



Foreign Part-145 Management Personnel & EASA Form 4 Instructions	Doc # WI.CAO.00115-004
	Approval Date 18/07/2018

## Foreign Part-145 - Management Personnel & EASA Form 4 instructions

**WI.CAO.00115-004**

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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	22/10/2015	Endorsement of comments received from stakeholders
004	18/07/2018	Amending the EASA Form 4 to remove the competent authority signature field and introducing a standardized identification of the EASA Part-145 function hold by the nominated person.





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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
AOG	AIRCRAFT ON GROUND
BIPM	INTERNATIONAL BUREAU OF WEIGHTS AND MEASUREMENTS
CAO	CONTINUING AIRWORTHINESS ORGANISATION
CAP	CORRECTIVE ACTION PLAN
CIPM	INTERNATIONAL COMMITTEE ON WEIGHTS AND MEASUREMENTS
C/S	CERTIFYING STAFF
CC/S	COMPONENT CERTIFYING STAFF
EASA	EUROPEAN AVIATION SAFETY AGENCY
EU	EUROPEAN UNION
GM	GUIDANCE MATERIAL
ILAC	INTERNATIONAL LABORATORY ACCREDITATION COOPERATION
IOSRS	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
NAA	NATIONAL AVIATION AUTHORITY
NRAB	NATIONAL RECOGNISED ACCREDITATION BODY
OEM	ORIGINAL EQUIPMENT MANUFACTURER
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 maintenance organisations having their principal place of business located outside the EU, as established by EASA Part 145.1 “General” and is therefore responsible for the final approval of these maintenance organisations and for establishing procedures detailing how EASA Part-145 applications and approvals are managed.

This work instruction is applicable to EASA Part-145 applicant and EASA Part-145 AMOs’ (hereafter referred as maintenance organisations) having their principal place of business located outside the EU Member States and which are not certified under the provisions of a bilateral agreement signed with the EU.

The provisions of this work instruction are complementary to the requirements of EASA Part-145 regulation “as amended” and does not supersede or replace the associated regulatory requirements.

### 0.4. Purpose.

The purpose of this working instruction is to describe:

- The definition of management personnel as per 145.A.30;
- How the maintenance organisation shall proceed when proposing management personnel for acceptance by the competent authority;
- The EASA Form 4 standard for an EASA Part-145 approval and the related completion instructions;
- The instructions to assist the maintenance organisation on establishing minimum requirements for Management Personnel;
- The instructions to assist the assigned inspector on the acceptance process of the proposed post holder to EASA.

The EASA Form 4 standard to be used by a maintenance organisation is made available for download in an electronic format on the EASA Web Site (<http://easa.europa.eu>) - Continuing Airworthiness Organisations page.

### 0.5. Entry into force

This User Guide comes into force 90 days after publication on the EASA website. Within this time frame the maintenance organisation shall assess the impact of this User Guide 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 this User Guide does not supersede the need to comply with any other entry into force date(s) established by applicable regulations.

### 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.

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 organisations are made available on the 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. Management personnel





### 1.1. Definition of management personnel.

The Management Personnel may be classified as following:

**The Accountable Manager** {145.A.30 (a)} shall be the person having the corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by EASA Part-145;

**The nominated personnel** {145.A.30 (b) & (c)} shall be the group of person who is/are responsible for ensuring that the maintenance organisation complies with EASA Part-145. In any case these personnel shall directly report to the Accountable Manager. This (ese) manager(s) may delegate EASA Part-145 functions to other manager(s) working directly under their respective responsibility.

**The deputy nominated personnel** {145.A.30 (b) 4} shall be the group of person who are nominated to deputise any particular nominated personnel in case of lengthy absence of the said person.

**Other Manager(s)** {AMC 145.A.30 (b) 8}

Depending either on the size of the maintenance organisation or on the decision of the Accountable Manager, the maintenance organisation may appoint additional managers for any EASA Part-145 function(s). This (ese) manager(s) shall report ultimately to the nominated personnel identified to be responsible for the related EASA Part-145 function(s) and therefore by definition are not to be considered themselves as nominated personnel. As a consequence a manager can be only assigned duties (not responsibilities) of the nominated personnel to whom he/she reports.

