

**International Maintenance Review Board Policy Board (IMRBPB)
Issue Paper (IP)**

Initial Date: 28/Apr/2017

IP Number: IP166

Revision / Date: R0 / 28/Apr/2017

Title: Letters of Confirmation

Submitter: FAA

Issue: Under IMPS, the previous “boilerplate” format for letters of confirmation as shown in IP’s 83 and 127 is no longer adequate to the multiple CA/VA scenarios that may occur.

Problem: Under IMPS, and given the effect of multiple bilateral agreements (and subject to revisions of those agreements), the MRB process is no longer a parallel process, but rather reflects a CA/VA relationship that may need much more specific and nuanced agreements made than the current Letter of Confirmation template allows for.

Applies To:	
MSG-3 Vol 1	
MSG-3 Vol 2	
IMPS	X

Recommendation (including Implementation):

1. Cancel both IP 83 and IP 127.
2. Revise the IMPS to reflect the idea that the letter of confirmation is less a template than an example that should reflect the expectations of each (CA and VA) party. Provide in the IMPS a method to allow for negotiation between the CA and VA (including a series of drafts as needed) leading to a series of positive statements about what responsibilities are placed on both organizations. This will provide all parties (CA, VA, ISC and OEM) a better guide to how the CA and VA’s may participate in the MRB process.

The following revision to IMPS is proposed:

Original Text:

- 10.4** The MRB Chairperson will issue letters of confirmation to VA and guest participating regulatory authorities. Refer to the appropriate Letter of Confirmation Template depending on if the authority is an approving or non-approving authority.

Proposal:

- 10.4** The MRB Chairperson will issue a letter of confirmation to each VA and guest participating regulatory authority. The letter of confirmation will detail the scope of the agreed VA/guest involvement, CA expectations of the VA/guest, communications procedures, and additional CA responsibilities to ensure that the MRB process meets VA needs (if any). See Appendix 2, Figure 5 for an example. ~~Refer to the appropriate Letter of Confirmation Template depending on if the authority is an approving or non-approving authority.~~

**International Maintenance Review Board Policy Board (IMRBPB)
Issue Paper (IP)**

Initial Date: 28/Apr/2017

IP Number: IP166

Revision / Date: R0 / 28/Apr/2017

IMRBPB Position:

Date: 28/Apr/2017

Position: IMRBPB agrees to CIP FAA-2017-05 with the changes implemented at the IMRBPB Meeting 2017, which becomes IP166

Date:

Position:

Status of Issue Paper and date:

Active 28/Apr/2017

Recommendation for implementation:

IP166 will be included into the next revision of the IMPS document

Retroactive: NO

Important Note: The IMRBPB IPs are not policy. An IP only becomes policy when the IP is adopted into the processes of the appropriate National Aviation Authority. However, before formal adoption, the IP content may be incorporated by the MRB applicant on a voluntary basis with the agreement of all parties as detailed in the program PPH.