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Section Manager – Maintenance Organisation Oversight
Flight Standards Directorate

All EASA Foreign Part-145 organisations

Subject: Management of changes requiring prior approval

Dear Sir/ Madam,

With this letter, EASA would like to remind **all EASA Foreign Part-145 organisations** of the requirements of Regulation (EU) 1321/2014 paragraph **145.A.15**, paragraph **145.A.85** and paragraph **145.B.330** regarding changes that require prior approval and provide clarification about the steps to be followed by approved organisations.

Changes that require prior approval shall be notified to EASA using the [EASA Form 2](#) application **BEFORE the change takes place**. The EASA Form 2 and [detailed filling instructions](#) can be found in the EASA website page dedicated to [Foreign Part-145 Organisations](#).

Changes that require prior approval shall be **notified at the earliest opportunity** to give time to the allocated inspector to plan and perform the necessary audit and enable EASA to **issue the approval of the change** before it is implemented.

If the organisation implements changes requiring prior approval without having received the approval, EASA will consider the need to **suspend, limit or revoke the organisation's certificate**.

Changes that require prior approval include, for example:

- Change of the organisation's name;
- Changes to the **nominated persons** as per 145.A.30(a), (b), (c), (ca). The notification of change of nominated person(s) shall be made using the EASA Form 2, accompanied by the [Resume](#);
- Changes to add or to cancel **approved location(s)**, such as for example: the principal place of business, line stations, base maintenance locations, engine or component maintenance locations, workshops, or any other location where the Foreign Part-145 organisation has activities; If the change includes the transfer of the maintenance activity from the approved location to a new location, EASA will establish the conditions under which the organisation may operate during the change, or, alternatively, EASA may determine that the organisation's certificate needs to be suspended until the change is approved;
- Changes to the **scope of approval or scope of work**, such as for example: addition or cancellation of an aircraft type under Ax rating, addition or cancellation of an engine or APU type under Bx rating, addition or cancellation of a Cx rating or a component technology under

Cx rating, addition or cancellation of an NDT method, addition or cancellation of a specialised activity (welding, full aircraft painting, etc), increase or decrease of the scope of work line/ base maintenance, etc.;

- Changes to the **number of staff** to increase/ decrease > 10% the total number of staff or when the change to the number of staff affects the fees to be paid as per Regulation (EU) 2019/2153.

The list above is not exhaustive and includes only a few examples. The organisation must establish in MOE 1.10 the procedure for changes, including MOE amendment, that require prior approval. Further guidance can be found in the MOE User Guide [UG.CAO.00024-009](#).

Should you have questions to the content of this information letter, please contact your allocated inspector or MOC_145@easa.europa.eu.

Yours faithfully,



Lorenzo PELLEGRINI