**The Responsible NDT Level III** shall be the person designated by the maintenance organisation to ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non-destructive test in accordance with the European or equivalent Standard recognised by the Agency.







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1.2. Management personnel requiring an EASA Form 4.

Based on the classification given in the previous chapter “ Definition of Management Personnel “, the following table summarises the various cases when an EASA Form 4 is required, recommended or not required in order for the management personnel to be acceptable to the Competent Authority.

Management personnel	Form 4 required	Form 4 recommended	Form 4 Not required <sup>1</sup>
Nominated personnel	X		
Accountable Manager		X	
NDT Level III		X	
Other Manager(s)			X*
Deputy nominated personnel			X*

In a small organisation where the Accountable Manager also performs the role of any other Management Personnel as defined by AMC 145.A.30(b)(2), the requirements applicable to those personnel also apply and a separate Form 4 is required.

\* In the case of “other Manager(s)” and “Deputy nominated personnel” EASA does not process any Form 4 application for the related positions. However the MOE shall make clear who deputise for any particular nominated personnel in the case of lengthy absence of the said person (this may be done by detailing the procedures to appoint a deputy nominated person or by identifying directly the person by name in the MOE).

In any case it is the responsibility of the maintenance organisation to ensure that the deputy personnel demonstrates an equivalent level of qualifications and experience of the nominated personnel

Note: A deputy Accountable Manager or deputy nominated person is not intended to replace the post holder for an indefinite period of time. This particularly applies when the Accountable Manager or a nominated person leaves the maintenance organisation; in such a case the new post holder has to be appointed in a reasonable period of time to be agreed with the competent authority (refers to 145.B.35).

<sup>1</sup> In the cases listed in this column EASA does not process any Form 4 application for the related positions.

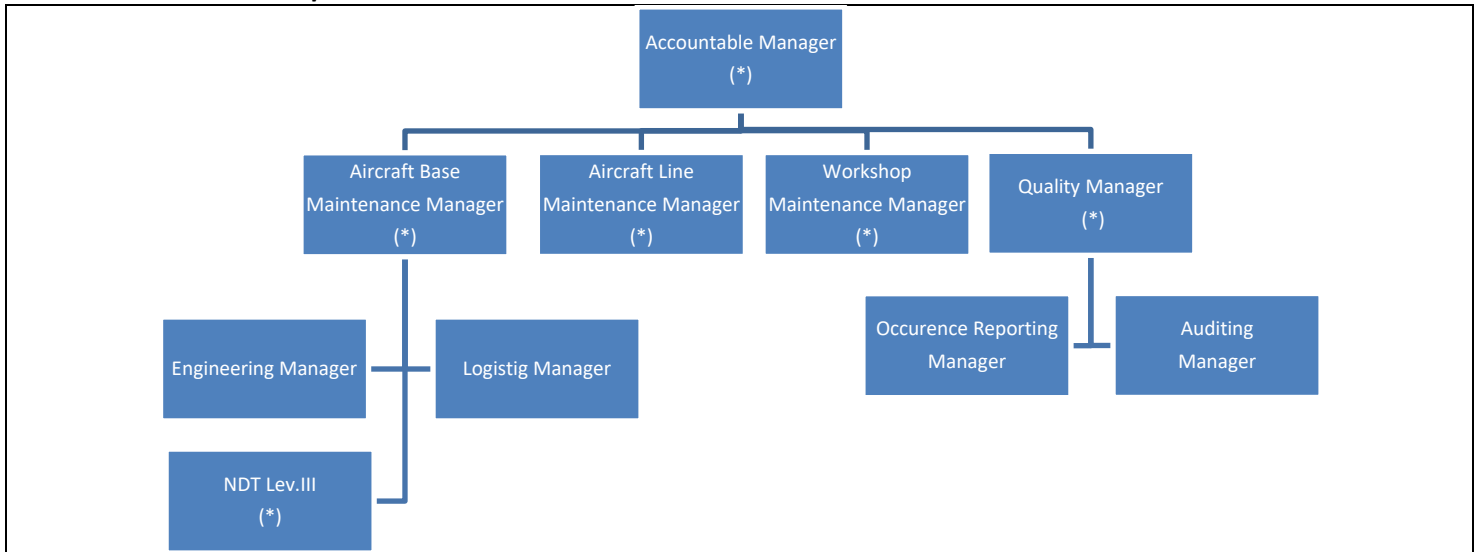




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1.3. Maintenance organisation structure examples.

