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तटरक्षक मुख्यालय
Coast Guard Headquarters
नेशनल स्टेडियम कॉम्प्लेक्स
National Stadium Complex
नई दिल्ली-110 001
New Delhi-110 001

AM/0933/CGDP/CGAIS(BSR)

18 Jun 2020

The Commander
[for CSO(AVI)]
Coast Guard Region (NE)
Synthesis Business, Park 6th Floor,
Shrachi Bldg, New Town,
Rajarhat, Kolkata – 700 157

**ACTIVATION OF COAST GUARD AERONAUTICAL INSPECTION
SERVICES (CGAIS) AT BHUBANESWAR**

1. Refer to CGO 07/2010.
2. Competent Authority has approved activation of Coast Guard Aeronautical Inspection Service at Bhubaneswar [CGAIS (BSR)] and unit is being planned to be activated in **Jul 2020**.
3. **CGAIS(BSR)** besides providing **continual QA coverage to ALH Mk-III of 830 Sqn(CG)/ CGAE (BSR) and CGASD (BSR)** under the PBL Regime, will also provide **QA coverage to all aviation units and helo carrying ships based in the AOR of RHQ(NE)** i.a.w functions and responsibilities as elaborated in CGO ibid.
4. However, in the interim, pending accord of unit and manpower sanction by the MoD, the QA cover to aviation units other than 830 Sqn(CG) and CGASD (BSR), will be provided by CGAIS (CHN).
5. Unit is being activated under the administrative control of **CGRHQ (NE)** and **functional control of CGHQ**. Adequate space for offices within CGAE Bhubaneswar premises, be earmarked for functioning of the CGAIS (BSR) till setting up of permanent infrastructure of the unit.
6. In view of the aforesaid, following requested:-
 - (a) Necessary arrangements to activate CGAIS Bhubaneswar in Jul 2020 from CGAE Bhubaneswar premises (as an interim measure) be initiated.

(b) Adequate administrative and logistic arrangements be instituted to ensure smooth functioning of CGAIS (BSR) from CGAE Bhubaneswar premises to discharge the envisaged charter of duties.

7. The Administrative Orders for CGAIS (BSR) are enclosed herewith.

Akshay
18/6/20

(AK Bhardwaj)
Dy Inspector General
Director (Air Materiel)
for Director General

Encl. As above

Copy to:

The Coast Guard Commander
[for CSO (Ops)]
Headquarters Eastern Seaboard
PB No. 1128, Malkapuram PO
Visakhapatnam
Andhra Pradesh – 530 011

The Officer-in-Charge
Bureau of Naviks
Mankhurd
Mumbai

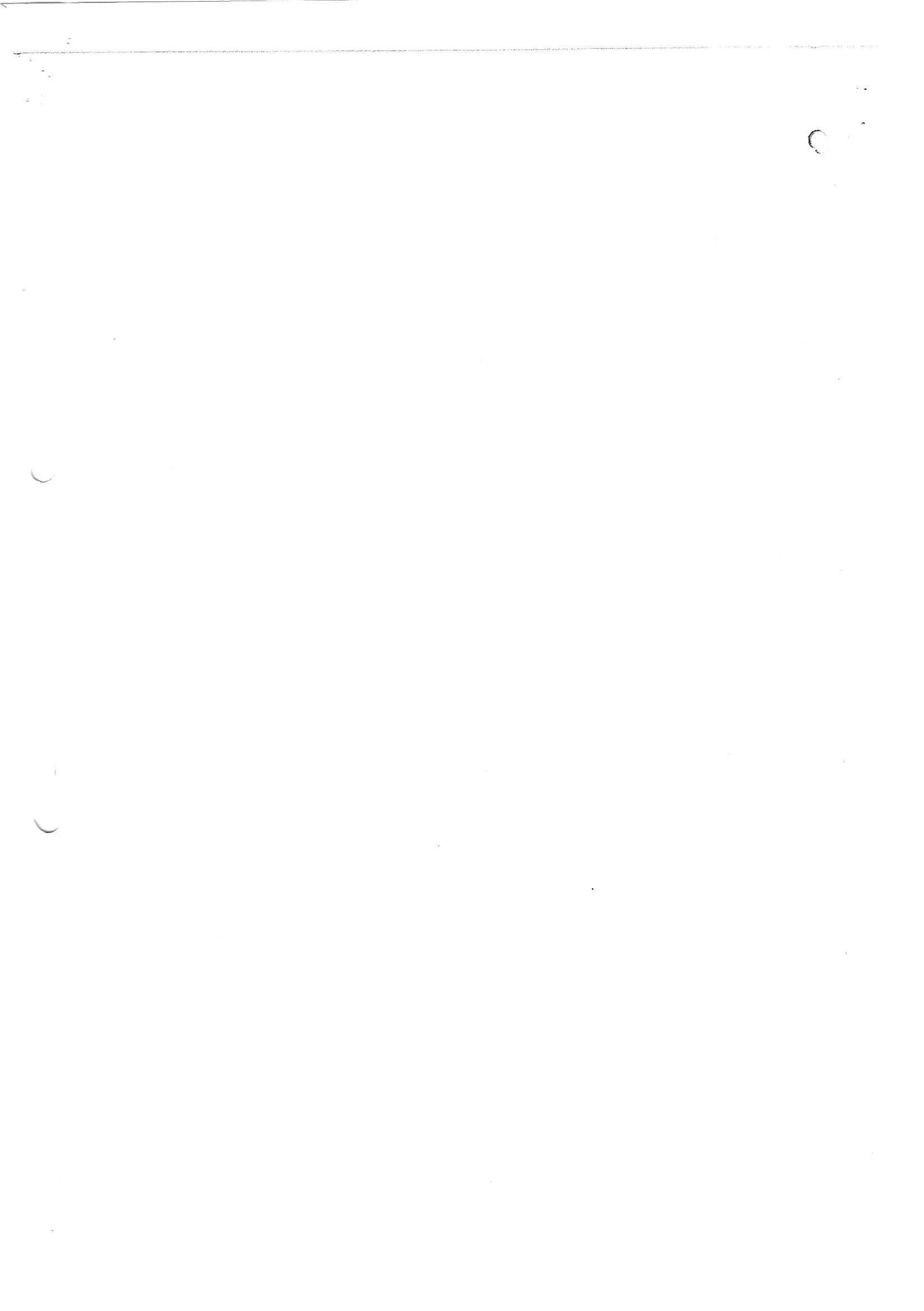
The Officer-in-Charge
CGAIS Chennai
Chennai

