



European Aviation Safety Agency

**COMMENT RESPONSE DOCUMENT (CRD)
TO NOTICE OF PROPOSED AMENDMENT (NPA) 2008-22B & 2009-02D**

**for an Agency Opinion on a Commission Regulation establishing the Implementing
Rules for authority requirements**

and

**a draft Decision of the Executive Director of the European Aviation Safety Agency on
Acceptable Means of Compliance and Guidance Material related to the Implementing
Rules for authority requirements**

"Authority Requirements"

CRD b.2 – Resulting text Part-AR

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I DRAFT OPINION PART-AR

**ANNEX 1 TO IMPLEMENTING REGULATION
PART AUTHORITY REQUIREMENTS (AR)**

SUBPART GEN - GENERAL REQUIREMENTS

SECTION I - GENERAL

AR.GEN.115 Oversight documentation

All legislative acts, standards, rules, technical publications and related documents required by the competent authority to perform its tasks and to discharge its responsibilities shall be made available to relevant personnel.

AR.GEN.120 Means of compliance

- (a) The Agency shall develop acceptable means of compliance (AMC) that may be used to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.

When the acceptable means of compliance are complied with, the related requirements of the Implementing Rules are met.

- (b) Alternative means of compliance may be used to establish compliance with the Implementing Rules.

An organisation may use alternative means of compliance only when compliance with the Implementing Rules has been established.

- (c) The competent authority shall evaluate all alternative means of compliance proposed by an organisation subject to certification, by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When the competent authority finds that the alternative means of compliance are in accordance with the Implementing Rules, it shall without undue delay:

- (1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly; and
 - (2) notify the Agency of their content, including copies of all relevant documentation; and
 - (3) make publicly available information that an alternative means of compliance was accepted.
- (d) When the competent authority itself uses alternative or additional means of compliance to achieve compliance with Regulation (EC) No 216/2008 and its Implementing Rules it shall make publicly available information that an alternative or additional means of compliance is used. The competent authority shall without undue delay notify the Agency. The competent authority shall provide the Agency with a full description of the alternative or additional means of compliance, including any revisions to procedures that may be relevant, as well as an assessment demonstrating that the Implementing Rules are met.

AR.GEN.125 Information to the Agency

- (a) The competent authority shall without undue delay notify the Agency in case of any problems with the implementation of Regulation (EC) No 216/2008 and its Implementing Rules.

- (b) The competent authority shall provide the Agency with safety significant information stemming from the occurrence reports it has received.

AR.GEN.135 Immediate reaction to a safety problem

- (a) The competent authority shall implement a system to appropriately collect, analyse and disseminate safety information.
- (b) The Agency shall implement a system to appropriately analyse any safety information received and without undue delay provide to Member States and the Commission any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving products, parts, appliances, persons or organisations subject to Regulation (EC) No 216 /2008 and its Implementing Rules.
- (c) Upon receiving the information referred to in (b), the competent authority shall take adequate measures to address the safety problem.
- (d) Measures taken under (c) shall immediately be notified to all persons or organisations which need to comply with them under Regulation (EC) No 216/2008 and its Implementing Rules. The competent authority shall also notify those measures to the Agency and, when combined action is required, the other Member States concerned.

SECTION II - MANAGEMENT**AR.GEN.200 Management system**

- (a) The competent authority shall establish and maintain a management system, including as a minimum:
- (1) documented policies and procedures to describe its organisation, means and methods to fulfil the requirements of this Part. The procedures shall be kept up-to-date and serve as the basic working documents within that competent authority for all related tasks;
 - (2) a sufficient number of personnel to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel, in order to ensure the proper completion of all tasks;
 - (3) adequate facilities and office accommodation to perform the allocated tasks;
 - (4) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures, including the establishment of an internal audit process and a safety risk management process. Compliance monitoring shall include a feedback system of audit findings to the senior management of the competent authority to ensure implementation of corrective actions as necessary; and
 - (5) a person or group of persons, ultimately responsible to the senior management of the competent authority for the compliance monitoring function.
- (b) The competent authority shall, for each field of activity, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) The competent authority shall establish procedures for participation in a mutual exchange of all necessary information and assistance of other competent authorities concerned, including on all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of a Member State, but certified by or making declarations to the competent authority of another Member State.
- (d) A copy of the procedures related to the management system and their amendments shall be made available to the Agency for the purpose of standardisation.

AR.GEN.205 Use of qualified entities

- (a) Before making use of a qualified entity to perform its tasks and discharge its responsibilities, the competent authority shall assess the technical competence of that qualified entity for the performance of such tasks and its ability to meet the criteria defined in Annex V of Regulation (EC) No 216/2008. The result of this assessment shall be documented.
- (b) The competent authority shall define the level of management authorised to accept a qualified entity to perform its tasks and discharge its responsibilities based on the assessment as defined under (a). Such acceptance shall be documented.
- (c) Before making use of a qualified entity, the competent authority shall ensure that:
- (1) a contract is established between the competent authority and the qualified entity to clearly define the tasks to be performed and related liability coverage;
 - (2) the qualified entity documents responsibilities and accountability with regards to such tasks;

- (3) the qualified entity documents the procedures for the performance of tasks on behalf of the competent authority, for the use and guidance of its personnel concerned in carrying out such tasks; and
 - (4) the qualified entity provides the competent authority with a copy of these procedures and any future amendments thereto.
- (d) The competent authority shall ensure that the internal audit process and safety risk management process required by AR.GEN.200(a)(4) cover all tasks performed by qualified entities. For this purpose, the qualified entity shall notify the competent authority of any changes affecting its capability to perform such tasks on behalf of the competent authority.

AR.GEN.210 Changes in the management system

- (a) The competent authority shall have effective control over all changes that affect its management system.
- (b) The competent authority shall update its management system relating to any change to Regulation (EC) No 216/2008 and its Implementing Rules in a timely manner to ensure effective implementation.
- (c) The competent authority shall notify the Agency of changes affecting its capability to perform its tasks and discharge its responsibilities as defined in Regulation (EC) No 216/2008 and its Implementing Rules.

AR.GEN.220 Record-keeping

- (a) The competent authority shall establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:
 - (1) the management system's documented policies and procedures;
 - (2) training, qualification and authorisation of personnel;
 - (3) the use of qualified entities;
 - (4) certification processes and continuing oversight of certified organisations;
 - (5) declaration processes and continuing oversight of declared organisations;
 - (6) processes for issuing personnel licences, ratings, certificates, and attestations and for the continuing oversight of the holders of those licences, ratings, certificates, and attestations;
 - (7) processes for issuing FSTD qualification certificates and for the continuing oversight of the FSTD and of the organisation operating it;
 - (8) continuing oversight of persons and organisations exercising activities within the territory of the Member State, but certified by/ having declared their activity to the competent authority of another Member State, as agreed between these authorities;
 - (9) continuing oversight of aircraft used by operators residing in the territory of the Member State other than those covered under items (4) and (5) above;
 - (10) findings, corrective actions and date of action closure;
 - (11) enforcement measures taken;
 - (12) safety information and follow-up measures ; and
 - (13) the use of flexibility provisions in accordance with Article 14 of Regulation (EC) No 216/2008;
- (b) The competent authority shall maintain a register of all organisation certificates, FSTD qualification certificates and personnel licences, certificates and attestations issued and declarations received.

- (c) All records shall be kept for the minimum period specified in this Part. In the absence of such indication, records shall be kept for a minimum period of five years.

SECTION III - OVERSIGHT, CERTIFICATION AND ENFORCEMENT

AR.GEN.300 Continuing oversight

- (a) The competent authority shall verify:
- (1) compliance with requirements applicable to persons, products or organisations prior to the issue of an organisation certificate, approval, FSTD qualification certificate or personnel licence, certificate, rating, or attestation, as applicable;
 - (2) continued compliance of persons, products or organisations with the applicable requirements; and
 - (3) implementation of appropriate measures in respect of safety information for immediate reaction to a safety problem.
- (b) This verification shall:
- (1) be based on documented procedures;
 - (2) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
 - (3) provide persons and organisations concerned with the results of safety oversight activity;
 - (4) be based on audits and inspections conducted; and
 - (5) provide the competent authority with the evidence needed to support further action including the measures foreseen by AR.GEN.350 and AR.GEN.355.
- (c) The oversight shall focus on the key risk elements in relation to the implementation of the safety programme.
- (d) The competent authority shall take the necessary measures to ensure that competent authority personnel will not perform an audit or inspection when it has evidence that this could result directly or indirectly in a conflict of interest, in particular family or financial interest.

AR.GEN.305 Oversight programme

- (a) The competent authority shall establish and maintain an oversight programme proportionate to the complexity of the activities concerned and based upon the assessment of associated risks, to monitor persons and organisations exercising activities in the territory of the Member State, and products operated in the territory of the Member State.
- This oversight programme shall include and take into account oversight activities conducted under Section IV of this Subpart.
- (b) For each FSTD certificate holder and each organisation certified by the competent authority, the oversight programme shall be developed taking into account the complexity of the organisation, local knowledge, use of industry standards, alternative means of compliance used by the organisation, and past certification and oversight activities; and within each oversight planning cycle include:
- (1) audits and inspections, including ramp and unannounced inspections, as appropriate; and
 - (2) meetings convened between the accountable manager and the certifying competent authority to ensure both remain informed of significant issues.
- (c) For organisations declaring their activity to the competent authority, the oversight programme shall be developed taking into account the complexity of the organisation, local

knowledge, use of industry standards, alternative means of compliance used by the organisation, specific approvals held by the organisation, and past certification and oversight activities; and include audits and inspections, including ramp and unannounced inspections, as appropriate.

- (d) For organisations exercising activities within the territory of the Member State, but certified by or making declarations to the competent authority of any other Member State or the Agency, the oversight programme shall include:
 - (1) inspections, including ramp and unannounced inspections as appropriate; and
 - (2) audits as agreed with the competent authority of the other Member State or the Agency.
- (e) For persons holding a licence, certificate, rating, or attestation issued by the competent authority or persons declaring their activity to the competent authority, the oversight programme shall include inspections, including unannounced inspections, as appropriate.
- (f) For persons exercising activities within the territory of the Member State, but holding a licence, certificate, rating, or attestation issued by the competent authority of any other Member State or persons declaring their activity to the competent authority of any other Member State, the oversight programme shall include inspections, including unannounced inspections, as appropriate.
- (g) For aircraft operated in the territory of the Member State other than the ones referred to in (b), (c) and (d) above, the oversight programme shall include inspections, including ramp and unannounced inspections.
- (h) The number and intervals of audits and inspections to be performed by the competent authority shall be determined by the results of past certification and oversight activities and key risk elements. The oversight programme shall include records of the dates when audits, inspections and meetings are due and when such audits, inspections and meetings have been carried out.
- (i) Without prejudice to the competencies of the Member States, for organisations established in more than one Member State, the concerned competent authorities shall assist each other in carrying out the necessary certification and oversight actions.

