

**DEPARTMENT OF CIVIL AVIATION MALAYSIA  
BASIC REQUIREMENTS FOR AN EXPOSITION**

ORGANIZATION :  
APPROVAL CLASS/TYPE :  
APPLICABLE REQUIREMENT :

Requirement	App.	Statement/Mean of Compliance
<b>1. IDENTIFICATION</b>		
<ul style="list-style-type: none"> <li>a Organization name</li> <li>b Document title</li> <li>c Reference number</li> <li>d Amendment status</li> <li>e Amendment system</li> <li>f Approval by Chief Executive</li> <li>g Distribution list</li> <li>h Official title of person responsible for administration of the Exposition</li> <li>i Contents List or Index</li> </ul>		
<b>2. INTRODUCTION</b>		
<ul style="list-style-type: none"> <li>a Purpose of exposition</li> <li>b General Organization's background</li> <li>c Relationships with other Organization's companies</li> </ul>		
<b>3. PREMISES AND UNDERTAKINGS</b>		
<ul style="list-style-type: none"> <li>a Address(es)</li> <li>b Floor Area(s)</li> <li>c Type(s) of Building(s)</li> <li>d Associated scope of aerospace undertakings</li> </ul>		
<b>4. TERMS OF APPROVAL</b>		
<ul style="list-style-type: none"> <li>a DCA Terms of Approval</li> <li>b Certificate and schedule of Approval</li> <li>c Capability Lists, including :-               <ul style="list-style-type: none"> <li>i) issue no.</li> <li>ii) date</li> <li>iii) mandatory note</li> </ul> </li> </ul>		
<b>5. PERSONNEL</b>		
<ul style="list-style-type: none"> <li>a Coordinator(s)</li> <li>b Departmental Heads</li> <li>c Approved Signatories including :               <ul style="list-style-type: none"> <li>i) names,</li> <li>ii) position,</li> <li>iii) certification responsibilities</li> <li>iv) sample signatures</li> </ul> </li> <li>d Terms of Reference including :               <ul style="list-style-type: none"> <li>i) authority to negotiate with DCA</li> </ul> </li> <li>e Organization Charts(s)</li> </ul>		

Requirement	App.	Statement/Mean of Compliance
<b>6. FACILITIES</b>		
<ul style="list-style-type: none"> <li>a Research</li> <li>b Design and Drawing Office</li> <li>c Development</li> <li>d Type Testing</li> <li>e Planning</li> <li>f Manufacture and/or Process</li> <li>g Overhaul and Repair</li> <li>h Routing Testing</li> <li>i Storage</li> <li>j Quality Assurance and Inspection</li> <li>k Metrology and Standards</li> <li>l Specialized e.g. NDT, Spectrograph</li> <li>m Library/Publications</li> <li>n Technical Records</li> <li>o Product Support</li> <li>p Training</li> </ul>		
<b>7. PROCEDURES</b>		
<ul style="list-style-type: none"> <li>a Quality Program, Policy co-ordination and Administration inc.: <ul style="list-style-type: none"> <li>i) Quality Audit system</li> </ul> </li> <li>b Product Design/Development Control</li> <li>c Modifications Procedures</li> <li>d Concession Control</li> <li>e Product Evaluation, including : <ul style="list-style-type: none"> <li>i) Product Approval</li> <li>ii) field responsibility</li> <li>iii) defect investigation</li> </ul> </li> <li>f Reliability program</li> <li>g Control of bought-out items including <ul style="list-style-type: none"> <li>i) Sub-contract Q.C. Surveillance</li> </ul> </li> <li>h Manufacture and Process Control</li> <li>i Stock Control including : <ul style="list-style-type: none"> <li>i) non-conforming parts</li> </ul> </li> <li>j Tool/Test Equipment Control</li> <li>k Process Control</li> <li>l Technical Records</li> <li>m Technical Publications including : <ul style="list-style-type: none"> <li>i) Service Bulletins</li> </ul> </li> <li>n Equipment overhaul, modification and repair procedures including : <ul style="list-style-type: none"> <li>i) certification</li> </ul> </li> <li>o Test Flight procedures</li> <li>p Training</li> <li>q Adequacy of Appendices</li> </ul>		

**DECLARATION :-**

We hereby declare that we understand the applicable requirements as indicated by Statement/Compliance means and we have complied with the applicable requirements of the Department of Civil Aviation (DCA)

ASSESSOR :

SIGNATURE :

DESIGNATION :

DATE :

Initial Nov 02