



Foreign Part-145 Management Personnel	Doc # Approval Date	WI.CAO.00115-006 10/11/2022
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## Foreign Part-145 - Management Personnel

**WI.CAO.00115-006**

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## DOCUMENT CONTROL SHEET

<b>Reference documents</b>
<b>a) Procedures</b>
<b>b) Internal documents</b>
Applicable documents are listed in the form "FO.CAO.00136-XXX - Foreign Part-145 approvals – Documentation Index".

Log of issues		
Issue	Issue date	Change description
001	13/11/2013	First issue.
002	01/09/2014	Update of Quality documents to implement the new corporate image of the Agency and the changes to the organization structure.
003	22/10/2015	Endorsement of comments received from stakeholders
004	18/07/2018	Amending the EASA Form 4 to remove the competent authority signature field and introducing a standardized identification of the EASA Part-145 function hold by the nominated person.
005	27/05/2019	<ul style="list-style-type: none"> <li>Corporate identity of the Agency changed to European Union Aviation Safety Agency</li> <li>Inclusion of Part-M subpart F Maintenance Organisation</li> <li>Standardization of Form 4 holder titles</li> <li>EASA Form 4 is assigned document number FO.CAO.00156. This is a full revision of the document and no track changes are published in the new Form 4</li> </ul>
006	10/11/2022	<ul style="list-style-type: none"> <li>Endorsement of Regulation (EU) 2021/1963 introducing SMS</li> <li>Deletion of the Form 4 document, replaced by a written résumé</li> <li>Replacing Quality Manager with Compliance Monitoring Manager. Endorsing the Safety Manager as nominated person</li> <li>Amending nominated persons qualification requirements</li> </ul>





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## 0. Introduction





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0.2. Definitions and abbreviations

**Abbreviations**

AMC	ACCEPTABLE MEANS OF COMPLIANCE
AMO	APPROVED MAINTENANCE ORGANISATION
AMTO	APPROVED MAINTENANCE TRAINING ORGANISATION
AOG	AIRCRAFT ON GROUND
BIPM	INTERNATIONAL BUREAU OF WEIGHTS AND MEASUREMENTS
CAO	COMBINED AIRWORTHINESS ORGANISATION
CAOA	CONTINUING AIRWORTHINESS ORGANISATION APPROVAL
CAP	CORRECTIVE ACTION PLAN
CIPM	INTERNATIONAL COMMITTEE ON WEIGHTS AND MEASUREMENTS
CMM	COMPLIANCE MONITORING MANAGER
C/S	CERTIFYING STAFF
CC/S	COMPONENT CERTIFYING STAFF
EASA	EUROPEAN UNION AVIATION SAFETY AGENCY
EU	EUROPEAN UNION
GM	GUIDANCE MATERIAL
OMS	OVERSIGHT MANAGEMENT SOFTWARE
ILAC	INTERNATIONAL LABORATORY ACCREDITATION COOPERATION
IOSRS	INTERNAL OCCURENCE REPORTING SYSTEM
MOA	MAINTENANCE ORGANISATION APPROVAL
MOAP	MAINTENANCE ORGANISATION APPROVAL PROCEDURES
MOC	MAINTENANCE OVERSIGHT COORDINATOR
MOE	MAINTENANCE ORGANISATION EXPOSITION
MOR	MANDATORY OCCURRENCE REPORTING
MRA	MUTUAL RECOGNITION ARRANGEMENT
NAA	NATIONAL AVIATION AUTHORITY
NRAB	NATIONAL RECOGNISED ACCREDITATION BODY
OEM	ORIGINAL EQUIPMENT MANUFACTURER
OMS	OVERSIGHT MANAGEMENT SOFTWARE
PPB	PRINCIPAL PLACE OF BUSINESS
QE	QUALIFIED ENTITY
RAB	REGIONAL ACCREDITATION BODY
RBO	RISK BASED OVERSIGHT
S/S	SUPPORT STAFF
SMS	SAFETY MANAGEMENT SYSTEM
STCH	SUPPLEMENTAL TYPE CERTIFICATE HOLDER
TAN	TASK ASSIGNMENT NOTE
TCH	TYPE CERTIFICATE HOLDER
WH	WORKING HOURS
WHOC	WORKING HOURS EASA OVERSIGHT COORDINATOR





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### 0.3. Scope and applicability.

