

MAINTENANCE ANNEX GUIDANCE


BETWEEN THE
FEDERAL AVIATION ADMINISTRATION
for the UNITED STATES OF AMERICA
AND THE
EUROPEAN AVIATION SAFETY AGENCY
for the EUROPEAN UNION



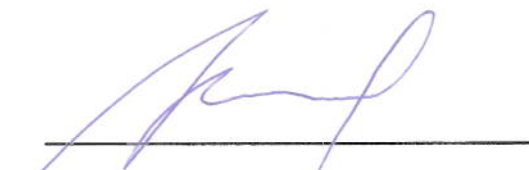
THE MAINTENANCE ANNEX GUIDANCE (MAG) APPROVAL:



THIS IS TO CERTIFY APPROVAL BY:



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Section: A – Authority Interaction

(Not applicable to Industry)

Introduction

This Maintenance Annex Guidance, (hereinafter referred to as MAG) is subdivided into Sections A, B, and C. The MAG details EASA, FAA, and applicant actions required to be taken in order for an FAA-certificated 14 CFR part 145 repair station primarily located in the U.S. to be approved to EASA Part-145; and for an EASA Part-145 Approved Maintenance Organisation to be approved to 14 CFR part 145, in accordance with the Agreement between the United States of America and the European Community on Cooperation in the Regulation of Civil Aviation Safety (the Agreement).

The United States (U.S.) requirements for maintenance are contained in the Code of Federal Regulations (CFR), Title 14, part 145 (hereinafter referred to as 14 CFR part 145). Guidance material, policy, and procedures are contained in FAA advisory circulars, orders, notices, and policy memoranda.

The European Union (EU) requirements for maintenance are contained in the regulation (EC) No. 216/2008; of the European Parliament and of the Council of 20 February 2008, Commission Regulation (EC) No. 2042/2003, Annex II, (hereafter referred to as EASA Part-145) and EASA Acceptable Means of Compliance (AMC), and Guidance Material.

The FAA and EASA have established the differences between EASA Part-145 and 14 CFR part 145. These differences are listed as Special Conditions in the Maintenance Annex as agreed between the EU and the U.S. As a result, a U.S.-based FAA-certificated 14 CFR part 145 repair station, when in compliance with EASA published maintenance special conditions, may apply for an EASA Part-145 approval. An EU-based EASA Part-145 approved maintenance organisation, when in compliance with published FAA maintenance special conditions, may apply for a 14 CFR part 145 approval.

The Agreement between the FAA and the EU permits reliance on each other's surveillance systems to the greatest extent possible. The FAA and EASA have agreed to conduct surveillance of each other's compliance with the special conditions. For the FAA, the frequency of surveillance is determined by FAA Performance Tracking and Reporting System (PTRS). For EASA, the frequency of surveillance is published in EASA Part-145 Section "B."

I General

- 1. Purpose.** The purpose of this section of the Maintenance Annex Guidance (MAG) is to define the procedures and activities of the Federal Aviation Administration (FAA), the European Aviation Safety Agency (EASA) and the Aviation Authorities (hereinafter “AA”) required to implement the Maintenance Annex (Annex 2 of the Bilateral). As described in Annex 2, Article 4.1, EASA, FAA and AAs, where applicable, shall accept each other’s inspections and monitoring of repair stations/maintenance organizations, for findings of compliance with their respective requirements as the basis for the issuance and continued validity of certificates. Within Section A, 14 CFR part 145 repair stations and EASA Part-145 maintenance organisations are referred to as maintenance organisations.
- 2. Communications.** Revision to maintenance organisation approval oversight systems (Annex 2 Article 4.10).

 - 2.1** The FAA, EASA and AA need to keep each other informed of significant changes within those systems, such as:

 - 2.1.1 Statutory responsibilities;
 - 2.1.2 Organisational structure (e.g., personnel, management structure, technical training, office location); and
 - 2.1.3 Significant revisions to maintenance organisation approval oversight systems standards or procedures.
 - 2.2** Revision by the FAA, EASA or an AA to its regulations, acceptable means of compliance, guidance material, policies, procedures, organisational structure, which may affect the basis and the scope of this guidance, should be notified in a manner consistent with Annex 2 Article 4. Accordingly, upon notice of such changes by FAA or EASA, FAA or EASA may request a meeting to review the need for amendment to this MAG.
 - 2.3** The list of contact points for the various technical aspects of the Maintenance Annex, including communication of urgent issues is located in Appendix 1 of this section.
- 3. Training.** In order to comply with the MAG and the requirements of the Maintenance Annex, Technical Agents and the AAs shall receive training which covers the Maintenance Annex, applicable special conditions and the certification procedures contained in MAG, as applicable to their situation.

- 4. Technical Consultations.** The FAA Director of Flight Standards and the EASA Director responsible for organisation oversight agree to consult as necessary to provide input when requested on technical issues and resolve technical disagreements. The frequency of these exchanges is going to depend on the number and significance of the issues to be discussed.

5. Interpretations and Resolution of Issues between FAA and EASA.

- 5.1** The FAA and EASA agree to address interpretations and resolve issues through consultation or any other mutually agreed-upon means. Every effort shall be made to resolve the issues at the lowest possible level.
- 5.2** To address interpretations and resolve issues the FAA and EASA (If an AA is involved, EASA shall ensure adequate coordination.) have agreed to use the following processes.

(1) For facilities located in the United States, the first point of contact for the FAA is the appropriate regional coordinator who must coordinate issues with the EASA manager responsible for standardisation.

(1) For facilities located in Europe, the first point of contact is the AA contact listed in Appendix 1, who is going to coordinate issues with the Eastern Region coordinator with copy to the EASA manager responsible for standardisation.

(2) If resolution cannot be reached, the issue may have to be expeditiously raised to the FAA National Coordinator who must consult with the EASA head responsible for standardisation.

(2) If resolution cannot be reached, the issue may have to be expeditiously raised to the EASA head responsible for standardisation, who must consult with the FAA National Coordinator.

(3) If resolution cannot be reached, the issue must be expeditiously raised to the Director of Flight Standards who may consult with the EASA director responsible for issuing the organisational approvals, as appropriate.

(3) If resolution cannot be reached, the issue must be expeditiously raised to the EASA director responsible for issuing the organisational approvals, as appropriate, who may consult with the Director of Flight Standards.

- 5.3** Issues that cannot be satisfactorily resolved between the FAA Director of Flight Standards and EASA directors on an ad hoc basis shall be added to the agenda for the next formal Joint Maintenance Coordination Board (JMCB) meeting for further consideration.
- 5.4** Issues that cannot be resolved by the JMCB must be forwarded to the Bilateral Oversight Board for resolution (The Bilateral Oversight Board is a joint executive level group responsible for effective functioning of the Agreement).

6. **Joint Maintenance Coordination Board Meetings.** The JMCB under the leadership of the FAA's Director of Flight Standards and EASA's director responsible for organisation approvals should meet at least annually to review progress on implementation of and propose changes to this MAG. The meetings should rotate between the United States and Europe, with one meeting hosted by FAA and one by EASA, unless otherwise agreed.
 - 6.1 Each meeting should be a minimum of 2 days.
 - 6.2 Meeting attendees should include the offices responsible for the technical coordination of this guidance and additional officials of FAA, EASA, and the AAs as needed to address the meeting agenda items. At the discretion of the joint leadership, staff and representatives of other appropriate organisations may be invited to participate.
 - 6.3 The host is responsible for meeting minutes and action items that are centrally tracked.
 - 6.4 The JMCB has to:
 - 6.4.1 Report unresolved issues to the Bilateral Oversight Board, and
 - 6.4.2 Ensure the implementation of any decisions reached by the Bilateral Oversight Board
7. **Taskings/Subgroups.** The JMCB may charter subgroups to address specific technical issues and make recommendations for amendment to the Agreement or revisions to the guidance.
8. **Revisions.** The JMCB should approve revisions to this guidance as necessary. These revisions become effective upon signature.

II Cooperation in Quality Assurance and Standardisation Activities. In order to promote continued understanding and compatibility with each other's maintenance systems, FAA and EASA need to consult and share information on quality assurance and standardisation activities. For this purpose, FAA and EASA focal points should meet and communicate on a regular basis to exchange annual schedules to allow for mutual attendance as observers in each other's activities, and to discuss significant audit findings and reports as a result of these activities. Submit the record of such meetings and recommendations, with appropriate supporting materials, to the JMCB.

1. Implementation of the EU-EASA Standardisation in EU Member States.

1.1 Access to Reports. The EASA Approvals and Standardisation Directorate shall, upon request of the FAA, provide reports to the FAA to record the fact that the Standardisation Inspection Team visits are being conducted and show the status of achieved maintenance standards of the AAs. These reports will be the final Inspection reports as described in Article 10 of Regulation (EC) No. 736/2006. Where during the visit phase of a Standardisation Inspection a preliminary report includes a remedial action to eliminate a non-compliance in a 14 CFR part 145 organisation subject to the Agreement, then in accordance with Article 14 of Regulation (EC) No. 736/2006 these reports should also be provided.

1.2 FAA Involvement as Observers. FAA Technical Agents have the right to participate as an observer in the Standardisation Inspection Team visit schedule. The annual schedule is going to be raised as required by Regulation (EC) No. 736/2006. Ad hoc inspections may also be called at short notice. The FAA role is passive and as part of the Inspection Team the FAA shall follow the appropriate working procedures referred to under Section A Part II paragraph 1.8 detailed below.

1.3 Conduct of Inspections.

1.3.1 The FAA contact point will be provided with the EASA **Standardization** schedule of visits raised annually and as amended. This should include an invitation to the FAA to attend the **Standardization** preliminary and wrap-up meetings, usually held at EASA HQ in Cologne. EASA Approval and Standardisation Directorate publishes the guidance for team member qualification and the inspection procedures applicable to a team carrying out a standardisation inspection of an AA.

1.3.2 In order to assist EASA in planning and managing the standardisation inspection visit schedule and teams, the FAA shall

notify the EASA contact in writing one month in advance indicating which visits FAA representatives wish to attend as observers.

- 1.4 Preliminary Meetings.** These may be held at EASA HQ in Cologne but the option is open to hold these at the AA. The meetings need to be carried out as required by Article 9 of Regulation (EC) No. 736/2006 between the inspection team, and the AA national coordinator.
- 1.5 Onsite Visit.** Onsite visits are to be conducted including opening and closing sessions at the AA main or regional offices. The visit may include inspections of undertakings under the AA oversight and verification for AA compliance with the Agreement including the FAA Special Conditions.
- 1.6 Wrap Up Meetings.** May be held at EASA HQ in Cologne but the option is open to hold these at the AA premises. These meetings must be called as required by Article 9 of Regulation (EC) No. 736/2006 between the inspection team, and the AA national coordinator.
- 1.7 Inspection Reports of AA**
 - 1.7.1 Non-compliances that are raised against AAs in accordance with Article 13 of Regulation (EC) No. 736/2006. Upon request, these inspection reports need be forwarded to the FAA National Coordinator detailed in Appendix 1 of this guidance in accordance with Section A Part II paragraph 1.1.
 - 1.7.2 EASA shall provide the National Coordinator with an annual standardisation report including a summary of all standardisation inspections carried out during the year. The summary must be limited to those audit elements pertaining to this Agreement.
- 1.8 Regulations and Procedures.** EASA Standardisation of Member States will be carried out in accordance with the Regulations (EC) No. 216/2008 and 736/2006 which are used to establish the EASA working methods of standardisation teams for conducting standardisation inspections within the European Union.
- 1.9 EASA Verification of Compliance with Special Conditions.**
 - 1.9.1 EASA monitors the AAs of the Member States listed in the Maintenance Annex, Appendix 2 to ensure compliance with the terms of the Agreement and Annex 2 to Commission Regulation (EC) No. 2042/2003 (EASA Part-145). The audit schedule may not be synchronized with the EASA standardisation inspection schedule. Visit frequency is normally once every 2 years.

- 1.9.2 EASA shall determine a visit schedule and provide it to the FAA. Notify the FAA of the individual visit schedule 2 months in advance and invite them to attend as observers during the visit. Check Member State AAs for compliance with the terms of the Agreement using the checklist detailed in Appendix 4 of this guidance.

2. EASA Sampling Inspection System in the U.S. (SIS). The EASA directorate responsible for standardisation should establish a sampling visit schedule to check that the Agreement is being implemented in the United States in accordance with its terms.

2.1 Objectives.

- 2.1.1 To monitor the FAA application of the Maintenance Annex to the Bilateral Agreement to ensure that the Annex is applied in a consistent manner such that any organisation approved and listed by EASA in accordance with the provisions of the Bilateral Agreement meets a standard equivalent to that required of an EASA Part-145 organisation.
- 2.1.2 To assist the FAA and U.S. industry in understanding the differences between 14 CFR part 145 and the relevant EASA regulation(s) for maintenance organisations and any procedural differences associated with implementation of the Bilateral Agreement as appropriate.

2.2 Mode of Operation.

- 2.2.1 SIS Teams need to visit the FAA and appropriate U.S. industry on a regular basis to satisfy the Section A Part II paragraph 2.1 objectives.
- 2.2.2 When the SIS Team perceives problems with compliance with maintenance standards, such problems are to be reported on the EASA Visit Report AMO (see Appendix 2 of Section A) to the FAA and the company concerned. The EASA Visit Report of the FAA FSDO (see Appendix 3 of Section A) will be provided to the FAA regional coordinator.
- 2.2.3 More than one SIS Team may be operating in the United States at any one time.

2.3 SIS Team Composition.

- 2.3.1 Each SIS Team should consist of two experienced maintenance surveyors, and can be selected from EASA staff with additional staff from AAs when there is a shortage of experienced

maintenance surveyors from EASA. Each team may include a third maintenance surveyor undergoing team familiarisation.

- 2.3.2 The FAA National or Regional Coordinator shall accompany the SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation of maintenance regulations. The principal inspector/surveyor responsible for the particular organisation visited join the team for that visit.
- 2.3.3 EASA should nominate maintenance surveyors who meet specified and appropriate experience requirements for the SIS Teams. Request surveyors from the AAs where a shortage of EASA members exists. The nominated surveyors should serve in SIS Teams for a minimum of 12 months for standardisation purposes. The specified requirements to become an SIS Team member are that the nominee should be an experienced EASA surveyor or an approved standardisation inspection team member seconded by a Member State with indepth knowledge of maintenance. They should have significant experience in auditing aviation companies amounting to not less than 5 years of which at least 2 years should involve the application of EASA Part-145. Additionally, some international exposure to other FAA maintenance regulations should be required with an associated diplomatic manner in the interpretation and carrying out investigations of maintenance standards in an international context. Attendance at a EASA Part-145 training course is an essential prerequisite, and potential SIS Team members must attend a general SIS Team pre-brief session before joining SIS initially in the position of the third maintenance surveyor as required in Section A Part II paragraph 2.3.1.

- 2.4 **SIS Team Visit Programme.** SIS Teams are intended to visit the U.S. industry and the FAA at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The EASA directorate responsible for standardisation should determine a visit schedule and provide it to the FAA. The final dates of a specific visit should be provided to the FAA National Coordinator at least 2 months in advance. The FAA is expected to make every effort to both receive and cooperate with the team. Supplementary visits by a SIS Team to the United States may be required as deemed necessary by the directorate responsible for standardisation.

2.5 The Selection of FAA Regions to be Visited.

- 2.5.1 SIS teams are intended to visit the FAA FSDO and AMOs at a frequency to ensure that standards are being achieved and therefore the frequency may vary based on experience.
- 2.5.2 The directorate responsible for standardisation will determine the SIS visit schedule using objective criteria and risk analysis. The following list is not exhaustive but may illustrate the main criteria used to select a region/FSDO to visit.
- (a) FSDOs that have a large concentration of FAA repair stations may be used as an indication of business carried out in that area and a selection of approvals used to give a sample of that FSDO.
 - (b) Where EASA has received a number of reports of non-compliance with individual applications from a FSDO, this could indicate a problem and need for a visit.
 - (c) Previous EASA sampling inspections reports that indicate a particular FSDO may be of concern to EASA.
 - (d) The Operations Specifications of individual approvals may be used to carry out a risk analysis and indicate where safety could be most at risk.
- 2.5.3 In addition a review of occurrences reported to EASA may be used as an indicator of potential problem areas. Occurrence reports may be drawn from the following areas and used to make a selection:
- EU AAs.
 - Operators within the EU.
 - Approved and unapproved organisations within the EU.
 - Approved organisations within the U.S.
- 2.5.4 In addition, the number of SIS inspections is to be related to the successful implementation of the FAA Flight Standards Evaluation Programme (FSEP) internal audit programme identified in MAG, Section A, Part II paragraph 3.

2.6 Pre-briefing of SIS Teams.

- 2.6.1 The SIS Teams are usually briefed at EASA Headquarters Cologne before each visit to the country to ensure that they are fully aware of what is expected of them and to provide any pertinent information about the industry and FAA. To ensure

standardisation when more than one team is in operation, all SIS Teams are to be briefed at the same time.

- 2.7 **SIS Procedure.** SIS teams normally visit the United States for one week. As the United States is a large country with a large aviation industry, it may be necessary to carry out a series of visits, each time to different locations. The EASA Manager responsible for Standardisation must liaise with the FAA national and regional coordinators to organize the visit schedule. The FAA will make every effort to cooperate with the SIS team.

- 2.7.1 At the start of each visit the FAA and the industry will be provided with an in-brief and at the end of each visit the FAA will be provided with an out-brief regarding the visit. The principal inspectors and the regional coordinator or the national coordinator should participate at both these briefings.
- 2.7.2 The SIS Team should complete an EASA Visit Report AMO in respect of each organisation visited and an EASA Visit Report FSDO in respect of each FSDO visited. The FAA National or Regional Coordinator, as applicable, should also sign the EASA Visit Report FSDO to indicate that the report has been seen, adding any comment he/she wishes against each finding, and if necessary, disagreement with the finding(s). Signature by the FAA National or Regional Coordinator only means that the findings have been seen.
- 2.7.3 The SIS Team may have cause with some organisations to raise Level 1 findings as defined by EASA Part-145 Section B. In this case, use the EASA Visit Report AMO to record the finding(s). The Organisations Department within the EASA Approvals and Standardisation Directorate must carry out the necessary follow up actions.
- 2.7.4 After each visit, each SIS Team must debrief the EASA Manager responsible for Standardisation.

2.8 Resolution of SIS Team Findings.

- 2.8.1 The EASA Approvals and Standardisation Directorate should review the EASA Visit Report FSDO and request the FAA to take the appropriate remedial actions in a timely manner. Findings are to be discussed at least annually during the meeting of the JMCB.
- 2.8.2 The EASA Approvals and Standardisation Directorate must take action on all the EASA Visit Report AMO finding level 1 raised following the visit. Action should be taken directly with the affected organisation. This may involve removing the organisation from the

EASA list. The FAA should be kept informed of any proposed action and may receive a copy of any notification to the organisation. The FAA should be notified of any organisations suspended or removed from the EASA list due to the visit.

2.8.3 For all other findings raised in the EASA visit report AMO follow-up of the findings will be accomplished by the FAA and reported to EASA for closure through the regional coordinator.

2.8.4 Review general observations contained in EASA Visit Report AMO with the FAA to consider possible corrective measures to ensure standards compatible with EASA Part-145. Confirm these in writing. The EASA Approval and Standardisation Directorate is to complete the Section A Part II paragraph 2.7.4 processes at the earliest opportunity after the SIS Team visit but in any case not later than 2 months after the end of the visit.

2.8.5 A consolidated summary identifying systemic issues of Section A Part II paragraph 2.7.4 status may be reported to the JMCB every 12 months by the EASA Head of Standardisation listed in Appendix 1.

3. Flight Standards Evaluation Programme (FSEP). FAA Flight Standards Quality Assurance Staff (FSQA) Audits: The Agreement between The United States and the European Community contains provisions for EASA's participation in FAA's internal quality assurance functions that the FSEP is part of. This participation is limited to observer status for review of areas pertinent to the Agreement, namely 14 CFR parts 43 and 145 and EASA Special Conditions.

3.1 Schedule and Coordination. At the beginning of the fiscal year (or other agreed upon date) of each year, FSQA shall provide the EASA Approvals and Standardisation Directorate, Standardisation Manager an annual schedule of FAA offices selected for FAA internal audits during the next fiscal year. The EASA Approvals and Standardisation Directorate should coordinate with FSQA and identify the audits in which they are going to participate.

3.2 Process. Once EASA has identified the audits they are going to participate in, FSQA is to prepare an invitation to the EASA Approvals and Standardisation Directorate for each audit 30 days before the scheduled start date. FSQA also is to provide EASA with the itinerary, hotel information, and ground transportation information as appropriate. FSQA needs to specify the time frame they would expect to be conducting 14 CFR parts 43 and 145 and EASA Special Conditions sections of the audit. The purpose of this information is to allow EASA to schedule their time in an effective and efficient manner. EASA may

schedule one of the SIS team members to separate from a SIS visit to attend the FSQA audit. However, this does not limit EASA from participating in any or all of the FSQA audits.

- 3.3 Reports and Debriefings.** Invite EASA to attend in-briefings and out-briefings at the FSDO or Regional Office for the portions of the briefings related to this Agreement. As an option, FSQA may provide EASA with a summary of the audit if EASA elects not to stay for the out-briefings. The summary is to be provided in a time frame agreed to by EASA and FAA. Upon request from EASA, FSQA should provide audit reports to record the fact that quality audits are being conducted and show the status of the achieved standard in the FAA Offices.
- 3.4 Annual Summary of Audits.** FSQA shall provide EASA Approvals and Standardisation Directorate with an annual summary of all audits carried out during the year. The summary is to be limited to the portions of the audits pertaining to this Agreement.

- 4. FAA Sampling System.** the FAA Eastern Regional Coordinator will establish a sampling visit schedule to verify that the Agreement is being implemented in the European Union Member States included in the Maintenance Annex. The sampling inspections verify that the AA is following the guidance provided in Sections A and C of the MAG. This is a Safety Management Systems (SMS) approach.

4.1 Objectives.

- 4.1.1 To monitor the application by EASA and the AAs of the Maintenance Annex to ensure that the Annex is applied in a consistent manner and that any organisation issued a repair station certificate by the FAA in accordance with the provisions of the Maintenance Annex meets a standard equivalent to that required of an FAA part 145 Repair Station.
- 4.1.2 To assist EASA, AAs, and the European industry in understanding the FAA Special Conditions and the procedures associated with implementation of the Agreement.

4.2 Sampling Inspection Team Composition.

- 4.2.1 The FAA Eastern Regional Coordinator is responsible for the composition of the team.
- 4.2.2 Each team member must receive Maintenance Annex training.
- 4.2.3 An EASA representative and an AA Headquarters Representative, if applicable, should accompany the sampling inspection team during the visit to ensure that no misunderstandings arise

concerning the interpretation or application of maintenance standards or regulations.

- 4.2.4 The principal inspector/surveyor responsible for the AMO(s) visited should join the team for that visit.

4.3 The Selection of AA to be Visited. The sampling inspection team is required to sample the implementation of the Maintenance Annex in the various EU Member States. This is achieved by sampling the AAs compliance with the Agreement and using a selection of 14 CFR part 145 Repair Stations as a product sample of the EU system. The FAA is to identify AA regional office and/or field office to be visited and identify a representative selection of 14 CFR part 145 Repair Stations to be sampled by the FAA team during the visit.

4.4 Sampling Inspection Schedule.

- 4.4.1 Sampling inspection teams shall visit the AAs and AMOs at a frequency to ensure that standards are achieved. The frequency may vary based on experience.

- 4.4.2 The FAA Eastern Regional Coordinator or delegated representative will determine the sampling visit schedule using objective criteria and risk analysis. The following list is not exhaustive but illustrates the main criteria used to select a Member State's AA to visit.

- Member States that have a large concentration of FAA Repair Stations may be used as an indication of business carried out in that area and a selection of approvals used to give a sample of that Member State.
- Where the FAA has received a number of non-compliances with individual applications from an AA this could indicate a problem and need for a visit.
- The Safety Performance Analysis System (SPAS) data for individual approvals may be used to carry out a risk analysis and indicate where safety could be most at risk.
- Previous FAA sampling inspections reports that indicate a particular AA may be of FAA concern.

NOTE: During sampling inspections, the FAA may review the AMOs internal auditing programme to ensure that additional facilities and /or line stations covered by the Agreement are meeting the FAA Special Conditions. The FAA Eastern Regional Coordinator will determine if visits to additional locations and/or Line stations should be accomplished.

- 4.4.3 In addition, the number of sampling inspections may be related to the successful implementation of the EASA audit programme identified in MAG, Section A Part II paragraph 1.1 **EU-EASA** Standardisation.
- 4.4.4 Provide the annual schedule to EASA for coordination with the AAs. If the annual schedule changes during the year, provide at least 2 months notice to EASA and the AA. The AA should make every effort to both receive and cooperate with the team. Each AA can expect a visit at least once every 18 months.
- 4.4.5 Supplemental visits by a sampling inspection team to an **EU** Member State may be required in those cases where a Member State listed in Appendix 2 to Annex 2 was initially rated as IASA Category 1 and is subsequently moved to Category II. If the Category II rating is the result of failing to meet the aircraft maintenance oversight standards section of the IASA assessment, the FAA may increase the frequency of sampling inspections accordingly.

4.5 Sampling Inspection Process. (This paragraph clarifies the AA's responsibilities contained in Annex 2 Article 6.3.1.)

- 4.5.1 During the visit to the AA offices, the Agreement requires the AA to assist and cooperate with the FAA Team by allowing the FAA to review AA repair station (AMO) surveillance records, reports, findings, and corrective action.
- 4.5.2 The FAA will review AA procedures and processes used during surveillance and certification of repair stations under the Agreement.
- 4.5.3 The AA will provide individual AA surveyor/inspector training records for review as well as individuals responsible for surveillance for interview.
- 4.5.4 As appropriate and when possible, the AA should also provide the FAA assistance by allowing an AA staff member who speaks English to assist in reviewing the above files in addition to assisting with interviews as necessary.
- 4.5.5 The FAA must fill out the FAA Sample Audit of AA, located in Appendix 5, during the inspection, documenting any problems with the AA processes and procedures.
- 4.5.6 The FAA sampling inspection team will use the FAA Annex to EASA Form 6 (Appendix 6) when sampling AMOs for compliance with Section C of the MAG.

- 4.5.7 The FAA sampling inspection team may select several different items on the form for each repair station visited. The sampling inspection visits shall cover a representative number of items listed on the FAA Form 6. However, this is not a complete facility inspection and the areas visited are to be limited to areas of concern raised during the visit to the AA.
- 4.5.8 The FAA is to divide the FAA Annex to Form 6 so that each AMO visited has different areas of each facility inspected. This is an SMS process and at the conclusion of the sampling inspection of the AA and AMOs, the result should provide the FAA with an overall view of each country's compliance with the Agreement.

NOTE: FAA Inspectors refer to FAA Order 8900.1 for additional sampling inspection guidance.

- 4.5.9 The FAA may create a consolidated summary identifying systemic issues of the sampling inspection team visits conducted over the previous year. This report is to be provided to the JMCB every 12 months.
- 4.5.10 There may be more than one sampling inspection team operating in the EU at any one time.
- 4.5.11 Where findings have been formally discussed with the AMO and agreed with by the AA during the formal debrief at the Organisation, the AA will complete the follow-up and closure actions required. Once satisfactory closure actions have been completed by the AMO and accepted by the AA, a recommendation shall be made to the FAA with a copy to the EASA coordinator using the FAA Annex to EASA Form 6. A review of the actions taken will formally close the Visit Report. FAA may take enforcement action depending on the severity of the identified deficiencies.
- 4.5.12 Where findings are reviewed with the AA and are considered not to be based upon the AA's failure to demonstrate continued confidence in accordance with the terms of the Agreement, the AA will forward a report with closure action to the findings to the FAA. Any findings that are based upon the AA's failure to demonstrate continued confidence in accordance with the terms of this Agreement will be handled in accordance with Section A Part II paragraph 1.5 (resolution process).

III Procedures for Adding and Suspending the Acceptance of Findings of Compliance and Approvals.

- 1. Procedure for Adding Acceptance of Findings of an AA.** EASA is to notify the FAA when EASA proposes to add a new Member State to the approved list of Member States in Appendix 2 of Annex 2 to the Agreement. EASA and the FAA are to consult on the basis for this proposal. EASA should work with the AA of the Member State in order to ensure that the AA is prepared to act in accordance with the Agreement. When EASA determines that the Aviation Authority is ready for review and approval, EASA and the FAA may conduct a final joint assessment in accordance with paragraph 6.2 of Annex 2. If a joint assessment is not practical and EASA cannot change its plans to accommodate FAA's participation, the FAA may conduct its own assessment of the AA, with an EASA observer. The FAA, following the applicable assessment, shall inform EASA of concurrence or non-concurrence with EASA's recommendation. If the FAA concurs, the JMCB is to make a recommendation to the Bilateral Oversight Board to revise Annex 2 Maintenance (hereinafter Annex 2) accordingly or otherwise report its disagreement.
- 2. Procedure for Suspending Acceptance of Findings of an AA.** Either EASA or the FAA may be instigate a proposed suspension of the acceptance of findings of compliance and approvals made by an AA based upon the AA's failure to demonstrate continued confidence in accordance with the terms of the Agreement. If either the FAA or EASA proposes to suspend acceptance of findings of compliance or approvals, the JMCB must discuss this at the first opportunity. In the case where the FAA proposes to suspend the acceptance of findings of compliance or approvals, then a joint confidence building activity may be undertaken. If confidence is not restored, through whatever means, the JMCB must request that the Bilateral Oversight Board revise Annex 2 accordingly.
- 3. Procedure for Suspending Acceptance of Findings of the FAA.** The JMCB must discuss at the first opportunity a proposed suspension of the acceptance of findings of compliance and approvals made by the FAA, based upon the FAA's failure to demonstrate continued confidence in accordance with the terms of the Agreement. A joint confidence building activity may be undertaken. If confidence is not restored, through whatever means, the JMCB must notify the Bilateral Oversight Board and request that appropriate action be taken.
- 4. Procedure for Re-instatement and Acceptance of Findings of Compliance and Approvals Made by an AA.** In the case where a Member State has been removed from the list of approved AAs in Appendix 2 of Annex 2 to the Agreement, it is possible for such Member State to pursue re-instatement in Annex 2. Prior to re-instatement, the

Member State must first be subject to an assessment for compliance with the requirements of Annex 2 paragraph 6.1.1. Upon satisfactory compliance with paragraph 6.1.1, the JMCB is to make a recommendation to the Bilateral Oversight Board, who in turn will make a decision regarding the re-instatement of the Member State and take the appropriate action.

5. **Procedure for Continued Confidence.** For AAs of Member States listed in Appendix 2 of Annex 2 that have no current FAA repair station certification activity, the FAA is to work with the AAs to assure that they continue to comply with paragraph 6.3.1 of Annex 2 of the agreement.

IV Definitions

1. **Accountable Manager [EASA].** The accountable manager is normally intended to mean the chief executive officer of the organization, who by virtue of position has overall [including in particular, financial] responsibility for running the organization. When the accountable manager is not the chief executive officer, he must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation.
2. **Airworthiness approval.** A finding that the design or change to a design of a civil aeronautical product meets applicable standards or that an individual product conforms to a design that has been found to meet those standards and is in a condition for safe operation.
3. **Alteration or Modification.** A change to the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.
4. **Aviation Authority (AA).** A responsible government agency or entity of a European Union Member State that exercises legal oversight on behalf of the European Community over regulated entities and determines their compliance with applicable standards, regulations, and other requirements within the jurisdiction of the European Community.
5. **Civil Aeronautical Product.** Any civil aircraft, aircraft engine, or propeller, or appliance, part, or component to be installed thereon.
6. **Data approved by EASA.** Data approved by the EU Technical Agent or by an organisation approved by that Technical Agent, including U.S. design data reciprocally accepted under Annex 1.
7. **Data approved by the FAA.** Data approved by the Administrator or the Administrator's designated representative, including EU design data reciprocally accepted under Annex 1.
8. **Environmental approval.** A finding that the design or change to a design of a civil aeronautical product meets applicable standards concerning noise, fuel venting or exhaust emissions.
9. **Environmental Testing.** A process by which the design or change to a design of a civil aeronautical product is evaluated for compliance with applicable standards and procedures concerning noise, fuel venting or exhaust emissions.
10. **Maintenance.** The performance of any one or more of the following actions: inspection, overhaul, repair, preservation, or the replacement of parts, materials, appliances, or components of a civil aeronautical product to assure the continued airworthiness of such a product; or the installation

of previously approved alterations or modifications carried out in accordance with requirements established by the appropriate Technical Agent.

- | 11. **Maintenance Annex.** Annex 2 of the Agreement between the United States of America and the European Community on Cooperation in the Regulation of Civil Aviation Safety.
- | 12. **Monitoring.** Periodic surveillance to determine continuing compliance with the appropriate standards.
- | 13. **Overhaul.** A process that ensures the aeronautical **article/item** is in complete conformity with **all** applicable service tolerances specified in the type certificate holder's, or equipment manufacturer's instructions for continued airworthiness, or in the data that is approved or accepted by the Authority. No person may describe an **article/item** as being overhauled unless it has been at least disassembled, cleaned, inspected, repaired as necessary, reassembled, and tested in accordance with the above specified data.
- | 14. **Regulated Entity.** Any natural or legal person whose civil aviation safety and environmental testing and approval activities are subject to the statutory and regulatory jurisdiction of one or both of the Parties.
- | 15. **Special Conditions.** Those requirements in either 14 CFR parts 43 and 145 or in Commission Regulation (EC) No. 2042/2003 Annex II (hereinafter referred to as EASA Part-145) that have been found, based on a comparison of the regulatory maintenance systems, not to be common to both systems and which are significant enough that they must be addressed.
- | 16. **Technical Agent.** For the United States, the Federal Aviation Administration (FAA); and for the European Community, the European Aviation Safety Agency (EASA).

V Special Conditions

1. EASA SPECIAL CONDITIONS APPLICABLE TO U.S.-BASED REPAIR STATIONS

1.1 To be approved in accordance with EASA Part-145, pursuant to the terms of this Annex, the repair station shall comply with all of the following Special Conditions:

1.1.1 The repair station shall submit an application in a form and a manner acceptable to EASA.

(a) The application for both initial and **renewal** of the EASA approval shall include a statement demonstrating that the EASA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in an **EU** Member State or parts fitted thereon.

(b) The repair station shall provide a supplement to its Repair Station Manual (RSM) that is verified and accepted by the FAA on behalf of EASA. All revisions to the supplement must be accepted by the FAA. The supplement shall include the following:

- (i) The supplement must contain a statement by the accountable manager of the repair station, as defined in the current version of EASA Part-145 which commits the repair station to compliance with this Annex and the Special Conditions as listed.
- (ii) Detailed procedures for the operation of an independent quality monitoring system including oversight of all multiple facilities and line stations within the territory of the United States.
- (iii) Procedures for the release or approval for return to service that meet the requirements of EASA Part-145 for aircraft and the use of the FAA Form 8130-3 for aircraft components, and any other information required by the owner or operator as appropriate.
- (iv) For airframe/aircraft rated facilities, procedures to ensure that the certificate of airworthiness and the Airworthiness Review Certificate are valid prior to the issue of a release to service document.
- (v) Procedures to ensure that repairs and modifications as defined by EASA requirements are accomplished in accordance with data approved by EASA.

