

## GACAR PART 183 – REPRESENTATIVES OF THE PRESIDENT

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## GACAR PART 183 – REPRESENTATIVES OF THE PRESIDENT

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### SUBPART A – GENERAL

#### § 183.1 Purpose.

(a) This part establishes the requirements for certificating private persons to act as designated representatives of the President in examining, inspecting, and testing persons and aircraft for the purpose of issuing airman, operating, and aircraft certificates. It also states the privileges of those representatives and prescribes rules for exercising those privileges.

(b) An individual may be certificated as a designated representative of the President under Subpart B of this part.

(c ) An organization may be designated as a representative of the President by obtaining an Organization Designation Authorization under subpart D of this part.

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**SUBPART B – CERTIFICATION OF REPRESENTATIVES**

**§ 183.11 Selection.**

- (a) The Executive Vice President of Aviation Safety and Environmental Sustainability, or appointee, may select aviation medical examiner designees from qualified physicians who apply in a form and manner prescribed by the President.
- (b) The Assistant President of the Aviation Standards, or his appointee, may select candidates for pilot examiner, cabin crew member examiner, aircraft dispatcher examiner, or flight engineer examiner from qualified persons whenever he determines there is a need.
- (c) The Executive Vice President of Aviation Safety and Environmental Sustainability, or appointee, may select—
- (1) Designated engineering representatives from qualified persons who apply in a form and manner prescribed by the President; and
  - (2) Designated airworthiness representative from qualified persons who apply in a form and manner prescribed by the President.
- (d) The Executive Vice President of Aviation Safety and Environmental Sustainability, or appointee, may select air traffic controller designees who hold valid ATC or FIS assessor endorsements issued in accordance with GACAR Part 64 whenever a need is identified.
- (e) The Executive Vice President of Aviation Safety and Environmental Sustainability, or appointee, may select designated mechanic examiners from qualified persons whenever a need is identified.
- (f) The Executive Vice President of Aviation Safety and Environmental Sustainability, or appointee, may select designated aviation club representatives from qualified senior persons of aviation clubs certificated under GACAR Part 149 and who apply in a form and manner prescribed by the President.
- (g) The Executive Vice President of Aviation Safety and Environmental Sustainability, or appointee, may designate an English Language Proficiency (ELP) testing center organization when the applicant fulfills the requirements as prescribed in Subpart D of this Part, whenever a

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need is identified.

### **§ 183.13 Certification.**

(a) Candidates selected in accordance with General Authority of Civil Aviation Regulation (GACAR) § 183.11 may be certificated as designated representatives when the President is satisfied the person is qualified and will serve the interests of the GACA in an acceptable manner.

(b) The certificate specifies—

- (1) The type of designation for which the person is certificated,
- (2) The privileges and limitations of the holder of the certificate, and
- (3) The certificate's period of validity.

### **§ 183.15 Duration of Certificate.**

(a) Unless sooner terminated under paragraph (b) of this section, a certificate of designation issued under this part is effective until the date specified on the certificate.

(b) A certificate issued under this subpart terminates—

- (1) Upon written request of the certificated designee;
- (2) In any case in which the recommendation of the employer is required for the certificate, upon written request of the employer;
- (3) When the certificated designee separates from the employment of the employer who recommended him for certification;
- (4) Upon a finding by the President that the certificated designee has not properly performed his duties or complied with the prescribed limitations under the certification;
- (5) When the President no longer requires the assistance of the certificated designee; or
- (6) For any reason the President considers appropriate.

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### **§ 183.17 Amendment of Certificate.**

(a) The privileges or limitations of a certificate issued under GACAR § 183.13 may be amended when—

- (1) The certificated designee is selected for additional privileges in accordance with GACAR § 183.11.
- (2) The President is satisfied the certificated designee is qualified and will serve the interests of the GACA in an acceptable manner.

(b) The President, when he considers it appropriate, may amend any certificate issued under this part.

### **§ 183.19 Reports.**

Each person certificated under this part must make such reports as are prescribed by the President.

