

NPA/25/32

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

RA(s) or Manual Chapter(s): Whole Document

Organizations and / or business sectors affected: Whole Regulated Community

RFC Serial No: MAA/RFC/2021/195, 2022/017, 2022/066, 2022/068, 2022/092, 2022/154, 2022/161, 2022/208, 2022/258, 2023/001, 2023/136, 2023/169, 2023/215, 2023/216, 2024/001

MAA Author

| Post | Name | Rank | Signature |
|-----------------------|----------|----------|----------------------------|
| DSA-MAA-Reg-Eng-1000a | Redacted | Redacted | Redacted - Original Signed |

MAA Supervisor

| Post | Name | Rank | Signature |
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| DSA-MAA-Reg-Eng | Redacted | Redacted | Redacted - Original Signed |

MAA Independent

| Post | Name | Rank | Signature |
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| DSA-MAA-Reg-Eng-1200a | Redacted | Redacted | Redacted - Original Signed |

MAA LegAd (if required)

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| N/A | N/A | N/A | N/A |

Cross-references to Other Documents or Relevant Sources

Other MRP Amendments: N/A

Service Inquiry Recommendations: N/A

AAIB Recommendations: N/A

Other Investigation Recommendations: N/A

Any Other Document: N/A

Feedback Notes for the Regulated Community

The Regulated Community are invited to offer feedback about the proposed amendment in the following areas:

- Air or Flight Safety impact
- Operational impact

- Errors or omissions
- Timescale for implementation
- Cost of implementation
- Amendment to internal processes/orders
- Resourcing the outcome of change
- (Contract amendments because of the change)

The format for feedback is available within a single Excel Template file on both internal and external MAA websites; it is important to use this format to ensure that your responses are considered and answered correctly.

Summary of Proposed Amendment

Objective: RA 1003 provides formal mechanisms for delegating Airworthiness authority and mandates the Notification of Air Safety responsibilities, ensuring only Competent and Suitably Qualified and Experienced Persons (SQEP), in nominated posts are empowered to make Airworthiness decisions. The amendments ensure RA 1003 remains up-to-date with current MoD aviation terminology and policy.

Changes made: RA 1003 has been amended to incorporate RFC's and the change to Quinquennial reviews. The MAA has also reviewed and amended this regulation to:

- Ensure the rationale is written in the correct Context, Hazard, Defence format (CHD),
- Clearly define a Letter of Airworthiness Authority (LoAA),
- Further clarify 'non-delegable' responsibilities,
- Clarify the review and renewal of delegations.
- Align it with RA 1002 for non-compliance for industry posts, and
- Addition of Annex A detailing TAA and TAM non-delegable TAw Responsibilities.

Impact Assessment: Minimal.

Consultation Period Ends: 4 Weeks

The consultation period for this proposed amendment ends on the stated date. Please send your feedback, using the Response Form, via email to DSA-MAA-MRPEnquiries@mod.gov.uk

MAA Approval

| Post | Name | Rank | Signature |
|----------------------------|-------------|-------------|----------------------------|
| DSA-MAA-OpAssure-Eng-DepHd | Redacted | Redacted | Redacted - Original Signed |

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. ► Without clear delegation and Notification, there is a Risk that individuals within Defence Equipment and Support (DE&S), or an MAA approved Design Organization (DO), may undertake Airworthiness-related activities without appropriate authority or awareness of their Safety responsibilities. This could lead to unauthorized changes to the Air System Document Set (ADS), mismanagement of Safety-critical information, and ultimately compromise Airworthiness. By providing formal mechanisms for delegating Airworthiness authority and mandating the Notification of Air Safety responsibilities, this RA ensures only Competent and Suitably Qualified and Experienced Persons (SQEP) in nominated posts, are empowered to make Airworthiness decisions and that all individuals are clearly informed of their responsibilities. This provides an auditable, unbroken chain of delegation, ensuring Accountability and Competence in Airworthiness management. ◀

