

## 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

**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.

**145.A.15 Application**

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

**145.A.20 Terms of approval**

The organisation shall specify the scope of work deemed to constitute approval in its exposition (Appendix II to this Part contains a table of all classes and ratings).

**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.

#### **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.

#### **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 subcategories and any type rating listed on the aircraft maintenance licence listed in Part 66, subject to the licence remaining valid throughout the validity period of the authorisation and the certifying staff remaining in compliance with 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.

The staff records shall contain:

1. details of any aircraft maintenance licence held under Part-66;
2. all relevant training completed
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 two years after the certifying staff or B1 or B2 support staff have ceased employment with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organisation shall furnish certifying staff with a copy of their record on leaving the organisation.

The certifying staff 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.

#### **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.

#### **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.

#### 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.

**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.
- (c) 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.

**145.A.50 Certification of maintenance**

- (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 145.A.70, taking into account the availability and use of the maintenance data specified in 145.A.45 and that there are no non-compliances which are known to hazard seriously the 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.
- (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 or airworthiness approval tag identified as EASA Form 1 in Appendix I to this Part 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.

**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 two years from the date the aircraft or component to which the work relates was released from the organisation.

1. Records under this paragraph shall be stored in a safe way with regard to fire, flood 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.

#### **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.

#### **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).

#### **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).

#### **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.

#### **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.

#### **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 this Part, in accordance with the provisions related to the handling of findings as specified under 145.B.40; 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.

### **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.

### **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.

### **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.

#### **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.

#### **145.B.40 Maintenance organisation exposition (MOE) amendments**

1. In the case of direct approval of the amendments of the exposition, the competent authority shall verify that the procedures specified in the exposition are in compliance with Part-145 before formally notifying the approved organisation of the approval.
2. In the case of indirect approval of amendments of the exposition, the competent authority shall ensure that it has an adequate control over the approval of all exposition amendments.

#### **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

#### **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.

**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

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*Appendix I***Use of the EASA Form 1 for maintenance****1. GENERAL**

The certificate shall comply with the format attached including block numbers in that each block must be located as per the layout. The size of each block may however be varied to suit the individual application, but not to the extent that would make the certificate unrecognisable. The overall size of the certificate may be significantly increased or decreased so long as the certificate remains recognisable and legible. If in doubt consult your Member State.

All printing shall be clear and legible to permit easy reading.

The certificate shall either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible. Pre-printed wording is permitted in accordance with the attached model but no other certification statements are permitted.

English and, where relevant, the language(s) of the Member State concerned are acceptable.

Completion of the certificate may be in English when it is used for export purposes, otherwise it can be completed in the official language(s) of the Member State concerned.

The details to be entered on the certificate can be either machine/computer printed or handwriting using block letters and must permit easy reading.

Abbreviations must be restricted to a minimum.

The space remaining on the reverse side of the certificate may be used by the originator for any additional information but must not include any certification statement.

The original certificate must accompany the items and correlation must be established between the certificate and the items. A copy of the certificate must be retained by the organisation that manufactured or maintained the item. Where the certificate format and data is entirely computer generated, subject to acceptance by the Member State, it is permissible to retain the certificate format and data on a secure database.

Where a single certificate was used to release a number of items and those items are subsequently separated out from each other, such as through a parts distributor, then a copy of the original certificate must accompany such items and the original certificate must be retained by the organisation that received the batch of items. Failure to retain the original certificate could invalidate the release status of the items.

NOTE: There is no restriction in the number of copies of the certificate sent to the customer or retained by the originator.

The certificate that accompanies the item may be attached to the item by being placed in an envelope for durability.

**2. COMPLETION OF THE RELEASE CERTIFICATE BY THE ORIGINATOR**

Except as otherwise stated, there must be an entry in all blocks to make the document a valid certificate.

*Block 1* The name and country of the Member State under whose approval the certificate was issued. This information may be pre-printed.

