



DEPARTMENT OF CIVIL AVIATION MYANMAR
STATEMENT OF COMPLIANCE (AOC HOLDER)
MCAR PART-1 AND MCAR PART-8

1. Preparation of the compliance statement benefits the applicant by systematically ensuring all applicable regulatory aspects are appropriately addressed during the certification process. It serves as a master index to your system documentation.
2. To develop the Compliance Statement:
 - a. List all applicable regulations contained in MCAR Part-1 and MCAR Part-8 that apply to your proposed operation.
 - b. Reference any relevant subpart and each relevant section, paragraph, and subparagraph of the subpart.
 - c. Next to each subparagraph, provide a specific reference to a manual or other document. You could also provide a brief narrative description of how you will comply with each regulation, although this description is not required. The location of each reference should be as specific as possible and should contain the name of the manual, chapter, section and paragraph number(s). There may be multiple reference locations for one regulation found within one manual, or there may be multiple reference locations found in several different volumes. It is not acceptable to enter references such as **“ABC Airlines will comply with this requirement”, “ABC Airlines understands this regulation and will comply” or “Noted.”**
 - d. The compliance statement is an important source document during the certification process. After the certification process is completed, the compliance statement should be kept current in the applicant’s system.

MCAR Reference Paragraph	Requirements	Compliance MCAR unless equivalent claimed	Operator Reference	Remark
MCAR Part-1				
1.1.1.4	Compliance with an AOC			
(b)	Authorized by terms and conditions of AOC			
(c)	Certified true copy of AOC and OPSEC			
(d)	Continue in compliance that certificate			
1.1.1.8	Duration of an AOC			
(b)	AOC certificate period			
(c)	Application for renewal			
1.1.1.9	Amendment of an air operator certificate			
(a)	DCA may amend any AOC			
(e)	Amendments proposed by the AOC holder			
(f)	Notice of the approval from the Authority			
1.1.1.10	Access for inspection			
(a)	To determine continued compliance with the applicable regulations			
(b)	Forward observer's seat			
1.1.1.11	Conducting tests and inspections			
(b)	AOC holder shall allow the Authority to conduct tests and inspections			
(c)	AOC holder shall make available at its principal base of operations			
(d)	Failure by any AOC holder to make available to the Authority upon request			

1.1.1.12	Training requirements of authority			
(a)	AOC applicant shall provide on type training for FOIs of Authority			
(b)	AOC holder to be obtaining for special operational approval			
(c)	If any new aircraft type is to be used into their fleet			
1.2.2.1	Management personnel required for commercial air transport operations			
(a)	AOC holder shall have an accountable manager			
(b)	AOC holder shall have qualified personnel			
(c)	AOC holder shall assign nominated contact persons (as a liaison)			
(f)	AOC holder shall appoint individuals who serve in the positions required			
1.2.2.2	Quality system			
(a)	AOC holder shall establish a quality system			
(b)	AOC holder's quality system shall include a quality assurance program			
(c)	Quality system, and the quality manager, shall be acceptable to the Authority			
(d)	AOC holder shall describe the quality system in relevant documentation as outlined			
1.2.2.3	Submission and revision of policy and procedure manuals			
1.2.2.4	Retention of records			
1.2.2.5	Cockpit voice and flight data recorder records			
1.2.2.9	Safety management system			

(a)	AOC holder shall implement a safety management system			
(c)	Maximum take-off mass over 27,000 kg shall establish and maintain a flight data analysis program			
(d)	Flight data analysis program shall be non-punitive			
1.2.2.10	Flight safety document system			
1.2.3.2	Dry leasing of foreign registered aircraft			
(a)	AOC holder may dry-lease a foreign aircraft for commercial air transport as authorized by the Authority			
1.2.3.3	Aircraft interchange			
(a)	AOC holder may not interchange aircraft with another AOC holder without the approval of the Authority			
1.2.3.4	Wet-leasing			
(a)	AOC holder may not conduct wet-lease operations without the approval of the Authority			
1.2.3.5	Emergency evacuation demonstration			
(a)	AOC holder may not use an aircraft in commercial air transport passenger-carrying operations unless it has first conducted, for the Authority			
1.2.3.6	Demonstration flights			
(a)	AOC holder may not operate an aircraft type in commercial air transport unless it first conducts satisfactory demonstration flights for the Authority in that aircraft type			
(b)	AOC holder may not operate an aircraft in a designated special area, or using a specialized navigation system, unless it conducts a satisfactory demonstration flight for the Authority			
1.2.4	Facilities			
(a)	AOC holder shall maintain operational and airworthiness support facilities at the main operating base			