EASA is the Competent Authority for maintenance organisations having their principal place of business located outside the EU, as established by EASA Part 145.1 “General” and is therefore responsible for the final approval of these maintenance organisations and for establishing procedures detailing how EASA Part-145 applications and approvals are managed.

This work instruction is applicable to EASA Part-145 applicant and EASA Part-145 AMOs’ (hereafter referred as maintenance organisations) having their principal place of business located outside the EU Member States and which are not certified under the provisions of a bilateral agreement signed with the EU.

The provisions of this work instruction are complementary to the requirements of EASA Part-145 regulation “as amended” and does not supersede or replace the associated regulatory requirements.

### 0.4. Purpose.

The purpose of this working instruction is to describe:

- The definition of management personnel;
- How the maintenance organisation shall proceed when proposing management personnel for acceptance by the competent authority;
- The **Résumé** standard for an EASA Part-145 approval;
- The instructions to assist the maintenance organisation on establishing minimum requirements for Management Personnel;
- The instructions to assist the assigned inspector on the acceptance process of the proposed post holder to EASA.

### 0.5. Entry into force

This User Guide is applicable on 2 December 2022, after publication on the EASA website and it is immediately in force for any Organisation undergoing an initial investigation process and for all cases where the approval is invalid (i.e. limited or suspended).

For organisations holding a valid approval, the revision WI.CAO.00115-005 can still be used for any change of post holders during the transition period of Regulation (EU) 2021/1963. However, the organisation is expected to ensure that the postholders meet WI.CAO.00115-006 as part of the SMS application package within 2 December 2023.

The entry into force date of this User Guide does not supersede the need to comply with any other entry into force date(s) established by applicable regulations.

### 0.6. Associated instructions

EASA has developed associated instructions (user guides, Forms, Templates and work instructions), that detail specific matters, which have to be considered as an integral part of this procedure.

A complete listing of these documents, together with their applicability to the maintenance organisation or NAA / QE / EASA, is addressed in the current revision of the “**Foreign Part-145 approvals – documentation Index**”, **FO.CAO.00136-XXX** (XXX identifies the revision number). Documents which are applicable to both NAA/QE/EASA and maintenance organisations are made available on the EASA Web Site (<http://easa.europa.eu>, Foreign Part-145 Approvals page).

Each time a cross reference is provided to another document or another chapter/paragraph of the same document, this reference is identified with **grey text**.

### 0.7. Communication.

All documents and correspondences between the maintenance organisation, the overseeing authority and EASA shall be in the English language unless otherwise agreed by EASA.





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## 1. Management personnel





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### 1.1. Definition of management personnel.

The Management Personnel may be classified as following:

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

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

The maintenance functions include maintenance/safety training, performance and certification of maintenance, equipment and component procurement, facility management, man-hour plan, etc., and it should be ensured that each Part-145 maintenance function is attributed to one nominated person.

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

#### **Other Manager(s)** {AMC1 145.A.30(b)8/ }

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

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







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1.2. Management personnel requiring a **Résumé**.

Based on the classification given in the previous chapter “ Definition of Management Personnel “, the following table summarises the various cases when a **Résumé** is required or not required in order for the management personnel to be acceptable to the Competent Authority.

Management personnel	Résumé required	Résumé Not required
Nominated personnel	<b>X</b>	
Accountable Manager	<b>X</b>	
NDT Level III	<b>X</b>	
Other Manager(s)		<b>X*</b>
Deputy nominated personnel		<b>X*</b>

In a small organisation where the Accountable Manager also performs the role of any other Management Personnel, the requirements applicable to those personnel also apply and a separate **Résumé** for each position is required.