- (vi) A procedure for the repair station to ensure that the FAA-approved initial and recurrent training programme and any revision thereto include human factors training.
- (vii) Procedures for reporting un-airworthy conditions as required by EASA Part-145 on civil aeronautical products to the EASA, aircraft design organisation, and the customer or operator.
- (viii) Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified EASA airworthiness directives and other notified mandatory instructions.
- (ix) Procedures in place to ensure that contractors meet the terms of these implementation procedures; that is, using an EASA-approved Part-145 organisation or, if using an organisation which does not hold an EASA Part-145 approval, the repair station returning the product to service is responsible for ensuring its airworthiness.
- (x) Procedures to permit work away from the fixed location on a recurring basis, when applicable
- (xi) Procedures to ensure appropriate covered hangars are available for base maintenance of aircraft.

1.2 To continue to be approved in accordance with EASA Part-145, pursuant to the terms of this Annex, the repair station shall comply with the following. The FAA shall verify that the repair station:

- (a) Allow EASA, or the FAA on behalf of EASA, to inspect it for continued compliance with the requirements of the 14 CFR part 145 and these Special Conditions (i.e., EASA Part-145).
- (b) Accept that investigation and enforcement action may be taken by EASA in accordance with any relevant EU regulations and EASA procedures.
- (c) Cooperate with any EASA investigation or enforcement action.
- (d) Continue to comply with 14 CFR part 43 and part 145, and these Special Conditions.

2. FAA SPECIAL CONDITIONS APPLICABLE TO EU-BASED APPROVED MAINTENANCE ORGANISATIONS (AMOs)

2.1 To be approved in accordance with 14 CFR part 145, pursuant to the terms of this Annex, the AMO shall comply with all of the following Special Conditions:

2.1.1 The AMO shall submit an application in a form and a manner acceptable to the FAA.

(a) The application for both initial and renewed FAA certification shall include:

- (i) A statement demonstrating that the FAA repair station certificate and/or rating is necessary for maintaining or altering U.S.-registered aeronautical products or foreign-registered aeronautical products operated under the provisions of 14 CFR.
- (ii) A list of maintenance functions, approved by the Aviation Authority, to be contracted/sub-contracted to perform maintenance on U.S. civil aeronautical products.
- (iii) In the case of transport of dangerous goods, written confirmation, demonstrating that all involved employees have been trained in the transport of dangerous goods in accordance with ICAO standards.

(b) The AMO must provide a supplement in English to its MOE that is approved by the Aviation Authority and maintained at the AMO. Once approved by the Aviation Authority, the supplement shall be deemed accepted by the FAA. All revisions to the supplement must be approved by the Aviation Authority. The FAA supplement to the MOE shall include the following:

- (i) A signed and dated statement by the accountable manager that obligates the organisation to comply with the Annex.
- (ii) A statement in the supplement that the quality system shall also cover the FAA special conditions.
- (iii) Procedures for approval for release or return to service that satisfy the requirements of 14 CFR part 43 for aircraft and use of EASA Form 1 for components. This includes the information required by 14 CFR sections 43.9 and 43.11 and all information required to

be made or kept by the owner or operator in English as appropriate.

- (iv) Procedures for reporting to the FAA failures, malfunctions, or defects, and Suspected Unapproved Parts (SUP) discovered, or intended to be installed, on U.S. aeronautical products.
- (v) Procedures to notify the FAA regarding any changes to line stations that
 - (1) are located in an EU Member State; and
 - (2) maintain U.S.-registered aircraft; and
 - (3) that will impact the FAA Operations Specifications.
- (vi) Procedures to qualify and monitor additional fixed locations within the EU Member States list in Appendix 2 to this Annex.
- (vii) Procedures in place to verify that all contracted/sub-contracted activities include provisions for a non-FAA-certificated source to return the Article to the AMO for final inspection/testing and return to service.
- (viii) Procedures to ensure that major repairs and major alterations/modifications (as defined in 14 CFR) are accomplished in accordance with data approved by the FAA. ▲
- (ix) Procedures to ensure compliance with air carrier's Continuous Airworthiness Maintenance Program (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as Required Inspection Items (RII).
- (x) Procedures to ensure compliance with the manufacturer's maintenance manuals or instructions for continued airworthiness (ICA) and handling of deviations. Procedures to ensure that all current and applicable airworthiness directives (AD) published by the FAA are available to maintenance personnel at the time the work is being performed.
- (xi) Procedures to confirm that the AMO supervisors and employees responsible for final inspection and return to

service of U.S. aeronautical products are able to read, write, and understand English.

- (xii) Procedures to permit work away from fixed location on a recurring basis, when applicable.

2.2 To continue to be approved in accordance with 14 CFR part 43 and part 145, pursuant to the terms of this Annex, the AMO shall comply with the following. The Aviation Authority shall verify that the AMO:

- (a) Allow FAA, or the Aviation Authority on behalf of the FAA, to inspect it for continued compliance with the requirements of EASA Part-145 and these Special Conditions (i.e., 14 CFR part 43 and part 145)
- (b) Investigations and enforcement by the FAA may be undertaken in accordance with FAA rules and directives;
- (c) The AMO must cooperate with any investigation or enforcement action;
- (d) The AMO must continue to comply with EASA Part-145 and these Special Conditions;
- (e) Where regulatory compliance is maintained, this permits the FAA to renew the AMO's initial certification after 12 months and every 24 months thereafter.

VI Transfer provisions

1. Upon entry into force of the Agreement, the FAA has a 2-year window in which to transfer the surveillance of maintenance organisations to the applicable AA. To ensure a smooth transfer, it is essential that the responsibilities of the FAA and the AA be agreed to as outlined below.
 - 1.1 **Manual Requirements.** The maintenance organisations must submit the current revision to FAA Supplement/Chapter 7 of the MOE to their AA at the renewal.
 - 1.2 **Renewal Dates.** Review renewal dates should ensure a minimum of 6 months remaining before the expiration date.
 - 1.3 **Records.** The FAA will transfer the most current certification/surveillance records to the applicable AA. The maintenance organisations have been under FAA surveillance for a given period of time; therefore, the FAA shall ensure that the records show the maintenance organisations are in compliance at the time of transfer.
 - 1.4 **Time Frame.** As soon as practical, the FAA and AAs must formulate a schedule identifying the maintenance organisations to be transferred. The transfer will be accomplished by the Member State and not by the repair station. An agreed-upon list of AMOs must be developed and submitted for review to FAA Regional Headquarters AEA-230, AFS-300, and EASA and AA Headquarters (HQ). This process is intended to avoid misunderstandings and reduce unnecessarily lengthy transfer procedures. Once the AA has informed the FAA International Field Office (IFO) that the AA inspectors have been adequately trained in accordance with Section A, Part I, paragraph 3, the transfer process should be a simplified process. In addition, the FAA may provide further clarification or on-the-job training to the AAs as necessary.

NOTE: Those Repair Stations that have a CFR exemption or no equivalent rating within the EASA system will be reviewed on a case-by-case basis by the JMCB. 📌

- 1.5 FAA Responsibilities/Actions. The FAA must:
 - 1.5.1 Ensure the FAA Principal Inspectors (PI) have appropriate FAA training in BASA/MAG procedures
 - 1.5.2 Ensure that the IFO appoints a Country Coordinator for each EU Member State listed in Appendix 2 to Annex 2.

NOTE: A Country Coordinator may be responsible for more than one Member State.

- 1.5.3 The FAA Country Coordinator should establish a line of communication with the appropriate AA representative and FAA PIs to coordinate and plan for the transfer of certificates and address any concerns raised by EASA/AA.
- 1.5.4 The FAA Country Coordinator should review renewal dates to ensure a minimum of 6 months remaining before the expiration of the certificate. For those repair stations (RSs) whose renewal dates fall within 6 months after entry into force of the Agreement a 6-month extension may be given provided the total certification time does not exceed 24 months. The intent is not to align certificates but to allow the AA time to schedule and align resources to accomplish the transfer.
- 1.5.5 Once the list and target dates of RSs/AMOs are determined, the list should be submitted to AEA-230 for concurrence and AFS-300 for information.
- 1.5.6 The FAA Country Coordinator should ensure all outstanding findings have a corrective action plan agreed upon by the FAA and the AA. If there are any outstanding or pending violations that may result in an enforcement action, the transfer can occur only after the violation is resolved or the JMCB determines otherwise.
- 1.5.7 The FAA Country Coordinator should arrange for the Principal Inspectors to meet with the AAs to provide an opportunity for the FAA and AA to exchange information. Copies of the most current documentation for the AMOs being turned over should include:
- Form 8310-3, Application for Repair Station Certificate and/or Rating, with transfer statement on the back of the form.
 - Current copy of Form 8000-4 AMO Air Agency Certificate and OpSpecs with transfer statement on the back of the form;
 - Copy of AA transfer information letter;
 - Copy of letter requesting AA surveillance responsibility;
 - Surveillance records of the AMO for the past 2 years or as applicable;
 - Record of findings and trends identified;
 - Record of the current revision status of the MOE/Supplement part 7; and
 - Copy of current enhanced Vital Information Subsystem (eVIS) with transfer statement.
- 1.5.8 The transfer of certificates should be accomplished at this time; certificates with fewer than 6 months remaining before expiration may be extended by the FAA.

1.5.9 Notices to the maintenance organisations will be sent out by the FAA informing them of the transfer and new renewal date, if applicable. The notice is also to advise them to provide the AA with a renewal application and an FAA supplement to the MOE.

1.5.10 It is not necessary for the AA to review the maintenance organisations FAA-accepted repair station manuals if the maintenance organisations have had previous FAA acceptance prior to the transfer process.

NOTE: After the transfer, the AA is responsible for reviewing and accepting FAA manuals and revisions on behalf of the FAA.

1.6 AA Responsibilities/Actions. The AA is to:

1.6.1 Designate an AA representative to serve as a liaison to the FAA Country Coordinator at the IFO to coordinate and plan the transfer of the certificates.

1.6.2 Submit the agreed-upon list of maintenance organisations to AA HQ for approval. A copy should be forwarded to the EASA to monitor progress.

1.6.3 Ensure the AA representatives and inspectors/surveyors have AA training in the Agreement, MAG procedures and FAA Special Conditions prior to the transfer.

1.6.4 Meet with the FAA to exchange information and accept transfer of certificates and documents. Review FAA documentation on the maintenance organisations to be transferred, including manuals.

1.6.5 Establish communication with the maintenance organisations and advise them of the transfer, and who they should submit the revised manual and renewal application to.

1.7 Geographic Authorisation. For AMOs that currently have Geographic Authorisations located in EU Member States, the FAA is going to convert those Geographic Authorisations to line station authorisations in accordance with guidance contained in Section C of this guidance.

NOTE: If an issue or concern cannot be resolved between the Country Coordinator and the AA representative, the procedures in Section A Part VI paragraph 1.5, are to be followed.

VII Transition

1. Transition to the New Agreement and Annex 2

- 1.1** Each PMI must prepare a letter to the PMIs respective 14 CFR part 145 certificate holders located in France, Germany and Ireland. This MAG must be included with the letter. Flight Standards Service, Eastern Region Technical Services branch (AEA-230) will provide a sample transition letter to the International Field Office. The FAA must use this sample letter to standardize correspondence with the repair station. Forward a copy of the letter to the AA with oversight/surveillance responsibility. (It is acceptable to provide the letter and attachments to the repair station and AA electronically.)
- 1.2** The letter advises the respective repair station to contact its local AA inspector and advise the inspector of the approximate timeframe when the repair station will have the revised FAA supplement ready for AA approval in accordance with (IAW) AA procedures.

2. FAA Supplement to the Maintenance Organisation Exposition (MOE)

- 2.1** Once the AA has accepted the FAA Supplement to the MOE and is satisfied that the repair station supplement meets the requirements of the guidance, the AA should then include the new requirements in the AA surveillance programme. As the AA completes each FAA MOE supplement, the AA must provide notification to the FAA country coordinator advising that the AMO's supplement has been accepted. The FAA may maintain a current list of all AA accepted supplements until the AA has completed accepting all FAA repair station MOE supplements within the country.
- 2.2** Once the FAA supplements have been accepted by the AA, the country coordinator can expect the AA to provide him or her with a complete renewal package as identified in the guidance during the next repair station renewal cycle. The IFO can also expect the AA to provide it with a completed revised FAA Annex to EASA Form 6.

3. Geographic Authority

- 3.1** Within 6 months after entry into force of the Agreement or prior to the next renewal, the PMI must change the AMO's geographic authorisations that are located in the EU Member States to line maintenance authorisations in accordance with Section C requirements. Geographic Authorisations located outside the EU Member States remain the same.

APPENDICES

Appendix 1 Contacts FAA/EASA/AA

FAA	Director of Flight Standards (AFS-1)
	National Coordinator (AFS-300)– for technical policy and procedure issues Eastern Regional Coordinator (AEA-230B) – for administrative and coordination issues International Programmes and Policy Branch (AFS-50)– International coordination Flight Standards Quality Assurance Staff (AFS-40) – for quality and standardisation issues
	<u>Regional Coordinators</u> Eastern Region Southern Region Great Lakes Region Central Region Western Pacific Region Southwest Region Northwest Mountain Region Alaska Region
EASA	<u>Approvals and Standardisation Directorate</u> <u>Approvals and Standardisation Director</u> ▲ Head of Standardisation Department Head of Organisations Department
AA of	Austria Belgium The Czech Republic Denmark Finland France Germany Ireland Italy Luxembourg Malta The Netherlands Portugal Poland Romania ▲ Spain Sweden The United Kingdom of Great Britain and Northern Ireland

NOTE: As there may be regular movement of personnel in the positions identified the contact details for these positions are not shown here. Contact information for those individuals should be kept on a list to be controlled by the EASA Standardisation Department and the FAA National Coordinator.

Appendix 2 EASA Visit Report AMO. (SIS Form 8)

EASA Visit Report AMO (U.S. LOCATED EASA PART-145 APPROVED MAINTENANCE ORGANISATION)	
General Information	
NAME OF ORGANISATION: DETAILS AMO/REPAIR STATION NO.: EASA FAA	VISIT DATE:
STATUS AND REFERENCE OF ORGANISATION EXPOSITION/MANUAL:	
SENIOR PERSON(S) SEEN (NAMES & POSITIONS): FAA PMI/PAI:	
SIZE OF ORGANISATION AND DESCRIPTION OF ACTIVITIES:	
DEPARTMENTS/SYSTEMS/ACTIVITIES SEEN:	

Compliance with Special Conditions and MAG		*
<p>(N/R) = applicable but not reviewed; (N/A) not applicable; (<input checked="" type="checkbox"/>) = In compliance; (x) = if not in compliance, put consecutive numbering in the box and make finding in relevant section.</p>		
1.	Repair Station Holds valid FAA Repair Station Certificate and can demonstrate a need for EASA approval.	
2.	The EASA Part-145 certifications do not exceed the scope and rating of the FAA Part 145 certificate.	
3.	Repair Station has appropriate Covered Hangers for Base Maintenance of Aircraft.	
4.	EASA and FAA allowed access to Repair Station to inspect for continued compliance with 14 CFR part 145 and Special Conditions.	
5.	Repair Station accepts that investigation and enforcement action may be taken by EASA.	
6.	The Repair Station cooperates with any EASA investigation or enforcement.	
The supplement to the Repair Station Manual needs to include the following elements: (Verify that the AMO is applying the procedures correctly.)		
7.	Statement of Accountable Manager.	
8.	Detailed procedures for the operation of an independent quality monitoring system including oversight of all multiple facilities and line stations within the United States.	
9.	Procedures for the release or approval for return to service that meet the requirements of EASA Part-145.A.50 for aircraft and the use of the FAA Form 8130-3 for aircraft components, and any other information required by the owner or operator as appropriate.	
10.	For airframe/aircraft rated facilities, procedures to ensure that the certificate of airworthiness and the Airworthiness Review certificate are valid prior to the issue of a release to service document.	
11.	Procedures to ensure that repairs and modifications as defined by EASA requirements are accomplished in accordance with data approved by EASA.	
12.	A procedure for the repair station to ensure that the FAA-approved initial and recurrent training programme and any revision thereto includes human factors training.	
13.	Procedures for reporting unairworthy conditions as required by EASA Part-145.A.60 on civil aeronautical products to the EASA, aircraft design organisation, and the customer or operator.	
14.	Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified EASA airworthiness directives and other notified mandatory instructions.	
15.	Procedures to ensure that only 14 CFR 145 line stations located in the United States are covered by this Maintenance Annex.	
16.	The repair station must specify the items to be contracted and have procedures in place to ensure that contractors meet the terms of EASA Special Conditions that is, using an EASA-approved Part-145 organisation or, if using an organisation which does not hold an EASA Part-145 approval, the repair station returning the product to service is responsible for ensuring its airworthiness.	

