



Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
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Foreign Part-145 - EASA Form 2 instructions

WI.CAO.00113-003

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Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

DOCUMENT CONTROL SHEET

Reference documents
a) Procedures
PR.CAO.00001 Foreign Part-145 approval
b) Internal documents
Applicable document are listed in the form "FO.CAO.00136-XXX - Foreign Part-145 approvals – Documentation Index".

Log of issues		
Issue	Issue date	Change description
001	13/11/2013	First issue
002	01/09/2014	Update of Quality documents to implement the new corporate image of the Agency and the changes to the organization structure.
003	30/01/2015	Endorsement of comments received from stakeholders and preparation for applicant portal





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

0. Introduction





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

0.1 Table of contents.

- 0. Introduction..... 3
 - 0.1 Table of contents..... 4
 - 0.2 Definitions and abbreviations. 5
 - 0.3 Scope and applicability..... 6
 - 0.4 Purpose..... 6
 - 0.5 Associated instructions. 6
 - 0.6 Communication 6
- 1. EASA Form 2 completion instructions 7
 - 1.1 Administrative application data – applicable to all applications 8
 - 1.2 Technical application data – Application for initial approval..... 9
 - 1.3 Technical application data – Application for change 12
 - 1.4 Technical application data – Notification of surrender..... 15





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

0.2 Definitions and abbreviations.

Abbreviations

AMC	ACCEPTABLE MEANS OF COMPLIANCE
AMO	APPROVED MAINTENANCE ORGANISATION
AMTO	APPROVED MAINTENANCE TRAINING ORGANISATION
AOG	AIRCRAFT ON GROUND
BIPM	INTERNATIONAL BUREAU OF WEIGHTS AND MEASUREMENTS
CAO	CONTINUING AIRWORTHINESS ORGANISATION
CAP	CORRECTIVE ACTION PLAN
CIPM	INTERNATIONAL COMMITTEE ON WEIGHTS AND MEASUREMENTS
C/S	CERTIFYING STAFF
CC/S	COMPONENT CERTIFYING STAFF
EASA	EUROPEAN AVIATION SAFETY AGENCY
EU	EUROPEAN UNION
GM	GUIDANCE MATERIAL
ILAC	INTERNATIONAL LABORATORY ACCREDITATION COOPERATION
IOSRS	INTERNAL OCCURENCE REPORTING SYSTEM
MOA	MAINTENANCE ORGANISATION APPROVAL
MOAP	MAINTENANCE ORGANISATION APPROVAL PROCEDURES
MOC	MAINTENANCE OVERSIGHT COORDINATOR
MOE	MAINTENANCE ORGANISATION EXPOSITION
MOR	MANDATORY OCCURRENCE REPORTING
MRA	MUTUAL RECOGNITION ARRANGEMENT
NAA	NATIONAL AVIATION AUTHORITY
NRAB	NATIONAL RECOGNISED ACCREDITATION BODY
OEM	ORIGINAL EQUIPMENT MANUFACTURER
PPB	PRINCIPAL PLACE OF BUSINESS
QE	QUALIFIED ENTITY
RAB	REGIONAL ACCREDITATION BODY
S/S	SUPPORT STAFF
STCH	SUPPLEMENTAL TYPE CERTIFICATE HOLDER
TCH	TYPE CERTIFICATE HOLDER
WH	WORKING HOURS
WHOC	WORKING HOURS EASA OVERSIGHT COORDINATOR





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

0.3 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 maintenance organisations and for establishing procedures detailing how EASA Part-145 applications and approvals are managed.

This work instruction 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 work instruction are complementary to the requirements of Part-145 regulation “as amended” and does not supersede or replace the associated regulatory requirements.

0.4 Purpose.

The purpose of this work instruction is to describe how the maintenance organisation shall proceed when applying for an EASA Part-145 approval according to [EASA Part-145 regulation “as amended”](#). This work instruction also includes instructions for a maintenance organisation that intends to surrender an approval.

This Work instruction provides the EASA Form 2 standard for an EASA Part-145 approval and the related completion instructions for an initial Grant, for a change of EASA Part-145 approval and for a notification of surrender.

The EASA Form 2 standard to be used for an EASA Part-145 approval is provided for download in a word format on the EASA [Web Site \(http://easa.europa.eu/document-library/application-forms\)](http://easa.europa.eu/document-library/application-forms)

Entry into force.