Contents

Definitions Relevant to this RA

1003(1): Delegation of Airworthiness Authority within DE&S

1003(2): Notification of Air Safety Responsibility within DE&S

1003(3): Delegation of Airworthiness Authority within a Design Organization holding Type Airworthiness Management responsibilities

Definitions

Definitions Relevant to this RA

1. ► **Letter of Airworthiness Authority (LoAA).** A non-transferable, unambiguous personal letter, issued to a named Competent individual meeting established criteria, setting down the individual's Airworthiness Authority. ◀

Regulation 1003(1)

Delegation of Airworthiness Authority within DE&S

- 1003(1) Delegation of the ► **Authority to conduct specified Airworthiness activities** ◀ **shall** be by SQEP Crown Servants, in nominated posts, in the form of a LoAA.

Acceptable Means of Compliance 1003(1)

Delegation of Airworthiness Authority within DE&S Airworthiness Authority

2. The authority to ► **conduct specified Airworthiness activities** ◀, granted to individuals through the issue of LoAAs, **should** be delegated to Type Airworthiness Authorities (TAA)¹◀.
3. ► **The TAA should be at least OF5² (or equivalent).** ◀

Delegation principles

4. 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:

¹ ► Where a Commodity Chief Engineer (CE) is issued with an LoAA to conduct specific Airworthiness activity, this will be recorded in a formal agreement with the Air System TAA. Dependent on the agreed delegation Commodity CE may be read in place of TAA as appropriate throughout this RA.

² This grade can be reduced to OF4 (or equivalent) for certain categories of Remotely Piloted Air Systems (RPAS) (refer to RA 1605 – Remotely Piloted Air Systems Specific S2 sub-category). ◀

Acceptable Means of Compliance 1003(1)

- 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 1012³.
 - 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 1013⁴.
 - 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 1015⁵. ▶6◀.
 - d. Subordinate Delivery Team (DT) staff requiring LoAAs **should** receive such delegation directly from the respective TAA.
5. LoAAs **should**:
- 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.
6. 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
7. OCDs, TAAs and any intermediate line managers requiring delegation of Airworthiness Authority **should** apply to the MAA for endorsement⁷ of their suitability to hold a LoAA, using the process detailed in MAA03⁸. The applicant **should not** be awarded a LoAA before their LoE is received.
8. 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).
9. 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 ▶conduct specified Airworthiness activities◀ without reference to higher authority.
10. 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 ▶conduct specified Airworthiness activities,◀ **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 1440⁹ 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

³ Refer to RA 1012 – Director General (Air) - Air Safety Responsibilities.

⁴ Refer to RA 1013 – Air Systems Operating Centre Director - Provision of Airworthy and Safe Systems.

⁵ Refer to RA 1015 – Type Airworthiness ▶Management◀ – Roles and Responsibilities.

⁶ ▶Where a Commodity CE is issued with an LoAA, the Airworthiness responsibilities in RA 1015 will be tailored to the role.◀

⁷ Once satisfied, the MAA ▶will◀ issue a personal Letter of Endorsement (LoE) recognizing the suitability of the applicant.

⁸ Refer to MAA03: Military Aviation Authority Regulatory Processes.

⁹ Refer to RA 1440 – Air Safety Training.

Acceptable Means of Compliance 1003(1)

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 1440⁹ 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.

d. ► Except for those 'non-delegable' responsibilities detailed in Annex A Table 3, all other MAA Regulatory Publications (MRP) requirements for a TAA, **should** be considered delegable. ◀

11. 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.

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 ¹⁰ , ►11◀ | TAA | OCD |
|---|----------------------------------|-----|-----|
| Crown Servant | X | X | X |
| Engineering Council Professionally Registered, as detailed in RA 1002 ¹² | X | X | X |
| Has previous DT delegated Responsibility to ► conduct specified Airworthiness activities ◀ | | X | X |
| ► Has ◀ successfully completed ► the ◀ AMAC-P (5 day) ►9◀ | X | X | |
| ► Has ◀ successfully completed ► the ◀ AMAC-F (3 day) ►9◀ | X | | |
| Successfully completed the relevant Air System Type Specific Managers' Course | X | X | |

12. TAAs **should** be assessed as at least "Practitioner" level across ► ACS1, ACS2, ACS3 ACS5 and ACS6 ◀ in the Airworthiness Competence Set ►13◀ (available on the MAA's websites¹⁴) before receiving their LoAA.

