



GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 2 - AIRWORTHINESS
SERIES 'E' PART VI
ISSUE IV DATED 17TH MAY 2024

EFFECTIVE: FORTHWITH

F. No. 11-690/Sec-2/E-VI/2012-AI(2)
DGCA-25012(07)/5/2023-AW

**SUBJECT: APPROVAL OF ORGANISATION ENGAGED IN - STORAGE,
DISTRIBUTION AND SUPPLY OF AIRCRAFT FUEL, LUBRICANTS,
SPECIAL PRODUCTS**

1. INTRODUCTION:

- 1.1 Rule 133B of the Aircraft Rules 1937 lays down the requirements for grant of approval to Organization(s) and specifies the standards to be followed by the approved organization(s).
- 1.2 This CAR specifies the requirements for organizations engaged in bulk storage, compounding, blending, testing, distribution or supply (including fueling and defueling of aircraft) of Aviation fuels, Aviation Lubricants and/ or Special products.
- 1.3 Organizations engaged in any one or more of the activities mentioned above shall perform the related activity(ies) only after the grant of Certificate of Approval and such organizations be called as Approved Organizations (AO) meeting the requirements of this CAR.
- 1.4 The approval when granted will apply to the whole organization having an Accountable Manager acceptable to DGCA.
- 1.5 This Civil Aviation Requirement is issued under the provisions of rule 133A of the Aircraft Rules, 1937.

2. APPLICABILITY

- 2.1 This CAR is applicable to all organizations engaged in bulk storage, compounding, blending, testing, distribution or supply (including fueling and defueling of aircraft) of aviation fuel, aviation lubricants and/or special products and specifies the standards to be followed by these organizations.

2.2 An organization may seek approval under this CAR in any one or more of the following:

- a) **AVIATION FUELLING STATIONS:** Storage, distribution and supply (including refueling and defueling of Aircraft) of Aviation Fuels.
- b) **TERMINAL/DEPOT:** Storage and distribution of Aviation Fuels, Aviation Lubricants and Special products.
- c) **REFINERY:** Storage, compounding, blending and distribution of Aviation Fuels, Aviation Lubricants and Special products.
- d) **TESTING LAB:** Physico-chemical testing/analysis of Aviation Fuels, Aviation Lubricants, Water Detecting Device and Special products.
- e) **ON WHEEL FACILITY:** Storage, distribution and supply (including refueling and defueling of Aircraft) of Aviation Fuels.

3. DEFINITIONS:

- 3.1 **Accountable Manager** is the manager who has corporate authority for ensuring that all tasks as per the scope of approval of the approved organisation can be financed and carried out to the standard required by DGCA.
- 3.2 **Approved Organization** (AO) means an organization approved by DGCA engaged in Aviation Fuel, Aviation Lubricants and Special products.
- 3.3 **Aircraft Goods** means aircraft components or materials, including paints, dopes, thinners, fuels lubricants and special petroleum products, intended for use in civil aircraft and which are required to be produced and certified in conformity with an approved specification, drawing or process.
- 3.4 **Aviation Fuel** means Aircraft fuel as per Sub Rule 1(a) (iii) of aircraft Rule 133B Aircraft rule 1937
- 3.5 **Batch Number:** means the identification number allotted to a quantity of aviation fuel, lubricant or special petroleum product which is considered as one lot for sampling and testing for compliance with the relevant specification.
- 3.6 **Certificate of Approval** means a document issued to an organization approved by DGCA and defining the scope of approval granted.
- 3.7 **Delivery Voucher** means the document relating to fueling/ defueling of aircraft which includes and meets the airworthiness requirements of the DGCA.
- 3.8 **Fuel, lubricant and special products organisation** means an organisation approved for any one or more of storage, compounding, blending, testing, distribution, supply (including fueling and defueling of aircraft) of Aviation fuels,

Aviation Lubricants and Special products.

- 3.9 **Psychoactive substances:** Alcohol, opioids, cannabinoids, sedatives and hypnotic, cocaine, other stimulants, hallucinogens, and volatile solvents (coffee and tobacco are excluded).
- 3.10 **Problematic use of substances:** The use of one or more psychoactive substances by aviation personnel in a way that:
- (a) Constitutes a direct hazard to the user or endangers the life, health or welfare of others; and/or
 - (b) Causes or worsens an occupational, social, mental or physical problem or disorder.
- 3.11 **Quality control** is a management system for programming and coordinating the ongoing quality and improvement efforts of the various groups in an organization in accordance with the requirements of DGCA and any specific requirement of the organization or customer.
- 3.12 **Quality Control Signatory** means qualified personnel approved by the QCM of the organization as per the laid criterion documented in Aviation Quality Control Assurance Manual.
- 3.13 **Aviation Quality Control & Assurance Manual** is a document, which describes the organisation's procedures and practices in detail, the observance of which will ensure compliance with the airworthiness standards and safety requirements of DGCA as per the scope of approval granted.
- 3.14 **Quality Control Release Certificate/Document** means a document accompanying the delivery /stock transfer of aviation fuel, aviation lubricant and special products meeting the airworthiness requirements of the DGCA.
- 3.15 **Special Products** means those fluids and compounds manufactured/prepared to approved specification for use in aircraft.
- 3.16 **Petroleum in bulk** means as defined at Rule 3(41) of Aircraft Rules 1937.
- 3.17 **Testing Lab** means the laboratories of the organisation for carrying out physico-chemical testing/ analysis of Aviation Fuels, Aviation lubricants, water detecting device and special products as per standards and certifying / issuing Test Reports.
- 3.18 **Test Report Signatory** means qualified personnel approved by QCM for carrying out testing and certifying of Aviation Fuel, Aviation Lubricants and Special Products

