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AGENCE EUROPÉENNE DE LA SÉCURITÉ AÉRIENNE
EUROPÄISCHE AGENTUR FÜR FLUGSICHERHEIT



PART-145

MAINTENANCE ORGANISATION APPROVALS – PART 145

Consolidated version of Part 145 (Annex II) to Commission Regulation
EC No. 2042/2003, and related EASA Decisions
(Acceptable Means of Compliance and Guidance Material), as amended

Issue: November 2010

PART 145

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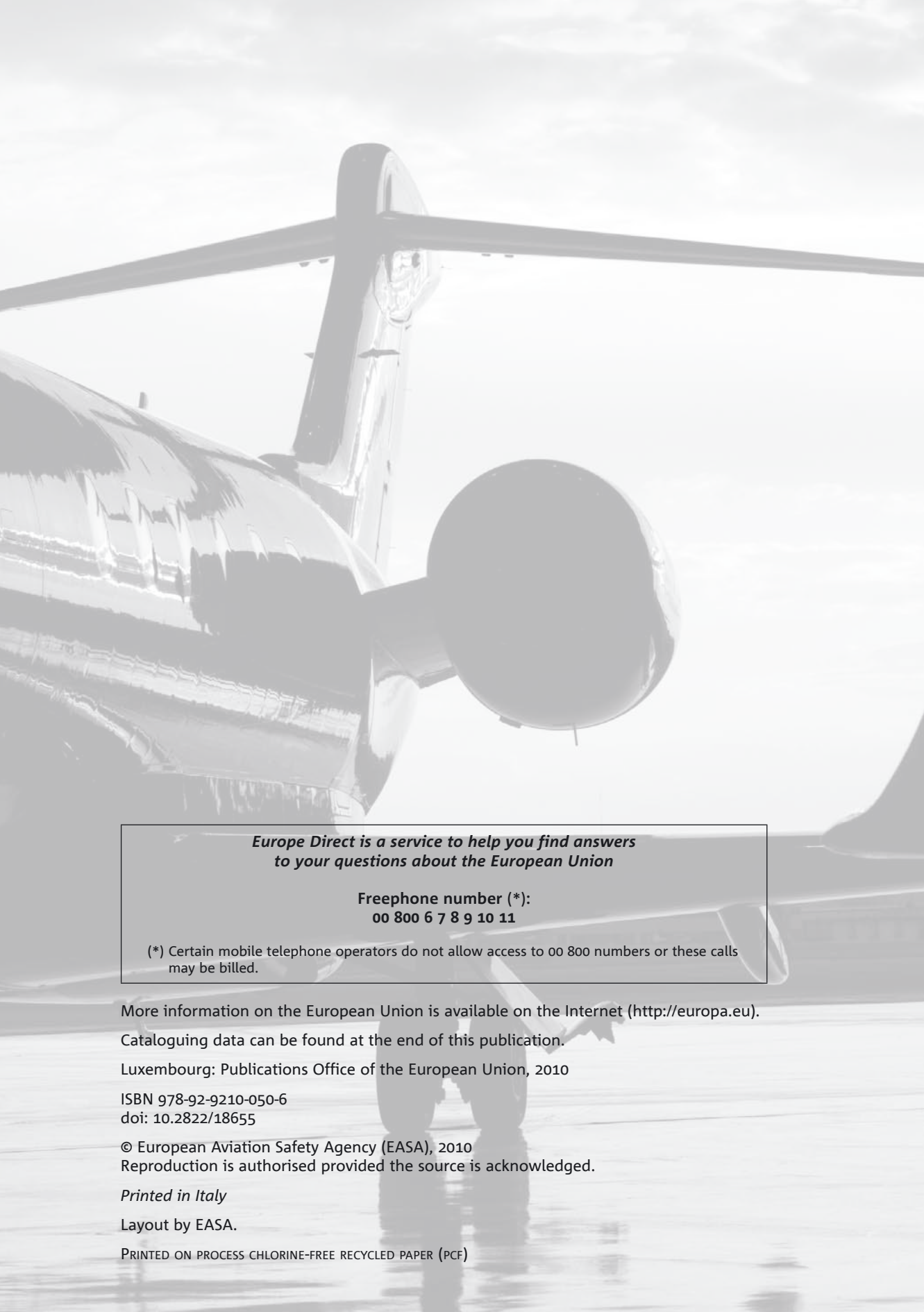
Decision 2009/007/R

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Commission Regulation (EC) No. 2042/2003 of 20 November 2003 on the continuing
airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of
organisations and personnel involved in these tasks (Text with EEA relevance)

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Dear Reader,

We have had much positive feedback for the Part-M technical handbook, and we are therefore glad to be able to present to you the second value-added product in both print and electronic format: This Part-145 handbook is the second technical publication produced by EASA to meet the needs of its stakeholders in the aviation community. It comprises the implementing rules and the related AMC/GM of Part-145 in a consolidated format.



The printed versions of our technical handbook series include a CD with the bookmarked text to facilitate easier and faster reading. They are living documents, and as the rules evolve, the handbooks will be updated on a regular base. We are aiming to further enhance our products and hope to be able to provide our stakeholders with products that will successively improve both in quality and timeliness.

This current version includes the latest amendments that were introduced by Reg. EU No 127/2010, ED Decision 2010/002/R, ED Decision 2010/006/R, and Reg. EU No 962/2010.

Cologne, November 2010

Patrick Goudou
Executive Director, EASA

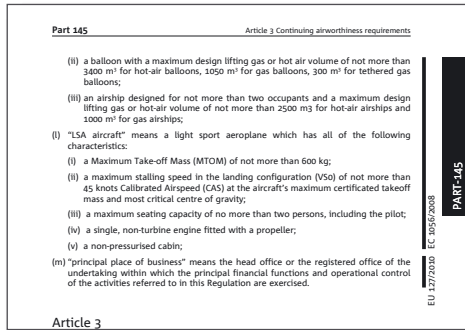
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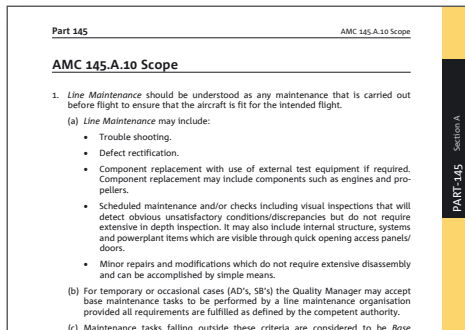
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The format of this publication has been adjusted in order to make it easier to read and for reference purposes. Readers are invited and encouraged to report to rule@easa.europa.eu any perceived errors, or comments relating to this publication.

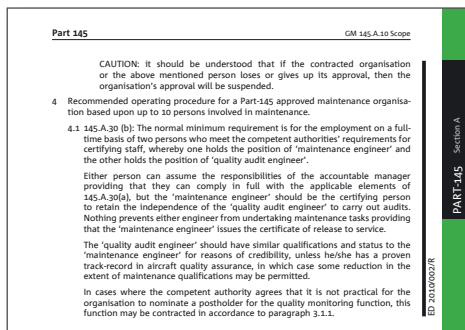
Key to use of document



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AMC – Acceptable Means of Compliance
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GM – Guidance Material
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Article 1

Objective and scope

1. This Regulation establishes common technical requirements and administrative procedures for ensuring the continuing airworthiness of aircraft, including any component for installation thereto, which are:
 - (a) registered in a Member State; or
 - (b) registered in a third country and used by an operator for which a Member State ensures oversight of operations.
2. Paragraph 1 shall not apply to aircraft the regulatory safety oversight of which has been transferred to a third country and which are not used by a Community operator, or to aircraft referred to in Annex II to the basic Regulation.
3. The provisions of this Regulation related to commercial air transport are applicable to licensed air carriers as defined by Community law.

Article 2

Definitions

Within the scope of the basic Regulation, the following definitions shall apply:

- (a) “aircraft” means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth’s surface;
- (b) “certifying staff” means personnel responsible for the release of an aircraft or a component after maintenance;
- (c) “component” means any engine, propeller, part or appliance;
- (d) “continuing airworthiness” means all of the processes ensuring that, at any time in its operating life, the aircraft complies with the airworthiness requirements in force and is in a condition for safe operation;
- (e) “JAA” means “Joint Aviation Authorities”;
- (f) “JAR” means “Joint Aviation Requirements”;
- (g) “large aircraft” means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5700 kg, or a multi-engined helicopter;
- (h) “maintenance” means any one or combination of overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection;
- (i) “organisation” means a natural person, a legal person or part of a legal person. Such an organisation may be established at more than one location whether or not within the territory of the Member States;
- (j) “pre-flight inspection” means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight.
- (k) “ELA1 aircraft” means the following European Light Aircraft:
 - (i) an aeroplane, sailplane or powered sailplane with a Maximum Take-off Mass (MTOM) less than 1000 kg that is not classified as complex motor-powered aircraft;

- (ii) a balloon with a maximum design lifting gas or hot air volume of not more than 3400 m³ for hot-air balloons, 1050 m³ for gas balloons, 300 m³ for tethered gas balloons;
 - (iii) an airship designed for not more than two occupants and a maximum design lifting gas or hot-air volume of not more than 2500 m³ for hot-air airships and 1000 m³ for gas airships;
- (l) “LSA aircraft” means a light sport aeroplane which has all of the following characteristics:
- (i) a Maximum Take-off Mass (MTOM) of not more than 600 kg;
 - (ii) a maximum stalling speed in the landing configuration (V_{S0}) of not more than 45 knots Calibrated Airspeed (CAS) at the aircraft’s maximum certificated takeoff mass and most critical centre of gravity;
 - (iii) a maximum seating capacity of no more than two persons, including the pilot;
 - (iv) a single, non-turbine engine fitted with a propeller;
 - (v) a non-pressurised cabin;
- (m) “principal place of business” 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 this Regulation are exercised.

EU 127/2010 EC 1056/2008

PART-145

Article 3

Continuing airworthiness requirements

1. The continuing airworthiness of aircraft and components shall be ensured in accordance with the provisions of Annex I.
2. Organisations and personnel involved in the continuing airworthiness of aircraft and components, including maintenance, shall comply with the provisions of Annex I and where appropriate those specified in Articles 4 and 5.
3. By derogation from paragraph 1, the continuing airworthiness of aircraft holding a permit to fly shall be ensured on the basis of the specific continuing airworthiness arrangements as defined in the permit to fly issued in accordance with the Annex (Part-21) to Commission Regulation (EC) N°1702/2003.
4. For aircraft not used in commercial air transport, any airworthiness review certificate or equivalent document issued in accordance with the Member State requirements and valid on 28 September 2008 shall be valid until its expiration date or until 28 September 2009, whichever comes first. After the expiration of its validity, the competent authority may further re-issue or extend one time the airworthiness review certificate or equivalent document for one year, if allowed by the Member State requirements. Upon further expiration, the competent authority may further re-issue or extend one more time the airworthiness review certificate or equivalent document for one year, if allowed by the Member State requirements. No further re-issuance or extension is allowed. If the provisions of this point have been used, when transferring the registration of the aircraft within the EU, a new airworthiness review certificate shall be issued in accordance with M.A.904.

EC 376/2007

EC 1056/2008

Article 4

Maintenance organisation approvals

1. Organisations involved in the maintenance of large aircraft or of aircraft used for commercial air transport, and components intended for fitment thereto, shall be approved in accordance with the provisions of Annex II.
2. Maintenance approvals issued or recognised by a Member State in accordance with the JAA requirements and procedures and valid before the entry into force of this Regulation shall be deemed to have been issued in accordance with this Regulation. For this purpose, by derogation from the provisions of 145.B.50(2) under Annex II, level 2 findings associated with the differences between JAR 145 and Annex II may be closed within one year. Certificates of release to service and authorised release certificates issued by an organisation approved under JAA requirements during that one-year period shall be deemed to have been issued under this Regulation.
3. Personnel qualified to carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components, on the basis of any standard recognised by a Member State prior to the entry into force of this Regulation as providing an equivalent level of qualification, may continue to carry out and/or control such tests.
4. Certificates of release to service and authorised release certificates issued before the date of entry into force of this Regulation by a maintenance organisation approved under the Member State requirements shall be deemed equivalent to those required under points M.A.801 and M.A.802 of Annex I (Part-M) respectively.

Article 5

Certifying staff

1. Certifying staff shall be qualified in accordance with the provisions of Annex III, except as provided for in points M.A.606(h), M.A.607(b), M.A.801(d) and M.A.803 of Annex I and in point 145.A.30(j) of Annex II (Part 145) and Appendix IV to Annex II (Part 145)."
2. Any aircraft maintenance licence and if any, the technical limitations associated with that licence, issued or recognised by a Member State in accordance with the JAA requirements and procedures and valid at the time of entry into force of this Regulation, shall be deemed to have been issued in accordance with this Regulation.

Article 6

Training organisation requirements

1. Organisations involved in the training of personnel referred to in Article 5 shall be approved in accordance with Annex IV to be entitled:
 - (a) to conduct recognised basic training courses; and/or
 - (b) to conduct recognised type training courses; and
 - (c) to conduct examinations; and
 - (d) to issue training certificates.

2. Any maintenance training organisation approval issued or recognised by a Member State in accordance with the JAA requirements and procedures and valid at the time of entry into force of this Regulation shall be deemed to have been issued in accordance with this Regulation. For this purpose, by derogation from the provisions of 147.B.130(b) under Annex IV, level 2 findings associated with the differences between JAR 147 and Annex IV may be closed within one year.

Article 7

Entry into force

1. This Regulation shall enter into force on the day following that of its publication in the Official Journal of the European Union.
2. By way of derogation from paragraph 1:
 - (a) the provisions of Annex I, except for points M.A.201(h)(2) and M.A.708(c), shall apply from 28 September 2005;
 - (b) point M.A.201(f) of Annex I shall apply to aircraft not involved in commercial air transport operated by third country carriers as from 28 September 2009.”
3. By way of derogation from paragraph 1 and 2, Member States may elect not to apply:
 - (a) the provisions of Annex I to aircraft not involved in commercial air transport, until 28 September 2009;
 - (b) the provisions of Annex I(l) to aircraft involved in commercial air transport, until 28 September 2008;
 - (c) the following provisions of Annex II, until 28 September 2006:
 - 145.A.30(e), human factors elements,
 - 145.A.30(g) as applicable to large aircraft with a maximum take-off mass of more than 5700 kg,
 - 145.A.30(h)(1) as applicable to aircraft with a maximum take-off mass of more than 5700 kg,
 - 145.A.30(j)(1), Appendix IV,
 - 145.A.30(j)(2), Appendix IV;
 - (d) the following provisions of Annex II, until 28 September 2008:
 - 145.A.30(g) as applicable to aircraft with a maximum take-off mass of 5700 kg or below,
 - 145.A.30(h)(1) as applicable to aircraft with a maximum take-off mass of 5700 kg or below,
 - 145.A.30(h)(2);
 - (e) the provisions of Annex III, as applicable to aircraft with a maximum take-off mass above 5700 kg until 28 September 2005;
 - (f) the provisions of Annex III, as applicable to aircraft with a maximum take-off mass of 5700 kg or below until 28 September 2006.
 - (g) for aircraft not involved in commercial air transport other than large aircraft, the need to comply with Annex III (Part 66) in the following provisions, until 28 September 2011:
 - M.A.606(g) and M.A.801(b)2 of Annex I (Part-M),
 - 145.A.30(g) and (h) of Annex II (Part-145).

4. Member States may issue approvals with regard to Annex II and Annex IV of a limited duration until 28 September 2007.
5. When a Member State makes use of the provisions of paragraphs 3 or 4 it shall notify the Commission and the Agency.
6. The Agency shall make an evaluation of the implication of the provisions of Annex I to this Regulation with a view to submitting an opinion to the Commission, including possible amendments to it, before 28 March 2005.

7. By way of derogation from paragraph 1:

- (a) the provisions of point M.A.706(k) of Annex I (Part-M) shall apply as from 28 September 2010;
- (b) the provisions of point 7.7 of Appendix I to Annex III (Part-66) shall apply as from 28 September 2010;
- (c) maintenance organisations approved in accordance with Section A of subpart F of Annex I (Part-M) or Section A of Annex II (Part-145) may continue to issue Authorised Release Certificates by using the EASA Form 1 original issue, as laid down in Appendix II to the Annex I (Part-M) as well as Appendix I to the Annex II (Part 145), until 28 September 2010;
- (d) competent authorities may continue to issue certificates, previous issue, as laid down in Appendices III, V and VI to Annex I (Part-M), Appendix III to Annex II (Part-145), Appendix V to Annex III (Part-66) or Appendix II to Annex IV (Part-147) to Regulation (EC) No 2042/2003 in force prior to the entry into force of this regulation, until 28 September 2010;
- (e) certificates issued in accordance with Annex I (Part-M), Annex II (Part-145), Annex III (Part-66) or Annex IV (Part-147) prior to the entry into force of this regulation remain valid until they are changed or revoked.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

Done at Brussels, 20 November 2003

For the Commission
Loyola de PALACIO
Vice-President

ANNEX II (Part-145)

145.1 General

For the purpose of this Part, the competent authority shall be:

1. for organisations having their principal place of business in a Member State, the authority designated by that Member State, or;
2. for organisations having their principal place of business located in a third country, the Agency.

SECTION A

TECHNICAL REQUIREMENTS

145.A.10 Scope

This Section establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance of aircraft and components.

AMC 145.A.10 Scope

1. *Line Maintenance* should be understood as any maintenance that is carried out before flight to ensure that the aircraft is fit for the intended flight.
 - (a) *Line Maintenance* may include:
 - Trouble shooting.
 - Defect rectification.
 - Component replacement with use of external test equipment if required. Component replacement may include components such as engines and propellers.
 - Scheduled maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in depth inspection. It may also include internal structure, systems and powerplant items which are visible through quick opening access panels/doors.
 - Minor repairs and modifications which do not require extensive disassembly and can be accomplished by simple means.
 - (b) For temporary or occasional cases (AD's, SB's) the Quality Manager may accept base maintenance tasks to be performed by a line maintenance organisation provided all requirements are fulfilled as defined by the competent authority.
 - (c) Maintenance tasks falling outside these criteria are considered to be *Base Maintenance*.
 - (d) Aircraft maintained in accordance with 'progressive' type programmes should be individually assessed in relation to this paragraph. In principle, the decision to allow some 'progressive' checks to be carried out should be determined by the assessment that all tasks within the particular check can be carried out safely to the required standards at the designated line maintenance station.
2. Where the organisation uses facilities both inside and outside the Member State such as satellite facilities, sub-contractors, line stations etc., such facilities may be included in the approval without being identified on the approval certificate subject to the maintenance organisation exposition identifying the facilities and containing procedures to control such facilities and the competent authority being satisfied that they form an integral part of the approved maintenance organisation.

GM 145.A.10 Scope

This Guidance Material (GM) provides guidance on how the smallest organisations satisfy the intent of Part-145:

1. By inference, the smallest maintenance organisation would only be involved in a limited number of light aircraft, or aircraft components, used for commercial air transport. It is therefore a matter of scale; light aircraft do not demand the same level of resources, facilities or complex maintenance procedures as the large organisation.
2. It is recognised that a Part-145 approval may be required by two quite different types of small organisations, the first being the light aircraft maintenance hangar, the second being the component maintenance workshop, e.g. small piston engines, radio equipment, etc.
3. Where only one person is employed (in fact having the certifying function and others), these organisations approved under Part-145 may use the alternatives provided in point 3.1 limited to the following:

Class A2 Base and Line maintenance of aeroplanes of 5700 kg and below (piston engines only).

Class A3 Base and Line maintenance of single-engined helicopters of less than 3175 kg.

Class A4 Aircraft other than A1, A2 and A3

Class B2 Piston engines with maximum output of less than 450 HP.

Class C Components.

Class D1 Non destructive Testing.

- 3.1 145.A.30 (b): The minimum requirement is for one full-time person who meets the Part-66 requirements for certifying staff and holds the position of 'accountable manager, maintenance engineer and is also certifying staff'. No other person may issue a certificate of release to service and therefore if absent, no maintenance may be released during such absence.

- 3.1.1 The quality monitoring function of 145.A.65(c) may be contracted to an appropriate organisation approved under Part-145 or to a person with appropriate technical knowledge and extensive experience of quality audits employed on a part-time basis, with the agreement of the competent authority.

Note: Full-time for the purpose of Part-145 means not less than 35 hrs per week except during vacation periods.

- 3.1.2 145.A.35. In the case of an approval based on one person using a subcontracted quality monitoring arrangement, the requirement for a record of certifying staff is satisfied by the submission to and acceptance by the competent authority of the EASA Form 4. With only one person the requirement for a separate record of authorisation is unnecessary because the EASA Form 3 approval schedule defines the authorisation. An appropriate statement, to reflect this situation, should be included in the exposition.