Review of delegations

13. All LoAAs **should** be reviewed by the issuer at least annually, ► and record of the reviews maintained. ◀

Note:

If an LoAA is not reviewed within one year of previous issue / renewal, the LoAA immediately expires and becomes invalid until further review has been conducted. ◀

14. When the issuer of a LoAA departs their post, all LoAAs issued by that individual **should** remain valid for a maximum period of ►6◀ months. ► After this

¹⁰ Refer to RA 1440 Annex A for further details.

¹¹ ► Dependant on role or position held within the organization as described in paragraph 10b above. ◀

¹² Refer to RA 1002 – Airworthiness Competent Persons.

¹³ ► Where a Commodity CE is applying for an LoE, the applicable content of the ACS will be agreed with the MAA.

¹⁴ <https://www.gov.uk/government/publications/letter-of-endorsement-loe-airworthiness-competence>. ◀

Acceptable Means of Compliance 1003(1)

period all delegations ◀ **should** be reviewed and renewed as appropriate by the ▶ delegation chain. ◀

15. Reviews **should** ensure that:

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

Training

16. OCDs, TAAs, and 1* LoAA holders **should** comply with the Air Safety Training requirements detailed in RA 1440⁹.

Guidance Material 1003(1)

Delegation of Airworthiness Authority within DE&S

17. ▶ Amending ◀ the content of the ADS is ▶ an example of a Specified Airworthiness Activity as ◀ detailed in RA 1310(1)¹⁵. For clarification, Special Instructions (Technical) (SI(T)s), regulated by RA 5405¹⁶, 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.

18. 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.

19. Although not contained in the currently mandated SQEP criteria, relevant Air System Maintenance experience ▶ ◀ 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 include (but are not limited to) ensuring suitably experienced individuals are employed in support of the LoAA holder.

Applicability to non-DE&S organizations

20. 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.

21. 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 (ADH), Front Line Commands, DE&S aviation Delivery Teams, etc).

¹⁵ Refer to RA 1310 – Air System Document Set.

¹⁶ Refer to RA 5405 – Special Instructions (Technical).

**Guidance
Material
1003(1)**

Training course validities

22. Training course validities⁹ are prescribed to ensure that individuals are kept as up-to-date as possible with the latest legal, policy, regulatory and 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.

23. 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.

**Acceptable
Means of
Compliance
1003(2)**

Notification of Air Safety Responsibility within DE&S

24. **Air Safety Responsibility.** The Notification of Air Safety Responsibility **should not** authorize the individual to approve **specified Airworthiness activities**. For the purpose of this Regulation, this form of notice is named a Letter of Air Safety Notification (LoAN)¹⁷.

Notification principles

25. 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 **specified Airworthiness activities**; 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.

26. LoAA and LoAN holders **should** issue LoANs, but LoAN holders **should not** issue LoAAs.

27. 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.

¹⁷ ► Where a Commodity CE enters into a formal agreement with an Air System DT to amend the ADS, they will comply with RA 1003 – Delegation of Airworthiness Authority and Notification of Air Safety Responsibility. ◄

**Acceptable
Means of
Compliance
1003(2)**

28. 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

29. All LoANs **should** be reviewed by the issuer or their replacement at least annually, **▶ and record of the review to be maintained.**

Note:

If a LoAN is not reviewed within one year of previous issue / renewal, the LoAN immediately expires and becomes invalid until further review has been conducted. ◀

30. When the issuer of a LoAN departs their post, all LoANs issued by that individual **should** remain valid for a maximum period of **▶6◀** months. **▶After this period all delegations◀ should** be reviewed and renewed as appropriate by the **▶delegation chain.◀**

**Guidance
Material
1003(2)****Notification of Air Safety Responsibility within DE&S**

31. **▶LoANs formally notify individuals of their responsibilities to enable effective application of◀** Air Safety Regulation and principles in the conduct of their duties.

