

Annex II to ED Decision 2015/0024/R

Annex II (Acceptable Means of Compliance to Part-145) to Decision 2003/19/RM is amended as follows:

The text of the amendment is arranged to show deleted text, new or amended text as shown below:

- (a) deleted text is marked with ~~striketrough~~;
- (b) new or amended text is highlighted in grey;
- (c) an ellipsis (...) indicates that the remaining text is unchanged in front of or following the reflected amendment.

A new AMC 145.A.36 is introduced as follows:

AMC 145.A.36 Records of airworthiness review staff

The following minimum information, as applicable, should be kept on record in respect of each airworthiness review staff:

- (a) name;
- (b) date of birth;
- (c) certifying staff authorisation;
- (d) experience as certifying staff on ELA1 aircraft;
- (e) qualifications relevant to the approval (knowledge of relevant parts of Part-M and knowledge of the relevant airworthiness review procedures);
- (f) scope of the airworthiness review authorisation and personal authorisation reference;
- (g) date of the first issue of the airworthiness review authorisation; and
- (h) if appropriate, expiry date of the airworthiness review authorisation.

AMC 145.A.55(c) is amended as follows:

AMC 145.A.55(c) Maintenance and airworthiness review records

...

AMC 145.A.70(a) is amended as follows:

AMC 145.A.70(a) Maintenance organisation exposition

...

PART 0 GENERAL ORGANISATION (Operators within the European Union)

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PART 1 MANAGEMENT

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- 1.5 Management organisation chart
- 1.6 List of certifying staff, ~~and~~ support staff and airworthiness review staff
- 1.7 Manpower resources

...

PART 2 MAINTENANCE PROCEDURES

...

- 2.28 Production planning procedures
- 2.29 Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations
- 2.30 Development and approval processing for maintenance programmes for ELA2 aircraft not involved in commercial operations

PART L2 ADDITIONAL LINE MAINTENANCE PROCEDURES

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PART 3 QUALITY SYSTEM PROCEDURES

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PART 4

...

PART 5

...

PART 6 OPERATORS MAINTENANCE PROCEDURES

...

PART 7 FAA SUPPLEMENTARY PROCEDURES FOR A FAR PART-145 REPAIR STATION

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PART 8 TRANSPORT CANADA CIVIL AVIATION (TCCA) SUPPLEMENTARY PROCEDURES FOR A TCCA AM573 MAINTENANCE ORGANISATION

...

Appendix II to AMC 145.B.20(5) is amended as follows:

Appendix II to AMC 145.B.20(5): EASA Form 6

<i>Part-145 APPROVAL RECOMMENDATION REPORT</i>	<i>EASA FORM 6</i>
Part 1: General	
Name of organisation:	
Approval reference:	
Requested approval rating/ EASA Form 3 dated*:	
FAA FAR 145 Cert No (if applicable):	
Address of Facility Audited:	
Audit period: From to	
Date(s) of Audit:	
Audit reference(s):	
Persons interviewed:	
Competent authority surveyor:	Signature(s):
Competent authority office:	Date of EASA Form 6 part 1 completion:
*delete where applicable	

<i>Part-145 APPROVAL RECOMMENDATION REPORT</i>	<i>EASA FORM 6</i>
Part 2: Part-145 Compliance Audit Review	
The five columns may be labelled and used as necessary to record the approval class and/or product line reviewed. Against each column used of the following Part-145 subparagraphs please either tick (√) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.	

Para	Subject					
145.A.25	Facility requirements	<input type="checkbox"/>				
145.A.30	Personnel requirements	<input type="checkbox"/>				
145.A.35	Certifying Staff and support staff	<input type="checkbox"/>				
145.A.36	Records of airworthiness review staff	<input type="checkbox"/>				
145.A.40	Equipment, Tools and material	<input type="checkbox"/>				
145.A.42	Acceptance of Components	<input type="checkbox"/>				
145.A.45	Maintenance Data	<input type="checkbox"/>				
145.A.47	Production Planning	<input type="checkbox"/>				
145.A.50	Certification of Maintenance	<input type="checkbox"/>				
145.A.55	Maintenance Records	<input type="checkbox"/>				
145.A.60	Occurrence Reporting	<input type="checkbox"/>				
145.A.65	Safety and Quality Policy, maintenance procedures and Quality System	<input type="checkbox"/>				
145.A.70	Maintenance Organisation Exposition (see Part 3)	<input type="checkbox"/>				
145.A.75	Privileges of the organisation	<input type="checkbox"/>				
145.A.80	Limitations on the organisation	<input type="checkbox"/>				

145.A.85 Changes to the organisation

<input type="checkbox"/>					
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145.A.95 Findings

<input type="checkbox"/>					
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Competent surveyor(s):

Signature(s):

Competent authority office:

Date of EASA Form 6 part 2 completion:

Part-145 APPROVAL RECOMMENDATION REPORT

EASA FORM 6

PART 3: Compliance with 145.A.70 Maintenance organisation exposition

Please either tick (√) the box if satisfied with compliance; or cross (X) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.