4. REQUIREMENT FOR GRANT OF APPROVAL:

- 4.1 Grant of the approval will be dependent upon the request of the applicant and his capability/ capacity to perform the work as adjudged by DGCA. The scope of

approval will be specified in Certificate of Approval/ Capability List while granting initial approval or extending the approval of the firm. Organization seeking approval shall comply with the following requirements:

- (a) Application for Issue of Approval
- (b) Facility Requirements
- (c) Personnel Requirements
- (d) Quality System
- (e) Manual
- (f) Inspection
- (g) Issue of Approval

5. ISSUE/ EXTENSION OF APPROVAL

- 5.1 Application for issue of organization approval or for extension of scope of approval already granted to approved organization shall be made through eGCA along with the necessary fees.
- 5.2 Organisation shall submit duly completed respective e-application through eGCA to the concerned Regional Airworthiness Office along with fees in accordance with Rule 133C of Indian Aircraft Rules 1937 and draft AQCAM. A statement signed by the Accountable Manager (Annexure 'B') confirming that the organization manual in compliance with DGCA regulations and will be complied with at all times, shall be submitted as part of AQCAM.

6. FACILITY REQUIREMENTS

6.1 Facility Requirements

- a) Adequate office accommodation shall also be provided in the approved facility wherever considered necessary for DGCA officers (Airworthiness Directorate) for carrying out the oversight activity in an effective manner.
- b) The organization shall have adequate storage and distribution facilities, fueling /refueling installations and mobile fueling equipment to the quality, identification and freedom from contamination of aviation fuels, aviation lubricants and special products.
- c) 'On Wheel Facility': At small airports, at times the refueling facilities are provided without static facilities i.e. permanent storage tanks, receipt/delivery filters, strainers, pumps motors etc. At such locations product is received through tank trucks and is stored in either a tank truck or a refueller and deliveries are made through refueller.

The guideline for approval of '**On Wheel Facility**' mentioned in **Appendix-D** of this CAR.

- d) All quality control requirements/checks as applicable to static tanks/ refueller shall be applicable and required to be documented in AQCAM. The PESO

permission/ clearance as required shall be applicable for the approval of this facility.

- e) The firm will get their bulk/ packed storage facilities and tanks or bulk mobile equipment approved by Petroleum and Explosives Safety Organisation.
- f) The testing laboratory of the firm will be approved by DGCA under this CAR for testing the organisation's products or products from any other source to approved specification to ensure that the products when being issued for aviation industry meets the relevant specifications. Proper records to the satisfaction of Director General of Civil Aviation shall be maintained in this regard.
- g) The working environment in the facilities must be adequate and appropriate for the work carried out and in particular, special requirements, such as dust free, humidity and temperature control, etc. is observed. Unless otherwise required by the particular task environment, working environment must be such that the effectiveness and efficiency of personnel is not impaired.

6.2 Equipment, tools and materials:

- a) The organisation shall have the necessary equipment, tools and material to perform the work in accordance with the scope of approval granted.
- b) Where necessary, tools, equipment and particularly test equipment shall be controlled and calibrated to standards at the specified frequency as prescribed by the equipment manufacturer or as per standards/Test Method/Guidelines to ensure serviceability and accuracy. The records of such calibration and the standards used must be preserved by the organisation.

6.3 Literature

- a) The organisation must hold and use applicable current literature as per the scope of approval.
- b) Organization must ensure that approved data controlled by the organization is kept up to date at all times.

7. PERSONNEL REQUIREMENTS

- 7.1 An Accountable Manger acceptable to DGCA shall be nominated by the organization. He can be either a Chief Executive/ Managing Director/ President/ Vice President/ Dy. MD/or any other person acceptable to DGCA who has the corporate financial authority for ensuring that all the activities under scope of approval can be financed and carried out to the standard required by this CAR. The nominated Accountable Manager shall demonstrate a basic understanding of this CAR.