Findings Debriefed to the Organisation; Findings Raised Formally by EASA	
Non-compliance with special conditions/MAG	Reference to MAG /Special Condition
Findings to be raised with the equivalent Part 145 paragraph	Reference to Part 145
Signatures	Date of Signatures:
SIS TEAM (EASA/AA)	Regional Coordinator
Name:	Name:
Signature:	Signature:
Name:	
Signature:	
<p>NOTE: Signature by FAA regional coordinators only means they have read the report. It does not constitute agreement with findings and comments raised in this report</p>	

Appendix 3 EASA Visit Report FSDO. (SIS Form 10)

(Flight Standards District Office)

EASA VISIT REPORT FSDO		
FSDO & OFFICE IDENTIFIER:	REGION:	VISIT DATE:
Maintenance Annex Guidance (MAG) The Agreed upon procedures the FAA, EASA, and AA must follow to comply with the BA.		
Compliance Check List-General Issues		*
<p>* (N/R) = applicable but not reviewed; (N/A) not applicable; (<input checked="" type="checkbox"/>) = In compliance; (xy) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section .</p>		
Review FAA Office repair station files to verify:		
1. Records of findings and corrective action meet FAA requirements.		
2. Records are retained for a 3 year period.		
3. Records show corrective actions have been made in accordance with agreed timeframes.		
4. Proper enforcement has been taken in accordance with FAA requirements.		
Review FAA Inspector Training records: (review several Inspectors records)		
5. Have the inspectors completed initial and recurrent EASA Special Conditions training?		
6. Has the FAA made the MAG guidance material available to the inspectors?		
7. Interview inspectors to determine knowledge and experience in using the current guidance material.		
Frequency of FAA Audits: (Review FAA Audit schedule)		
8. Does the schedule ensure each location has an FAA audit within the two-year time frame specified in FAA guidance?		
9. Does the schedule accurately reflect the FAA inspector's work load?		
10. Is the schedule followed?		
FSDO Staffing level:		

11.	How many Airworthiness/Avionics Inspectors (PMI/PAI) are currently employed at the FSDO?	Number:
12.	How many Repair Stations are under the oversight of the FSDO?	Number:
13.	How many of the Repair Stations hold an EASA approval?	Number:
14.	Does the FSDO have plans to adjust its staffing level?	
Compliance Checklist with MAG Section B—Initial		
15.	Does the FAA receive and review an Initial application for completeness and correctness and retain this record on file?	
16.	Does the FAA provide an applicant with the guidance material and form 16?	
17.	Does the FAA review the Supplement IAW MAG Section B Appendix 1 and does the supplement contain:	
	a. List of a line stations and show that the Quality System covers the line station's authorisation?	
	b. The organisation holds appropriate ratings and authorisation for the line station?	
	c. Does the FAA retain a copy of the supplement?	
18.	Has the FAA carried out an audit on the Repair Station and any line stations for compliance with 14 CFR 43 & 145 and the Supplement conditions within the time specified in MAG? Is this audit recorded and any findings tracked and closed?	
19.	Has the FAA forwarded the complete package as required and made a recommendation to EASA to issue the certificate?	
20.	Does the FAA have the most recent renewal documentation on file from EASA?	
21.	Has the FAA added the fact that the Repair Station is EASA-approved and added the additional audit requirements to its oversight audits system and is the Repair Station profile correct?	
Compliance Checklist with MAG Section B—Renewal		
22.	Does the FAA receive and review a renewal application for completeness and correctness and retain this record on file?	
23.	Has the FAA satisfied itself that the supplement is still in compliance?	

24.	Has the FAA carried out the oversight audit requirements including any line stations during the previous 2 year period and was the Repair station in compliance with parts 43 & 145 and the EASA supplement conditions? Is this audit recorded and any findings tracked and closed?	
25.	Has the FAA forwarded the complete package as required and made a recommendation or recommendations in the case of line stations to EASA to renew the approval?	
26.	Did the FAA have reason to advise the EASA of any serious non compliance i.e. EASA Form 9 nonrecommendations?	
27.	Does the FAA have the most recent renewal documentation on file from EASA?	
28.	Has the FAA added the fact that the Repair Station has renewed its EASA approval to the file and retained the additional audit requirements of their oversight audits system, and does the repair station profile show the correct renewal date?	
Compliance Checklist with MAG Section B—Amendment to Certificate.		
29.	Where the facility accountable manager or company name has changed is this reflected in the supplement?	
30.	Has the FAA carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
31.	Has the FAA forward the complete package as required and made a recommendation to EASA to re-issue the certificate?	
32.	Has the FAA the most recent documentation, i.e., certificate on file from EASA?	
33.	Has the FAA added the fact that the Repair Station has amended its EASA approval to the file?	
34.	Has the FAA carried out enforcement procedures, and has the FAA advised EASA of any enforcement that may impact the EASA certificate?	

Approved Maintenance Organisations Visited		
(include a completed EASA visit report AMO for each organisation)		
	Name	EASA /FAA designator
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Findings Raised Against the FSDO (non-compliance with MAG Section B)	Reference
1.	
2.	
3.	
4.	
5.	
Comments	

Signatures	Date of Signatures:
SIS TEAM (EASA/AA)	Regional Coordinator
Name:	Name:
Signature:	Signature:
Name:	
Signature:	
NOTE: Signature by FAA regional coordinators only means they have read the report. It does not constitute agreement, with findings and comments raised in this report	

Appendix 4 EASA Visit Report AA.

EASA Visit Report AA (EASA monitoring of AAs with respect to the U.S. Bilateral Agreement – MAG)		
AA:	AA Office:	VISIT DATE:
Compliance Checklist with MAG Section C		*
* (N/R) = applicable but not reviewed; (N/A) not applicable; (<input checked="" type="checkbox"/>) = In compliance; (xy) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section .		
Initial Approval:		
1.	Does the AA provide the application package and advice to the applicant, and is evidence of need shown?	
2.	Does the AA forward the completed preapplication Statement of Intent to the FAA? (FAA Form 8400-6)	
3.	Does the AA review applications for completeness and correctness? Is the FAA supplement compliance reviewed and are additional fixed locations, work away locations, and line stations identified? Does the audit carried out cover the Special Conditions, FAA supplement, and EASA requirements?	
4.	Are deficiencies notified to the applicant and closed within the timeframe given or have extensions been granted?	
5.	Are the AA Form 6 FAA Annex recommendations submitted within the 30 day period specified in Section C?	
6.	Does the AA retain an FAA supplement in the English language?	
7.	Are copies of the Operations Specifications and FAA Certificate retained by the AA?	
8.	Is the application package retained for the period specified in the MAG?	
Renewal Approval:		
9.	Does the AA receive the application within the timeframe stipulated?	
10.	Does the AA review the application for evidence of need?	
11.	Does the AA normal surveillance plan include the FAA Special Conditions and the FAA MOE Supplement?	

CHANGE 1

12.	Does the AA base its recommendations on a complete AA audit within the 24-month period and include any additional fixed locations, work away locations, and line stations as listed on the Operations Specifications Is it forwarded within the timeframe?	
13.	Does the AA record deficiencies and closure in the time scales allowed and are they transmitted to the FAA?	
14.	Are copies of the Operations Specifications and FAA Certificate retained by the AA?	
Changes to Approval:		
15.	Does the AA receive an application in the correct manner and language and is the FAA informed where required?	
16.	Does the AA carry out an on site review where required?	
17.	Does the AA send an FAA Annex to EASA Form 6 signed recommendation to the FAA when required?	
18.	If any changes to the Operations Specifications and FAA Certificate are made, are they retained by the AA?	
19.	Does the schedule ensure each location has a complete FAA audit within the two-year time frame required by FAA?	
Revisions to the FAA Supplement:		
20.	Does the AA review revisions to the FAA supplement and is this in accordance with the MAG, Section C, Appendix 3.	

Findings Raised Against the AA (non-compliance with MAG Section C)	REFERENCE

COMMENTS
1.
2.
3.

Signatures	Date of Signatures:
EASA inspector	AA Coordinator
Name:	Name:
Signature:	Signature:
Name:	
Signature:	

Appendix 5 FAA Sample Audit of Aviation Authority.

Instructions: During sampling inspection, ASIs should use this job aid in conjunction with Section C when sampling the AA office. When sampling an AMO the ASI should use the FAA Annex to EASA Form 6 for the sampling of the AMO.

Sampling Job Aid	Visit Report for (country)	Date
Regional or Field Office Location		
SPECIAL CONDITIONS COMPLIANCE CHECKLIST FOR EU AA.		Yes or No
AA Office Visit		
1. Review AA Office repair station Files to verify:		
a. Review/show a need document to ensure it meets the requirements.		
b. Records of findings and corrective action meet EASA requirements. EASA Part-145 B 50.		
c. Records are retained for a 3-year period.		
d. Records show corrective action of findings.		
e. Records show corrective actions have been made IAW AA time frames.		
2. Review AA Inspector Training records: (review several Inspectors records)		
a. Inspectors completed initial and or recurrent FAA Special Conditions training.		
b. The AA made the MAG guidance material available to the inspectors.		
c. Interview several inspectors to determine knowledge and experience in using the current guidance material.		
3. Frequency of AA Audits:		
a. Review AA Audit schedule.		
b. The schedule ensures each location has a complete AA audit within the two-year time frame required by EASA Part-145 B and FAA Special Conditions. (Line stations on a sampling basis.)		
c. Is the schedule followed?		
4. AA organisational structure changes?		
a. Obtain the latest AA organisational chart.		

b.	Discuss with AA management any significant organisational changes to identify differences between old and new organisations.	
c.	Confirm that EASA and the FAA have been notified of any significant organisation structural changes.	
5.	AA Staffing Levels	
a.	Has the AA reduced its inspectors levels since the last audit?	
b.	How many inspectors are currently employed at this office location? _____	
c.	If available, how many Airworthiness inspectors are employed by the AA? _____	
d.	Does the AA have plans to adjust its staffing levels?	
e.	Are office accommodations adequate (e.g., lighting, work space, computers availability, etc). Comment:	
6.	Supplement (of the AMOs to be visited during this sampling)	
a.	Has the maintenance organisation provided a supplement to its MOE that is approved by the AA and has it kept and maintained it at the AA's facility?	
b.	Does the AA retain an English Language copy of the supplement?	
c.	Does the supplement meet the requirements of the MAG?	
7.	For the maintenance organisation to continue to be approved in accordance with 14 CFR parts 43 and 145, the organisation must comply with all the following special conditions. Review Accountable Managers Statement for each item.	
a.	Allow FAA and/or the Aviation Authority on behalf of the FAA, to inspect it for continued compliance with the requirements of EASA Part-145 and these Special Conditions, (i.e., 14 CFR parts 43 and 145).	
b.	Allow investigations and enforcement by the FAA to be undertaken in accordance with FAA rules and directives.	
c.	The AMO must cooperate with any investigation or enforcement action.	
The AMO must continue to comply with EASA Part-145 and these Special Conditions.		

Findings Against the Aviation Authority (non-compliance with the MAG, Section C)	Reference
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10	
Comments	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
(FAA use only; PTRS 3272/5272 SAMPLE AUDIT OF AVIATION AUTHORITY)	

Signatures	
FAA Inspector	Date of Signatures
Name:	AA Coordinator
Signature:	
Name:	Name:
Signature:	Signature:

Appendix 6 FAA ANNEX TO EASA FORM 6

Name of AMO:
EASA Certificate Number: FAA Certificate Number:
Name of National Aviation Authority:
Country:
(FAA use only; PTRS 3655/5655 AA surveillance on behalf of the FAA.)

AMO OVERSIGHT AUDIT

This application is for,	Initial	Renewal	Amendment	SIS
(check the correct box)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On-site Audits performed by the AA during the preceeding 24 months:				
1.				
2.				
3.				
4.				
etc.				
	Yes, No, or N/A			
If the answer to the following questions is No please record the findings in part 2 Findings/FAA Special Conditions Compliance Status, if applicable (the Agreement requires the FAA to receive a completed FAA annex to form 6 for each location)				
1) Is this report for the AMO principal base of operation:				
2) If report is for a line station identify location (City/Airport):				
3) If report is for an additional fixed location insert address:				
The FAA supplement must contain and comply with the following in accordance with the MAG.				
1) List of effective pages:				
2) Amendment Procedures:				
3) Introduction:				
4) Accountable Manager's Statement.				
a) Does the FAA supplement contain a signed and dated statement by the current Accountable Manager that obligates the maintenance organisation to comply with the supplement?				
5) Has the current revision to the supplement been approved by the AA in accordance with EASA Part-145?				

6)	Extent of Approval:	
a)	Do the FAA ratings and limitations listed in the OpSpecs exceed ratings and limitations contained in the EASA Part-145 certificates?	
b)	Do a sample audit of the capabilities list to verify it does not exceed the FAA rating on the FAA certificate. (i. e., ensure that a component added to a power plant rating is not an airframe component, etc.)	
(FAA use only PTRS code 3604/5604 certificate requirement)		
c)	If applicable IAW the MAG: Has the AMO submitted a letter certifying its employees responsible for transporting dangerous goods have received initial and recurrent training in accordance with ICAO standards?	
(FAA use only PTRS code 3661/5661, Training programme.)		
7)	Summary of its Quality System:	
a)	Does the FAA supplement contain a statement that the quality system includes auditing of FAA Special Conditions at each location covered under its FAA certificate?	
(FAA use only PTRS code 3608/5608, Quality Control.)		
8)	Approval for Return To Service (RTS):	
For Aircraft:		
a)	Does the AMO follow the RTS procedures contained in the supplement for the return to service of a U.S.-registered aircraft? Including procedures for providing the Operator with any additional documentation they require?	
For Components:		
b)	Does the AMO follow the RTS procedures contained in the supplement for the return to service of components using an EASA Form 1 with a dual release as applicable?	
9)	Service Difficulty Reports and Suspected Unapproved Parts:	
a)	Does the AMO have procedures for reporting to the FAA failures, malfunctions, or defects on articles installed on U.S. aeronautical products?	
b)	If required, has the AMO submitted a Service Difficulty Report, or its equivalent, to the FAA within the time frame specified in EASA Part-145 in the English language?	
c)	Does the AMO have procedures to file SUP reports in the English language to the FAA?	
d)	If required, has the AMO submitted SUP reports to the FAA in accordance with procedures contained in the supplement?	
(FAA use PTRS code 3668/5668 Unapproved Parts)		

10) Additional Fixed Locations & Line Stations Authorisation:	
a) Additional Fixed Locations:	
i) Does the AMO operate additional locations under its FAA certificate within the countries listed in Annex 2, Appendix 2?	
1) Does the FAA OpSpec contain the address and airport identifier for each additional location?	
2) Is each location under the Quality Monitoring System (QMS) of the AMO?	
3) Does the QMS include FAA Special Conditions for each location?	
b) Line stations located within the European Union:	
i) Does the AA authorize line stations under one certificate?	
(1) Do the FAA Operations Specifications contain a current list of each line station that performs maintenance on U.S.-registered aircraft containing the address and airport identifier?	
(2) Has the AMO completed QMS audits of each location listed on its FAA Operations Specifications within the time frame required by EASA Part-145?	
11) Work away from station:	
a) Does the AMO have AA-approved procedures for conducting work away from the repair station principal base of operation to ensure compliance with the FAA supplement?	
b) Does the AMO have FAA-issued Operations Specifications paragraph D100 for work away from station privileges?	
c) Has the AMO exercised the work away from station privileges since its last renewal?	
d) Did the AMO follow the FAA supplement when performing this work?	
(FAA uses only PTRS code 3606/5606 Work Away From Station.)	
12) Contracting:	
a) Has the AMO provided contracting maintenance function information on its application for FAA certification FAA Form 8310-3 (block 4)?	
b) The FAA recognizes EASA Part-145 requirements for the MOE to contain a list of all contractors utilized by the AMO. Does the AMO identify contractors used for U.S.-registered products? (normally an asterisk)	
c) Does the AMO list of contractors contain the name, address, and FAA certificate number (if certificated) of each contractor listed in the MOE?	
d) Does the AMO have procedures for Qualifying and Auditing contractors?	

e)	Has the AMO conducted QMS audits of each of its contractors since its last renewal?	
i)	Has the AMO taken corrective action on findings resulting from the audits?	
ii)	Has the AMO's QMS record keeping system provided the AA with enough information to demonstrate the contractors are in compliance with the FAA supplement?	
(FAA use only PTRS code 3663/5663, Contract maintenance.)		
13)	Major Repairs and Major Alterations:	
a)	Does the supplement have a procedure to ensure major repairs and major alterations/modifications are accomplished in accordance with data approved by the FAA?	
b)	Are the procedures followed?	
c)	Does the AMO provide the U.S. customers with copies of the appropriate maintenance records in English as required by the customers work order?	
(FAA use only PTRS code 3666/5666 (Inspect Aircraft Records))		
14)	Compliance with U.S. Air Carrier Continuous Airworthiness Maintenance Programme (CAMP) or 14 CFR part 125 Operator inspection programme. (RII)	
a)	Has the AMO performed any work for air carriers or commercial operators?	
b)	Has the U.S. Air Carrier provided the AMO with an authorization to use their maintenance procedures in lieu of the CAMP programme?	
c)	Does the AMO accomplish the aircraft inspection and work in accordance with the Air Carrier Manual?	
d)	Has the Air Carrier provided training and RII authorisations to the appropriate AMO staff?	
e)	Does the Repair Station have a current copy of the appropriate sections of the Air Carriers manual that describes their procedures for RII (duplicate inspections) if authorized?	
f)	Are the procedures followed?	
g)	Are the individuals performing RII functions trained, qualified and authorized by the Air Carrier (letter of authorisation by the Air Carrier is required)?	
h)	Does the Repair Station maintain a current listing of persons who have been trained, qualified and authorized to conduct Required Inspections (RII)?	
i)	Are RII inspection personnel separated from the maintenance task?	

(FAA use only PTRS code 3618/5618 Air Carrier/air operators requirements)	
15) Manufacturer's Maintenance Manuals:	
a) Does the AMO follow the FAA supplement procedures to ensure compliance with the manufacturer's maintenance manuals, or Instructions for continued airworthiness (ICA) and handling of deviations?	
b) Does the AMO receive written approval from the Operator when deviating from the manufacturer's manual or ICA?	
c) Procedures to ensure that all current and applicable ADs published by the FAA are available to maintenance personnel at the time the work is being performed?	
d) Are the procedures followed?	
(FAA use only PTRS code 3654/5654, Maintenance Process.)	
16) Personnel English Language Requirements:	
a) Does the AMO have procedures the organisation is to use to ensure that the following personnel can read, write, and understand the English language?	
i) Those approving an aeronautical product for return to service; and	
ii) Those responsible for the supervision or final inspection of work on a U.S.-registered aircraft or article to be installed on a U.S.-registered aircraft.	
b) Are the procedures followed?	
(FAA use only PTRS code 3659/5659, Personnel Records).	
FAA SUPPLEMENT STATUS: The FAA Supplement of this maintenance organisation has been examined and found to comply with the intent of the FAA Supplement example contained in the MAG, Section C, and is available throughout the maintenance organisation at relevant locations. The above areas were inspected and found to meet the FAA supplement requirements.	
(FAA use only PTRS code 3660/5660 manual requirement.)	