*Block 2* Pre-printed 'Authorised Release certificate/EASA Form 1'.

*Block 3* A unique number shall be pre-printed in this block for certificate control and traceability purposes except that in the case of a computer generated document, the unique number need not be pre-printed where the computer is programmed to produce the number.

*Block 4* The full name and address plus mailing address if different of the approved organisation releasing the items covered by this certificate. This block may be pre-printed. Logos, etc., are permitted if the logo can be contained within the block.

*Block 5* Its purpose is to reference work order/contract/invoice or any other internal organisational process such that a fast traceability system can be established.

*Block 6* This block is provided for the convenience of the organisation issuing the certificate to permit easy cross-reference to the 'Remarks' Block 13 by the use of item numbers. Completion is not mandatory.

Where a number of items are to be released on the certificate, it is permissible to use a separate listing cross-referring certificate and list to each other.

*Block 7* The name or description of the item shall be given. Preference shall be given to use of the Illustrated Parts Catalogue (IPC) designation.

*Block 8* State the Part Number. Preference shall be given to use of the IPC number designation.

*Block 9* Used to indicate the Type-Approved products for which the released items are eligible for installation. Completion of block is optional but if used, the following entries are permitted:

- (a) The specific or series aircraft, engine, propeller or auxiliary power unit model, or a reference to a readily available catalogue or manual which contains such information, for example: 'A300'.
- (b) 'Various', if known to be eligible for installation on more than one model of Type-Approved product, unless the originator wishes to restrict usage to a particular model installation when it shall so state.
- (c) 'Unknown', if eligibility is unknown, this category being primarily for use by maintenance organisations.

NOTE: Any information in Block 9 does not constitute authority to fit the item to a particular aircraft, engine, propeller or auxiliary power unit. The User/installer shall confirm via documents such as the Parts Catalogue, Service Bulletins, etc. that the item is eligible for the particular installation.

*Block 10* State the number of items being released.

*Block 11* State the item Serial Number and/or Batch Number if applicable, if neither is applicable, state 'N/A'.

*Block 12* The following words in quotation marks, with their definitions, indicate the status of the item being released. One or a combination of these words shall be stated in this block:

1. OVERHAULED

The restoration of a used item by inspection, test and replacement in conformity with an approved standard (\*) to extend the operational life.

2. INSPECTED/TESTED

The examination of an item to establish conformity with an approved standard (\*).

3. MODIFIED

The alteration of an item in conformity with an approved standard (\*).

4. REPAIRED

The restoration of an item to a serviceable condition in conformity with an approved standard (\*).

5. RETREADED

The restoration of a used tyre in conformity with an approved standard (\*).

6. REASSEMBLED

The reassembly of an item in conformity with an approved standard (\*).

Example: A propeller after transportation.

NOTE: This provision shall only be used in respect of items which were originally fully assembled by the manufacturer in accordance with manufacturing requirements such as, but not limited to, Part-21.

(\*) Approved Standard means a manufacturing/design/maintenance/quality standard approved by the competent authority.

The above statements shall be supported by reference in Block 13 to the approved data/manual/specification used during maintenance.



**Block 13** It is mandatory to state any information in this block either direct or by reference to supporting documentation that identifies particular data or limitations relating to the items being released that are necessary for the User/installer to make the final airworthiness determination of the item. Information shall be clear, complete, and provided in a form and manner which is adequate for the purpose of making such a determination.

Each statement shall be clearly identified as to which item it relates.

If there is no statement, state 'None'.

Some examples of the information to be quoted are as follows:

- The identity and issue of maintenance documentation used as the approved standard.
- Airworthiness Directives carried out and/or found carried out, as appropriate.
- Repairs carried out and/or found carried out, as appropriate.
- Modifications carried out and/or found carried out, as appropriate.
- Replacement parts installed and/or parts found installed, as appropriate.
- Life limited parts history.
- Deviations from the customer work order.
- Identity of other regulation if not Part-145.
- Release statements to satisfy a foreign maintenance requirement.
- Release statements to satisfy the conditions of an international maintenance agreement such as, but not limited to, the Canadian Technical Arrangement Maintenance and the USA Bilateral Aviation Safety Agreement — Maintenance Implementation Procedure.