(b)	AOC holder shall arrange appropriate ground handling facilities at each airport used to ensure the safe servicing and loading of its flights			
1.3.1.2	Operations manual			
(a)	AOC holder shall issue to the crewmembers and persons assigned operational control functions, an Operations Manual acceptable to the Authority.			
(b)	Operations Manual shall contain the overall (general) company policies and procedures regarding the flight operations it conducts.			
(c)	AOC holder shall prepare and keep current an Operations Manual which contains the AOC procedures and policies			
(e)	Operations Manual or portion of this manual acceptable or approved by the Authority			
1.3.1.3	Aircraft operating information manual			
(a)	AOC holder shall submit proposed aircraft operating manuals for each type and variant of aircraft operated for approval by the Authority			
(b)	Aircraft Operating Manual shall be based upon the aircraft manufacturer's data for the specific aircraft type and variant			
(c)	Aircraft Operating Manual shall be issued to the flight crewmembers and persons assigned operational control functions			
1.3.1.4	Training program manual			
(b)	AOC holder shall have a training program manual approved by the Authority			
(c)	AOC holder shall have approval of the Authority prior to using a training curriculum for the purpose of qualifying a crewmember, or person			
(d)	AOC holder shall submit to the Authority			

	any revision to an approved training program, and shall receive written approval from the Authority before that revision can be used			
1.3.1.5	Aircraft technical log			
(a)	AOC holder shall use an aircraft technical log containing a journey records section			
1.3.1.6	Designation of PIC for commercial air transport			
1.3.1.7	Required cabin crew members			
(a)	AOC holder and the PIC shall ensure the minimum number of required cabin crew members are on board passenger-carrying flights			
1.3.1.8	Crew member checking and standardization program			
(a)	AOC holder shall have a programmed of checking and standardization of crew members approved by the Authority			
1.3.1.10	Cockpit check procedure			
(a)	AOC holder shall issue to the flight crews and make available on each aircraft, the checklist procedures approved by the Authority appropriate to for the type and variant of aircraft			
1.3.1.11	Minimum equipment list and configuration deviation list			
(a)	AOC holder shall provide Authority approved MEL to flight crewmember			
(b)	MEL shall be specific to the aircraft type and variant			
(c)	AOC holder may provide Configuration Deviation List (CDL) approved by the State of Design to flight crewmember			
1.3.1.14	Aircraft loading and handling manual			
(a)	AOC holder shall provide aircraft handling and loading manual acceptable to the Authority			
1.3.1.16	Cabin crew member manual			
(a)	AOC holder shall issue cabin crew member manual acceptable to the Authority			

1.3.1.17	Passenger briefing cards			
1.3.1.18	Aeronautical data control system			
(a)	AOC holder shall have aeronautical data control system approved by the Authority			
1.3.1.19	Route guide - areas, routes and aerodromes			
(a)	AOC holder shall provide information on areas, routes and aerodromes, and aeronautical charts approved by the Authority			
1.3.1.20	Weather reporting sources			
(a)	AOC holder shall use weather reporting sources approved by the Authority			
1.3.1.21	Deicing and anti-icing program			
(a)	AOC holder planning to operate an aircraft in conditions where frost, ice, or snow			
1.3.1.22	Flight supervision and monitoring system			
(a)	AOC holder shall have flight supervision and monitoring system approved by the Authority			
(b)	Dispatch and monitoring system shall have enough dispatch centers			
(c)	AOC holder shall provide enough qualified flight operations officers at each dispatch center			
1.3.1.23	Managing fatigue related safety risks			
(a)	AOC holder shall establish either flight time, flight duty period, duty period and rest period limitations or Fatigue Risk Management System (FRMS)			
1.3.1.24	Communications facilities			
(a)	AOC holder's flights shall be able to have two-way radio communications with all ATC facilities			
(c)	AOC holder engaged in international air navigation shall at all times have available for immediate communication			
1.3.1.26	Navigational accuracy			
(a)	AOC holder shall ensure, for each proposed route or area, that the navigational systems and facilities it uses are capable of navigating the aircraft			

