



**NOTICE OF PROPOSED AMENDMENT (NPA) 2012-17**

**DRAFT OPINION OF THE EUROPEAN AVIATION SAFETY AGENCY**

**for a Commission Regulation amending 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**

**and**

**DRAFT DECISION OF THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION SAFETY AGENCY**

**amending Decision No 2003/19/RM of the Executive Director of the European  
Aviation Safety Agency of 28 November 2003 on acceptable means of compliance  
and guidance material to 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,**

**'Part-M General Aviation Task Force (Phase I)'**

## EXECUTIVE SUMMARY

The adoption of Regulation (EC) 1056/2008 of 28 October 2008 introduced some significant amendments to Regulation (EC) 2042/2003, in particular to its Annex I (Part-M), which provided for some specific alleviations for aircraft not involved in commercial air transport other than large aircraft, commonly known as General Aviation aircraft.

Following the requirements of Article 24.3 of the Regulation (EC) No 216/2008, the Agency decided to perform an assessment of the impact of the implementation of the Part-M requirements in the General Aviation community.

In order to obtain from competent authorities and stakeholders appropriate feedback on the effectiveness and proportionality of the Part-M requirements for General Aviation, the Agency:

- issued a survey letter on 04 July 2011; and
- organised a workshop in Cologne on 27 October 2011.

As a result of these actions, the Agency decided to create a 'Part-M General Aviation Task Force' properly representing the diversity of General Aviation sectors.

The objective of the task force was to discuss appropriate actions that would reduce the burden on the General Aviation community, differentiating 2 phases:

- Phase I (the objective of this NPA): Covering a first set of alleviations in areas where high costs and no real safety benefits have been identified, and for which an extensive Regulatory Impact Assessment is not required. In particular:
  - Maintenance Programmes;
  - Airworthiness Reviews.
- Phase II: Covering other areas where further action is needed (rulemaking, standardisation, change management, etc.) but where more technical discussions and an extensive Regulatory Impact Assessment are required.

The purpose of this NPA is to present:

- the changes proposed to the regulations and the AMC/GM material corresponding to Phase I; and
- the preliminary discussions held on proposed actions for Phase II.

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## A. Explanatory Note

### I. General

1. The purpose of this Notice of Proposed Amendment (NPA) is to envisage amending Commission Regulation (EC) No 2042/2003<sup>1</sup> Annex I (Part-M) and Annex II (Part-145) and Decision 2003/19/RM of the Executive Director of 28 November 2003<sup>2</sup>.
2. The scope of this rulemaking activity is outlined in the Terms of Reference (ToR) for the rulemaking tasks RMT.0463 (for an Opinion) and RMT.0547 (for a Decision) and is described below.
3. The European Aviation Safety Agency (hereinafter referred to as the 'Agency') is directly involved in the rule-shaping process. It assists the Commission in its executive tasks by preparing draft Regulations, and Amendments thereof, for the implementation of the Regulation (EC) No 216/2008 (hereafter referred to as the 'Basic Regulation')<sup>3</sup> which are adopted as 'Opinions' (Article 19(1)). It also adopts Certification Specifications, including Airworthiness Codes and Acceptable Means of Compliance and Guidance Material to be used in the certification process (Article 19(2)).
4. When developing rules, the Agency is bound to follow a structured process as required by Article 52(1) of the Basic Regulation. Such process has been adopted by the Agency's Management Board and is referred to as 'The Rulemaking Procedure'<sup>4</sup>.
5. This rulemaking activity is included in the Agency's Rulemaking Programme for 2013-2016. It implements the rulemaking tasks RMT.0463 (Opinion) and RMT.0547 (Decision)<sup>5</sup>.
6. The text of this NPA has been developed by the Agency with the support from the General Aviation Task Force. It is submitted for consultation of all interested parties in accordance with Article 52 of the Basic Regulation and Articles 5(3) and 6 of the Rulemaking Procedure.
7. The proposed rule has taken into account the development of the European Union and international law (ICAO), and the harmonisation with the rules of other authorities of the European Union's main partners as set out in the objectives of Article 2 of the Basic Regulation.

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<sup>1</sup> 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 (OJ L 315, 28.11.2003, p. 1). Regulation as last amended by Commission Regulation (EU) No 593/2012 of 5 July 2012 (OJ L 176, 6/07/2012, p. 38).

<sup>2</sup> Decision No 2003/19/RM of the Executive Director of the Agency of 28 November 2003 on acceptable means of compliance and guidance material to 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. Decision as last amended by Decision 2012/004/R of the Executive Director of the Agency of 19 April 2012.

<sup>3</sup> Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC (OJ L 79, 19.03.2008, p. 1). Regulation as last amended by Regulation 1108/2009 of the European Parliament and of the Council of 21 October 2009 (OJ L 309, 24.11.2009, p. 51).

<sup>4</sup> Management Board Decision concerning the procedure to be applied by the Agency for the issuing of opinions, certification specifications and guidance material (Rulemaking Procedure), EASA MB Decision No 01-2012, 13.3.2012.

<sup>5</sup> See ToR for tasks RMT.0463 and RMT.0547 at: <http://easa.europa.eu/rulemaking/terms-of-reference-and-group-composition.php#RMT>

## II. Consultation

8. To achieve optimal consultation, the Agency is publishing this NPA on its website. Comments should be provided within 3 months in accordance with Article 6(4) of the Rulemaking Procedure.
9. Please submit your comments using the automated Comment-Response Tool (CRT) available at <http://hub.easa.europa.eu/crt/><sup>6</sup>.
10. The deadline for the submission of comments is **29 January 2012**.

## III. Comment-Response Document (CRD)

11. All comments received in time will be responded to and incorporated in a Comment-Response Document (CRD). The CRD will be available on the Agency's website and in the Comment-Response Tool (CRT).

## IV. Content of the draft Opinion/Decision

### a) Background

12. The adoption of Regulation (EC) 1056/2008<sup>7</sup> of 27 October 2008 introduced some significant amendments to Regulation (EC) 2042/2003, in particular to its Annex I (Part-M) to adapt the existing requirements to the complexity of the different categories of aircraft and the types of operations without impairing the level of safety. These amendments provided for some specific alleviations for aircraft not involved in commercial air transport other than large aircraft, commonly known as General Aviation aircraft (see definition of 'large aircraft' in paragraph (g) or Article 2 of Regulation (EC) 2042/2003).
13. Following the requirements of Article 24.3 of the Basic Regulation, the Agency decided to perform an assessment of the impact of the implementation of the Part-M requirements in the General Aviation community.
14. As a first action, by letter dated 4 July 2011, the Agency requested competent authorities and stakeholders to provide feedback on the effectiveness and proportionality of the Part-M requirements for General Aviation, in particular on the following subjects:
  - Format of the rules;
  - Generic maintenance programmes and indirect approval procedures;
  - Approval/acceptance of repairs and modifications;
  - Acceptance of components from the US and Canada;
  - Scope of work authorised to the Pilot-owner;
  - Scope of work authorised to independent certifying staff;
  - Licensing requirements for certifying staff;
  - Qualification and position (incompatibilities) requirements for airworthiness review staff;
  - Performance of the airworthiness review and issue of ARC/recommendation;

<sup>6</sup> In case the use of the Comment-Response Tool is prevented by technical problems, please report them to the CRT webmaster ([crt@easa.europa.eu](mailto:crt@easa.europa.eu)).

<sup>7</sup> Commission Regulation (EC) No 1056/2008 of 27 October 2008 amending Regulation (EC) No 2042/2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L 283, 28.10.2008, p. 5).

- Aircraft Continuing Airworthiness Monitoring (ACAM) programme for general aviation aircraft (only for competent authorities).
15. The next step was to organise a workshop on the subject, which was held in Cologne on 27 October 2011. During this workshop:
- The Agency presented the feedback received as a result of the letter dated 4 July 2011 and mentioned above.
  - Five associations representing General Aviation stakeholders were given the opportunity to present their views on the subject:
    - International Council of Aircraft Owner and Pilot Associations (IAOPA);
    - Europe Air Sports (EAS);
    - European Sailplane Manufacturers (ESM);
    - Groupement des Industriels et Professionnels de l'Aviation Générale (GIPAG);
    - Swiss Aircraft Maintenance Association (SAMA).
16. Conclusions extracted from the workshop were the following:
- There were some further alleviations already undergoing the comitology process, in particular:
    - B3 aircraft maintenance licence;
    - New Part-66 aircraft group ratings.

NOTE: These amendments were finally adopted through Regulation (EU) 1149/2011 of 21 October 2011<sup>8</sup>, amending Regulation (EC) 2042/2003, which was published in the EU Official Journal on 16 November 2011.
  - There was work already on-going or about to start in the following areas:
    - Simplified aircraft maintenance licences for avionics (B2L licence) and for sailplanes, powered sailplanes, balloons, airships and ELA1 aeroplanes (L licence) (Rulemaking task 66.027);
    - Standard repairs (Agency Opinion 01/2011 'ELA process and standard changes and repairs');
    - Guidance relative to Time Between Overhauls (TBO) (Rulemaking task MDM.038);
    - Aircraft Continuing Airworthiness Monitoring (ACAM) (Rulemaking task M.027).
    - Import of aircraft (Rulemaking task MDM.078).
  - Feedback received showed several avenues for extra work:
    - The need for Standardisation to put emphasis on ensuring a level playing field;
    - The need for Rulemaking to review and simplify the rules;
    - The need for the Agency to improve its change management approach and the communication of changes to competent authorities and stakeholders;
    - Competent authorities and stakeholders should help the Agency to translate AMC/GM material;

<sup>8</sup> Commission Regulation (EU) No 1149/2011 of 21 October 2011 amending Regulation (EC) No 2042/2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L 298, 16.11.2011, p. 1).

- All parties should work together to reach a common understanding.
- **It was decided to create a 'Part-M General Aviation Task Force'** which would progress work in two phases:

**Phase I (the purpose of this NPA):**

It would propose a first set of alleviations in areas where high costs and no real safety benefits have been identified. Any issue requiring an extensive regulatory impact assessment would not qualify for this first phase, in order to enable an accelerated adoption process for the corresponding rule changes. Phase I work should address in particular:

- Aircraft Maintenance Programmes:
  - Simplify the approval process;
  - Allow the description of tasks by reference to particular documents or manuals;
  - Introduce in Part-M 'generic' maintenance programmes which could be further customised to each particular aircraft.
- Airworthiness review:
  - Review the link between maintenance and airworthiness review;
  - Simplify the functioning of the Airworthiness Review Certificate (ARC).

During this Phase I, the task force would also identify other areas where further action is needed (rulemaking, standardisation, change management, etc.) but where more technical discussions and an extensive Regulatory Impact Assessment would be required.

**Phase II:**

It would cover the implementation of the further actions identified during Phase I.

17. 'Part-M General Aviation Task Force'.

As mentioned above, a Part-M General Aviation Task Force was created with the objective to support the Agency in implementing the actions defined in the workshop.

When deciding on the appropriate composition for this task force, the Agency needed to ensure adequate representation of all aviation sectors linked to General Aviation. As a consequence, the Agency decided that the best way to ensure this was to invite Pan-European associations, being the responsibility of each association to take into account the position of all their members. The only exception was the invitation offered to GAMA (General Aviation Manufacturer Association) to include expertise on the FAA regulations related to General Aviation.

In addition, in order to also take into account the views of the competent authorities, Austro Control (Austria) and DGAC (France) were invited to participate in the task force.

Finally, participants from the Certification and Standardisation Directorates (in addition to the Rulemaking Directorate) of the Agency were included.

The final composition for the task force (in addition to EASA Rulemaking) was the following:

- Austro Control (Austrian CAA): Mr Andreas Winkler
- DGAC (French CAA): Ms Florence Leblond
- AEI (Aircraft Engineers International): Mr Holger Möhrke
- EAS (Europe Air Sports): Mr David G. Roberts
- ECOGAS (European Council of General Aviation Support): Mr Klaus Ardey

- EGAMA (European General Aviation Manufacturer Association): Mr Jiri Duda
- ESM Association (European Sailplane Manufacturers Association): Mr Werner Scholz
- EHA (European Helicopter Association): Mr Ian Robinson
- GAMA (General Aviation Manufacturer Association): Mr Joseph Sambiasi
- IAOPA (International Council of Aircraft Owner and Pilot Associations): Mr Dan Akerman
- LAMA-Europe (Light Aircraft Manufacturer Association – Europe): Mr Jan Fridrich
- EASA/Certification: Mr Jannes Neumann
- EASA/Standardisation: Mr Mark Kieft

18. In order to prepare this NPA, the 'Part-M General Aviation Task Force' held 3 meetings on the following dates:

- 06 and 07 February 2012;
- 15 and 16 March 2012;
- 22 and 23 May 2012.

**b) Changes proposed for Phase I**

19. One of the first issues being discussed was the scope of changes that could be introduced during Phase I as well as the category of aircraft to which those changes would be applicable. In order to do so, it was important to take into account that, due to the urgency to proceed with Phase I, the changes would need to be such that an extensive Regulatory Impact Assessment would not be required while still able to significantly reduce the burden on the General Aviation community.
20. It was decided to follow a bottom-up approach and initially limit most of the Phase I proposed changes to ELA1 aircraft not used in commercial operations, except those provisions which could be reasonably extended to other groups of aircraft. The definition of ELA1 aircraft is the one introduced with Regulation (EU) No 593/2012 of 5 July 2012<sup>9</sup>, the most recent amendment to Regulation (EC) 2042/2003, where, among other changes, a new limit of 1 200 kg MTOM for aeroplanes, sailplanes and powered-sailplanes was established.
21. It is worth noting here that there were significant discussions within the Task Force on the term 'commercial operations'. Most of the Task Force members agreed that it was extremely important for the General Aviation community to have a clear and uniform interpretation of which activities qualify as non-commercial operations and which do not. Furthermore, these members noted that while Article 3 of the Basic Regulation defines the term 'commercial operation', paragraph 8 of Annex IV "Essential requirements for air operations referred to in Article 8" of the Basic Regulation refers to 'Additional requirements for operation for commercial purposes and operation of complex motor-powered aircraft'. It is under this paragraph 8 (in particular in point 8(g)) where the additional continuing airworthiness requirements are introduced.
22. This issue of 'commercial operations' was also part of the discussions held within the General Aviation strategy activity performed at EASA Management Board level, which deals more with general principles and guidelines than with specific technical changes. One of the proposed actions resulting from this activity was to request the Management Board to invite the Member States to identify with the Agency specific General Aviation activities which would qualify as non-commercial operations, and, on the basis of these

<sup>9</sup> Commission Regulation (EU) No 593/2012 of 5 July 2012 amending Regulation (EC) No 2042/2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L 176, 06.07.2012, p. 38).



proposals, the Commission to clarify the interpretation of the term 'commercial operations'.

23. In summary, the following changes have been proposed for Phase I:

	Proposal	Scope
Proposal 1	<p>Possibility (option) for the owner to contract the development and approval processing of the maintenance programme to a Part-145 or M.A. Subpart F maintenance organisation (M.A.201(e)(ii)), being also possible for this organisation to use the indirect approval procedure (if approved by the competent authority).</p> <p><b>NOTE:</b> The contracted maintenance organisation must be under the oversight of the State of Registry of the aircraft.</p>	ELA2 aircraft not involved in commercial operations *
Proposal 2	<p>Possibility (option) for the owner to issue a declaration for his/her own aircraft's maintenance programme (M.A.302(h)).</p> <p><b>NOTE:</b> In this case, the owner takes full responsibility for its content and any deviations from the Design Approval Holder's recommendations.</p>	ELA1 aircraft not involved in commercial operations
Proposal 3	<p>Introduction of 'Minimum Inspection Programmes' (Appendix IX to Part-M) which may be used by the owner as the basis for the declared (by the owner) maintenance programme. Applicable to:</p> <ul style="list-style-type: none"> <li>• ELA1 aeroplanes not involved in commercial operations</li> <li>• ELA1 sailplanes and ELA1 powered-sailplanes not involved in commercial operations</li> <li>• ELA1 balloons not involved in commercial operations</li> </ul>	ELA1 aeroplanes, ELA1 sailplanes, ELA1 powered-sailplanes and ELA1 balloons not involved in commercial operations
Proposal 4	<p>Introduction of a template which may be used to prepare a customised maintenance programme for a particular aircraft registration (AMC M.A.302(e)).</p>	All aircraft except complex motor-powered aircraft
Proposal 5	<p>Possibility for a Part-145 or M.A. Subpart F maintenance organisation to perform the airworthiness review and issue the corresponding ARC (airworthiness review certificate) at the same time they perform the annual inspection contained in the 'Minimum Inspection Programme'.</p> <p><b>NOTE:</b> A new Form 15c (ARC) has been introduced to cover this case.</p>	ELA1 aircraft not involved in commercial operations
Proposal 6	<p>Clarification that, depending on the scope of work, the M.A. Subpart F maintenance organisation may not need to have a hangar available and may use alternative suitable facilities (AMC M.A.605(a)).</p>	All aircraft maintained by M.A. Subpart F maintenance organisations

	Proposal	Scope
Proposal 7	Introduction of guidance related to the use of the indirect approval procedure by a CAMO to introduce new type ratings to their scope of work (AMC M.B.703).	All aircraft

\* ELA2 aircraft as defined in Regulation (EU) No 748/2012<sup>10</sup>.

NOTE: Whenever mention is made to ELA2 aircraft, it goes without saying that it also includes ELA1 aircraft (according to the definitions of ELA1 and ELA2 aircraft, the ELA1 is a sub-category within the ELA2).

24. Coming back now to each one of the detailed proposals:

**Proposal 1: Possibility (option) for the owner to contract the development and approval processing of the maintenance programme to a Part-145 or M.A. Subpart F maintenance organisation (M.A.201(e)(ii)), being also possible for this organisation to use the indirect approval procedure (if approved by the competent authority).**

**Applicable to ELA2 aircraft not involved in commercial operations.**

25. According to the current Regulations, the owner of a non-large aircraft not used in commercial operations may manage the continuing airworthiness of his/her aircraft himself/herself without contracting a CAMO. Obviously, in this case, the owner is fully responsible for the airworthiness of the aircraft (M.A.201(a)) regardless of whether he/she is competent or not to do so.

26. However, in the current Regulation the owner has two other options:

- To contract all the tasks associated with continuing airworthiness to a CAMO, transferring the responsibility for the proper accomplishment of the tasks to the CAMO.
- To contract only the development and approval processing of the maintenance programme to a CAMO.

In both of these options, the approval of the maintenance programme may be performed by the CAMO through an indirect approval procedure (see AMC M.A.201(e)).

27. With the new proposal included in M.A.201(e)(ii), for ELA2 aircraft not involved in commercial operations, the owner will have an additional option, consisting of contracting the development and approval processing of the maintenance programme to a Part-145 or a M.A. Subpart F maintenance organisation. The only condition is that the owner can only contract a maintenance organisation located in the Member State where the aircraft is registered. The reason for this limitation is to make sure that the same competent authority is responsible for the approval of the maintenance programme (responsibility of the State of Registry) and for the approval of the indirect approval procedure (responsibility of the State of the maintenance organisation) without the need for specific bilateral agreements between different States.

28. It is important to note that the definition of ELA2 aircraft for this new provision is the one contained in Regulation (EU) No 748/2012. This definition has already been introduced in this NPA in Article 2 of the Cover Regulation.

29. Finally and in order to be consistent with this new provision, the following related changes have been introduced:

<sup>10</sup> Commission Regulation (EU) No 748/2012 of 3 August 2012 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations (OJ L 224, 21.08.2012, p. 1).

- M.A.615(f): Privilege for the M.A. Subpart F maintenance organisation to develop and process the approval of the maintenance programme.
- M.B.301: Approval of the indirect approval procedure by the authority of the M.A. Subpart F and Part-145 maintenance organisations.
- Appendix IV to AMC M.A.604: Procedures in the MOM (exposition) of the M.A. Subpart F maintenance organisation.
- Appendix VI to AMC M.B.602(f): New field (4.10) for the audit performed by the competent authority (EASA Form 6F).
- Appendix VIII to AMC M.A.616: New field for the organisational review performed by the small M.A. Subpart F maintenance organisation.
- 145.A.70(a)12 and AMC 145.A.70(a): Procedures in the MOE (exposition) of the Part-145 maintenance organisation.
- 145.A.75(g): Privilege for the Part-145 maintenance organisation to develop and process the approval of the maintenance programme.
- Appendix II to AMC 145.B.20(5): New field (2.30) for the audit performed by the competent authority (EASA Form 6).
- GM 145.A.65(c)1: New field (2.30) for the audit performed by the Part-145 maintenance organisation.

**Proposal 2: Possibility (option) for the owner to issue a declaration for his/her own aircraft's maintenance programme (M.A.302(h)).**

**Applicable to ELA1 aircraft not involved in commercial operations.**

30. According to the current Regulation, the maintenance programme for a particular aircraft registration must be approved either by the competent authority of the State of Registry or by the contracted CAMO via an indirect approval procedure approved by the competent authority of the CAMO/operator (M.1, paragraph 4).
31. With the new proposal included in M.A.302(h), for ELA1 aircraft not involved in commercial operations, the owner will have an additional option consisting of not having the maintenance programme approved but, instead, issuing a declaration for such maintenance programme subject to compliance with the conditions described in M.A.302(h).
32. It is important to note that this is only an additional option provided. The owner may still elect to have the maintenance programme approved by the competent authority of the State of Registry or by the contracted CAMO (via indirect approval procedure) or, according to the new proposal described in 'Proposal 1' above, by the contracted Part-145 or M.A. Subpart F maintenance organisation (via indirect approval procedure).
33. Nevertheless, if the owner elects to issue a declaration for the maintenance programme, he/she declares that this is the maintenance programme for the particular aircraft and he/she is fully responsible for its content and, in particular, for any deviations from the Design Approval Holder's recommendations. This is made very clear in AMC M.A.201(e), M.A.302(h)4 and in the declaration contained in the template of AMC M.A.302(e). In such a case, the competent authority and the contracted CAMO do not have any responsibility related to its content.
34. This new proposal was the subject of extensive discussions during the meetings of the task force:
  - It was clearly supported by the members of the industry, except for the representative from AEI (Aircraft Engineers International).
  - According to the representative of AEI, the owner normally has no skill and no up-to-date technical documentation to develop a maintenance programme.

