



Foreign Part-145 approvals - EASA Form 2 instructions	Doc #	WI.CAO.00113-009
	Approval Date	21/07/2020

## Foreign Part-145 - EASA Form 2 instructions

**WI.CAO.00113-009**

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**DOCUMENT CONTROL SHEET****Reference documents****a) Procedures**

PR.CAO.00001 Foreign Part-145 approval

**b) Internal documents**

Applicable documents are listed in the form "FO.CAO.00136-XXX - Foreign Part-145 approvals – Documentation Index".

**Log of issues**

Issue	Issue date	Change description
001	13/11/2013	First issue
002	01/09/2014	Update of Quality documents to implement the new corporate image of the Agency and the changes to the organization structure.
003	30/01/2015	Endorsement of comments received from stakeholders and preparation for applicant portal
004	06/03/2018	A new section "Applicant's declaration and acceptance of the EASA Inspection and Finding Platform Service Terms of Use" is added. All sections thereafter are renumbered. This issue has not been published externally to EASA but was used only internally during testing phase of new IFP too
005	18/07/2018	Following changes implemented: <ul style="list-style-type: none"> <li>Clarification on identification of scope of work limitation to be mentioned in the application for aircraft ratings</li> <li>A new section "Applicant's declaration and acceptance of the EASA Inspection and Finding Platform Service Terms of Use" is added (only applicable to those organizations for which EASA has communicated the activation of the IFP Service. All sections thereafter are renumbered.</li> </ul>
006	27/05/2019	Following changes implemented: <ul style="list-style-type: none"> <li>Corporate identity of the Agency changed to European Union Aviation Safety Agency</li> <li>Addition of financial contact person</li> <li>Inclusion of Part-M subpart F Maintenance Organisation</li> <li>EASA Form 2 is assigned document number FO.CAO.00155. This is a full revision of the document and no track changes are published in the new Form 2</li> </ul>
007	12/03/2020	This revision was not published due to being superseded by the following revision
008	20/04/2020	Endorse possibility to apply for Part-CAO and Part-CAMO approvals Correction of mistakes
009	21/07/2020	<ul style="list-style-type: none"> <li>Revised to extend the use of EASA Form 2 for approvals allocated to EASA under art. 64 or 65 of Regulation 2018/1139.</li> </ul>





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		<ul style="list-style-type: none"><li>• Correction of mistakes.</li><li>• Clarification of the use of the generic email address.</li><li>• Introduction in the Form 2 the box “Specialised activities in the course of maintenance”.</li><li>• Inclusion of “Safety Manager” in the contact details for Part-CAMO approvals.</li></ul> <p>This is a full revision of the EASA Form 2 and of this WI.CAO.00113 no track changes are published neither in the Form 2 nor in the WI.CAO.00113</p>
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## 0. Introduction





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0.2 Definitions and abbreviations.

Abbreviations	
AMC	ACCEPTABLE MEANS OF COMPLIANCE
AMO	APPROVED MAINTENANCE ORGANISATION
AMTO	APPROVED MAINTENANCE TRAINING ORGANISATION
AOC	AIR OPERATOR CERTIFICATE
AOG	AIRCRAFT ON GROUND
BIPM	INTERNATIONAL BUREAU OF WEIGHTS AND MEASUREMENTS
CAMO	CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
CAO	COMBINED AIRWORTHINESS ORGANISATION
CAP	CORRECTIVE ACTION PLAN
CIPM	INTERNATIONAL COMMITTEE ON WEIGHTS AND MEASUREMENTS
C/S	CERTIFYING STAFF
CC/S	COMPONENT CERTIFYING STAFF
DOA	DESIGN ORGANISATION APPROVAL
EASA	EUROPEAN UNION AVIATION SAFETY AGENCY
EU	EUROPEAN UNION
GM	GUIDANCE MATERIAL
IOIRS	INTERNAL OCCURENCE REPORTING SYSTEM
MOA	MAINTENANCE ORGANISATION APPROVAL
MOAP	MAINTENANCE ORGANISATION APPROVAL PROCEDURES
MOC	MAINTENANCE OVERSIGHT COORDINATOR
MOE	MAINTENANCE ORGANISATION EXPOSITION
MOR	MANDATORY OCCURRENCE REPORTING
MRA	MUTUAL RECOGNITION ARRANGEMENT
MTOA	MAINTENANCE TRAINING ORGANISATION APPROVAL
NAA	NATIONAL AVIATION AUTHORITY
NRAB	NATIONAL RECOGNISED ACCREDITATION BODY
OEM	ORIGINAL EQUIPMENT MANUFACTURER
POA	PRODUCTION ORGANISATION APPROVAL
PPB	PRINCIPAL PLACE OF BUSINESS
QE	QUALIFIED ENTITY
RAB	REGIONAL ACCREDITATION BODY
S/S	SUPPORT STAFF
STCH	SUPPLEMENTAL TYPE CERTIFICATE HOLDER
TCH	TYPE CERTIFICATE HOLDER
WH	WORKING HOURS
WHOC	WORKING HOURS EASA OVERSIGHT COORDINATOR





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### 0.3 Scope and applicability.