The duties of the Accountable Manager shall encompass the following:

- a) Ensure that all activities including quality monitoring, are organized, managed and supervised.
- b) Ensure that appropriate instructions are developed, maintained, documented and followed for compliance with the requirements including payment of any charges.
- c) Ensure that all personnel are appropriately trained and qualified to accomplish the work.
- d) Ensure that suitable facilities (workshops and equipment) and necessary material are available, enabling the organisation to work as per the scope of approval granted.
- e) Establish and promote the safety and quality policy. Ensure that the necessary corrective action is taken promptly on the deficiencies observed by DGCA/Internal audit.

7.2 Quality Control Manager/Dy. Quality Control Manger:

A duly qualified and experienced person shall be nominated to function as Quality Control Manager who shall be approved by DGCA. Dy. Quality Control Manager (if proposed) to assist the QCM, also requires to be approved by DGCA. These personnel shall be responsible to ensure that the organization is in compliance with this CAR and other applicable requirements. The QCM must be directly responsible to the Accountable Manager.

7.3 Personnel:

- a) The organization must employ sufficient number of personnel required for the quantum of the work and appropriate to the approval sought. The organization must ensure that the personnel are fully aware/ trained of the organization policies and procedures as detailed in the Quality manual/training manual and related supplementary procedure manual.
- b) The organisation must establish a program for conducting refresher course (continuation training) to ensure compliance with the above paragraphs. This program should be reflected either in the Quality manual (AQCAM)/training manual and related supplementary procedure manual.
- c) The organisation shall ensure that personnel are undergoing periodical medical checks and does not have any physical disability which may come in the way of efficient discharge of their functions.
- d) The organisation shall ensure that personnel shall not work under the influence of any psychoactive substance, which might render them unable to work safely. Also personnel shall not engage in any problematic use of substances

8. Quality System:

- 8.1 A person nominated by organization and acceptable to DGCA shall be responsible for administering and controlling the quality control activities established by the organisation.
- 8.2 The approval of the Quality Control Manager and Dy. Quality Control Manager or any other person will be subject to the conditions as are laid down in para 7.2 of this CAR.
- 8.3 Aviation fuels, water methanol mixture, special products and engine lubricating oils consigned for storage prior to loading into the organisation's fueling equipment shall be certified on approved Quality Control Release Certificate/Document quoting the batch number, test report number and specification.
- 8.4 The organisation shall issue a delivery voucher to the customer with each consignment of aviation fuel, methanol mixture, special products and engine lubricating oil delivered by it into an aircraft in order to certify the quality of the product.
- 8.5 Formats of the proposed Quality Control Release Certificate/Document and Delivery vouchers shall be submitted by the organisation to the DGCA for approval.
- 8.6 Delivery Vouchers shall be serially numbered and shall quote the batch number, specification details and quantity delivered. They shall be prepared in duplicate, the original to be delivered to the consignee, and a copy to be retained by the supply organisation.
- 8.7 Delivery Vouchers shall be signed by Quality Control Signatory/ Officer authorized by Quality Control Manager of the organization for the satisfactory delivery of the goods.
- 8.8 Quality Control Release Certificate/Document (Serially numbered) and all other Quality Control documents shall be signed by Quality Control Signatory / Officer authorized by the Quality Control Manager of the organization and as per Terms of Approval.
- 8.9 Essential records shall be retained for a minimum period of two years.
- 8.10 Approved Organization shall establish:
 - a) Procedure(s) acceptable to DGCA to ensure good practices/ standards and compliance with all relevant requirements specified in this CAR.
 - b) Quality Cell (as applicable):- Quality Cell to monitor
 - (i) Product standards

- (ii) Compliance with adequate procedures, and practices stipulated by the organization and Aircraft Rules, applicable CARs and any instruction issued by DGCA from time to time.

9. Manuals:

9.1 The organisation shall establish a system of quality control to ensure that the quality of aviation fuels, aviation lubricants and special products is maintained, right from the stage it is taken over from the main supplier (like refinery) till it is delivered to the customer, in conformity with the relevant specification. The system shall be documented in the AQCAM issued under the authority of the organisation and will require approval by DGCA.

9.2 Form of Manuals:

9.2.1 The manuals specified above may consist of one or more volumes, and

- a) Should be of "loose leaf form" with each page bearing the page number, the number of the Part, Chapter or Section and date of latest issue.
- b) Shall contain a satisfactory method of identifying revisions and amendments since last issue of the page concerned.

Note: - This may be achieved by means of a vertical black line along the left hand margin of the text.

- c) Shall have provision for indexing the contents and for recording revisions, amendments.

9.2.2 The Quality Manual shall specify the organisation system and procedures covering the following points:

- a) Duties and responsibilities of various categories of quality control staff along with their qualifications
- b) List of various aviation products which are intended to be received, handled, stored and dispensed giving reference of their relevant specifications.
- c) List of stations which will be dispensing the aviation products together with the type of products they are equipped to handle.
- d) Procedure for receipt and testing of the overseas shipment and the method of acceptance.
- e) Procedure for receipt/storage and delivery of the products from their main source which would also indicate the batch number and any other identification.