This Work instruction comes into effect 90 days after publication on the EASA website.

0.5 Associated instructions.

EASA has developed associated instructions (user guides, Forms, templates and work instructions), that detail specific matters, which have to be considered as an integral part of this procedure.

A complete listing of these documents, together with their applicability to the maintenance organisation or NAA / QE / EASA, is addressed in the current revision of the “**Foreign Part-145 approvals – documentation Index**”, **FO.CAO.00136-XXX** (XXX identifies the revision number). Documents which are applicable to both NAA/QE/EASA and maintenance organisation are made available on the EASA [Web Site \(http://easa.europa.eu\)](http://easa.europa.eu) - [Continuing Airworthiness Organisations page](#).

Each time a cross reference is provided to another document or another chapter / paragraph of the same document, this reference is identified with **grey text**.

0.6 Communication

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





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

1. EASA Form 2 completion instructions





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

1.1 Administrative application data – applicable to all applications

General Notes:

- a. It is strongly recommended to use the English language in completing Form 2.
- b. Please complete the form in a clearly legible way.

1. Applicant’s Reference	This is an optional information but highly recommended for tractability purposes. The field may be used to provide a unique internal reference to this application. This reference will be used as an identifier of your application in administrative communications, e.g. invoice/s, by EASA.
2. Applicant Data	
2.1 Registered Name and Address	<ul style="list-style-type: none"> • Account N°: if known to you, please enter your EASA Account Number which follows the pattern 3XXXXX and can be found on any application acceptance letter received for previous applications. • Registered Name: Please enter the full name of the company <u>as it appears on the Certificate of Incorporation/Business Registration</u> or similar legal document stating name of the company. • Trading name: if you are using a Trade name differing from the registered company name, please indicate it here, otherwise enter “Not applicable”. • Street Number, Post Code, city and Country: Please enter the full Address of the company <u>as it appears on the Certificate of Incorporation/Business Registration</u> or similar legal document stating the seat of the company.
2.2 Date of the Certificate of Incorporation	<ul style="list-style-type: none"> • Please provide the date of the Certificate of Incorporation/Business Registration or similar legal document stating name and seat of the company. <p>A copy of the Certificate of Incorporation/Business Registration or similar legal document stating name and seat of the company shall be provided together with an Initial application or an application for name change. Additional translation in English language of this document should be submitted.</p>
2.3.1 Billing Address.	The (company) name and address specified in this section will be printed on the invoice/s EASA will issue. A (company) name deviating from the one entered in section 1 “Applicant Registered Name” can only be accepted by EASA upon justified request. A written statement, signed and stamped, from the legal entity which is taking responsibility to pay the EASA F&C invoice(s) is to be submitted together with the application. Please contact Applicant.Master@easa.europa.eu in case of questions. Please leave blank if the Billing Address is the same as the registered name and address.
2.3.2 Financial Contact	The name and contact details specified in this section are those of the person that will be contacted for all issues connected with the EASA invoice/s (e.g. accounts payable clerk). Responsible for ensuring the EASA terms of payment are honoured.
2.3.3 Invoice Recipient	An electronic invoice copy will be issued to the email address indicated here. The email address provided may also be a generic email address (can be the same as Organisation Generic Email)
2.3.4 Shipping Name and Address.	The (company) name and postal address specified in this section is where EASA will send the original certificate/approval. Please leave blank if the Shipping Address is the same as the registered address.





