Annex to Decision 2010/002/R

Annexes "Acceptable means of compliance and guidance material to Commission Regulation (EC) No 2042/2003 of 20 November 2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks" to Decision ED/2003/19/RM of the Executive Director of the Agency of 28 November 2003 are hereby amended as follows:

The text of amendments is arranged to show deleted text or new text as shown below:

1. deleted text is shown with a strike through: ~~deleted~~
2. new text is highlighted with grey shading: new
3. …. indicates that remaining text is unchanged in front of or following the reflected amendment.

A. Decision No 2003/19/RM, Annex I (AMC to Part-M), is hereby amended as follows:

1. In point AMC M.A.201(h)1, point 8 is amended as follows:

8. With the exception of engines and auxiliary power units, contracts would normally be limited to one organisation per aircraft type for any combination of the activities described in Appendix ~~2~~ II. Where arrangements are made with more than one organisation the operator should demonstrate that adequate co-ordination controls are in place and that the individual responsibilities are clearly defined in related contracts.

2. Point AMC M.A.202 (b) is amended as follows:

The reports may be transmitted by any method, i.e. electronically, by post or by facsimile.
Each report should contain at least the following information:
- reporter or ~~organisation~~ organisation's name and approval reference if applicable,
- information necessary to identify the subject aircraft and/or component,
- date and time relative to any life or overhaul limitation in terms of flying hours/cycles/landings etc., as appropriate,
- details of the occurrence.

AMC 20-8 General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances provides further guidance on occurrence reporting.

3. Point AMC M.A.301-7 is amended as follows:

An operator or a contracted M.A. Subpart G approved organisation as applicable should establish and work to a policy, which assesses non mandatory information related to the airworthiness of the aircraft. Non mandatory information such as service bulletins, service letters and other information that is ~~that~~ produced for the aircraft and its components by an approved design organisation, the manufacturer, the competent authority or the Agency.

4. In point AMC M.A.302:

i. point 4 is amended as follows:

4. The aircraft maintenance programme should contain a preface which will define the maintenance programme contents, the inspection standards to be applied, permitted variations to task frequencies and, where applicable, any procedure to manage the evolution of established check or inspection intervals.

Appendix ~~1~~ I to AMC M.A.302 provides detailed information on the contents of an approved aircraft maintenance programme.

ii. point 5 is deleted:

~~5. The approved aircraft maintenance programme should reflect applicable mandatory regulatory requirements addressed in documents issued by the TC holder to comply with Part-21.A.61~~

iii. point 6 is renumbered as follows:

5. ~~6.~~ Repetitive maintenance tasks derived from modifications and repairs should be incorporated into the approved maintenance programme.

5. In point AMC M.A.302 (f), point 6 is amended as follows:

6. Appendix ~~1~~ I to AMC M.A.302 and M.B.301 (d) gives further guidance.

6. Point AMC M.A.305 (d) is amended as follows:

~~Information on times, dates, cycles etc. should be give an overall picture on the state status of maintenance of the aircraft and its components.~~

~~The current status of all service life-limited aircraft components should indicate the component life limitation, total number of hours, accumulated cycles or calendar time and the number of hours/cycles/time remaining before the required retirement time of the component is reached.~~

The current status of AD should identify the applicable AD including revision or amendment numbers. Where an AD is generally applicable to the aircraft or component type but is not applicable to the particular aircraft or component, then this should be identified. The AD status includes the date when the AD was accomplished, and where the AD is controlled by flight hours or flight cycles it should include the aircraft or engine or component total flight hours or cycles, as appropriate. For repetitive ADs, only the last application should be recorded in the AD status. The status should also specify which part of a multi-part directive has been accomplished and the method, where a choice is available in the AD.

The status of current modification and repairs means a list of embodied modification and repairs together with the substantiating data supporting compliance with the airworthiness requirements. This can be in the form of a Supplemental Type Certificate (STC), SB, Structural Repair Manual (SRM) or similar approved document.

The substantiating data may include:

(a) compliance programme; and

(b) master drawing or drawing list, production drawings, and installation instructions; and

(c) engineering reports (static strength, fatigue, damage tolerance, fault analysis, etc.); and

(d) ground and flight test programme and results; and

(e) mass and balance change data; and

(f) maintenance and repair manual supplements; and

(g) maintenance programme changes and instructions for continuing airworthiness; and

(h) aircraft flight manual supplement.

Some gas turbine engines are assembled from modules and a true total time in service for a total engine is not kept. When owners and operators wish to take advantage of the modular design, then total time in service and maintenance records for each module is to be maintained. The continuing airworthiness records as specified are to be kept with the module and should show compliance with any mandatory requirements pertaining to that module.

7. New point "AMC M.A.305 (d) (4) and AMC M.A.305 (h)" is added as follows:

AMC M.A.305 (d) (4) and AMC M.A.305 (h) Aircraft continuing airworthiness record system

The term 'service life-limited components' embraces: (i) components subject to a certified life limit after which the components should be retired, and (ii) components subject to a service life limit after which the components should undergo maintenance to restore their serviceability.

The current status of service life-limited aircraft components should indicate:

(i) for components subject to a certified life limit: the component life limitation, total number of hours, accumulated cycles or calendar time and the number of hours/cycles/time remaining before the required retirement time of the component is reached;

(ii) for components subject to a service life limit: the component service life limit, the hours, cycles or calendar time since the component has been restored back to their service life and the remaining service (hours, cycles, calendar time) life before the components need to undergo maintenance.

Any action that alters the components' life limit (certified or service) or changes the parameter of the life limit (certified or service) should be recorded.

When the determination of the remaining life requires knowledge of the different types of aircraft/engine on which the component has previously been installed, the status of all service-life limited aircraft components should additionally include a full installation history indicating the number of hours, cycles or calendar time relevant to each installation on these different types of aircraft/engine. The indication of the type of aircraft/engine should be sufficiently detailed with regard to the required determination of remaining life.

Recommendations from the type certificate holder on the procedures to record the remaining life may be considered.

8. Point AMC M.A.305 (h) is amended as follows:

When an owner/operator arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on their behalf, the owner/operator will continue to be responsible for the retention of records. If they cease to be the owner/operator of the aircraft, they also remain responsible for ~~the~~ transferring the records to any other person who becomes the owner/operator of the aircraft.

Keeping continuing airworthiness records in a form acceptable to the competent authority normally means in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also acceptable. All records should remain legible throughout the required retention period.

Paper systems should use robust material, which can withstand normal handling and filing.

Computer systems should have at least one backup system, which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

~~Details of current modifications and repairs include the data supporting compliance with the airworthiness requirements. This can be in the form of a STC, SB, SRM or similar document.~~

Continuing airworthiness records should be stored in a safe way with regard to damage, alteration and theft ~~fire, flood, theft and alteration~~. Computer backup discs, tapes etc., should be stored in a different location from that containing the current working discs, tapes, etc., and in a safe environment. Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics, etc. When these things have been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the competent authority for acceptance. The competent authority may require the performance of additional maintenance if not satisfied with the reconstructed records.

~~NOTE: Additional maintenance may be required.~~

9. In point AMC M.A.306 (a), section 3 is amended as follows:

Section 3 should contain details of all information considered necessary to ensure continued flight safety. Such information includes:

i. the aircraft type and registration mark,

ii. the date and place of take-off and landing,

iii. the times at which the aircraft took off and landed,

iv. the running total of flying hours, such that the hours to the next schedule maintenance can be determined. The flight crew does not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to the competent authority.

v. details of any failure, defect or malfunction to the aircraft affecting airworthiness or safe operation of the aircraft including emergency systems, and any failure, defect or malfunctions in the cabin or galleys that affect the safe operation of the aircraft or the safety of its occupants that are known to the commander. Provision should be made for the commander to date and sign such entries including, where appropriate, the nil defect state for continuity of the record. Provision should be made for a CRS following rectification of a defect or any deferred defect or maintenance check carried out. Such a certificate appearing on each page of this section should readily identify the defect(s) to which it relates or the particular maintenance check as appropriate.

It is acceptable to use an alternate abbreviated certificate of release to service consisting of the statement 'Part-145 release to service' instead of the full certification statement specified in AMC 145.A.50(b) paragraph 1. When the alternate abbreviated certificate of release to service is used, the introductory section of the technical log should include an example of the full certification statement from AMC 145.A.50(b) paragraph 1.

vi. the quantity of fuel and oil uplifted and the quantity of fuel available in each tank, or combination of tanks, at the beginning and end of each flight; provision to show, in the same units of quantity, both the amount of fuel planned to be uplifted and the amount of fuel actually uplifted; provision for the time when ground de-icing and/or anti-icing was started and the type of fluid applied, including mixture ratio fluid/water.

vii. the pre-flight inspection signature.

In addition to the above, it may be necessary to record the following supplementary information:

- ~~The~~ the time spent in particular engine power ranges where use of such engine power affects the life of the engine or engine module; ~~These are two examples thereof;~~
- the number of landings where landings affect the life of an aircraft or aircraft component;
- flight cycles or flight pressure cycles where such cycles affect the life of an aircraft or aircraft component.

NOTE 1: Where Section 3 is of the multi-sector 'part removable' type, then such 'part removable' sections should contain all of the foregoing information where appropriate.

NOTE 2: Section 3 should be designed ~~such~~ so that one copy of each page may remain on the aircraft and one ~~other~~ copy may be retained on the ground until completion of the flight to which it relates.

NOTE 3: Section 3 layout should be divided to show clearly what is required to be completed after flight and what is required to be completed in preparation for the next flight.

10. In point AMC M.A. 402 (a):

i. point 3 is amended as follows:

The general maintenance and inspection standards applied to individual maintenance tasks should meet the recommended standards and ~~practises~~ practices of the organisation responsible for the type design which are normally published in the maintenance manuals.

In the absence of maintenance and inspection standards published by the organisation responsible for the type design maintenance personnel should refer to the relevant aircraft airworthiness standards and procedures published or used as guidance by the Agency or the competent authority. The maintenance standards used should contain methods, techniques and ~~practises~~ practices acceptable to the Agency or competent authority for the maintenance of aircraft and its components.

ii. point 4.1 is amended as follows:

4. Independent inspections

4.1 The ~~manufactures~~ manufacturer's instructions for continued airworthiness should be followed when determining the need for an independent inspection.

iii. point 4.7 is amended as follows:

4.7 When checking control systems that have undergone maintenance, the person signing the maintenance release and the person performing the independent check should consider the following points independently:

- all those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking.
- the system as a whole should be inspected for full and free movement over the complete range.
- cables should be tensioned correctly with adequate clearance at secondary stops.
- the operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense.
- if the control system is duplicated to provide redundancy, each system should be checked separately.
- if different control systems are interconnected so that they affect each other, all ~~the~~ interactions should be checked through the full range of the applicable controls.

11. Point AMC M.A.501 (b) is amended as follows:

1. The EASA Form 1 identifies the airworthiness ~~and eligibility~~ status of an aircraft component. Block ~~13~~ 12 'Remarks' on the EASA Form 1 in some cases contains vital airworthiness related information (see also Part-M Appendix II) which may need appropriate and necessary actions.

2. The fitment of replacement components~~/material~~ should only take place when the person referred to ~~under~~ in M.A.801 or the M.A. Subpart F or Part-145 maintenance organisation is satisfied that such components~~/material~~ meet required standards in respect of manufacture or maintenance, as appropriate.

3. The person referred to under M.A.801 or the M.A. Subpart F or Part-145 approved maintenance organisation should be satisfied that the component in question meets the approved data/standard, such as the required design and modification standards. This may be accomplished by reference to the (S)TC holder or manufacturer's parts catalogue or other approved data (i.e. Service Bulletin). Care should also be ~~exercised~~ taken in ensuring compliance with applicable AD and the status of any service life-limited parts fitted to the aircraft component.

12. In point AMC M.A.501 (d):

i. point 5 is amended as follows

5. EASA Form 1 or equivalent ~~is not normally~~ should not be issued for such material and therefore none should be expected. The material specification is normally identified in the (S)TC holder's data except in the case where the Agency or the competent authority has agreed otherwise.

ii. point 6 is amended as follows:

6. Items purchased in batches (fasteners etc.) should be supplied ~~intact in the original equipment manufacturer (OEM)~~ in a package. The ~~Packaging~~ packaging should state the applicable specification/standard, P/N, batch number and the quantity ~~specified in the package~~ of the items. The documentation accompanying the material should contain the applicable specification/standard, P/N, ~~lot~~ batch number, ~~and the~~ supplied quantity, and the manufacturing sources. If the material is acquired from different ~~lots~~ batches, acceptance documentation for each ~~lot~~ batch should be supplied.

13. Point AMC M.A.602 is amended as follows:

An application should be made on an EASA Form 2 (Appendix IX to AMC M.A.602 and AMC M.A.702) or equivalent acceptable to the competent authority.

The EASA Form 2 is valid for the application for ~~both~~ M.A. Subpart F, Part-145 and M.A. Subpart G organisations. Organisations applying for ~~both~~ several approvals may do ~~it~~ so by using a single EASA Form 2.

14. Point AMC M.A.603 (a) is amended as follows:

The following table identifies the ATA Specification 2200 ~~100~~ chapter for the category C component rating.

CLASS	RATING	ATA CHAPTERS
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs		
	C1 Air Cond & Press	21
	C2 Auto Flight	22
	C3 Comms and Nav	23 - 34
	C4 Doors - Hatches	52
	C5 Electrical Power & Lights	24 - 33
	C6 Equipment	25 - 38 - 44 – 45 - 50
	C7 Engine – APU	49 - 71 - 72 - 73 - 74 - 75 - 76 - 77 - 78 - 79 - 80 - 81 - 82 - 83
	C8 Flight Controls	27 - 55 - 57.40 - 57.50 -57.60 - 57.70
	C9 Fuel ~~- Airframe~~	28 - 47
	C10 Helicopters - Rotors	62 - 64 - 66 - 67
	C11 Helicopter - Trans	63 - 65
	C12 Hydraulic Power	29
	C13 Indicating/Recording Systems ~~Instruments~~	31 – 42 - 46
	C14 Landing Gear	32
	C15 Oxygen	35
	C16 Propellers	61
	C17 Pneumatic & Vacuum	36 - 37
	C18 Protection ice/rain/fire	26 - 30
	C19 Windows	56
	C20 Structural	53 - 54 - 57.10 - 57.20 - 57.30
	C21 Water Ballast	41
	C22 Propulsion Augmentation	84

15. In point AMC M.A. 603 (b):

i. The title is amended as follows:

~~AMC M.A.603 (b) Extent of approval~~

AMC M.A.603 (c) Extent of approval

ii. point 3 is amended as follows:

3. The approved data necessary to fabricate the part are those approved either by the Agency ~~competent authority~~, the TC holder, Part-21 design organisation approval holder, or STC holder.

iii. point 6 is amended as follows:

6. The data specified in paragraph 3 may include repair procedures involving the fabrication of parts. Where the data on such parts is sufficient to facilitate fabrication, the parts may be fabricated by an approved maintenance organisation. Care should ~~must~~ be taken to ensure that the data include details of part numbering, dimensions, materials, processes, and any special manufacturing techniques, special raw material specification or/and incoming inspection requirement and that the approved organisation has the necessary capability. That capability should be defined by way of maintenance organisation manual content. Where special processes or inspection procedures are defined in the approved data which are not available at the approved maintenance organisation, that organisation can not fabricate the part unless the TC/STC-holder gives an approved alternative.

16. In point AMC M.A.606 (b), the title is properly formatted as follows:

AMC M.A.606 (b) Personnel requirements

17. Point AMC M.A. 613 (a) is amended as follows:

1. An aircraft component which has been maintained off the aircraft requires the ~~issue~~ issuance of a certificate of release to service for such maintenance and another CRS to service in regard to being installed properly on the aircraft when such action occurs.

When an organisation maintains a component for use by the same organisation, an EASA Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the maintenance organisation exposition.

2. In the case of components in storage prior to Part-145, Part-M and Part-21 and not released on an EASA Form 1 or equivalent in accordance with M.A.501(a) or removed serviceable from active aircraft which have been withdrawn from service, this paragraph provides additional guidance regarding the conditions under which an EASA Form 1 may be issued.

2.1 An EASA Form 1 may be issued for an aircraft component which has been:

- ~~released without an EASA Form 1 or equivalent.~~ Maintained before Part-145, or Part-M became effective or manufactured before Part-21 became effective.
- Used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components.
- Removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes.
- Components maintained by an unapproved organisation.

2.2 An appropriately rated M.A Subpart F maintenance organisation may issue an EASA Form 1 as detailed in this AMC subparagraph 2.5 to 2.9, as appropriate, in accordance with the procedures detailed in the manual as approved by the competent authority. The appropriately rated M.A Subpart F maintenance organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued an EASA Form 1 under this paragraph.

2.3. For the purposes of this paragraph 2 only, 'appropriately rated' means an organisation with an approval class rating for the type of component or for the product in which it may be installed.

2.4. An EASA Form 1 issued in accordance with this paragraph 2 should be issued by signing in block ~~20~~ 14b and stating 'Inspected' in block ~~12~~ 11. In addition, block ~~13~~ 12 should specify:

2.4.1. when the last maintenance was carried out and by whom;

2.4.2. if the component is unused, when the component was manufactured and by whom with a cross-reference to any original documentation which should be included with the Form;

2.4.3. a list of all airworthiness directives, repairs and modifications known to have been incorporated. If no airworthiness directives or repairs or modifications are known to be incorporated then this should be ~~so~~ stated;

2.4.4. detail of life used for service life-limited parts being any combination of fatigue, overhaul or storage life;

2.4.5. for any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block ~~13~~ 12. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the EASA Form 1.

2.5. New/unused aircraft components

2.5.1 Any unused aircraft component in storage without an EASA Form 1 up to the effective date(s) for Part-21 that was manufactured by an organisation acceptable to the competent authority at the time may be issued an EASA Form 1 by an appropriately rated maintenance organisation approved under M.A Subpart F. The EASA Form 1 should be issued in accordance with the following subparagraphs which should be included in a procedure within the maintenance organisation manual.

Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this paragraph represents a maintenance release under M.A Subpart F and not a production release under Part-21. It is not intended to bypass the production release procedure agreed by the Member State for parts and subassemblies intended for fitment on the manufacturers own production line.

(a) An acceptance test report or statement should be available for all used and unused aircraft components that are ~~subjected~~ subject to acceptance testing after manufacturing or maintenance as appropriate.

(b) The aircraft component should be inspected for compliance with the manufacturer's instructions and limitations for storage and condition including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition, or in the absence of specific storage instructions, the aircraft component should be inspected for damage, corrosion and leakage to ensure good condition.

(c) The storage life used of any storage life-limited parts should be established.