- f) Procedure for release of product from the main installation to the sub-installation and depots.
- g) Inspection and cleaning procedures of the storage tanks, refueling equipment and hydrant system, if in use. The procedure should specify the frequency and the detailed procedure by which the cleanliness shall be ensured.
- h) Cleaning procedure in relation to all the storage tanks which deliver the goods to the depots and those at the refueling stations.
- i) Procedure for dealing with products which have been found not conforming to the specifications.
- j) Refueling and defueling procedure at the main depot and on the aircraft and also the procedure for handling "defueled" fuel, found "off" specification.
- k) Storage period of all products to be specified either when they are in bulk storage or when they are in packed stocks along with their handling procedure.
- l) Safety precautions to be observed at various stages of handling aviation products.
- m) Records of the test carried out at various stages of the products shall be so maintained so as to co-relate at all times with the batch numbers, the specifications to which it has been tested, and the person who has certified the test.
- n) Requirements regarding the specification of the container in which the aviation products are stored shall be spelt out in detail together with method of ensuring its compliance with the specification.
- o) Details of various test that are required for ensuring the quality, both for bulk and packed stocks, shall be spelt out along with the frequency at which tests are required.
- p) The procedure for issue and signing of test reports shall be spelt out in the manual for the guidance of the personnel concerned.
- q) Procedure of batch numbering the products and code identification of the products.
- r) Procedure for issue and signing of the Quality Control Release Certificate/ Document and the Delivery Voucher for delivery of the products.
- s) The system of batch numbering shall be such that the origin of each batch remains identified at all times.

9.2.3 Approval of Manuals:

Three copies of each Manual prepared by the organisation in accordance with the above paragraphs shall be submitted to DGCA/ Regional Airworthiness Office of the Department for approval. One copy would be returned to the Organisation, after indicating approval thereon with signature office stamp of the Quality Control Manager.

Note: Submission of the manual in soft copy through eGCA, is acceptable.

9.2.4 Distribution of Manuals:

- a) An organisation is required to furnish controlled copies of the Manuals to such of its personnel as the organization considers necessary and to all external organisations as applicable.
- b) The organisation shall provide copy of the approved manual to the concerned Regional/ Sub-regional offices.
- c) The organisation must ensure that a copy of each updated Manual is made available for use by all members of the organisation's personnel, who have not been furnished with a copy. This requirement is also applicable to each locations. If soft copy is maintained, the procedure for supplying the same at each location must be documented in the AQCAM.

9.2.5 Revision and amendments of Manuals:

- a) The manuals shall be revised when necessary as a result of change in policy, procedures and equipment or change in operations or equipment or as required by DGCA.
- b) Revisions of practices and procedures which affect the airworthiness/safety are subject to prior approval of the DGCA.
- c) The organization shall be responsible for revision of the manuals.
- d) Organisation shall submit duly completed respective e-application through eGCA to the concerned Regional Airworthines Office.
- e) Copies of all additions or amendments are required to be furnished promptly to all persons to whom copies of the Manual have been issued.
- f) A system shall be instituted by the organisation to ensure (through acknowledgements) that all copies of the manual at all times comply with the latest requirements of the DGCA and incorporate every approved revision of the Manual.

10. Inspection

- 10.1 On receipt of application through eGCA, arrangements will be made for a representative of DGCA to visit and inspect the organisation.
- 10.2 Each AO shall allow DGCA to inspect the facilities, at any reasonable time, to determine its compliance with the requirements. The inspection covers the adequacy of the facility, inspection system of the AO, records, and general ability of AO to comply with this CAR. After such an inspection is made, AO is notified, in writing, of any deficiencies found during the inspection.

11. Issue of Approval.

- 11.1 Subject to the satisfactory report made by the **representative** of DGCA, that the organization can satisfactorily accomplish the work relevant to the scope of approval applied for in accordance with the requirements of this CAR, the organization will be granted approval.
- 11.2 A Certificate of Approval will be issued to the organization, stating the scope of approval by DGCA through eGCA.
- 11.3 The Quality Manual (AQCAM) of an approved organization shall reflect the scope of approval granted by DGCA.
- 11.4 Each AO shall display the Certificate of Approval at a prominent place in the organization and it shall be available for inspection by the DGCA.

12. Continued validity of approval

- 12.1 The approval shall be of a validity not exceeding five (*) years unless expired, surrendered or revoked. The approval remaining valid shall depend upon:
 - a) The organization continuing to comply with the regulations/ requirements/ conditions of approval.
 - b) DGCA being granted access to the facilities of the AO to determine continued compliance with this CAR.
 - c) The payment of any charges prescribed by DGCA.

(*)**NOTE** :- for On Wheel Facility, if validity is restricted up to the validity by PESO, the same may be extended with the validity extension by PESO maximum up to 5 years from the initial date.

