



Foreign Part-145 Management Personnel & EASA Form 4 Instructions	Doc # WI.CAO.00115-003
	Approval Date 22/10/2015

Foreign Part-145 - Management Personnel & EASA Form 4 instructions

WI.CAO.00115-003

	Name	Validation	Date
Prepared by:	Marc GRAGNOLI	Validated	19/10/2015
Verified by:	Karl SPECHT	Validated	22/10/2015
Reviewed by:	Dominique PERRON	Validated	22/10/2015
Approved by:	Wilfried SCHULZE	Validated	22/10/2015





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DOCUMENT CONTROL SHEET

Reference documents

a) Procedures

PR.CAO.00001 Foreign Part-145 approval

b) Internal documents

Applicable documents 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	22/10/2015	Endorsement of comments received from stakeholders

0. Introduction





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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





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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 EASA Part-145 regulation “as amended” and does not supersede or replace the associated regulatory requirements.

0.4. Purpose.

The purpose of this working instruction is to describe:

- The definition of management personnel as per 145.A.30;
- How the maintenance organisation shall proceed when proposing management personnel for acceptance by the competent authority;
- The EASA Form 4 standard for an EASA Part-145 approval and the related completion instructions;
- The instructions to assist the maintenance organisation on establishing minimum requirements for Management Personnel;
- The instructions to assist the assigned inspector on the acceptance process of the proposed post holder to EASA.

The EASA Form 4 standard to be used by a maintenance organisation is made available [for download in an electronic format on the EASA Web Site \(http://easa.europa.eu\)](http://easa.europa.eu) - Continuing Airworthiness Organisations page.

0.5. Entry into force

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

0.6. 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 organisations 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**.

0.7. 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.





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1. Management personnel





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1.1. Definition of management personnel.

The Management Personnel may be classified as following:

The Accountable Manager {145.A.30 (a)} shall be the person having the corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by EASA Part-145;

The nominated personnel {145.A.30 (b) & (c)} shall be the group of person who is/are responsible for ensuring that the maintenance organisation complies with EASA Part-145. In any case these personnel shall directly report to the Accountable Manager. This (ese) manager(s) may delegate EASA Part-145 functions to other manager(s) working directly under their respective responsibility;

The deputy nominated personnel {145.A.30 (b) 4} shall be the group of person who are nominated to deputise any particular nominated personnel in case of lengthy absence of the said person.

Other Manager(s) {AMC 145.A.30 (b) 8}

Depending either on the size of the maintenance organisation or on the decision of the Accountable Manager, the maintenance organisation may appoint additional managers for any EASA Part-145 function(s). This (ese) manager(s) shall report ultimately to the nominated personnel identified to be responsible for the related EASA Part-145 function(s) and therefore by definition are not to be considered themselves as nominated personnel. As a consequence a manager can be only assigned duties (not responsibilities) of the nominated personnel to whom he/she reports.

The Responsible NDT Level III shall be the person designated by the maintenance organisation to ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non-destructive test in accordance with the European or equivalent Standard recognised by the Agency.





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1.2. Management personnel requiring an EASA Form 4.

Based on the classification given in the previous chapter “ Definition of Management Personnel “, the following table summarises the various cases when an EASA Form 4 is required, recommended or not required in order for the management personnel -to be acceptable to the Competent Authority.

Management personnel	Form 4 required	Form 4 recommended	Form 4 Not required
Nominated personnel	X		
Accountable Manager & her/his deputy		X	
NDT Level III		X	
Other Manager(s)			X
Deputy nominated personnel			X*

**The MOE procedure shall make clear who deputise for any particular nominate personnel in the case of lengthy absence of the said person. In any case it is the responsibility of the maintenance organisation to ensure that the deputy personnel demonstrates an equivalent level of qualifications and experience of the nominated personnel;*

Note: A deputy Accountable Manager or deputy nominated person is not intended to replace the post holder for an indefinite period of time. This particularly applies when the Accountable Manager or a nominated person leaves the maintenance organisation; in such a case the new post holder has to be appointed in a reasonable period of time to be agreed with the competent authority (refers to 145.B.35).

