



UNITED ARAB EMIRATES
MINISTRY OF DEFENCE

UNITED ARAB EMIRATES MILITARY AIRWORTHINESS AUTHORITY

APPLICATION FOR QUALIFIED ENTITIES RECOGNITION

APPLICATION SUBMISSION FORM

1. SUBMITTED BY *(i.e. the legal identity of the applicant)*

Applicant <i>(registered company or entity)</i>	
Legal Address	
Postal Address <i>(if different from legal address)</i>	
Nationality <i>(country of registration)</i>	
VAT Registration Number	

2. CONTACT PERSON *(i.e. for all communication which may take place between MAA and the applicant)*

Name	
Organisation	
Address	
Telephone	
E-mail	

3. AUTHORISED SIGNATORY *(i.e. legally authorised representative of the applicant)*

Name	
Position	
Address	
Documentary Evidence Attached	<input type="checkbox"/> Supporting documents providing evidence that above-mentioned signatory is legally empowered to represent/sign on behalf of the applicant.

4. INFORMATION ON CONSORTIUM *(Refer to Appendix – Form Completion Instructions.)*

Application is submitted on behalf of a Consortium *(indicate as applicable)* YES / NO

Role	Name(s) of legal entity or entities	Nationality
Leader <i>(as above)</i>		
[Member 1]		
[Member 2]		

5. INFORMATION ON SUB-CONTRACTING *(Refer to Appendix – Form Completion Instructions.)*

Applicant shall make use of sub-contractors *(indicate as applicable)* YES / NO

I / we undertake to guarantee the eligibility of the sub-contractor(s) for the parts of the contract for which we have stated our intention to sub-contract in the technical offer.

Name	Nationality	% Sub-contracted



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6. SUBMISSION CHECKLIST *(i.e. application is made up of the following documents, duly signed and dated.)*

PACK A – ADMINISTRATIVE DOCUMENTS

	Single Applicant / Consortium Leader	Consortium Members	Sub- contractors
Application Submission Form (front page of admin docs)	<input type="checkbox"/>	N/A	N/A
Declaration of Honour	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Sub-contractors Declaration	N/A	N/A	<input type="checkbox"/>
Legal Entity supporting documents	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Consortium agreement or powers of attorney	<input type="checkbox"/>	<input type="checkbox"/>	N/A

Refer to Appendix – Form Completion Instructions.

PACK B – TECHNICAL DOCUMENTS *(one signed original)*

Technical & Professional Capacity Documents (evidence required): a) Structure and Organisation b) Staff Resources c) Technical Equipment and Facilities d) Quality Management System	<input type="checkbox"/>
Technical Offer / Specifications	<input type="checkbox"/>

Refer to Appendix – Form Completion Instructions.



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7. DECLARATION

I, the undersigned, being the authorised signatory of the below applicant (including all consortium members, in the case of a consortium), hereby declare that we have examined and accept without reserve or restriction the entire contents of the technical specifications which form a part of the application procedure.

Furthermore, we hereby solemnly declare that:

- i. In the case of consortium: We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the application procedure except with the prior written authorisation of MAA. We are also aware that the consortium members would have joint and several liability towards MAA concerning participation in both the application procedure and any contract awarded to us as a result of it.
- ii. We accept the validity period stipulated as follows:
 - a. The period of validity of applications, during which applicants may not modify the terms of their applications in any respect is 3 months after the submission of applications.
- iii. We declare and confirm our unconditional and irrevocable acceptance of conditions set out in Section 6. *Please note that this acceptance shall be fully binding on the applicant as of submission of the application and, in case of successful contract award, for the entire duration of the contract.*
- iv. Professional conflict of interest:
 - a. We are not and shall not be in any situation which could give rise to a professional conflicting interest in what concerns the performance and/or implementation of the contract.
 - b. We also declare that in the case that we are found to be in a situation of professional conflicting interest, in relation to this application / contract, we understand that our application shall be rejected.
 - c. In the event of the contract being awarded to us, we undertake to act with complete impartiality and in good faith in what concerns its performance and outcome and to immediately declare to MAA in writing any situation that might raise concerns with respect to professional conflicting interest, impartiality or otherwise affect our position/ability to duly and appropriately perform the contract.
- v. We are also aware and agree that non-acceptance of terms and/or conditions as cited above may lead to the exclusion of our application for non-compliance with the application conditions.