- 3.1.3 145.A.65(c). It is the responsibility of the contracted quality monitoring organisation or person to make a minimum of 2 visits per 12 months and it is the responsibility of this organisation or person to carry out such monitoring on the basis of 1 pre-announced visit and 1 not announced visit to the organisation.

It is the responsibility of the organisation to comply with the findings of the contracted quality monitoring organisation or the person.

CAUTION: it should be understood that if the contracted organisation or the above mentioned person loses or gives up its approval, then the organisation's approval will be suspended.

- 4 Recommended operating procedure for a Part-145 approved maintenance organisation based upon up to 10 persons involved in maintenance.

- 4.1 145.A.30 (b): The normal minimum requirement is for the employment on a full-time basis of two persons who meet the competent authorities' requirements for certifying staff, whereby one holds the position of 'maintenance engineer' and the other holds the position of 'quality audit engineer'.

Either person can assume the responsibilities of the accountable manager providing that they can comply in full with the applicable elements of 145.A.30(a), but the 'maintenance engineer' should be the certifying person to retain the independence of the 'quality audit engineer' to carry out audits. Nothing prevents either engineer from undertaking maintenance tasks providing that the 'maintenance engineer' issues the certificate of release to service.

The 'quality audit engineer' should have similar qualifications and status to the 'maintenance engineer' for reasons of credibility, unless he/she has a proven track-record in aircraft quality assurance, in which case some reduction in the extent of maintenance qualifications may be permitted.

In cases where the competent authority agrees that it is not practical for the organisation to nominate a postholder for the quality monitoring function, this function may be contracted in accordance to paragraph 3.1.1.

145.A.15 Application

An application for the issue or change of an approval shall be made to the competent authority in a form and manner established by such authority.

AMC 145.A.15 Application

In a form and in a manner established by the competent authority means that the application should be made on an EASA Form 2 (refer to Appendix III to AMC to Part-145).

145.A.20 Terms of Approval

The organisation shall specify the scope of work deemed to constitute approval in its exposition (Appendix IV to Annex I (Part-M) contains a table of all classes and ratings).

AMC 145.A.20 Terms of approval

The following table identifies the ATA Specification 2200 chapter for the category C component rating.

CLASS	RATING	ATA CHAPTERS
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	21
	C2 Auto Flight	22
	C3 Comms and Nav	23 - 34
	C4 Doors - Hatches	52
	C5 Electrical Power & Lights	24 - 33
	C6 Equipment	25 - 38 - 44 - 45 - 50
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145.A.25 Facility requirements

The organisation shall ensure that:

- (a) Facilities are provided appropriate for all planned work, ensuring in particular, protection from the weather elements. Specialised workshops and bays are segregated as appropriate, to ensure that environmental and work area contamination is unlikely to occur.
 1. For base maintenance of aircraft, aircraft hangars are both available and large enough to accommodate aircraft on planned base maintenance;
 2. For component maintenance, component workshops are large enough to accommodate the components on planned maintenance.
- (b) Office accommodation is provided for the management of the planned work referred to in paragraph (a), and certifying staff so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards.
- (c) The working environment including aircraft hangars, component workshops and office accommodation is appropriate for the task carried out and in particular special requirements observed. Unless otherwise dictated by the particular task environment, the working environment must be such that the effectiveness of personnel is not impaired:
 1. temperatures must be maintained such that personnel can carry out required tasks without undue discomfort.
 2. dust and any other airborne contamination are kept to a minimum and not be permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident. Where dust/other airborne contamination results in visible surface contamination, all susceptible systems are sealed until acceptable conditions are re-established.
 3. lighting is such as to ensure each inspection and maintenance task can be carried out in an effective manner.
 4. noise shall not distract personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel are provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.
 5. where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions are observed. Specific conditions are identified in the maintenance data.
 6. the working environment for line maintenance is such that the particular maintenance or inspection task can be carried out without undue distraction. Therefore where the working environment deteriorates to an unacceptable level in respect of temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination, the particular maintenance or inspection tasks must be suspended until satisfactory conditions are re-established.
- (d) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools. The conditions of storage are in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items. Access to storage facilities is restricted to authorised personnel.

AMC 145.A.25 (a) Facility requirements

1. Where the hangar is not owned by the organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar space to carry out planned base maintenance should be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the maintenance programme. The aircraft hangar visit plan should be updated on a regular basis.
2. Protection from the weather elements relates to the normal prevailing local weather elements that are expected throughout any twelve month period. Aircraft hangar and component workshop structures should prevent the ingress of rain, hail, ice, snow, wind and dust etc. Aircraft hangar and component workshop floors should be sealed to minimise dust generation.
3. For line maintenance of aircraft, hangars are not essential but it is recommended that access to hangar accommodation be demonstrated for usage during inclement weather for minor scheduled work and lengthy defect rectification.
4. Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

AMC 145.A.25 (b) Facility requirements

It is acceptable to combine any or all of the office accommodation requirements into one office subject to the staff having sufficient room to carry out the assigned tasks.

In addition, as part of the office accommodation, aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

AMC 145.A.25 (d) Facility requirements

1. Storage facilities for serviceable aircraft components should be clean, well-ventilated and maintained at a constant dry temperature to minimise the effects of condensation. Manufacturer's storage recommendations should be followed for those aircraft components identified in such published recommendations.
2. Storage racks should be strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not distorted during storage.
3. All aircraft components, wherever practicable, should remain packaged in protective material to minimise damage and corrosion during storage.

145.A.30 Personnel requirements

- (a) The organisation shall appoint an accountable manager who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part. The accountable manager shall:
1. ensure that all necessary resources are available to accomplish maintenance in accordance with 145.A.65(b) to support the organisation approval.
 2. establish and promote the safety and quality policy specified in 145.A.65(a).
 3. demonstrate a basic understanding of this Part.
- (b) The organisation shall nominate a person or group of persons, whose responsibilities include ensuring that the organisation complies with this Part. Such person(s) shall ultimately be responsible to the accountable manager.
1. The person or persons nominated shall represent the maintenance management structure of the organisation and be responsible for all functions specified in this Part.
 2. The person or persons nominated shall be identified and their credentials submitted in a form and manner established by the competent authority.
 3. The person or persons nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of this Part.
 4. Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person
- (c) The accountable manager under paragraph (a) shall appoint a person with responsibility for monitoring the quality system, including the associated feedback system as required by 145.A.65(c). The appointed person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.
- (d) The organisation shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect and quality monitor the organisation in accordance with the approval. In addition the organisation shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.
- (e) The organisation shall establish and control the competence of personnel involved in any maintenance, management and/or quality audits in accordance with a procedure and to a standard agreed by the competent authority. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of human factors and human performance issues appropriate to that person's function in the organisation. "Human factors" means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration of human performance. "Human performance" means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.
- (f) The organisation shall 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. Personnel who carry out any other specialised task shall be appropriately qualified in accordance with

officially recognised Standards. By derogation to this paragraph those personnel specified in paragraphs (g) and (h)(1) and (h)(2), qualified in Part-66 category B1 may carry out and/or control colour contrast dye penetrant tests.

- (g) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j), shall in the case of aircraft line maintenance, have appropriate aircraft type rated certifying staff qualified as category B1 and B2 in accordance with Part-66 and 145.A.35.

In addition such organisations may also use appropriately task trained certifying staff qualified as category A in accordance with Part-66 and 145.A.35 to carry out minor scheduled line maintenance and simple defect rectification. The availability of such category A certifying staff shall not replace the need for Part-66 category B1 and B2 certifying staff to support the category A certifying staff. However, such Part-66 category B1 and B2 staff need not always be present at the line station during minor scheduled line maintenance or simple defect rectification.

- (h) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j) shall:

1. in the case of base maintenance of large aircraft, have appropriate aircraft type rated certifying staff qualified as category C in accordance with Part-66 and 145.A.35. In addition the organisation shall have sufficient aircraft type rated staff qualified as category B1 and B2 in accordance with Part-66 and 145.A.35 to support the category C certifying staff.

(i) B1 and B2 support staff shall ensure that all relevant tasks or inspections have been carried out to the required standard before the category C certifying staff issues the certificate of release to service.

(ii) The organisation shall maintain a register of any such B1 and B2 support staff.

(iii) The category C certifying staff shall ensure that compliance with paragraph (i) has been met and that all work required by the customer has been accomplished during the particular base maintenance check or work package, and shall also assess the impact of any work not carried out with a view to either requiring its accomplishment or agreeing with the operator to defer such work to another specified check or time limit.

2. in the case of base maintenance of aircraft other than large aircraft have either:

(i) appropriate aircraft type rated certifying staff qualified as category B1 and B2 in accordance with Part-66 and 145.A.35 or,

(ii) appropriate aircraft type rated certifying staff qualified in category C assisted by B1 and B2 support staff as specified in paragraph (1).

- (i) Component certifying staff shall comply with Part-66.

- (j) By derogation to paragraphs (g) and (h), the organisation may use certifying staff qualified in accordance with the following provisions:

1. For organisation facilities located outside the Community territory certifying staff may be qualified in accordance with the national aviation regulations of the State in which the organisation facility is registered subject to the conditions specified in Appendix IV to this Part.

2. For line maintenance carried out at a line station of an organisation which is located outside the Community territory, the certifying staff may be qualified in accordance with the national aviation regulations of the State in which the line station is based, subject to the conditions specified in Appendix IV to this Part.

3. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certification authorisation to the aircraft commander and/or the flight engineer on the basis of the flight crew licence held. However, the organisation shall ensure that sufficient practical training has been carried out to ensure that such aircraft commander or flight engineer can accomplish the airworthiness directive to the required standard.
4. In the case of aircraft operating away from a supported location the organisation may issue a limited certification authorisation to the commander and/or the flight engineer on the basis of the flight crew licence held subject to being satisfied that sufficient practical training has been carried out to ensure that the commander or flight engineer can accomplish the specified task to the required standard. The provisions of this paragraph shall be detailed in an exposition procedure.
5. In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the organisation contracted to provide maintenance support may issue a one-off certification authorisation:
 - (i) to one of its employees holding equivalent type authorisations on aircraft of similar technology, construction and systems; or
 - (ii) to any person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.

All such cases as specified in this subparagraph shall be reported to the competent authority within seven days of the issuance of such certification authorisation. The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation.

AMC 145.A.30 (a) Personnel requirements

With regard to the accountable manager, it is normally intended to mean the chief executive officer of the approved maintenance organisation, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one organisation and is not required to be necessarily knowledgeable on technical matters as the maintenance organisation exposition defines the maintenance standards. When the accountable manager is not the chief executive officer the competent authority will need to be assured that such an accountable manager has direct access to chief executive officer and has a sufficiency of 'maintenance funding' allocation.

AMC 145.A.30 (b) Personnel requirements

1. Dependent upon the size of the organisation, the Part-145 functions may be subdivided under individual managers or combined in any number of ways.
2. The organisation should have, dependent upon the extent of approval, a base maintenance manager, a line maintenance manager, a workshop manager and a quality manager, all of whom should report to the accountable manager except in small Part-145 organisation where any one manager may also be the accountable manager, as determined by the competent authority, he/she may also be the line maintenance manager or the workshop manager.
3. The base maintenance manager is responsible for ensuring that all maintenance required to be carried out in the hangar, plus any defect rectification carried out during base maintenance, is carried out to the design and quality standards specified in 145.A.65 (b). The base maintenance manager is also responsible for any corrective action resulting from the quality compliance monitoring of 145.A.65(c).
4. The line maintenance manager is responsible for ensuring that all maintenance required to be carried out on the line including line defect rectification is carried out to the standards specified in 145.A.65(b) and also responsible for any corrective action resulting from the quality compliance monitoring of 145.A.65(c).
5. The workshop manager is responsible for ensuring that all work on aircraft components is carried out to the standards specified in 145.A.65(b) and also responsible for any corrective action resulting from the quality compliance monitoring of 145.A.65(c).
6. The quality manager's responsibility is specified in 145.A.30(c).
7. Notwithstanding the example sub-paragraphs 2 – 6 titles, the organisation may adopt any title for the foregoing managerial positions but should identify to the competent authority the titles and persons chosen to carry out these functions.
8. Where an organisation chooses to appoint managers for all or any combination of the identified Part-145 functions because of the size of the undertaking, it is necessary that these managers report ultimately through either the base maintenance manager or line maintenance manager or workshop manager or quality manager, as appropriate, to the accountable manager.

NOTE: Certifying staff may report to any of the managers specified depending upon which type of control the approved maintenance organisation uses (for example licensed engineers/independent inspection/dual function supervisors etc.) so long as the quality compliance monitoring staff specified in 145.A.65(c)(1) remain independent.

AMC 145.A.30 (c) Personnel requirements

Monitoring the quality system includes requesting remedial action as necessary by the accountable manager and the nominated persons referred to in 145.A.30 (b).

AMC 145.A.30 (d) Personnel requirements

1. Has sufficient staff means that the organisation employs or contracts such staff of which at least half the staff that perform maintenance in each workshop, hangar or flight line on any shift should be employed to ensure organisational stability. Contract staff, being part time or full time should be made aware that when working for the organisation they are subjected to compliance with the organisation's procedures specified in the maintenance organisation exposition relevant to their duties. For the purpose of this sub-paragraph, employed means the person is directly employed as an individual by the maintenance organisation approved under Part-145 whereas contracted means the person is employed by another organisation and contracted by that organisation to the maintenance organisation approved under Part-145.
2. The maintenance man-hour plan should take into account any maintenance carried out on aircraft / aircraft components from outside the Member State and should also take into account all work carried out outside the scope of the Part-145 approval.
3. The maintenance man-hour plan should relate to the anticipated maintenance work load except that when the organisation cannot predict such workload, due to the short term nature of its contracts, then such plan should be based upon the minimum maintenance workload needed for commercial viability. Maintenance work load includes all necessary work such as, but not limited to, planning, maintenance record checks, production of worksheets/cards in paper or electronic form, accomplishment of maintenance, inspection and the completion of maintenance records.
4. In the case of aircraft base maintenance, the maintenance man-hour plan should relate to the aircraft hangar visit plan as specified in AMC 145.A.25 (a).
5. In the case of aircraft component maintenance, the maintenance man-hour plan should relate to the aircraft component planned maintenance as specified in 145.A.25 (a) (2).
6. The quality monitoring compliance function man-hours should be sufficient to meet the requirement of 145.A.65(c) which means taking into account AMC 145.A.65(c). Where quality monitoring staff perform other functions, the time allocated to such functions needs to be taken into account in determining quality monitoring staff numbers.
7. The maintenance man-hour plan should be reviewed at least every 3 months and updated when necessary.
8. Significant deviation from the maintenance man-hour plan should be reported through the departmental manager to the quality manager and the accountable manager for review. Significant deviation means more than a 25% shortfall in available man-hours during a calendar month for any one of the functions specified in 145.A.30 (d).

AMC 145.A.30 (e) Personnel requirements (*)

1. The referenced procedure requires amongst others that planners, mechanics, specialised services staff, supervisors and certifying staff are assessed for competence by 'on the job' evaluation and/or by examination relevant to their particular job role within the organisation before unsupervised work is permitted. A record of the qualification and competence assessment should be kept.
2. Adequate initial and recurrent training should be provided and recorded to ensure continued competence.
3. To assist in the assessment of competence, job descriptions are recommended for each job role in the organisation. Basically, the assessment should establish that:
 - a. Planners are able to interpret maintenance requirements into maintenance tasks, and have an appreciation that they have no authority to deviate from the maintenance data.
 - b. Mechanics are able to carry out maintenance tasks to any standard specified in the maintenance data and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards.
 - c. Specialised services staff are able to carry out specialised maintenance tasks to the standard specified in the maintenance data and will both inform and await instructions from their supervisor in any case where it is not possible to complete the specialised maintenance in accordance with the maintenance data.
 - d. Supervisors are able to ensure that all required maintenance tasks are carried out and where not completed or where it is evident that a particular maintenance task cannot be carried out to the maintenance data, then such problems will be reported to the 145.A.30(c) person for appropriate action. In addition, for those supervisors who also carry out maintenance tasks, that they understand such tasks should not be undertaken when incompatible with their management responsibilities.
 - e. Certifying staff are able to determine when the aircraft or aircraft component is ready to release to service and when it should not be released to service.
4. In the case of planners, specialised services staff, supervisors and certifying staff, a knowledge of organisation procedures relevant to their particular role in the organisation is important. The aforementioned list is not exclusive and may include other categories of personnel.
5. Quality audit staff are able to monitor compliance with Part-145 identifying non compliance in an effective and timely manner so that the organisation may remain in compliance with Part-145.
6. In respect to the understanding of the application of human factors and human performance issues, maintenance, management, and quality audit personnel should be assessed for the need to receive Initial human factors training, but in any case all maintenance, management, and quality audit personnel should receive human factors continuation training. This should concern to a minimum:
 - Post-holders, managers, supervisors;
 - Certifying staff, technicians, and mechanics;
 - Technical support personnel such as, planners, engineers, technical record staff;
 - Quality control/assurance staff;
 - Specialised services staff;

* See also Appendix IV to AMC to 145.A.30 (e)

- Human factors staff/ human factors trainers;
 - Store department staff, purchasing department staff;
 - Ground equipment operators;
 - Contract staff in the above categories.
7. Initial human factors training should cover all the topics of the training syllabus specified in GM 145.A.30 (e) either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organisation. The syllabus may also be adjusted to meet the particular nature of work for each function within the organisation. For example:
- small organisations not working in shifts may cover in less depth subjects related to teamwork and communication,
 - planners may cover in more depth the scheduling and planning objective of the syllabus and in less depth the objective of developing skills for shift working.

Depending on the result of the evaluation as specified in paragraph 6, initial training should be provided to personnel within 6 months of joining the maintenance organisation, but temporary staff may need to be trained shortly after joining the organisation to cope with the duration of employment.

Personnel being recruited from another maintenance organisation approved under Part-145 and temporary staff should be assessed for the need to receive any additional human factors training to meet the new maintenance organisation's approved under Part-145 human factors training standard.

8. The purpose of human factors continuation training is primarily to ensure that staff remain current in terms of human factors and also to collect feedback on human factors issues. Consideration should be given to the possibility that such training has the involvement of the quality department. There should be a procedure to ensure that feedback is formally passed from the trainers to the quality department to initiate action where necessary.

Human factors continuation training should be of an appropriate duration in each two year period in relation to relevant quality audit findings and other internal/ external sources of information available to the organisation on human errors in maintenance.

9. Human factors training may be conducted by the maintenance organisation itself, or independent trainers or any training organisations acceptable to the competent authority.
10. The Human factors training procedures should be specified in the maintenance organisation exposition.
11. Additional training in fuel tank safety as well as associated inspection standards and maintenance procedures should be required for maintenance organisations' technical personnel, especially technical personnel involved in the compliance of CDCCL tasks

EASA guidance is provided for training to maintenance organisation personnel in Appendix IV to AMC to 145.A.30(e) and 145.B.10(3)

AMC 145.A.30 (f) Personnel requirements

1. Continued airworthiness non-destructive testing means such testing specified by the type certificate holder /aircraft or engine or propeller manufacturer in accordance with the maintenance data as specified in 145.A.45 for in service aircraft/aircraft components for the purpose of determining the continued fitness of the product to operate safely.
2. Appropriately qualified means to Level 1, 2 or 3 as defined by the European Standard EN 4179 dependant upon the non destructive testing function to be carried out.
3. Notwithstanding the fact that Level 3 personnel may be qualified via EN 4179 to establish and authorise methods, techniques, etc., this does not permit such personnel to deviate from methods and techniques published by the type certificate holder/ manufacturer in the form of continued airworthiness data, such as in non-destructive test manuals or service bulletins, unless the manual or service bulletin expressly permits such deviation.
4. Notwithstanding the general references in EN 4179 to a national aerospace non destructive testing (NDT) board, all examinations should be conducted by personnel or organisations under the general control of such a board. In the absence of a national aerospace NDT board, the aerospace NDT board of another Member State should be used, as defined by the competent authority.
5. Particular non-destructive test means any one or more of the following; Dye penetrant, magnetic particle, eddy current, ultrasonic and radiographic methods including X ray and gamma ray.
6. It should be noted that new methods are and will be developed, such as, but not limited to thermography and shearography, which are not specifically addressed by EN 4179. Until the time this agreed standard is established, such methods should be carried out in accordance with the particular equipment manufacturer's recommendations including any training and examination process to ensure competence of the personnel in the process.
7. Any maintenance organisation approved under Part-145 that carries out NDT should establish NDT specialist qualification procedures detailed in the exposition and accepted by the competent authority.
8. Boroscopy and other techniques such as delamination coin tapping are non destructive inspections rather than non destructive testing. Notwithstanding such differentiation, the maintenance organisation should establish an exposition procedure accepted by the competent authority to ensure that personnel who carry out and interpret such inspections are properly trained and assessed for their competence in the process. Non destructive inspections, not being considered as NDT by Part-145 are not listed in Appendix II under class rating D1.
9. The referenced standards, methods, training and procedures should be specified in the maintenance organisation exposition.
10. Any such personnel who intend to carry out and/or control a non-destructive test for which they were not qualified prior to the effective date of Part-145 should qualify for such non-destructive test in accordance with EN 4179.
11. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.