1.3.1. Example 1.



(\*) Form 4 post holders

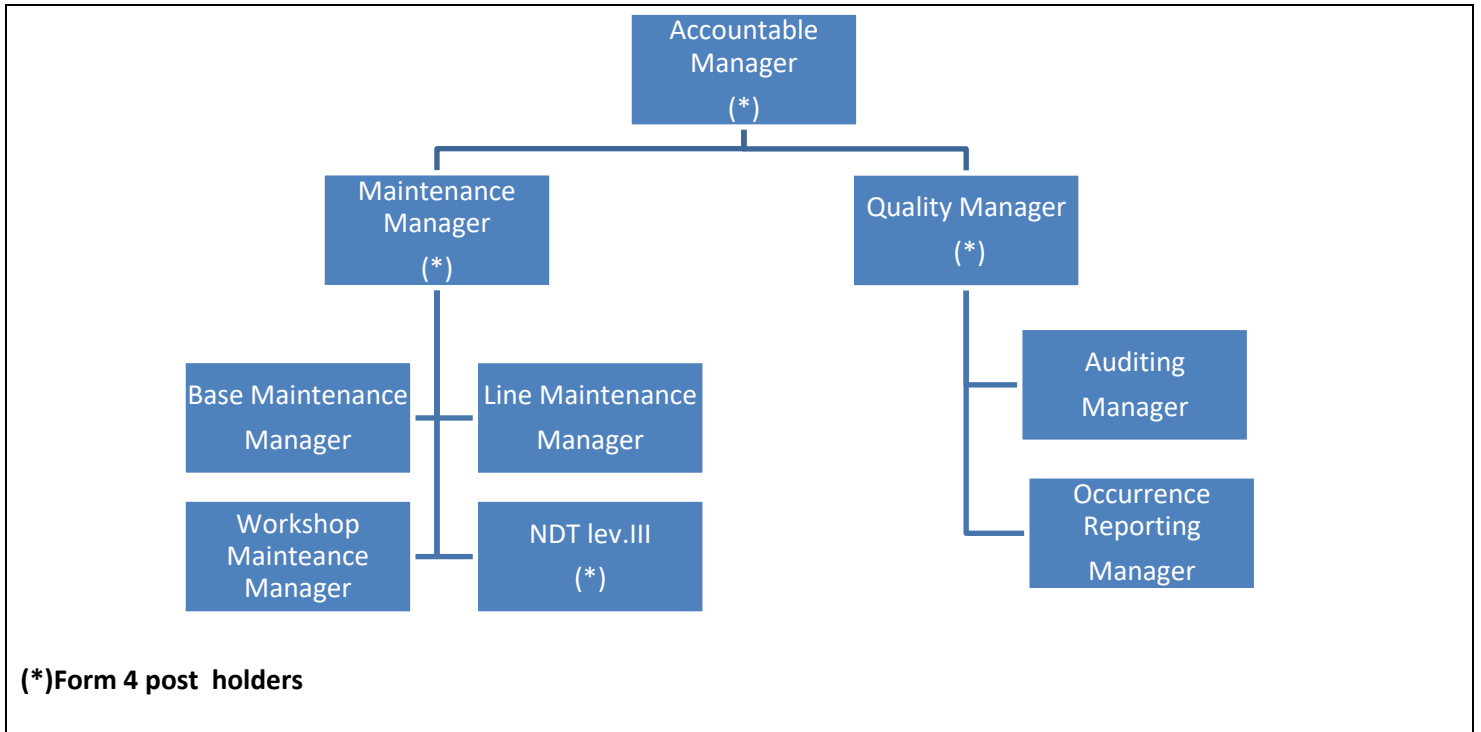
<i>Management personnel List</i>	<i>Deputies</i>
<b>Accountable Manager</b>	Deputy Accountable Manager
<b>List of nominated personnel:</b> <ul style="list-style-type: none"> <li>• Aircraft Base Maintenance Manager;</li> <li>• Aircraft Line Maintenance Manager;</li> <li>• Workshop Maintenance Manager;</li> <li>• Quality Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Aircraft Base Maintenance Manager;</li> <li>• Deputy Aircraft Line Maintenance Manager;</li> <li>• Deputy Workshop Maintenance Manager;</li> <li>• Deputy Quality Manager.</li> </ul>
<b>List of Other Managers:</b> <ul style="list-style-type: none"> <li>• Auditing Manager;</li> <li>• Occurrence Reporting Manager;</li> <li>• Engineering Manager;</li> <li>• Logistic Manager.</li> </ul>	<b>Not required</b>
<b>NDT Level III</b>	<b>Not required</b>