The Officer-in-Charge
CGPOT Bangalore
M/s HAL Helicopter Division
Vimanpura
Bangalore – 560 017

The Officer-in-Charge
CGAIS Mumbai
Mumbai

The Officer-in-Charge
CGAOT Bangalore
Vimanpura
Bangalore

Without enclosure.



ADMINISTRATIVE ORDERS

FOR SETTING UP OF
COAST GUARD AERONAUTICAL INSPECTION SERVICE (CGAIS)
AT BHUBANESWAR

1. Out of 16 ALH Mk III aircraft being inducted to ICG, 04 helicopters are planned to position at CGAE Bhubaneswar. In order to provide *insitu* QA coverage for maintenance/servicing of ALH Mk III aircraft as per PBL provisions, Coast Guard Aeronautical Inspection Service at Bhubaneswar [CGAIS (BSR)] is being activated under the administrative control of **CGRHQ(NE)** and **functional control** of **CGHQ**. Till permanent infrastructure has been set up, adequate space for offices within CGAE Bhubaneswar premises, be earmarked for functioning of the CGAIS (BSR).

2. The postal address of this unit will be as under:-

Postal address - The Officer-in-Charge
Coast Guard Aeronautical Inspection Service,
Bhubaneswar
C/o CGAE (BSR)
Old Terminal Building
Biju Patnaik Airport
Bhubaneswar, Odisha – 751 020

3. **Manpower.** Officer-in-Charge of the unit will be an Air Technical officer of the rank of DIG/Comdt (AE/AL)(presently as appointed by CGHQ). The Officer and men will be borne in the books of CGAE Bhubaneswar additional for duties with CGAIS(BSR). Till the manpower complement is sanctioned by MoD, unit will function by following officers and EP/ civilian staff: -

DIG (Tech) /Comdt (Tech) (AE/AL and QAS Qualified)	-	Officer-in-Charge
Subordinate officer/EP	-	04 (01 each suitable QA qualified SO of AE, AL, AR and SE trades)
Steno 'C'	-	01

Administrative and Functional Control

4. **Administrative Control.** Administrative control of CGAIS (BSR) will be exercised by Commander, Coast Guard Region (North East).
5. **Functional Control.** Functional Control of the CGAIS (BSR) including tasking and monitoring of work progress will be exercised by Coast Guard Headquarters [Deputy Director General (Aviation) / Directorate of Air Materiel (later under Controllerate of Quality Assurance on establishment)].