AR.GEN.310 Initial certification procedure – organisations

- (a) Upon receiving an application for the initial issue of a certificate for an organisation, the competent authority shall verify the organisation's compliance with the applicable requirements.
- (b) When satisfied that the organisation is in compliance with the applicable requirements, the competent authority shall issue the certificate(s), as established in the Appendix to this Part. The certificate shall be issued for an unlimited duration. The privileges and the scope of the activities that the organisation is approved to conduct shall be specified in the terms of approval attached to the certificate or certificates.
- (c) To enable an organisation to implement changes without prior competent authority approval in accordance with Part-OR, the competent authority shall approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes will be managed and notified.

AR.GEN.315 Procedure for issue, revalidation, renewal or change of licences, ratings, certificates or attestations - persons

- (a) Upon receiving an application for the issue, revalidation, renewal or change of a personal licence, rating, certificate or attestation and any supporting documentation, the competent authority shall verify whether the applicant meets the applicable requirements.

- (b) When satisfied that the applicant meets the requirements, the competent authority shall issue, revalidate, renew or change the licence, certificate, rating, or attestation, as established in this Part, in the applicable Subparts or other applicable Parts.

AR.GEN.330 Changes – organisations

- (a) Upon receiving an application for a change that requires prior approval, the competent authority shall verify the organisation's compliance with the applicable requirements before issuing the approval.

The competent authority shall prescribe the conditions under which the organisation may operate during the change, unless the competent authority determines that the organisation approval needs to be suspended.

When satisfied that the organisation is in compliance with the applicable requirements, the competent authority shall approve the change.

- (b) For changes not requiring prior approval, the competent authority shall assess the documents provided to verify compliance with the applicable requirements. In case of any non-compliance, the competent authority shall:
- (1) notify the organisation about the non-compliance and request further changes; and
 - (2) in case of level 1 or level 2 findings, act in accordance with AR.GEN.350.

AR.GEN.345 Declaration organisations

- (a) Upon receiving a declaration from an organisation carrying out or intending to carry out activities for which a declaration is required, the competent authority shall verify that the declaration contains all the information required by Part-OR and shall acknowledge receipt of the declaration to the organisation.
- (b) If the declaration does not contain the required information, or contains information that indicates non-compliance with applicable requirements, the competent authority shall notify the organisation about the non-compliance and request further information. If required, the competent authority shall carry out an inspection of the organisation. If the non-compliance is confirmed, the competent authority shall take action as defined in AR.GEN.350.

AR.GEN.350 Findings and corrective actions – organisations

- (a) The competent authority shall have a system to analyse findings for their safety significance as part of the safety programme.
- (b) A level 1 finding shall be issued when any significant non-compliance is detected with the applicable requirements of Regulation (EC) 216/2008 and its Implementing Rules, with the organisation's procedures and manuals, with the terms of an approval or certificate or with the content of a declaration which lowers safety or seriously hazards flight safety.

The following in particular shall be considered level 1 findings:

- (1) failure to give the competent authority access to the organisation's facilities as defined in OR.GEN.140 during normal operating hours and after two written requests; and
 - (2) the lack of an accountable manager.
- (c) A level 2 finding shall be issued when any non-compliance is detected with the applicable requirements of Regulation (EC) 216/2008 and its Implementing Rules, with the organisation's procedures and manuals, with the terms of an approval or certificate, or with the content of a declaration which could lower safety or possibly hazard flight safety.
- (d) When a finding is detected during an audit or by any other means, the competent authority shall, without prejudice to any additional action required by Regulation (EC) 216/2008 and its Implementing Rules, communicate the finding to the organisation in writing. When the competent authority that raised the finding is the competent authority that issued the

certificate or received the declaration, it shall additionally request corrective action to address the non-compliance(s) identified. When the competent authority that raised the finding is not the competent authority that issued the certificate or received the declaration, it shall inform the competent authority that issued the certificate or received the declaration.

- (1) In the case of level 1 findings the competent authority that raised the finding shall take immediate and appropriate action to prohibit or limit activities, and if appropriate, the competent authority certifying shall take action to revoke the certificate or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the organisation.
 - (2) In the case of level 2 findings, the competent authority certifying or receiving the declaration shall:
 - (i) grant the organisation a corrective action implementation period appropriate to the nature of the finding, that shall not be more than three months. At the end of this period, and subject to the nature of the finding, the competent authority certifying or receiving the declaration may extend the three-month period for up to a further three months, subject to a satisfactory corrective action plan; and
 - (ii) assess the corrective action and implementation plan proposed by the organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
 - (3) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the competent authority, the finding shall be raised to a level 1 finding, and action taken as laid down in (d)(1) above.
- (e) The competent authority that raised the finding shall record all findings and, where applicable, the enforcement measures it has applied. The competent authority certifying or receiving the declaration shall additionally record all corrective actions and date of action closure for findings it has raised or that have been communicated to it.
- (f) The competent authorities concerned shall cooperate when handling the corrective action(s) and, where necessary, facilitate the taking of appropriate enforcement measures.
- (g) If applicable, the competent authority that raised the finding shall inform the State in which the aircraft is registered.

AR.GEN.355 Enforcement measures - persons

- (a) If during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by a person holding a licence, certificate, rating or attestation issued in accordance with Regulation (EC) No. 216/2008 and its Implementing Rules, the competent authority conducting oversight shall raise a finding.
- (b) The competent authority that raised the finding shall record it and communicate it in writing to the licence, certificate, rating or attestation holder.
- (c) When the competent authority that raised the finding is the competent authority responsible for the licence, certificate, rating, or attestation, it shall carry out an investigation. If the finding is confirmed, it shall:
 - (1) limit, suspend or revoke the licence, certificate, rating or attestation as applicable, when a safety issue has been identified; and
 - (2) take any further enforcement measures necessary to prevent the continuation of the non-compliance.
- (d) In all other cases, the competent authority that raised the finding shall inform the competent authority that issued the licence, certificate, rating or attestation and, where applicable, the person or organisation that issued the medical certificate, or attestation. In this case, the competent authority that issued the licence, certificate, rating or attestation

shall take action in accordance with paragraph (c) above and inform the competent authority that raised the finding.

- (e) If, during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by a person subject to the requirements laid down in Regulation (EC) 216/2008 and its Implementing Rules and not holding a licence, certificate, rating or attestation issued in accordance with Regulation (EC) No 216/2008 and its Implementing Rules, the competent authority that identified the non-compliance shall take any enforcement measures necessary to prevent the continuation of that non-compliance.

**SUBPART GEN - SECTION IV – RAMP INSPECTIONS OF AIRCRAFT OF OPERATORS
UNDER THE REGULATORY OVERSIGHT OF ANOTHER STATE**

AR.GEN.405 Scope

This section establishes the requirements to be followed by a competent authority or the Agency when exercising its tasks and responsibilities regarding the performance of ramp inspections of aircraft used by third country operators or used by operators under the regulatory oversight of an other Member State when landed at aerodromes located in the territory subject to the provision of the Treaty.

AR.GEN.415 General

- (a) Aircraft, as well as their crew shall be inspected against the applicable the requirements.
- (b) In addition to conducting ramp inspections included in its oversight programme established in accordance with AR.GEN.305 the competent authority shall perform a ramp inspection of an aircraft suspected of not being compliant with the applicable requirements.
- (c) Within the development of the oversight programme established in accordance with AR.GEN.305 the competent authority shall establish an annual programme for the conduct of ramp inspections of aircraft. This programme shall:
 - (1) provide for a minimum annual quota of ramp inspections based on a calculation methodology taking into account historical information on the number of operators and their number of landings at its aerodromes; and
 - (2) enable the competent authority to give priority to the inspections of aircraft on the basis of the list established pursuant to AR.GEN.420(a).
- (d) When deemed necessary by the Agency, the Agency it shall conduct ramp inspections on aircraft to verify compliance with the applicable requirements for the purpose of:
 - (1) certification tasks assigned to the Agency by Regulation (EC) No 216/2008;
 - (2) inspection of a Member State when it is suspected of not carrying out its inspections tasks in accordance with this Regulation; or
 - (3) inspections of an organisation in case of a level 1 finding as referred to in AR.GEN.350 on its organisation or a category 3 finding as referred to in AR.GEN.440 on an aircraft.

AR.GEN.420 Prioritisation criteria

- (a) The Agency shall provide the competent authorities with a list for the prioritisation of ramp inspections of operators or aircrafts identified as presenting a potential risk.
- (b) This list shall include:
 - (1) operators of aircraft identified on the basis of the analysis of available data in accordance with AR.GEN.460(b)(4)
 - (2) operators or aircraft communicated to the Agency by the Commission and identified on the basis of:
 - (i) an opinion expressed by the Air Safety Committee (ASC) within the context of the implementation of Regulation (EC) No 2111/2005 that further verification of effective compliance with relevant safety standards through systematic ramp inspections s necessary;
 - (ii) information obtained by the Commission from the Member States pursuant to Article 4 (3) of Regulation (EC) No 2111/2005.

- (3) Aircraft operated into the Community by operators, included in Annex B of the list of operators subject to an operating ban pursuant to Regulation (EC) No 2111/2005.
 - (4) aircraft operated by operators certified in a State exercising regulatory oversight over operators included in the list referred to in (3).
 - (5) aircraft used by a third-country operator that operates into, within or out of the territory of the EU for the first time
- (c) The list shall be produced at least once every 4 months and after every update of the Community list of operators subject to an operating ban pursuant to Regulation (EC) No 2111/2005.

AR.GEN.425 Collection of information

- (a) The competent authority shall collect and process any information deemed useful for continuing oversight or conducting ramp inspections
- (b) The competent authority shall develop a report form to record this information on the basis of the form established in Appendix I.