2.5.2. If it is not possible to establish satisfactory compliance with all applicable conditions specified in subparagraph 2.5.1 (a) to (c) inclusive, the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated airworthiness directives, repairs and modifications and inspected/tested in accordance with the ~~manufacturers~~ maintenance ~~instructions~~ data to establish satisfactory condition and, if relevant, all seals, lubricants and life-limited parts replaced. ~~On~~ Upon satisfactory completion after reassembly, an EASA Form 1 may be issued

stating what was carried out and the reference ~~of~~ to the ~~manufacturers~~ maintenance ~~instructions~~ data included.

2.6. Used aircraft components removed from a serviceable aircraft.

2.6.1. Serviceable aircraft components removed from a Member State registered aircraft may be issued an EASA Form 1 by an appropriately rated organisation subject to compliance with this subparagraph.

(a) The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person.

(b) The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component/related system.

(c) The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional ~~manufacturer's~~ maintenance ~~instructions~~ data.

(d) The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may an EASA Form 1 be issued in accordance with this paragraph 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could effect its operation.

(e) A maintenance history record should be available for all used serialised aircraft components.

(f) Compliance with known modifications and repairs should be established.

(g) The flight hours/cycles/landings as applicable of any service life-limited parts including time since overhaul should be established.

(h) Compliance with known applicable airworthiness directives should be established.

(i) Subject to satisfactory compliance with this subparagraph 2.6.1, an EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.

2.6.2. Serviceable aircraft components removed from a non Member State registered aircraft may only be issued an EASA Form 1 if the components are leased or loaned from the maintenance organisation approved under M.A Subpart F who retains control of the airworthiness status of the components. An EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.

2.7. Used aircraft components removed from an aircraft withdrawn from service. Serviceable aircraft components removed from a Member State registered aircraft withdrawn from service may be issued an EASA Form 1 by a maintenance organisation approved under M.A Subpart F subject to compliance with this subparagraph.

(a) Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under M.A. Subpart F, employing procedures approved by the competent authority.

(b) To be eligible for installation, components removed from such aircraft may be issued with an EASA Form 1 by an appropriately rated organisation following a satisfactory assessment.

(c) As a minimum, the assessment will need to satisfy the standards set out in paragraphs 2.5 and 2.6 as appropriate. This should, where known, include the possible need for the alignment of scheduled maintenance that may be necessary

to comply with the maintenance programme applicable to the aircraft on which the component is to be installed.

(d) Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should satisfy itself that the manner in which the components were removed and stored are compatible with the standards required by M.A Subpart F.

(e) A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under the supervision of certifying staff, who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan.

(f) All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered.

(g) Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history.

(h) Suitable M.A Subpart F facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility subsequent disassembly (if required) and storage of the components should be in accordance with the manufacturer's recommendations.

2.8. Used aircraft components maintained by organisations not approved in accordance with M.A Subpart F or Part-145.

For used components maintained by a maintenance organisation ~~unapproved~~ not approved under Part-M Subpart F or Part-145, due care should be taken ~~exercised~~ before acceptance of such components. In such cases an appropriately rated maintenance organisation approved under M.A Subpart F should establish satisfactory conditions by:

(a) dismantling the component for sufficient inspection in accordance with the appropriate maintenance data,

(b) replacing of all service life-limited components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition,

(c) reassembling and testing as necessary the component,

(d) completing all certification requirements as specified in M.A.613.

In the case of used components maintained by an FAA Part-145 repair station (USA) or by TCCA CAR573 approved maintenance organisations (Canada) that does not hold an EASA Part-145 or M.A. Subpart F approval, the conditions (a) through (d) described above may be replaced by the following conditions:

(a) availability of an 8130-3 (FAA) or TCCA 24-0078 (TCCA) or an Authorized Release Certificate Form One (TCCA) ~~certificate of release to service~~,

(b) verification of compliance with all applicable airworthiness directives, ~~and~~

(c) verification that the component does not contain repairs or modifications that have not been approved in accordance with Part-21,

(d) inspection for satisfactory condition including in particular damage, corrosion or leakage,

(e) issuance of a Form 1 in compliance with paragraphs 2.2, 2.3 and 2.4.

These alleviated requirements are based on the fact that credit can be taken for their technical capabilities and their competent authority oversight, as attested by the following documents:

- BASA/MIP-G Maintenance Implementation Procedures Guidance (USA),
- AAM-G Administrative Arrangement on Maintenance Guidance (Canada).

2.9. Used aircraft components removed from an aircraft involved in an accident or incident. Such components should only be issued with an EASA Form 1 when processed in accordance with paragraph 2.7 and a specific work order including all additional necessary tests and inspections made necessary by the accident or incident. Such a work order may require input from the TC holder or original manufacturer as appropriate. This work order should be referenced in block ~~13~~ 12.

3. A certificate should not be issued for any component when it is known that the component is unserviceable except in the case of ~~an~~ a component undergoing a series of maintenance processes at several approved maintenance organisations and the component needs a certificate for the previous maintenance process carried out for the next approved maintenance organisation to accept the component for subsequent maintenance processes. In such a case, a clear statement of limitation should be endorsed in block ~~13~~ 12.

4. The certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for components from the manufacturer/maintenance organisation to users. ~~The certificate is not a delivery or shipping note.~~ It should only be issued by organisations approved by a competent authority or the Agency as applicable within the scope of the approval.

18. Point AMC M.A.702 is amended as follows:

An application should be made on an EASA Form 2 (Appendix IX to AMC M.A.602 and AMC M.A.702) or equivalent acceptable to the competent authority.

The EASA Form 2 is valid for the application for ~~both~~ M.A. Subpart F, Part-145 and M.A. Subpart G organisations. Organisations applying for ~~both~~ several approvals may do ~~it~~ so using a single EASA Form 2.

19. In point AMC M.A.704, point 9 is amended as follows:

9. The accountable manager's exposition statement should embrace the intent of the following paragraph, and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent:

This exposition defines the organisation and procedures upon which the competent authority* M.A. Subpart G continuing airworthiness management approval is based.

These procedures are approved by the undersigned and should be complied with, as applicable, in order to ensure that all continuing airworthiness tasks of ... (quote ~~operators~~ operator's name) ... fleet of aircraft and/or of all aircraft under contract in accordance with M.A.201 (e) with ... (quote organisation's name) ... are carried out on time to an approved standard.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the competent authority* will approve this organisation whilst the competent authority* is satisfied that the procedures are being followed and the work standard is maintained. It is understood that the competent authority* reserves the right to suspend, vary or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation or the air operators certificate, as applicable, if the competent authority* has evidence that the procedures are not followed and the standards not upheld.

Signed .....

Dated .....

Accountable Manager and ... (quote position) ...

For and on behalf of ... (quote organisation's name) ... '

*Where it states competent authority, please insert the actual name of the approving competent authority organisation or administration delivering the M.A. Subpart G continuing airworthiness management approval or the air operators certificate.

20. Point AMC M.A.706 (a) is inserted:

AMC M.A.706 (a) Personnel requirements

Accountable manager is normally intended to mean the chief executive officer of the continuing airworthiness management organisation approved under M.A. Subpart G, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one organisation and is not required to be knowledgeable on technical matters. When the accountable manager is not the chief executive officer, the competent authority will need to be assured that such an accountable manager has direct access to the chief executive officer and has a sufficiency of continuing airworthiness funding allocation.

21. Point AMC M.A.706 (k) is inserted:

AMC M.A.706(k) Personnel requirements

Adequate initial and recurrent training should be provided and recorded to ensure continued competence.

22. Point AMC M.A.707 (a) is amended as follows:

i. point 1 is amended as follows:

1. Airworthiness review staff are only required if the M.A. Subpart G organisation wants to be granted M.A.711 (b) airworthiness review and, if applicable, M.A.711 (c) permit to fly privileges.

ii. point 4 is amended as follows:

4. An appropriate licence in compliance with Annex III (Part-66) is a category B1 ~~or C licence~~ in the sub-category of the aircraft reviewed or a B2 or a C. It is not necessary to satisfy the experience requirements of Part-66 at the time of the review.

23. In point AMC M.A.708 (c), point 7 is amended as follows:

7. The purpose of M.A.708(c) is to ensure that all maintenance is carried out by properly approved Part-145 organisations. This does not preclude a primary maintenance arrangement with an operator that is not such an organisation, when it

proves that such an arrangement is in the interest of the operator by simplifying the management of its maintenance, and the operator keeps an appropriate control of it. Such an arrangement should not preclude the operator from ensuring that all maintenance is performed by a Part-145 approved organisation and complying with the M.A.201 continuing airworthiness responsibility requirements. Typical examples of such arrangements follow:

— Component maintenance:

The operator may find it more appropriate to have a primary contractor, that would despatch the components to appropriately approved organisations, rather than ~~himself~~ sending himself different types of components to various maintenance organisations approved under Part-145. The benefit for the operator is that the management of maintenance is simplified by having a single contact point for component maintenance. The operator remains responsible for ensuring that all maintenance is performed by maintenance organisations approved under Part-145 and in accordance with the approved standard.

— ~~Airplane~~ Aircraft, engine and component maintenance:

The operator may wish to have a maintenance contract with another operator of the same type of aircraft not approved under Part-145. A typical case is that of a dry-leased aeroplane between operators where the parties, for consistency or continuity reasons (especially for short term lease agreements), find it appropriate to keep the aeroplane under the current maintenance arrangement. Where this arrangement involves various Part-145 approved contractors, it might be more manageable for the lessee operator to have a single contract with the lessor operator. Such an arrangement should not be understood as a transfer of responsibility to the lessor operator: the lessee operator, being the approved operator of the aircraft, remains responsible for the continuing airworthiness of the ~~aeroplane~~ aircraft in performing the M.A.708 functions, and employing the M.A.706 continuing airworthiness management group of persons and staff.

In essence, this does not alter the intent of M.A.201 (h) in that it also requires that the operator has to establish a written maintenance contract acceptable to the competent authority of operator and, whatever type of acceptable arrangement is made, the operator is required to exercise the same level of control on contracted maintenance, particularly through the M.A.706 (c) continuing airworthiness management group of persons and quality system as referred to in M.A.712.

24. In point AMC M.A.710 (a), point 1 is amended as follows:

1. A full documented review is a check of at least the following categories of documents:

- registration papers
- M.A.305 aircraft continuing airworthiness record system
- M.A.306 operator’s technical log system
- list of ~~deffered~~ deferred defects, minimum equipment list and configuration deviation list if applicable.
- aircraft flight manual including aircraft configuration
- aircraft maintenance programme
- maintenance data
- relevant work packages
- AD status
- modification and SB status
- modification and repair approval sheets
- list of service life-limited component
- relevant EASA Form 1 or equivalent

- mass and balance report and equipment list
- aircraft, engine and propeller TC Data Sheets

As a minimum, sample checks within each document category should be carried out.

25. Point AMC M.A.711 (c) is inserted:

The sentence 'for the particular aircraft for which the organisation is approved to issue the airworthiness review certificate' contained in M.A.711(c) means that:

- For aircraft used in commercial air transport, and aircraft above 2730 kg MTOM, except balloons, the permit to fly can only be issued for aircraft which are in a controlled environment and are managed by that M.A. Subpart G organisation.
- For aircraft not involved in commercial air transport of 2730 kg MTOM and below, and for all balloons, the permit to fly can be issued for any aircraft.

26. In point AMC M.A.712 (b), point 5, is amended as follows:

The independent audit should ensure that all aspects of M.A. Subpart G compliance are checked ~~anually~~ annually, including all the sub-contracted activities, and may be carried out as a complete single exercise or subdivided over the ~~year~~ annual period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every year without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to the annual interval ~~year~~ for the particular procedure.
Provided that there are no safety related findings, the audit time periods specified in this AMC may be increased by up to 100% subject to agreement by the competent authority.

27. In Point AMC M.A.801 (f), point 3 is amended as follows:

3. The date such maintenance was carried out should include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/~~I~~andings landings etc., as appropriate.

28. Point AMC M.A.801 (h) is amended as follows:

'Endangers flight safety' means any instance where safe operation could not be assured or which could lead to an unsafe condition. It typically includes, but is not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage and any emergency system or total system failure. An airworthiness ~~directiveoverdue~~ directive overdue for compliance is also considered a hazard to flight safety.

29. In point AMC M.A.904 (a) 2:

i. point 2 is amended as follows:

2. In determining the work to be undertaken during the airworthiness review on the aircraft, the following should be taken into consideration:

(a) the information from third country authorities such as export certificates, primary authority information; ~~and~~

(b) the information on aircraft maintenance history such as continuing airworthiness records, aircraft, engine, propeller, rotor and life limited part log books or cards as

appropriate, tech log/flight log/cabin log, list of deferred defects, total flight times and cycles, times and cycles since last maintenance, accident history, former maintenance schedule, former AD compliance status; ~~and~~

(c) the information on aircraft such as aircraft, engine and propeller type certificate datasheets, noise and emission certificate data sheets, flight manual and supplements; ~~and~~

(d) the aircraft continuing airworthiness status such as the aircraft and component AD status, the SB status, the maintenance status, the status of all service life limited components, weight and centre of gravity schedule including equipment list; ~~and~~

(e) the modification and repair status of the aircraft detailing elements such as owner/operator designed modifications and repairs, STCs, and parts needing European parts approval (EPA); ~~and~~

(f) the aircraft cabin configuration such as emergency equipment fitted, cockpit configuration, placards, instrument limitations, cabin layout; ~~and~~

(g) the maintenance needed for import, such as embodiment of modifications needed to comply with the EASA type certificate, bridging check to comply with the new maintenance programme; ~~and~~

(h) the avionics such as, but not limited to, radio and navigation equipment, instrument flight rules (IFR) equipment, digital flight data recorder (DFDR)/cockpit voice recorder (CVR) test, emergency locator transmitter (ELT) 406 MHz code and identification; ~~and~~

(i) the compass compensation; ~~and~~

(j) special operating rules such as extended twin-engine operations (ETOPS)/long range operations (LROPS), reduced vertical separation minima (RVSM), minimum navigation performance specifications (MNPS), all weather operations (AWOPS), area navigation (RNAV); ~~and~~

(k) the aircraft survey including verification of conformity with the flight manual and the datasheet, presence of fire proof identification plates, conformity of markings including registration, presence and serviceability of emergency equipment, internal and external lighting systems, and

(l) check flight including check of control system/cockpit ground check/engine run up.

ii. point 3 is amended as follows

3. If there is no M.A. Subpart G organisation approved for the specific aircraft type available, the competent authority may carry out the airworthiness review in accordance with this paragraph and the provisions ~~M.A.902(e)~~ M.A.901(h) and M.B.902. In this case, the airworthiness review should be requested to the competent authority with a 30-day notice.

30. In point AMC M.B.102 (c), point 1.5 is amended as follows:

1.5 a relevant engineering degree or an aircraft maintenance technician qualification with additional education. '~~relevant~~ Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.

31. In point AMC M.B.301(c), point 2 is amended as follows:

2. According to the complexity of the aircraft and the nature of the operation, the maintenance programme procedures should contain reliability centred maintenance and condition monitored maintenance programme procedures and have procedures relating to the programme control which contain the following provisions:

(a) task escalation or adjustment,

(b) maintenance programme review,

(c) SB or Service Information assessment,

(d) component and structures in service performance review,

(e) maintenance programme revision,

(f) maintenance procedure effectiveness review and amendment,

(g) maintenance review board report (MRBR) or manufacturer maintenance planning document (MPD) review and assessment, as appropriate,

(h) AD review and assessment,

(i) owner/maintenance/M.A. Subpart G organisation liaison,

(j) training.

32. Point AMC M.B.301(d) is amended as follows:

Programmes and all associated airworthiness data, including that data used for substantiating the escalation of programmes should ~~shall~~ be made available to the competent authority upon request.

33. In point AMC M.B.605(b) 1, the title is amended as follows*:*

AMC M.B.605~~(b)~~(a) 1

34. In point AMC M.B.702 (a), point 2 is amended as follows:

2. In the case of the accountable manager, approval of the continuing airworthiness management exposition containing the accountable manager's signed commitment statement constitutes formal acceptance, once the authority has ~~conducted~~ held a meeting with the accountable manager and is satisfied with its results.

35. In point AMC M.B.702 (b):

i. Point 2 is amended as follows:

2. Contracts for sub-contracting continuing airworthiness management tasks by ~~operators~~ continuing airworthiness management organisations should be included in the continuing airworthiness ~~organisation~~ management exposition. The competent authorities should verify that the standards set forth in AMC M.A.201(h)1 are being met when approving the exposition.

ii. Point 3 is inserted as follows:

3. The competent authority while investigating the acceptability of the proposed subcontracted continuing airworthiness management tasks arrangements will take into account, in the subcontracted organisation, all other such contracts that are in place irrespective of state of registry in terms of sufficiency of resources, expertise, management structure, facilities and liaison between the

contracting continuing airworthiness management organisation, the subcontracted organisation and where applicable contracted Part-145 maintenance organisation(s).

36. In point AMC M.B.703 (a), point 2 is deleted as follows

~~2. The approval should be based upon the aircraft maintenance programmes relative to M.A. Subpart G compliance and not limited by reference to individual EASA certificated aircraft.~~
~~NOTE: For example, if the organisation is capable of maintaining within the limitation of M.A. Subpart G the Airbus A 300 series aircraft the approval schedule should state Airbus A300 series under maintenance programme XXX and Airbus A300-600 series under maintenance programme YYY.~~

37. Point AMC M.B.703 (d) is deleted as follows:

~~1. The approval of an operator's continuing airworthiness management organisation should be indicated by means of a statement containing the following information:~~
~~(a) Air operator Certificate number;~~
~~(b) Name of the operator;~~
~~(c) Type(s) of aircraft for which the continuing airworthiness management organisation has been approved;~~
~~(d) Reference identification of the operator's approved maintenance programme(s);~~
~~(e) Reference identification of the operators approved continuing airworthiness management exposition; and~~
~~(f) Any limitations imposed by the competent authority of operator on the approval.~~
~~(g) Any subcontractors working under the operator's quality system.~~

~~2. The EASA form 14 may be used for the subparagraph 1 statement.~~

~~3. In the case the continuing airworthiness management organisation of the operator is approved to manage the continuing airworthiness of non-commercial air transport aircraft under an arrangement with the owner, and/or to carry out airworthiness reviews, these privileges should be put on an EASA Form 14.~~

38. In point AMC M.B.705(b) 1, the title is amended as follows:

AMC M.B.705~~(b)~~ (a) 1

39. In point AMC M.B.706, point 1 is amended as follows:

1. Changes in nominated persons

The competent authority should have adequate control over any changes to the personnel specified in M.A.706 (a), ~~(b)~~, (c), ~~and~~ (d) and (i). Such changes will require an amendment to the exposition.

40. Point AMC to Appendix II to Part-M is inserted as follows:

AMC to Appendix II to Part-M Use of the EASA Form 1 for maintenance

1. The following formats of an issued EASA Form 1 or equivalent certificate are acceptable:

- A paper certificate bearing a signature (both originals and copies are accepted);

- A paper certificate generated from an electronic system (printed from electronically stored data) when complying with the following subparagraph 2;
- An electronic EASA Form 1 or equivalent when complying with the following subparagraph 2.

