



Foreign Part 145
Management Personnel & EASA Form 4 Instructions

Doc # WI.CAO.00115-001
Approval Date 13/11/2013

Foreign Part 145

Management Personnel & EASA Form 4 instructions

WI.CAO.00115-001

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DOCUMENT CONTROL SHEET

Process Area	Organisation approval
Main Process	Continuing Airworthiness Organisation Approval
Scenario	Foreign Part 145 approval
Process	All
Main Process Owner	Karl SPECHT

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".

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Issue	Issue date	Change description
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Foreign Part 145
Management Personnel & EASA Form 4 Instructions

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0. Introduction



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**0.2. Definitions and Abbreviations****Abbreviations**

A&P	APPLICATIONS AND PROCUREMENTS SERVICES
AMC	ACCEPTABLE MEANS OF COMPLIANCE
AMO	APPROVED MAINTENANCE ORGANISATION
CAA	CIVIL AVIATION AUTHORITY
CAMO	CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
CAMOC	CONTINUING AIRWORTHINESS MANAGEMENT OVERSIGHT COORDINATOR
CAN145	CANADIAN PART 145
CAOM	CONTINUING AIRWORTHINESS ORGANISATIONS MANAGER
CAO	CONTINUING AIRWORTHINESS ORGANISATION
CAP	CORRECTIVE ACTION PLAN
C/S	CERTIFYING STAFF
CC/S	COMPONENT CERTIFYING STAFF
EASA	EUROPEAN AVIATION SAFETY AGENCY
EU	EUROPEAN UNION
F145	FOREIGN PART 145
F147	FOREIGN PART 147
FAA	FEDERAL AVIATION ADMINISTRATION
GM	EASA GUIDANCE MATERIAL
IOIRS	INTERNAL OCCURENCE REPROTING SYSTEM
MOA	MAINTENANCE ORGANISATION APPROVAL
MOAP	MAINTENANCE ORGANISATION APPROVAL PROCEDURES
MOC	MAINTENANCE OVERSIGHT COORDINATOR
MOE	MAINTENANCE ORGANISATION EXPOSITION
MOR	MANDATORY OCCURENCE REPORTING
MTOA	MAINTENANCE TRAINING ORGANISATION APPROVAL
MTOAP	MAINTENANCE TRAINING ORGANISATION APPROVAL PROCEDURES
MTOC	MAINTENANCE TRAINING OVERSIGHT COORDINATOR
MTOE	MAINTENANCE TRAINING ORGANISATION EXPOSITION
NAA	NATIONAL AIRWORTHINESS AUTHORITY
PPB	PRINCIPAL PLACE OF BUSINESS
QE	QUALIFIED ENTITY
SIS	SAMPLING INSPECTION SYSTEM
TCCA	TRANSPORT CANADA CIVIL AVIATION
US145	US PART 145
WG	WORKING GROUP
WH	WORKING HOURS
WHOC	WORKING HOURS EASA OVERSIGHT COORDINATOR



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0.3. Scope and Applicability.

This work instruction is applicable to EASA Part 145 organisations having their principal place of business located outside the EU Member States, the USA and Canada (hereinafter referred to as "Foreign Part 145 organisations"). EASA is the Competent Authority for maintenance organisations having their principal place of business located outside the EU, as established by Part 145.1 "General" and therefore responsible for the final approval of those Organisations and establishing procedures detailing how EASA Part 145 applications and approvals are managed.

This work instruction is complementary to the requirements of Implementing Rule - Regulation EU 2042/2003 Annex II, Part-145 "as amended" and does not supersede or replace the information defined within this document.

This Work instruction comes into effect 90 days after publication on the EASA website.