EASA is the Competent Authority for continuing airworthiness organisations (AMO, AMTO, CAO and CAMO) whose principal place of business is located outside the EU, as established by Commission Regulation (EU) 1321/2014 applicable requirements, .

Furthermore Articles 64 and 65 of Regulation (EU) 2018/1139 (the Basic Regulation) allow EASA to be (re)allocated the responsibility of competent authority responsible for the tasks related to certification, oversight and enforcement with respect to one or more continuing airworthiness organisations holding such approvals from one or more Member States, under certain circumstances.

EASA is therefore responsible for the final approval of these organisations and for establishing procedures detailing how applications and approvals are managed.

This work instruction is not applicable to continuing airworthiness organisations having their principal place of business located outside the EU Member States AND which are certified under the provisions of a bilateral agreement signed with the EU.

The provisions of this work instruction are complementary to the requirements laid down in the applicable Annex of Commission Regulation (EU) 1321/2014 “as amended” and does not supersede or replace the associated regulatory requirements.

### 0.4 Purpose.

This Work instruction provides the EASA Form 2 filling instructions related to applications for an initial, change or surrender of EASA Part-145/CAO/MG/MF/CAMO approval.

Until **24 September 2020** organisations may still be issued Part-M Subpart F and Subpart G approvals. However, approvals issued in accordance with Subpart F and Subpart G of Annex I (Part-M) shall be valid **until 24 September 2021**.

The EASA Form 2 standard to be used for an EASA Part-145/CAO/MG/CAMO/MF approval is provided for download in a word format on the EASA Web Site (<http://easa.europa.eu/document-library/application-forms>)

### 0.5 Entry into force.

This Work instruction does not introduce new requirements and comes into effect at the day of publication on the EASA website.

### 0.6 Associated instructions.

EASA has developed associated instructions (user guides, Forms, templates and work instructions), that detail specific matters, which have to be considered as an integral part of this procedure.

For Part 145 approvals a complete listing of these documents, together with their applicability to the maintenance organisation or NAA / QE / EASA, is addressed in the current revision of the “**Foreign Part-145 approvals – documentation Index**”, **FO.CAO.00136-XXX** (XXX identifies the revision number). Documents which are applicable to both NAA/QE/EASA and maintenance organisation are made available on EASA Web Site (<http://easa.europa.eu>, Foreign Part-145 Approvals page).

Each time a cross reference is provided to another document or another chapter / paragraph of the same document, this reference is identified with **grey text**.

### 0.7 Communication

All documents and correspondences between the maintenance organisation, the overseeing authority and EASA shall be in the English language unless otherwise agreed by EASA.





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## 1. EASA Form 2 completion instructions







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### 1.1 Administrative application data – applicable to all applications

#### General Notes:

- It is strongly recommended to use the English language in completing Form 2.
- Please complete the form in a clearly legible way.

<b>1. Your Reference</b>	This is an <b>optional</b> information but highly recommended for tractability purposes.  The field may be used to provide a <b>unique</b> internal reference to this application. This reference will be used as an identifier of your application in administrative communications, e.g. invoice/s, by EASA.
<b>2. Applicant Address and Contact Data</b>	
<b>2.1.1 Name and Address</b>	<ul style="list-style-type: none"> <li><b>Account N°:</b> if known to you, please enter your EASA Account Number which follows the pattern 3XXXXX and can be found on any application acceptance letter received for previous applications.</li> <li><b>Registered Name:</b> Please enter the full <b>name of the company</b> <u>as it appears on the Certificate of Incorporation/Business Registration</u> or similar legal document stating name of the company.</li> <li><b>Trading name:</b> if you are using a Trade name differing from the registered company name, please indicate it here, otherwise enter “Not applicable”.</li> <li><b>Street Number, Post Code, city and Country:</b> Please enter the full <b>Address of the company</b> <u>as it appears on the Certificate of Incorporation/Business Registration</u> or similar legal document stating the seat of the company.</li> </ul>
<b>2.1.2 Contact Person</b>	The name and contact details specified in this section are those of the person responsible for the application.
<b>2.2 Date of the Certificate of Incorporation (Col)</b>	<ul style="list-style-type: none"> <li>Please provide the date of the Certificate of Incorporation/Business Registration or similar legal document stating name and seat of the company.</li> </ul> <p><b>A copy of the Certificate of Incorporation/Business Registration or similar legal document stating name and address of legal seat of the company shall be provided together with an initial application or an application for name change. Additional translation in English language of this document should be submitted.</b></p>
<b>2.3.1 Billing Address</b>	The (company) name and address specified in this section will be printed on the invoice/s EASA will issue. A (company) name deviating from the one entered in section 1 “Applicant Registered Name” can only be accepted by EASA upon justified request. A written statement, signed and stamped, from the legal entity which is taking responsibility to pay the EASA F&C invoice(s) is to be submitted together with the application. Please contact <a href="mailto:Applicant.Master@easa.europa.eu">Applicant.Master@easa.europa.eu</a> in case of questions. <b>Please leave blank if the Billing Address is the same as the registered name and address.</b>
<b>2.3.2 Contact Person</b>	The name and contact details specified in this section are those of the person that will be contacted for all issues connected with the EASA invoice/s (e.g. accounts payable clerk). Responsible for ensuring the EASA terms of payment are honoured.
<b>2.3.3 Invoice Recipient</b>	<b>An electronic invoice copy will be issued to the email address indicated here.</b> The email address provided may also be a generic email address (can be the same as <b>Organisation Generic Email</b> )
<b>2.4.1 Delivery Address</b>	The (company) name and postal address specified in this section is where EASA will send the original certificate/approval. <b>Please leave blank if the Shipping Address is the same as the registered name and address.</b>
<b>2.4.2 Contact Person</b>	The contact person specified in this section is the person the original certificate/approval will be sent to.