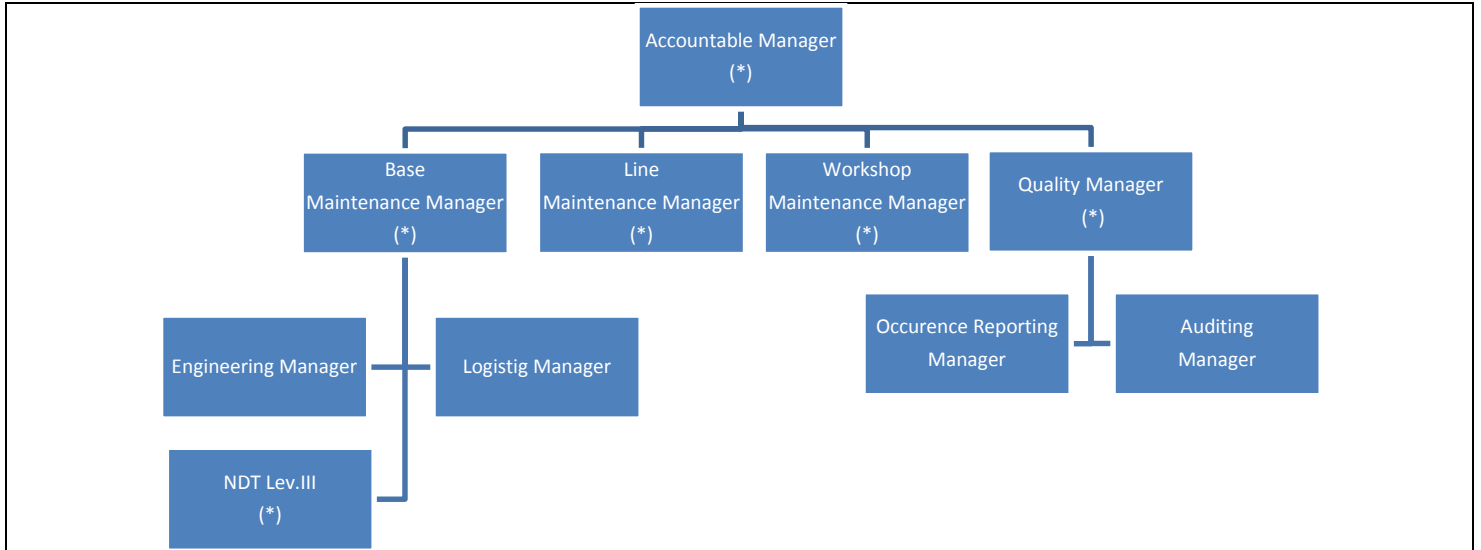




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1.3. Maintenance organisation structure examples.

