



Foreign Part-145 approvals Documentary Language	Doc # Approval Date	UG.CAO.00133-003 22/10/2015
----------------------------------------------------	------------------------	--------------------------------

Foreign Part-145 approvals - Documentary language

UG.CAO.00133-003

	Name	Validation	Date
Prepared by:	Marc GRAGNOLI	Validated	21/10/2015
Verified by:	Karl SPECHT	Validated	22/10/2015
Reviewed by:	Dominique PERRON	Validated	22/10/2015
Approved by:	Wilfried SHULZE	Validated	22/10/2015





Foreign Part-145 approvals Documentary Language	Doc # UG.CAO.00133-003 Approval Date 22/10/2015
----------------------------------------------------	----------------------------------------------------

DOCUMENT CONTROL SHEET

Reference documents
a) Contextual documents
Applicable requirements are listed in the form “FO.CAO.00136-XXX - Foreign Part-145 approvals – Documentation Index”.
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. This document is aimed to provide the applicant with guidance material supporting the application/approval, and as such has been reviewed by Rulemaking Product Support Continuing Airworthiness Section (R.4.2).
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





Foreign Part-145 approvals Documentary Language	Doc # Approval Date	UG.CAO.00133-003 22/10/2015
----------------------------------------------------	------------------------	--------------------------------

0. Introduction





Foreign Part-145 approvals Documentary Language	Doc # Approval Date	UG.CAO.00133-003 22/10/2015
----------------------------------------------------	------------------------	--------------------------------

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. Entry into force 6

0.6. Associated instructions..... 6

0.7. Communication. 6

1.1. MOE. 8

1.2. Document related to Q/A system management. 8

1.3. Staff records..... 9

1.3.1. Certifying staff and support staff records..... 9

1.3.2. Records of authorised staff such as mechanics, NDT, welders, etc..... 9

1.3.3. Records of other staff. 10

1.4. Maintenance records..... 10

1.4.1. Aircraft line maintenance records. 10

1.4.2. Aircraft base maintenance records. 10

1.4.3. Engine and component maintenance records. 10

1.4.4. NDT maintenance record..... 11

1.5. Occurrence report. 11

1.6. Maintenance errors and data inaccuracies. 11

1.7. Acceptance of components. 11

1.8. Equipment, tools and material. 11

1.9. Production planning. 12

1.10. Contract. 12

1.11. Records of Fabrication of parts. 12

1.12. Summary table..... 13





Foreign Part-145 approvals	Doc #	UG.CAO.00133-003
Documentary Language	Approval Date	22/10/2015

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
IOS	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 Documentary Language	Doc # Approval Date	UG.CAO.00133-003 22/10/2015
----------------------------------------------------	------------------------	--------------------------------

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 user Guide 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 user guide are complementary to the requirements of Part-145 regulation “as amended” and does not supersede or replace the associated regulatory requirements.

0.4. Purpose.

This user guide is designed to be used by maintenance organisations and the assigned inspector when:

- The maintenance organisation is demonstrating that the maintenance organisation is compliant with EASA Part 145 requirements;
- Assigned inspector is reviewing the provided documents and evidence for ensuring compliance with the requirements of EASA Part-145;

EASA Part 145.B.20 “Initial approval”, EASA Part 145.B.30 “Continuation of approval” and EASA Part 145.B.35 “Changes of approval”, require the competent authority to ensure that:

- procedures specified in the maintenance Organisation Exposition comply with EASA Part-145 requirements;
- the entire maintenance organisation is compliant with the requirements of EASA Part-145.

As a consequence, the maintenance organisation must provide the assigned inspector with documents/evidence that are written in an acceptable language. On the other hand, for practical reasons, it could be accepted that some of the documents/instructions used by the maintenance organisation are also written in the national language (bi-lingual) or only in the national language.

Note: In case a document is written in English and a second language, the English version shall prevail.

0.5. Entry into force

This User Guide 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 organisation are made available on the EASA Web site [Continuing Airworthiness Organisations page \(http://easa.europa.eu\)](http://easa.europa.eu).