Administrative and Logistics Support

5. **Office Space.** The office of CGAIS (BSR) is to be set up in the MMMA Hangar at CGAE (BSR) as an interim measure till the time permanent infrastructure has been set up.
6. **Hangarage.** The MMMA Hangar is to be used to provide hangarage for ALH aircraft undergoing second line servicing by HAL under the aegis of CGAIS (BSR).
7. **Logistic Support.** CGRHQ(NE)/CGAE(BSR) will provide the following for efficient functioning of the unit till the time unit requirements are fulfilled on permanent basis:-
 - (a) Office furniture and office equipment including 05 computers, 05 printers, 02 fax machines, 01 xerox machine/MFD and other items which are considered mandatory.
 - (b) Office stationery, computer stationery, stamps etc.
 - (c) Office postage including speed post / courier cost etc.
 - (d) 04 Telephone connections (ie. 03 at office and 01 residential telephone for Officer-in-Charge).
 - (e) Pay and allowance of Officer-in-Charge, officers and staff.
 - (f) Following transport/automated vehicles to be provided by re-appropriating from the existing resources / hiring for official purposes till the time the procurement of vehicles for the unit is completed.
 - (i) Staff Car - 01 No
 - (ii) Pickup van - 01 No

(g) 02 Casual employees are to be provided exclusively for CGAIS Bhubaneswar to undertake day to day upkeep of office and surrounding areas.

8. **Leave and Temporary Duty.** Leave and temporary duty movement of the Officer-in-Charge is to be sanctioned by COMCG (NE). The leave and temporary duty movement of personnel/other staff is to be sanctioned by the Officer-in-Charge on behalf of Commanding Officer, CGAE(BSR).

9. **Confidential Reports.** The Annual Confidential Report and associated report of officers and men will be rendered as per the existing policies in vogue.

10. **Financial Powers.** CGAIS (BSR) will function as a **non-self accounting unit**, however the financial powers will be exercised by Officer-in-Charge as per DFPCG-17 and relevant policies in vogue. All budget requirements by the unit are to be projected in conjunction with CGAE (BSR). Allocation of funds will be made accordingly under various budget heads by CGRHQ (NE) against, the projections by CGAIS (BSR). **All imprest transactions, Gx actions and other administrative requirements are to be undertaken through CGAE (BSR), being the nearest available self accounting unit.** Towards this CGRHQ(NE) is requested to initiate necessary actions/ issue necessary amplifying orders.

Charter of Duties

11. The Charter of Duties/ functions and responsibilities of CGAIS have been promulgated vide CGO 07/2010. **CGAIS(BSR)** will provide the **QA coverage** for the entire **Coast Guard North East Region** as per the Charter of Duties promulgated vide **CGO 07/2010** in addition will provide continual **QA coverage** for the aircraft maintenance of **ALH Mk III positioned at CGAE Bhubaneswar** as well as **CGASD Bhubaneswar** under **PBL provisions**.

12. **Charter of duties as per PBL Regime.** The functions and responsibilities towards QA coverage for **ALH Mk III** positioned at **CGAE Bhubaneswar** and for **CGASD Bhubaneswar** under PBL provisions are as follows:-

(a) **For Maintenance of ALH MK III Based at Bhubaneswar.**

(i) Monitor the quality aspect of servicing / repairs undertaken by M/s HAL reps onsite and report deviations etc, if any, to Coast Guard Headquarters.

- (ii) Periodic review on comprehensive quality assurance to ensure continual improvement in maintenance practices.
- (iii) Introduce stages of physical quality assurance which should be comprehensive and cover quality assurance right from the first stage of inspection till signal out of aircraft. They are to be reviewed periodically for ensuring better supervision over M/s HAL maintenance and quality assurance organization.
- (iv) To ensure that all deviations to stipulated requirements are properly authorized and recorded. Wherever there are deviations of major nature affecting safety or strength or interchangeability or other operational aspects, CGAIS shall refer the case to Controllerate of Quality Assurance/CGHQ. Deviation affecting operational aspects shall be referred to Coast Guard Headquarters/RCMA for decision.
- (v) Suggestions/Report to Headquarters, details of new inspection methods or processes which may affect the established inspection procedure and raise critical observations thereon.
- (vi) Ensure all orders and instructions affecting inspection and testing are complied with.
- (vii) Compilation of inspection instructions where such instructions are not available. Ensure necessary amendments are carried out in the user's air publications.
- (viii) Acceptance/ pre-transfer inspection of aircraft/ Aero Engine.
- (ix) *Scrutinise the repair order and finalise the work scope of aircraft for which, servicing is to be undertaken.*
- (x) Inspection of aircraft undergoing Major Servicing /Inspection (I-level servicing).
- (xi) *Co-ordinate various activities related to servicing and repair of ALH Mk III, Aero engines and rotables with various divisions of M/s HAL to ensure meticulous monitoring and timely completion of servicing.*