AR.GEN.430 Qualification of ramp inspectors

- (a) The competent authority and the Agency shall have qualified inspectors to conduct ramp inspections.
- (b) Ramp inspectors shall:
 - (1) possess the necessary aeronautical education or practical knowledge relevant to their area(s) of inspection.
 - (2) have successfully completed:
 - (i) appropriate specific theoretical and practical training, in one or more of the following areas of inspection:
 - (A) flight deck;
 - (B) cabin safety;
 - (C) aircraft condition;
 - (D) cargo;
 - (ii) appropriate on-the-job training delivered by a senior ramp inspector appointed by the competent authority or the Agency.
 - (3) maintain the validity of their qualification by undergoing recurrent training and by performing a minimum of 12 inspections in every 12 month period.
- (c) The training in (b)(2)(i) shall be delivered by the competent authority or by an appropriately qualified training organisation.
- (d) The Agency shall develop and maintain training syllabi and promote the organisation of training courses and workshops for inspectors to improve the understanding and uniform implementation of this section.
- (e) The Agency shall facilitate and coordinate an inspector exchange programme aimed at allowing inspectors to obtain practical experience and contributing to the harmonisation of procedures.

AR.GEN.435 Conduct of Ramp inspections

A ramp inspection shall be performed in a standardised manner using a ramp inspection report form developed by the competent authority on the basis of the form established in Appendix III

- (a) When performing a ramp inspection, the inspector(s) shall make all possible efforts to avoid an unreasonable delay of the aircraft inspected.
- (b) On completion of the ramp inspection, the pilot-in-command/commander or, in his/her absence, another member of the flight crew or a representative of the aircraft operator shall be informed of the ramp inspections results using the form established in Appendix II.

AR.GEN.440 Categorisation of Findings

- (a) a category 3 finding when any significant non-compliance is detected with the applicable requirements or the terms of a certificate which has a major influence on safety.
- (b) a category 2 finding when any non-compliance is detected with the applicable requirements or the terms of a certificate which has a significant influence on safety.
- (c) a category 1 finding when any non-compliance is detected with the applicable requirements or the terms a certificate which has a minor influence on safety.

AR.GEN.445 Follow up actions on findings

- (a) For a category 2 or 3 finding the competent authority, or where relevant the Agency, shall:
 - (1) communicate the finding in writing to the operator, including a request for evidence of corrective actions taken; and
 - (2) inform the Agency, the competent authority of the State of the operator and, where relevant, the State in which the aircraft is registered or where the licence of the pilot-in-command/commander was issued. Where appropriate, the competent authority or Agency shall request for confirmation of their acceptance of the corrective actions taken by the operator in accordance with Part-AR.GEN.350, AR.GEN.355 or where relevant Subpart AR.TCO(b)
- (b) In addition to (a), in the case of a category 3 finding, the competent authority shall for a category 3 finding take immediate steps by:
 - (1) imposing a restriction on the aircraft flight operation; or
 - (2) requesting immediate corrective actions; or
 - (3) grounding the aircraft in accordance with AR.GEN.450;
- (c) When the Agency has raised a category 3 finding, it shall request the competent authority where the aircraft is landed to take the appropriate measures in accordance with (b).

AR.GEN. 450 Grounding of aircraft

- (a) In case of a category 3 finding where it appears that the aircraft is intended or is likely to be flown without completion by the operator or owner of the appropriate corrective action the competent authority shall:
 - (1) notify the pilot-in-command /commander or the operator that the aircraft is not permitted to commence the flight until further notice; and
 - (2) ground that aircraft.
- (b) The competent authority where the aircraft is grounded shall immediately inform the competent authority of the State of the operator of the grounded aircraft and the State in which the aircraft is registered, if relevant and the Agency in the case of a grounded aircraft used by a third-country operator.
- (c) The competent authority shall in coordination with the State of the operator or the State of registry prescribe the necessary conditions under which the aircraft can be allowed to take-off.

- (d) If the non-compliance affects the validity of the certificate of airworthiness of the aircraft, the grounding shall only be lifted by the competent authority when the operator shows evidence that it has obtained:
- (1) permission from third countries which will be over flown, if applicable; and
 - (2) a permit-to-fly in accordance with Part-21, Subpart P for aircraft registered in a Member State;
 - (3) a permit-to-fly or equivalent document of the State of Registry or the State of the operator for aircraft registered in a third country and operated by an EU operator; or
 - (4) an operational authorisation in accordance with Part-TCO and a permit-to-fly or equivalent document of the State of Registry or the State of the operator for aircraft registered in a third country and used by a third country operator;

AR.GEN. 455 Reporting

- (a) information collected in accordance with AR.GEN.435(a) shall be entered into the centralised database, referred to in AR.GEN.460(b)(2) within 21 calendar days after the inspection;
- (b) The competent authority or the Agency shall enter into the centralised database any information useful for the application of Regulation (EC) No 216/2008 and its Implementing Rules and for the accomplishment by the Agency of the tasks assigned to it by this Part, including the information referred to in AR.GEN.425(a);
- (c) Whenever the information as referred to in AR.GEN 425(b) shows the existence of a potential safety threat, such information shall also be communicated to the competent authority of the Member State and the Agency without delay
- (d) Whenever information concerning aircraft deficiencies is given by a person to the competent authority, the information referred to in AR.GEN.425(b) and AR.GEN. 435 (a) shall be de-identified regarding the source of such information.

AR.GEN. 460 Agency coordination tasks

- (a) The Agency shall manage and operate the tools and procedures necessary for the storage and exchange of:
 - (1) the information referred to in AR.GEN.425 and AR.GEN.435, using the forms as established in the Appendices 1 and 3;
 - (2) the information provided by third countries or international organisations with whom appropriate agreements have been concluded by the EU, or organisations with whom the Agency has concluded appropriate arrangements in accordance with Article 27(2) of Regulation (EC) No 216/2008.
- (b) The management shall include the following tasks:
 - (1) store data from the Member States relevant to the safety information on aircraft landing at aerodromes located in the territory subject to the provisions of the Treaty applies;
 - (2) develop, maintain and provide continuous updating of a centralised database containing all the information referred to in paragraph (a)(1) and (2);
 - (3) provide necessary changes and enhancements to the database application;
 - (4) analyse the centralised database and other relevant information concerning the safety of aircraft and of air operators and, on that basis:
 - (i) advise the Commission and the competent authorities on immediate actions or follow-up policy;

- (ii) report potential safety problems to the Commission and to the competent authorities;
 - (iii) propose co-ordinated actions to the Commission and to the competent authorities when necessary on safety grounds and ensure co-ordination at the technical level of such actions;
- (5) liaise with other European institutions and bodies, international organisations and third country competent authorities on information exchange.

AR.GEN.465 Annual Report

The Agency shall prepare and submit to the commission an annual report on the ramp inspection system containing, at least, the following information:

- (1) status of the progress of the system
- (2) status of the inspections performed in the year;
- (3) analysis of the inspection results with indication of the categories of findings;
- (4) actions taken during the year; and
- (5) Annexes containing lists of inspections sorted out by State of operation, aircraft type, operator and ratios per item.

AR.GEN.470 Information to the public

The Agency shall publish an aggregated information report annually that shall be available to the public and the stakeholders containing the analysis of the information received in accordance with AR.GEN.455. The report shall be simple and easy to understand, and the source of that information shall be de-identified.

SUBPART OPS - SPECIFIC REQUIREMENTS RELATED TO AIR OPERATIONS**SECTION I - CERTIFICATION OF COMMERCIAL AIR OPERATORS****AR.OPS.100 Issue of the air operator certificate**

- (a) The competent authority shall issue the air operator certificate, when satisfied that the operator has demonstrated compliance with the applicable requirements of:
 - (1) Part-OR; and
 - (2) Part-CAT, Part-SPO and Part-SPA, as applicable.
- (b) The certificate shall include the associated operations specifications.

AR.OPS.105 Code-share arrangements

- (a) Before approving any code-share agreement involving a third-country operator, the competent authority shall:
 - (1) verify that the conditions specified in OR.OPS.AOC.115 are met;
 - (2) if applicable review the audit report provided by the EU operator showing compliance of the third-country operator with Annex IV to Regulation (EC) No 216/2008; and
 - (3) liaise with the competent authority of the State of the third-country operator as considered necessary.
- (b) The approval of a code-share agreement shall be suspended or revoked whenever:
 - (1) the third country operator is subject to an operating ban pursuant to Regulation (EC) No 2111/2005; or
 - (2) the authorisation of the third-country operator is suspended or revoked in accordance with Part-TCO; or
 - (3) an audit as referred to in OR.OPS.AOC.115(d) reveals that the third-country operator was failing to maintain compliance with Annex IV of Regulation (EC) No 216/2008.

AR.OPS.110 Lease agreements

- (a) The competent authority shall approve a lease agreement when satisfied that the operator certified in accordance with Part-OR complies with:
 - (1) OR.OPS.AOC.100(b)(2) and (c)(1) and(2) concerning the inclusion in its AOC; or
 - (2) OR.OPS.AOC.110, for wet lease-in and dry lease-out of an aircraft.
- (b) The approval of a wet lease-in agreement shall be suspended or revoked whenever:
 - (1) the AOC of the lessor or lessee is suspended or revoked;
 - (2) the authorisation of the lessor is suspended or revoked in accordance with Part-TCO; or
 - (3) the lessor is subject to an operating ban pursuant to Regulation (EC) No 2111/2005.
- (c) When asked for the prior approval of a dry-lease out agreement in accordance with OR.OPS.AOC.110 (d), the competent authority shall ensure:
 - (1) proper coordination with the competent authority responsible for the continuing oversight of the aircraft in accordance with Commission Regulation (EC) No 2042/2003, if it is not the same authority;
 - (2) that the aircraft is timely removed from the operator's AOC.

SECTION II - APPROVALS**AR.OPS.200 Specific approval procedure**

- (a) Upon receiving an application for the issue of a specific approval or changes thereof, the competent authority shall assess the application in accordance with the relevant requirements of Part-SPA and conduct, where relevant, an appropriate inspection of the operator.
- (b) When satisfied that the operator has demonstrated compliance with the applicable requirements, the competent authority shall issue or amend the approval. The approval shall be specified in:
 - (1) the operation specifications, as established in Appendix I to this Part for commercial operations; or
 - (2) the list of specific approvals, as established in Appendix II to this Part for non-commercial operations.

AR.OPS.205 Minimum equipment list approval

- (a) When receiving an application for initial approval of a minimum equipment list (MEL) or an amendment thereof, from an operator, the competent authority shall assess each item affected, to verify compliance with the applicable requirements before issuing the approval.
- (b) The competent authority shall approve the operator's procedure, for the extension of the applicable rectification intervals B, C and D, if the conditions specified in OR.OPS.MLR.105 are demonstrated by the operator and verified by the competent authority.

AR.OPS.210 Local area

The competent authority shall determine the radius of a local area for the purpose of:

- (a) carriage of documents;
- (b) operational flight plan; and
- (c) applicability of flight crew training requirements.