1.3.1. Example 1.



(*) Form 4 post holders

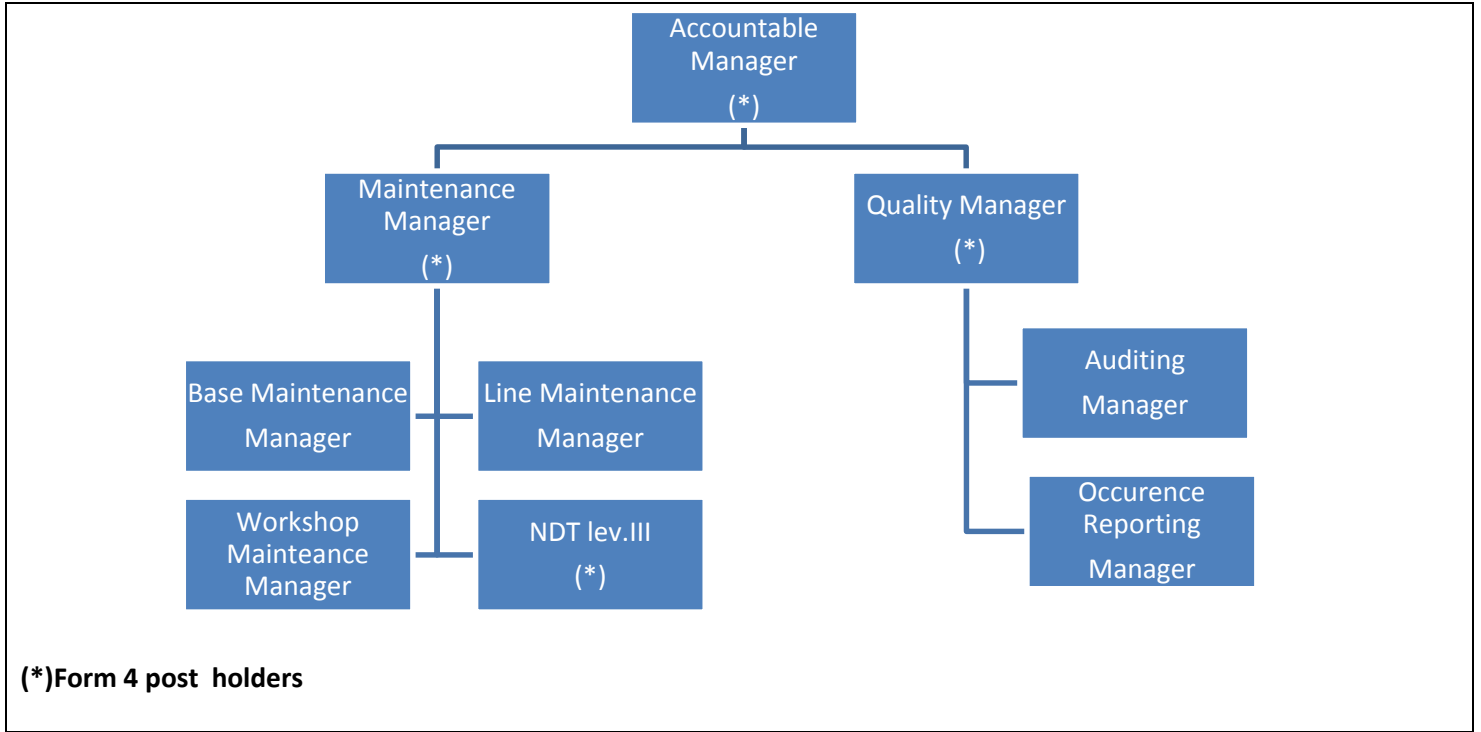
<i>Management personnel List</i>	<i>Deputies</i>
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none"> • Base Maintenance Manager; • Line Maintenance Manager; • Workshop Maintenance Manager; • Quality Manager. 	<ul style="list-style-type: none"> • Deputy Base Maintenance Manager; • Deputy Line Maintenance Manager; • Deputy Workshop Maintenance Manager; • Deputy Quality Manager.
List of Other Managers: <ul style="list-style-type: none"> • Auditing Manager; • Occurrence Reporting Manager; • Engineering Manager; • Logistic Manager. 	Not required
NDT Level III	Not required





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1.3.2. Example 2.



(*)Form 4 post holders

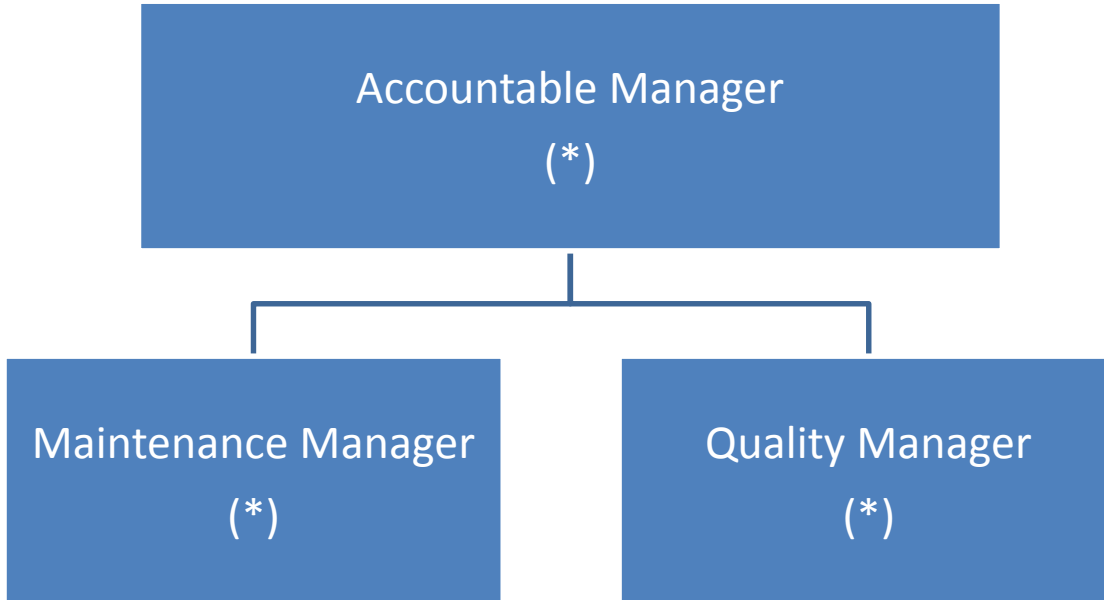
<i>Management personnel List</i>	<i>Deputies</i>
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none"> • Maintenance Manager; • Quality Manager. 	<ul style="list-style-type: none"> • Deputy Maintenance Manager; • Deputy Quality Manager.
List of Other Managers: <ul style="list-style-type: none"> • Base Maintenance Manager; • Line Maintenance Manager; • Workshop Maintenance Manager • Auditing Manager; • Occurrence Reporting Manager; 	Not required
NDT Level III	Not required





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1.3.3. Example 3 - small maintenance organisation (as per AMC 145.A.30 (b).2).



(*)Form 4 post holders

Management personnel List	Deputies
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none"> • Maintenance Manager (may be also the Accountable Manager); • Quality Manager. 	<ul style="list-style-type: none"> • Deputy Maintenance Manager; • Deputy Quality Manager.

Note: The example above does not apply to the smallest organizations (up to 10 persons involved in maintenance). In this case a combination of the above mentioned post holders may apply as referred GM 145.A.10.





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1.4. Application to EASA

A maintenance organisation applying for an initial application or application for change of post holder shall provide EASA with the foreign EASA Form 2 and the relevant foreign EASA Form 4s, for any person nominated under 145.A.30 (b). In addition to the required Forms, the maintenance organisation shall provide a draft of MOE to the assigned inspector.

Even though a Form 4 is not **required** for the Accountable Manager and the Responsible NDT Level III, the issuance of such a form is recommended by EASA for maintenance organisations.

Before proposing a Form 4 post holder to EASA, the maintenance organisation must ensure that:

- This person is compliant with the requirements addressed in EASA **Part-145 regulation “as amended”** and with the minimum criteria addressed in the **table “Minimum requirements for EASA Form 4 post holders”**;
- The foreign EASA Form 4 is used and filled according to the below instructions “Form 4 completion instruction”;
- The foreign EASA Form 4 is signed by the post holder himself attesting that the information are accurate and compliant to MOE requirements.
- The evidences of the training and/or experience as required by the foreign EASA Form 4 completion instructions are enclosed.

Note: An EASA Form 4 previously accepted by EASA for a different position or in a different maintenance organisation cannot constitute a demonstration of acceptability for a new position. However, such evidence could be provided as an element to support the new EASA Form 4 application.





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2. Acceptance of the EASA Form 4 post holders





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The acceptance of a nominated personnel is based on the review of its foreign [EASA Form 4](#).

2.1. Review of the documental evidences.

The foreign EASA Form 4 is aimed to demonstrate the EASA Form 4 post holder is a person holding the minimum knowledge, background and experience according to the table “Minimum requirements for EASA Form 4 post holders” of this work instruction, which is relevant to the position he/she holds. The foreign EASA Form 4s are reviewed by the assigned inspector.

2.2. Interview.

The EASA Form 4 acceptance process may be complemented by an interview of the proposed post holder(s) by the assigned inspector.

The objective of the interview¹ is to ensure through sample checks that the requirements of the table “Minimum requirements for EASA Form 4 post holders” of this work instruction are met by the EASA Form 4 post holder(s), with particular reference to the following areas:

- An acceptable working knowledge/understanding of the maintenance organisation procedures and the EASA [Part-145/Part-M](#) requirements as applicable;
- An acceptable level of English.

2.2.1. During initial approval process.

A meeting with the Accountable Manager shall be convened to verify his compliance with the criteria addressed in table “Minimum requirements for EASA Form 4 post holders” of this work instruction.

During the on-site audit of the initial investigation process, every EASA Form 4 post holder has to be met and in addition interviewed at the discretion of the assigned inspector.

