Avistrata for UAE (GCAA) organizations

CAR-145 maintenance organisations and CAR-M CAMOs under the UAE General Civil Aviation Authority

Avistrata Authority Manual

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1. About this manual

This manual explains how Avistrata works for organizations regulated by the UAE General Civil Aviation Authority (GCAA): CAR-145 maintenance organisations, CAMOs approved under CAR-M Subpart G, and their CAR-66 licensed certifying staff.

It is written for organization administrators, quality managers, certifying staff, stores and planning. Each chapter says where to click and what Avistrata does for you.

At a glance

Area	What GCAA organizations get
Releases	CAR-145 release wording; GCAA CRS and GCAA AW Form 1
Certifying staff	CAR-66 licences (A, B1, B2, B3, C, L) and CAR-145 authorisations, checked at signing
Continuing airworthiness	CAR-M ARC (Form 15a / 15b, one year, no extensions)
Safety	Mandatory occurrence reports to the GCAA with a 72-hour clock
Billing	UAE VAT (TRN)
Defaults	Metric units, DD/MM/YYYY, A6- registrations

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2. Setting up your organization

An organization administrator sets the authority once. Everything else in Avistrata follows from it: the wording on releases, which licences are checked when someone signs, the documents you can issue, reminders, units, dates and VAT.

1. Sign in as an organization administrator and open **Admin → Manage Organization**.
2. Open the **Features** tab and scroll to **Regulatory authority**.
3. Choose **GCAA (UAE)**.
4. Fill in the fields in the table below, then click **Save**.
5. Sign out and back in (or reload the page) so every screen picks up the new setting.

Regulatory authority	**GCAA (UAE)**.
Approval number	Your CAR-145 approval number (e.g. UAE.145.xxx), printed on every release.
Organization type	CAR-145, CAMO or Owner (there is no CAO under the GCAA rules).
CAMO approval number	Your CAMO approval reference under CAR-M Subpart G, if you hold one.
Units and dates	Metric units and DD/MM/YYYY dates by default. Both can be changed in the same section.
CRS statement	Optional. Your organization's own release statement, printed instead of the standard wording on every release (see Chapter 4).

> Sub-organizations (bases, hangars, client organizations) inherit the parent's authority, approval number and CRS statement unless they set their own. Records always follow the organization that owns the aircraft, so a record signed for a customer's aircraft uses the customer organization's rules.

> Changing the authority does not change records that are already signed. Each signed logbook entry, release and certificate keeps the authority and approval number it was signed under, and its seal covers them.

3. Certifying staff: licences and authorisations

A GCAA release can only be signed by certifying staff with a valid CAR-66 licence and your organization's CAR-145 certification authorisation. Avistrata keeps both on each person's record and checks them every time a release is signed.

Recording a person's licence and authorisation

1. Open **Admin → Users** and click the person.
2. Under **Certificates**, find **Licences and authorisations** and click **Add licence**. Choose **GCAA (UAE CAR-66)**, then enter the licence number, categories, type ratings, limitations, issue date and valid-until date.
3. Click **Add authorisation**. Enter your organization's authorisation number, the scope (categories, aircraft types and/or components), the valid-until date and the date recent experience was last confirmed.
4. Click **Save**. Only organization administrators can add or change licences and authorisations. The person who issued an authorisation, and when, is recorded automatically.

Licence categories

Category	What it covers
A1, A2, A3, A4	Category A: minor scheduled line maintenance and simple defect rectification (aeroplanes turbine / piston, helicopters turbine / piston)
B1.1, B1.2, B1.3, B1.4	Category B1: mechanical, by the same aircraft subcategories
B2	Avionics: electrical, instrument and radio systems
B3	Piston-engine, non-pressurised aeroplanes up to 2,000 kg
C	Base maintenance certifying engineer
L	Sailplanes, balloons and airships
(none)	There is no B2L under CAR-66; it is refused for GCAA organizations.

Licence validity	As set by the GCAA on the licence. Enter the valid-until date from the licence; Avistrata does not assume a default.
Recent experience	At least six months of relevant experience in every 2 years. Record the date it was last confirmed on the authorisation; it lapses 2 years after that date.
Aircraft type	The authorisation scope must cover the aircraft type or model. "PA-46" covers "PA-46-500TP"; "All", "*" and group ratings cover every type. A components-only scope does not cover aircraft.

What happens when someone signs

Every time a release is signed (a logbook entry, a task card final sign-off), Avistrata checks the signer. The check runs in the browser, in the phone apps and again in the database itself, so it cannot be bypassed.

Situation	Result
Valid CAR-66 licence and CAR-145 authorisation	Signed. The authorisation and licence used are recorded on the release.
No authorisation, expired, wrong category or type, recency lapsed	**Refused**, with the reason.
Licence that isn't a GCAA CAR-66 licence, e.g. an EASA Part-66 licence	**Refused.** Only GCAA licences count.
FAA certificate type or pilot-owner	**Refused.**
Category B2L	**Refused:** not a CAR-66 category.

