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.00136-009
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
The main changes introduced by this package of revised guidance material are summarised below:

1. All the user guides have been amended, where applicable, to endorse Commission Implementing Regulation (EU) 2019/1383 and 2019/1384 and Commission Implementing Regulation (EU) 2019/2153 on the fees and charges levied by the European Union Aviation Safety Agency.
2. User Guide for Applicants and Approval Holders:
   • Removal of fee level information when applying for initial approval;

3. MOE User Guide (UG.CAO.00024-007) is revised for:
   • Amending regulatory references
   • MOE 3.14/3.5 amended to include a procedure to provide staff their personal records when leaving the organisation

4. EASA Form 2 and related instructions: the form is revised to include the possibility to apply for a Part-CAO and Part-CAMO approval e form

In addition, the EASA Form 1 has been amended only to amend the template issue number in “EASA Form 1 — MF/CAO/145 Issue 3”, which needs to be consequently revised in the MOE and used for any EASA Form 1 issued by the organisation.

Please be informed that regulation (EU) 2019/1383 also introduces new types of organisations (Part-CAO and Part-CAMO) in the Continuing Airworthiness domain, as of 24 March 2020. A guidance on the transition of existing continuing airworthiness organisations to the new Part-CAO and Part-CAMO organisations, is available on the EASA website (https://www.easa.europa.eu/faq/108380).

A useful table providing a summary of the applicability of the Annexes to Regulation (EU) No 1321/2014 related to continuing airworthiness requirements and organisations involved therein is included in the Acceptable Means of Compliance and Guidance Material to the articles of Commission Regulation (EU) No 1321/2014, which can be consulted on the EASA website and which is attached to this letter.

Based on the above, all EASA approved Foreign Part-145 Organisations are hereby requested to review their EASA Maintenance Organisation Exposition, 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,

[Signature]
Karl Specht
Annex IX to ED Decision 2020/002/R

Issue 1, Amendment 1

Annex VI to ED Decision 2019/009/R is amended as follows:
The text of the amendment is arranged to show deleted text, new or amended text as shown below:
— deleted text is struck through;
— new or amended text is highlighted in cyan;
— an ellipsis ‘[…]’ indicates that the remaining text is unchanged in front of or following the reflected amendment.

[...]

GM Article 4(1)(2) Approvals for organisations involved in the continuing airworthiness requirements

The provisions of Annex I (Part-M) that are applicable also to Annex II (Part-145) organisations are contained in the following points:

In addition to the Annex I (Part-M) or Annex Vb (Part-ML) provisions directly referred to in Annex II (Part-145) or Annex Vd (Part-CAO) (such as reference to point M.A.304 in 145.A.48 or point ML.A.501 in CAO.A.050), the following requirements shall also be considered by these organisations:

– M.A.201(c) or ML.A.201(c) Responsibilities,
– M.A.403(b) or ML.A.403(b) Aircraft defects.
GM Articles 3 and 4 Continuing airworthiness requirements and approvals for organisations involved in the continuing airworthiness

In accordance with Articles 3 and 4, as well as M.A.201 and ML.A.201, the following table provides a summary of the applicability of the Annexes to Regulation (EU) No 1321/2014 related to continuing airworthiness requirements and organisations involved therein.

<table>
<thead>
<tr>
<th></th>
<th>Non-licenced air carrier</th>
<th>Licenced air carrier</th>
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<tbody>
<tr>
<td></td>
<td>Non-commercial</td>
<td>Commercial</td>
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<tr>
<td>'Light'</td>
<td>Non-'Light'</td>
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<tr>
<td>'Light'</td>
<td>Non-'Light'</td>
<td></td>
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<tr>
<td>Part-M</td>
<td>N/A</td>
<td>Part-M mandatory</td>
</tr>
<tr>
<td>Part-ML</td>
<td>Part-ML mandatory</td>
<td>N/A</td>
</tr>
<tr>
<td>Part-CAMO (Annex Vc)</td>
<td>Individual CAM</td>
<td>Part-CAMO mandatory</td>
</tr>
<tr>
<td></td>
<td>or CAO-CAM</td>
<td>CAO-CAM or CAMO</td>
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<tr>
<td></td>
<td>or CAMO</td>
<td></td>
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<tr>
<td>Part-CAO (Annex Vd)</td>
<td>for CA management</td>
<td>Part-CAMO mandatory</td>
</tr>
<tr>
<td></td>
<td>(CAO-CAM)</td>
<td>CAO-CAM or CAMO</td>
</tr>
<tr>
<td></td>
<td>for maintenance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(CAO-M)</td>
<td>CAO-M or Part-145</td>
</tr>
</tbody>
</table>

1 Air carrier licensed in accordance with Regulation (EC) No 1008/2008.
2 Commercial = balloon operated under Subpart-ADD of Part-BOP or sailplane operated under Subpart-DEC of Part-SAO or other aircraft, not operated under Part-NCO; includes commercial ATO and commercial DTO.
4 'Light' a/c (not formal denomination) = Aeroplanes up to 2 730 kg MTOM, rotorcraft up to 1 200 kg MTOM / max 4 occupants, and other ELA2 aircraft.
5 Individual CAM (not formal denomination) = continuing airworthiness of the a/c managed by the owner under its own responsibility.
6 CAO-CAM (not formal denomination) = Part-CAO organisation with continuing airworthiness management privilege.
7 Individual maintenance (not formal denomination) = maintenance released by pilot-owner or independent certifying staff.
8 CAO-M (not formal denomination) = Part-CAO organisation with maintenance privilege.
<table>
<thead>
<tr>
<th>Part-145 (Annex II)</th>
<th>or Part-145</th>
<th>Part-145 mandatory</th>
<th>Part-145 mandatory</th>
</tr>
</thead>
</table>

(Please note that the table above represents a comparison or a decision process involving 'Part-145' and 'Part-145 mandatory' across different conditions or criteria, as indicated by the colors.)