

## **International Maintenance Review Board Policy Board (IMRBPB) Charter**

The IMRBPB is envisioned as a system for the continuing development of policies, procedures and guidance for the use of personnel operating under the purview of various Maintenance Review Boards (MRB's). In addition to promoting harmonisation with other regulatory authorities, the IMRBPB would advocate the standardisation of MRB policy and procedures. The IMRBPB would also provide a structured forum for discussions leading to the development of national and international policy regarding all MRB activities.

The present agreement between the Federal Aviation Administration (FAA), Transport Canada Civil Aviation (TCCA), European Aviation Safety Agency (EASA), Hong Kong Civil Aviation Department (HKCAD), National Civil Aviation Agency – Brazil (ANAC), Civil Aviation Authority of Singapore (CAAS), Japan Civil Aviation Bureau (JCAB) and Civil Aviation Administration of China (CAAC), is built upon the first agreement which was established between JAA/TCCA/FAA during the first joint meeting held in Glasgow, Scotland, in November, 1994.

### **Terms of Reference**

1. The IMRBPB will normally meet at least once a year. A portion of the meeting timeframe may be allocated for a joint industry/regulatory discussion. Any industry representation should be limited to appropriate representatives dealing with the issue being discussed.

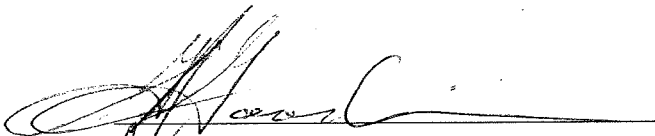
The meeting venue will normally rotate among the IMRBPB members.  
The hosting authority will provide administrative and logistic support i.e. meeting room, securing accommodation, external internet access, taking meeting minutes, in conjunction with IMRBPB secretary.

2. Membership will include signatories to this agreement, but is open to any Regulatory Authority prepared to actively participate.
3. A Chairman, Co-Chairman and Secretary will be nominated by the IMRBPB; they will serve for two year terms. Any of signatories authorities representative can be nominated as Chairman, Co-Chairman and Secretary. The General responsibilities for each position are:
  - Chairman:
    - Point of contact for industry
    - Acts as focal point for collection of Issue Papers (IP) assures completeness and transmits IPs to EASA for inclusion in IMRBPB database
    - Coordinates with host authority regarding logistics for IMRBPB meetings,
    - Prepares and issues meeting agenda
    - Chairs IMRBPB meetings
    - Transmits IMRBPB related information to member authorities and industry.
    - Fosters relationships with other Regulatory Authorities
  - Co-Chairman:  
Assists the chairman and performs chairman duties in his absence.
  - Secretary:
    - Takes minutes of IMRBPB meetings,
    - Sends draft minutes to IMRBPB member authorities and industry for review and comments.

- Sends completed meeting minutes to chairman for inclusion in EASA IMRBPB database within 3 months after the meeting.

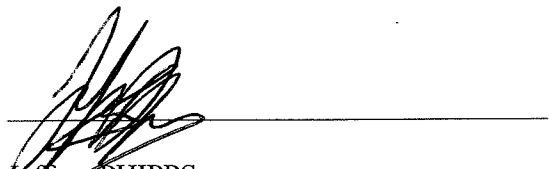
A quorum of 75% of the signatories shall be present for the election. One vote per regulatory authority present is necessary for each position being elected.

4. The IMRBPB members shall ensure that any domestic MRB policy issue which has an impact on international harmonisation is first considered whenever possible by the IMRBPB before implementation.
5. IMRBPB will maintain a reference list of IP with associated documents such as minutes of meetings, action item list, substantiation documents and associated IMRBPB policy decisions. In 2007 EASA committed to maintain the IMRBPB web site on EASA web site and make these documents available to the public.
6. The IMRBPB will only discuss issues related to the MRB/MSG process. All issues will be based upon the latest revision of FAA Advisory Circular AC 121-22, TCCA TP 13850, EASA Work instruction C.1011-01 and CAAC AC-121/135-67.
7. Each regulatory authority will be responsible for disseminating and distributing harmonised policy information in a timely manner.
8. All proposed agenda items should be submitted to the IMRBPB chairman, normally through an Issue Paper, 60 days prior to the scheduled meeting, as per the "IMRBPB Issue Paper management" procedure.
9. Revisions to these Terms of Reference shall be proposed to IMRBPB chairman if required.

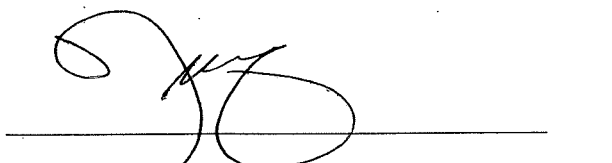
  
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Carol GILES

Aircraft Maintenance Division AFS 300  
Federal Aviation Administration (FAA)

27 / APRIL 2010  
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Date

  
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Jeffrey PHIPPS  
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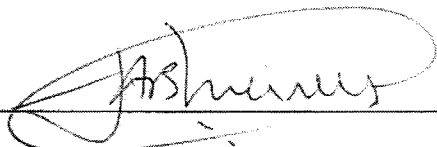
27 April 2010  
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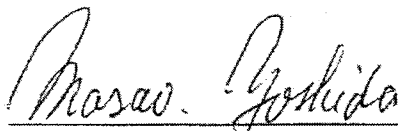
Date



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27/4/2010

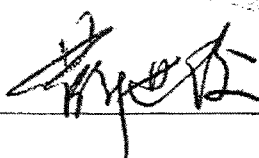
Date



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