- Nevertheless, the opinion of the Agency is that if the owner believes that he/she is not competent, he/she still has the option to contract the development of the maintenance programme to a CAMO, Part-145 or M.A. Subpart F organisation, and to have it approved by the contracted organisation or by the competent authority. If the owner decides not to do so, then he/she accepts the full responsibility for the content of the maintenance programme.
  - In any case, this is a provision which is proposed only for ELA1 aircraft not involved in commercial operations, clearly limiting the associated risks.
  - The representative of Austro Control (Austrian CAA) also supported this option.
  - The representative of DGAC (French CAA) expressed concerns about what would be the responsibility of the competent authority in relation to the content of the maintenance programme declared by the owner. Clearly, the full responsibility falls on the owner as has been indicated in the proposed text in AMC M.A.201(e), M.A.302(h)4 and in the declaration contained in the template of AMC M.A.302(e). The competent authority is released from any responsibility related to its content.
35. Further discussions took place as to whether the owner should be required to submit a copy of the declared maintenance programme to the competent authority:
- Industry members (except AEI) were in favour of not requiring a copy to be sent to the competent authority since, in their opinion, this was unnecessary bureaucracy and could generate further costs for owners from competent authorities.
  - The representative of Austro Control, as a competent authority, was also in favour of not receiving a copy. The argument was that if no further verification of the content by the competent authority was required, then there was no point in receiving a copy; furthermore, it was claimed that the authority can always ask for a copy if the authority is going to perform an airworthiness review or an Aircraft Continuing Airworthiness Monitoring (ACAM) inspection. He also claimed that asking for a copy when an inspection is going to take place is a good way to check not only that the maintenance programme exists but also to check that the owner still uses it.
  - The representative of DGAC (French CAA) expressed again concerns about what would be the responsibility of the competent authority in relation to the content of the declared maintenance programme. Clearly, the full responsibility falls on the owner as has been indicated in the proposed text in AMC M.A.201(e), M.A.302(h)4 and in the declaration contained in the template of AMC M.A.302(e). The competent authority is released from any responsibility related to its content.

Based on all the arguments above, the Agency has decided not to require a copy of the declared maintenance programme to be sent to the competent authority.

36. As a consequence, the declared (by the owner) maintenance programme will not be subject to further checking by the competent authority and will be the basis for the adequate planning of the maintenance as well as the basis for the airworthiness reviews and ACAM inspections. Nevertheless, the maintenance programme will be subject to periodic reviews (either annual or at the occasion of the airworthiness review) and the competent authority shall be notified in case of deficiencies, as described in M.A.302(h), M.A.710(h), M.A.710(i), M.A.901(l)5 and M.A.901(l)7. If the airworthiness review shows discrepancies linked to deficiencies in the content of the maintenance programme, the owner shall amend the maintenance programme accordingly as required by M.A.302(h)5.

**Proposal 3: Introduction of 'Minimum Inspection Programmes' (Appendix IX to Part-M) which may be used by the owner as the basis for the declared (by the owner) maintenance programme.**

**Applicable to (\*):**

- **ELA1 aeroplanes not involved in commercial operations;**

- **ELA1 sailplanes and ELA1-powered sailplanes not involved in commercial operations;**
- **ELA1 balloons not involved in commercial operations.**

**(\*) A 'Minimum Inspection Programme' for ELA1 airships has not been proposed due to the difficulty to establish common requirements for all of them.**

37. According to the current Regulation, the maintenance programme for a particular aircraft registration will use as a basis, and among other aspects, the data issued by the Design Approval Holder (TC holder, STC holder, etc.).
38. Together with the new proposal described under 'Proposal 2' above (declaration of the maintenance programme by the owner), it is furthermore proposed to introduce in M.A.302(h), paragraph 2, the option to use the new 'Minimum Inspection Programmes' contained in Appendix IX to Part-M as the basis to create the aircraft maintenance programme for a specific aircraft registration. Important aspects are the following:
  - The use of a 'Minimum Inspection Programme' is an option for the owner. However, he/she may still decide to use data issued by the Design Approval Holder. Nevertheless, and regardless of the option selected, the owner can issue a declaration for the maintenance programme, always taking into account that in such case he/she is fully responsible for its content.
  - The 'Minimum Inspection Programmes' can only be used when the maintenance programme is declared by the owner (not approved). In all other cases (maintenance programme approved by the competent authority or by an organisation via indirect approval procedure) the maintenance programme must be based on data issued by the Design Approval Holder.
  - When the development of the maintenance programme has been contracted by the owner to an organisation (CAMO or, as proposed in this NPA, Part-145 or M.A. Subpart F organisation) in accordance with M.A.201(e), the owner still has the option of issuing a declaration instead of having it approved. In this case, as described in AMC M.A.201(e), the contracted organisation is responsible for the development and proposal to the owner of a maintenance programme **which includes not only the mandatory maintenance information but also any additional tasks derived from the evaluation of the recommendations issued by the Design Approval Holder**. However, when issuing the declaration for the maintenance programme, the owner assumes full responsibility for any deviations that he/she decides to introduce in his/her maintenance programme.
  - The inspections contained in the 'Minimum Inspection Programmes' for aeroplanes and Touring Motor Gliders (TMG) have to be performed at annual/100 h intervals, whichever comes first, with a 10 % tolerance (10 h) provided for the 100 h interval. However, if the 10 % tolerance is used (check performed after 110 h), the next check is due 100 h after the original point (90 h after performing the last check).
  - In the case of sailplanes, powered sailplanes (other than TMG) and balloons, the inspections contained in the 'Minimum Inspection Programmes' have to be performed at annual intervals.
  - One of the tasks contained in the 'Minimum Inspection Programmes' is the weighing of the aircraft. In all cases (ELA1 aeroplanes, sailplanes, powered-sailplanes and balloons) the task refers to the weighing requirements contained in the Part-NCO within the Annex VII to the future Regulation on Air Operations, as this 'weighing' provision contained in Part-NCO is expected to affect all aircraft other than complex not involved in commercial operations.
39. In order to facilitate the use of these 'Minimum Inspection Programmes' by the owners, separate tables have been created for each of the following categories:

- ELA1 aeroplanes not involved in commercial operations. This document has been developed on the basis of proposals made by IAOPA (International Council of Aircraft Owner and Pilot Associations) and Austro Control, which largely took into account the content of Appendix D to Part 43 'Maintenance, preventive maintenance, rebuilding and alteration' of the FAA Regulations.
- ELA1 sailplanes and ELA1-powered sailplanes not involved in commercial operations. This document has been developed on the basis of proposals made by EAS (Europe Air Sports) and ESM (European Sailplane Manufacturers) which were largely based on the British Gliding Association's (BGA) 'GMS' (General Maintenance Schedule).
- ELA1 balloons not involved in commercial operations. This document has been developed on the basis of proposals made by EAS (Europe Air Sports) in coordination with the BBAC (British Balloon and Airship Club).

40. This proposal to create 'Minimum Inspection Programmes' has been supported by the members of the task force except for the representative of AEI (Aircraft Engineers International). The argument provided by the AEI representative was that the 'Minimum Inspection Programmes' cannot cover all the technical differences within the different ELA1 categories to which they apply.

Nevertheless, in the proposal made in this NPA, for each of the 'Minimum Inspection Programmes' it has been specified that the manufacturer's maintenance manual must be used to accomplish the specific maintenance instructions. Furthermore, when developing the customised maintenance programme for the particular aircraft (template contained in AMC M.A.302(e)), the owner has to take into account the following:

- specific inspections contained in the maintenance data of the Design Approval Holder with intervals different from 100 and/or annual (see 'field 5' of the template)
- other specific maintenance recommendations (see 'field 10' of the template ).
- additional inspections required by the Design Approval Holder for high utilisation aircraft (see 'field 13' of the template)

**Proposal 4: Introduction of a template which may be used to prepare a customised maintenance programme for a particular aircraft registration (AMC M.A.302(e)).**

**Applicable to all aircraft except complex motor-powered aircraft.**

41. Regarding the customisation of the maintenance programme, the current Regulations and AMC/GM material do not provide detailed information. This has resulted in very different approaches in different Member States as became evident through the Standardisation inspections performed by the Agency and the feedback provided by competent authorities and stakeholders. Certain competent authorities had already provided templates which should be used by their regulated persons, although those templates were significantly different one from another in the level of detail. Other authorities had not provided any templates or guidance.

In order to solve this significant standardisation problem and to help stakeholders when creating an individual maintenance programme for a particular aircraft registration, it is proposed to create a standardised maintenance programme template, which was supported by all members of the Task Force.

42. As the proposed template is applicable to all groups of aircraft except complex motor-powered aircraft, it has been created as a means to comply with points:

- M.A.302(e), which is applicable to all aircraft;
- M.A.302(h), which is applicable by derogation to M.A.302(e) to ELA1 aircraft not involved in commercial operations.

As a consequence, the template is contained in AMC M.A.302(e) and, in addition, a reference to the possibility to use the template contained in M.A.302(e) has been included in AMC M.A.302(h).

43. Important aspects about this template are the following:

- It contains the name and contact information of the person/organisation responsible for the continuing airworthiness of the aircraft **(fields 1 and 2)**.
- It contains information about the individual aircraft subject to the maintenance programme (registration, aircraft, engine and propeller) **(fields 3 and 4)**.
- It contains the basic maintenance information **(field 5)**. Here there are 2 choices:
  - Maintenance Data issued by the Design Approval Holder; or
  - In the case of ELA1 aircraft not involved in commercial operations, the maintenance tasks contained in Appendix IX of Part-M 'Minimum Inspection Programmes'. This option is only available in the case of a maintenance programme declared by the owner (not approved).

It is possible to provide this basic information by directly listing the details of each maintenance task (description, interval, etc.) or, as an alternative, by providing a reference to particular documents/manuals/checklists (including revision status).

In the case of ELA1 aircraft not involved in commercial operations, if the option selected is to follow the maintenance data issued by the Design Approval Holder, at least the manuals referred to in the latest TCDS (Type Certificate Data Sheet) should be followed.

In the case of ELA1 aircraft not involved in commercial operations, if the option selected is to follow the 'Minimum Inspection Programme', the owner should review the maintenance data from the Design Approval Holder to identify if there are specific inspections to be performed at intervals different to 100 and/or annual (for example, an inspection to be performed every 50 hours, or an inspection to be performed every 500 hours or 3 years)

**NOTE:** This basic maintenance information is the same as the one that is expected to be contained in the 'baseline/generic maintenance programmes' described in M.A.709 and AMC M.A.709. However, it must be noted that the purpose of the 'baseline/generic maintenance programmes' is to allow the approval of a CAMO before they have any customer contracts. As a consequence, the 'baseline/generic maintenance programmes' are created by the CAMO for the purpose of obtaining their own CAMO approval. However, once they have the approval, they may use those 'baseline/generic maintenance programmes' as the basis to prepare a customised maintenance programme (using the template described above) for a particular aircraft registration.

- The template contains, in addition to the basic information mentioned above, additional maintenance tasks applicable to the specific aircraft type, aircraft configuration and type of operation (fields 6 through 14, and Tables 1 and 2). In particular, maintenance tasks due to:
  - Specific equipment and modifications;
  - Repairs;
  - Mandatory Continuing Airworthiness Requirements (ALIs, CMRs, etc.);
  - Repetitive Airworthiness Directives;
  - Maintenance measures recommended through service bulletins, service letters, etc. (such as TBO intervals);

- Operational directives/requirements (inspections of airspeed indicators, altimeters, compass, transponder, etc.);
- Special operational approvals (RVSM, MNPS, etc.);
- Use of the aircraft and operational environment (including specific inspections mandated for high utilisation aircraft);
- Pilot-Owner maintenance;

In the particular case of maintenance measures recommended through service bulletins, services letters, etc., such as the Time Between Overhaul (TBO) intervals, the maintenance programme should include:

- The recommended maintenance measures;
  - Any deviations from those recommendations, together with the alternative inspections/tasks to be performed. This may include a change to the recommended intervals or the decision not to perform a particular recommended maintenance task.
- The template contains a record of periodic reviews of the maintenance programme and the list of revisions to the maintenance programme (Tables 3 and 4).
  - It further contains the fields required for the approval/declaration of the maintenance programme, covering the following options:
    - Declaration of the owner:
      - This is only possible for ELA1 aircraft not involved in commercial operations.
      - Contains a statement where the owner declares that this is the maintenance programme for the aircraft and he/she is fully responsible for its content and, in particular, any deviations introduced to the Design Approval Holder's recommendations.
    - Approval by the contracted organisation (CAMO, Part-145 or M.A. Subpart F organisations): This is only possible if the organisation has an indirect approval procedure approved by their competent authority.
    - Approval by the competent authority responsible for the maintenance programme.

44. Regarding the template described above, an issue which raised significant discussions during the meetings of the Task Force was what happens with the recommendations issued by the Design Approval Holder through Service Bulletins, Service Letters, etc. (such as TBO intervals, replacement intervals, etc.). It was clear from the beginning that only information specifically approved or issued by the Agency such as Airworthiness Limitations (ALIs), Certification Maintenance Requirements (CMRs) and Airworthiness Directives (ADs) could be considered as 'mandatory'.

Regarding other recommendations, it was also clear that they should be subject to evaluation. However, many members of the Task Force felt that sometimes the Design Approval Holder issues such recommendations not on pure safety grounds but because of liability or commercial purposes. The question was whether the owner could decide not to follow such recommendations, which obviously could have consequences not only for safety but also for liability aspects (insurance claims, leasing contracts, etc.).

Since the possibility for issuing a declaration (by the owner) for the maintenance programme is limited to ELA1 aircraft not involved in commercial operations, the focus was put, at least for Phase I work, on this category of aircraft. As a result of these discussions, AMC M.A.201(e) now proposes the following:

*'In the case of ELA1 aircraft not involved in commercial operations, if the owner decides to issue a declaration for the aircraft maintenance programme in accordance*



*with M.A.301(h), the owner is fully responsible for its content. In this case, if the owner has contracted an organisation in accordance with M.A.201(e), this organisation is responsible for the development and proposal to the owner of a maintenance programme which includes not only the mandatory maintenance information but also any additional tasks derived from the evaluation of the recommendations issued by the Design Approval Holder. However, when issuing a declaration for the maintenance programme, the owner then assumes full responsibility for any deviations to such recommendations that he/she decides to introduce in the maintenance programme.'*

In addition, this responsibility of the owner has been made very clear in M.A.302(h)(4) and in the declaration contained in the template described above.

Furthermore, and this is proposed to be applicable to all aircraft except complex motor-powered aircraft, the template states in field 10 that the maintenance recommendations issued by the Design Approval Holder should be listed in Table 1 and any deviations, together with the alternate inspections/tasks should be listed in Table 2. The difference is that for ELA1 aircraft not involved in commercial operations the owner can take responsibility (via the declaration) for the deviations (without receiving approval from the competent authority or the M.A.201(e) contracted organisation), and for the other aircraft those deviations must be justified to whoever is approving the maintenance programme (competent authority or M.A.201(e) contracted organisation).

In the case of M.A.201(e) organisations contracted to develop and approve the maintenance programme, the organisation should have procedures describing how they evaluate those recommendations.

**Proposal 5: Possibility for a Part-145 or M.A. Subpart F maintenance organisation to perform the airworthiness review and issue the corresponding ARC (airworthiness review certificate) at the same time they perform the annual inspection contained in the 'Minimum Inspection Programme'.**

**Applicable to ELA1 aircraft not involved in commercial operations.**

45. According to the current Regulations, maintenance (other than Pilot-Owner maintenance) is released by approved maintenance organisations (Part-145 or M.A. Subpart F) or independent certifying staff, while airworthiness reviews are performed either by M.A. Subpart G organisations or by the competent authority. Only in very limited cases can the airworthiness review be performed by independent certifying staff; however, in this case it is not possible for them to issue the ARC but only a 'recommendation' to the competent authority.
46. Taking into account that in the case of ELA1 aircraft not involved in commercial operations it is possible for the owner to manage the continuing airworthiness of the aircraft himself/herself without involving a CAMO, this means that for this group of aircraft there is no obligation to involve any organisation. That is:
  - Continuing airworthiness can be managed by the owner.
  - Maintenance can be performed by independent certifying staff.
  - Airworthiness review and ARC can be performed/issued by the competent authority.
47. Nevertheless, as the option of having the airworthiness review performed and the ARC issued by the competent authority depends on the willingness of the competent authority to do so (see M.A.901(i)2), in many cases the owner is forced to contract a CAMO for the airworthiness review.
48. In addition, as the CAMO does not have privileges to perform maintenance, the owner has to contract a CAMO and a maintenance organisation (or independent certifying staff).
49. During the evaluation of this subject, all Task Force members agreed that it should be possible to have a system whereby, for ELA1 aircraft not involved in commercial

operations, only one organisation (the maintenance organisation) would be involved in the maintenance and the airworthiness review process (including issuing the ARC).

50. As a result of these discussions, the Agency is proposing in this NPA to grant privileges to Part-145 and M.A. Subpart F maintenance organisations to perform the airworthiness review and to issue the corresponding ARC at the same time they perform the annual inspection contained in the 'Minimum Inspection Programme' of Appendix IX to Part-M.

Since this privilege is linked to the simultaneous performance of the annual inspection contained in the 'Minimum Inspection Programme', it follows that this option can only be used when the owner issues a declaration for the maintenance programme (M.A.302(h)).

51. As a consequence, the Agency proposes to amend M.A.901 to include a new paragraph (I) describing the conditions to be met to have the airworthiness review performed and the ARC issued by the contracted maintenance organisation. In particular:
- Qualification requirements for the airworthiness review staff nominated by the maintenance organisation;
  - Obligation to perform the airworthiness review at the same time as the annual inspection contained in the 'Minimum Inspection Programme' and by the same person releasing the annual inspection;
  - Airworthiness review complying with M.A.710(a), (b) and (c);
  - ARC issued, in the new Form 15c, by the person who performed the airworthiness review and released the annual inspection;
  - Copy of the ARC sent to the competent authority of the State of Registry within 10 days;
  - Competent authority of the State of Registry to be informed within 72 hours if the organisation has determined that the airworthiness review is inconclusive or if the airworthiness review shows discrepancies linked to deficiencies in the maintenance programme;
  - The exposition of the maintenance organisation containing the procedures for airworthiness review and the list of airworthiness review staff.

Regarding the qualification requirements, it must be noted that it is not required that the airworthiness review staff perform an airworthiness review under supervision and it is not required that they are accepted by the competent authority before they can be authorised as airworthiness review staff. This is left to the responsibility of the maintenance organisation working under the approved procedures.

52. This new privilege allows performing airworthiness reviews and issuing the corresponding ARC. However, it does not include privileges for the maintenance organisation to extend an ARC since this organisation is not managing the continuing airworthiness of the aircraft.
53. It must be noted here that this is just a new option. The owner may still decide to have the airworthiness review performed by a CAMO or request that the competent authority performs it.
54. During the discussions held in the Task Force it was also agreed that, in order to be fair with the CAMOs, these organisations should be able to benefit from the same new qualification requirements as introduced in M.A.901(I) for maintenance organisations. As a consequence, M.A.707 has been amended to introduce a new paragraph (f) with these new qualification requirements. However, it has to be emphasised that, in this case, the CAMO staff member performing the airworthiness review must also perform the annual inspection contained in the 'Minimum Inspection Programme', which is only possible if this person acts, and is qualified, as independent certifying staff or as certifying staff of another maintenance organisation.

55. Regarding this new privilege granted to maintenance organisations, there were some comments during the Task Force meetings on the supposed lack of independence between maintenance and airworthiness review activities. However, the Agency has decided to retain this option for the following reasons:

- The provisions currently existing in M.A.707(a)1(d) and (a)2(d) require that the airworthiness review staff hold a position within the organisation with the appropriate responsibilities, meaning (as explained in the corresponding AMC material) that the person is either independent from the continuing airworthiness management process of the aircraft being reviewed or has overall authority in such process for the complete aircraft.

The objective of such provision is not to ensure independence (in the sense of requiring that different persons check the same issue separately) but to ensure that there is no conflict of interest. This conflict of interest, if existing, may lead the airworthiness review staff not to inspect certain aspects where he/she knows that he/she made a mistake when managing the continuing airworthiness of the aircraft.

This conflict of interest can obviously be avoided by requiring that the airworthiness review staff has not been involved in the continuing airworthiness management of the aircraft. However, it can also be avoided if the airworthiness review staff has overall authority on the continuing airworthiness management process of the complete aircraft, because in such case, even if he/she declares the aircraft airworthy without inspecting certain items, he/she will always be held liable because he/she is anyway fully responsible for the continuing airworthiness of the aircraft.

- This fundamental aspect of ensuring that there is no conflict between the continuing airworthiness management activities and the airworthiness review is already covered in this NPA by the provisions introduced in M.A.901(l)1(c) and M.A.707(f)1(c). In these points, it is required that the airworthiness review staff are independent from the continuing airworthiness management process of the aircraft being reviewed or have overall authority on the continuing airworthiness management process of the complete aircraft being reviewed.
- Regarding the alleged lack of independence due to the fact that the person performing the airworthiness review is also releasing maintenance, the Agency believes that in the case of ELA1 not involved in commercial operations the possibility for a conflict of interest is much lower due to the fact that the maintenance performed by this person is the annual inspection, which is a maintenance event covering the full aircraft. As a consequence, it can be regarded as if the person releasing the annual inspection (and performing the airworthiness review) had overall authority on the proper performance of maintenance on such aircraft.
- Since the new privilege is limited to ELA1 aircraft not involved in commercial operations, the inherent associated risks are lower.
- A similar system was already in place in certain Member States before the entry into force of Part-M without being established that this was less safe.

56. In addition, there were also some discussions related to high utilisation aircraft due to the possible implications for the date of performing the airworthiness reviews. It was discussed whether the 90 days anticipation rule (M.A.710(d)) was sufficient.

Finally, it was decided to keep the anticipation rule at 90 days, since there is always the option to put the airworthiness reviews in phase again by using the options of having the airworthiness review performed by a CAMO or by the competent authority.

An example (fictitious) would be the following:

- An aeroplane had the previous ARC issued on 1 January 2013 at the same time as a 100 h/annual inspection was performed. The ARC is due on 1 January 2014.