NOTE: The latter two statements allow the possibility of dual release against both Part-145 and a foreign maintenance requirement or the single release by a Part-145 approved maintenance organisation against a foreign maintenance requirement. However care should be exercised to tick the relevant box(es) in block 19 to validate the release. It should also be noted that the dual release requires the approved data to be approved/accepted by both the Member State and the appropriate foreign State and the single release requires the approved data to be approved/accepted only by the appropriate foreign State.

**Blocks 14, 15, 16, 17 & 18:** Must not be used for maintenance tasks by Part-145 approved maintenance organisations. These blocks are specifically reserved for the release/certification of newly manufactured items in accordance with Part 21 and national aviation regulations in force prior to Part-21 becoming fully effective.

**Block 19** Contains the required release to service statement for all maintenance by Part 145 approved maintenance organisations. When non Part-145 maintenance is being released block 13 shall specify the particular national regulation. In any case the appropriate box shall be 'ticked' to validate the release.

The certification statement 'except as otherwise specified in block 13' is intended to address the following situations;

- (a) The case where the maintenance could not be completed.
- (b) The case where the maintenance deviated from the standard required by Part-145.
- (c) The case where the maintenance was carried out in accordance with a non Part-145 requirement.

Whichever case or combination of cases shall be specified in block 13.

**Block 20** For the signature of the certifying staff authorised by the Part-145 approved maintenance organisation. This signature can be computer printed subject to the Member State being satisfied that only the signatory can direct the computer and that a signature is not possible on a blank computer generated form.

**Block 21** The Part-145 approved maintenance organisation reference number given by the Member State.

**Block 22** The printed name of the Block 20 signatory and personal authorisation reference.

**Block 23** The date of signing the Block 19 release to service. (d/m/y). The month shall appear in letters e.g. Jan, Feb, Mar etc. The release to service shall be signed at the 'completion of maintenance'.

Please note the User Responsibility Statements are on the reverse of this certificate. These statements may be added to the front of the certificate below the bottom line by reducing the depth of the form.

1. Approving Competent Authority / Country		2. <b>AUTHORISED RELEASE CERTIFICATE EASA FORM 1</b>				3. Form Tracking Number	
4. Approved Organisation Name and Address:						5. Work order/Contract/ Invoice	
6. Item	7. Description	8. Part No	9. Eligibility *	10. Qty.	11. Serial/Batch No	12. Status/Work	
13. Remarks							
14. Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in condition for safe operation <input type="checkbox"/> non-approved design data specified in block 13				19. <input type="checkbox"/> Part-145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 13  Certifies that unless otherwise specified in block 13, the work identified in block 12 and described in block 13, was accomplished in accordance with Part-145 and in respect to that work the items are considered ready for release to service.			
15. Authorised Signature		16. Approval/ Authorisation Number		20. Authorised Signature		21. Certificate/Approval Ref. No	
17. Name		18. Date (d/m/y)		22. Name		23. Date (d/m/y)	

*Authorised release certificate*

**EASA Form 1**

USER/INSTALLER RESPONSIBILITIES

Note:

1. It is important to understand that the existence of the Document alone does not automatically constitute authority to install the part/component/assembly
  2. Where the user/installer works in accordance with the national regulations of an Airworthiness Authority different from the Airworthiness Authority specified in block 1 it is essential that the user/installer ensures that his/her Airworthiness Authority accepts parts/components/assemblies from the Airworthiness Authority specified in block 1.
  3. Statements 14 and 19 do not constitute installation certification. In all cases the aircraft maintenance record must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.
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*Appendix II***Organisations approval class and rating system**