*\* In the case of “other Manager(s)” and “Deputy nominated personnel” EASA does not process any application for the related positions. However the MOE shall make clear who deputise for any particular nominated personnel in the case of lengthy absence of the said person (this may be done by detailing the procedures to appoint a deputy nominated person or by identifying directly the person by name in the MOE). In any case it is the responsibility of the maintenance organisation to ensure that the deputy personnel demonstrates an equivalent level of qualifications and experience of the nominated personnel*

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

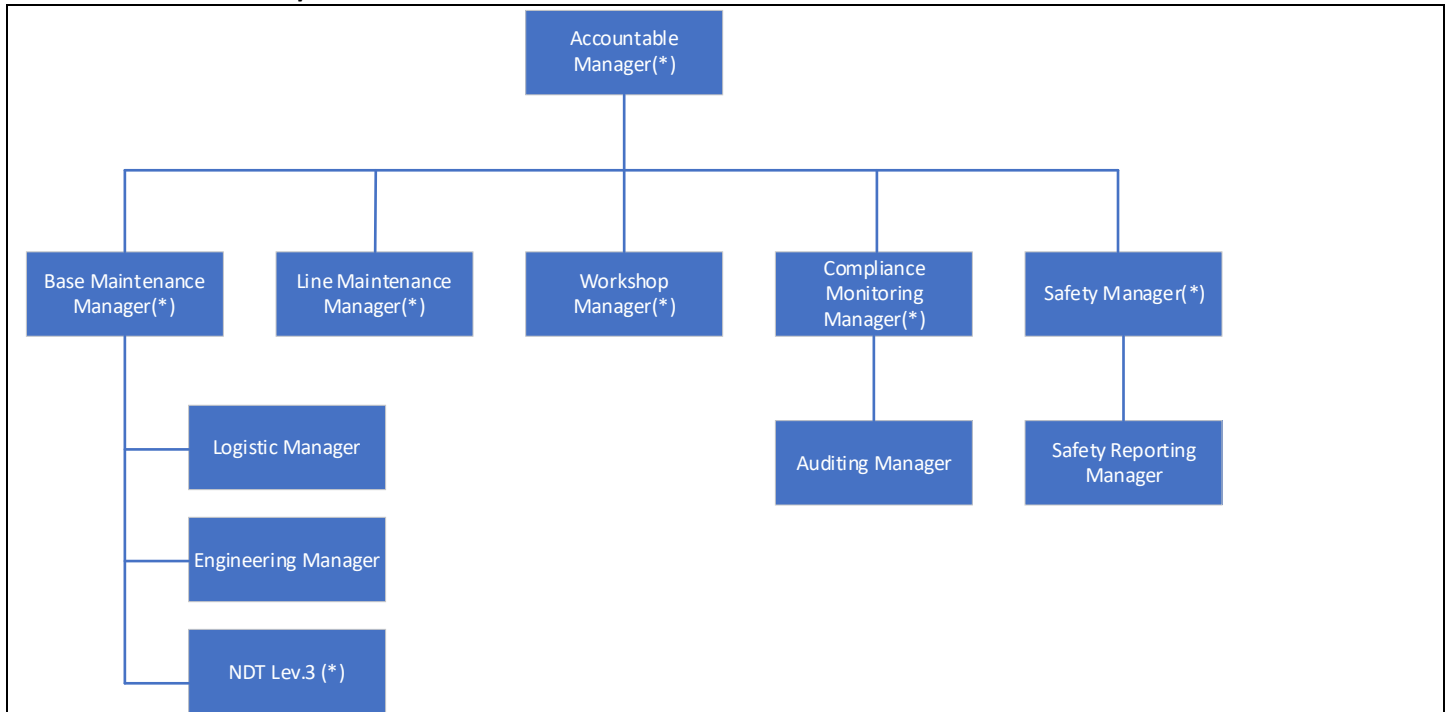




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**1.3. Part-145 Maintenance organisation structure examples.**