**1.2 Technical application data – Application for initial approval**

<b>3. References</b>	
<b>EASA Part-145 N°</b>	Please enter “Not applicable” for initial approval.
<b>EASA Part- CAMO N°</b>	Please enter “Not applicable” for initial approval.
<b>EASA Part-CAO N°</b>	Please enter “Not applicable” for initial approval.
<b>EASA Part-MF N°</b>	Please enter “Not applicable” for initial approval.
<b>EASA Part-MG N°</b>	Please enter “Not applicable” for initial approval.
<b>4. Addresses of location (s) requiring approval</b>	
<b>4.1 Principal place of business</b>	Enter the address of <b>the Principal Place of Business (PPB)</b> . PPB means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in the Regulation are exercised.
<b>4.2 Additional location(s)</b>	Enter the address (es) of <b>any additional location(s)</b> used by the organisation, except for Line Maintenance Locations to be listed in block 4.3.  This block shall be used to identify locations(s) <b>in addition to the PPB</b> , where the organisation is performing its activities or having offices (for example: office of the Accountable Manager, records archive, continuing airworthiness management office, base maintenance facilities, engine maintenance facilities, component maintenance facilities, NDT facilities, etc). [Duplicate the table to add as many additional locations as necessary].
<b>4.3 Line maintenance location(s)</b>	Enter the address (es) of the line maintenance location(s). <b>All the line stations</b> shall be listed. This block is only applicable for organisations applying for EASA Part-145 A1, A2, A3 & A4 ratings. [Duplicate the table to add as many additional locations as necessary].
<b>5. Contacts</b>	
<b>5.1. Accountable Manager</b>	Please enter the full details of the proposed Accountable Manager. The term “proposed” only remains applicable until the application has been approved.
<b>5.2 Quality/Safety Manager</b>	The person identified here as “Quality/Safety Manager” is intended to be the person in the organisation who is in charge of maintaining the relationship with the Competent Authority. For Part-145, Part-MF, Part-CAO, Part-MG this person will be the quality manager. For Part-CAMO, this person can be the Safety Manager or the Compliance Monitoring Manager. The name and contact details specified in this section are those of the person responsible for the application. The “Quality/Safety Manager” will also act as the contact person in case EASA has administrative questions related to the application.
<b>5.3 Organisation Generic Email</b>	Enter the generic email address of the organisation. The “generic” email address to be used by EASA for formal email communication with your organisation to ensure an efficient and stable communication channel. This email address will be used for <b>all technical communication</b> , including the automatic technical notifications sent by the Inspection and Findings Platform Service. This address is aimed to be used even though people in charge leave the company. The address should remain independent from a person and therefore without people’s name.
<b>6. Identification of Activity</b>	
<b>6.1 Application for</b>	Please indicate the application type: <b>Application for Part-145 Approval</b> or <b>Part-CAO Approval</b> or <b>Part-MG/CAMO Approval</b> or <b>Part-MF Approval</b> by ticking the appropriate box.
<b>6.2 Application Type</b>	<b>Initial application:</b> Tick this box when applying for an initial approval. Art. 64/65 Regulation (EU) 2018/1139: Tick this box if the oversight of the organisation is transferred to EASA pursuant to art. 64 or 65 of Regulation (EU) 2018/1139.





