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| **Traficom Checklist Details** |
| Checklist Identification: IMS.CHK - PALV.LUPA.ORG -ILMA-145.MOE | Checklist Name:MOE checklist | Checklist responsible:Janne Lehesvirta  | Checklist Revision no:4 |
| Effectivity:Applicable from From 2.12.2022 | Checklist compliance up to:Basic Regulation (EU) 2021/1087, IR (EU) 2021/1963, ED Decision 2022/011/R |

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| **Traficom Process Details** |
| Drno/Ind No:       | Inspector Name:      |
| Inspection Date:      | Inspection Status:[ ]  Approved[ ]  Not Approved |

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| **Customer Information** |
| Organisation name:       | Approval no:       |
| Address:       |
| Contact person, name:       | Direct no. :       | e-mail:       |
| **Document Information** |
| Document Name:      | Document Status:[ ]  Initial approval[ ]  Revision no.       Dated:       |
| Other Information:      |

NOTE: Check “OK” box if satisfactory results. Check “NC.” box if non-satisfactory results. Use “Remark” field for comments. Use “Notes” field for any possible inspector’s notes.

If N/A check “OK” box and state “N/A”

***NOTE: Items which are only recommendations are typed cursive (Italic letters)***

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|  | **MOE General structure** |
|  | At each page of MOE | Each page of the MOE should be identified as follows (this information may be added in the header or footer):* The name of the organisation (official name as defined on the EASA Form 3 approval certificate)
* The issue number of the MOE, (if applicable)
* The amendment/revision number of the MOE (initial should be 0)
* The date of the revision (amendment or issue, depending on the way the organisation has chosen to revise the MOE)
* The chapter of the MOE (recommended)
* The page number
* The name of the document "Maintenance Organisation Exposition”
 | [ ]  | [ ]  |       |
|  | At the first page of MOE | At the beginning of the volume, the first page should specify:* “Part 145 Maintenance Organisation Exposition”
* The name of the organisation (official name as defined on the EASA Form 3 approval certificate)
* The approval reference number of the organization
* The address (mailing and street), telephone, fax numbers and e-mail address of the Head Office
* The copy number from the distribution list (if paper copies are maintained)
 | [ ]  | [ ]  |       |
|  | At the beginning of MOE: | * Table of contents, including annexes
* list of effective pages
* Revision record and amendment record including:
	+ Revision number
	+ Revision date
	+ Description of amendment
	+ Name of the person who has approved the MOE (usually QM)
* Distribution list including:
	+ MOE copy number (if applicable)
	+ MOE holder
	+ Format (media)
 | [ ]  | [ ]  |       |
|  | GM1 145.A.70 | *Purpose of the MOE** *It is recommended that the purpose of the MOE is described.*
 | [ ]  | [ ]  |       |
|  | AMC 145.A.70(a) | If MOE does not follow the basic structure of AMC 145.A.70(a), check that it contains a cross-reference Annex using list in AMC 145.A.70(a) as an index with an explanation as to where the subject matter can be found in the MOE. | [ ]  | [ ]  |       |
|  |  | If the MOE is not issued as a complete single manual, check for clear summary of manual hierarchy that defines the total MOE. (Lower and upper class documents such as Procedures Manuals, Safety Management Manual or Compliance Monitoring Manual) | [ ]  | [ ]  |       |
|  | (EU) 2018/1139 Ch I, Art. 3(EU) 1321/2014 Art 2(EU) 376/2014 Art 2GM1 to Annex II (Part-145) | Abbreviations and definitions | [ ]  | [ ]  |       |
| **Notes** |  |

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|  | **PART 1 GENERAL** |
| **1.1** | **Statement by the accountable manager** |
|  | 145.A.70(a)(1)AMC1 145.A.70(a)(1) | Accountable manager statement commitment complies with145.A.70(a)(1) and the intent of the example in AMC1 145.A.70(a)(1). | [ ]  | [ ]  |       |
|  | 145.A.70(a)(1) | AM signature. If the AM is not the CEO (the highest level responsible of the organization), check that also the CEO has countersigned the commitment. Check the “Extract from the Register of Companies” (= Kaupparekisteriote). | [ ]  | [ ]  |       |
| **1.2** | **Safety policy and objectives**  |
|  | 145.A.70(a)(2)145.A.200(a)(2)AMC1 145.A.200(a)(2)GM1 145.A.200(a)(2) | the organisation’s safety policy and the related safety objectives referred to in point 145.A.200(a)(2)  | [ ]  | [ ]  |       |
|  | 145.A.200(a)(2) | a description of the overall philosophies and principles of the organisation with regard to safety (“the safety policy”), and the related safety objectives; | [ ]  | [ ]  |       |
|  | AMC1 145.A.200(a)(2)(a) | Safety Policy. Check that the safety policy include what is required in points 1-6 of AMC1 145.A.200(a)(2)(a) | [ ]  | [ ]  |       |
|  | AMC1 145.A.200(a)(2)(b) | Safety Policy. Check that the safety policy include a commitment as required in points 1-5 of AMC1 145.A.200(a)(2)(b) | [ ]  | [ ]  |       |
|  | AMC1 145.A.200(a)(2)(d) | Safety Objectives. Check that the safety objectives are defined as required in AMC1 145.A.200(a)(2)(d)  | [ ]  | [ ]  |       |
| **1.3** | **Management personnel** |
|  | 145.A.70(a)2.(GM1 145.A.10 for small org) | Names and titles of management personnel * Accountable manager
* Persons nominated under 145.A.30(b)
* Compliance Monitoring Manager; 145.A.30(c)
* Safety Manager; 145.A.30(ca)
 | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(b) | Check that it is clearly identified which titles and persons carries out the following functions:* Base maintenance manager
* Line maintenance manager
* Work shop manager

*Also recommended if applicable:** *Engineering director*
* *Responsible Level 3 for NDT*
 | [ ]  | [ ]  |       |
|  | 145.A.30(b) | Deputies for the nominated persons are clearly identified *similar level of qualification and experience is recommended* | [ ]  | [ ]  |       |
| **1.4** | **Duties and responsibilities of the management personnel** |
|  | 145.A.30(a)AMC1 145.A.30(a)AMC1 145.A.200(a)(1)(b) | ACCOUNTABLE MANAGERCheck that the AM has at least the following responsibilities:* For ensuring that maintenance carried out meets the standards required by the competent authority
* For establishing and promoting safety policy
* If applicable: lead the Safety Review Board (SRB)
* For financing the maintenance
* For manpower resources
* For facilities availability
* For ensuring that any charges are paid as prescribed by EASA or CAA in respect of Part-145 approval
* For nominating the management staff
* For ensuring that the competency of all personnel including management personnel has been assessed.
* For supervision of the progress of the corrective actions/review of the overall results in terms of compliance monitoring
 | [ ]  | [ ]  |       |
|  | 145.A.30(b)AMC1 145.A.30(b) (1)-(8) | MAINTENANCE MANAGER(S)Check that nominated persons’ responsibilities comply with AMC AMC1 145.A.30(b) (1)-(8) | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(c);(ca)(a)GM1 145.A.30(ca) | SAFETY MANAGERThe functions of the safety manager should be to:* facilitate hazard identification, risk assessment and management;
* monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan, unless action follow-up is addressed by the compliance monitoring function;
* provide periodic reports on safety performance to the safety review board
* ensure the maintenance of safety management documentation;
* ensure that there is safety training available, and that it meets acceptable standards;
* provide advice on safety matters; and (vii) ensure the initiation and follow-up of internal occurrence investigations.
 | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(c);(ca)(b)(1) | COMPLIANCE MONITORING MANAGERThe role of the compliance monitoring manager should be to ensure that:* the activities of the organisation are monitored for compliance with the applicable requirements and any additional requirements as established by the organisation, and that these activities are carried out properly under the supervision of the nominated persons referred to in points (b), (c) and (ca) of point 145.A.30;
* any maintenance contracted to another maintenance organisation is monitored for compliance with the contract or work order;
* an audit plan is properly implemented, maintained, and continually reviewed and improved; and
* corrections and corrective actions are requested as necessary.
 | [ ]  | [ ]  |       |
|  | 145.A.35(i)AMC1 145.A.55(d) | COMPLIANCE MONITORING MANAGEROther responsibilities:* authorization of certifying staff
* control of CS and SS records
 | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(c);(ca)(b)(2) | The compliance monitoring manager should not be one of the persons referred to in point 145.A.30(b); | [ ]  | [ ]  |       |
|  | 145.A.70(a)(4) | Check that nominated persons’ duties and responsibilities includes matters on which they may deal directly with the CAA on behalf of the organization. | [ ]  | [ ]  |       |
|  | 145.A.30(cc)AMC1 145.A.30(cc) | Knowledge, background and experience of nominated person(s)* requirements to be listed i.a.w AMC1 145.A.30(cc) (a)-(i)
 | [ ]  | [ ]  |       |
| **1.5** | **Management organisation chart** |
|  | 145.A.70(a)(5)145.A.200(a)(1) | Check that the organisation chart is showing the accountability and associated lines of responsibility, between all the nominated persons. Check the consistency of the organization chart and the ch 1.3 persons and positions. | [ ]  | [ ]  |       |
|  | 145.A.30(cb) | Check that person or group of persons nominated in accordance with points (b), (c) and (ca) have a responsibility to the accountable manager and direct access to him/her. | [ ]  | [ ]  |       |
|  | AMC1 145.A.200(a)(1)(a) | If applicable: safety review board (SRB) in the organisational structure | [ ]  | [ ]  |       |
| **1.6**  | **List of certifying staff, support staff and airworthiness review staff** |
|  | 145.A.70(a)(6)145.A.37AMC 145.A.37GM1 145.A.37(b) | Check that MOE includes: a list of the certifying staff and, if applicable, support staff and airworthiness review staff with their scope of authorisation; | [ ]  | [ ]  |       |
|  | AMC 145.A.70(a)GM 145.A.70(a)(3) | Check that the management of the list is described. | [ ]  | [ ]  |       |
|  |  | If the list is kept as a separate document or electronic data file, check that there is an acceptable procedure to maintain the list and to deliver the list to CAA regularly. The list must be revision controlled i.e. revision no. and date | [ ]  | [ ]  |       |
|  | 145.A.35(j) | The list must include at least the following information: * Name
* Function *(base/line/ workshop/etc)*
* Scope/limitation of the authorization
* Date of the first issue of the authorization
* Date of expiry if required
* Authorisation identification number
 | [ ]  | [ ]  |       |
| **1.7** | **Manpower resources** |
|  | 145.A.70(a)(7)145.A.30(d) | Check that MOE includes general description of * manpower resources
* system that is in place to plan the availability of staff, as required by point 145.A.30(d)
 | [ ]  | [ ]  |       |
|  |  | Check that the number of people is sufficient to support * each site/location
* each function and scope of work
 | [ ]  | [ ]  |       |
|  |  | *Check for adequate grouping to certifying & support staff, mechanics, inspectors, specialized staff, supervisors, planners, engineering, management.* | [ ]  | [ ]  |       |
| **1.8** | **General description of the facilities at each address intended to be approved** |
|  | 145.A.70(a)(8)AMC2 145.A.20145.A.25 | Check that MOE includes each of the facilities where maintenance is intended to be carried out. All sites should be covered, however, a different emphasis can be placed on sites of different importance, for example those sites mentioned in the approval document, will need detailed description. Other significant sites, such as principal (over-night) line stations must be clearly described while en-route stations at which minor line maintenance tasks are performed may be briefly covered. The level of detail required in each case will vary with the scope of work.  | [ ]  | [ ]  |       |
|  | 145.A.70(a)(8)AMC1 145.A.70(a)145.A.25 | Check that MOE includes description *(including size of area)* for:* hangar accommodation
* specialized workshops
* environmental provisions
* line maintenance facilities ( at each location) as appropriate
* office accommodation for:
	+ planning
	+ technical records
	+ safety management and compliance monitoring
	+ manual viewing
* Storage
 | [ ]  | [ ]  |       |
|  | 145.A.25(c), (d)  | Check that MOE includes description for controlling environmental or other special conditions when required, for example storage temperature and humidity control or ESD. | [ ]  | [ ]  |       |
|  | AMC1 145.A.25(a)(1) | Check that MOE includes description of facilities ownership or renting/sharing with other users. *Check that MOE includes a description that CAA may require to show the proof of tenancy/access.* | [ ]  | [ ]  |       |
|  | AMC1 145.A.25(a)(1) | For aircraft base maintenance, check that MOE includes procedure for maintaining hangar visit plan. (May also be at some other chapter) | [ ]  | [ ]  |       |
| **1.9** | **Organisation's intended scope of work** |
|  | 145.A.20AMC1 145.A.20AMC2 145.A.20145.A.42(b)(ii)145.A.70(a)(9)145.A.75(a)(b)(c)(d)(e)(f)[GM1 145.A.10. (small org)] | This chapter must show the range of work carried out at each approved site. When a maintenance organisation is performing maintenance in multiple locations the corresponding scope of work shall additionally be detailed for each site. This shall also relate to chapters 1.8 & 5.3 in such a way that it can be clearly seen which specific tasks are performed at each location. Limitations to the scope of approval may apply to the case of small organisations.  | [ ]  | [ ]  |       |
| ***1.9.1*** | **Aircraft Maintenance** |  |  |  |  |
|  | 145.A.70(a)(9) | *It is recommended that the scope of work is grouped to subparagraphs, for example:*1.9.1 Aircraft MaintenanceI*t is recommended to use a table with the following columns (for each approved site):** + Rating
	+ TC Holder
	+ Aircraft Type/Group Rating
	+ Limitation (Aircraft Model)
	+ Maintenance level (up to and including the following)
	+ Base/Line

