

## Procedure for Changes Requiring Prior Approval by CAAT

Reference: TCAR Part 145, 145.A.70(a)10, 145.A.85, 145.A.15, AMC1 145.A.15, AMC2 145.A.15

Type of Change	Examples of Change	Documentation provided to CAAT
<b>Address</b>		
Change of organisation name		<ul style="list-style-type: none"> <li>CAAT Form 2</li> <li>Certificate of Incorporation</li> <li>MOE</li> <li>Associated documents as applicable</li> </ul>
Change of postal address of the registered organisation without any change of the maintenance site		<ul style="list-style-type: none"> <li>MOE</li> <li>Associated documents as applicable</li> </ul>
Change to the locations or facilities of the maintenance organisation with or without amendment to the scope or capability	<ul style="list-style-type: none"> <li>PPB address change</li> <li>Address change of any maintenance site already approved</li> <li>Additional or cancellation of maintenance sites</li> <li>Modification, extension, reduction or re-organisation of an approved maintenance location. (e.g. Addition of working areas such as Hangar, office or workshop within the approved facility)</li> </ul>	<ul style="list-style-type: none"> <li>CAAT Form 2</li> <li>Certificate of Incorporation in the case of PPB change</li> <li>MOE</li> <li>Associated documents as applicable</li> </ul>
Expansion or transfer of offices/ storage facility layout		<ul style="list-style-type: none"> <li>MOE</li> <li>Associated documents as applicable</li> </ul>
<b>Personnel</b>		
Change of the Accountable Manager or Nominated Personnel identified in the MOE chapter 1.3	For guidance on when CAAT nominated personnel is required, refer to GM – Management Personnel (CAAT-AIR-GM-505)	<ul style="list-style-type: none"> <li>CAAT Form 2</li> <li>MOE</li> <li>Associated documents as applicable</li> </ul>
Reduction or increase of the staff numbers when the variation: <ul style="list-style-type: none"> <li>Is more than 10% of the total staff number declared in the MOE 1.7 or; and</li> <li>Is affecting the approval. Note: permanent and contracted staff shall be considered.</li> </ul>	<ul style="list-style-type: none"> <li>Reduction of 11 staff when the staff to maintain the CAAT approval was 100</li> <li>All certifying staff for a certain aircraft type approved under RCAB 77 article 8.A1 rating leave the organisation</li> </ul>	<ul style="list-style-type: none"> <li>CAAT Form 2</li> <li>MOE</li> <li>Associated documents as applicable</li> <li>List of certifying staff</li> </ul>

<b>Capability</b>		
Any change to the equipment, tools, materials that could affect the approval		<ul style="list-style-type: none"> <li>• CAAT Form 2</li> <li>• MOE</li> <li>• Associated documents as applicable</li> </ul>
Reduction or increase in the scope of work or scope of approval under an Ax rating	<ul style="list-style-type: none"> <li>• Addition/removal of an Ax rating</li> <li>• Addition of a new aircraft to the Ax scope of approval</li> <li>• Extension of the scope of approval from line to base maintenance</li> <li>• Extension of the maintenance level check from daily to A check for an aircraft already included in the approval</li> <li>• Addition of an engine type associated with an A/C type/model inside an Ax rating already approved</li> </ul>	<ul style="list-style-type: none"> <li>• CAAT Form 2</li> <li>• MOE</li> <li>• Associated documents as applicable</li> </ul>
Reduction or increase in the scope of work or scope of approval under a Bx rating	<ul style="list-style-type: none"> <li>• Addition/removal of a Bx rating</li> <li>• Addition of a new engine type to the Bx scope of approval</li> <li>• Extension of the maintenance level check from repair to overhaul for an engine already included in the approval</li> </ul>	<ul style="list-style-type: none"> <li>• CAAT Form 2</li> <li>• MOE</li> <li>• Associated documents as applicable</li> </ul>
Reduction or increase in the scope of work or scope of approval under a Cx rating	Addition of a P/N to the accepted capability which requires a new Cx rating	<ul style="list-style-type: none"> <li>• CAAT Form 2</li> <li>• MOE</li> <li>• Associated documents as applicable</li> <li>• Capability list</li> </ul>
Addition or cancellation to the approved/accepted capability list where the “C” rating is held and any additional component capability is of similar technology & within exiting ATA chapter capability (Refer to MOE chapter 1.9)		<ul style="list-style-type: none"> <li>• CAAT Form 2</li> <li>• MOE</li> <li>• Associated documents as applicable</li> <li>• Capability list</li> </ul>
Addition to or cancellation of NDT methods under D1 rating		<ul style="list-style-type: none"> <li>• CAAT Form 2</li> <li>• MOE</li> <li>• Associated documents as applicable</li> </ul>
Addition of any specialised services under any rating in the course of maintenance	<ul style="list-style-type: none"> <li>• Addition of welding capability under any rating</li> <li>• Addition of painting capability under any rating</li> <li>• Addition of heat treatment capability</li> <li>• Addition of tap test</li> </ul>	<ul style="list-style-type: none"> <li>• CAAT Form 2</li> <li>• MOE</li> <li>• Associated documents as applicable</li> </ul>

<b>Procedures</b>		
Any change to the procedures that could affect the approval		<ul style="list-style-type: none"> <li>• CAAT Form 2</li> <li>• MOE</li> <li>• Associated documents as applicable</li> </ul>
Change to the MOE and its associated procedures/lists specified in the MOE 1.11 that do not affect the approval.	<ul style="list-style-type: none"> <li>• C/S &amp; S/S list</li> <li>• Capability list</li> <li>• List of contracted organisations</li> <li>• List of subcontractors</li> <li>• Forms Manual</li> <li>• MOE typing errors</li> </ul>	<ul style="list-style-type: none"> <li>• MOE</li> <li>• Associated documents as applicable</li> </ul>