Version 1.0

May 2017

CAAB HQ, Kurmitola, Dhaka-1229 Bangladesh

CIVIL AVIATION AUTHORITY OF BANGLADESH

Air Navigation Order

Title: Establishment of AMO/MRO in Bangladesh

Chairman, Civil Aviation Authority of Bangladesh, hereby issues this ANO in pursuance to the powers vested on him by Rule 4 of Civil Aviation Rules' 1984. In order to discharge this responsibility, Civil Aviation Authority of Bangladesh (hereinafter called 'CAAB' or 'Authority') has promulgated the following ANO for establishment of Aircraft Maintenance Organization (AMO)/Maintenance Repair Overhaul (MRO) as CAAB Part-145 Approved Maintenance Organization License including Limitations for rendering AMO/MRO services is issued by the Chairman or on behalf of the Chairman to the competent and eligible person/organization. It shall be considered that all applicants aspiring to establish the aforementioned AMO/MRO are fully aware of the general requirements and technical requirements for CAAB Part-145 Approved Maintenance Organization under this ANO and it is mandatory to adhere to the requirements.

The ANO is effective from the date of approval and supersedes all previous revisions, if any.

8 May, 2017

Air Vice Marshal Ehsanul Gani Choudhury GUP, ndu, psc

Chairman
Civil Aviation Authority of Bangladesh

AMENDMENT & REVISION

This ANO is subjected to amend as and when required and desired by the Chairman, Civil Aviation Authority of Bangladesh. Upon receipt of the approval from Chairman, the amendments will be treated as the revision of the ANO. Revision will be reflected with a proper revision number. Revision pages will be annotated to show the Revision Number(s), date of issue and/or the date of effective pages; the amendment list number, and the portion of text, which has been revised. Each amendment will be accompanied by a revised list of effective pages, with their dates of issue, and by a license of receipt/ incorporation. An amendment list record will be maintained in the front of the ANO.

RECORD OF REVISIONS

Rev No	Rev No Date En	

LIST OF EFFECTIVE PAGES

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1. Introduction and Statement

Civil Aviation Authority of Bangladesh (CAAB) as the owner and operator of all airports, has established these requirements which shall be considered as minimum requirements applicable to any person / organization providing or seeking to provide business services of Approved Maintenance Organization (AMO) / Maintenance, Repair and Overhaul (MRO) as CAAB Part-145 Approved Maintenance Organization for line and base maintenance for aircraft and/or components in Bangladesh. These minimum requirements were developed taking into consideration the role of the CAAB for ensuring that high quality in business aviation services are made available to the public.

2. Definitions

- "Aircraft" shall mean any contrivance now known or hereafter designed, invented or used for powered or non-powered flight in the air. For the purpose of this definition a helicopter is included but an ultra-light vehicle is not included.
- "Airport" shall mean any airport of Bangladesh, and all of the property, buildings, facilities and improvements within the exterior boundaries, as may be extended, enlarged or modified from time to time.
- "Airport Security Program" shall mean those NCSP, SOPs, programs and orders etc. established, implemented and maintained for security purposes of the airport pursuant to rules and regulations of the CAAB and airport Director/Manager, including, without limitation, the airport"s security program.
- "Category-S" an Aircraft Maintenance Organization (AMO)/Maintenance Repair and Overhaul (MRO) provides AMO/MRO Services for small/ Light aircraft and/or components.
- "Category-L1" an Aircraft Maintenance Organization (AMO)/Maintenance Repair and Overhaul (MRO) provides AMO/MRO Services for Line Maintenance not involving schedule check.
- "Category-L2" an Aircraft Maintenance Organization (AMO)/Maintenance Repair and Overhaul (MRO) provides AMO/MRO Services for Line Maintenance involving schedule check.
- "Category-L3" an Aircraft Maintenance Organization (AMO)/Maintenance Repair and Overhaul (MRO) provides AMO/MRO Services for Line Maintenance not involving schedule check for IATP members only.
- "Category-B" an Aircraft Maintenance Organization (AMO)/Maintenance Repair and Overhaul (MRO) provides AMO/MRO Services for Line & Base Maintenance including Component maintenance.
- "CAAB" shall mean the Civil Aviation Authority, Bangladesh.