**In column TC Holder**: the information from the column “TC Holder” of the table in Appendix I to AMC to Part-66, as amended.**In column Aircraft Type/Group Rating:** the full information from the column “Part- 66 Type rating endorsement” of the table in Appendix I to AMC to Part-66, as amended, needs to be entered. For example, an organisation only maintaining the model Airbus A321-212, shall enter in this column the full “Part- 66 Type rating endorsement” Airbus A318 /A319/A320/A321 (CFM56).In case of group rating, each aircraft composing the group shall be listed.Some engines may be installed on aircraft as per STC (refer to the list of approved STC on the EASA website)**In column Limitation (Aircraft Model)**: the data from column “Model” from the same Appendix I to AMC to Part-66, as amended.**In column Maintenance level**: the scope of maintenance activity agreed by the Competent Authority.  | [ ]  | [ ]  |       |
| ***1.9.2*** | **Engine Maintenance** |  |  |  |  |
|  |  | 1.9.2 Engine Maintenance- Table with columns for each approved site:* + Rating
	+ Engine/APU type
	+ Limitation (Engine/APU Model)
	+ Maintenance level

**For engines only**:- in column Engine / APU Type: the engine type as listed in the engine TCDS,- in the column Limitation: the engine models as defined in the engine TCDS,- in the column Maintenance level: the scope of work agreed by the Competent Authority, reference to the relevant maintenance data should be made;- when the maintenance performed under B1 or B3 rating is limited to boroscoping inspections, the MOE should specify the engine/APU types associated to the boroscoping technique limitation,**For APU only, shall be mentioned in the table**:- in column Engine / APU Type: the APU type- in the column Limitation: the APU model as defined by the OEM,- in the column Maintenance level: the scope of work agreed by the Competent Authority, reference to the relevant maintenance data should be made. | [ ]  | [ ]  |       |
| ***1.9.3*** | **Component Maintenance** |  |  |  |  |
|  |  | 1.9.3 Component MaintenanceThis section shall specify the component manufacturer or the particular component and/or cross refer to a referenced capability list. The part number and the level of work performed should be included. The reference of the relevant CMM shall also be added.* Table with columns for each approved site and workshop:
	+ Rating
	+ ATA
	+ P/N
	+ Designation
	+ Reference of the CMM
	+ Level of maintenance
	+ Work Shop

- in the column Rating: the relevant class C rating, if some C ratings are not used, the line remains empty,- in the column ATA, the ATA 2200 reference defined in AMC 145.A.20,- in the column P/N and Designation: the detailed reference number and designation of the component as per CMM respectively,- in the column CMM: the reference of the component maintenance manual (or equivalent document)- in the column Level of maintenance: the scope agreed by the Competent Authority- in the column Work shop: the base maintenance shop where maintenance takes place. | [ ]  | [ ]  |       |
|  |  | When the organisation is managing a separate “capability list” the information addressed above should be mentioned in this list. In this case the paragraph 1.9 should only address the rating, the ATA and the Designation and should refer to the capability list reference.Check that MOE includes procedure for control and amendment of capability list, if applicable. | [ ]  | [ ]  |       |
| ***1.9.4*** | **Specialised Services Maintenance** |
|  |  | ***1.9.4.1* NDT with D1 Rating*** Table with columns for each approved site and workshop:
	+ Rating (D1)
	+ Limitation (NDT method)
	+ Detail of limitation
* In column Rating: D1
* In column Limitation: the NDT method
* in column Detail of limitation: the detailed method of test when applicable or the relevant exception.
 | [ ]  | [ ]  |       |
|  |  | ***1.9.4.2* NDT without D1 Rating ("in the course of maintenance")**When the Organisation intends to perform NDT tasks under another approved rating (e.g. as part of the maintenance carried out on aircraft under rating A1, engines under rating B1, components under a C rating) the NDT tasks are considered done in the “course of maintenance”.In this case, even if the Organisation does not need to hold a D1 rating, the various NDT methods applied during maintenance shall be listed in this paragraph for. When the organisation holds a fixed NDT capability (e.g. personnel, facility, equipment) at different specific sites or workshops, the information has to be stated.It has to be noted that the same requirements in place for being approved under the D1 rating remain applicable. | [ ]  | [ ]  |       |
|  |  | ***1.9.4.3* Other Specialised Activities**Each specialised maintenance tasks such as but not limited to composite repairs, painting, welding, machining and NDI shall be detailed in this chapter.These specialised services maintenance shall be detailed for each approved site and workshop.It has to be noted that those specialised maintenance tasks may need to be carried out under specific conditions (e.g. full aircraft painting is considered to be a base maintenance task and therefore a base maintenance scope of approval is required in addition to listing such activity in this chapter). | [ ]  | [ ]  |       |
| ***1.9.5*** | **Maintenance Away From the Approved Locations as per 145.A.75 (c).**  |
|  | 145.A.75 (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 supportingoccasional line maintenance, subject to the conditions specified in the exposition.* Reference to conditions and procedures (MOE 2.32)

  | [ ]  | [ ]  |       |
| ***1.9.6*** | **Fabrication of parts iaw 145.A.42(b)(iii)** |
|  | 145.A.42(b)(iii) | If applicable, this paragraph shall make reference to the fact that the Organisation may fabricate parts in the course of maintenance, subject to the condition specified in MOE 2.30 (Fabrication of Parts) The part fabrication is to be considered under an approved rating (e.g. as part of the maintenance carried out on aircraft under rating A1, engines under rating B1, components under a C rating).If applicable:1. Scope of fabrication iaw 145.A.42(b)(iii)
2. reference to MOE 2.30 fabrication procedure
 | [ ]  | [ ]  |       |
| ***1.9.7*** | **Airworthiness review privileges** |
|  | 145.A.75(f)ML.A.903(MOE 2.29) | if applicable:if specifically approved to do so for aircraft covered by Annex Vb (Part-ML) and if it has its principal place of business in one of the Member States, the organisation may perform airworthiness reviews and issue the corresponding airworthiness review certificates under the conditions specified in pointML.A.903 of Annex Vb (Part-ML).* Specify capability for airworthiness reviews and ARC
* Reference to procedure (MOE chapter 2.29)
 | [ ]  | [ ]  |       |
| **1.10** | **Procedures for changes (including MOE amendment) requiring prior approval** |
|  | 145.A.70(a)(10)145.A.70(a)(11)AMC1 145.A.70145.A.85(a)GM 145.A.85(a) | * List of changes to the organisation that require prior approval by the competent authority i.a.w 145.A.85(a)(1)-(5)
* List of other changes requiring prior approval i.a.w GM 145.A.85(b)(a)-(f)
* person responsible for monitoring and amending the MOE
 | [ ]  | [ ]  |       |
|  | 145.A.85(b)AMC1 145.A.85AMC2 145.A.85GM 145.A.85(b)145.B.330 | * Application process 145.A.85(b)
	+ To include all necessary documentation
* Application time frames (AMC1 145.A.85)
* Management of changes (AMC2 145.A.85)
* Operation conditions during the changes
* CAA decision in writing
 | [ ]  | [ ]  |       |
| **1.11** | **Procedures for changes (including MOE amendment) not requiring prior approval** |
|  | 145.A.70(a)(10)145.A.70(a)(11)AMC1 145.A.70145.A.85(c)145.B.310(h)AMC 145.B.40 | * Scope of changes not requiring prior approval
* Change procedure
* MOE amendment procedure
* Notification procedure to CAA
* CAA acknowledge receipt in writing
* person responsible for monitoring and amending the MOE
 | [ ]  | [ ]  |       |
| **1.12** | **Procedure for alternative means of compliance (AltMoC)** |
|  | 145.A.120AMC1 145.A.120(b)GM1 145.A.120 | * Duties and responsibilities

AltMoC procedure including:* providing CAA full description of AltMoC including
	+ a summary of the AltMoC;
	+ the content of the AltMoC;
	+ a statement that compliance with the Regulation is achieved; and
	+ in support of that statement, an assessment demonstrating that the AltMoC reaches an acceptable level of safety, taking into account the level of safety provided by the corresponding EASA AMC.
 | [ ]  | [ ]  |       |
|  | AMC1 145.A.120(b)(b) | AltMoC records to be kept i.a.w 145.A.55 as part of Management system records | [ ]  | [ ]  |       |
| **Notes** |  |

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|  | **PART 2 MAINTENANCE PROCEDURES** |
| **2.1** | **Supplier evaluation and subcontractor control procedure** |  |
|  | 145.A.42(b)(i)AMC1 145.A.42(b)GM2 145.A.42(b)(i)GM3 145.A.42(b)(i)145.A.75(b)AMC 145.A.75(b) | ***2.1.1* Definitions**SUPPLIERAny source providing components, standard parts or materials to be used for maintenance. The list of suppliers is not considered an MOE associated list and can be managed under control of the compliance monitoring function.The term “supplier” used in this chapter excludes the suppliers of tools and tools calibrations services which shall be described and referred in the MOE chapter 2.4.CONTRACTED ORGANISATIONAn EASA Part-145 maintenance organisation that carries out maintenance under its own approval for another approved maintenance organization. The list of contracted organisations shall be included in the MOE chapter 5.4.SUBCONTRACTED ORGANISATIONAn organisation, not itself appropriately approved to Part-145 that carries out aircraft line maintenance or minor engine maintenance or maintenance of other aircraft components or a specialised service as a subcontractor for an organisation appropriately approved under Part-145, as per 145.A.75.(b) The list of subcontracted organisations shall be included in the MOE chapter 5.2 | [ ]  | [ ]  |       |
|  | GM2 145.A.42(b)(i)GM3 145.A.42(b)(i) | ***2.1.2* Monitoring of Suppliers**Check the company spare part and material supplier evaluation and approval policy and procedures. (check that different sources are taken into account: manufacturers, operators, stockist, distributors, brokers, aircraft owners/lessees, 145-organisations, etc)*It is recommended that the purchasing procedures are described. Check that spares can only be purchased from (internally) approved sources.* | [ ]  | [ ]  |       |
|  |  | Supplier selection and initial acceptance process | [ ]  | [ ]  |       |
|  |  | Procedure to maintain:* List of approved suppliers
* Records of documentation (certificates, audit reports, incoming inspection results/claims…)
 | [ ]  | [ ]  |       |
|  |  | Supplier acceptance withdrawal | [ ]  | [ ]  |       |
|  |  | ***2.1.3* Monitoring the Contracted Organisations** |  |  |  |
|  | 145.A.205GM1 145.A.205 | * Contractor selection and acceptance process
	+ Including safety hazard identification and risk management if applicable (145.A.205)
* Maintaining the list of contractors (MOE 5.4)
* Records of documentation (certificates, audit reports, incoming inspection results/claims…)
* Contractor acceptance withdrawal
 | [ ]  | [ ]  |       |
|  |  | Parts and components pooling arrangements (if applicable) | [ ]  | [ ]  |       |
|  |  | ***2.1.4* Monitoring Subcontractors** |  |  |  |
|  | 145.A.75(b)AMC 145.A.75(b)145.A.205GM1 145.A.205 | Subcontractor evaluation and control procedure including at least:* Hazard identification and risk management (145.A.205)
* evaluation and pre-audit
* written contract between the organization and the subcontractor including:
	+ scope of work
	+ responsibilities
	+ training and familiarization procedures
	+ qualification/authorization procedures when applicable
	+ use of facilities/data/tools/equipment
	+ quality control/inspection procedure. (organization’s authority to supervise the subcontractor)
	+ subcontractor’s possibility to report occurrences
	+ CRS procedure
	+ revocation process
	+ audits
	+ provision for the competent authority and EASA standardization team staff to have right to access to the sub-contractor.
 | [ ]  | [ ]  |       |
| **2.2** | **Acceptance/inspection of aircraft components and material, and installation** |
|  | *This paragraph shall describe the procedures for receiving components, parts, materials incoming from outside the organisation, such as for example from suppliers, contracted organisations, etc.*145.A.42(a), AMC1 145.A.42(a), GM1 145.A.42(a)(i)145.A.42(b), AMC 145.A.42(b), GM1 145.A.42(b)(i)21.A.307 (a), (b), (c) |
|  | AMC1 145.A.42(a) | ***2.2.1* Classification and Definitions**. Serviceable components. Unserviceable components. Standard parts. Raw and Consumable material. Unsalvageable components | [ ]  | [ ]  |       |
|  | 145.A.42(a)AMC1 145.A.42(a),GM1 145.A.42(a)(i)21.A.307 (a), (b), (c) | ***2.2.2* Component / Material certification***This chapter is expected to identify the release documents to be expected/accepted for each type of part/material depending from their status (new/used). It is recommended to develop a table listing all the cases, for easy reference to receiving inspection personnel.*STATUS "NEW"* document(s) to be expected for:
	+ standard parts
	+ materials (raw materials and/or consumables)
	+ aircraft parts