SUBPART FCL - SPECIFIC REQUIREMENTS RELATING TO FLIGHT CREW LICENSING

SECTION 1 – GENERAL

AR.FCL.120 Record-keeping

In addition to the records required in AR.GEN.220(a), the competent authority shall include in its system of record-keeping details of theoretical knowledge examinations and the assessments of pilot' skills.

SECTION 2 - LICENCES, RATINGS AND CERTIFICATES

AR.FCL.200 Procedure for issue, revalidation and renewal of a licence, rating or certificate

- (a) *Issue of licences and ratings.* The competent authority shall issue a pilot licence and associated ratings, using the form as established in Appendix VII to this Part.
- (b) *Issue of instructor and examiner certificates.* The competent authority shall issue an instructor or examiner certificate as:
 - (1) an endorsement of the relevant privileges in the pilot licence as established in the Appendix VII to this Part; or
 - (2) a separate document, in a form and manner specified by the competent authority.
- (c) *Endorsement of licence by examiners.* Before specifically authorising certain examiners to revalidate or renew ratings or certificates the competent authority shall develop appropriate procedures.

AR.FCL.205 Monitoring of examiners

- (a) The competent authority shall develop an oversight programme to monitor the conduct and performance of examiners taking into account:
 - (1) the number of examiners it has certified; and
 - (2) the number of examiners certified by other competent authorities exercising their privileges within the territory where the competent authority exercises oversight.
- (b) The competent authority shall have a sufficient number of inspectors to implement the oversight programme.
- (c) The competent authority shall maintain a list of examiners it has certified, stating their privileges. The list shall be published and kept updated by the competent authority.

AR.FCL.210 Information for examiners

The competent authority may provide examiners with safety criteria to be observed when skill tests and proficiency checks are conducted in an aircraft.

AR.FCL.215 Validity period

- (a) When issuing or renewing a rating or certificate, the competent authority or, in the case of renewal, an examiner specifically authorised by the competent authority, shall extend the validity period until the end of the month in which the proficiency check or assessment of competence was taken.
- (b) When revalidating a rating, an instructor or an examiner certificate, the competent authority, or an examiner specifically authorised by the competent authority, shall extend

the validity period of the rating or certificate until the end of the month in which the validity would otherwise expire.

- (c) The competent authority, or an examiner specifically authorised for that purpose by the competent authority, shall enter the expiry date on the licence or the certificate.
- (d) The competent authority may develop procedures to allow privileges to be exercised by the licence or certificate holder for a maximum period of 8 weeks after successful completion of the applicable examination(s), pending the endorsement on the licence or certificate.

AR.FCL.220 Procedure for the re-issue of a pilot licence

- (a) The competent authority shall re-issue a licence whenever necessary for administrative reasons and:
 - (1) after initial issue of a rating;
 - (2) when paragraph XII of the licence established in Appendix VII to this Part is completed and no further spaces remain.
- (b) Only valid ratings and certificates shall be transferred to the new licence document.

AR.FCL.250 Limitation, suspension and revocation of licences, ratings and certificates

- (a) The competent authority shall limit, suspend or revoke as applicable a pilot licence and associated ratings or certificates in accordance with AR.GEN.355 in, but not limited to, the following circumstances:
 - (1) obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence;
 - (2) falsification of the logbook and licence or certificate records;
 - (3) the licence holder no longer complies with the applicable requirements of Part FCL;
 - (4) exercising the privileges of a licence, rating or certificate when adversely affected by alcohol or drugs;
 - (5) non-compliance with the applicable operational requirements;
 - (6) evidence of malpractice or fraudulent use of the certificate; or
 - (7) unacceptable performance in any phase of the flight examiner's duties or responsibilities.
- (b) If during the investigation following an accident or incident in which the licence holder was involved while exercising the privileges of his/her licence, rating or certificate if there is evidence that pilot competence may be a causal factor for the accident or incident, the competent authority may suspend the licence, rating or certificate pending the results of the investigation.
- (c) The competent authority may also limit, suspend or revoke a licence, rating or certificate upon the written request of the licence or certificate holder.
- (d) All skill tests, proficiency checks or assessments of competence conducted during suspension or after the revocation of an examiner's certificate will be invalid.

SECTION 3 - THEORETICAL KNOWLEDGE EXAMINATIONS**AR.FCL.300 Examination procedures**

- (a) The competent authority shall put in place the necessary arrangements and procedures to allow applicants to undergo theoretical knowledge examinations in accordance with the applicable requirements of Part-FCL.
- (b) In the case of the ATPL, MPL, CPL, and instrument ratings, those procedures shall comply with the following:
 - (1) Examinations shall be done in written or in a computer based form.
 - (2) Questions for an examination shall be selected from the European Central Question Bank by the competent authority according to a common method which allows coverage of the entire syllabus in each subject; and
 - (3) The examination in Communications may be provided separately from those in other subjects. An applicant who has previously passed one or both of the examinations in VFR and IFR Communications shall not be re-examined in the relevant sections.
- (c) The competent authority shall inform applicants of the languages available for examinations.
- (d) The competent authority shall establish appropriate procedures to ensure the integrity of the examinations.
- (e) If the competent authority finds that the applicant is not complying with the examination procedures during the examination, this shall be assessed with a view to failing the applicant, either in the examination of a single subject or in the examination as a whole.
- (f) The competent authority shall ban applicants, who are proven to be cheating, from taking any further examination for a period of at least 12 months from the date of the examination in which they were found cheating.

SUBPART CC - SPECIFIC REQUIREMENTS RELATING TO CABIN CREW

SECTION I - ORGANISATIONS PROVIDING CABIN CREW TRAINING OR ISSUING CABIN CREW ATTESTATIONS

AR.CC.100 Approval of organisations to provide cabin crew training or to issue cabin crew attestations

- (a) Before issuing an approval to a training organisation or a commercial air transport operator to provide cabin crew training the competent authority shall verify that:
 - (1) the conduct, the syllabi and associated programmes of the training courses provided by the organisation comply with the relevant requirements of Part-CC, and of Part-OR where relevant.;
 - (2) the training devices used by the organisation realistically represent the aircraft cabin environment of the aircraft type(s) and the technical characteristics of the equipment to be operated by the cabin crew;
 - (3) the trainers and instructors conducting the training sessions are suitably experienced and qualified in the training subject covered.
- (b) Provided that procedures are established for this purpose, the competent authority may extend the privileges of organisations approved to provide cabin crew training to act on its behalf for:
 - (1) conducting the examination and checking after completion of the initial training course and aircraft-type specific training required in Part-CC provided that the personnel conducting the examinations are qualified for this purpose and free of any pressure or incentive; and/or
 - (2) issuing cabin crew attestations in accordance with AR.CC.200 and AR.CC.205.

SECTION II - CABIN CREW ATTESTATIONS

AR.CC.200 Procedures for the issue of a cabin crew attestation

- (a) The competent authority shall establish procedures for the issue of cabin crew attestations required in Part-CC.
- (b) Upon receipt of an application, and of any supporting documentation, for the issue of a cabin crew attestation, the competent authority, or the organisation approved to act on its behalf in accordance with AR.CC.100 (b), shall verify whether the applicant meets the applicable requirements specified in Part-CC and Part-MED and, if the applicant meets those requirements, issue the cabin crew attestation.

AR.CC.205 Format and specifications for cabin crew attestations

Cabin crew attestations shall be issued using the format and specifications established in Appendix VIII to this Part.

AR.CC.215 Suspension or revocation of cabin crew attestations

The competent authority shall take measures in accordance with AR-GEN.355, including the suspension or revocation of a cabin crew attestation, at least in the following cases:

- (a) non-compliance with Part-CC or with Subpart E of Part-MED, where a safety issue has been identified;

- (b) obtaining the cabin crew attestation by falsification of submitted documentary evidence;
- (c) exercising the privileges of the cabin crew attestation when adversely affected by alcohol or drugs; and
- (d) evidence of fraudulent use of the cabin crew attestation.

SUBPART ATO - SPECIFIC REQUIREMENTS RELATED TO APPROVED TRAINING ORGANISATIONS (ATOS)

SECTION I - GENERAL

AR.ATO.105 Oversight Programme

The oversight programme of ATOs shall include the monitoring of course standards, including the sampling of training flights with students, if appropriate to the aircraft used.

AR.ATO.120 Record-keeping

- (a) In addition to the records required in AR.GEN.220, the competent authority shall include in its system of record-keeping details of courses provided by the ATO, and if applicable, records relating to FSTD used for training.
- (b) The competent authority shall keep and update a programme listing the qualified FSTDs under its supervision, the dates when evaluations are due and when such evaluations were carried out.

SECTION II - FLIGHT SIMULATION TRAINING DEVICE (FSTD) QUALIFICATIONS

AR.ATO.200 Initial evaluation procedure

- (a) Upon receiving an application for an FSTD qualification, the competent authority shall:
 - (1) evaluate the FSTD submitted for initial evaluation or for upgrading against the applicable qualification basis; and
 - (2) assess the FSTD in those areas that are essential to completing the flight crew member training, testing and checking process, as applicable; and
 - (3) conduct objective, subjective and functions tests in accordance with the qualification basis and review the results of such tests to establish the Qualification Test Guide (QTG); and
 - (4) verify if the organisation operating the FSTD is in compliance with the applicable requirements. This does not apply to the initial evaluation of BITDs.
- (b) The competent authority shall only approve the QTG after completion of the initial evaluation of the FSTD and when all discrepancies in the QTG have been addressed to the satisfaction of the competent authority. The QTG resulting from the initial evaluation procedure shall be the Master QTG (MQTG), which shall be the basis for the FSTD qualification and subsequent recurrent FSTD evaluations.
- (c) Qualification basis and special conditions.
 - (1) The competent authority may prescribe special conditions for the FSTD qualification basis when the requirements of OR.ATO.360(a) are met and when it is demonstrated that the special conditions ensure an equivalent level of safety to that established in the applicable certification specification.
 - (2) When the competent authority, if other than the Agency, has established special conditions for the qualification basis of an FSTD, it shall without undue delay notify the Agency thereof. The notification shall be accompanied by a full description of the special conditions prescribed, and a safety assessment demonstrating that an equivalent level of safety to that established in the applicable certification specification is met.

AR.ATO.210 Issue of an FSTD qualification certificate

When satisfied that the FSTD and the organisation operating it, except for BITD, are in compliance with the applicable requirements, the competent authority shall issue the FSTD qualification certificate, using the form as established in Appendix X to this Part.

