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# Scope and applicability

EASA is the Competent Authority for maintenance organisations having their principal place of business located outside the EU, as established by EASA Part 145.1 “General” and is therefore responsible for the final approval of these organisations and for establishing procedures detailing how EASA Part-145 applications and approvals are managed.

This check list is applicable to EASA Part-145 applicant and EASA Part-145 AMOs’ (hereafter referred as maintenance organisations) having their principal place of business located outside the EU Member States and which are not certified under the provisions of a bilateral agreement signed with the EU.

The provisions of this Check list are complementary to the requirements of EASA Part-145 regulation “as amended” and does not supersede or replace the associated regulatory requirements.

The provisions addressed in this document are only applicable to a maintenance organisation which:

* is applying or is approved for an Ax (Aircraft Maintenance) rating, and;
* is using the privilege of EASA Part-145 Appendix IV, to use staff not qualified in accordance with Annex III (EASA Part-66) referred to in points 145.A.30 (j) 1 and 2, meaning certifying staff or support staff holding a National license not being an EASA Part-66 Aircraft Maintenance License.

In case both conditions above identified are met, the maintenance organisation is required to complete this document and to present it for the review by the assigned inspector at the following circumstances:

* initial EASA Part-145 Approval, and/or;
* change of a EASA Part-145 Approval, limited to the case when the maintenance organisation is adding certifying staff using a national license not already in use by the maintenance organisation;
* continuation of an EASA Part-145 Approval.

# Communications

All documents and correspondences between the maintenance organisation, the overseeing authority and EASA shall be in the English language unless otherwise agreed by EASA.

# Purpose

The intent of this document is to facilitate the demonstration of compliance and the collection of evidences for acceptance by the competent authority of certifying staff and/or support staff which is granted or intended to be granted an EASA Part-145 certification authorization, based on the compliance with the EASA Part-145 Appendix IV. The check list for demonstration of compliance of the C/S & S/S with EASA Part-145 requirements is already detailed in the User Guide “Foreign Part 145 –aircraft certifying staff and support staff UG.CAO.00121-XXX) and it can be easily reviewed during the oversight. However demonstration of compliance with Appendix IV (a) and (b) requiring respectively to ensure that the national license is ICAO Annex I compliant and that the scope of the EASA Part-145 C/S - S/S individual authorisation does not exceed those of the National license, remains difficult to be reviewed as evidences are not fully accessible to the assigned inspectors or not fully within the EASA remit.

For this reason the topics below shall be appropriately documented by the **maintenance organisation:**

* the comparison of the scope of the National license to EASA certifying staff categories shall be established. This aspect intends to clarify the correlation of the national and EASA privileges and to ensure compliance with EASA Part-145 Appendix IV (b), as described in chapter “Maintenance organisation data” of this document;
* compliance of the National license with ICAO Annex I chapter 5 “format of the ICAO license” shall be established. This aspect intends to cover Part-145 Appendix IV (a) requirements but is limited to the content of the national license itself, as described in chapter “Scope of the National License by Comparison to EASA Certifying Staff & Support Staff Categories”. of this document;
* compliance of the National license with ICAO Annex I chapters 4.1 and 4.2 shall be established. This aspect intends to cover EASA Part-145 Appendix IV (a) except for the content of the national license which is addressed above. Compliance with these requirements could be considered as demonstrated by the statement received from the third country National Civil Aviation Authority; However, when compliance of the certifying staff with EASA Part-145 requirements (Part-145.A.30 & Appendix IV) has been established, the following ICAO Annex I provisions can be considered met, as described in chapter “Individual Aircraft Maintenance License Holders (technician/engineer/mechanic” of this document:
	+ Age of the C/S and S/S - **ICAO Annex I** **Chapter 4 Std.§ 4.2.1.1 “Age”;**
	+ Knowledge of Human Factor and air law and airworthiness requirements - **ICAO Annex I** **Chapter 4 Std § 4.2.1.2 “Knowledge”;**
	+ Maintenance experience - **ICAO Annex I** **Chapter 4 Std § 4.2.1.3 “Experience”;**
	+ Training - **ICAO Annex I** **Chapter 4 Std § 4.2.1.4 “training”;**
	+ Skill/ Assessment - **ICAO Annex I Chapter 4 Std § 4.2.1.5 “Skills”;**

License Privileges and Recent experience - **ICAO Annex I Chapter 4 Std § 4.2.2 “priviledges of the holder”.**Due to the fact that national licensing regulations may vary due to amendments, it is important that this demonstration is provided during the initial approval of an EASA Part-145 organisation, but it is also provided during the continuation of the approval, to avoid that any eventual change to the national licensing regulation may jeopardize the EASA Part-145 approval.