- The aeroplane completes 100 h on 1 May 2013. A new 100 h/annual inspection is performed. However, no airworthiness review is performed.
- The aeroplane completes another 100 h on 1 November 2013. A new 100 h/annual inspection is performed. Using the 90 days anticipation rule (the ARC was due 1 January 2014), an airworthiness review is performed at that time and the ARC renewed without losing the validity pattern (the new expiration date of the ARC would be 1 January 2015 even if the airworthiness review was performed on 1 November 2013).
- The aeroplane completes another 100 h on 1 August 2014 (and it is not expected to complete the next 100 h before the due date of the ARC which is 1 January 2015). This means that there are 2 options:
  - First option: advance the airworthiness review to be completed at the same time as the 100 h/annual inspection, which means that the ARC will expire on 1 August 2015, losing 5 months of validity.
  - Second option: perform only the 100 h/annual inspection on 1 August 2014 and perform the airworthiness review between 1 October 2014 and 1 January 2015 (90 days rule). However, in this case, since the airworthiness review will not be combined with a 100 h /annual inspection, the airworthiness review will have to be performed by a CAMO or by the competent authority.

57. Finally and in order to be consistent with this new provision, the following related changes have been introduced:

- M.A.604: List of airworthiness review staff in the MOM (exposition) of the M.A. Subpart F maintenance organisation.
- M.A.606, M.A.607 and related AMC: Include airworthiness review staff in the personnel and personnel records requirements of the M.A. Subpart F maintenance organisation.
- M.A.614: Include airworthiness review records in the maintenance records of the M.A. Subpart F maintenance organisation.
- M.A.615(e): Privilege for the M.A. Subpart F maintenance organisation to perform airworthiness reviews and issue the corresponding ARC.
- M.A.617: Include airworthiness review staff in the changes to the M.A. Subpart F maintenance organisation.
- M.A.707: Include new qualification criteria for the CAMO personnel performing airworthiness reviews on ELA1 aircraft not involved in commercial operations.
- Appendix III to Part-M:
  - New EASA Form 15c for the ARC.
  - New field to record the Flight Hours (FH) of the aircraft at the time of the airworthiness review. This is proposed to provide information to the competent authority so that it can create a database of aircraft utilisation (useful for ACAM and other purposes such as providing utilisation data across national aircraft fleets for accident rate statistics). This is included in Form 15a, 15b and 15c.
- Appendix IV to Part-M: Include in the table of class ratings of M.A. Subpart F and Part-145 organisations the privilege to perform airworthiness reviews.
- Appendix V to Part-M: Include in the M.A. Subpart F organisation approval certificate the privilege to perform airworthiness reviews.
- Appendix IV to AMC M.A.604: Procedures for airworthiness review and list of airworthiness review staff in the MOM (exposition) of the M.A. Subpart F maintenance organisation.

- Appendix VI to AMC M.B.602(f): Fields for the airworthiness review procedures and list of airworthiness review staff for the audit performed by the competent authority (EASA Form 6F).
- Appendix VIII to AMC M.A.616: New field for the organisational review performed by the small M.A. Subpart F maintenance organisation.
- Appendix IX to AMC M.A.602 and AMC M.A.702: Include in the EASA Form 2 whether privileges for airworthiness reviews are requested or not for M.A. Subpart G, M.A. Subpart F and Part-145 organisations.
- 145.A.30(k), 145.A.36 and related AMC: Include airworthiness review staff in the personnel and personnel records requirements of the Part-145 maintenance organisation.
- 145.A.55: Include airworthiness review records in the maintenance records of the Part-145 maintenance organisation. In addition, in 145.A.55(c)3 it has been changed the interval from 2 years to 3 years in order to be consistent with the changes already introduced in 145.A.55(c) by Regulation (EC) 127/2010.
- 145.A.70 and related AMC: List of airworthiness review staff and procedures in accordance with Part-M in the MOE (exposition) of the Part-145 maintenance organisation.
- 145.A.75(f): Privilege for the Part-145 maintenance organisation to perform airworthiness reviews and issue the corresponding ARC.
- 145.A.85: Include airworthiness review staff in the changes to the Part-145 maintenance organisation.
- Appendix III to Part-145: Include in the Part-145 organisation approval certificate the privilege to perform airworthiness reviews.
- Appendix II to AMC 145.B.20(5): Fields for the airworthiness review procedures and list of airworthiness review staff for the audit performed by the competent authority (EASA Form 6).
- GM 145.A.10: Guidance Material related to the function as airworthiness review staff in the small Part-145 organisation.
- GM 145.A.65(c)1: New fields (145.A.36 and 2.29) for the audit performed by the Part-145 maintenance organisation.

**Proposal 6: Clarification that, depending on the scope of work, the M.A. Subpart F maintenance organisation may not need to have a hangar available and may use alternative suitable facilities (AMC M.A.605(a)).**

**Applicable to all aircraft maintained by M.A. Subpart F maintenance organisations.**

58. AMC M.A.605(a) has been amended in order to cover cases such as an organisation maintaining sailplanes (when not performing major repairs), allowing the use of alternative suitable facilities instead of a hangar.

**Proposal 7: Introduction of guidance related to the use of the indirect approval procedure by a CAMO to introduce new type ratings to their scope of work (AMC M.B.703).**

**Applicable to all aircraft.**

59. During the discussions of the Task Force, one issue raised by certain members of the industry was related to the lack of clarity of the rule and AMC/GM material as to whether it was possible to have groups in the scope of approval of the CAMO and whether it was possible to add new types by the CAMO (with indirect approval procedures) without going through a full direct approval by the authority. Their objective was to reduce the costs incurred by the Industry due to the fees and charges applied by the competent authority.

60. Considering the fact that the activities linked to the management of the continuing airworthiness of aircraft are mainly process-oriented (rather than facility/tooling-oriented as in maintenance organisations), the Agency has decided to alleviate the granting of approvals for different aircraft types within a group of aircraft and has proposed an amendment to AMC M.B.703.

**c) Action Plan for Phase II**

61. During the meetings held by the task force, in addition to the urgent proposals for Phase I (the object of this NPA), there were also proposals for Phase II. These proposals for Phase II imply more radical changes to the current Regulations and would certainly need further discussions (including the creation of specific tasks and working groups) and an extensive Regulatory Impact Assessment. These future working groups would be composed of experts with a technical background on the particular subject, being the role of the Task Force to maintain a higher-level oversight to make sure that the general objectives of the Part-M General Aviation activity are achieved.
62. The Agency would like to remark here that these proposals for Phase II were made by certain members of the Task Force, which does not necessarily mean that they are supported by all its members or by the Agency. This will be discussed during the specific tasks and working groups.
62. Due to the time pressure to complete the proposals for Phase I, the discussions held to identify proposals for Phase II were rather limited, which means that it will be necessary for the Task Force to hold at least one additional meeting specifically focused on defining the action plan for Phase II. In addition, it will be necessary to take into account the developments resulting from the activity performed at EASA Management Board level in relation to the future General Aviation strategy. This activity deals more with general principles and guidelines than with specific technical changes.
63. Nevertheless, the proposals made so far for Phase II are the following:

Proposal	Scope
Move the Pilot-Owner maintenance tasks to a non-approved section of the maintenance programme.	ELA2 aircraft not involved in commercial operations
For those Part-145 and M.A. Subpart F organisations which have privileges to perform airworthiness reviews, grant also the privilege to approve maintenance programmes (without the need of doing it on behalf of the competent authority via an indirect approval procedure).	ELA2 aircraft not involved in commercial operations
Allow that the maintenance programme for an aircraft remains valid even if the ownership of the aircraft changes.	ELA2 aircraft not involved in commercial operations
Clarify which is the applicable maintenance data (of the Design Approval Holder) which has to be considered for the development of the maintenance programme. <b>NOTE:</b> Since this is significantly linked to the definition and content of ICAs (Instructions for Continued Airworthiness), it would have a very clear interface with the ongoing task MDM.056 (ICAs).	All aircraft
Clarify the national requirements & guidance on tolerances for	All aircraft

Proposal	Scope
maintenance intervals (ref. JAA TGL 26).	
In Phase I it has been proposed, for ELA1 aircraft not involved in commercial operations, to grant the privilege to Part-145 and M.A. Subpart F maintenance organisations to perform the airworthiness review and issue the corresponding ARC (airworthiness review certificate) at the same time they perform the annual inspection contained in the 'Minimum Inspection Programme'.  For Phase II it is proposed to extend this privilege to cover ELA2 aircraft not involved in commercial operations.	ELA2 aircraft not involved in commercial operations
Possibility for independent certifying staff to perform airworthiness reviews and issue the ARC, subject to individual approval by the competent authority.	ELA2 aircraft not involved in commercial operations
Introduce a combined approval for TC holders covering DOA/POA/MOA/CAMO	ELA2 aircraft not involved in commercial operations

## V. Regulatory Impact Assessment

64. As already explained, the measures proposed in this NPA and corresponding to the Phase I have been selected to obtain a significant benefit for stakeholders while not requiring an extensive Regulatory Impact Assessment. The following lines describe the anticipated impact for each proposal.

**Proposal 1: Possibility for the owner to contract the development and approval processing of the maintenance programme to a Part-145 or M.A. Subpart F maintenance organisation (M.A.201(e)(ii)), being also possible for this organisation to use the indirect approval procedure (if approved by the competent authority).**

**Applicable to ELA2 aircraft not involved in commercial operations.**

65. Anticipated impacts:

- a) Safety: Although it is clear that a CAMO is a professional organisation specifically dedicated to the continuing airworthiness management of aircraft (including the development and approval of the maintenance programme) while a maintenance organisation is not necessarily so, and the measure may be seen as negatively affecting safety, the opinion of the Agency is that this impact has been reduced to the minimum due to the following compensating measures:
  - The complexity of the maintenance programme for the category of aircraft selected is much lower than that for larger aircraft.
  - The maintenance organisation is required to have the corresponding procedures and adequate competence.
  - This new activity is subject to the internal organisational review or quality audits performed by the maintenance organisation and also to the periodic audits of the competent authority.
- b) Economic:
  - This measure is expected to provide an economic benefit to those aircraft owners who are managing the continuing airworthiness of the aircraft

themselves and who were only contracting a CAMO for the purpose of developing and approving the maintenance programme. With this measure they will be able to cover the maintenance and the development and approval of the maintenance programme with a contract with a single organisation. The same benefit will be applicable to those Part-145 and M.A. Subpart F maintenance organisations obtaining the contracts.

- However, an equivalent economic loss would be faced by those CAMOs who would be losing such contracts.
- c) Proportionality: This measure is proposed to provide more flexibility to the aircraft owners, making the rule more proportional to the lower risks associated with the operation of ELA2 aircraft not involved in commercial operations.
- d) No anticipated impact on the following aspects: social, environmental and regulatory coordination and harmonisation.

**Proposal 2: Possibility for the owner to issue a declaration for his/her own aircraft's maintenance programme (M.A.302(h)).**

**Applicable to ELA1 aircraft not involved in commercial operations.**

66. Anticipated impacts:

- a) Safety: It is evident that CAMOs and competent authorities are normally more knowledgeable and better acquainted with maintenance data than aircraft owners. As a matter of fact, CAMOs and competent authorities are professionals on the subject. Consequently, not having the maintenance programme approved and, instead, having a declaration issued by the owner, is expected not to achieve the same level of safety.

Nevertheless, the principle of proportionality has to be taken into account when dealing with simple aircraft involved in private operations, due to the lower inherent risks. This principle is already applied in the current Regulations, for example, for private operations of aircraft other than large aircraft, where owners are permitted to manage the continuing airworthiness of their aircraft without contracting a CAMO.

Obviously, if the owner of ELA1 aircraft not involved in commercial operations issues a declaration for his/her own maintenance programme, then the owner takes full responsibility for its content, in the same way as he/she would take full responsibility for managing the continuing airworthiness of the aircraft without contracting a CAMO.

Nevertheless, compensating measures are in place:

- The owner can still contract a CAMO or a Part-145 or M.A. Subpart F maintenance organisation to develop the maintenance programme if the owner feels that he/she is not competent. (M.A.201(e)).
- The maintenance programme has to be reviewed, at least annually, in conjunction with the airworthiness review. This shall be accomplished by the same person performing the airworthiness review (M.A.302(h)(5)).

Furthermore, reducing the workload of competent authorities related to the approval of these lower end maintenance programmes should allow competent authorities to focus on 'high risk' maintenance programmes, which should have a positive impact on safety.

- b) Economic:
  - This measure is expected to provide an economic benefit to aircraft owners, since they will not be subject to the charges imposed by CAMOs or competent authorities to approve the maintenance programme.



- However, an equivalent economic loss would be placed on CAMOs and competent authorities where approval activity is lost.
- c) Proportionality: This measure has been taken to provide more flexibility to the aircraft owners, making the rule more proportional to the lower risks associated with the operation of ELA1 aircraft not involved in commercial operations.
- d) No anticipated impact on the following aspects: social, environmental and regulatory coordination and harmonisation.

**Proposal 3: Introduction of 'Minimum Inspection Programmes' (Appendix IX to Part-M) which may be used by the owner as the basis for the declared (by the owner) maintenance programme.**

**Applicable to:**

- **ELA1 aeroplanes not involved in commercial operations**
- **ELA1 sailplanes and ELA1 powered-sailplanes not involved in commercial operations**
- **ELA1 balloons not involved in commercial operations**

67. Anticipated impacts:

- a) Safety: Although it could be argued that the 'Minimum Inspection Programmes' do not cover all the technical differences within the different ELA1 categories to which they apply, and the measure of introducing these 'Minimum Inspection Programmes' may be seen as negatively affecting safety, the opinion of the Agency is that this impact has been reduced to the minimum due to the following compensating measures:
  - The 'Minimum Inspection Programmes' require the use of the manufacturer's maintenance manual when accomplishing the specific maintenance instructions.
  - When developing the customised maintenance programme (template contained in AMC M.A.302(e)), the owner has to take into account the following:
    - specific inspections contained in the maintenance data of the Design Approval Holder with intervals different from 100 and/or annual (see 'field 5' of the template)
    - other specific maintenance recommendations (see 'field 10' of the template )
    - additional inspections required by the Design Approval Holder for high utilisation aircraft (see 'field 13' of the template)

Furthermore, the use of 'Minimum Inspection Programmes' has proved to work in other regulatory systems, such as it is the case of Appendix D to Part 43 'Maintenance, preventive maintenance, rebuilding and alteration' contained in the FAA Regulations.

- b) Economic: This measure is expected to provide an economic benefit to aircraft owners, CAMOs, Part-145 and M.A. Subpart F organisations who develop maintenance programmes, since it will be easier for them to find the basic maintenance tasks applicable to the aircraft. Nevertheless, this does not mean that they do not have to take into account certain additional requirements and recommendations from the Design Approval Holder as well as the need to customise the maintenance programme to the particular aircraft and type of operation (see template in AMC M.A.302(e)).
- c) Social: This measure is expected to achieve a much higher level of standardisation and fair competition across Europe in relation to the maintenance programme. This

would solve a significant issue with unfair competition which currently exists due to the very different standards currently applied by the competent authorities.

- d) Proportionality: This measure has been taken to provide more flexibility to the aircraft owners, making the rule more proportional to the lower risks associated with the operation of ELA1 aircraft not involved in commercial operations.
- e) No anticipated impact on the following aspects: environmental and regulatory coordination and harmonisation.

**Proposal 4: Introduction of a template which may be used to prepare a customised maintenance programme for a particular aircraft registration (AMC M.A.302(e)).**

**Applicable to all aircraft except for complex motor-powered aircraft.**

68. Anticipated impacts:

- a) Safety: A positive impact on safety is anticipated due to the use of a standardised template which clearly takes into account all the aspects necessary for the customisation of the maintenance programme to the particular aircraft and type of operation.
- b) Economic: This measure is expected to provide an economic benefit to aircraft owners, CAMOs, Part-145 and M.A. Subpart F organisations who develop maintenance programmes, since they will use a standardised template acceptable to all competent authorities.
- c) Social: This measure is expected to achieve a much higher level of standardisation and fair competition across Europe in relation to the maintenance programme. This would solve a significant issue with unfair competition which currently exists due to very different standards applied by the competent authorities.
- d) No anticipated impact on the following aspects: proportionality, environmental and regulatory coordination and harmonisation.

**Proposal 5: Possibility for a Part-145 or M.A. Subpart F maintenance organisation to perform the airworthiness review and issue the corresponding ARC (airworthiness review certificate) at the same time they perform the annual inspection contained in the 'Minimum Inspection Programme'.**

**Applicable to ELA1 aircraft not involved in commercial operations.**

69. Anticipated impacts:

- a) Safety: Although it is clear that a CAMO is a professional organisation specifically dedicated to the continuing airworthiness management of aircraft and their airworthiness review while a maintenance organisation is not necessarily so, and the measure may be seen as negatively affecting safety, the opinion of the Agency is that this impact has been reduced to the minimum due to the following compensating measures:
  - The complexity of the aircraft in these categories is much lower than that of larger aircraft, making it simpler to perform the documental review.
  - The maintenance organisations are already appropriately qualified to perform the physical inspection of the aircraft.
  - The airworthiness reviews must be performed by personnel having the same qualifications as for CAMOs' airworthiness review staff.
  - The maintenance organisation is required to have the corresponding procedures and adequate competence.
  - This new activity is subject to the internal organisational review or quality audits performed by the maintenance organisation and also to the periodic audits of the competent authority.

Regarding the alleged lack of independence due to the fact that the person performing the airworthiness review is also releasing maintenance, the Agency believes that in the case of ELA1 not involved in commercial operations the possibility for a conflict of interest is much lower due to the fact that the maintenance performed by this person is the annual inspection, which is a maintenance event covering the full aircraft. As a consequence, it can be regarded as if the person releasing the annual inspection (and performing the airworthiness review) had overall authority on the proper performance of maintenance on such aircraft.

In addition, since the new privilege is limited to ELA1 aircraft not involved in commercial operations, the inherent associated risks are lower.

Furthermore, a similar system was already in place in certain Member States before the entry into force of Part-M without being established this was less safe

b) Economic:

- This measure is expected to provide an economic benefit to aircraft owners since they will be able to have the maintenance and the airworthiness reviews performed by the same organisation. This may not be a benefit for those owners who were already contracting a CAMO (with airworthiness review privileges) for the full continuing airworthiness management and airworthiness review of the aircraft. However, it may be a benefit for those owners who are managing the continuing airworthiness of the aircraft themselves and who were only contracting a CAMO for the purpose of performing airworthiness reviews. It may also be a benefit for those owners who, for any reason, were having the airworthiness reviews performed by the competent authority.
- A benefit may also be applicable to those Part-145 and M.A. Subpart F maintenance organisations performing the airworthiness reviews, due to the increase of their business.
- However, CAMOs would suffer a decrease of their business. In any case, it has to be taken into account that, if the CAMO is managing the continuing airworthiness of the aircraft, the CAMO retains a market advantage as it can extend twice the ARC they have issued and a maintenance organisation cannot.

c) Proportionality: This measure has been taken in order to provide more flexibility to the aircraft owners, making the rule more proportional to the lower risks associated with the operation of ELA1 aircraft not involved in commercial operations.

d) No anticipated impact on the following aspects: social, environmental and regulatory coordination and harmonisation.

**Proposal 6: Clarification that, depending on the scope of work, the M.A. Subpart F maintenance organisation may not need to have a hangar available and may use alternative suitable facilities (AMC M.A.605(a)).**

**Applicable to all aircraft maintained by M.A. Subpart F maintenance organisations.**

70. Anticipated impacts:

- a) Economic: This measure is expected to provide an economic benefit to M.A. Subpart F maintenance organisations due to the clarification provided.
- b) Social: This measure is expected to achieve a higher level of standardisation and fair competition across Europe in relation to the facility requirements for M.A. Subpart F maintenance organisations.
- c) Proportionality: This measure has been taken to provide more flexibility to M.A. Subpart F maintenance organisations maintained simple aircraft.

- d) No anticipated impact on the following aspects: safety, environmental and regulatory coordination and harmonisation.

**Proposal 7: Introduction of guidance related to the use of the indirect approval procedure by a CAMO to introduce new type ratings to their scope of work (AMC M.B.703).**

**Applicable to all aircraft.**

71. Anticipated impacts:

- a) Economic: This measure is expected to provide more flexibility and an associated economic benefit to CAMOs due to the clarification that they may use an indirect procedure to introduce new type ratings (under certain conditions) into their approval.
- b) Social: This measure is expected to achieve a higher level of standardisation and fair competition across Europe in relation to this issue, where it had been found different approaches allowed by the different competent authorities.
- c) No anticipated impact on the following aspects: safety, proportionality, environmental and regulatory coordination and harmonisation.

**B. Draft Opinion(s) and Decision(s)**

The text of the amendment is arranged to show deleted text, new or amended text or new paragraph as shown below:

- (a) deleted or amended text is shown with a strike through: ~~deleted~~
- (b) new or amended text is highlighted with grey shading: **new**
- (c) ... indicates that remaining text is unchanged in front of or following the reflected amendment.

**I. Draft Opinion — Regulation (EC) 2042/2003 (Cover Regulation) is amended as follows:**

Article 2 is amended as follows:

**Article 2 Definitions**

...

(k) "ELA1 aircraft" means the following manned European Light Aircraft:

- (i) an aeroplane with a Maximum Take-off Mass (MTOM) of 1200 kg or less that is not classified as complex motor-powered aircraft;
- (ii) a sailplane or powered sailplane of 1200 kg MTOM or less;
- (iii) a balloon with a maximum design lifting gas or hot air volume of not more than 3400 m<sup>3</sup> for hot air balloons, 1050 m<sup>3</sup> for gas balloons, 300 m<sup>3</sup> for tethered gas balloons;
- (iv) an airship designed for not more than four occupants and a maximum design lifting gas or hot air volume of not more than 3400 m<sup>3</sup> for hot air airships and 1000 m<sup>3</sup> for gas airships;

(l) "ELA2 aircraft" means the following manned European Light Aircraft:

- (i) an aeroplane with a Maximum Takeoff Mass (MTOM) of 2000 kg or less that is not classified as complex motor-powered aircraft;
- (ii) a sailplane or powered sailplane of 2000 kg MTOM or less;
- (iii) a balloon;
- (iv) a hot air ship;
- (v) a gas airship complying with all of the following characteristics:
  - 3 % maximum static heaviness,
  - Non-vectorized thrust (except reverse thrust),
  - Conventional and simple design of structure, control system and ballonet system,
  - Non-power assisted controls;
- (vi) a Very Light Rotorcraft.