2.2.2. Change of EASA Form 4 post holders.

In case of change of EASA Form 4 post holder, the decision to run an interview is at the discretion of the assigned inspector, based upon his knowledge [and the confidence with the quality system](#) of the maintenance organisation.

However, the interview is to be considered mandatory in case of frequent and significant changes of the EASA Part-145 Form 4 post holders that may compromise the organizational stability, such as in the following examples:

- Simultaneous replacement of the Accountable Manager and Quality Manager;
- Simultaneous replacement of the Accountable Manager and Maintenance / Production Manager;
- Simultaneous replacement of the Quality Manager and the Maintenance/Production Manager;
- When the same EASA Form 4 post holder position is replaced more than once in a period of one year.

The interview of the proposed EASA Form 4 post holder(s) will be preferably performed during an on-site audit of the maintenance organisation. It could also be performed by teleconference or by meeting the assigned inspector at his/her office when the on-site interview cannot be performed as planned by the inspector.

¹ This interview is recorded by the Competent Authority





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2.3. Formal acceptance of the EASA Form 4 post holder(s).

Once the assigned inspector is satisfied by:

- the EASA Form 4 documental evidences;
- the interview where applicable;
- the EASA Form 2;
- the MOE,

He/she will recommend the acceptance of the EASA Form 4 post holders.

Based upon this recommendation EASA CAO Section will formally notify the maintenance organisation (copy the assigned inspector) by letter its acceptance and signed copy of the EASA Form 4 will be attached.

The evidences associated to the EASA Form 4 are to be kept by the assigned inspector.





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3. Minimum requirements for EASA Form 4 post holders





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3.1. Minimum requirements for EASA Form 4 post holders.

Management Personnel EASA Form 4 - Block 3 (Position) (1)		Knowledge - EASA Form 4 - Block 4 (Qualifications relevant to the position)						Background and Experience EASA Form 4 - Block 5 (Work experience)	
		Part 145 environment		Part 145 product (s)		Language(s)		Requirement	Provide evidence of
		Requirement	Provide evidence of	Requirement	Provide evidence of	Requirement	Provide evidence of		
ACCOUNTABLE MANAGER / Deputy AM (2)	145.A.30.(a)	establish the safety and quality policy 145.A.30(a)(2) basic understanding of Part 145 145.A.30.(b).2 HF Training AMC 145.A.30(e)(6)	Quality principles MOE Training Part 145 HF Training	NR	NR		NR	NR	NR
BASE MAINTENANCE Manager / Deputy BMM LINE MAINTENANCE Manager / Deputy LMM WORKSHOP Manager / Deputy WM QUALITY MANAGER / Deputy QM	Nominated persons 145.A.30.(b) & (c) Deputies 145.A.30.(b)(4)	AMC 145.A.30.(b)(3) AMC 145.A.30.(b)(4) AMC 145.A.30.(b)(5) 145.A.30(g)	comprehensive knowledge of the MOE (training) comprehensive knowledge of Part 145 and any associated requirement and procedure (aviation legislation training) (4) knowledge of maintenance standards (6) Fuel Tank Safety training Phase 1 Awareness (3) HF initial training (GM 145.A.30(e))	relevant knowledge 145.A.30(b)(3)	knowledge of a relevant sample of aircraft type(s) /component (s) maintained, demonstrated by training course (7) or by an assessment performed by the competent authority (4) the above plus quality systems and auditing techniques training	The MOE should be available in the English language however, it may also be written in a second language (English and the language of the country where the organisation is located) (refer to "Foreign Part 145 User guide for MOE", doc. UG.CAO.00024-XXX)	ability to read, write and communicate to an understandable level in English plus an equivalent knowledge of the language(s) in which the maintenance instructions are written	background and satisfactory experience related to aircraft or component maintenance 145.A.30(b)(3)	practical experience and expertise in the application of aviation safety standards and safe maintenance practices, and five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position
Responsible Level 3 for NDT	AMC 145.A.30(2) EN 4179:2010 as amended 4.5	thorough knowledge of written instructions, codes, standards used by the employer	(4) Knowledge of EWIS when relevant (4)	thorough knowledge of materials, components, NDT methods / techniques used by the employer	Level 3 certification on at least one NDT method listed in the scope of work of the organisation (5)			EN4179 (as amended), Table 3 requirements	experience requirements provided in EN4179 (as amended)

(1) the organisation may adopt any management title or add other nominated personnel (i.e. Logistic Manager). The minimum evidences needed for these these persons are identified in the grey blocks.