Name of Applicant	
Name of Authorised Signatory	
Date & Signature	



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ANNEX I – SCOPE OF APPLICATION

Name of Applicant:

For the following certification tasks, please tick as appropriate:

PRODUCT	Secondment
Small Aircraft	<input type="checkbox"/>
Large Aircraft	<input type="checkbox"/>
Small Rotorcraft	<input type="checkbox"/>
Large Rotorcraft	<input type="checkbox"/>
RPAS	<input type="checkbox"/>

For the following organisations certification approval process, please tick as appropriate:

ORGANISATION	Secondment
MDOA	<input type="checkbox"/>
MPOA	<input type="checkbox"/>
AMO	<input type="checkbox"/>
CAMO	<input type="checkbox"/>
MTO	<input type="checkbox"/>

Name of Applicant	
Name of Authorised Signatory	
Date & Signature	



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ANNEX II – DECLARATION OF HONOUR *(To be completed by primary applicant and by each consortium member.)*

Name of the individual:	
ID or Passport number:	
Representing*:	
Full official name:	
Official legal form:	
Full official address:	
Statutory registration number:	
VAT registration number: (or equivalent taxation number)	

**Please choose adequate form and delete as appropriate – individual representing themselves (i.e. freelance consultant, expert etc.) or individual representing a legal body (i.e. company, organisation etc.)*

Declares whether the above-mentioned person / entity is in one of the following situations or not:

SITUATION OF EXCLUSION CONCERNING THE PERSON / ENTITY	YES	NO
i. It is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
ii. It has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
iii. It has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
a. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input type="checkbox"/>
b. entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
c. violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
d. attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
e. attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>

Name of Person / Entity	
Name of Authorised Signatory	
Date & Signature	



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ANNEX III – SUB-CONTRACTORS DECLARATION

(To be completed by each sub-contractor, including freelance consultants.)

< Letterhead of the sub-contractor or other entity on whose resources to rely >

Name of Applicant:	
Name of the individual: <i>(authorised signatory)</i>	
Representing the following legal person / entity:	
Name of company / organisation:	
Legal address:	
Registration number / ID Card No.:	
VAT registration number: <i>(or equivalent taxation number)</i>	

DECLARATION OF INTENT

I, the undersigned, being the authorised signatory of the above company hereby solemnly declare and confirm our irrevocable undertaking to collaborate with the above named applicant should they be awarded the contract, and that all appropriate and necessary resources from our part shall be put at the applicant's disposal for the performance of the contract.

Name of Operator (Sub-contractor)	
Name of Authorised Signatory	
Date & Signature	



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ANNEX IV.a – SELECTION CRITERIA – TECHNICAL & PROFESSIONAL CAPACITY / EXPERIENCE OF THE APPLICANT

Name of Applicant:

Please complete the table below with the information and supporting documents requested.

	Client	Time	Project	Activity performed
1.				
2.				
3.				
4.				
5.				
6.				

More rows / columns can be added by the applicant where necessary.

Refer to Appendix – Form Completion Instructions.

Name of Authorised Signatory	
Date & Signature	



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ANNEX IV.b – TECHNICAL & PROFESSIONAL CAPACITY OVERVIEW OF PROJECT TEAM / PROPOSED PERSONNEL

Name of Applicant:

Please complete the table below with the information and supporting documents requested.

	Name	Role	Technical role	Employment Status	CV included
1.					<input type="checkbox"/>
2.					<input type="checkbox"/>
3.					<input type="checkbox"/>
4.					<input type="checkbox"/>
5.					<input type="checkbox"/>
6.					<input type="checkbox"/>

More rows / columns can be added by the applicant where necessary.

Refer to Appendix – Form Completion Instructions.

Name of Authorised Signatory	<input type="text"/>
Date & Signature	<input type="text"/>



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ANNEX V – STATEMENT OF ABSENCE OF CONFLICT OF INTEREST

< Letterhead of the Applicant >

I, the undersigned, acting as the duly authorised signatory on behalf of above-mentioned company for the QE Recognition procedure, hereby solemnly declare that we, our management and all staff involved in the performance of the contract are not and shall not be in any situation which could give rise to a conflict of interest in what concerns the implementation of the contract and, in particular (without limitation) in accordance with the provisions of UAEMAR Basic Regulation Article 10.1 Annex A. In the event of the contract being awarded to us, we commit ourselves to act with complete impartiality and in good faith in what concerns its performance and outcome.