(m) "LSA aircraft" means a light sport aeroplane which has all of the following characteristics:

- (i) Maximum Take-off Mass (MTOM) of not more than 600 kg;

- (ii) a maximum stalling speed in the landing configuration (VS0) 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) (n) "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.

**II. Draft Opinion — Annex I (Part-M) to Regulation (EC) 2042/2003 is amended as follows:**

The Table of Content within Part-M is amended as follows:

**CONTENTS**

...

**SECTION A – TECHNICAL REQUIREMENTS**

...

**SUBPART F – MAINTENANCE ORGANISATION**

...

M.A.607 Certifying staff and airworthiness review staff

...

M.A.614 Maintenance and airworthiness review records

...

...

...

**Appendix IX – Minimum Inspection Programmes**

Point M.A.201 is amended as follows:

**M.A.201 Responsibilities**

- (a) The owner is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless:
1. the aircraft is maintained in an airworthy condition, and;
  2. any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable, and;
  3. the airworthiness certificate remains valid, and;
  4. the maintenance of the aircraft is performed in accordance with the ~~approved~~ maintenance programme as specified in M.A.302.
- (b) When the aircraft is leased, the responsibilities of the owner are transferred to the lessee if:
1. the lessee is stipulated on the registration document, or;
  2. detailed in the leasing contract.

When reference is made in this Part to the "owner", the term owner covers the owner or the lessee, as applicable.

- (c) Any person or organisation performing maintenance shall be responsible for the tasks performed.
- (d) The pilot-in-command or, in the case of commercial air transport, the operator shall be responsible for the satisfactory accomplishment of the pre-flight inspection. This inspection must be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organisation or by Part-66 certifying staff.

- (e) In order to satisfy the responsibilities of paragraph (a),
- (i) The owner of an aircraft may contract the tasks associated with continuing airworthiness to a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M). In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks. The contract described in Appendix I shall be used in this case.
  - (ii) An owner who decides to manage the continuing airworthiness of the aircraft under its own responsibility, without a contract in accordance with Appendix I, may nevertheless make a limited contract with:
    - a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part-M) , or
    - in the case of ELA2 aircraft not involved in commercial operations, a Part-145 or M.A. Subpart F maintenance organisation which is under the oversight of the State of Registry of the aircraft,

for the development of the maintenance programme and processing its approval in accordance with point M.A.302. In that case, the limited contract transfers the responsibility for the development and, except in the case where a declaration is issued by the owner in accordance with M.A.302(h), processing the approval of the maintenance programme to the contracted continuing—airworthiness management organisation.
- (f) In the case of large aircraft, in order to satisfy the responsibilities of paragraph (a) the owner of an aircraft shall ensure that the tasks associated with continuing airworthiness are performed by an approved continuing airworthiness management organisation. A written contract shall be made in accordance with Appendix I. In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks.
- (g) Maintenance of large aircraft, aircraft used for commercial air transport and components thereof shall be carried out by a Part-145 approved maintenance organisation.
- (h) In the case of commercial air transport the operator is responsible for the continuing airworthiness of the aircraft it operates and shall:
1. be approved, as part of the air operator certificate issued by the competent authority, pursuant to M.A. Subpart G for the aircraft it operates; and
  2. be approved in accordance with Part-145 or contract such an organisation; and
  3. ensure that paragraph (a) is satisfied.
- (i) When an operator is requested by a Member State to hold a certificate for commercial operations, other than for commercial air transport, it shall:
1. be appropriately approved, pursuant to M.A. Subpart G, for the management of the continuing airworthiness of the aircraft it operates or contract such an organisation; and
  2. be appropriately approved in accordance with M.A. Subpart F or Part-145, or contract such organisations; and
  3. ensure that paragraph (a) is satisfied.
- (j) The owner/operator is responsible for granting the competent authority access to the organisation/aircraft to determine continued compliance with this Part.

Point M.A.302 is amended as follows:

### **M.A.302 Aircraft maintenance programme**



- (a) Maintenance of each aircraft shall be organised in accordance with an aircraft maintenance programme.
- (b) The aircraft maintenance programme and any subsequent amendments shall be approved by the competent authority.
- (c) When the continuing airworthiness of the aircraft is managed by a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M), the aircraft maintenance programme and its amendments may be approved through an indirect approval procedure.
  - (i) In that case, the indirect approval procedure shall be established by the continuing airworthiness management organisation as part of the Continuing Airworthiness Management Exposition and shall be approved by the competent authority responsible for that continuing airworthiness management organisation.
  - (ii) The continuing airworthiness management organisation shall not use the indirect approval procedure when this organisation is not under the oversight of the Member State of Registry, unless an agreement exists in accordance with point M.1, paragraph 4(ii) or 4(iii), as applicable, transferring the responsibility for the approval of the aircraft maintenance programme to the competent authority responsible for the continuing airworthiness management organisation.
- (d) The aircraft maintenance programme must establish compliance with:
  - (i) instructions issued by the competent authority;
  - (ii) instructions for continuing airworthiness:
    - issued by the holders of the type certificate, restricted type-certificate, supplemental type-certificate, major repair design approval, ETSO authorisation or any other relevant approval issued under Regulation (EC) No 1702/2003 and its Annex (Part-21), and
    - included in the certification specifications referred to in point 21A.90B or 21A.431B of the Annex (Part-21) to Regulation (EC) No 1702/2003, if applicable;
  - (iii) additional or alternative instructions proposed by the owner or the continuing airworthiness management organisation once approved in accordance with point M.A.302, except for intervals of safety related tasks referred in paragraph (e), which may be escalated, subject to sufficient reviews carried out in accordance with paragraph (g) and only when subject to direct approval in accordance with point M.A.302(b).
- (e) The aircraft maintenance programme shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to the type and the specificity of operations.
- (f) For large aircraft, when the maintenance programme is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance programme shall include a reliability programme.
- (g) The aircraft maintenance programme shall be subject to periodic reviews and amended accordingly when necessary. These reviews will ensure that the programme continues to be valid in light of the operating experience and instructions from the competent authority whilst taking into account new and/or modified maintenance instructions promulgated by the type certificate and supplementary type certificate holders and any other organisation that publishes such data in accordance with Annex (Part-21) to Regulation (EC) No 1702/2003.
- (h) By derogation from paragraphs (b), (c), (d), (e) and (g), in the case of ELA1 aircraft not involved in commercial operations, the aircraft owner may establish the aircraft maintenance programme subject to compliance with all the following conditions:

1. The aircraft maintenance programme clearly identifies the owner and the specific aircraft to which it refers, including any installed engine and propeller.
2. The aircraft maintenance programme either:
  - complies with the 'Minimum Inspection Programme' described in Appendix IX corresponding to the particular aircraft, or
  - complies with paragraphs (d) and (e) above.
3. The aircraft maintenance programme identifies any additional maintenance tasks to be performed because of the specific aircraft type, aircraft configuration and type and specificity of operation. Consideration shall be taken, as a minimum, for the following:
  - Specific installed equipment and modifications of the aircraft.
  - Repairs incorporated in the aircraft.
  - Life Limited components and flight safety critical components.
  - Mandatory continuing airworthiness requirements, such as repetitive Airworthiness Directives and the ALS (Airworthiness Limitation Section) of the Instructions for Continued Airworthiness (ICA). These requirements must be in all cases part of the maintenance programme.
  - Maintenance recommendations, such as TBO intervals, recommended through service bulletins, service letters and other non-mandatory service information.
  - Applicable operational directives/requirements related to the periodic inspection of certain equipment.
  - Special operational approvals.
  - Use of the aircraft and operational environment.
  - Pilot-owner maintenance (if applicable).
4. The aircraft maintenance programme contains a signed statement where the owner declares that this is the aircraft maintenance programme for the particular aircraft registration and he/she declares to be fully responsible for its content and, in particular, for any deviations introduced as regards the Design Approval Holder recommendations.
5. The aircraft maintenance programme is reviewed at least annually in conjunction with the airworthiness review. This review shall be accomplished by the person who performed the airworthiness review. If the airworthiness review shows discrepancies linked to deficiencies in the content of the maintenance programme, the owner shall amend the maintenance programme accordingly.

Point M.A.604 is amended as follows:

#### **M.A.604 Maintenance organisation manual**

- (a) The maintenance organisation shall provide a manual containing at least the following information:
1. a statement signed by the accountable manager to confirm that the organisation will continuously work in accordance with Part-M and the manual at all times, and;
  2. the organisation's scope of work, and;
  3. the title(s) and name(s) of person(s) referred to in M.A.606(b), and;
  4. an organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.606(b), and;
  5. a list of certifying staff and, if applicable, airworthiness review staff with their scope of approval, and;

6. a list of locations where maintenance is carried out, together with a general description of the facilities,
  7. procedures specifying how the maintenance organisation ensures compliance with this Part, and;
  8. the maintenance organisation manual amendment procedure(s).
- (b) The maintenance organisation manual and its amendments shall be approved by the competent authority.
- (c) Notwithstanding paragraph (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).

Point M.A.606 is amended as follows:

**M.A.606 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.
- (b) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.
- (c) All paragraph (b) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.
- (d) The organisation shall have appropriate staff for the normal expected contracted work. The use of temporarily sub-contracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service.
- (e) The qualification of all personnel involved in maintenance shall be demonstrated and recorded.
- (f) Personnel who carry out specialised tasks such as welding, non-destructive testing/inspection other than colour contrast shall be qualified in accordance with an officially recognised standard.
- (g) The maintenance organisation shall have sufficient certifying staff to issue M.A.612 and M.A.613 certificates of release to service for aircraft and components. They shall comply with the requirements of Part-66.
- (h) By derogation from paragraph (g), the organisation may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the organisation's manual:
  1. 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 certifying staff authorisation to the aircraft commander on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the airworthiness directive to the required standard;
  2. In the case of aircraft operating away from a supported location the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the task to the required standard."

- (i) If the organisation performs airworthiness reviews and issues the corresponding airworthiness review certificate for ELA1 aircraft not involved in commercial operations in accordance with M.A.901(I), it shall have airworthiness review staff qualified and authorised in accordance with M.A.901(I)1.

Point M.A.607 is amended as follows:

#### **M.A.607 Certifying staff and airworthiness review staff**

- (a) In addition to M.A.606(g), certifying staff can only exercise their privileges, if the organisation has ensured:
1. that certifying staff can demonstrate that they meet the requirements of point 66.A.20(b) of Annex III (Part 66), except when Annex III (Part 66) refers to Member State regulation, in which case they shall meet the requirement of such regulation, and;
  2. that certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures.
- (b) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorisation:
1. to one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or
  2. to any person with not less than three 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 must be reported to the competent authority within seven days of the ~~issuance~~ **issue** of such certification authorisation. The approved maintenance organisation issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is re-checked.

- (c) The approved maintenance organisation shall record all details concerning certifying staff and airworthiness review staff and maintain a current list of all certifying staff and airworthiness review staff together with their scope of approval as part of the organisation's manual pursuant to point M.A.604(a)5.

Point M.A.614 is amended as follows:

#### **M.A.614 Maintenance and airworthiness review records**

- (a) The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for ~~the issuance~~ **issue** of the certificate of release to service including the sub-contractor's release documents and for the issue of any airworthiness review certificates shall be retained.
- (b) The approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft owner, together with a copy of any specific repair/modification data used for repairs/modifications carried out.
- (c) The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation. In addition, it shall retain a copy of all the records related to the issue of

airworthiness review certificates until two years after the aircraft has been permanently withdrawn from service.

1. The records under this paragraph shall be stored in a manner that ensures protection from damage, alteration and theft.
2. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
3. Where an approved maintenance organisation terminates its operation:
  - all retained maintenance records covering the last three 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;
  - all retained airworthiness review records shall be transferred to the owner of the aircraft

Point M.A.615 is amended as follows:

#### **M.A.615 Privileges of the organisation**

The maintenance organisation approved in accordance with Section A, Subpart F of this Annex (Part M), may:

- (a) maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the maintenance organisation manual;
- (b) arrange for the performance of specialized services under the control of the maintenance organisation at another organisation appropriately qualified, subject to appropriate procedures being established as part of the Maintenance Organisation Manual approved by the competent authority directly;
- (c) maintain any aircraft and/or component for which it is approved at any location subject to the need of such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional maintenance, subject to the conditions specified in the Maintenance Organisation Manual;
- (d) issue certificates of release to service on completion of maintenance, in accordance with point M.A.612 or point M.A.613.
- (e) perform airworthiness reviews and issue the corresponding airworthiness review certificate for ELA1 aircraft not involved in commercial operations, under the conditions specified in point M.A.901(I), if specifically approved to do so.
- (f) develop the maintenance programme and process its approval in accordance with point M.A.302 for ELA2 aircraft not involved in commercial operations, under the conditions specified in point M.A.201(e)(ii).

Point M.A.617 is amended as follows:

#### **M.A.617 Changes to the approved maintenance organisation**

In order to enable the competent authority to determine continued compliance with this Part, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

1. the name of the organisation;
2. the location of the organisation;
3. additional locations of the organisation;
4. the accountable manager;

5. any of the persons specified in paragraph M.A.606(b);
6. the facilities, equipment, tools, material, procedures, work scope, ~~and~~ certifying staff ~~and~~ **airworthiness review staff** that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

Point M.A.707 is amended as follows:

**M.A.707 Airworthiness review staff**

- (a) To be approved to carry out airworthiness reviews and, if applicable, to issue permits to fly, an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue airworthiness review certificates or recommendations referred to in Section A of Subpart I and, if applicable, to issue a permit to fly in accordance with point M.A.711(c):
  1. For all aircraft used in commercial air transport, and aircraft above 2730 kg MTOM, except balloons, these staff shall have acquired:
    - (a) at least five years experience in continuing airworthiness, and;
    - (b) an appropriate license in compliance with Annex III (Part-66) or an aeronautical degree or a national equivalent, and;
    - (c) formal aeronautical maintenance training, and;
    - (d) a position within the approved organisation with appropriate responsibilities.
    - (e) Notwithstanding points (a) to (d), the requirement laid down in point M.A.707(a)1(b) may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.A.707(a)1(a).
  2. For aircraft not used in commercial air transport of 2730 kg MTOM and below, and balloons, these staff shall have acquired:
    - (a) at least three years experience in continuing airworthiness, and;
    - (b) an appropriate license in compliance with Annex III (Part-66) or an aeronautical degree or a national equivalent, and;
    - (c) appropriate aeronautical maintenance training, and;
    - (d) a position within the approved organisation with appropriate responsibilities;
    - (e) Notwithstanding points (a) to (d), the requirement laid down in point M.A.707(a)2(b) may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.A.707(a)2(a).
- (b) Airworthiness review staff nominated by the approved continuing airworthiness management organisation can only be issued an authorisation by the approved continuing airworthiness management organisation when formally accepted by the competent authority after satisfactory completion of an airworthiness review under supervision.
- (c) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.
- (d) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorisation reference.
- (e) The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the

authorisation. This record shall be retained until two years after the airworthiness review staff have left the organisation.

- (f) By derogation from paragraphs (a), (b), (c), (d) and (e), for ELA1 aircraft not involved in commercial operations, the M.A. Subpart G organisation may, if appropriately approved, perform the airworthiness review and issue the corresponding airworthiness review certificate, subject to the following conditions:
1. The organisation nominates airworthiness review staff complying with all the following requirements:
    - (a) The staff hold a certifying staff authorisation for the corresponding aircraft.
    - (b) The staff have at least three years of experience as certifying staff on ELA1 aircraft.
    - (c) The staff are independent from the continuing airworthiness management process of the aircraft being reviewed or have overall authority on the continuing airworthiness management process of the complete aircraft being reviewed.
    - (d) The staff have acquired knowledge of the parts of Part-M relevant to continuing airworthiness management.
    - (e) The staff have acquired proven knowledge of the procedures of the M.A. Subpart G organisation relevant to the airworthiness review and issue of the airworthiness review certificate.
  2. The airworthiness review is performed at the same time as the annual inspection contained in Appendix IX 'Minimum Inspection Programme' and by the same person who releases such annual inspection.
  3. The exposition of the M.A. Subpart G organisation describes all the following:
    - (a) The procedures for the performance of airworthiness reviews and the issue of the corresponding airworthiness review certificate.
    - (b) The names of the certifying staff authorised to perform airworthiness reviews and issue the corresponding airworthiness review certificate.

Point M.A.710 is amended as follows:

#### **M.A.710 Airworthiness review**

...

- (h) For ELA1 aircraft not involved in commercial operations for which the owner has issued a declaration for the maintenance programme in accordance with M.A.302(h), the aircraft maintenance programme shall be reviewed in conjunction with the airworthiness review. This review shall be accomplished by the person who performed the airworthiness review.
- (h) (i) Should the outcome of the airworthiness review be inconclusive or should the review under point M.A.710(h) show discrepancies on the aircraft linked to deficiencies in the content of the maintenance programme, the competent authority shall be informed as soon as practicable but in any case within 72 hours of the organisation identifying the condition to which the review relates.

Point M.A.901 is amended as follows:

#### **M.A.901 Aircraft airworthiness review**

To ensure the validity of the aircraft airworthiness certificate an airworthiness review of the aircraft and its continuing airworthiness records shall be carried out periodically.

- (a) An airworthiness review certificate is issued in accordance with Appendix III (EASA Form 15a or 15b) on completion of a satisfactory airworthiness review. The airworthiness review certificate is valid one year;
- (b) An aircraft in a controlled environment is an aircraft
- (i) continuously managed during the previous 12 months by a unique continuing airworthiness management organisation approved in accordance with Section A, Subpart G, of this Annex (Part M), and
  - (ii) which has been maintained for the previous 12 months by maintenance organisations approved in accordance with Section A, Subpart F of this Annex (Part M), or with Annex II (Part 145). This includes maintenance tasks referred to in point M.A.803(b) carried out and released to service in accordance with point M.A.801(b)2 or point M.A.801(b)3;
- (c) For all aircraft used in commercial air transport, and aircraft above 2730 kg MTOM, except balloons, that are in a controlled environment, the organisation referred to in (b) managing the continuing airworthiness of the aircraft may, if appropriately approved, and subject to compliance with paragraph (k):
- 1. issue an airworthiness review certificate in accordance with point M.A.710, and;
  - 2. for the airworthiness review certificates it has issued, when the aircraft has remained within a controlled environment, extend twice the validity of the airworthiness review certificate for a period of one year each time;
- (d) For all aircraft used in commercial air transport and aircraft above 2730 kg MTOM, except balloons, that
- (i) are not in a controlled environment, or
  - (ii) which continuing airworthiness is managed by a continuing airworthiness management organisation that does not hold the privilege to carry out airworthiness reviews,
- the airworthiness review certificate shall be issued by the competent authority upon satisfactory assessment based on a recommendation made by a continuing airworthiness management organisation appropriately approved in accordance with Section A, Subpart G of this Annex (Part M) sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with point M.A.710;
- (e) For aircraft not used in commercial air transport of 2730 kg MTOM and below, and balloons, any continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M) and appointed by the owner or operator may, if appropriately approved and subject to paragraph (k):
- 1. issue the airworthiness review certificate in accordance with point M.A.710, and;
  - 2. for airworthiness review certificates it has issued, when the aircraft has remained within a controlled environment under its management, extend twice the validity of the airworthiness review certificate for a period of one year each time;
- (f) By derogation from points M.A.901(c)2 and M.A.901(e)2, for aircraft that are in a controlled environment, the organisation referred to in (b) managing the continuing airworthiness of the aircraft, subject to compliance with paragraph (k), may extend twice for a period of one year each time the validity of an airworthiness review certificate that has been issued by the competent authority or by another continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M);
- (g) By derogation from points M.A.901(e) and M.A.901(i)2, for ELA1 aircraft not used in commercial air transport and not affected by point M.A.201(i), the airworthiness review certificate may also be issued by the competent authority upon satisfactory assessment,



based on a recommendation made by certifying staff formally approved by the competent authority and complying with provisions of Annex III (Part-66) as well as requirements laid down in point M.A.707(a)2(a), sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with point M.A.710 and shall not be issued for more than two consecutive years;

- (h) Whenever circumstances reveal the existence of a potential safety threat, the competent authority shall carry out the airworthiness review and issue the airworthiness review certificate itself;
- (i) In addition to paragraph (h), the competent authority may also carry out the airworthiness review and issue the airworthiness review certificate itself in the following cases:
  - 1. when the aircraft is managed by a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M) located in a third country,
  - 2. for all balloons and any other aircraft of 2730 kg MTOM and below, if it is requested by the owner;
- (j) When the competent authority carries out the airworthiness review and/or issues the airworthiness review certificate itself, the owner or operator shall provide the competent authority with:
  - 1. the documentation required by the competent authority; and
  - 2. suitable accommodation at the appropriate location for its personnel; and
  - 3. when necessary, the support of personnel appropriately qualified in accordance with Annex III (Part-66) or equivalent personnel requirements laid down in point 145.A.30(j)(1) and (2) of Annex II (Part 145);
- (k) An airworthiness review certificate cannot be issued nor extended if there is evidence or reason to believe that the aircraft is not airworthy.
- (l) For ELA1 aircraft not involved in commercial operations, the Part-145 or M.A. Subpart F maintenance organisation performing the annual inspection contained in the Appendix IX 'Minimum Inspection Programme' may, if appropriately approved, perform the airworthiness review and issue the corresponding airworthiness review certificate, subject to the following conditions:
  - 1. The organisation nominates airworthiness review staff complying with all the following requirements:
    - (a) The staff hold a certifying staff authorisation for the corresponding aircraft.
    - (b) The staff have at least three years of experience as certifying staff on ELA1 aircraft.
    - (c) The staff are independent from the continuing airworthiness management process of the aircraft being reviewed or have overall authority on the continuing airworthiness management process of the complete aircraft being reviewed.
    - (d) The staff have acquired knowledge of the parts of Part-M relevant to continuing airworthiness management.
    - (e) The staff have acquired proven knowledge of the procedures of the maintenance organisation relevant to the airworthiness review and issue of the airworthiness review certificate.
  - 2. The airworthiness review is performed at the same time as the annual inspection contained in Appendix IX 'Minimum Inspection Programme' and by the same person who releases such annual inspection, being possible to use the 90 days anticipation provision contained in M.A.710(d).

