



CIVIL AVIATION ADMINISTRATION OF THE REPUBLIC OF MOLDOVA

THE OPERATIONAL CIRCULAR LETTER

No 02 - 06/12/2007

Regarding developing Systematic Reporting System by air operators on discrepancies identified during internal audits in air company.

1. The present Operational circular is issued in accordance with the Law of the Republic of Moldova regarding civil aviation № 1237-XIII from July, 09, 1997, article 1j and Regulations about the Civil Aviation Administration of the Republic of Moldova № 1057 from 19.10.1998 and requirements JAR-OPS 1/3.035, RAC-AOA 0045(d).
2. The operational circular is aimed to increase safety level through regular surveillance by Civil Aviation Administration of the Republic of Moldova regarding measures taken by Operator after discrepancies identified during quality system internal audits/inspections.
3. Operator's must develop internal reporting & monitoring system about corrective actions taken in operational activity and provide Systematic reports to CAA RM (until the 05 day of next month) about non-compliances identified (Anex.1) and corrective actions taken (Anex.2).
4. In addition Operator's must submit to CAA RM approved internal corrective actions plans.
5. Operator's internal reporting& monitoring system must be maintained in computer.
6. Accountable managers and quality managers of the operators are responsible for study and execution of the present Operational circular letter.
7. The present Operational circular letter is valid from the date of signature.

Senior Deputy Director General



Iurie ZIDU

Operator _____	REPORT on discrepancies identified during internal quality audits/ inspections		Month _____
AOC/ AOA No _____			Data _____
Category: <input type="checkbox"/> Flight Operations <input type="checkbox"/> Weight & Balance <input type="checkbox"/> Other <input type="checkbox"/> Maintenance <input type="checkbox"/> Ground Handling <input type="checkbox"/> Training <input type="checkbox"/> Documentation			
Flight Operations			
Ind.ref.	Description of non-compliance	Note	
FO1.001			
Maintenance			
MS1.001			
Quality manager	Name	Signature	
Accountable manager	Name	Signature	

Note. Identification number of non-compliances:

FOA 1.001 (Flight Operations, Quality Audit-1, non-compliance 001)

MSI 1.001 (Maintenance system, Quality inspection -1, non-compliance 001)

Operator		<h1 style="text-align: center;">REPORT</h1> <p style="text-align: center;">corrective actions taken in response to findings</p>	
AOC/ AOA No			
		internal quality audits/ inspections	
Flight Operations			
Ind.ref.	Corrective actions taken	Closed / non closed (if non - time limitation)	Verification cor. action by Quality Manager (Yes, No)
FOA 1.001			
Maintenance			
MSI 1.001			
Quality manager	Name	Signature	<i>For CAA</i> Analyzing by CAA RM (Signatures of designated inspectors)
Accountable manager	Name	Signature	

Note. Identification number of non-compliances:

FOA 1.001 (Flight Operations, Quality Audit-1, non-compliance 001)

MSI 1.001 (Maintenance system, Quality inspection -1, non-compliance 001)