[in such extension, no renewal fee/ inspection is required]

13. Renewal of Approval:

- a) The applicant desirous of renewing the approval should submit the e-application through eGCA along with fees in accordance with Rule 133C

of Indian Aircraft Rules 1937 and a statement signed by the Accountable Manager (Annexure 'B') confirming that the organization manual is in compliance with DGCA regulations and will be complied with at all times at least 30 days before expiry of the approval along with the latest internal audit report.

- b) Region-wise consolidated report of internal-audit to be submitted during renewal

14. Changes to the Approved Organization (AO):

- a) Where an organisation to whom a Certificate of Approval has been issued, changes its name, the Certificate of Approval and its related terms of approval are no longer valid. Should the new organisation desire to continue in operation as an approved organisation, the DGCA may, upon written application by the new organisation issue it with a Certificate of Approval and terms of Approval.
- b) Where a new Certificate of approval or a new Terms of approval are issued to an existing approved organisation, the previously issued documents will no longer remain valid and should be returned (if issued in Hard copy) to the Regional Airworthiness Office.
- c) AO must notify DGCA of any proposal to carry out any of the following changes before such changes take place to enable DGCA to determine continued compliance with this CAR and to amend, if necessary, approval certificate except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest of opportunity –
 - (i) Name of the organization or change of ownership
 - (ii) Location of the facilities
 - (iii) Additional locations of the facility(s)
 - (iv) Accountable Manager
 - (iv) QM/Dy. QM any other person approved by DGCA
 - (v) Facilities, equipment, tools, material, procedures, work scope that could affect approval
- d) DGCA may prescribe conditions under which AO may operate during such changes unless it is determined that the approval should be suspended.

15. Oversight by DGCA:

- a) The firm will provide all facilities to Director General of Civil Aviation representative to carry out quality check on their products. For this purpose the DGCA representative will have the right to draw free samples and check its records in relation to the products or to check generally the working of the organisation to ensure that the products

conform to the specifications laid down and the procedures are being followed.

16. Revocation, Suspension, Limitation or Refusal to Renew Approval Certificate

- 16.1 DGCA may, after giving the show cause notice to an organization or approved person(s) and after making such inquiry as considered necessary, revoke, suspend, limit or refuse to renew the approval certificate/approval of person, if DGCA is satisfied that the holder of the approval certificate/approval has failed to meet the requirements of DGCA subject to the conditions listed below:
- 16.2 Before revoking, suspending, limiting or refusing to renew the approval certificate/approval, DGCA may give reasonable time to the holder in writing of its intention to do so and the reasons for its proposal and must offer the holder an opportunity to make representations and DGCA will consider those representations before taking any final action.



(Vikram Dev Dutt)
Director General of Civil Aviation

Appendix-A

Application for Approval of Indian Organization			Form CA-182 A
GOVERNMENT OF INDIA DIRECTORATE GENERAL OF CIVIL AVIATION			
1. Organization name and Address		2. Reasons for submission	
a. Name		<input type="checkbox"/> Original application for grant of approval <input type="checkbox"/> Change in Scope of Approval <input type="checkbox"/> Change in Location or Housing and Facilities <input type="checkbox"/> Change in ownership <input type="checkbox"/> Other (specify)	
b. Address for communication			
Phone:	e-mail:		
c. Location for which approval sought			
3. Name and designation of the Accountable Manager			
4. Scope of approval applied for			
Sub-category:	Scope:	Limitation:	
5. Details of fees remitted Rs.		Bharatkosh receipt No	
6. Proposed Quality Control Manager (Attach bio-data)			
7. Proposed Dy. Quality Control Manager (Attach bio-data)			
8. Release Note Signatory/ Test Report Signatory/ Quality Control Signatory (Attach bio-data)			
9. List of special equipment available (Attach list)		<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached	
10. Quality Control Assurance Manual (in triplicate)		<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached	
11. Specimen copy of the 'Release Note'/'Test report'		<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached	
12. Number of employees			
13. List of Functions entrusted to sub-contractors (outside agencies):			
I certify that my organization (referred to in item 1 above) fully complies with CAR Section 2, Series 'E' Part I and is fully competent to undertake the scope of work referred to above. I also certify that I have been authorized by the organization to make this application and that the statements and attachments hereto are true and correct to the best of my knowledge.			
Date	Authorized Signature	Name of the Authorized Signatory	Title

Form CA-182 A			
Record of Action For DGCA Use Only		Organisation Inspection For DGCA Use Only	
<p>14. Remarks (Comment on availability of suitable manpower, equipment, literature, housing and other infrastructure. Include deficiencies found and approval denied)</p>			
15. Findings – Recommendations			16. Date of Inspection
<input type="checkbox"/> A. The organization was found to comply with requirements of CAR Sec 2 Series 'E' <input type="checkbox"/> B. The organization was found to comply with requirements of CAR Sec 2 Series 'E' except for deficiencies listed in Item 14. <input type="checkbox"/> C. Recommend Approval with the scope applied for on application be issued. <input type="checkbox"/> D. Recommend Approval with the scope applied for on application (EXCEPT those listed in Item 14) be issued.			
17. Office	Signature of the Officer(s)	Name of the Officer(s)	Designation
18. Supervising Officer			
ACTION TAKEN <input type="checkbox"/> APPROVED as shown on the Certificate of Approval issued on date shown <input type="checkbox"/> NOT APPROVED	APPROVAL CERTIFICATE ISSUED Number:	Officer's Signature Date	
	Valid upto	Officer's Name Designation	

NOTE: This form is included in the respective application process flow in eGCA.