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**SUBPART C – PRIVILEGES AND LIMITATIONS**

**§ 183.29 Aviation Medical Examiners.**

Subject to the privileges and limitations prescribed on the certificate of designation, a designated aviation medical examiner may—

- (a) Accept applications for physical examinations necessary for issuing medical certificates under GACAR Part 67;
- (b) Under the general supervision of the GACA Medical Assessor, conduct those physical examinations;
- (c) Subject to reconsideration by the GACA Medical Assessor, issue or deny medical certificates in accordance with GACAR Part 67; and
- (d) (reserved)
- (e) As requested, participate in investigating aircraft accidents.

**§ 183.31 Pilot Examiners.**

Subject to the privileges and limitations prescribed on the certificate of designation, a designated pilot examiner may—

- (a) Accept applications for flight tests necessary for issuing pilot certificates and ratings under the GACAR;
- (b) Under the general supervision of the GACA, conduct those tests;
- (c) At the discretion of the GACA, issue temporary pilot certificates and ratings to qualified applicants; and

**§ 183.33 Cabin Crew Member Examiners.**

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Subject to the privileges and limitations prescribed on the certificate of designation, a designated cabin crew member examiner may—

- (a) Under the general supervision of the GACA, accept applications for and conduct cabin crew member oral and practical tests necessary for issuing cabin crew member certificates under GACAR Part 65;
- (b) At the discretion of the GACA, issue temporary cabin crew member certificates to qualified applicants; and

### § 183.35 Technical Personnel Examiners.

Subject to the privileges and limitations prescribed on the certificate of designation—

- (a) ***Designated mechanic examiners.*** A designated mechanic examiner may—

- (1) Under the general supervision of the GACA, accept applications for and conduct mechanic oral and practical tests necessary for issuing mechanic certificates and ratings under GACAR Part 66; and
- (2) At the discretion of the GACA, issue temporary mechanic certificates and ratings to qualified applicants.

- (b) ***Designated ATC or FIS assessor.*** A designated ATC or FIS assessor may—

- (1) Under the supervision of GACA, conduct and oversee examinations and assessments required for the issuing of ATS licenses and ratings as defined under GACAR Part 64;
- (2) Propose the issuance of temporary ATS licenses and ratings for qualified applicants.

- (c) ***Designated flight engineer examiners.*** A designated flight engineer examiner may—

- (1) Under the general supervision of the GACA, accept applications for and conduct oral and practical tests necessary for issuing flight engineer certificates under GACAR Part 61;
- (2) At the discretion of the GACA, issue temporary flight engineer certificates to qualified applicants.



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(d) ***Designated aircraft dispatcher examiners.*** A designated aircraft dispatcher examiner may—

- (1) Under the general supervision of the GACA, accept applications for and conduct written and practical tests necessary for issuing aircraft dispatcher certificates under GACAR Part 65;
- (2) At the discretion of the GACA, issue temporary aircraft dispatcher certificates to qualified applicants.

### § 183.37 Designated Engineering Representatives.

Subject to the privileges and limitations prescribed on the certificate of designation—

(a) ***Structural engineering representatives.*** A structural engineering representative may approve structural engineering information and other structural considerations within limits prescribed by the President and under the general supervision of the GACA, whenever the representative determines that information and other structural considerations comply with the applicable regulations.

(b) ***Powerplant engineering representatives.*** A powerplant engineering representative may approve information relating to powerplant installations within limits prescribed by the President and under the general supervision of the GACA, whenever the representative determines that information complies with the applicable regulations.

(c) ***Systems and equipment engineering representatives.*** A systems and equipment engineering representative may approve engineering information relating to equipment and systems, other than those of a structural, powerplant, or radio nature, within limits prescribed by the President and under the general supervision of the GACA, whenever the representative determines that information complies with the applicable regulations.

(d) ***Radio engineering representatives.*** A radio engineering representative may approve engineering information relating to the design and operating characteristics of radio equipment, within limits prescribed by the President and under the general supervision of the GACA, whenever the representative determines that information complies with the applicable regulations.

(e) ***Engine engineering representatives.*** An engine engineering representative may approve engineering information relating to engine design, operation, and service, within limits prescribed

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by the President and under the general supervision of the GACA, whenever the representative determines that information complies with the applicable regulations.