STATUS "USED"* document to be expected for used aircraft parts
 | [ ]  | [ ]  |       |
|  | 145.A.42(b)(i)AMC1 145.A.42(b)(i)(a)(1)GM1 145.A.42(b)(i) | ***2.2.3* Receiving inspection procedure***The procedures for acceptance of components, standard parts and materials shall have the objective of ensuring that the components, standard parts and materials are in satisfactory condition and meet the organisation’s requirements. These procedures shall be based upon incoming inspections.*PHYSICAL INSPECTION OF COMPONENTS, STANDARD PARTS AND/OR MATERIALS* verify the general condition of components and their packaging in relation to damages that could affect the integrity of the components;
* verify that the shelf life of the component has not expired;
* verify that items are received in the appropriate package in respect of the type of component: e.g. correct ATA 300 or electrostatic sensitive devices packaging, when necessary;
* verify that the component has all plugs and caps appropriately installed to prevent damage or internal contamination. Care shall be taken when tape is used to cover electrical connections or fluid fittings/openings because adhesive residues can insulate electrical connections and contaminate hydraulic or fuel units.
* Materials/standard parts received in batches and related traceability (e.g. split of batches): Items (fasteners, etc.) purchased in batches should be supplied in a package. The packaging shall state the applicable specification/standard, part number, batch number and the quantity of the items. The documentation accompanying the material shall contain the applicable specification/standard, part number, batch number, supplied quantity, and the manufacturing sources. If the material is acquired from different batches, acceptance documentation for each batch shall be provided.
 | [ ]  | [ ]  |       |
|  | 145.A.42(b)(ii)AMC1 145.A.42(b)(i)(a)(2)21.A.307GM1 145.A.42(a)(i) | REVIEW OF ACCOMPANYING DOCUMENTATION AND DATA* Compliance with order / condition
* Conformity with company requirements (e.g. type of release requested, Sources)
 | [ ]  | [ ]  |       |
|  |  | Identification of parts/material after receiving inspection (e.g. tag)Traceability of parts and materials to the related documentation (e.g. internal tracking number) | [ ]  | [ ]  |       |
|  |  | Receiving inspection records | [ ]  | [ ]  |       |
|  |  | "Quarantine" procedure | [ ]  | [ ]  |       |
|  |  | Procedures for material with special storage conditions, concerning e.g.:* storage life limitation
* protection from UV light
* storage temperature limitation
* ESD sensitive material
 | [ ]  | [ ]  |       |
|  |  | Specific receiving inspection procedures:* Components received in AOG (these parts are normally received directly at the AOG location and dedicated procedures need to be in place).
* Components taken from customer's Fly-Away-Kit (flight kit)
 | [ ]  | [ ]  |       |
|  |  | If applicable: Acceptance and incoming inspection of components from internal sources (for example fabricated parts or parts coming from work shop) | [ ]  | [ ]  |       |
|  | ED 2007/003/CBilateral agreements (BASA) | Acceptance of PMA parts (when applicable).*It is recommended to mention that use of PMA parts normally requires owners/operators approval.* | [ ]  | [ ]  |       |
|  | 145.A.60 | Procedure of treatment of a suspected unapproved “bogus part”. Identification, record, notification to CAA and EASA, etc..  | [ ]  | [ ]  |       |
|  |  | Procedure for equivalent consumable material substitution (if applicable) | [ ]  | [ ]  |       |
|  | 145.A.42(b)(ii) | ***2.2.4* Installation of components/standard parts/materials***Components, standard parts and materials shall only be fitted when specified in the applicable maintenance data. This could include parts catalogue (IPC), service bulletins (SB), aircraft maintenance manual (AMM), etc. So, the installation of a component, standard part and material can only done after checking the applicable maintenance data.**This check shall ensure that the part number, modification status, limitations, etc., of the component, standard part or material are the ones specified in the applicable maintenance data of the particular aircraft or component (i.e. IPC, SB, AMM, CMM, etc.) where the component, standard part or material is going to be installed. The organisation shall establish procedures to ensure* *that this check is performed before installation* |  |  |  |
|  |  | * verification the applicable maintenance data specifies the particular component, standard part or material
* verification of satisfactory condition and appropriate document for installation
* verification that, a component is eligible to be fitted when different modification and/or airworthiness directive configuration may be applicable
* verification prior to installation of standard parts on an aircraft or component (e.g. traceability, applicable standard as per maintenance data requirement)
* verification prior to use any raw or consumable material on an aircraft or component (e.g. due dates, applicable specification as per maintenance data requirement)
 | [ ]  | [ ]  |       |
| **2.3** | **Storage, tagging and delivery of components and material to maintenance** |
|  | 145.A.25(d)AMC 145.A.25(d)145.A.42(c)GM1 145.A.42(c)(i) | ***2.3.1* Storage Procedures**- storing/storages duties and responsibilities- storage facilities: clean, well-ventilated and maintained at a constant dry temperature to minimise the effects of condensation- compliance with special conditions. Check for statement that manufacturer’s storing instructions are followed.- Control of shelf life material.- control of life limit and modification standard- Material remaining in protective packages- Storage racks- Segregation of serviceable/unserviceable/unsalvageable material in storages.- Segregation of non-aircraft and aircraft material.- Mutilation procedure- Access to storages restricted to authorised personnel | [ ]  | [ ]  |       |
|  |  | ***2.3.2* Tagging**Procedures for Tagging / labelling components/standard parts/materials* Serviceable components
* Unserviceable components
* Standard parts
* Raw and Consumable material
* Unsalvageable components
 | [ ]  | [ ]  |       |
|  |  | ***2.3.3* Release (delivery) to the maintenance process**- Issue of components, standard parts and materials, to the maintenance process (control, identification, batch segregation)- Free-issue dispensing of standard parts (control, identification, segregation) | [ ]  | [ ]  |       |
|  |  | *Dispatching procedures (including DGR procedures if applicable).* | [ ]  | [ ]  |       |
| **2.4** | **Acceptance of tools and equipment** |
|  | 145.A.40(a) | Tools and equipment acceptance procedure:* Sources
* Standard tools, task specific tooling and alternative
* Personal (own) instrument / tool / equipment
* Conformity with organisation requirements
* Acceptance of loaned/hired tools
* Records / listing
 | [ ]  | [ ]  |       |
|  |  | Incoming inspection of tools | [ ]  | [ ]  |       |
|  | 145.A.40(a)(1) | Procedure to design, evaluate, accept and manufacture alternative tools and equipment in-house (if applicable).* Demonstration of equivalence between design/manufacturing data of alternate tools and the data/features of the tools recommended in the maintenance data of the manufacturers
* In-house identification rule of alternate tools (PN, SN)
* Alternate tools validation process
* Register of alternate tools /tagging/relation between the references of origin tools and alternate tools.
* Treatment of possible changes of maintenance data according to the new references of alternate tooling (modifications limited to the references of the tooling to be used and/or adaptation of maintenance data regarding alternate tooling)
* Use/storage/maintenance manuals according to the need
* In-house approval of each alternate tooling
* Storage of the records of alternate tooling.
 | [ ]  | [ ]  |       |
|  |  | *Procedure to monitor tools suppliers and subcontractors (who for example perform maintenance for tools/equipment/testers etc). (Recommendation).*  | [ ]  | [ ]  |       |
| **2.5** | **Calibration of tools and equipment** |
|  | 145.A.40(b)145.A.70(a)12 |  |  |  |  |
|  |  | Inspection, servicing and calibration programme. Calibration to an officially recognized standard. | [ ]  | [ ]  |       |
|  |  | Procedure to maintain register of all calibrations and traceability to the standard used.  | [ ]  | [ ]  |       |
|  |  | Establishment of inspection, servicing and calibration time periods and frequencies.  | [ ]  | [ ]  |       |
|  |  | Person/ department responsible for the calibration programme, the register, the follow-up, time period and frequencies. (Calibration call procedure if necessary). | [ ]  | [ ]  |       |
|  |  | Identification of servicing / calibration due dates.  | [ ]  | [ ]  |       |
|  |  | Management of personal or loaned calibrated tools  | [ ]  | [ ]  |       |
|  |  | If applicable: Control of ESD equipment (mats and wrist straps) | [ ]  | [ ]  |       |
| **2.6** | **Use of tooling and equipment by staff (including alternate tools)** |
|  |  | *This chapter shall describe all management procedures for tooling, distribution and return of the tooling after use.* |  |  |  |
|  | 145.A.40(a)(1) | Use of tools specified in maintenance data or use of accepted alternative tools.  | [ ]  | [ ]  |       |
|  | 145.A.40(a)(2) | Availability of tools reflecting the organisations scope of work and procedure for borrowing tools that are infrequently used and control of borrowed tools. | [ ]  | [ ]  |       |
|  |  | *It is recommended to describe the training of personnel in the use of tools (man-lifts, special equipment etc.) and the retention of such training records.* | [ ]  | [ ]  |       |
|  |  | *It is recommended to describe a procedure for broken/unserviceable tools and equipment.* | [ ]  | [ ]  |       |
|  |  | Tool control of loaned tools (tool storage). E.g. record of user and location. | [ ]  | [ ]  |       |
|  |  | Tool control of personal (own) tools (if such exist) | [ ]  | [ ]  |       |
|  |  | Control and register of tools that need periodic maintenance. Identification of servicing due date. Statement that tool manufacturer’s maintenance instructions and time periods are followed. | [ ]  | [ ]  |       |
| **2.7** | **2.7 Procedure for controlling working environment and facilities** |
|  | 145.A.25  | Procedure for controlling working environment and facilities* Hangars
* Workshops
* Storages
* Offices
 | [ ]  | [ ]  |       |
|  |  | Any special conditions specified by the aircraft or component manufacturer are followed. Examples:* Battery shop, Painting, NDT, parts cleaning, composite work, avionics work, slide raft shop, etc.
 | [ ]  | [ ]  |       |
|  | 145.A.48(c)(1) | After the completion of the maintenance, a general verification is carried out to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels that were removed have been refitted; (= foreign object exclusion programme). | [ ]  | [ ]  |       |
|  |  | Waste material disposal | [ ]  | [ ]  |       |
| **2.8** | **Maintenance data and relationship to aircraft/aircraft component manufacturers' instructions****including updating and availability to staff** |
|  |  | *This chapter shall describe the management of all the technical documentation in use within the Organisation.**It shall clearly identify the various types of documentation in use (external and/or internal origin), to be controlled by the organisation in order to perform the intended scope of work. The documentation may be divided in two main groups identified in the paragraphs below.* |  |  |  |
|  | 145.A.45AMC 145.A.45GM 145.A.45M.A.401(b)AMC M.A.401(b)GM1 M.A.401(b)(3) and (b)(4)GM1 M.A.401(b)(4)if applicable:ML.A.401(b)GM1 ML.A.401(b) | ***2.8.1* Maintenance Data Coming from External Sources***This paragraph needs to identify the applicable Maintenance data in use coming from external sources such as TCH, STC holders, the Agency (e.g. instructions for continued airworthiness, AD, SB, etc);** Duties and responsibilities concerning maintenance data
* Control of Maintenance data obtained directly from the author (ADs, SBs, SIL, CMM, AMM, ESM, etc.)
	+ Subscriptions control
	+ Technical library
	+ Issue / amendment control
* Control of customer supplied maintenance data
* Procedure to ensure all applicable maintenance data is readily available for use when required by maintenance personnel