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

1.2 Technical application data – Application for initial approval

3. References	
EASA part-145 Reference.	Please enter your EASA.145.XXXX number. If you do not hold an EASA Part-145 approval, enter “Not applicable”.
EASA Part-M Subpart G Reference.	Please enter your EASA.MG.XXXX number. If you do not hold an EASA Part-M/G Ref approval, enter “Not applicable”.
4. Addresses of site (s) requiring approval	
4.1 Principal place of business.	Enter the address of the Principal Place of Business (PPB) as per EASA Part-145 regulation. PPB means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised.
4.2 Base, Engine and Component Maintenance site(s).	Enter the address(es) of any additional site(s) used by the organisation, where EASA Part-145 functions are exercised, except for Line Maintenance Locations to be listed in block 3.3. This block shall be used to identify site(s) in addition to the PPB, where the organisation is performing maintenance or having offices (ex. Office of the Accountable Manager, Records Archive, additional Base Maintenance facilities, etc). [Duplicate the table to add as many additional sites as necessary].
4.3 Line maintenance location(s).	Enter the address(es) of the line maintenance location(s). All the line stations shall be listed. This block is only applicable for organisations applying to A1, A2, A3 & A4 ratings. [Duplicate the table to add as many additional sites as necessary].
5. Contacts	
5.1. Accountable Manager.	Please enter the full details of the proposed Accountable Manager. The term “proposed” only remains applicable until the application has been approved.
5.2 Quality Manager.	The Quality Manager is the person in the maintenance organisation who is in charge to maintain the relationship with the Competent Authority. The name and contact details specified in this section are those of the person responsible for the application. The Quality Manager will also act as the contact person in case EASA has administrative questions related to the application.
5.3 Organisation Generic Email	Enter the generic email address of the “maintenance organisation”. The “generic” email address to be used by EASA for formal mail communication with your organisation to ensure an efficient & stable communication channel. This address is aimed to be used even though people in charge leave the company. The address should remain independent from a person and therefore without people ‘s name.
6. Identification of Activity	
6.1 Application for	Please indicate the application type: Application for Part-145 Approval or Part-M Subpart G Approval by ticking the appropriate box.
6.2 Application Type	Application for initial grant: Tick this box when applying for an initial EASA Part-145 approval. Revision of the Initial Application: Tick this box in the case the maintenance organisation intends to revise its’ application before the EASA Part-145 approval is granted. Please select the box corresponding to the type of change(s). <ul style="list-style-type: none"> • Organisation name • Address(es) • Nominated persons • Rating(s) • Contact details • Number of staff [Multiple selection is possible].





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

<p>6.3 Scope of Part-145/Part M Subpart G Approval relevant to this application</p>	<p>Please describe the scope of the application. In case of an initial application basically the maintenance organisation shall summarise the requested ratings without specifying the A/C, engine/APU types e.g.:</p> <ul style="list-style-type: none"> • A1 line and base maintenance; A2 line maintenance only • B1; C2; C14 • Specialized activities in the course of maintenance. <p>In case of application for revision of initial application, only indicate the relevant change.</p>
<p>7. Number of staff</p>	
<p>(a) Number of staff.</p>	<p>The total number of staff employed by the EASA Part-145 AMO to comply with EASA Part-145. Principal Place of Business: Enter the total number of staff directly employed by the maintenance organisation at the PPB (block 3.1), in order to comply with EASA Part-145. This number shall exclude personnel working in the Additional site(s) and line stations. Base Maintenance site(s): Enter the total number of staff directly employed by the maintenance organisation at the additional site(s) (blocks 3.2), in order to comply with EASA Part-145. Line Maintenance site(s): Enter the total number of staff directly employed by the maintenance organisation at the line stations, (blocks 3.3), in order to comply with EASA Part-145. Please sum up the total number of employees in the dedicated box.</p>
<p>(b) Number of staff.</p>	<p>The number of contracted staff associated with the proposed approval Principal Place of Business: Enter the total number of contracted staff working at the PPB (block 3.1), in order to comply with EASA Part-145. This number shall exclude contracted personnel working in the Additional site(s) and line stations. Additional site(s): Enter the total number of contracted staff working at the maintenance organisation’s additional site(s) (blocks 3.2), in order to comply with EASA Part-145. Line Maintenance site(s): Enter the total number of contracted staff working at the maintenance organisation’s line stations, (blocks 3.3), in order to comply with EASA Part-145. Please sum up the total number of contracted staff in the dedicated box.</p>
<p>8. Scope of requested Part-145 Approval</p>	
<p>Scope of requested Part-145 approval.</p>	<p>Please describe in detail the scope of the application with reference to block 7.3. In case of application for change of the scope of work, only the parts of this table affected by the change shall be compiled.</p>
<p>Aircraft: Rating A limitation.</p>	<p>A1 rating: Quote the requested aircraft type(s) as defined in Appendix I to AMC to EASA Part-66 as amended. A2 rating: Quote the requested aircraft type(s) as defined in Appendix I to AMC to EASA Part-66 as amended. A3 rating: Quote the requested aircraft type(s) as defined in Appendix I to AMC to EASA Part-66 as amended. A4 rating: Quote the requested Aircraft series or type(s) - other than A1, A2, A3 ratings. Line & Base: For each aircraft type the maintenance organisation must define the type of maintenance by marking Yes or No in the column Base and/or Line maintenance activity. The definition to be included within the column “Limitation” of the Form 2 is the one addressed within the column N° 3 “type rating endorsement” of Appendix I to AMC to EASA Part-66 as amended. For example, when an organisation applies for an A1 rating (A319), the limitation of the Form 2 must only address the A319 and NOT the Airbus A318/A319/A320/A321.</p>
<p>Engines: Rating B limitation.</p>	<p>B1 rating: Quote the requested engine type(s) as defined in the engine TCDS. B2 rating: Quote requested engine manufacturer or group or type as defined by the OEM B3 rating: Quote the requested APU type(s) as defined by the OEM. The B rating is required for maintenance of engines according to the Engine shop Maintenance Manual. Note: For engines on wing maintenance under the A rating refer to Appendix IV to Annex I (EASA Part M).</p>