AR.ATO.220 Continuation of an FSTD qualification

- (a) The competent authority shall conduct recurrent evaluations of the FSTD in accordance with the procedures detailed in AR.ATO.200. These evaluations shall take place:
 - (1) every year, in the case of an FFS, FTD or FNPT;
 - (2) every three years, in the case of a BITD.
- (b) The competent authority shall continuously monitor the organisation operating the FSTD to verify whether:
 - (1) the complete set of tests in the Master Qualification Test Guide (MQTG) is rerun progressively every year between each recurrent evaluation;
 - (2) the results of that evaluation continue to comply with the qualification standards and are dated and retained; and
 - (3) a configuration control system is in place to ensure the continued integrity of the hardware and software of the qualified FSTD.

AR.ATO.230 Changes

- (a) Upon receipt of an application for any changes to the FSTD qualification, the competent authority shall comply with the applicable elements of the initial evaluation procedure requirements as described in AR.ATO.200 (a) and (b).
- (b) The competent authority may complete a special evaluation following major changes or when an FSTD appears not to be performing at its initial qualification level.
- (c) The competent authority shall always conduct a special evaluation before granting a higher level of qualification to the FSTD.

AR.ATO.235 Findings and corrective actions - FSTD qualification certificate

The competent authority shall limit, suspend or revoke, as applicable, an FSTD qualification certificate in accordance with AR.GEN.355 in, but not limited to, the following circumstances:

- (a) Obtaining the FSTD certificate by falsification of submitted documentary evidence;
- (b) the organisation operating the FSTD can no longer demonstrate that the FSTD complies with its qualification basis; or
- (c) the organisation operating the FSTD no longer complies with the applicable requirements of Part-OR.

**SUBPART AEEMC - SPECIFIC REQUIREMENTS RELATING TO AERO-MEDICAL CENTRES
(AEEMCS).**

SECTION I - GENERAL

AR.AeMC.110 Initial certification procedure

The certification procedure for an AeMC shall follow the provisions laid down in AR.GEN.310, except that upon receiving an application for the issue of the approval for an AeMC, the competent authority shall conduct an audit of the organisation before issuing a certificate.

AR.AeMC.150 Findings and corrective actions - AeMC

Without prejudice of AR.GEN.350, level 1 findings include, but are not limited to, the following:

- (a) failure to nominate a head of the AeMC;
- (b) failure to ensure medical confidentiality of aero-medical records; and
- (c) failure to provide the licensing authority with the medical and statistical data for oversight purposes.

SUBPART MED - SPECIFIC REQUIREMENTS RELATING TO AERO-MEDICAL CERTIFICATION

SECTION I - GENERAL

AR.MED.120 Medical assessors

The competent authority shall have one or more medical assessors to undertake the tasks described in this Section. A medical assessor shall be licensed and qualified in medicine and have:

- (a) undergone postgraduate training in medicine of at least five years;
- (b) specific knowledge and experience in aviation medicine; and
- (c) specific training in medical certification.

AR.MED.125 Referral to the licensing authority

When an aero-medical centre (AeMC), or aero-medical examiner (AME) has referred the decision on the fitness of an applicant to the licensing authority, the medical assessor shall:

- (a) evaluate the relevant medical documentation and request further medical documentation where necessary;
- (b) request further examinations and tests, where necessary; and
- (c) determine the applicant's fitness for the issue of a medical certificate with one or more limitation(s) if required.

AR.MED.130 Medical certificate format

The format of the medical certificate shall be in accordance with Appendix XII to this Part.

AR.MED.135 Aero-medical forms

The competent authority shall use forms for:

- (a) the application form for a medical certificate;
- (b) the examination report form for class 1 and class 2 applicants; and
- (c) the examination report form for LAPL applicants.

AR.MED.145 GMP declaration to the competent authority

The declaration process for general medical practitioners (GMPs) shall follow the declaration process for organisations in AR.GEN.345.

AR.MED.150 Record-keeping

- (a) In addition to the records required in AR.GEN.220, the licensing authority shall include in its system of record-keeping details of aero-medical examinations and assessments submitted by an aero-medical examiner (AME), an aero-medical centre (AeMC) or a general medical practitioner (GMP).
- (b) All aero-medical records of licence holders shall be kept for a minimum period of 10 years after the expiry of their licence.
- (c) Aero-medical records shall only be made available after written consent of the applicant/licence holder and only to:
 - (1) an AeMC, AME or GMP for the purpose of completion of an aero-medical assessment;

- (2) the applicant/licence holder concerned upon their written request; and
- (3) after disidentification of the applicant/licence holder to:
 - (i) the competent authority of another member state for the purpose of cooperative oversight;
 - (ii) the Agency for standardisation purposes; or
 - (iii) research institutes for the purpose of scientific research.

SECTION II – AERO-MEDICAL EXAMINERS (AMES)

AR.MED.200 Procedure for the issue of an AME certificate

- (a) The certification procedure for an AME shall follow the provisions laid down in AR.GEN.315, except that upon receiving an application for the issue of an AME certificate the competent authority shall conduct an inspection of the AME's practice before issuing a certificate.
- (b) The competent authority shall establish the format of the AME certificate. It shall contain as a minimum:
 - (1) first name, last name and title of the holder;
 - (2) competent authority issuing the certificate
 - (3) AME number;
 - (4) privileges and scope of the activity;
 - (5) address of the AME's practice;
 - (6) date of the issue of the AME certificate; and
 - (7) expiry date of the AME certificate.

AR.MED.240 General medical practitioners (GMPs) acting as AMEs

- (a) The competent authority of a Member State shall notify the Agency and competent authorities of other Member States if aero-medical examinations for the light aircraft pilot licence (LAPL) can be carried out on its territory by GMPs.
- (b) The competent authority of such Member State shall maintain a list of all declared GMPs acting as AMEs on their territory. This list shall be disclosed to other Member States and the Agency upon request.

AR.MED.245 Continuing oversight of AMEs and GMPs

When developing the continuing oversight programme referred to in AR.GEN.305, the competent authority shall take into account the number of AMEs and GMPs exercising their privileges within the territory where the competent authority exercises oversight.

AR.MED.250 Limitation, suspension and revocation of an aero-medical examiner's certificate

- (a) The competent authority shall limit, suspend or revoke an aero-medical examiner's certificate whenever a safety issue has been identified, including, but not limited to, the following:
 - (1) the AME no longer complies with applicable requirements;
 - (2) failure to meet the criteria for certification or continuing certification;

- (3) deficiency of aero-medical record-keeping or submission of incorrect data or information;
 - (4) falsification of medical records, certificates or documentation;
 - (5) concealment of facts appertaining to an application for, or holder of, a medical certificate or false or fraudulent statements or representations to the competent authority;
 - (6) failure to correct findings from audit of the AME practice;
 - (7) unprofessional behaviour or ill health incompatible with practice as an aero-medical examiner; and
 - (8) at the request of the certified aero-medical examiner.
- (b) The certificate of an AME shall be automatically revoked in either of the following circumstances:
- (1) revocation of medical licence to practice; or
 - (2) removal from the Medical Register.

AR.MED.255 Enforcement measures

If, during oversight or by any other means, evidence is found showing a non-compliance of an AeMC, an AME or a GMP, the licensing authority shall review the medical certificates issued by those AeMCs, AMEs or GMPs and may render them invalid where required to ensure flight safety.

SECTION III - MEDICAL CERTIFICATION

AR.MED.315 Review of examination reports

- (a) The licensing authority shall:
- (1) review the examination and assessment reports received from the AeMCs, AMEs and GMPs and inform them of any inconsistencies, mistakes or errors made in the assessment process; and
 - (2) assist AMEs and AeMCs on their request regarding their decision on aero-medical fitness in contentious cases.

AR.MED.325 Secondary review procedure

The competent authority shall establish a procedure for the review of borderline and contentious cases with independent medical advisors, experienced in the practice of aviation medicine, to consider and advise on an applicant's fitness for medical certification.

APPENDICES TO ANNEX 1 PART-AR

APPENDIX I - STANDARD REPORT FORM



Competent Authority (Name)

(State)

Standard Report

¹ No:

² Source: SR

³ Date:

⁴ Place:

⁵ (Unused)

⁶ Operator:

⁷ AOC number:

⁸ State:

.....

⁹ Route: from

¹⁰ Flight number:

¹¹ Route: to

¹² Flight number:

¹³ Chartered by operator*:

¹⁴ Charterer's State:

* (where applicable)

¹⁵ Aircraft Type

¹⁶ Registration mark:

¹⁷ Construction number:

¹⁸ Flight crew: State of licensing:

¹⁹ Remarks:

.....
.....

²⁰ Action taken:

.....
.....

²¹ (Unused)

APPENDIX II - PROOF OF RAMP INSPECTION FORM

Proof of Ramp Inspection					
Date:		Time:		Place:	
Operator:			State:	AOC no.:	
Route from:		Flight no:		Route to:	Flight no:
Flight type:	Chartered by Operator:			Aircraft type:	Aircraft configuration:
Charterer's state:			Registration mark:	Construction no:	
Flight crew state(s) of licensing:		Acknowledgement of Receipt ^(*)			
		Name:		Signature:	
		Function:			

Free format information of competent authority (logo, contact details tel/fax/email)

		Check	Remark			Check	Remark			Check	Remark
A	Flight deck										
1	General condition										
2	Emergency exit										
3	Equipment										
	Documentation										
4	Manuals										
5	Checklists										
6	navigation/instrument charts										
7	Minimum equipment list										
8	Certificate of registration										
9	Noise certificate (where applicable)										
10	AOC or equivalent										
11	Radio licence										
12	Certificate of Airworthiness (C of A)										
	Flight data										
13	Flight preparation										
14	Mass and balance calculation										
	Safety equipment										
15	Hand fire extinguishers										
16	Life jackets / flotation devices										
17	Harness										
18	Oxygen equipment										
19	Independent Portable light										
	Flight crew										
20	Flight crew licence/composition										
	Journey log book / Technical Log or equivalent										
21	Journey log book or equivalent										
22	Maintenance release										
23	Defect notification and rectification (incl. Tech Log)										
24	Pre-flight inspection										
	Cabin Safety										
1	General internal condition										
2	Cabin crew station and crew rest area										
3	First aid kit / Emergency medical kit										
4	Hand fire extinguishers										
5	Life jackets / Flotation devices										
6	Seat belt and seat condition										
7	Emergency exit, lighting and Independent Portable light										
8	Slides /Life-Rafts (as required), ELT										
9	Oxygen Supply (Cabin Crew and Passengers)										
10	Safety Instructions										
11	Cabin crew members										
12	Access to emergency exits										
13	Stowage of passenger baggage										
14	Seat capacity										
C	Aircraft condition										
1	General external condition										
2	Doors and hatches										
3	Flight controls										
4	Wheels, tyres and brakes										
5	Undercarriage, skids/floats										
6	Wheel well										
7	Powerplant and pylon										
8	Fan blades, Propellers, Rotors ((main/tail)										
10	Obvious repairs										
11	Obvious unrepaired damage										
12	Leakage										
	Cargo										
1	General condition of cargo compartment										
2	Dangerous goods										
3	Cargo stowage										
	General										
1	General										