  | [ ]  | [ ]  |       |
|  |  | ***2.8.2* Documentation/Maintenance Instructions Issued by the Maintenance Organisation** |  |  |  |
|  | 145.A.45(d)145.A.45(e) | *This procedure shall describe the various types of maintenance instructions which may be developed by the maintenance organisation.**It has to be noted that the MOE 2.13 chapter shall only describe the templates and their use in the maintenance process, while the MOE 2.8 is intended to cover the procedure on how to ensure that maintenance data are correctly transcribed into work instructions.**Specific instructions from manufacturer maintenance data related to CDCCL shall be considered.** Maintenance instructions issued in conformity to approved data in order to facilitate/customize the maintenance (e.g. work card/work sheet, engineering orders, technical specifications, etc.) as applicable
	+ paper or computer generated work cards and related amendment control
	+ qualification requirements for staff involved in preparation/approval of work cards/work sheets, etc.
	+ Incorporation of best practice and human factors principles:
		- Complex tasks subdivided into clear stages to allow recording what was actually accomplished by each individual
		- differentiation of disassembly, accomplishment, reassembly, testing tasks
		- compliance and traceability with FTS/CDCCL instructions
* Documentation issued for internal information purposes (e.g. quality information bulletins, quality alerts, occurrence investigation reports, etc.) as applicable;
	+ procedure to ensure awareness by the staff
* Control of information
	+ Technical library
	+ Issue / amendment control
	+ Distribution: access to the staff
 | [ ]  | [ ]  |       |
| **2.9** | **Acceptance, coordination and performance of repair works** |
|  | 145.A.45(a)M.A.401(b)ML.A.401(b)148.A.48(c)(4)Part-21 Subpart M | - Duties and responsibilities- Assessment of defects and damages.- Control of scope of work versus the requested repair- Sources of repair data.- Deferment procedure- Issuance of CRS- Recording and documentation- If defect hazards seriously the flight safety, no flight before rectification  | [ ]  | [ ]  |       |
|  | 21.A.431BGM 21.A.431B | If applicable to the scope of work: Acceptance of standard repair CS-STAN. (this procedure is only applicable to airplanes of 5700 Kg MTOM or less, rotorcraft of 3175 Kg MTOM or less and sailplanes, powered seaplanes, balloons and airships as defined in ELA1 or ELA2). | [ ]  | [ ]  |       |
|  | 21.A.432A21.A.432CAMC 21.A.432C(a) | If applicable:Procedure to apply EASA for approval of a minor repair design | [ ]  | [ ]  |       |
|  | Applicable BASA  | If applicable:acceptance of repairs under bilateral agreements | [ ]  | [ ]  |       |
|  | 145.A.42(c) | If applicable: Local fabrication for repair purposes (reference to MOE 2.30 Fabrication of parts). | [ ]  | [ ]  |       |
| **2.10** | **Acceptance, coordination and performance of scheduled maintenance works** |
|  | 145.A.65(b) | ACCEPTANCE OF SCHEDULED MAINTENANCE WORKS* Customer agreement and work order process
* Checking of approved scope of work according to the work order
 | [ ]  | [ ]  |       |
|  | 145.A.65(a)145.A.48145.A.47 | COORDINATION OF SCHEDULED MAINTENANCE WORKS*Possible subjects:** *Preparation (Facilities, staff, data, parts and material, tooling etc)*
* *Coordination with customer/CAMO*
* *Coordination with contractors and subcontractors if applicable*
* *Possible reference to MOE 2.28 "Production planning and organizing of maintenance activities" (?)*
* *Coordination between workshops/departments*
 | [ ]  | [ ]  |       |
|  | 145.A.48 | PERFORMANCE OF SCHEDULED MAINTENANCE WORKS* *Possible reference to MOE 2.28 "Production planning and organizing of maintenance activities" (?)*
* *Possible subjects: see 145.A.48*
 | [ ]  | [ ]  |       |
| **2.11** | **Acceptance, coordination and performance of airworthiness directives works** |
|  | 145.A.45 |  |  |  |  |
|  |  | Duties and responsibilities concerning AD works ordered by the customer.  | [ ]  | [ ]  |       |
|  |  | Acceptance of AD work according to the scope of work of the organization | [ ]  | [ ]  |       |
|  |  | Documentation and recording of performed ADs (including CRS) | [ ]  | [ ]  |       |
|  |  | Procedure to notify operator if found an overdue AD. (+ Occurrence report) | [ ]  | [ ]  |       |
|  |  | EASA SIB and ECI monitoring | [ ]  | [ ]  |       |
|  |  | If applicable: AD monitoring and evaluation on behalf of customer /operator | [ ]  | [ ]  |       |
|  |  | If applicable: AD status management on behalf of customer / operator | [ ]  | [ ]  |       |
|  |  | AD control of equipment managed by the organization including spare parts (stock) *(if not described in 2.3)* | [ ]  | [ ]  |       |
| **2.12** | **Acceptance, coordination and performance of modification works** |
|  | 145.A.45M.A.401Part-21 Subpart D | - Duties and responsibilities- Customer agreement/Work order process- Control of scope of work versus the requested modification - Sources of modification data (EASA Part 21 DOA, TC Holder, or EASA)- Engineering Order process, if applicable- Issuance of CRS- Recording and documentation of performed modifications | [ ]  | [ ]  |       |
|  | 21.A.90B | If applicable:use of CS-STAN for standard changes | [ ]  | [ ]  |       |
|  | 21.A.93AMC 21.A.93(a) | If applicable:Procedure to apply EASA for approval of a minor change | [ ]  | [ ]  |       |
|  | Applicable BASA | If applicable:acceptance of data for modifications under bilateral agreements | [ ]  | [ ]  |       |
|  |  | If applicable:Components owned by the 145-organisation:* Company policy
* Modification status control
 | [ ]  | [ ]  |       |
|  |  | If applicable: SB monitoring and evaluation on behalf of customer /operator | [ ]  | [ ]  |       |
|  |  | If applicable: Modification status management on behalf of customer / operator | [ ]  | [ ]  |       |
| **2.13** | **Maintenance documentation development, completion and sign-off** |
|  | 145.A.65(b)GM1 145.A.65GM2 145.A.65(b)(1) | Procedure for issuing work package and work cards based on customer’s work order*. (List of maintenance documents which build up a standard work package).* | [ ]  | [ ]  |       |
|  | AMC 145.A.50(b)(5) | Control of work package and certification of it. | [ ]  | [ ]  |       |
|  | AMC1 145.A.48(c)(3) | Work card/worksheet completion procedure including sign-off, skipping a task and correcting of erroneous recording. | [ ]  | [ ]  |       |
|  | AMC1 145.A.48(c)(3) | Procedure to use and control stamps for sign-off, if applicable | [ ]  | [ ]  |       |
|  | 145.A.55(a) | Recording of test results and dimensions | [ ]  | [ ]  |       |
|  | 145.A.55(a)GM 145.A.55(a) | Procedure to document non-routine tasks | [ ]  | [ ]  |       |
|  | 145.A.45(e) | Control and use of customer supplied workcard/ worksheets. | [ ]  | [ ]  |       |
| **2.14** | **Technical record control** |  |  |  |  |
|  | 145.A.55 | Duties and responsibilities.  | [ ]  | [ ]  |       |
|  | 145.A.55(a)(1) | Description of maintenance work that is recorded.(Composition of maintenance records for: aircraft/engines/components/NDT work)  | [ ]  | [ ]  |       |
|  | 145.A.55(b)(2) | Description what documents will be delivered to customer / operator to demonstrate compliance with point M(L).A.305 | [ ]  | [ ]  |       |
|  | 145.A.55(b)(3) | Retaining time periods | [ ]  | [ ]  |       |
|  | 145.A.55(a)(4) | Description how to handle the records in case organization terminates its operation. | [ ]  | [ ]  |       |
|  | 145.A.55(b) | If applicable: Airworthiness review and ARC records (Privilege 145.A.75(f)).Refer MOE 2.29 | [ ]  | [ ]  |       |
|  | 145.A.55(e)AMC 145.A.55 | The organisation shall establish a record-keeping system that allows adequate storage and reliable traceability of all its activities. | [ ]  | [ ]  |       |
|  | 145.A.55(f) | The format of the records shall be specified in the organisation’s procedures | [ ]  | [ ]  |       |
|  | 145.A.55(g) | The records shall be stored in a manner that ensures that they are protected from damage, alteration and theft. | [ ]  | [ ]  |       |
|  | AMC 145.A.55 | Computer record system backup system* Update within 24 of any new entry
* Safeguards to prevent unauthorized personnel from altering the data

Computer backup hardware in different location from the working data | [ ]  | [ ]  |       |
|  |  |  |  |  |  |
|  | GM1 145.A.55(a)(1) | If applicable: records of gas turbine modules | [ ]  | [ ]  |       |
| **2.15** | **Rectification of defects arising during base maintenance** |
|  |  | Duties and responsibilities | [ ]  | [ ]  |       |
|  | 145.A.50(c)145.A.48(c)(4)145.A:48(c)(5)145.A.60 | * Base maintenance procedure:
	+ Sign-off of base maintenance defects
	+ Records of base maintenance defects
* Carrying forward defects to future maintenance inputs - (control, accountability, owner acceptance, approved data)
* Analysis of defects and rectification
* Notification process (when necessary) to the customer, TC holder, State of registry and CAA (see 2.18)
* Report to the operator/ approval of the customer to launch the rectification according to the contract
 | [ ]  | [ ]  |       |
| **2.16** | **Release to service procedure** |
|  |  | Duties and responsibilities | [ ]  | [ ]  |       |
|  | 145.A.50 | Issue of CRS after base maintenance | [ ]  | [ ]  |       |
|  | 145.A.50 | Issue of CRS after line maintenance | [ ]  | [ ]  |       |
|  | 145.A.50(e)AMC1 145.A.50(e)(4) | Issue of CRS for maintenance check flight (MCF) | [ ]  | [ ]  |       |
|  | 145.A.50(e) | Issue of a CRS in case of incomplete maintenance work | [ ]  | [ ]  |       |
|  | 145.A.30(j)(3), (4)  | Issue of a CRS by flight crew (if applicable) | [ ]  | [ ]  |       |
|  | 145.A.30(j)(5) | Issue of CRS by person after one-off certification authorization  | [ ]  | [ ]  |       |
|  | 145.A.50(d) | issue of CRS after component maintenance | [ ]  | [ ]  |       |
|  | AMC No 2 to145.A.50(d)(2.6) | issue of CRS for part and components removed as serviceable | [ ]  | [ ]  |       |
|  | 145.A.50(d) | issue of CRS after NDT work with D1 class rating | [ ]  | [ ]  |       |
|  | Part-145 Appendix II (h) | issue of CRS after NDT work without D1 class rating (under A, B or C class rating) | [ ]  | [ ]  |       |
|  | 145.A.50(f) | CRS after installation of component without the appropriate release certificate (for a maximum of 30 flight hours) | [ ]  | [ ]  |       |
| **2.17** | **Records for the person or organisation that ordered maintenance** |
|  | 145.A.55 | Description of records that must be handed to the customer / operator (ref also 2.14) | [ ]  | [ ]  |       |
|  |  | Contracted record keeping (if applicable) | [ ]  | [ ]  |       |
|  |  | Arrangements for processing and retention of operator’s maintenance records (if applicable) | [ ]  | [ ]  |       |
| **2.18** | **Occurrence reporting** |
|  | 145.A.60EU No 376/2014EU No 2015/1018AMC 20-8(EU) 2018/1139 Annex II ch 3 |  |  |  |  |
|  | 145.A.60(a)AMC1 145.A.60(a)EU No 376/2014 | GENERAL* General description of occurrence reporting system
* Occurrence reporting system as part of the management system
* mandatory and voluntary reporting systems
* possibility to use single reporting system in case organization holds several certificates
* feedback (to management, to training, to procedures..)
 | [ ]  | [ ]  |       |
|  | AMC1 145.A.60(a)EU No 376/2014 | DUTIES AND RESPONSIBILITIES* Who is obligated to report
* 72 hour timeframe rule
* Who is coordinating the reports and initiating the investigations (suitably qualified persons with clearly defined authority, for coordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity.)
 | [ ]  | [ ]  |       |
|  | 145.A.60(b)GM1 145.A.60EU No 376/2014(EU) 2015/1018AMC 20-8A | REPORTABLE OCCURRENCES* general description of reportable occurrences as per 145.A.60(b)
* detailed list per (EU) 2015/1018
* further guidance in AMC 20-8A
 | [ ]  | [ ]  |       |
|  | 145.A.60(b) | FORM AND MANNER WHEN REPORTING TO:* CAA FI
* Holder of TC, restricted TC, STC or ETSO
* Holder of a repair design approval or a change to a type design approval
 | [ ]  | [ ]  |       |
|  | 145.A.60(c) | FORM AND MANNER WHEN REPORTING TO:* Person/organisation that is responsible for the continuing airworthiness of the aircraft i.a.w M(L).A.201
* In case of component maintenance, the person or organization that requested the maintenance
 | [ ]  | [ ]  |       |
|  | (EU) No 376/2014 Article 13 point 4 | OCCURRENCE ANALYSIS AND FOLLOW-UP* Analysis and follow-up procedure
* Timeframes:
	+ 30 day rule for preliminary results of the analysis
	+ 3 months rule for the final results of the analysis
 | [ ]  | [ ]  |       |
|  |  | REPORTING OF SUSPECTED UNAPPROVED PARTS * SUP report procedure
 | [ ]  | [ ]  |       |
| **2.19** | **Return of defective aircraft components to store** |
|  | 145.A.42(a), (c) | Labelling and handling of defective components.   | [ ]  | [ ]  |       |
| **2.20** | **Defective components to outside contractors** |
|  |  | procedure to make orders for outside contractors  | [ ]  | [ ]  |       |
|  |  | Dispatching procedures and special transportation conditions | [ ]  | [ ]  |       |
| **2.21** | **Control of computer maintenance record systems** |
|  | 145.A.55(a), (e), (f), (g)AMC1 145.A.55 |  |  |  |  |
|  |  | Description of the computer records system(s) in use | [ ]  | [ ]  |       |
|  | 145.A.55(e)AMC1 145.A.55(a) | Traceability and retrievability | [ ]  | [ ]  |       |
|  | AMC1 145.A.55(c), (d) | Back-up systems and second site storage | [ ]  | [ ]  |       |
|  | AMC1 145.A.55(c) | Security and safeguards to prevent unauthorized personnel from altering the data | [ ]  | [ ]  |       |
| **2.22** | **Control of man-hour planning versus scheduled maintenance work** |
|  | 145.A.30(d)145.A.47 |  |  |  |  |
|  | 145.A.30(d)AMC1 145.A.30(d)(1) | Procedure to maintain maintenance man-hour plan ensuring the sufficient and appropriately qualified staff to plan, perform, supervise, inspect and monitor the organisation’s activities in accordance with the terms of approval | [ ]  | [ ]  |       |
|  | 145.A.30(d) | Procedure to reassess the work intended to be carried out when the actual staff availability is reduced compared to the planned staffing level for a particular work shift or period | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(d)(1) | Employed staff vs contracted staff 50% rule* If applicable: procedure to temporarily increase the number of contracted staff
 |  |  |  |
|  | AMC1 145.A.30(d)(2) | The maintenance man-hour plan should take into account all maintenance activities carried out outside the scope of the Part-145 approval.The planned absence (for training, vacations, etc.) should be considered when developing the manhour plan. | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(d)(3) | The maintenance man-hour plan should relate to the anticipated maintenance work load or when that is not predictable, to minimum maintenance workload needed for commercial viability | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(d)(4) | For aircraft base maintenance, the maintenance man-hour plan should relate to the aircraft hangar visit plan as specified in AMC1 145.A.25(a). | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(d)(5) | For aircraft component maintenance, the maintenance man-hour plan should relate to the aircraft component planned maintenance as specified in point 145.A.25(a)(2). | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(d)(6) | Compliance monitoring staff man-hours (especially in case where compliance monitoring staff perform other functions). | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(d)(7) | Procedure to review (and update if necessary) maintenance man-hour plan at least every 3 months. | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(d)(8) | Procedure to notify Accountable Manager in case of deviations exceeding 25% between the workload and the man-hour availability. | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(d)(9) | As part of the management system, procedure to assess and mitigate risks:* if the actual number of staff available is less than the planned staffing level for any particular work shift or period;
* if there is a temporary increase in the proportion of contracted staff in order to meet specific operational needs.
 | [ ]  | [ ]  |       |
| **2.23** | **Critical maintenance tasks and error-capturing methods**  |
|  | **NOTE: check together with 2.25** |
|  | (EU) No 1321/2014:Article 2 Definitions | Definition of "critical maintenance task".“critical maintenance task” means a maintenance task that involves the assembly or any disturbance of a system or any part on an aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety. | [ ]  | [ ]  |       |
|  | AMC1 145.A.48(c)(2)AMC2 145.A.48(c)(2) | ***2.23.1* Critical maintenance tasks**Procedure to identify of a list of “critical maintenance tasks” defined by the maintenance organisation (e.g. tasks that may affect aircraft stability control systems such as autopilot or fuel transfer, tasks that may affect the propulsive force of the aircraft including installation of engines/propellers/rotors, etc.)* Person responsible to amend the list
* Data sources used to identify and amend the list of “critical maintenance tasks” (TCH data, occurrence reporting, results of audit, feedback from training, etc.)