0.4. Purpose.

The purpose of this working instruction is to describe:

- The definition of management personnel as per 145.A.30;
- How the applicant shall proceed when proposing management personnel for acceptance by the competent authority;
- The EASA Form 4 standard for a Foreign Part 145 approval and the related completion instructions;
- The instructions to assist the 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 Foreign Part 145 organisation is made available for download in an electronic format on the EASA website <http://easa.europa.eu/approvals-and-standardisation/organisation-approvals/CAO-related-to-regulation-2042-2003-part-145.php>.

0.5. 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 applicant/approval holder 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 Applicants/Approval holders are made available on the EASA Web Site:

<http://easa.europa.eu/approvals-and-standardisation/organisation-approvals/CAO-related-to-regulation-2042-2003-part-145.php>.

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**.

0.6. Communication.

All documents and correspondences between the Applicant, 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 Part 145;

The Nominated Personnel {145.A.30 (b) & (c)} shall be the group of person who is/are responsible for ensuring that the Organisation complies with Part 145. In any case these personnel shall directly report to the accountable manager. This (ese) manager(s) may delegate 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 Organisation or on the decision of the Accountable Manager, the organisation may appoint additional managers for any Part 145 function(s). This(ese) manager(s) shall report ultimately to the Nominated Personnel identified to be responsible for the related 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.



1.2. Management Personnel Requiring an EASA Form 4.

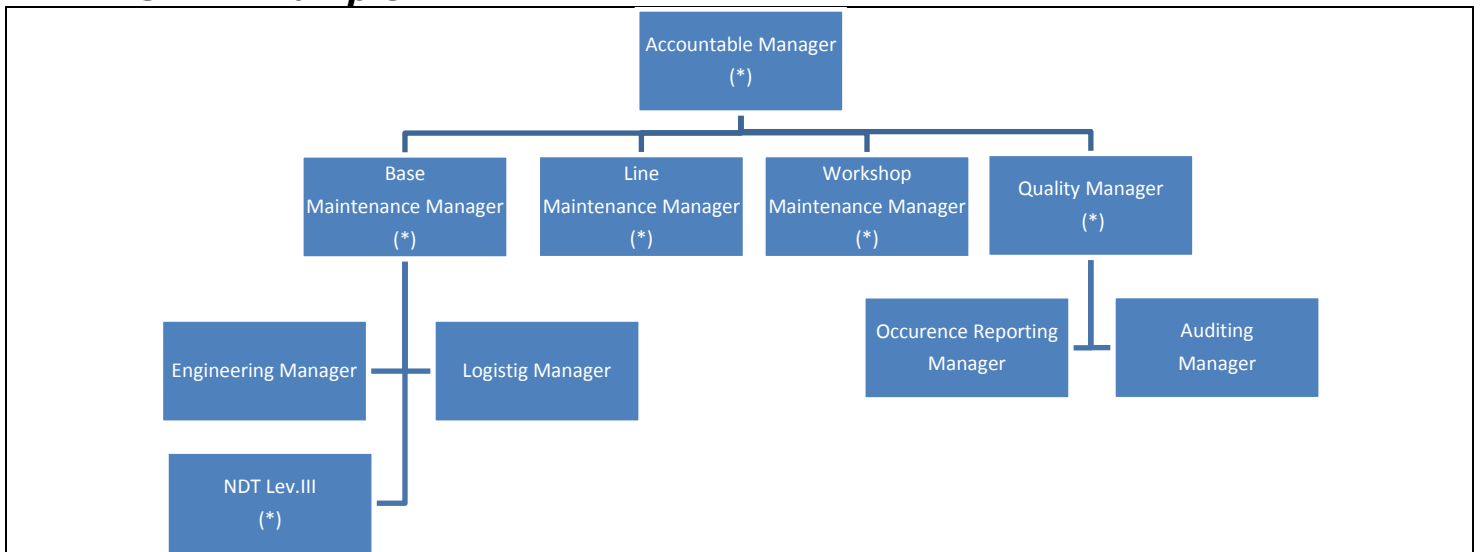
Based on the classification given in the previous paragraph 1.1 the following table summarises the various cases when an EASA Form 4 is required, recommended or not required in order for the management personnel to be acceptable to the Competent Authority.