3. The airworthiness review includes a full documented review in accordance with point M.A.710(a).
4. The airworthiness review includes a physical survey of the aircraft in accordance with points M.A.710(b) and (c).
5. An airworthiness review certificate EASA Form 15c is issued, on behalf of the maintenance organisation, by the person who performed the airworthiness review when satisfied that:
  - (a) the airworthiness review has been completely and satisfactorily carried out; and
  - (b) the maintenance programme has been reviewed in accordance with point M.A.710(h); and
  - (c) there is no non-compliance which is known to endanger flight safety.
6. A copy of the airworthiness review certificate issued is sent to the competent authority of the Member State of Registry of the aircraft within 10 days.
7. The competent authority of the Member State of Registry is informed within 72 hours if the organisation has determined that the airworthiness review is inconclusive or if the review under point M.A.901(l)5(b) above shows discrepancies on the aircraft linked to deficiencies in the content of the maintenance programme.
8. The manual or exposition of the maintenance organisation describes all the following:
  - (a) The procedures for the performance of airworthiness reviews and the issue of the corresponding airworthiness review certificate.
  - (b) The names of the certifying staff authorised to perform airworthiness reviews and issue the corresponding airworthiness review certificate.

Point M.B.301 is amended as follows:

#### **M.B.301 Maintenance programme**

- (a) Except for those cases covered by point M.A.302(h), the competent authority shall verify that the maintenance programme is in compliance with M.A.302.
- (b) Except where stated otherwise in points M.A.302(c) and M.A.302(h) the maintenance programme and its amendments shall be approved directly by the competent authority.
- (c) In the case of indirect approval, the maintenance programme procedure shall be approved by the competent authority through the continuing airworthiness management exposition or, in the case of ELA2 aircraft not involved in commercial operations as indicated in point M.A.201(e), by the competent authority of the contracted Part-145 or M.A. Subpart F maintenance organisation through the respective maintenance organisation exposition or maintenance organisation manual.
- (d) In order to approve a maintenance programme according to paragraph (b), the competent authority shall have access to all the data required in points M.A.302(d), (e) and (f).

Appendix III is amended as follows:

**Appendix III: Airworthiness review certificate – EASA Form 15**

<p>[MEMBER STATE]</p> <p>A Member of the European Union *</p> <p>.</p> <p><b>AIRWORTHINESS REVIEW CERTIFICATE</b></p> <p>.</p> <p>ARC reference: .....</p> <p>.</p> <p>Pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council for the time being into force, the following continuing airworthiness management organisation, approved in accordance with Section A, Subpart G of Annex I (Part M) to Commission Regulation (EC) No 2042/2003</p> <p>.</p> <p>[NAME OF ORGANISATION APPROVED AND ADDRESS]</p> <p>Approval reference : [MEMBER STATE CODE].MG.[NNNN].</p> <p>hereby certifies that it has performed an airworthiness review in accordance with point M.A.710 of Annex I to Commission Regulation (EC) No 2042/2003 on the following aircraft :</p> <p>Aircraft manufacturer:.....</p> <p>Manufacturer's designation:.....</p> <p>Aircraft registration:.....</p> <p>Aircraft serial number:.....</p> <p>.</p> <p>and this aircraft is considered airworthy at the time of the review.</p> <p>.</p> <p>Date of issue: ..... Date of expiry: .....</p> <p>Airframe Flight Hours (FH) at date of issue: .....</p> <p>Signed: ..... Authorisation No: .....</p> <p>1st Extension: The aircraft has remained in a controlled environment in accordance with point M.A.901 of Annex I to Commission Regulation (EC) No 2042/2003 for the last year. The aircraft is considered to be airworthy at the time of the issue.</p> <p>Date of issue: ..... Date of expiry: .....</p> <p>Airframe Flight Hours (FH) at date of issue: .....</p> <p>Signed: ..... Authorisation No: .....</p>
--

Company Name: ..... Approval reference: .....

2nd Extension: The aircraft has remained in a controlled environment in accordance with point M.A.901 of Annex I to Commission Regulation (EC) No 2042/2003 for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: ..... Date of expiry: .....

Airframe Flight Hours (FH) at date of issue: .....

Signed: ..... Authorisation No: .....

Company Name: ..... Approval reference: .....

\* Delete for non-EU Member States

EASA Form 15b Issue 34

[MEMBER STATE]

A Member of the European Union \*

### **AIRWORTHINESS REVIEW CERTIFICATE**

ARC reference: .....

Pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council for the time being into force, the [COMPETENT AUTHORITY OF THE MEMBER STATE] hereby certifies that the following aircraft :

Aircraft manufacturer:.....

Manufacturer's designation:.....

Aircraft registration:.....

Aircraft serial number:.....

is considered airworthy at the time of the review.

Date of issue: ..... Date of expiry: .....

Airframe Flight Hours (FH) at date of issue: .....

Signed: ..... Authorisation No: .....

1st Extension: The aircraft has remained in a controlled environment in accordance with point M.A.901 of Annex I to Commission Regulation (EC) No 2042/2003 for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: ..... Date of expiry: .....

Airframe Flight Hours (FH) at date of issue: .....

Signed: ..... Authorisation No: .....

Company Name: ..... Approval reference: .....

2nd Extension: The aircraft has remained in a controlled environment in accordance with point M.A.901 of Annex I to Commission Regulation (EC) No 2042/2003 for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: ..... Date of expiry: .....

Airframe Flight Hours (FH) at date of issue: .....

Signed: ..... Authorisation No: .....

Company Name: ..... Approval reference: .....

\* Delete for non-EU Member States.

EASA Form 15a Issue 34

[MEMBER STATE]

A Member of the European Union \*

### **AIRWORTHINESS REVIEW CERTIFICATE\*\***

ARC reference: .....

Pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council for the time being into force, the following maintenance organisation, approved in accordance with (mark as applicable):

- ☐ Section A, Subpart F of Annex I (Part-M) to Commission Regulation (EC) No 2042/2003, or
- ☐ Annex II (Part-145) to Commission Regulation (EC) No 2042/2003

[NAME OF ORGANISATION APPROVED AND ADDRESS]

Approval reference: [MEMBER STATE CODE]. [MF or 145].[NNNN].

Hereby certifies that it has performed an airworthiness review in accordance with point M.A.901(I) of Annex I to Commission Regulation (EC) No 2042/2003 on the following aircraft :

Aircraft manufacturer:.....

Manufacturer's designation:.....

Aircraft registration:.....

Aircraft serial number:.....

and this aircraft is considered airworthy at the time of the review.

Date of issue: ..... Date of expiry: .....

Airframe Flight Hours (FH) at date of issue: .....

Signed: ..... Authorisation No: .....

\* Delete for non-EU Member States

\*\* Applicable only to ELA1 aircraft not involved in commercial operations

EASA Form 15c Issue 1

Appendix IV is amended as follows:

**Appendix IV: Class and ratings system to be used for the approval of maintenance organisations referred to in Annex I (Part-M) Subpart F and Annex II (Part-145)**

1. Except as stated otherwise for the smallest organisations in paragraph 12, the table referred to in point 13 provides the standard system for the approval of maintenance organisation under Subpart F of Annex I (Part-M) and Annex II (Part-145). 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 the table referred to in point 13, the approved maintenance organisation is required to indicate its scope of work in its maintenance organisation manual/exposition. See also paragraph 11.
3. Within the approval class(es) and rating(s) granted by the competent authority, 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 organisations scope of work are matching.
4. A category A class rating means that the approved maintenance organisation may carry out maintenance on the aircraft and any component (including engines and/or Auxiliary Power Units (APUs), in accordance with aircraft maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such A-rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. This will be subject to a control procedure in the maintenance organisation exposition to be approved by the competent authority. 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 approved maintenance organisation may carry out maintenance on the uninstalled engine and/or APU and engine and/or APU components, in accordance with engine and/or APU maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, only whilst such components are fitted to the engine and/or APU. Nevertheless, such B-rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation approved 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 to be approved by the competent authority. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the competent authority.
6. A category C class rating means that the 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 maintenance organisation approved 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 to be approved by the competent authority. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the competent authority.
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 an approved maintenance organisation that carries out NDT

as a particular task for another organisation. A maintenance organisation approved 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. In the case of maintenance organisations approved in accordance with Annex II (Part-145), category A class ratings are subdivided into 'Base' or 'Line' maintenance. Such an 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 competent authorities the flexibility to customise the approval to any particular organisation. Ratings shall be mentioned on the approval only when appropriately limited. The table referred to in point 13 specifies the types of limitation possible. 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 avionic systems installations and related maintenance). Such mention in the limitation section indicates that the maintenance organisation is approved to carry out maintenance up to and including this particular type/task.
10. When reference is made 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 or Cessna 150 or Cessna 172 or Beech 55 series or continental O-200 series etc; type means a specific type or model such as Airbus 310-240 type or RB 211-524 B4 type or Cessna 172RG type; any number of series or types may be quoted; group means for example Cessna single piston engine 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 may be in accordance with the indirect approval procedure referred to in points M.A.604(c) and M.B.606(c) or 145.A.70(c) and 145.B.40, as applicable.
12. A 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	RATING	LIMITATION
CLASS AIRCRAFT	RATING A2 AEROPLANES 5700 KG AND BELOW	PISTON ENGINE 5700 KG AND BELOW
CLASS AIRCRAFT	RATING A3 HELICOPTERS	SINGLE PISTON ENGINE 3175 KG AND BELOW
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 APU'S.	C1 TO C22	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.

## 13. Table

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes above 5 700 kg	[Rating reserved to Maintenance Organisations approved in accordance with Annex II (Part-145)]  [Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks]  <i>Example: Airbus A320 Series</i>	[YES/NO]*	[YES/NO]*
	A2 Aeroplanes 5 700 kg and below	[Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks]  <i>Example: DHC-6 Twin Otter Series</i>  State whether the issue of airworthiness review certificates is authorised or not (only possible for ELA1 aircraft not involved in commercial operations)	[YES/NO]*	[YES/NO]*
	A3 Helicopters	[Shall state helicopter manufacturer or group or series or type and/or the maintenance task(s)]  <i>Example: Robinson R44</i>	[YES/NO]*	[YES/NO]*
	A4 Aircraft other than A1, A2 and A3	[Shall state aircraft category (sailplane, balloon, airship...), manufacturer or group or series or type and/or the maintenance task(s).]  State whether the issue of airworthiness review certificates is authorised or not (only possible for ELA1 aircraft not involved in commercial operations)	[YES/NO]*	[YES/NO]*
ENGINES	B1 Turbine	[Shall state engine series or type and/or the maintenance task(s)] <i>Example: PT6A Series</i>		
	B2 Piston	[Shall state engine manufacturer or group or series or type and/or the maintenance task(s)]		
	B3 APU	[Shall state engine manufacturer or series or type and/or the maintenance task(s)]		
COMPONENTS	C1 Air Cond & Press			
	C2 Auto Flight			



Appendix V is amended as follows:

**Appendix V: Maintenance organisation approval referred to in Annex I (Part-M)  
Subpart F**

Page 1 of ...

[MEMBER STATE\*]

A Member of the European Union \*\*

**MAINTENANCE ORGANISATION APPROVAL CERTIFICATE**

Reference: [MEMBER STATE CODE \*].MF.[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, Subpart F of Annex I (Part-M) of Regulation (EC) No 2042/2003, approved to maintain the products, parts and appliances listed in the attached approval schedule and issue related certificates of release to service using the above references and, when stipulated, to issue airworthiness review certificates after an airworthiness review as specified in point M.A.901(I) of Annex I (Part-M) of the same regulation for those aircraft listed in the attached approval schedule.

**CONDITIONS:**

1. This approval is limited to that specified in the scope of work section of the approved maintenance organisation manual as referred to in Section A of Subpart F of Annex I (Part-M), and
2. This approval requires compliance with the procedures specified in the approved maintenance organisation manual, and
3. This approval is valid whilst the approved maintenance organisation remains in compliance with Annex I (Part-M) 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-MF 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\*].MF.XXXX

Organisation: [COMPANY NAME AND ADDRESS]

CLASS	RATING	LIMITATION
<b>AIRCRAFT **</b>	***	*** State whether the issue of airworthiness review certificates is authorised or not (only possible for ELA1 aircraft not involved in commercial operations)
	***	*** State whether the issue of airworthiness review certificates is authorised or not (only possible for ELA1 aircraft not involved in commercial operations)
<b>ENGINES **</b>	***	***
	***	***
<b>COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs **</b>	***	***
	***	***
	***	***
	***	***
	***	***
	***	***
<b>SPECIALISED SERVICES **</b>	***	***
	***	***

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

Maintenance Organisation Manual 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-MF 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

A new Appendix IX is introduced as follows:

### **Appendix IX: Minimum Inspection Programmes**

This Appendix contains the 'Minimum Inspection Programme' referred to in point M.A.302(h). It is applicable to ELA1 aircraft not involved in commercial operations and is divided into the following categories:

- ELA1 Aeroplanes;
- ELA1 Sailplanes and ELA1 powered sailplanes;
- ELA1 Balloons.

In the absence of a 'Minimum Inspection Programme' for ELA1 airships, the Design Approval Holder maintenance data shall be used as the basis for their maintenance programme.

### **Minimum Inspection Programme for ELA1 aeroplanes not involved in commercial operations**

**To be performed every annual/100 h interval, whichever comes first.**

**A 10 % tolerance (10 h) may be applied for the 100 h interval. However, the next interval applies from the hours originally scheduled (without the tolerance).**

**Note: The manufacturer's maintenance manual must be used for specific maintenance instructions.**

<b>ELA1 aeroplanes not involved in commercial operations</b>	
<b>System/component /area</b>	<b>Task &amp; Inspection detail</b>
<b>GENERAL</b>	
General	Remove or open all necessary inspection plates, access doors, fairings and cowlings. Clean the aircraft and aircraft engine as required.
Lubrication/servicing	Lubricate and replenish fluids in accordance with manufacturer's requirements.
Markings	Check that side and under-wing registration markings are correct. If applicable, check that an exemption for alternate display is approved. Identification plate for National Aviation Authority registered aircraft is present. Other identification markings on fuselage in accordance with local (national) rules.
Weighing:	Review weighing record to establish accuracy against installed equipment.  Weigh the aircraft as required by Regulation Part-NCO.
<b>AIRFRAME</b>	
Fabric and skin	Inspect for deterioration, distortion, other evidence of failure, and defective or insecure attachment of fittings.
Systems and components	Inspect for improper installation, apparent defects and unsatisfactory operation.
General	Inspect for lack of cleanliness and loose equipment that might foul the controls.
Tow hooks	Inspect for condition of moving parts and wear.
<b>CABIN AND COCKPIT</b>	
Seats and safety belts	Inspect for poor condition and apparent defects.
Windows, canopies and windshields	Inspect for deterioration and damage and for function of emergency jettison.
Instruments	Inspect for poor condition, mounting, marking, and (where practicable) improper operation.

Flight and engine controls	Inspect for improper installation and improper operation.
Speed/weight/manoeuvre placard	Check placard is correct and legible and accurately reflects the status of the aircraft.
All systems	Inspect for improper installation, poor general condition, apparent and obvious defects, and insecurity of attachment.
<b>LANDING GEAR</b>	
Shock-absorbing devices	Inspect for improper oleo fluid level.
All units	Inspect for poor condition and insecurity of attachment.
Retracting and locking mechanism	Inspect for improper operation.
Linkages, trusses and members	Inspect for undue or excessive wear fatigue and distortion.
Hydraulic lines	Inspect for leakage.
Electrical system	Inspect for chafing and improper operation of switches.
Wheels	Inspect for cracks, defects and condition of bearings
Tires	Inspect for wear and cuts.
Brakes	Inspect for improper adjustment and wear.
Floats and skis	Inspect for insecure attachment and obvious or apparent defects.
<b>WING AND CENTRE SECTION</b>	
All components	Inspect all components of the wing and centre section assembly for poor general condition, fabric or skin deterioration, distortion, evidence of failure and insecurity of attachment.
Connections	Inspect main connections (e.g. between wings, fuselage, wing tips) for proper fit, play within tolerances, wear or corrosion on bolts and bushings.
<b>EMPENNAGE</b>	
All components and systems	Inspect all components and systems that make up the complete empennage assembly for poor general condition, fabric or skin deterioration, distortion, evidence of failure, insecure attachment, improper component installation and improper component operation.
<b>AVIONICS AND ELECTRICS</b>	



Batteries	Inspect for improper installation and improper charge.
Radio and electronic equipment	Inspect for improper installation and insecure mounting.
Wiring and conduits	Inspect for improper routing, insecure mounting and obvious defects.
Bonding and shielding	Inspect for improper installation and poor condition.
Antennas	Inspect for poor condition, insecure mounting and improper operation.
<b>POWERPLANT</b>	
Engine section	Inspect for visual evidence of excessive oil, fuel or hydraulic leaks and sources of such leaks.
Studs and nuts	Inspect for improper torque and obvious defects.
Internal engine	Inspect for cylinder compression and for metal particles or foreign matter in oil filter, screens and sump drain plugs. If there is weak cylinder compression, inspect for improper internal condition and improper internal tolerances.
Engine mounts	Inspect for cracks, looseness of mounting and looseness of the engine to mount attachment.
Flexible vibration dampeners	Inspect for poor condition and deterioration.
Engine controls	Inspect for defects, improper travel, and improper safetying.
Lines, hoses and clamps	Inspect for leaks, improper condition and looseness.
Exhaust stacks	Inspect for cracks, defects and improper attachment.
Turbocharger and intercooler	Inspect for leaks, improper condition and looseness of connections and fittings.
Liquid cooling systems	Inspect for leaks and proper fluid level.
Electronic engine control	Inspect for proper electronics and sensor installation.
Accessories	Inspect for apparent defects in security of mounting.
All systems	Inspect for improper installation, poor general condition, defects and insecure attachment.
Cowling	Inspect for cracks and defects.
Cooling baffles and seals	Inspect for defects, improper attachment and wear.

<b>CLUTCHES AND GEARBOXES</b>	
Filters, screens and chip detectors	Inspect for metal particles and foreign matter.
Exterior	Inspect for oil leaks.
Output shaft	Inspect for excessive bearing play and condition.
<b>PROPELLER</b>	
Propeller assembly	Inspect for cracks, nicks, binds, and oil leakage.
Propeller bolts	Inspect for improper torque and lack of safetying.
Propeller control mechanism	Inspect for improper operation, insecure mounting and restricted travel.
Anti-icing devices	Inspect for improper operation and obvious defects.
<b>MISCELLANEOUS</b>	
Ballistic rescue system	Inspect for proper installation, unbroken activation mechanism, proper securing while on ground, validity of inspection periods of pyrotechnic devices and parachute packing intervals.
Other miscellaneous items	Inspect installed miscellaneous items that are not otherwise covered by this listing for improper installation and improper operation.
<b>OPERATIONAL CHECKS</b>	
Power and rpm	Check that power output, static and idle rpm are within published limits.
Magnetos	Check for normal function.
Fuel and oil pressure	Check they are within normal values.
Engine temperatures	Check they are within normal values.
Engine	For engines equipped with automated engine control (e.g. FADEC) perform the published run-up procedure and check for discrepancies.
Engine	For dry-sump engines and engines with turbochargers and for liquid cooled engines check for signs of disturbed fluid circulation.

## **Minimum Inspection Programme for ELA1 sailplanes and ELA1 powered sailplanes not involved in commercial operations**

### **To be performed:**

- every annual/100 h interval (for Touring Motor Gliders, TMG), whichever comes first, or
- every annual interval (for the rest)

A 10 % tolerance (10 h) may be applied for the 100 h interval. However, the next interval applies from the hours originally scheduled (without the tolerance).

**Note:** The manufacturer's maintenance manual must be used for specific maintenance instructions

<b>ELA1 sailplanes and ELA1 powered sailplanes not involved in commercial operations</b>	
<b>System/component /area</b>	<b>Task &amp; Inspection detail</b>
<b>GENERAL</b>	
General - all tasks	The aircraft must be clean prior to inspection. Inspect for security, damage, wear, integrity, drain/vent holes clear, signs of overheating, leaks, chafing, cleanliness and condition as appropriate to the particular task. Whilst checking Glass Reinforced Plastic (GRP) composite structures, check for signs of impact or pressure damage that may indicate underlying damage.
Lubrication/servicing	Lubricate and replenish fluids in accordance with manufacturer's requirements.
Markings	Check that side and under-wing registration markings are correct. If applicable, check that an exemption for alternate display is approved. Identification plate for National Aviation Authority registered aircraft is present. Other identification markings on fuselage in accordance with local (national) rules.
Weighing:	Review weighing record to establish accuracy against installed equipment.  Weigh the aircraft as required by Regulation Part-NCO.
<b>AIRFRAME</b>	

Fuselage paint/gel coat including registration markings	Inspect external surface and fairings, gel coat, fabric covering or metal skin, and paintwork. Check registration marks correctly applied.
Fuselage structure	Check frames, formers, tubular structure, skin and attachments. Inspect for signs of corrosion on tubular framework.
Nose fairing	Inspect for evidence of impact with ground or objects.
Release hook(s)	Inspect nose and Centre of Gravity (C of G) release hooks and controls. Check operational life. Carry out operational test. If more than one release hook or control is fitted, check operation of all release hooks from all positions.
Pot pitot/ventilator	Check alignment of probe, check operation of ventilator.
Pitot/static system	Inspect pitot probes, static ports all tubing (as accessible) for security, damage, cleanliness, and condition. Drain any water from condensate drains.
Bonding/vents drains	Check all bonding leads & straps. Check all vents and drains are clear from debris.
<b>CABIN AND COCKPIT</b>	
Cleanliness/loose articles	Check under cockpit floor/seat pan and in rear fuselage for debris and foreign items.
Canopy, locks & jettison	Inspect canopy, canopy frame and transparencies for cracks, unacceptable distortion and discolouration. Check operation of all locks and catches. Carry out an operational test of the canopy jettison system from all positions.
Seat/cockpit floor	Inspect seat (s). Check that all loose cushions are correctly installed and, as appropriate, energy absorbing foam cushions are fitted correctly. Ensure that all seat adjusters fit and lock correctly.
Harness(es)	Inspect all harnesses for condition and wear of all fastenings, webbing and fittings. Check operation of release and adjustments.
Rudder pedal assemblies	Inspect rudder pedal assemblies and adjusters.
Instrument panel assemblies	Inspect instrument panel and all instruments/equipment. Check instrument readings are consistent with ambient conditions. Check marking of all switches, circuit breakers and fuses. Check operation of all installed equipment as possible i.a.w. manufacturer's instructions.