	<b>Revision of the Initial Application:</b> Tick this box in the case the organisation intends to revise its application before the approval is granted. Please select the box corresponding to the type of change(s). [Multiple selection is possible].
<b>6.3 Terms of Part-145/ Part-CAO/ Part-CAMO/ Part-MG/ Part-MF Approval and scope of work relevant to this application</b>	<p>Please describe the scope of the application.</p> <p><b>For Part 145 only:</b>  <b>In case of an initial application</b> basically the maintenance organisation shall summarise the requested ratings without specifying the A/C, engine/APU types.  For example:</p> <ul style="list-style-type: none"> <li>• A1 line and base maintenance; A2 line maintenance only</li> <li>• B1; C2; C14</li> <li>• Specialized activities in the course of maintenance.</li> </ul> <p><b>In case of application for revision of initial application, only indicate the relevant change.</b></p>
<b>7. Number of staff</b>	
<b>(a) Employees</b>	The total number of staff employed by the organisation who are involved in the EASA approval.
<b>(b) Contractors</b>	The total number of contracted staff who are involved in the EASA approval.
<b>8. Scope of requested Part-145 or Part-MF Approval</b>	
<b>Scope of requested Part-145 or Part-MF Approval</b>	<p>Please describe in detail the scope of the application with reference to the information included in block 6.3.</p> <p>In case of application of art. 64 or 65 of Basic Regulation 2018/1139, detail the scope of work already held by the organisation.</p>
<b>Aircraft: Rating A limitation</b>	<p><b>A1 rating:</b> Quote the requested aircraft type(s) by indicating in the column limitation the Part-66 type rating endorsement and the models as defined in Appendix I to AMC to EASA Part-66 as amended.  A1 rating is reserved to Part-145 approvals and is not applicable to Part-MF approvals.</p> <p><b>A2 rating:</b> Quote the requested aircraft type(s) by indicating in the column limitation the Part-66 type rating endorsement and the models as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p><b>A3 rating:</b> Quote the requested aircraft type(s) by indicating in the column limitation the Part-66 type rating endorsement and the models as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p><b>A4 rating:</b> Quote the requested aircraft series or type(s) by indicating in the column limitation the TC holder and models as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p><b>Line &amp; Base:</b> (Only applicable to Part-145 organisations)  For each aircraft type, the maintenance organisation must define the type of maintenance by marking Yes or No in the column Base and/or Line maintenance activity.</p> <p>The definition to be included within the column "Limitation" of the Form 2 is the one addressed within the column N° 3 "type rating endorsement" of Appendix I to AMC to EASA Part-66 as amended. For example, when an organisation applies for:</p> <ul style="list-style-type: none"> <li>• A1 rating A319 (CFM56) Line, the limitation of the Form 2 must address the Airbus A318/A319/A320/A321(CFM56) Line</li> <li>• A1 rating A330 (GE CF6) Base + Line and A330 (PW4000) Line only and A330 (RR RB211 Trent 700) Base only, the limitation of the Form 2 must address all these type different aircraft - engine combination together the Line/Base limitation as applicable to the aircraft-engine combination</li> </ul>





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<b>Engines: Rating B limitation</b>	<p><b>B1 rating:</b> Quote the requested engine type(s) as defined in the engine TCDS.</p> <p><b>B2 rating:</b> Quote requested engine manufacturer or group or type as defined by the OEM</p> <p><b>B3 rating:</b> Quote the requested APU type(s) as defined by the OEM.</p> <p>The B rating is required for maintenance of engines/APUs according to the Engine/APU shop Maintenance Manual.</p> <p>Note: For maintenance of engines on wing under the A rating refer to Appendix IV to Annex I (EASA Part M).</p>
<b>Components: Rating C limitation</b>	<p><b>For the Cx ratings:</b> The requested class C rating shall be ticked.</p> <p>The Cx rating is required for maintenance of components according to the Component Maintenance Manual.</p> <p>Quote under the column limitations the aircraft type or aircraft manufacturer or the particular component and/or the maintenance task(s). Cross-refer to a capability list in the exposition.</p> <p>Note: For maintenance of fitted components under the A &amp; B ratings refer to Appendix IV to Annex I (EASA Part M).</p>
<b>Specialised Services Rating D1 limitation</b>	<p><b>D1 rating:</b> The requested NDT method(s) shall be ticked.</p> <p>If the option "Other Method" is ticked, state the particular NDT method.</p> <p>Boroscope inspection is not considered as being listed under the D1 rating .</p> <p>Note: Holding the rating D1 enables the organisation to issue an EASA Form 1 limited to the accomplishment of the NDT inspection.</p>
<b>Specialised Activities in the course of maintenance</b>	<p>Quote the specialised activities (such as NDT, painting, welding, plating, plasma spray, heat treatment, etc.) intended to be performed in the "course of maintenance" under any rating (Ax, Bx or Cx).</p> <p>These activities do not need to be mentioned if contracted to another EASA Part-145 AMO (as listed in MOE chapter 5.4).</p>
<b>08bis. Scope of requested Part-CAO</b>	
<b>Scope of requested Part-CAO Approval</b>	<p>Please describe in detail the scope of the application with reference to the information included in block 6.3. In case of application for change of the scope of work, only the parts of this table affected by the change shall be compiled. <b>Please do not enter any data in this table in case of EASA Part-145, Part-MF, Part-MG, Part-CAMO application</b></p>
<b>09. Scope of requested Part-CAMO or Part-MG</b>	
<b>Scope of requested Part-CAMO or Part-MG Approval</b>	<p>Within the applicable rating, select the requested aircraft model and the engine type fitted thereon and subcontracted organisations. If a request for Airworthiness Review/Permits to Fly privileges is submitted, mark with "X" the relevant box, otherwise leave the related box blank.</p> <p>Airworthiness Review/Permits to Fly privileges are not applicable to CAMO with PPB outside the EU.</p> <p>In case of application of art. 64 or 65 of Basic Regulation 2018/1139, detail the scope of work already held by the organisation.</p> <p><b>Please do not enter any data in this table in case of EASA Part-145, Part-MF, Part-CAO application</b></p>
<b>10. Subcontracted Organisations address data</b>	
<b>Subcontracted organisations address data</b>	<p>Please list address(es) data of subcontracted organisation(s) working under this approval. Add rows as applicable.</p> <p><b>Please do not enter any data in this table in case of EASA Part-145, Part-MF application</b></p>
<b>11. Other EASA approvals held by the applicant</b>	
<b>Other EASA approval held by the applicant</b>	<p>If the organisation holds other EASA approval(s), please indicate the relevant approval number. If the EASA Part-CAMO approval is linked to an EASA AOC, the AOC number shall be also reported.</p>
<b>12. Applicant's declaration and acceptance of the General Conditions and Terms of Payment</b>	
<b>Date/Location</b>	Enter the date of signature and the place in which the Accountable Manager* office is located.