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1.3.2. Example 2.



(\*)Form 4 post holders

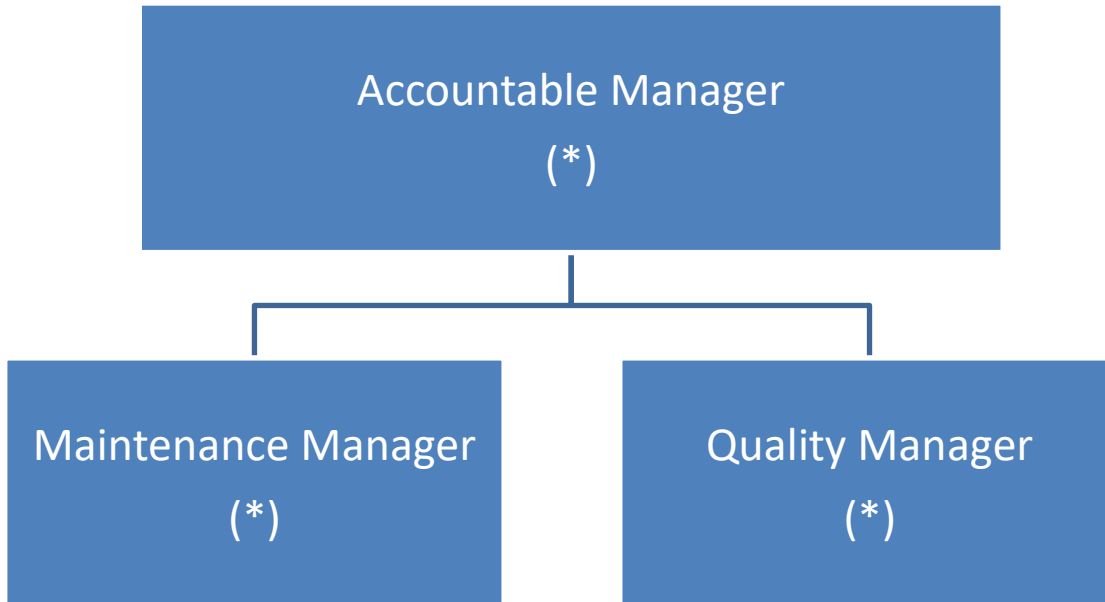
<i>Management personnel List</i>	<i>Deputies</i>
<b>Accountable Manager</b>	Deputy Accountable Manager
<b>List of nominated personnel:</b> <ul style="list-style-type: none"> <li>• Maintenance Manager;</li> <li>• Quality Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Maintenance Manager;</li> <li>• Deputy Quality Manager.</li> </ul>
<b>List of Other Managers:</b> <ul style="list-style-type: none"> <li>• Base Maintenance Manager;</li> <li>• Line Maintenance Manager;</li> <li>• Workshop Maintenance Manager</li> <li>• Auditing Manager;</li> <li>• Occurrence Reporting Manager;</li> </ul>	<b>Not required</b>
<b>NDT Level III</b>	<b>Not required</b>





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1.3.3. Example 3 - small maintenance organisation (as per AMC 145.A.30 (b).2).