(f) ***Propeller engineering representatives.*** A propeller engineering representative may approve engineering information relating to propeller design, operation, and maintenance, within limits prescribed by the President and under the general supervision of the GACA, whenever the representative determines that information complies with the applicable regulations.

(g) ***Flight analyst representatives.*** A flight analyst representative may approve flight test information, within limits prescribed by the President and under the general supervision of the GACA, whenever the representative determines that information complies with the applicable regulations.

(h) ***Flight test pilot representatives.*** A flight test pilot representative may make flight tests and prepare and approve flight test information relating to compliance with the GACAR, within limits prescribed by the President and under the general supervision of the GACA.

(i) ***Acoustical engineering representatives.*** An acoustical engineering representative may witness and approve aircraft noise certification tests and approve measured noise data and evaluated noise data analyses, within the limits prescribed by the President and under the general supervision of, the GACA, whenever the representative determines that the noise test, test data, and associated analyses are in conformity with the applicable regulations. No designated acoustical engineering representative may determine that a type design change is not an acoustical change, or approve equivalencies to prescribed noise procedures or standards.

### **§ 183.39 Designated Airworthiness Representatives.**

Subject to the privileges and limitations prescribed on the certificate of designation and under the general supervision of the GACA, a designated airworthiness representative may -

(a) Perform examination, inspection, and testing services necessary to issue certificates, and to determine the continuing effectiveness of certificates in the area of maintenance, manufacturing, and engineering.

(b) Perform authorized functions at any authorized location.

### **§ 183.43 Designated Aviation Club Representatives.**

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Subject to the privileges and limitations prescribed on the certificate of designation and under the general supervision of the GACA, a designated aviation club representative may -

- (a) Issue ultralight vehicle registration permits.
- (b) Issue model aircraft registration permits.
- (c) Issue ultralight vehicle operator permits.
- (d) Perform authorized functions at any authorized location.

### **§ 183.45 Designated Ground Services Inspection Representatives**

Subject to the privileges and limitations prescribed on the certificate of designation and under the general supervision of GACA, a designated ground services inspection representative may only perform the ground services inspection functions specifically prescribed by GACA under the organization designation approval (ODA) granted to a certificated aerodrome under Subpart F of this part.

### **§ 183.47 Designated English Language Proficiency Testing Center (ELPTC)**

Subject to the privileges and limitations prescribed on the certificate of designation, and under the general supervision of the GACA, a designated ELPTC may evaluate airman ELP as required by the pertinent GACAR and issue the required ELP certificate.

### **§ 183.49 Fees.**

A person certificated as a designated representative of the President may charge a reasonable fee for the services he performs on behalf of the President.

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### **SUBPART D – Organization Designation Authorization**

#### **§ 183.401 Applicability:**

This subpart contains the procedures required to obtain an Organization Designation Authorization, which allows an organization to perform specified functions on behalf of the President related to operations, airworthiness, maintenance, ground services or examining and testing personnel.

#### **§ 183.403 Types of Organization Designation Authorization (ODA)**

The President may issue an Organization Designation Authorization (ODA) certificate to the following organizations:

- (1) English Language Proficiency Testing Center (ELPTC) as prescribed in paragraphs in Subpart E of this part.
- (2) Ground Services Inspection Organization within certificated civil/public aerodromes as prescribed in Subpart F of this part.

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**SUBPART E – Designated English Language Proficiency Testing center (ELPTC)**

**§ 183.501 Designated English Language Proficiency Testing Center (ELPTC)**

Subject to the privileges and limitations prescribed on the certificate of designation:

- (a) a designated ELPTC may evaluate airman ELP as required by the pertinent GACARs and issue the required English Language Proficiency (ELP) certificate.
- (b) a designated ELPTC may not evaluate airman ELP outside the principal base of operations without prior authorization.
- (c) a designated ELPTC is responsible for testing center personnel and facility management, and administration and delivery of ELP tests.

**§ 183.503 Certificate and Procedures Manual requirements**

No person may operate an ELP testing center without, or in violation of, the appropriate testing center ODA certificate issued under this part and in accordance with its accepted procedures manual.