*This procedure shall ensure that critical maintenance tasks are reviewed to assess the impact on flight safety. The list of critical maintenance tasks shall be customised to the scope of work of the organisation and may contain critical tasks peculiar only to certain aircraft or components. This list may be included into a separate document under the control of the Compliance Manager.**The list of “critical maintenance tasks” should be subject to continuous evaluation and when necessary amended by the organisation as the result of maintenance errors investigations, audit, TCH data analysis, etc.**When the operator/customer defines its own list of critical maintenance tasks, the effective independent inspection tasks to be carried out are the independent inspections required by the Part-145 MOE plus the ones required by the customer/operator.* | [ ]  | [ ]  |       |
|  | AMC3 145.A.48(c)(2)AMC4 145.A.48(b) | ***2.23.2* Error-capturing methods***Error-capturing methods are those actions defined by the organisation to detect maintenance errors that are made while performing maintenance.*- Identification of the error-capturing method(s) to be used:* The primary error-capturing method to be used shall be the independent inspection
* Other methods or combination of them (e.g. visual inspection, operational check, functional test, rigging check)
* Re-inspection (can only be used in unforeseen cases when only one person is available
 | [ ]  | [ ]  |       |
|  | AMC4 145.A.48(b)(b) | Training and qualification of staff applying error-capturing methods | [ ]  | [ ]  |       |
|  | AMC4 145.A.48(b)(4) | REINSPECTION* Re-inspection can only be used in unforeseen (unplanned) cases when only one person is available
 | [ ]  | [ ]  |       |
|  | GM1 145.A.48(c) | procedures to ensure that when performing maintenance the CDCCL are not compromised.  | [ ]  | [ ]  |       |
| **2.24** | **Reference to specific procedures such as:****Engine running procedures, Aircraft pressure run procedures, Aircraft towing procedures, Aircraft taxiing procedures** |
|  | 145.A.65(b)(2) | If applicable:* Engine running procedures,
* Aircraft pressure run procedures,
* Aircraft towing procedures,
* Aircraft taxiing procedures
* Maintenance check flight (MCF)
* Control/supervision of de-icing
* Maintenance based refueling and defueling
* Maintenance work inside aircraft fuel tank

 Standards for specialized services such as:* + NDT
	+ welding
	+ machining
	+ plating
	+ thermal coating
	+ shot peening
	+ heat treatment
	+ cleaning, process handling
	+ NC-machining
	+ painting
	+ balancing
	+ etc
 | [ ]  | [ ]  |       |
| **2.25** | **Procedures to detect and rectify maintenance errors** |
|  | 145.A.48(c)(1) | procedures to ensure that:* after completion of maintenance a general verification is carried out to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted;
 | [ ]  | [ ]  |       |
|  | 145.A.48(c)(2)AMC1 145.A.48(c)(2)AMC2 145.A.48(c)(2)AMC3 145.A.48(c)(2)AMC4 145.A.48(c)(2) | procedures to ensure that:* an error capturing method is implemented after the performance of any critical maintenance task (ref MOE 2.23)
 | [ ]  | [ ]  |       |
|  | 145.A.48(c)(3)AMC1 145.A.48(c)(3) | procedures to ensure that:* the risk of errors during maintenance and
* the risk of errors being repeated in identical maintenance tasks are minimised;
 | [ ]  | [ ]  |       |
| **2.26** | **Shift/task handover procedures** |
|  | 145.A.47(c) |  |
|  | AMC 145.A.47(c) | Communication between outgoing and incoming personnel | [ ]  | [ ]  |       |
|  | AMC 145.A.47(c) | Formalised process for exchanging information ( +recording) | [ ]  | [ ]  |       |
|  | AMC 145.A.47(c) | Planned shift overlap | [ ]  | [ ]  |       |
|  | AMC 145.A.47(c) | Place for exchanging information | [ ]  | [ ]  |       |
| **2.27** | **Procedures for notification of maintenance data inaccuracies and ambiguities** |
|  | 145.A.45(c) | Procedure to ensure that if inaccurate, incomplete or ambiguousprocedure, practice, information or maintenance instruction is found in the maintenance data used by maintenance personnel, it is recorded as part of the internal safety reporting scheme referred to in point 145.A.202 and notified to the author of the maintenance data. | [ ]  | [ ]  |       |
|  | AMC1 145.A.45(c) | A record of communications to the author of the maintenance data should be retained by the Part-145 approved organisation until such time as the author of the maintenance data has clarified the issue by e.g. amending the maintenance data | [ ]  | [ ]  |       |
| **2.28** | **Production planning and organising of maintenance activities** |
|  | 145.A.47(a) | Production planning system* appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work
 | [ ]  | [ ]  |       |
|  | AMC 145.A.47(a) | Production planning system including both:* + scheduling the maintenance work ahead
	+ during maintenance work, organizing maintenance teams and shifts and provide support
 | [ ]  | [ ]  |       |
|  | 145.A.47(b) | As part of the management system, the planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations, including the threat of fatigue for maintenance personnel. | [ ]  | [ ]  |       |
|  | AMC1 147.A.47(b)GM 145.A.47(b) | Consideration of fatique in the planning of maintenance | [ ]  | [ ]  |       |
|  | 145.A.48 | Planning of critical tasks | [ ]  | [ ]  |       |
| **2.29** | **Airworthiness review procedures and records** |
|  | 145.A.75(f)ML.A.903ML.A.901145.A.55(b) | If applicable:1. Airworthiness review and ARC issue procedure
2. Airworthiness review records
 | [ ]  | [ ]  |       |
|  |  |  |  |  |  |
| **2.30** | **Fabrication of parts** |
|  | 145.A.42(b)(iii)AMC1 145.A.42(b)(iii)(a)AMC1 145.A.42(b)(iii)(b)AMC1 145.A.42(b)(iii)(g)EASA UG.CAO.00131 | SCOPE OF FABRICATION Ref 1.9 for fabrication scope of work/capabilityFabrication, inspection, assembly and test should be clearly within the technical and procedural capability of the organisation.Examples (scope may include but is not limited)(1) fabrication of bushes, sleeves and shims;(2) fabrication of secondary structural elements and skin panels;(3) fabrication of control cables;(4) fabrication of flexible and rigid pipes;(5) fabrication of electrical cable looms and assemblies;(6) formed or machined sheet metal panels for repairs. | [ ]  | [ ]  |       |
|  | AMC1 145.A.42(b)(iii)(c)AMC1 145.A.42(b)(iii)(f)AMC1 145.A.42(b)(iii)(h) | DATA FOR FABRICATIONAll necessary data to fabricate the part should be approved either by the Agency or the type certificate (TC) holder, or Part 21 design organisation approval holder, or supplemental type certificate (STC) holder. | [ ]  | [ ]  |       |
|  | 145.A.42(b)(iii)AMC1 145.A.42(b)(iii)(d)AMC1 145.A.42(b)(iii)(e) | LIMITATIONS OF FABRICATION* a restricted range of parts to be used in the course of undergoing
* work within its own facilities
* No EASA Form 1
* not for onward supply/sale
 | [ ]  | [ ]  |       |
|  | AMC1 145.A.42(b)(iii)(i) | INSPECTION OF THE FABRICATED PARTAny locally fabricated part should be subject to inspection before, separately, and preferably independently from any inspection of its installation. The inspection should establish full compliance with the relevant manufacturing data, and the part should be unambiguously identified as fit for use bystating conformity to the approved data. Adequate records should be maintained of all such fabrication processes including heat treatment and final inspections. | [ ]  | [ ]  |       |
|  | AMC1 145.A.42(b)(iii)(i) | IDENTIFICATION OF THE FABRICATED PARTAll parts, except those that do not have enough space, should carry a part number which clearly relates it to the manufacturing/inspection data. In addition to the part’s number, the organisation’s identity should be marked on the part for traceability purposes. | [ ]  | [ ]  |       |
|  | AMC1 145.A.42(b)(iii)(i)145.A.55(a) | FABRICATION RECORDS* Description of fabrication work card/worksheet
	+ including all necessary steps i.a.w approved data
	+ including final inspection
	+ including conformity statement
* Fabrication records retention
 | [ ]  | [ ]  |       |
| **2.31** | **Procedure for component maintenance under aircraft or engine rating** |
|  | Part-145 Appendix II: Class and rating system for the terms of approval of Part-145 maintenance organisations | COMPONENT MAINTENANCE UNDER AIRCRAFT RATING* i.a.w aircraft maintenance data
* i.a.w component maintenance data
* Control procedure i.a.w Part-145 Appendix II (d)
 | [ ]  | [ ]  |       |
|  | Part-145 Appendix II (d) | ENGINE/APU MAINTENANCE UNDER AIRCRAFT RATING* i.a.w aircraft maintenance data
* i.a.w engine/APU maintenance data
* Control procedure i.a.w Part-145 Appendix II (d)
 | [ ]  | [ ]  |       |
|  | Part-145 Appendix II (f) | COMPONENT MAINTENANCE UNDER ENGINE RATING* i.a.w engine/APU maintenance data
* i.a.w component maintenance data
* Control procedure i.a.w Part-145 Appendix II (f)
 | [ ]  | [ ]  |       |
| **2.32** | **Maintenance away from approved locations** |
|  | 145.A.75(c)UG.CAO.00134 | OCCASIONAL AIRCRAFT LINE MAINTENANCE* Definition of occasional
* Internal acceptance procedure including (as applicable)
	+ Control of scope of work (NOTE: is limited to MOE 1.9!)
	+ Involvement of risk assessment and compliance monitoring
	+ Considering requirements for: facilities, environmental conditions, personnel, tools, equipment and data, etc
 | [ ]  | [ ]  |       |
|  | 145.A.75(c)UG.CAO.00134 | SUPPORT OF AN UNSERVICEABLE AIRCRAFT DUE TO AN UNSCHEDULED EVENT (AOG)* Internal procedure including (as applicable)
	+ Control of scope of work (NOTE: is limited to MOE 1.9!)
	+ Involvement of risk assessment and compliance monitoring
	+ Considering requirements for: facilities, environmental conditions, personnel, tools, equipment and data, etc
 | [ ]  | [ ]  |       |
|  | 145.A.75(c)Part-145 Appendix II (f) | MAINTENANCE OF INSTALLED ENGINE UNDER ENGINE RATING* during aircraft base and line maintenance
* Control Procedure i.a.w. Part-145 Appendix II (f)
* Ref also 1.9
 | [ ]  | [ ]  |       |
|  | 145.A.75(c)Part-145 Appendix II (g) | MAINTENANCE OF INSTALLED COMPONENT UNDER COMPONENT RATING* during aircraft base and line maintenance,
* or at an engine/APU maintenance facility
* Control Procedure i.a.w. Part-145 Appendix II (g)
* Ref also 1.9
 | [ ]  | [ ]  |       |
|  |  | NDT ACTIVITIES UNDER D1 RATING* Internal acceptance procedure including (as applicable)
	+ Control of scope of work
	+ Involvement of risk assessment and compliance monitoring
	+ Considering requirements for: facilities, environmental conditions, personnel, tools, equipment and data, etc
 | [ ]  | [ ]  |       |
| **2.33** | **Procedure for assessment of work scope as line or base maintenance** |
|  | AMC1 145.A.10(c) | WORK SCOPE ASSESSMENT PROCEDURE* Including considerations of:
	+ expected duration of the maintenance
	+ number and type of tasks
	+ shifts and disciplines involved
	+ work environment
	+ etc
 | [ ]  | [ ]  |       |
|  | AMC1 145.A.10(d) | PROCEDURE TO ALLOW BASE MAINTENANCE TASK UNDER LINE MAINTENANCE ENVIRONMENTFor temporary or occasional cases, the organisation may also have a procedure which allows, subject to a task assessment (including all relevant aspects and conditions), to conduct a base maintenance task under line maintenance environment In particular, maintenance tasks of aircraft subject to ‘progressive’ or ‘equalised’ maintenance programmes should be individually assessed in respect of such procedure to ensure that all the tasks within the particular check can be carried out safely and to the required standards at thedesignated line maintenance station. | [ ]  | [ ]  |       |
| **Notes** |       |

