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| European Union Aviation Safety Agency  U.S. repair station application for initial/renewal/amendment of EASA  Part-145 approval in accordance with the Agreement | EASA Form 16 |
| 1. FAA 14 CFR part 145 repair station name: FAA 14 CFR part 145 certificate number: 2. Address of repair station: 3. Mailing Address (if different from 2 above): 4. Tel: Fax: E-Mail: | |
| 5. Select the type of application and complete the appropriate Section of the Form 16  a. Initial □ b. Renewal □ c. Amendment □ | |
| 5a. Initial application  (Give a brief summary of the organization history, work capability, line station locations, and number of staff employed associated with the approval.) | |
| 5b. Renewal  EASA Cert No: | |
| 5c. Amendment (Detail the reason for amendment)  EASA Cert No: | |
| 6. Position and name of the Accountable Manager  I wish to apply on behalf of this repair station for approval by the European Union Aviation Safety Agency as an EASA Part-145 approved maintenance organization in accordance with the Agreement and its Annex 2 concluded between the United States and the European Union.  I understand that when certifying work for a European Union customer, the repair station is required to work in accordance with 14 CFR parts 43 and 145, except where varied by the EASA Special Conditions specified in the MAG and accept that failure to comply could result in EASA certificate action against this repair station. | |
| 7. Signature of the Accountable Manager  Place  Date  **Note 1-The form must be signed by the Accountable Manager on each application.**  **Note 2-The address to which the application form must be sent is the appropriate FAA Flight Standards Office (FSO) located in the United States that normally deals with the organization’s 14 CFR part 145 repair station approval.**  **Note 3-For technical questions regarding the approval please e-mail** [**foreign145@easa.europa.eu**](mailto:foreign145@easa.europa.eu)  **Note 4-For queries on Fees & Charges please e-mail** [**foreign145@easa.europa.eu**](mailto:foreign145@easa.europa.eu)  **Note 5-For queries on technical details for payment please e-mail** [**accounts.receivable@easa.europa.eu**](mailto:accounts.receivable@easa.europa.eu) | |

* 1. **GUIDANCE FOR COMPLETING EASA FORM 16 (APPLICABLE TO THE**

**APPLICANT AND THE FAA).** The line numbers below relate directly to the line numbers on EASA Form 16.

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| **Line Number** | **Description** |
| 1. | List the name and number of the repair station. This includes any “doing business as” names. |
| 2. | List the address of the repair station. This should be the same as the address as shown on the FAA Certificate 8000-4. |
| 3. | List the facility mailing address. The office where mail is received may be located separately from the main facility. This should also be reflected in the FAA OpSpecs. |
| 4. | List the telephone and fax number plus the e-mail address of the focal point of the organization for the EASA approval (i.e., the Quality Manager). |
| 5. | Boxes should be marked to indicate the purpose of the application (e.g., if the company has changed names and the renewal is being carried out at the same time, then boxes b. and c. should be marked).  **NOTE:** If there is a change of the organization, do not wait until the renewal is due before applying for an amendment. This is particularly important if the address has changed. |
| 5a. | Give a brief summary of the organization with details as indicated on the form. |
| 5b. | Enter the EASA Part-145 reference number. |
| 5c. | Where item 5 is indicated as an amendment, include the reasons supporting the change.  **NOTE:** Changes to the supplement should normally be processed through your FAA ASI and do not require a Form 16. This also applies to the change of the Accountable Manager and related supplement statement. However, changes affecting the EASA certificate and related supplement changes require a Form 16 application. |
| 6. | Indicate the name and position of the Accountable Manager in block capitals. |
| 7. | The Accountable Manager should sign the form every time an application is made. |

* 1. Once the EASA Form 16 is completed, forward it to the appropriate FAA FSO only.
  2. The EASA Form 16 must not be sent to EASA at this stage. It will be sent to EASA by the FAA as part of the completed package at the end of the certification process.
  3. The validity date of the approval is listed on the EASA certificate for U.S. approval holders. EASA also publishes details of all approvals on the web listing available at the following address. This includes a list of valid, invalid, and suspended approvals: [https://www.easa.europa.eu/easa-and-you/aircraft-products/continuing-airworthiness-](http://www.easa.europa.eu/easa-and-you/aircraft-products/continuing-airworthiness-) organisations/foreign-part-145-organisations-in-us.