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AMC 145.A.30 (g) Personnel requirements

1. For the purposes of category A minor scheduled line maintenance means any minor scheduled inspection/check up to and including a weekly check specified in the operators approved aircraft maintenance programme. For aircraft maintenance programmes that do not specify a weekly check, the competent authority will determine the most significant check that is considered equivalent to a weekly check.
2. Typical tasks permitted after appropriate task training to be carried out by the category A for the purpose of the category A issuing an aircraft certificate of release to service as specified in 145.A.50 as part of minor scheduled line maintenance or simple defect rectification are contained in the following list:
 - a. Replacement of wheel assemblies.
 - b. Replacement of wheel brake units.
 - c. Replacement of emergency equipment.
 - d. Replacement of ovens, boilers and beverage makers.
 - e. Replacement of internal and external lights, filaments and flash tubes.
 - f. Replacement of windscreen wiper blades.
 - g. Replacement of passenger and cabin crew seats, seat belts and harnesses.
 - h. Closing of cowlings and refitment of quick access inspection panels.
 - i. Replacement of toilet system components but excluding gate valves.
 - j. Simple repairs and replacement of internal compartment doors and placards but excluding doors forming part of a pressure structure.
 - k. Simple repairs and replacement of overhead storage compartment doors and cabin furnishing items.
 - l. Replacement of static wicks.
 - m. Replacement of aircraft main and APU aircraft batteries.
 - n. Replacement of inflight entertainment system components but excluding public address.
 - o. Routine lubrication and replenishment of all system fluids and gases.
 - p. The de-activation only of sub-systems and aircraft components as permitted by the operator's minimum equipment list where such de-activation is agreed by the competent authority as a simple task.
 - q. Inspection for and removal of de-icing/anti-icing fluid residues, including removal/closure of panels, cowls or covers or the use of special tools.
 - r. Replacement of any other component as agreed by the competent authority for a particular aircraft type only where it is agreed that the task is simple.

NOTE: This list will be periodically updated in the light of ongoing experience and technological changes.

AMC 145.A.30 (h)(1) Personnel requirements

The category B1 and B2 support staff do not need to hold a certifying staff authorisation in accordance with 145.A.35 (b) but the organisation may use such appropriately authorised certifying staff to satisfy the requirement.

AMC 145.A.30 (j)(4) Personnel requirements

1. For the issue of a limited certification authorisation the commander or flight engineer should hold either a valid air transport pilots license (ATPL), commercial pilots license (CPL) or flight engineer (F/EL) licence in accordance with JAR-FCL, or a national equivalent acceptable to the competent authority on the aircraft type. In addition the limited certification authorisation is subject to the maintenance organisation exposition containing procedures to address the personnel requirements of 145.A.30 (e) and associated AMC and guidance material.

Such procedures should include as a minimum:

- a. Completion of adequate maintenance airworthiness regulation training.
- b. Completion of adequate task training for the specific task on the aircraft. The task training should be of sufficient duration to ensure that the individual has a thorough understanding of the task to be completed and will involve training in the use of associated maintenance data.
- c. Completion of the procedural training as specified in Part-145.

The above procedures should be specified in the maintenance organisation exposition and be accepted by the competent authority.

2. (i) Typical tasks that may be certified and/or carried out by the commander holding an ATPL or CPL are minor maintenance or simple checks included in the following list:
 - a. Replacement of internal lights, filaments and flash tubes.
 - b. Closing of cowlings and refitment of quick access inspection panels.
 - c. Role changes e.g. stretcher fit, dual controls, FLIR, doors, photographic equipment etc.
 - d. Inspection for and removal of de-icing/anti-icing fluid residues, including removal/closure of panels, cowls or covers that are easily accessible but not requiring the use of special tools.
 - e. Any check / replacement involving simple techniques consistent with this AMC and as agreed by the competent authority.
2. (ii) Holders of a valid JAR FCL Flight engineers licence, or a national equivalent acceptable to the competent authority, on the aircraft type may only exercise this limited certification authorisation privilege when performing the duties of a flight engineer.

In addition to paragraph 2(i)(a) to (e) other typical minor maintenance or simple defect rectification tasks that may be carried out are included in the following list:

- a. Replacement of wheel assemblies.
- b. Replacement of simple emergency equipment that is easily accessible.
- c. Replacement of ovens, boilers and beverage makers.

- d. Replacement of external lights.
 - e. Replacement of passenger and cabin crew seats, seat belts and harnesses.
 - f. Simple replacement of overhead storage compartment doors and cabin furnishing items.
 - g. Replacement of static wicks.
 - h. Replacement of aircraft main and APU aircraft batteries.
 - i. Replacement of inflight entertainment system components but excluding public address.
 - j. The de-activation only of sub-systems and aircraft components as permitted by the operator's minimum equipment list where such de-activation is agreed by the competent authority as a simple task.
 - k. Re-setting of tripped circuit breakers under the guidance of maintenance control.
 - l. Any other simple task as agreed by the competent authority for a particular aircraft type only where it is agreed that the task is simple.
3. The authorisation should have a finite life of twelve months subject to satisfactory re-current training on the applicable aircraft type.

AMC 145.A.30 (j)(5) Personnel requirements

1. For the purposes of this sub-paragraph "unforeseen" means that the aircraft grounding could not reasonably have been predicted by the operator because the defect was unexpected due to being part of a hitherto reliable system.
2. A one-off authorisation should only be considered for issue by the quality department of the contracted organisation after it has made a reasoned judgement that such a requirement is appropriate under the circumstances and at the same time maintaining the required airworthiness standards. The organisation's quality department will need to assess each situation individually prior to the issuance of a one-off authorisation
3. A one-off authorisation should not be issued where the level of certification required could exceed the knowledge and experience level of the person it is issued to. In all cases, due consideration should be given to the complexity of the work involved and the availability of required tooling and/or test equipment needed to complete the work.

AMC 145.A.30 (j)(5)(i) Personnel requirements

In those situations where the requirement for a one-off authorisation to issue a CRS for a task on an aircraft type for which certifying staff does not hold a type-rated authorisation has been identified, the following procedure is recommended:

1. Flight crew should communicate full details of the defect to the operator's supporting maintenance organisation. If necessary, the supporting maintenance organisation will then request the use of a one-off authorisation from the quality department.
2. When issuing a one-off authorisation, the quality department of the organisation should verify that:

- a) Full technical details relating to the work required to be carried out have been established and passed on to the certifying staff.
 - b) The organisation has an approved procedure in place for coordinating and controlling the total maintenance activity undertaken at the location under the authority of the one-off authorisation.
 - c) The person to whom a one-off authorisation is issued has been provided with all the necessary information and guidance relating to maintenance data and any special technical instructions associated with the specific task undertaken. A detailed step by step worksheet has been defined by the organisation, communicated to the one-off authorisation holder.
 - d) The person holds authorisations of equivalent level and scope on other aircraft type of similar technology, construction and systems.
3. The one-off authorisation holder should sign off the detailed step by step worksheet when completing the work steps. The completed tasks should be verified by visual examination and/or normal system operation upon return to an appropriately approved Part-145 maintenance facility.

AMC 145.A.30 (j)(5)(ii) Personnel requirements

This paragraph addresses staff not employed by the maintenance organisation who meet the requirements of 145.A.30 (j) (5). In addition to the items listed in AMC 145.A.30 (j) (5) (i), paragraph 1, 2(a), (b) and (c) and 3 the quality department of the organisation may issue such one-off authorisation providing full qualification details relating to the proposed certifying personnel are verified by the quality department and made available at the location.

GM 145.A.30 (e) Personnel requirements

The training syllabus below identifies the topics and subtopics to be addressed during the human factors training.

The maintenance organisation may combine, divide, change the order of any subject of the syllabus to suit its own needs, as long as all subjects are covered to a level of detail appropriate to the organisation and its personnel.

Some of the topics may be covered in separate training (health and safety, management, supervisory skills, etc.) in which case duplication of training is not necessary.

Where possible, practical illustrations and examples should be used, especially accident and incident reports.

Topics should be related to existing legislation, where relevant. Topics should be related to existing guidance/advisory material, where relevant (eg. ICAO HF Digests and Training Manual).

Topics should be related to maintenance engineering where possible; too much unrelated theory should be avoided.

- 1 General/Introduction to human factors
 - 1.1 Need to address human factors
 - 1.2 Statistics
 - 1.3 Incidents
- 2 Safety Culture/Organisational factors
- 3 Human Error
 - 3.1 Error models and theories
 - 3.2 Types of errors in maintenance tasks
 - 3.3 Violations
 - 3.4 Implications of errors
 - 3.5 Avoiding and managing errors
 - 3.6 Human reliability
- 4 Human performance & limitations
 - 4.1 Vision
 - 4.2 Hearing
 - 4.3 Information-processing
 - 4.4 Attention and perception
 - 4.5 Situational awareness
 - 4.6 Memory
 - 4.7 Claustrophobia and physical access
 - 4.8 Motivation
 - 4.9 Fitness/Health
 - 4.10 Stress
 - 4.11 Workload management
 - 4.12 Fatigue
 - 4.13 Alcohol, medication, drugs
 - 4.14 Physical work
 - 4.15 Repetitive tasks/complacency

- 5 Environment
 - 5.1 Peer pressure
 - 5.2 Stressors
 - 5.3 Time pressure and deadlines
 - 5.4 Workload
 - 5.5 Shift Work
 - 5.6 Noise and fumes
 - 5.7 Illumination
 - 5.8 Climate and temperature
 - 5.9 Motion and vibration
 - 5.10 Complex systems
 - 5.11 Hazards in the workplace
 - 5.12 Lack of manpower
 - 5.13 Distractions and interruptions
- 6 Procedures, information, tools and practices
 - 6.1 Visual Inspection
 - 6.2 Work logging and recording
 - 6.3 Procedure — practice/mismatch/norms
 - 6.4 Technical documentation — access and quality
- 7 Communication
 - 7.1 Shift/Task handover
 - 7.2 Dissemination of information
 - 7.3 Cultural differences
- 8 Teamwork
 - 8.1 Responsibility
 - 8.2 Management, supervision and leadership
 - 8.3 Decision making
- 9 Professionalism and integrity
 - 9.1 Keeping up to date; currency
 - 9.2 Error provoking behaviour
 - 9.3 Assertiveness
- 10 Organisation's HF program
 - 10.1 Reporting errors
 - 10.2 Disciplinary policy
 - 10.3 Error investigation
 - 10.4 Action to address problems
 - 10.5 Feedback

GM 145.A.30 (j)(4) Personnel requirements (Flight crew)

1. For the holder of an ATPL or CPL issued in accordance with JAR FCL 1 or JAR FCL 2 the theoretical knowledge and examination subjects are detailed in appendix 1 to JAR FCL 1.470 and appendix 1 to JAR FCL 2.470 and include the following subjects:
 - Air law
 - Airframe/systems/powerplant
 - Instruments/electronics
 - Mass and balance
 - Performance
 - Flight planning and monitoring
 - Human performance and limitations
 - Meteorology
 - General navigation
 - Radio Navigation
 - Operational Procedures
 - Principles of Flight
 - VFR Communications
 - IFR Communications
2. For the holder of an JAR FCL F/EL, JAR FCL 4 subpart D gives details on the theoretical and practical knowledge and skill requirements from which appendix 1 to JAR FCL 4.160 Technical Training Course (TTC) details the following subjects:

(See JAR-FCL 4.160(b)(1))

Familiarisation with basic maintenance procedures, to give additional technical background knowledge, especially with respect to the implication of systems malfunctions, and to train the applicant in maintenance related to the Minimum equipment list (MEL).

The theoretical knowledge instruction consists of 100 hours and includes the following elements:

1. Airframe and systems
2. Electrics
3. Powerplant and emergency equipment
4. Flight instruments and automatic flight control systems

Practical skills training provided by an organisation approved under Part-145 is given which includes 35 hours practical experience in the following subjects:

- Fuselage and flight controls,
- Engines,
- Instruments,
- Landing gear and brakes,
- Cabin/cockpit/emergency equipment,
- De-icing/anti-icing related maintenance activities,
- Ground handling and servicing,
- Certificate of completion.

Following successful completion of the technical training, the training organisation carrying out the theoretical knowledge instruction and/or the practical skill training should provide the applicant with a certificate of satisfactory completion of the course, or part thereof.

145.A.35 Certifying staff and category B1 and B2 support staff

- (a) In addition to the appropriate requirements of 145.A.30 (g) and (h), the organisation shall ensure that certifying staff and category B1 and B2 support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organisation procedures. In the case of certifying staff, this must be accomplished before the issue or re-issue of the certification authorisation.

“Category B1 and B2 support staff” means those category B1 and B2 staff in the base maintenance environment who do not hold necessarily certification privileges. “Relevant aircraft and/or components”, means those aircraft or components specified in the particular certification authorisation. “Certification authorisation” means the authorisation issued to certifying staff by the organisation and which specifies the fact that they may sign certificates of release to service within the limitations stated in such authorisation on behalf of the approved organisation.

- (b) Excepting those cases listed in 145.A.30 (j) the organisation may only issue a certification authorisation to certifying staff in relation to the basic categories or sub-categories and any type rating listed on the aircraft maintenance licence as required by Annex III (Part-66), subject to the licence remaining valid throughout the validity period of the authorisation and the certifying staff remaining in compliance with this Annex III (Part-66).
- (c) The organisation shall ensure that all certifying staff and category B1 and B2 support staff are involved in at least six months of actual relevant aircraft or component maintenance experience in any consecutive two year period. For the purpose of this paragraph “involved in actual relevant aircraft or component maintenance” means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type systems specified in the particular certification authorisation.
- (d) The organisation shall ensure that all certifying staff and category B1 and B2 support staff receive sufficient continuation training in each two year period to ensure that such staff have up-to-date knowledge of relevant technology, organisation procedures and human factor issues.
- (e) The organisation shall establish a programme for continuation training for certifying staff and category B1 and B2 support staff, including a procedure to ensure compliance with the relevant paragraphs of 145.A.35 as the basis for issuing certification authorisations under this Part to certifying staff, and a procedure to ensure compliance with Part 66.
- (f) Except where any of the unforeseen cases of 145.A.30(j)(5) apply, the organisation shall assess all prospective certifying staff for their competence, qualification and capability to carry out their intended certifying duties in accordance with a procedure as specified in the exposition prior to the issue or re-issue of a certification authorisation under this Part.
- (g) When the conditions of paragraphs (a), (b), (d), (f) and, where applicable, paragraph (c) have been fulfilled by the certifying staff, the organisation shall issue a certification authorisation that clearly specifies the scope and limits of such authorisation. Continued validity of the certification authorisation is dependent upon continued compliance with paragraphs (a), (b), (d), and where applicable, paragraph (c).

- (h) The certification authorisation must be in a style that makes its scope clear to the certifying staff and any authorised person who may require to examine the authorisation. Where codes are used to define scope, the organisation shall make a code translation readily available. "Authorised person" means the officials of the competent authorities, the Agency and the Member State who has responsibility for the oversight of the maintained aircraft or component.
- (i) The person responsible for the quality system shall also remain responsible on behalf of the organisation for issuing certification authorisations to certifying staff. Such person may nominate other persons to actually issue or revoke the certification authorisations in accordance with a procedure as specified in the exposition.
- (j) The organisation shall maintain a record of all certifying staff and category B1 and B2 support staff, which shall contain:
1. the details of any aircraft maintenance licence held under Annex III (Part-66); and
 2. all relevant training completed; and
 3. the scope of the certification authorisations issued, where relevant; and
 4. particulars of staff with limited or one-off certification authorisations.
- The organisation shall retain the record for at least three years after the staff referred to in this paragraph have ceased employment with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organisation shall furnish the staff referred to in this paragraph with a copy of their personal record on leaving the organisation.
- The staff referred to in this paragraph shall be given access on request to their personal records as detailed above.
- (k) The organisation shall provide certifying staff with a copy of their certification authorisation in either a documented or electronic format.
- (l) Certifying staff shall produce their certification authorisation to any authorised person within 24 hours.
- (m) The minimum age for certifying staff and category B1 and B2 support staff is 21 years.

AMC 145.A.35 (a) Certifying staff and category B1 and B2 support staff

1. Adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures means that the person has received training and has relevant maintenance experience on the product type and associated organisation procedures such that the person understands how the product functions, what are the more common defects with associated consequences.
2. The organisation should hold copies of all documents that attest to qualification, and to recent experience.

AMC 145.A.35 (b) Certifying staff and category B1 and B2 support staff

The organisation issues the certification authorisation when satisfied that compliance has been established with the appropriate paragraphs of Part-145 and Part-66. In granting the certification authorisation the maintenance organisation approved under Part-145 needs to be satisfied that the person holds a valid Part-66 aircraft maintenance licence and may need to confirm such fact with the competent authority of the Member State that issued the licence.

AMC 145.A.35 (d) Certifying staff and category B1 and B2 support staff

1. Continuation training is a two way process to ensure that certifying staff remain current in terms of procedures, human factors and technical knowledge and that the organisation receives feedback on the adequacy of its procedures and maintenance instructions. Due to the interactive nature of this training, consideration should be given to the possibility that such training has the involvement of the quality department to ensure that feedback is actioned. Alternatively, there should be a procedure to ensure that feedback is formally passed from the training department to the quality department to initiate action.
2. Continuation training should cover changes in relevant requirements such as Part-145, changes in organisation procedures and the modification standard of the products being maintained plus human factor issues identified from any internal or external analysis of incidents. It should also address instances where staff failed to follow procedures and the reasons why particular procedures are not always followed. In many cases the continuation training will reinforce the need to follow procedures and ensure that incomplete or incorrect procedures are identified to the company in order that they can be corrected. This does not preclude the possible need to carry out a quality audit of such procedures.
3. Continuation training should be of sufficient duration in each 2 year period to meet the intent of 145.A.35(d) and may be split into a number of separate elements. 145.A.35(d) requires such training to keep certifying staff updated in terms of relevant technology, procedures and human factors issues which means it is one

part of ensuring quality. Therefore sufficient duration should be related to relevant quality audit findings and other internal / external sources of information available to the organisation on human errors in maintenance. This means that in the case of an organisation that maintains aircraft with few relevant quality audit findings, continuation training could be limited to days rather than weeks, whereas a similar organisation with a number of relevant quality audit findings, such training may take several weeks. For an organisation that maintains aircraft components, the duration of continuation training would follow the same philosophy but should be scaled down to reflect the more limited nature of the activity. For example certifying staff who release hydraulic pumps may only require a few hours of continuation training whereas those who release turbine engine may only require a few days of such training. The content of continuation training should be related to relevant quality audit findings and it is recommended that such training is reviewed at least once in every 24 month period.

4. The method of training is intended to be a flexible process and could, for example, include a Part-147 continuation training course, aeronautical college courses, internal short duration courses, seminars, etc. The elements, general content and length of such training should be specified in the maintenance organisation exposition unless such training is undertaken by an organisation approved under Part 147 when such details may be specified under the approval and cross referenced in the maintenance organisation exposition.

AMC 145.A.35 (e) Certifying staff and category B1 and B2 support staff

The programme for continuation training should list all certifying staff and support staff and when training will take place, the elements of such training and an indication that it was carried out reasonably on time as planned. Such information should subsequently be transferred to the certifying staff and support staff record as required by 145.A.35 (j).

AMC 145.A.35 (f) Certifying staff and category B1 and B2 support staff

1. As stated in 145.A.35 (f), with one exception, all prospective certifying staff are required to be assessed for competence, qualification and capability related to intended certifying duties. There are a number of ways in which such assessment may be carried out but the following points need to be considered to establish an assessment procedure that fits the particular organisation.
2. Competence and capability can be assessed by working the person under the supervision of either another certifying person or a quality auditor for sufficient time to arrive at a conclusion. Sufficient time could be as little as a few weeks if the person is fully exposed to relevant work. It is not required to assess against the complete spectrum of intended duties. When the person has been recruited from another approved maintenance organisation and was a certifying person in that organisation then the organisation should accept a written confirmation from the person responsible for running the quality system about the person.

3. Qualification assessment means collecting copies of all documents that attest to qualification, such as the licence and/or any authorisation held. This should be followed by a confirmation check with the organisation(s) that issued such document(s) and finally a comparison check for differences between the product type ratings on the qualification documents and the relevant product types maintained by the organisation. This latter point may reveal a need for product type differences training.