Management personnel	Form 4 mandatory	Form 4 recommended	Form 4 not mandatory
Nominated Personnel	X		
Accountable Manager & her/his deputy		X	
NDT Level III		X	
Other Manager(s)			X
Deputy Nominated Personnel			X*

*The MOE procedure shall make clear who deputise for any particular nominate personnel in the case of lengthy absence of the said person. In any case it is the responsibility of the Organisation to ensure that the deputy personnel demonstrates an equivalent level of qualifications and experience of the Nominated Personnel;

1.3. Organisation structure examples.

1.3.1. Example 1.

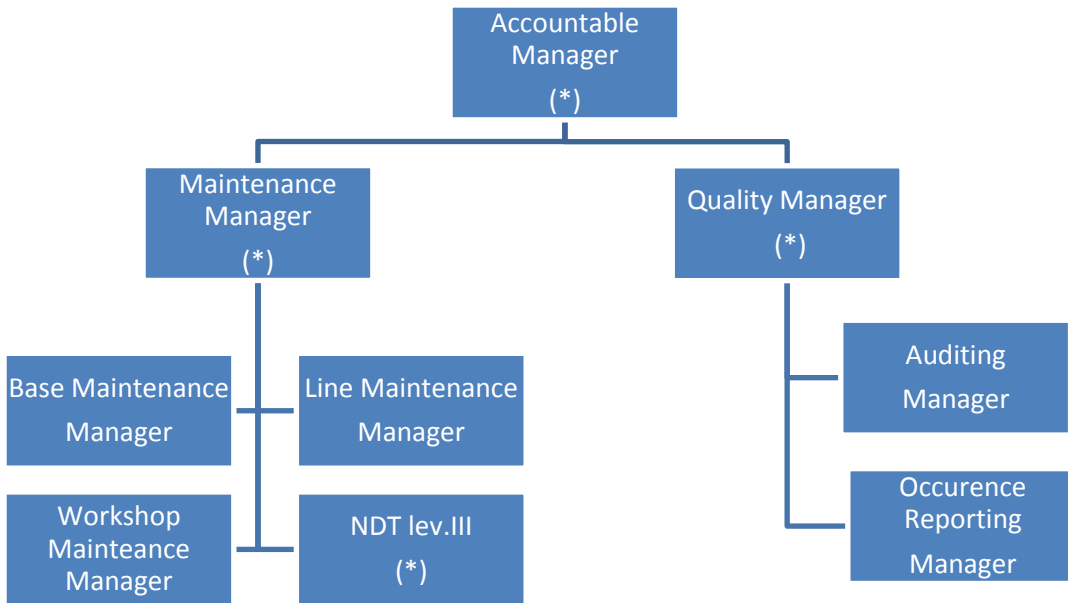


(*) Form 4 Post-Holders

Management personnel List	Deputies
Accountable Manager	Deputy Accountable Manager
List of Nominated Personnel: <ul style="list-style-type: none"> • Base Maintenance Manager; • Line Maintenance Manager; • Workshop Maintenance Manager; • Quality Manager. 	<ul style="list-style-type: none"> • Deputy Base Maintenance Manager; • Deputy Line Maintenance Manager; • Deputy Workshop Maintenance Manager; • Deputy Quality Manager.
List of Other Managers: <ul style="list-style-type: none"> • Auditing Manager; • Occurrence Reporting Manager; • Engineering Manager; • Logistic Manager. 	Not mandatory
NDT Level III	Not mandatory