Appendix 'B'

Statement of the Accountable Manager

(The Accountable Manager's statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.)

The Quality System defines the organisation and procedures upon which the approval granted by DGCA is based.

The procedures given in the manuals are approved by the undersigned and must be complied with, as applicable, when work is being carried under the terms of the DGCA approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation/requirement published by the DGCA from time to time where these new or amended regulations/requirements are in conflict with these procedures.

It is understood that the DGCA will approve this organisation whilst the DGCA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the DGCA reserves the right to suspend, vary or cancel the approval of the organisation if the DGCA has evidence that procedures are not followed or standards not upheld.

Signed.....

Dated.....

Accountable Manager and ... (quote position) or and on behalf of (Quote organisation's name)

Note:

1. The above statement is to be signed and will form a part of the Organisation Manual.
2. A copy of the above statement is to be forwarded to DGCA while applying for approval/ renewal.
3. Whenever the Accountable Manager changes it is important to ensure that the new Accountable Manager signs the above statement at the earliest opportunity as part of the acceptance by the DGCA. Failure to carry out this action could invalidate the Approval granted by DGCA.

Appendix - C

Form CA-182 B Application for Renewal of Approval of Organisation GOVERNMENT OF INDIA DIRECTORATE GENERAL OF CIVIL AVIATION		
1. Organization name and Address		
a. Name	c. Address for communication	
b. Location for which approval given		
Phone:	e-mail:	
2. Approval Details		
Approval No.	Dated	Valid upto
3. Details of Approval		
Sub-Category	Scope	Limitation
4. Details of fees remitted Rs _	Bharat Kosh Receipt No.	
5. Availability of special equipment	Available <input type="checkbox"/> Not available <input type="checkbox"/>	
6. Number of employees (inclusive of production and inspection staff) If increased or decreased during the last one year validity	<i>Total</i> <i>Number</i> Increased <input type="checkbox"/> Number Decreased <input type="checkbox"/> Number No change <input type="checkbox"/>	
7. Internal Audit report (Attach copies of all reports of the current calendar year)	Attached <input type="checkbox"/> Not Attached	
8. Action taken report of the internal audit (Attach copies)	Attached <input type="checkbox"/> Not Attached	
9. Validity Sheet of Certificate of Approval (Attach original)	Attached <input type="checkbox"/> Not Attached	
Certified that the organisation has continuously maintained the capability at which the approval was originally accorded by DGCA and is continually complying with the applicable Aircraft Rules, Civil Aviation Requirements, Aeronautical Information Circulars and such other instructions issued by DGCA from time to time as are relevant to the scope of approval.		
Further certified that at no time the capability of the firm has degraded to a level below that approved by DGCA.		
Date	Signature of the Quality Control Manager	Name of the Quality Control Manager

Form CA-182 B			
Record of Action Inspection		Organisation	
For DGCA Use Only		For DGCA Use Only	
10. Remarks (Comment on availability of suitable manpower, equipment, literature, housing and other infrastructure. Include deficiencies found and approval restricted)	11. Surveillance/Spot Check Record		
	Number of Spot Checks		
	Surveillance checks covering all the activities of the organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Action taken on discrepancies observed during the surveillance checks and spot checks	Satisfactory <input type="checkbox"/> Not Satisfactory <input type="checkbox"/>	
12. Findings – Recommendations			13. Date of Inspection
A. The organization was found to comply with requirements of CAR Sec 2 Series 'E' B. The organization was found to comply with requirements of CAR Sec 2 Series 'E' except for deficiencies listed in Item 10. C. Recommend Approval to be renewed with the scope applied for on application. D. Recommend Approval to be renewed with the scope applied for on application (EXCEPT those listed in Item 10).			
14. Office	Signature of the Officer(s)	Name of the Officer(s)	Designation
15. Supervising Officer			
ACTION TAKEN NOT RENEWED/ HELD IN ABAYENCE RENEWED (Restricted) with scope of approval restricted as shown on the Scope of Approval sheet RENEWED as shown on the validity Sheet of	Reasons for non-renewal:		
	APPROVAL CERTIFICATE RENEWED Number:		Officer's Signature
	Dated		Date
	Validity upto		Officer's Name Designation

NOTE: This form is included in the respective application process flow in eGCA.