|  |  |
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|  | **PART L2, ADDITIONAL LINE MAINTENANCE PROCEDURES** |
| **L2.1** | **Line maintenance control of aircraft components, tools, equipment etc.** |
|  | 145.A.40145.A.42145.A.75(d) |  |  |  |  |
|  |  | Line station duties and responsibilities concerning control of components, tools and equipment etc. | [ ]  | [ ]  |       |
|  |  | Component / Material acceptance - (required documentation, condition, "Quarantine" procedure) | [ ]  | [ ]  |       |
|  |  | Components removed serviceable from aircraft | [ ]  | [ ]  |       |
|  |  | Procedures for maintaining satisfactory storage conditions - (rotables, perishables, flammable fluids, engines, bulky assemblies, special storage requirements) | [ ]  | [ ]  |       |
|  |  | System for control of shelf life and modification standard | [ ]  | [ ]  |       |
|  |  | Tagging / Labelling system (serviceable, unserviceable, robbery, scrap etc.) | [ ]  | [ ]  |       |
|  |  | Release of components to the maintenance process | [ ]  | [ ]  |       |
|  |  | Control of standard parts (control, identification, segregation) | [ ]  | [ ]  |       |
|  |  | Tools and test equipment, servicing and calibration programme / equipment register  | [ ]  | [ ]  |       |
|  |  | Identification of servicing / calibration due dates | [ ]  | [ ]  |       |
| **L2.2** | **Line maintenance procedures related to servicing/fuelling/de-icing including inspection****for/removal of de-icing/anti-icing fluid residues, etc.** |
|  |  | -Technical and maintenance documentation management (control and amendment) -Company Technical Procedures / Instructions management -Fuel supply quality monitoring (bulk storage / aircraft re-fueling) -Ground de-icing (procedures / monitoring of sub-contractors) - de-icing/anti-icing fluid residues inspection/removal procedures-Maintenance of ground support equipment -Monitoring of sub-contracted ground handling and servicing | [ ]  | [ ]  |       |
| **L2.3** | **Line maintenance control of defects and repetitive defects** |
|  | 145.A.48(c)(4)145.A.48(c)(5) |  |  |  |  |
|  |  | Line station duties and responsibilities | [ ]  | [ ]  |       |
|  |  | Assessment and rectification procedures | [ ]  | [ ]  |       |
|  |  | Deferment and certification procedures (including use of MEL, if applicable) | [ ]  | [ ]  |       |
|  |  | Control of repetitive defects | [ ]  | [ ]  |       |
|  |  | Communication with main base (*and/or Co-ordination with the operator)* | [ ]  | [ ]  |       |
|  |  | Documentation and retention of records | [ ]  | [ ]  |       |
| **L2.4** | **Line procedure for completion of technical logs** |
|  | 145.A.45145.A.55 |  |  |  |  |
|  |  | Line station duties and responsibilities | [ ]  | [ ]  |       |
|  |  | Availability of operator specific technical log book completion instructions and procedure to verify they are up to date.  | [ ]  | [ ]  |       |
|  |  | ETOPS certification | [ ]  | [ ]  |       |
|  |  | Distribution of copies | [ ]  | [ ]  |       |
|  |  | Retention of records (periods, methods and security) | [ ]  | [ ]  |       |
| **L2.5** | **Line procedure for pooled parts and loan parts** |
|  | 145.A.42 |  |  |  |  |
|  |  | Line station duties and responsibilities  | [ ]  | [ ]  |       |
|  |  | Verification of approved sources of parts - Modification Standard and AD compliance | [ ]  | [ ]  |       |
|  |  | Compliance with loan and contract requirements - Tracking and control | [ ]  | [ ]  |       |
|  |  | Required documentation | [ ]  | [ ]  |       |
|  |  | Processing removed loan parts for return to source - service record | [ ]  | [ ]  |       |
|  |  | Robbery system - control procedures, authority | [ ]  | [ ]  |       |
| **L2.6** | **Line procedure for return of defective parts removed from aircraft** |
|  |  | (Ref MOE 2.19 and 2.20) |  |  |  |
|  |  | Required documentation  | [ ]  | [ ]  |       |
|  |  | Service record | [ ]  | [ ]  |       |
|  |  | Processing advice of removal (W/O) and dispatch to technical records | [ ]  | [ ]  |       |
|  |  | Dispatching procedures | [ ]  | [ ]  |       |
| **L2.7** | **Line procedure for critical maintenance tasks and error-capturing methods** |
|  |  | Duties and responsibilities | [ ]  | [ ]  |       |
|  | 145.A.48(c) | See MOE 2.23 and 2.25 | [ ]  | [ ]  |       |
| **Notes** |  |

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|  | **PART 3 MANAGEMENT SYSTEM PROCEDURES** |
| **3.1**  | **Hazard identification and safety risk management schemes** |
|  |  145.A.200(a)(3) | The organisation shall establish, implement and maintain a management system that includes the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of the associated risks, including taking actions to mitigate the risks and verify their effectiveness; | [ ]  | [ ]  |       |
|  | AMC1 145.A.200(a)(3)(a) | HAZARD IDENTIFICATION PROCESSES(1) A reporting scheme should be the formal means of collecting, recording, analysing, acting on, and generating feedback about hazards, events and the associated risks that may affect safety.(2) The hazards identification should include in particular:(i) hazards that may be linked to human factors issues that affect human performance; and(ii) hazards that may stem from the organisational set-up or the existence of complex operational and maintenance arrangements (such as when multiple organisations are contracted, or when multiple levels of contracting/subcontracting are included). | [ ]  | [ ]  |       |
|  | 145.A.200(a)(5) | Hazard identification process documentation.  | [ ]  | [ ]  |       |
|  | AMC1 145.A.200(a)(3)(b) | RISK MANAGEMENT PROCESSES(1) A formal safety risk management process should be developed and maintained that ensures reactive, proactive and predictive approach composed by:(i) analysis (e.g. in terms of the probability and severity of the consequences of hazards and occurrences);(ii) assessment (in terms of tolerability);(iii) control (in terms of mitigation) of risks to an acceptable level.Note: The severity of the consequence should be evaluated to the best knowledge and engineering judgement of the organisation, and this evaluation may require collecting information from the competent authority, incident/accident investigation reports, the design approval holder, etc.(2) The levels of management who have the authority to make decisions regarding the tolerability of safety risks, in accordance with (b)(1)(ii), should be specified. | [ ]  | [ ]  |       |
|  | 145.A.200(a)(5) | Risk management process documentation  | [ ]  | [ ]  |       |
| **3.2** | **Internal safety reporting and investigations** |
|  | 145.A.202 | INTERNAL SAFETY REPORTING SCHEME (a) As part of its management system, the organisation shall establish an internal safety reporting scheme to enable the collection and evaluation of such occurrences that are to be reported under point 145.A.60.(b) The scheme shall also enable the collection and evaluation of those errors, near misses and hazards reported internally that do not fall under point (a).(c) Through that scheme, the organisation shall:(1) identify the causes of, and contributing factors to, the errors, near misses and hazards reported, and address them as part of its safety risk management process in accordance with point 145.A.200(a)(3);(2) ensure an evaluation of all known, relevant information relating to errors, near misses, hazards and the inability to follow procedures, and a method to circulate the information as necessary.(d) The organisation shall make arrangements to ensure the collection of safety issues related to subcontracted activities. | [ ]  | [ ]  |       |
|  | AMC1 145.A.202(a) | Each internal safety reporting scheme should ensure confidentiality and enable and encourage free and frank reporting of any potentially safety-related occurrence, including incidents such as errors or near misses, safety issues and identified hazards. This will be facilitated by the establishment ofa just culture. | [ ]  | [ ]  |       |
|  | AMC1 145.A.202(b) | The internal safety reporting scheme should contain the following elements:(1) clearly identified aims and objectives with demonstrable corporate commitment;(2) a just culture policy as part of the safety policy, and related just culture implementation procedures;(3) a process to: (i) identify those reports which require investigation; and(ii) when so identified, investigate all the causal and contributing factors, including technical,organisational, managerial, or human factors issues, and any other contributing factors related to the occurrence, incident, error or near miss that was identified;(iii) if adapted to the size and complexity of the organisation, analyse the collective data showing the trends and frequencies of the contributing factors;(4) appropriate corrective actions based on the findings of investigations; (5) initial and recurrent training for staff involved in internal investigations;(6) where relevant, the organisation should cooperate with the owner, operator or CAMO on occurrence investigations by exchanging relevant information to improve aviation safety. | [ ]  | [ ]  |       |
|  | AMC1 145.A.202(c) | The internal safety reporting scheme should:(1) ensure the confidentiality of the reporter;(2) be closed loop, to ensure that actions are taken internally to address safety issues and hazards; and(3) feed into the recurrent training as defined in AMC3 145.A.30(e) whilst maintaining the appropriate confidentiality. | [ ]  | [ ]  |       |
|  | AMC1 145.A.202(d) | Feedback should be given to staff both on an individual and a more general basis to ensure their continued support of the safety reporting scheme. | [ ]  | [ ]  |       |
|  | AMC1 145.A.200(a)(3)(c) | INTERNAL INVESTIGATION(1) In line with its just culture policy, the organisation should define how to investigate incidents such as errors or near misses, in order to understand not only what happened, but also how it happened, to prevent or reduce the probability and/or consequence of future recurrences (refer to AMC1 145.A.202). This approach should avoid concentrating the analysis on who was (were) directly or indirectly concerned by the events.(2) The scope of internal investigations should extend beyond the scope of the occurrences required to be reported to the competent authority in accordance with point 145.A.60, to include the reports referred to in 145.A.202(b). | [ ]  | [ ]  |       |
|  | 145.A.200(a)(5) | Internal safety reporting and investigation documentation  | [ ]  | [ ]  |       |
| **3.3** | **Safety action planning** |
|  | 145.A.200(a)GM1 145.A.200(a)(1) | SAFETY ACTION GROUP(a) Depending on the size of the organisation and the nature and complexity of its activities, a safety action group may be established as a standing group or as an ad hoc group to assist, or act on behalf of the safety manager or the safety review board.(b) More than one safety action group may be established, depending on the scope of the task and the specific expertise required.(c) The safety action group usually reports to, and takes strategic direction from, the safety review board, and may be composed of managers, supervisors and personnel from operational areas.(d) The safety action group may be tasked or assist with:(1) monitoring safety performance;(2) defining actions to control risks to an acceptable level;(3) assessing the impact of organisational changes on safety;(4) ensuring that safety actions are implemented within the agreed timescales;(5) reviewing the effectiveness of previous safety actions and safety promotion. | [ ]  | [ ]  |       |
|  | 145.A.200(a)(5) | Safety action planning documentation | [ ]  | [ ]  |       |
| **3.4** | **Safety performance monitoring** |
|  | AMC1 145.A.200(a)(1)(b), (c), (d) | SAFETY REVIEW BOARD (if applicable)(1) The safety review board should be a high-level committee that considers matters of strategic safety in support of the accountable manager’s safety accountability.(2) The board should be chaired by the accountable manager and composed of the person or group of persons nominated under points 145.A.30.(3) The safety review board should monitor:(i) the safety performance against the safety policy and objectives;(ii) that any safety action is taken in a timely manner; and(iii) the effectiveness of the organisation’s management system processes.(4) The safety review board may also be tasked with:(i) reviewing the results of compliance monitoring;(ii) monitoring the implementation of related corrective and preventive actions. | [ ]  | [ ]  |       |
|  | AMC1 145.A.200(a)(3)(d) | SAFETY PERFORMANCE MONITORING AND MEASUREMENT(1) Safety performance monitoring and measurement should be the processes by which the safety performance of the organisation is verified in comparison with the safety policy and the safety objectives.(2) These processes may include, as appropriate to the size, nature and complexity of the organisation:(i) safety reporting, which may also address the status of compliance with the applicable requirements;(ii) safety reviews, including trend reviews, which would be conducted during the introduction of new products and their components, new equipment/technologies, the implementation of new or changed procedures, or in situations of organisational changes that may have an impact on safety;(iii) safety audits that focus on the integrity of the organisation’s management system, and on periodically assessing the status of safety risk controls;(iv) safety surveys, examining particular elements or procedures in a specific area, such as identified problem areas, or bottlenecks in daily maintenance activities, perceptions and opinions of maintenance management personnel, and areas of dissent or confusion; and(iv) other indicators relevant to safety performance, which may be generated by automated means. | [ ]  | [ ]  |       |
|  | AMC1 145.A.200(a)(3) | CONTINUOUS IMPROVEMENTThe organisation should continuously seek to improve its safety performance and the effectiveness of its management system. Continuous improvement may be achieved through:(1) audits carried out by external organisations;(2) assessments, including assessments of the effectiveness of the safety culture and management system, in particular to assess the effectiveness of the safety risk managementprocesses;(3) staff surveys, including cultural surveys, that can provide useful feedback on how engaged personnel are with the management system;(4) monitoring the recurrence of incidents and occurrences;(5) evaluation of safety performance indicators and reviews of all the available safety performance information; and(6) the identification of lessons learned. | [ ]  | [ ]  |       |
|  | 145.A.200(a)(5) | Safety performance monitoring documentation | [ ]  | [ ]  |       |
| **3.5** | **Change management** |
|  | AMC1 145.A.200(a)(3)(e) | MANAGEMENT OF CHANGEChanges may introduce new hazards or threaten existing safety risk controls. The management of change should be a documented process established by the organisation to identify external and internal changes that may have an adverse effect on the safety of its maintenance activities. It should make use of the organisation’s existing hazard identification, risk assessment and mitigation processes. | [ ]  | [ ]  |       |
|  | 145.A.200(a)(5) | Change management documentation | [ ]  | [ ]  |       |
| **3.6** | **Safety training (including human factors) and promotion** |
|  | GM1 to Annex II (Part-145) Definitions | Definition of safety training | [ ]  | [ ]  |       |
|  | 145.A.30(e)AMC4 145.A.30(e)(a) | SAFETY TRAINING NEEDSWith respect to the understanding of the application of safety management principles (including human factors), all maintenance organisation personnel should be assessed for the need to receive initial safety training. Personnel involved in the delivery of the basic maintenance service of the organisation should receive both an initial and recurrent safety training, appropriate for their responsibilities. This should include at least the following staff members:* Nominated persons, line managers, supervisors;
* Certifying staff, support staff and mechanics;
* Technical support personnel such as planners, engineers, technical record staff;
* Persons involved in compliance monitoring and/or safety management-related processes and tasks, including the application of human factors principles, internal investigations and safety training
* Specialised services staff;
* Stores department staff, purchasing department staff;
* Ground equipment operators.