AMC 145.A.35 (j) Certifying staff and category B1 and B2 support staff

1. The following minimum information as applicable should be kept on record in respect of each certifying person or category B1 or B2 support person:
 - a. Name
 - b. Date of Birth
 - c. Basic Training
 - d. Type Training
 - e. Continuation Training
 - f. Experience
 - g. Qualifications relevant to the authorisation.
 - h. Scope of the authorisation
 - i. Date of first issue of the authorisation
 - j. If appropriate – expiry date of the authorisation
 - k. Identification Number of the authorisation
2. The record may be kept in any format but should be controlled by the organisation's quality department. This does not mean that the quality department should run the record system.
3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.
4. The competent authority is an authorised person when investigating the records system for initial and continued approval or when the competent authority has cause to doubt the competence of a particular person.

145.A.40 Equipment, tools and material

- (a) The organisation shall have available and use the necessary equipment, tools and material to perform the approved scope of work.
1. Where the manufacturer specifies a particular tool or equipment, the organisation shall use that tool or equipment, unless the use of alternative tooling or equipment is agreed by the competent authority via procedures specified in the exposition.
 2. Equipment and tools must be permanently available, except in the case of any tool or equipment that is so infrequently used that its permanent availability is not necessary. Such cases shall be detailed in an exposition procedure.
 3. An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft can be properly inspected.
- (b) The organisation shall ensure that all tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated according to an officially recognised standard at a frequency to ensure serviceability and accuracy. Records of such calibrations and traceability to the standard used shall be kept by the organisation.

AMC 145.A.40 (a) Equipment, tools and material

Once the applicant for approval has determined the intended scope of approval for consideration by the competent authority, it will be necessary to show that all tools and equipment as specified in the maintenance data can be made available when needed. All such tools and equipment that require to be controlled in terms of servicing or calibration by virtue of being necessary to measure specified dimensions and torque figures etc, should be clearly identified and listed in a control register including any personal tools and equipment that the organisation agrees can be used.

AMC 145.A.40 (b) Equipment, tools and material

1. The control of these tools and equipment requires that the organisation has a procedure to inspect/service and, where appropriate, calibrate such items on a regular basis and indicate to users that the item is within any inspection or service or calibration time-limit. A clear system of labelling all tooling, equipment and test equipment is therefore necessary giving information on when the next inspection or service or calibration is due and if the item is unserviceable for any other reason where it may not be obvious. A register should be maintained for all precision tooling and equipment together with a record of calibrations and standards used.
2. Inspection, service or calibration on a regular basis should be in accordance with the equipment manufacturers' instructions except where the organisation can show by results that a different time period is appropriate in a particular case.
3. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.

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145.A.42 Acceptance of components

- (a) All components shall be classified and appropriately segregated into the following categories:
1. Components which are in a satisfactory condition, released on an EASA Form 1 or equivalent and marked in accordance with Part-21 Subpart Q.
 2. Unserviceable components which shall be maintained in accordance with this section.
 3. Unsalvageable components which are classified in accordance with 145.A.42(d).
 4. Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data.
 5. Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.
- (b) Prior to installation of a component, the organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable.
- (c) The organisation may fabricate a restricted range of parts to be used in the course of undergoing work within its own facilities provided procedures are identified in the exposition.
- (d) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved according to Part-21.

AMC 145.A.42 (a) Acceptance of components

1. A document equivalent to an EASA Form 1 may be:
 - a) a release document issued by an organisation under the terms of a bilateral agreement signed by the European Community;
 - b) a release document issued by an organisation approved under the terms of a JAA bilateral agreement until superseded by the corresponding agreement signed by the European Community;
 - c) a JAA Form One issued prior to 28 November 2004 by a JAR 145 organisation approved by a JAA Full Member State;
 - d) in the case of new aircraft components that were released from manufacturing prior to the Part-21 compliance date the component should be accompanied by a JAA Form One issued by a JAR 21 organisation approved by a JAA Full Member Authority and within the JAA mutual recognition system;
 - e) a JAA Form One issued prior to 28 September 2005 by a production organisation approved by a competent authority in accordance with its national regulations.
2. For acceptance of standard parts, raw material and consumable material, refer to AMC M.A.501(c) and AMC M.A.501 (d).

AMC 145.A.42 (b) Acceptance of components

The EASA Form 1 or equivalent identifies the status of an aircraft component. Block 12 'Remarks' on the EASA Form 1 in some cases contains vital airworthiness related information which may need appropriate and necessary actions. The receiving organisation should be satisfied that the component in question is in satisfactory condition and has been appropriately released to service. In addition, the organisation should ensure that the component meets the approved data/standard, such as the required design and modification standard. This may be accomplished by reference to the manufacturer's parts catalogue or other approved data (i.e. Service Bulletin). Care should also be taken in ensuring compliance with applicable airworthiness directives, the status of any life-limited parts fitted to the aircraft component as well as Critical Design Configuration Control Limitations.

AMC 145.A.42 (c) Acceptance of components

1. The agreement by the competent authority for the fabrication of parts by the approved maintenance organisation should be formalised through the approval of a detailed procedure in the Maintenance Organisation Exposition. This AMC contains principles and conditions to be taken into account for the preparation of an acceptable procedure.
2. Fabrication, inspection assembly and test should be clearly within the technical and procedural capability of the organisation;
3. All necessary data to fabricate the part should be approved either by the Agency or the type certificate (TC) holder or Part-21 design organisation approval holder, or supplemental type certificate (STC) holder;

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4. Items fabricated by an organisation approved under Part-145 may only be used by that organisation in the course of overhaul, maintenance, modifications, or repair of aircraft or components undergoing work within its own facility. The permission to fabricate does not constitute approval for manufacture, or to supply externally and the parts do not qualify for certification on EASA Form 1. This prohibition also applies to the bulk transfer of surplus inventory, in that locally fabricated parts are physically segregated and excluded from any delivery certification.
5. Fabrication of parts, modification kits etc for onward supply and/or sale may not be conducted by an organisation approved under Part-145.
6. The data specified in paragraph 3 may include repair procedures involving the fabrication of parts. Where the data on such parts is sufficient to facilitate fabrication, the parts may be fabricated by an organisation approved under Part-145. Care should be taken to ensure that the data include details of part numbering, dimensions, materials, processes, and any special manufacturing techniques, special raw material specification or/and incoming inspection requirement and that the approved organisation has the necessary capability. That capability should be defined by way of exposition content. Where special processes or inspection procedures are defined in the approved data which are not available at the organisation the organisation can not fabricate the part unless the TC/STC-holder gives an approved alternative.
7. Examples of fabrication under the scope of an Part-145 approval can include but are not limited to the following:
- Fabrication of bushes, sleeves and shims.
 - Fabrication of secondary structural elements and skin panels.
 - Fabrication of control cables.
 - Fabrication of flexible and rigid pipes.
 - Fabrication of electrical cable looms and assemblies.
 - Formed or machined sheet metal panels for repairs.

All the above fabricated parts, should be in accordance with data provided in overhaul or repair manuals, modification schemes and service bulletins, drawings or otherwise approved by the competent authority.

Note: It is not acceptable to fabricate any item to pattern unless an engineering drawing of the item is produced which includes any necessary fabrication processes and which is acceptable to the competent authority.

8. Where a TC-holder or an approved production organisation is prepared to make available complete data which is not referred to in aircraft manuals or service bulletins but provides manufacturing drawings for items specified in parts lists, the fabrication of these items is not considered to be within the scope of an approval unless agreed otherwise by the competent authority in accordance with a procedure specified in the exposition.
9. Inspection and Identification.

Any locally fabricated part should be subjected to an inspection stage before, separately, and preferably independently from, any inspection of its installation. The inspection should establish full compliance with the relevant manufacturing data, and the part should be unambiguously identified as fit for use by stating conformity to the approved data. Adequate records should be maintained of all such fabrication processes including, heat treatment and the final inspections. All parts, except those having not enough space, should carry a part number which clearly relates it to the manufacturing/inspection data. Additional to the part-number the organisation's identity should be marked on the part for traceability purposes.

AMC 145.A.42 (d) Acceptance of components

1. The following types of components should typically be classified as unsalvageable:
 - a. Components with non-repairable defects, whether visible or not to the naked eye;
 - b. Components that do not meet design specifications, and cannot be brought into conformity with such specifications;
 - c. Components subjected to unacceptable modification or rework that is irreversible;
 - d. Certified life-limited parts that have reached or exceeded their certified life limits, or have missing or incomplete records;
 - e. Components that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment;
 - f. Components for which conformity with an applicable airworthiness directive cannot be accomplished;
 - g. Components for which maintenance records and/or traceability to the manufacturer can not be retrieved.
2. It is common practice for possessors of aircraft components to dispose of unsalvageable components by selling, discarding, or transferring such items. In some instances, these items have reappeared for sale and in the active parts inventories of the aviation community. Misrepresentation of the status of components and the practice of making such items appear serviceable have resulted in the use of unsalvageable nonconforming Components. Therefore Organisations disposing of unsalvageable aircraft components should consider the possibility of such components later being misrepresented and sold as serviceable components. Caution should be exercised to ensure that unsalvageable components are disposed of in a manner that does not allow them to be returned to service.

145.A.45 Maintenance data

- (a) The organisation shall hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs. “Applicable” means relevant to any aircraft, component or process specified in the organisation’s approval class rating schedule and in any associated capability list.

In the case of maintenance data provided by an operator or customer, the organisation shall hold such data when the work is in progress, with the exception of the need to comply with 145.A.55(c).

- (b) For the purposes of this Part, applicable maintenance data shall be any of the following:
1. Any applicable requirement, procedure, operational directive or information issued by the authority responsible for the oversight of the aircraft or component;
 2. Any applicable airworthiness directive issued by the authority responsible for the oversight of the aircraft or component;
 3. Instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders, any other organisation required to publish such data by Part-21 and in the case of aircraft or components from third countries the airworthiness data mandated by the authority responsible for the oversight of the aircraft or component;
 4. Any applicable standard, such as but not limited to, maintenance standard practices recognised by the Agency as a good standard for maintenance;
 5. Any applicable data issued in accordance with paragraph (d).
- (c) The organisation shall establish procedures to ensure that if found, any inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.
- (d) The organisation may only modify maintenance instructions in accordance with a procedure specified in the maintenance organisation’s exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards and shall inform the type-certificate holder of such changes. Maintenance instructions for the purposes of this paragraph means instructions on how to carry out the particular maintenance task: they exclude the engineering design of repairs and modifications.
- (e) The organisation shall provide a common work card or worksheet system to be used throughout relevant parts of the organisation. In addition, the organisation shall either transcribe accurately the maintenance data contained in paragraphs (b) and (d) onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data. Work cards and worksheets may be computer generated and held on an electronic database subject to both adequate safeguards against unauthorised alteration and a back-up electronic database which shall be updated within 24 hours of any entry made to the main electronic database. Complex maintenance tasks shall be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.

Where the organisation provides a maintenance service to an aircraft operator who requires their work card or worksheet system to be used then such work card or

worksheet system may be used. In this case, the organisation shall establish a procedure to ensure correct completion of the aircraft operators' work cards or worksheets.

- (f) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.
- (g) The organisation shall establish a procedure to ensure that maintenance data it controls is kept up to date. In the case of operator/customer controlled and provided maintenance data, the organisation shall be able to show that either it has written confirmation from the operator/customer that all such maintenance data is up to date or it has work orders specifying the amendment status of the maintenance data to be used or it can show that it is on the operator/customer maintenance data amendment list.

AMC 145.A.45 (b) Maintenance data

1. Except as specified in sub-paragraph 5, each maintenance organisation approved under Part-145 should hold and use the following minimum maintenance data relevant to the organisation's approval class rating. All maintenance related Implementing Rules and associated AMCs, approval specifications and Guidance Material, all applicable national maintenance requirements and notices which have not been superseded by an Agency requirement, procedure or directive and all applicable EASA airworthiness directives plus any non-national airworthiness directive supplied by a contracted non-EU operator or customer as well as Critical Design Configuration Control Limitations.
2. In addition to sub-paragraph 1, an organisation with an approval class rating in category A – Aircraft, should hold and use the following maintenance data where published. The appropriate sections of the operator's aircraft maintenance programme, aircraft maintenance manual, repair manual, supplementary structural inspection document, corrosion control document, service bulletins, service letters, service instructions, modification leaflets, NDT manual, parts catalogue, type certificate data sheet and any other specific document issued by the type certificate or supplementary type certificate holder as maintenance data.
3. In addition to subparagraph 1, an organisation with an approval class rating in category B – Engines/APUs, should hold and use the following maintenance data where published. The appropriate sections of the engine/APU maintenance and repair manual, service bulletins, service letters, modification leaflets, non destructive testing (NDT) manual, parts catalogue, type certificate data sheet and any other specific document issued by the type certificate holder as maintenance data.
4. In addition to sub-paragraph 1, an organisation with an approval class rating in category C – Components other than complete engines/APUs, should hold and use the following maintenance data where published. The appropriate sections of the vendor maintenance and repair manual, service bulletins and service letters plus any document issued by the type certificate holder as maintenance data on whose product the component may be fitted when applicable.
5. Appropriate sections of the sub-paragraphs 2 to 4 additional maintenance data means in relation to the maintenance work scope at each particular maintenance facility. For example, a base maintenance facility should have almost complete set(s) of the maintenance data whereas a line maintenance facility may need only the maintenance manual and the parts catalogue.
6. An organisation only approved in class rating category D – Specialised services, should hold and use all applicable specialised service(s) process specifications.

AMC 145.A.45 (c) Maintenance data

1. The referenced procedure should ensure that when maintenance personnel discover inaccurate, incomplete or ambiguous information in the maintenance data they should record the details. The procedure should then ensure that the Part-145 approved maintenance organisation notifies the problem to the author of the maintenance data in a timely manner. A record of such communications to the author of the maintenance data should be retained by the Part-145 approved organisation until such time as the type certificate holder has clarified the issue by e.g. amending the maintenance data.
2. The referenced procedure should be specified in the maintenance organisation exposition.

AMC 145.A.45 (d) Maintenance data

The referenced procedure should address the need for a practical demonstration by the mechanic to the quality personnel of the proposed modified maintenance instruction. When satisfied the quality personnel should approve the modified maintenance instruction and ensure that the type certificate or supplementary type certificate holder is informed of the modified maintenance instruction. The procedure should include a paper/electronic traceability of the complete process from start to finish and ensure that the relevant maintenance instruction clearly identifies the modification. Modified maintenance instructions should only be used in the following circumstances;

- a Where the type certificate / supplementary type certificate holders original intent can be carried out in a more practical or more efficient manner.
- b Where the type certificate / supplementary type certificate holders original intent cannot be achieved by following the maintenance instructions. For example, where a component cannot be replaced following the original maintenance instructions.
- c For the use of alternative tools / equipment

Important Note: Critical Design Configuration Control Limitations (CDCCL) are airworthiness limitations. Any modification of the maintenance instructions linked to CDCCL constitutes an aircraft modification that should be approved in accordance with Part-21.

ED 2007/002/R

AMC 145.A.45 (e) Maintenance data

1. The maintenance organisation should:
 - transcribe accurately the maintenance data onto such work cards or worksheets, or
 - make precise reference to the particular maintenance task(s) contained in such maintenance data, which already identifies the task as a CDCCL where applicable.
2. Relevant parts of the organisation means with regard to aircraft base maintenance, aircraft line maintenance, engine workshops, mechanical workshops and avionic workshops. Therefore, engine workshops for example should have a common system throughout such engine workshops that may be different to that in the aircraft base maintenance.
3. The workcards should differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such a task, it may be necessary to use supplementary workcards or worksheets to indicate what was actually accomplished by each individual person.

ED 2010/002/R

AMC 145.A.45 (f) Maintenance data

1. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft being maintained for supervisors, mechanics and certifying staff to study.

ED 2010/002/R

2. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

AMC 145.A.45 (g) Maintenance data

1. To keep data up-to-date, a procedure should be set up to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme. Special attention should be given to TC related data such as certification life-limited parts, airworthiness limitations and Airworthiness Limitation Items (ALI), etc.

145.A.47 Production planning

- (a) The organisation shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.
- (b) The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.
- (e) When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel.

AMC 145.A.47 (a) Production planning

1. Depending on the amount and complexity of work generally performed by the maintenance organisation, the planning system may range from a very simple procedure to a complex organisational set-up including a dedicated planning function in support of the production function.
2. For the purpose of Part-145, the production planning function includes two complementary elements:
 - scheduling the maintenance work ahead, to ensure that it will not adversely interfere with other work as regards the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities.
 - during maintenance work, organising maintenance teams and shifts and provide all necessary support to ensure the completion of maintenance without undue time pressure.
3. When establishing the production planning procedure, consideration should be given to the following:
 - logistics,
 - inventory control,
 - square meters of accommodation,
 - man-hours estimation,
 - man-hours availability,
 - preparation of work,
 - hangar availability,
 - environmental conditions (access, lighting standards and cleanliness),
 - co-ordination with internal and external suppliers, etc.
 - scheduling of safety-critical tasks during periods when staff are likely to be most alert.

AMC 145.A.47 (b) Production planning

Limitations of human performance, in the context of planning safety related tasks, refers to the upper and lower limits, and variations, of certain aspects of human performance (Circadian rhythm / 24 hours body cycle) which personnel should be aware of when planning work and shifts

AMC 145.A.47 (c) Production planning

The primary objective of the changeover / handover information is to ensure effective communication at the point of handing over the continuation or completion of maintenance actions. Effective task and shift handover depends on three basic elements:

- The outgoing person's ability to understand and communicate the important elements of the job or task being passed over to the incoming person.
- The incoming person's ability to understand and assimilate the information being provided by the outgoing person.
- A formalised process for exchanging information between outgoing and incoming persons and a planned shift overlap and a place for such exchanges to take place.

145.A.50 Certification of maintenance

- EC 1056/2008
- (a) A certificate of release to service shall be issued by appropriately authorised certifying staff on behalf of the organisation when it has been verified that all maintenance ordered has been properly carried out by the organisation in accordance with the procedures specified in point 145.A.70, taking into account the availability and use of the maintenance data specified in point 145.A.45 and that there are no non-compliances which are known to endanger flight safety.
- (b) A certificate of release to service shall be issued before flight at the completion of any maintenance.
- (c) New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order. In the case where the aircraft operator declines to have such maintenance carried out under this paragraph, paragraph (e) is applicable.
- EU 127/2010
- (d) A certificate of release to service shall be issued at the completion of any maintenance on a component whilst off the aircraft. The authorised release certificate “EASA Form 1” referred to in Appendix II to Annex I (Part-M) constitutes the component certificate of release to service. When an organisation maintains a component for its own use, an EASA Form 1 may not be necessary depending upon the organisation’s internal release procedures defined in the exposition.
- (e) By derogation to paragraph (a), when the organisation is unable to complete all maintenance ordered, it may issue a certificate of release to service within the approved aircraft limitations. The organisation shall enter such fact in the aircraft certificate of release to service before the issue of such certificate.
- (f) By derogation to paragraph (a) and 145.A.42, when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of a component with the appropriate release certificate, it is permissible to temporarily fit a component without the appropriate release certificate for a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner, subject to the aircraft operator agreement and said component having a suitable release certificate but otherwise in compliance with all applicable maintenance and operational requirements. Such components shall be removed by the above prescribed time limit unless an appropriate release certificate has been obtained in the meantime under paragraph (a) and 145.A.42.

AMC 145.A.50 (a) Certification of maintenance

'Endangers the flight safety' means any instances where safe operation could not be assured or which could lead to an unsafe condition. It typically includes, but is not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage and any emergency system or total system failure. An airworthiness directive overdue for compliance is also considered a hazard to flight safety.

AMC 145.A.50 (b) Certification of maintenance

1. The certificate of release to service should contain the following statement:
'Certifies that the work specified, except as otherwise specified, was carried out in accordance with Part-145 and in respect to that work the aircraft/aircraft component is considered ready for release to service'.
Reference should also be made to the EASA Part-145 approval number.
2. It is acceptable to use an alternate abbreviated certificate of release to service consisting of the following statement 'Part-145 release to service' instead of the full certification statement specified in paragraph 1. When the alternate abbreviated certificate of release to service is used, the introductory section of the technical log should include an example of the full certification statement from paragraph 1.
3. The certificate of release to service should relate to the task specified in the (S)TC holder's or operator's instructions or the aircraft maintenance program which itself may cross-refer to maintenance data.
4. The date such maintenance was carried out should include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.
5. When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance as long as there is a unique cross-reference to the work package containing full details of maintenance carried out. Dimensional information should be retained in the work-pack record.

AMC No 1 to 145.A.50 (d) Certification of maintenance

The purpose of the certificate is to release assemblies/items/components/parts (hereafter referred to as 'item(s)') after maintenance and to release maintenance work carried out on such items under the approval of a competent authority and to allow items removed from one aircraft/aircraft component to be fitted to another aircraft/aircraft component.

The certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for items from the manufacturer/maintenance organisation to users.

It can only be issued by organisations approved by the particular competent authority within the scope of the approval.

The certificate may be used as a rotatable tag by utilising the available space on the reverse side of the certificate for any additional information and dispatching the item with two copies of the certificate so that one copy may be eventually returned with the item to the maintenance organisation. The alternative solution is to use existing rotatable tags and also supply a copy of the certificate.

A certificate should not be issued for any item when it is known that the item is unserviceable except in the case of an item undergoing a series of maintenance processes at several maintenance organisations approved under Part-145 and the item needs a certificate for the previous maintenance process carried out for the next maintenance organisation approved under Part-145 to accept the item for subsequent maintenance processes. In such a case, a clear statement of limitation should be endorsed in Block 12.

AMC No 2 to 145.A.50 (d) Certification of maintenance

1. A component which has been maintained off the aircraft needs the issuance of a certificate of release to service for such maintenance and another certificate of release to service in regard to being installed properly on the aircraft when such action occurs.

When an organisation maintains a component for use by the same organisation, an EASA Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the maintenance organisation exposition.

2. In the case of the issue of EASA Form 1 for components in storage before Part-145 and Part-21 became effective and not released on an EASA Form 1 or equivalent in accordance with 145.A.42(a) or removed serviceable from a serviceable aircraft or an aircraft which has been withdrawn from service the following applies:

2.1. An EASA Form 1 may be issued for an aircraft component which has been:

- Maintained before Part-145 became effective or manufactured before Part-21 became effective.
- Used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components.
- Removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes.
- Maintained by an unapproved organisation.

2.2. An appropriately rated maintenance organisation approved under Part-145 may issue an EASA Form 1 as detailed in this AMC subparagraph 2.5 to 2.9, as appropriate, in accordance with procedures detailed in the exposition as approved by the competent authority. The appropriately rated organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued an EASA Form 1 under this paragraph.

2.3. For the purposes of this AMC No 2 only, appropriately rated means an organisation with an approval class rating for the type of component or for the product in which it may be installed.

2.4. An EASA Form 1 issued in accordance with this paragraph 2 should be issued by signing in block 14b and stating 'Inspected' in block 11. In addition, block 12 should specify:

2.4.1. When the last maintenance was carried out and by whom.

2.4.2. If the component is unused, when the component was manufactured and by whom with a cross-reference to any original documentation which should be included with the Form.

2.4.3. A list of all airworthiness directives, repairs and modifications known to have been incorporated. If no airworthiness directives or repairs or modifications are known to be incorporated, then this should be so stated.

2.4.4. Detail of life used for service life-limited parts being any combination of fatigue, overhaul or storage life.

2.4.5. For any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 12. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the EASA Form 1.

2.5. New/unused aircraft components

2.5.1 Any unused aircraft component in storage without an EASA Form 1 up to the effective date(s) for Part-21 that was manufactured by an organisation acceptable to the competent authority at that time may be issued with an EASA Form 1 by an appropriately rated maintenance organisation approved under Part-145. The EASA Form 1 should be issued in accordance with the following subparagraphs which should be included in a procedure within the maintenance organisation manual.

Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this paragraph represents a maintenance release under Part-145 and not a production release under Part-21. It is not intended to bypass the production release procedure agreed by the Member State for parts and subassemblies intended for fitment on the manufacturers' own production line.

(a) An acceptance test report or statement should be available for all used and unused aircraft components that are subjected to acceptance testing after manufacturing or maintenance as appropriate.

(b) The aircraft component should be inspected for compliance with the manufacturer's instructions and limitations for storage and condition including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition or in the absence of specific storage instructions the aircraft component should be inspected for damage, corrosion and leakage to ensure good condition.

(c) The storage life used of any storage life-limited parts should be established.

2.5.2. If it is not possible to establish satisfactory compliance with all applicable conditions specified in subparagraph 2.5.1 (a) to (c) inclusive, the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated airworthiness directives, repairs and modifications and inspected/tested in accordance with the maintenance data to establish satisfactory condition and, if relevant, all seals, lubricants and life-limited parts should be replaced. Upon satisfactory completion after reassembly, an EASA Form 1 may be issued stating what was carried out and the reference of the maintenance data included.

2.6. Used aircraft components removed from a serviceable aircraft

2.6.1. Serviceable aircraft components removed from a Member State registered aircraft may be issued with an EASA Form 1 by an appropriately rated organisation subject to compliance with this subparagraph.

- (a) The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person.
- (b) The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component/related system.
- (c) The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional maintenance data.
- (d) The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may an EASA Form 1 be issued in accordance with this paragraph 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could effect its operation.
- (e) A maintenance history record should be available for all used serialised aircraft components.
- (f) Compliance with known modifications and repairs should be established.
- (g) The flight hours/cycles/landings as applicable of any service life-limited parts including time since overhaul should be established.
- (h) Compliance with known applicable airworthiness directives should be established.
- (i) Subject to satisfactory compliance with this subparagraph 2.6.1, an EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.

2.6.2. Serviceable aircraft components removed from a non Member State registered aircraft may only be issued with an EASA Form 1 if the components are leased or loaned from the maintenance organisation approved under Part-145 who retains control of the airworthiness status of the components. An EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.

2.7. Used aircraft components removed from an aircraft withdrawn from service. Serviceable aircraft components removed from a Member State registered aircraft withdrawn from service may be issued with an EASA Form 1 by a maintenance organisation approved under Part-145 subject to compliance with this subparagraph.

- (a) Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under Part-145, employing procedures approved by the competent authority.

- (b) To be eligible for installation, components removed from such aircraft may be issued with an EASA Form 1 by an appropriately rated organisation following a satisfactory assessment.
 - (c) As a minimum, the assessment will need to satisfy the standards set out in paragraphs 2.5 and 2.6 as appropriate. This should, where known, include the possible need for the alignment of scheduled maintenance that may be necessary to comply with the maintenance programme applicable to the aircraft on which the component is to be installed.
 - (d) Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should ensure that the manner in which the components were removed and stored are compatible with the standards required by Part-145.
 - (e) A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under the supervision of certifying staff who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan.
 - (f) All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered.
 - (g) Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history.
 - (h) Suitable Part-145 facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility, subsequent disassembly (if required) and storage of the components should be in accordance with the manufacturer's recommendations.
- 2.8. Used aircraft components maintained by organisations not approved in accordance with Part-145. For used components maintained by a maintenance organisation not approved under Part-145, due care should be taken before acceptance of such components. In such cases an appropriately rated maintenance organisation approved under Part-145 should establish satisfactory conditions by:
- (a) dismantling the component for sufficient inspection in accordance with the appropriate maintenance data;
 - (b) replacing all service life-limit components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition;
 - (c) reassembling and testing as necessary the component;
 - (d) completing all certification requirements as specified in 145.A.50.

- ED 2010/002/R
- 2.9. Used aircraft components removed from an aircraft involved in an accident or incident. Such components should only be issued with an EASA Form 1 when processed in accordance with paragraph 2.7 and a specific work order including all additional necessary tests and inspections deemed necessary by the accident or incident. Such a work order may require input from the TC holder or original manufacturer as appropriate. This work order should be referenced in block 12.

AMC 145.A.50 (e) Certification of maintenance

- PART-145 Section A
1. Being unable to establish full compliance with sub-paragraph Part-145.A.50(a) means that the maintenance required by the aircraft operator could not be completed due either to running out of available aircraft maintenance downtime for the scheduled check or by virtue of the condition of the aircraft requiring additional maintenance downtime.
 2. The aircraft operator is responsible for ensuring that all required maintenance has been carried out before flight and therefore 145.A.50(e) requires such operator to be informed in the case where full compliance with 145.A.50(a) cannot be achieved within the operator's limitations. If the operator agrees to the deferment of full compliance, then the certificate of release to service may be issued subject to details of the deferment, including the operator's authority, being endorsed on the certificate.

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NOTE: Whether or not the aircraft operator does have the authority to defer maintenance is an issue between the aircraft operator and the competent authority of the State of Registry or State of operator, as appropriate. In case of doubt concerning such a decision of the operator, the approved maintenance organisation should inform its competent authority on such doubt, before issuing the certificate of release to service. This will allow this competent authority to investigate the matter with the competent authority of the State of Registry or the State of the operator as appropriate.

3. The procedure should draw attention to the fact that 145.A.50 (a) does not normally permit the issue of a certificate of release to service in the case of non-compliance and should state what action the mechanic, supervisor and certifying staff should take to bring the matter to the attention of the relevant department or person responsible for technical co-ordination with the aircraft operator so that the issue may be discussed and resolved with the aircraft operator. In addition, the appropriate person(s) as specified in 145.A.30(b) should be kept informed in writing of such possible non-compliance situations and this should be included in the procedure.

AMC 145.A.50 (f) Certification of maintenance

1. Suitable release certificate means a certificate which clearly states that the aircraft component is serviceable; that clearly specifies the organisation releasing said component together with details of the authority under whose approval the organisation works including the approval or authorisation reference.
2. Compliance with all other Part-145 and operator requirements means making an appropriate entry in the aircraft technical log, checking for compliance with type design standards, modifications, repairs, airworthiness directives, life limitations and condition of the aircraft component plus information on where, when and why the aircraft was grounded

GM 145.A.50 (d) EASA Form 1 Block 12 'Remarks'

Examples of data to be entered in this block as appropriate:

- Maintenance documentation used, including the revision status, for all work performed and not limited to the entry made in block 11.
A statement such as 'in accordance with the CMM' is not acceptable.
- NDT methods with appropriate documentation used when relevant.
- Compliance with airworthiness directives or service bulletins.
- Repairs carried out.
- Modifications carried out.
- Replacement parts installed.
- Life-limited parts status.
- Shelf life limitations.
- Deviations from the customer work order.
- Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- Information needed to support shipment with shortages or re-assembly after delivery.
- References to aid traceability, such as batch numbers.

145.A.55 Maintenance records

- (a) The organisation shall record all details of maintenance work carried out. As a minimum, the organisation shall retain records necessary to prove that all requirements have been met for issuance of the certificate of release to service, including subcontractor's release documents.
- (b) The organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.
- (c) The organisation shall retain a copy of all detailed maintenance records and any associated maintenance data for three years from the date the aircraft or component to which the work relates was released from the organisation.
 - 1. the records under this paragraph shall be stored in a manner that ensures protection from damage, alteration and theft.
 - 2. Computer backup discs, tapes etc. shall be stored in a different location from that containing the working discs, tapes etc., in an environment that ensures they remain in good condition.
 - 3. Where an organisation approved under this Part terminates its operation, all retained maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the competent authority.

AMC 145.A.55 (c) Maintenance records

Associated maintenance data is specific information such as repair and modification data. This does not necessarily require the retention of all Aircraft Maintenance Manual, Component Maintenance Manual, IPC etc issued by the TC holder or STC holder. Maintenance records should refer to the revision status of the data used.

GM 145.A.55 (a) Maintenance records

1. Properly executed and retained records provide owners, operators and maintenance personnel with information essential in controlling unscheduled and scheduled maintenance, and trouble shooting to eliminate the need for re-inspection and rework to establish airworthiness.

The prime objective is to have secure and easily retrievable records with comprehensive and legible contents. The aircraft record should contain basic details of all serialised aircraft components and all other significant aircraft components installed, to ensure traceability to such installed aircraft component documentation and associated maintenance data as specified in 145.A.45.

2. Some gas turbine engines are assembled from modules and a true total time in service for a total engine is not kept. When owners and operators wish to take advantage of the modular design, then total time in service and maintenance records for each module is to be maintained. The maintenance records as specified are to be kept with the module and should show compliance with any mandatory requirements pertaining to that module.
3. Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics etc. When these things have been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the competent authority for acceptance.

NOTE: Additional maintenance may be required.

4. The maintenance record can be either a paper or computer system or any combination of both.
5. Paper systems should use robust material which can withstand normal handling and filing. The record should remain legible throughout the required retention period.
6. Computer systems may be used to control maintenance and/or record details of maintenance work carried out. Computer systems used for maintenance should have at least one backup system which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

145.A.60 Occurrence reporting

- (a) The organisation shall report to the competent authority, the state of registry and the organisation responsible for the design of the aircraft or component any condition of the aircraft or component identified by the organisation that has resulted or may result in an unsafe condition that hazards seriously the flight safety.
- (b) The organisation shall establish an internal occurrence reporting system as detailed in the exposition to enable the collection and evaluation of such reports, including the assessment and extraction of those occurrences to be reported under paragraph (a). This procedure shall identify adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences and a method to circulate the information as necessary.
- (c) The organisation shall make such reports in a form and manner established by the Agency and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation.
- (d) Where the organisation is contracted by a commercial operator to carry out maintenance, the organisation shall also report to the operator any such condition affecting the operator's aircraft or component.
- (e) The organisation shall produce and submit such reports as soon as practicable but in any case within 72 hours of the organisation identifying the condition to which the report relates.

AMC 145.A.60 (a) Occurrence reporting

AMC 20-8 General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances provides further guidance on occurrence reporting.

AMC 145.A.60 (b) Occurrence reporting

1. The aim of occurrence reporting is to identify the factors contributing to incidents, and to make the system resistant to similar errors.
2. An occurrence reporting system should enable and encourage free and frank reporting of any (potentially) safety related occurrence. This will be facilitated by the establishment of a just culture. An organisation should ensure that personnel are not inappropriately punished for reporting or co-operating with occurrence investigations.
3. The internal reporting process should be closed-loop, ensuring that actions are taken internally to address safety hazards.
4. Feedback to reportees, both on an individual and more general basis, is important to ensure their continued support for the scheme.

GM 145.A.60 (a) Occurrence reporting

The organisation responsible for the design is normally the TC holder of the aircraft, engine or propeller and/or if known the STC holder.

GM 145.A.60 (c) Occurrence reporting

Each report should contain at least the following information:

- i) Organisation name and approval reference.
- ii) Information necessary to identify the subject aircraft and / or component.
- iii) Date and time relative to any life or overhaul limitation in terms of flying hours/ cycles/landings etc. as appropriate.
- iv) Details of the condition as required by 145.A.60(b).
- v) Any other relevant information found during the evaluation or rectification of the condition

145.A.65 Safety and quality policy, maintenance procedures and quality system

- (a) The organisation shall establish a safety and quality policy for the organisation to be included in the exposition under 145.A.70.
- (b) The organisation shall establish procedures agreed by the competent authority taking into account human factors and human performance to ensure good maintenance practices and compliance with this Part which shall include a clear work order or contract such that aircraft and components may be released to service in accordance with 145.A.50.
1. The maintenance procedures under this paragraph apply to 145.A.25 to 145.A.95.
 2. The maintenance procedures established or to be established by the organisation under this paragraph shall cover all aspects of carrying out the maintenance activity, including the provision and control of specialised services and lay down the standards to which the organisation intends to work.
 3. With regard to aircraft line and base maintenance, the organisation shall establish procedures to minimise the risk of multiple errors and capture errors on critical systems, and to ensure that no person is required to carry out and inspect in relation to a maintenance task involving some element of disassembly/reassembly of several components of the same type fitted to more than one system on the same aircraft during a particular maintenance check. However, when only one person is available to carry out these tasks then the organisation's work card or worksheet shall include an additional stage for re-inspection of the work by this person after completion of all the same tasks.
 4. Maintenance procedures shall be established to ensure that damage is assessed and modifications and repairs are carried out using data approved by the Agency or by an approved Part-21 design organisation, as appropriate.
- (c) The organisation shall establish a quality system that includes the following:
1. Independent audits in order to monitor compliance with required aircraft/aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. In the smallest organisations the independent audit part of the quality system may be contracted to another organisation approved under this Part or a person with appropriate technical knowledge and proven satisfactory audit experience; and
 2. A quality feedback reporting system to the person or group of persons specified in 145.A.30(b) and ultimately to the accountable manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet paragraph (1).

AMC 145.A.65 (a) Safety and quality policy, maintenance procedures and quality system

The safety and quality policy should as a minimum include a statement committing the organisation to:

- Recognise safety as a prime consideration at all times
- Apply Human factors principles
- Encourage personnel to report maintenance related errors/incidents
- Recognise that compliance with procedures, quality standards, safety standards and regulations is the duty of all personnel
- Recognise the need for all personnel to cooperate with the quality auditors.

AMC 145.A.65 (b) Safety and quality policy, maintenance procedures and quality system

1. Maintenance procedures should be held current such that they reflect best practice within the organisation. It is the responsibility of all organisation's employees to report any differences via their organisation's internal occurrence reporting mechanisms.
2. All procedures, and changes to those procedures, should be verified and validated before use where practicable.
3. All technical procedures should be designed and presented in accordance with good human factors principles.

AMC 145.A.65 (b)(2) Safety and quality policy, maintenance procedures and quality system

Specialised services includes any specialised activity, such as, but not limited to non-destructive testing requiring particular skills and/or qualification. 145.A.30(f) covers the qualification of personnel but, in addition, there is a need to establish maintenance procedures that cover the control of any specialised process.

AMC 145.A.65 (b)(3) Safety and quality policy, maintenance procedures and quality system

1. The purpose of this procedure is to minimise the rare possibility of an error being repeated whereby the identical aircraft components are not reassembled thereby compromising more than one system. One example is the remote possibility of failure to reinstall engine gearbox access covers or oil filler caps on all engines of a multi-engined aircraft resulting in major oil loss from all engines.

Another example is the case of removal and refitment of oil filler caps, which should require a re-inspection of all oil filler caps after the last oil filler cap has supposedly been refitted.

2. Procedures should be established to detect and rectify maintenance errors that could, as minimum, result in a failure, malfunction, or defect endangering the safe operation of the aircraft if not performed properly. The procedure should identify the method for capturing errors, and the maintenance tasks or processes concerned.

In order to determine the work items to be considered, the following maintenance tasks should primarily be reviewed to assess their impact on safety:

- Installation, rigging and adjustments of flight controls,
- Installation of aircraft engines, propellers and rotors,
- Overhaul, calibration or rigging of components such as engines, propellers, transmissions and gearboxes

but additional information should also be processed, such as:

- Previous experiences of maintenance errors, depending on the consequence of the failure,
 - Information arising from the 'occurrence reporting system' required by 145.A.60,
 - Member State requirements for error capturing, if applicable.
3. In order to prevent omissions, every maintenance task or group of tasks should be signed-off. To ensure the task or group of tasks is completed, it should only be signed-off after completion. Work by unauthorised personnel (i.e. temporary staff, trainee,..) should be checked by authorised personnel before they sign-off. The grouping of tasks for the purpose of signing-off should allow critical steps to be clearly identified

Note: A "sign-off" is a statement by the competent person performing or supervising the work, that the task or group of tasks has been correctly performed. A sign-off relates to one step in the maintenance process and is therefore different to the release to service of the aircraft. "Authorised personnel" means personnel formally authorised by the maintenance organisation approved under Part-145 to sign-off tasks. "Authorised personnel" are not necessarily "certifying staff".

4. The maintenance organisation should ensure that when carrying out a modification, repair or maintenance, Critical Design Configuration Control Limitations are not compromised; this will require the development of appropriate procedures where necessary by the maintenance organisation. The maintenance organisation should pay particular attention to possible adverse effects of any wiring change to the aircraft, even a change not specifically associated with the fuel tank system. For example, it should be common practice to identify segregation of fuel gauging system wiring as a Critical Design Configuration Control Limitation.

Maintenance organisations can prevent adverse effects associated with wiring changes by standardising maintenance practices through training, rather than by periodic inspection. Training should be provided to end indiscriminate routing and splicing of wire and to provide comprehensive knowledge of critical design features of fuel tank systems that would be controlled by a Critical Design Configuration Control Limitation. EASA guidance is provided for training to maintenance organisation personnel in an Appendix IV to be added to AMC to Part-145.

The maintenance of ignition prevention features is necessary for the inherent safety and reliability of an aircraft's fuel tank system. The aircraft cannot be operated indefinitely with the failure of an ignition prevention feature. The failure will have a

direct adverse effect on operational safety. It could prevent the continued safe flight and landing of the aircraft or cause serious or fatal injury to the occupants. The fuel system review required will identify ignition prevention features of the design. The failure of any of these features may not immediately result in an unsafe condition, but it may warrant certain maintenance to support continued airworthiness.

AMC 145.A.65 (c)(1) Safety and quality policy, maintenance procedures and quality system.

