

RA 1003 - Delegation of Airworthiness Authority and Notification of Air Safety Responsibility

Rationale

The responsibility for the Air Safety and, consequently, the Airworthiness of Air Systems is vested in the Secretary of State (SoS) for Defence, who delegates ►◄ authority in this matter to each Service Chief of Staff and Chief Executive Officer (CEO) for onward delegation to competent individuals.

Within Defence Equipment and Support (DE&S), ► or an MAA approved Design Organization (DO), ◄ where an individual requires Airworthiness Authority to amend the Air System Document Set (ADS), formal delegation of such authority is required. A formal record of the notification of Air Safety responsibility is also required to ensure that individuals are aware of the impact on safety of their aviation-related activity; such notification is required to be clear, unambiguous and auditable.

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Regulation 1003(1)

Delegation of Airworthiness Authority ► within DE&S ◄

1003(1) Delegation of the Airworthiness Authority to approve changes to the ADS within DE&S **shall** be by Suitably Qualified and Experienced Person (SQEP) Crown Servants, in nominated posts, in the form of a Letter of Airworthiness Authority (LoAA).

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Delegation of Airworthiness Authority ► within DE&S ◄ Airworthiness Authority

1. The authority to approve changes to the ADS, granted to individuals through the issue of LoAAs, **should** be delegated to Type Airworthiness Authorities (TAA).

Delegation principles

2. A clear, unbroken chain of delegation from CEO to the respective TAA **should** exist, through 2* Operating Centre Directors (OCD) and including intermediate line managers as necessary, with each receiving the appropriate level of delegation:

- a. CEO **should** issue a LoAA to ► Director General (Air) (DG(Air)) ◄ containing, as a minimum, the Air Safety responsibilities and Airworthiness Authorities detailed in RA 1012¹.
- b. ► DG(Air) ◄ **should** issue LoAAs to those OCDs with responsibilities for Air Systems and equipment, containing as a minimum, the relevant Air Safety responsibilities and Airworthiness Authorities detailed in RA 1013².
- c. OCDs **should** issue LoAAs to subordinate TAAs, via intermediate line managers where necessary. These LoAAs **should** contain, as a minimum, the Airworthiness Authorities detailed in RA 1015³.
- d. Subordinate Delivery Team (DT) staff requiring LoAAs **should** receive such delegation directly from the respective TAA.

3. LoAAs **should**:

¹ Refer to RA 1012 – ► Director General ◄ (Air) - Air Safety Responsibilities.

² Refer to RA 1013 – Air Systems Operating Centre Director - Provision of Airworthy and Safe Systems.

³ Refer to RA 1015 – Type Airworthiness Authority – Roles and Responsibilities.

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- a. Only be issued to those individuals in the delegation chain from ► **DG(Air)** ◀ to TAAs, and sub-delegated from the TAA where required.
 - b. Only be granted to competent individuals meeting established criteria to be ► ◀ SQEP, as detailed below.
 - c. Be in the form of a letter personal to the individual receiving it; they **should not** be transferred between individuals.
 - d. Be of an unambiguous scope and be consistent with other delegations to prevent omissions or duplication.
 - e. Be accepted formally in writing by the recipient; LoAAs **should** only be accepted when the recipient has made an assessment that the responsibilities and authorities delegated can be discharged within the resource that has been allocated.
4. Copies of all LoAAs, received and issued, **should** be retained for no less than 5 years beyond the active life of the Air System type or equipment. Scanned copies held electronically are permitted.

Delegations

5. OCDs, TAAs and any intermediate line managers requiring delegation of Airworthiness Authority **should** apply to the MAA for endorsement⁴ of their suitability to hold a LoAA, using the process detailed in MAA03⁵. The applicant **should not** be awarded a LoAA before their LoE is received.
6. LoAAs delegating the authority to approve amendments or re-issues of a Release To Service Recommendation (RTSR) **should** only be issued to individuals holding at least the rank / grade of OF5 (or equivalent).
7. The TAA **should** identify those posts within their Area of Responsibility (AoR) that require LoAAs. These posts **should** be limited to those that require authority to alter the ADS without reference to higher authority.
8. When sub-delegating LoAAs, the TAA has discretion over the nature and extent of delegation, under the following constraints:
- a. LoAAs delegating the authority to amend the ADS **should** only be issued to individuals who have successfully completed the Airworthiness for Military Aircraft Course (AMAC) – either at Practitioner (AMAC-P) level or Fundamentals (AMAC-F) level, including passing the course assessment.
► **See RA 1440⁶ Annex A for further details.** ◀
 - b. The TAA **should** assess the competency and knowledge of all staff requiring delegation using an auditable, evidence-based process and determine which the more appropriate course is for the individual, considering the scope of their delegation. The AMAC-P is considered to be the preferred course for LoAA holders at OF3 level (or equivalent) and above. The AMAC-F is considered a suitable course for LoAA holders below OF3 (or equivalent). ► **See RA 1440⁶ Annex A for further details.** ◀
 - c. When issuing the LoAA, the TAA **should** specify any limitations applicable to the delegation and the LoAA holder **should** be made aware of the boundaries within which they are permitted to operate.
9. All LoAA holders **should** meet the relevant minimum SQEP criteria, as contained in Table 1 below, with the following notes:
- a. Any intermediate line manager (as described in paragraph 2c) between the OCD and a TAA requiring a LoAA **should** meet the minimum SQEP criteria established for OCDs.