1. Except as stated otherwise for the smallest organisation in paragraph 12, Table 1 outlines the full extent of approval possible under Part-145 in a standardised form. An organisation must be granted an approval ranging from a single class and rating with limitations to all classes and ratings with limitations.
2. In addition to Table 1 the Part-145 approved maintenance organisation is required by 145.A.20 to indicate scope of work in the maintenance organisation exposition. See also paragraph 11.
3. Within the approval class(es) and rating(s) granted by the Member State, the scope of work specified in the maintenance organisation exposition defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organisation's scope of work are compatible.
4. A category A class rating means that the Part-145 approved maintenance organisation may carry out maintenance on the aircraft and any component (including engines/APUs) only whilst such components are fitted to the aircraft except that such components can be temporarily removed for maintenance when such removal is expressly permitted by the aircraft maintenance manual to improve access for maintenance subject to a control procedure in the maintenance organisation exposition acceptable to the Member State. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
5. A category B class rating means that the Part-145 approved maintenance organisation may carry out maintenance on the uninstalled engine/APU ('Auxiliary Power Unit') and engine/APU components only whilst such components are fitted to the engine/APU except that such components can be temporarily removed for maintenance when such removal is expressly permitted by the engine/APU manual to improve access for maintenance. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A Part-145 approved maintenance organisation with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the Member State.
6. A category C class rating means that the Part-145 approved maintenance organisation may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/APU. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A Part-145 approved maintenance organisation with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an engine/APU maintenance facility subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the Member State.
7. A category D class rating is a self contained class rating not necessarily related to a specific aircraft, engine or other component. The D1 — Non-Destructive Testing (NDT) rating is only necessary for a Part-145 approved maintenance organisation that carries out NDT as a particular task for another organisation. A Part-145 approved maintenance organisation with a class rating in A or B or C category may carry out NDT on products it is maintaining subject to the maintenance organisation exposition containing NDT procedures, without the need for a D1 class rating.
8. Category A class ratings are subdivided into 'Base' or 'Line' maintenance. A Part-145 approved maintenance organisation may be approved for either 'Base' or 'Line' maintenance or both. It should be noted that a 'Line' facility located at a main base facility requires a 'Line' maintenance approval.
9. The 'limitation' section is intended to give the Member State maximum flexibility to customise the approval to a particular organisation. Table 1 specifies the types of limitation possible and whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organisation. An example could be avionics systems installations and maintenance.
10. Table 1 makes reference to series, type and group in the limitation section of class A and B. Series means a specific type series such as Airbus 300 or 310 or 319 or Boeing 737-300 series or RB211-524 series etc. Type means a specific type or model such as Airbus 310-240 type or RB 211-524 B4 type etc. Any number of series or types may be quoted. Group means for example Cessna single piston engined aircraft or Lycoming non-supercharged piston engines etc.

11. When a lengthy capability list is used which could be subject to frequent amendment, then such amendment shall be in accordance with a procedure acceptable to the Member State and included in the maintenance organisation exposition. The procedure shall address the issues of who is responsible for capability list amendment control and the actions that need to be taken for amendment. Such actions include ensuring compliance with Part-145 for products or services added to the list.
12. A Part-145 approved maintenance organisation which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:-

CLASS AIRCRAFT	RATING A2 AEROPLANES	PISTON ENGINED LINE & BASE 5 700 KG AND BELOW
CLASS AIRCRAFT	RATING A2 AEROPLANES	TURBINE ENGINED LINE 5 700 KG AND BELOW
CLASS AIRCRAFT	RATING A3 HELICOPTERS	SINGLE ENGINED LINE & BASE LESS THAN 3 175 KG
CLASS AIRCRAFT	RATING A4 AIRCRAFT OTHER THAN A1, A2 AND A3	NO LIMITATION
CLASS ENGINES	RATING B2 PISTON	LESS THAN 450 HP
CLASS COMPONENTS RATING OTHER THAN COMPLETE ENGINES OR APUs	C1 TO C20	AS PER CAPABILITY LIST
CLASS SPECIALISED	D1 NDT	NDT METHOD(S) TO BE SPECIFIED

It should be noted that such an organisation may be further limited by the competent authority in the scope of approval dependent upon the capability of the particular organisation.