2. Electronic signature and electronic exchange of the EASA Form 1

a) Submission to the competent authority

Any organisation intending to implement an electronic signature procedure to issue EASA Form 1 and/or to exchange electronically such data contained on the EASA Form 1, should document it and submit it to the competent authority as part of the documents attached to its exposition.

b) Characteristics of the electronic system generating the EASA Form 1

The electronic system should:

- guarantee secure access for each certifying staff;
- ensure integrity and accuracy of the data certified by the signature on the form and be able to show evidence of the authenticity of the EASA Form 1 (recording and record keeping) with suitable security, safeguards and backups;
- be active only at the location where the part is being released with an EASA Form 1;
- not permit to sign a blank form;
- provide a high degree of assurance that the data has not been modified after signature (if modification is necessary after issuance, i.e., re-certification of a part, a new form with a new number and reference to the initial issuance should be made).
- provide for a 'personal' electronic signature, identifying the signatory. The signature should be generated only in presence of the signatory.

An electronic signature means data in electronic form which is attached to or logically associated with other electronic data and which serves as a method of authentication and should meet the following criteria:

- it is uniquely linked to the signatory;
- it is capable of identifying the signatory;
- it is created using means that the signatory can maintain under his sole control.

This electronic signature should be an electronically generated value based on a cryptographic algorithm and appended to data in a way to enable the verification of the data's source and integrity.

Organisation(s) are reminded that additional national and/or European requirements may need to be satisfied when operating electronic systems. 'Directive 1999/93/EC of the European Parliament and of the Council of 13 December 1999 on a Community framework for electronic signatures', as last amended, may constitute a reference.

The electronic system should be based on a policy and management structure (confidentiality, integrity and availability), such as:

- Administrators, signatories;
- Scope of authorisation, rights;
- Password and secure access, authentication, protections, confidentiality;
- Track changes;
- Minimum blocks to be completed, completeness of information;

- Archives;
- etc.

The electronic system generating the EASA Form 1 may contain additional data such as;

- Manufacturer code;
- Customer identification code;
- Workshop report;
- Inspection results;
- etc.

c) Characteristics of the EASA Form 1 generated from the electronic system

To facilitate understanding and acceptance of the EASA Form 1 released with an electronic signature, the following statement should be in Block 14b: 'Electronic Signature on File'.

In addition to this statement, it is accepted to print or display a signature in any form, such as a representation of the hand-written signature of the person signing (i.e. scanned signature) or a representation of their name.

When printing the electronic form, the EASA Form 1 should meet the general format as specified in Appendix II to Part-M. A watermark-type 'PRINTED FROM ELECTRONIC FILE' should be printed on the document.

When the electronic file contains a hyperlink to data required to determine the airworthiness of the item(s), the data associated to the hyperlink, when printed, should be in a legible format and be identified as a reference from the EASA Form 1.

Additional information not required by the EASA Form 1 completion instructions may be added to the printed copies of EASA Form 1, as long as the additional data do not prevent a person from filling out, issuing, printing, or reading any portion of the EASA Form 1. This additional data should be provided only in block 12 unless it is necessary to include it in another block to clarify the content of that block.

d) Electronic exchange of the electronic EASA Form 1

The electronic exchange of the electronic EASA Form 1 should be accomplished on a voluntary basis. Both parties (issuer and receiver) should agree on electronic transfer of the EASA Form 1.

For that purpose, the exchange needs to include:

- all data of the EASA Form 1, including referenced data required by the EASA Form 1 completion instructions;
- all data required for authentication of the EASA Form 1.

In addition, the exchange may include:

- data necessary for the electronic format;
- additional data not required by the EASA Form 1 completion instructions, such as manufacturer code, customer identification code.

The system used for the exchange of the electronic EASA Form 1 should provide:

- A high level of digital security; the data should be protected, not altered or not corrupted;
- Traceability of data back to its source.

Trading partners wishing to exchange EASA Form 1 electronically should do so in accordance with the means of compliance stated in this document. It is recommended that they use an established, common, industry method such as Air Transport Association (ATA) Spec 2000 Chapter 16.

The organisation(s) are reminded that additional national and/or European requirements may need to be satisfied when operating the electronic exchange of the electronic EASA Form 1.

The receiver should be capable of regenerating the EASA Form 1 from the received data without alteration; if not, the system should revert back to the paper system.

When the receiver needs to print the electronic form, refer to subparagraph c) here above.

41. Point AMC to Appendix V to Part-M is inserted as follows:

AMC to Appendix V to Part-M Maintenance Organisation Approval referred to in Annex I (Part-M) Subpart F

The following fields on page 2 "Maintenance Organisation Approval Schedule" of the maintenance organisation approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the maintenance organisation manual

- Date of last revision approved: It refers to the date of the last revision of the maintenance organisation manual affecting the content of the certificate. Changes to the maintenance organisation manual which do not affect the content of the certificate do not require the reissuance of the certificate.

- Revision No: It refers to the revision No of the last revision of the maintenance organisation manual affecting the content of the certificate. Changes to the maintenance organisation manual which do not affect the content of the certificate do not require the reissuance of the certificate.

42. Point AMC to Appendix VI to Part-M is inserted as follows:

AMC to Appendix VI to Part-M Continuing Airworthiness Management Organisation Approval referred to in Annex I (Part-M) Subpart G

The following fields on page 2 "Continuing Airworthiness Management Organisation Approval Schedule" of the continuing airwothiness management organisation approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the continuing airworthiness management exposition

- Date of last revision: It refers to the date of the last revision of the continuing airworthiness management exposition affecting the content of the certificate. Changes to the continuing airworthiness management exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

- Revision No: It refers to the revision No of the last revision of the continuing airworthiness management exposition affecting the content of

the certificate. Changes to the continuing airworthiness management exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

43. Appendix I to AMC M.A.302 and AMC M.B.301(b), point 6.6.1, is amended as follows

6.6.1 In some cases, in order that sufficient data may be analysed it may be desirable to 'pool' data: i.e. collate data from a number of M.A. Subpart G organisations of the same type of aircraft. For the analysis to be valid, the aircraft concerned, mode of operation, and maintenance procedures applied should ~~must~~ be substantially the same: variations in utilisation between two M.A. Subpart G organisations may, more than anything, fundamentally corrupt the analysis. Although not exhaustive, the following list gives guidance on the primary factors which need to be taken into account.

(a) Certification factors, such as: aircraft TCDS compliance (variant)/modification status, including SB compliance.

(b) Operational Factors, such as: operational environment/utilisation, e.g. low/high/seasonal, etc./respective fleet size operating rules applicable (e.g. ETOPS/RVSM/All Weather etc.)/operating procedures/MEL and MEL utilisation.

(c) Maintenance factors, such as: aircraft age maintenance procedures; maintenance standards applicable; lubrication procedures and programme; MPD revision or escalation applied or maintenance programme applicable.

44. In Appendix III to AMC M.B303 (d),the title is amended as follows:

SUBPART G~~1~~
REFERENCE

45. In Appendix V to AMC M.A.704, the title is amended as follows:

Appendix V to AMC M.A.704 Continuing airworthiness management ~~organization~~ exposition

46. Appendix V to AMC M.A.704, in the table of content section:

i. Part 4B is inserted between Part 4 and Part 5

Part 4B Permit to fly procedures
4B.1 Conformity with approved flight conditions;
4B.2 Issue of the permit to fly under the CAMO privilege;
4B.3 Permit to fly authorised signatories;
4B.4 Interface with the local authority for the flight;
4B.5 Permit to fly records, responsibilities, retention and access.

ii. Part 5 is amended as follows:

Part 5 Appendices
5.1 Sample documents;
5.2 List of airworthiness review staff;
5.3 List of subcontractors as per AMC M.A.201(h)~~2~~ 1 and M.A.711(a)3;
5.4 List of approved maintenance organisations contracted;

5.5 Copy of contracts for subcontracted work (Appendix ~~2~~ II to AMC M.A.201(h)~~2~~ 1);

5.6 Copy of contracts with approved maintenance organisations.

47. In Appendix V to AMC M.A.704 Part 1, point 1.7 is amended as follows:

1.7 Major repair modification standards

(This paragraph should set out a procedure for the assessment of the approval status of any major modification before embodiment. This will include the assessment of the need of an Agency or design organisation approval. It should also identify the type of approval required, and the procedure to follow to have a modification approved by the Agency or design organisation.)

48. In Appendix V to AMC M.A.704, Part 4*:*

i. Point 4.1 is amended as follows:

4.1 Airworthiness review staff

(This paragraph should establish the working procedures for the assessment of the airworthiness review staff. The assessment addresses experience, qualification, training etc. A description should ~~*shall*~~ *be given regarding the issuance of authorisations for the airworthiness review staff and how records are kept and maintained.)*

ii. Point 4.2 is amended as follows:

4.2 Review of aircraft records

(This paragraph should describe in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that needs to be reviewed should ~~*shall*~~ *be described and the number of records that need to be reviewed during a sample check.)*

iii. Point 4.4 is amended as follows:

4.4 Additional procedures for recommendations to competent authorities for the import of aircraft

(This paragraph should describe the additional tasks regarding the recommendation for the issuance of an airworthiness review certificate in the case of an import of an aircraft. This should ~~*shall*~~ *include: communication with the competent authority of registry, additional items to be reviewed during the airworthiness review of the aircraft, specification of maintenance required to be carried out, etc.)*

iv. The following Part-4B is inserted at the end of Part 4

PART-4B PERMIT TO FLY PROCEDURES

4B.1 Conformity with approved flight conditions

(The procedure should indicate how conformity with approved flight conditions is established, documented and attested by an authorised person.)

4B.2 Issue of the permit to fly under the CAMO privilege

(The procedure should describe the process to prepare the EASA Form 20b (see Appendix IV to Part 21) and how compliance with 21A.711(d) and (e) is established before signature of the permit to fly. It should also describe how the organisation ensures compliance with 21A.711(g) for the revocation of the permit to fly)

4B.3 Permit to fly authorised signatories

(The person(s) authorised to sign the permit to fly under the privilege of M.A.711(c) should be identified (name, signature and scope of authority) in the procedure, or in an appropriate document linked to the CAME.)

4B.4 Interface with the local authority for the flight

(The procedure should include provisions describing the communication with the local authority for flight clearance and compliance with the local requirements which are outside the scope of the conditions of 21A.708(b) (see Part 21A.711(e)))

4B.5 Permit to fly records, responsibilities, retention and access

(This paragraph should describe how records are kept, the periods of record keeping, location where the records are being stored, access to the records and responsibilities.)

49. In Appendix VI to AMC M.B.602 (f) EASA Form 6f, Part 2 is amended as follows:

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT **EASA FORM 6F**

Part 2: M.A. Subpart F Compliance Audit Review

The five columns may be ~~labelled &~~ labeled and used as necessary to record the approval product line or facility, including subcontractor's, reviewed. Against each column used of the following M.A. Subpart F subparagraphs please either tick (√) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject					
M.A. 603	Extent of approval	☐	☐	☐	☐	☐
M.A. 604	Maintenance Organisation Manual (see Part 3)	☐	☐	☐	☐	☐
M.A. 605	Facilities	☐	☐	☐	☐	☐
M.A. 606	Personnel requirements	☐	☐	☐	☐	☐
M.A. 607	Certifying staff	☐	☐	☐	☐	☐
M.A. 608	Components, ~~Equipment~~ Equipment and tools	☐	☐	☐	☐	☐
M.A. 609	Maintenance data	☐	☐	☐	☐	☐

M.A. 610	Maintenance work orders					
M.A. 611	Maintenance standards					
M.A. 612	Aircraft certificate of release to service ~~CRS~~					
M.A. 613	Component certificate of release to service ~~CRS~~					
M.A. 614	~~Continuing Airworthiness~~ Maintenance records					
M.A. 615	Privileges of the organisation					
M.A. 616	Organisational review					
M.A. 617	Changes to the approved maintenance organisation					
M.A. 619	Findings					

Competent authority surveyor(s):

Signature(s):

Competent authority office:

Date of Form 6F part 2 completion:

50. In Appendix VI to AMC M.B.602 (f) EASA Form 6f, Part 3 is amended as follows:

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA FORM 6F

PART 3: Compliance with M.A. Subpart F maintenance organisation manual (MOM)

Please either tick (√) the box if satisfied with compliance; or cross (x) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.

Part A	General	
1.1		Table of content
1.2		List of effective pages
1.3		Record of amendments
1.4		Amendment procedure
1.5		Distribution
1.6		Accountable manager's statement
Part B	Description	
2.1		Organisation's scope of work
2.2		General presentation of the organisation
2.3		Name and title of management personnel
2.4		Organisation chart
2.5		Certifying staff
2.6		Personnel
2.7		General description of the facility
2.8		Tools, equipment and material
2.9		Maintenance data
Part C	General procedures	
3.1		Organisational review
3.2		Training
3.3		Contracting
3.4		One time authorisations

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA FORM 6F

PART 3: Compliance with M.A. Subpart F maintenance organisation manual (MOM)

Part D	Working Procedures	
4.1		Work order acceptance
4.2		Preparation and issue of work package
4.3		Logistics
4.4		Execution
4.5		Release to service – Certifying staff
4.6		Release to service – Supervision
4.7		Release to service – Certificate of release to service
4.8		Records
4.9		Special procedures
4.10		Occurrence reporting
4.11		Management of indirect approval of the manual
Part E	Appendices	
5.1		Sample of all documents used
5.2		List of subcontractors.
5.3		List of maintenance locations
5.4		List of Part 145 or M.A. Subpart F organisations

~~**Date of Form 6F part 3 completion:**~~

MOM reference: MOM amendment:

Competent authority audit staff: Signature(s):

Competent authority office: Date of Form 6F part 3 completion:

51. In Appendix VII to AMC M.B.702 (f) EASA Form 13, Part 2 is amended as follows:

M.A. SUBPART G APPROVAL RECOMMENDATION REPOR TEASA FORM 13

Part 2: M.A. Subpart G Compliance Audit Review

The five columns may be ~~labelled &~~ labeled and used as necessary to record the approval product line or facility, including subcontractor's, reviewed. Against each column used of the following M.A. Subpart G subparagraphs please either tick (√) the box if satisfied with compliance, or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject					
M.A.703	Extent of approval	☐	☐	☐	☐	☐
M.A.704	Continuing airworthiness management exposition (see Part 3)	☐	☐	☐	☐	☐
M.A.705	Facilities	☐	☐	☐	☐	☐
M.A.706	Personnel requirements	☐	☐	☐	☐	☐
M.A.707	Airworthiness review staff	☐	☐	☐	☐	☐
M.A.708	Continuing airworthiness management	☐	☐	☐	☐	☐
M.A.201	~~AOC holder subcontracting~~ Responsibilities	☐	☐	☐	☐	☐
M.A.202	Occurrence reporting	☐	☐	☐	☐	☐
M.A.302	Aircraft maintenance programme	☐	☐	☐	☐	☐
M.A.303	Airworthiness directives	☐	☐	☐	☐	☐
M.A.304	Data for modifications ~~Modifications~~ and repairs	☐	☐	☐	☐	☐

M.A.305	Aircraft continuing airworthiness record system ~~Records~~					
M.A.306	Operator's ~~Technical~~ technical log system					
M.A.307	Transfer of aircraft continuing airworthiness records					
M.A.709	Documentation					
M.A.710	Airworthiness review					
M.A.711	Privileges of the organisation					
M.A.712	Quality system					
M.A.713	Changes to the approved continuing airworthiness organisation					
M.A.714	Record keeping					
M.A.716	Findings					

Competent authority surveyor(s):

Signature(s):

Competent authority office:

Date of Form 13 part 2 completion:

52. Appendix VII to AMC M.B.702 (f) EASA Form 13 Part 3 is amended as follows:

M.A. SUBPART G APPROVAL RECOMMENDATION REPORT		**EASA FORM 13**
PART 3: Compliance with M.A. Subpart G continuing airworthiness management exposition (CAME) Please either tick (√) the box if satisfied with compliance; or cross (x) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.		
Part 0	General organisation	
0.1		Corporate commitment by the accountable manager
0.2		General information
0.3		Management personnel
0.4		Management organisation chart
0.5		Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel
0.6		Exposition amendment procedures
Part 1	Continuing airworthiness management procedures	
1.1		Aircraft technical log utilisation and MEL application (commercial air transport) Aircraft continuing airworthiness record system utilisation (non commercial air transport)
1.2		Aircraft maintenance programmes – development amendment and approval
1.3		Time and continuing airworthiness records, responsibilities, retention, access
1.4		Accomplishment and control of airworthiness directives
1.5		Analysis of the effectiveness of the maintenance programme(s)
1.6		Non mandatory modification embodiment policy
1.7		Major modification standards
1.8		Defect reports
1.9		Engineering activity
1.10		Reliability programmes
1.11		Pre-flight inspections
1.12		Aircraft weighing
1.13		Check flight procedures
Part 2	Quality system	
2.1		Continuing airworthiness quality policy, plan and audits procedure
2.2		Monitoring of continuing airworthiness management activities
2.3		Monitoring of the effectiveness of the maintenance programme(s)

2.4		Monitoring that all maintenance is carried out by an appropriate maintenance organisation
2.5		Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor
2.6		Quality audit personnel
Part 3	Contracted Maintenance	
3.1		Maintenance contractor selection procedure
3.2		Detailed list of maintenance contractors
3.3		Quality audit of aircraft
Part 4	Airworthiness review procedures	
4.1		Airworthiness review staff
4.2		Review of aircraft records
4.3		Physical survey
4.4		Additional procedures for recommendations to competent authorities for the import of aircraft
4.5		Recommendations to competent authorities for the issue of airworthiness review
4.6		Issuance of airworthiness review certificates
4.7		Airworthiness review records, responsibilities, retention and access
Part 4B	Permit to fly procedures	
4B.1		Conformity with approved flight conditions
4B.2		Issue of permit to fly under the CAMO privilege
4B.3		Permit to fly authorised signatories
4B.4		Interface with the local authority for the flight
4B.5		Permit to fly records, responsibilities, retention and access.
Part 5	Appendices	
5.1		Sample Documents
5.2		List of airworthiness review staff
~~5.2~~ 5.3		List of subcontractors as per M.A.711 (a) 3 and AMC M.A.201 (h) ~~2~~ 1
~~5.3~~ 5.4		List of approved maintenance organisations contracted
~~5.4~~ 5.5		Copy of contracts for subcontracted work (appendix 2 to AMC M.A.201 (h) ~~2~~ 1
~~5.5~~ 5.6		Copy of contracts with approved maintenance organisations

~~**Date of Form 13 part 3 completion:**~~

CAME Reference: CAME Amendment:

Competent authority audit staff: Signature(s):

Competent authority office: Date of Form 13 part 3 completion:

53. In Appendix VIII to AMC M.A.616:

i. Point 4 is amended as follows:

4 – Stores

- Do the stores meet the criteria in the procedures of the MOM?
- Check by sampling some items in the store for presence of proper documentation and any overdue items.

ii. Point 9 is amended as follows:

9 – Maintenance subcontracted

Check that subcontractors for specialised services ~~at~~ are properly controlled by the organization.