1.5.1.5	Aircraft search procedure checklist			
(a)	AOC holder shall ensure that all aircraft carry a checklist of the procedures to be followed for that type aircraft in searching for concealed weapons, explosives, or other dangerous devices			
1.5.1.6	Flight crew compartment doors, if installed security Procedures			
(a)	Flight crew compartment door on aircraft shall be capable of being locked from within the compartment in order to prevent unauthorized access			
(b)	Cabin crew can discreetly notify the flight crew in the event of suspicious activity or security breaches in the cabin			
1.5.1.8	Carriage of weapons			
	If operator accepts the carriage of weapons, aeroplane should have provision for stowing such weapons in a place			
1.6.1.3	Approval to transport dangerous goods			
	AOC holder may not transport dangerous goods unless approved to do so by the Authority			
1.6.1.10	Acceptance of dangerous goods			
(a)	AOC holder shall not accept dangerous goods for transport by air unless the dangerous goods are accompanied by a completed dangerous goods transport document			
(b)	AOC holder may accept dangerous goods accordance with the acceptance procedures			
(c)	AOC holder or its handling agent shall use an acceptance check list			
1.6.1.15	Dangerous goods training program and manual			
(a)	AOC holder shall be established and maintained initial and recurrent dangerous goods training programs			
(b)	AOC holder shall provide approved dangerous goods training manuals to crew members, passenger handling staff, and security staff			

1.6.1.16	Dangerous goods incident and accident reports			
(a)	AOC holder shall report dangerous goods incidents and accidents to the Authority within 72 hours			
(b)	AOC holder shall report undeclared or misdeclare dangerous goods discovered in cargo or passenger's baggage to the Authority within 72 hours			

MCAR Reference Paragraph	Requirements	Compliance MCAR unless equivalent claimed	Operator Reference	Remark
MCAR Part-8				
8.2.1.4	Inoperative instruments and equipment			
(a)	AOC holder may not take-off an aircraft with inoperative instruments or equipment installed, except as authorized by the DCA			
8.2.1.5	Civil aircraft flight manual, marking and placard requirements			
(a)	AOC holder may not operate any state registered civil aircraft unless there is available in the aircraft a current approved AFM or AOM approved by the Authority			
(c)	AFM shall be updated by implementing changes made mandatory by the State of Registry			
(d)	Operator shall display in the aircraft all placards, listings, instrument markings			
8.2.1.7	Documents to be carried on aircraft— all operations			
(a)	AOC holder may not operate a civil aircraft in commercial air transport operations unless it has required current and approved documents			
8.4.1.1	Composition of the flight crew			

(a)	The number and composition of the flight crew may not be less than that specified in the flight manual or other documents			
8.4.1.2	Flight crew qualifications			
(a)	PIC shall ensure that the licenses of each flight crewmember have been issued or rendered valid by the State of Registry, contain the proper ratings			
(b)	Flight crew are qualified for the specific operation and in the specific type of aircraft used.			
(c)	AOC holder shall ensure that the flight crewmembers demonstrate the ability to speak and understand the language used for radiotelephony communications and for international operations English			
8.4.1.3	Licenses required			
(a)	No person may act as PIC or flight crewmember unless he or she carries in his or her personal possession the appropriate and current license for that flight crew position for that type of aircraft and a valid medical certificate			
8.4.1.4	Rating required for IFR operations			
(a)	No person may act as PIC or flight crewmember unless he or she holds an instrument rating			
8.4.1.5	Pilot recency take-off and landings, commercial air transport operations			
(a)	No person may act as PIC or flight crewmember unless he or she has actual 3 take-offs and landings with aircraft or flight simulator within the preceding 90 days approved by the Authority			
8.4.1.6	Pilot recency- IFR operations			
(a)	No person may act as PIC or flight crewmember unless he or she has, within the past 6 calendar-months logged at least 6 hours of instrument flight time including at least 3 hours in flight in the category of aircraft and completed at least 6 instrument approaches			
8.4.1.8	Pilot proficiency - commercial air transport operations			
(b)	No person may act as PIC or flight crewmember unless he or she has successfully passed two proficiency checks within the 12 months, conducted by an authorized representative of Authority			
8.5.1.1	Duties of pilot-in-command			
	The pilot-in-command shall be responsible			