**Table 1**

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes/ above 5 700 kg	Will state aeroplane/series or type and/or the maintenance task(s)		
	A2 Aeroplanes/ 5 700 kg and below	Will state aeroplane/manufacture or group or series or type and/or the maintenance tasks		
	A3 Helicopters	Will state helicopter manufacturer or group or series or type and/or the maintenance task(s)		
	A4 Aircraft other than A1, A2 and A3	Will state aircraft series or type and/or the maintenance task(s)		
ENGINES	B1 Turbine	Will state engine series or type and/or the maintenance task(s)		
	B2 Piston	Will state engine manufacturer or group or series or type and/or the maintenance task(s)		
	B3 APU	Will state engine manufacturer or series or type and/or the maintenance task(s)		

CLASS	RATING	LIMITATION	BASE	LINE
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	Will state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s)		
	C2 Auto Flight			
	C3 Comms and Nav			
	C4 Doors — Hatches			
	C5 Electrical Power			
	C6 Equipment			
	C7 Engine — APU			
	C8 Flight Controls			
	C9 Fuel — Airframe			
	C10 Helicopter — Rotors			
	C11 Helicopter — Trans			
	C12 Hydraulic			
	C13 Instruments			
	C14 Landing Gear			
	C15 Oxygen			
	C16 Propellers			
	C17 Pneumatic			
	C18 Protection ice/rain/fire			
	C19 Windows			
	C20 Structural			
SPECIALISED SERVICES	D1 Non-Destructive Testing	Will state particular NDT method(s)		





## Appendix III

Page 1 of

MEMBER STATE

a member of the  
European Aviation Safety Agency

**APPROVAL CERTIFICATE**

REFERENCE:

Pursuant to Commission Regulation (EC) No 2042/2003 for the time being in force and subject to the conditions specified below, the Member State hereby certifies:

**[COMPANY NAME] MAINTENANCE ORGANISATION**

as a Part-145 maintenance organisation approved to maintain the products listed in the attached approval schedule and issue related certificates of release to service using the above reference.

## CONDITIONS:

1. This approval is limited to that specified in the scope of approval section of the Part-145 approved maintenance organisation exposition, and
2. This approval requires compliance with the procedures specified in the Part-145 approved maintenance organisation exposition, and
3. This approval is valid whilst the approved maintenance organisation remains in compliance with Part-145.
4. Subject to compliance with the foregoing conditions, this approval shall remain valid for an unlimited duration until the approval is surrendered, superseded, suspended or revoked.

Date of issue: ..... Signed: .....

Date of attached schedule of Approval: .... (optional) ..... For the competent authority

EASA Form 3

Page 2 of

## APPROVAL SCHEDULE

Organisation name: [COMPANY NAME] MAINTENANCE ORGANISATION

Reference: M/S.001

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 aeroplanes /above 5 700 kg	Airbus A310-200 Series	X	X
	A2 aeroplanes /airships 5 700 kg and below	DHC-6 Twin Otter Series	X	
ENGINES	B1 Turbine	PT6A Series		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	Airbus A310-200		
	C2 Auto Flight	Sperry		
	C5 Electrical Power	Airbus A310-200 & DHC-6		
	C6 Equipment	Airbus & DHC-6 Emergency		
	C7 Engine – APU	PT6A Fuel Control		
	C16 Propellers	Fixed pitch and DHC-6		
SPECIALISED SERVICES	D1 Non-Destructive Inspection	All Types		

This approval schedule is limited to those products and activities specified in the scope of approval section contained in Part-145 approved maintenance organisation exposition,

Reference: .....

Date of issue: .....

Signed: .....

For the competent authority

*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.
-