Name of Person / Legal Entity	
Name of Authorised Signatory	
Date & Signature	

Notes:

- i. The Declaration is to be submitted also for all consortia members and any proposed subcontractors.
- ii. The person or legal entity, its director and the staff responsible for carrying out the checks, may not become involved either directly or as authorised representatives, in the design, manufacture, marketing or maintenance of products, parts, appliances, constituents or systems or in their operations, service provision or use.



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ANNEX VI – DECLARATION OF COMPLIANCE

< Letterhead of the Applicant >

I, the undersigned, acting as the duly authorised signatory on behalf of *(full legal name of the company)*

leading and duly empowered to represent the consortium comprised of *(names of partners to the consortium)*

and *(names of partners to the subcontractors)*¹

for the Qualified Entity Recognition:

Hereby solemnly declare and confirm unconditionally and irrevocably that:

- i. All staff² which shall be involved in the performance of contract shall carry out their duties with the greatest possible professional integrity and technical competence and shall be free of any pressure and incentive, in particular of a financial type, which could affect their judgment or the results of their investigations, in particular from persons or groups of persons affected by the results of the certification tasks.
- ii. The impartiality of the investigation staff² involved in the implementation of the contract shall be ensured and guarantee that its remuneration shall not depend on the number of investigations carried out or on the results of such investigations.
- iii. All staff shall observe strict professional secrecy with regard to all information acquired during the execution of tasks under the contract.
- iv. The staff responsible for investigation tasks shall have:
 - a. sound technical and vocational training,
 - b. satisfactory knowledge of the requirements of the certification tasks they carry out and adequate experience of such processes,
 - c. the ability required to draw up in English the declarations, records and reports to demonstrate that the investigations have been carried out.
- v. We employ the necessary staff and possess the means required to perform adequately the technical and administrative tasks linked with the certification process; and shall make available any equipment needed for performance of the contract.
- vi. We have sufficient capacity to ensure high availability and mobility of the staff involved in performance of the contract and shall grant high priority to any mission(s) necessary for the execution and fulfilment of tasks.

Name of Person / Legal Entity	
Name of Authorised Signatory	
Date & Signature	

¹ Complete as appropriate

² Including the staff of all consortium members and subcontractors



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ANNEX VII – DECLARATION OF INTENT

< Letterhead of the Sub-contractor >

I, the undersigned, being the authorised signatory for the above-mentioned company for the Qualified Entities Recognition for Certification Tasks, hereby solemnly declare and confirm our irrevocable undertaking to collaborate with the applicant should they win the contract and that all appropriate and necessary resources from our part shall be put at the applicant's disposal for the performance of the contract.

Name of Applicant	
Name of Operator (Sub-contractor)	
Name of Authorised Signatory	
Date & Signature	



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APPENDIX – FORM COMPLETION INSTRUCTIONS

These instructions are designed to assist with completing the UAEMAR Form 101 for Application for Qualified Entities Recognition. Carefully read this document and any relevant Acceptable Means of Compliance or Guidance Material. Completing this application form is the first step in the application process. Once received, the MAA will review the application, including all supporting documentation provided. Applicants shall complete and sign the application form and submit to the MAA using the email address given below.

Section 4. INFORMATION ON CONSORTIUM APPLICATIONS.

Add / delete additional lines for consortium members as appropriate. Note that a sub-contractor IS NOT considered to be a consortium member.

Section 5. INFORMATION OF SUBCONTRACTING.

Add / delete additional lines for sub-contractors as appropriate.

If the identity of the intended sub-contractor(s) is already known at the time of submitting the application, for each sub-contractor, the applicant must, at the time of application submission:

- i. Indicate clearly which parts of the work will be sub-contracted (including freelance consultants, experts etc.) and to what extent (proportion in %). The sub-contractor must not sub-contract further.
- ii. Submit a duly signed and dated (by the sub-contractor) 'Sub-contractors Declaration' – Annex III – confirming that they are not in any of the situations of exclusion / conflict of interest and pledging their irrevocable undertaking to collaborate with the applicant, should he win the contract and that they will put all appropriate and necessary resources from their part at the applicant's disposal for the performance of the contract.
- iii. Proof of Technical & Professional Capacity: Submit the required evidence for technical & professional capacity. Please note the evidence provided by each sub-contractor, for those applicable criteria, will be checked to ensure that the applicant as a whole fulfils the criteria.