Typical messages the signer sees:

- *Can't sign this release: No certification authorisation (CAR-145.A.35) is on file for you in this organization.*
- *Can't sign this release: Category B2L is not a CAR-66 category (CAR-66 has A, B1, B2, B3, C and L).*
- *Can't sign this release: Authorisation based on licence 12345, which is not a CAR-66 licence.*

The certifying staff list

Admin → Classifications → Certifying staff lists everyone with a licence or authorisation, with a status pill: Valid Expiring (within 60 days) Expired. Use it before an audit.

Expiry reminders

Every day Avistrata checks licences, authorisations and recent experience. The person gets a reminder 30, 14 and 7 days before expiry and on the day. The quality manager, the maintenance managers and the

organization administrators get one summary of their people. Messages go by email or text, following each person's choice.

4. Releasing an aircraft

Logbook entries

In **Logbook**, a new entry for an aircraft of your organization uses GCAA wording automatically:

Kind of certificate	CAR-66 Cat A, B1, B2, B3, C, L; CAR-145 certification authorisation.
Release statement	*Certifies that the work specified, except as otherwise specified, was carried out in accordance with UAE GCAA CAR-145 and in respect to that work the aircraft/aircraft component is considered ready for release to service.*
Approval number	Printed with the statement, from Manage Organization → Regulatory authority.
Approved data	An approved data reference field. Reference the maintenance data used (AMM chapter, AMP task, repair data).
AD statement	States that applicable airworthiness directives were checked.
Dates	DD/MM/YYYY, from the organization setting.

Sign with your PIN as usual. The entry is numbered, sealed (SHA-256) and chained to the aircraft's previous entry. The seal now also covers the authority and approval number. A signed entry can only be voided with a reason and corrected by a new entry.

Task card final sign-off

On a task card, the final sign-off shows the GCAA release statement and your approval number above the signature. The certifying staff check (Chapter 3) runs before the signature is accepted.

The Certificate of Release to Service for a work order

1. Close or void every task card on the work order. The CRS can't be issued while a card is still open; Avistrata lists the open cards.
2. Open the work order and click **Certificate of Release to Service (GCAA)** (next to Logbook sticker).
3. Check the aircraft, work summary, approved data and any deferred defects, then sign with the signature pad (draw, PIN or biometric).
4. The CRS is numbered for your organization (CRS-00001, CRS-00002 …), stamped with your approval number and sealed. Print or download the PDF.

> Issued certificates can't be edited. If something is wrong, void it with a reason (the signer or an organization administrator) and issue a new one. Both stay on file.

Your own CRS statement

The standard wording is shown above. If your exposition (MOE) or your authority requires different wording, enter it in **Manage Organization → Regulatory authority → CRS statement**. It is then printed instead of the standard statement on logbook entries, the logbook sticker, task card sign-off, the CRS, the records package and new drafts in the phone apps. Leave it empty to use the standard wording.

> The standard wording above is a placeholder that follows the CAR-145 pattern. Check it against your exposition and enter the exact wording as your CRS statement if it differs.

5. Releasing a component: GCAA AW Form 1

GCAA AW Form 1 is the component authorised release document under the GCAA rules. Avistrata issues it in the Form 1 layout, titled "GCAA AW Form 1 - Authorised Release Certificate".

1. From a task card: in the parts table click **Tag** to open the Part Release Tag window, then **GCAA AW Form 1**. From Stores: open the stock unit, click **Actions**, then **GCAA AW Form 1**.
2. Avistrata fills in the blocks from the part: description, part number, serial or batch, quantity and status (overhauled, repaired, inspected, tested, modified). Check block 12 (remarks) and add the work order and approved data.
3. Sign with the signature pad. The certificate gets a tracking number (F1-00001 ...), your approval number, and a seal.
4. Print it, or attach the PDF to the part. It is kept with the part and the task card.

Approval	Your CAR-145 approval number and the GCAA as the authority.
Incoming parts	Stores accepts GCAA AW Form 1, EASA Form 1 and FAA Form 8130-3 as incoming certificates.

6. Continuing airworthiness (CAR-M): the ARC and ADs

Airworthiness review certificates (ARC)

Open an aircraft and find **Airworthiness review (ARC)** under Maintenance Due.

1. Click **New ARC / review**. Choose **Form 15b** (issued by an approved organisation, GCAA-endorsed) or **Form 15a** (issued by the GCAA).
2. Enter the ARC reference, issue date (valid one year), the issuer (your CAMO under CAR-M Subpart G, or the GCAA), the reviewer and their authorisation, hours and cycles, and the physical survey date and place.
3. Work through the document review and physical survey checklist, and attach the review report from Files.
4. Save. Print the Airworthiness review report as a PDF if you need one.