**1.3.1. Example 1.**



**(\*) Nominated Person**

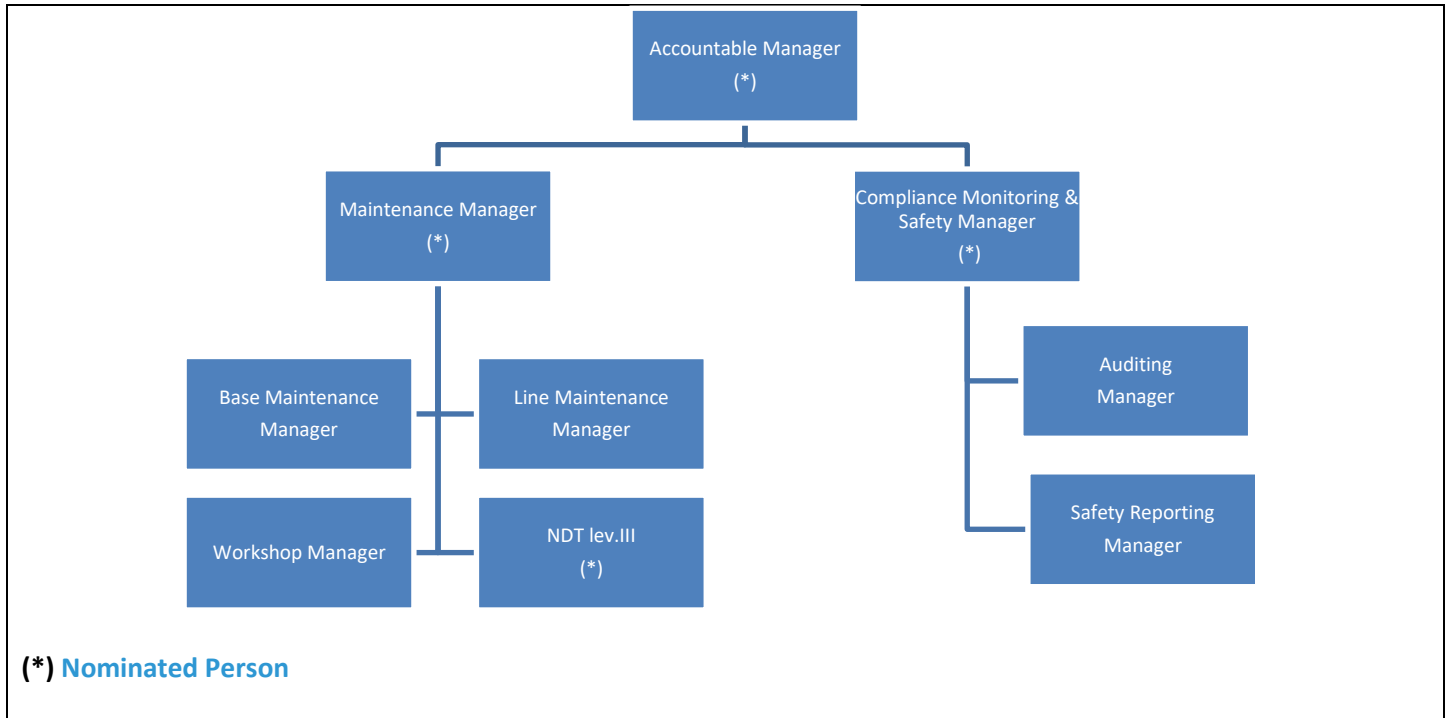
Management personnel List	Deputies
<b>Accountable Manager</b>	Deputy Accountable Manager
<b>List of nominated personnel:</b> <ul style="list-style-type: none"> <li>• Base Maintenance Manager;</li> <li>• Line Maintenance Manager;</li> <li>• Workshop Manager;</li> <li>• Compliance Monitoring Manager;</li>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





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1.3.2. Example 2.