The generic term ‘line managers’ refers to departmental heads or persons responsible for operational departments or functional units that are directly involved in the delivery of the basic maintenance services of the organisation. | [ ]  | [ ]  |       |
|  | AMC4 145.A.30(e)(b) | INITIAL SAFETY TRAININGInitial safety training should cover all the topics of the training syllabus specified in GM1 145.A.30(e) either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organisation. The syllabus may also be adjusted to suit the particular nature of work for each function within the organisation. For example:* small organisations not working in shifts may cover in less depth subjects related to teamwork and communication;
* planners may cover in more depth the scheduling and planning objectives of the syllabus, and in less depth the objective of developing skills for shift working.

All personnel identified in accordance with point (a) of this AMC, including personnel being recruited from any other organisation should receive initial safety training compliant with the organisation’s training standards prior to commencing the actual job function, unless their competency assessmentjustifies that there is no need for such training. New, directly employed personnel working under direct supervision may receive training within 6 months after joining the maintenance organisation. | [ ]  | [ ]  |       |
|  | AMC4 145.A.30(e)(c) | RECURRENT SAFETY TRAININGThe purpose of recurrent safety training is primarily to ensure that staff remain current in terms of SMS principles and human factors and also to collect feedback on safety and human factors issues. Consideration should be given to involving compliance monitoring staff and the key safety management personnel in this training to provide a consistent presence and facilitate feedback. There should be a procedure to ensure that feedback is formally reported by the trainers through the internal safety reporting scheme to initiate action where necessary.Recurrent safety training should be delivered either as a dedicated course or integrated within other training. It should be of an appropriate duration in each two 2-year period in relation to the relevant compliance monitoring audit findings and other internal/external sources of information available tothe organisation on safety and human factors maintenance issues. | [ ]  | [ ]  |       |
|  | AMC4 145.A.30(e)(d) | TRAINING PROVIDER(S)Safety(/human factors) training may be conducted by the maintenance organisation itself, independent trainers, or any training organisations acceptable to the competent authority. | [ ]  | [ ]  |       |
|  | AMC4 145.A.30(e)(e) | The safety training procedures should be specified in the MOE. | [ ]  | [ ]  |       |
|  | GM1 145.A.200(a)(4) | SAFETY PROMOTION(a) Safety training, combined with safety communication and information sharing, forms part of safety promotion.(b) Safety promotion activities should support:(1) the organisation’s policies, encouraging a positive safety culture, creating an environment that is favourable to the achievement of the organisation’s safety objectives;(2) organisational learning; and(3) the implementation of an effective safety reporting scheme and the development of a just culture.(c) Depending on the particular safety issue, safety promotion may also constitute or complement risk mitigation actions.(d) Qualifications and training aspects are further specified in the AMC and the GM to point 145.A.30. | [ ]  | [ ]  |       |
|  | 145.A.200(a)(5) | Safety training and promotion documentation | [ ]  | [ ]  |       |
| **3.7** | **Immediate safety action and coordination with the operator’s emergency response plan (ERP)** |
|  | AMC1 145.A.200(a)(3)(g) | (1) Procedures should be implemented that enable the organisation to act promptly when it identifies safety concerns with the potential to have an immediate effect on flight safety, including clear instructions on who to contact at the owner/operator/CAMO, and how to contact them, including outside of normal business hours. These provisions are without prejudice to the occurrence reporting required by point 145.A.60. | [ ]  | [ ]  |       |
|  |  | (2) If applicable, procedures should be implemented to enable the organisation to react promptly if the ERP is triggered by the operator and it requires the support of the Part-145 organisation. | [ ]  | [ ]  |       |
|  | 145.A.155 | The organisation shall implement:(a) any safety measures mandated by the competent authority in accordance with point 145.B.135;(b) any relevant mandatory safety information issued by the Agency. | [ ]  | [ ]  |       |
| **3.8** | **Compliance monitoring** |
|  | AMC1 145.A.200(a)(6) | GENERAL(a) The primary objectives of compliance monitoring are to provide an independent monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures, and to request action where non-compliances are identified.(b) The independence of the compliance monitoring should be established by always ensuring that audits and inspections are carried out by personnel who are not responsible for the functions, procedures or products that are audited or inspected. | [ ]  | [ ]  |       |
|  |  | **3.8.1 Audit plan and audit procedures** |  |  |  |
|  | AMC2 145.A.200(a)(6)(d)AMC2 145.A.200(a)(6)(e)AMC2 145.A.200(a)(6)(f)GM2 145.A.200(a)(6) | AUDIT PLAN* audit plan showing when and how often the required activities will be audited
* audit plan establishment (validation/internal approval)
* procedure to make changes to audit plan
* compliance with applicable regulations and approved procedures and how the compliance is controlled
* product audit of each product line
	+ product lines
* dates and timescales
 | [ ]  | [ ]  |       |
|  | AMC2 145.A.200(a)(6)(c) | Unannounced audits and audits of nightshift (if applicable) | [ ]  | [ ]  |       |
|  | AMC2 145.A.200(a)(6)(e) | Audit of subcontractors (and suppliers if applicable) | [ ]  | [ ]  |       |
|  | AMC2 145.A.200(a)(6)(i) | Audit of line stations (if applicable) | [ ]  | [ ]  |       |
|  | AMC2 145.A.200(a)(6)(j) | Procedure to increase audit time periods (if applicable) | [ ]  | [ ]  |       |
|  | AMC1 145.A.200(a)(6)AMC2 145.A.200(a)(6)(b)AMC2 145.A.200(a)(6)(k) | AUDIT PROCEDURES* Independence of auditors
* auditing techniques and procedures
* finding levels and timeframes
* audit reports (documents used, writer, issue, points checked and deviations noted, deadline for rectification)
 | [ ]  | [ ]  |       |
|  | GM1 145.A.200(a)(6) | Remote audit procedures | [ ]  | [ ]  |       |
|  | AMC3 145.A.200(a)(6) | Contracting of the Independent audit | [ ]  | [ ]  |       |
|  |  | **3.8.2 Product audit and inspections** |  |  |  |
|  | AMC2 145.A.200(a)(6)(f) | Product audit procedure * sample check of one product while undergoing maintenance on each product line

including verification of:* the maintenance data and compliance with the organisation procedures, including consideration of human factors issues;
* the facility and maintenance environment;
* the standard of inspection and precautions;
* the completion of work cards/worksheet;
* the tools and material;
* the authorisation of the person carrying out maintenance.
 | [ ]  | [ ]  |       |
|  | AMC2 145.A.200(a)(6)(g) | The product audit includes witnessing any relevant testing and visually inspecting the product and the associated documentation. The product audit should not involve repeated disassembly or testing unless the product audit identifies findings that require such an action. | [ ]  | [ ]  |       |
|  |  | **3.8.3 Audit findings - corrective action procedure** |  |  |  |
|  | AMC4 145.A.200(a)(6) | Handling of non-compliances* duties and responsibilities
* identification of root cause(s) and contributing factor(s)
* corrective actions planning and follow up (immediate actions, long term preventive actions, root cause analysis, follow up)
* procedure and terms to postpone deadline
* overdue NC:s to Accountable manager
* handling of findings issued by CAA
 | [ ]  | [ ]  |       |
|  | 145.A.200(a)(6)AMC4 145.A.200(a)(6) | Feedback system of findings to the accountable manager* review by Safety Review Board, or
* review by regular management meetings
 | [ ]  | [ ]  |       |
| **3.9** | **Certifying staff and support staff qualifications, authorisation and training procedures** |
|  | 145.A.30(e)145.A.35AMC 145.A.35 |  |  |  |  |
|  | 145.A.35(i) | Duties and responsibilities* Compliance Monitoring Manager (CMM) responsibility to issue certification authorisations
* If applicable: procedure for CMM to nominate other persons to issue or revoke authorizations.
 | [ ]  | [ ]  |       |
|  | 145.A.35(h) | Structure of certification authorizations* scope and limits of different authorisations
* codes and their keys (if used)
 | [ ]  | [ ]  |       |
|  | 145.A.35(b) | Validity and scope of certifying authorizations * max validity per aircraft maintenance licence
* scope in relation to aircraft maintenance licence categories/subcategories
 | [ ]  | [ ]  |       |
|  | 145.A.35(a)145.A.35(b)145.A.35(c)145.A.35(d)145.A.30(f) | Experience, training and competency requirements* for category A certifying staff
* for category B1/B2/B2L/B3 and/or L certifying staff
* for category C certifying staff
* for support staff
* for component certifying staff
* for specialsed services certifying staff (NDT etc)
 | [ ]  | [ ]  |       |
|  | 145.A.35(c) | 6/24 months requirement | [ ]  | [ ]  |       |
|  | 145.A.35(f)AMC 145.A.35(f)AMC1,2,3,4,5 145.A.30(e) | Competency assessment procedure and documentation of it | [ ]  | [ ]  |       |
|  | 145.A.35(e) | Recurrent training* programme
* procedures
 | [ ]  | [ ]  |       |
|  | 145.A.35(j), (k) | Authorization certificate* format: documented or electronic
* responsibility to show it for authorized persons within 24 hours.
 | [ ]  | [ ]  |       |
|  | AMC 145.A.75(b) 4.4 | Authorization procedure of subcontractors (if applicable) | [ ]  | [ ]  |       |
|  | 145.A.30(j)(1), (2)Appendix IV | Authorisation of staff not qualified i.a.w. Part-66* based on ICAO licence
* Part-145 Appendix IV rules
 |  |  |  |
|  | 145.A.35(l) | Minimum age requirement (21 years) | [ ]  | [ ]  |       |
|  | 145.A.30(j)(5) | One off authorisation procedure* To one of its own employee i.a.w 145.A.30(j)(5)(i)
* To any person complying 145.A.30(j)(5)(ii)
* Re-check
* reporting to CAA in 7 days
 | [ ]  | [ ]  |       |
|  | 145.A.30(j)(3)145.A.30(j)(4) | Flight crew limited certification authorization (if applicable) | [ ]  | [ ]  |       |
| **3.10** | **Certifying staff and support staff records** |
|  | 145.A.55(d) | Contents/constitution of the records including:Name, date of birth, basic training, task training or product/type training, recurrent training, experience, qualifications relevant to the authorisation, scope of the authorisation, date of first issue of the authorisation, if appropriate – expiry date of the authorization, identification number of the authorisation, copy of the 66-licence, assessment documentation | [ ]  | [ ]  |       |
|  | 145.A.55(d) | Recording particulars of staff with limited or one-off certification authorizations. | [ ]  | [ ]  |       |
|  | 145.A.55(d)AMC 145.A.35(d)(2-3) | Management of the records:* duties and responsibilities; control by compliance monitoring function
* records confidentiality; access only to dedicated persons
* type/format of records: electronic or paper
* retention of records: duration / location
 | [ ]  | [ ]  |       |
|  | AMC 145.A.55(d)(4) | Competent authority access to review records. | [ ]  | [ ]  |       |
|  | 145.A.55(d)(5) | * Staff access on request to review their personal records
* Staff right upon request to have copy of their personal records when leaving the organisation.
 | [ ]  | [ ]  |       |
| **3.11** | **Airworthiness review staff qualification, authorisation and records** |
|  | 145.A.37AMC1 145.A.37GM1 145.A.37(b)145.A.55(d)(2)AMC2 145.A.55(d) | If applicable:* ARS qualification and authorisation process
* ARS records (ref AMC2 145.A.55(d))
 | [ ]  | [ ]  |       |
| **3.12** | **Compliance monitoring and safety management personnel** |
|  | 145.A.30(e)AMC1,2,3,4,5 145.A.30(e)GM2 145.A.30(e)GM3 145.A.30(e)145.A.200(4) | * Experience, training and competency requirements for personnel working in:
	+ Compliance monitoring
	+ Safety investigations
	+ Safety management
	+ Training
* Competency assessment procedure
	+ Duties and responsibilities
	+ Assessment documentation
 | [ ]  | [ ]  |       |
| **3.13** | **Independent inspection staff qualification** |
|  | AMC4 145.A.48(b)(a), (b)AMC1 145.A.30(e)AMC2 145.A.30(e)GM2 145.A.30(e)GM3 145.A.30(e) | * Experience, training and competency requirements for independent inspection staff
* Competency assessment procedure
	+ Duties and responsibilities
	+ Assessment documentation
 | [ ]  | [ ]  |       |
| **3.14** | **Mechanics qualification and records** |
|  | 145.A.30(e)AMC1 145.A.30(e)AMC2 145.A.30(e)GM2 145.A.30(e)GM3 145.A.30(e) | (note: do not mix mechanics and techicians)* Experience, training and competency requirements
* Duties and responsibilities
* Assessment procedures and documentation of it
 | [ ]  | [ ]  |       |
| **3.15** | **Process for exemption from aircraft/aircraft component maintenance tasks** |
|  | 145.A.45(d)AMC 145.A.45(d) | Exemption procedure* duties and responsibilities
* risk assessment (when applicable)
* circumstances where modified instructions can be used:
	+ a,b,c of AMC 145.A.45(d)
* procedure to inform the author of the data: S(TC)H, DOA etc.
* documentation and traceability