- (xii) Scrutinizing Aircraft/ Aero Engine Concession/ Production Permits.
- (xiii) Ensuring that M/s HAL has to correctly fill up the event reports wherever applicable.
- (xiv) Periodic updating of all technical instructions in respect of aircraft, engine and associated equipment.
- (xv) Monthly inspection of aircraft documents and rendering advice to maintain correct documentation procedures.
- (xvi) Monitoring and maintaining MOD status of all aircraft and associated equipment/ engines.
- (xvii) *Lay down periodicity of calibration for test equipment/tools* and ensure that all have valid calibration certificates.
- (xviii) Maintaining up-to-date modification standard of each type of aircraft and ensuring that all aircraft are modified to that standard.
- (xix) Advice on suitability for use of short lived items held in stock after expiry of laid down shelf life.
- (xx) Determination of stages of inspection of production process where applicable.
- (xxi) Inspect auxiliary facilities like power supply points, washing rigs etc and advice units to take corrective action.
- (xxii) Inspect all loose equipment supplied along with aircraft for proper storage/ preservation.
- (xxiii) Ensure that HAL QA Inspectors are qualified for the right job and inspection/servicing being undertaken at the bases.
- (xxiv) *Non-destructive testing of equipment.*

(xxv) *Ensure that HAL maintains adequate spares and GSE/GHE at CG premises in serviceable condition for smooth and uninterrupted servicing of CG aircraft.*

(xxvi) Co-ordinate with RDAQA Bangalore for periodical audit of HAL/ICG QA set up at bases

(b) **For Inventory Management by CGASD Bhubaneswar.**

Co-ordinate with CGASD Bhubaneswar to provide QA coverage for inventory management of ALH Mk III fleet under PBL provisions.

13. **Charter of duties As per CGO 07/2010.** The functions and responsibilities of CGAIS promulgated vide CGO 07/2010 are as follows:-

(a) **Functions.**

(i) Provide inspection coverage for major aircraft servicing being undertaken by M/s HAL or any other agency, as and when specified by Coast Guard Headquarters.

(ii) Acceptance inspection of equipment manufactured, installed, repaired or reconditioned within the Coast Guard Service.

(iii) Acceptance inspection of indigenously procured Aviation stores where inspection authority is specified as CGAIS.

(iv) Material survey of aircraft on as required basis including SNAP inspections and Quality Audits.

(v) Pre survey of repairable/ defective equipment to determine its condition and extent of rectification required to bring up to the specified standards.

(vi) Defect analysis and Defect Investigations raised by units o form A-21 (IN 494) of items with in the Coast Guard service.

- (vii) Quality surveillance of POL.
- (viii) Inspection of Air Equipment in storage on specific requisition from store depots and advice on matters likely to affect condition of equipment in storage.
- (ix) Assist in Aircraft accident investigation.
- (x) Scrutiny of draft modification proposal and evolution of proof and trial modification.
- (xi) Scrutiny of local purchase tenders and quotations.
- (xii) Periodic review of SIs/STIs/NTIs/ (I) NAMO's etc, with a view of updating the same.
- (xiii) Updating the knowledge of AIS qualified personnel in order to meet the requirements of Coast Guard Aviation.
- (xiv) Carryout studies for indigenous substitution of air stores.
- (xv) Be associated with respective divisions of M/s HAL for LMCs of various aircraft and aero engines as per directives of CGHQ and recommend modifications required for CG aircraft.
- (xvi) Assist in acceptance of aircraft and equipment from contractors in India and abroad.
- (xvii) Deck inspection of AOPVs / OPVs in CG service, in association with respective CGRPS/ refit authority on completion of refit of ships as and when ordered.
- (xviii) Recommendations for modification of equipment.
- (xix) Arranging re-testing of POL through IOC for revalidation of further life of POL, on expiry of its shelf life.

(b) **Responsibilities.**

(i) **Administration.**

(aa) Carryout duties as laid-down in relevant air- publications and other instructions issued by CGHQ from time to time.

(ab) Be responsible to CGHQ for the quality of products inspected by CGAIS.

(ac) Arrange for provision of adequate facilities for inspection, service and ensure that they are properly authorized, operated and maintained.

(ad) Administration and control of service personnel borne for CGAIS duties. Be responsible to respective COMCG for administrative purpose.

(ae) Constant review of establishment of inspection organization and advice CGHQ on necessary changes or improvement.

(af) Liaise with respective COMCG for efficient functioning of CGAIS.

(ag) Control and safe custody of CGAIS stamps and stamp register.

