



Document filing system



CE-6

Licensing, certification, authorization and/or approval obligations

Annex 19 Appendix 1



The State shall implement documented processes and procedures to ensure that personnel and organizations performing an aviation activity meet the established requirements before they are allowed to exercise the privileges of a license, certificate, authorization and/or approval to conduct the relevant aviation activity.



One airline - One file



Before CATEGORY 2 –

- No system and no procedures for filing
- Ops / AW CASIs filing documents regarding the same airline in different files
- Hard Copies

After –

- Creating one standardized “filing tree” in a computerized “Share-docs” system 
- A single common file for each AOC/AMO/ATO certificate holder, with standard categories, accessible (only) to all relevant inspectors, and to management
- Introducing directive on filing system + training to all CASIs (included in the Indoctrination training) 

End

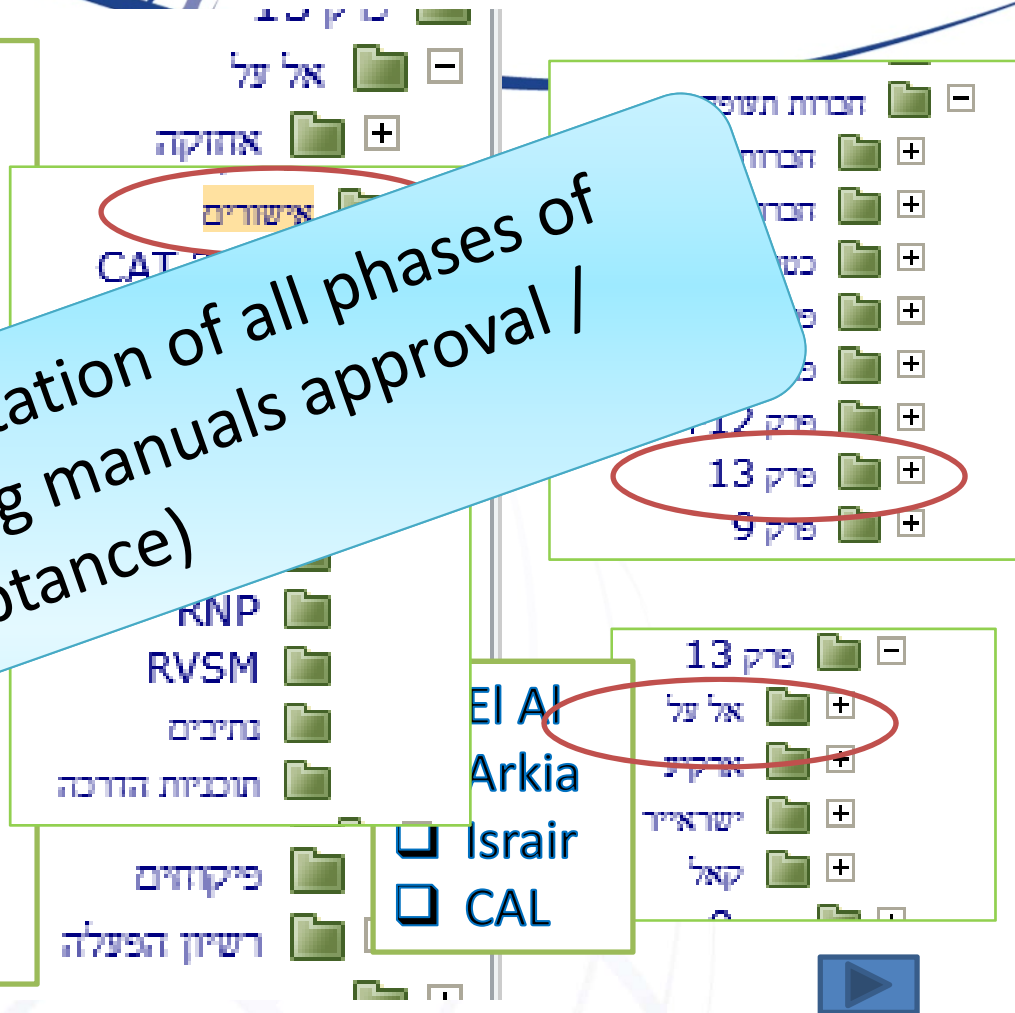


Common filing tree

- Maintenance
- Approvals
- Enforcement
- Safety reports
- Insurance
- ATO

Standardized documentation of all phases of certification (including manuals approval / acceptance)

- Descriptions
- Surveillance
- AOC



Filing system directive & training



- Detailed instructions on –
 - The filing tree
 - documents that must be filed in each subject
 - Standard formats
 - How to create documents
 - How to search for documents

4.1.1. מסמכים שיש לשמור בתיק החברה:

- רישיונות ומפרטי הפעלה.
- אישורים.
- פטורים.
- מכתבים רשמיים.
- תכתובות אימייל.
- סיכומי דיונים.
- סיכומי שיחות טלפון.
- דוחות פיקוח.
- תגובות לממצאים.
- דוחות אמינות.
- דיווחי תקלות.
- אישורי ועדכוני ספרות.
- דוחות פיקוח.
- תגובות לממצאים.
- בקשות שונות ונספחיהן.

