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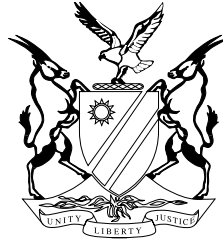
MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

No. 50

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NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS NAM-CATS-DO "DESIGN ORGANISATIONS FOR PRODUCTS, AND APPLIANCES"

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



REPUBLIC OF NAMIBIA

CIVIL AVIATION

**DOCUMENT NAM-CATS-DO
(DESIGN ORGANISATIONS)**

NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO DESIGN ORGANISATIONS

1. GENERAL

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

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

2. PURPOSE

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

Each reference to a technical standard in this document, is a reference to the corresponding regulation in the Namibian Civil Aviation Regulations, 2001, for example, technical standard 147.02.2 refers to regulation 2 of Subpart 2 of Part 147 of the Regulations.

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

The abbreviation "TS" refers to any technical standard.

3. SCHEDULES AND NOTES

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

LIST OF TECHNICAL STANDARDS

147.02.1 MANUAL OF PROCEDURE

1. Information to be contained in manual of procedure
- 1.1 General information
- 1.2 Information relating to design of products and changes to products

147.02.2 DESIGN ASSURANCE SYSTEM

1. Minimum standards for a design assurance system

147.02.5 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF

1. Form of application

147.02.6 ISSUING OF APPROVAL

1. Form of approval

147.02.14 RENEWAL OF APPROVAL

1. Form of application

147.03.1 MANUAL OF PROCEDURE

1. Information to be contained in manual of procedure
- 1.1 General information
- 1.2 Information relating to design of parts and appliances and changes to parts and appliances

147.03.2 DESIGN ASSURANCE SYSTEM

1. Minimum standards for a design assurance system

147.03.5 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF

1. Form of application

147.03.6 ISSUING OF APPROVAL

1. Form of approval

147.03.13 RENEWAL OF APPROVAL

1. Form of application

**ANNEXURE A : APPLICATION FOR THE ISSUING OF A DESIGN ORGANISATION APPROVAL
APPLICATION FOR THE AMENDMENT OF A DESIGN ORGANISATION APPROVAL
APPLICATION FOR THE RENEWAL OF A DESIGN ORGANISATION APPROVAL**

ANNEXURE B : DESIGN ORGANISATION APPROVAL

147.02.1 MANUAL OF PROCEDURE**1. Information to be contained in manual of procedure**

The information referred to in CAR 147.02.1(b), which must be contained in the manual of procedure of the applicant, must include the following:

1.1 General information

- (1) A statement signed by the accountable manager and compliance officer, on behalf of the applicant's organisation, confirming that the manual of procedure and any included manuals -
 - (a) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with Part 147 of the CARs; and
 - (b) will be complied with at all times.
- (2) The titles and the names of the personnel required by CAR 147.02.3.
- (3) The duties and responsibilities of the personnel specified in CAR 147.02.3 including matters for which they have responsibility to deal directly with the Director on behalf of the organisation.
- (4) An organisation chart showing lines of responsibility of the personnel specified in CAR 147.02.3 and extending to each work location where personnel of the organisation are to discharge their allocated responsibilities.
- (5) Details of the procedures required by -
 - (a) CAR 147.02.3(2) regarding the competence of personnel;
 - (b) CAR 147.02.2 regarding design assurance of the organisation.
- (6) Procedures to control, amend and distribute the manual of procedure.

1.2 Information relating to design of products and changes to products.

- (1) The manual must describe, either directly or by cross-reference, the organisation, the relevant procedures and the products or changes to products to be designed.

- (2) Where any products or any changes to the products are designed by partner organisations or subcontractors of the applicant, the manual must include a statement of how the applicant will be able to give, for all products, the assurance of compliance required by TS 147.02.2, and must contain, directly or by cross-reference, descriptions and information on the design activities and organisation of those partners and subcontractors, as necessary to establish this statement.
- (3) The manual must contain a statement of the competence of the management personnel and other persons approved by the Director, who are responsible for making decisions affecting airworthiness in the organisation.
- (4) The manual must be amended as necessary to remain an up-to-date description of the organisation, and copies of amendments must be submitted to the Director.

1.3 General description of facilities at each location intended to be approved

A description of the facilities and layout is required.