*Important Note: If the identity of the sub-contractor(s) is not known at the time of submitting the application, the applicant who is awarded the contract will have to seek MAA's prior written authorisation before entering into a sub-contract. Where no sub-contracting is indicated in the application the work will be assumed to be carried out directly by the bidder.

Section 6. SUBMISSION CHECKLIST.

PACK A – Administrative Documents

- i. For Application Submission Form: It is required to answer scope of activity using template given in Annex I.
- ii. For Declaration of Honour: It is required to answer using template given in Annex II.
- iii. For Subcontractors Declaration: It is required to answer using template given in Annex III, only in case of sub-contracting.
- iv. For Consortium agreement or powers of attorney: This is required only in case of Consortia. Consortium agreement (*if already available*), or, powers of attorney issued by the consortium members empowering the representative of the consortium leader (applicant) to submit an application on their behalf.
- v. For Legal Entity supporting documents:
 - a. A copy of any official document (i.e. official gazette, register of companies etc.) showing the individual's / contractor's name and address and the registration number given to it by the national authorities.
 - b. A copy of the VAT registration document (if applicable) should be submitted if the VAT number does not appear on the official document referred to above.



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PACK B – Technical Documents

- i. For Technical and Professional Capacity Documents, the applicant must follow the following criteria and evidence guidance.
- Criteria:** List of technical and professional capabilities that the applicant must possess in order to perform the contract.
 - Evidence:** List of documents and information that the applicant must present as proof of compliance with the set technical and professional requirements of the contract.

Item	Criteria	Evidence
a	Structure and Organization	
	<p>The structure of the applicant's organisation must be suitable in order to ensure the fulfilment of all tasks that may be allocated, in the case of successful award and accreditation, under the concluding framework service contract. To that end the applicant shall have an appropriate administrative office with clear hierarchical and functional links, so that proper interfacing (in English language) with MAA Certification Department are possible on all administrative and management aspects of any project (to be) outsourced.</p>	<p>The applicant should provide information about their organisational structure, detailing as a minimum:</p> <ol style="list-style-type: none"> Description of the organisation, including organisational chart Description of hierarchical and functional links, including key management personnel, lines of managerial authority, the responsibilities therein, etc. List of headquarters and branch offices Consortia members (if any) Information with regard to all subcontractors (if any) including: <ol style="list-style-type: none"> Description of which parts of the work shall be sub-contracted and to what extent A duly signed and dated declaration of intent (see Annex VII), by each subcontractor, confirming their irrevocable undertaking to collaborate with the applicant, should he win the contract and that they will put all appropriate and necessary resources from their part at the applicant's disposal for the performance of the contract.
b	Staff Resources	
	<p>The applicant shall ensure that any of its staff (and its subcontractors' staff) involved in tasks assigned by the Agency have:</p> <ol style="list-style-type: none"> Sound technical and vocational training as well as the necessary technical competence, knowledge and adequate experience (of the certification tasks and processes) required for the execution of the tasks assigned to them. The ability required to draw up in English the declarations, records and reports to demonstrate that the investigations have been carried out. The applicant must have sufficient capacity to ensure high availability and mobility of the staff involved in performance of the contract and shall grant high priority to any mission(s) necessary for the execution and fulfilment of tasks under the contract. 	<p>Duly filled in, signed and dated declaration of compliance as found in Annex VI.</p>



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c	Technical Equipment and Facilities	
	<p>The applicant must possess the means required to perform adequately the technical and administrative tasks linked with the certification process and should also have access to any equipment needed.</p> <ol style="list-style-type: none"> i. Adequate facilities and office accommodations to perform the regular certification work and all administrative activities. ii. Secure archiving facilities iii. Equipment, technical and technological resources - the applicant should be able to demonstrate the existence of and its ability to maintain to an adequate level, at least the following resources: <ol style="list-style-type: none"> a. IT hardware, software and systems management; b. Adequate data protection and security measures in order to ensure the protection of confidential, personal and/or sensitive material; c. Capacity to handle and process all necessary administrative and technical transactions as well as any planned, forecasted or impending significant changes or increases to the business size or capacity; d. Records maintenance systems. 	<p>List and description of available facilities, office accommodations, archiving facilities, equipment tools, software, etc. beneficial/essential to the execution of the tasks, and in support of the above declaration, and, ii. Declaration of Compliance according to Annex VI.</p>
d	Quality Management System	
d.1	<p>The applicant shall have an established management system and shall have manuals/procedures describing and encompassing these elements.</p>	<ol style="list-style-type: none"> i. The applicant shall provide a list of ALL relevant procedures/manuals relating to the management system for example, but not limited to, document control, staffing policy, record keeping, compliance monitoring & their amendments; and, ii. If applicable, the applicant should also indicate whether or not they have been approved under any international recognised management system standard. Please note: in line with the accreditation process, all applicable documents should be made available on request and prior to or as part of the accreditation audit.
d.2	<p>The applicant (including all consortium members and all proposed subcontractors) shall ensure that they and their staff:</p> <ol style="list-style-type: none"> i. Carry out their duties with the greatest possible professional integrity and with the greatest possible technical competence and must be free of any pressure and incentive, in particular of a financial type, which could affect their judgment or the results of their investigations, in particular from persons or groups of persons affected by the results of the certification tasks. 	<p>Duly filled in, signed and dated declaration of compliance as found in Annex VI.</p>