(\*) Nominated Person

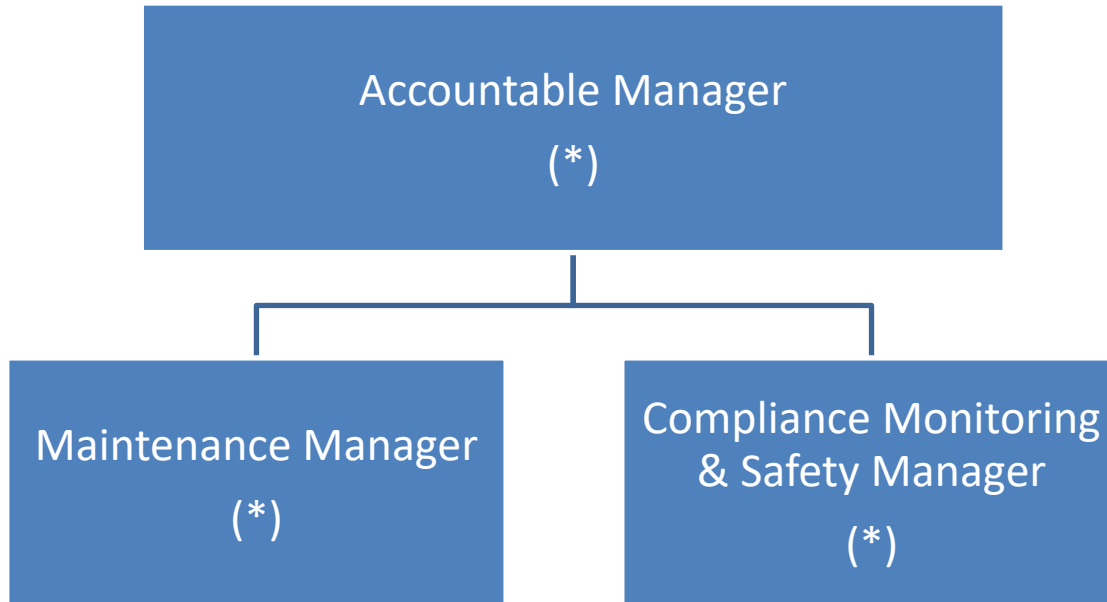
<i>Management personnel List</i>	<i>Deputies</i>
<b>Accountable Manager</b>	Deputy Accountable Manager
<b>List of nominated personnel:</b> <ul style="list-style-type: none"> <li>Maintenance Manager;</li> <li>Compliance Monitoring &amp; Safety Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Maintenance Manager;</li> <li>Deputy Compliance Monitoring &amp; Safety Manager.</li> </ul>
<b>List of Other Managers:</b> <ul style="list-style-type: none"> <li>Base Maintenance Manager;</li> <li>Line Maintenance Manager;</li> <li>Workshop Manager</li> <li>Auditing Manager;</li> <li>Safety Reporting Manager;</li> </ul>	<b>Not required</b>
<b>NDT Level III</b>	<b>Not required</b>





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



(\*) Nominated Person

Management personnel List	Deputies
<b>Accountable Manager</b>	Deputy Accountable Manager
<b>List of nominated personnel:</b> <ul style="list-style-type: none"> <li>Maintenance Manager (may be also the Accountable Manager);</li> <li>Compliance Monitoring &amp; Safety Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Maintenance Manager;</li> <li>Deputy Compliance Monitoring &amp; Safety Manager.</li> </ul>

Note: The example above does not apply to the smallest organizations as referred GM1 145.A.10 In this case a combination of the above mentioned post holders could apply.





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#### 1.4. Application to EASA

A maintenance organisation applying for an initial application or application for change of post holder shall provide EASA with the foreign EASA Form 2 and [when required by this Work Instruction, a Résumé using FO.CAO.00156 “Management Personnel Résumé”](#), available for download on the EASA website. In addition to the required Forms, the maintenance organisation shall provide a draft of MOE to the assigned inspector.