Part 2: Findings/FAA Special Conditions Compliance Status

The AA inspector should complete the findings section of the FAA annex to the surveillance form. The AA should place special emphasis on ensuring the findings and if necessary corrective action plans be included as an attachment to this form. ▲

In addition, the FAA has a risk analysis programme that requires information input in order for the risk analysis to be effective. Your cooperation is greatly appreciated. Each finding must be recorded whether it has been rectified or not and must be identified by a simple cross-reference to Part 1. All non-rectified findings must be copied in writing to the organisation for the necessary corrective action.

FAA use only: During an SIS visit, the findings recorded here are an essential part of determining how well the MAG is working and where improvements in the process need consideration. The finding does not reflect any deficiencies in the AA abilities; however, they provide the FAA and the AA with data to identify areas that may need to be improved or information on areas that must be considered for amendments to the MAG.

Audit Reference	Findings	Corrective Action		
		Date Due	Closed	Brief Description

Part 3: Recommendation

Organisation

Name:

EASA Part-145 Approval No:.....

In order to accommodate the AA surveillance schedule the AA should recommend a time frame by month and year for the next renewal date IAW the renewal time frames identified in the MAG.

Month-----, Year-----.

AMO must forward a letter to the AA addressing corrective action to inspection findings and/or submit a corrective action plan before an Air Agency Certificate can be issued. A copy of the corrective action plan must be attached to this form.

RECOMMENDATION: This maintenance organisation is considered to be in compliance with EASA Part-145 and the FAA special conditions with no significant findings/ discrepancies outstanding at this time. It is, therefore, recommended that the FAA issues the Certificate of the maintenance organisation/renews the maintenance organisations Certificate in accordance with 14 CFR part 145 (strike through as required).

EASA-AA Surveyors Signature: Date:

EASA-AA Surveyors Name: AA:

e-mail address if available:

Fax No

Office:.....

NON-RECOMMENDATION: (Only used in the case of an organisation already holding an FAA 14 CFR part 145 Certificate.) This maintenance organisation has one or more significant findings (Level 1 findings) outstanding as detailed above and may be or is being subjected to EASA-AA certificate action in accordance with EASA Part-145.B.45. FAA may therefore wish to review the current FAA 14 CFR part 145 Certificate status of the maintenance organisation.

EASA-AA Surveyors Signature: Date:

EASA-AA Surveyors Name: AA:

e-mail address if available:

Fax No

Office:.....

ATTACHMENTS:

1) Copy of EASA/AA Part-145 certificate.

☐

2) Copy of EASA/AA Approval Schedule Form 3, Ratings.

☐

3) Copy of FAA surveillance form for each additional fixed location.	<input type="checkbox"/> N/A <input type="checkbox"/>
4) Copy of FAA surveillance form for each line station covered under one certificate within the EU member countries.	<input type="checkbox"/> N/A <input type="checkbox"/>
5) Copy of the AMO letter certifying its employees have been trained to ICAO standards for transport of dangerous goods.	<input type="checkbox"/>
AA check the following if the AMO need FAA Operation specifications for:	
1) Additional Location	<input type="checkbox"/>
2) Electronic Records, Manuals and/or Signatures	<input type="checkbox"/>
3) Geographic Authorisation	<input type="checkbox"/>
4) Line Maintenance Authorisation	<input type="checkbox"/>
5) Work Away from Station	<input type="checkbox"/>

Appendix 7 FAA and EASA Class and Rating Comparison and Guidance.

Comparison of Federal Aviation Administration (FAA) Part 145 Repair Station Ratings and European Aviation Safety Agency (EASA) Approved Maintenance Organisations (AMO) Ratings.

SAMPLE RATING COMPARISON CHART

There are some occasions when the EASA rating may exceed the FAA rating; in these cases, the FAA will add an additional limited rating to cover the extent of the EASA rating. Example: an EASA A1 airframe rating also allows some limited power plant maintenance. The FAA will issue a limited power plant rating along with the Airframe rating in order to allow the AMO the same privileges as the EASA rating. The AMO should verify that the FAA rating issued covers the appropriate functions under the EASA rating.

EASA Aircraft Ratings and FAA Airframe Ratings

EASA Ratings

Ratings		Limitations
A-1	Aeroplanes/Airships (above 5700 kg)	Quote Type
A-2	Aeroplanes/Airships (5700 kg and below)	Quote Manufacturer, Group, or Type
A-3	Helicopter	Quote Manufacturer, Group, or Type

NOTES:

- EASA ratings are limited by type and weight of aircraft.
- A rating may be issued for base or line maintenance.
- Rotors are also listed under components (C-10) and transmissions (C-11).

FAA Ratings

Class 1	Composite construction of small aircraft (12,500 lbs. or less)
Class 2	Composite construction of large aircraft (above 12,500 lbs.)
Class 3	All metal construction of small aircraft
Class 4	All metal construction of large aircraft
Limited	Airframes of particular make and model or parts thereof

- Type changes require prior FAA approval.
- FAA ratings are issued for base maintenance only.

- Line maintenance may be performed only at co-located facilities or in accordance with Line Maintenance Authorisation.
- A rating is issued if the applicant is shown to have capability.
- Limitations to ratings are issued for make and model or for parts (e.g., landing gear or interior).
- The holder of an Aircraft rating can inspect but cannot repair power plants.
- Rotors may be maintained under an Aircraft rating.

EASA Engine and FAA Powerplant Ratings

EASA Ratings

FAA Ratings

Ratings	Limitations	Class 1	Reciprocating engines of 400 HP or less
B-1 Turbine	Engine Type	Class 2	Reciprocating engines of more than 400 HP
B-2 Piston	Engine Manufacturer Engine Type or Group	Class 3	Turbine engines
B-3 APU		Limited	Engines of a particular make and model or parts thereof

Auxiliary Power Unit (APU) is listed under Component Engine C-7.

APU is listed as a limited accessory rating. The FAA has proposed a new rating system, which eliminates class ratings with exception for Engines. New Class Reciprocating engines, Turbine Engines, and APUs. Each class rating will identify make and model on a capabilities list.

EASA Rating		FAA Ratings	
Class	Rating	Propeller Rating	
Components other than complete engines or APU	C-16 Propellers	Class 1	All fixed-pitch and ground adjustable propellers of wood, metal, or composite construction
		Class 2	All other propellers by make
No major differences.			

EASA Ratings for Components other than Complete Engines or APU and Corresponding FAA Ratings

EASA Ratings		FAA Ratings
C-1	Air Cond. & Pres	Accessory—Class 1 or 3
C-2	Auto Flight	Instrument—Class 3 Gyroscope
C-3	Comms & Nav	Radio—Class 1 Communication, Class 2 Navigation
C-4	Doors & Hatches	Limited Airframe
C-5	Electrical Power	Accessory—Class 2 Electrical, Class 3 Electronic
C-6	Equipment	Limited Airframe, Specialized Service or Limited Radio, Accessory
C-7	Engine—APU	Limited Accessory
C-8	Flight Controls	Limited Airframe, Accessory—Class 1, 2, or 3
C-9	Fuel—Airframe	Limited Airframe, Accessory—Class 1, 2, or 3
C-10	Helicopter—Rotors	Limited Airframe—Make and Model
C-11	Helicopter—Transmission	Limited Airframe—Make and Model
C-12	Hydraulic	Accessory—Class 1
C-13	Instruments	Instrument—Class 1 Mechanical, Class 2 Electrical, Class 3 Gyroscope, Class 4 Electronic
C-14	Landing Gear	Limited Airframe—Landing Gear
C-15	Oxygen	Limited Airframe, Limited Accessory, Limited Specialized Service
C-16	Propellers	Class 1 Propeller—Fixed Pitch, Class 2 Propeller—All Other
C-17	Pneumatic	Accessory—Class 1 Mechanical
C-18	Protection (Ice/Rain/Fire)	Accessory—Class 1 Mechanical, Limited Specialized Service
C-19	Windows	Limited Airframe, Limited Specialized Service
C-20	Structural	Limited Airframe

NOTES:

Limitation on EASA ratings as identified by aircraft or component manufacturer.

All FAA specialized services must be accomplished using FAA-approved data.

EASA Ratings		FAA Ratings
D-1	Nondestructive Inspection (NDI)	Specialized Service—NDI, Welding, Heat Treating, plating or a specific process.

MAINTENANCE ANNEX GUIDANCE

BETWEEN THE

FEDERAL AVIATION ADMINISTRATION

for the UNITED STATES OF AMERICA

AND THE

EUROPEAN AVIATION SAFETY AGENCY

for the EUROPEAN UNION

Section: B – Certification Process for U.S.-Based Repair Stations

Introduction

This Guidance details how an FAA-Certificated 14 CFR part 145 Repair Station located in the United States and subject to the terms of the Bilateral Agreement (BA) and Maintenance Annex Guidance (MAG) concluded between the United States and the European Community, may qualify to be approved in accordance with European Commission Regulation (EC) No. 2042/2003 Annex II, EASA Part-145 (hereinafter referred to as EASA Part-145).

I Initial Certification Process

- 1. Repair Station Located in the United States.** Upon receipt of a request for an application for an EASA Part-145 approval from a prospective applicant located in the United States, the FAA will send the applicant a copy of the MAG Section B, which includes an EASA Form 16 application and an example of the EASA Supplement.

2. Applicant Actions.

- 2.1** The repair station must submit written confirmation of the need for an EASA Part-145 Approval which may be in the form of a letter of intent, a work order or a contract with details of the relevant customer, as required by 14 CFR § 145.51(c). A relevant customer may be an EASA Part-145 approved maintenance organisation, European operator, leasing company, or distributor. The applicant shall:

- 2.1.1** Complete EASA Form 16. (See Appendix 2 for EASA Form 16 and guidance on completion), and

- 2.1.2** Establish a customized EASA Supplement to the Repair Station Manual/Quality Control Manual (RSM/QCM) based upon the sample EASA Supplement (see Appendix 1).

- 2.1.3** Submit written confirmation of evidence of need.

- 2.2** The EASA Form 16, the proposed EASA Supplement, and a copy of the Air Agency Certificate and associated Operations Specifications must be sent to the supervising FAA Flight Standards District Office (FSDO) at least 60 days prior to the date initial approval is required.

NOTE: The applicant shall not send the above documents to EASA.

- 2.3** The applicant shall comply with EASA fees and charges regulation found at http://www.easa.europa.eu/ws_prod/c/c_orgapprocaopart145us.php upon receipt of the EASA invoice.

3. FAA Actions

- 3.1** The FAA will review and accept the applicant's EASA Supplement to the RSM/QCM and retain one copy of the supplement. On receipt of the application package detailed in Section B Part I paragraph 2, the FAA will check the EASA Form 16 for satisfactory completion and review and when satisfied accept the EASA Supplement. The FAA inspector assigned to the repair station shall check the proposed EASA Supplement submitted by the repair station and compare it with the sample EASA Supplement. The supplement must be customized to

reflect the repair station's operations and procedures, but still must contain the same information as the example supplement paragraphs. The applicant may make reference to the appropriate sections of the RSM/QCM where necessary as long as the references are clearly identified. The supplement must include any relevant line stations in an appendix to the EASA Supplement.

NOTE: EASA uses the term “line stations,” while the FAA uses the term “Line Maintenance Authorization” as required by 14 CFR part 145. This note is to advise the reader that these terms are synonymous when applied under the terms of the Agreement.

- 3.2 The FAA will conduct an audit/inspection of the repair station for compliance with the provisions of the MAG and other applicable guidance material.
- 3.3 The assigned inspector will carry out an oversight audit of the repair station for compliance with 14 CFR parts 43 and 145, and the EASA Special Conditions, except that 14 CFR parts 43 and 145 compliance need not be checked if the repair station was subject to an oversight audit within the previous 6 months, and any findings/discrepancies have been resolved to the satisfaction of the assigned inspector.
- 3.4 Wherever possible, the oversight audit covering the EASA Special conditions should be aligned with the normal oversight audit for 14 CFR parts 43 and 145 compliance.
- 3.5 The repair station cannot be initially EASA-approved if there are any outstanding findings/discrepancies or enforcement actions.
- 3.6 Title 14 CFR part 145 organizations holding line maintenance authorizations may be EASA Part-145 approved subject to the following conditions:
 - 3.6.1 The organisation must hold the appropriate airframe rating including authorization.
 - 3.6.2 The organization must show in the EASA Supplement that the quality system covers the 14 CFR part 145 maintenance facility and the line stations.
 - 3.6.3 The FAA must provide an EASA Form 9 recommendation for each additional line station facility. The required fields that need to be completed include Parts 1, 3, and 4 as well Part 2, Item 19.
 - 3.6.4 Line station authorisations are only permitted within the geographical territory of the United States.

- 3.6.5 If applicable, the supplement must contain a list of any line stations in section 18 and information on the operators and aircraft type supported.

- 3.7 The EASA Part-145 Approval must be based upon the FAA-certificated 14 CFR part 145 airframe rated facility in addition to the listed line stations as detailed on the Operations Specifications D107.

NOTE: FAA-certificated 14 CFR part 121 air carrier line stations located outside the territory of the United States are not approved under this procedure. Such line stations, if wishing to carry out maintenance of an aircraft operated by an EU commercial operator must apply directly to EASA for approval.

- 3.8 When satisfied with the evidence of need, the Form 16 application and the EASA Supplement, and subject to the satisfactory outcome of any audit carried out by the FAA, the FAA will make a recommendation to EASA on an EASA Form 9. (Appendix 3 details Form 9 and completion instructions).
- 3.9 If the FAA discovers deficiencies in a repair station application package or after conducting an oversight audit, the FAA will follow up on corrective actions, but the period for corrective action shall not exceed 6 months. If the applicant fails to correct the deficiencies within the timeframe the FAA allowed, the FAA should terminate the application process and notify the EASA. In the event of unusual circumstances, the FAA should notify the EASA, and the EASA may agree to extend the period upon mutual agreement with the FAA for a reasonable period of time, if the applicant demonstrates an ability and willingness to correct the noted deficiencies. If corrective action must be taken, the applicant should notify the FAA in writing when all deficiencies have been corrected.
- 3.10 The recommendation package from the FAA must include a copy of the:
- 3.10.1 Completed EASA Form 9 for the main base and all additional fixed locations and line stations listed on the Operations Specification.
 - 3.10.2 Completed EASA Form 16.
 - 3.10.3 Air Agency Certificate and Associated Operations Specifications.
 - 3.10.4 A copy of the supplement page listing the line stations with EU customers.

3.10.5 The completed package must be forwarded to EASA via e-mail at: foreign145@easa.europa.eu. As a back-up, the package can be faxed to (011) 49 221 89990-99 or -999.

3.11 The FAA will keep a copy of the application package detailed in paragraph 3.9 above including evidence of need, and will make it available to the EASA upon request.

3.12 The FAA FSDO will keep a copy of the repair station's EASA Supplement with the 14 CFR part 145 RSM/QCM. EASA does not require a copy of either the manual or supplement.

NOTE: FAA inspectors are not required to check that the prescribed EASA fee has been paid.

4. EASA Actions

4.1 On receipt of a completed recommendation from the FAA, the EASA should review the application package detailed above for compliance with the Agreement, paying particular attention to the OpSpecs and any Process/Repair specifications recorded which should be dealt with as detailed in Section IV. If the application is satisfactory, EASA will forward an invoice to the applicant in accordance with EASA's regulations governing fees and charges. ▲

EASA shall issue an EASA Form 3 approval certificate, with a two-year validity period, to the repair station, providing a copy to the appropriate FAA EASA Regional Office Coordinator.

4.2 EASA shall list the approved organization including any line stations on the EASA Web site at
http://www.easa.europa.eu/ws_prod/c/c_orgapprocaopart145us.php

5. FAA Actions

5.1 The FAA EASA Regional Office Coordinator shall forward a copy of the EASA paperwork to the assigned FAA principal inspector.

5.2 The assigned FAA inspector must enter in the FAA repair station file that the repair station is both FAA-Certificated and EASA-Approved and add the EASA Special Conditions to all future FAA oversight audits of the repair station facility. When the FAA inspector updates the Repair Station enhanced Vital Information Subsystem (eVIS), the EASA web listing showing the renewal date will be used. (The renewal date is printed on the EASA certificate and should correspond to the date in the eVIS and the date on the EASA web listing.)

II Renewal Certification Process. Guidance for Renewal of the EASA Part-145 Approval

1. Applicant Actions

1.1 It is the applicant's responsibility to prepare the renewal package in time to receive the new certificate. Typically, this should occur 90 days prior to the expiration of the current certificate.

1.2 The repair station must demonstrate the need for renewal of approval for EASA Part-145 certification, as detailed in the initial Certification Process above (see Section B, Part I, paragraph 2.1). A relevant customer may be an EASA Part-145 Approved maintenance organisation, European operator, leasing company, or distributor. The applicant shall:

1.2.1 Complete the EASA Form 16, and

1.2.2 Check that the EASA Supplement reflects the repair station's current procedures and activities. Any changes shall require amendment of the EASA Supplement.

1.3 At the end of each 2-year period, the repair station shall demonstrate compliance with the applicable EASA fees and charges regulation. The EASA fees and charges regulation can be found at http://www.easa.europa.eu/ws_prod/c/c_orgapprocaopart145us.php

Payment shall be made after receipt of the EASA invoice.

1.4 EASA Form 16 plus any amendment to the EASA Supplement, if appropriate, and a copy of the Air Agency Certificate and associated Operations Specifications should be sent to the supervising FSDO at least 90 days prior to the end of the current two-year renewal cycle of the EASA Part-145 approval.

NOTE: The renewal due dates are printed on each certificate and are also published on the EASA Web site at: http://www.easa.europa.eu/ws_prod/c/c_orgapprocaopart145us.php

2. FAA Actions

2.1 When satisfied with the evidence of need, the Form 16 application, and the EASA Supplement, and subject to the satisfactory outcome of any audit carried out by the FAA and any amendments to the supplement being accepted by the FAA, the FAA will make a recommendation to EASA on an EASA Form 9 (see Appendix 3).