# Filling instructions.

Considering the fact that an maintenance organisation having the principal place of business in one country (country A) and additional line maintenance locations in other countries (i.e. country B and C), may employ staff holding different national licenses (i.e. country A=PPB, country B=Line station 1 and country C=line station 2), the maintenance organisation shall:

* complete the table in chapter “filling instructions” for each of the national license in use in the maintenance organisation (the table shall be duplicated as necessary);
* for each national license in use in the maintenance organisation, select at least one C/S - S/S per each possible category of the national license and record the information related to each individual selected in the table of chapter 5;
* for each individual selected, verify compliance of the national license format by using the check list in chapter 6. One single check list is to be used to record the results of all the verification;
* for each individual selected, attach copy of the check lists referred in chapter “Individual Aircraft Maintenance License Holders (technician/engineer/mechanic”7;
* provide to the assigned inspector all the above mentioned documentation, including copy of the national license for each individual selected.

 The assigned inspector will perform a review to verify that the information provided is correct. In addition the assigned inspector is entitled to make additional samples by selecting any C/S - S/S included in the EASA Part 145 C/S - S/S list.

# Maintenance organisation data.

The maintenance organisation is required to record the information related to the organisation and also to record the name and the function of the maintenance organisation representative having recorded the information and also the date this analysis has been carried out. By signing the document the maintenance organisation representative attests the correctness of the filled information.

The assigned inspector is required to record his/her name, the date the review has been carried out. By signing he/she attests that the sample C/S S/S are compliant with the Appendix IV requirements.

|  |  |
| --- | --- |
| **Name of the maintenance organisation** |  |
| **EASA Part-145 Approval number** |  |
| **Country of the Principal Place of Business** |  |
|  | **Name / Function** | **Signature** | **Date** |
| **Completed by:** |  |  |  |
| **Assigned inspector reviewing:** |  |  |   |

# Scope of the National License by Comparison to EASA Certifying Staff & Support Staff Categories.

The information required in the table below is normally already part of the current MOE § 1.6 but shall be detailed in this paragraph to facilitate the assigned inspector analysis.

**When the maintenance organisation** **is qualifying C/S & S/S based on different national licenses this table shall be duplicated for each of the national license in use.**

|  |  |
| --- | --- |
| **Country[[1]](#footnote-1) issuing the license:** |  |
| **General reference of the current national licensing Regulation:** |  |
| **Date of the current Regulation:** |  |
| **National license** | **Corresponding EASA Part-145 C/S- S/S privileges** |
| **Title / category of license** | **Privileges per type of license** | **C/S & S/S****Category A, B1, B2 or C** | **limitation[[2]](#footnote-2) to the EASA privileges given in Part-66 (66.A.20)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***Example of information to be recorded****When recording the above information, the* *maintenance organisation* *representative shall remove the examples shown in this paragraph.* |
| Airframe and power plant | *Release Airframe & power plant following line maintenance* | *B1* |  |
| Radio | *Release radio tasks performed by himself only* | *B2* | *Limited to Radio ATA 23 and works performed by himself* |

# Individual Aircraft Maintenance License Holders (technician/engineer/mechanic[[3]](#footnote-3)).

For each national license in use (refer to previous paragraph), the maintenance organisation shall select at least one C/S - S/S per each possible category of the national license and record for each individual the information required below.

|  |  |  |
| --- | --- | --- |
| **Name of license holder** | **National license** | **Corresponding EASA Part-145 C/S- S/S privileges** |
| **Reference of the license** | **Country issuing the license** | **date of validity** | **Title / category of license** | **EASA Part-145** **C/S - S/S individual authorisation** | **EASA Part-145** **C/S - S/S individual authorisation** **category** | **EASA Part-145** **C/S - S/S individual authorisation Limitation** **(if applicable)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

***Example of information to be recorded***

*When recording the information in the above table, the maintenance organisation* *representative shall remove the examples shown in this paragraph.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *M. XXXX* | *XXCCDD* | *Country A* | *15/05/2016* | *Radio* | *SD 4444* | *B2* | *Limited to Radio ATA 23 and works performed by himself* |
| *M. ZZZZ* | *CCDDXX* | *Country B* | *15/05/2016* | *Radio* | *SD 4444* | *B2* | *Limited to Radio ATA 23 and works performed by himself* |

# Aircraft Maintenance License ICAO Annex I format compliance

if difference to ICAO requirement is identified the maintenance organisation shall identify it in the column compliance with “N” and record in the same raw the name of the corresponding license holder.