(2) in a small organisation where the A.M. is also having the role of any other management personell as defined by AMC 145.A.30(b)(2), the requirements applicable to those personell apply (ex. A.M. being also the Line maintenance manager)

(3) applicable only to Part 145 approved maintenance organisations involved in the maintenance of large airplanes (as defined in Decision 2009/007/R, Appendix IV to AMC 145.A.30(e) and 145.B.10(3), as amended) and fuel system components installed on such aeroplanes when the maintenance data are affected by CDCCL

(4) these courses could be imparted by the Part 145 organisation, or by a Part 147 organisation, or by any other organisation accepted by the competent authority.

(5) he/she shall demonstrate at least one method examination by a member state board

(6) can be demonstrated by experience and/or appropriate training

(7) "relevant sample" means that those courses should cover typical systems embodied in those aircraft/components being within the scope of approval





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3.2. Examples.

3.2.1. Example 1 (referred to the maintenance organisation structure provided in paragraph 1.3.1).

Management Personnel EASA Form 4 - Block 3 (Position)		Knowledge - EASA Form 4 - Block 4 (Qualifications relevant to the position)						Background and Experience EASA Form 4 - Block 5 (Work experience)	
		Part 145 environment		Part 145 product (s)		Language(s)		Requirement	Provide evidence of
		Requirement	Provide evidence of	Requirement	Provide evidence of	Requirement	Provide evidence of		
ACCOUNTABLE MANAGER / Deputy AM	145.A.30.(a)	establish the safety and quality policy 145.A.30(a)(2) basic understanding of Part 145 145.A.30.(b).2 HF Training AMC 145.A.30(e)(6)	Quality principles MOE Training Part 145 HF Training	NR	NR		NR	NR	NR
BASE MAINTENANCE Manager / Deputy BMM	Nominated persons 145.A.30.(b) & (c) Deputies 145.A.30.(b).(4)	AMC 145.A.30 (b).3 AMC 145.A.30 (b).4 AMC 145.A.30(b).5 145.A.30(c)	working knowledge of Part 145 145.A.30(b)(3) FTS Decision 2009/007/R as amended HF Training AMC 145.A.30(e)(6)	comprehensive knowledge of the MOE (training) comprehensive knowledge of Part 145 and any associated requirement and procedure (aviation legislation training) knowledge of maintenance standards Fuel Tank Safety training Phase 1 Awareness HF initial training (ref. GM 145.A.30(e))	knowledge of a relevant sample of aircraft type(s) or component(s), demonstrated by training courses or by an assessment performed by the competent authority the above plus quality systems and auditing techniques training	The MOE should be available in the English language however, it may also be written in a second language (English and the language of the country where the organisation is located) (refer to "Foreign Part 145 User guide for MOE", doc. UG.CAO.00024-XXX)	ability to read, write and communicate to an understandable level in English plus an equivalent knowledge of the language(s) in which the maintenance instructions are written	background and satisfactory experience related to aircraft or component maintenance 145.A.30(b)(3) and five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position	
LINE MAINTENANCE Manager / Deputy LMM									
WORKSHOP Manager / Deputy WM									
QUALITY MANAGER / Deputy QM	AMC 145.A.30(f)(2) EN 4179:2010 as amended 4.5	thorough knowledge of written instructions, codes, standards used by the employer	Knowledge of EWIS when relevant	thorough knowledge of materials, components, NDT methods / techniques used by the employer	Level 3 certification on at least one NDT method listed in the scope of work of the organisation			EN4179 (as amended), Table 3 requirements	experience requirements provided in EN4179 (as amended)





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3.2.2. Example 2 (referred to the maintenance organisation structure provided in paragraph 1.3.2).