1.3.2. Example 2.



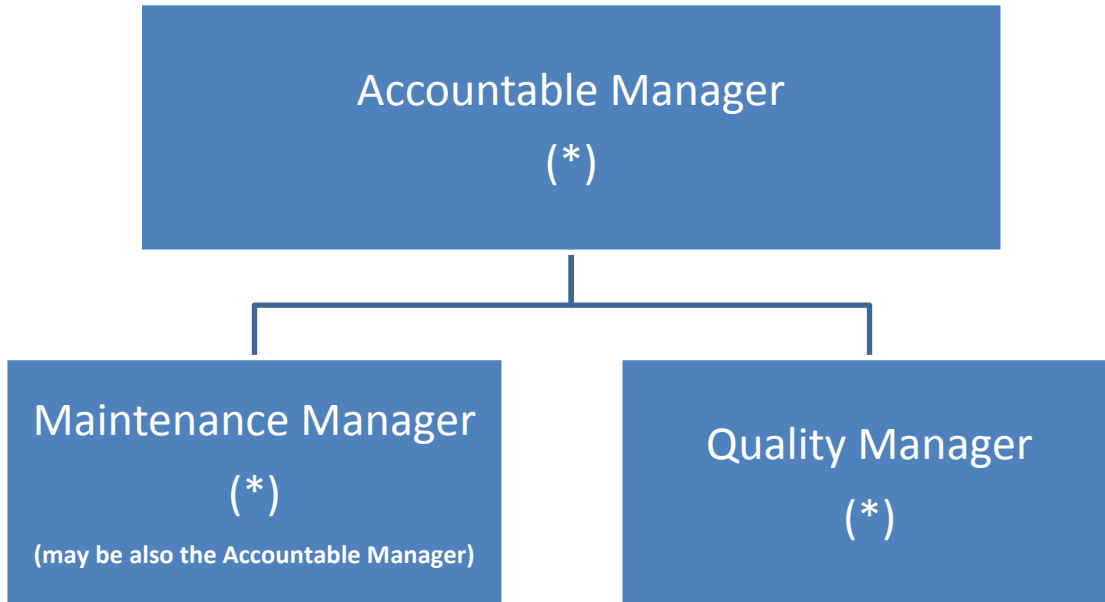
(*) Form 4 Post-Holders

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



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1.3.3. Example 3 - Small AMO (as per AMC 145.A.30.(b).2) .



(*) Form 4 Post-Holders

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

Note: The example above does not apply to the smallest organizations (up to 10 persons involved in maintenance). In this case refer to guidance provided in GM 145.A.10.



1.4. Application to EASA

An 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 organisation shall provide a draft of MOE to the assigned inspector.

Even though a Form 4 is not mandatory for the Accountable Manager and the Responsible NDT Level III, the issuance of such a form is recommended by EASA for Foreign Part 145 approvals applicants or holders. This also applies to the Post-holder deputies.

Before proposing a Form 4 Post-holder to EASA, the AMO must ensure that:

- This person is compliant with the requirements addressed in the relevant Annexes to the regulation EU 2042/2003 and with the minimum criteria addressed in the [table 3.1 of this work instruction](#);
- 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 Foreign 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 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 Form 4 Post-holder is a person holding the minimum knowledge, background and experience according to the **table 3.1 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 Form 4 acceptance process may be complemented by an interview of the proposed Post-holder(s) by the Assigned Inspector.

The objective of the interview¹ is to ensure through sample checks that the requirements of the **table 3.1 of this work instruction** are met by the Form 4 Post-Holder(s), with particular reference to the following areas:

- An acceptable working knowledge/understanding of the Organisation procedures and the Regulation EU 2042/2003 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 3.1 of this work instruction**.

During the on-site audit of the initial investigation process, every 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 holders, the decision to run an interview is at the discretion of the assigned inspector, based upon his knowledge of the Organisation.

However, the interview is to be considered mandatory in case of frequent and significant changes of the 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 Form 4 Post-Holder position is replaced more than once in a period of one year.

The interview of the proposed Form 4 Post-Holder(s) will be preferably performed during an on-site audit of the 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.

¹ This interview is recorded by the Competent Authority



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2.3. Formal Acceptance of the Form 4 Post-Holder(s).