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

Components: Rating C limitation.	For the Cx ratings: The requested class C rating shall be ticked. The Cx rating is required for maintenance of components according to the Component Maintenance Manual. Note: For maintenance of fitted components under the A & B ratings refer to Appendix IV to Annex I (EASA Part M).
Specialised Services Rating C limitation.	D1 rating: The requested class NDT method(s) shall be ticked. Note: Holding the rating D1 enables the organisation to issue an EASA Form 1 limited to the accomplishment of the NDT inspection. Boroscope inspection are not considered as being listed under the D1 rating (refer to AMC 145.A.30 (f) (8)).
Specialised Activities.	Quote specialised activities (such as NDT, painting, welding, plating, plasma spray, heat treatment, etc.) intended to be performed in the "course of maintenance" under any rating (Ax, Bx or Cx). These activities do not need to be mentioned if contracted to another EASA Part-145 AMO (as listed in MOE chapter 5.4).
09. Scope of requested Part-M Subpart G Approval	
Scope of requested Part-M Subpart G Approval.	Please select the requested rating and list manufacturer, aircraft model and the engine type fitted thereon, registration and approved maintenance programme reference. Please do not enter any data in this table in case of EASA Part-145 application
10. Subcontracted Organisations Working Under this Approval	
Subcontracted Organisations Working Under this Approval.	Please list all name(s)/address(es) of subcontracted organisation(s) working under this approval. Add rows as applicable. [enter N/A in case of EASA Part 145 application]
11. Other EASA approvals held by the applicant	
Other EASA approval held by the applicant.	If the organisation holds other EASA approval(s), please indicate the EASA POA, EASA DOA or EASA MTOA approval number.
12. Applicant's declaration and acceptance of the General Conditions and Terms of Payment	
Date/Location.	Enter the date of signature and the place in which the Accountable Manager* office is located. Note: In case of a new Part-145/Part M Subpart G Applicant or in case of change of Accountable the signature of the proposed Accountable Manager is required.
Name of the Accountable Manager.	Enter the name of the Accountable Manager*.
Signature of the Accountable Manager.	Signature of the Accountable Manager*. Important note: Please do not forget to sign the application form. EASA does not accept unsigned applications.
* In case of a new Part-145/Part M Subpart G Applicant or in case of change of Accountable the signature of the name, location of the proposed Accountable Manager is required.	