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<b>Name of the Accountable Manager</b>	Enter the name of the Accountable Manager*.
<b>Signature of the Accountable Manager</b>	Signature of the Accountable Manager*. <b>Important note:</b> Please do not forget to sign the application form. EASA does not accept unsigned applications.
* In case of a new Part-145/Part-CAO/Part-MG/Part-MF/Part-CAMO Applicant or in case of change of Accountable the signature of the name, location of the proposed Accountable Manager is required.	



**1.3 Technical application data – Application for change**

<b>3. References</b>	
<b>EASA Part-145 N<sup>o</sup></b>	In case of application for change pertaining to your EASA Part-145 approval, please enter your EASA.145.XXXX number. If your application for change does not pertain your EASA Part-145 approval enter “Not applicable”.
<b>EASA Part-MG/CAMO N<sup>o</sup></b>	In case of application for change pertaining to your EASA Part-MG/CAMO approval, please enter your current EASA.CAMO/MG.XXXX number. If you hold a Part-MG approval and you are applying for a transition to Part-CAMO approval, state the current Part-MG approval. If you hold a Part-MG approval and you are applying for a transition to Part-CAO approval state the current Part-MG approval. If your application for change does not pertain your EASA Part-MG/CAMO approval enter “Not applicable”.
<b>EASA Part-CAO N<sup>o</sup></b>	In case of application for change pertaining to your EASA Part-CAO approval, please enter your EASA.CAO.XXXX number.. If your application for change does not pertain your EASA Part-CAO approval enter “Not applicable”.
<b>EASA Part-MF N<sup>o</sup></b>	In case of application for change pertaining to your EASA Part-MF approval, please enter your EASA.MF.XXXX number. If you hold a Part-MF approval and you are applying for a transition to Part-CAO approval state the current Part-MF approval. If your application for change does not pertain your EASA Part-MF approval, enter “Not applicable”.
<b>4. Addresses of location (s) requiring approval</b>	
<b>4.1 Principal place of business</b>	In case of application for change pertaining to your principal place of business (PPB), please enter the address that requires approval. PPB means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in the Regulation are exercised.
<b>4.2 Additional location(s)</b>	In case of application for a change pertaining to your additional location(s), please enter only the address affected by the change. This block shall be used to identify <b>locations(s) in addition to the PPB</b> , where the organisation is performing its activities or having offices (for example: office of the Accountable Manager, records archive, continuing airworthiness management office, base maintenance facilities, engine maintenance facilities, component maintenance facilities, NDT facilities, etc).  Line Maintenance Locations to be listed in block 4.3. [Duplicate the table to add as many additional locations as necessary].
<b>4.3 Line maintenance location(s)</b>	In case of application for a change pertaining to your line maintenance location(s), please enter only the address affected by the change. This block is only applicable for organisations holding an EASA Part-145 A1, A2, A3 & A4 ratings. [Duplicate the table to add as many additional locations as necessary].
<b>5. Contacts</b>	
<b>5.1. Accountable Manager</b>	In case of application for a change pertaining to your Accountable Manager, please enter the full details of the proposed Accountable Manager.