Oxygen system	<p>Inspect oxygen system. Check bottle hydrostatic test date expiry i.a.w. manufacturer's recommendations. Ensure that bottle is not completely empty (200 psi min) and refill with aviator's oxygen only. Clean masks and regulators with approved cleaning wipes.</p> <p>Ensure that oxygen installation is recorded on weight and C of G schedule. CAUTION: OBSERVE ALL SAFETY PRECAUTIONS.</p>
Colour coding of controls	<p>Ensure that controls are colour coded and in good condition, as follows;</p> <p>Tow release: Yellow</p> <p>Air Brakes: Blue</p> <p>Trimmer: Green</p> <p>Canopy normal operation: White</p> <p>Canopy jettison: Red</p> <p>Other controls: clearly marked but not using any of the above colours.</p>
Equipment stowed in centre section	Check for security and condition. Check validity of any safety equipment. Check manufacturer's and NAA (if required) data plates.
Speed/weight/manoeuvre placard	Check placard is correct and legible and accurately reflects the status of the aircraft.
<b>LANDING GEAR</b>	
Front skid/nose wheel & mounts	Inspect for evidence of hard/heavy landings. Check skid wear. Inspect wheel, tyre and wheel box. Check tyre pressure.
Main wheel & brake assembly	<p>Check for integrity of hydraulic seals and leaks in pipe work. Check life of hydraulic hoses and components if specified by manufacturer. Remove brake drums, check brake lining wear. Check disk/drum wear. Refit drum. Check brake adjustment. CAUTION: BRAKE DUST MAY CONTAIN ASBESTOS.</p> <p>Check operation of brake. Check level of brake fluid and replenish if necessary. Check tyre pressure. CAUTION: CHECK TYPE OF BRAKE FLUID USED AND OBSERVE SAFETY PRECAUTIONS.</p>
Undercarriage suspension	<p>Check springs, bungees, shock absorbers, and attachments. Check for signs of damage.</p> <p>Service strut if applicable.</p>
Undercarriage retract system and doors	Check retraction mechanism and controls, warning system if fitted, gas struts, doors and linkages/springs, over-centre/locking device. Perform retraction test.
Tail skid/wheel	Inspect for evidence of hard/heavy landings. Check skid wear. Inspect wheel, tyre and wheel box. Check bond of bonded skids. Check tyre pressure.
Wheel brake control circuit	Inspect wheel brake control rods/cables. If combined with air brake, ensure correct rigging relationship. Check parking brake operation, if fitted.

<b>WING AND CENTRE SECTION</b>	
Centre section fairing	Inspect for security, damage and condition.
Wing attachments	Inspect the wing structural attachments. Check for damage, wear and security. Check for rigging damage. Check condition of wing attachment pins.
Aileron control circuit/stops	Inspect aileron control rods/cables. Check that control stops are contacting and secure. Inspect self-connecting control devices.
Air brake control circuit	Inspect air brake control rods/cables. Check friction/locking device (if fitted). Inspect self-connecting control devices.
Wing struts/wires	Inspect struts for damage and internal corrosion. Re-inhibit struts internally every 3 years or in accordance with manufacturer's instructions.
Wings including underside registration markings	Check mainplane structure externally and internally as far as possible. Check gel coat, fabric covering or metal skin. Check registration marks are correctly applied.
Ailerons & controls	Inspect aileron and flaperon assemblies, hinges, control connections, springs/bungees, tapes and seals. Ensure that seals do not impair full range of movement.
Air brakes/spoilers	Inspect air brake/spoiler panel(s) operating rods, closure springs, and friction devices as fitted.
Flaps	Check flap system and control. Inspect self-connecting control devices.
Control deflections & free play and record on worksheets	Check and record range of movements and cable tensions, if specified, and check free play.
<b>EMPENNAGE</b>	
Tailplane and elevator	With tailplane de-rigged check tailplane and attachments, self connecting and manual control connections. Check gel coat, fabric covering or metal skin.
Rudder	Check rudder assembly, hinges, attachments, balance weights.
Rudder control circuit/stops	Inspect rudder control rods/cables. Check control stops are contacting and secure. Pay particular attention to wear and security of liners and cables in "S" tubes.
Elevator control circuit/stops	Inspect elevator control rods/cables. Check control stops are contacting and secure. Inspect self-connecting control devices.
Trimmer control circuit	Inspect trimmer control rods/cables. Check friction/locking device.

Control deflections & free play and record on worksheets	Check and record range of movements and cable tensions, if specified, and check free play.
<b>AVIONICS AND ELECTRICS</b>	
Electrical installation/fuses	Check all electrical wiring for condition. Check for signs of overheating and poor connections. Check fuses/trips for condition and correct rating.
Battery security & corrosion	Check battery mounting for security and operation of clamp. Check for evidence of electrolyte spillage and corrosion. Check that battery has correct main fuse fitted.  It is recommended to carry out battery capacity test on gliders equipped with radio, used for cross-country, controlled airspace or competition flying.
Radio installations and placards	Check radio installation, microphones, speakers and intercom, if fitted. Check that call sign placard is installed. Carry out ground function test. Record radio type fitted.
Air Speed Indicator calibration	Carry out calibration of the airspeed indicator (in situ permissible) i.a.w. manufacturer's instructions - use manufacturer's limits. If not available, maximum error 2 knots (or 3.5 Km/hour).
Altimeter datum	Check barometric sub scale. Maximum error 2 Mb.
<b>MISCELLANEOUS</b>	
Removable ballast	Check removable ballast mountings and securing devices (including fin ballast, if applicable) for condition. Check that ballast weights painted with conspicuous colour. Check that provision is made for the ballast on the loading placard.
Drag chute & controls	Inspect chute, packing and release mechanism. Check packing intervals.
Water ballast system	Check water ballast system, wing and tail tanks as fitted. Check filling points, level indicators, vents, dump and frost drains for operation and leakage. If loose bladders are used, check for leakage and expiry date as applicable.
<b>POWERPLANT (when applicable)</b>	
Engine pylons & mountings	Inspect engine and pylon installation. Check engine compartment and fire sealing.
Gas strut	Check gas strut.
Pylon/engine stops	Check limit stops on retractable pylons. Check restraint cables.
Electric actuator	Inspect electric actuator, motor, spindle drive and mountings.
Electrical wiring	Inspect all electrical wiring. Pay special attention to wiring that is subject to bending during extension and retraction of engine/pylon.

Limit switches	Check operation of all limit switches & strike plates. Make sure that they are not damaged by impact.
Fuel tank(s)	Check fuel tank mountings and tank integrity. Check fuel quantity indication system if fitted.
Fuel pipes & vents	Check all fuel pipes especially those subject to bending during extension and retraction of engine/pylon. Check vents clear. Make sure that overboard drains do not drain into engine compartment. Check self-sealing.
Fuel cock or shut off valve	Check operation of fuel cock or shut-off valve & indications.
Fuel pumps & filters	Clean or replace filters as recommended by manufacturer. Check operation of fuel pumps for engine supply or tank replenishment. Check fuel pump controls and indications.
Decompression valve	Inspect decompression valve and operating control.
Spark plugs	Carry out spark plug service. It is recommended to replace spark plugs at annual intervals.
Harnesses and Magneto	Inspect low tension and high-tension wiring, connectors, spark plug caps. Check magneto to engine timing. Check impulse coupling operation.
Propeller bolts, assembly, mounting, torquing & drive belt	Inspect propeller, hub, folding mechanism, brake, pitch change mechanism, stow sensors.
Doors	Check engine compartment doors, operating cables, rods and cams.
Safety springs	Check all safety and counterbalance springs.
Extension and retraction	Check that extension and retraction operation times are within limits specified by manufacturer. Check light indications and interlocks for correct operation.
Exhaust	Inspect exhaust system, silencer, shock mounts and links.
Engine installation	Inspect engine and all accessories. Carry out compression test and record results.  Compression test results: No1 (left / front): No2 (right / rear):
Lubrication	Change engine oil and filter. Replenish oil and additive tanks.
Engine instruments	Inspect all engine instruments and controls. Check control unit, mounts, bonding and connections. Carry out internal self-test, if fitted.
Engine battery	If separate from airframe battery: inspect battery and mountings. If main fuse is fitted, check rating and condition.
Engine battery capacity test	Carry out capacity test. Refer to appropriate manual or guidance.



Placards	Check all placards in accordance with flight manual and are legible.
Oil and fuel leaks	With the engine fully serviced check the fuel and oil system for leaks.

### **Minimum Inspection Programme for ELA1 balloons not involved in commercial operations**

**To be performed every annual interval, whichever comes first.**

<b>ELA1 balloons not involved in commercial operations</b>	
<b>System/ component/area</b>	<b>Task &amp; Inspection detail</b>
<b>GENERAL</b>	
Markings	Check that side and under-wing registration markings are correct. If applicable, check that an exemption for alternate display is approved. Identification plate for National Aviation Authority registered aircraft is present. Other identification markings on fuselage in accordance with local (national) rules.
Weighing:	Review weighing record to establish accuracy against installed equipment.  Weigh the aircraft as required by Regulation Part-NCO.
<b>A) HOT AIR BALLOONS</b>	
<b>ENVELOPE</b>	
Identification (type/ serial number/ registration plate)	Check for presence

Scoop, parachute, Velcro, fabric and load tapes	Inspect for tears, holes and burn damages  Perform grab-test on minimum two (2ea) gores/panels (as required by age/condition)
Envelope	Check maximum temperature indication (flag/'tell-tale')
Crown ring, lines, pulleys, rings, wires, karabiners	Inspect for function, security and condition
<b>BURNER</b>	
Identification (type/serial number)	Check for presence
Frame/suspension	Inspect for deformation, cracks and damages
Pilot light and valve	Perform functional and leak check
Blast/silent burner valve	Perform functional and leak check
Burner hoses	Inspect for porosity, damages and life time limitation
Pressure gauge	Inspect for condition and perform functional check
Hose couplings	Inspect O-rings and sealing valves for condition
<b>BASKET</b>	
Identification (type/serial number/registration plate)	Check for presence
Basket weave and top frame (including padding/leather)	Inspect for damages and cracks
Internal metal frame and welds	Inspect for condition
Floor and sliding runners	Inspect for breaks, attachment to weave/frame and hide protection
Basket wires, thimbles and karabiners	Inspect for security and condition
Carrying handles, grab loops/handles	Inspect for security and condition

Straps for cylinder attachment	Inspect for security and condition
Takeoff aid/rope, drop line and pilot restraint	Inspect for security and condition
<b>FUEL CONTAINERS (cylinders)</b>	
Identification (type/serial number)	Check for presence
Cylinders	Check time limitation
Cylinders	Inspect for body damage and corrosion
Valves	Perform functional and leak check
Fill level gauge	Perform functional check
<b>EQUIPMENT AND INSTRUMENTS</b>	
Altimeter, variometer, combi-instrument	Perform functional (battery) check
Fire extinguisher	Check expiration date and protection cover
First-aid kit	Check for completeness and expiration date
Alternate ignition source	Check for condition
Communication/navigation equipment (radio)	Perform operational check
Transponder	Perform operational check
<b>B) GAS BALLOONS</b>	
<b>ENVELOPE</b>	
Type plate	Check for presence
Registration	Check for presence
Fabric and net	Inspect for tears, holes and damages

Crown vent valve, lines, rings, springs and wires	Inspect for function, security and condition
Emergency deflation valve	Inspect for function and condition
<b>BASKET</b>	
Type plate	Check for presence
Basket weave and top frame (including padding/leather)	Inspect for damages and cracks
Floor and sliding runners	Inspect for breaks and attachment to weave/frame
Basket ring	Inspect for damages, cracks and deformation
Carrying handles, grab loops/handles	Inspect for security and condition
Ballast containers	Inspect for condition
Takeoff aid/rope and drop line	Inspect for security and condition
<b>EQUIPMENT AND INSTRUMENTS</b>	
Altimeter, variometer, combi-instrument	Perform functional (battery) check
Fire extinguisher	Check expiration date and protection cover
First-aid kit	Check for completeness and expiration date
Communication/navigation equipment (radio)	Perform operation check
Transponder	Perform operational check

### III. Draft Opinion — Annex II (Part-145) to Regulation (EC) 2042/2003 is amended as follows:

The Table of Content within Part-145 is amended as follows:

#### **CONTENTS**

...

#### **SECTION A – TECHNICAL REQUIREMENTS**

...

145.A.35 Certifying staff and support staff

145.A.36 Records of airworthiness review staff

145.A.40 Equipment, tools and material

...

145.A.55 Maintenance and airworthiness review records

...

...

Point 145.A.30 is amended as follows:

#### **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 category B1 or B3 in accordance with Annex III (Part-66) may carry out and/or control colour contrast dye penetrant tests.
- (g) Any organisation maintaining aircraft, except where stated otherwise in point (j), shall in the case of aircraft line maintenance, have appropriate aircraft rated certifying staff qualified as category B1, B2, B3, as appropriate, in accordance with Annex III (Part-66) and point 145.A.35.

In addition such organisations may also use appropriately task trained certifying staff holding the privileges described in points 66.A.20(a)(1) and 66.A.20(a)(3)(ii) and qualified in accordance with Annex III (Part-66) and point 145.A.35 to carry out minor scheduled line maintenance and simple defect rectification. The availability of such certifying staff shall not replace the need for category B1, B2, B3 certifying staff, as appropriate.

- (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, B2 as appropriate 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 rated certifying staff qualified as category B1, B2, B3, as appropriate, in accordance with Annex III (Part-66) and point 145.A.35 or,

- (ii) appropriate aircraft rated certifying staff qualified in category C assisted by support staff as specified in point 145.A.35(a)(i).
- (i) Component certifying staff shall comply with Part-66.
- (j) By derogation to paragraphs (g) and (h), in relation to the obligation to comply with Annex III (Part-66), 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~~ **issue** 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.

- (k) If the organisation performs airworthiness reviews and issues the corresponding airworthiness review certificate for ELA1 aircraft not involved in commercial operations in accordance with M.A.901(I), it shall have airworthiness review staff qualified and authorised in accordance with M.A.901(I)1.

A new point 145.A.36 is introduced as follows:

**145.A.36 Records of airworthiness review staff**

The approved maintenance organisation shall record all details concerning the airworthiness review staff and maintain a current list of all the airworthiness review staff together with their scope of approval as part of the organisation's exposition pursuant to point 145.A.70(a)6.

The organisation shall retain the record for at least three years after the staff referred to in this paragraph have ceased employment (or engagement as a contractor or volunteer) 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.

Point 145.A.55 is amended as follows:

#### **145.A.55 Maintenance and airworthiness review 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 ~~the issuance~~ issue of the certificate of release to service, including subcontractor's release documents, and for the issue of any airworthiness review certificate.
- (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 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. In addition, it shall retain a copy of all the records related to the issue of airworthiness review certificates until two years after the aircraft has been permanently withdrawn from service.
  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~~ three 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
    - all retained airworthiness review records shall be transferred to the owner of the aircraft

Point 145.A.70 is amended as follows:

#### **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~~ support staff ~~and, if applicable, airworthiness review 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 ~~and any additional procedure performed in accordance with Part-M~~;
  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).

Point 145.A.75 is amended as follows:

#### **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.
- (f) Perform airworthiness reviews and issue the corresponding airworthiness review certificate for ELA1 aircraft not involved in commercial operations, under the conditions specified in point M.A.901(I), if specifically approved to do so.
- (g) Develop the maintenance programme and process its approval in accordance with point M.A.302 for ELA2 aircraft not involved in commercial operations, under the conditions specified in point M.A.201(e)(ii).

Point 145.A.85 is amended as follows:

**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 and airworthiness review staff that could affect the approval.

Appendix III is amended as follows:

**Appendix III: Maintenance organisation approval referred to in Annex II (Part-145)**

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[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 and, when stipulated, to issue airworthiness review certificates after an airworthiness review as specified in point M.A.901(I) of Annex I (Part-M) of the same Regulation for those aircraft listed in the attached approval schedule.

**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.

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**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.

(\*\*\*\*) State whether the issue of airworthiness review certificates is authorised or not (only possible for ELA1 aircraft not involved in commercial operations which are maintained in accordance with the 'Minimum Inspection Programmes' contained in Appendix IX to Part-M).

#### **IV. Draft Decision — Decision No 2003/19/RM, Annex I (AMC to Part-M) is amended as follows:**

Point AMC M.A.201(e) is amended as follows:

##### **AMC M.A.201(e) Responsibilities**

The limited contract for the development and, when applicable, processing the approval of the aircraft maintenance programme should cover the responsibilities related to M.A.302(d), M.A.302(e) and M.A.302(g). This contract may also entitle the contracted M.A. Subpart G organisation to use the indirect approval procedure described in M.A.302(c).

In the case of ELA1 aircraft not involved in commercial operations, if the owner decides to issue a declaration for the aircraft maintenance programme in accordance with M.A.301(h), the owner is fully responsible for its content. In this case, if the owner has contracted an organisation in accordance with M.A.201(e), this organisation is responsible for the development and proposal to the owner of a maintenance programme which includes not only the mandatory maintenance information but also any additional tasks derived from the evaluation of the recommendations issued by the Design Approval Holder. However, when issuing a declaration for the maintenance programme, the owner then assumes full responsibility for any deviations to such recommendations that he/she decides to introduce in the maintenance programme.

Point AMC M.A.302 is amended as follows:

##### **AMC M.A.302 Aircraft maintenance programme**

**NOTE:** This AMC is not applicable to those ELA1 aircraft not involved in commercial operations for which the owner has elected to apply the provisions of point M.A.302(h). For those cases, refer to AMC M.A.302(h).

1. The term "maintenance programme" is intended to include scheduled maintenance tasks the associated procedures and standard maintenance practises. The term "maintenance schedule" is intended to embrace the scheduled maintenance tasks alone.
2. The aircraft should only be maintained to one approved maintenance programme at a given point in time. Where an owner or operator wishes to change from one approved programme to other, a transfer check or inspection may need to be performed in order to implement the change.
3. The maintenance programme details should be reviewed at least annually. As a minimum revisions of documents affecting the programme basis need to be considered by the owner or operator for inclusion in the maintenance programme during the annual review. Applicable mandatory requirements for compliance with Part-21 should be incorporated into the owner or operator's maintenance programme as soon as possible.
4. The aircraft maintenance programme should contain a preface which will define the maintenance programme contents, the inspection standards to be applied, permitted variations to task frequencies and, where applicable, any procedure to manage the evolution of established check or inspection intervals.

Appendix I to AMC M.A.302 provides detailed information on the contents of an approved aircraft maintenance programme.

5. Repetitive maintenance tasks derived from modifications and repairs should be incorporated into the approved maintenance programme.

Point AMC M.A.302(d) is amended as follows:

**AMC M.A.302(d) Aircraft maintenance programme compliance**

1. An owner or operator's maintenance programme should normally be based upon the maintenance review board (MRB) report where applicable, the maintenance planning document (MPD), the relevant chapters of the maintenance manual or any other maintenance data containing information on scheduling. Furthermore, an owner or operator's maintenance programme should also take into account any maintenance data containing information on scheduling for components.
2. Instructions issued by the competent authority can encompass all types of instructions from a specific task for a particular aircraft to complete recommended maintenance schedules for certain aircraft types that can be used by the owner/operator directly. These instructions may be issued by the competent authority in the following cases:
  - in the absence of specific recommendations of the Type Certificate Holder.
  - to provide alternate instructions to those described in the subparagraph 1 above, with the objective of providing flexibility to the operator.
3. Where an aircraft type has been subjected to the MRB report process, an operator should normally develop the initial operator's aircraft maintenance programme based upon the MRB report.
4. Where an aircraft is maintained in accordance with an aircraft maintenance programme based upon the MRB report process, any associated programme for the continuous surveillance of the reliability, or health monitoring of the aircraft should be considered as part of the aircraft maintenance programme.
5. Aircraft maintenance programmes for aircraft types subjected to the MRB report process should contain identification cross reference to the MRB report tasks such that it is always possible to relate such tasks to the current approved aircraft maintenance programme. This does not prevent the approved aircraft maintenance programme from being developed in the light of service experience to beyond the MRB report recommendations but will show the relationship to such recommendations
6. Some approved aircraft maintenance programmes, not developed from the MRB process, utilise reliability programmes. Such reliability programmes should be considered as a part of the approved maintenance programme.
7. Alternate and/or additional instructions to those defined in paragraphs M.A.302(d)(i) and (ii), proposed by the owner or the operator, may include but are not limited to the following:
  - Escalation of the interval for certain tasks based on reliability data or other supporting information. Appendix I recommends that the maintenance programme contains the corresponding escalation procedures. The escalation of these tasks is directly approved by the competent authority, except in the case of ALIs (Airworthiness Limitations), which are approved by the Agency.
  - More restrictive intervals than those proposed by the TC holder as a result of the reliability data or because of a more stringent operational environment.
  - Additional tasks at the discretion of the operator.