Management Personnel EASA Form 4 - Block 3 (Position)		Knowledge - EASA Form 4 - Block 4 (Qualifications relevant to the position)						Background and Experience EASA Form 4 - Block 5 (Work experience)	
		Part 145 environment		Part 145 product (s)		Language(s)			
		Requirement	Provide evidence of	Requirement	Provide evidence of	Requirement	Provide evidence of		
ACCOUNTABLE MANAGER / Deputy AM	145.A.30.(a)	establish the safety and quality policy 145.A.30(a)(2) basic understanding of Part 145 145.A.30.(b).2 HF Training AMC 145.A.30(e)(6)	Quality principles MOE Training Part 145 HF Training	NR	NR			NR	NR
MAINTENANCE Manager / Deputy MM	Nominated persons 145.A.30.(b) & (c) & (4) Deputies 145.A.30.(b)(4)	AMC 145.A.30 (b).3 & 4 & 5	working knowledge of Part 145 145.A.30(b)(3) FTS Decision 2009/007/R as amended	comprehensive knowledge of the MOE (training) comprehensive knowledge of Part 145 and any associated requirement and procedure (aviation legislation training)	relevant knowledge 145.A.30(b)(3)	knowledge of a representative sample of aircraft type(s)/component(s) demonstrated by training course or by an assessment performed by the competent authority	The MOE should be available in the English language however, it may also be written in a second language (English and the language of the country where the organisation is located) (refer to "Foreign Part 145 User guide for MOE", doc. UG.CAO.00024-XXX)	ability to read, write and communicate to an understandable level in English plus an equivalent knowledge of the language(s) in which the maintenance instructions are written	background and satisfactory experience related to aircraft or component maintenance 145.A.30(b)(3) and five years of relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position
QUALITY MANAGER / Deputy QM			145.A.30(c)	HF Training AMC 145.A.30(e)(6)	knowledge of maintenance standards Fuel Tank Safety training Phase 1 Awareness	the above plus quality systems and auditing techniques training			
Responsible Level 3 for NDT	AMC 145.A.30(f)(2)	EN 4179:2010 as amended 4.5	thorough knowledge of written instructions, codes, standards used by the employer	HF initial training (ref. GM 145.A.30(e)) knowledge of EWIS when relevant	thorough knowledge of materials, components, NDT methods / techniques used by the employer	Level 3 certification on at least one NDT method listed in the scope of work of the organisation			EN4179 (as amended), Table 3 requirements experience requirements provided in EN4179 (as amended)





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4. EASA Form 4 completion instructions





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EASA FORM 4

Block	Subject	Completion Instructions	Note
1		Select the applicable Regulation by ticking the relevant box	
2	Title/First Name/Surname	Enter the Title/First Name/Surname of the person proposed to hold the position identified in item (3).	<i>Title means any personal title (ex. Mr, Mrs, Ms, Dr., etc.)</i>
3	Position within the organisation	Enter the position for which the person indicated in item (2) is proposed for approval. Refer to the table above, column "Management personnel" for further reference.	<i>For any other nominated person (not listed in column "Management personnel") (e.g. Logistic Manager, etc.) the minimum qualifications and experience identified in grey blocks applies</i>
4	Qualifications relevant to the item (3) position	Enter the qualifications hold by the person indicated in item (2) which are relevant to the item (3) position. Refer to the table above, column "Knowledge" for the minimum requirements that apply to the position identified in item (3) and evidences to be provided.	<i>Attach the relevant evidence to the EASA Form 4 (ex. Aircraft type training courses, training certificates, etc.) or Attach a printout issued by the organization internal training system, dated & signed by the person indicated in item (2)</i>
5	Work experience relevant to the item (3) position	List the previous work experiences of the person indicated in item (2) which are relevant to the item (3) position in the following format: <i>period from/to- Position covered- company/organisation</i> Refer to the table above, column "background and experience" for the minimum requirements that apply to the position identified in item (3)	<i>Attach a detailed Curriculum Vitae dated & signed by the person indicated in item (2)</i>
6	organisation	Enter the name of the maintenance organisation in which the new position is intended to be held, as stated in the Certificate of Incorporation	
7	Relevant Approval number	Enter the pending or valid EASA Part-145 approval number of the maintenance organisation in which the new position is intended to be held.	
n/a	Signature	Enter the signature of the person indicated in item (2)	The EASA Form 4 must be signed by the proposed person himself.
n/a	Date	Enter the date in which the EASA Form 4 is signed by the person indicated in item (2)	