- **"Chairman"** shall mean the Chairman of the Civil Aviation Authority of Bangladesh or any person performing the duties of the Chairman for the time being in force.
- "Effective Date" shall mean the date that this ANO is effective.
- **"Large Aircraft"** means an aeroplane of a maximum certified take-off mass of over 5700 kg and helicopter of MCTM above 3150 kg.
- "May or should" means Permissive or recommended.
- **"Operator"** shall mean an organization providing the services of Aircraft Maintenance Organization (AMO) / Maintenance, Repair and Overhaul (MRO) as Part-145 Approved Maintenance Organization in Bangladesh.
- "Person" shall mean any individual, firm, partnership, corporation, company, Limited Liability Company, limited liability partnership, association, joint stock association, governmental entity or other body politic; and includes any trustee, receiver, committee, assignee or other representative or employee thereof.
- **"Small Aircraft"** means an aeroplane of a maximum certified take-off mass (MCTM) of 5700 kg or less and helicopter of MCTM 3150 KG or less.
- "Shall" means Mandatory.

3. License Procedure

- 3.1 The procedure for the application and granting of a license for AMO/MRO by CAAB will be organized in phases and will take the following sequence:
 - a) pre-application phase;
 - b) formal application phase;
 - c) document evaluation phase;
 - d) demonstration and inspection phase; and
 - e) license phase.
- Each of these phases is briefly introduced below and each will be dealt with in greater detail as per this ANO.

4. Pre-Application Phase

4.1 A prospective applicant who intends to apply for an AMO/MRO license shall enter into preliminary discussions with CAAB and will be provided with complete information concerning the type of operations which may be authorized, the data to be provided by the applicant and the procedures which will be followed in the

processing of the application. It is essential that the applicant has, in this preapplication phase, a clear understanding of the form, content and documents required for the formal application. A standard information package has been developed to provide information to applicants and is available for download from CAAB website. The applicant shall also be informed of the means to obtain related regulations and guidance material.

- 4.2 CAAB will advise the prospective applicant on the approximate period of time that will be required to conduct the license process, subsequent to the receipt of a complete and properly executed application. This advice is of particular importance in the case of new applicant(s) so that such applicant(s) may avoid undue financial outlays during the license period.
- 4.3 The importance of a thorough and careful preliminary assessment of the application cannot be overemphasized. The more thoroughly the applicant's competence is established at this stage, the less likelihood there will be of having serious problems in the document evaluation and the demonstration and inspection phases preceding license or during the course of subsequent operations. Analysis of the application will indicate either that it is acceptable on a preliminary basis or that it is unacceptable.
- 4.4 If the application is acceptable to CAAB on the basis of the preliminary assessment, the applicant should be encouraged to proceed with preparations for the commencement of operations on the basis that an AMO/MRO license will be issued subject to satisfactory completion of the remainder of the license procedure.
- 4.5 The pre-application phase will also include a parallel assessment of the financial, economic and legal status of the applicant and the proposed operation. The financial viability of the operation may be the most critical factor in reaching a decision on whether or not an AMO/MRO license should be awarded/issued. The determination of the financial resources of the applicant is usually based on an audit of the applicant"s assets and liabilities and a thorough evaluation of all technical, financial information and other pertinent data such as proposed arrangements for the purchase or lease of major equipment and expertise.

5. Formal Application Phase

- 5.1 Upon completion of the assessment concerning the financial, economic and legal aspects of the application and after any deficiencies have been corrected; a provisional determination shall be made regarding the general feasibility of the operation. If the operation is found to be provisionally acceptable, the second phase of the license process, the formal application phase, can be undertaken.
- 5.2 The formal application for an AMO/MRO license (Form 2-A attached with this ANO), accompanied by the required documentation, shall be furnished as per **Schedule-A** of this ANO.
- 5.3 The submission of a formal application is interpreted by CAAB to mean that the

applicant is aware of the regulations applicable to the proposed operation, is prepared to show the method of compliance and is prepared for an in depth evaluation, demonstration and inspection. Applicant shall arrange the facilities as per ANO (Airworthiness) Part-145.