Appendix-D

Guideline on 'ON-WHEEL FACILITY'

1. INTRODUCTION:

The Ministry of Civil Aviation (MoCA), Government of India released the National Civil Aviation Policy 2016 (NCAP 2016). One of the objectives of NCAP 2016 is to “enhance regional connectivity through fiscal support and infrastructure development”. Accordingly many new Tier II/III airports are being constructed. To encourage different stakeholders (RCS/ State Govt/ NSOP/ Private etc.) to start operation requires availability of refueling facility at those newly constructed airports.

To establish an AFS facility by any fuel vendors requires detailed financing viability study, long term planning, infrastructural, suitable manpower requirements etc. As such, to support growth of aviation in Tier II/III newly constructed airports, an ‘On-Wheel’ refueling facility by the fuel vendors are encouraged initially. To ensure that quality services at a low cost are provided, it becomes essential to provide for an “on wheels” refueling facility initially. As the name suggests, this facility does not have any permanent storage facility and the entire system is on mobile equipment. The mobile equipment used for the refueling has to meet all the laid down norms for refueling, i.e. the refueling system should be provided with an epi-coated tank, SS Tank, filter, meter, hoses, nozzles complying with the desired standards. All the mobile storage tanks should be internally epicoated.

These facilities also need to comply with all the applicable requirements of 2 CAR Section Series H, Part-II, Part-III and PESO; however, due to the specific nature of operations, it is essential to lay down specific operational norms. These guidelines are meant only to supplement the approved Aviation Quality Control Assurance Manual.

1.1 Personnel:

All personnel operating “on wheels” shall be conversant with the Aviation Quality Control and Assurance Manual. All requirements of this Manual have to be met at these locations without any deviation. The number and size of mobile vehicles with tanks shall be so as to meet the business demand.

1.2 Schematic Diagram:

A schematic piping diagram identifying mobile vehicle tank, valves, pump, pipelines, etc. should be available in the “on wheels” location, specific to the equipment deployed. There should be a written down procedure specific to the location for receipt and delivery of product from the mobile vehicle.

1.3 Training:

Supervisors stationed at these locations should be specifically trained to handle the operations and competency of the individual should be assessed by the Quality Control Manager.

2. REQUIREMENTS FOR AN “ON WHEELS” AVIATION SERVICE FACILITY:

2.1 Filtration:

Product should be received into the facility through a filter of 5 micron or finer rating. This filter can be separately provided for in the location or can be the vehicle filter itself being used through proper arrangement of pipes or valves. The refueling would any way be through the regular filters on

the refueling equipment.

2.2 Receipt of product:

The product from the tank truck should be received in one mobile tank in the location (to be used as storage tank). After necessary quality checks, should normally transfer product to another refueller that would be taken for refueling. The unloading of the tank truck should be carried out in accordance with the Aviation Quality Control and Assurance Manual.

2.3 Sampling and Testing:

All product sampling and testing shall be in accordance with the Aviation Quality Control and Assurance Manual. Since the mobile tanks also double up as storage tanks, the checks on the storage tanks as well as those on the refueling equipment have to be carried out on the mobile storage facilities at the location. The results of all tests shall be recorded and signed by a Quality Control Officer in the relevant formats. Any samples sent to the laboratory for testing should be in proper Aluminum containers and all the details should be filled on Product Sample label.

2.4 Maintenance Records:

All maintenance work performed on mobile vehicles and other equipment should be logged on the relevant formats and initiated by the officer supervising the work being carried out.

2.5 Status Signs:

The mobile storage tanks/refuellers should have clear displays indicating whether the product in the same is fit for use or not. The same should be displayed inside as well as outside the cabin.

2.6 Product Transfer Between Mobile Storage Tank and Refueller:

The product at these locations would normally be transferred from the mobile storage tank to another mobile tank /refueller before delivery to aircraft. This product should be transferred only after it has been settled for at least 01(one) hour and the samples of the tank bottom checked and drained.

2.7 Mobile Tank Inspection and Cleaning:

All the mobile tanks at the airport should be cleaned every year. However the tanks may be subjected to more frequent cleaning if the need is indicated by the following:

- a) History of the refueller filter indicating rapid increase in differential pressure and short element life due to the presence of excessive contaminants.
- b) Excessive product contamination level by membranes filter gravimetric analysis at the outlet filter separator inlet (max.20mg/litre mg/litre).
- c) Condition of samples from the refueller tank suggests contamination.
- d) No chemicals or cleaning materials shall be used in a tank, which could contaminate aviation products. The tank cleaning should be carried out and documented in Tank Cleaning Certificate. The date of cleaning shall be painted on the tank shell. Test 'C' shall be performed on the first batch after tank cleaning and the tank will be cleared for normal use only on satisfactory test results.

2.8 Fire Extinguishers:

Each refueller / mobile storage shall be provided with sufficient number and of proper size Fire Extinguishers. These Fire extinguishers shall be inspected monthly in line with Fire Extinguisher

History Card.

2.9 Emergency procedures:

Proper procedures in cases of fire, leakage/ spillage of fuels, lightning strike/thunder storm/rain shall be made available on the mobile storage.