|  |  |  |
| --- | --- | --- |
| **ICAO Annex I - Chapter 5 § 5.1 1.2 : The following details shall appear on the license** | **Compliance Y/N** | **Name of license holder (if “N”)** |
| I) Name of State (in bold type); |  |  |
| II) Title of license (in very bold type); |  |  |
| III) Serial number of the license, in Arabic numerals, given by the authority issuing the license; |  |  |
| IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman); |  |  |
| * IVa) Date of birth
 |  |  |
| V) Address of holder if desired by the State; |  |  |
| VI) Nationality of holder; |  |  |
| VII) Signature of holder; |  |  |
| VIII) Authority and, where necessary, conditions under which the license is issued; |  |  |
| IX) Certification concerning validity and authorisation for holder to exercise privileges appropriate to license; |  |  |
| X) Signature of officer issuing the license and the date of such issue; |  |  |
| XI) Seal or stamp of authority issuing the license; |  |  |
| XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.; |  |  |
| XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, |  |  |
| XIV) Any other details desired by the State issuing the license. |  |  |
|  **ICAO Annex I Chapter 5. § 5.1.2 - Material**  |
| First quality paper or other suitable material, including plastic cards, shall be used and the items mentioned in 5.1.1.2 shown clearly thereon. |  |  |
| **ICAO Annex I Chapter 5. § 5.1.3 - Language** |
| When licenses are issued in a language other than English, the license shall include an English translation of at least items I), II), VI), IX), XII), XIII) and XIV).  |  |  |
| When provided in a language other than English, authorisations issued in accordance with 1.2.2.1 shall include an English translation of : |  |  |
| * the name of the State issuing the authorisation,
 |  |  |
| * the limit of validity of the authorisation,
 |  |  |
| * any restriction or limitation that may be established.
 |  |  |
| **ICAO Annex I Chapter 5 § 5.1.4 - Arrangement of items** |
| Item headings on the license shall be uniformly numbered in roman numerals as indicated in 5.1.1, so that on any license the number will, under any arrangement, refer to the same item heading. |  |  |
| *Note.— Item headings may be arranged in such order as may best suit the convenience of the Contracting State issuing the license* |  |  |
| **ICAO Annex I - § 4.2.2.3.1** |
| Details of the certification privileges should be endorsed on or attached to the license, either directly or by reference to another document issued by the Contracting State. |  |  |

# Compliance check list of selected C/S - S/S with EASA Part-145 requirements (Part 145.A.30 & Appendix IV) and relevant ICAO provisions.

It has to be noted that when the compliance of the certifying staff with EASA Part-145 requirements (Part 145.A.30 & Appendix IV) has been established, the ICAO provisions listed in paragraph 2 (c) “purpose” of this check list can be considered as compliant. To provide this demonstration, the maintenance organisationshall fill in the following check lists for each of the C/S and S/S selected in chapter “Maintenance organisation data”.

* The “Check List 2: Topics to be reviewed before to grant /extend/ renew an EASA Part-145 C/S - S/S individual authorisation, for staff **Not** qualified to EASA Part-66” (refer to chapter “Check list –topics to be reviewed before to grant/extend/renew an EASA Part-145 C/S-S/S individual authorisation, for staff not qualified to EASA Part-66” of the “Foreign Part 145 –aircraft certifying staff and support staff UG.CAO.00121-xxx);
* The table table “Summary of topics to be assessed before to grant /extend/ renew an EASA Part-145 C/S - S/S individual authorisation, for staff not qualified to EASA Part-66” (refer to chapter “summary of topics to be assess before to grant/extend/renew an EASA Part-145 C/S-S/S individual authorisation, for staff not qualified to EASA Part-66” of the “Foreign Part 145 –aircraft certifying staff and support staff UG.CAO.00121-xxx);

The completion of the two above mentioned check lists shall have been already performed by the maintenance organisation as part of the initial, renewal, extension of the EASA Part-145 C/S - S/S individual authorisation. Therefore, there is no need to duplicate these check lists and the maintenance organisation could attach a copy of the one already completed.

1. The country issuing the license which is under verification has to be entered. [↑](#footnote-ref-1)
2. Any limitation on an individual license required by the National authority shall also be considered at the level of the EASA Part-145 C/S - S/S individual authorisation, to ensure compliance with Appendix IV to Part-145. [↑](#footnote-ref-2)
3. According to ICAO annex I, chapter 4.2, the terms in brackets are given as acceptable additions to the title of the license. Each Contracting state is expected to use in its own regulations the one it prefers. [↑](#footnote-ref-3)