	for			
(a)	When the doors are closed the aeroplane and from the moment the aeroplane is ready to move for the purpose of taking-off until the moment it finally comes to rest at the end of the flight and the engine(s) used as primary propulsion units are shut-down			
(b)	Ensure that the checklists			
(c)	Notifying the nearest appropriate authority by the quickest available means of any accident involving the aeroplane			
(d)	Reporting all known or suspected defects in the aeroplane			
(e)	Journey log book			
(f)	Reporting to the Aviation Police Office and First Information Report (FIR) to Myanmar Police Force (within 24 hours) in case of smoking on board in aircraft			
8.5.1.2	Duties of flight operations officer/flight dispatcher			
8.5.1.3	Compliance with local law and requirements			
(a)	PIC shall comply with the relevant laws, requirements and procedures of the States in which the aircraft is operated			
(b)	If an emergency situation, PIC shall notify the appropriate local Authority without delay			
(c)	PIC shall submit reports to the Authority within 10 days			
8.5.1.4	Negligent or reckless operations of the aircraft No PIC or flight crewmember may operate an aircraft in a negligent or reckless manner			
8.5.1.5	Fitness of flight crewmembers			
(a)	No person may act as PIC or flight crewmember any decrease in his or her medical fitness			
(b)	PIC shall be responsible for ensuring that a flight is not commenced if any flight crewmember is incapacitated from performing duties by any cause such as injury, sickness, fatigue, the effects of			

	alcohol or drugs			
8.5.1.6	Prohibition on use of psychoactive substances, including narcotics, drugs or alcohol			
(a)	No person may act as PIC or flight crewmember within 8 hours after the consumption of any alcoholic beverage or under the influence of alcohol; or using any psychoactive substance			
8.5.1.7	Flight crewmember use of seat belts and shoulder harnesses			
(a)	Flight crewmember shall have his or her seat belts fastened during take-off and landing and all other times when seated at his or her station			
8.5.1.8	Flight crewmembers at duty stations			
(a)	Flight crewmember shall remain at the assigned duty station during take-off and landing and critical phases of flight			
8.5.1.9	Required crewmember equipment			
(a)	Each crewmember involved in night operations shall have a flashlight at his or her station			
(b)	Each pilot crewmember shall have an aircraft checklist at his or her station			
(c)	Each pilot crew member shall have current and suitable charts to cover the route of the proposed flight at his or her station			
(d)	Each flight crewmember use suitable correcting lenses shall have a spare set of the correcting lenses readily available			
8.5.1.10	Compliance with checklists PIC shall ensure that the flight crew follows the approved checklist procedures when operating the aircraft			
8.5.1.11	Search and rescue information For all international flights, the PIC shall have on board the aircraft essential information concerning the search and rescue services			
8.5.1.13	Admission to the flight deck—commercial air transport			
(a)	No person may admit any person to the			

	flight deck unless operating crewmember of own operator or representative of the Authority			
(b)	PIC shall ensure that does not cause distraction and/or interference with the flight's operations and relevant safety procedures			
8.5.1.14	<p>Admission of flight operations inspector to the flight deck</p> <p>Whenever, in performing the duties of conducting an inspection, a safety inspector (flight operations) from the Authority presents [Inspector's Credential Card] to the PIC, the PIC shall give the safety inspector (flight operations) free and uninterrupted access to the flight deck of the aircraft</p>			
8.5.1.15	<p>Simulated abnormal situations in flight: commercial air transport</p> <p>Operator shall ensure that when passengers or cargo are being carried, no emergency or abnormal situations shall be simulated</p>			
8.5.1.16	<p>Completion of the technical log – commercial air transport</p>			
(a)	PIC shall ensure that all portions of the technical log are completed at the appropriate points before, during and after flight operations, including journey logbook and aircraft maintenance records section			
8.5.1.17	<p>Reporting of facility and navigation aid inadequacies</p> <p>Crewmember shall report any inadequacy or irregularity of a facility or navigational aid observed in the course of operations</p>			
8.5.1.18	<p>Reporting of hazardous conditions</p> <p>PIC shall report to the appropriate ATC facility the safety of other aircraft, adverse weather information, any hazardous routine meteorological observation during en- route and climb-out phases of the flight, special and other non-routine observations during any phase of the flight and volcanic activity</p>			
8.5.1.19	<p>Reporting of incidents</p>			