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

1.3 Technical application data – Application for change

3. References	
EASA part-145 Reference.	In case of application for change of pertaining to your EASA Part-145 approval, please enter your EASA.145.XXXX number. If you do not hold an EASA Part-145 approval, enter “Not applicable”.
EASA Part-M Subpart G Reference.	In case of application for change of pertaining to your please enter your EASA.MG.XXXX number. If you do not hold an EASA Part-M/G Ref approval, enter “Not applicable”.
4. Addresses of site (s) requiring approval	
4.1 Principal place of business.	Only the amendment(s) to the already approved site(s) shall be listed. Enter the address of the Principal Place of Business (PPB) as per EASA Part-145 regulation. PPB means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised.
4.2 Base, Engine and Component Maintenance site(s).	Only the amendment(s) to the already approved site(s) shall be listed. Enter the address(es) of any additional site(s) used by the organisation, where EASA Part-145 functions are exercised, except for Line Maintenance Locations to be listed in block 3.3. This block shall be used to identify site(s) in addition to the PPB, where the organisation is performing maintenance or having offices (ex. Office of the Accountable Manager, Records Archive, additional Base Maintenance facilities, etc). [Duplicate the table to add as many additional sites as necessary].
4.3 Line maintenance location(s).	Only the amendment(s) to the already approved site(s) shall be listed. Enter the address(es) of the line maintenance location(s). All the line stations shall be listed. This block is only applicable for organisations applying to A1, A2, A3 & A4 ratings. [Duplicate the table to add as many additional sites as necessary].
5. Contacts	
5.1. Accountable Manager.	Please enter the full details of the proposed Accountable Manager. The term “proposed” only remains applicable until the application has been approved.
5.2 Quality Manager.	The Quality Manager is the person in the maintenance organisation who is in charge to maintain the relationship with the Competent Authority. The name and contact details specified in this section are those of the person responsible for the application. The Quality Manager will also act as the contact person in case EASA has administrative questions related to the application.
5.3 Organisation Generic Email	Enter the generic email address of the “maintenance organisation”. The “generic” email address to be used by EASA for formal mail communication with your organisation to ensure an efficient & stable communication channel. This address is aimed to be used even though people in charge leave the company. The address should remain independent from a person and therefore without people ‘s name.
6. Identification of Activity	
6.1 Application for	Please indicate the application type: Application for Part-145 Approval or Part-M Subpart G Approval by ticking the appropriate box.
6.2 Application Type	Please tick Application for change . Please select the box corresponding to the type of change(s). <ul style="list-style-type: none"> • Organisation name • Address(es) • Nominated persons • Rating(s) • Contact details • Number of staff <p>Multiple selection is possible. If option “Approval of change (other than above)” is selected, please describe the type of change.</p>





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

6.3 Scope of Part-145/Part M Subpart G Approval relevant to this application	<p>Please describe the scope of the application for change.</p> <p>The maintenance organisation is requested to record here only the change to the current approval and not the whole scope. This field shall be used to detail, in an accurate manner, which kind of change(s) the maintenance organisation is requesting, such as:</p> <ul style="list-style-type: none"> - Name change; - Address change; - Addition or removal of maintenance location(s); - Removal or addition of rating(s) to the current Scope of approval. <p>In the case of changes which apply to a specific location, one of the following terms shall be used to identify the change.</p> <ul style="list-style-type: none"> - Additional location: when a new maintenance location is added; - Deleted location: when an existing maintenance location is deleted; - Location upgrade: when the scope of work of an existing location is upgraded to an upper level (ex. New rating, New aircraft type, etc); - Location downgrade when the scope of work of an existing location is downgraded to a lower level (ex. Deletion of a rating, or an aircraft type capability, etc.) <p>A cross reference shall be made to block nr. 3 to link the above terms to a specific location. In addition, the rating affected by the change (at that location) shall be specified. Example 1: <i>The following changes are requested in the Locations identified in Block 3:</i></p> <ul style="list-style-type: none"> • <i>Block 3.1- XX Airport: Location Downgrade - rating D1 to be deleted</i> • <i>Block 3.2- YY Airport: Location Upgrade - rating C14 to be added</i> <p><i>Block 3.3- ZZ Airport: Additional Location with rating A1</i></p>
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7. Number of staff

(a) Number of staff.	<p>The total number of staff employed by the EASA Part-145 AMO to comply with EASA Part-145.</p> <p>Principal Place of Business: Enter the total number of staff directly employed by the maintenance organisation at the PPB (block 3.1), in order to comply with EASA Part-145. This number shall exclude personnel working in the Additional site(s) and line stations.</p> <p>Base Maintenance site(s): Enter the total number of staff directly employed by the maintenance organisation at the additional site(s) (blocks 3.2), in order to comply with EASA Part-145.</p> <p>Line Maintenance site(s): Enter the total number of staff directly employed by the maintenance organisation at the line stations, (blocks 3.3), in order to comply with EASA Part-145.</p> <p>Please sum up the total number of employees in the dedicated box.</p>
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(b) Number of staff.	<p>The number of contracted staff associated with the proposed approval</p> <p>Principal Place of Business: Enter the total number of contracted staff working at the PPB (block 3.1), in order to comply with EASA Part-145. This number shall exclude contracted personnel working in the Additional site(s) and line stations.</p> <p>Additional site(s): Enter the total number of contracted staff working at the maintenance organisation’s additional site(s) (blocks 3.2), in order to comply with EASA Part-145.</p> <p>Line Maintenance site(s): Enter the total number of contracted staff working at the maintenance organisation’s line stations, (blocks 3.3), in order to comply with EASA Part-145.</p> <p>Please sum up the total number of contracted staff in the dedicated box.</p>
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8. Scope of requested Part-145 Approval