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	<p>The applicant must ensure:</p> <p>ii. The impartiality of the investigation staff involved in the implementation of the contract and that its remuneration shall not depend on the number of investigations carried out or on the results of such investigations. That their staff shall observe strict professional secrecy with regard to all information acquired in carrying out tasks.</p>	
d.3	<p>The applicant (including all consortium members and all proposed subcontractors) and their staff (including management) shall not be in any situation which could give rise to a conflict of interest in what concerns the implementation of the contract and in line with the provisions of Article 10.1 Annex A to UAEMAR Basic Regulation.</p> <p>In particular (and without limitation) they may not become involved, directly or indirectly, in the design, manufacture, marketing or maintenance of products, parts, appliances, constituents or systems or in their operations, service provision or use.</p>	<p>Duly filled in, signed and dated statements of absence of conflict of interest as found in Annex V.</p> <p>Please note: In the case of consortia and/or subcontractors a statement should be completed and furnished by every consortium member and subcontractor.</p>

* Important Note: the MAA reserves the right to ask for clarification or further material in the case that the documents submitted are not found as adequate evidence that the applicant fulfils the exclusion and/or selection criteria.

- ii. For Technical Offer: The quality of technical offers reaching this stage will be evaluated by the MAA. The technical offer shall contain all necessary information to allow evaluation of the applicant and be consistent with the technical specifications and be signed by the applicant.

Section 7. DECLARATION.

Conditions referred in the Declaration are as follow:

1) Management System.

The contractor shall have an established management system including, without limitation, the following elements:

- i. Documented policies and procedures: The applicant shall have policies/procedures/manuals describing its organisation and thereby providing both the means and methods to ensure the consistent and continuous fulfilment of tasks.
- ii. Document control: The applicant shall have adequate document controls in place ensuring in particular the availability, regular updating and distribution of reference documents to serve as the basic working documents throughout the organisation.
- iii. Staffing policy: The applicant shall have a suitable staffing policy ensuring the control of the adequacy of resources, qualifications, knowledge, skills, experience, initial training, recurrent training and performance evaluation.



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Please note in particular that the contractor shall, throughout the duration of the concluding contract, ensure:

- a. Personnel: all personnel (and its providers' personnel) performing the services have the adequate experience & technical competency required for the execution of the tasks assigned to them.
 - b. Maintenance & Development of Technical Expertise: that all personnel are kept up to date of any developments and/or changes on relevant regulation, procedure, technology etc. Furthermore, the contractor shall ensure the continuous professional development of all personnel so that they have the opportunity to maintain and expand their areas of competence, experience & expertise held.
 - c. No conflict of interest: that all personnel working on MAA projects are in no situation of conflict of interest whatsoever, able to work free from any hierarchical or economic pressure and/or incentive which could affect their judgement or the results of a technical investigation, are committed to carrying out their duties with the greatest possible professional integrity and will observe the highest level of professional secrecy with regard to all information acquired in the process of carrying out their tasks.
- iv. Compliance monitoring: the applicant shall have a suitable system in place in order to monitor the compliance of the management system with all applicable regulations and the adequacy of all procedures with performance objectives. Compliance monitoring shall include a feedback system of audit findings to the senior management to ensure corrective action is taken as necessary. Please note in particular the following:
- a. New/Revised Regulations: the contractor shall ensure, on entry into force of any new/revised regulations and their implementing rules that all relevant policies are applied and adhered to. These new regulations/requirements shall also, on entry into force, become a part of the scope of accreditation
- v. Quality & Internal Audit: the applicant shall put in place a person or group of persons, ultimately responsible to senior management to monitor compliance of the management system with the relevant requirements and adequacy of the procedures.
- vi. Facilities: the applicant shall have adequate facilities and office accommodation for the performance of the contract (particularly for communication and archiving).
- vii. Archiving & Data Protection: the applicant shall have an established records management & archiving policy that allows adequate traceability and data protection of records/data relating to the tasks executed during the performance of the contract. Moreover, the contractor shall possess secure archiving facilities and observe all conditions set out by the MAA. Please note in particular the following:
- a. Project Documentation / Records: All project documentation / records related to any work undertaken on behalf of the MAA shall, upon request, be made available promptly to the Agency.