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<p><b>5.2 Quality/Safety Manager</b></p>	<p>In case of application for a change pertaining to your Quality/Safety manager, please enter the full details of the proposed Quality/Safety manager.</p> <p>The person identified here as Quality/Safety Manager is intended to be the person in the organisation who is in charge of maintaining the relationship with the Competent Authority.</p> <p>For Part-145, Part-MF, Part-CAO, Part-MG this person will be the Quality Manager.</p> <p>For Part-CAMO this person can be the Safety Manager or the Compliance Monitoring Manager.</p> <p>The name and contact details specified in this section are those of the person responsible for the application. The “Quality/Safety Manager” will also act as the contact person in case EASA has administrative questions related to the application.</p>
<p><b>5.3 Organisation Generic Email</b></p>	<p>In case of application for a change pertaining to your generic email address, please enter the new generic email address of the organisation.</p> <p>The “generic” email address to be used by EASA for formal email communication with your organisation to ensure an efficient &amp; stable communication channel. (This email address will be used for <b>all technical communication</b> including the automatic notifications sent by Inspection and Findings Platform Service). This address is aimed to be used even though people in charge leave the company. The address should remain independent from a person and therefore without people ‘s name.</p>
<p><b>6. Identification of Activity</b></p>	
<p><b>6.1 Application for</b></p>	<p>Please indicate your existing approval affected by the change: <b>Part-145 Approval, Part-CAO Approval, Part-MG Approval, Part-CAMO Approval, Part-MF approval</b> by ticking the appropriate box.</p> <p>For example: You hold a Part-145 Approval and a Part-CAMO Approval and you apply for a change to your Part-CAMO approval. Then please tick Part-CAMO Approval only.</p>
<p><b>6.2 Application Type</b></p>	<p>Please tick <b>Application for change</b>. Please select the box corresponding to the type of change(s).</p> <ul style="list-style-type: none"> <li>• Organisation name</li> <li>• Address(es)</li> <li>• Nominated persons</li> <li>• Scope (Rating(s), privileges, limitations, etc..)</li> <li>• Contact details</li> <li>• Number of staff</li> </ul> <p>Multiple selection is possible. If option “Others” is selected, please describe the type of change in 6.3.</p> <p><b>Application for transition:</b> Tick the applicable box in case your organisation is already the holder of a valid EASA Part-MF or EASA Part-MG approval and you submit the application in order to apply for a Part-CAO or Part-CAMO approval. No change in scope of work is possible when applying for transition.</p>
<p><b>6.3 Terms of Part-145/ Part-CAO/ Part-CAMO/ Part-MG/ Part-MF Approval and scope of work relevant to this application</b></p>	<p>Please describe the scope of the application for change.</p> <p>The organisation is requested to record here only the change to the existing approval and not the whole scope. This field shall be used to detail, in an accurate manner, which kind of change(s) the organisation is requesting, such as:</p> <ul style="list-style-type: none"> <li>- Name change;</li> <li>- Address change;</li> <li>- Addition or removal of location(s);</li> <li>- Removal or addition of rating(s) to the existing Scope;</li> <li>- Removal or addition of aircraft type/ series/ group to the existing scope;</li> <li>- Addition of privileges (e.g Airworthiness Review, Permits to fly);</li> <li>- Addition or removal of aircraft models in an existing aircraft type. For example addition of model 747-8F to the already approved aircraft rating Boeing 747-8 (GE GENx)</li> </ul>







	<p><b>For Part 145 only:</b></p> <p>In the case of changes which apply to a specific location, one of the following terms shall be used to identify the change.</p> <ul style="list-style-type: none"> <li>- <b>Additional location:</b> when a new maintenance location is added;</li> <li>- <b>Deleted location:</b> when an existing maintenance location is deleted;</li> <li>- <b>Location upgrade:</b> when the scope of work of an existing location is upgraded to an upper level (ex. new rating, new aircraft type, etc);</li> <li>- <b>Location downgrade</b> when the scope of work of an existing location is downgraded to a lower level (ex. Deletion of a rating, or an aircraft type capability, etc.)</li> </ul> <p>A cross reference shall be made to block nr. 3 to link the above terms to a specific location. In addition, the rating affected by the change (at that location) shall be specified. Example 1:  <i>The following changes are requested in the Locations identified in Block 4:</i></p> <ul style="list-style-type: none"> <li>• <i>Block 4.2.1- XX Airport: Location Downgrade - rating D1 to be deleted</i></li> <li>• <i>Block 4.2.2- YY Airport: Location Upgrade - rating C14 to be added</i></li> <li>• <i>Block 4.3.1- ZZ Airport: Additional Location with rating A1 Line</i></li> </ul>
<b>7. Number of staff</b>	
<b>(a) Employees</b>	In case of application for a change pertaining to the total number of staff employed by the organisation to comply with the applicable EASA regulation, please indicate the new number of employed staff.
<b>(b) Contractors</b>	In case of application for a change pertaining to your number of contracted staff associated with the approval, please indicate the new number of contracted staff. .
<b>8. Scope of requested Part-145 or Part-MF Approval</b>	
<b>Scope of requested Part-145 or Part-MF approval</b>	<p>Please describe in detail the scope of the application with reference to the information included in block 6.3.</p> <p>In case of application for change of the scope of work, only the parts of this table affected by the change shall be compiled.</p>
<b>Aircraft: Rating A limitation</b>	<p><b>A1 rating:</b> Quote the aircraft type(s) by indicating in the column <b>limitation</b> the Part-66 type rating endorsement and the models as defined in Appendix I to AMC to EASA Part-66 as amended. A1 rating is reserved to Part-145 approvals and is not applicable to Part-MF approvals.</p> <p><b>A2 rating:</b> Quote the aircraft type(s) by indicating in the column <b>limitation</b> the Part-66 type rating endorsement and the models as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p><b>A3 rating:</b> Quote the aircraft type(s) by indicating in the column <b>limitation</b> the Part-66 type rating endorsement and the models as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p><b>A4 rating:</b> Quote the aircraft series or type(s) by indicating in the column <b>limitation</b> the TC holder and models as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p><b>Line &amp; Base:</b> For each aircraft type the maintenance organisation must define the type of maintenance by marking Yes or No in the column Base and/or Line maintenance activity.</p>
<b>Engines: Rating B limitation</b>	<p><b>B1 rating:</b> Quote the engine type(s) as defined in the engine TCDS to be added or removed.</p> <p><b>B2 rating:</b> Quote engine manufacturer or group or type as defined by the OEM to be added or removed.</p> <p><b>B3 rating:</b> Quote the APU type(s) as defined by the OEM, to be added or removed.</p> <p>The B rating is required for maintenance of engines according to the Engine shop Maintenance Manual.</p> <p>Note: For engines on wing maintenance under the A rating refer to Appendix IV to Annex I (EASA Part M).</p>
<b>Components: Rating C limitation</b>	The class C rating requested to be added or removed shall be ticked. The Cx rating is required for maintenance of components according to the Component Maintenance Manual.







