



འབྲུག་གི་འཕེལ་འགྲུལ་དབང་འཛིན།
གཞི་རྒྱུ་མཐོ་རིམ་དང་སྐྱེལ་འདྲན་ལྷན་ཁག། དཔལ་ལྷན་འབྲུག་གཞུང་།

Bhutan Civil Aviation Authority
Ministry of Infrastructure & Transport
Royal Government of Bhutan



BCAA/AIR/10/13/ 587.

16 October 2026

Circular

Subject: Notification of Changes to the Organisation

1. Purpose

The purpose of this circular is to inform all organisations approved under BCAR-M and BCAR-145 of the requirement to notify the Bhutan Civil Aviation Authority (BCAA) of any proposed changes to the organisation before such changes take place.

2. Background

BCAR-145.A.85 and BCAR-M.A.713 require organisations approved under BCAR-145 and BCAR-M Subpart G, respectively, to notify the BCAA of proposed changes before such changes take place, in accordance with their approved procedures.

3. Guidance and Information

As stipulated in BCAR-145.A.85 and BCAR-M.A.713, the BCAA must be notified of the following proposed changes before they take place to ensure continued compliance with the applicable regulatory requirements.

a. BCAR-145 approved organisations:

- The name of the organization.
- The main location of the organization.
- Additional locations of the organization.
- The accountable manager.
- Any of the persons nominated under BCAR-145.A.30(b).
- The facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval.

b. BCAR-M Subpart G approved organisations

- The name of the organisation.
- The location of the organisation
- Additional locations of the organisation.
- The accountable manager.
- Any of the persons specified in BCAR-M.A.706(c).
- The facilities, procedures, work scope and staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

The provisions of circular are complementary to the requirements of BCAR-145 and BCAR-M requirement, "as amended", and does not supersede or replace the associated regulatory requirements.



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གཞི་རྟེན་མཐོ་ཆས་དང་སྤྱེལ་འདྲེན་ལྷན་ཁག། དཔལ་ལྷན་འགྲུག་གཞུང།

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4. Request for Information

For any clarification regarding this circular, please contact the Airworthiness Section, BCAA.

Head of Authority

DIRECTOR GENERAL
Bhutan Civil Aviation Authority
Paro Bhutan