54. Appendix IX EASA Form 2 is replaced as follows:

Appendix IX to AMC M.A.602 and AMC M.A.702 EASA Form 2

	Application for
Competent authority	**Part-M Subpart F Approval* initial grant* / Change***
	Part-145 Approval* initial grant* / Change*
	Part-M Subpart G Approval* initial grant* / Change*

1. **Registered name of applicant**:

2. **Trading name (if different)**:

3. **Addresses requiring approval**:

4. **Tel.** ..... **Fax** .....

E-mail .....

5. **Scope of approval relevant to this application: see page 2 for possibilities in the case of a Subpart F/Part-145 approval:**

6. **Position and name of the (proposed*) Accountable Manager**:
.....

7. **Signature of the (proposed*) Accountable Manager**:
.....

8. **Place**: .....

9. **Date**: .....

Note (1): A note giving the address(es) to which the Form(s) should be sent.

Note (2): An optional note to give information on any fees payable.

* delete as applicable

SCOPE OF APPROVAL AVAILABLE

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes above 5700 kg	[Rating reserved to Maintenance Organisations approved in accordance with Annex II (Part-145)] [State aeroplane manufacturer or group or series or type and/or the maintenance tasks] *Example: Airbus A320 Series*	[YES/ NO]*	[YES/ NO]*
	A2 Aeroplanes 5700 kg and below	[State aeroplane manufacturer or group or series or type and/or the maintenance tasks] *Example: DHC-6 Twin Otter Series*	[YES/ NO]*	[YES/ NO]*
	A3 Helicopters	[State helicopter manufacturer or group or series or type and/or the maintenance task(s)] *Example: Robinson R44*	[YES/ NO]*	[YES/ NO]*
	A4 Aircraft other than A1, A2 and A3	[State aircraft series or type and/or the maintenance task(s).]	[YES/ NO]*	[YES/ NO]*
ENGINES	B1 Turbine	[State engine series or type and/or the maintenance task(s)] *Example: PT6A Series*		
	B2 Piston	[State engine manufacturer or group or series or type and/or the maintenance task(s)]		
	B3 APU	[State engine manufacturer or series or type and/or the maintenance task(s)]		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press C2 Auto Flight C3 Comms and Nav C4 Doors - Hatches C5 Electrical Power & Lights C6 Equipment C7 Engine - APU C8 Flight Controls C9 Fuel C10 Helicopter - Rotors C11 Helicopter - Trans C12 Hydraulic Power C13 Indicating - recording system C14 Landing Gear C15 Oxygen C16 Propellers C17 Pneumatic & Vacuum	[State aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s).] *Example: PT6A Fuel Control*		

	C18 Protection ice/rain/fire	
	C19 Windows	
	C20 Structural	
	C21 Water ballast	
	C22 Propulsion Augmentation	
SPECIALISED SERVICES	D1 Non Destructive Testing	[State particular NDT method(s)]

EASA Form 2 Page 2 of 2

55. In Appendix X to AMC EASA Form 4, the title is amended as follows:

Appendix X to AMC M.B.602(a) and AMC M.B.702(a) EASA Form 4

56. Appendix XI to AMC to M.A.708(c) is replaced by the following:

Appendix XI to AMC to M.A.708(c)

CONTRACTED MAINTENANCE

1. Maintenance contracts

The following paragraphs are not intended to provide a standard maintenance contract but to provide a list of the main points that should be addressed, when applicable, in a maintenance contract between an Operator and a Part-145 approved organisation. As only the technical parts of the maintenance contracts have to be acceptable to the competent authority, the following paragraphs only address technical matters and exclude matters such as costs, delay, warranty, etc...

When maintenance is contracted to more than one Part-145 approved organisation (for example aircraft base maintenance to X, engine maintenance to Y and line maintenance to Z1, Z2&Z3), attention should be paid to the consistency of the different maintenance contracts.

A maintenance contract is not normally intended to provide appropriate detailed work instruction to the personnel (and is not normally distributed as such). Accordingly there should be established organisational responsibility, procedures and routines in the operator's M.A. Subpart G & Part-145 organisations to take care of these functions in a satisfactory way such that any person involved is informed about his/her responsibility and the procedures which apply. These procedures and routines can be included/appended to the operator's CAME and maintenance organisation's MOE or consist in separate procedures. In other words procedures and routines should reflect the conditions of the contract.

2. Aircraft/Engine maintenance

The following subparagraphs may be adapted to a maintenance contract that applies to aircraft base maintenance, aircraft line maintenance and engine maintenance.

Aircraft maintenance also includes the maintenance of the engines and APU while they are installed on the aircraft.

2.1. Scope of work

The type of maintenance to be performed by the Part-145 approved organisation should be specified unambiguously. In case of line and/or base maintenance, the contract should specify the aircraft type and, preferably include the aircraft's registrations.

In case of engine maintenance, the contract should specify the engine type.

2.2. Locations identified for the performance of maintenance/ Certificates held

The place(s) where base, line or engine maintenance, as applicable, will be performed should be specified. The certificate held by the maintenance organisation at the place(s) where the maintenance will be performed should be referred to in the contract. If necessary the contract may address the possibility of performing maintenance at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance.

2.3. Subcontracting

The maintenance contract should specify under which conditions the Part-145 approved organisation may subcontract tasks to a third party (whether this third party is Part-145 approved or not). At least the contract should make reference to 145.A.75. Additional guidance is provided by the AMC 145.A.75. In addition the operator may require the Part-145 approved organisation to obtain the operator's approval before subcontracting to a third party. Access should be given to the operator to any information (especially the quality monitoring information) about the Part-145 approved organisation's subcontractors involved in the contract. It should however be noted that under operators responsibility both the operator and its competent authority are entitled to be fully informed about subcontracting, although the competent authority will normally only be concerned with aircraft, engine and APU subcontracting.

2.4. Maintenance programme

The maintenance programme under which the maintenance has to be performed has to be specified. The operator should have that maintenance programme approved by its competent authority. When the maintenance programme is used by several operators, it is important to remember that it is the responsibility of each operator to have that maintenance programme approved under its own name by its competent authority.

2.5. Quality monitoring

The terms of the contract should include a provision allowing the operator to perform a quality surveillance (including audits) upon the Part-145 approved organisation. The maintenance contract should specify how the results of the quality surveillance are taken into account by the Part-145 approved organisation (See also paragraph 2.22. 'Meetings').

2.6. Competent authority involvement

When the operator's competent authority and the Part-145 approved organisation's competent authority is not the same, the operator and the Part-145 approved organisation have to ensure together with their competent authority that the respective competent authority's responsibilities are properly defined and that, if necessary, delegations have been established.

2.7. Airworthiness data

The airworthiness data used for the purpose of this contract as well as the authority responsible for the acceptance/approval should be specified. This may include, but may not be limited to:

- maintenance programme,
- airworthiness directives,
- major repairs/modification data,
- aircraft maintenance manual,
- aircraft IPC,
- wiring diagrams,
- trouble shooting manual,
- Minimum Equipment List (normally on board the aircraft),
- operators manual,
- Flight Manual,
- engine maintenance manual,
- engine overhaul manual.

2.8. Incoming Conditions

The contract should specify in which condition the operator should send the aircraft to the Part-145 approved organisation. For checks of significance i.e. 'C' checks and above, it may be beneficial that a work scope planning meeting be organised so that the tasks to be performed may be commonly agreed (see also paragraph 2.23: 'Meetings').

2.9. Airworthiness Directives and Service Bulletin/Modifications

The contract should specify what information the operator is responsible to provide to the Part-145 approved organisation, such as the due date of the airworthiness directives (ADs), the selected means of compliance, the decision to embody Service Bulletins (SBs) or modification, etc. In addition the type of information the operator will need in return to complete the control of ADs and modification status should be specified.

2.10. Hours & Cycles control

Hours and cycles control is the responsibility of the operator, but there may be cases where the Part-145 approved organisation should receive the current flight hours and cycles on a regular basis so that it may update the records for its own planning functions (see also paragraph 2.22: 'Exchange of information').

2.11. Service life-limited components

Service life-limited components control is the responsibility of the operator.

The Part-145 approved organisation will have to provide the operator with all the necessary information about the service life-limited components removal/installation so that the operator may update its records (see also paragraph 2.22 'Exchange of information').

2.12. Supply of parts

The contract should specify whether a particular type of material or component is supplied by the operator or by the contracted Part-145 approved organisation, which type of component is pooled, etc. The contract should clearly state that it is the Part-145 competence and responsibility to be in any case satisfied that the component in question meets the approved data/standard and to ensure that the

aircraft component is in a satisfactory condition for installation. In other words, there is definitely no way for a Part-145 organisation to accept whatever is supplied by the operator. Additional guidance is provided by 145.A.42 for acceptance of components.

2.13. Pooled parts at line stations

If applicable the contract should specify how the subject of pooled parts at line stations should be addressed.

2.14. Scheduled maintenance

For planning scheduled maintenance checks, the support documentation to be given to the Part-145 approved organisation should be specified. This may include, but may not be limited to:

- applicable work package, including job cards;

- scheduled component removal list;

- modifications to be incorporated.

When the Part-145 approved organisation determines, for any reason, to defer a maintenance task, it has to be formally agreed with the operator. If the deferment goes beyond an approved limit, refer to paragraph 2.17: 'Deviation from the maintenance schedule'. This should be addressed, where applicable, in the maintenance contract.

2.15. Unscheduled maintenance/Defect rectification

The contract should specify to which level the Part-145 approved organisation may rectify a defect without reference to the operator. As a minimum, the approval and incorporation of major repairs should be addressed. The deferment of any defect rectification should be submitted to the operator and, if applicable, to its competent authority.

2.16. Deferred tasks

See paragraphs 2.14 and 2.15 above and AMC 145.A.50 (e). In addition, for aircraft line and base maintenance the use of the operator's MEL and the relation with the operator in case of a defect that cannot be rectified at the line station should be addressed.

2.17. Deviation from the maintenance schedule

Deviations have to be requested by the operator to its competent authority or granted by the operator in accordance with a procedure acceptable to its competent authority. The contract should specify the support the Part-145 approved organisation may provide to the operator in order to substantiate the deviation request.

2.18. Test flight

If any test flight is required after aircraft maintenance, it should be performed in accordance with the procedures established in the operator's ~~Continuing~~ continuing airworthiness management exposition.

2.19 Bench Test

The contract should specify the acceptability criterion and whether a representative of the operator should witness an engine undergoing test.

2.20 Release to service documentation

The release to service has to be performed by the Part-145 approved organisation in accordance with its MOE procedures. The contract should, however, specify which support forms have to be used (Operator's technical log, Part-145 approved organisation's maintenance visit file, etc.) and the documentation the Part-145 approved organisation should provide to the operator upon delivery of the aircraft. This may include, but may not be limited to:

- Certificate of release to service — mandatory,

- flight test report,

- list of modifications embodied,

- list of repairs,

- list of ADs incorporated,

- maintenance visit report,

- test bench report.

2.21. Maintenance recording

The operator may contract the Part-145 approved organisation to retain some of the maintenance records required by Part-M Subpart C. It should be ensured that every requirement of Part-M Subpart C is fulfilled by either the operator or the Part-145 approved organisation. In such a case, free and quick access to the above-mentioned records should be given by the Part-145 approved organisation to the operator and its competent authority (in case of two different competent authorities involved, see paragraph 2.6 'competent authority involvement').

2.22. Exchange of information

Each time exchange of information between the operator and the Part-145 approved organisation is necessary, the contract should specify what information should be provided and when (i.e. on what occasion or at what frequency), how, by whom and to whom it has to be transmitted.

2.23. Meetings

For the competent authority to be satisfied that a good communication system exists between the operator and the Part-145 approved organisation, the terms of the maintenance contract should include the provision for a certain number of meetings to be held between both parties.

2.23.1. Contract review

Before the contract is applicable, it is very important for the technical personnel of both parties that are involved in the application of the contract to meet in order to be sure that every point leads to a common understanding of the duties of both parties.

2.23.2. Work scope planning meeting

Work scope planning meetings may be organised so that the tasks to be performed may be commonly agreed.

2.23.3. Technical meeting

Scheduled meetings may be organised in order to review on a regular basis technical matters such as ADs, SBs, future modifications, major defects found during maintenance check, reliability, etc.

2.23.4. Quality meeting

Quality meetings may be organised in order to examine matters raised by the operator's quality surveillance and to agree upon necessary corrective actions.

2.23.5. Reliability meeting

When a reliability programme exists, the contract should specify the operator's and Part-145 approved organisation's respective involvement in that programme, including the participation in reliability meetings.

B. Decision No 2003/19/RM, Annex VIII (GM to Part-M), is hereby added as follows:

57. New Annex VIII — Guidance Material to Part-M is inserted

Annex VIII

Guidance Material to Part-M

GM to Appendix II to Part-M Use of the EASA Form 1 for maintenance

EASA Form 1 Block 12 'Remarks'

Examples of data to be entered in this block as appropriate:-

- Maintenance documentation used, including the revision status, for all work performed and not limited to the entry made in block 11.
  A statement such as 'in accordance with the CMM' is not acceptable.
- NDT methods with appropriate documentation used when relevant.
- Compliance with airworthiness directives or service bulletins.
- Repairs carried out.
- Modifications carried out.
- Replacement parts installed.
- Life-limited parts status.
- Shelf life limitations.
- Deviations from the customer work order.
- Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- Information needed to support shipment with shortages or re-assembly after delivery.
- References to aid traceability, such as batch numbers.

C. Decision No 2003/19/RM, Annex II (AMC to Part-145), is hereby amended as follows:

58. In point AMC 145.A.10:

i. Point 1, paragraph d is amended as follows:

d) Aircraft maintained in accordance with 'progressive' type programmes should be individually assessed in relation to this ~~para~~ paragraph. In principle, the decision to allow some 'progressive' checks to be carried out should be determined by the assessment that all tasks within the particular check can be carried out safely to the required standards at the designated line maintenance station.

ii. Point 2 is deleted as follows:

~~2. For an organisation to be approved in accordance with 145.A.10 as an organisation located within the Member States means that the management as specified in 145.A.30 (a) and (b) should be located in the Member States. When the management are located in several Member States, then the approval should be granted by the competent authority in whose State the accountable manager is located~~.

iii. Point 3 is renumbered as follows:

2. Where the organisation uses facilities both inside and outside the Member State such as satellite facilities, sub-contractors, line stations etc., such facilities may be included in the approval without being identified on the approval certificate subject to the maintenance organisation exposition identifying the facilities and containing procedures to control such facilities and the competent authority being satisfied that they form an integral part of the approved maintenance organisation.

59. Point AMC 145.A.15 is amended as follows:

In a form and in a manner established by the competent authority means that the application should be made on an EASA Form 2 (refer to Appendix III to AMC to Part-145)

60. Point AMC 145.A.20 is amended as follows:

The following table identifies the ATA Specification 2200~~100~~ chapter for the category C component rating.

CLASS	RATING	ATA CHAPTERS
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	21
	C2 Auto Flight	22
	C3 Comms and Nav	23 - 34
	C4 Doors - Hatches	52
	C5 Electrical Power & Lights	24 - 33
	C6 Equipment	25 - 38 - 44 – 45 - 50
	C7 Engine – APU	49 - 71 - 72 - 73 - 74 - 75 - 76 - 77 - 78 - 79 - 80 - 81 - 82 - 83
	C8 Flight Controls	27 - 55 - 57.40 - 57.50 -57.60 - 57.70

C9 Fuel ~~– Airframe~~	28 - 47
C10 Helicopters - Rotors	62 - 64 - 66 - 67
C11 Helicopter - Trans	63 - 65
C12 Hydraulic Power	29
C13 Indicating/Recording Systems ~~Instruments~~	31 – 42 - 46
C14 Landing Gear	32
C15 Oxygen	35
C16 Propellers	61
C17 Pneumatic & Vacuum	36 - 37
C18 Protection ice/rain/fire	26 - 30
C19 Windows	56
C20 Structural	53 - 54 - 57.10 - 57.20 - 57.30
C21 Water Ballast	41
C22 Propulsion Augmentation	84

61. Point AMC 145.A.25 (b) is amended as follows*:*

It is acceptable to combine any or all of the office accommodation requirements into one office subject to the staff having sufficient room to carry out the assigned tasks.

In addition, as part of the office accommodation, aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

62. In point AMC 145.A.25 (d), point 1 is amended as follows:

1. Storage facilities for serviceable aircraft components should be clean, well-ventilated and maintained at a constant dry temperature to minimise the effects of condensation. ~~Manufacturers~~ Manufacturer's storage recommendations should be followed for those aircraft components identified in such published recommendations.

63. In point AMC 145.A.30 (e):

i. Point 5 is amended as follows:

5. Quality audit staff are able to monitor compliance with Part-145 identifying non compliance in an effective and timely manner ~~in order~~ so that the organisation may remain in compliance with Part-145.

ii. Point 7 is amended as follows

7. Initial human factors training should cover all the topics of the training syllabus specified in GM 145.A.30(e) either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organisation. The syllabus may also be adjusted to meet the particular nature of work for each function within the organisation. For example:

— small organisations not working in shifts may cover in less depth subjects related to teamwork and communication,

— planners may cover in more depth the scheduling and planning objective of the syllabus and in less depth the objective of developing skills for shift working.

Depending on the result of the evaluation as specified in paragraph ~~5~~ 6, initial training should be provided to personnel within 6 months of joining the maintenance organisation, but temporary staff may need to be trained shortly after joining the organisation to cope with the duration of employment.

Personnel being recruited from another maintenance organisation approved under Part-145 and temporary staff should be assessed for the need to receive any additional human factors training to meet the new maintenance organisation's approved under Part-145 human factors training standard.

iii. Point 11 is amended as follows

11. Additional training in fuel tank safety as well as associated inspection standards and maintenance procedures should be required ~~of~~ for maintenance organisations' technical personnel, especially technical personnel involved in ~~with~~ the compliance of CDCCL tasks

EASA guidance is provided for training to maintenance organisation personnel in Appendix IV to AMC to 145.A.30(e) and 145.B.10(3)

64. In point AMC 145.A.30 (f):

i. Point 2 is amended as follows:

2. Appropriately qualified means to Level 1, 2 or 3 as defined by the European Standard ~~4179:2000 (EN 4179)~~ EN 4179 dependant upon the non destructive testing function to be carried out.

ii. Point 4 is amended as follows:

4. Notwithstanding the general references in EN 4179 to a national aerospace non destructive testing (NDT) board, all examinations should be conducted by personnel or organisations under the general control of such a board. In the absence of a national aerospace NDT board, the aerospace NDT board of another Member State should be used, as defined by the competent ~~autority~~ authority.

iii. Point 6 is amended as follows:

6. It should be noted that new methods are and will be developed, such as, but not limited to thermography and shearography, which are not specifically addressed by EN 4179. Until ~~such~~ the time ~~as an~~ this agreed standard is established, such methods should be carried out in accordance with the particular equipment ~~manufacturers~~ manufacturer's recommendations including any training and examination process to ensure competence of the personnel ~~with~~ in the process.

iv. Point 8 is amended as follows:

8. Boroscoping and other techniques such as delamination coin tapping are non destructive inspections rather than non destructive testing. Notwithstanding such differentiation, the maintenance organisation should establish an exposition procedure accepted by the competent authority to ensure that personnel who carry out and interpret such inspections are properly trained and assessed for their competence ~~with~~ in the process. Non destructive inspections, not being considered as NDT by Part-145 are not listed in Appendix ~~2~~ II under class rating D1.