(\*)Form 4 post holders

Management personnel List	Deputies
<b>Accountable Manager</b>	Deputy Accountable Manager
<b>List of nominated personnel:</b> <ul style="list-style-type: none"> <li>• Maintenance Manager (may be also the Accountable Manager);</li> <li>• Quality Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Maintenance Manager;</li> <li>• Deputy Quality Manager.</li> </ul>

Note: The example above does not apply to the smallest organizations as referred GM 145.A.10 In this case a combination of the above mentioned post holders could apply.





#### 1.4. Application to EASA

A maintenance organisation applying for an initial application or application for change of post holder shall provide EASA with the foreign EASA Form 2 and the relevant foreign EASA Form 4s, for any person nominated under 145.A.30 (b). In addition to the required Forms, the maintenance organisation shall provide a draft of MOE to the assigned inspector.

Even though a Form 4 is not required for the Accountable Manager and the Responsible NDT Level III, the issuance of such a form is recommended by EASA for maintenance organisations.

Before proposing a Form 4 post holder to EASA, the maintenance organisation must ensure that:

- This person is compliant with the requirements addressed in EASA Part-145 regulation “as amended” and with the minimum criteria addressed in the table “Minimum requirements for EASA Form 4 post holders”;
- The foreign EASA Form 4 is used and filled according to the below instructions “Form 4 completion instruction”;
- The foreign EASA Form 4 is signed by the post holder himself attesting that the information are accurate and compliant to MOE requirements.
- The evidences of the training and/or experience as required by the foreign EASA Form 4 completion instructions are enclosed.

Note: An EASA Form 4 previously accepted by EASA for a different position or in a different maintenance organisation cannot constitute a demonstration of acceptability for a new position. However, such evidence could be provided as an element to support the new EASA Form 4 application.





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## 2. Acceptance of the EASA Form 4 post holders





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The acceptance of a nominated personnel is based on the review of its foreign EASA Form 4.

### **2.1. Review of the documental evidences.**

The foreign EASA Form 4 is aimed to demonstrate the EASA Form 4 post holder is a person holding the minimum knowledge, background and experience according to the table “Minimum requirements for EASA Form 4 post holders” of this work instruction, which is relevant to the position he/she holds. The foreign EASA Form 4s are reviewed by the assigned inspector.

### **2.2. Interview.**

The EASA Form 4 acceptance process may be complemented by an interview of the proposed post holder(s) by the assigned inspector.

The objective of the interview<sup>2</sup> is to ensure through sample checks that the requirements of the table “Minimum requirements for EASA Form 4 post holders” of this work instruction are met by the EASA Form 4 post holder(s), with particular reference to the following areas:

- An acceptable working knowledge/understanding of the maintenance organisation procedures and the EASA Part-145/Part-M requirements as applicable;
- An acceptable level of English.

#### **2.2.1. During initial approval process.**

A meeting with the Accountable Manager shall be convened to verify his compliance with the criteria addressed in table “Minimum requirements for EASA Form 4 post holders” of this work instruction.

During the on-site audit of the initial investigation process, every EASA Form 4 post holder has to be met and in addition interviewed at the discretion of the assigned inspector.

#### **2.2.2. Change of EASA Form 4 post holders.**

In case of change of EASA Form 4 post holder, the decision to run an interview is at the discretion of the assigned inspector, based upon his knowledge and the confidence with the quality system of the maintenance organisation.

However, the interview is to be considered mandatory in case of frequent and significant changes of the EASA Part-145 Form 4 post holders that may compromise the organizational stability, such as in the following examples:

- Simultaneous replacement of the Accountable Manager and Quality Manager;
- Simultaneous replacement of the Accountable Manager and Maintenance / Production Manager;
- Simultaneous replacement of the Quality Manager and the Maintenance/Production Manager;
- When the same EASA Form 4 post holder position is replaced more than once in a period of one year.

The interview of the proposed EASA Form 4 post holder(s) will be preferably performed during an on-site audit of the maintenance organisation. It could also be performed by teleconference or by meeting the assigned inspector at his/her office when the on-site interview cannot be performed as planned by the inspector.