No extensions	A GCAA ARC can't be extended. Record a new review instead; it can be done up to 90 days before the expiry, so it can be combined with a maintenance check.
Maintenance Due	The current ARC is one item in Maintenance Due, due on its expiry date. It turns amber 60 days before and blocks dispatch when overdue.
Expiry	An ARC is marked Expired automatically the day after it runs out. The director of maintenance and maintenance control get reminders 60, 30 and 7 days before and on the day.

Airworthiness directives

The AD / SB tab matches FAA ADs (and EASA ADs where the EASA feed is connected) to your fleet by type certificate holder, model and serial number. Record GCAA-issued directives there by hand.

7. Occurrence and defect reporting

Report mandatory occurrences to the GCAA as your procedures require. Avistrata tracks a 72-hour deadline from the time your organization became aware.

1. Open **Quality → Safety (SMS) → Investigations** and open (or create) the investigation.
2. Tick **Mandatory occurrence report to GCAA**.
3. Enter when your organization became aware. The deadline is worked out from that time and counts down on the investigation.
4. Fill in the occurrence details: date and time (UTC), location, registration, aircraft type and serial, phase of flight, what happened and the risk.
5. When you have sent the report, record the authority it went to, its reference and when it was sent. The person who sent it is recorded automatically.

Deadline	72 hours after awareness (confirm against your procedures; see Chapter 11).
Category	The EU category field is not used for the GCAA.

Reminders go out to the quality manager 48 hours and 72 hours after awareness while the report is still unsent. Print the report as a PDF, or export reported occurrences as CSV.

8. Billing and VAT

Invoices, estimates and sales orders of your organization use VAT automatically (UAE VAT). Set it up once in **Billing → Settings**:

Your tax number	Your Tax Registration Number (shown on invoices as TRN).
VAT rates	Default rates for labour, parts and other lines. A line can have its own rate.
Customers	Enter each business customer's tax number and country on the customer record.
How VAT is decided	UAE VAT (5% standard; set your rates in Billing → Settings) for customers in the UAE. Customers outside the UAE are treated as export (0 VAT). A document can be marked exempt.

Each document gets one VAT line per rate. The rates and tax numbers are copied when the document is made, so a later change in Settings never alters a document already sent. To turn VAT off, set VAT to **Off** in Billing → Settings.

9. Records, audit trail and retention

- **Seal.** Signed logbook entries, CRSs and component certificates are sealed with SHA-256 over everything printed, the signer, the time and the approval number. **Logbook → Check seals** recomputes them.
- **Certifying staff result.** Every release records the result of the certifying staff check (which authorisation and licence were used) on the record itself.
- **Who and when.** Signer, time, issuer and status changes are set by the server from the signed-in person, never from the browser.
- **Retention.** Keep maintenance records for the period required by CAR-145 and CAR-M and your exposition. Avistrata never deletes signed records; voided records stay on file with the reason.
- **Records package.** Records → Change History → **Records package** exports an aircraft's records as a ZIP (PDF, spreadsheets, attached files and a checksum manifest) for a sale, lease or audit. You can also give an auditor read-only access there.

10. The phone apps

Avistrata comes in five flavors of the mobile app (Admin, Pilot, Mechanic, Student and FAA). The Mechanic and Admin apps use the GCAA certificate list and release wording (or your own CRS statement) on logbook entries and task card final sign-off, and show your approval number. Before a release is signed, the app checks the CAR-66 licence and AMO authorisation with the same rules as the server and stops with the reason when they are not met. Stock lists name the GCAA component release certificate (GCAA AW Form 1). The ARC and occurrence reports are handled on the web.

11. Before you go live: check with your quality manager

Avistrata supports compliance; it does not replace your exposition (MOE / CAME), your procedures or your authority's acceptance. Before you use it for releases, check these points against your approved procedures:

- **The exact CAR-145 release statement** and the GCAA AW Form 1 wording. Enter the release statement as your CRS statement if it differs.
- The 72-hour occurrence reporting deadline against your procedures.
- Whether foreign or validated licences should be accepted. Avistrata currently counts only GCAA CAR-66 licences.
- The CAR-66 L subcategories you use (Avistrata follows the EASA pattern).
- Records retention periods under CAR-145 and CAR-M.
- Your approval numbers, and every certifying staff member's licence and authorisation on file.

> If anything differs, tell Avistrata support (support@avistrata.com). Wording can usually be changed for your organization alone, through the CRS statement, without waiting for an update.

12. Regulation references

Topic	Reference
Maintenance organisations	GCAA CAR-145
Certifying staff authorisation	CAR-145.A.35
Licences	GCAA CAR-66 Aircraft Maintenance Engineer Licensing
Continuing airworthiness	CAR Part V Chapter 4, CAR-M; CAMO: Subpart G
Airworthiness review	CAR-M Subpart I; ARC Form 15a / 15b, valid one year
Component release	GCAA AW Form 1

References are to the regulations as published by the authority. Always use the current amendment.