65. In point AMC 145.A.30 (g), point 2, paragraph q is amended as follows:

q. Replacement of any other component as agreed by the competent authority ~~Agency~~ for a particular aircraft type only where it is agreed that the task is simple.

66. Point AMC 145.A.30 (h)(1) is amended as follows:

The category B1 and B2 support staff ~~need not hold a~~ do not need to hold a certifying staff authorisation in accordance with 145.A.35 (b) but the organisation may use such appropriately authorised certifying staff to satisfy the requirement.

67. In point AMC 145.A.30 (j)(4), point 2 (ii), paragraph d is amended as follows:

d. Replacement of ~~internal and~~ external lights, ~~filaments and flash tubes~~.

68. Point AMC 145.A.30(j)(5)(i) is amended as follows:

In those situations where the requirement for a ~~one-off~~ one-off authorisation to issue a CRS for a task on an aircraft type for which certifying staff does not hold a type-rated authorisation has been identified, the following procedure is recommended:
1. Flight crew should communicate full details of the defect to the operator's supporting maintenance organisation ~~with full details of the defect~~. If necessary, the supporting maintenance organisation will then request the use of a ~~one-off~~ one-off authorisation from the quality department.

2. When issuing a one-off authorisation, the quality department of the organisation should verify that:
a) Full technical details relating to the work required to be carried out have been established and passed on to the certifying staff.
b) The organisation has an approved procedure in place for coordinating and controlling the total maintenance activity undertaken at the location under the authority of the one-off authorisation.
c) The person to whom a one-off ~~Authorisation~~ authorisation is issued has been provided with all the necessary information and guidance relating to maintenance data and any special technical instructions associated with the specific task undertaken. A detailed step by step worksheet has been defined by the organisation, communicated to the ~~one-off~~ one-off authorisation holder.
d) The person holds authorisations of equivalent level and scope on other aircraft type of similar technology, construction and systems.

3. The ~~one-off~~ one-off authorisation holder should sign off the detailed step by step worksheet when completing the work steps. The completed tasks should be verified by visual examination and/or normal system operation upon return to an appropriately approved Part-145 maintenance facility.

69. Point AMC 145.A.30(j)(5)(ii) is amended as follows:

This paragraph addresses staff not employed by the maintenance organisation who meet the requirements of 145.A.30 (j) (5). In addition to the items listed in AMC 145.A.30(j) (5) (i), paragraph 1, 2(a), (b) and (c) and 3 the quality department of the organisation may issue such ~~one-off~~ one-off authorisation providing full qualification details relating to the proposed certifying personnel are verified by the quality department and made available at the location.

70. In point AMC 145.A.35 (j), point 1 paragraph g is amended as follows:

g. Qualifications relevant to the ~~approval~~ authorisation.

71. Point AMC 145.A.42 (a) is replaced by the following:

1. A document equivalent to an EASA Form 1 may be:
a) a release document issued by an organisation under the terms of a bilateral agreement signed by the European Community;

b) a release document issued by an organisation approved under the terms of a JAA bilateral agreement until superseded by the corresponding agreement signed by the European Community;
c) a JAA Form One issued prior to 28 November 2004 by a JAR 145 organisation approved by a JAA Full Member State;
d) in the case of new aircraft components that were released from manufacturing prior to the Part-21 compliance date the component should be accompanied by a JAA Form One issued by a JAR 21 organisation approved by a JAA Full Member Authority and within the JAA mutual recognition system;
e) a JAA Form One issued prior to 28 September 2005 by a production organisation approved by a competent authority in accordance with its national regulations.

2. For acceptance of standard parts, raw material and consumable material, refer to AMC M.A.501(c) and AMC M.A.501 (d).

72. Point AMC 145.A.42 (b) is amended as follows:

The EASA Form 1 or equivalent identifies the ~~eligibility~~ ~~and~~ status of an aircraft component. Block ~~13~~ 12 'Remarks' on the EASA Form ~~One~~ 1 in some cases contains vital airworthiness related information which may need appropriate and necessary actions. The receiving organisation should be satisfied that the component in question is in satisfactory condition and has been appropriately released to service. In addition, the organisation should ensure that the component meets the approved data/standard, such as the required design and modification standard. This may be accomplished by reference to the manufacturer's parts catalogue or other approved data (i.e. Service Bulletin). Care should also be ~~exercised~~ taken in ensuring compliance with applicable airworthiness directives, the status of any life-limited parts fitted to the aircraft component as well as Critical Design Configuration Control Limitations.

73. In point AMC 145.A.42 (c), points 3 and 4 are amended as follows:

3. All necessary data to fabricate the part should be approved either by the Agency ~~competent authority~~ or the type certificate (TC) holder or Part-21 design organisation approval holder, or supplemental type certificate (STC) holder;

4. Items fabricated by an organisation approved under Part-145 may only be used by that organisation in the course of overhaul, maintenance, modifications, or repair of aircraft or components undergoing work within its own facility. The permission to fabricate does not constitute approval for manufacture, or to supply externally and the parts do not qualify for certification on EASA Form 1 ~~One~~. This prohibition also applies to the bulk transfer of surplus inventory, in that locally fabricated parts are physically segregated and excluded from any delivery certification.

74. In point AMC 145.A.45 (b), point 3 is amended as follows:

3. In addition to subparagraph 1, an organisation with an approval class rating in category B — Engines/APUs, should hold and use the following maintenance data where published. The appropriate sections of the engine/APU maintenance and repair manual, service bulletins, service letters, modification leaflets, non destructive testing ~~inspection~~ ~~(NDI)~~ (NDT) manual, parts catalogue, type certificate data sheet and any other specific document issued by the type certificate holder as maintenance data.

75. Point AMC 145.A.45 (e) is replaced by the following:

1. The maintenance organisation should:
- transcribe accurately the maintenance data onto such work cards or worksheets, or
- make precise reference to the particular maintenance task(s) contained in such maintenance data, which already identifies the task as a CDCCL where applicable.

2. Relevant parts of the organisation means with regard to aircraft base maintenance, aircraft line maintenance, engine workshops, mechanical workshops and avionic workshops. Therefore, engine workshops for example should have a common system throughout such engine workshops that may be different to that in the aircraft base maintenance.

3. The workcards should differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such a task, it may be necessary to use supplementary workcards or worksheets to indicate what was actually accomplished by each individual person.

76. Point AMC 145.A.45 (f) is amended as follows:

~~1. Relevant parts of the organisation means with regard to aircraft base maintenance, aircraft line maintenance, engine workshops, mechanical workshops and avionic workshops. Therefore, for example engine workshops should have a common system throughout such engine workshops that may be different to that in aircraft base maintenance.~~

~~2. The workcards should differentiate and specify, when relevant, disassembly, ccomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary workcards or worksheets to indicate what was actually accomplished by each individual person.~~

1. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft being maintained for supervisors, mechanics and certifying staff to study.

2. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

77. Point AMC 145.A.45 (g) is amended as follows:

1. To keep data up-to-date, a procedure should be set up to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme. Special attention should be given to TC related data such as certification life-limited parts, airworthiness limitations and Airworthiness Limitation Items (ALI), etc.

~~2. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft being maintained, for supervisors, mechanics and certifying staff to study.~~

~~3. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.~~

78. Point AMC 145.A.50 (a) is amended as follows:

~~1. A component which has been maintained off the aircraft needs the issue of a certificate of release to service for such maintenance and another certificate of release to service in regard to being installed properly on the aircraft when such action occurs.~~

~~In the case of base maintenance this takes the form of a separate task sign off for the maintenance and installation tasks.~~

~~1.2. When an organisation maintains a component for use by the organisation, an EASA Form 1 may not be necessary depending upon the organisations' internal release procedures defined in the maintenance organisation exposition.~~

~~1.3~~. '~~Hazards seriously~~ Endangers the flight safety' means any instances where safe operation could not be assured or which could lead to an unsafe condition. It typically includes, but is not limited to~~,~~ significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage and any emergency system or total system failure. An airworthiness directive overdue for compliance is also considered a hazard to flight safety.

~~2. In the case of the issue of EASA Form 1 for components in storage prior to Part-145 and Part-21 and not released on an EASA Form 1 or equivalent in accordance with 145.A.42(a) or removed serviceable from a serviceable aircraft or an aircraft which have been withdrawn from service the following applies.~~

~~2.1 An EASA Form 1 may be issued for an aircraft component which has been:~~

- ~~Maintained before Part-145 became effective or manufactured before Part-21 became effective.~~
- ~~Used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components.~~
- ~~Removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes.~~
- ~~Components maintained by an unapproved organisation.~~

~~2.2. An appropriately rated maintenance organisation approved under Part-145 may issue an EASA Form 1 as detailed in this AMC sub-paragraph 2.5 to 2.9, as appropriate, in accordance with procedures detailed in the exposition as approved by the competent authority. The appropriately rated organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued an EASA Form 1 under this paragraph.~~

~~2.3. For the purposes of this paragraph 2 only, appropriately rated means an organisation with an approval class rating for the type of component or for the product in which it may be installed.~~

~~2.4. An EASA Form 1 issued in accordance with this paragraph 2 should be issued by signing in block 20 and stating "Inspected" in block 12. In addition, block 13 should specify:~~

~~2.4.1. When the last maintenance was carried out and by whom.~~

~~2.4.2. If the component is unused, when the component was manufactured and by whom with a cross reference to any original documentation which should be included with the Form.~~

~~2.4.3. A list of all airworthiness directives, repairs and modifications known to have been incorporated. If no airworthiness directives or repairs or modifications are known to be incorporated then this should be so stated.~~

~~2.4.4. Detail of life used for service life limited parts being any combination of fatigue, overhaul or storage life.~~

~~2.4.5. For any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 13. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the EASA Form 1.~~

~~2.5. New / unused aircraft components~~

~~2.5.1 Any unused aircraft component in storage without an EASA Form 1 up to the effective date(s) for Part-21 that was manufactured by an organisation acceptable to the competent authority at the time may be issued an EASA Form 1 by an appropriately rated maintenance organisation approved under Part-145. The EASA Form 1 should be issued in accordance with the following subparagraphs which should be included in a procedure within the maintenance organisation manual.~~

~~Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this paragraph represents a maintenance release under Part-145 and not a production release under Part-21. It is not intended to bypass the production release procedure agreed by the Member State for parts and subassemblies intended for fitment on the manufacturers own production line.~~

~~(a) An acceptance test report or statement should be available for all used and unused aircraft components that are subjected to acceptance testing after manufacturing or maintenance as appropriate.~~

~~(b) The aircraft component should be inspected for compliance with the manufacturer's instructions and limitations for storage and condition including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition or in the absence of specific storage instructions the aircraft component should be inspected for damage, corrosion and leakage to ensure good condition.~~

~~(c) The storage life used of any storage life limited parts should be established.~~

~~2.5.2. If it is not possible to establish satisfactory compliance with all applicable conditions specified in subparagraph 2.5.1 (a) to (c) inclusive the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated airworthiness directives, repairs and modifications and inspected/tested in accordance with the manufacturers maintenance instructions to establish satisfactory condition and, if relevant, all seals, lubricants and life limited parts replaced. On satisfactory completion after reassembly an EASA Form 1 may be issued stating what was carried out and the reference of the manufacturers maintenance instructions included.~~

~~2.6. Used aircraft components removed from a serviceable aircraft.~~

~~2.6.1. Serviceable aircraft components removed from a Member State registered aircraft may be issued an EASA Form 1 by an appropriately rated organisation subject to compliance with this subparagraph.~~

~~a. The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person.~~

~~b. The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component/related system.~~

~~c. The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional manufacturers maintenance instructions .~~

~~d. The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may an EASA Form 1 be issued in accordance with this paragraph 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could effect its operation.~~

~~e. A maintenance history record should be available for all used serialised aircraft components.~~

~~f. Compliance with known modifications and repairs should be established.~~

~~g. The flight hours/cycles/landings as applicable of any service life limited parts including time since overhaul should be established.~~

~~h. Compliance with known applicable airworthiness directives should be established.~~

~~i. Subject to satisfactory compliance with this subparagraph 2.6.1 an EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.~~

~~2.6.2. Serviceable aircraft components removed from a non Member State registered aircraft may only be issued an EASA Form 1 if the components are leased or loaned from the maintenance organisation approved under Part-145 who retains control of the airworthiness status of the components. An EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.~~

~~2.7. Used aircraft components removed from an aircraft withdrawn from service. Serviceable aircraft components removed from a Member State registered aircraft withdrawn from service may be issued an EASA Form 1 by a maintenance organisation approved under Part-145 subject to compliance with this sub paragraph.~~

~~a. Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under Part-145, employing procedures approved by the competent authority.~~

~~b. To be eligible for installation components removed from such aircraft may be issued with an EASA Form 1 by an appropriately rated organisation following a satisfactory assessment.~~

~~c. As a minimum the assessment will need to satisfy the standards set out in paragraphs 2.5 and 2.6 as appropriate. This should where known, include the possible need for the alignment of scheduled maintenance that may be necessary to comply with the maintenance programme applicable to the aircraft on which the component is to be installed.~~

~~d. Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should satisfy itself that the manner in which the components were removed and stored are compatible with the standards required by Part-145.~~

~~e. A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under the supervision of certifying staff, who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan.~~

~~f. All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered.~~

~~g. Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history.~~

~~h. Suitable Part-145 facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility subsequent disassembly (if required) and storage of the components should be in accordance with manufacturer's recommendations.~~

~~2.8. Used aircraft components maintained by organisations not approved in accordance with Part-145. For used components maintained by a maintenance organisation unapproved under Part-145, due care should be exercised before acceptance of such components. In such cases an appropriately rated maintenance organisation approved under part-145 should establish satisfactory conditions by:~~

~~a) dismantling the component for sufficient inspection in accordance with the appropriate maintenance data,~~

~~b) replacing of all service life limit components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition,~~

~~c) reassembling and testing as necessary the component,~~

~~d) completing all certification requirements as specified in 145.A.50.~~

~~2.9. Used aircraft components removed from an aircraft involved in an accident or incident. Such components should only be issued with an EASA Form 1 when processed in accordance with paragraph 2.7 and a specific work order including all additional necessary tests and inspections made necessary by the accident or incident. Such a work order may require input from the TC holder or original manufacturer as appropriate. This work order should be referenced in block 13.~~

79. Point AMC 145.A.50 (b) is amended as follows:

1. The certificate of release to service should contain the following statement:

'Certifies that the work specified, except as otherwise specified, was carried out in accordance with Part-145 and in respect to that work the aircraft/aircraft component is considered ready for release to service'.

Reference should also be made to the EASA Part-145 approval number.

2. It is acceptable to use an alternate abbreviated certificate of release to service consisting of the following statement 'Part-145 release to service' instead of the full certification statement specified in paragraph 1. When the alternate abbreviated certificate of release to service is used, the introductory section of the technical log should include an example of the full certification statement from paragraph 1.

3. The certificate of release to service should relate to the task specified in the ~~manufacturer's~~ (S)TC holder's or operator's instructions or the aircraft maintenance program which itself may cross-refer to maintenance data ~~a manufacturer's/operator's instruction in a maintenance manual, service bulletin etc.~~

4. The date such maintenance was carried out should include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/~~landings~~ landings etc., as appropriate.

5. When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance as ~~so~~ long as there is a unique cross-reference to the ~~work-pack~~ work package containing full details of maintenance carried out. Dimensional information should be retained in the work-pack record.

~~5. The person issuing the certificate of release to service should use his normal signature except in the case where computer release to service system is used. In this latter case the competent authority will need to be satisfied that only the particular person can electronically issue the release to service. One such method of compliance is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) known only to the individual which is keyed into the computer. An additional certification stamp is optional.~~

80. Point AMC 145.A.50 (d) is amended as follows:

AMC No 1 to 145.A.50(d) Certification of maintenance

The purpose of the certificate is to release assemblies/items/components/parts (hereafter referred to as 'item(s)') after maintenance and to release maintenance work carried out on such items under the approval of a competent authority and to allow items removed from one aircraft/aircraft component to be fitted to another aircraft/aircraft component.

~~The certificate referenced EASA Form 1 is called the authorised release certificate.~~

The certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for items from the manufacturer/maintenance organisation to users. ~~The certificate is not a delivery or shipping note.~~

It can only be issued by organisations approved by the particular competent authority within the scope of the approval.

The certificate may be used as a rotable tag by utilising the available space on the reverse side of the certificate for any additional information and ~~despatching~~ dispatching the item with two copies of the certificate so that one copy may be eventually returned with the item to the maintenance organisation. The alternative solution is to use existing rotable tags and also supply a copy of the certificate.

~~Under no circumstances may a certificate be issued for any item when it is known that the item has a defect considered a serious hazard to flight safety.~~

A certificate should not be issued for any item when it is known that the item is unserviceable except in the case of an item undergoing a series of maintenance processes at several maintenance organisations approved under Part-145 and the item needs a certificate for the previous maintenance process carried out for the next maintenance organisation approved under Part-145 to accept the item for subsequent maintenance processes. ~~As mentioned for Block 13~~ In such a case, a clear statement of limitation should be endorsed in Block ~~13~~ 12.

~~NOTE: Aircraft may not be released using the certificate.~~

AMC No 2 to 145.A.50(d) Certification of maintenance

1. A component which has been maintained off the aircraft needs the issuance of a certificate of release to service for such maintenance and another certificate of release to service in regard to being installed properly on the aircraft when such action occurs.

When an organisation maintains a component for use by the same organisation, an EASA Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the maintenance organisation exposition.

2. In the case of the issue of EASA Form 1 for components in storage before Part-145 and Part-21 became effective and not released on an EASA Form 1 or equivalent in

accordance with 145.A.42(a) or removed serviceable from a serviceable aircraft or an aircraft which has been withdrawn from service the following applies:

2.1. An EASA Form 1 may be issued for an aircraft component which has been:

- Maintained before Part-145 became effective or manufactured before Part-21 became effective.
- Used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components.
- Removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes.
- Maintained by an unapproved organisation.

2.2. An appropriately rated maintenance organisation approved under Part-145 may issue an EASA Form 1 as detailed in this AMC subparagraph 2.5 to 2.9, as appropriate, in accordance with procedures detailed in the exposition as approved by the competent authority. The appropriately rated organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued an EASA Form 1 under this paragraph.

2.3. For the purposes of this AMC No 2 only, appropriately rated means an organisation with an approval class rating for the type of component or for the product in which it may be installed.