3. OPERATIONS AT “ON WHEEL” LOCATIONS:

3.1 Product Receipt:

- a) As refueller is used as storage tank at ON WHEEL location, product is being received from tank truck in refueller directly using suitable decantation hose.
- b) The tank truck is to be checked for safety fittings like flame arrestor, fire extinguisher, etc. before being allowed near the location storage.
- c) The tank truck on arrival shall be checked to verify that the seals are intact. If numbered seals are used, the numbers should be verified with the dispatch documents.
- d) The fuel grade, quantity and Batch number are noted from the QCRC (Quality Control Release Certificate)
- e) The bottom sample of each compartment is subjected to Visual Check Test 'H', after the product in the tank truck has been allowed to settle for 10 minutes. The conductivity of product in each compartment is also noted.
- f) The density variation at 15° C for each shall be within +/- 0.0025 kg/L of the density at 15° C shown on the Test Report.
- g) Product will be received in refueller from tank truck using T/T unloading point installed in refueller in Pump suction line. Tank truck will be connected to T/T unloading point of refueller thru hoses after carrying out QC checks of Tank truck. Close the bottom loading valve of refueller tank to pump suction line. Connect reel hose of refueller to refueller tank. Open all valves from T/T unloading point to reel hose connection of refueller to circulation point for refueller.
- h) Start the refueller pump to suck the product from tank truck and deliver to refueller tank thru Filter and flow meter. Filter water separator to be checked for sedimentation, water and Differential pressure reading during receipt.
- i) Immediately prior to receipt of product, a bottom sample of the mobile tank designated for receipt shall be subjected to Visual Check.
- j) The fire extinguishers of the mobile storage are kept on the ground and the tank truck and the mobile storage bonded together using vehicle bonding reel, before and unloading starts.
- k) When loading is completed, it is ensured that the tank truck is totally empty and the discharge hose connections along-with the earthing /bonding disconnected.
- l) The tank truck is then sealed and released.
- m) After settling of the receiving tank for 01 hour, the bottom sample shall be taken and subjected to Visual Check Test 'H'. These checks are recorded in the Mobile Equipment Quality Control and Fueling Log.
- n) After receiving product in refueller, product to be checked as per QC tests applicable to any storage tanks.

3.2 Storage of Product:

The product in the mobile storage tanks has to be subjected to all the checks specified in the Aviation Quality Control and Assurance Manual for storage tanks and refuellers. Apart from the normal sample checks for refuellers, the sample should also be subjected to the following:

3.2.1 Copper Strip Corrosion Test:

Copper Strip Corrosion Test (as per IP: 154/ ASTM D-130) is to be carried out on the Bottom Sample of each refueller tank once a month. The same is recorded in Copper and Copper/ Corrosion Test Report.

3.2.2 Conductivity of the product:

The conductivity of the refueller tank product is to be measured every day, the same is recorded in Conductivity Record.

3.2.3 Microbiological Test:

Microbiological test (as per IP: 385 / IP 613 / ASTM D 8070) is carried out on the tank bottom samples once every year. This should be carried out so as to be near the centre of two cleaning cycles for the refueller tank. The test results received from the laboratory are recorded in Storage tank Microbiological test record.

3.2.4 Daily Checks on Mobile Storage Tanks:

- a) Mobile storage tanks shall also be subjected to daily morning/shift-wise quality control checks to prevent water/sediments accumulation at the tank bottoms. The bottom samples of refueller tanks are subjected to Test 'H', 'F' and 'G'.
- b) The tanks shall be cleaned periodically as detailed in Aviation Quality Control and Assurance manual. The cleaning record should be maintained as per tank cleaning record.
- c) After heavy rains or after equipment washing, the refueller tank bottom samples should be subjected to visual check test 'F' and 'G'.
- d) The Batch Control Log book to be maintained for the mobile storage tank and the batch number should indicate the location as well as the refueller no. e.g. JET A-1/IOC/RB/19/22- TBR/03/11-DBG/AR-594/03

4. AIRCRAFT REFUELING:

All fueling operations shall be carried out in line with procedures laid down in the Aviation Quality Control and Assurance Manual (AQCAM) and the local airports authority guidelines. Various activities carried out during the refueling and having a relevance to service and product quality shall be recorded in mobile equipment quality control and fueling log.

Product delivery to aircraft is to be done as per laid down procedures in QC manual using Filter water separator, Flow meter.

5. SAFETY AND SECURITY:

Safety and security at "On Wheels" stations is of utmost importance especially as these are small airports and operations are limited resulting in the supervisors being present in the location only during the operating hours. All the safety requirements as stated in Aviation Quality Control and Assurance Manual should be complied with.

The location should have close coordination with the local fire brigade as well as other agencies at the airport for assistance in case of any emergency. Adequate facilities for first aid treatment must be available and arrangements made to ensure that proper medical aid and ambulance service can be obtained at short notice.