(ah) Ensure that all orders and instructions affecting inspection and testing are complied with.

(aj) Promulgation of inspection instructions where such instructions are not available.

(ak) Dissemination of various technical instructions to the staff.

(al) Prepare and issue detailed standing orders to ensure efficient functioning of the inspection service.

(am) Safe custody of necessary aircraft publications and ensure that up-to-date amendments are being carried-out.

(an) Preparation, promulgation and supervision of inspection programmes to meet the requirement of ICG Aviation.

(ap) Maintain a set of updated / amended publications in respect of all types of aircraft held in CG service for ready reference.

(aq) Maintain a set of all technical instructions issued by HAL/Manufacturer time to time.

(ar) To carry out survey of AOPVs / OPVs helo deck and fuelling facilities on board.

(ii) **Investigations.** Carryout investigation of following:-

(aa) Defect Report (A-21) action.

(ab) Complaint by consignee unit on the condition of aircraft/aircraft components received.

(ac) Defects reported by user units on reconditioned or replaced equipment.

(ad) Nominate CGAIS representative for in-situ investigation and analysis of major defects, incidents, recurrent or premature failure of components and aircraft engine, in association with squadron technical staff, in order to take corrective measures and suggest recommendations.

(ae) Nominate CGAIS representatives for board of enquiry to investigate into accident / incidents as and when ordered by administrative authority/ CGHQ.

(af) Render report to CGHQ for all Incidents/accidents reported by units.

(iii) **Quality Control.**

(aa) Carry out quality audits of all squadrons and air store depots.

(ab) Carry out periodic checks of instruments, equipment, including GSE held by Squadrons, air stations and air store depot.

(ac) Quality control checks on workshops, processes and material checks on the maintenance and identity of materials in workshops stores, if applicable.

(ad) Recommend/promulgate new or amendment to existing regulations, orders and instructions for improvement of inspections, methods and techniques.

(ae) Maintenance of all relevant records of inspection and testing.

(af) Periodic survey of aircraft and engines held in STS/LTS.

(ag) Oversee and carryout quality checks for procedures when the repairs / calibrations of equipment / components has been done by an approved (by DGCA or approved by CGHQ) private repair agency as and when ordered by CGHQ.

(ah) Maintain records, analyse and comment on following returns/ signals received from squadrons, as and sought/ warranted:-

(aaa) GSE returns

(aab) Repairable /Rotable Returns

(aac) SNAP inspection reports

(aad) Defect investigation reports

(aae) Incident / accident signals and follow up reports.

(aaf) Aircraft acceptance / handing taking over report.

(aj) Render report to CGHQ for all incident/accident reported by units.

(iv) **Stores.**

(aa) Advise on indigenous substitution.

(ab) Scrutinize tender enquiries and quotations for local purchase of air store to ensure that items accepted and procured are suitable for CG Aviation use.

(ac) Inspection of Air Store Ex-local purchase.

(ad) Advice on suitability for use of short-lived items held in stock after expiry of laid down shelf-life.

(ae) Advise on re-categorization of air stores when their condition is to be downgraded.

(af) Periodic checks / inspection of air stores of more complex and sophisticated nature.

(ag) Survey of aircraft and aero engines in storage and their periodic inspection.

(ah) Acceptance inspection of air stores (Ex-import) against manufacturer's original certification / production of release note, signed by authorized signatories of the manufactures/ organization.

14. **Custodian of Aircraft.** The Officer-in-Charge CGAIS (BSR) will be the custodian of ALH aircraft scheduled to undergo second line servicing at Bhubaneswar. The Officer-in-Charge CGAIS (BSR) will also be the custodian of all authorised GSE/GHE, spares, POL and any other item supplied by the ICG specifically for the purpose of second line servicing at Bhubaneswar.

15. The Officer-in-Charge will be responsible for smooth and efficient functioning of the unit and also for the administrative requirements of the staff working under him.

16. The Officer-in-Charge may correspond directly with Coast Guard Headquarters, Ships/ establishments and other CGAIS on routine matters concerning QA aspects associated with ALH Mk III maintenance/ inventory management. The Correspondence on important matters of policy nature is to be routed through CGRHQ(NE).

17. The Officer-in-Charge is to interact with various Divisions of M/s HAL and other agencies viz RDAQA, CEMILAC, NAQAS/RAQAS etc as and when required for discharging his duties effectively.

18. All policies/ procedures in vogue for aviation Quality Assurance in conjunction with CGO 07/2010 and PBL provisions are also applicable to CGAIS Bhubaneswar.


18/6/20

(AK Bhardwaj)
Dy Inspector General
Director (Air Materiel)
for Director General