Part 1

Management

1.1

Corporate commitment by the accountable manager

1.2

Safety and Quality Policy

1.3

Management personnel

1.4

Duties and responsibilities of the management personnel

1.5

Management Organisation Chart

1.6

List of Certifying staff, and support staff and airworthiness review staff (Note: a separate document may be referenced)

1.7

Manpower resources

1.8

General description of the facilities at each address intended to be approved

1.9

Organisations intended scope of work

1.10

Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel

1.11

Exposition amendment procedures

Part 2

Maintenance Procedures

2.1

Supplier evaluation and subcontract control procedure

2.2

Acceptance/inspection of aircraft components and material from outside contractors

2.3

Storage, tagging, and release of aircraft components and material to aircraft maintenance

2.4

Acceptance of tools and equipment

2.5		Calibration of tools and equipment
2.6		Use of tooling and equipment by staff (including alternate tools)
2.7		Cleanliness standards of maintenance facilities
2.8		Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
2.9		Repair procedure
2.10		Aircraft maintenance programme compliance
2.11		Airworthiness Directives procedure
2.12		Optional modification procedure
2.13		Maintenance documentation in use and completion of same
2.14		Technical record control
2.15		Rectification of defects arising during base maintenance
2.16		Release to service procedure
2.17		Records for the operator
2.18		Reporting of defects to the competent authority/Operator/Manufacturer
2.19		Return of defective aircraft components to store
2.20		Defective components to outside contractors
2.21		Control of computer maintenance record systems
2.22		Control of manhour planning versus scheduled maintenance work
2.23		Control of critical tasks
2.24		Reference to specific maintenance procedures
2.25		Procedures to detect and rectify maintenance errors
2.26		Shift/task handover procedures
2.27		Procedures for notification of maintenance data inaccuracies and ambiguities to the type certificate holder
2.28		Production planning procedures
2.29		Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations
2.30		Development and approval processing for maintenance programmes for ELA2 aircraft not involved in commercial operations
Part L2 Additional Line Maintenance Procedures		
L2.1		Line maintenance control of aircraft components, tools, equipment, etc.
L2.2		Line maintenance procedures related to servicing/fuelling/de-icing, etc.
L2.3		Line maintenance control of defects and repetitive defects

L2.4		Line procedure for completion of technical log
L2.5		Line procedure for pooled parts and loan parts
L2.6		Line procedure for return of defective parts removed from aircraft
L2.7		Line procedure for control of critical tasks
Part 3 Quality System Procedures		
3.1		Quality audit of organisation procedures
3.2		Quality audit of aircraft
3.3		Quality audit remedial action procedure
3.4		Certifying staff qualification and training procedure
3.5		Certifying staff records
3.6		Quality audit personnel
3.7		Qualifying inspectors
3.8		Qualifying mechanics
3.9		Aircraft/aircraft component maintenance tasks exemption process control.
3.10		Concession control for deviation from organisation's procedures
3.11		Qualification procedure for specialised activities such as NDT, welding etc.
3.12		Control of manufacturers' and other maintenance working teams
3.13		Human Factors training procedure
3.14		Competence assessment of personnel
3.15		Training procedures for on-the-job training as per Section 6 of Appendix III to Part-66 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same).
3.16		Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 licence in accordance with 66.B.105 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same).

Part 4

- 4.1 Contracting operators
- 4.2 Operator procedures/paperwork
- 4.3 Operator record completion

Part 5 Appendices

- 5.1 Sample Documents
- 5.2 List of subcontractors
- 5.3 List of Line maintenance locations
- 5.4 List of Part-145 organisations

MOE Reference:

MOE Amendment:

Competent authority audit staff:

Signature(s):

Competent authority office:

Date of EASA Form 6 part 3 completion:

Part-145 APPROVAL RECOMMENDATION REPORT

EASA FORM 6

Part 4: Findings Part-145 Compliance status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross-reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 ref.	Audit reference(s): Findings	L E V E L	Corrective action		
			Date Due	Date Closed	Reference

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Part-145 APPROVAL RECOMMENDATION REPORT	EASA FORM 6
Part 5: Part-145 Approval or continued approval or change recommendation*	
<p>Name of organisation:</p> <p>Approval reference:</p> <p>Audit reference(s):</p> <p>The following Part-145 scope of approval is recommended for this organisation:</p> <p>Or, it is recommended that the Part-145 scope of approval specified in EASA Form 3 referenced be continued.</p>	

Name of recommending competent authority surveyor:

Signature of recommending competent authority surveyor:

Competent authority office:

Date of recommendation:

EASA Form 6 review (quality check) :

Date: