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| Foreign Part-145 approvals - Documentary Language | Doc #         | UG.CAO.00133-004 |
|   | Approval Date | 10/11/2022       |

## Foreign Part-145 approvals - Documentary language

**UG.CAO.00133-004**

|              | Name               | Validation | Date       |
|--------------|--------------------|------------|------------|
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**DOCUMENT CONTROL SHEET**

**Reference documents**

**a) Contextual documents**

Applicable requirements are listed in the form "FO.CAO.00136 - Foreign Part-145 approvals – Documentation Index".

**b) Internal documents**

Applicable documents are listed in the form "FO.CAO.00136 - Foreign Part-145 approvals – Documentation Index".

**Log of issues**

| Issue | Issue date | Change description   |
|-------|------------|--|
| 001   | 13/11/2013 | First issue. This document is aimed to provide the applicant with guidance material supporting the application/approval, and as such has been reviewed by Rulemaking Product Support Continuing Airworthiness Section (R.4.2). |
| 002   | 01/09/2014 | Update of Quality documents to implement the new corporate image of the Agency and the changes to the organization structure.  |
| 003   | 22/10/2015 | Endorsement of comments received from stakeholders   |
| 004   | 10/11/2022 | <a href="#">Endorsement of Regulation (EU) 2021/1963 introducing SMS</a>   |





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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 |
| C/S  | CERTIFYING STAFF                                    |
| CC/S | COMPONENT CERTIFYING STAFF                          |
| EASA | EUROPEAN AVIATION SAFETY AGENCY                     |
| EU   | EUROPEAN UNION                                      |
| GM   | GUIDANCE MATERIAL                                   |
| ILAC | INTERNATIONAL LABORATORY ACCREDITATION COOPERATION  |
| IORS | 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  | OVERSUGHT MANAGEMENT SOFTWARE                       |
| PPB  | PRINCIPAL PLACE OF BUSINESS                         |
| QE   | QUALIFIED ENTITY                                    |
| RAB  | REGIONAL ACCREDITATION BODY                         |
| S/S  | SUPPORT STAFF                                       |
| SMS  | SAFETY MANAGEMENT SYSTEM                            |
| STCH | SUPPLEMENTAL TYPE CERTIFICATE HOLDER                |
| 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 user Guide is applicable to EASA Part-145 applicant and EASA Part-145 AMOs’ (hereafter referred as maintenance organisations) having their principal place of business located outside the EU Member States and which are not certified under the provisions of a bilateral agreement signed with the EU.

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

### 0.4. Purpose.

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

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

“Initial approval”, “Continuation of approval” and “Changes of approval”, require the competent authority to ensure that:

- procedures specified in the maintenance Organisation Exposition comply with EASA Part-145 requirements;

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

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

### 0.5. Entry into force

[This User Guide is applicable on 2 December 2022, after publication on the EASA website.](#)

### 0.6. Associated instructions.

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

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

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. Type of document and associated language





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

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

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

### 1.1. MOE.

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

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

### 1.2. Document related to **compliance monitoring system management**.

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

- Annual audit plan;
- audit reports;
- Notification of audit report (findings);
- Corrective actions and associated evidence;
- All communication regarding corrective actions;
- Reminders of due dates;
- Reports to Accountable Manager (including regular meetings);
- Continuation training plan;
- man-hour plan;
- All other documents enabling the competent authority to assess the management of the EASA Part-145 quality system
- [Hazard logs, risk assessment matrix, safety review board meeting minutes and any other documentation associated to the SMS](#)







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### 1.3. Staff records.

#### 1.3.1. Certifying staff and support staff records

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

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

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

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

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

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

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





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### 1.3.3. Records of other staff.