Action Taken	Item	Remark(s)
(3c) Aircraft grounded by inspecting NAA		
(3b) Corrective actions before flight		
(3a) Restrictions on the aircraft operation		
(2) Information to the authority and operator		
(1) Information to the pilot-in-command/commander captain		
(0) No remarks		
Inspector(s) sign or code		
Crew comments (if any):		
<p>(*) Signature by any member of the crew or other representative of the inspected operator does in no way imply acceptance of the listed findings but simply a confirmation that the aircraft has been inspected on the date and at the place indicated on this document.</p> <p>This report represents an indication of what was found on this occasion and must not be construed as a determination that the aircraft is fit for the intended flight. Data submitted in this report can be subject to changes for correct wording upon entering into the centralised database.</p>		

APPENDIX III - RAMP INSPECTION REPORT



Competent Authority *(name)*

(State)

Ramp Inspection Report

NR: _____

Source: RI

Date: ____:____:____

Place: _____

Local time: ____:____

Operator: _____

AOC Number: _____

State: _____

Type of Operation: _____

Route from: _____

Flight Number: _____

Route to: ... _____

Flight Number: _____

Chartered by Operator*: _____

Charterer's State*: _____

** (where applicable)*

Aircraft Type: _____

Registration Marks: _____

Aircraft Configuration: _____

Construction Number: _____

Flight crew: State of Licensing: _____

2nd State of Licensing*: _____

** (where applicable)*

Findings:

Code / Std / Ref / Cat / Finding

Detailed Description

____-____-____-____-.....

.....

____-____-____-____-.....

.....

____-____-____-____-.....

.....

____-____-____-____-.....

.....

____-____-____-____-.....

.....

- | | |
|--|----------------------|
| Class of actions taken: | Detailed Description |
| <input type="checkbox"/> 3d) Immediate operating ban | |
| <input type="checkbox"/> 3c) Aircraft grounded by inspecting competent authority | |
| <input type="checkbox"/> 3b) Corrective actions before flight | |
| <input type="checkbox"/> 3a) Restriction on aircraft flight operation | |
| <input type="checkbox"/> 2) Information to the Authority and Operator | |
| <input type="checkbox"/> 1) Information to pilot-in-command/commander | |

Additional information (if any)

Inspector's names or no:

- This report represents an indication of what was found on this occasion and must not be construed as a determination that the aircraft is fit for the intended flight.
- Data submitted in this report can be subject to changes for correct wording upon entering into the centralised database.

Item Code	Checked	Remark
A. Flight Deck		
General		
1. General Condition.....	1 <input type="checkbox"/>	1 <input type="checkbox"/>
2. Emergency Exit	2 <input type="checkbox"/>	2 <input type="checkbox"/>
3. Equipment	3 <input type="checkbox"/>	3 <input type="checkbox"/>
Documentation		
4. Manuals	4 <input type="checkbox"/>	4 <input type="checkbox"/>
5. Checklists	5 <input type="checkbox"/>	5 <input type="checkbox"/>
6. Radio Navigation Charts.....	6 <input type="checkbox"/>	6 <input type="checkbox"/>
7. Minimum Equipment List	7 <input type="checkbox"/>	7 <input type="checkbox"/>
8. Certificate of registration.....	8 <input type="checkbox"/>	8 <input type="checkbox"/>
9. Noise certificate (where applicable).....	9 <input type="checkbox"/>	9 <input type="checkbox"/>
10. AOC or equivalent	10 <input type="checkbox"/>	10 <input type="checkbox"/>
11. Radio licence	11 <input type="checkbox"/>	11 <input type="checkbox"/>
12. Certificate of Airworthiness (C of A)	12 <input type="checkbox"/>	12 <input type="checkbox"/>
Flight data		
13. Flight preparation.....	13 <input type="checkbox"/>	13 <input type="checkbox"/>
14. Mass and balance calculation	14 <input type="checkbox"/>	14 <input type="checkbox"/>
Safety Equipment		

15. Hand fire extinguishers.....	15	<input type="checkbox"/>	15	<input type="checkbox"/>
16. Life jackets / flotation device.....	16	<input type="checkbox"/>	16	<input type="checkbox"/>
17. Harness	17	<input type="checkbox"/>	17	<input type="checkbox"/>
18. Oxygen equipment	18	<input type="checkbox"/>	18	<input type="checkbox"/>
19. Independent Portable light.....	19	<input type="checkbox"/>	19	<input type="checkbox"/>
Flight Crew				
20. Flight crew licence/composition.....	20	<input type="checkbox"/>	20	<input type="checkbox"/>
Journey Log Book / Technical Log or equivalent				
21. Journey Log Book, or equivalent.....	21	<input type="checkbox"/>	21	<input type="checkbox"/>
22. Maintenance release	22	<input type="checkbox"/>	22	<input type="checkbox"/>
23. Defect notification and rectification (incl. Tech Log).....	23	<input type="checkbox"/>	23	<input type="checkbox"/>
24. Pre-flight inspection	24	<input type="checkbox"/>	24	<input type="checkbox"/>
B. Cabin Safety				
1. General Internal Condition.....	1	<input type="checkbox"/>	1	<input type="checkbox"/>
2. Cabin crew stations and crew rest area	2	<input type="checkbox"/>	2	<input type="checkbox"/>
3. First Aid Kit/ Emergency medical kit.....	3	<input type="checkbox"/>	3	<input type="checkbox"/>
4. Hand fire extinguishers.....	4	<input type="checkbox"/>	4	<input type="checkbox"/>
5. Life jackets / Flotation devices.....	5	<input type="checkbox"/>	5	<input type="checkbox"/>
6. Seat belt and seat condition	6	<input type="checkbox"/>	6	<input type="checkbox"/>
7. Emergency exit, lighting and Independent Portable light	7	<input type="checkbox"/>	7	<input type="checkbox"/>
8. Slides /Life-Rafts (as required), ELT	8	<input type="checkbox"/>	8	<input type="checkbox"/>
9. Oxygen Supply (Cabin Crew and Passengers).....	9	<input type="checkbox"/>	9	<input type="checkbox"/>
10. Safety Instructions	10	<input type="checkbox"/>	10	<input type="checkbox"/>
11. Cabin crew members.....	11	<input type="checkbox"/>	11	<input type="checkbox"/>
12. Access to emergency exits.....	12	<input type="checkbox"/>	12	<input type="checkbox"/>
13. Stowage of passenger baggage's	13	<input type="checkbox"/>	13	<input type="checkbox"/>
14. Seat capacity	14	<input type="checkbox"/>	14	<input type="checkbox"/>

Item Code	Checked	Remark
C. Aircraft Condition		
1. General external condition.....	1 <input type="checkbox"/>	1 <input type="checkbox"/>
2. Doors and hatches ..	2 <input type="checkbox"/>	2 <input type="checkbox"/>
3. Flight controls	3 <input type="checkbox"/>	3 <input type="checkbox"/>
4. Wheels, tyres and brakes	4 <input type="checkbox"/>	4 <input type="checkbox"/>
5. Undercarriage skids/floats	5 <input type="checkbox"/>	5 <input type="checkbox"/>
6. Wheel well ..	6 <input type="checkbox"/>	6 <input type="checkbox"/>
7. Powerplant and pylon	7 <input type="checkbox"/>	7 <input type="checkbox"/>
8. Fan blades, Propellers, Rotors (main & tail).....	8 <input type="checkbox"/>	8 <input type="checkbox"/>
9. Propellers ..	9 <input type="checkbox"/>	9 <input type="checkbox"/>
10. Obvious repairs	10 <input type="checkbox"/>	10 <input type="checkbox"/>
11. Obvious unrepaired damage	11 <input type="checkbox"/>	11 <input type="checkbox"/>
12. Leakage.....	12 <input type="checkbox"/>	12 <input type="checkbox"/>
D. Cargo		
1. General condition of cargo compartment	1 <input type="checkbox"/>	1 <input type="checkbox"/>
2. Dangerous Goods ..	2 <input type="checkbox"/>	2 <input type="checkbox"/>
3. Stowage of cargo	3 <input type="checkbox"/>	3 <input type="checkbox"/>
E. General		
1. General.....	1 <input type="checkbox"/>	1 <input type="checkbox"/>

APPENDIX IV - AIR OPERATOR CERTIFICATE

AIR OPERATOR CERTIFICATE (Approval schedule for air operators)		
Types of operation: Commercial air transport(CAT) ✦ Passengers; ✦ Cargo; ✦ Other ¹ :..... Commercial specialised operations (SPO) ✦ ²		
5	State of the Operator ³ <hr/> Issuing Authority ⁴	5
AOC # ⁶ :	Operator Name ⁷ Dba Trading Name ⁸ Operator address ¹⁰ : Telephone ¹¹ : Fax: E-mail:	Operational Points of Contact: ⁹ Contact details, at which operational management can be contacted without undue delay, are listed in ¹² .
This certificate certifies that ¹³ is authorised to perform commercial air operations, as defined in the attached operations specifications, in accordance with the operations manual, Annex IV to the Regulation (EC) No 216/2008 and its Implementing Rules .		
Date of issue ¹⁴ :	Name and Signature ¹⁵ : Title:	

1. Other type of transportation to be specified.
2. Specify the type of operation, e.g., agriculture, construction, photography, surveying, observation and patrol, aerial advertisement.
3. Replaced by the name of the State of the Operator.
4. Replaced by the identification of the issuing competent authority.
5. For use of the competent authority.
6. Approval reference, as issued by the competent authority. 7 Replaced by the operator registered name.
8. Operator trading name, if different. Insert "Dba" (for "Doing business as") before the trading name.