1. The primary objectives of the quality system are to enable the organisation to ensure that it can deliver a safe product and that organisation remains in compliance with the requirements.
2. An essential element of the quality system is the independent audit
3. The independent audit is an objective process of routine sample checks of all aspects of the organisation's ability to carry out all maintenance to the required standards and includes some product sampling as this is the end result of the maintenance process. It represents an objective overview of the complete maintenance related activities and is intended to complement the 145.A.50 (a) requirement for certifying staff to be satisfied that all required maintenance has been properly carried out before issue of the certificate of release to service. Independent audits should include a percentage of random audits carried out on a sample basis when maintenance is being carried out. This means some audits during the night for those organisations that work at night.
4. Except as specified in sub-paragraphs 7 and 9, the independent audit should ensure that all aspects of Part-145 compliance are checked every 12 months and may be carried out as a complete single exercise or subdivided over the 12 month period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every 12 months without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to 12 monthly for the particular procedure.
5. Except as specified otherwise in subparagraphs 7, the independent audit should sample check one product on each product line every 12 months as a demonstration of the effectiveness of maintenance procedures compliance. It is recommended that procedures and product audits be combined by selecting a specific product example, such as an aircraft or engine or instrument and sample checking all the procedures and requirements associated with the specific product example to ensure that the end result should be an airworthy product.

For the purpose of the independent audit, a product line includes any product under an Appendix II approval class rating as specified in the approval schedule issued to the particular organisation.

It therefore follows for example that a maintenance organisation approved under Part-145 with a capability to maintain aircraft, repair engines, brakes and autopilots would need to carry out four complete audit sample checks each year except as specified otherwise in subparagraphs 5, 7 or 9.

6. The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.
7. Except as specified otherwise in sub-paragraph 9, where the smallest organisation, that is an organisation with a maximum of 10 personnel actively engaged in maintenance, chooses to contract the independent audit element of the quality system in accordance with 145.A.65 (c)(1) it is conditional on the audit being carried out twice in every 12 month period.
8. Except as specified otherwise in sub-paragraph 9, where the organisation has line stations listed as per 145.A.75 (d) the quality system should describe how these are integrated into the system and include a plan to audit each listed line station at a frequency consistent with the extent of flight activity at the particular line station. Except as specified otherwise in sub-paragraph 9 the maximum period between audits of a particular line station should not exceed 24 months.
9. Except as specified otherwise in sub-paragraph 5, the competent authority may agree to increase any of the audit time periods specified in this AMC 145.A.65 (c)(1) by up to 100% provided that there are no safety related findings and subject to being satisfied that the organisation has a good record of rectifying findings in a timely manner.
10. A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.
11. The independence of the audit should be established by always ensuring that audits are carried out by personnel not responsible for the function, procedure or products being checked. It therefore follows that a large maintenance organisation approved under Part-145, being an organisation with more than about 500 maintenance staff should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to check that findings are being rectified. For the medium sized maintenance organisation approved under Part-145, being an organisation with less than about 500 maintenance staff, it is acceptable to use competent personnel from one section/department not responsible for the production function, procedure or product to audit the section/department that is responsible subject to the overall planning and implementation being under the control of the quality manager. Organisations with a maximum of 10 maintenance staff actively engaged in carrying out maintenance may contract the independent audit element of the quality system to another organisation or a qualified and competent person approved by the competent authority.

AMC 145.A.65 (c)(2) Safety and quality policy, maintenance procedures and quality system

1. An essential element of the quality system is the quality feedback system.
2. The quality feedback system may not be contracted to outside persons. The principal function of the quality feedback system is to ensure that all findings resulting from the independent quality audits of the organisation are properly investigated and corrected in a timely manner and to enable the accountable manager to be kept informed of any safety issues and the extent of compliance with Part-145.

3. The independent quality audit reports referenced in AMC 145.A.65(c)(1) sub-paragraph 10 should be sent to the relevant department(s) for rectification action giving target rectification dates. Rectification dates should be discussed with such department(s) before the quality department or nominated quality auditor confirms such dates in the report. The relevant department(s) are required by 145.A.65(c)(2) to rectify findings and inform the quality department or nominated quality auditor of such rectification.
4. The accountable manager should hold regular meetings with staff to check progress on rectification except that in the large organisations such meetings may be delegated on a day to day basis to the quality manager subject to the accountable manager meeting at least twice per year with the senior staff involved to review the overall performance and receiving at least a half yearly summary report on findings of non-compliance.
5. All records pertaining to the independent quality audit and the quality feedback system should be retained for at least 2 years after the date of clearance of the finding to which they refer or for such periods as to support changes to the AMC 145.A.65(c)(1) sub-paragraph 9 audit time periods, whichever is the longer

GM 145.A.65 (c)(1) Safety and quality policy, maintenance procedures and quality system

1. The purpose of this GM is to give guidance on just one acceptable working audit plan to meet part of the needs of 145.A.65 (c)1. There is any number of other acceptable working audit plans.
2. The proposed plan lists the subject matter that should be covered by the audit and attempts to indicate applicability in the various types of workshops and aircraft facilities. The list should therefore be tailored for the particular situation and more than one list may be necessary. Each list should be shown against a timetable to indicate when the particular item is scheduled for audit and when the audit was completed.

PARA	Comment	HANGAR	ENGINE Workshop	MECH Workshop	AVIONIC Workshop
145.A.25		Yes	Yes	Yes	Yes
145.A.30		Yes	Yes	Yes	Yes
145.A.35		Yes	Yes	Yes	Yes
145.A.40		Yes	Yes	Yes	Yes
145.A.42		Yes	Yes	Yes	Yes
145.A.45		Yes	Yes	Yes	Yes
145.A.47		Yes	Yes	Yes	Yes
145.A.50		Yes	Yes	Yes	Yes
145.A.55		Yes	Yes	Yes	Yes
145.A.60		Yes	Yes	Yes	Yes
145.A.65		Yes	Yes	Yes	Yes
2.1	MOE	Yes	Yes	Yes	Yes
2.2	MOE	Yes	Yes	Yes	Yes
2.3	MOE	Yes	Yes	Yes	Yes
2.4	MOE	Yes	Yes	Yes	Yes
2.5	MOE	Yes	Yes	Yes	Yes
2.6	MOE	Yes	Yes	Yes	Yes
2.7	MOE	Yes	Yes	Yes	Yes
2.8	MOE	Yes	Yes	Yes	Yes
2.9	MOE	Yes	Yes	Yes	Yes
2.10	MOE	Yes	No	No	No
2.11	MOE	Yes	Yes	Yes	Yes
2.12	MOE	Yes	Yes	Yes	Yes
2.13	MOE	Yes	Yes	Yes	Yes
2.15	MOE	Yes	No	No	No
2.16	MOE	Yes	Yes	Yes	Yes
2.17	MOE	if appl	if appl	if appl	if appl
2.18	MOE	Yes	Yes	Yes	Yes
2.19	MOE	Yes	Yes	Yes	Yes
2.20	MOE	Yes	Yes	Yes	Yes

2.21	MOE	if appl	if appl	if appl	if appl
2.22	MOE	Yes	Yes	No	No
2.23	MOE	Yes	No	No	No
2.24	MOE	Yes	Yes	Yes	Yes
2.25	MOE	Yes	Yes	Yes	Yes
2.26	MOE	Yes	Yes	Yes	Yes
2.27	MOE	Yes	Yes	Yes	Yes
2.28	MOE	Yes	Yes	Yes	Yes
L2.1	MOE	if appl	No	No	No
L2.2	MOE	if appl	No	No	No
L2.3	MOE	if appl	No	No	No
L2.4	MOE	if appl	No	No	No
L2.5	MOE	if appl	No	No	No
L2.6	MOE	if appl	No	No	No
L2.7	MOE	if appl	No	No	No
3.9	MOE	if appl	if appl	if appl	if appl
3.10	MOE	if appl	if appl	if appl	if appl
3.11	MOE	if appl	if appl	if appl	No
3.12	MOE	Yes	Yes	No	No
3.13	MOE	Yes	Yes	Yes	Yes
3.14	MOE	Yes	Yes	Yes	Yes
145.A.70		Yes	Yes	Yes	Yes
145.A.75		Yes	Yes	Yes	Yes
145.A.80		Yes	Yes	Yes	Yes
145.A.85		Yes	Yes	Yes	Yes
145.A.95		if appl	if appl	if appl	if appl

Note 1: 'if appl' means if applicable or relevant.

Note 2: In the line station case all line stations should be audited at the frequency agreed with the competent authority within the limits of AMC 145.A.65 (c)(1).

145.A.70 Maintenance organisation exposition

- (a) “Maintenance organisation exposition” means the document or documents that contain the material specifying the scope of work deemed to constitute approval and showing how the organisation intends to comply with this Part. The organisation shall provide the competent authority with a maintenance organisation exposition, containing the following information:
1. A statement signed by the accountable manager confirming that the maintenance organisation exposition and any referenced associated manuals define the organisation’s compliance with this Part and will be complied with at all times. When the accountable manager is not the chief executive officer of the organisation then such chief executive officer shall countersign the statement;
 2. the organisation’s safety and quality policy as specified by 145.A.65;
 3. the title(s) and name(s) of the persons nominated under 145.A.30(b);
 4. the duties and responsibilities of the persons nominated under 145.A.30(b), including matters on which they may deal directly with the competent authority on behalf of the organisation;
 5. an organisation chart showing associated chains of responsibility between the persons nominated under 145.A.30(b);
 6. a list of certifying staff and B1 and B2 support staff;
 7. a general description of manpower resources;
 8. a general description of the facilities located at each address specified in the organisation’s approval certificate;
 9. a specification of the organisation’s scope of work relevant to the extent of approval;
 10. the notification procedure of 145.A.85 for organisation changes;
 11. the maintenance organisation exposition amendment procedure;
 12. the procedures and quality system established by the organisation under 145.A.25 to 145.A.90;
 13. a list of commercial operators, where applicable, to which the organisation provides an aircraft maintenance service;
 14. a list of subcontracted organisations, where applicable, as specified in 145.A.75(b);
 15. a list of line stations, where applicable, as specified in 145.A.75(d);
 16. a list of contracted organisations, where applicable.
- (b) The exposition shall be amended as necessary to remain an up-to-date description of the organisation. The exposition and any subsequent amendment shall be approved by the competent authority.
- (c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

AMC 145.A.70 (a) Maintenance organisation exposition

The following information should be included in the maintenance organisation exposition:

The information specified in 145.A.70(a) subparagraphs (6) and (12) to (16) inclusive, whilst a part of the maintenance organisation exposition, may be kept as separate documents or on separate electronic data files subject to the management part of said exposition containing a clear cross-reference to such documents or electronic data files.

The exposition should contain the information, as applicable, specified in this AMC. The information may be presented in any subject order as long as all applicable subjects are covered. Where an organisation uses a different format, for example, to allow the exposition to serve for more than one approval, then the exposition should contain a cross-reference Annex using this list as an index with an explanation as to where the subject matter can be found in the exposition.

The exposition should contain information, as applicable, on how the maintenance organisation complies with Critical Design Configuration Control Limitations' (CDCCL) instructions.

Small maintenance organisations may combine the various items to form a simple exposition more relevant to their needs.

The operator may use electronic data processing (EDP) for publication of the maintenance organisation exposition. The maintenance organisation exposition should be made available to the approving competent authority in a form acceptable to the competent authority. Attention should be paid to the compatibility of EDP publication systems with the necessary dissemination of the maintenance organisation exposition, both internally and externally.

PART 0 GENERAL ORGANISATION (Operators within the European Union)

This section is reserved for those maintenance organisations approved under Part-145 who are also operators within the European Union.

PART 1 MANAGEMENT

- 1.1 Corporate commitment by the accountable manager
- 1.2 Safety and quality policy
- 1.3 Management personnel
- 1.4 Duties and responsibilities of the management personnel
- 1.5 Management organisation chart
- 1.6 List of certifying staff and B1 and B2 support staff
- 1.7 Manpower resources
- 1.8 General description of the facilities at each address intended to be approved
- 1.9 Organisations intended scope of work
- 1.10 Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel
- 1.11 Exposition amendment procedures including, if applicable, delegated procedures

PART 2 MAINTENANCE PROCEDURES

- 2.1 Supplier evaluation and subcontract control procedure
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors
- 2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance
- 2.4 Acceptance of tools and equipment

ED 2009/007/R

ED 2010/002/R

ED 2007/002/R

ED 2010/002/R

- 2.5 Calibration of tools and equipment
 - 2.6 Use of tooling and equipment by staff (including alternate tools)
 - 2.7 Cleanliness standards of maintenance facilities
 - 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
 - 2.9 Repair procedure
 - 2.10 Aircraft maintenance programme compliance
 - 2.11 Airworthiness directives procedure
 - 2.12 Optional modification procedure
 - 2.13 Maintenance documentation in use and completion of same
 - 2.14 Technical record control
 - 2.15 Rectification of defects arising during base maintenance
 - 2.16 Release to service procedure
 - 2.17 Records for the operator
 - 2.18 Reporting of defects to the competent authority/operator/manufacturer
 - 2.19 Return of defective aircraft components to store
 - 2.20 Defective components to outside contractors
 - 2.21 Control of computer maintenance record systems
 - 2.22 Control of manhour planning versus scheduled maintenance work
 - 2.23 Control of critical tasks
 - 2.24 Reference to specific maintenance procedures such as -
 - Engine running procedures
 - Aircraft pressure run procedures
 - Aircraft towing procedures
 - Aircraft taxiing procedures
 - 2.25 Procedures to detect and rectify maintenance errors.
 - 2.26 Shift/task handover procedures
 - 2.27 Procedures for notification of maintenance data inaccuracies and ambiguities, to the type certificate holder
 - 2.28 Production planning procedures
- ED 2010/002/R
- PART L2 ADDITIONAL LINE MAINTENANCE PROCEDURES
- L2.1 Line maintenance control of aircraft components, tools, equipment, etc.
 - L2.2 Line maintenance procedures related to servicing/fuelling/de-icing including inspection for/removal of de-icing/anti-icing fluid residues, etc.
 - L2.3 Line maintenance control of defects and repetitive defects
 - L2.4 Line procedure for completion of technical log
 - L2.5 Line procedure for pooled parts and loan parts
 - L2.6 Line procedure for return of defective parts removed from aircraft
 - L2.7 Line procedure control of critical tasks
- ED 2010/006/R
- PART 3 QUALITY SYSTEM PROCEDURES
- 3.1 Quality audit of organisation procedures
 - 3.2 Quality audit of aircraft
 - 3.3 Quality audit remedial action procedure
 - 3.4 Certifying staff and category B1 and B2 support staff qualification and training procedures
 - 3.5 Certifying staff and category B1 and B2 support staff records
 - 3.6 Quality audit personnel
 - 3.7 Qualifying inspectors
 - 3.8 Qualifying mechanics
 - 3.9 Aircraft or aircraft component maintenance tasks exemption process control
 - 3.10 Concession control for deviation from organisations' procedures
 - 3.11 Qualification procedure for specialised activities such as NDT welding, etc.
 - 3.12 Control of manufacturers' and other maintenance working teams
 - 3.13 Human factors training procedure
 - 3.14 Competence assessment of personnel

PART 4

- 4.1 Contracting operators
- 4.2 Operator procedures and paperwork
- 4.3 Operator record completion

PART 5

- 5.1 Sample of documents
- 5.2 List of Subcontractors as per 145.A.75 (b)
- 5.3 List of Line maintenance locations as per 145.A.75 (d)
- 5.4 List of contracted organisations as per 145.A.70 (a)(16)

PART 6 OPERATORS MAINTENANCE PROCEDURES

This section is reserved for those maintenance organisations approved under Part-145 who are also operators.

PART 7 FAA SUPPLEMENTARY PROCEDURES FOR A FAR PART-145 REPAIR STATION

This section is reserved for those maintenance organisations approved under Part-145 who are also certificated as a FAA FAR Part-145 repair station.

The content of this Part reflects the differences between Part-145 and FAR Parts 43/145 which will change over the time as harmonisation and experience with the FAA progresses. FAA Advisory Circular 145-7A Appendix 2 contains details of the Part 7 contents.

PART 8 TRANSPORT CANADA CIVIL AVIATION (TCCA) SUPPLEMENTARY PROCEDURES FOR A TCCA AM573 MAINTENANCE ORGANISATION

This section is reserved for those Part-145 approved maintenance organisations who are also approved as a TCCA AM 573 maintenance organisation.

The content of this Part reflects the difference between Part-145 and AM 573 and will change over the time as harmonisation and experience with Transport Canada Civil Aviation progresses.

TCCA Aircraft Maintenance & Manufacturing Staff Instruction MSI 10 Appendix A contains details of the Part 8 contents.

GM 145.A.70 (a) Maintenance organisation exposition

1. The purpose of the maintenance organisation exposition (MOE) is to set forth the procedures, means and methods of the organisation.
2. Compliance with its contents will assure compliance with the requirements of Part-145, which is a prerequisite to obtaining and retaining a maintenance organisation approval certificate.
3. 145.A.70 (a)(1) to (a)(11) constitutes the 'management' part of the MOE and therefore could be produced as one document and made available to the person(s) specified under 145.A.30 (b) who should be reasonably familiar with its contents. 145.A.70 (a) (6) list of certifying staff and B1 and B2 support staff may be produced as a separate document.
4. 145.A.70 (a)(12) constitutes the working procedures of the organisation and therefore as stated in the requirement may be produced as any number of separate procedures manuals. It should be remembered that these documents should be cross-referenced from the management MOE.
5. Personnel are expected to be familiar with those parts of the manuals that are relevant to the maintenance work they carry out.
6. The organisation should specify in the MOE who should amend the manual particularly in the case where there are several parts.
7. The quality manager should be responsible for monitoring the amendment of the MOE, unless otherwise agreed by the competent authority, including associated procedures manuals and submission of the proposed amendments to the competent authority. However the competent authority may agree via a procedure stated in the amendment section of the MOE that some defined class of amendments may be incorporated without prior approval by the competent authority.
8. The MOE should cover four main parts:
 - a. The management MOE covering the parts specified earlier.
 - b. The maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft will be maintained to the required standard.
 - c. The quality system procedures including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel.
 - d. Contracting operator procedures and paperwork.
9. The accountable manager's exposition statement as specified under 145.A.70 (a)(1) should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.

This exposition and any associated referenced manuals define the organisation and procedures upon which the (competent authority*) Part-145 approval is based as required by 145.A.70. These procedures are approved by the undersigned and should be complied with, as applicable, when work orders are being progressed under the terms of the Part-145 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the (competent authority*) from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the (competent authority*) will approve this organisation whilst the (competent authority*) is satisfied that the procedures are being followed and work standards maintained. It is further understood that the (competent authority*) reserves the right to suspend, limit or revoke the approval of the organisation if the (competent authority*) has evidence that procedures are not followed or standards not upheld.

Signed

Dated

Accountable Manager and (quote position)

For and on behalf of (quote organisation’s name)

NOTE: Where it states (competent authority*) please insert the actual name of the competent authority, for example, EASA, CAA-NL, LBA, DGAC, CAA, etc.

Whenever the accountable manager changes, it is important to ensure that the new accountable manager signs the paragraph 9 statement at the earliest opportunity.

Failure to carry out this action could invalidate the Part-145 approval.

When an organisation is approved against any other Part containing a requirement for an exposition, a supplement covering the differences will suffice to meet the requirements except that the supplement should have an index showing where those parts missing from the supplement are covered.

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145.A.75 Privileges of the organisation

In accordance with the exposition, the organisation shall be entitled to carry out the following tasks:

- (a) Maintain any aircraft and/or component for which it is approved at the locations identified in the approval certificate and in the exposition;
- (b) Arrange for maintenance of any aircraft or component for which it is approved at another organisation that is working under the quality system of the organisation. This refers to work being carried out by an organisation not itself appropriately approved to carry out such maintenance under this Part and is limited to the work scope permitted under 145.A.65(b) procedures. This work scope shall not include a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module;
- (c) Maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in the exposition;
- (d) Maintain any aircraft and/or component for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the organisation exposition both permits such activity and lists such locations;
- (e) Issue certificates of release to service in respect of completion of maintenance in accordance with 145.A.50.

AMC 145.A.75 (b) Privileges of the organisation

1. Working under the quality system of an organisation appropriately approved under Part-145 (sub contracting) refers to the case of one organisation, not itself appropriately approved to Part-145 that carries out aircraft line maintenance or minor engine maintenance or maintenance of other aircraft components or a specialised service as a subcontractor for an organisation appropriately approved under Part-145. To be appropriately approved to subcontract the organisation should have a procedure for the control of such subcontractors as described below. Any approved maintenance organisation that carries out maintenance for another approved maintenance organisation within its own approval scope is not considered to be subcontracting for the purpose of this paragraph.

NOTE: For those organisations approved under Part-145 that are also certificated by the FAA under FAR Part-145 it should be noted that FAR Part-145 is more restrictive in respect of maintenance activities that can be contracted or sub-contracted to another maintenance organisation. It is therefore recommended that any listing of contracted or sub-contracted maintenance organisations should identify which meet the Part-145 criteria and which meet the FAR Part-145 criteria.

2. Maintenance of engines or engine modules other than a complete workshop maintenance check or overhaul is intended to mean any maintenance that can be carried out without disassembly of the core engine or, in the case of modular engines, without disassembly of any core module.