(a)	Air traffic incident report			
(b)	Birds			
(c)	Dangerous Goods			
(d)	Unlawful Interference			
8.5.1.20	Accident notification			
(a)	PIC shall notify the nearest appropriate Authority, by the quickest available means, of any accident involving his or her aircraft			
8.5.1.21	Operation of cockpit voice and flight data recorders			
(a)	PIC shall ensure that recorders are operationally checked and operated continuously (1) For a flight data recorder, the aircraft begins its take-off roll until it has completed the landing roll, and (2) For a cockpit voice recorder, the initiation of the pre-start checklist until the end of the securing aircraft checklist			
(b)	PIC may not permit a flight data recorder or cockpit voice recorder to be disabled, switched off or erased during flight, unless necessary to preserve the data for an accident or incident investigation			
(c)	In event of an accident or incident, the PIC shall act to preserve the recorded data for subsequent investigation upon completion of flight			
8.5.1.23	Microphones AOC holders operating aircraft, a required flight crewmember shall use a boom or throat microphone to communicate with another flight crewmember and air traffic service below the transition level or altitude			
8.5.1.26	Electronic flight bags (EFBS) When EFBS are used on board an aeroplane operator shall approve by Authority before using it			
8.6.1.1	Flight preparation			
(a)	Flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in command is satisfied			

8.6.1.2	Operational flight planning			
(a)	Operational flight plan shall be completed for every intended flight			
(b)	Operational flight plan shall be approved and signed by the pilot-in-command and/or flight operations officer/flight dispatcher			
(c)	Operations manual must describe the content and use of the operational flight plan			
8.6.1.3	Alternate aerodromes			
(a)	Take-off alternate aerodrome			
(b)	En-route alternate aerodromes			
(c)	Destination alternate aerodromes			
8.6.1.5	Fuel requirements			
(c)	Pre-flight calculation of usable fuel required shall include (1) taxi fuel (2) trip fuel (3) contingency fuel (4) destination alternate fuel (5) final reserve fuel (6) additional fuel (7) discretionary fuel			
8.6.1.6	In-flight fuel management			
(a)	AOC holder shall establish policies and procedures, approved by the Authority to ensure that inflight fuel checks and fuel management are performed			
8.6.1.7	Refueling with passengers onboard			
(b)	When refueling with passengers embarking, on board or disembarking, two-way communication shall be maintained			
8.6.1.8	Oxygen supply			
(b)	Flight to be operated with a pressurized aeroplane shall not be commenced unless a sufficient quantity of stored breathing oxygen is carried to supply all the crew members and passengers			
8.6.1.9	Aircraft loading, mass and balance			
(c)	For commercial air transport operations, no PIC may commence a flight unless the PIC is satisfied that the loading and mass and balance calculations contained in the load manifest			
8.6.1.11	Flight release required—commercial air transport			
(a)	No person may start a flight under a flight following system without specific authority from the person authorized by the AOC holder to exercise operational control over the flight			

(b)	No person may commence a passenger-carrying flight in commercial air transport unless a qualified person authorized by the AOC holder			
8.6.1.12	(a) Aerodrome operating minima			
8.6.1.13	EDTO When operator want to apply EDTO operation shall approve by Authority before using it			
8.6.1.13.3	General requirements for ground handling functions			
(a)	AOC holder has established an organizational structure which include responsibilities and authority for the management of all ground handling functions			
(b)	AOC holder has established aircraft ground handling training requirements, subcontracting policies, handling processes, procedures and practices for all ground handling operations			
(c)	AOC holder shall maintain permanently its ground handling responsibility if all or part of the functions and tasks related to ground handling services have been contracted to a service provider			
8.7.1.2	Comply with aeroplane take-off performance limitations			
8.7.1.3	Comply with aeroplane take-off obstacle clearance limitations			
8.7.1.4	Comply with aeroplane en-route limitations			
8.7.1.5	Comply with aeroplane landing limitations			
8.8	Flight rules (all operations)			
	8.8.1.1 operation of aircraft on the ground			
	8.8.1.2 take-off conditions			
	8.8.1.3 flight into known or expected icing			
	8.8.1.4 minimum flight altitudes			