9. The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational management can be contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.
10. Operator principal place of business address.
11. Operator's principal place of business telephone and fax details, including the country code. E-mail to be provided if available.
12. Insertion of the controlled document, carried on board, in which the contact details are listed, with the appropriate paragraph or page reference. E.g.: "Contact details ... are listed in the operations manual, gen/basic, chapter 1, 1.1"; or "... are listed in the operations specifications, page 1"; or "... are listed in an attachment to this document".
13. Operator's registered name.
14. Issue date of the AOC (dd-mm-yyyy).
15. Title, name and signature of the competent authority representative. In addition, an official stamp may be applied on the AOC.

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APPENDIX V - OPERATIONS SPECIFICATIONS

OPERATIONS SPECIFICATIONS (subject to the approved conditions in the operations manual)				
Issuing Authority Contact Details Telephone ¹ : _____; Fax: _____; E-mail: _____				
AOC# ² :	Operator Name ³ : Db a Trading Name	Date ⁴ :	Signature:	
Operations Specifications#:				
Aircraft Model ⁵ :				
Registration Marks ⁶ :				
Commercial operations <input type="checkbox"/>				
Area of operation ⁷ :				
Special Limitations ⁸ :				
Specific Approvals:	Yes	No	Specification ⁹	Remarks
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>		
Low Visibility Operations Take-off Approach and Landing Take-off	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	RVR ¹¹ : m CAT ¹⁰ RVR: m DH: ft	
RVSM ¹² <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>		
ETOPS ¹³ <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	Maximum Diversion Time ¹⁴ : min.	
Navigation Specifications for PBN Operations ¹⁵	<input type="checkbox"/>	<input type="checkbox"/>		16
Continuing Airworthiness	<input type="checkbox"/>	<input type="checkbox"/>	8	
Minimum Navigation Performance Specification	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter operations with the aid of night vision imaging systems	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter hoist operations	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter emergency medical service operations	<input type="checkbox"/>	<input type="checkbox"/>		
Cabin crew training ¹⁷				
Issue of CC attestation ¹⁸	<input type="checkbox"/>	<input type="checkbox"/>		
Continuing airworthiness	<input type="checkbox"/>	<input type="checkbox"/>	19	
Others ²⁰				

- 1 Telephone and fax contact details of the competent authority, including the country code. E-mail to be provided if available.
- 2 Insertion of associated air operator certificate (AOC) number.

- 3 Insertion of the operator's registered name and the operator's trading name, if different. Insert "Dba" before the trading name (for "Doing business as").
- 4 Issue date of the operations specifications (dd-mm-yyyy) and signature of the competent authority representative.
Insertion of ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232).
- 5 Either the registration marks are listed on the operation specifications or in the operations manual. In the latter case the related operations specifications must make a reference to the related page in the operation manual.
- 7 Listing of geographical area(s) of authorised operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).
- 8 Listing of applicable special limitations (e.g. VFR only, Day only, etc.).
- 9 List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).
- 10 Insertion of applicable precision approach category: CAT I, II, IIIA, IIIB or IIIC. Insertion of minimum runway visual range (RVR) in meters and decision height (DH) in feet. One line is used per listed approach category.
- 11 Insertion of approved minimum take-off RVR in meters. One line per approval may be used if different approvals are granted.
- 12 Not Applicable (N/A) box may be checked only if the aircraft maximum ceiling is below FL290.
- 13 Extended range operations (ETOPS) currently applies only to twin-engined aircraft. Therefore the Not Applicable (N/A) box may be checked if the aircraft model has more or less than two engines.
- 14 The threshold distance may also be listed (in nm), as well as the engine type.
- 15 Performance-based Navigation (PBN): one line is used for each PBN approval (e.g. area navigation (RNAV) 10, RNAV 1, required navigation performance (RNP) 4,...), with appropriate limitations or conditions listed in the "Specifications" and/or "Remarks" columns.
- 16 Limitations, conditions and regulatory basis for operational approval associated with the PBN approval(e.g. global navigation satellite system (GNSS), distance measuring equipment/DME/inertial reference unit (DME/DME/IRU), ...).
- 17 Approval to conduct the training courses, examination and checking to be completed by applicants for a cabin crew attestation as specified in Part-CC
- 18 Approval to issue cabin crew attestations on behalf of the competent authority as specified in Part-CC.
- 19 The name of the person/organisation, responsible for ensuring that the continuing airworthiness of the aircraft is maintained and the regulation which requires the work, i.e. Part-M, Subpart G.
- 20 Other approvals or data can be entered here, using one line (or one multi-line block) per authorisation (e.g. short landing operations, steep approach operations, helicopter operations to/from a public interest site, helicopter operations over a hostile environment located outside a congested area, helicopter operations without a safe forced landing capability, operations with increased bank angles, maximum distance from an adequate aerodrome for two engine aeroplanes without an ETOPS approval)

APPENDIX VI - LIST OF SPECIFIC APPROVALS

List of specific approvals Non-commercial operations (subject to the conditions specified in the approval and contained in the operations manual)		
Issuing Authority ¹ :		
OPSPECS# ² :		
Operator:	Date ³ :	Signature:
Aircraft Model and Registration Marks ³ :		
Types of specialised operation (SPO), if applicable: <input type="checkbox"/> ⁴		
Specific Approvals ⁵ :	Specification ⁶	Remarks
...		
...		
...		
...		
...		

1. Insertion of name and contact details.
2. Insertion of the associated operation specifications (OPSPECS) number.
3. Insertion of the ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232).
4. The registration marks should be either listed on the operation specifications or in the operations manual. In the latter case the operations specifications shall refer to the related page in the operation manual.
5. Specify the type of operation, e.g., agriculture, construction, photography, surveying, observation and patrol, aerial advertisement.
6. List in this column any approved operations, e.g., Dangerous goods, low visibility operations (LVO), reduced vertical separation minima (RVSM), required navigation performance (RNP), minimum navigation performance specifications (MNPS), night vision imaging system (NVIS), helicopter hoist operation (HHO).6. List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).

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¹ Insertion of Name and contact details.

² Insertion of the associated OPSPECS number.

³ Insertion of the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org/>.

The registration marks should be either listed on the operation specifications or in the operations manual. In the latter case the operations specifications shall refer to the related page in the operation manual.

⁴ Specify the type of operation, e.g., agriculture, construction, photography, surveying, observation and patrol, aerial advertisement.

⁵ List in this column any approved operations, e.g., Dangerous goods, LVO, RVSM, RNP, MNPS, NVIS, HHO.

⁶ List in this column the most permissive criteria for each approval.

APPENDIX VII - FLIGHT CREW LICENCE

The flight crew licence issued by an EASA Member State in accordance with Part-FCL shall conform to the following specifications:

- (a) *Content.* The item number shown will always be printed in association with the item heading. Items I to XI are the 'permanent' items and items XII to XIV are the 'variable' items which may appear on a separate or detachable part of the main form. Any separate or detachable part shall be clearly identifiable as part of the licence.
- (1) Permanent items:
- (I) state of licence issue;
 - (II) title of licence;
 - (III) serial number of the licence commencing with the U.N. country code of the State of licence issue and followed by "FCL" and a code of numbers and/or letters in Arabic numerals and in latin script;
 - (IV) name of holder (in latin alphabet, if the script of the national language(s) is other than latin);
 - (V) holder's address;
 - (VI) nationality of holder;
 - (VII) signature of holder;
 - (VIII) competent authority and, where necessary, conditions under which the licence was issued;
 - (IX) certification of validity and authorisation for the privileges granted;
 - (X) signature of the officer issuing the licence and the date of issue; and
 - (XI) seal or stamp of the competent authority.
- (2) Variable items
- (XII) ratings and certificates– class, type, instructor certificates, etc., with dates of expiry. Radio telephony (R/T) privileges may appear on the licence form or on a separate certificate;
 - (XIII) remarks– i.e. special endorsements relating to limitations and endorsements for privileges, including endorsements of language proficiency;
 - (XIV) any other details required by the competent authority.
- (b) *Material.* The paper or other material used will prevent or readily show any alterations or erasures. Any entries or deletions to the form will be clearly authorised by the competent authority.
- (c) *Language.* Licences shall be written in the national language(s) and in English and such other languages as the competent authority deems appropriate.

Cover page

<p>Competent authority name and logo (English and any language(s) determined by the competent authority)</p> <p>EUROPEAN UNION (English only)</p> <p>FLIGHT CREW LICENCE (English and any language(s) determined by the competent authority)</p> <p>Issued in accordance with Part-FCL This licence complies with ICAO standards, except for the LAPL privileges (English and any language(s) determined by the competent authority)</p> <p>EASA Form 141 Issue 1</p>	<p>Requirements</p> <p>"European Union" to be deleted for non EU Member States</p> <p>Size of each page shall be one eighth A4</p>
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I	State of issue	Requirements
III	Licence number	Serial number of the licence will always commence with the U.N. country code of the State of licence issue followed by ".FCL." .
IV	Last and first name of holder	
XIV	Date (see instructions) and Place of birth	Standard date format is to be used, i.e. day/month/year in full (e.g., 21/01/1995)
V	Address of holder: Street, town, area, postal code	
VI	Nationality	
VII	Signature of holder	
VIII	Issuing competent authority E.g. This CPL(A) has been issued on the basis of an ATPL issued by (third county)	
X	Signature of issuing officer and date	
XI	Seal or stamp of issuing competent authority	

II	Titles of licences, date of initial issue and country code	<p>Abbreviations used will be as used in Part-FCL (e.g. PPL(H), ATPL(A), etc.)</p> <p>Standard date format is to be used, i.e. day/month/year in full (e.g., 21/01/1995)</p>
IX	<p>Validity: The privileges of the licence shall be exercised only if the holder has a valid medical certificate for the required privilege.</p> <p>.....</p> <p>A document containing a photo shall be carried for the purposes of identification of the licence holder.</p>	<p>This document is not specified, but a passport would suffice when outside the State of licence issue.</p>
XII	<p>Radiotelephony privileges: The holder of this licence has demonstrated competence to operate R/T equipment on board aircraft in (specify the language(s)).</p>	
XIII	<p>Remarks:</p> <p>Language Proficiency: (language(s) / level / validity date)</p>	<p>All additional licensing information required and privileges established by ICAO, EC Directive/ Regulations to be entered here.</p> <p>Language proficiency endorsement(s), level and validity date shall be included.</p> <p>In case of LAPL: LAPL not issued in accordance with ICAO standards</p>

APPENDIX VIII - Standard EASA format for Cabin crew attestations

Cabin crew attestations issued in accordance with Part-CC in a Member State shall conform to the following specifications.