**§ 183.505 Application and Issuance of ELPTC ODA Certificate**

Only an entity of a Saudi nationality with a principal base of operations located in the Kingdom of Saudi Arabia that meet the requirements of this part may be eligible for a testing center ODA certificate.

Unless otherwise authorized by the President, an application for an ELPTC ODA must be made in a format acceptable to the President and must include the —

- (a) The applicant's ELPTC ODA procedures manual;

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- (b) A description of the proposed tests; and
- (c) Meets the applicable requirements of this section.

### **§ 183.507 Duration of certificate.**

- (a) A testing center ODA issued under this part is valid—
  - (1) Until the date as endorsed on the authorization or
  - (2) Until the authorization is surrendered, suspended, or revoked.
- (b) A change in the ownership of a testing center does not terminate the testing center ODA if:
  - (1) An application is made for an appropriate amendment to the ODA at least 30 days in advance of any ownership change, and
  - (2) No change in the facilities, personnel, procedures or testing is involved.
- (c) A holder of ELPTC that applies for a renewal of its ODA must submit the request for renewal, in a form and manner acceptable to the President, no later than 60 days before the ODA expires. If a request for renewal is not made within this period, the ELPTC must follow the application procedures in GACAR § 183.505.
- (d) A change or renewal may be denied for any reason deemed appropriate by the President.

### **§ 183.509 Display of certificates**

- (a) Each holder of a testing center ODA issued under this part must display that ODA in a place that is normally accessible to the public and is not obscured.

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(b) The ODA must be made available for inspection upon request by :

- (1) The President,
- (2) An authorized representative of the Aviation Investigation Bureau (AIB), or
- (3) Any law enforcement agency in the Kingdom of Saudi Arabia.

### **§ 183.511 Contents of the certificate holder's procedures manual**

A holder of an ODA issued under this section must prepare and maintain procedures manual acceptable to the President that contains the following:

- (a) The specific location of the ODA holder's principal operations base and, the address that will serve as the primary point of contact for correspondence between the GACA and the ODA holder;
- (b) A description of the testing center's facilities;
- (c) List of all key positions that include the accountable manager, management/supervision staff, examiners and raters. The list must contain the job descriptions containing minimum education, qualification, and experience requirements for all listed positions and the process for qualifying key personnel.
- (d) The type of testing authorized, including approved tests;
- (e) Test design and development process
- (f) Procedures under which each testing is to be conducted and rated
- (g) Appeal process
- (h) Procedures manual amendment procedures, and

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(i) Any other item deemed required by the President.

### **§ 183.513 Authorized Testing Center Key Personnel Requirements.**

(a) Accountable Manager; An applicant for a testing center ODA under this section must appoint an accountable manager who has the authority to ensure that all requirements of this part are met.

(b) The accountable manager, examiners and raters must meet the minimum requirements set by the approved certificate holder's procedures manual.

(c) An applicant for an ELP testing center ODA under this section must employ enough personnel for ensuring compliance with the requirements of this section.

(d) A testing center management/supervision, examiners, and raters must be familiar with the following:

(1) Related GACARs;

(2) The relevant Standards and Recommended Practices of ICAO Annex 1;

(3) Holistic descriptors of (Appendix 1 to ICAO Annex 1) and the ICAO Rating Scale (Attachment A to Annex 1);

(4) Manual on the Implementation of ICAO Language Proficiency Requirements, ICAO Doc 9835;

(5) Language Testing Criteria for Global Harmonization, ICAO Circular 318; and

(6) ICAO Rated Speech Samples CD.

(b) ELP rating must be carried out by a minimum of two raters and a third rater must be consulted



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in the case of different scores.

### **§ 183.515 Testing Center General Facilities Requirements.**

- (a) An applicant for a testing center ODA must have the required facilities, equipment, and materials appropriate to the testing sought.
- (b) Each holder of an authorization issued under this section must maintain a principal business office with a mailing address and the business name shown on its certificate.
- (c) The facilities and equipment at the principal business office must be adequate to maintain the files and records required under this section.
- (d) Sites that are collocated with other businesses or other types of business activity, or that include complex physical layouts, must include a separate entrance to the testing area.
- (e) The facilities must be in conformance with local building, sanitation, and health codes.
- (f) Before changing the location of the testing center, each ODA holder must notify the President of the new location, and the notice must be—
  - (1) Submitted in writing at least 30 working days before the change of location and
  - (2) Accompanied by any amendments needed for the ODA outline.