6. Document Evaluation Phase

- 6.1 The document evaluation phase involves the detailed examination of all documentation provided by the applicant to establish that every aspect required by the regulations is included and adequately covered.
- In order to facilitate this phase of the license process, the applicant shall coordinate all aspects of the development of the required documentation with CAAB AMO/MRO Evaluation Committee (hereinafter referred as the "Evaluation Committee"), prior to submission of the formal application.
- 6.3 The Evaluation Committee members will evaluate all the documents submitted by the applicant and after evaluation of the aforesaid documents a written report shall be submitted to the Head of the Evaluation Committee (HEC).
- 6.4 The HEC may seek clarification of the submitted report and if any discrepancies found on the report, the HEC may review the said evaluation report and/or may instruct for re-evaluation.
- 6.5 After receiving the report, the HEC shall be at the sole discretion either to accept or reject the application.

7. Demonstration and Inspection Phase

- 7.1 Inspections in this phase will involve the inspections of the required facilities of the applicant.
- 7.2 HEC shall select a team comprising of at least two members from AELD or any other member(s) co-opted time to time for carrying out the smooth and consonant audit in connection to the organization"s facilities for ANO (AW) Part-145 approval.
- 7.3 The aforesaid audit team shall be liable to submit an audit report to the HEC and if any discrepancies found on the report the HEC may review the audit report and/or may instruct to audit further and submit another report within certain timeline.
- **7.4** Demonstrations will involve demonstration of the operational control system etc.

8. License Phase

8.1 The license phase is the conclusion of the license process when CAAB AMO/MRO Evaluation Committee has determined that all license requirements, both operational and economic, have been completed in a satisfactory manner and that the applicant will comply with the applicable regulations and is fully capable of fulfilling its

responsibilities and conducting a safe operation. However, the HEC shall possess the sole discretionary power either to accept or reject the application. The HEC will recommend for approval/disapproval of the application and considering the recommendations of HEC, the Chairman will grant the final approval/ disapproval of the said application.

- **8.2** The culmination of this phase is the issuance of the AMO/MRO license and its associated operations specifications authorizing the conduct of the specified operations.
- 8.3 Subsequent to the issuance of an AMO/MRO license, CAAB staff will be responsible for continued surveillance and for conducting periodic inspections, to ensure the operator's continued compliance with CAAB regulations, authorizations, limitations and provisions of its AMO/MRO license and operations specifications.

9. General Requirements

9.1 Applicability

This ANO is applicable for the organization intends to provide services in the field of aircraft and/or component maintenance not having any registered aircraft in Bangladesh.

9.2 Application

Application is to be made as per CAAB Form-2A for ANO (AW) Part-145 approval.

9.3 Establishment of Facilities

Applicant shall arrange adequate facilities within airport area prior to applying for Part-145 approval.

9.4 Category of Operator

The following category of operator will be considered for AMO/MRO approval depending on the type of services:

Category of operator	Type of service	
Category-S	Services of AMO/MRO for SMALL/ Light aircraft and/or components	
Category-L1	Services of AMO/MRO for LINE Maintenance not involving schedule check	
Category-L2	Services of AMO/MRO for LINE Maintenance involving schedule check	
Category-L3	Services of AMO/MRO for LINE Maintenance not involving schedule check for IATP members only	
Category-B	Services of AMO/MRO for Line& BASE maintenance and/or components	

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9.5 AMO/MRO Evaluation Committee

- 9.5.1 An Evaluation committee shall be formed comprising of the following officials of the CAAB:
 - (A) Director (deals with Regulatory Affairs)......Head of Evaluation Committee (HEC)
 - (B) One representative from LegalMember
 - (C) Two members from AELD Members
- 9.5.2 The HEC shall detail members mentioned in article 9.5.1 (B) & (C) above at the time of pre-application phase. HEC retains the discretion to co-opt any other member(s), time to time, apart from the members mentioned in Article 9.5.1 (B) & (C), for carrying out the smooth evaluation and subsequent action.

9.6 Paid up capital, Security Deposit & Fees

Based on the categories of the operators for the AMO/MRO services, the operators shall comply with "Schedule-B" of this ANO.