Even though a [Résumé](#) is not required for the Responsible NDT Level III, the issuance of such a form [can be used to support the application](#).

Before proposing a [nominated person](#) to EASA, the maintenance organisation must ensure that:

- This person is compliant with the requirements addressed in EASA Part-145 regulation “as amended” and with the minimum criteria addressed in the [table “Minimum requirements for nominated persons”](#);
- [A Résumé](#) is used and filled according to [this user guide paragraph “Résumé completion instruction”](#);
- The [Résumé](#) is signed by the [person proposed to be a post holder](#) attesting that the information are accurate and compliant to MOE requirements.
- The evidences of the training and/or experience are [attached to the Résumé](#).

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





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## 2. Acceptance of **Nominated Persons**





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The acceptance of a nominated personnel is based on the review of his/her [Résumé](#).

### 2.1. Review of the documental evidences.

The [Résumé](#) is aimed to demonstrate the [nominated person](#) is holding the minimum knowledge, background and experience according to the table “Minimum requirements for [nominated persons](#)” of this work instruction, which is relevant to the position he/she holds. The [Résumé and the attached evidences of the training and/or experience](#) are reviewed by the assigned inspector.

### 2.2. Interview.

The [nominated person](#) acceptance process may be complemented by an interview of the proposed post holder(s) by the assigned inspector.

The objective of the interview<sup>2</sup> is to ensure through sample checks that the requirements of the table “Minimum requirements for [nominated persons](#)” of this work instruction are met, with particular reference to the following areas:

- An acceptable working knowledge/understanding of the maintenance organisation procedures and the EASA Part-145 requirements as applicable;
- An acceptable level of English.

#### 2.2.1. During initial approval process.

A meeting with the Accountable Manager shall be convened to verify his compliance with the criteria addressed in table “Minimum requirements for [nominated persons](#)” of this work instruction.

During the the initial investigation process, every [nominated person](#) has to be met and in addition interviewed at the discretion of the assigned inspector.

#### 2.2.2. Change of [nominated persons](#).

In case of change of [nominated persons](#), the decision to run an interview is at the discretion of the assigned inspector, based upon his/her knowledge and the confidence with the [compliance monitoring](#) system of the maintenance organisation.

However, the interview is to be considered mandatory in case of frequent and significant changes of the EASA Part-145 [nominated persons](#) that may compromise the organizational stability, such as in the following examples:

- Simultaneous replacement of the Accountable Manager and [Compliance Monitoring/Safety Manager](#);
- Simultaneous replacement of the Accountable Manager and Maintenance Manager;
- Simultaneous replacement of the [Compliance Monitoring/Safety Manager](#) and the Maintenance Manager;
- When the same [nominated person \(position\)](#) is replaced more than once in a period of one year.

The interview of the proposed [nominated person](#) will be preferably performed during an on-site audit of the maintenance organisation. It could also be performed by teleconference or by meeting the assigned inspector at his/her office when the on-site interview cannot be performed as planned by the inspector.

<sup>2</sup> This interview is recorded by the Competent Authority





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**2.3. Formal acceptance of the *nominated person (s)*.**

Once the assigned inspector is satisfied by:

- the [Resume and](#) documental evidences;
- the interview where applicable;
- the EASA Form 2;
- the MOE,

He/she will recommend the acceptance of [the nominated persons as part of the MOE approval process](#).

The evidences associated to the [Résumé](#) are to be kept by the assigned inspector.







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### 3. Minimum requirements for Management Personnel.





