



Civil Aviation Authority
INFORMATION NOTICE
Number: IN-2016/028



Issued: 09 March 2016

Electronic Delivery of CAA Airworthiness Approval, Acceptance and Acknowledgement Letters

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	All UK EASA Part 145, 147, M/G, M/F, 21G and BCAR A8-15, 21, 23, 24, 25 Organisations
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	Not primarily affected

1 Introduction

- 1.1 Airworthiness regulations (European and UK National) require the CAA (Competent Authority) to approve, accept or acknowledge various documents provided by approved organisations.
- 1.2 As part of the CAA's programme to modernise its services and improve communications with its stakeholders, the CAA is pleased to announce the implementation of the next stage of its digital by default strategy.

2 Scope

- 2.1 Approval, acceptance or acknowledgement correspondence with organisations has traditionally been sent by post; however this makes it difficult to provide the level of support CAA Airworthiness team considers our stakeholders demand.
- 2.2 From 1 April 2016 the CAA will only use e-mail for its correspondence with approved organisations. The new e-mail letters are similar to the existing letters; however there is one significant difference there will be no signature on our correspondence.

3 Process

- 3.1 The approved organisations will continue to submit documents for review in the normal manner (preferably via our online forms or directly by e-mail to their allocated Surveyor).
- 3.2 On receipt of the documents, an assessment will be carried out by the allocated Surveyor. When satisfied, the Surveyor will record the document in the CAA records system and prepare the required e-mail letter.

- 3.3 The letter will be sent by e-mail to the relevant Postholder (Accountable Manager, Quality Manager or others as required by the relevant regulation).
- 3.4 All approved organisations should ensure that all letters in the new format are acted upon and archived as required by the regulations and/or organisation's own procedures.

4 Queries

- 4.1 Any queries or further guidance required as a result of this communication should be addressed to: srgGatwick.RegionalOffice@caa.co.uk.

5 Cancellation

- 5.1 This Information Notice shall remain in force until further notice