2.4. An EASA Form 1 issued in accordance with this paragraph 2 should be issued by signing in block 14b and stating 'Inspected' in block 11. In addition, block 12 should specify:

2.4.1. When the last maintenance was carried out and by whom.

2.4.2. If the component is unused, when the component was manufactured and by whom with a cross-reference to any original documentation which should be included with the Form.

2.4.3. A list of all airworthiness directives, repairs and modifications known to have been incorporated. If no airworthiness directives or repairs or modifications are known to be incorporated, then this should be so stated.

2.4.4. Detail of life used for service life-limited parts being any combination of fatigue, overhaul or storage life.

2.4.5. For any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 12. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the EASA Form 1.

2.5. New/unused aircraft components

2.5.1 Any unused aircraft component in storage without an EASA Form 1 up to the effective date(s) for Part-21 that was manufactured by an organisation acceptable to the competent authority at that time may be issued with an EASA Form 1 by an appropriately rated maintenance organisation approved under Part-145. The EASA Form 1 should be issued in accordance with the following subparagraphs which should be included in a procedure within the maintenance organisation manual.

Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this paragraph represents a maintenance release under Part-145 and not a production release under Part-21. It is not intended to bypass the production release procedure agreed by the Member State for parts and subassemblies intended for fitment on the manufacturers' own production line.

(a) An acceptance test report or statement should be available for all used and unused aircraft components that are subjected to acceptance testing after manufacturing or maintenance as appropriate.

(b) The aircraft component should be inspected for compliance with the manufacturer's instructions and limitations for storage and condition including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition or in the absence of specific storage instructions the aircraft component should be inspected for damage, corrosion and leakage to ensure good condition.

(c) The storage life used of any storage life-limited parts should be established.

2.5.2. If it is not possible to establish satisfactory compliance with all applicable conditions specified in subparagraph 2.5.1 (a) to (c) inclusive, the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated airworthiness directives, repairs and modifications and inspected/tested in accordance with the maintenance data to establish satisfactory condition and, if relevant, all seals, lubricants and life-limited parts should be replaced. Upon satisfactory completion after reassembly, an EASA Form 1 may be issued stating what was carried out and the reference of the maintenance data included.

2.6. Used aircraft components removed from a serviceable aircraft

2.6.1. Serviceable aircraft components removed from a Member State registered aircraft may be issued with an EASA Form 1 by an appropriately rated organisation subject to compliance with this subparagraph.

(a) The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person.

(b) The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component/related system.

(c) The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional maintenance data.

(d) The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may an EASA Form 1 be issued in accordance with this paragraph 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could effect its operation.

(e) A maintenance history record should be available for all used serialised aircraft components.

(f) Compliance with known modifications and repairs should be established.

(g) The flight hours/cycles/landings as applicable of any service life-limited parts including time since overhaul should be established.

(h) Compliance with known applicable airworthiness directives should be established.

(i) Subject to satisfactory compliance with this subparagraph 2.6.1, an EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.

2.6.2. Serviceable aircraft components removed from a non Member State registered aircraft may only be issued with an EASA Form 1 if the components are leased or

loaned from the maintenance organisation approved under Part-145 who retains control of the airworthiness status of the components. An EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.

2.7. Used aircraft components removed from an aircraft withdrawn from service. Serviceable aircraft components removed from a Member State registered aircraft withdrawn from service may be issued with an EASA Form 1 by a maintenance organisation approved under Part-145 subject to compliance with this subparagraph.

(a) Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under Part-145, employing procedures approved by the competent authority.

(b) To be eligible for installation, components removed from such aircraft may be issued with an EASA Form 1 by an appropriately rated organisation following a satisfactory assessment.

(c) As a minimum, the assessment will need to satisfy the standards set out in paragraphs 2.5 and 2.6 as appropriate. This should, where known, include the possible need for the alignment of scheduled maintenance that may be necessary to comply with the maintenance programme applicable to the aircraft on which the component is to be installed.

(d) Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should ensure that the manner in which the components were removed and stored are compatible with the standards required by Part-145.

(e) A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under the supervision of certifying staff who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan.

(f) All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered.

(g) Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history.

(h) Suitable Part-145 facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility, subsequent disassembly (if required) and storage of the components should be in accordance with the manufacturer’s recommendations.

2.8. Used aircraft components maintained by organisations not approved in accordance with Part-145. For used components maintained by a maintenance organisation not approved under Part-145, due care should be taken before acceptance of such components. In such cases an appropriately rated maintenance organisation approved under Part-145 should establish satisfactory conditions by:

(a) dismantling the component for sufficient inspection in accordance with the appropriate maintenance data;

(b) replacing all service life-limit components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition;

(c) reassembling and testing as necessary the component;

(d) completing all certification requirements as specified in 145.A.50.

2.9. Used aircraft components removed from an aircraft involved in an accident or incident. Such components should only be issued with an EASA Form 1 when processed in accordance with paragraph 2.7 and a specific work order including all additional necessary tests and inspections deemed necessary by the accident or incident. Such a work order may require input from the TC holder or original manufacturer as appropriate. This work order should be referenced in block 12.

81. In point AMC 145.A.50 (e), point 2 is amended as follows:

2. The aircraft operator is responsible for ensuring that all required maintenance has been carried out before flight and therefore 145.A.50(e) requires such operator to be informed in the case where full compliance with 145.A.50(a) cannot be achieved within the operator's limitations. If the operator agrees to the deferment of full compliance, then the certificate of release to service may be issued subject to details of the deferment, including the operator's authority, being endorsed on the certificate.

NOTE: Whether or not the aircraft operator does have the authority to defer maintenance is an issue between the aircraft operator and the competent authority of the State of Registry or State of operator, as appropriate ~~its Member State~~. In case of doubt concerning such a decision of the operator, the approved maintenance organisation should inform its competent authority ~~Member State~~ on such doubt, before ~~issue of~~ issuing the certificate of release to service. This will allow ~~the~~ this competent authority ~~Member State~~ to investigate the matter with the competent authority of the State of Registry or the State of the operator as appropriate.

82. New point AMC 145.A.60 (a) is inserted:

AMC 145.A.60 (a) Occurrence reporting
AMC 20-8 General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances provides further guidance on occurrence reporting.

83. In point AMC 145.A.65 (c)(1), point 5 is amended as follows:

5. Except as specified otherwise in subparagraphs 7, the independent audit should sample check one product on each product line every 12 months as a demonstration of the effectiveness of maintenance procedures compliance. It is recommended that procedures and product audits be combined by selecting a specific product example, such as an aircraft or engine or instrument and sample checking all the procedures and requirements associated with the specific product example to ensure that the end result should be an airworthy product.

For the purpose of the independent audit, a product line includes any product under an Appendix ~~2~~ II approval class rating as specified in the approval schedule issued to the particular organisation.
It therefore follows for example that a maintenance organisation approved under Part-145 with a capability to maintain aircraft, repair engines, brakes and autopilots would need to carry out four complete audit sample checks each year except as specified otherwise in subparagraphs 5, 7 or 9.

84. Point AMC 145.A.70 (a) is amended as follows:

The following information should be included in the maintenance organisation exposition:

The information specified in 145.A.70(a) subparagraphs (6) and (12) to (16) inclusive, whilst a part of the maintenance organisation exposition, may be kept as separate documents or on separate electronic data files subject to the management part of said exposition containing a clear cross-reference to such documents or electronic data files.

The exposition should contain the information, as applicable, specified in this AMC. The information, may be presented in any subject order ~~so~~ as long as all applicable subjects are covered. Where an organisation uses a different format, for example, to allow the exposition to serve for more than one approval, then the exposition should contain a cross-reference Annex using this list as an index with an explanation as to where ~~in the exposition~~ the subject matter can be found in the exposition.

The exposition should contain information, as applicable, on how the maintenance organisation complies with Critical Design Configuration Control Limitations' (CDCCL) instructions.

Small maintenance organisations may combine the various items to form a simple exposition more relevant to their needs.

The operator may use electronic data processing (EDP) for publication of the maintenance organisation exposition. The maintenance organisation exposition should be made available to the approving competent authority in a form acceptable to the competent authority. Attention should be paid to the compatibility of EDP publication systems with the necessary dissemination of the maintenance organisation exposition, both internally and externally.

PART 0 GENERAL ORGANISATION (Operators within the European Union)

This section is reserved for those maintenance organisations approved under Part-145 who are also operators within the European Union.

PART 1 MANAGEMENT

1.1 Corporate commitment by the accountable manager
1.2 Safety and quality policy
1.3 Management personnel
1.4 Duties and responsibilities of the management personnel
1.5 Management organisation chart
1.6 List of certifying staff and B1 and B2 support staff
1.7 Manpower resources
1.8 General description of the facilities at each address intended to be approved
1.9 Organisations intended scope of work
1.10 Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel
1.11 Exposition amendment procedures including, if applicable, delegated procedures

PART 2 MAINTENANCE PROCEDURES

2.1 Supplier evaluation and subcontract control procedure
2.2 Acceptance/inspection of aircraft components and material from outside contractors
2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance
2.4 Acceptance of tools and equipment

2.5 Calibration of tools and equipment
2.6 Use of tooling and equipment by staff (including alternate tools)
2.7 Cleanliness standards of maintenance facilities
2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
2.9 Repair procedure
2.10 Aircraft maintenance programme compliance
2.11 Airworthiness directives procedure
2.12 Optional modification procedure
2.13 Maintenance documentation in use and completion of same
2.14 Technical record control
2.15 Rectification of defects arising during base maintenance
2.16 Release to service procedure
2.17 Records for the operator
2.18 Reporting of defects to the competent authority/operator/manufacturer
2.19 Return of defective aircraft components to store
2.20 Defective components to outside contractors
2.21 Control of computer maintenance record systems
2.22 Control of man-hour planning versus scheduled maintenance work
2.23 Control of critical tasks
2.24 Reference to specific maintenance procedures such as -
Engine running procedures
Aircraft pressure run procedures
Aircraft towing procedures
Aircraft ~~taxying~~ taxiing procedures
2.25 Procedures to detect and rectify maintenance errors.
2.26 Shift/task handover procedures
2.27 Procedures for notification of maintenance data inaccuracies and ambiguities, to the type certificate holder
2.28 Production planning procedures

PART L2 ADDITIONAL LINE MAINTENANCE PROCEDURES
L2.1 Line maintenance control of aircraft components, tools, equipment, etc.
L2.2 Line maintenance procedures related to servicing/fuelling/de-icing, etc.
L2.3 Line maintenance control of defects and repetitive defects
L2.4 Line procedure for completion of technical log
L2.5 Line procedure for pooled parts and loan parts
L2.6 Line procedure for return of defective parts removed from aircraft
L2.7 Line procedure control of critical tasks

PART 3 QUALITY SYSTEM PROCEDURES
3.1 Quality audit of organisation procedures
3.2 Quality audit of aircraft
3.3 Quality audit remedial action procedure
3.4 Certifying staff and category B1 and B2 support staff qualification and training procedures
3.5 Certifying staff and category B1 and B2 support staff records
3.6 Quality audit personnel
3.7 Qualifying inspectors
3.8 Qualifying mechanics
3.9 Aircraft or aircraft component maintenance tasks exemption process control
3.10 Concession control for deviation from organisations' procedures
3.11 Qualification procedure for specialised activities such as NDT welding, etc.
3.12 Control of manufacturers' and other maintenance working teams
3.13 Human factors training procedure
3.14 Competence assessment of personnel

PART 4
4.1 ~~Contracted~~ Contracting operators
4.2 Operator procedures and paperwork
4.3 Operator record completion

PART 5
5.1 Sample of documents
5.2 List of Subcontractors as per 145.A.75 (b)
5.3 List of Line maintenance locations as per 145.A.75 (d)
5.4 List of contracted organisations as per 145.A.70(a)(16)

PART 6 OPERATORS MAINTENANCE PROCEDURES

This section is reserved for those maintenance organisations approved under Part-145 who are also operators.

PART 7 FAA SUPPLEMENTARY PROCEDURES FOR A FAR PART-145 REPAIR STATION

This section is reserved for those maintenance organisations approved under Part-145 who are also certificated as a FAA FAR Part-145 repair station.

The content of this Part reflects the differences between Part-145 and FAR Parts 43/145 which will change over the time as harmonisation and experience with the FAA progresses.

FAA Advisory Circular 145-7A Appendix 2 contains details of the Part 7 contents.

PART 8 TRANSPORT CANADA CIVIL AVIATION (TCCA) SUPPLEMENTARY PROCEDURES FOR A TCCA AM573 MAINTENANCE ORGANISATION

This section is reserved for those Part-145 approved maintenance organisations who are also approved as a TCCA AM 573 maintenance organisation.

The content of this Part reflects the difference between Part-145 and AM 573 and will change over the time as harmonisation and experience with Transport Canada Civil Aviation progresses.

TCCA Aircraft Maintenance & Manufacturing Staff Instruction MSI 10 Appendix A contains details of the Part 8 contents.

85. In point AMC 145.A.75(b), point 4.1 is amended as follows:

4.1 A pre-audit procedure should be established whereby the maintenance organisations' subcontract control section, which may also be the 145.A.65 ~~(b)~~ (c) quality system independent audit section, should audit a prospective subcontractor to determine whether those services of the subcontractor that it wishes to use meets the intent of Part-145.

86. Point AMC 145.A.85 is amended as follows:

AMC ~~145.A.85~~ 145.B.35(2) Changes to the organisation

The primary purpose of this paragraph is to enable the organisation to remain approved if agreed by the competent authority during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.

87. Point AMC 145.B.10 (3) is amended as follows:

i. Point 1.4 is amended as follows:

1.4 Five years relevant work experience to be allowed to work as ~~an~~ a surveyor independently. This may include experience gained during training to obtain the 1.5 qualification.

ii. Point 3 is amended as follows:

3. A programme for continuation training should be developed ~~that ensures~~ ensuring that the surveyors remain competent to perform their allocated ~~tastks~~ tasks.

88. In point AMC 145.B.25(1), point 1 is amended as follows:

1. For approvals involving more than one Member State, the approval should be granted in conjunction with the Member State in whose territory the other maintenance facilities are located. For practical reasons it is recommended that the initial approval should be granted on the basis of a joint audit visit by the approving Member State and the Member State in whose ~~country~~ territory the facility is located. Audits related to the continuation ~~renewal~~ of the approval should be delegated to the Member State in whose territory the facility is located with the audit form and recommendation submitted to the approving Member State.

89. Point AMC 145.B.35(1) is amended as follows:

~~Changes to the Part 145 approval include the following~~:

~~— Name change~~

~~— Address change~~

~~— Approval scope and rating~~

~~— New base facility~~

The applicable part(s) of the EASA Form 6 should be used for the changes to the Part-145 approval

90. In point AMC 145.B.50 (b), point 2 is deleted:

~~2. It may be necessary for the competent authority to ensure that further maintenance and re-certification of all affected products is accomplished, dependent upon the nature of the finding.~~

91. Point AMC to Appendix III to Part-145 is inserted as follows:

AMC to Appendix III Maintenance Organisation Approval referred to in Annex II (Part-145)

The following fields on page 2 "Maintenance Organisation Approval Schedule" of the maintenance organisation approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the maintenance organisation exposition
- Date of last revision approved: It refers to the date of the last revision of the maintenance organisation exposition affecting the content of the certificate. Changes to the maintenance organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
- Revision No: It refers to the revision No of the last revision of the maintenance organisation exposition affecting the content of the certificate. Changes to the maintenance organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

92. Appendix I to AMC to Part-145 is replaced by the following:

Appendix I to AMC 145.B.20(1): EASA Form 4

The provisions of Appendix X to AMC M.B.602(a) and AMC M.B.702(a) EASA Form 4 apply.

93. In Appendix II to AMC to 145.B.20(5), the title is amended as follows:

Appendix II to AMC 145.B.20(5): EASA Form 6

94. Appendix II to AMC to 145.B.20(5) is amended as follows:

Appendix II

~~2)~~ Part-145 APPROVAL RECOMMENDATION REPORT **EASA FORM 6**

Part 1: General

Name of organisation:

Approval reference:

Requested approval rating/
Form 3 dated*:

FAA FAR 145 Cert No (if applicable):

Address of Facility Audited:

Audit period: From to

Date(s) of Audit:

Audit reference(s):

Persons interviewed:

Competent authority surveyor: Signature(s):

Competent authority office: Date of Form 6 part 1 completion:

*delete where applicable

Part-145 APPROVAL RECOMMENDATION REPORT **EASA FORM 6**

Part 2: Part-145 Compliance Audit Review

The five columns may be ~~labelled &~~ labeled and used as necessary to record the approval class and/or product line reviewed. Against each column used of the following Part-145 subparagraphs please either tick (√) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject					
145.A.25	Facility~~ies~~ requirements	☐	☐	☐	☐	☐
145.A.30	Personnel requirements	☐	☐	☐	☐	☐
145.A.35	Certifying Staff and Category B1 and B2 support staff	☐	☐	☐	☐	☐
145.A.40	Equipment, Tools and material~~, etc.~~	☐	☐	☐	☐	☐
145.A.42	Acceptance of Components	☐	☐	☐	☐	☐
145.A.45	Maintenance Data	☐	☐	☐	☐	☐
145.A.47	Production Planning	☐	☐	☐	☐	☐
145.A.50	Certification of Maintenance	☐	☐	☐	☐	☐
145.A.55	Maintenance Records	☐	☐	☐	☐	☐
145.A.60	Occurrence Reporting	☐	☐	☐	☐	☐
145.A.65	Safety and Quality Policy, maintenance procedures ~~&~~ and Quality System	☐	☐	☐	☐	☐

145.A.70	Maintenance Organisation Exposition (See Part 3)								
145.A.75	Privileges of the organisation ~~AMO~~								
145.A.80	Limitations on the organisation ~~AMO~~								
145.A.85	Changes to the organisation ~~AMO~~								
145.A.95	Findings ~~Continued Validity~~								

Competent surveyor(s): Signature(s):

Competent authority office: Date of Form 6 part 2 completion:

Part-145 APPROVAL RECOMMENDATION REPORT **EASA FORM 6**

PART 3: Compliance with 145.A.70 Maintenance organisation exposition

Please either tick (√) the box if satisfied with compliance; or cross (X) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.