<sup>2</sup> This interview is recorded by the Competent Authority





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**2.3. Formal acceptance of the EASA Form 4 post holder(s).**

Once the assigned inspector is satisfied by:

- the EASA Form 4 documental evidences;
- the interview where applicable;
- the EASA Form 2;
- the MOE,

He/she will recommend the acceptance of the EASA Form 4 post holders.

Based upon this recommendation EASA CAO Section will formally notify the maintenance organisation (copy the assigned inspector) by letter its acceptance and signed copy of the EASA Form 4 will be attached.

The evidences associated to the EASA Form 4 are to be kept by the assigned inspector.







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### 3. Minimum requirements for EASA Form 4 post holders





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3.1. Minimum requirements for EASA Form 4 post holders.

Management Personnel EASA Form 4 - Block 5 (Position)  (1)		Knowledge - EASA Form 4 - Block 7 (Qualifications relevant to the position)						Background and Experience EASA Form 4 - Block 8 (Work experience)					
		Part 145 environment		Part 145 product (s)		Language(s)		Requirement	Provide evidence of				
		Requirement	Provide evidence of	Requirement	Provide evidence of	Requirement	Provide evidence of						
ACCOUNTABLE MANAGER / Deputy AM (2)	145.A.30(a)	establish the safety and quality policy 145.A.30(a)(2) basic understanding of Part 145 145.A.30.(b).2 HF Training AMC 145.A.30(e)(6)	Quality principles MOE Training Part 145 HF Training	NR	NR		NR	NR	NR				
A/C BASE MAINTENANCE Manager / Deputy BMM	Nominated persons 145.A.30.(b) & (c) Deputies 145.A.30.(b),(4)	working knowledge of Part 145 145.A.30(b)(3)  FTS Decision 2009/007/R as amended	comprehensive knowledge of the MOE (training)  comprehensive knowledge of Part 145 and any associated requirement and procedure (aviation legislation training) (4)  knowledge of maintenance standards (6) Fuel Tank Safety training Phase 1 Awareness (3)  HF initial training (GM 145.A.30(e))	relevant knowledge 145.A.30(b)(3)	knowledge of a relevant sample of aircraft type(s) /component(s) maintained, demonstrated by training course (7) or by an assessment performed by the competent authority (4)	The MOE should be available in the English language however, it may also be written in a second language (English and the language of the country where the organisation is located)  (refer to "Foreign Part 145 User guide for MOE", doc. UG.CAO.00024-XXX)	ability to read, write and communicate to an understandable level in the English language  plus  an equivalent knowledge of the language(s) in which the maintenance instructions are written	background and satisfactory experience related to aircraft or component maintenance 145.A.30(b)(3)	practical experience and expertise in the application of aviation safety standards and safe maintenance practices,  and  five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position				
A/C LINE MAINTENANCE Manager / Deputy LMM										AMC 145.A.30.(b).3	AMC 145.A.30.(b).4	AMC 145.A.30(b).5	145.A.30(c)
WORKSHOP Manager / Deputy WM										AMC 145.A.30(b).5			
QUALITY MANAGER / Deputy QM													
Responsible Level 3 for NDT	AMC 145.A.30(f)(2)  EN 4179:2010 as amended 4.5	thorough knowledge of written instructions, codes, standards used by the employer	Knowledge of EWIS when relevant (4)	thorough knowledge of materials, components, NDT methods / techniques used by the employer	Level 3 certification on at least one NDT method listed in the scope of work of the organisation (5)			EN4179 (as amended), Table 3 requirements	experience requirements provided in EN4179 (as amended)				