32. 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

33. 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 **▶their◀** AoR and governance chain.

34. 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 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 ADHs, 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 ► **conduct specified Airworthiness activities** ◄ within a DO **shall** be by SQEP in nominated posts, in the form of a Letter of Appointment (LoA)¹⁸.

Acceptable Means of Compliance 1003(3)

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

Airworthiness Authority

35. For Civilian-Owned or Civilian Operated Air Systems the Air System Sponsor¹⁹ 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.

36. The authority to approve ► **specified Airworthiness activities**, ◄ granted to individuals through the issue of LoAs, **should** be delegated to the TAM.

Delegation principles

37. 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 1015⁵.
- b. Subordinate DO staff requiring LoAs **should** receive such delegation directly from the respective TAM.

38. LoAs **should**:

- a. Only be issued by the Sponsor to the TAM, ► **copied to the MAA**²⁰, ◄ 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.
- 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.

39. 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

40. TAMs requiring delegation of Airworthiness Authority **should** apply to the Sponsor. If content the Sponsor **should** apply to the MAA for endorsement⁷ of the

¹⁸ Where the Air System is ► **not UK MOD-owned, Type Airworthiness (Taw) management** ◄ regulatory Responsibility by either the Type Airworthiness Authority (TAA) or Type Airworthiness Manager (TAM) needs to be agreed within the Sponsor's approved model ► ◄; refer to RA 1162 – Air Safety Governance Arrangements for Civilian Operated (Development) and (In-Service) Air Systems, refer to RA 1163 – Air Safety Governance Arrangements for Special Case Flying Air Systems.
► **Dependant on the agreed delegation of TAw responsibilities TAM may be read in place of TAA as appropriate throughout this RA.** ◄

¹⁹ Refer to RA 1019 – Sponsor of Military Registered Civilian-Owned and Civilian Operated Air Systems - Air Safety Responsibilities.

²⁰ ► **Email** DSA-MAA-OA-ACC@mod.gov.uk. ◄

Acceptable Means of Compliance 1003(3)

TAM's suitability to hold a LoA, using the process detailed in MAA03⁸. The applicant **should not** be awarded a LoA before their LoE is received.

41. The TAM **should** identify those posts within their AoR that require LoAs. These posts **should** be limited to those that require authority to ►conduct specified Airworthiness activities◄ without reference to higher authority.

42. 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 ►conduct specified Airworthiness activities◄ **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.
- d. ►Except for those 'non-delegable' responsibilities detailed in Annex A Table 3, all other MRP requirements for a TAM, **should** be considered delegable.◄

43. 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. ►LoA◄ Holder Minimum SQEP Criteria.

| Minimum SQEP Criteria | DO staff► ²¹ ◄ | TAM |
|---|---------------------------|-----|
| Engineering Council Professionally Registered, as detailed in RA 1002 ¹² | X | X |
| ►Has◄ successfully completed ►the◄ AMAC-P (5 day)► ⁹ ◄ | X | X |
| ►Has◄ successfully completed ►the◄ AMAC-F (3 day)► ⁹ ◄ | X | |
| Successfully completed the relevant Air System Type Specific Managers' Course | X | X |

44. TAMs **should** be assessed as at least "Practitioner" level across ►ACS1, ACS2, ACS3 ACS5 and ACS6◄ in the Airworthiness Competence Set (available on the MAA's websites¹⁴) before receiving their ►LoA.◄

Review of delegations

45. All LoAs **should** be reviewed by the issuer at least annually, ►and record of the reviews maintained.

Note:

If an LoA is not reviewed within one year of previous issue / renewal, the LoA immediately expires and becomes invalid until further review has been conducted.◄

46. When the issuer of a LoA departs their post, all LoAs issued by that individual **should** remain valid for a maximum period of ►6◄ months. ►After this period all

