Forms Filling General Instructions

BCAA publishes Forms and Checklist for the use by Operators / Organisations / Individuals / BCAA Inspectors and these forms requires furnishing of appropriate details in a standardized manner. To standardize and for the best understanding by the user, the following descriptions are provided.

General Category, Non-Specific:

1. Status in any forms / checklists – "SAT" or "S" / "Un-SAT" or "U" / "N/A" – "SAT" Means Satisfactory; "Un-Sat" means Unsatisfactory; "N/A" means the specific item of check is not applicable to the organisation or to the scope for which the audit is being conducted. Mentioning N/A, requires the reason for non-applicability. Use of flower bracket to cover multiple items of inspection / check points is considered not appropriate.

2. If the status required to be indicated by "YES" or "NO", it should be indicated "YES" or "NO" clearly against each inspection / check items and use of flower bracket to cover multiple items of inspection / check points is considered not appropriate. If selected "NO" (Not Satisfactory), it should appear in non-conformance report and subsequent corrective action by the organization.

3. Tick Mark ☑, if represented in any form / checklists, the mark ☑ should appear against each item of check / statement / item description.

4. Certificate / Approval validity –
   a. Date of Expiry means the validity of the license / certificate / authorization etc. considered invalid on that day at 00:01 hours of the day. Means, valid up to the midnight (23:59 Hours) of the day previous to the date indicated.
   b. Valid Up to means the validity of the license / certificate / authorization etc. considered valid up to midnight 23:59 Hours of that day.

5. Dates – should be in the format -DD / MM / YYYY, specified otherwise in any forms / checklists or elsewhere.

Aircraft Related filling instructions

1. Registration Mark – The ---------- alphanumeric code allotted to a specific Aircraft
2. Aircraft Type Designation – The designation as given under ICAO DOC 8643
3. Aircraft Type – as mentioned in TCDS
4. Aircraft Model – as mentioned in TCDS / ICAO DOC 8643
5. Aircraft Series – as mentioned in TCDS
6. Aircraft Serial Number – as allotted by the manufacture on the certificate of conformity / statement of built / standard certificate of airworthiness / export C of A, etc..

7. Aircraft Year of Manufacture - as allotted by the manufacture on the certificate of conformity / statement of built / standard certificate of airworthiness / export C of A, etc..

8. Engine Type Designation – The designation as given under ICAO DOC 8643

9. Engine Type – as mentioned in TCDS

10. Engie Model – as mentioned in TCDS / ICAO DOC 8643

11. Engine Series – as mentioned in TCDS

12. Engine Serial Number – as allotted by the manufacture on the certificate of conformity / statement of built / standard certificate of airworthiness / export C of A, etc..

13. Engine Year of Manufacture - as allotted by the manufacture on the certificate of conformity / statement of built / standard certificate of airworthiness / export C of A, etc..

14. APU Type Designation – The designation as given under ICAO DOC 8643

15. APU Type – as mentioned in TCDS

16. APU Model – as mentioned in TCDS / ICAO DOC 8643

17. APU Series – as mentioned in TCDS

18. APU Serial Number – as allotted by the manufacture on the certificate of conformity / statement of built / standard certificate of airworthiness / export C of A, etc..

19. APU Year of Manufacture - as allotted by the manufacture on the certificate of conformity / statement of built / standard certificate of airworthiness / export C of A, etc..

20. Maximum Certified Take-Off Weight – As given under the Type Certificate and / or the Aircraft Flight Manual.

21. Seating Capacity – As given in the Type Certificate (maximum seating capacity and not the customized seating configuration).

Organization Related:

1. Name of the Organisation – As registered with Ministry of commerce or other equivalent agency of the state / country and as approved by BCAA for holding any approval.

2. Contact Person Details – Full Name, BCAA Title, Company Title, Address, Telephone Number, e-mail Address etc. of the person responsible for the discipline holding BCAA form F018.

3. Organization Approval Number – Approval reference number allotted by BCAA to indicate the approval of the organization.

6. Exposition Reference – Document approval reference number allotted by BCAA to indicate the approval.

Personnel:

1. Name – Means Full Name, it should be in the sequence of First Name, Middle Name and Surname (All in Capital Letters). Use of initials / short names are not acceptable.

2. Nationality – As indicated by the National Identity Document / Passport.

3. Address – If nonspecific indicate the place of residence.