⁴ Once satisfied, the MAA ► **is to** ◀ issue a personal Letter of Endorsement (LoE) recognizing the suitability of the applicant.

⁵ Refer to MAA03: Military Aviation Authority Regulatory Processes.

⁶ ► **Refer to RA 1440 – Air Safety Training.** ◀

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- b. Where Air System Type Specific Managers' Courses are not available, an appropriate level of technical familiarization **should** be achieved for each Air System type. This **should** be recorded in the relevant LoAA and LoE.

Table 1. LoAA Holder Minimum SQEP Criteria.

Minimum SQEP Criteria	DT staff ⁷	TAA	OCD
Crown Servant	X	X	X
Engineering Council Professionally Registered, as detailed in RA 1002 ⁸	X	X	X
Has previous DT delegated responsibility to approve changes to the ADS		X	X
Successfully completed AMAC-P (5 day)	X	X	
Successfully completed AMAC-F (3 day)	X		
Successfully completed the relevant Air System Type Specific Managers' Course	X	X	

10. TAAs **should** be assessed as at least "Practitioner" level across ACS001, ACS201, ACS301 (excluding ACS301/06) and ACS401 in the Airworthiness Competence Set (available on the **MAA's websites⁹**) before receiving their LoAA.

Review of delegations

11. All LoAAs **should** be reviewed by the issuer at least annually.
12. When the **issuer** of a LoAA departs their post, all LoAAs issued by that individual **should** remain valid for a maximum period of 3 months from when **their** replacement receives their own LoAA. During this period, all sub-delegations **should** be reviewed and renewed as appropriate by the new incumbent.
13. Reviews **should** ensure that:
- The functional responsibility and, where appropriate, authority being delegated remains appropriate.
 - The content and references in the LoAA remain up to date.

Training

14. OCDs, TAAs, and 1* LoAA holders **should** comply with the Air Safety Training requirements detailed in RA 1440⁶.

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Delegation of Airworthiness Authority **within DE&S**

15. The content of the ADS is detailed in RA 1310(1)¹⁰. For clarification, Special Instructions (Technical) (SI(T)s), regulated by RA 5405¹¹, are considered to be part of the ADS when they direct on-Aircraft work. The issue of such SI(T)s can therefore only be authorized by a LoAA holder.
16. The simplicity of a single TAA within a Platform DT is highly preferable but, where multiple Air System types are supported by a single DT, additional TAAs may be appointed for each Air System type.
17. Although not contained in the currently mandated SQEP criteria, relevant Air System Maintenance experience in the Forward air domain can be extremely valuable to an individual in exercising Airworthiness Authority. When sub-delegating LoAAs to DT staff who do not have such experience, the TAA may wish to take measures to ensure that such staff have access to suitable advice. Appropriate measures may

⁷ **Refer to RA 1440 Annex A for further details.**

⁸ Refer to RA 1002 – Airworthiness Competent Persons.

⁹ <https://www.gov.uk/government/publications/letter-of-endorsement-loe-airworthiness-competence>.

¹⁰ Refer to RA 1310 – Air System Document Set.

¹¹ Refer to RA 5405 – Special Instructions (Technical).

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include (but are not limited to) ensuring suitably experienced individuals are employed in support of the LoAA holder.

► **Applicability to non-DE&S organizations**

18. Individuals inside non-DE&S organizations will not be allowed to hold LoAAs, as these are DE&S specific authorization approvals, and the DG(Air) only provides LoAAs to individuals within their AoR and governance chain.

