

## ULTRA LIGHT VEHICLES MANUFACTURERS AUDIT JOB FUNCTION 16

### 1. Purpose

This provides guidance and principles for conducting audit to ultra light vehicles manufacturers, and to assure quality system of manufacturers and reduce risk of flight safety.

### 2. General

For improve the ultra light vehicles operations and assure flight safety, CAA will oversee the design and performance, manufacturing and production, continuing airworthiness and qualifications and training areas of compliance.

### 3. Applicability

- A. This job function applies to the domestic ultra light vehicles product manufacturers.
- B. The “Ultra-light vehicle” means a powered aircraft which is used for manned operation in the air, has a maximum takeoff weight of five hundred and ten kilograms or less, and has a takeoff speed of less than sixty-five kilometers per hour at maximum takeoff weight or a power-off stall speed which does not exceed sixty-four kilometers per hour.
- C. If the product of local ultra light vehicles manufacturers are for export purpose, the specification are not applicable the conditions of Paragraph 3.B.

### 4. Procedures

#### A. Reporting

- (1) CAA will list the approvals of manufacturers on website.
- (2) CAA will list the demands for audits on website.

#### B. Audit items:

- (1) Verify manufacturer's legal status.
- (2) Verify design's compliance to the Design Standard.
- (3) Verify manufacturer's record keeping system for raw materials, purchased and produced parts, defect control, customer contact list status.
- (4) Review internal audit findings and consequent actions.
- (5) Review the qualifications and training of the human resources engaged by the manufacturers.
- (6) Rate organization, safety management system and cleanliness of shops .

- (7) Review completeness of production instructions and sequences.
- (8) Inspect critical components for quality of workmanship.
- (9) Inspect tooling and jigs.
- (10) Review final inspection check sheets.
- (11) Verify the timeliness and completeness of answers to queries from customers.

### C. Sanctions

- (1) Compliant manufacturers will be listed on CAA web.
- (2) Non-compliant manufacturers will be provided with the specifics of their noncompliance and given a reasonable time period to rectify non-compliances.
- (3) Non-compliant manufacturers will be de-listed from the approvals of ultra light vehicles manufacturers.

### D. Procedure for Transparency and Disclosure

- (1) Should a participating manufacturer disregard its safety oversight obligations and fail to carry out relevant recommendations or determinations by CAA concerning the manufacturer's significant compliance shortcomings. CAA will provide the transparency concerning critical safety-related information.
- (2) The critical safety-related information will assist manufacturers in making full use of available safety data when performing their safety oversight functions. It will also serve as an additional incentive for each audited manufacturer to submit and implement an acceptable corrective action plan as part of the auditing process.
- (3) Manufacturers have to provide critical safety information for CAA approval.
- (4) The safety related information should not merely evaluate by manufacturers, but should also contribute to flight safety by acting on safety related information. CAA will assist such manufacturers in resolving their safety related deficiencies and implementing sustainable solutions.
- (5) In the case of a manufacturer having significant compliance shortcomings with respect to safety related standards, including failure to act in accordance with its safety oversight obligations made in agreement with CAA. CAA will inform manufacturers to rectify.

The principles and safety risk indicators pertaining to the procedure are contained  
in Paragraph E.

### E. Safety risk indicators

## AVIATION SAFETY INSPECTOR'S HANDBOOK

The following safety risk indicators will be taken into account in determining that a level of risk to safety which may warrant action by CAA has been reached:

- (1) Complete failure to participate in the CAA audit process.
- (2) Failure to complete the CAA questionnaire and compliance checklists.
- (3) Failure to submit an acceptable corrective action plan.
- (4) Level and nature of activity inconsistent with safety oversight capability.
- (5) Aircraft accident and incident rate.
- (6) Lack of reporting – accident, incident, production.

F. Sources of information include:

- (1) Training records
- (2) Output rate
- (3) Civil aircraft registry
- (4) Accident statistics
- (5) Customer surveys and reports
- (6) Audit reports