To all Foreign EASA Part-145 Applicants and Approval holders

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.00136-007

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:


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

All the user guides have been amended, where applicable, to endorse Commission Regulation (EU) 2018/1142. The main changes introduced by this package of revised guidance material are summarised below:

1. User Guide for Applicants and Approval Holders:
   - Addition of possibility to manage approvals with recently introduced EASA IT platform (IFP) (for the time being limited to specific users, who are notified individually by their surveyor)
   - Introduced flexibility in the 3 months due date for initial/change audit findings;
2. MOE User Guide (UG.CAO.00024-007) is revised for:
   • Endorsement of Commission Regulation (EU) 2018/1142;
   • amending Part-M applicable chapters;
   • MOE 1.9: clarification of limitations for Ax and Bx ratings, new paragraphs to specify capability for airworthiness review for ELA1 aircraft and development of maintenance program for ELA2 aircraft;
   • MOE 1.8: indication of hangar availability in the case of aircraft line maintenance, indication of hangar approved configurations in case of aircraft base maintenance;
   • MOE 2.1: differentiation between suppliers, contractors, subcontractors control procedures;
   • MOE 2.2: amending receiving inspection procedure with physical inspection checks, clarification of components/parts installation to be done according to maintenance data;
   • MOE 2.3 clarifications on segregation and tagging of components;
   • MOE Part-6: new part dedicated to maintenance organisations who are also operators. This is not applicable to Foreign Part-145 organisations.

3. EASA Form 2 and related instructions: endorsing possibility to use the form in case of Part-M subpart F maintenance organisation and adding a financial contact person

4. EASA Form 4 and related instructions: endorsing possibility to use the form in case of Part-M subpart F maintenance organisation;

5. Aircraft Certifying Staff and Support Staff UG.CAO.00121-004: endorsing Commission Regulation (EU) 2018/1142;

6. Parts Fabrication UG.CAO.00131-002:
   • Modified regulatory reference for parts fabrication following Commission Regulation (EU) 2018/1142
   • guidance for parts fabrication in support of the first installation of an STC;

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 and 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.

Yours faithfully,

Karl Seibert