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.





Foreign Part-145 approvals Documentary Language	Doc # Approval Date	UG.CAO.00133-003 22/10/2015
----------------------------------------------------	------------------------	--------------------------------

1. Type of document and associated language





Foreign Part-145 approvals Documentary Language	Doc # Approval Date	UG.CAO.00133-003 22/10/2015
----------------------------------------------------	------------------------	--------------------------------

This paragraph gives the acceptable language to be used by the maintenance organisation, depending on the type of document/evidence.

This list does not cover all cases and all documents and so cannot be considered as an exhaustive list.

The “engineering judgement” (including the confidence the assigned inspector could have in the maintenance organisation’s quality system), together with the criticality of the documents remain the main points to be considered when the document is not specified in this User Guide.

1.1. MOE.

The maintenance Organisation Exposition including its associated procedures, forms and lists must be written in English. However, they could be also written in English and the official language of the country where the Principal Place of Business is located. **In all cases, the EASA Form 1 and the CRS Form must be written in English only.**

Other documents used by the maintenance organisation to describe, for instance, the daily job of the store keeper (Work Instruction not associated to the MOE, so not approved by the competent authority), could be written in English or in the official language of the country where the Principal Place of Business is located.

1.2. Document related to Q/A system management.

The following documents have to be written in English. However they could be also written in English and in the official language of the country where the principal place of business is located:

- Annual audit plan;
- Q/A. audit reports;
- Notification of audit report (findings);
- Corrective actions and associated evidence;
- All communication regarding corrective actions;
- Reminders of due dates;
- Reports to Accountable Manager (including regular meetings);
- Continuation training plan;
- Q/A. man-hour plan;
- All other documents enabling the competent authority to assess the management of the EASA Part-145 quality system.





Foreign Part-145 approvals Documentary Language	Doc # Approval Date	UG.CAO.00133-003 22/10/2015
----------------------------------------------------	------------------------	--------------------------------

1.3. Staff records.

1.3.1. Certifying staff and support staff records

The language of the country of National licence is acceptable. However according to ICAO Annex 1, several entries such as, but not limited to, the licence limitations, have to be written in English. (refer to “Foreign Part 145 approvals – EASA Part -145 Appendix IV and ICAO Annex I check list”, FO.CAO.00030-XXX).

The following documents have to be written in English. However, they could be also written in English and in the official language of the country where the Principal Place of Business is located:

- The entries demonstrating the maintenance experience;
- The entries demonstrating the compliance with the six months experience in each twenty-four month period requirement;
- The certificate and syllabuses of the type training (where not undertaken in a EASA Part-147 AMTO);
- The certificate and syllabus of the initial and continuation training as per EASA Part-145 requirements;
- The initial and continued assessment as per the EASA Part-145 requirement;
- All other documents enabling the competent authority to assess the Certifying staff authorisation.

In any case, the entries of the EASA Part-145 C/S - S/S individual authorisation (including the associated limitations) have to be written in English only.

1.3.2. Records of authorised staff such as mechanics, NDT, welders, etc...

The following documents have to be written in English. However, they could be also written in English and in the official language of the country where the Principal Place of Business is located:

- The certificate and syllabus of the initial and continuation training as per EASA Part-145 requirements;
- The initial and continued assessment as per the EASA Part-145 requirement;
- All other documents enabling the competent authority to assess the authorisations given to non-certifying staff (for example experience);
- Qualification certification.





Foreign Part-145 approvals Documentary Language	Doc # Approval Date	UG.CAO.00133-003 22/10/2015
----------------------------------------------------	------------------------	--------------------------------

1.3.3. Records of other staff.

The following documents have to be written in English. However, they could be also written in English and in the official language of the country where the Principal Place of Business is located:

- Experience and training records. Some experience records might be in the language of the PPB in the official language of the country where the Principal Place of Business is located;
- Initial and continuation training records (including syllabus), in accordance with EASA Part-145 requirements;
- Initial and continued assessment records in accordance with EASA Part-145 requirement.