The management system procedures of the contractor should provide the possibility and mechanism to be adjusted in case new requirements regarding the processes will be set by the MAA. Additionally, no feature of the contractor's organisation or provision of the contractor's procedures should prevent the execution of tasks and provision of records as required by MAA procedures. Please note that these documents and management systems shall be reviewed during the accreditation process.

2) Changes to the Management System

- i. The contractor shall be able to revise its management system relating to any change to the relevant regulations and/or applicable procedures in a timely manner to ensure effective & efficient implementation.



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- ii. The contractor shall notify the MAA of any significant changes to the management system in a timely manner.
- iii. Please note that the Agency reserves the right to request clarification with regard any changes made to the management system.

3) Quality & Continuity Assurance

The contractor shall ensure that a high level of service and reliability is maintained at all times and that the quality and consistency of the services delivered is sustained throughout the duration of the contract.

4) Languages

Unless specified otherwise by the MAA, English shall be the working language of the contract (and its accreditation procedure) including all correspondence with MAA, relevant documents/reports, ad-hoc forms etc. Therefore, all proposed personnel should have an excellent level of English, in particular in technical/aviation and business English.

5) Management and Technical Reporting

The service provider shall provide management reports. All technical reports and milestones shall be provided to the MAA in accordance with the applicable technical instructions (MAA procedures, work instructions and policies).

6) Project Documentation

Please note that all project documentation related to any work undertaken on behalf of the MAA shall be made promptly available to MAA on request.

7) Procedure

All work performed shall be conducted, at all times in strict compliance with MAA procedures & policies as in force and updated from time to time.

8) Meetings and Training

In addition to any meetings and/or conferences required as part of any assigned project/task the sectorial meetings/trainings/workshops organised by the MAA (indicative sequence: usually 1-2 days per domain, 1-2 times per year) shall be attended by the applicable Qualified Entity experts at the expense of the contractor i.e. all related costs such as daily allowances, travel and/or accommodation costs etc. shall be covered by the contractor.



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ANNEX IV.a

This Annex has to be fulfilled following the guidance material given in Section 6. Submission Checklist, Pack B – Technical Documents of this Appendix. For clarification, columns in the table are specified as follows:

- i. *Client*: Write Company Name including contact details.
- ii. *Time*: Specify Project or Contract Starting and Ending date as well as years of experience (where applicable).
- iii. *Project*: Specify Project description and location. Where this cannot be disclosed other means to verify the scope / volume shall be presented (i.e. range).
- iv. *Activity Performed*: Include a short description of the tasks assigned and performed on the related project.

ANNEX IV.b

This Annex has to be fulfilled following the guidance material given in Section 6. Submission Checklist, Pack B – Technical Documents of this Appendix.

For further clarification, columns in the table are specified as follows:

- i. *Management Role*: Main Responsibilities in Project Team/Contract Implementation
- ii. *Technical Role*: i.e. Team Leader - TL, Technical Inspector - TI, Flight Inspector - FI, Expert.
- iii. *Employment Status*: i.e. employed, sub-contracted, staff member of consortium partner etc.
- iv. *CV included*: Tick once confirmed the related CV is attached to the offer.

WITHDRAWAL OF APPLICATION

An application can be withdrawn in writing at any time.

FORM SUBMISSION

Submit the electronic application form to the MAA at UAEMAA@mod.gov.ae

Contact the MAA administration staff for procedure for uploading large size files. If there is insufficient space in any of the sections, please attach additional information to this form.

PRIVACY POLICY

MAA requires the provision of information as listed in this form. All such information received will be treated as Confidential and will not be disclosed to any third parties unless that disclosure is required or authorised by law. MAA will safeguard personal information, however, please be aware that MAA policy is to publish organisation approvals on its website.