Scope of requested Part-145 approval.	<p>Please describe in detail the scope of the application with reference to block 7.3.</p> <p>In case of application for change of the scope of work, only the parts of this table affected by the change shall be compiled.</p>
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Aircraft: Rating A limitation.	<p>A1 rating: Quote the requested aircraft type(s) as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p>A2 rating: Quote the requested aircraft type(s) as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p>A3 rating: Quote the requested aircraft type(s) as defined in Appendix I to AMC to</p>
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Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
--	------------------------	--------------------------------

	<p>EASA Part-66 as amended.</p> <p>A4 rating: Quote the requested Aircraft series or type(s) - other than A1, A2, A3 ratings.</p> <p>Line & Base: For each aircraft type the maintenance organisation must define the type of maintenance by marking Yes or No in the column Base and/or Line maintenance activity.</p> <p>The definition to be included within the column "Limitation" of the Form 2 is the one addressed within the column N° 3 "type rating endorsement" of Appendix I to AMC to EASA Part-66 as amended.</p> <p>For example, when an organisation applies for an A1 rating (A319), the limitation of the Form 2 must only address the A319 and NOT the Airbus A318/A319/A320/A321.</p>
<p>Engines: Rating B limitation.</p>	<p>B1 rating: Quote the requested engine type(s) as defined in the engine TCDS.</p> <p>B2 rating: Quote requested engine manufacturer or group or type as defined by the OEM</p> <p>B3 rating: Quote the requested APU type(s) as defined by the OEM.</p> <p>The B rating is required for maintenance of engines according to the Engine shop Maintenance Manual.</p> <p>Note: For engines on wing maintenance under the A rating refer to Appendix IV to Annex I (EASA Part M).</p>
<p>Components: Rating C limitation.</p>	<p>For the Cx ratings: The requested class C rating shall be ticked.</p> <p>The Cx rating is required for maintenance of components according to the Component Maintenance Manual.</p> <p>Note: For maintenance of fitted components under the A & B ratings refer to Appendix IV to Annex I (EASA Part M).</p>
<p>Specialised Services Rating C limitation.</p>	<p>D1 rating: The requested class NDT method(s) shall be ticked.</p> <p>Note: Holding the rating D1 enables the organisation to issue an EASA Form 1 limited to the accomplishment of the NDT inspection.</p> <p>Boroscope inspection are not considered as being listed under the D1 rating (refer to AMC 145.A.30 (f) (8)).</p>
<p>Specialised Activities.</p>	<p>Quote specialised activities (such as NDT, painting, welding, plating, plasma spray, heat treatment, etc.) intended to be performed in the "course of maintenance" under any rating (Ax, Bx or Cx).</p> <p>These activities do not need to be mentioned if contracted to another EASA Part-145 AMO (as listed in MOE chapter 5.4).</p>
<p>09. Scope of requested Part-M Subpart G Approval</p>	
<p>Scope of requested Part-M Subpart G Approval.</p>	<p>Please select the requested rating and list manufacturer, aircraft model and the engine type fitted thereon, registration and approved maintenance programme reference.</p> <p>Please do not enter any data in this table in case of EASA Part-145 application</p>
<p>10. Subcontracted Organisations Working Under this Approval</p>	
<p>Subcontracted Organisations Working Under this Approval.</p>	<p>Please list all name(s)/address(es) of subcontracted organisation(s) working under this approval. Add rows as applicable.</p> <p>[enter N/A in case of EASA Part 145 application]</p>
<p>11. Other EASA approvals held by the applicant</p>	
<p>Other EASA approval held by the applicant.</p>	<p>If the organisation holds other EASA approval(s), please indicate the EASA POA, EASA DOA or EASA MTOA approval number.</p>
<p>12. Applicant's declaration and acceptance of the General Conditions and Terms of Payment</p>	
<p>Date/Location.</p>	<p>Enter the date of signature and the place in which the Accountable Manager* office is located.</p> <p>Note: In case of a new Part-145/Part M Subpart G Applicant or in case of change of Accountable the signature of the proposed Accountable Manager is required.</p>
<p>Name of the Accountable</p>	<p>Enter the name of the Accountable Manager*.</p>