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**3.1. Minimum requirements for Management Personnel.**

Management Personnel Résumé - Block 5 (Position)  (1)	Knowledge Résumé - Block 7 (Qualifications relevant to the position)			Background and Experience Résumé Block 8 (Work experience)
	Part 145 and management systems environment Provide evidence of	Part 145 product (s) Provide evidence of	Language(s) and interpersonal skills Provide evidence of	Provide evidence of
ACCOUNTABLE MANAGER (2)	Management system principles training (including safety management, safety policy, human factors and compliance monitoring), MOE Training, Part 145 training (4)	NR	Strongly recommended that has ability to read, write and communicate to an understandable level in the English language <sup>3</sup>	NR
BASE MAINTENANCE MANAGER	comprehensive knowledge of the MOE (training) and safety policy  comprehensive knowledge of Part 145 and any associated requirement and procedure (4)  EU management system requirements and their application (including safety management systems and compliance monitoring) (4)  knowledge of relevant maintenance methods (6)  Fuel Tank Safety training Phase 1 Awareness (3)  Safety training (including Human factors)(4)  Knowledge of EWIS when relevant (4)	knowledge of a relevant sample of aircraft type(s) /component(s) maintained, demonstrated by training course (7) or by an assesment performed by the competent authority	ability to read, write and communicate to an understandable level in the English language	a relevant engineering or technical degree, or an aircraft technician or maintenance engineer qualification with additional education (8)
LINE MAINTENANCE MANAGER		the above plus  auditing techniques training and root cause analysis methodologies training (4) or by an assesment performed by the competent authority	knowledge of the language(s) in which the maintenance instructions are written  adequate language and communication skills.	practical experience and expertise in the application of aviation safety standards and safe operating practices  five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position
WORKSHOP MAINT. MANAGER				
COMPLIANCE MONITORING (CMM) /				
NDT Responsible Lev. 3				
SAFETY MANAGER (SM)	the above plus training of ICAO standards (4)	knowledge of a relevant sample of aircraft type(s) /component(s) maintained, demonstrated by training course (7) or by an assesment performed by the competent authority	the above plus interpersonal and leadership skills, and the ability to influence staff	The same experience as CMM plus safety management experience (9)

<sup>3</sup> Mitigation measures are expected where the AM does not have sufficient english knowledge.





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		<p>knowledge of accident/incident/occurrence investigations and root cause analysis methodologies demonstrated by training course (4) or by an assesment performed by the competent authority</p> <p>knowledge of hazard identification and risk management demonstrated by training course (4) or by an assesment performed by the competent authority</p>		
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Notes:

(1)	when the organisation is adopting other positions for nominated personnel (e.g. Logistic Manager), the minimum evidences needed for these these persons are identified in the grey blocks.
(2)	when the Accountable Manager is not the CEO, a statement is required that the proposed person has direct access to the CEO and the necessary maintenance funding al location.
(3)	applicable only to Part 145 approved maintenance organisations involved in the maintenance of large airplanes and fuel system components installed on such aeroplanes when the maintenance data are affected by CDCCL
(4)	these courses could be imparted by the Part-145 organisation, or by a Part-147 organisation, or by any other organisation accepted by the competent authority. For each training a detailed course syllabus and a certificate of completion must be made available.
(5)	refer to UG.CAO.00161-001
(6)	can be replaced by specific knowledge relevant to the area for which the person will be nominated; can be demonstrated by experience and/or appropriate training
(7)	"relevant sample" means that those courses should cover typical systems embodied in those aircraft/components being within the scope of approval. Aircraft/engine type training courses should be at least at a level equivalent to the Part-66 Appendix III Level 1 General Familiarisation.
(8)	"Relevant engineering or technical degree" means a degree from aeronautical, mechanical, electrical, electronic, avionics or other studies that are relevant to the maintenance and/or continuing airworthiness of aircraft/aircraft components. Holding an Aircraft Maintenance License as per national legislation (ref. Part-145 Appendix IV) is considered acceptable to meet this qualification requirement. This requirement may be replaced by 2 additional years of experience (to those identified in the following point in the table) covering an appropriate combination of experience in tasks/activities related to maintenance and/or continuing airworthiness management and/or the surveillance of such tasks
(9)	The safety management experience will not be required for the approval of a Safety manager until 2nd December 2024. All safety managers approved after 2nd December 2024 will need to show at least 12 months experience in safety management functions.