²¹ ►Dependant on role or position held within the organization as described in paragraph 42b above.◄

Acceptable Means of Compliance 1003(3)

delegations ◀ **should** be reviewed and renewed as appropriate ▶ **by the delegation chain.** ◀

47. 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

48. Sponsors, TAMs, and LoA holders **should** comply with the Air Safety Training requirements detailed in RA 1440⁹.

49. Non-compliance for industry posts **should** be ▶ **endorsed by the Accountable Manager (Military Flying) and submitted to the MAA for Authorization via the Waiver process iaw MAA03.** ◀

Guidance Material 1003(3)

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

50. ▶ **Amending** ◀ the content of the ADS is ▶ **an example of a Specified Airworthiness Activity as** ◀ detailed in RA 1310(1)²². For clarification, SI(T)s, regulated by RA 5405¹⁶, 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 1163²³ and a non-delegable function iaw RA 1162²⁴.

51. 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.

52. Although not contained in the currently mandated SQEP criteria, relevant Air System Maintenance experience ▶ ◀ 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

53. Training course validities ▶⁹ ◀ are prescribed to ensure that individuals are kept as up-to-date as possible with ▶ **the** ◀ latest legal, policy, regulatory, ▶ **and** ◀ 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.

54. 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).

²² Refer to RA 1310(1): The Air System Document Set.

²³ Refer to RA 1163 – Air Safety Governance Arrangements for Special Case Flying Air Systems.

²⁴ Refer to RA 1162 – Air Safety Governance Arrangements for Civilian Operated (Development) and (In-Service) Air Systems.

► Annex A

TAA and TAM non-delegable TAw Responsibilities*Table 3. TAA and TAM non-delegable TAw Responsibilities.*

| TAw Function | Non-Delegable Responsibilities | Applicable RAs |
|--|--|-------------------------------|
| Delegation of LoAAs / LoAs | Identify posts in AoR requiring LoAA / LoA Ensure persons are Competent & SQEP Authorize and review LoAA / LoAs | RA 1003 |
| TAw Strategy | Authorize (prior to Approval by OCD or Sponsor) | RA 5010 |
| Safety Management System | Authorize Safety Management Plan Chair TAw Safety Panel | RA 5011 |
| TAw Safety Assessment Report | Authorize | RA 5012 |
| Initial and Major Changes to Type Design | Authorize Certification strategy prior to MAA review Authorize Type Design Examination Part A and B prior to MAA review Authorize application for, or update to, a Military Type Certificate (MTC) prior to MAA review Authorize Type Certificate Basis prior to MAA review Authorize Certification Program prior to MAA review Authorize Type Certification Exposition prior to MAA review MTC or Approved Design Changes Certificate Holder Authorize Military Certification Review Items prior to MAA review | RA 5810 RA 5820 |
| Certificate of Design | Accept the DO recommendation at Air System level and for Major Type Design Change/ Repairs | RA 5103 |
| DO Privilege | Authorize DO Privilege Letter | RA 5850 |
| Air System Integrity Strategy Document | Authorize | RA 5276 |
| Configuration Management | Authorize Configuration Management Plan Chair Configuration Control Board | RA 5301 |
| Air System Document Set (ADS) | Authorize Initial Issue Authorize ADS management plan | RA 1310 |
| Military Permit To Fly (MPTF) | Authorize MPTF (In-Service) recommendation prior to submission to OCD Authorize and issue the MPTF (Single Task) Authorize and issue the Initial MPTF (Development) Authorize MPTF (Special Case Flying) recommendation Authorize and Issue MPTF (Special Case Flying) | RA 1305 RA 5880 RA 1305 |
| Military Air Systems subject to Civil Aviation Oversight | Authorize the Minimum Equipment List | RA 1165 |
| Remotely Piloted Air System Categorization Submission | Authorize for Specific S2 and Certified | RA 1600 |
| Ship Air Release Recommendation | Authorize | RA 1395 ◀ |