9.7 Royalty

AMO/MRO operator shall have to pay the royalty under the scope of "Schedule-B" of this ANO (AMO/MRO) to CAAB on yearly basis. The AMO/MRO Operator shall have to submit its yearly financial audit report to CAAB and pay the royalty amount within 31st January of every year. The AMO/MRO operator will maintain a record of revenue income and submit monthly statement to CAAB within the 07 days of the closing month. Failure to deposit royalty to CAAB; a surcharge of 2% of the outstanding amount shall be applicable yearly.

9.8 Time Frame

Applicant with a view to set up the intended AMO/MRO shall have to comply with the CAAB Part-145 approval within the following time frame counted from the date of submission of complete application for Part-145 approval:

Category of operator	Type of service	Time frame for full compliance with this ANO
Category-S	Services of AMO/MRO for SMALL aircraft and/or components	06 Months

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Category-L1	Services of AMO/MRO for LINE Maintenance not involving schedule check	06 Months
Category-L2	Services of AMO/MRO for LINE Maintenance involving schedule check	06 Months
Category-L3	Services of AMO/MRO for LINE Maintenance not involving schedule check for IATP members only	06 Months
Category-B	Services of AMO/MRO for Line & BASE maintenance and/or components	06 Months

9.9 Security Deposit

Necessary Security Deposit as mentioned in the "Schedule-B" of this ANO shall require to be deposited to CAAB"s appropriate bank account by the applicant within 60 (Sixty) days from the date of signing the "Letter of Acceptance of the Application" and failure to pay such security deposit to CAAB shall result in cancellation of the application.

9.10 Provision of Joint Venture with any Foreign AMO/MRO

- 9.10.1 Applicant may establish an AMO/MRO in Bangladesh through joint venture with any Part-145 approved foreign organization.
- 9.10.2 In case of such arrangement, the applicant must be registered in the Registrar of Joint Stock Companies & Firms (RJSC) in Bangladesh as per company law and Joint Venture is required where a minimum of 51% shares must be held by Bangladeshi person(s).
- 9.10.3 Any foreign entity willing to establish the AMO/MRO in Bangladesh shall fall under this provision.

9.11 Insurance Requirements

Each AMO/MRO shall provide a license of insurance ensuring its liability towards employees, machineries, equipment/parts of aircraft, environment and third party liability in compliance with applicable laws of Bangladesh as evidence that the AMO/MRO maintains in force, commencing before the date of commencement of activities at the airport and thereafter at all times during its operations at or occupancy of any portion of the airport.

The AMO/MRO operator shall also furnish evidence of compliance with the labour law of Bangladesh with respect to employees" compensation insurance, where applicable. Before any AMO/MRO operator may commence operations at the airport, the required evidence of the required insurance must be submitted to the satisfaction of CAAB.

9.12 Compliance with Laws

- 9.12.1 Each AMO/MRO operator shall observe and comply with this ANO (AMO/MRO) along with all applicable laws of Bangladesh governing its conduct on and its operations in Bangladesh. The existing AMO/MRO license shall remain valid for a period of maximum 6 (six) months after the publication of this ANO and within the stipulated time the existing AMO/MRO license holder(s) shall comply with this ANO.
- 9.12.2 Each operator shall also observe and comply with any and all applicable requirements of all duly-constituted public authorities. The AMO/MRO operator shall have to pay Tax, VAT and all other applicable fees/charges as per the laws of Bangladesh and will comply with any charges thereto.

9.13 Security & Safety Mandates

- 9.13.1 Each AMO/MRO operator is required to comply with the security & safety mandates of CAAB and the airport and with other governmental and administrative rules and regulations relating to the airports. Each AMO/MRO operator is required to develop and maintain a corporate security & safety plan that meets the current requirements of CAAB as a condition of operating at the airport.
- 9.13.2 In addition to each AMO/MRO operator"s obligation to comply with all laws applicable to such operation, any procedures determined by CAAB to be applicable to an AMO/MRO operator, including requirements of the Civil Aviation Security Program or SOPs applicable to an AMO/MRO operator will be furnished to AMO/MRO operator in writing. Each AMO/MRO operator, its employees and representatives shall be responsible for full compliance with all procedures set by CAAB and as agreed by the AMO/MRO operator. Such procedures are subject to change and an AMO/MRO operator will comply with such changes as applicable.