Part 1	Management	
1.1		Corporate commitment by the accountable manager
1.2		Safety and Quality Policy
1.3		Management personnel
1.4		Duties and responsibilities of the management personnel
1.5		Management Organisation Chart
1.6		List of Certifying staff and B1 and B2 support staff (Note: a separate document may be referenced)
1.7		Manpower resources
1.8		General description of the facilities at each address intended to be approved
1.9		Organisations intended scope of work
1.10		Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel
1.11		Exposition amendment procedures
Part 2	Maintenance Procedures	
2.1		Supplier evaluation and subcontract control procedure
2.2		Acceptance/inspection of aircraft components and material from outside contractors
2.3		Storage, tagging, and release of aircraft components and material to aircraft maintenance
2.4		Acceptance of tools and equipment
2.5		Calibration of tools and equipment
2.6		Use of tooling and equipment by staff (including alternate tools)
2.7		Cleanliness standards of maintenance facilities
2.8		Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
2.9		Repair procedure
2.10		Aircraft maintenance programme compliance
2.11		Airworthiness Directives procedure
2.12		Optional modification procedure
2.13		Maintenance documentation in use and completion of same

Part-145 APPROVAL RECOMMENDATION REPORT		**EASA FORM 6**
PART 3: Compliance with 145.A.70 Maintenance organisation exposition		
2.14		Technical record control
2.15		Rectification of defects arising during base maintenance
2.16		Release to service procedure
2.17		Records for the operator
2.18		Reporting of defects to the competent authority/Operator/Manufacturer
2.19		Return of defective aircraft components to store
2.20		Defective components to outside contractors
2.21		Control of computer maintenance record systems
2.22		Control of manhour planning versus scheduled maintenance work
2.23		Control of critical tasks
2.24		Reference to specific maintenance procedures
2.25		Procedures to detect and rectify maintenance errors
2.26		Shift/task handover procedures
2.27		Procedures for notification of maintenance data inaccuracies and ambiguities to the type certificate holder
2.28		Production planning procedures
Part L2	Additional Line Maintenance Procedures	
L2.1		Line maintenance control of aircraft components, tools, equipment, etc.
L2.2		Line maintenance procedures related to servicing/fuelling/de-icing, etc.
L2.3		Line maintenance control of defects and repetitive defects
L2.4		Line procedure for completion of technical log
L2.5		Line procedure for pooled parts and loan parts
L2.6		Line procedure for return of defective parts removed from aircraft
L2.7		Line procedure for control of critical tasks
Part 3	Quality System Procedures	
3.1		Quality audit of organisation procedures
3.2		Quality audit of aircraft
3.3		Quality audit remedial action procedure
3.4		Certifying staff qualification and training procedure
3.5		Certifying staff records
3.6		Quality audit personnel

Part-145 APPROVAL RECOMMENDATION REPORT **EASA FORM 6**

PART 3: Compliance with 145.A.70 Maintenance organisation exposition

3.7		Qualifying inspectors
3.8		Qualifying mechanics
3.9		Aircraft/aircraft component maintenance tasks exemption process
3.10		Concession control for deviation from organisation's procedures
3.11		Qualification procedure for specialised activities such as NDT, welding
3.12		Control of manufacturers' and other maintenance working teams
3.13		Human Factors training procedure
3.14		Competence assessment of personnel
Part 4		
4.1		~~Contracted~~ Contracting operators
4.2		~~operator~~ Operator procedures/paperwork
4.3		Operator record completion
Part 5	Appendices	
5.1		Sample Documents
5.2		List of subcontractors
5.3		List of Line maintenance locations
5.4		List of Part-145 organisations

~~**Date of Form 6 part 3 completion:**~~

MOE Reference: MOE Amendment:

Competent authority audit staff: Signature(s):

Competent authority office: Date of Form 6 part 3 completion:

Part-145 APPROVAL RECOMMENDATION REPORT **EASA FORM 6**

~~**3)**~~

~~4)~~ Part 4: Findings Part-145 Compliance status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross-reference to the Part 2 requirement. All non rectified findings should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 ref.	Audit reference(s): ***Findings***	Level	**Corrective action**		
			Date Due	Date Closed	 Reference

~~5)~~ **Part-145 APPROVAL RECOMMENDATION REPORT**	**EASA FORM 6**

Part 5: Part-145 Approval or continued approval or change recommendation*

Name of organisation:

Approval reference:

Audit reference(s):

The following Part-145 scope of approval is recommended for this organisation:

Or, it is recommended that the Part-145 scope of approval specified in EASA Form 3 referenced ..... be continued.

Name of recommending competent authority surveyor:

Signature of recommending competent authority surveyor:

Competent authority office:

Date of recommendation:

Form 6 review (quality check) : Date:

95. Appendix III to AMC to Part-145 is replaced by the following:

Appendix III to AMC 145.A.15 EASA Form 2

The provisions of Appendix IX to AMC M.A.602 and AMC M.A.702 EASA Form 2 apply.

D. Decision No 2003/19/RM, Annex III (GM to Part-145), is hereby amended as follows:

96. Point GM 145.A.10 is amended as follows:

This Guidance Material (GM) provides guidance on how the smallest organisations satisfy the intent of Part-145:

1. By inference, the smallest maintenance organisation would only be involved in ~~with~~ a limited number of light aircraft, or aircraft components, used for commercial air transport. It is therefore a matter of scale; light aircraft do not demand the same level of resources, facilities or complex maintenance procedures as the large organisation.

2. It is recognised that a Part-145 approval may be required by two quite different types of small organisations, the first being the light aircraft maintenance hangar, the second being the component maintenance workshop, e.g. small piston engines, radio equipment, etc.

3. Where only one person is employed (in fact having the certifying function and others), ~~this~~ these organisations approved under Part-145 may use the alternatives provided in point 3.1 ~~this Guidance Material~~ limited to the following:

Class A2 Base and Line maintenance of aeroplanes of 5700 kg and below (piston engines only).
Class A3 Base and Line maintenance of single-engined helicopters of less than 3175 kg.
Class A4 Aircraft other than A1, A2 and A3
Class B2 Piston engines with maximum output of less than 450 HP.
Class C Components.
Class D1 Non destructive ~~Inspections~~ Testing.

~~Please note that the following sections only include the relevant paragraphs of Part-145 for which the alternative applies. When paragraphs of Part-145 not listed means full compliance needs to be demonstrated.~~

~~4. Organisations maintaining the class of aeroplanes, helicopters, engines or components within the limitations of AMC 145.A.20 paragraph 5.~~

3.1 ~~5.~~145.A.30 (b): The minimum requirement is for one full-time person who meets the Part-66 requirements for certifying staff and holds the position of 'accountable manager, maintenance engineer and is also certifying staff'. No other person may issue a certificate of release to service and therefore if absent, no maintenance may be released during such absence.

3.1.1 ~~5.1.~~ The quality monitoring function of 145.A.65(c) may be contracted to an appropriate organisation approved under Part-145 or to a person with appropriate technical knowledge and extensive experience of quality audits employed on a part-time basis, with the agreement of the competent authority.

Note: Full-time for the purpose of Part-145 means not less than 35 hrs per week except during vacation periods.

3.1.2 ~~5.2.~~ 145.A.35. In the case of an approval based on one person using a subcontracted quality monitoring arrangement, the requirement for a record of certifying staff is satisfied by the submission to and acceptance by the competent authority of the EASA Form 4. With only one person the requirement for a separate record of authorisation is unnecessary because the EASA Form 3 approval schedule defines the authorisation. An appropriate statement, to reflect this situation, should be included in the exposition.

3.1.3 ~~5.3.~~ 145.A.65(c). It is the responsibility of the contracted quality monitoring organisation or person to make a minimum of 2 visits per 12 months and it is the responsibility of this organisation or person to carry out such monitoring on the basis of

1 pre-announced visit ~~pre-announced~~ and 1 not announced visit ~~unannounced~~ to the organisation.

It is the responsibility of the organisation to comply with the findings of the contracted quality monitoring organisation or the person.

CAUTION: it should be understood that if the contracted organisation or the above mentioned person loses or gives up its approval, then the organisation's approval will be suspended.

4 ~~6.~~Recommended operating procedure for ~~an~~ a Part-145 approved maintenance organisation based upon up to 10 persons involved in maintenance.

4.1 ~~6.1.~~ 145.A.30 (b): The normal minimum requirement is for the employment on a full-time basis of two persons who meet the competent authorities' requirements for certifying staff, whereby one holds the position of 'maintenance engineer' and the other holds the position of 'quality audit engineer'.

Either person can assume the responsibilities of the accountable manager providing that they can comply in full with the applicable elements of 145.A.30(a), but the 'maintenance engineer' should be the certifying person to retain the independence of the 'quality audit engineer' to carry out audits. Nothing prevents either engineer from undertaking maintenance tasks providing that the 'maintenance engineer' issues the certificate of release to service.

The 'quality audit engineer' should have similar qualifications and status to the 'maintenance engineer' for reasons of credibility, unless he/she has a proven track-record in aircraft quality assurance, in which case some reduction in the extent of maintenance qualifications may be permitted.

In cases where the competent authority agrees that it is not practical for the organisation to nominate a postholder for the quality monitoring function, this function may be contracted in accordance to paragraph 3.1.1. ~~5.1.~~

97. Point GM 145.A.30 (e) is amended as follows:

The training syllabus below identifies the topics and subtopics to be addressed during the human factors training.
The maintenance organisation may combine, divide, change the order of any subject of the syllabus to suit its own needs, ~~so~~ as long as all subjects are covered to a level of detail appropriate to the organisation and its personnel.
Some of the topics may be covered in separate training (health and safety, management, supervisory skills, etc.) in which case duplication of training is not necessary.
Where possible, practical illustrations and examples should be used, especially accident and incident reports.
Topics should be related to existing legislation, where relevant. Topics should be related to existing guidance/advisory material, where relevant (eg. ICAO HF Digests and Training Manual).
Topics should be related to maintenance engineering where possible; too much unrelated theory should be avoided.

1 General/Introduction to human factors
1.1 Need to address human factors
1.2 Statistics
1.3 Incidents

2 Safety Culture/Organisational factors

3 Human Error
3.1 Error models and theories

3.2 Types of errors in maintenance tasks
3.3 Violations
3.4 Implications of errors
3.5 Avoiding and managing errors
3.6 Human reliability

4 Human performance & limitations
4.1 Vision
4.2 Hearing
4.3 Information-processing
4.4 Attention and perception
4.5 Situational awareness
4.6 Memory
4.7 Claustrophobia and physical access
4.8 Motivation
4.9 Fitness/Health
4.10 Stress
4.11 Workload management
4.12 Fatigue
4.13 Alcohol, medication, drugs
4.14 Physical work
4.15 Repetitive tasks/complacency

5 Environment
5.1 Peer pressure
5.2 Stressors
5.3 Time pressure and deadlines
5.4 Workload
5.5 Shift Work
5.6 Noise and fumes
5.7 Illumination
5.8 Climate and temperature
5.9 Motion and vibration
5.10 Complex systems
5.11 Hazards in the workplace
5.12 Lack of manpower
5.13 Distractions and interruptions

6 Procedures, information, tools and practices
6.1 Visual Inspection
6.2 Work logging and recording
6.3 Procedure — practice/mismatch/norms
6.~~5~~ 4 Technical documentation — access and quality

7 Communication
7.1 Shift/Task handover
7.2 Dissemination of information
7.3 Cultural differences

8 Teamwork
8.1 Responsibility
8.2 Management, supervision and leadership
8.3 Decision making

9 Professionalism and integrity
9.1 Keeping up to date; currency
9.2 Error provoking behaviour

9.3 Assertiveness

10 Organisation's HF program
10.1 Reporting errors
10.2 Disciplinary policy
10.3 Error investigation
10.4 Action to address problems
10.5 Feedback

98. In point GM 145.A.30(j)(4), point 4 is amended as follows:

4. Flight instruments and automatic flight control systems
Practical skills training provided by an organisation approved under Part-145 is given which includes ~~35 days~~ 35 hours practical experience in the following subjects:

- Fuselage and flight controls,
- Engines,
- Instruments,
- Landing gear and brakes,
- Cabin/cockpit/emergency equipment,
- Ground handling and servicing,
- Certificate of completion.

Following successful completion of the technical training, the training organisation carrying out the theoretical knowledge instruction and/or the practical skill training should provide the applicant with a certificate of satisfactory completion of the course, or part thereof.

99. New point GM 145.A.50(d) is inserted:

GM 145.A.50(d) EASA Form 1 Block 12 'Remarks'

Examples of data to be entered in this block as appropriate:

- Maintenance documentation used, including the revision status, for all work performed and not limited to the entry made in block 11.
  A statement such as 'in accordance with the CMM' is not acceptable.
- NDT methods with appropriate documentation used when relevant.
- Compliance with airworthiness directives or service bulletins.
- Repairs carried out.
- Modifications carried out.
- Replacement parts installed.
- Life-limited parts status.
- Shelf life limitations.
- Deviations from the customer work order.
- Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- Information needed to support shipment with shortages or re-assembly after delivery.
- References to aid traceability, such as batch numbers.

100. Point GM 145.A.65(c)(1) is replaced by the following:

GM 145.A.65(c)(1) Safety and quality policy, maintenance procedures and quality system

1. The purpose of this GM is to give guidance on just one acceptable working audit plan to meet part of the needs of 145.A.65 (c)1. There is any number of other acceptable working audit plans.
2. The proposed plan lists the subject matter that should be covered by the audit and attempts to indicate applicability in the various types of workshops and aircraft facilities. The list should therefore be tailored for the particular situation and more than one list may be necessary. Each list should be shown against a timetable to indicate when the particular item is scheduled for audit and when the audit was completed.

PARA	Comment	HANGAR	ENGINE	MECH	AVIONIC
			Workshop	Workshop	Workshop
145.A.25		Yes	Yes	Yes	Yes
145.A.30		Yes	Yes	Yes	Yes
145.A.35		Yes	Yes	Yes	Yes
145.A.40		Yes	Yes	Yes	Yes
145.A.42		Yes	Yes	Yes	Yes
145.A.45		Yes	Yes	Yes	Yes
145.A.47		Yes	Yes	Yes	Yes
145.A.50		Yes	Yes	Yes	Yes
145.A.55		Yes	Yes	Yes	Yes
145.A.60		Yes	Yes	Yes	Yes
145.A.65		Yes	Yes	Yes	Yes
2.1	MOE	Yes	Yes	Yes	Yes
2.2	MOE	Yes	Yes	Yes	Yes
2.3	MOE	Yes	Yes	Yes	Yes
2.4	MOE	Yes	Yes	Yes	Yes
2.5	MOE	Yes	Yes	Yes	Yes
2.6	MOE	Yes	Yes	Yes	Yes
2.7	MOE	Yes	Yes	Yes	Yes
2.8	MOE	Yes	Yes	Yes	Yes
2.9	MOE	Yes	Yes	Yes	Yes
2.10	MOE	Yes	No	No	No
2.11	MOE	Yes	Yes	Yes	Yes
2.12	MOE	Yes	Yes	Yes	Yes
2.13	MOE	Yes	Yes	Yes	Yes
2.15	MOE	Yes	No	No	No
2.16	MOE	Yes	Yes	Yes	Yes
2.17	MOE	if appl	if appl	if appl	if appl
2.18	MOE	Yes	Yes	Yes	Yes

2.19	MOE	Yes	Yes	Yes	Yes
2.20	MOE	Yes	Yes	Yes	Yes
2.21	MOE	if appl	if appl	if appl	if appl
2.22	MOE	Yes	Yes	No	No
2.23	MOE	Yes	No	No	No
2.24	MOE	Yes	Yes	Yes	Yes
2.25	MOE	Yes	Yes	Yes	Yes
2.26	MOE	Yes	Yes	Yes	Yes
2.27	MOE	Yes	Yes	Yes	Yes
2.28	MOE	Yes	Yes	Yes	Yes
L2.1	MOE	if appl	No	No	No
L2.2	MOE	if appl	No	No	No
L2.3	MOE	if appl	No	No	No
L2.4	MOE	if appl	No	No	No
L2.5	MOE	if appl	No	No	No
L2.6	MOE	if appl	No	No	No
L2.7	MOE	if appl	No	No	No
3.9	MOE	if appl	if appl	if appl	if appl
3.10	MOE	if appl	if appl	if appl	if appl
3.11	MOE	if appl	if appl	if appl	No
3.12	MOE	Yes	Yes	No	No
3.13	MOE	Yes	Yes	Yes	Yes
3.14	MOE	Yes	Yes	Yes	Yes
145.A.70		Yes	Yes	Yes	Yes
145.A.75		Yes	Yes	Yes	Yes
145.A.80		Yes	Yes	Yes	Yes
145.A.85		Yes	Yes	Yes	Yes
145.A.95		if appl	if appl	if appl	if appl

Note 1:'if appl' means if applicable or relevant.

Note 2: In the line station case all line stations should be audited at the frequency agreed with the competent authority within the limits of AMC 145.A.65(c)(1).

101. In Point GM 145.A.70(a):

i. Point 2 is amended as follows:

2. Compliance with its contents will assure compliance with the requirements of Part-145, which is a prerequisite to obtaining and retaining ~~an approved~~ a maintenance organisation approval certificate.

ii. Point 3 is amended as follows:

3. 145.A.70 (a)(1) to (a)(11) constitutes the 'management' part of the MOE and therefore could be produced as one document and made available to the person(s) specified under 145.A.30 (b) who should be reasonably familiar with its contents. 145.A.70(a)(6) list of certifying staff and B1 and B2 support staff may be produced as a separate document.

iii. Point 8 is amended as follows:

8. The MOE should cover four main parts:

a. The management MOE covering the parts specified earlier.

b. The maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft will be maintained to the required standard.

c. The quality system procedures including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel.

d. ~~Contracted~~ Contracting operator procedures and paperwork.

iv. Point 9 is amended as follows:

9. The accountable manager's exposition statement as specified under 145.A.70 (a)(1) should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.

This exposition and any associated referenced manuals define the organisation and procedures upon which the (competent authority*) Part-145 approval is based as required by 145.A.70. These procedures are approved by the undersigned and should be complied with, as applicable, when ~~work/order~~ work orders are being progressed under the terms of the Part-145 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the (competent authority*) from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the (competent authority*) will approve this organisation whilst the (competent authority*) is satisfied that the procedures are being followed and work standards maintained. It is further understood that the (competent authority*) reserves the right to suspend, limit or revoke the approval of the organisation if the (competent authority*) has evidence that procedures are not followed or standards not upheld.

Signed .....

Dated .....

Accountable Manager and.....(quote position).....

For and on behalf of.....(quote organisation's name).....

NOTE: Where it states (competent authority*) please insert the actual name of the competent authority, for example, EASA, CAA-NL, LBA, DGAC, CAA, etc.

Whenever the accountable manager changes, it is important to ensure that the new accountable manager signs the paragraph 9 statement at the earliest opportunity.

Failure to carry out this action could invalidate the Part-145 approval.

When an organisation is approved against any other Part containing a requirement for an exposition, a supplement covering the differences will suffice to meet the requirements except that the supplement should have an index showing where those parts missing from the supplement are covered.

E. Decision No 2003/19/RM, Annex IV (AMC to Part-66), is hereby amended as follows:

102. Point AMC 66.A.45(a) is amended as follows:

1. For category A certifying staff specific training on each aircraft type will be required reflecting the authorised task(s) as indicated under 66.A.20(a)1 ~~66.A.20(a)1.~~

2. Appropriately approved Part-145 or Part-147 organisation means compliance with the applicable paragraphs of AMC 66.A.45.