### **§ 183.517 Data Collection and Test Reports**

An ELP testing center ODA holder must collect applicant data and test result and submit a report to GACA on weekly bases in a form and manner prescribed by the president.

### **§ 185.519 Record Keeping**

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(a) An ELP testing center ODA holder must maintain all personnel files, applicant test files, sound files, test bank items, and statistical data in a secure location within the main office and only authorized personnel shall have access to the records.

(b) Applicant test files and sound files for ELP level 4 and 5 must be maintained in an active filing system for a minimum of one year after the expiration date of the ELP certificate and may be moved to an inactive filing system for a minimum of 3 years if no reevaluation is carried out during that period.

(c) Applicant test files and sound files for ELP level 6 must be maintained in an active filing system for a minimum of 6 years and may be moved to an inactive filing system for a minimum of 3 years after that period.

### **§ 183.521 Inspection**

A holder of an ODA issued under this part must allow the President to inspect its personnel, facilities, equipment, and records to determine the ODA holder's compliance with the GACAR.

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### **SUBPART F – Designated Ground Services Inspection Organization**

#### **§ 183.601 Applicability.**

This subpart is applicable to holders of aerodrome certificates under GACAR Parts 139, 138, and 137 who may receive organization designation approval (ODA) to perform prescribed ground services inspection functions under GACAR Parts 151 and 68.

#### **§ 183.603 General Requirements:**

1. An applicant for an ODA under this subpart must be a holder of an aerodrome certificate under GACAR Parts 139, 138, or 137.
2. An ODA holder under this subpart may be designated by the president to perform prescribed ground services inspection functions under GACAR Parts 151 and 68 only within the premises of its certificated aerodromes.
3. An ODA holder under this subpart must perform ground services inspection functions in accordance with an approved ground services inspection manual as prescribed in this subpart.
4. Ground services inspection functions may only be performed by a designated ground services inspection representative in accordance with GACAR § 183.45.

#### **§ 183.605 Duration of the Organization Designation Approval.**

A Ground Services Inspection ODA issued under this subpart is valid until the endorsed validity date on the authorization or until the authorization is surrendered, suspended, or revoked.

#### **§ 183.607 Contents of the Ground Services Inspection Manual.**

(a) Management structure: A description of the management structure utilized by the Ground Services Inspection ODA holder in performing ground services inspection functions on behalf of GACA. The structure must identify the aerodrome Person in Charge of Aerodrome Operations as

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identified in GACARs § 139.109 (c), § 138.105 (c) (1), and § 137.109 (c) as the accountable manager for ground services inspection functions. The management structure must indicate the direct reporting of the designated ground services inspection representative in accordance with GACAR § 183.45 to the accountable manager.

(b) Accountability Statement.

(c) A current and updated list of the designated ground services inspection representatives in accordance with GACAR § 183.45 indicating the specific inspection privileges of each representative.

(d) Ground services inspection ODA holder scope of work/services.

(e) Manual administration and control procedures.

(f) Ground services inspection representative delegation of authority, duties and responsibilities.

(g) Administrative procedures.

(h) Selection and qualification criteria of ground services inspection representatives.

(i) Ground services inspection representative training program including:

(1) Training Curriculum & Syllabi.

(2) On-Job Training.

(3) Training Providers and instructor's requirements and selection.

(4) Assessment of designated inspectors.

(5) Currency and recency.

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(j) Ground services inspection ODA holder Standard Operating Procedures.

(k) Annual audit/inspection plan.

(l) Data collection and record keeping procedures.

### **§183.609 Reporting of inspection.**

A ground services inspection ODA holder must report all ground services inspection activities performed by the designated ground services inspection representative to GACA on a continuous basis.

### **§ 183.611 Record keeping.**

A ground services inspection ODA holder must maintain a record of all ground services inspection activities performed by the designated ground services inspection representative.

### **§ 183.613 Inspection.**

A holder of an ODA issued under this part must allow the President to inspect its personnel, and records to determine the ODA holder's compliance with the GACAR.