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	Quote under the column limitations the aircraft type or aircraft manufacturer or the particular component and/ or the maintenance task(s). Cross-refer to a capability list in the exposition. Note: For maintenance of fitted components under the A & B ratings refer to Appendix IV to Annex I (EASA Part M).
<b>Specialised Services Rating D1 limitation</b>	<b>D1 rating:</b> The NDT method(s) to be added or removed shall be ticked. If the option "Other Method" is ticked, state the particular NDT method. Boroscope inspection is not considered as being listed under the D1 rating . Note: Holding the rating D1 enables the organisation to issue an EASA Form 1 limited to the accomplishment of the NDT inspection.
<b>Specialised Activities in the course of maintenance</b>	Quote specialised activities (such as NDT, painting, welding, plating, plasma spray, heat treatment, etc.) to be added or to be removed. These specialised activities are performed in the "course of maintenance" under any rating (Ax, Bx or Cx) These activities do not need to be mentioned if contracted to another EASA Part-145 AMO (as listed in MOE chapter 5.4).
<b>08bis. Scope of requested Part-CAO approval</b>	
<b>Scope of requested Part-CAO Approval</b>	Please describe in detail the scope of the application with reference to the information included in block 6.3. In case of application for change of the scope of work, only the parts of this table affected by the change shall be compiled. <b>Please do not enter any data in this table in case of EASA Part-145, Part-MF or Part-CAMO application</b>
<b>09. Scope of requested Part-CAMO or Part-MG Approval</b>	
<b>Scope of requested Part-CAMO or Part-MG Approval</b>	Within the applicable rating, select the aircraft model and the engine type fitted thereon and subcontracted organisations related to the requested change. If a request for Airworthiness Review/Permits to Fly privileges is submitted, mark with "X" the relevant box, otherwise leave the related box blank. Airworthiness Review/Permits to Fly privileges are not applicable to CAMO with PPB outside the EU. <b>Please do not enter any data in this table in case of EASA Part-145, Part-MF or Part-CAO application</b>
<b>10. Subcontracted Organisations address data</b>	
<b>Subcontracted Organisations address data</b>	Please list all address(es) of subcontracted organisation(s) working under this approval affected by the requested change. Add rows as applicable. <b>Please do not enter any data in this table in case of EASA Part-145, Part-MF application</b>
<b>11. Other EASA approvals held by the applicant</b>	
<b>Other EASA approval held by the applicant</b>	If the organisation holds other EASA approval(s), please indicate the relevant approval number. If the EASA Part-MG/CAMO approval is linked to an EASA AOC, the AOC number shall be also reported.
<b>12. Applicant's declaration and acceptance of the EASA Inspection and Finding Platform (IFP) Service Terms of Use</b> Note: The use of the IFP service is being activated on a phased approach. The use of this block is only applicable to initial applications and to organisations for which EASA has communicated the activation of the IFP Service.	
<b>Date/Location</b>	Enter the date of signature and the place in which the Quality/Safety Manager* office is located.
<b>Name of the Quality/Safety Manager</b>	Enter the name of the Quality/Safety Manager.
<b>Signature of the Quality/Safety Manager</b>	Signature of the Quality/Safety Manager.
<b>13. Applicant's declaration and acceptance of the General Conditions and Terms of Payment</b>	





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<b>Financial estimate</b>	<p>You may request a financial estimate for a task that is calculated on an hourly basis. This estimate will be amended if it appears that the task is simpler or can be carried out faster than initially foreseen or, on the contrary, if it is more complex and takes longer to carry out than the Agency could reasonably have foreseen.</p> <p>Please be aware that EASA is to continue the processing of the application only after the estimation has been accepted and, consequently, the provision of an estimation will lead to a delayed project start.</p> <p>The estimation is for information purposes and has no binding effect on the Agency or applicant.</p>
<b>Date/Location</b>	Enter the date of signature and the place in which the Accountable Manager* office is located.
<b>Name of the Accountable Manager</b>	Enter the name of the Accountable Manager*.
<b>Signature of the Accountable Manager</b>	<p>Signature of the Accountable Manager*.</p> <p><b>Important note:</b> Please do not forget to sign the application form. EASA does not accept unsigned applications.</p>
* In case of a new Part-145/Part-CAO/ Part-MF/Part-MG/Part-CAMO Applicant or in case of change of Accountable the signature of the name, location of the proposed Accountable Manager is required.	