103. In point AMC 66.A.45(d), point 5 is amended as follows:

5. The practical training should ~~must~~ comprise a period of four months for applicants with no recent recorded previous practical experience of aircraft of comparable construction and systems, including the engines, but this can be reduced to a minimum of two weeks for applicant with such previous experience.

104. In point AMC 66.A.45(g), the title is amended as follows

AMC 66.A.45(g) Type/task ~~traing~~ training and ratings

105. Point AMC 66.B.105 is amended as follows:

1. The maintenance organisation approved under Part-145 procedure should ~~must~~ be included in the organisation's exposition and audited by the Member State at least once in each 12 month period.

2. Applicants claiming the maximum reduction in 66.A.30(a) ~~66.A.30(a)~~ total experience based upon having successfully completed a 147.A.200 approved basic training course, should include the Part-147 certificate of recognition for approved basic training.

3. Applicants claiming reduction in 66.A.30(a) ~~66.A.30(a)~~ total experience based upon having successfully completed technical training in an organisation or institute recognised by the competent authority as a competent organisation or institute, should include the relevant certificate of successful completion of training.

4. Applicants claiming credit against the 66.A.30(a) ~~66.A.30(a)~~ total experience requirement by virtue of 66.A.30(a) ~~66.A.30(a)~~ non-civil aircraft maintenance experience, may only claim such credit where the competent authority has recognised such non-civil aircraft maintenance experience. The competent authority in recognising non-civil aircraft maintenance experience will have specified who within the non-civil environment may make a statement that the applicant has ~~met~~ gained the relevant maintenance experience. The applicant should include a detailed statement of such maintenance experience signed by the non-civil maintenance authority in accordance with the conditions specified in the competent authority's letter of recognition.

5. The Part-145 organisation should check that the experience record has been countersigned by the maintenance organisation approved under Part-145 except for the non-civil aircraft maintenance experience specified above.

6. The maintenance organisation approved under Part-145 may keep the experience record of applicants in a different form from that of application EASA Form 19, but such different form or manner should ~~must~~ be acceptable to the competent authority.

106. Point AMC Appendix V is deleted:

~~**AMC Appendix V to Part-66**~~

~~The national designators for Part-66 licences are as indicated below:~~

F. Decision No 2003/19/RM, Annex V (GM to Part-66), is hereby amended as follows:

107. Point GM 66.A.25(a) is amended as follows:

The levels of knowledge are directly related to the complexity of certifications appropriate to the particular 66.A.1 category, which means that category A should ~~must~~ demonstrate a limited but adequate level of knowledge, whereas category B1 and B2 should ~~must~~ demonstrate a complete level of knowledge in the appropriate subject modules.

Category C certifying staff should ~~must~~ meet the relevant level of knowledge for B1 or B2.

108. In Point GM 66.A.45(d):

i. Point 1 is amended as follows:

1. The required duration of practical training should ~~must~~ be accepted on a case-by-case basis by the competent authority prior to the type rating endorsement. It is strongly recommended that the agreement on the practical training duration be reached before the training starts. For applicants from a Part-145 organisation, the required duration may be approved through the organisation's MOE procedures.

ii. Point 4 is amended as follows:

4. Except in those cases where the Part-147 organisation determines the practical training required, it is the responsibility of the maintenance organisation to determine that the duration of practical training is commensurate with the candidate's recency and experience. However, in either case the Member State should ~~must satisfy itself~~ ensure that the practical training is of sufficient duration before adding a type rating.

Limited avionics system training should be included in the category B1 type training as the B1 privileges include the replacement of avionic line replaceable units. Electrical systems should be included in both ~~categories~~ type training categories.

109. Point GM 66.B.115(b) is amended as follows:

GM 66.B.115 ~~(b)~~

Where the maintenance organisation approved under Part-145 conducts the practical training, it should ~~must~~ confirm to the competent authority that the trainee has been assessed and has successfully completed the practical elements of type training course to satisfy the requirements of 66.A.45(c). The competent authority is required to agree on how the practical elements are assessed, for example under a procedure as agreed by the competent authority or on a case-by-case basis.

110. In point GM 66.B.200, point 5:

i. Paragraph (a) is amended as follows:

(a) The examination should measure clearly formulated goals. Therefore, the field and depth of knowledge to be measured by each question should ~~must~~ be fully identified.

ii. Paragraph (i) is amended as follows

(i) The incorrect alternatives should ~~must~~ seem equally plausible to anyone ignorant of the subject. All ~~of the~~ alternatives should be clearly related to the question and be of similar vocabulary, grammatical ~~construction~~ structure and length. In numerical questions, the incorrect answers should correspond to procedural errors such as corrections applied in the wrong sense or incorrect unit conversions: they should ~~must~~ not be mere random numbers.

iii. Paragraph (k) is amended as follows:

(k) Questions should ~~must~~ be referred to Part-66 Appendix I examination syllabus.

111. In point GM 66.B.200, point 6 paragraph (d) is amended as follows:

(d) When raising questions the following should ~~must~~ be considered:

— each essay question will have a time allowance of 20 minutes,

— a complete A4 side is provided for each question and answer; if required the answer can be extended onto the reverse side of the page,

— the question should be such that the answer expected will be at the level shown for that subject in the module syllabus,

— the question should not be ambiguous but should seek a broad reply rather than be limited in scope for answer,

— the question should lend itself to be written in a technical report style, in a logical sequence (beginning, middle and end), containing the applicable and relevant technical words needed in the answer,

— do not ask for drawings/sketches to support the essay,

— the question should ~~must~~ be relevant to the category and level of difficulty listed in the syllabus, e.g. a description of a typical general aviation system may not be acceptable for a typical commercial aeroplane,

— subject to obvious constraints in relation to the topic being addressed, the question should have a strong bias towards the practical maintenance of a system/component and the answer should show an understanding of normal and deteriorated conditions of an aircraft and its systems.

Variations on alternative possible answers which have not been thought of, may have to be taken into account to aid the examiner when marking. If considered relevant, the model answer should be amended to include these new points.

G. Decision No 2003/19/RM, Annex VI (AMC to Part-147), is hereby amended as follows:

112. AMC Title is amended as follows

~~Annex IV~~ **Annex VI**

113. Point AMC 147.A.15 is inserted as follows:

AMC 147.A.15 Application

The application form should contain the information required on the EASA Form 12.

114. Point AMC 147.A.105(b) and (g) is amended as follows:

AMC 147.A.105(b) ~~and (g)~~ Personnel requirements

With the exception of the accountable manager, an EASA form 4 should be completed for each person nominated to hold a position required by 147.A.105(b). An example of an EASA Form 4 is included in Appendix ~~2~~ II to AMC.

115. Point AMC 147.A.105(f) is amended as follows:

Any person currently accepted by the competent authority in accordance with the national aviation regulations in force prior to Part 147 coming into force may continue to be accepted in accordance with 147.A.105(f) ~~147.A.35(f)~~.

116. Point AMC 147.A.200(b) is amended as follows*:*

Each licence category or subcategory basic training course may be subdivided into modules or sub-modules of knowledge and may be intermixed with the practical training elements subject to the required time elements of 147.A.200 (f) ~~to (k)~~ and (g) ~~inclusive~~ being satisfied.

117. In point AMC 147.A.200(d), point 2 is amended as follows:

At least 30% of the practical training element should be carried out in an actual maintenance working environment.

118. Point AMC to Appendix II to Part-147 is inserted as follows:

AMC to Appendix II to Part-147 Maintenance Training Organisation Approval referred to in Annex IV (Part-147)

The following fields on page 2 "Maintenance Training and Examination Approval Schedule" of the maintenance training and examination organization approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the maintenance training organisation exposition

- Date of last revision approved: It refers to the date of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

- Revision No: It refers to the revision No of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

119. Appendix I to AMC, point 1 is amended as follows:

1. The following subject headings form the basis of the MTOE required by ~~JAR-147.65~~ 147.A.140.

120. Appendix III EASA Form 22 is amended as follows:

~~*6)*~~

~~*7)*~~ **PART-147 APPROVAL RECOMMENDATION REPORT EASA FORM 22**

~~*8)*~~

Part 1: General

Name of organisation:

Approval reference:

Requested approval rating/
Form 11 dated*:

Other approvals held (if app.)

Address of facility audited:

Audit period: from to

Date(s) of audit(s):

Audit reference(s):

Persons interviewed:

Competent authority surveyor: Signature(s):

Competent authority office: Date of Form 22 part 1 completion:

*delete where applicable

PART-147 APPROVAL RECOMMENDATION REPORT **EASA FORM 22**

Part 2: Part-147 Compliance Audit Review

The five columns may be ~~labelled &~~ labeled and used as necessary to record the approved training/examinations, facility, including subcontractor's, reviewed. Against each column used of the following Part-147 subparagraphs please either tick (√) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject					
147.A.100	Facility requirements					
147.A.105	Personnel requirements					
147.A.110	Records of instructors, examiners and assessors					
147.A.115	Instructional equipment					
147.A.120	Maintenance training material					
147.A.125	Records					
147.A.130	Training procedures and quality system					
147.A.135	Examinations					
147.A.145	Privileges of the maintenance training organisation					
147.A.150	Changes to the maintenance training organisation					
147.A.160	Findings					
147.A.200	Approved basic training course					

147.A.205	Basic knowledge examinations	
147.A.210	Basic practical assessment	
147.A.~~210~~ 300	Aircraft type/task training	
147.A.305	~~Examinations and assessments.~~ Aircraft type examinations and task assessments	

Competent authority surveyor(s): Signature(s):

Competent authority office: Date of Form 22 part 2 completion:

PART-147 APPROVAL RECOMMENDATION REPORT **EASA FORM 22**

PART 3: Compliance with Part-147 maintenance training organisation exposition (MTOE)

Please either tick (√) the box if satisfied with compliance, or cross (X) if not satisfied with compliance and specify the reference of the Part 4 finding, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Part 1	MANAGEMENT	
1.1		Corporate commitment by accountable manager
1.2		Management ~~parsonnel~~ personnel
1.3		Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor
1.4		Management ~~parsonnel~~ personnel organisation chart
1.5		List of instructional and examination staff
1.6		List of approved addresses
1.7		List of subcontractors as per 147.A.145(d)
1.8		General description of facilities ~~ot~~ of paragraph 1.6 addresses
1.9		Specific list of courses approved by the competent authority
1.10		Notification ~~procerdures~~ procedures regarding changes to organisation
1.11		Exposition and associated manuals amendment procedures
Part 2	TRAINING AND EXAMINATION PROCEDURES	
2.1		Organisation of courses
2.2		Preparation of course material
2.3		Preparation of classrooms and equipment
2.4		Preparation of workshops/maintenance facilities and equipment
2.5		Conduct of basic knowledge and practical training
2.6		Records of training carried out
2.7		Storage of training records
2.8		Training at locations not listed in paragraph 1.6
2.9		Organisation of examinations
2.10		Security and preparation of examination material

PART-147 APPROVAL RECOMMENDATION REPORT EASA FORM 22

PART 3: Compliance with Part-147 maintenance training organisation exposition (MTOE)

2.11		Preparation of examination rooms
2.12		Conduct of examinations
2.13		Conduct of basic practical assessments
2.14		Marking and record of examinations
2.15		Storage of examination records
2.16		Examinations at locations not listed in paragraph 1.6
2.17		Preparation, control and issue of basic training course certificates
2.18		Control of subcontractors
Part 3	TRAINING SYSTEM QUALITY PROCEDURES	
3.1		Audit of training
3.2		Audit of examinations
3.3		Analysis of examination results
3.4		Audit and analysis remedial action
3.5		Accountable manager annual review
3.6		Qualifying the instructors
3.7		Qualifying the examiners
3.8		Records of qualified instructors and examiners
Part 4	APPENDICES	
4.1		Example of documents and forms used
4.2		Syllabus of each training course
4.3		Cross reference Index — if applicable

~~Date of Form 22 part 3 completion:~~

MTOE reference: MTOE amendment:

Competent authority audit staff: Signature(s):

Competent authority office: Date of Form 22 part 3 completion:

PART-147 APPROVAL RECOMMENDATION REPORT **EASA FORM 22**

Part 4: Findings regarding Part-147 compliance status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross-reference to the Part 2 requirement. All non rectified findings should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 ref.	Audit reference(s): Findings	Level	Corrective action		
			Date Due	Date Closed	 Reference

PART-147 APPROVAL RECOMMENDATION REPORT **EASA FORM 22**

Part 5: ~~M.A. Subpart F~~ Part-147 approval or continued approval or change recommendation

Name of organisation:

Approval reference:

Audit reference(s):

Applicable Part-147 amendment status:

The following Part-147 scope of approval is recommended for this organisation:

Or, it is recommended that the Part-147 scope of approval specified in EASA Form 11 referenced .... be continued.

Name of recommending competent authority surveyor:

Signature of recommending competent authority surveyor:

Competent authority office:

Date of recommendation:

Form 22 review (quality check) : Date:

121. Appendix IV EASA Form 12 is amended as follows*:*

EASA FORM 12 **Page 1 ~~of 2~~**	**APPLICATION FOR PART-147** **INITIAL/CHANGE OF APPROVAL**
Registered Name and Address of Applicant: Trading Name (if different): Addresses Requiring Approval: Tel. No:.....Fax No..... E-mail.....	
Scope of Part-147 Approval Relevant to This Initial*/Change of * Application (See other side for training course designators to be used): Basic Training: Type Training: Does the organisation hold approval under Part-21*/Part-145*/Part-M* * Cross out whichever is not applicable.	
Name and Position of Accountable Manager: Signature of Accountable Manager: Date of Application: Please send this form with any required fee to be paid under National Legislation to your National Aviation Authority.	~~This~~ Space for official use

H. Decision No 2003/19/RM, Annex VII (GM to Part-147), is hereby amended as follows:

122. In point GM to 147.A.145(d), point 1 is amended as follows:

1. The pre audit procedure should focus on establishing compliance with the training and examination standards set out in Part-147 and Part-66.

123. Point GM to 147.B.100 (a) is deleted:

~~**GM to 147.B.100 (a) General**~~

~~Variation of the Part-147 approval means either the need to amend the schedule of approved training courses or the need to approve or accept 147.A.150 changes~~.

124. In Point GM 147.B.110*:*

i. Point 6 is amended as follows:

6. The auditing surveyor should ensure that they are always accompanied throughout the audit by a senior member of the organisation making application for Part-147 approval. Normally this should be the proposed quality manager. The reason for being accompanied is to ensure that the organisation is fully aware of any findings during the audit. In any case, the proposed quality manager/senior member of the organisation should ~~must~~ be debriefed at the end of the audit visit on the findings made during the audit.

ii. Point 7 is amended as follows:

7. There will be occasions when the auditing surveyor may find situations in the applicant's organisation on which he/she is unsure about compliance. In this case, the organisation should ~~must~~ be informed about possible non compliance at the time of the audit and the fact that the situation will be reviewed before a decision is made. The organisation should ~~must~~ be informed of the decision within two weeks of the audit visit in writing if the decision is a confirmation of non compliance. If the decision is a finding of being in compliance, a verbal confirmation to the organisation will suffice.

iii. Points 8, 9, 10, 11, 12, 13, 14 and 15 are inserted as follows:

8. A change of name of the maintenance training organisation requires the organisation to submit a new application as a matter of urgency stating that only the name of the organisation has changed including a copy of the organisation exposition with the new name. Upon receipt of the application and the organisation exposition, the competent authority should reissue the approval certificate valid only up to the current expiry date.

9. A name change alone does not require the competent authority to audit the organisation, unless there is evidence that other aspects of the maintenance training organisation have changed.

10. A change of accountable manager requires the maintenance training organisation to submit such fact to the competent authority as a matter of urgency together with the amendment to the Accountable Manager exposition statement.

11. A change of any of the senior personnel specified in 147.A.105(b) requires the maintenance training organisation to submit a Form 4 in respect of the particular person to the competent authority. If satisfied that the qualifications and experience meet the standard required by Part-147, the competent authority should indicate acceptance in writing to the maintenance training organisation.

12. A change in the maintenance training organisation's exposition requires the competent authority to establish that the procedures specified in the exposition are in compliance with Part-147 and then to establish if these are the same procedures intended for use within the training facility.

13. Any change of location of the maintenance training organisation requires the organisation to make a new application to the competent authority together with the submission of an amended exposition. The competent authority should follow the procedure specified in 147.B.110 (a) and (b) in so far as the change affects such procedure before issuing a new Part-147 approval certificate.

14. The complete or partial re-organisation of a training organisation should require the re-audit of those elements that have changed.

15. Any additional basic or aircraft type training courses requires the maintenance training organisation to make a new application to the competent authority together with the submission of an amended exposition. For basic training extensions, an additional sample of new examination questions relevant to the modules associated with the extension being sought will be required to be submitted. The competent authority should follow the procedure of paragraph 13 in so far as the change affects such procedures unless the competent authority is satisfied that the maintenance training organisation has a well-controlled procedure to qualify such change when it is not necessary to conduct the audit elements of the paragraph 13 procedure.

125. Point GM 147.B.115 is deleted as follows:

~~**GM 147.B.115 is deleted as follows**:~~

~~1. A change of name of the maintenance training organisation requires the organisation to submit a new application as a matter of urgency stating that only the name of the organisation has changed including a copy of the organisation exposition with the new name. On receipt of the application and the organisation exposition, the competent authority should reissue the approval certificate valid only up to the current expiry date.~~

~~2. A name change alone does not require the competent authority to audit the organisation, unless there is evidence that other aspects of the maintenance training organisation have changed~~

~~3. A change of accountable manager requires the maintenance training organisation to submit such fact to the competent authority as a matter of urgency together with the amendment to the Accountable Manager exposition statement.~~

~~4. A change of any of the senior personnel specified in 147.A.105(b) or the examination staff in 147.A.105 (c) requires the maintenance training organisation to submit a Form 4 in respect of the particular person to the competent authority. If satisfied that the qualifications and experience meet the standard required by Part-147, the competent authority should indicate acceptance in writing to the maintenance training organisation.~~

~~5. A change in the maintenance training organisation's exposition requires the competent authority to establish that the procedures specified in the exposition are in compliance with Part-147 and then to establish if these are the same procedures intended for use within the training facility.~~

~~6. Any change of location of the maintenance training organisation requires the organisation to make a new application to the competent authority together with the submission of an amended exposition. The competent authority will follow the procedure specified in 147.B.110 (a) and (b) in so far as the change affects such procedure before issuing a new Part-147 approval certificate.~~

~~7. The complete or partial re-organisation of a training organisation will require the re-audit of those elements that have changed.~~

~~8. Any additional basic or aircraft type training courses requires the maintenance training organisation to make a new application to the competent authority together with the submission of an amended exposition. For basic training extensions, an additional sample of new examination questions relevant to the modules associated with the extension being sought will be required to be submitted. The competent authority will follow the procedure of paragraph 13 in so far as the change affects such procedures unless the competent authority is satisfied that the maintenance training organisation has a well-controlled procedure to qualify such change when it is not necessary to conduct the audit elements of the paragraph 13 procedure~~