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
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Manager.	
Signature of the Accountable Manager.	Signature of the Accountable Manager*. Important note: Please do not forget to sign the application form. EASA does not accept unsigned applications.
* In case of a new Part-145/Part M Subpart G Applicant or in case of change of Accountable the signature of the name, location of the proposed Accountable Manager is required.	

1.4 Technical application data – Notification of surrender

3. References	
EASA part-145 Reference.	In case of notification of surrender pertaining to your EASA Part-145 approval, please enter your EASA.145.XXXX number. If you do not hold an EASA Part-145 approval, enter “Not applicable”.
EASA Part-M Subpart G Reference.	In case of notification of surrender pertaining to your please enter your EASA.MG.XXXX number. If you do not hold an EASA Part-M/G Ref approval, enter “Not applicable”.
4. Addresses of site (s) requiring approval	
4.1 Principal place of business.	Enter “Not applicable”.
4.2 Base, Engine and Component Maintenance site(s).	Enter “Not applicable”.
4.3 Line maintenance location(s).	Enter “Not applicable”.
5. Contacts	
5.1. Accountable Manager.	Please enter the full details of the proposed Accountable Manager. The term “proposed” only remains applicable until the application has been approved.
5.2 Quality Manager.	The Quality Manager is the person in the maintenance organisation who is in charge to maintain the relationship with the Competent Authority. The name and contact details specified in this section are those of the person responsible for the application. The Quality Manager will also act as the contact person in case EASA has administrative questions related to the application.
5.3 Organisation Generic Email	Enter the generic email address of the “maintenance organisation”. The “generic” email address to be used by EASA for formal mail communication with your organisation to ensure an efficient & stable communication channel. This address is aimed to be used even though people in charge leave the company. The address should remain independent from a person and therefore without people ‘s name.
6. Identification of Activity	
6.1 Application for	Not applicable – no need to complete this section
6.2 Application Type	Please tick Notification of surrender.
6.3 Scope of Part-145/Part M Subpart G Approval relevant to <u>this</u> application	Not applicable – no need to complete this section.





Foreign Part-145 approvals EASA Form 2 instructions	Doc # Approval Date	WI.CAO.00113-003 31/08/2015
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7. Number of staff	
(a) Number of staff.	Not applicable – no need to complete this section.
(b) Number of staff.	Not applicable – no need to complete this section.
8. Scope of requested Part-145 Approval	
Scope of requested Part-145 approval.	Not applicable – no need to complete this section.
Aircraft: Rating A limitation.	Not applicable – no need to complete this section.
Engines: Rating B limitation.	Not applicable – no need to complete this section.
Components: Rating C limitation.	Not applicable – no need to complete this section.
Specialised Services Rating C limitation.	Not applicable – no need to complete this section.
Specialised Activities.	Not applicable – no need to complete this section.
09. Scope of requested Part-M Subpart G Approval	
Scope of requested Part-M Subpart G Approval.	Not applicable – no need to complete this section.
10. Subcontracted Organisations Working Under this Approval	
Subcontracted Organisations Working Under this Approval.	Not applicable – no need to complete this section.
11. Other EASA approvals held by the applicant	
Other EASA approval held by the applicant.	Not applicable – no need to complete this section.
12. Applicant's declaration and acceptance of the General Conditions and Terms of Payment	
Date/Location.	Enter the date of signature and the place in which the Accountable Manager* office is located. Note: In case of a new Part-145/Part M Subpart G Applicant or in case of change of Accountable the signature of the proposed Accountable Manager is required.
Name of the Accountable Manager.	Enter the name of the Accountable Manager*.
Signature of the Accountable Manager.	Signature of the Accountable Manager*. Important note: Please do not forget to sign the application form. EASA does not accept unsigned applications.
* In case of a new Part-145/Part M Subpart G Applicant or in case of change of Accountable the signature of the name, location of the proposed Accountable Manager is required.	