3. FUNDAMENTALS OF SUB-CONTRACTING UNDER PART-145

3.1 The fundamental reasons for allowing an organisation approved under Part-145 to sub-contract certain maintenance tasks are:

- (a) To permit the acceptance of specialised maintenance services, such as, but not limited to, plating, heat treatment, plasma spray, fabrication of specified parts for minor repairs / modifications, etc., without the need for direct approval by the competent authority in such cases.
- (b) To permit the acceptance of aircraft maintenance up to but not including a base maintenance check as specified in 145.A.75(b) by organisations not appropriately approved under Part-145 when it is unrealistic to expect direct approval by the competent authority. The competent authority will determine when it is unrealistic but in general it is considered unrealistic if only one or two organisations intend to use the sub-contract organisation.
- (c) To permit the acceptance of component maintenance.
- (d) To permit the acceptance of engine maintenance up to but not including a workshop maintenance check or overhaul of an engine or engine module as specified in 145.A.75(b) by organisations not appropriately approved under Part-145 when it is unrealistic to expect direct approval by the competent authority. The determination of unrealistic is as per sub-paragraph (b).

3.2 When maintenance is carried out under the sub-contract control system it means that for the duration of such maintenance, the Part-145 approval has been temporarily extended to include the sub-contractor. It therefore follows that those parts of the sub-contractor's facilities personnel and procedures involved with the maintenance organisation's products undergoing maintenance should meet Part-145 requirements for the duration of that maintenance and it remains the organisation's responsibility to ensure such requirements are satisfied.

- 3.3 For the criteria specified in sub-paragraph 3.1 the organisation is not required to have complete facilities for maintenance that it needs to sub-contract but it should have its own expertise to determine that the sub-contractor meets the necessary standards. However an organisation cannot be approved unless it has the in-house facilities, procedures and expertise to carry out the majority of maintenance for which it wishes to be approved in terms of the number of class ratings.
- 3.4 The organisation may find it necessary to include several specialist sub-contractors to enable it to be approved to completely certify the release to service of a particular product. Examples could be specialist welding, electro-plating, painting etc. To authorise the use of such subcontractors, the competent authority will need to be satisfied that the organisation has the necessary expertise and procedures to control such sub-contractors.
- 3.5 An organisation working outside the scope of its approval schedule is deemed to be not approved. Such an organisation may in this circumstance operate only under the sub-contract control of another organisation approved under Part-145.
- 3.6 Authorisation to sub-contract is indicated by the competent authority accepting the maintenance organisation exposition containing a specific procedure on the control of sub-contractors.

4 PRINCIPAL PART-145 PROCEDURES FOR THE CONTROL OF SUB-CONTRACTORS NOT APPROVED UNDER PART-145

- 4.1 A pre-audit procedure should be established whereby the maintenance organisations' subcontract control section, which may also be the 145.A.65 (c) quality system independent audit section, should audit a prospective subcontractor to determine whether those services of the subcontractor that it wishes to use meets the intent of Part-145.
- 4.2 The organisation approved under Part-145 needs to assess to what extent it will use the sub-contractor's facilities. As a general rule the organisation should require its own paperwork, approved data and material/spare parts to be used, but it could permit the use of tools, equipment and personnel from the sub-contractor as long as such tools, equipment and personnel meet the requirement of Part-145. In the case of sub-contractors who provide specialised services it may for practical reasons be necessary to use their specialised services personnel, approved data and material subject to acceptance by the organisation approved under Part-145.
- 4.3 Unless the sub-contracted maintenance work can be fully inspected on receipt by the organisation approved under Part-145 it will be necessary for such organisation to supervise the inspection and release from the sub-contractor. Such activities should be fully described in the organisation procedure. The organisation will need to consider whether to use its own staff or authorise the sub-contractor's staff.
- 4.4 The certificate of release to service may be issued either at the sub-contractor or at the organisation facility by staff issued a certification authorisation in accordance with -145.A.30 as appropriate, by the organisation approved under Part-145. Such staff would normally come from the organisation approved under Part-145 but may otherwise be a person from the sub-contractor who meets the approved maintenance organisation certifying staff standard which itself is approved by the competent authority via the maintenance organisation exposition. The certificate of release to service and the EASA Form 1 will always be issued under the maintenance organisation approval reference.

- 4.5 The sub-contract control procedure will need to record audits of the sub-contractor, to have a corrective action follow up plan and to know when sub-contractors are being used. The procedure should include a clear revocation process for sub-contractors who do not meet the Part-145 approved maintenance organisation's requirements.
- 4.6 The Part-145 quality audit staff will need to audit the sub-contract control section and sample audit sub-contractors unless this task is already carried out by the quality audit staff as stated in sub-paragraph 4.1.
- 4.7 The contract between the Part-145 approved maintenance organisation and the sub-contractor should contain a provision for the competent authority and EASA standardisation team staff to have right of access to the sub-contractor.

145.A.80 Limitations on the organisation

The organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.

AMC 145.A.80 Limitations on the organization

This paragraph is intended to cover the situation where the larger organisation may temporarily not hold all the necessary tools, equipment etc., for an aircraft type or variant specified in the organisation's approval. This paragraph means that the competent authority need not amend the approval to delete the aircraft type or variants on the basis that it is a temporary situation and there is a commitment from the organisation to re-acquire tools, equipment etc. before maintenance on the type may recommence.

145.A.85 Changes to the organisation

The organisation shall notify the competent authority of any proposal to carry out any of the following changes before such changes take place to enable the competent authority to determine continued compliance with this Part and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest opportunity:

1. the name of the organisation;
2. the main location of the organisation;
3. additional locations of the organisation;
4. the accountable manager;
5. any of the persons nominated under 145.A.30(b);
6. the facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval.

145.A.90 Continued validity

- (a) An approval shall be issued for an unlimited duration. It shall remain valid subject to:
1. the organisation remaining in compliance with Annex II (Part-145), in accordance with the provisions related to the handling of findings as specified under point 145.B.50; and
 2. the competent authority being granted access to the organisation to determine continued compliance with this Part; and
 3. the certificate not being surrendered or revoked.
- (b) Upon surrender or revocation, the approval shall be returned to the competent authority.

145.A.95 Findings

- (a) A level 1 finding is any significant non-compliance with Part-145 requirements which lowers the safety standard and hazards seriously the flight safety.
- (b) A level 2 finding is any non-compliance with the Part-145 requirements which could lower the safety standard and possibly hazard the flight safety.
- (c) After receipt of notification of findings according to 145.B.50, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority.

SECTION B

PROCEDURE FOR COMPETENT AUTHORITIES

145.B.01 Scope

This section establishes the administrative procedures which the competent authority shall follow when exercising its tasks and responsibilities regarding issuance, continuation, change, suspension or revocation of Part-145 maintenance organisation approvals.

145.B.10 Competent authority

1. General

The Member State shall designate a competent authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of a maintenance approval. This competent authority shall establish documented procedures and an organisational structure.

2. Resources

The number of staff must be appropriate to carry out the requirements as detailed in this section.

3. Qualification and training

All staff involved in Part-145 approvals must:

- (a) be appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks.
- (b) have received training/continuation training on Part-145 where relevant, including its intended meaning and standard.

4. Procedures

The competent authority shall establish procedures detailing how compliance with this Section B is accomplished.

The procedures must be reviewed and amended to ensure continued compliance.

AMC 145.B.10 (1) Competent authority – General

1. In deciding upon the required organisational structure, the competent authority should review the number of certificates to be issued, the number and size of potential Part-145 approved maintenance organisations within that Member State, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the Member State's aviation industry.
2. The competent authority should retain effective control of important surveillance functions and not delegate them in such a way that Part-145 organisations, in effect, regulate themselves in airworthiness matters.
3. The set-up of the organisational structure should ensure that the various tasks and obligations of the competent authority are not relying on individuals. That means that a continuing and undisturbed fulfilment of these tasks and obligations of the competent authority should also be guaranteed in case of illness, accident or leave of individual employees.

AMC 145.B.10 (3) Competent authority – Qualification and training

1. competent authority surveyors should have:
 - 1.1 practical experience and expertise in the application of aviation safety standards and safe operating practices;
 - 1.2 comprehensive knowledge of:
 - a. relevant parts of implementing rules, certification specifications and guidance material;
 - b. the competent authority's procedures;
 - c. the rights and obligations of a surveyor;
 - d. quality systems;
 - e. continuing airworthiness management.
 - f. operational procedures when affecting the continuing airworthiness management of the aircraft or the maintenance
 - 1.3 training on auditing techniques.
 - 1.4 Five years relevant work experience to be allowed to work as a surveyor independently. This may include experience gained during training to obtain the 1.5 qualification.
 - 1.5 a relevant engineering degree or an aircraft maintenance technician qualification with additional education. 'relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/ aircraft components.
 - 1.6 knowledge of maintenance standards, including Fuel Tank Safety (FTS) training as described in Appendix IV to AMC to 145.A.30 (e) and 145.B.10 (3)

2. In addition to technical competency, surveyors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.
3. A programme for continuation training should be developed ensuring that the surveyors remain competent to perform their allocated tasks.

AMC 145.B.10 (4) Competent authority – Procedures

The documented procedures should contain the following information:

- (a) The Member State's designation of the competent authority(ies).
- (b) The title(s) and name(s) of the manager(s) of the competent authority and their duties and responsibilities.
- (c) Organisation chart(s) showing associated chains of responsibility of the senior persons.
- (d) A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.
- (e) A general description of the facilities.
- (f) Procedures specifying how the competent authority(ies) ensure(s) compliance with Part-145.

145.B.15 Organisations located in several Member States

Where maintenance facilities are located in more than one Member State the investigation and continued oversight of the approval must be carried out in conjunction with the competent authorities from the Member States in whose territory the other maintenance facilities are located.

145.B.17 Acceptable means of compliance

The Agency shall develop acceptable means of compliance that the Member States may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

145.B.20 Initial approval

1. Provided the requirements of 145.A.30(a) and (b) are complied with, the competent authority shall formally indicate its acceptance of the personnel, specified in 145.A.30(a) and (b), to the applicant in writing.
2. The competent authority shall verify that the procedures specified in the maintenance organisation exposition comply with Part-145 and verify that the accountable manager signs the commitment statement.
3. The competent authority shall verify that the organisation is in compliance with the requirements of Part-145.
4. A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organisation to compliance with the procedures specified in the exposition.
5. All findings must be confirmed in writing to the organisation.
6. The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations
7. For initial approval all findings must be corrected before the approval can be issued.

AMC 145.B.20 (1) Initial approval (*)

1. Formally indicated by the competent authority in writing means that the EASA Form 4 should be used for this activity. With the exception of the accountable manager, an EASA Form 4 should be completed for each person nominated to hold a position as required by 145.A.30(b).
2. Formal indication of acceptance should be by use of the EASA Form 4 or in the case of the Accountable Manager via approval of the Maintenance Organisation Exposition containing the Accountable Managers commitment statement.
3. The competent authority may reject an accountable manager where there is clear evidence that they previously held a senior position in any JAR/Part approved Organisation and abused that position by not complying with the particular JAR/Part requirements.

AMC 145.B.20 (2) Initial approval

Verification that the organisation complies with the exposition procedures should be established by the competent authority approving the maintenance organisation exposition.

AMC 145.B.20 (3) Initial approval

1. The competent authority should determine by whom, and how the audit shall be conducted. For example, for a large organisation, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation.
2. It is recommended that the audit is carried out on a product line type basis in that, for example, in the case of an organisation with Airbus A310 and A320 ratings, the audit be concentrated on one type only for a full compliance check and dependant upon the result, the second type may only require a sample check against those activities seen to be weak on compliance for the first type.
3. The competent authority auditing surveyor should always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. Normally this is the quality manager. The reason for being accompanied is to ensure the organisation is fully aware of any findings during the audit.
4. The auditing Surveyor should inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.

AMC 145.B.20 (5) Initial approval (**)

1. The audit report form should be the EASA Form 6.
2. A quality review of the EASA Form 6 audit report form should be carried out by a competent independent person nominated by the competent authority. The review should take into account the relevant paragraphs of Part-145, the categorisation of

* See Appendix I to AMC 145.B.20 (1): EASA Form 4

** See Appendix II to AMC 145.B.20 (5): EASA Form 6

finding levels and the closure action taken. Satisfactory review of the audit form should be indicated by a signature on the audit form.

AMC 145.B.20 (6) Initial approval

1. The reports should include the date each finding was cleared together with reference to the competent authority report or letter that confirmed the clearance.
2. There may be occasions when the competent authority surveyor may find situations in the applicant's organisation on which he/she is unsure about compliance. In this case, the organisation should be informed about possible non-compliance at the time and the fact that the situation will be reviewed within the competent authority before a decision is made.

If the decision is a finding of being in compliance then a verbal confirmation to the organisation will suffice.

3. Findings should be recorded on the audit report form with a provisional categorisation as a level 1 or 2. Subsequent to the audit visit that identified the particular findings, the competent authority should review the provisional finding levels, adjusting them if necessary and change the categorisation from provisional to confirmed.
4. All findings should be confirmed in writing to the applicant organisation within 2 weeks of the audit visit.

145.B.25 Issue of approval

1. The competent authority shall formally approve the exposition and issue to the applicant a Form 3 approval certificate, which includes the approval ratings. The competent authority shall only issue a certificate when the organisation is in compliance with Part-145.
2. The competent authority shall indicate the conditions of the approval on the Form 3 approval certificate.
3. The reference number shall be included on the Form 3 approval certificate in a manner specified by the Agency.

AMC 145.B.25 (1) Issue of approval

1. For approvals involving more than one Member State, the approval should be granted in conjunction with the Member State in whose territory the other maintenance facilities are located. For practical reasons it is recommended that the initial approval should be granted on the basis of a joint audit visit by the approving Member State and the Member State in whose territory the facility is located. Audits related to the continuation of the approval should be delegated to the Member State in whose territory the facility is located with the audit form and recommendation submitted to the approving Member State.
2. The approval should be based only upon the organisational capability (including any associated sub-contractors) relative to Part-145 and not limited by reference to EASA/national type certificated products.

For example, if the organisation is capable of maintaining within the limitation of Part-145 the Boeing 737-200 series aircraft the approval schedule should state A1 Boeing 737-200 series and not Boeing 737-2H6 which is a particular airline designator for one of many -200 series.

3. The competent authority should indicate approval of the exposition in writing.

AMC 145.B.25 (2) Issue of approval

The validity of the Part-145 approval should be of unlimited duration.

AMC 145.B.25 (3) Issue of approval

The numeric sequence should be unique to the particular approved maintenance organisation.

145.B.30 Continuation of an approval

The continuation of an approval shall be monitored in accordance with the applicable “initial approval” process under 145.B.20. In addition:

1. The competent authority shall keep and update a program listing the approved maintenance organisations under its supervision, the dates when audit visits are due and when such visits were carried out.
2. Each organisation must be completely reviewed for compliance with Part-145 at periods not exceeding 24 months.
3. A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

AMC 145.B.30 (1) Continuation of an approval

Credit may be claimed by the competent authority surveyor(s) for specific item audits completed during the preceding 23 month period subject to four conditions:

- the specific item audit should be the same as that required by Part-145 latest amendment, and
- there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken, and
- the competent authority surveyor(s) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit, and
- the specific item audit being granted a back credit should be audited not later than 24 months after the last audit of the item.

AMC 145.B.30 (2) Continuation of an approval

1. Where the competent authority has decided that a series of audit visits are necessary to arrive at a complete audit of an organisation, the program should indicate which aspects of the approval will be covered on each visit.
2. It is recommended that part of an audit concentrates on two ongoing aspects of the Part-145 approval, namely the organisations internal self monitoring quality reports produced by the quality monitoring personnel to determine if the organisation is identifying and correcting its problems and secondly the number of concessions granted by the quality manager.
3. At the successful conclusion of the audit including approval of the exposition, an audit report form should be completed by the auditing surveyor including all recorded findings, closure actions and recommendation. An EASA Form 6 should be used for this activity.
4. The accountable manager should be seen at least once every 24 months to ensure he/she fully understands the significance of the approval.
5. In the case of line stations the competent authority can adopt a sampling program based upon number of line stations and complexity.

145.B.35 Changes

1. The competent authority shall receive notification from the organisation of any proposed change as listed in 145.A.85.

The competent authority shall comply with the applicable elements of the initial process paragraphs for any change to the organisation.

2. The competent authority may prescribe the conditions under which organisation may operate during such changes unless it determines that the approval should be suspended.

AMC 145.B.35 Changes

The competent authority should have adequate control over any changes to the management personnel specified in 145.A.30(a) and (b) and such changes in personnel will require an amendment to the exposition.

AMC 145.B.35 (1) Changes

The applicable part(s) of the EASA Form 6 should be used for the changes to the Part-145 approval.

AMC 145.B.35 (2) Changes to the organisation

The primary purpose of this paragraph is to enable the organisation to remain approved if agreed by the competent authority during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.

145.B.40 Changes to the Maintenance Organisation Exposition

For any change to the Maintenance Organisation Exposition (MOE):

1. In the case of direct approval of the changes in accordance with point 145.A.70(b), the competent authority shall verify that the procedures specified in the exposition are in compliance with Annex II (Part-145) before formally notifying the approved organisation of the approval.
2. In the case an indirect approval procedure is used for the approval of the changes in accordance with point 145.A.70(c), the competent authority shall ensure (i) that the changes remain minor and (ii) that it has an adequate control over the approval of the changes to ensure they remain in compliance with the requirements of Annex II (Part-145).

AMC 145.B.40 MOE amendments

1. It is recommended that a simple exposition status sheet is maintained which contains information on when an amendment was received by the competent authority and when it was approved.
2. The competent authority may define some class of amendments to the exposition which may be incorporated without prior authority approval. In this case a procedure should be stated in the amendment section of the MOE.

The exposition chapter dealing with scope of work/approval should not be subject to this procedure.

3. The organisation should submit each exposition amendment to the competent authority whether it is an amendment for approval or a delegated approval amendment. Where the amendment requires approval by the competent authority, the competent authority when satisfied, should indicate its approval in writing. Where the amendment has been submitted under the delegated approval procedure the competent authority should acknowledge receipt in writing.

145.B.45 Revocation, suspension and limitation of approval

The competent authority shall:

- (a) suspend an approval on reasonable grounds in the case of potential safety threat; or
- (b) suspend, revoke or limit an approval pursuant to 145.B.50.

145.B.50 Findings

- (a) When during audits or by other means evidence is found showing non-compliance with the requirements of Part-145, the competent authority shall take the following actions:
 - 1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation.
 - 2. For level 2 findings, the corrective action period granted by the competent authority must be appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the finding the competent authority may extend the three month period subject to a satisfactory corrective action plan agreed by the competent authority.
- (b) Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority

AMC 145.B.50 (a) Findings

In practical terms a level 1 finding is where a competent authority finds a significant non-compliance with Part-145.

The following are example level 1 findings:

- Failure to gain access to the organisation during normal operating hours of the organisation in accordance with 145.A.90(2) after two written requests.
- If the calibration control of equipment as specified in 145.A.40(b) had previously broken down on a particular type product line such that most “calibrated” equipment was suspect from that time then that would be a level 1 finding.

Note: A complete product line is defined as all the aircraft, engine or component of a particular type.

For a level 1 finding it may be necessary for the competent authority to ensure that further maintenance and re-certification of all affected products is accomplished, dependent upon the nature of the finding.

In practical terms where a competent authority surveyor finds a non-compliance with Part-145 against one product, it is deemed to be a level 2 finding.

The following are example level 2 findings:

- One time use of a component without any serviceable tag.
- The training documents of the certifying staff are not completed.

AMC 145.B.50 (b) Findings

1. Where the organisation has not implemented the necessary corrective action within that period it may be appropriate to grant a further period of up to three months, subject to the competent authority notifying the accountable manager. In exceptional circumstances and subject to a realistic action plan being in place, the competent authority may specifically vary the maximum 6 month corrective action period. However, in granting such a change the past performance of the organisation should be considered.

145.B.55 Record-keeping

1. The competent authority shall establish a system of record-keeping with minimum retention criteria that allows adequate traceability of the process to issue, continue, change, suspend or revoke each individual organisation approval.
2. The records shall include as a minimum:
 - (a) the application for an organisation approval, including the continuation thereof.
 - (b) the competent authority continued oversight program including all audit records.
 - (c) the organisation approval certificate including any change thereto.
 - (d) a copy of the audit program listing the dates when audits are due and when audits were carried out.
 - (e) copies of all formal correspondence including Form 4 or equivalent.
 - (f) details of any exemption and enforcement action(s).
 - (g) any other competent authority audit report forms.
 - (h) maintenance organisation expositions.
3. The minimum retention period for the above records shall be four years.
4. The competent authority may elect to use either a paper or computer system or any combination of both subject to appropriate controls.