procedure if instructions are CDCCL related | [ ]  | [ ]  |       |
| **3.16** | **Concession control for deviations from the organisation's procedures** |
|  | 145.A.65(a), (b)AMC1 145.A.65AMC 145.B.30(2) | * System for approval and control of concessions.
	+ Concession criteria
	+ Request procedure
* Evaluation, response and approval
* Concession records and availability to CAA
 | [ ]  | [ ]  |       |
| **3.17** | **Qualification procedure for specialised activities such as NDT, welding, etc.**  |
|  |  | Duties and responsibilities | [ ]  | [ ]  |       |
|  | 145.A.30(f)AMC 145.A.30(f)145.A.30(e)AMC 1 145.A.30(e)145.A.30(e)AMC1 145.A.30(e)AMC2 145.A.30(e)GM2 145.A.30(e)GM3 145.A.30(e) | * Experience, training, examination and competency requirements
* Assessment procedures and documentation of it

FOR SPECIALIZED ACTIVITIES SUCH AS:* NDT
* welding
* machining
* plating
* thermal coating
* shot peening
* heat treatment
* cleaning, process handling
* painting
* balancing
* etc.
 | [ ]  | [ ]  |       |
| **3.18** | **Management of external working teams** |
|  | 145.A.47(d)GM1 145.A.47(d) | Duties and responsibilities | [ ]  | [ ]  |       |
|  |  | Procedure to ensure that aviation safety hazards associated with external working teams carrying out maintenance at the organisation’s facilities are considered by the organisation’s management system. | [ ]  | [ ]  |       |
|  |  | Maintenance procedures concerning supervising, independent inspections and other error capturing methods.  | [ ]  | [ ]  |       |
|  |  | Control of maintenance data and instructions  | [ ]  | [ ]  |       |
|  |  | Control of parts, materials, tools and equipment | [ ]  | [ ]  |       |
|  |  | CRS procedure | [ ]  | [ ]  |       |
| **3.19** | **Competency assessment of personnel** |
|  |  | Personnel to be assessed iaw Part 145.A.30(e) | [ ]  | [ ]  |       |
|  | AMC1 145.A.30(e) | Competency assessment objectives | [ ]  | [ ]  |       |
|  | 145.A.200(a)(4)145.A.30(e)AMC1,2,3,4,5 145.A.30(e)GM2 145.A.30(e)GM3 145.A.30(e) | The organisation should develop a procedure that describes the process for conducting competency assessments of personnel. The procedure should specify:(1) the persons who are responsible for this process;(2) when the assessments should take place;(3) how to give credit from previous assessments;(4) how to validate qualification records;(5) the means and methods to be used for the initial assessment;(6) the means and methods to be used for the continuous control of competency, including how to gather feedback on the performance of personnel;(7) the aspects of competencies to be observed during the assessment in relation to each job function;(8) the actions to be taken if the assessment is not satisfactory; and(9) how to record the assessment results. |  |  |  |
|  | 145.A.30(cc)AMC1 145.A.30(cc) | Nominated person(s) knowledge, background and experience requirements* refer to MOE 1.4
 | [ ]  | [ ]  |       |
|  | 145.A.55(d) | Personnel records | [ ]  | [ ]  |       |
| **3.20** | **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)** |
|  | 66.A.45(c)Section 6 of Appendix III to Part-66AMC to Section 6 of Appendix III to Part-66AMC to Appendix III to Part-66 | (Note: This chapter is only applicable when using Part-145 organisation for OJT training in case of Part-66 licence, first type in a given category/sub-category)Training procedures for on the job training including:* Procedure to subject the OJT to competent authority approval.
* Use of Traficom OJT form LU3166
* OJT logbook procedure:
	+ the list of tasks that should be performed during the OJT or a list of generic tasks and the process how to develop a list of particular tasks out of this list of generic tasks
	+ Use of Traficom OJT form LU3166 or separate log fulfilling AMC App II requirements attached to MOE
	+ Person(s) responsible to prepare the list of tasks
* Compliance report issuance procedure demonstrating how the OJT meets the requirements of Part-66
* Assessor qualification procedure
* Supervisor qualification and training procedure
* Supervision process and the assessment process, what to do if the assessment is not positive
* Tasks supervision procedure including
	+ Personally observing the work being performed
	+ Overseeing the task completion
	+ Overseeing the use of manuals and procedures
	+ Observance of safety measures, warnings and recommendations
	+ Observing the adequate behavior in the maintenance environment
* Tasks sign-off procedures (student/supervisor)
* Starting and completing the OJT within 3 years preceding the application for a type rating endorsement.
* Final assessment performed by designated assessor
* Safe release to service of the aircraft after OJT
 | [ ]  | [ ]  |       |
| **3.21** | **Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 licence in accordance with point 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)** |
|  | 66.B.105AMC 66B.105 | (Traficom note: not used in Finland)Procedure to make recommendations to the competent authority regarding the application from an individual for a aircraft maintenance licence so that the competent authority may prepare and issue such licence.  | [ ]  | [ ]  |       |
| **3.22** | **Management system record-keeping** |
|  | 145.A.55(c) | Management system, contracting and subcontracting records:- The organisation shall ensure that the following records are retained for a minimum period of 5 years:(i) records of management system key processes referred to in point 145.A.200;(ii) contracts, both for contracting and subcontracting, referred to in point 145.A.205. | [ ]  | [ ]  |       |
|  | 145.A.55(e),(f),(g) | * Storage, traceability
* Format
* protection from damage, alteration, theft
 | [ ]  | [ ]  |       |
| **Notes** |  |

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| --- | --- |
|  | **PART 4 RELATIONSHIP WITH CUSTOMER/OPERATORS** |
|  | Note: Where this Part is not used it should be shown in the MOE as Not Applicable |
| **4.1** | **List of the commercial operators to which the organisation provides regular aircraft maintenance services** |
|  | 145.A.70(a)(13) | List of those operators for whom maintenance is provided*.* *It is recommended to also describe details of the types of aircraft (and/or engines/APU) and the scope of work undertaken, e.g. Base maintenance, Line maintenance, Defect rectification etc., with any limitations.*It should be shown whether the contract is solely for carrying out maintenance or also for performing the Operator's maintenance management tasks. | [ ]  | [ ]  |       |
| **4.2** | **Customer interface procedures and paperwork** |
|  |  | References to procedures agreed between maintenance organisation and operator. (For example Customer Procedures Manuals or similar). Both maintenance and maintenance management tasks when applicable. | [ ]  | [ ]  |       |
| **Notes** |  |

|  |  |
| --- | --- |
|  | **MOE Part 5** |
| **5.1** | **Sample of documents** |
|  | 145.A.50(b)AMC 145.A.50(b) | CRS:* CRS for base maintenance
* CRS for NDT (if applicable)
* EASA Form 1
* any other CRS for company internal use
* Check the compliance of all the CRS’s with AMC 145.A.50(b)
 | [ ]  | [ ]  |       |
|  | 145.A.60 | Occurrence report (form) | [ ]  | [ ]  |       |
|  | 145.A.35 | CRS authorization certificate | [ ]  | [ ]  |       |
|  |  | Application for CRS authorization  | [ ]  | [ ]  |       |
|  | 145.A.30(j)(5) | One-off release autorization | [ ]  | [ ]  |       |
|  | 145.A.30(e)145.A.35 | Competency assessment form | [ ]  | [ ]  |       |
|  | 145.A.42 | Material tags: Serviceable / unserviceable and scrap labels | [ ]  | [ ]  |       |
|  | 145.A.20App II to Part-145 (k) | Part or component capability application | [ ]  | [ ]  |       |
|  | 145.A.65(b) | Maintenance work order | [ ]  | [ ]  |       |
|  | 145.A.45(e) | Task card / worksheet | [ ]  | [ ]  |       |
|  |  | Non-routine or Defect card (or similar) | [ ]  | [ ]  |       |
|  |  | Tool / equipment acceptance  | [ ]  | [ ]  |       |
|  |  | Tool / equipment equivalency assessment / acceptance | [ ]  | [ ]  |       |
|  | MOE 3.16 | Concession application and approval | [ ]  | [ ]  |       |
|  | AMC2 145.A.200(a)(6)(k) | Audit Report Form | [ ]  | [ ]  |       |
|  | AMC4 145.A.200(a)(6) | Corrective Action Report Form* Including also root cause, and contributing factors
 | [ ]  | [ ]  |       |
|  |  | Organisations with Aiworthiness Review privilege:* Airworthiness review staff records
* Airworthiness review staff authorization
* Airworthiness Review record compliance report
* Airworthiness Review physical compliance report
* EASA Form 15c
 | [ ]  | [ ]  |       |
| **5.2** | **List of subcontractors as per point 145.A.75(b)** |
|  | 145.A.70(a)(14) | Name of the subcontractor and short description of the scope/nature of subcontracted work. (linked with MOE 2.1 subcontractors) | [ ]  | [ ]  |       |
| **5.3** | **List of line maintenance locations as per point 145.A.75(d)** |
|  | 145.A.70(a)(15) | List of Line maintenance locations and aircraft types maintained in each location. Check that the facilities (if applicable) are described in MOE 1.8 and scope of work is according to 1.9. | [ ]  | [ ]  |       |
| **5.4** | **List of contracted organisations as per point 145.A.70(a)(16)** |
|  | 145.A.70(a)(16) | List of 145-approved organisations that are providing services under their own approval according to long term agreement. (For example NDT contractor).  | [ ]  | [ ]  |       |
| **5.5** | **List of used AltMoC as per point 145.A.70(a)(17)** |
|  | 145.A.70(a)(17) | a list of the currently approved alternative means of compliance used by the organisation | [ ]  | [ ]  |       |
| **Notes** |  |

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|  | **MOE Part 6: RESERVED** |
|  | **-** |
| **Notes** |  |

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|  | **PART 7 FAA SUPPLEMENTARY PROCEDURES FOR A TITLE 14 CFR PART 145 REPAIR STATION** |
|  | This section is reserved for those EASA Part-145 approved maintenance organisations that are also certificated as an FAA Title 14 CFR Part 145 repair station.The contents of this Part should be based on the Maintenance Annex Guidance (MAG) issued by EASA and the FAA following the agreement between the United States of America and the European Union on cooperation in the regulation of civil aviation safety. |
| **Notes** |  |

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|  | **PART 8 TRANSPORT CANADA CIVIL AVIATION (TCCA) SUPPLEMENTARY PROCEDURES FOR A CAR 573 MAINTENANCE ORGANISATION** |
|  | This section is reserved for those EASA Part 145 approved maintenance organisations holding a CAR 573 approval.The content of this Part should be based on the Maintenance Annex Guidance (MAG) issued by EASA and the TCCA following the agreement on civil aviation safety between the European Union and Canada. |
| **Notes** |  |

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|  | **PART 9 ANAC SUPPLEMENTARY PROCEDURES FOR AN RBAC 145 MAINTENANCE ORGANISATION** |
|  | This section is reserved for those EASA Part-145 approved maintenance organisations that hold an RBAC 145 approval.The contents of this Part should be based on the Maintenance Annex Guidance (MAG) issued by EASA and ANAC following the agreement on civil aviation safety between the European Union and Brazil. |
| **Notes** |  |