A new point AMC M.A.302(e) is introduced as follows:

**AMC M.A.302(e) Aircraft maintenance programme**

Except for complex motor-powered aircraft, the aircraft maintenance programme may take the format of the following example:

Example of Aircraft Maintenance Programme (for aircraft other than 'complex motor-powered aircraft')	
Owner <input type="checkbox"/> - Lessee <input type="checkbox"/> - CAMO <input type="checkbox"/>  (The person/organisation responsible for the continuing airworthiness according to M.A.201)	
<b>1</b>	
Name/Address:	Contact: Telephone: E-mail: Fax:
<b>2</b>	
<b>Aircraft Registration:</b>	
<b>3</b>	
Aircraft Manufacturer:	Engine Manufacturer:
Aircraft Type/Model:	Engine Type/Model:
Aircraft Serial number:	Propeller Manufacturer:
	Propeller Type/Model:
<b>4</b>	

<b>Basic information for the maintenance programme:</b> <ul style="list-style-type: none"> <li>• either maintenance data from the Design Approval Holder, or</li> <li>• in the case of ELA1 aircraft not involved in commercial operations, the maintenance tasks contained in the Part-M Appendix IX 'Minimum Inspection Programme' (only possible in the case where the owner issues a declaration for the maintenance programme)</li> </ul> <p>Directly list the details of each maintenance task for the aircraft/engine/propeller (description, interval, etc.) or, as an alternative, provide such details by reference to particular documents/manuals/checklists (including revision level status, which should be updated at the time of the Periodic Reviews referred to in Table 3).</p> <p>In the case of ELA1 aircraft not involved in commercial operations, if the option selected is to follow the maintenance data from the Design Approval Holder, at least the manuals referred to in the latest version of the TCDS (type Certificate Data Sheet) should be followed.</p> <p>In the case of ELA1 aircraft not involved in commercial operations, if the option selected is to follow the 'Minimum Inspection Programme', the owner should review the maintenance data from the Design Approval Holder to identify if there are specific inspections to be performed at intervals different to 100 and/or annual interval</p> <p>Indicate the option selected:</p> <p>Minimum Inspection Programme <input type="checkbox"/></p> <p>Design Approval Holder Data <input type="checkbox"/></p> <p><b>List of maintenance tasks for the aircraft/engine/propeller or reference to particular documents/manuals/checklists:</b></p>		<b>5</b>
<b>Specific equipment and modifications:</b> <p>Are there any additional maintenance measures required due to specific installed equipment and/or modifications of the aircraft? If yes, enter in Table 1.</p>		Yes <input type="checkbox"/> No <input type="checkbox"/> <b>6</b>
<b>Repairs:</b> <p>Are there any additional maintenance measures required due to repairs incorporated on the aircraft? If yes, enter in Table 1.</p>		Yes <input type="checkbox"/> No <input type="checkbox"/> <b>7</b>



<p><b>Mandatory Continuing Airworthiness Instructions (ALIs, CMRs, etc):</b></p> <p>Are there any mandatory continuing airworthiness requirements? If yes, enter in Table 1.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><b>8</b></p>
<p><b>Repetitive Airworthiness Directives (AD):</b></p> <p>Are there any applicable airworthiness directives which are repetitive? If yes, enter in Table 1.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><b>9</b></p>
<p><b>Maintenance recommendations:</b></p> <p>Are there any other maintenance measures, such as TBO intervals, recommended through service bulletins, service letters, etc.? If yes, enter in Table 1.</p> <p>Enter in Table 2 any deviations to the maintenance recommendations mentioned above, together with the alternative inspections/tasks to be performed. This may include a change to the recommended intervals or the decision not to perform a particular recommended maintenance task.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><b>10</b></p>
<p><b>Operational directives/requirements:</b></p> <p>Are there any applicable operational directives/requirements such as inspection of airspeed indicator, altimeter, compass, transponder, etc.?</p> <p>If yes, enter in Table 1.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><b>11</b></p>
<p><b>Special operational approvals:</b></p> <p>Are there any additional maintenance measures due to specific Special Approvals (E.g. RVSM, MNPS, B-NAV)? If yes, enter in Table 1.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><b>12</b></p>
<p><b>Use of the aircraft and operational environment:</b></p> <p>Are there any additional maintenance measures required due to the use of the aircraft and the operational environment?</p> <p>In the case of high utilisation aircraft (aircraft flying more than 200 hours per year) using the 'Minimum Inspection Programme', consideration should be given to additional inspections required by the Design Approval Holder (at intervals higher than 100h).</p> <p>If yes, enter in Table 1.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><b>13</b></p>
<p><b>Pilot-Owner Maintenance:</b></p> <p>Are there any maintenance actions performed by the Pilot-owner (ref. Part-M, M.A.803)?</p> <p>Enter in Table 1:</p> <ul style="list-style-type: none"> <li>• The list of tasks</li> <li>• The name of the pilot-owner(s) or the alternative procedure described in AMC M.A.803 point 3.</li> </ul>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><b>14</b></p>

Table 1 (see fields 6 through 14)		
Interval	Task description	References (incl. revision date)
Specific equipment and modifications		
Repairs		
Mandatory Continuing Airworthiness Instructions (ALIs, CMRs, etc.)		
Repetitive Airworthiness Directives		
Maintenance recommendations (see deviations in Table 2)		
Operational Directives/requirements		
Special operational approvals		

<b>Use of the aircraft and operational environment</b>			
<b>Pilot-owner maintenance</b>			
<p>The above Pilot-Owner maintenance will be performed in accordance with Regulation (EC) No 2042/2003, Part-M.</p> <p>Pilot-owner name: _____ Licence Number: _____</p> <p>Signature: _____ Date: _____</p> <p>NOTE: If there are several Pilot-Owners, include a separate list for each Pilot-Owner.</p>			
<b>Table 2 (deviations from recommended maintenance intervals, see field 10)</b>			
Interval		Task description	Alternative inspections/tasks
Recomm ended	Changed to		
<b>Table 3 (Record of periodic reviews of the maintenance programme)</b> (In accordance with M.A.302(g) or M.A.302(h)5, as applicable)			

<b>Describe whether the review has resulted or not in changes to the Maintenance Programme (any changes introduced will be described in Table 4 below)</b>		<b>Date and signature</b>
<b>Table 4 (Revision control of the maintenance programme)</b>		
<b>Rev. No</b>	<b>Content of revision</b>	<b>Date and signature</b>

**Approval/Declaration of the Maintenance Programme (select one of the following three approval options):**

**Declaration by the owner** (only for ELA1 aircraft not involved in commercial operations and under the conditions of Part-M, M.A.302(h)):

I hereby declare that this is the maintenance programme applicable to the aircraft referred to in fields 3 and 4 and I am fully responsible for its content and, in particular, for any deviations introduced as regards the Design Approval Holder recommendations.

**Name/Signature:** \_\_\_\_\_

**Date of signature:** \_\_\_\_\_

**Approved by the contracted organisation (CAMO, Part-M Subpart F or Part-145)** (only in those cases where the organisation has an “indirect approval procedure” approved by their competent authority and limited to those cases where such authority is also responsible for the approval of the maintenance programme):

**Approval reference No of the CAMO/Part-M Subpart-F/Part-145:** \_\_\_\_\_

**Name/Signature:** \_\_\_\_\_

**Date of signature:** \_\_\_\_\_

**Approved by the competent authority responsible for the maintenance programme:**

**Competent Authority:** \_\_\_\_\_

**Name/Signature/Stamp:** \_\_\_\_\_

**Date of signature:** \_\_\_\_\_

Point AMC M.A.302(f) is amended as follows:

**AMC M.A.302(f) Aircraft maintenance programme —reliability programmes**

1. Reliability programmes should be developed for aircraft maintenance programmes based upon maintenance steering group (MSG) logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components.
2. Reliability programmes need not be developed for aircraft not considered as large aircraft or that contain overhaul time periods for all significant aircraft system components.
3. The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective and their periodicity is adequate.
4. The reliability programme may result in the escalation or deletion of a maintenance task, as well as the de-escalation or addition of a maintenance task
5. A reliability programme provides an appropriate means of monitoring the effectiveness of the maintenance programme.
6. Appendix I to AMC M.A.302 and M.B.301 (d) gives further guidance."

A new point AMC M.A.302(h) is introduced as follows:

**AMC M.A.302(h) Aircraft maintenance programme**

NOTE: This AMC is applicable to those ELA1 aircraft not involved in commercial operations for which the owner has elected to apply the provisions of point M.A.302(h).

1. The aircraft should only be maintained according to one maintenance programme at a given point in time. Where an owner wishes to change from one approved programme to other, a transfer check or inspection may need to be performed to implement the change.
2. The maintenance programme may take the format of the example provided in AMC M.A.302(e).
3. During the annual review of the maintenance programme, the following should be taken into consideration:
  - The results of the maintenance performed during that year, which may reveal that the current maintenance programme is not adequate.
  - The results of the airworthiness review performed on the aircraft.
  - Revisions introduced on the documents affecting the programme basis, such as the Appendix IX 'Minimum Inspection Programme' or the Design Approval Holder data.
  - Applicable mandatory requirements for compliance with Part-21, such as Airworthiness Directives, Airworthiness Limitations and Certification Maintenance Requirements.

Point AMC M.A.605(a) is amended as follows:

**AMC M.A.605(a) Facilities**

1. Where a hangar is not owned by the M.A. Subpart F organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar space to carry out planned maintenance should be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the aircraft maintenance programme. The aircraft hangar visit plan should be updated on a regular basis.

For balloons and airships a hangar may not be required where maintenance of the envelope and bottom end equipment can more appropriately be performed outside, providing all necessary maintenance can be accomplished in accordance with M.A.402. For complex repairs or component maintenance requiring an EASA Form 1, suitable approved workshops should be provided. The facilities and environmental conditions required for inspection and maintenance should be defined in the Maintenance Organisation Manual.

Depending on the scope of work of the maintenance organisation, it may not be necessary to have a hangar available. For example, an organisation maintaining sailplanes (when not performing major repairs) may perform the work in alternative suitable facilities (and possibly at remote locations) as agreed by the competent authority.

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 aircraft component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust etc. Aircraft hangar and aircraft component workshop floors should be sealed to minimise dust generation.
3. Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete continuing airworthiness records in a proper manner.

Point AMC M.A.607 is amended as follows:

**AMC M.A.607 Certifying staff and airworthiness review 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. All prospective certifying staff are required to be assessed for competence, qualification and capability related to intended certifying duties. Competence and capability can be assessed by having the person work under the supervision of another certifying person 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. The person need not be assessed 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 it is reasonable to accept a written confirmation from the previous organisation.
3. The organisation should hold copies of all documents that attest to qualification, and to recent experience.

Point AMC M.A.607(c) is amended as follows:

**AMC M.A.607(c) Certifying staff and airworthiness review staff**

1. The following minimum information as applicable should be kept on record in respect of each certifying person:
  - (a) name;
  - (b) date of birth;
  - (c) basic training;
  - (d) type training;

- (e) recurrent training;
- (f) specialised training;
- (g) experience;
- (h) qualifications relevant to the approval;
- (i) scope of the authorisation and personal authorisation reference;
- (j) date of first issue of the authorisation;
- (k) if appropriate - expiry date of the authorisation.

2. The following minimum information as applicable should be kept on record in respect of each airworthiness review person:

- (a) name;
- (b) date of birth;
- (c) certifying staff authorisation;
- (d) experience as certifying staff on ELA1 aircraft;
- (e) qualifications relevant to the approval (knowledge of relevant parts of Part-M and knowledge of the relevant airworthiness review procedures);
- (f) scope of the airworthiness review authorisation and personal authorisation reference;
- (g) date of the first issue of the airworthiness review authorisation;
- (h) if appropriate - expiry date of the airworthiness review authorisation.

2.3. 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.

3.4. The competent authority should be granted access to the records upon request.

Point AMC M.A.614(a) is amended as follows:

**AMC M.A.614(a) Maintenance and airworthiness review records**

...

Point AMC M.A.614(c) is amended as follows:

**AMC M.A.614(c) Maintenance and airworthiness review records**

...

A new point AMC M.A.707(f) is introduced as follows:

**AMC M.A.707(f) Airworthiness review staff**

'Independence from the continuing airworthiness management process of the aircraft' means being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their continuing airworthiness management.



Nevertheless, this is acceptable if these airworthiness review staff can show “overall authority on the continuing airworthiness management process of the complete aircraft”. This may be achieved, among other ways, if this person is:

- the Accountable Manager or the Maintenance Postholder of the CAMO.
- responsible for the complete continuing airworthiness management process of the aircraft being reviewed.
- the only person employed by a one-man CAMO.

A new point AMC M.A.710(h) is introduced as follows:

#### **AMC M.A.710(h) Airworthiness review**

During the annual review of the maintenance programme, the following should be taken into consideration:

- The results of the maintenance performed during that year, which may reveal that the current maintenance programme is not adequate.
- The results of the airworthiness review performed on the aircraft.
- Revisions introduced on the documents affecting the programme basis, such as the Appendix IX ‘Minimum Inspection Programme’ or the Design Approval Holder data.
- Applicable mandatory requirements for compliance with Part-21, such as Airworthiness Directives, Airworthiness Limitations and Certification Maintenance Requirements.

A new point AMC M.A.710(i) is introduced as follows:

#### **AMC M.A.710(i) Airworthiness review**

The objective of informing the competent authority when the airworthiness review shows discrepancies linked to deficiencies in the content of the maintenance programme is to allow the competent authority to take it into account when planning the ACAM (Aircraft Continuing Airworthiness Monitoring) inspections.

Point AMC M.A.901(a) is amended as follows:

#### **AMC M.A.901(a) Aircraft airworthiness review**

EASA Form 15a is issued by competent authorities while EASA Form 15b is issued by a M.A. Subpart G organisation and EASA Form 15c is issued by a Part-145 or an M.A. Subpart F maintenance organisation.

A new point AMC M.A.901(l)1 is introduced as follows:

#### **AMC M.A.901(l)1 Aircraft airworthiness review**

‘Independence from the continuing airworthiness management process of the aircraft’ means being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their continuing airworthiness management.

Although this may not be relevant for most maintenance organisations (Part-145 or Part-M Subpart F) since these organisations cannot perform the continuing airworthiness management of aircraft (this is a privilege of CAMOs), it needs to be considered by those maintenance organisations (Part-145 or Part-M Subpart F) intending to nominate as airworthiness review

staff certifying staff who are also employed/contracted by a CAMO and who have been involved in the continuing airworthiness management of the aircraft being reviewed.

Nevertheless, this is acceptable if these airworthiness review staff (who are also employed/contracted by the CAMO) can show "overall authority on the continuing airworthiness management process of the complete aircraft". This may be achieved, among other ways, if this person is:

- the Accountable Manager or the Maintenance Postholder of the CAMO.
- responsible for the complete continuing airworthiness management process of the aircraft being reviewed.
- the only person employed by a one-man CAMO.

A new point AMC M.A.901(I)7 is introduced as follows:

#### **AMC M.A.901(I)7 Aircraft airworthiness review**

The objective of informing the competent authority when the airworthiness review shows discrepancies linked to deficiencies in the content of the maintenance programme is to allow the competent authority to take it into account when planning the ACAM (Aircraft Continuing Airworthiness Monitoring) inspections.

Point AMC M.B.301(c) is amended as follows:

#### **AMC M.B.301(c) Maintenance programme**

1. Approval of an aircraft maintenance programme through a procedure established by a M.A. Subpart G, M.A. Subpart F or Part-145 organisation should require the organisation to demonstrate to the competent authority that it has competence, procedures and record keeping provisions, which will enable the organisation to analyse aircraft reliability, TC holder's instructions, and other related operating and maintenance criteria.
2. According to the complexity of the aircraft and the nature of the operation, the maintenance programme procedures should contain reliability centred maintenance and condition monitored maintenance programme procedures and have procedures relating to the programme control which contain the following provisions:
  - (a) task escalation or adjustment,
  - (b) maintenance programme review,
  - (c) SB or Service Information assessment,
  - (d) component and structures in service performance review,
  - (e) maintenance programme revision,
  - (f) maintenance procedure effectiveness review and amendment,
  - (g) maintenance review board report (MRBR) or manufacturer maintenance planning document (MPD) review and assessment, as appropriate,
  - (h) AD review and assessment,
  - (i) owner/maintenance/M.A. Subpart G organisation liaison,
  - (j) training.
3. When the competent authority requests, the organisation should make provision for the attendance of a representative of the competent authority representative at

meetings held to consider maintenance implications arising from reviews of the above provisions.

Point AMC M.B.703 is amended as follows:

### **AMC M.B.703 Issue of approval**

The table shown for the Approval Schedule in EASA Form 14 includes a field designated as "Aircraft type/series/group"

The intention is to give maximum flexibility to the competent authority to customise the approval to a particular organisation.

Possible alternatives to be included in this field are the following:

- A specific type designation that is part of a type certificate, such as Airbus 340-211 or Cessna 172R.
- A type rating (or series) as listed in Part-66 Appendix I to AMC, which may be further subdivided, such as Boeing 737-600/700/800, Boeing 737-600, Cessna 172 Series.
- An aircraft group such as, for example, "all sailplanes and powered sailplanes" or "Cessna single piston engine aircraft" or "Group 3 aircraft (as defined in 66.A.5)" or "aircraft below 2730 kg MTOM".

Reference to the engine type installed in the aircraft may or may not be included, as necessary.

It is important to note that the scope of work defined in the EASA Form 14 is further limited to the one defined in the Continuing Airworthiness Management Exposition (CAME). It is this scope of work in the CAME which ultimately defines the approval of the organisation. As a consequence, it is possible for a competent authority to endorse in the EASA Form 14, for example, a scope of work for Group 3 aircraft while the detailed scope of work defined in the CAME does not include all Group 3 aircraft.

Nevertheless, in all cases, the competent authority should be satisfied that the organisation has the capability to manage the requested types/groups/series endorsed in the EASA Form 14.

Since the activities linked to continuing airworthiness management are mainly process-oriented rather than facility/tooling-oriented, changes to the detailed scope of work defined in the CAME (either directly or through a capability list), within the limits already included in the EASA Form 14, may be considered as not affecting the approval and not subject to M.A.713. As a consequence, for these changes the competent authority may allow the use by the M.A. Subpart G organisation of the indirect approval procedure defined in M.A.704(c).

In the example mentioned above, before endorsing the Group 3 in the Form 14 for the first time, the competent authority should make sure that the organisation is capable of managing this category of aircraft as a whole. In particular, the competent authority should ensure that Baseline/Generic Maintenance Programmes (see M.A.709) or individual maintenance programmes (for contracted customers) are available for all the aircraft which are intended to be initially included in the scope of work detailed in the CAME. Later on, if changes need to be introduced in the detailed scope of work detailed in the CAME to include new aircraft types (within Group 3), this may be done by the M.A. Subpart G organisation through the use of the indirect approval procedure.

Since, as mentioned above, the competent authority should make sure that the organisation is capable of managing the requested category as a whole, it is not reasonable to grant a full Group 3 approval based on an intended scope of work which is limited to, for example, a Cessna 172 aircraft. However, it may be reasonable to grant such full Group 3 approval, after showing appropriate capability, for an intended scope of work covering several aircraft types or series of different complexity and which are representative of the full Group 3.



Appendix IV to AMC M.A.604 is amended as follows:

## **Appendix IV to AMC M.A.604 Maintenance organisation manual**

### **1. Purpose**

The maintenance organisation manual is the reference for all the work carried out by the approved maintenance organisation. It should contain all the means established by the organisation to ensure compliance with Part-M according to the extent of approval and the privileges granted to the organisation.

The maintenance organisation manual should define precisely the work that the approved maintenance organisation is authorised to carry out and the subcontracted work. It should detail the resources used by the organisation, its structure and its procedures.

### **2. Content**

A typical Maintenance Organisation Manual for a small organisation (less than 10 maintenance staff) should be designed to be used directly on a day to day basis. The working documents and lists should be directly included into the manual. It should contain the following:

#### Part A. — General

- **Table of content**
- **List of effective pages**
- **Record of amendments**
- **Amendment procedure**
  - Drafting
  - Amendments requiring direct approval by the competent authority
  - Approval
- **Distribution**
  - Name or title of each person holding a copy of the manual
- **Accountable manager statement**
  - Approval of the manual
  - Statement that the maintenance organisation manual and any incorporated document identified therein reflect the organisation's means of compliance with Part-M
  - Commitment to work according to the manual
  - Commitment to amend the manual when necessary

#### Part B — Description

- **Organisation's scope of work**
  - Description of the work carried out by the organisation (type of product, type of work) and subcontracted work
  - Identification of the level of work which can be performed at each facility.
- **General presentation of the organisation**
  - Legal name and social status
- **Name and title of management personnel**

- Accountable manager
- Senior managers
- Duties and responsibilities
- **Organisation chart**
- **Certifying staff and airworthiness review staff**
  - Minimum qualification and experience
  - List of authorised certifying staff and airworthiness review staff, their scope of qualification and the personal authorisation reference
- **Personnel**
  - Technical personnel (number, qualifications and experience)
  - Administrative personnel (number)
- **General description of the facility**
  - Geographical location (map)
  - Plan of hangars
  - Specialised workshops
  - Office accommodation
  - Stores
  - Availability of all leased facilities.
- **Tools, equipment and material**
  - List of tools, equipment and material used (including access to tools used on occasional basis)
  - Test apparatus
  - Calibration frequencies
- **Maintenance data**
  - List of maintenance data used in accordance with M.A.402, and appropriate amendment subscription information (including access to data used on occasional basis).

## Part C — General Procedures

- **Organisational review**
  - Purpose (to insure that the approved maintenance organisation continues to meet the requirements of Part-M)
  - Responsibility
  - Organisation, frequency, scope and content (including processing of authority's findings)
  - Planning and performance of the review
  - Organisational review checklist and forms
  - Processing and correction of review findings
  - Reporting
  - Review of subcontracted work
- **Training**

- Description of the methods used to ensure compliance with the personnel qualification and training requirements (certifying staff training, specialised training)
- Description of the personnel records to be retained
- **Subcontracting of specialised services**
  - Selection criteria and control
  - Nature of subcontracted work
  - List of subcontractors
  - Nature of arrangements
  - Assignment of responsibilities for the certification of the work performed
- **One time authorisations**
  - Maintenance checks
  - Certifying staff

#### Part D — Working Procedures

- **Work order acceptance**
- **Preparation and issue of the work package**
  - Control of the work order
  - Preparation of the planned work
  - Work package content (copy of forms, work cards, procedure for their use, distribution)
  - Responsibilities and signatures needed for the authorisation of the work
- **Logistics**
  - Persons/functions involved
  - Criteria for choosing suppliers
  - Procedures used for incoming inspection and storage of parts, tools and materials
  - Copy of forms and procedure for their use and distribution
- **Execution**
  - Persons/functions involved and respective role
  - Documentation (work package and work cards)
  - Copy of forms and procedure for their use and distribution
  - Use of work cards or manufacturer's documentation
  - Procedures for accepting components from stores including eligibility check
  - Procedures for returning unserviceable components to stores
- **Release to Service – Certifying staff**
  - Authorised certifying staff functions and responsibilities
- **Release to Service – Supervision**

Detailed description of the system used to ensure that all maintenance tasks, applicable to the work requested of the approved maintenance organisation, have been completed as required.