19. Organizations that transfer out of DE&S will:

- a. For organizations remaining in MOD: Ensure that the SoS for Defence delegates their Airworthiness authority through the appropriate management chain (through the appropriate Service Chief of Staff or CEO for onward delegation) to competent individuals.
- b. For organizations leaving MOD: Ensure that the MOD contracting organization, who has been appropriately delegated through their management chain from the SoS for Defence provides the appropriate Airworthiness delegation to the Head of the transferred organization (eg CEO). Ensure that the Head of the transferred organization (eg CEO) delegates the Airworthiness responsibilities through the appropriate management chain (through the appropriate Accountable Manager (AM) for onward delegation) to competent individuals.
- c. Create Letters of Authority / Delegation covering as a minimum the LoAA / Letter of Air Safety Notification (LoAN) requirements (that were held whilst the organization was in DE&S) for their personnel.
- d. Ensure that responsibilities, that were covered by the LoAAs / LoANs of their personnel, are detailed within the formal agreements (eg Internal Business Agreements, Joint Business Agreements, Service Level Agreements, etc) they have with the aviation organizations they support (eg Aviation Duty Holders, Front Line Commands, DE&S aviation Delivery Teams, etc).

Training course validities

20. Training course validities are prescribed to ensure that individuals are kept as up-to-date as possible with the latest legal, policy, regulatory, best practise direction available. It is the responsibility of individuals and their chain of command to ensure the individuals remain in-date for all applicable training courses.

21. Once an individual goes beyond a course validity timeframe (ie AMAC-P validity is 5 years) the individual is no longer deemed to be SQEP and becomes ineligible to hold an LoAA. Training course validities are not related to individuals remaining in a specific [type of] post (ie an individual can successfully complete the AMAC-P, then change posts away from Airworthiness (eg into a Finance post), then return to an Airworthiness post, and (if still within the course validity of 5 years) still be deemed as SQEP for AMAC-P). ◀

**Regulation
1003(2)**

Notification of Air Safety Responsibility ► within DE&S ◀

1003(2) Individuals within DE&S responsible for providing equipment (excluding Air System platforms) and / or services in the ► **Defence** ◀ Air Environment **shall** receive formal notification of their Air Safety responsibilities, promulgated through a system of formal letters.

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Notification of Air Safety Responsibility ► within DE&S ◀

22. **Air Safety Responsibility.** The notification of Air Safety Responsibility **should not** authorize the individual to approve changes to the ADS. For the purpose of this regulation, this form of notice ► **is** ◀ named a Letter of Air Safety Notification (LoAN) ►◀.

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Notification principles

23. A clear, unbroken chain of notification from ►DG(Air)◄ to the respective ►Ship Platform Authorities (PA) or Commodity Chief Engineer (CE)◄ **should** exist, through 2* OCDs and including intermediate line managers as necessary, with each receiving a notification appropriate to their level and project responsibilities:
- a. ►DG(Air)◄ **should** issue LoANs to those OCDs who are not required to hold LoAAs but have responsibilities for providing services and / or equipment for use in, or in support of, the Air Domain.
 - b. OCDs **should** identify those ►Ship PAs or Commodity CEs◄ within their operating centres who have formal responsibility for the Air Safety of the equipment and / or services they provide, but not Airworthiness Authority to approve changes to the ADS; such individuals **should** receive LoANs, issued through intermediate line managers if necessary.
 - c. Appropriate subordinate staff with formal responsibility for the safety of goods and services delivered to Air System DTs **should** receive suitably tailored LoANs from their ►Ship PA or Commodity CE.◄
24. LoAA ►and LoAN◄ holders **should** issue LoANs, but LoAN holders **should not** issue LoAAs.
25. In all instances LoANs **should**:
- a. Be in the form of a letter personal to the individual receiving it; they **should not** be transferred between individuals.
 - b. Be of an unambiguous scope and be coherent with any other letters of notification or delegation to prevent omissions or duplication.
 - c. Contain specific reference to the regulations and standards applicable to achieving the Air Safety requirements for the equipment and / or services that the recipient is responsible for.
26. Copies of all LoANs, received and issued, **should** be retained for no less than 5 years beyond the active life of the related Air System type or equipment. Scanned copies held electronically are permitted.

Review of notifications

27. All LoANs **should** be reviewed by the issuer or their replacement at least annually.
28. ►When the issuer of a LoAN departs their post, all LoANs issued by that individual **should** remain valid for a maximum period of 3 months from when their replacement receives their LoAA or LoAN. During this period, all sub-delegations **should** be reviewed and renewed as appropriate by the new incumbent.◄

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Notification of Air Safety Responsibility ►within DE&S◄

29. The purpose of the formal letter for notification of responsibility for Air Safety without Airworthiness Authority is to ensure that individuals are formally made aware of their responsibilities for Air Safety so that they may effectively apply Air Safety regulation and principles in the conduct of their duties.
30. While RA 1003(2) does not define specific SQEP criteria for LoAN holders, this does not remove the requirement to ensure that all individuals are competent to hold the responsibilities associated with their respective appointment.
- Applicability to non-DE&S organizations
31. Individuals inside non-DE&S organizations will not be allowed to hold LoANs, as these are DE&S specific authorization approvals, and the DG(Air) only provides LoANs to individuals within his AoR and governance chain.
32. Organizations that transfer out of DE&S will:
- a. Ensure that the MOD contracting organization, who has been appropriately delegated through their management chain from the SoS for

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Defence provides the appropriate notification of Air Safety Responsibility to the Head of the transferred organization (eg CEO).