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

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

## 1.4. Maintenance records.

### 1.4.1. Aircraft line maintenance records.

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

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

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

### 1.4.2. Aircraft base maintenance records.

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

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

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

### 1.4.3. Engine and component maintenance records.

The following documents have to be written in English:

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

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

### 1.4.4. NDT maintenance record.





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

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

**1.5. Occurrence report.**

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

**1.6. Maintenance errors and data inaccuracies.**

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

**1.7. Acceptance of components.**

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

**1.8. Equipment, tools and material.**

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

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

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





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**1.9. Production planning.**

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

**1.10. Contract.**

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

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

**1.11. Records of Fabrication of parts.**

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





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1.12. Summary table

|   | English | English and the PPB language <sup>1</sup> | PPB language only | Only EU language (A/C registration) | Language of the country where the engineer has been Licensed |
|---|---------|---|-------------------|-------------------------------------|--|
| EASA referential  |         |   |                   |                                     |  |
| MOE   | Y       | Y   |                   |                                     |  |
| Associated procedures   | Y       | Y   |                   |                                     |  |
| Associated Forms  | Y       | Y   |                   |                                     |  |
| Associated lists  | Y       | Y   |                   |                                     |  |
| Other document such as W.I. not approved by EASA                        | Y       | Y   | Y                 |                                     |  |
| Document related to the management system                               | Y       | Y   |                   |                                     |  |
| Annual audit plan   | Y       | Y   |                   |                                     |  |
| audit report (Internal, external)                                       | Y       | Y   |                   |                                     |  |
| Hazard log, risk assessment matrix, safety review board meeting minutes | Y       | Y   |                   |                                     |  |
| Notification of audit reports (findings)                                | Y       | Y   |                   |                                     |  |
| Corrective actions & associated evidences                               | Y       | Y   |                   |                                     |  |
| Communication about the Corrective actions                              | Y       | Y   |                   |                                     |  |
| Reminders of due dates  | Y       | Y   |                   |                                     |  |
| Report to the AM including regular meetings                             | Y       | Y   |                   |                                     |  |
| Continuation training plan  | Y       | Y   |                   |                                     |  |
| man hour plan   | Y       | Y   |                   |                                     |  |
| Staff Records - Certifying staff & Support staff                        |         |   |                   |                                     |  |

<sup>1</sup> the language of the PPB is an option whereas English is mandatory





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





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|   | English | English and the PPB language <sup>1</sup> | PPB language only | Only EU language (A/C registration) | Language of the country where the engineer has been Licensed |
|---|---------|---|-------------------|-------------------------------------|--|
| Initial & Continuation training as per 145 requirements: certificate & syllabus | Y       | Y   |                   |                                     |  |
| Initial and continued assessment  | Y       | Y   |                   |                                     |  |
| <b>Aircraft Maintenance records</b>   |         |   |                   |                                     |  |
| Maintenance entry in TLB  | Y       |   |                   | Y                                   |  |
| CRS in TLB  | Y       |   |                   | Y                                   |  |
| Maintenance entry in W/P  | Y       |   |                   | Y                                   |  |
| CRS in W/P  | Y       |   |                   | Y                                   |  |
| W/O   | Y       |   |                   | Y                                   |  |
| Maintenance instructions (Job cards, Engineering order, etc..)                  | Y       |   |                   | Y                                   |  |
| <b>Component Maintenance records</b>  |         |   |                   |                                     |  |
| Maintenance entry   | Y       |   |                   |                                     |  |
| CRS (EASA Form 1)   | Y       |   |                   |                                     |  |
| W/O   | Y       |   |                   |                                     |  |
| Maintenance instructions (Job cards - Engineering order, etc..)                 | Y       |   |                   | Y                                   |  |
| <b>Occurrence report</b>  |         |   |                   |                                     |  |
| Occurrence report records   | Y       |   |                   |                                     |  |
| Investigation   | Y       | Y   |                   |                                     |  |
| <b>Maintenance errors, data inaccuracies and ambiguities report</b>             |         |   |                   |                                     |  |
| Report records  | Y       | Y   |                   |                                     |  |





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