AMC 145.B.55 Record-keeping

1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent way throughout the competent authority (chronological, alphabetical order, etc.).
2. All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
3. All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware or software changes take place special care should be taken to ensure that all necessary data continues to be accessible at least through the full period specified in 145.B.55.

145.B.60 Exemptions

All exemptions granted in accordance with Article 10(3) of the basic Regulation shall be recorded and retained by the competent authority

**APPENDICES
TO THE IMPLEMENTING RULES**

Appendix I Authorised Release Certificate – EASA Form 1

The provisions of Appendix II to Annex I (Part-M) apply.

Appendix II
**Class and Ratings System used for the Approval of
Maintenance Organisations referred to in Annex I
(Part-M) Subpart F and Annex II (Part-145)**

The provisions of Appendix IV to Annex I (Part-M) apply.

Appendix III Maintenance Organisation Approval referred to in Annex II (Part-145)

[MEMBER STATE (*)]
A Member of the European Union (**)

MAINTENANCE ORGANISATION APPROVAL CERTIFICATE

Reference: [MEMBER STATE CODE (*)].145.XXXX

Pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council and to Commission Regulation (EC) No 2042/2003 for the time being in force and subject to the condition specified below, the [COMPETENT AUTHORITY OF THE MEMBER STATE (*)] hereby certifies:

[COMPANY NAME AND ADDRESS]

as a maintenance organisation in compliance with Section A of Annex II (Part-145) of Regulation (EC) No 2042/2003, approved to maintain products, parts and appliances listed in the attached approval schedule and issue related certificates of release to service using the above references.

CONDITIONS:

1. This approval is limited to that specified in the scope of work section of the approved maintenance organisation exposition as referred to in Section A of Annex II (Part-145), and
2. This approval requires compliance with the procedures specified in the approved maintenance organisation exposition, and
3. This approval is valid whilst the approved maintenance organisation remains in compliance with Annex II (Part-145) of Regulation (EC) No 2042/2003.
4. Subject to compliance with the foregoing conditions, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue:

Date of this revision:

Revision No:

Signed:

For the competent authority: [COMPETENT AUTHORITY OF THE MEMBER STATE (*)]

EASA Form 3-145 Issue 2

(*) or EASA if EASA is the competent authority

(**) Delete for non-EU Member States or EASA

MAINTENANCE ORGANISATION APPROVAL SCHEDULE

Reference: [MEMBER STATE CODE (*).145.[XXXX]

Organisation: [COMPANY NAME AND ADDRESS]

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT (**)	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
ENGINES (**)	(***)	(***)		
	(***)	(***)		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs (**)	(***)	(***)		
	(***)	(***)		
	(***)	(***)		
	(***)	(***)		
	(***)	(***)		
	(***)	(***)		
SPECIALISED SERVICES (**)	(***)	(***)		
	(***)	(***)		

This approval schedule is limited to those products, parts and appliances and to the activities specified in the scope of work section of the approved maintenance organisation exposition,

Maintenance Organisation Exposition reference:.....

Date of original issue:.....

Date of last revision approved:..... Revision No:

Signed:.....

For the competent authority:[COMPETENT AUTHORITY OF THE MEMBER STATE (*)]

EASA Form 3-145 Issue 2

(*) or EASA if EASA is the competent authority.

(**) Delete as appropriate if the organisation is not approved.

(***) Complete with the appropriate rating and limitation.

AMC to Appendix III Maintenance Organisation Approval referred to in Annex II (Part-145)

The following fields on page 2 “Maintenance Organisation Approval Schedule” of the maintenance organisation approval certificate should be completed as follows:

- **Date of original issue:** It refers to the date of the original issue of the maintenance organisation exposition
- **Date of last revision approved:** It refers to the date of the last revision of the maintenance organisation exposition affecting the content of the certificate. Changes to the maintenance organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
- **Revision No:** It refers to the revision No of the last revision of the maintenance organisation exposition affecting the content of the certificate. Changes to the maintenance organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

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Appendix IV

Conditions for the use of staff not qualified to Part-66 in accordance with 145.A.30 (J)1 and 2

1. Certifying staff in compliance with the following conditions will meet the intent of 145.A.30(j)(1) and (2):
 - (a) The person shall hold a licence or a certifying staff authorisation issued under the country's National regulations in compliance with ICAO Annex 1.
 - (b) The scope of work of the person shall not exceed the scope of work defined by the National licence/certifying staff authorisation.
 - (c) The person shall demonstrate he has received training on human factors and airworthiness regulations as detailed in Part-66.
 - (d) The person shall demonstrate five years maintenance experience for line maintenance certifying staff and eight years for base maintenance certifying staff. However, those persons whose authorised tasks do not exceed those of a Part-66 category A certifying staff, need to demonstrate three years maintenance experience only.
 - (e) Line maintenance certifying staff and base maintenance support staff shall receive type training at a level corresponding to Part-66 Appendix III level 3 for every aircraft on which they are authorised to make certification. However those persons whose authorised tasks do not exceed those of a Part-66 category A certifying staff may receive task training in lieu of complete type training.
 - (f) Base maintenance certifying staff must receive type training at a level corresponding to at least Part-66 Appendix III level 1 for every aircraft on which they are authorised to make certification.
2. Protected rights
 - (a) 145.A.30(j)(1) and (2) personnel before the entry into force of Part-66 may continue to exercise their privileges without the need to comply with paragraph 1(c) to 1(f).
 - (b) However after that date any certifying staff willing to extend the scope of their authorisation to include additional privileges shall comply with paragraph 1 above.
 - (c) Notwithstanding subparagraph 2(b) above, in the case of additional type training, compliance with paragraph 1(c) and 1(d) is not required.

APPENDICES TO AMCs

Appendix I to AMC 145.B.20 (1): EASA Form 4

The provisions of Appendix X to AMC M.B.602 (a) and AMC M.B.702 (a) EASA Form 4 apply.

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Appendix II to AMC 145.B.20 (5): EASA Form 6

Part-145 APPROVAL RECOMMENDATION REPORT	EASA FORM 6
Part 1: General	
Name of organisation:	
Approval reference:	
Requested approval rating/	
Form 3 dated*:	
FAA FAR 145 Cert No (if applicable):	
Address of Facility Audited:	
Audit period: From	to
Date(s) of Audit:	
Audit reference(s):	
Persons interviewed:	
Competent authority surveyor:	Signature(s):
Competent authority office:	Date of Form 6 part 1 completion:
*delete where applicable	

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Part-145 APPROVAL RECOMMENDATION REPORT

EASA FORM 6

Part 2: Part-145 Compliance Audit Review

The five columns may be labeled and used as necessary to record the approval class and/or product line reviewed. Against each column used of the following Part-145 subparagraphs please either tick (✓) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject					
145.A.25	Facility requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.30	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.35	Certifying Staff and Category B1 and B2 support staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.40	Equipment, Tools and material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.42	Acceptance of Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.45	Maintenance Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.47	Production Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.50	Certification of Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.55	Maintenance Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.60	Occurrence Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.65	Safety and Quality Policy, maintenance procedures and Quality System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.70	Maintenance Organisation Exposition (See Part 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.75	Privileges of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.80	Limitations on the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.85	Changes to the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.95	Findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competent surveyor(s):

Signature(s):

Competent authority office:

Date of Form 6 part 2 completion:

* delete where applicable

Part-145 APPROVAL RECOMMENDATION REPORT		EASA FORM 6
<p>PART 3: Compliance with 145.A.70 Maintenance organisation exposition <i>Please either tick (✓) the box if satisfied with compliance; or cross (X) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.</i></p>		
Part 1	Management	
1.1	<input type="checkbox"/>	Corporate commitment by the accountable manager
1.2	<input type="checkbox"/>	Safety and Quality Policy
1.3	<input type="checkbox"/>	Management personnel
1.4	<input type="checkbox"/>	Duties and responsibilities of the management personnel
1.5	<input type="checkbox"/>	Management Organisation Chart
1.6	<input type="checkbox"/>	List of Certifying staff and B1 and B2 support staff (Note: a separate document may be referenced)
1.7	<input type="checkbox"/>	Manpower resources
1.8	<input type="checkbox"/>	General description of the facilities at each address intended to be approved
1.9	<input type="checkbox"/>	Organisations intended scope of work
1.10	<input type="checkbox"/>	Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel
1.11	<input type="checkbox"/>	Exposition amendment procedures
Part 2	Maintenance Procedures	
2.1	<input type="checkbox"/>	Supplier evaluation and subcontract control procedure
2.2	<input type="checkbox"/>	Acceptance/inspection of aircraft components and material from outside contractors
2.3	<input type="checkbox"/>	Storage, tagging, and release of aircraft components and material to aircraft maintenance
2.4	<input type="checkbox"/>	Acceptance of tools and equipment
2.5	<input type="checkbox"/>	Calibration of tools and equipment
2.6	<input type="checkbox"/>	Use of tooling and equipment by staff (including alternate tools)
2.7	<input type="checkbox"/>	Cleanliness standards of maintenance facilities
2.8	<input type="checkbox"/>	Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
2.9	<input type="checkbox"/>	Repair procedure
2.10	<input type="checkbox"/>	Aircraft maintenance programme compliance
2.11	<input type="checkbox"/>	Airworthiness Directives procedure
2.12	<input type="checkbox"/>	Optional modification procedure
2.13	<input type="checkbox"/>	Maintenance documentation in use and completion of same

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PART 3: Compliance with 145.A.70 Maintenance organisation exposition

2.14		Technical record control
2.15		Rectification of defects arising during base maintenance
2.16		Release to service procedure
2.17		Records for the operator
2.18		Reporting of defects to the competent authority/Operator/ Manufacturer
2.19		Return of defective aircraft components to store
2.20		Defective components to outside contractors
2.21		Control of computer maintenance record systems
2.22		Control of manhour planning versus scheduled maintenance work
2.23		Control of critical tasks
2.24		Reference to specific maintenance procedures
2.25		Procedures to detect and rectify maintenance errors
2.26		Shift/task handover procedures
2.27		Procedures for notification of maintenance data inaccuracies and ambiguities to the type certificate holder
2.28		Production planning procedures

Part L2 Additional Line Maintenance Procedures

L2.1		Line maintenance control of aircraft components, tools, equipment, etc.
L2.2		Line maintenance procedures related to servicing/fuelling/de-icing, etc.
L2.3		Line maintenance control of defects and repetitive defects
L2.4		Line procedure for completion of technical log
L2.5		Line procedure for pooled parts and loan parts
L2.6		Line procedure for return of defective parts removed from aircraft
L2.7		Line procedure for control of critical tasks

Part 3 Quality System Procedures

3.1		Quality audit of organisation procedures
3.2		Quality audit of aircraft
3.3		Quality audit remedial action procedure
3.4		Certifying staff qualification and training procedure
3.5		Certifying staff records
3.6		Quality audit personnel

Part-145 APPROVAL RECOMMENDATION REPORT		EASA FORM 6						
PART 3: Compliance with 145.A.70 Maintenance organisation exposition								
3.7		Qualifying inspectors						
3.8		Qualifying mechanics						
3.9		Aircraft/aircraft component maintenance tasks exemption process control.						
3.10		Concession control for deviation from organisation's procedures						
3.11		Qualification procedure for specialised activities such as NDT, welding etc.						
3.12		Control of manufacturers' and other maintenance working teams						
3.13		Human Factors training procedure						
3.14		Competence assessment of personnel						
Part 4								
4.1		Contracting operators						
4.2		Operator procedures/paperwork						
4.3		Operator record completion						
Part 5 Appendices								
5.1		Sample Documents						
5.2		List of subcontractors						
5.3		List of Line maintenance locations						
5.4		List of Part-145 organisations						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">MOE Reference:</td> <td style="width: 50%; border: none;">MOE Amendment:</td> </tr> <tr> <td style="border: none;">Competent authority audit staff:</td> <td style="border: none;">Signature(s):</td> </tr> <tr> <td style="border: none;">Competent authority office:</td> <td style="border: none;">Date of Form 6 part 3 completion:</td> </tr> </table>			MOE Reference:	MOE Amendment:	Competent authority audit staff:	Signature(s):	Competent authority office:	Date of Form 6 part 3 completion:
MOE Reference:	MOE Amendment:							
Competent authority audit staff:	Signature(s):							
Competent authority office:	Date of Form 6 part 3 completion:							

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Part 4: Findings Part-145 Compliance status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross-reference to the Part 2 requirement. All non rectified findings should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 ref.	Audit reference(s): <i>Findings</i>	L e v e l	Corrective action		
			Date Due	Date Closed	Reference

Part-145 APPROVAL RECOMMENDATION REPORT	EASA FORM 6
Part 5: Part-145 Approval or continued approval or change recommendation*	
Name of organisation:	
Approval reference:	
Audit reference(s):	
The following Part-145 scope of approval is recommended for this organisation:	
Or, it is recommended that the Part-145 scope of approval specified in EASA Form 3 referenced..... be continued.	
Name of recommending competent authority surveyor:	
Signature of recommending competent authority surveyor:	
Competent authority office:	
Date of recommendation:	
Form 6 review (quality check):	Date:

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Appendix III to AMC 145.A.15 EASA Form 2

The provisions of Appendix IX to AMC M.A.602 and AMC M.A.702 EASA Form 2 apply.

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Appendix IV to AMC 145.A.30 (e) and 145.B.10 (3)

Appendix IV

Fuel Tank Safety training

This appendix includes general instructions for providing training on Fuel Tank Safety issues.

A) Effectivity:

- Large aeroplanes as defined in Decision 2003/11/RM of the Executive Director of the Agency (CS-25) and certified after 1 January 1958 with a maximum type certified passenger capacity of 30 or more or a maximum certified payload capacity of 7500 lbs (3402 kg) cargo or more, and
- Large aeroplanes as defined in Decision 2003/11/RM of the Executive Director of the Agency (CS-25) which contains CS-25 amendment 1 or later in their certification basis.

B) Affected organisations:

- Part-145 approved maintenance organisations involved in the maintenance of aeroplanes specified in paragraph A) and fuel system components installed on such aeroplanes when the maintenance data are affected by CDCCL.
- Competent authorities responsible as per 145.B.30 for the oversight of the Part-145 approved organisations specified in this paragraph B).

C) Persons from affected organisations who should receive training:

Phase 1 only:

- The group of persons representing the maintenance management structure of the organisation, the quality manager and the staff required to quality monitor the organisation.
- Personnel of the competent authorities responsible as per 145.B.30 for the oversight of Part-145 approved maintenance organizations specified in paragraph B).

Phase 1 + Phase 2 + Continuation training:

- Personnel of the Part-145 approved maintenance organization required to plan, perform, supervise, inspect and certify the maintenance of aircraft and fuel system components specified in paragraph A).

D) General requirements of the training courses

Phase 1 – Awareness

The training should be carried out before the person starts to work without supervision but not later than 6 months after joining the organisation. The persons who have already attended the Level 1 Familiarisation course in compliance with ED decision 2007/002/R Appendix IV is already in compliance with Phase 1.

Type: Should be an awareness course with the principal elements of the subject. It may take the form of a training bulletin, or other self study or informative session. Signature of the reader is required to ensure that the person has passed the training.

Level: It should be a course at the level of familiarisation with the principal elements of the subject.

Objectives:

The trainee should, after the completion of the training:

1. Be familiar with the basic elements of the fuel tank safety issues.
2. Be able to give a simple description of the historical background and the elements requiring a safety consideration, using common words and showing examples of non conformities.
3. Be able to use typical terms.

Content: The course should include:

- a short background showing examples of FTS accidents or incidents,
- the description of concept of fuel tank safety and CDCCL,
- some examples of manufacturers documents showing CDCCL items,
- typical examples of FTS defects,
- some examples of TC holders repair data
- some examples of maintenance instructions for inspection.

Phase 2 – Detailed training

A flexible period may be allowed by the competent authorities to allow organisations to set the necessary courses and impart the training to the personnel, taking into account the organisation's training schemes/means/practices. This flexible period should not extend beyond 31 December 2010.

The persons who have already attended the Level 2 Detailed training course in compliance with ED decision 2007/002/R Appendix IV either from a Part-145 maintenance organisation or from a Part-147 training organisation are already in compliance with Phase 2 with the exception of continuation training.

Staff should have received Phase 2 training by 31 December 2010 or within 12 months of joining the organization, whichever comes later.

Type: Should be a more in-depth internal or external course. It should not take the form of a training bulletin, or other self study. An examination should be required at the end, which should be in the form of a multi choice question, and the pass mark of the examination should be 75%.

Level: It should be a detailed course on the theoretical and practical elements of the subject.

The training may be made either:

- in appropriate facilities containing examples of components, systems and parts affected by Fuel Tank Safety (FTS) issues. The use of films, pictures and practical examples on FTS is recommended; or
- by attending a distance course (e-learning or computer based training) including a film when such film meets the intent of the objectives and content here below. An e-learning or computer based training should meet the following criteria:
 - A continuous evaluation process should ensure the effectiveness of the training and its relevance;
 - Some questions at intermediate steps of the training should be proposed to ensure that the trainee is authorized to move to the next step;
 - The content and results of examinations should be recorded;
 - Access to an instructor in person or at distance should be possible in case support is needed.

A duration of 8 hours for phase 2 is an acceptable compliance.

When the course is provided in a classroom, the instructor should be very familiar with the data in Objectives and Guidelines. To be familiar, an instructor should have attended himself a similar course in a classroom and made additionally some lecture of related subjects.

Objectives:

The attendant should, after the completion of the training:

- have knowledge of the history of events related to fuel tank safety issues and the theoretical and practical elements of the subject, have an overview of the FAA regulations known as SFAR (Special FAR) 88 of the FAA and of JAA Temporary Guidance Leaflet TGL 47, be able to give a detailed description of the concept of fuel tank system ALI (including Critical Design Configuration Control Limitations CDCCL, and using theoretical fundamentals and specific examples;
- have the capacity to combine and apply the separate elements of knowledge in a logical and comprehensive manner;
- have knowledge on how the above items affect the aircraft;
- be able to identify the components or parts or the aircraft subject to FTS from the manufacturer's documentation,
- be able to plan the action or apply a Service Bulletin and an Airworthiness Directive.

Content: Following the guidelines described in paragraph E).

Continuation training

The organisation should ensure that the continuation training is required in each two years period. The syllabus of the training programme referred to in 3.4 of the Maintenance Organisation Exposition (MOE) should include the additional syllabus for this continuation training.

The continuation training may be combined with the phase 2 training in a classroom or at distance.

The continuing training should be updated when new instruction are issued which are related to the material, tools, documentation and manufacturer's or competent authority's directives.

E) Guidelines for preparing the content of Phase 2 courses.

The following guidelines should be taken into consideration when the phase 2 training programme are being established:

- a) understanding of the background and the concept of fuel tank safety,
- b) how the mechanics can recognise, interpret and handle the improvements in the instruction for continuing airworthiness that have been made or are being made regarding the fuel tank system maintenance,
- c) awareness of any hazards especially when working on the fuel system, and when the Flammability Reduction System using nitrogen is installed.

Paragraphs a) b) and c) above should be introduced in the training programme addressing the following issues:

- i) The theoretical background behind the risk of fuel tank safety: the explosions of mixtures of fuel and air, the behaviour of those mixtures in an aviation environment, the effects of temperature and pressure, energy needed for ignition etc, the 'fire triangle', – Explain 2 concepts to prevent explosions:

(1) ignition source prevention and

(2) flammability reduction,

- ii) The major accidents related to fuel tank systems, the accident investigations and their conclusions,
- iii) SFAR 88 of the FAA and JAA Interim Policy INT POL 25/12: ignition prevention program initiatives and goals, to identify unsafe conditions and to correct them, to systematically improve fuel tank maintenance),
- iv) Explain the briefly concepts that are being used: the results of SFAR 88 of the FAA and JAA INT/POL 25/12: modifications, airworthiness limitations items and CDCCL,
- v) Where relevant information can be found and how to use and interpret this information in the instructions for continuing airworthiness (aircraft maintenance manuals, component maintenance manuals, Service Bulletins...)
- vi) Fuel Tank Safety during maintenance: fuel tank entry and exit procedures, clean working environment, what is meant by configuration control, wire separation, bonding of components etc,
- vii) Flammability reduction systems when installed: reason for their presence, their effects, the hazards of an FRS using nitrogen for maintenance, safety precautions in maintenance/working with an FRS,
- viii) Recording maintenance actions, recording measures and results of inspections.

The training should include a representative number of examples of defects and the associated repairs as required by the TC / STC holders maintenance data.

F) Approval of training

For Part-145 approved organisations, the approval of the initial and continuation training programme and the content of the examination can be achieved by the change to the MOE exposition. The necessary changes to the MOE to meet the content of this decision should be made and implemented at the time requested by the competent authority.

European Aviation Safety Agency (EASA)

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