- b. Ensure that the Head of the transferred organization (eg CEO) delegates the Airworthiness responsibilities through the appropriate management chain (through the appropriate AM for onward delegation) to competent individuals.
- c. Create Letters of Notification covering as a minimum the LoAA / LoAN requirements (that were held whilst the organization was in DE&S) for their personnel.
- d. Ensure that responsibilities, that were covered by the LoAAs / LoANs of their personnel, are detailed within the formal agreements (eg Internal Business Agreements, Joint Business Agreements, Service Level Agreements, Contracts, etc) they have with the aviation organizations they support (eg Aviation Duty Holders, Front Line Commands, DE&S aviation Delivery Teams, etc).

**Regulation
1003(3)**

Delegation of Airworthiness Authority within a Design Organization holding Type Airworthiness management responsibilities

1003(3) Delegation of the Airworthiness Authority to approve changes to the ADS within a DO **shall** be by SQEP in nominated posts, in the form of a Letter of Appointment (LoA)¹².

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Delegation of Airworthiness Authority within a Design Organization holding Type Airworthiness management responsibilities

Airworthiness Authority

33. For Civilian-Owned or Civilian Operated Air Systems the Air System Sponsor¹³ can delegate TAw responsibility between the TAA and a TAM, the TAA **should** provide advice to the Sponsor on the most appropriate delegation of responsibilities.
34. The authority to approve changes to the ADS, granted to individuals through the issue of LoAs, **should** be delegated to the TAM.

Delegation principles

35. A clear, unbroken chain of delegation from the Sponsor to the respective TAM **should** exist:
 - a. LoAs **should** contain, as a minimum, the Airworthiness Authorities detailed in RA 1015¹⁴.
 - b. Subordinate DO staff requiring LoAs **should** receive such delegation directly from the respective TAM.
36. LoAs **should**:
 - a. Only be issued by the Sponsor to the TAM, and sub-delegated from the TAM where required.
 - b. Only be granted to competent individuals meeting established criteria to be SQEP, as detailed below.
 - c. Be in the form of a letter personal to the individual receiving it; they **should not** be transferred between individuals.

¹² ► Where the Air System is Civilian-Owned, ownership of regulatory responsibility by either the TAA or Type Airworthiness Manager (TAM) needs to be agreed within the Sponsor's approved model for Type Airworthiness (TAw) management; refer to RA 1162 – Air Safety Governance Arrangements for Civilian Operated (Development) and (In-Service) Air Systems, or refer to RA 1163 – Air Safety Governance Arrangements for Special Case Flying Air Systems.

¹³ Refer to RA 1019 - Sponsor of Military Registered Civilian-Owned and Civilian Operated Air Systems - Air Safety Responsibilities.

¹⁴ Refer to RA 1015 – Type Airworthiness management – Roles and Responsibilities. ◀

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- d. Be of an unambiguous scope and be consistent with other delegations to prevent omissions or duplication.
- e. Be accepted formally in writing by the recipient; LoAs **should** only be accepted when the recipient has made an assessment that the responsibilities and authorities delegated can be discharged within the resource that has been allocated.

37. Copies of all LoAs, received and issued, **should** be retained for no less than 5 years beyond the active life of the Air System type or equipment. Scanned copies held electronically are permitted.

Delegations

38. TAMs requiring delegation of Airworthiness Authority **should** apply to the Sponsor. If content the Sponsor **should** apply to the MAA for endorsement⁴ of the TAM's suitability to hold a LoA, using the process detailed in MAA03⁵. The applicant **should not** be awarded a LoA before their LoE is received.

39. The TAM **should** identify those posts within their AoR that require LoAs. These posts **should** be limited to those that require authority to alter the ADS without reference to higher authority.