- Supervision content
  - Copy of forms and procedure for their use and distribution
  - Control of the work package
  - **Release to Service – Certificate of release to service**
    - Procedure for signing the CRS (including preliminary actions)
    - Certificate of release to service wording and standardised form
    - Completion of the aircraft continuing airworthiness record system
    - Completion of EASA Form 1
    - Incomplete maintenance
    - Check flight authorisation
    - Copy of CRS and EASA Form 1
  - **Records**
  - **Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations**
  - **Development and approval processing (including indirect approval procedures) for maintenance programmes for ELA2 aircraft not involved in commercial operations (only for aircraft registered in the Member State responsible for the oversight of the maintenance organisation)**
  - **Special procedures**
- Such as specialised tasks, disposal of unsalvageable components, re-certification of parts not having an EASA Form 1, etc.
- **Occurrence reporting**
    - Occurrences to be reported
    - Timeframe of reports
    - Information to be reported
    - Recipients
  - **Management of indirect approval of the manual**
    - Amendments content eligible for indirect approval
    - Responsibility
    - Traceability
    - Information to the competent authority
    - Final validation

#### Part E – Appendices

- Sample of all documents used.
- List of maintenance locations.
- List of Part 145 or M.A. Subpart F organisations.
- List of subcontracted specialised services.

### 3. Approval



The competent authority should approve the manual in writing. This will normally be done by approving a list of effective pages.

Minor amendments, or amendments to a large capability list, can be approved indirectly, through a procedure approved by the member state.

#### **4. Continuous compliance with Part-M**

When a maintenance organisation manual no longer meets the requirements of this Part-M, whether through a change in Part-M, a change in the organisation or its activities, or through an inadequacy shown to exist by verification inspections conducted under the organisational review, or any other reason that affects the manuals conformity to requirements, the approved maintenance organisation is responsible to prepare and have approved an amendment to its manual.

#### **5. Distribution**

The manual describes how the organisation works therefore the manual or relevant parts thereof need to be distributed to all concerned staff in the organisation and contracted organisations.

Appendix VI to AMC M.B.602(f) is amended as follows:

**Appendix VI to AMC M.B.602(f) EASA Form 6F**

<b>M.A. SUBPART F APPROVAL RECOMMENDATION REPORT</b>	<b>EASA FORM 6F</b>
<p><b>Part 1: General</b></p> <p>Name of organisation:</p> <p>Approval reference:</p> <p>Requested approval rating/ Form 3 dated*:</p> <p>Other approvals held (If app.)</p> <p>Address of facility audited:</p> <p>Audit period: from                      to                      :</p> <p>Date(s) of audit(s):</p> <p>Audit reference(s):</p> <p>Persons interviewed:</p> <p>Competent authority surveyor:                      Signature(s):</p> <p>Competent authority office:                      Date of Form 6F part 1 completion:</p> <p style="text-align: right;">*delete where applicable</p>	

**M.A. SUBPART F APPROVAL RECOMMENDATION REPORT****EASA FORM 6F****Part 2: M.A. Subpart F Compliance Audit Review**

The five columns may be labeled and used as necessary to record the approval product line or facility, including subcontractor's, reviewed. Against each column used of the following M.A. Subpart F 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					
M.A.603	Extent of approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.604	Maintenance Organisation Manual (see Part 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.605	Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.606	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.607	Certifying staff and airworthiness review staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.608	Components, Equipment and tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.609	Maintenance data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.610	Maintenance work orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.611	Maintenance standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.612	Aircraft certificate of release to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.613	Component certificate of release to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.614	Maintenance records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

M.A.615	Privileges of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.616	Organisational review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.617	Changes to the approved maintenance organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.619	Findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competent authority surveyor(s):		Signature(s):				
Competent authority office:		Date of Form 6F part 2 completion:				

**M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA FORM 6F**
**PART 3: Compliance with M.A. Subpart F maintenance organisation manual (MOM)**

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.

**Part A General**

1.1	<input type="checkbox"/>	Table of content
1.2	<input type="checkbox"/>	List of effective pages
1.3	<input type="checkbox"/>	Record of amendments
1.4	<input type="checkbox"/>	Amendment procedure
1.5	<input type="checkbox"/>	Distribution
1.6	<input type="checkbox"/>	Accountable manager's statement

**Part B Description**

2.1	<input type="checkbox"/>	Organisation's scope of work
2.2	<input type="checkbox"/>	General presentation of the organisation
2.3	<input type="checkbox"/>	Name and title of management personnel
2.4	<input type="checkbox"/>	Organisation chart
2.5	<input type="checkbox"/>	Certifying staff and airworthiness review staff

2.6		Personnel
2.7		General description of the facility
2.8		Tools, equipment and material
2.9		Maintenance data
Part C	General procedures	
3.1		Organisational review
3.2		Training
3.3		<del>Contracting</del> Subcontracting of specialised services
3.4		One time authorisations

**M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA FORM 6F**
**PART 3: Compliance with M.A. Subpart F maintenance organisation manual (MOM)**
**Part D Working Procedures**

4.1		Work order acceptance
4.2		Preparation and issue of work package
4.3		Logistics
4.4		Execution
4.5		Release to service – Certifying staff
4.6		Release to service – Supervision
4.7		Release to service – Certificate of release to service
4.8		Records
4.9		Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations
4.10		Procedures for the development and approval processing (including indirect approval procedures) for maintenance programmes for ELA2 aircraft not involved in commercial operations (only for aircraft registered in the Member State responsible for the oversight of the maintenance organisation)

4.9 4.11		Special procedures
4.10 4.12		Occurrence reporting
4.11 4.13		Management of indirect approval of the manual

Part E Appendices

5.1		Sample of all documents used
5.2		List of subcontractors.
5.3		List of maintenance locations
5.4		List of Part 145 or M.A. Subpart F organisations

MOM reference:

MOM amendment:

Competent authority audit staff:

Signature(s):

Competent authority office:

Date of Form 6F part 3 completion:

**M.A. SUBPART F APPROVAL RECOMMENDATION REPORT****EASA FORM 6F****Part 4: Findings regarding M.A. Subpart F 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):  Findings		Corrective action		
			Date Due	Date Closed	
					Reference

**M.A. SUBPART F APPROVAL RECOMMENDATION REPORT****EASA FORM 6F****Part 5: M.A. Subpart F approval or continued approval or change recommendation**

Name of organisation:

Approval reference:

Audit reference(s):

The following M.A. Subpart F scope of approval is recommended for this organisation:

Or, it is recommended that the M.A. Subpart F 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 6F review (quality check) :

Date:



Appendix VIII to AMC M.A.616 is amended as follows:

**Appendix VIII to AMC M.A.616**

**This is only applicable to organisations with less than 10 maintenance staff members. For larger organisations, the principles and practices of an independent quality system should be used.**

Depending on the complexity of the small organisation (number and type of aircraft, number of different fleets, subcontracting of specialised services, etc.), the organisational review system may vary from a system using the principles and practices of a quality system (except for the requirement of independence) to a simplified system adapted to the low complexity of the organisation and the aircraft managed.

As a core minimum, the organisational review system should have the following features, which should be described in the Maintenance Organisation Manual (MOM):

- a. Identification of the person responsible for the organisational review programme.

By default, this person should be the accountable manager, unless he delegates this responsibility to (one of) the M.A.606(b) person(s).

- b. Identification and qualification criteria for the person(s) responsible for performing the organisational reviews.

These persons should have a thorough knowledge of the regulations and of the maintenance organisation procedures. They should also have knowledge of audits, acquired through training or through experience (preferably as an auditor, but also possibly because they actively participated in several audits conducted by the competent authority).

- c. Elaboration of the organisational review programme:

- Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the MOM should be addressed.
- A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews.

- d. Performance of organisational reviews

Each checklist item should be answered using an appropriate combination of:

- review of records, documentation, etc.
- sample check of aircraft under contract or being maintained under a work order.
- interview of personnel involved.
- review of discrepancies and difficulty internal reports (e.g. notified difficulties in using current procedures and tools, systematic deviations from procedures, etc.).
- review of complaints filed by customers after delivery.

- e. Management of findings and occurrence reports.

- All findings should be recorded and notified to the affected persons.
- All level 1 findings, in the sense of M.A.619(a), should be immediately notified to the competent authority and all necessary actions on aircraft in service should be immediately taken.
- All occurrence reports should be reviewed with the aim for continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g., notified difficulties in using current

procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.

- Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.
- Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, closure of the finding should be recorded along with a summary of the corrective action.
- The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

Following is a typical example of a simplified organisational review checklist, **to be adapted as necessary to cover the MOM procedures:**

### **1 – Scope of work**

Check that:

- All aircraft and components under maintenance or under contract are covered in the Form 3.
- The scope of work in the MOM does not disagree with the Form 3.
- No work has been performed outside the scope of the Form 3 and the MOM.

### **2 - Maintenance data**

- Check that maintenance data to cover the aircraft in the scope of work of the MOM are present and up-to-date.
- Check that no change has been made to the maintenance data from the TC holder without being notified.

### **3 – Equipment and Tools**

- Check the equipment and tools against the lists in the MOM and check if still appropriate to the TC holder's instructions.
- Check tools for proper calibration (sample check).

### **4 – Stores**

- Do the stores meet the criteria in the procedures of the MOM?
- Check by sampling some items in the store for presence of proper documentation and any overdue items."

### **5 – Certification of maintenance, airworthiness review and development and approval processing (including indirect approval) of maintenance programmes**

- Has maintenance on products and components been properly certified?
- Have implementation of modifications/repairs been carried out with appropriate approval of such modifications/repairs (sample check).
- Have airworthiness reviews been properly performed and the airworthiness review certificate properly issued?
- Have maintenance programmes for ELA1 aircraft not involved in commercial operations been properly developed and approved?

### **6 – Relations with the owners/operators**

- Has maintenance been carried out with suitable work orders?

- When a contract has been signed with an owner/operator, has the obligations of the contracts been respected on each side?

## **7 – Personnel**

- Check that the current accountable manager and other nominated persons are correctly identified in the approved MOM.
- If the number of personnel has decreased or if the activity has increased, check that the staff are still adequate to ensure a safe product.
- Check that the qualification of all new personnel (or personnel with new functions) has been appropriately assessed.
- Check that the staff have been trained, as necessary, to cover changes in:
  - regulations,
  - competent authority publications,
  - the MOM and associated procedures,
  - the products in the scope of work,
  - maintenance data (significant ADs, SBs, etc.).

## **8 – Maintenance contracted**

- Sample check of maintenance records:
  - Existence and adequacy of the work order,
  - Data received from the maintenance organisation:
    - Valid CRS including any deferred maintenance,
    - List of removed and installed equipment and copy of the associated Form 1 or equivalent.
- Obtain a copy of the current approval certificate (Form 3) of the maintenance organisations contracted.

## **9 – Maintenance subcontracted**

Check that subcontractors for specialised services are properly controlled by the organization.”

## **10 – Technical records and record-keeping**

- Have the maintenance actions been properly recorded?
- Have the certificates (Form 1 and Conformity certificates) been properly collected and recorded?
- Perform a sample check of technical records to ensure completeness and storage during the appropriate periods.
- Is storage of computerised data properly ensured?

## **11 – Occurrence reporting procedures**

- Check that reporting is properly performed.
- Actions taken and recorded.

Appendix IX to AMC M.A.602 and AMC M.A.702 is amended as follows:

**Appendix IX to AMC M.A.602 and AMC M.A.702 EASA Form 2**

<b>Competent authority</b>	<b>Application for</b>	
	<b>Part-M Subpart F Approval*</b>	<b>initial grant*/ Change*</b>
	<b>Part-145 Approval*</b>	<b>initial grant*/ Change*</b>
	<b>Part-M Subpart G Approval*</b>	<b>initial grant*/ Change*</b>
1. <b>Registered name of applicant:</b>		
2. <b>Trading name (if different):</b>		
3. <b>Addresses requiring approval:</b>		
4.	<b>Tel.</b> .....	<b>Fax</b> .....
	<b>E-mail</b> .....	
5. <b>Scope of approval relevant to this application: see page 2 for possibilities in the case of a Subpart F/Part-145 approval:</b>		
6. <b>Position and name of the (proposed*) Accountable Manager:</b> .....		
7. <b>Signature of the (proposed*) Accountable Manager:</b> .....		
8. <b>Place:</b> .....		
9. <b>Date:</b> .....		
<u>Note (1):</u> A note giving the address(es) to which the Form(s) should be sent.		
<u>Note (2):</u> An optional note to give information on any fees payable.		
* delete as applicable		

**EASA Form 2** Page 1 of 2 \_\_\_\_\_

**SCOPE OF APPROVAL AVAILABLE**

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes above 5700 kg	[Rating reserved to Maintenance Organisations approved in accordance with Annex II (Part-145)]  [State aeroplane manufacturer or group or series or type and/or the maintenance tasks]  <i>Example: Airbus A320 Series</i>	[YES/NO]*	[YES/NO]*
	A2 Aeroplanes 5700 kg and below	[State aeroplane manufacturer or group or series or type and/or the maintenance tasks]  <i>Example: DHC-6 Twin Otter Series</i>  State whether the issue of airworthiness review certificates is requested or not (only possible for ELA1 aircraft not involved in commercial operations)	[YES/NO]*	[YES/NO]*
	A3 Helicopters	[State helicopter manufacturer or group or series or type and/or the maintenance task(s)]  <i>Example: Robinson R44</i>	[YES/NO]*	[YES/NO]*
	A4 Aircraft other than A1, A2 and A3	[State aircraft category (sailplane, balloon, airship...), manufacturer or group or series or type and/or the maintenance task(s).]  State whether the issue of airworthiness review certificates is requested or not (only possible for ELA1 aircraft not involved in commercial operations).	[YES/NO]*	[YES/NO]*
ENGINES	B1 Turbine	[State engine series or type and/or the maintenance task(s)] <i>Example: PT6A Series</i>		
	B2 Piston	[State engine manufacturer or group or series or type and/or the maintenance task(s)]		
	B3 APU	[State engine manufacturer or series or type and/or the maintenance task(s)]		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	[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).]  <i>Example: PT6A Fuel Control</i>		
	C2 Auto Flight			
	C3 Comms and Nav			
	C4 Doors - Hatches			
	C5 Electrical Power & Lights			
	C6 Equipment			
	C7 Engine - APU			
	C8 Flight Controls			
	C9 Fuel			

	C10 Helicopter - Rotors	
	C11 Helicopter - Trans	
	C12 Hydraulic Power	
	C13 Indicating - recording system	
	C14 Landing Gear	
	C15 Oxygen	
	C16 Propellers	
	C17 Pneumatic & Vacuum	
	C18 Protection ice/rain/fire	
	C19 Windows	
	C20 Structural	
	C21 Water ballast	
	C22 Propulsion Augmentation	
SPECIALISED SERVICES	D1 Non Destructive Testing	[State particular NDT method(s)]

EASA Form 2 Page 2 of 2

**V. Draft Decision — Decision No 2003/19/RM, Annex II (AMC to Part-145) is amended as follows:**

A new point AMC 145.A.36 is introduced as follows:

**AMC 145.A.36 Records of airworthiness review staff**

The following minimum information as applicable should be kept on record in respect of each airworthiness review person:

- (a) name;
- (b) date of birth;
- (c) certifying staff authorisation;
- (d) experience as certifying staff on ELA1 aircraft;
- (e) qualifications relevant to the approval (knowledge of relevant parts of Part-M and knowledge of the relevant airworthiness review procedures);
- (f) scope of the airworthiness review authorisation and personal authorisation reference;
- (g) date of the first issue of the airworthiness review authorisation;
- (h) if appropriate - expiry date of the airworthiness review authorisation.

Point AMC 145.A.55(c) is amended as follows:

**AMC 145.A.55(c) Maintenance and airworthiness review records**

...

Point AMC 145.A.70(a) is amended as follows:

**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 support staff~~ and airworthiness review 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
- 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/manufacturere
- 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
- 2.29 Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations
- 2.30 Development and approval processing (including indirect approval procedures) for maintenance programmes for ELA2 aircraft not involved in commercial operations (only for aircraft registered in the Member State responsible for the oversight of the maintenance organisation)

## **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

## **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 support staff qualification and training procedures
- 3.5 Certifying staff and 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
- 3.15 Training procedures for on-the-job training as per Section 6 of Appendix III to Part-66 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same).
- 3.16 Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 licence in accordance with 66.B.105 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same).

#### **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.

Appendix II to AMC 145.B.20(5) is amended as follows:

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

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

Part-145 APPROVAL RECOMMENDATION REPORT	EASA FORM 6					
<p>Part 2: Part-145 Compliance Audit Review</p> <p>The five columns may be labelled 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.</p>						
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 support staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145.A.36	Records of airworthiness review 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"/>
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145.A.95 Findings

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Competent surveyor(s):

Signature(s):

Competent authority office:

Date of Form 6 part 2 completion:

Part-145 APPROVAL RECOMMENDATION REPORT

EASA FORM 6

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

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.

**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 support staff and airworthiness review 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		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
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
2.29		Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations
2.30		Development and approval processing (including indirect approval procedures) for maintenance programmes for ELA2 aircraft not involved in commercial operations (only for aircraft registered in the Member State responsible for the oversight of the maintenance organisation)
<b>Part L2 Additional Line Maintenance Procedures</b>		
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
<b>Part 3      Quality System Procedures</b>		
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
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
3.15		Training procedures for on-the-job training as per Section 6 of Appendix III to Part-66 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same).
3.16		Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 licence in accordance with 66.B.105 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same).



**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     |

MOE Reference:

MOE Amendment:

Competent authority audit staff:

Signature(s):

Competent authority office:

Date of Form 6 part 3 completion:

Part-145 APPROVAL RECOMMENDATION REPORT		EASA FORM 6			
<b>Part 4: Findings Part-145 Compliance status</b> 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):  Findings	L E V E L	Corrective action		
			Date	Date	
			Due	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:

**VI. Draft Decision — Decision No 2003/19/RM, Annex III (GM to Part-145) is amended as follows:**

Point GM 145.A.10 is amended as follows:

**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 and, if applicable, airworthiness review 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. This 'maintenance engineer' may also be nominated as airworthiness review staff to carry out airworthiness reviews and issue the corresponding airworthiness review certificate for ELA1 aircraft not involved in commercial operations in accordance with M.A.901(I).

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 post holder for the quality monitoring function, this function may be contracted in accordance to paragraph 3.1.1.

Point GM 145.A.55(a) is amended as follows:

**GM 145.A.55(a) Maintenance and airworthiness review records**

...

Point GM 145.A.65(c)1 is amended as follows:

**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	MECH	AVIONIC
			Workshop	Workshop	Workshop
145.A.25		Yes	Yes	Yes	Yes
145.A.30		Yes	Yes	Yes	Yes
145.A.35		Yes	Yes	Yes	Yes
145.A.36		Yes	No	No	No
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

PARA	Comment	HANGAR	ENGINE	MECH	AVIONIC
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
2.29	MOE	Yes	No	No	No
2.30	MOE	Yes	No	No	No
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).

**VII. Draft Decision — Decision No 2003/19/RM, Annex VI (GM to Part-M) is amended as follows:**

A new point GM M.A.201(e), M.A.302(h) and M.A.901(l) is introduced as follows:

**GM M.A.201(e), M.A.302(h) and M.A.901(l)**

**Maintenance Programme development and approval (for private aircraft other than large \*)**

\* Aircraft for which M.A.201(f), (g), (h) and (i) do not apply.

The following table provides a summary of the provisions contained in M.A.201(e) and AMC M.A.201(e):

	<b>OPTION 1 (for private aircraft other than large)</b>	<b>OPTION 2 (for private aircraft other than large)</b>	<b>OPTION 3 (for ELA2 aircraft not involved in commercial operations)</b>
<b>Development and processing of the approval of the maintenance programme</b>	Performed by the owner	Contracted to a CAMO	Contracted to a Part-145 or M.A. Subpart F maintenance organisation (see M.A.201(e)(ii))
<b>Approval/Declaration of the maintenance programme</b>	Direct approval by the NAA  or  Declaration by the owner <b>(only for ELA1 aircraft not involved in commercial operations, see M.A.302(h))</b>	Direct approval by the NAA  or  Indirect approval by the contracted CAMO  or  Declaration by the owner <b>(only for ELA1 aircraft not involved in commercial operations, see M.A.302(h))</b>	Direct approval by the NAA  or  Indirect approval by the contracted Part-145 or M.A. Subpart F maintenance organisation  or  Declaration by the owner <b>(only for ELA1 aircraft not involved in commercial operations, see M.A.302(h))</b>



**Maintenance Programme content and airworthiness review (for all aircraft)**

The following table provides a summary of the provisions contained in M.A.302 and AMC M.A.901 in relation to the content of the maintenance programme, its approval and its link with the airworthiness review:

	<b>OPTION 1 (for all aircraft)</b>	<b>OPTION 2 (for ELA1 aircraft not involved in commercial operations)</b>
<b>Basic information used for the maintenance programme</b>	Maintenance data from the Design Approval Holder (complying with M.A.302(d) and (e))	'Minimum Inspection Programme' (see M.A.302(h)2 and Appendix IX to Part-M)
<b>Customisation to a particular aircraft registration</b>	Complying with M.A.302(e) or Using the template in AMC M.A.302(e) <b>(only for aircraft other than complex)</b>	Using the template in AMC M.A.302(e)
<b>Approval/Declaration of the maintenance programme</b>	Direct approval by NAA or Indirect approval by contracted CAMO or Indirect approval by contracted Part-145 or M.A. Subpart F maintenance organisation <b>(only for ELA2 aircraft not involved in commercial operations, see M.A.201(e)(ii))</b> or Declaration by the owner (see M.A.302(h)) <b>(only for ELA1 aircraft not involved in commercial operations, see M.A.302(h))</b>	Declaration by the owner (see M.A.302(h))
<b>Performance of Airworthiness Review and issue of Airworthiness Review Certificate</b>	CAMO or NAA (depending on the aircraft category)	NAA or CAMO or Part-145/M.A. Subpart F maintenance organisation (when combined with annual inspection, see M.A.901(l))