2.2 The recommendation package must include a copy of the:

- 2.2.1 Completed EASA Form 9 for the main base and all additional fixed locations and line stations (D107) listed on the operations specification,
 - 2.2.2 Completed EASA Form 16,
 - 2.2.3 Air Agency Certificate and associated Operations Specifications, and
 - 2.2.4 A copy of the supplement page listing line stations with European customers.
 - 2.2.5 The completed package must be forwarded to EASA via e-mail at foreign145@easa.europa.eu. As a back-up, the package can be faxed to (011) 49 221 89990-99 or -999.
- 2.3 A copy of the application package detailed in paragraph 2.2 above including evidence of need shall be retained by the FAA and made available to the EASA upon request.
- 2.4 The FAA will advise EASA of any serious failure to comply with 14 CFR part 145 or EASA special conditions that may result in an enforcement action. Reports shall be made on an EASA Form 9.
- 2.5 The FAA must ensure that the recommendation package is submitted to EASA at least 30 days before the renewal due date.

NOTE: FAA Inspectors are not required to check that the prescribed fee has been paid.

3. EASA Actions.

- 3.1 On receipt of a completed recommendation from the FAA, the EASA shall review the application for compliance with the Agreement, paying particular attention to the OpSpecs and any Process/Repair specifications recorded thereon in accordance with Section B Part IV. When satisfied with the content of the application, EASA shall issue a revised EASA Form 3 U.S. with a new renewal date to the organisation with a copy to the FAA EASA Regional Office Coordinator.
- 3.2 Validity of the approval is subject to compliance with EASA's fees and charges regulation.


NOTE: The revised renewal due dates shall be published on the EASA Web site at: http://www.easa.eu.int/ws_prod/c/c_orgapprocaopart145us.php

4. **FAA Actions**

- 4.1** The FAA EASA Regional Office Coordinator must forward a copy of the EASA paperwork to the appropriate FAA Principal Inspector.
- 4.2** The assigned FAA Inspector shall enter on the FAA repair station file that the repair station shall be both FAA-Certificated and EASA-Approved and add the EASA special conditions that apply to all future FAA oversight audits of the repair station facility. When the FAA **inspector** updates the Repair Station **enhanced Vital Information Subsystem (eVIS)**, the EASA **web listing showing the renewal date will be used.** **(The renewal date is printed on the EASA certificate and should correspond to the date in the eVIS and the date on the EASA web listing.)**
- 4.3 Recommendation.** Any enforcement action under 14 CFR parts 43 and 145 that has an acceptable corrective action plan will not prevent the FAA from providing EASA with a recommendation for **renewal** of the repair station's EASA Part-145 approval. EASA recommends that the following items should not prevent a positive recommendation to EASA when the repair station has taken corrective action, or has submitted a plan for corrective action that the FAA has accepted. (The corrective action plan must be attached to Form 9).
- Serious failure to comply with EASA requirements
 - Overall failure to comply with the EASA special conditions
 - Failure to use FAA-approved data for major repairs/alterations/modifications
 - Failure of the repair station to maintain a working quality monitoring system
- 4.4 Nonrecommendation.** The FAA shall provide EASA with a nonrecommendation when the FAA has found significant safety issues using the criteria above and corrective action has not been taken or the FAA has not accepted a plan for corrective action. EASA may elect not to authorize **renewal of the** approval or **elect to suspend/limit** an EASA approval until corrective action has taken place or a plan for corrective action has been accepted by the FAA and submitted with EASA Form 9.

NOTE: The nonrecommendation package should contain the Letter of Investigation (LOI) sent by the FAA as well as the applicant's response to the LOI, if any. The nonrecommendation does not necessarily lead to certificate action by EASA.

5. **Significant Findings and Enforcement Action**

- 5.1**  When the FAA has reason to take certificate action against an EASA-approved 14 CFR part 145 repair station, which may result in

revocation, limitation, or suspension, in whole or in part, of the approval, the FAA will complete an EASA Form 9 nonrecommendation and immediately forward the form to the EASA Continuing Airworthiness Manager for action.

5.2 ▲ Once EASA receives a nonrecommendation from the FAA, EASA will contact the regional coordinator and discuss the possible action to be taken. The FAA regional coordinator should be able to verify if there is enough evidence available for action to be taken. If the regional coordinator is unavailable, EASA should contact the FAA National Coordinator.

5.3 ▲ After consultation with the regional coordinator, EASA may formally suspend the approval until EASA receives a positive recommendation from the FAA on the EASA Form 9. The organisation shall be formally informed and the FAA regional coordinator shall be copied for each formal suspension. The EASA web list shall also be updated.

5.4 ▲ Where a company surrenders its EASA approval certificate to the FAA, the FAA must inform EASA by mail and attach the EASA certificate. The EASA Organisations Department shall notify the FAA EASA Regional Coordinator of receipt and the EASA web list shall be updated.

6. ▲ **Extensions.** In exceptional circumstances, EASA may grant an extension for a maximum of 60 days, subject to receipt from the FAA of a completed Form 9 confirming that the organisation remains in compliance with 14 CFR parts 43, 145 and the EASA Special Conditions, and giving a valid reason for the late submission. The Form 9 recommendation for an extension must be made prior to the end of the 2-year period.

III Change/Amendment Certification Process. Any change of name including doing business as (d/b/a) names, a change of the address of the Approved Facility (this does not include the mailing address), change of Repair Station number requires the EASA certificate to be re-issued and should be dealt with as described below. (Evidence of need is not required for this section.)

1. Applicant Actions

- 1.1** The Repair Station must complete EASA Form 16.
- 1.2** The corresponding amendments to the EASA Supplement must be made.
- 1.3** EASA Form 16 and the amendments to the EASA Supplement shall be sent to the supervising FSDO at the same time the FAA application for amendment to the FAA 14 CFR part 145 certificate is made.

2. FAA Actions. The assigned Inspector will accept the EASA Supplement that has been amended to reflect the change(s) to the Repair Station details. Following the satisfactory outcome of any required audit by the FAA, the FAA shall recommend acceptance of the changes to the EASA Part-145 approval. The following documents will be forwarded to the EASA Continuing Airworthiness Manager

- 2.1** Completed EASA Form 9.

NOTE: In case of name or dba changes, only Parts 1, 3, 4, Part 2 (Item 4), and EASA supplement status at the end of Part 2 need to be completed.

- 2.2** Completed EASA Form 16.
- 2.3** Revised Air Agency Certificate and associated Operations Specifications.
- 2.4** The assigned inspector must forward the completed package to EASA via e-mail at: foreign145@easa.europa.eu. As a back-up, the package can be faxed to (011) 49 221 89990-99 or -999.

3. EASA Actions. On receipt of a completed recommendation from the FAA, the EASA shall review the application for compliance with the Agreement, paying particular attention to the OpSpecs and any Process/Repair specifications recorded thereon in accordance with Section B, Part IV. When satisfied with the contents of the application, EASA shall issue a revised certificate to the Approval Holder with a copy to the FAA EASA Regional Coordinator, and update the EASA Web site as necessary at http://www.easa.europa.eu/ws_prod/c/c_orgapprocaopart145us.php.

4. FAA Actions.

- 4.1** The FAA EASA Regional Coordinator must forward a copy of the EASA paperwork to the assigned FAA principal inspector.
- 4.2** The assigned FAA Inspector will enter the revised details into the FAA repair station file including updating the eVIS.
- 4.3** Whenever there are changes that include additional line stations or fixed locations, the FAA shall forward to EASA a copy of the Amended Supplement page for line stations or Operations Specifications for additional fixed locations, with a completed EASA Form 9 recommendation for the particular fixed location or line station(s).

The local FSDO is responsible for making the following changes, which do not require notification to EASA:

- Change of ownership or Accountable Manager. However, the new Accountable Manager must sign and update the supplement.
- Amendments to the supplement.

NOTE: The FAA should immediately inform EASA of any change to the Repair Station Certificate, Operation Specifications, or ratings that would affect the conditions of the current certificate.

- 5. EASA Actions.** On receipt of a completed recommendation from the FAA, EASA should formally acknowledge receipt to the FAA EASA Regional Coordinator.

IV

Compliance with EASA ratings detailed in Annex II to Commission Regulation (EC) No. 2042/2003. EASA shall ensure that for all Initial issues, renewals and changes that the ratings are consistent with the permitted ratings detailed in Appendix 2 of Annex II (EASA Part-145) to Commission Regulation (EC) No. 2042/2003.

- V** **Work Away from a Fixed Location.** If a repair station is requested to perform maintenance on an EU-registered aircraft or article located outside the territory of the United States, the repair station may work away from its fixed location in the following cases.
- 1.1** **For a One-time Special Circumstance.** If the EASA supplement or the RSM/QCM does not have a written procedure for work away from its fixed location and there is no D100 authorization, the repair station must notify EASA in advance of doing the work. This notification must describe the work to be performed, the date of the work, the customer, and certify to EASA that the repair station will follow all existing procedures in its current Repair Station Manual and EASA Supplement. (Notification is to be sent to foreign145@easa.europa.eu.) EASA should review the application and notify the organisation in writing, with a copy to the FAA, either accepting or rejecting the request. If the request is rejected, the reasons should be specified in the letter.
- 1.2** **On a Recurring Basis When Necessary.** Subject to approval contained in FAA Operations Specification D100, and only as necessary to perform emergency or non-routine maintenance limited to urgent defect rectification, or repair work on an EU-registered aircraft, or articles intended for installation on EU-registered aircraft. The procedural requirements that the repair station shall include in the EASA Supplement/Repair Station Manual are described in the Appendix 1 Sample Supplement at Section 19. These procedures must be accepted by the FAA in order for the organisation to be authorized to perform work away from the fixed location.

VI Revocation and Suspension

- 1. EASA Part-145 Approval.** An EASA Part-145 Approval may be suspended or revoked by EASA if the certificate becomes invalid under the conditions specified in the Agreement, Maintenance Annex, applicable regulations, or if the organization fails to comply with the Agency's fees and charges regulation.

- 1.1** Any certificate action involving suspension or revocation shall be carried out by EASA in accordance with EASA Part-145.B.35 and applicable EASA procedures.

- 1.2** FAA revocation of the 14 CFR part 145 Certificate automatically invalidates the EASA Part-145 Approval Certificate. There is no right of appeal to EASA when the FAA revokes, suspends, or amends (limits) any FAA 14 CFR part 145 Repair Station Certificate or rating.

2. EASA Action

- 2.1** EASA shall notify the holder of an EASA Part-145 Approval in writing about any suspension or revocation including the option for the organization to appeal the decision in accordance with Article 44 of Regulation (EC) No. 216/2008.

- 2.2** EASA shall also notify the FAA EASA Regional Coordinator, and update the EASA Web site as necessary at http://www.easa.europa.eu/ws_prod/c/c_orgapprocaopart145us.php

3. FAA Action

- 3.1** The FAA EASA Regional Coordinator will forward a copy of the EASA documentation on the suspension or revocation action to the assigned FAA Principal Inspector.

- 3.2** When a Repair Station surrenders its EASA certificate to the FAA, the FAA should send the original EASA certificate to EASA by mail.

- 3.3** The assigned FAA Inspector must enter this updated information in the FAA repair station file and the eVIS.

VII Appeal and Conflict Resolution

1. If the Repair Station Certificate holder does not accept the suspension or revocation, he/she may request the Executive Director of EASA to initiate a conflict resolution process. The Executive Director shall, after consultation of the Panel of Experts and with reference to internal procedures in maintenance matters, provide his decision with respect to the suspension/revocation.

2. If the holder of the Repair Station Certificate still does not accept the EASA Executive Director decision about suspension/revocation, he/she may appeal according to the related appeal provisions of Regulation (EC) No. 216/2008.

VIII Transition

1. Approvals deemed valid at the time of entry into force of the new Agreement are valid for a period of up to two years, depending on the renewal date.
2. Approvals that are due in 2011 for renewal or have to be amended, can be recommended under the old provisions with old Form 9 and with an old supplement (in accordance with MIP-G).
3. After 2011, renewal or amendment is acceptable only with a new supplement using new Form 9 and new Form 16 (in accordance with the MAG).
4. All EASA approval holders must have a new supplement in place latest 31 December 2012.

APPENDICES

Appendix 1 Sample EASA Supplement

EASA SUPPLEMENT REFERENCE NO. _____

TO FAA 14 CFR part 145 REPAIR STATION MANUAL/QUALITY CONTROL MANUAL
(RSM/QCM) REFERENCE NO. _____

Company Name and Facility Address: _____

FAA REPAIR STATION NO. _____

This supplement does not form part of the FAA 14 CFR part 145 RSM/QCM.

Compliance with the FAA accepted supplement together with the FAA 14 CFR part 145 RSM/QCM forms the basis of the European Aviation Safety Agency (EASA) Part-145 approval.

This supplement forms part of the applicant's obligations for EASA Part-145 approval as specified in this guidance.

The cover page of the EASA Supplement shall include the information in the above statement.

NOTE: This Sample EASA Supplement gives guidance on the subjects that need to be addressed and translated into working procedures to ensure compliance with the EASA Special Conditions. The applicant must customise the supplement to reflect the specific repair station operation and related procedures.

A. INDEX

1. LIST OF EFFECTIVE PAGES. Self Explanatory

2. AMENDMENT PROCEDURE.

a) This section should describe the procedures the organisation shall use to ensure the EASA supplement remains current and should specify that amendments must be submitted to the FAA FSDO for acceptance. The working practises and procedures must be reflected in the 14 CFR part 145 RSM/QCM and, if appropriate, in this EASA Supplement. In addition, this paragraph should identify who within the organisation is responsible for approving amendments and for ensuring the FAA approval process is carried out.

b) Failure to ensure that the 14 CFR part 145 RSM/QCM and this EASA Supplement are kept up to date in respect of regulatory changes and that the repair station staff comply with the procedures therein could invalidate the EASA Approval.

3. INTRODUCTION.

a) This paragraph should address why the supplement is necessary. EASA Part-145 is a European requirement similar to 14 CFR part 145

b) The Maintenance Annex agreed to by the FAA and EU specifies the basic differences between EASA Part-145 and 14 CFR part 145 and identifies these differences as special conditions.

c) A 14 CFR part 145 repair station can be EASA Part-145 approved when the repair station complies with the maintenance special conditions as detailed in this procedure in addition to complying with 14 CFR parts 145 and 43.

d) The supplement should help ensure that the organisation is working in accordance with the EASA Part-145 Approval Certificate and to identify the differences from FAA regulations that need to be taken into account.

4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT.

a) This paragraph represents the Agreement by the Accountable Manager that the organisation will comply with the conditions specified in the supplement whilst operating in accordance with the EASA Part-145 approval. It includes recognition of the consequences of failing to meet either requirements or standards.

b) The accountable manager is normally intended to mean the chief executive officer of the organization, who by virtue of position has overall [including in particular, financial] responsibility for running the organization. When the accountable manager is not the chief executive officer, he must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation.

c) An acceptable statement for this paragraph would be:

“This supplement in conjunction with the approved 14 CFR part 145 RSM/QCM [insert RSM/QCM reference here as applicable] defines the organisation and procedures upon which EASA approval is based.

“These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being performed under the conditions of the EASA Part-145 approval.

“It is accepted that the repair station’s procedures do not override the necessity of complying with any additional requirements formally published by the EASA and notified to this organisation from time to time.

“It is understood that the EASA shall issue an Approval Certificate and list this repair station in an EASA published list as long as the EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that EASA reserves the right to revoke the Approval Certificate if EASA considers that procedures are not followed or standards not upheld.”

d) This statement shall be signed and dated by the Accountable Manager for and on behalf of the repair station.

e) Please note that whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous EASA Part-145 Approval and provide the responsible PI with the amendment of the supplement.

5. APPROVAL BASIS AND LIMITATION.

a) EASA approval is based upon compliance with 14 CFR parts 145 and 43 except where varied by the special conditions specified in the Maintenance Annex and associated guidance. However, this approval must not exceed the ratings permitted by Commission Regulation (EC) No. 2042/2003.

b) The approval of maintenance work is limited to the scope of work permitted under the current certificate issued by the FAA to the repair station in accordance with 14 CFR part 145 for work carried out within the United States. Deviations have to be agreed on a case-by-case basis by the JMCB.

6. ACCESS BY EASA AND FAA.

a) The supplement should confirm that the repair station agrees to provide access to EASA and FAA to ascertain compliance with 14 CFR part 145, the EASA Special Conditions, procedures and standards and to investigate specific problems.

b) In accordance with paragraph 2.1 of Appendix 1 to Annex 2 of the Agreement, the supplement should confirm that the organisation will accept investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures and that the organisation will cooperate with these actions.

7. WORK ORDERS/CONTRACTS.

This section should describe the procedures the repair station shall use to ensure the following:

- a) That the repair station shall receive clearly stated work orders describing the scope of the work to be accomplished from the customer.
- b) How it ensures the work order specifies the inspections, repairs, alterations, overhaul, airworthiness directives and parts replacement required.
- c) How completeness of and compliance with the customers' work order is ensured.
- d) That the customer remains responsible for correctly informing the repair station by work order of all required maintenance and alterations.

8. APPROVED DESIGN AND REPAIR DATA.

a) The EASA-approved design engineering data is normally data supplied by an EASA Design Organisation Approval (DOA) holder, or data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by the EASA. In all cases, the customer is responsible for confirmation of data approval.

b) Repair design data developed by U.S. organisations/persons for use on EU-registered aircraft and related articles.

(1) Automatically Approved Data.

- i) The applicable provisions of Annex 1 to the Bilateral Agreement provide the basis for all automatically approved data.

NOTE: A critical component is defined as a part identified as critical by the design approval holder during the validation process, or otherwise by the exporting authority. Typically, such components include parts for which a replacement time, inspection interval, or related procedure is specified in the Airworthiness Limitations section or certification maintenance requirements of the manufacturer's maintenance manual or Instructions for Continued Airworthiness.

ii) For each individual repair design, this EASA approval is based on.