9.14 Airport Rules & Regulations

Each AMO/MRO operator shall comply with all the rules and regulations published & updated by the Director/Manager of airport time to time including, but not limited to, Airport Security Program.

10. Continued validity

- 10.1 AMO/MRO License shall be issued preliminarily for a maximum period of 3 (three) years and subject to further renewal. It shall remain valid subject to:
 - i. the organization remaining in compliance with ANO(AW) Part-145, in accordance with the provisions related to the handling of findings as specified under ANO (AW) Part 145.B.40,and
 - ii. the Chairman, CAAB being granted access to the organization to determine continued compliance with ANO (AW) Part-145; and
 - iii. the license not being surrendered or revoked.
- 10.2 Upon surrender or revocation, the approval license shall be returned to the Chairman, CAAB.

11. Required Fees and Payments

The operator shall pay fees as mentioned in the "Schedule-B" of this ANO along with the application for issue and renewal of the license of CAAB Part-145 Approved Maintenance Organization. Such fees may be enhanced from time to time depending upon the prevailing economic aspect of the country and to be intimated to the applicable organization/operator through circular/notice issued by CAAB.

12. Technical Requirements for AMO/MRO

12.1 General

Applicant shall fulfill the technical requirements and comply with the other requirements of ANO (AW) Part-145 for license of AMO/MRO. Maintenance activities shall only be performed as per approved Maintenance Organization Exposition (MOE) approved by CAAB.

12.2 Maintenance and Repair Services

An AMO/MRO operator will be providing Maintenance, Repair & Overhaul services which must be certified by CAAB to perform aircraft/component maintenance etc.

12.3 Hours of Operation

An AMO/MRO operator will be providing aircraft/component Maintenance and Repair Services which shall be required to remain open or to be on call for services twenty-four (24) hours daily, every day, seven (7) days per week, 365 days per year, including holidays, without limitation.

13. Enforcement

- 13.1 Any contravention of CAR"84, CAAB"s regulations/circulars, ANO through any activities of operator or any person/employee/representative of operator shall be treated as offence and consequently leading to enforcement actions against such operator or individual in accordance with the existing regulations of CAAB.
- 13.2 The enforced amount shall be paid by the AMO/MRO operator in CAAB"s appropriate bank account, within fifteen (15) days from receipt of the notification of enforcement and operator must submit the document of payment to the concerned department of CAAB.

14. Exclusive Right of CAAB

- i. In case of National Emergency or security or any other reason, CAAB shall have exclusive right to suspend, cancel/void the AMO/MRO license without serving any notice.
- ii. CAAB shall have the right to adjust any outstanding fees, enforcement amount etc. from the above mentioned security deposit.
- iii. CAAB shall have the right to forfeit the security deposit, if the applicant fails to set up/establish the intended AMO/MRO and fails to fulfill all the requirements of this ANO within stipulated time frame mentioned in Article 9.8.
- iv. CAAB shall possess the discretionary power to extend the time frame mentioned in Article 9.8 for a maximum period of six months and failure to comply within this extended period the applicant shall have to submit a fresh application.
- v. CAAB shall have the right to oversight the facilities & activities of AMO/MRO from time to time as required by the ANO (AW) Part-145 which may change from time to time.
- vi. The CAAB shall possess the exclusive rights to amend this ANO at any time.

- vii. At any point of time the amount of security deposit of the AMO/MRO operator shall not fall below of its dues, if any. In the event of such situation, the dues will be adjusted against the security deposit without any prior notice.
- viii. Breach of any security or any kind of national laws or regulations will lead to minimum forfeit of the security deposit to maximum revocation of thelicenselicense.
- ix. In case of unforeseen events i.e. earthquake, cyclones or any other natural calamity on which CAAB does not have control, in such cases CAAB cannot be held responsible for any claim/liabilities by the AMO/MRO operator.