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

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

147.02.2 DESIGN ASSURANCE SYSTEM

1. Minimum standards for a design assurance system

The minimum standards referred to in CAR 147.02.2(2), which must be contained in the design assurance system for the control and supervision of the design of products and changes thereto, are the following:

- (1) The design assurance system must be such as to enable the applicant -
 - (a) to ensure that the design of the products, or the design change thereof, comply with the applicable requirements;
 - (b) to ensure that its responsibilities are properly discharged in accordance with the appropriate regulations in CAR 147.02.13; and
 - (c) to independently monitor the compliance with, and adequacy of, the documented procedures in the system. This monitoring must include a feedback system to a person or group of persons having the responsibility to ensure corrective actions.
- (2) The design assurance system must include an independent checking function of the showing of compliance on the basis of which the applicant submits compliance statements and associated documentation to the Director.
- (3) The applicant must specify the manner in which the design assurance system accounts for the acceptability of the products designed or the tasks performed by partners or subcontractors according to methods which are the subject of written procedures.

147.02.5 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF**1. Form of application**

The form referred to in CAR 147.02.5(a), in which application must be made for the issuing of a design organisation approval to design products or changes thereto, or an amendment thereof, is contained in Annexure A.

147.02.6 ISSUING OF APPROVAL**1. Form of approval**

The form referred to in CAR 147.02.6(3), on which a design organisation approval to design products or changes thereto, is issued, is contained in Annexure B.

147.02.14 RENEWAL OF APPROVAL**1. Form of application**

The form referred to in CAR 147.02.14(1)(a), in which application for the renewal of a design organisation approval to design products or changes thereto, must be made, is contained in Annexure A.

147.03.1 MANUAL OF PROCEDURE**1. Information to be contained in manual of procedure**

The information referred to in CAR 147.03.1(b), which must be contained in the manual of procedure of the applicant, must include the following:

1.1 General information

- (1) A statement signed by the accountable manager and compliance officer, on behalf of the applicant's organisation, confirming that the manual of procedure and any included manuals -
 - (a) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with Part 147 of the CARs; and
 - (b) will be complied with at all times.
- (2) The titles and the names of the personnel required by CAR 147.03.3.
- (3) The duties and responsibilities of the personnel specified in CAR 147.03.3 including matters for which they have responsibility to deal directly with the Director on behalf of the organisation.
- (4) An organisation chart showing lines of responsibility of the personnel specified in CAR 147.03.3 and extending to each work location where personnel of the organisation are to discharge their allocated responsibilities.
- (5) Details of the procedures required by -
 - (a) CAR 147.03.3(2) regarding the competence of personnel;
 - (b) CAR 147.03.2 regarding design assurance of the organisation.
- (6) Procedures to control, amend and distribute the manual of procedure.

1.2 Information relating to design of parts and appliances and changes to parts and appliances

- (1) The manual must describe, either directly or by cross-reference, the organisation, the relevant procedures and the parts and appliances or changes thereto, to be designed.
- (2) The manual must contain a statement of the competence of the management personnel and other persons approved by the Director, who are responsible for making decisions affecting airworthiness in the organisation.
- (3) The manual must be amended as necessary to remain an up-to-date description of the organisation, and copies of amendments must be submitted to the Director.

1.3 General description of facilities at each location intended to be approved

A description of the facilities and layout is required.

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

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

147.03.2 DESIGN ASSURANCE SYSTEM

1. Minimum standards for a design assurance system

The minimum standards referred to in CAR 147.03.2(2), which must be contained in the design assurance system for the control and supervision of the design of parts and appliances, or changes thereto, are the following:

- (1) The design assurance system must be such as to enable the applicant -
 - (a) to assist an applicant for a type certificate or supplemental type certificate, in the manner specified in CAR Part 21, in ensuring that the design of the parts and appliances, or the design change thereof, complies with the applicable requirements;
 - (b) to ensure that its responsibilities are properly discharged in accordance with the appropriate regulations in CAR 147.03.12; and
 - (c) to independently monitor the compliance with, and adequacy of, the documented procedures of the system. This monitoring must include a feedback system to a person or a group of persons having the responsibility to ensure corrective actions.
- (2) The design assurance system must include an independent checking function of the showing of compliance.
- (3) The applicant must specify the manner in which the design assurance system accounts for the acceptability of the parts or appliances designed or the tasks performed by partners or subcontractors according to methods which are the subject of written procedures.

147.03.5 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF

1. Form of application

The form referred to in CAR 147.03.5(a), in which application must be made for the issuing of a design organisation approval to design parts and appliances or changes thereto, or an amendment thereof, is contained in Annexure A.

147.03.6 ISSUING OF APPROVAL**1. Form of approval**

The form referred to in CAR 147.03.6(3), on which a design organisation approval to design parts and appliances, or changes thereto, is issued, is contained in Annexure B.

147.03.13 RENEWAL OF APPROVAL**1. Form of application**

The form referred to in CAR 147.03.13(1)(a), in which an application for the renewal of a design organisation approval to design parts and appliances, or changes thereto, must be made, is contained in Annexure A.