- (1) when the organisation is adopting other positions for nominated personnel (i.e. Logistic Manager), the minimum evidences needed for these these persons are identified in the grey blocks.
- (2) When the Accountable Manager is not the CEO, a statement is required that the proposed person has direct access to the CEO with a sufficiency of maintenance funding allocation.
- (3) applicable only to Part 145 approved maintenance organisations involved in the maintenance of large airplanes (as defined in Decision 2009/007/R, Appendix IV to AMC 145.A.30(e) and 145.B.10(3), as amended) and fuel system components installed on such aeroplanes when the maintenance data are affected by CDCCL
- (4) these courses could be imparted by the Part 145 organisation, or by a Part 147 organisation, or by any other organisation accepted by the competent authority.
- (5) he/she shall be qualified in at least one method in accordance with EN 4179 by an organisation under the control of a European NDT Board
- (6) can be demonstrated by experience and/or appropriate training
- (7) "relevant sample" means that those courses should cover typical systems embodied in those aircraft/components being within the scope of approval





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## 4. EASA Form 4 completion instructions





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EASA FORM 4

Block	Subject	Completion Instructions	Note
1	Organisation name	Enter the Organisation name	
2	Approval number relevant to the item (1)	Enter the EASA approval number	<i>For initial applications it is intended the provisional approval number issued by EASA which is in "pending" status</i>
3	First Name/Surname	Enter the First Name/Surname of the person proposed to hold the position identified in item (5).	<i>Title means any personal title (ex. Mr, Mrs, Ms, Dr., etc.)</i>
4	Details of Management Personnel required to accepted	Select the applicable Regulation by ticking the relevant box	
5	Position for the EASA approval	Enter the position for which the person indicated in item (3) is proposed. Refer to the table in <b>paragraph 3.1 of this user guide</b> , column "Management personnel" for further reference.	<i>For standardization purposes, a predefined list of positions is given in the EASA Form 4 published by EASA and only one may be selected. The EASA Part-145 responsibilities associated to those standard positions are flexible and have to be established in the MOE. In case a nominated person holds a role which covers more than one of the predefined positions (e.g. Logistic Manager and Outsourcing Manager and Production Planning Manager, etc.), the organisation can select the preferred position between the ones available, subject to clearly defining in the MOE all the Part-145 responsibilities associated to that position.</i>
6	Title within the Organisation	Enter the effective title of the person indicated in item (3) which is in use within the organisation. This box can be left blank if the title is the same as already indicated in block (5)	<i>This block allows to associate a person to one of the predefined positions indicated in block (5) and also providing the actual title in use within the organisation. For example, for the block (5) position of "Quality Manager" the actual title within the organisation may be "Director Quality Compliance Monitoring"</i>





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7	Qualifications relevant to the position	<p>Enter the qualifications hold by the person indicated in item (3) which are relevant to the item (5) position.</p> <p>Refer to the table in <b>paragraph 3.1 of this user guide</b>, column “Knowledge” for the minimum requirements that apply to the position identified in item (3) and evidences to be provided. For any other nominated person not listed in column “Management personnel” (e.g. Logistic Manager, etc.) the minimum qualifications identified in grey blocks apply</p> <p>Note: having this block only making reference to an attached document (e.g. CV, etc.) without entering the minimum qualification relevant to the position is not acceptable.</p>	<p><i>In order to provide the evidences associated to the declared qualifications:</i></p> <ul style="list-style-type: none"> <li>• <i>Attach the relevant evidence to the EASA Form 4 (ex. Aircraft type training courses, training certificates, etc.)</i></li> </ul> <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> <li>• <i>Attach a printout issued by the organization internal training system, dated &amp; signed by the person indicated in item (3)</i></li> </ul>
8	Work experience relevant to the item position	<p>List the previous work experiences of the person indicated in item (3) which are relevant to the item (5) position in the following format: <i>period from/to- Position covered- company/organisation</i></p> <p>Refer to the table in <b>paragraph 3.1 of this user guide</b>, column “background and experience” for the minimum requirements that apply to the position identified in item (5). For any other nominated person not listed in column “Management personnel” (e.g. Logistic Manager, etc.) the minimum work experience identified in grey blocks apply</p> <p>Note: having this block only making reference to an attached document (e.g. CV, etc.) without entering the minimum work experience relevant to the position is not acceptable.</p>	
n/a	Date	Enter the date in which the EASA Form 4 is signed by the person indicated in item (3)	
n/a	Signature	Enter the signature of the person indicated in item (3)	The EASA Form 4 must be signed by the proposed person himself/herself.