Once the assigned inspector is satisfied by:

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

he/she will recommend the acceptance of the Form 4 Post-Holders.

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



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3. Minimum Requirements for EASA Form 4 Post-Holders.



3.1. Minimum Requirements for EASA Form 4 Post-Holders.

Management Personnel EASA Form 4 - Block 3 (Position)		Knowledge - EASA Form 4 - Block 4 (Qualifications relevant to the position)						Background and Experience EASA Form 4 - Block 5 (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	
BASE MAINTENANCE Manager / Deputy BMM ----- LINE MAINTENANCE Manager / Deputy LMM ----- WORKSHOP Manager / Deputy WM ----- QUALITY MANAGER / Deputy QM	Nominated persons 145.A.30.(b) & (c) Deputies 145.A.30.(b).(4)	AMC 145.A.30 (b).3 AMC 145.A.30 (b).4 AMC 145.A.30(b).5 145.A.30(c)	working knowledge of Part 145 145.A.30(b)(3) FTS Decision 2009/007/R as amended HF Training AMC 145.A.30(e)(6)	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) or Module 9) (4)	relevant knowledge 145.A.30(b)(3)	knowledge of the relevant type(s) of aircraft or components maintained, demonstrated by documented evidence or by an assesment performed by the competent authority (4) the above plus quality systems and auditing techniques training	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 English 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 aviation experience of which at least three years should be practical maintenance experience
Responsible Level 3 for NDT										AMC 145.A.30(f)(2) EN 4179:2010 as amended 4.5

(1) the organisation may chose to identify any other nominated personnel (ex. Logistic Manager, etc.). The minimum evidences needed for these these persons are identified in the grey blocks.

(2) in a small organisation where the A.M. is also having the role of any other management personnell as defined by AMC 145.A.30(b)(2), the requirements applicable to those personnel apply (ex. A.M. being also the Line maintenance manager)

(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 demonstrate at least one method examination by a member state board

(6) can be demonstrated by experience and/or appropriate training

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3.2. Examples.

3.2.1. Example 1 (referred to the organisation structure provided in paragraph 1.3.1).

Management Personnel EASA Form 4 - Block 3 (Position) (1)		Knowledge - EASA Form 4 - Block 4 (Qualifications relevant to the position)						Background and Experience EASA Form 4 - Block 5 (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(e)	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
BASE MAINTENANCE Manager / Deputy BMM ----- LINE MAINTENANCE Manager / Deputy LMM ----- WORKSHOP Manager / Deputy WM ----- QUALITY MANAGER / Deputy QM	Nominated persons 145.A.30.(b) & (c) Deputies 145.A.30.(b).(4) AMC 145.A.30.(b).3 AMC 145.A.30.(b).4 AMC 145.A.30(b).5 145.A.30(c)	working knowledge of Part 145 145.A.30(b)(3) FTS Decision 2009/007/R as amended HF Training AMC 145.A.30(e)(6)	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) or Module 9) (4)	relevant knowledge 145.A.30(b)(3)	knowledge of the relevant type(s) of aircraft or components maintained, demonstrated by documented evidence or by an assesment performed by the competent authority (4) the above plus quality systems and auditing techniques training	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 English 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 aviation experience of which at least three years should be practical maintenance experience practical experience and expertise in the application of aviation safety standards and safe maintenance practices. 3 years of work experience in quality systems (not necessarily in the aviation industry)	
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 (5)	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)			EN4179:2010 (as amended), Table 3 requirements	experience requirements provided in EN4179:2010 (as amended)	

(1) the organisation may chose to identify any other nominated personnel (ex. Logistic Manager, etc.). The minimum evidences needed for these these persons are identified in the grey blocks.