8.8.1.6	Operating near other aircraft— including formation flights			
8.8.1.7	Right-of-way rules—except water operations			
8.8.1.9	Use of aircraft lights			
8.8.1.10	Simulated instrument flight No person may engage in simulated instrument flight conditions during commercial air transport operations			
8.8.1.11	In-flight simulation of abnormal situations No person may simulate an abnormal or emergency situation during commercial air transport operations			
8.8.1.12	Prohibited areas and restricted areas No person may operate an aircraft in a prohibited area, or in restricted areas			
8.8.1.14	Interception			
8.8.1.16	Additional requirements for operations of single-engine turbine- powered aeroplanes at night and/or instrument meteorological conditions (IMC)			
8.8.2.1	ATC clearances			
8.8.2.2	Adherence to ATC clearances			
8.8.2.7	Position reports			
8.8.2.9	Unlawful interference			
8.8.2.10	Time checks			
8.8.2.11	Universal signals			

8.8.2.12	Signalman			
8.8.2.13.1	Communication equipment			
8.8.2.13.2	Navigation equipment			
8.8.2.13.3	Surveillance equipment			
8.8.2.13.5	Electronic navigation data management			
(b)	AOC holder shall implement procedures that ensure the timely distribution and insertion of current and unaltered electronic navigation data to all necessary aircraft			
8.8.3.6	VFR flights requiring ATC authorization			
8.8.4.4	Minimum altitudes for IFR operations			
8.8.4.5	Minimum altitudes for use of an autopilot			
8.9.1.2	Passenger seats, safety belts, and shoulder harnesses			
8.9.2.2	Cabin crew at duty stations			
8.9.2.5	Stops where passengers remain onboard			
8.9.2.6	Exit row seating			
8.9.2.10	Required passenger briefings			

8.10.1.1	Limitation of privileges of pilots who have attained their 60th birthday and curtailment of privileges of pilots who have attained their 65th birthday (b) For aircraft engaged in commercial air transport operations requiring more than one pilot as flight crewmembers, the AOC holder shall use one pilot up to age 65 provided that the other pilot is less than age 60			
8.10.1.3	Approval of a flight simulation training device for credit in training and checking			
(a)	AOC holder may not use a flight simulation training device for training or checking unless that simulator has been specifically approved for the AOC holder in writing by the Authority			
(b)	AOC holder may not use a simulator for credit in training, recency and checking other than that specified in the Authority's approval			
8.10.1.4	License requirements for PIC			
8.10.1.5	License requirements for co-pilot and cruise relief pilot			
8.10.1.7	Company procedures indoctrination			
8.10.1.8	Initial dangerous goods training			
8.10.1.9	Initial security training			
8.10.1.10	Initial safety management system (SMS) training			
8.10.1.11	Initial crew resource management			
8.10.1.12	Initial emergency equipment drills			
8.10.1.13	Initial aircraft ground training			

8.10.1.14	Initial aircraft flight training			
8.10.1.15	Initial specialized operations training			
8.10.1.16	Aircraft differences			
8.10.1.19	Pilot proficiency – aircraft and instrument proficiency checks			
8.10.1.20	Re-establishing recency of experience—flight crew			
8.10.1.21	Line checks—pilot qualification			
8.10.1.23	Recurrent training—flight crewmembers			
8.10.1.24	Recurrent training and re-establishment of qualifications—cabin crewmembers			
8.10.1.25	Recurrent training and re-establishment of qualifications—flight operations officers			
8.10.1.26	Instructor qualifications –flight crew, cabin crew, flight operations officer and dangerous goods			
8.10.1.27	Instructor training			
8.10.1.32	Recording of crewmember and flight operations officer qualifications			
8.12.1.2	Duty and rest periods – all crewmembers and flight operations officers			

8.12.1.4	Maximum number of flight time hours – flight crew			
8.13.1.2	Qualified persons required for operational control functions			
8.13.1.3	Functions associated with operational control			
8.13.1.4	Operational control duties			
8.13.1.5	Contents of a flight release/operational flight plan			

I declared that all data given in this statement is true. I am aware that any false statement will lead to AOC application being rejected or delayed in process.

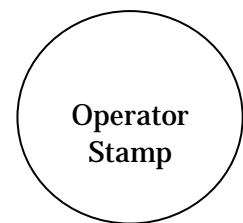
Sign :

Name :

Position:

Operator:

Date :



To be completed by DCA :	
Evaluate by (Name and Office)	DCA Decision Completed / Incomplete
Remarks;	
Signature of DCA Inspector	Date (dd/mm/yy)