Schedule-A

Applicant shall submit the following documents for the formal application:

- a) Certified copies of the Article of Association, Memorandum of Association and License of Incorporation issued from the Registrar, Joint Stock Companies & Firms, Government of Bangladesh, VAT registration, TIN registration, Trade License and any other document which seems to be necessary by the Evaluation Committee;
- b) A copy of evidence indicating the paid up capital of the company as mentioned in the Schedule- A of this ANO, along with the application. Certification from RJSC along with confirmation from bank or certified chartered accountant is acceptable.;
- c) A complete plan on the establishment of intended AMO/MRO mentioning the proposed scope of the facilities shall be submitted with the application. The applicant shall clearly mention if he/she/it intends to have joint venture with any Part-145 approved foreign organization under the provision of Joint Venture with any Foreign AMO/MRO as mentioned in this ANO;
- d) A feasibility report on expected market/area of business at home & abroad that would be economically viable commensurate with the proposed AMO/MRO services; and
- e) A plan to enhance the market for proposed AMO/MRO services.

Schedule-B

Category of operator	Paid up capital	Security deposit	Issuance Fees	Renewal Fees	Royalty
	(in BDT)	(in BDT)	(in BDT)	(in BDT)	
Category-S	2,00,00,000	25,00,000	10,00,000	5,00,000	Nil
	2,00,00,000	1,00,00,000	10,00,000	5,00,000	2% of net
Category-L1	2,00,00,000	1,00,00,000	10,00,000	3,00,000	revenue
					income
	5,00,00,000	2,00,00,000	25,00,000	12,00,000	4% of net
Category-L2	3,00,00,000	2,00,00,000	23,00,000	12,00,000	revenue
					income
	10,00,00,000		3,00,00,000 30,00,000	20,00,000	5% of net
Category-L3	10,00,00,000	3,00,00,000		20,00,000	revenue
					income
Category-B	15,00,00,000	4,00,00,000	40,00,000	20,00,000	5% of net
	12,00,00,000	٦,٥٥,٥٥,٥٥٥	40,00,000	20,00,000	revenue
					income





CIVIL AVIATION AUTHORITY, BANGLADESH **ANO (AW) Part- 145 Application for:** \Box initial grant ☐ Change Category of Operator: \Box S, \Box L1, \Box L2, \Box L3, \Box B (Please $\sqrt{}$ Tick as applicable) 1. Registered name of applicant: 2. Trading name (if different): 3. Addresses requiring approval: 4. Tel. E-mail. 5. Scope of ANO (AW) Part-145 Approval relevant to this application: see page 2 for possibilities: 6. Position and name of the (proposed*) Accountable Manager: 7. Signature of the (proposed*) Accountable Manager: 8. Place: 9. Date: Note (1): A note giving the address(es) to which the Form(s) should be sent. Note (2): An optional note to give information on any fees payable. * Applicable only in the case of a new ANO (AW) Part-145 Applicant. CAAB Form 2A

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SCOPE OF ANO (AW) PART-145 APPROVAL AVAILABLE

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes / airships above 5700 kg	Quote aeroplane/airship type		
	A2 Aeroplanes / airships 5700 kg and below	Quote aeroplane/airship manufacturer or group or type		
	A3 Helicopters	Quote helicopter manufacturer or group or type		
	A4 Aircraft other than A1, A2 or A3	Quote aircraft type or group		
ENGINES	B1 Turbine	Quote engine type		
	B2 Piston	Quote engine manufacturer or group or t	ype	
	B3 APU	Quote engine manufacturer or type		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APU	C1 Air Cond & Press C2 Auto Flight C3 Comms and Nav C4 Doors – Hatches C5 Electrical Power C6 Equipment C7 Engine – APU C8 Flight Controls C9 Fuel – Airframe C10 Helicopter – Rotors C11 Helicopter – Trans C12 Hydraulics C13 Instruments C14 Landing Gear			
CDECIALICED	C15 Oxygen C16 Propellers C17 Pneumatic C18 Protection ice/rain/fire C19 Windows C20 Structural			
SPECIALISED SERVICES	D1 Non Destructive Testing	Quote particular NDT method.		
With reference to the above scope of approval and item 6 on page 1, please complete the following example style, but relevant to your organisation.				

A1	Base & Line Boeing 737-200	B2	Lycoming Piston
A2	Base Piper PA34	В3	Garrett GTCP85
A2	Base & Line Cessna Piston Twins	C2	SFENA
A3	Base & Line Bell 206/212	C4	Boeing 747
B1	CFM 56	D1	Eddy Current

There may be a number of types/manufacturers, etc listed against each rating.

CAAB Form 2A

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