



## FORM - 2

### APPLICATION FOR MAINTENANCE ORGANISATION APPROVAL

In accordance with IMTAR-21, Subpart G3, 21.G3.4

**Note: This Form to be provided along with Form F1001, Appendix A of AFQMS 2018, Issue-II**

<b>DIRECTORATE GENERAL OF AERONAUTICAL QUALITY ASSURANCE (DGAQA), GOVERNMENT OF INDIA, MINISTRY OF DEFENCE, 'H' BLOCK, NEW DELHI-110011</b>	
1. Registered name and address of the organisation	
2. Trade name (if different)	
3. Locations for which the approval is applied for	
4. Brief summary of proposed activities at the Block 3 addresses	
a) General	
b) Scope of approval	
c) Nature of privileges	
5. Description of organisation	
6. Links/arrangements with design approval holder(s)/ design Organisation (s) where different from Block 1	
7. Approximate number of staff engaged or intended to be engaged in the activities	
8. Position and name of the Accountable Manager	
9. Details of Management Personnel To be filled and Submitted in Form 4 by the Individual.	
<div style="border-top: 1px solid black; width: 50%; margin: 0 auto;"></div> <p style="text-align: center; margin-top: 10px;">Date</p>	<div style="border-top: 1px solid black; width: 50%; margin: 0 auto;"></div> <p style="text-align: center; margin-top: 10px;">Signature of the Accountable Manager</p>



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### APPLICATION FOR MAINTENANCE ORGANISATION APPROVAL

#### Guidelines for Completion of the IMTAR Form 2

**Block 1: Registered name and address of the organisation**

The name of the organisation must be entered as stated in the register of the Companies Registration Office. For the initial application a copy of the entry in the register of the Companies Registration Office must be provided to the competent authority.

**Block 2: Trade name (if different)**

State the trade name by which the organisation is known to the public if different from the information given in Block 1. The use of a logo may be indicated in this Block.

**Block 3: Locations for which the approval is applied for**

State all locations for which the approval is applied for. Only those locations must be stated that are directly under the control of the legal entity stated in Block 1.

**Block 4: Brief summary of proposed activities at the item 3 addresses**

This Block must include further details of the activities under the approval for the addresses indicated in Block 3. The Block 'General' must include overall information, while the Block 'Scope of approval' must address the scope of work and products/categories following the principles laid down in IMTAR-21. The Block 'nature of privileges' must indicate the requested privileges as defined in IMTAR 21.

**Block 5: Description of Organisation**

This Block must state a summary of the organisation with reference to the outline of the production organisation exposition, including the organisational structure, functions and responsibilities. The nomination of the responsible managers in accordance with IMTAR 21 must be included as far as possible

**Block 6: Links/arrangements with design approval holder(s)/design organisation(s) where different from 1**

The information entered here is essential ascertaining the flow of relevant technical information and for the evaluation of eligibility of the application. Therefore special attention must be given concerning the completion of this Block either directly or by reference to supporting documentation in relation to the requirements of IMTAR 21.

**Block 7: Approximate number of staff engaged or intended to be engaged in the activities**

The information to be entered here must reflect the number of staff, or in case of an initial approval the intended number of staff, for the complete activities to be covered by the approval and therefore must include also any associated administrative staff.

**Block 8: Position and name of the Accountable Manager**

State the position and name of the Accountable Manager

**Block 9: Details of Management Personnel:**

State the name and qualification details of the Accountable Manager (AM) and Quality Department Head (QDH) in Form 4.