- Major repair data approved by FAA (as substantiated by an FAA letter or properly executed FAA Form 8110-3, 8100-9, or FAA Form 337),
- Minor repair data submitted by the TC/STC holder or appliance design approval holder, or
- Minor repair data determined to be acceptable data (under 14 CFR part 43) as determined by a U.S. maintenance organisation.

Limitations: Regarding the acceptable minor repair design data described in Section B Appendix 1 paragraph 8b), an EASA Part-145 maintenance organisation located outside the U.S. territory cannot declare that acceptable data under 14 CFR part 43 may be used on an EU-registered aircraft unless that data has been previously used on an N-registered aircraft. Such data must be approved by EASA or under an EASA DOA for use by an EASA Part-145 maintenance organisation located outside the U.S. territory. A reference to Executive Decision NO 2007/004 /R shall be made in the release documents issued by the EASA Part-145 approved organisation in releasing the relevant EU-registered aircraft or component to service.

(2) Data that requires formal approval. Repair design data on critical components, developed by organisations/persons that are not the TC/STC Holder, shall be submitted to the Agency for approval following the standard application procedure, with an EASA Form 31. Applicants do not need to hold a DOA if the repair data has been approved by the FAA.

9. AIRWORTHINESS DIRECTIVES. This section should describe the procedures the Repair Station will use to address items a, b, and c below.

a) Explain how the organisation ensures it has all EASA ADs applicable to the work it is performing under the ratings it holds.

b) State how the organisation will manage and control the distribution and use of ADs. It also should identify how the organisation will ensure that it makes the applicable EASA ADs available to its personnel when they perform work under its EASA approval and rating.

c) Include repair station procedures to ensure customer approval/request of the performance of applicable ADs. If the organisation does not comply with an applicable AD, its non-compliance must be recorded in the item's maintenance records. This

section should describe how this information would be recorded and transmitted to the customer.

10. RELEASE AND ACCEPTANCE OF COMPONENTS.

NOTE: At the time of drafting of this guidance, the FAA and EASA are considering a future change to the FAA Form 8130-3 and EASA Form 1, which will affect the numbering of the blocks. The references to the blocks in this section are based on the 2007 forms and guidance. The repair station should complete the appropriate blocks of the form by following the latest guidance published relating to the completion of the form.

a) This section should describe the procedures the repair station will use to ensure that the Release to service of components up to and including complete powerplants will be carried out in accordance with 14 CFR § 43.9, except that Section B, Appendix 1, paragraphs 7 through 10 shall also be taken into account. At the completion of maintenance, an FAA Form 8130-3 shall be issued as a maintenance release by the repair station.

b) The FAA Form 8130-3 should include the EASA Part-145 release to service certifying statement with the EASA Part-145 Approval Certificate number in block 13, and specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, PMA parts and quote the reference and issue/revision of the approved data used.

c) An example completed FAA Form 8130-3 dual release shall be included by the repair station in the supplement. Instructions shall be included in the supplement specifying that blocks 14 through 18 are not to be used by the repair station.

d) The signature of the person returning the component to service shall be in block 20 with the FAA Repair Station Certificate number in block 21.

e) The status of the component (repaired, inspected, overhauled, etc.) shall appear in block 12 with any relevant comments including detailed references to approved data, Ads, etc., in block 13. Example: "Overhauled in accordance with CMM 111, Section X, Rev 2, S/B 23 and FAA AD xyz complied with. Full details held on WO 456."

f) Block 13 shall also contain the following statement:

"Certifies that the work specified in block 12/13 was carried out in accordance with EASA Part-145 and in respect to that work the component is considered ready for release to service under EASA Part-145 Approval Number: "EASA 145....."

NOTE: In the case of maintenance carried out by a U.S.-based EASA Part-145 approved organisation subject to the Agreement, EASA only recognises the dual release FAA Form 8130-3 for component, engine, or propeller maintenance.

g) Please note that the sub clause “except as otherwise specified” is intended for use with two types of deviations as follows:

(1) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in Block 13 and/or attachments.

(2) The case where the particular maintenance requirement was only EASA-approved and not FAA-approved. Example: an EASA Airworthiness Directive not approved by the FAA.

h) The repair station will identify in the RSM/QCM roster staff authorized to issue the FAA Form 8130-3 on behalf of the repair station.

i) The supplement should include information regarding the acceptability of components authorized for use during maintenance that should comply with the following paragraphs i and j.

j) Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.

k) Only the following new and used components may be fitted during maintenance.

(1) New Components.

i) New components should be traceable to the OEM as specified in the Type Certificate (TC) holder's Parts Catalogue and be in a satisfactory condition for installation. A release document issued by the OEM or Production Certificate (PC) holder should accompany the new component. The release document should clearly state that it is issued under the approval of the relevant AA under whose regulatory control the OEM or PC holder works.

ii) For U.S. OEMs and PC holders, release should be on the FAA Form 8130-3 as a new part.

iii) For all EU Member States, OEMs, and PC holders, release should be in accordance with EASA Part-21 on EASA Form 1 as a new part.

iv) For Canadian OEMs and PC holders release should be on the Canadian Form One as a new part.

- v) Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for **installation**.
- vi) PMA parts may only be accepted as detailed in EASA Part-21 or in Annex 1 of the Agreement.
- vii) Engines rebuilt by the production approval holder can be accepted as specified in the Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP- paragraph 5.1.4).

(2) Used Components

- i) Used components shall be traceable to maintenance organisations and repair stations approved by the authority who certified the previous maintenance, and in the case of life limited parts, certified the life used. The used component must be in a satisfactory condition for **installation** and be eligible for **installation** as stated in the TC holders Parts Catalogue.
- ii) An FAA Form 8130-3 issued as a dual maintenance release must accompany used components from EASA-approved U.S.-based 14 CFR part 145 repair stations.
- iii) Used components from a 14 CFR part 145 repair station not EASA-approved will not be used even if accompanied by an FAA Form 8130-3.
- iv) An EASA Form 1 issued as a maintenance release shall accompany used components from EASA Part-145 approved maintenance **organisations not located in the U.S.**
- v) A **Canadian** Form One issued as a maintenance release should accompany used components from a Canadian EASA-approved maintenance organisation.

NOTE: Canadian EASA-approved maintenance organisations will specify the EASA release statement and their EASA approval number in the remarks block of Canadian Form One.

l) The following table is a summary of possible cases:

Privileges of the dual EASA and FAA certificated maintenance organisation			
United States		Europe	
Release Document of Final Assembly: 8130-3 Dual Release		Release Document of Final Assembly: EASA Form 1 Dual Release	
Acceptable New Products/Articles: EASA Form 1 NEW 8130-3 NEW C of C Standard Parts		Acceptable New Components: EASA Form 1 NEW 8130-3 NEW C of C Standard Parts	
USED Products/Articles:		USED Components:	
Acceptable Used Products/Articles Release Document (input)	Final Assembly Release document (output)	Acceptable Used Components Release Document (input)	Final Assembly Release document (output)
8130-3 Single	8130-3 Single	Form 1 single	Form 1 Single
8130-3 Dual	8130-3 Dual	Form 1 dual	Form 1 Dual
Form 1 Dual	8130-3 Dual	8130 Dual	Form 1 Dual
Form 1 single	Form 8130-3 (see below U.S.)	8130 single	Form 1 (see below Europe)

United States

No 8130-3 dual release possible (one or more products/articles used accompanied by Form 1 single release).

In block 19 only check the box mentioning "Other regulation specified in block 13." Do not check box that states compliance to 43.9.

In block 13, the following text should be inserted:

"Certifies that the work specified in Block 12/13 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval no._____.

This product/article meets part 43.9 requirements, except for the following items, and therefore is not eligible to be installed on U.S.-registered aircraft: "

(List the items)

Europe

No EASA Form 1 dual release possible (one or more components used accompanied by Form 8130-3 single release).

In block 14a, check only the box mentioning "Other regulation specified in block 12." Do not check the box that states compliance to 145.A.50.

In block 12, include the following release statement:

"This civil aeronautical product has been [maintained, altered or modified, as appropriate] in accordance with United States Federal Aviation Regulations under FAA certificate no._____.

This product/article meets 145.A.50 requirements, except for the following items, and therefore is not eligible to be installed on an EU-registered aircraft: "

(List the items)

11. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY. This section should describe the procedures the repair station will use to ensure that the Certificate of Airworthiness and the Airworthiness Review Certificate are valid prior to the issue of a release to service document. This paragraph is only applicable to repair stations with an airframe/aircraft and/or limited airframe rating.

NOTE: Although EU aircraft have indefinite C of As, the C of A's validity period is verified by means of an "Airworthiness Review Certificate" (ARC). The EASA Operator or owner is responsible for ensuring the C of A remains valid but the repair station should ensure that the C of A is valid from the expiry date as detailed on the ARC before issue of a release to service as specified in Section B Appendix 1 paragraph 12. If the ARC has expired, inform the customer before issue of a release to service as specified in paragraph 12.

12. RELEASE OF AIRCRAFT AFTER MAINTENANCE.

a) This section should describe the procedures the repair station will use to ensure that the Release to service of aircraft will be carried out in accordance with 14 CFR § 43.9 except that paragraphs 7 through 10 and 12 of this supplement must be taken into account. At the completion of maintenance, make the following certification in the aircraft maintenance record.

b) Return to Service in Accordance with 14 CFR § 43.9 and the following: "Certifies that the work specified; *except as otherwise specified*, was carried out in accordance with FAA airworthiness regulations, and in respect to that work the aircraft is considered ready for release to service."

c) Please note that the sub clause "except as otherwise specified" is intended for use with two types of deviations as follows:

(1) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out on the 14 CFR § 43.9 Return to Service and/or attachments.

(2) The case where the particular maintenance requirement was only EASA-approved and not FAA-approved. Example: an EASA Airworthiness Directive not approved by the FAA.

d) Where the customer Operator requires his/her paperwork to be signed, the following alternate certification can be made. The following is only applicable to repair stations with airframe and/or limited airframe rating.

(1) Release to Service in Accordance with EASA Part-145.A.50:

“Certifies that the work specified, except as otherwise specified, was carried out in accordance with EASA Part-145 and in respect to that work the aircraft is considered ready for release to service.”

(2) In all cases, the repair station must issue the certification when all required maintenance has been carried out, except that if it was not possible to complete all maintenance actions requested, then details of the work not performed must be endorsed on the Release to Service and the Operator informed.

(3) Quote the EASA Part-145 Approval Certificate Number and the FAA 14 CFR part 145 Certificate Number in all cases, whether it is a 14 CFR part 43 Return to Service or an EASA Part-145 Release to Service.

13. REPORTING OF UNAIRWORTHY CONDITIONS. This section should describe the procedures the repair station will use to ensure that, when serious defects are found in EU-registered aircraft or components received from an EU customer, the defects must be reported to EASA, the aircraft/component design organisation, and the customer or Operator within 72 hours. When reporting to the EASA, the identity of the customer must be included to allow follow up action.

a) Explain the procedures the organisation will use to ensure that it will submit an EASA Form 44, Occurrence Reporting Form, or FAA Service Difficulty Report and/or FAA SUP report, or in a form and manner acceptable to EASA containing the information required by EASA Part-145 in English. Submit this form in accordance with the timeframe specified in EASA Part-145, when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of EASA.

(1) **Responsibility.** Include the title of each person responsible for completing and submitting reports of unairworthy conditions to EASA

NOTE: EASA Part-145 occurrence reporting requirements include SUP reporting requirements.

14. QUALITY MONITORING (QM) SYSTEM.

a) This section should describe the detailed procedures the repair station will use for the operation of an Independent quality monitoring system and should include the following items.

b) The primary objective of the QM system is to enable the organisation to satisfy itself that it can deliver a safe product and that it remains in compliance with 14 CFR part 43, 14 CFR part 145 and the EASA Special conditions.

c) The QM audit system should include all the contracted work in accordance with guidance given in Item 16 of the Supplement.

d) There are two elements to the system:

(1) An independent audit system.

- i) The independent audit system is a process of sample audits of all aspects of the repair station's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard nor does it replace any associated inspection/quality control system. Independence shall be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure, or product being audited.
- ii) The audit system shall cover the oversight of all multiple facilities and line stations under the approval and must contain as a minimum the following:
 - Procedural audits. The audits should monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components.
 - Product audits. The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.
- iii) It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with a procedure under this paragraph, which defines the audit programme.
- iv) The process of sample audits may be carried out once per year as a single exercise or conducted in segments during a period of one year in accordance with the audit programme contained in the Supplement. All applicable 14 CFR parts 43 and 145 provisions and the EASA Special Conditions as detailed in this guidance should be checked at least once per year against each primary product line.
- v) A primary product line is any one aircraft, engine, avionic, or mechanical product line where the systems and procedures are very similar throughout that product line.
- vi) Repair stations with fewer than 10 employees may contract the audit function to a person acceptable to EASA who is not employed by the repair station. But in this case the audit of all applicable 14 CFR parts 43 and 145 provisions and EASA Special Conditions as detailed in this guidance must be carried out twice per year.

(2) A management/control and follow up system.

- i) The management control follow up system, which must not be contracted to outside **persons**, consists of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the accountable manager to remain informed of the state of compliance and any safety issues. The accountable manager should hold routine meetings to check the progress on clearing outstanding findings/discrepancies, except that in the larger repair stations such meetings may be delegated on a **day-to-day** basis to the Quality Manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.
- ii) Where the repair station has associated line stations and/or additional fixed locations, the system should describe how these are integrated into the system and shall specify the need to audit each line station and/or additional fixed location at least once per year.
- iii) Where applicable, each line station that is used by an aircraft operated under the regulatory control of an **EU** Operator in accordance with the conditions of the Maintenance Annex should be listed giving its location and the basic maintenance capability at each such location.
- iv) The quality monitoring system as specified in this paragraph must be extended to include the need for the approved **maintenance** organisation to audit the listed line station and/or additional fixed locations.
- v) One example of the particular product line shall be used as the basis of each audit, except in the case of stores audits when a random selection of parts should be used for the audit. It therefore follows that a repair station maintaining aircraft and engines (off aircraft) and mechanical parts (off aircraft) would need to carry out three audit sample checks each year with the particular product type changed each year. A sample audit programme is attached.
- vi) A report shall be prepared for each audit carried out describing what was checked and any resulting findings/discrepancies. The report should be sent to the relevant **departments** for rectification action giving target rectification dates. The relevant **departments are** required to rectify the findings/discrepancies and inform the quality department.
- vii) A product should be selected in each hangar and each workshop and the sample audit programme conducted at least once per year (twice per year in the case of a repair station with **fewer** than 10 employees and which chooses to contract the audit to an outside person except that in the case

of procedures which are common throughout the repair station, the procedures need only be audited once per year if there are no problems.)

15. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE.

a) This section must describe the procedures the repair station will use to ensure that covered hangar space is available for the Base maintenance of aircraft operated under the regulatory control of an EU Member State undergoing maintenance and/or alteration. When the customer and repair station sign a contract for maintenance, the agreement must confirm that hangar space will be available at the time of maintenance and alterations.

NOTE: This section is only applicable to repair stations with airframe and/or limited airframe ratings.

16. CONTRACTED MAINTENANCE. This section should describe the procedures the repair station shall use to ensure that the items to be contracted are specified and that the contract meets the terms of the implementation procedures.

NOTE 1: When part of the maintenance is contracted to another organisation, the repair station must ensure that the other organisation is approved to EASA Part-145 for the maintenance they carry out (contracting). If maintenance is contracted to a non-EASA-approved organisation (subcontracting), then this is considered to be a Non-certificated Facility. In such a case, the repair station returning the product to service is fully responsible for ensuring its airworthiness.

NOTE 2: To prevent duplication with the FAA Repair Station Manual and the EASA Supplement, it is permissible to make a cross reference to the RSM procedures in the EASA Supplement making a clear reference to where the information is to be found. ▲

a) **List of Contractors.** EASA recognizes 14 CFR part 145 requirements for the Repair Station Manual to contain a list of all contractors utilized by the Repair Station and approved by the FAA as part of the Repair Station Manual. The list contains the name, address, and certificate and rating if applicable. EASA can accept this practice when the list identifies, by an asterisk or other means of identification, those contractor(s) the Repair Station will use to support maintenance activities for aircraft registered in EU or aeronautical products to be installed on such aircraft. The list should identify the contractors that hold an EASA Part-145 certificate and must also be made available to EASA on request.

b) **Qualifying and Auditing Contractor.**

(1) Describe those procedures the Repair Station will use to both qualify and audit contractors.

(2) Contracting to non-EASA- approved **Sources (subcontracting)**. If the Repair Station contracts a maintenance work to a non-EASA-certificated source, the Repair Station must be appropriately rated **itself** to perform the work. This section should:

- i) Explain that the Repair Station is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.
- ii) Indicate that any **non-EASA-** approved contractor to which work is contracted must be under the control of the Repair Station's quality monitoring system. Additionally, the Repair Station must inspect each item on which contracted work has been performed for compliance with this supplement.
- iii) Explain that if the Repair Station cannot determine the quality of contracted work, the work can only be contracted to an EASA- approved facility that is able to test and/or inspect the work performed and issue a return to service for the work performed. If the contracted item must be disassembled by the Repair Station to determine the quality of the work performed, then it should not be contracted to a **non-EASA-approved** source.

(3) Contracting to **EASA-approved** Facilities. This subsection should:

- i) Explain that if the Repair Station **contracts** functions to another organisation that is **EASA-approved**, the contractor is responsible for approving the return to service for each item on which it has worked.
- ii) Describe the procedures the Repair Station will use to determine that the **EASA-approved** Repair Station to which work is contracted is properly certificated to perform that work.