(2) in a small organisation where the A.M. is also having the role of any other management personnell as defined by AMC 145.A.30(b)(2), the requirements applicable to those personnell apply (ex. A.M. being also the Line maintenance manager)

(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 CDCC

(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 demonstrate at least one method examination by a member state board

(6) can be demonstrated by experience and/or appropriate training

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3.2.2. Example 2 (referred to the organisation structure provided in paragraph 1.3.2).

Management Personnel EASA Form 4 - Block 3 (Position)		Knowledge - EASA Form 4 - Block 4 (Qualifications relevant to the position)						Background and Experience EASA Form 4 - Block 5 (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	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
MAINTENANCE Manager / Deputy MM	Nominated persons 145.A.30.(b) & (c) Deputies 145.A.30.(b).(4)	AMC 145.A.30 (b).3 & 4 & 5	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)	relevant knowledge 145.A.30(b)(3)	knowledge of the relevant type(s) of aircraft or components maintained, demonstrated by documented evidence or by an assessment performed by the competent authority	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 English plus an equivalent knowledge of the language(s) in which the maintenance instructions are written	practical experience and expertise in the application of aviation safety standards and safe maintenance practices, and five years aviation experience of which at least three years should be practical maintenance experience
QUALITY MANAGER / Deputy QM			145.A.30(c)	HF Training AMC 145.A.30(e)(6)	knowledge of maintenance standards Fuel Tank Safety training Phase 1 Awareness	the above plus quality systems and auditing techniques training			
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	HF initial training (GM 145.A.30(e) or Module 9) knowledge of EWIS when relevant	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		EN4179:2010 (as amended), Table 3 requirements	experience requirements provided in EN4179:2010 (as amended)


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4. EASA Form 4 Completion Instructions.

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	European Aviation Safety Agency		Work Instruction	
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EASA FORM 4			
Block	Subject	Completion Instructions	Note
1		Select the applicable Regulation by ticking the relevant box	
2	Title/First Name/Surname	Enter the Title/First Name/Surname of the person proposed to hold the position identified in item (3).	<i>Title means any personal title (ex. Mr, Mrs, Ms, Dr., etc.)</i>
3	Position within the Organisation	Enter the position for which the person indicated in item (2) is proposed for approval. Refer to the table above, column "Management personnel" for further reference.	<i>For any other Nominated Person (not listed in column "Management personnel") (e.g. Logistic manager, etc.) the minimum qualifications and experience identified in grey blocks applies</i>
4	Qualifications relevant to the item (3) position	Enter the qualifications hold by the person indicated in item (2) which are relevant to the item (3) position. Refer to the table above, column "Knowledge" for the minimum requirements that apply to the position identified in item (3) and evidences to be provided.	<i>Attach the relevant evidence to the EASA Form 4 (ex. Aircraft type training courses, training certificates, etc.)</i> <i>or</i> <i>Attach a printout issued by the organization internal training system, dated & signed by the person indicated in item (2)</i>
5	Work experience relevant to the item (3) position	List the previous work experiences of the person indicated in item (2) which are relevant to the item (3) position in the following format: <i>period from/to- Position covered- company/organisation</i> Refer to the table above, column "background and experience" for the minimum requirements that apply to the position identified in item (3)	<i>Attach a detailed Curriculum Vitae dated & signed by the person indicated in item (2)</i>
6	Organisation	Enter the name of the organisation in which the new position is intended to be held, as stated in the Certificate of Incorporation	
7	Relevant Approval number	Enter the pending or valid EASA Part 145 approval number of the organisation in which the new position is intended to be held.	
n/a	Signature	Enter the signature of the person indicated in item (2)	The EASA Form 4 must be signed by the proposed person himself.
n/a	Date	Enter the date in which the EASA Form 4 is signed by the person indicated in item (2)	

	European Aviation Safety Agency	Work Instruction	
	Foreign Part 145 Management Personnel & EASA Form 4 Instructions	Doc #	WI.CAO.00115-001
		Approval Date	13/11/2013

RECORDS

No record associated with this Work Instructions.