



ADVISORY LETTER TO AUTHORISED PERSONS

Design Approval Activity Report

ALAP 200702 Issue : 1
Date : 20 February 2007

1. Applicability

All Authorised persons who are required to lodge design approval activity reports.

2. Background

The Instrument of Appointment (IOA) and or procedures manuals of all authorised persons for design approval functions typically include a requirement of monthly reporting of design activities. In the absence of guidelines for the content and format of these reports, there has been no consistency across reports, undermining their usefulness.

At present, this ALAP is intended to elicit comments as part of the consultation process, and will be revised based on the comments received. This ALAP is also planned to be discussed at the forthcoming design authorised persons seminar in Melbourne, May 2007.

3. Purpose

The IOA is for design approval, a regulatory function, and to focus on this aspect the report will be called Design Approval Activity Report (DAAR).

An IOA holder may approve a wide range of documents including drawings, reports, test plans etc, which are typically linked together by an implementation document, typically called Engineering Order (EO), Engineering Release, master drawing list, etc. For the sake of brevity, such implementation documents will be referred to as EO's in the rest of this document.

Typically an EO will be linked to a compliance statement, the regulatory basis for the approval of the EO, and hence only those documents that are linked to compliance statement are to be included in the DAAR.

The Supplementary Type Certificates (STC) and Type Certificates (TC) also may involve issue of EO's; however such EO's are not to be reported as part of the design activity statement, because STC's and TC's are eventually approved by CASA. Considering the purpose of the DAAR noted below, double counting is to be avoided.

The DAAR, among others, will be used for the following purpose:

- To identify the risk factors of the design organisations and individuals as described in paragraph 5 " Universal Risk Factors" of the Advisory Letter for Authorised Persons (ALAP) 200701 dated 09 February 2007 <http://www.casa.gov.au/airworth/ap/alap/alap200701.pdf>
- To carry out surveillance per paragraph 6 of the ALAP 200701.
- To create aggregate data to identify major areas of design approval activity in Australia to guide policies and safety actions.



ADVISORY LETTER TO AUTHORISED PERSONS

Design Approval Activity Report

ALAP 200702 Issue : 1
Date : 20 February 2007

The DAAR should contain the following information and a detailed format in Microsoft Excel will be provided subsequently for email based data submission. A web based data collection system is also planned.

Title Block:

- a) Name of the organisation/ IOA holder
- b) Report for the period of..Start date ...end date: The interval at which the reports are to be submitted will depend upon the number of EOs issued by the organisation and will be determined in consultation with CASA. An interval of 100 EO's or one year which ever is earlier will be applicable to most organisations, except for those with a high level of activity where the intervals will be decided based on consultations.
- c) The number of EOs per month for each authorised person included in the Instrument of Appointment (IOA). See Universal Risk Factors, Paragraph 5, of the ALAP 200701 for the purpose of this data
- d) Percentage of EOs for transport category of aircraft, for the entire organisation. i.e. this data is not specific to each authorised person of the organisation. See Paragraph 5 of ALAP 200701 for the purpose of this data.

Design Approval Activity Data:

As noted earlier, the DAARs are to be limited to EO's or documents that are linked to a compliance statement, as required for the regulatory function of finding of compliance authorised by the IOA. As noted earlier, the STC's and TC's also may involve EO's, and such EO's are not to be reported as part of the DAAR.

- e) Item Number: Serialised item in the report, eg 1,2,3,4....
- f) Instrument of Appointment Holder: Name of the authorised CAR35, 36 or 36A person who approved the EO. This could be initials, or surname and is not required if there is only one authorised person in the organisation.
- g) Document Number: Number assigned to the EO
- h) Applicant: This will generally be maintenance organisation, C of R holder or operator who has approached the IOA holder for modification or repair. The applicant is responsible for the continuing airworthiness of the part affected by the EO, useful information when any unsafe condition develops in the affected parts after incorporation of the EO.
- i) ATA Code: ATA chapter code in the form xx-xx. Indicate only one, the most significant code where multiple codes may be applicable. This will help identify the area of design activity, in conjunction with item 14 below.



ADVISORY LETTER TO AUTHORISED PERSONS

Design Approval Activity Report

ALAP 200702 **Issue :** 1
Date : 20 February 2007

- j) Applicable Design Standard, xx.xxx: Indicate only one, the most significant design standard. Use FAR equivalent where ever possible and refer to a specific paragraph. (e.g. 23.729, 23.787 etc and NOT FAR 23.). Indicate 23.603 (materials), 23.1529 (Instructions for continued airworthiness) etc which are common for most of the modifications and repairs, only when other design standards are not applicable. This will facilitate surveillance.
- k) Product Make: Name of the product make eg Boeing, Cessna, Lycoming etc.
- l) Product Model: Specify product model eg 737-800, IC 450 etc.
- m) Registration or Serial Number: eg. VH-XXX for aircraft and serial numbers for components.
- n) Keywords: Use four Key Words to summarise the EO title. Include name of the affected part to help identify the area of local design activity.

4. Conclusion

This ALAP provides proposed contents of Design Approval Activity Reports along with its purpose and linkages to the risk based audit of the Instrument of Appointment Holders for Design. The ALAP at this stage is only intended to elicit comments.

5. Enquiries

Enquiries with regard to the content of this Advisory Letter to Authorised Persons (ALAP) should be made via the direct link e-mail address:
authorised.persons@casa.gov.au

Or in writing, to:

Manufacturing, Certification and
New Technologies Office,
GPO Box 2005, Canberra, ACT, 2601.