1. CABIN CREW ATTESTATION Issued in accordance with Part-CC	
2. Reference number:	
3. State of issue:	
4. Full name of holder:	
5. Date and place of birth:	
6. Nationality:	
7. Signature of holder:	
8. Competent authority:	<i>Stamp or Logo</i>
9. Issuing body:	<i>Stamp or Logo</i>
10. Signature of issuing officer:	
11. Date of issue:	
<small>12. The holder may only exercise the privileges to act as cabin crew on aircraft engaged in commercial air transport operations if he/she complies with the conditions specified in Part-CC.</small>	
<small>EASA Form 142 Issue 1</small>	

Instructions:

- (a) The cabin crew attestation shall include all items specified in the form in accordance with the instructions hereunder.
- (b) Size shall be one-eighth A4.
- (c) The document shall be printed in English and, as considered appropriate, in the official language(s) of the Member State.
- (d) The document shall be issued by the competent authority, or by an organisation approved to issue cabin crew attestations on its behalf. In all cases, reference of the competent authority of the Member State shall be stated.
- (e) The cabin crew attestation is recognised in all Member States and it is not necessary to exchange the document when working in another Member State.

Item 1: The title "*CABIN CREW ATTESTATION*" and the reference to Part CC

Item 2: Attestation reference number shall commence with the country code of the EASA Member State followed by at least the 2 last numbers of the year of issue and an individual reference/number according to a code established by the competent authority (e.g. BE-08-xxxx).

Item 3: The Member State where the cabin crew attestation was issued.

Item 4: The full name (surname and first name) stated in the official identity document of the holder.

Items 5 and 6: Date and place of birth as well as nationality as stated in the official identity document of the holder.

Item 7: The signature of the holder.

Item 8: Identification details of the competent authority of the Member State where the attestation was issued shall be entered and shall provide the full name of the competent authority, postal address, official seal, and logo if applicable.

Item 9: If the competent authority is the issuing body 'Competent authority' shall be entered. In the case of an organisation acting on its behalf, identification details shall be entered and shall at least provide the full name of the organisation, postal address, official seal, and logo if applicable, and:

- (a) in the case of a commercial air transport operator, the AOC number and detailed reference to the approval(s) by the competent authority to provide cabin crew training and to issue attestations; or
- (b) in the case of an approved training organisation, the reference number of the relevant approval by the competent authority.

Item 10: The signature of the officer acting on behalf of the issuing body.

Item 11: Standard date format shall be used: i.e. day/month/year in full (e.g. 22/02/2008).

Item 12: The same sentence in English and, as considered appropriate, its full and precise translation into the official language(s) of the Member State.

APPENDIX IX - CERTIFICATE FOR APPROVED TRAINING ORGANISATIONS

European Union

Competent Authority

APPROVED TRAINING ORGANISATION CERTIFICATE

[CERTIFICATE NUMBER/REFERENCE]

Pursuant to Commission Regulation (EU) No XXX/XXXX and subject to the conditions specified below, the [Competent Authority] hereby certifies

[NAME OF THE TRAINING ORGANISATION]

[ADDRESS OF THE TRAINING ORGANISATION]

as a Part-OR certified training organisation with the privilege to provide Part-FCL training courses, including the use of FSTDs, as listed in the attached training course approval.

CONDITIONS:

1. This certificate is limited to the privileges and the scope of providing the training courses, including the use of FSTDs, as listed in the attached training course approval.
2. This certificate is valid whilst the approved organisation remains in compliance with Part-OR, Part-FCL and other applicable regulations.
3. Subject to compliance with the foregoing conditions, this certificate shall remain valid unless the certificate has been surrendered, superseded, limited, suspended or revoked.

Date of issue:

Signed:

[Competent Authority]

APPROVED TRAINING ORGANISATION CERTIFICATE

TRAINING COURSE APPROVAL

Attachment to ATO Certificate Number:

[CERTIFICATE NUMBER/REFERENCE]

[NAME OF THE TRAINING ORGANISATION]

has obtained the privilege to provide and conduct the following Part-FCL training courses and to use the following FSTDs:

Training course	Used FSTD(s)

This training course approval is valid as long as:

- (a) the ATO certificate has not been surrendered, superseded, limited, suspended or revoked, and
- (b) all operations are conducted in compliance with Part-OR, Part-FCL, other applicable regulations, and, when relevant, with the procedures in the organisation's documentation as required by Part-OR.

Date of issue:

Signed: [Competent Authority]

For the Member State/EASA

APPENDIX X - FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE

Introduction

EASA Form 145 shall be used for the FSTD qualification certificate. This document shall contain the FSTD Specification including any limitation(s) and special authorisation(s) or approval(s) as appropriate to the FSTD concerned. The qualification certificate shall be printed in English and in any other language(s) determined by the competent authority.

Convertible FSTD will have a separate qualification certificate for each aircraft type. Different engine and equipment fit on one FSTD shall not require separate qualification certificates. All qualification certificates shall carry a serial number prefixed by a code in letters, which shall be specific to that FSTD. The letter code shall be specific to the competent authority of issue.

**European Union
Competent Authority**

FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE

REFERENCE:

Pursuant to Commission Regulation (EU) No XXX/XXXX and subject to the conditions specified below, the [competent authority] hereby certifies

FSTD [XYZ]
located at [ADDRESS OF THE ORGANISATION]

has satisfied the qualification requirements prescribed in Part-OR, subject to the conditions of the attached FSTD specification

This qualification certificate shall remain valid subject to the FSTD and the holder of the qualification certificate remaining in compliance with the applicable requirements of Part-OR, unless it has been surrendered, superseded, suspended or revoked.

Date of issue: Signed:

[competent authority]

FSTD QUALIFICATION CERTIFICATE: [Reference]

FSTD SPECIFICATIONS

- A. Type or Variant of Aircraft:
- B. FSTD Qualification Level:
- C. Primary Reference Document:
- D. Visual System:
- E. Motion System:
- F. Engine Fit:
- G. Instrument Fit:
- H. TCAS Fit:
- I. Windshear:
- J. Additional Capabilities:
- K. Restrictions or Limitations:

L. Training, testing and checking considerations		
CAT I	RVR	DH
CAT II	RVR	DH
CAT III (lowest minimum)	RVR	DH
LVTO	RVR	
Recency		
IFR-Training/Check		
Type Rating		
Proficiency Checks		
Autocoupled Approach		
Autoland/Roll Out Guidance		
ACAS I / II		
Windshear Warning System/Predictive Windshear		
WX-Radar		
HUD/HUGS		
FANS		
GPWS/EGPWS		
ETOPS Capability		
GPS		
Other		

Date of issue:

Signed:

For the Member State/EASA

APPENDIX XI - CERTIFICATE FOR AERO-MEDICAL CENTRES (AeMCs)

**European Union
Competent Authority
AERO-MEDICAL CENTRE CERTIFICATE**

REFERENCE:

Pursuant to Commission Regulation (EU) No XXX/XXXX and subject to the conditions specified below, the [competent authority] hereby certifies

[NAME OF THE ORGANISATION]
[ADDRESS OF THE ORGANISATION]

as a Part-OR certified Aero-medical centre with the privileges and the scope of activities as listed in the attached terms of approval .

CONDITIONS:

1. This certificate is limited to that specified in the scope of approval section of the approved organisation manual;
2. This certificate requires compliance with the procedures specified in the organisation documentation as required by Part-OR.
3. This certificate shall remain valid subject to compliance with the requirements of Part-OR unless it has been surrendered, superseded, suspended or revoked.

Date of issue:..... Signed:.....

APPENDIX XII - STANDARD EASA MEDICAL CERTIFICATE FORMAT

The medical certificate shall conform to the following specifications:

- (a) Content
 - (1) State where the medical certificate has been issued (I),
 - (2) Class of medical certificate (II),
 - (3) Certificate number commencing with the UN country code of the issuing State of the licensing authority and followed by a code of numbers and/or letters in Arabic numerals and latin script (III),
 - (4) Name of holder (IV),
 - (5) Nationality of holder (VI),
 - (6) Date of birth of holder: (dd/mm/yyyy) (XIV),
 - (7) Signature of holder (VII)
 - (8) Limitation(s) (XIII)
 - (9) Expiry date of the medical certificate (IX) for:
 - Class 1 single pilot commercial operations carrying passengers,
 - Class 1 other commercial operations,
 - Class 2,
 - LAPL
 - (10) Date of medical examination
 - (11) Date of last electrocardiogram
 - (12) Date of last audiogram
 - (13) Date of issue and signature of the AME, GMP or medical assessor that issued the certificate (X),
 - (14) Seal or stamp (XI)
- (b) Material: The paper or other material used shall prevent or readily show any alterations or erasures. Any entries or deletions to the form shall be clearly authorised by the licensing authority.
- (c) Language: Licences shall be written in the national language(s) and in English and such other languages as the licensing authority deems appropriate.
- (d) All dates on the medical certificate shall be written in a dd/mm/yyyy format.
- (e) A standard EASA medical certificate format is shown in this Appendix.

LOGO		
NAME OF COMPETENT AUTHORITY		
Class 1/2/LAPL		
NATIONAL LANGUAGE(S)		
MEDICAL CERTIFICATE		
PERTAINING TO A FLIGHT CREW LICENCE		

I	Nat. language(s)/ <i>Licensing authority</i>
III	Nat. language(s):/Certificate number commencing with the <u>UN</u> country code of the State of the licensing authority and followed by a code of numbers and/or letters in Arabic numerals and in latin script
IV	National language(s):/ <i>Last and first name of holder:</i>
XIV	National language(s):/Date of birth: (dd/mm/yyyy)
VI	National language(s)/ <i>Nationality:</i>
VII	National language(s)/ <i>Signature of holder:</i>
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<p>XIII National language(s)/<i>Limitations</i>:</p> <p>Code.</p> <p>Description :</p> <p>X Nat. language(s)/* <i>Date of issue</i>:</p> <p>(dd/mm/yyyy)</p> <p>Signature of issuing AME /GMP:</p> <p>XI National language(s)/<i>Stamp</i>:</p>
<p>3</p>

	IX Nat. lang/ Expiry date of this certificate	Class 1 single pilot commercial operations carrying passengers (dd/mm/yyyy)		
		Class 1 (dd/mm/yyyy)		
		Class 2 (dd/mm/yyyy)		
		LAPL(dd/mm/yyyy)		
	Nat. lang./ Examination date: (dd/mm/yyyy)			
	Nat. lang./ Advisory Information	Most recent (dd/mm/yyyy)	Next (dd/mm/yyyy)	
	Nat. lang./ECG			
	Nat. lang. / Audiogram			
	Nat. lang./ Ophthalmology (when required)			
4				

* Date of issue is the date the certificate is issued and signed