

Karl Specht  
Maintenance Organisation Oversight Section Manager  
Flight Standards Directorate

**To all Foreign EASA Part-145 Organisations**

2018(D)54105  
ksp/abr/FS  
Cologne, 02.10.2018

**Subject: Revised work instructions and guidance material for the management of Foreign Part-145 approvals**

Dear Sir or Madam,

The purpose of this letter is to inform all Foreign EASA Part-145 Applicants and Approval holders that the guidance material for the management of Foreign Part-145 approvals has been revised. This documentation contains valuable information published by the competent authority for standardisation purposes and representing best practices to be implemented by the applicants and approval holders as per 145.A.65(b).

The following document provides the complete list of updated documentation:

**Foreign Part-145 approvals- Documentation Index, FO.CAO.00136-006.**

All documents identified in the documentation index, as applicable to the "applicant/approval holder", can be found on the EASA website at the following address:

<https://www.easa.europa.eu/easa-and-you/aircraft-products/continuing-airworthiness-organisations/foreign-part-145-organisations>

#### **Entry into force**

All revised guidance material comes into force 90 days after publication on the EASA website, unless otherwise specified in the document. Within this time frame the maintenance organisation shall assess the impact of each revised document in the organisation's procedures and when relevant propose a revision of the affected procedures to the assigned inspector. The entry into force date of the EASA guidance material does not supersede the need to comply with any other entry into force date(s) established by applicable regulations.

#### **Summary of changes**

The main changes introduced by this package of revised guidance material are summarised below:

1. MOE User Guide (UG.CAO.00024-006) is revised for:

- Standardising the identification of the nominated persons in MOE Part 1 (also refer to the revised EASA Form 4 and related instructions);
  - modifying the approach in MOE 1.9 for A1 rated organisations to identify aircraft limitation and introducing a definition of line maintenance as applicable to the particular organisation;
  - introducing a new optional procedure in MOE 1.9 for use of maintenance data not clearly intended for the rating held;
  - introducing a new mandatory procedure in MOE 1.11, describing how the MOE/ associated procedures remain updated with the current regulations and EASA guidance material;
  - clarifications on the difference between identical and critical maintenance tasks;
  - introducing an example of an acceptable audit plan in MOE 3.1;
2. Tools and Equipment User Guide (UG.CAO.00132-002) is revised to introduce additional cases for using alternative tools and additional cases of acceptable calibration laboratories;
3. Aircraft Maintenance User Guide (UG.CAO.00134-004) is revised for::
- clarifying the definition of aircraft line maintenance;
  - revising the guidance for works outside the approved locations;
  - introducing new guidance on single and multiple release for aircraft line maintenance;
  - introducing new guidance on minimum line maintenance location set-up ;
  - endorsing already published EASA policy letters on responsibilities associated with aircraft CRS and aircraft CRS related to basic regulation;
4. EASA Form 4 and related instructions: introducing a new template of the EASA Form 4 to remove the competent authority signature field and standardizing the identification of the EASA Part-145 function hold by the nominated persons;
5. EASA Form 2 and related instructions: introducing the acceptance of the EASA Inspection and Finding Platform (IFP) Service Terms of Use, only applicable to those organizations for which EASA has communicated the activation of the IFP Service;
6. EASA Part -145 Appendix IV and ICAO Annex I check list (FO.CAO.00030-004) is revised to correct references.

Based on the above, all EASA approved Foreign Part-145 Organisations are hereby requested to review their EASA Maintenance Organisation Exposition according to the new MOE User Guide, as applicable to their scope of approval and, in case a need is identified to amend the MOE to endorse any relevant change or best practice, provide the responsible Surveyor with a revised MOE for approval.

Applicants for a Foreign Part-145 approval that are still in the initial approval process are requested to:

- consider the new MOE User Guide to include the relevant elements in their MOE and associated procedures, in support of the on-going investigation;
- provide the responsible inspector with the revised MOE draft as soon as possible.

In addition, we would like to inform you of the following regulations updates, (available for download on the EASA website: <https://www.easa.europa.eu/regulations>):

- (a) The New Basic Regulation was published as Regulation (EU) 2018/1139. It enters into force on the 11<sup>th</sup> of September 2018;
- (b) Commission Regulation (EU) 2018/1142, was adopted on 14 Aug 2018, which affects various domains. With regards to Part-145, the changes have entry into force date of 5 March 2019.

Yours faithfully,



Karl Specht