1.4. Maintenance records.

1.4.1. Aircraft line maintenance records.

The following documents have to be written in English. However, they could also be written in the official EU language used in the country of aircraft registration or the operator one. (To be agreed by the maintenance organisation and notified to the assigned inspector):

- Aircraft technical log book maintenance entries, including CRS and possible deferred items;
- Work package entries for line maintenance activity, including CRS and possible deferred items;
- Work orders.

In any case, the maintenance instructions addressed in the work package created by the maintenance organisation, (for instance job cards, engineering orders etc.) have to be written in English. These maintenance instructions could be also written in English and in the official language of the country where the Principal Place of Business is located.

1.4.2. Aircraft base maintenance records.

The following documents have to be written in English. However, they could also be written in English and in the official language of the country where the Principal Place of Business is located:

- Work package entries for base maintenance activity including CRS and possible deferred items;
- Work orders.

In any case, the maintenance instructions addressed in the work package created by the maintenance organisation, (for instance job cards, engineering orders etc.) have to be written in English. These maintenance instructions could be also written in English and in the official language of the country where the Principal Place of Business is located.

1.4.3. Engine and component maintenance records.

The following documents have to be written in English:

- Work package entry for engine and component maintenance including CRS;
- Work orders.

In any case, the maintenance instructions addressed in the work package created by the maintenance organisation (for instance in the job cards, engineering orders etc.) have to be written in English. These maintenance instructions could be also written in English and in the official language of the country where the Principal Place of Business is located.





Foreign Part-145 approvals Documentary Language	Doc # Approval Date	UG.CAO.00133-003 22/10/2015
----------------------------------------------------	------------------------	--------------------------------

1.4.4. NDT maintenance record.

The following documents have to be written in English. However, they could also be written in English and in the official language of the country where the Principal Place of Business is located:

- CRS and possible defect addressed in the CRS;
- NDT report;
- Work orders.

1.5. Occurrence report.

The Occurrence report entries have to be written in English. The investigations related to the occurrence report have to be written in English. However these investigation reports could be also written in English and in the official language of the country where the Principal Place of Business is located.

1.6. Maintenance errors and data inaccuracies.

These reports together with associated investigation records have to be written in English. However, these reports could be also written in English and the official language of the country where the Principal Place of Business is located.

1.7. Acceptance of components.

The internal records related to the incoming inspection and the delivery of components to maintenance staff have to be written in English. However, they could be also written in English and the official language of the country where the Principal Place of Business is located.

1.8. Equipment, tools and material.

The following documents have to be written in English. However, these documents could be also written in English and the official language of the country where the Principal Place of Business is located:

- Tool and calibrated tool management;
- Calibration reports;
- Inspection and service as per manufacturer's requirements;
- Delivery of Equipment, tools and material.

In any case, the Certificates of Calibration can only be in the official language of the country where the Principal Place of Business is located.





Foreign Part-145 approvals Documentary Language	Doc # UG.CAO.00133-003 Approval Date 22/10/2015
----------------------------------------------------	----------------------------------------------------

1.9. Production planning.

The criteria used to generate the production planning and the Shift handover records have to be written in English. However, they could be also written in English and the official language of the country where the Principal Place of Business is located.

1.10. Contract.

The maintenance contract between the maintenance organisation and an A/C customer operating EU registered A/C has to be written in English. However, the contract could be also written in English and the official language of the country where the Principal Place of Business is located.

The hangar access contract and the documents relating to maintenance contracting have to be written either in English or in the official language of the country where the Principal Place of Business is located. (However the Assigned inspector may request courtesy translation by the quality system of the maintenance organisation)

1.11. Records of Fabrication of parts.

Records relating to fabrication of parts must be written in English. However, they could be also written in English and the official language of the country where the Principal Place of Business is located.





Foreign Part-145 approvals	Doc #	UG.CAO.00133-003
Documentary Language	Approval Date	22/10/2015

1.12. Summary table

	English	English and the PPB language ¹	PPB language only	Only EU language (A/C registration)	Language of the country where the engineer has been Licensed
EASA referential					
MOE	Y	Y			
Associated procedures	Y	Y			
Associated Forms	Y	Y			
Associated lists	Y	Y			
Other document such as W.I. not approved by EASA	Y	Y	Y		
Document related to the Quality System management					
Annual audit plan	Y	Y			
QA audit report (Internal, external)	Y	Y			
Notification of audit reports (findings)	Y	Y			
Corrective actions & associated evidences	Y	Y			
Communication about the Corrective actions	Y	Y			
Reminders of due dates	Y	Y			
Report to the AM including regular meetings	Y	Y			
Continuation training plan	Y	Y			
QA man hour plan	Y	Y			
Staff Records - Certifying staff & Support staff					
National license	Y	Y			Y
Basic training & associated diploma	Y	Y			Y

¹ the language of the PPB is an option whereas English is mandatory





Foreign Part-145 approvals	Doc #	UG.CAO.00133-003
Documentary Language	Approval Date	22/10/2015

1.12. Summary table

	English	English and the PPB language ¹	PPB language only	Only EU language (A/C registration)	Language of the country where the engineer has been Licensed
Document demonstrating the aeronautical experience	Y	Y			
Demonstration of the 6 month of experience in the 2 year period	Y	Y			
Theoretical type training : certificate & syllabus if not given in a EASA Part-147	Y	Y			
Initial & Continuation training as per EASA Part-145 requirements: certificate & syllabus	Y	Y			
EASA Part-145 individual authorisations & limitation	Y	Y			
Initial and continued assessment	Y	Y			
Staff records - NDT Staff, welders, etc...)					
NDT & Welders, qualifications	Y	Y			
Initial & Continuation training as per 145 requirements: certificate & syllabus	Y	Y			
Initial and continued assessment	Y	Y			
Staff records – other category than above					
Experience and training records	Y	Y	Y		
Initial and continued Human factor training records (including syllabus)	Y	Y			
Initial & Continuation training as per 145 requirements: certificate & syllabus	Y	Y			





Foreign Part-145 approvals	Doc #	UG.CAO.00133-003
Documentary Language	Approval Date	22/10/2015

1.12. Summary table

	English	English and the PPB language ¹	PPB language only	Only EU language (A/C registration)	Language of the country where the engineer has been Licensed
Initial and continued assessment	Y	Y			
Aircraft Maintenance records					
Maintenance entry in TLB	Y			Y	
CRS in TLB	Y			Y	
Maintenance entry in W/P	Y			Y	
CRS in W/P	Y			Y	
W/O	Y			Y	
Maintenance instructions (Job cards, Engineering order, etc..)	Y			Y	
Component Maintenance records					
Maintenance entry	Y				
CRS (EASA Form 1)	Y				
W/O	Y				
Maintenance instructions (Job cards - Engineering order, etc..)	Y			Y	
Occurrence report					
Occurrence report records	Y				
Investigation	Y	Y			
Maintenance errors, data inaccuracies and ambiguities report					
Report records	Y	Y			
Investigation	Y	Y			
Acceptance of component					





Foreign Part-145 approvals	Doc #	UG.CAO.00133-003
Documentary Language	Approval Date	22/10/2015

1.12. Summary table

	English	English and the PPB language ¹	PPB language only	Only EU language (A/C registration)	Language of the country where the engineer has been Licensed
Internal records related to the incoming inspection	Y	Y			
store inventory including localisation of parts	Y	Y			
Shelf life limitation management	Y	Y			
Delivery of component to maintenance staff	Y	Y			
Equipment, tools and material					
Tool and calibrated tool management	Y	Y			
calibration report & certificate	Y	Y	Y		
Inspection, service as per manufacturer requirements	Y	Y			
Delivery of Equipment, tools and material to the maintenance staff	Y	Y	Y		
Production Planning & shift handover					
production planning	Y	Y			
shift handover records	Y	Y			
Contract					
with customer operating EU registered A/C	Y	Y			
with organisation in order to ensure Hangar access when needed	Y	Y			
Fabrication of parts under EASA PART-145 approval					
All records	Y	Y			

