

## PART 145 APPROVAL APPLICATION PROCESS GUIDANCE LEAFLET

ACTION	SEQUENCE											
PRE-APPLICATION MEETING (see Note 1)												
PAYMENT												
APPLICATION MEETING (see Note 2)												
REVIEW OF FORM 4												
FORM 4 INTERVIEWS												
REVIEW OF M.O.E.												
M.O.E. FINDINGS TO APPLICANT												
CLOSURE OF ALL M.O.E. FINDINGS												
AUDIT OF FACILITY												
AUDIT FINDINGS TO APPLICANT												
CLOSURE OF ALL AUDIT FINDINGS (see Note 3)												
MEETING WITH ACC. MANAGER												
ISSUE OF CERTIFICATES (see Note 4)												

**Note 1:** Meeting with accountable manager or his representative to agree on application form and form 4 content

**Note 2:** Meeting with the accountable manager, nominated person and quality manager. Submission of payment receipt, form 4 with supporting application form, moe and form 4 with supporting documents.

DCA will explain the process.

**Note 3:** Follow-up visits may be required.

**Note 4:** Issue of approval certificate, moe approval and form 4s