

## **1.0 Technical Coordinator (TC)**

- 1.1 Operators of Cayman registered aircraft or their representatives are required to nominate to the Civil Aviation Authority of the Cayman Islands (CAACI) a suitably qualified person who will be approved by the DGCA to act as the Technical Coordinator for the subject aircraft, for the purpose of liaison between the operator, the maintenance organization and the CAACI. The aircraft operator or his representative will be required to nominate the Technical Coordinator during the process of the initial issue of the Certificate of Airworthiness (C of A). This may be reviewed or changed at any renewal of the C of A with the knowledge and acceptance of the CAACI.
- 1.2 **The role of the Technical Coordinator is to be the sole focal point to which the CAACI may communicate any airworthiness/operational matters regarding the operator, the aircraft or the approved maintenance organization(s). The Technical Coordinator will be required to facilitate any CAACI inspections, surveys or audits of the aircraft or the maintenance organization. The TC should also be present during the initial issue/renewal of the C of A.**
- 1.3 The Technical Coordinator nominated by the aircraft operator or his representative may be the Chief Engineer or Quality Manager of the aircraft's maintenance organization or if preferred the senior pilot (or similarly qualified person) involved with the daily operation of the aircraft. Whoever is proposed is required to be technically knowledgeable about the aircraft type concerned and familiar with the flying program to which the aircraft is committed.
- 1.4 If the Technical Coordinator holds an appropriate Aircraft Maintenance Engineers License on type or an appropriate Approval Issued by the approved Maintenance Organization or the CAACI, then that person may sign block 55 of Form CAY/03/037/issue1. Aug 03 (C of A Survey Report issue/renewal).
- 1.5 All Technical Coordinators must be approved by the CAACI and issued an authorization. A master register will be maintained.

## **1.0 Terms of Reference**

- 2.1 The person that has been approved by the DGCA as responsible for managing the continued airworthiness of the aircraft shall ensure that continued airworthiness data is made available to persons or maintenance organizations involved in the maintenance of the aircraft and ensure that:
- (a) Airworthiness Directives relevant to the aircraft type and its installed equipment have been complied with; and,
  - (b) Any applicable maintenance review has been performed within the preceding six (6) months in accordance with the Approved Maintenance Schedule; and,
  - (c) The Airworthiness Directives relevant to the aircraft type and its installed equipment have been complied with and any other mandated continued airworthiness requirements made by the Type Design Organization are embodied on the aircraft; and,
  - (d) There are suitable arrangements for the receipt of all relevant continued airworthiness information published by the Type Design Organization; and
  - (e) Any required assessments of and reports as to the airworthiness status of the aircraft are made by arrangements acceptable to the DGCA.
  - (f) The TC will be responsible for the issue of a maintenance statement to be identified as a Certificate of Maintenance Review (CMR)

## **3.0 Application and Approval Procedures**

- 3.1 At the time of an initial aircraft registration, an application for the approval of the Technical Coordinator (Form CAY/ADMIN/\*\*\*\*\*) shall be completed and submitted to the DGCA and should include the following supporting documentation that addresses the requirements of 1.3 and 1.4 above:
- Copies of professional aircraft maintenance and/or flight crew licenses(s)
  - A maintenance approval issued by a JAR/FAR/EASA 145 approved organization
  - Any other professional qualifications relative to the Terms of Reference.
- 3.2 Each application will be assessed on an individual basis to determine if the nominee is suitably qualified.
- 3.3 Subject to a satisfactory assessment, the nominee will be issued a "Letter of Approval" with a validity period of 12 calendar months. A fee of CI \$1000.00 will be invoiced to the owner/operator for each approved period.



**CIVIL AVIATION AUTHORITY  
of the CAYMAN ISLANDS**

**APPLICATION FOR THE APPROVAL OF A TECHNICAL COORDINATOR**

1.	<b>Aircraft Model and &amp; Type:</b>	
2.	<b>Registration Mark:</b>	VP-C
3.	<b>Man. Serial Number:</b>	
4.	<b>Owner/Operator:</b>	
5.	<b>Approved Maintenance Organization &amp; No.:</b>	
6.	<b>Name of Applicant:</b>	
7.	<b>Bus. Telephone No.:</b>	<b>Cell No.:</b>
	<b>Email:</b>	<b>Fax. No.:</b>
7.	<b>Licenses held: (aircrew and/or maintenance)</b>	

**8. Title within the organization:**

**9. Any other relevant information:**

**10. As a designated representative of the Owner/Operator, I herewith nominate \_\_\_\_\_ for the position of Technical Coordinator.**

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

I, \_\_\_\_\_ have read and understand the obligations and responsibilities of the Technical Coordinator:

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_