40. When sub-delegating LoAs, the TAM has discretion over the nature and extent of delegation, under the following constraints:

- a. LoAs delegating the authority to amend the ADS **should** only be issued to individuals who have successfully completed the AMAC – either at Practitioner (AMAC-P) level or Fundamentals (AMAC-F) level, including passing the course assessment.
- b. The TAM **should** assess the competency and knowledge of all staff requiring delegation using an auditable, evidence-based process and determine which the more appropriate course is for the individual, considering the scope of their delegation. The AMAC-P is considered to be the preferred course for LoA holders at OF3 level (or equivalent) and above. The AMAC-F is considered a suitable course for LoA holders below OF3 (or equivalent).
- c. When issuing the LoA, the TAM **should** specify any limitations applicable to the delegation and the LoA holder **should** be made aware of the boundaries within which they are permitted to operate.

41. All LoA holders **should** meet the relevant minimum SQEP criteria, as contained in Table 2 below, with the following notes:

- a. Where Air System Type Specific Managers' Courses are not available, an appropriate level of technical familiarization **should** be achieved for each Air System type. This **should** be recorded in the relevant LoA and LoE.

Table 2. LoAA Holder Minimum SQEP Criteria.

Minimum SQEP Criteria	DO staff	TAM
Engineering Council Professionally Registered, as detailed in RA 1002 ⁸	X	X
Successfully completed AMAC-P (5 day)	X	X
Successfully completed AMAC-F (3 day)	X	
Successfully completed the relevant Air System Type Specific Managers' Course	X	X

42. TAMs **should** be assessed as at least "Practitioner" level across ACS001, ACS201, ACS301 (excluding ACS301/06) and ACS401 in the Airworthiness Competence Set (available on the MAA's websites⁹) before receiving their LoAA.

Review of delegations

43. All LoAs **should** be reviewed by the issuer at least annually.

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44. When the issuer of a LoA departs their post, all LoAs issued by that individual **should** remain valid for a maximum period of 3 months from when their replacement receives their own LoA. During this period, all sub-delegations **should** be reviewed and renewed as appropriate by the new incumbent.

45. Reviews **should** ensure that:

- a. The functional responsibility and, where appropriate, authority being delegated remains appropriate.
- b. The content and references in the LoA remain up to date.

Training

46. Sponsors, TAMs, and LoA holders **should** comply with the Air Safety Training requirements detailed in RA 1440⁶.

47. Non-compliance for industry posts **should** be accepted by the applicable AM, where appropriate, and endorsed by the MAA⁵ as part of the relevant organizational approval process. Details of all non-compliances **should** be provided to the Operating Duty Holder or Accountable Manager (Military Flying) for inclusion in their Air System Safety Case, managed via the Air Safety Management System.

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Delegation of Airworthiness Authority within a Design Organization holding Type Airworthiness management responsibilities

48. The content of the ADS is detailed in RA 1310(1)¹⁵. For clarification, SI(T)s, regulated by RA 5405¹¹, are considered to be part of the ADS when they direct on-Aircraft work. The issue of such SI(T)s can therefore only be authorized by a LoAA or LoA holder. This is a delegable function in accordance with (iaw) RA 1163¹⁶ and a non-delegable function iaw RA 1162¹⁷.

49. The simplicity of a single TAM within an MAA approved DO is highly preferable but, where multiple Air System types are supported by a single DO, additional TAMs may be appointed for each Air System type.

50. Although not contained in the currently mandated SQEP criteria, relevant Air System Maintenance experience in the Forward air domain can be extremely valuable to an individual in exercising Airworthiness Authority. When sub-delegating LoAs to DO staff who do not have such experience, the TAM may wish to take measures to ensure that such staff have access to suitable advice. Appropriate measures may include (but are not limited to) ensuring suitably experienced individuals are employed in support of the LoA holder.

Training course validities

51. Training course validities are prescribed to ensure that individuals are kept as up-to-date as possible with latest legal, policy, regulatory, best practise direction available. It is the responsibility of individuals and their chain of command to ensure the individuals remain in-date for all applicable training courses.

52. Once an individual goes beyond a course validity timeframe (ie AMAC-P validity is 5 years) the individual is no longer deemed to be SQEP and becomes ineligible to hold an LoA. Training course validities are not related to individuals remaining in a specific [type of] post (ie an individual can successfully complete the AMAC-P, then change posts away from Airworthiness (eg into a Finance post), then return to an Airworthiness post, and (if still within the course validity of 5 years) still be deemed as SQEP for AMAC-P). ◀

¹⁵ ▶ Refer to RA 1310(1): The Air System Document Set.

¹⁶ Refer to RA 1163 – Air Safety Governance Arrangements for Special Case Flying Air Systems.

¹⁷ Refer to RA 1162 – Air Safety Governance Arrangements for Civilian Operated (Development) and (In-Service) Air Systems. ◀