**1.4 Technical application data – Notification of surrender**

<b>3. References</b>	
<b>EASA Part-145 N°</b>	In case of notification of surrender pertaining to your EASA Part-145 approval, please enter your EASA.145.XXXX number.
<b>EASA Part-MG/CAMO N°</b>	In case of notification of surrender pertaining to your EASA Part-MG/CAMO approval, please enter your EASA.MG/CAMO.XXXX number.
<b>EASA Part-CAO N°</b>	In case of notification of surrender pertaining to your EASA Part-CAO approval, please enter your EASA.CAO.XXXX number.
<b>EASA Part-MF N°</b>	In case of notification of surrender pertaining to your EASA Part-MF approval, please enter your EASA.MF.XXXX number.
<b>4. Addresses of location (s) requiring approval</b>	
<b>4.1 Principal place of business</b>	Enter "Not applicable".
<b>4.2 Additional location(s)</b>	Enter "Not applicable".
<b>4.3 Line maintenance location(s)</b>	Enter "Not applicable".
<b>5. Contacts</b>	
<b>5.1. Accountable Manager</b>	Please enter the full details of the Accountable Manager.
<b>5.2 Quality/Safety Manager</b>	Please enter the full details of the Quality/Safety Manager.
<b>5.3 Organisation Generic Email</b>	Please enter the generic email address.
<b>6. Identification of Activity</b>	
<b>6.1 Application for</b>	Enter "Not applicable".
<b>6.2 Application Type</b>	Please tick <b>Notification of surrender</b> .
<b>6.3 Terms of Part-145/ Part-CAO/ Part-CAMO/ Part-MG/ Part-MF Approval and scope of work relevant to this application</b>	Enter "Not applicable".
<b>7. Number of staff</b>	
<b>(a) Number of staff</b>	Enter "Not applicable".
<b>(b) Number of staff</b>	Enter "Not applicable".
<b>8. Scope of requested Part-145 or Part-MF Approval</b>	
<b>Scope of requested Part-145 or Part-MF approval</b>	Enter "Not applicable".
<b>Aircraft: Rating A limitation</b>	Enter "Not applicable".





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<b>Engines: Rating B limitation</b>	Enter "Not applicable".
<b>Components: Rating C limitation</b>	Enter "Not applicable".
<b>Specialised Services Rating C limitation</b>	Enter "Not applicable".
<b>Specialised Activities</b>	Enter "Not applicable".
<b>08bis. Scope of requested Part-CAO</b>	
<b>Scope of requested Part-CAO Approval</b>	Enter "Not applicable".
<b>09. Scope of requested Part-CAMO or Part-MG Approval</b>	
<b>Scope of requested Part-CAMO or Part-MG Approval</b>	Enter "Not applicable".
<b>10. Subcontracted Organisations address data</b>	
<b>Subcontracted Organisations address data</b>	Enter "Not applicable".
<b>11. Other EASA approvals held by the applicant</b>	
<b>Other EASA approval held by the applicant</b>	Enter "Not applicable".
<b>12. Applicant's declaration and acceptance of the EASA Inspection and Finding Platform (IFP) Service Terms of Use</b> <b>Note: The use of the IFP service is being activated on a phased approach. The use of this block is only applicable to organisations for which EASA has communicated the activation of the IFP Service.</b>	
<b>Date/Location</b>	Enter "Not applicable".
<b>Name of the quality Manager</b>	Enter "Not applicable".
<b>Signature of the quality Manager</b>	Enter "Not applicable".
<b>13. Applicant's declaration and acceptance of the General Conditions and Terms of Payment</b>	
<b>Financial estimate</b>	<p>You may request a financial estimate for a task that is calculated on an hourly basis. This estimate will be amended if it appears that the task is simpler or can be carried out faster than initially foreseen or, on the contrary, if it is more complex and takes longer to carry out than the Agency could reasonably have foreseen.</p> <p>Please be aware that EASA is to continue the processing of the application only after the estimation has been accepted and, consequently, the provision of an estimation will lead to a delayed project start.</p> <p>The estimation is for information purposes and has no binding effect on the Agency or applicant.</p>
<b>Date/Location</b>	Enter the date of signature and the place in which the Accountable Manager* office is located.
<b>Name of the Accountable Manager</b>	Enter the name of the Accountable Manager*.





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<b>Signature of the Accountable Manager.</b>	Signature of the Accountable Manager*. <b>Important note:</b> Please do not forget to sign the application form. EASA does not accept unsigned applications.

