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Administration Branch—*continued*

3. Office organisation, equipment, and management.
4. Registry ; general records.
5. General correspondence.
6. Registration of aircraft ; issue and renewal of licences and certificates and maintenance of registers.
7. I.C.A.O. Standards : REG.

(NOTE.—The Administration Branch is the Branch responsible for the maintenance of Government policy and procedures in finance, establishment, and other like matters, and is responsible through the Director General to the Air Department for such matters.)

Regulations and Information Branch—

1. Liaison with I.C.A.O., Commonwealth, and other international organisations, and co-ordination of action by all other branches arising therefrom.
2. Co-ordination of legislation and drafting of regulations in collaboration with the Crown Law Office and branches of the Directorate.
3. Preparation and promulgation of Notices to Airmen and other notices of non-statutory character.
4. Aviation intelligence and general publicity.
5. Co-ordination of the production of aeronautical charts.
6. International Conventions and Agreements relating to aviation, in collaboration with the departments concerned.

AIRCRAFT DIVISION

Aeronautical Engineering Branch—

1. Supervision of the airworthiness of aircraft and the issue of certificates of airworthiness.
2. Inspection of aircraft, aircraft equipment, aircraft engineering workshops, stores, and distributing organisations for the purpose of 1.
3. Supervision of the work of licensed aircraft engineers.
4. Examination of aircraft engineers.
5. Investigation of design and approval of modifications.
6. Approval of firms under the “ approved firms ” system.
7. Preparation of Notices to Aircraft Engineers.
8. Investigation of defects and failures of aircraft material or components.
9. Initiation of research and development work.
10. I.C.A.O. Standards : AIR ; OPS (part).