(4) Receiving Inspections. This subsection should:

- i) Describe the Repair Station's procedures for inspecting the work performed by a contractor on an item that has been returned to service.
- ii) Describe the procedures the Repair Station uses to provide technical training for receiving inspection personnel who inspect contracted work.
- iii) Explain the procedures the Repair Station will use to ensure that items on which contracted work has been performed are properly processed through the organisation's receiving inspection procedures.
- iv) Explain receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item

received based on a technical review of the contractor's source documentation.

- v) Describe the method of recording contractor's work and the record retention period.

(5) Audits. This subsection should:

- i) Describe the procedures the Repair Station uses when auditing contractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record-retention period for the results of each audit.
- ii) Describe the procedures the Repair Station will use to ensure that contractors comply with operators' manuals, manufacturers' manuals, and Instructions for Continued Airworthiness.
- iii) Describe how contractors are informed of any changes to these manuals and procedures.

17. HUMAN FACTORS. This section should describe the procedures the repair station will use to ensure the detection and rectification of maintenance errors that may endanger the safe operation of aircraft. The procedures shall ensure that the FAA-approved initial and recurrent training programme and any revision thereto includes human factors training, addressing resources, human performance limitations, shift changeover and how personnel are trained, to ensure an understanding of the application of human factors principles. The following topics should be covered:

- a) General/Introduction to human factors
- b) Safety Culture/Organisational factors
- c) Human Error
- d) Human performance and limitations
- e) Environment
- f) Procedures, information, tools and practices
- g) Communication
- h) Teamwork
- i) Professionalism and integrity
- j) Organisation's Human Factors programme

18. LINE STATIONS.

a) **Repair stations with line maintenance authorisation:** EASA uses the term line stations, while the FAA uses the term line maintenance authorisation in 14 CFR 145. These terms are synonymous when applied under the terms of the Agreement.

b) **Air Carrier.** Where the repair station is also a 14 CFR part 121 air carrier and holds a 14 CFR part 145 certificate, the procedure shall ensure that at least one of its main maintenance facilities is rated for the aircraft type(s) and the scope of work is relevant to the line station(s).

c) **Repair Station.** The procedure must specify that a 14 CFR part 145 repair station can only be accepted if the Operations Specifications Part D107 authorises the certificate holder to perform line maintenance and lists the specific locations for U.S. operators. Do not list EU Operators on the FAA OpSpecs.

d) **For Each of the Above.** The EASA supplement procedure must clearly demonstrate that the quality system covers the air carrier certificate (if applicable), the 14 CFR part 145 certificate and the line stations and all stated activities. It shall be shown how control by the parent facility is ensured, that the line station(s) operate under the same EASA supplement as the parent facility, and the ratings do not exceed those of the parent facility. All line stations exercising the privileges of the EASA Part-145 approval must be listed in the EASA supplement together with associated operator, aircraft type and location. A copy of the relevant page of the supplement must also be supplied to EASA as part of the package for initial, renewal, or change (affecting the list of line stations) to the approval.

e) **Line Stations.** Line stations are not accepted outside the territory of the U.S. under this section.

19. WORK AWAY FROM FIXED LOCATIONS. If a repair station is requested to perform maintenance on an EU-registered aircraft or article located outside the territory of the United States, the repair station may work away from its fixed location in the following cases.

a) **For a One-time Special Circumstance.** If the EASA supplement or the RSM/QCM does not have a written procedure for work away from its fixed location and there is no D100 authorization, the repair station must notify EASA in advance of doing the work. This notification must describe the work to be performed, the date of the work, the customer, and certify to EASA that the repair station will follow all existing procedures in its current Repair Station Manual and EASA Supplement. (Notification is to be sent to foreign145@easa.europa.eu.) EASA should review the application and notify the organisation in writing, with a copy to the FAA, either accepting or rejecting the request. If the request is rejected, the reasons should be specified in the letter.

b) **On a Recurring Basis.** This occurs when necessary subject to the FAA OpSpec D100 being in place for this work and only to perform emergency or non-routine maintenance to be defined for this guidance as urgent defect rectification or to provide assistance for an EU-registered aircraft or articles intended for installation on EU-registered aircraft. The FAA Repair Station Manual (RSM) defines the procedural requirements that the repair station should use. It is permissible to prevent duplication to make a cross reference to the RSM procedures in the EASA supplement for this aspect. Within the U.S., the responsible PI shall be informed and notification to EASA is not required. Outside the U.S., the responsible PI shall be informed and notification to EASA shall be sent to the following e-mail address: foreign145@easa.europa.eu

NOTE: This paragraph is not applicable to line stations addressed in Section B, Appendix 1, paragraph 18.

Sample Audit Program, EASA Supplement U.S. Repair Stations

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
FAR 43.7 Persons authorized to return to service												
FAR 43.9 Contents of Maintenance and Alteration Records												
FAR 43.12 Falsification of Records												
FAR 43.13 Standards												
FAR 43.15 Additional Standards												
EASA Supplement 4 Accountable Manager Statement												

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
EASA Supplement 7 Customer Work Order												
EASA Supplement 8 Approved Design and Repair Data												
EASA Supplement 9 Airworthiness Directives												
EASA Supplement 10 Release and Acceptance of Components												
EASA Supplement 12 Aircraft Release or Return to Service												
EASA Supplement 13 Reporting Unairworthy Conditions												
EASA Supplement 14 Quality Monitoring System												
EASA Supplement 15 Hangar Space												
EASA Supplement 16 Contracted Maintenance												
EASA Supplement 17 Human Factors												

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
EASA Supplement 18 Line Stations												
EASA Supplement 19 Work away from Fixed Location												

Audit details are contained in the associated audit report

Table KEY: / = planned, X = performed

Prepared: Date, sign Quality Manager

Accepted: Date, sign Accountable Manager

Appendix 2 EASA Form 16 Application Form

European Aviation Safety Agency	EASA Form 16
U.S. Repair Station application for initial/renewal/amendment of EASA Part-145 approval in accordance with the U.S./EU Bilateral Aviation Safety Agreement	
1. CFR part 145 repair station name: _____ CFR part 145 certificate number: _____ 2. Address of repair station: _____ 3. Mailing Address (if different from 2 above): _____ 4. Tel: _____ Fax: _____ E-Mail: _____	
5. Please select the type of application and complete the appropriate Section of the Form 16 a. Initial <input type="checkbox"/> b. Renewal <input type="checkbox"/> c. Amendment <input type="checkbox"/>	
5a. Initial application (Please give a brief summary of the organisation history, work capability, line station locations, and number of staff employed associated with the approval.)	
5b. Renewal EASA Cert No: _____	
5c. Amendment (Please detail the reason for amendment) EASA Cert No: _____	
6. Position and name of the accountable manager _____ I wish to apply on behalf of this repair station for approval by the European Aviation Safety Agency as an EASA Part-145 approved maintenance organisation in accordance with the Bilateral Aviation Safety Agreement and the Maintenance Annex concluded between the United States and the European Union . I understand that when certifying work for a European Union customer, the repair station is required to work in accordance with 14 CFR parts 43 and 145, except where varied by the EASA Special Conditions specified in the Maintenance Annex Guidance and accept that failure to comply could result in EASA certificate action against this repair station. 7. Signature of the Accountable Manager _____ Place _____ Date _____	
<p>Note 1-The form must be signed by the Accountable Manager on each application.</p> <p>Note 2-The address to which the application form must be sent is the FAA, Flight Standards District Office (FSDO) located in the United States that normally deals with the organisation's 14 CFR part 145 repair station approval.</p> <p>Note 3-For technical questions regarding the approval please e-mail foreign145@easa.europa.eu</p> <p>Note 4-For queries on Fees & Charges please e-mail query.feesandcharges@easa.europa.eu</p> <p>Note 5-For queries on technical details for payment please e-mail finance.helpdesk@easa.europa.eu</p>	

Guidance for the completion of Form 16, applicable to applicant and FAA.

The paragraph numbers relate directly to the Form 16 paragraph numbers.

1 Self-explanatory paragraph, the name and number of the repair station should be entered, this includes any doing business as names.

2 Self-explanatory paragraph, the address of the repair station should be entered, this should be the same as the address as shown on the FAA Certificate 8000-4.

3 Where the facility has a mailing address, i.e., office facilities at a different location where mail should be sent, then this address should be entered **here**. This should also be reflected in the FAA OpSpecs.

4 Self-explanatory paragraph, the telephone and fax number plus the e-mail address of the focal point of the **organisation** for the **EASA** approval, i.e., the Quality Manager.

5 The boxes should be marked to indicate **the purpose of the application**, i.e., if the company has changed names and the **renewal** is being carried out at the same time then the boxes b. and c. should be marked.

NOTE: If there is a change of the organisation, do not wait until the renewal is due before applying for an amendment. This is particularly important if the address has changed.

5a) Self-explanatory **paragraph**. Please give a brief summary of the organisation with details as indicated on the form.

5b) Please enter the EASA Part-145 reference number.

NOTE: Do not leave blank.

5c) Where item 5 is indicated **as** an amendment, please **include** the reasons **supporting the change**. ▲

NOTE: Changes to the supplement should normally be processed through your PI and do not require a Form 16. This also applies to the change of the Accountable Manager and related supplement statement. However, changes affecting the EASA certificate and related supplement changes require a Form 16 application.

6 Please indicate the name and position of the Accountable Manager in block capitals.

7 The Accountable Manager should sign the form every time an application is made.

8 Forward the completed Form 16 to your local FAA FSDO **only**.

NOTE: The Form 16 shall not be sent to EASA at this stage. It will be sent by the FAA as part of the completed package at the end of the certification process to EASA.

NOTE: The validity date of your approval is detailed on the EASA certificate for U.S. approval holders. EASA also publishes details of all approvals on the web listing available at the following address. This includes a list of valid, invalid, and suspended approvals:
http://www.easa.eu.int/ws_prod/c/c_orgapprocaopart145us.php

Appendix 3 EASA Form 9 FAA recommendation



European Aviation Safety Agency

EASA FORM 9 REPAIR STATION DETAILS NAME: ADDRESS: TELEPHONE: FAX: EASA APPROVAL NUMBER: FAA CERTIFICATE NUMBER: (Leave EASA Approval number blank if initial approval)		
PART 1: CHECK THE BOX YES (X) IF COMPLIANCE IS SHOWN OR PUT A NUMBER IN THE BOX AND MAKE A COMMENT IN PART 3 OF EASA FORM 9 OR CHECK THE BOX N/A (X) IF NOT APPLICABLE TO THE REPAIR STATION.		
Is this Form 9 for : an Initial Certification <input type="checkbox"/> a Renewal <input type="checkbox"/> an Amendment <input type="checkbox"/> Other <input type="checkbox"/>		
FAA OVERSIGHT AUDIT		
1. Is this report for the Repair Station principal base of operation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. If the report is for a line station, please give the location (City/Airport):		
3. If the report is for an additional facility location, please insert address:		
4. Dates of audits of EASA Special Conditions carried out within this renewal period: 1 st Year: <input type="text"/> 2 nd Year: <input type="text"/>		
5. Evidence of need shown and found satisfactory	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PART 2: THE EASA SUPPLEMENT MUST CONTAIN THE FOLLOWING WHEN APPLICABLE IAW MAG SECTION B, APPENDIX 1.		
1. LIST OF EFFECTIVE PAGES	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. DOES THE SUPPLEMENT CONTAIN AMENDMENT PROCEDURES including identifying those responsible for the Amendment action and ensuring the FAA acceptance is carried out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. INTRODUCTION	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. ACCOUNTABLE MANAGER STATEMENT		
a. Does the EASA Supplement contain a signed and dated statement by the current Accountable Manager?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Has the current revision to the Supplement been accepted by the FAA IAW MAG Section B, Appendix 1?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

5. APPROVAL BASIS AND LIMITATION		
a. Does the supplement make clear that the EASA approval is based upon compliance with 14 CFR Parts 43 and 145 except where varied by the Special Conditions, and that the scope of work is limited to that permitted under the FAA Certificate and associated Operations Specifications? 📌	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. ACCESS BY EASA AND FAA		
a. Does the EASA Supplement identify that EASA and FAA Staff will be allowed access for the purpose of ascertaining initial and continued compliance with 14 CFR Parts 43 and 145 and the Special Conditions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the Supplement show that the Repair Station will accept and cooperate with any investigation and certificate action that may be taken by EASA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. WORK ORDERS/CONTRACTS		
a. Does the Supplement contain procedures that the Repair Station will use to ensure that only work orders that it can understand are accepted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the procedure also show how completeness of, and compliance with the customer or operator work order or contract is ensured, including notified EASA ADs and other notified mandatory instructions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Are the procedures followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. APPROVED DESIGN AND REPAIR DATA		
a. Does the Supplement contain the procedures the Repair Station will use to ensure that the maintenance carried out is in accordance with EASA-approved data?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the procedure above also ensure that where FAA Repair Station data is used, the customer has confirmed this is approved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Does the Supplement contain the procedures to ensure that when the customer supplies data that evidence of approval by EASA is required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Does the Supplement contain the procedures the Repair Station will use to ensure major repairs and major alterations/modifications are accomplished in accordance with data approved by EASA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Are the procedures followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

9. AIRWORTHINESS DIRECTIVES		
a. Does the Supplement contain the procedures the Repair Station will use to ensure that it has all necessary ADs applicable to the work being performed, including EASA ADs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the procedure show how the Repair Station will manage and control the distribution of ADs and how they are made available to personnel when they perform work under the EASA approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Does the procedure include:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • the need to ensure that a customer requests the ADs it requires to be complied with • how it will record in the maintenance records when an applicable AD is not complied with • how the information is transmitted to the customer? 		
d. Are the procedures followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. RELEASE AND ACCEPTANCE OF COMPONENTS		
a. Does the Supplement contain the procedures the Repair Station will use to ensure that components up to and including complete powerplant have been Released to Service in accordance with 14 CFR §43.9 taking into account the MAG, Section B, Appendix 1. See language in 14 CFR § 43.9	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
b. Does the procedure ensure that only a Dual Maintenance Release using FAA Form 8130-3 is made by the Repair Station?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Does the Supplement contain the procedures the repair station will use to ensure that only components that meet the intent of the MAG, Section B, Appendix 1, are authorised for use during maintenance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

11. CERTIFICATE OF AIRWORTHINESS (C OF A) VALIDITY.		N/A <input type="checkbox"/>
a. Does the supplement contain the procedures the repair station shall use to ensure that the C of A and the Airworthiness Review Certificate are valid prior to the issue of a Release to Service Document?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Are the procedures followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><u>Note:</u> This item is only required for Repair Stations holding airframe/aircraft or limited airframe ratings.</p>		
12. RELEASE OF AIRCRAFT AFTER MAINTENANCE.		N/A <input type="checkbox"/>
a. Does the supplement contain the procedures the repair station will use to ensure that Aircraft have been released to service in accordance with 14 CFR § 43.9 taking into account paragraphs 8 to 10 of the supplement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the supplement contain the procedures the repair station will use to ensure that where the Operator requires a Release to Service with EASA Part 145.A.50 that the intent of the MAG Section B Appendix 1 is followed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Are the procedures followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><u>Note:</u> This item is only required for Repair Stations holding airframe/aircraft or limited airframe ratings.</p>		
13. REPORTING OF UNAIRWORTHY CONDITIONS		
a. Does the Supplement contain the procedures the Repair Station will use to ensure that when serious defects are found in EU-registered aircraft or components coming from EU customers that the report is made to the following: the Customer/Operator, the aircraft/Component Design Organisation, and EASA within 72 hours using an EASA Form 44, SDR, SUP report, or other method acceptable to EASA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Are the procedures followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

14. QUALITY MONITORING SYSTEM		
a. Does the Supplement contain the detailed procedures the Repair Station will use for the operation of an independent quality monitoring system which meet the requirements of the MAG Section B, Appendix 1?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the Quality monitoring system include a management and control follow up system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Does the Quality monitoring system include procedural audits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Does the Quality monitoring system include product audits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Are the procedures followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE		
a. Does the Repair Station have appropriate covered hangars when performing Base Maintenance of Aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Note: This item is only required for Repair Stations holding airframe/aircraft or limited airframe ratings.</p>		
16. CONTRACTED MAINTENANCE		
a. Does the Supplement contain the procedures to ensure the Repair Station specifies the items to be contracted and lists these organisations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does this procedure ensure that when the contracted organisation is not EASA-approved (subcontracting) that the Repair Station returning the product to service is responsible for ensuring its airworthiness?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Are the procedures followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. HUMAN FACTORS		
a. Does the Supplement contain the procedures the Repair Station will use to ensure that the FAA-approved initial and recurrent training programme and any revisions made includes Human Factors training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Are the procedures followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

18. LINE STATIONS		N/A <input type="checkbox"/>
Note: This item is only required for Repair Stations holding airframe/aircraft and/or limited airframe ratings.		
a. Does the Supplement procedure ensure that all line stations are included in the same quality oversight system as identified in Item 14 above?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the procedure above ensure that the line station meets the requirements of the MAG Section B, Appendix 1 for 14 CFR part 121 Air Carrier?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Does the procedure above ensure that the line station meets the requirements of the MAG Section B, Appendix 1 for 14 CFR part 145 Repair Station?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Does the procedure ensure that the line stations are listed in the supplement and have D107 authorisation for the 14 CFR part 145 repair station?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Are the procedures followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. WORK AWAY FROM FIXED LOCATION		N/A <input type="checkbox"/>
a. Does the repair station have FAA-approved procedures for conducting work away from the Repair Station's principal base of operation to ensure compliance with the FAA Supplement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the repair station have FAA issued Operations Specifications page D-100 for work away from the Repair Station's principal base of operation privileges?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Did the repair station follow the FAA Supplement when performing this work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. How many times since its last renewal has the repair station exercised the work away from station privileges?	Number ____	
e. Did the repair station inform the FAA PI when exercising the work away privilege in the U.S. on an EU-registered aircraft (under D100)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f. Did the repair station inform EASA and the FAA PI when exercising the work away privilege outside the U.S. on an EU-registered aircraft (under D100)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
g. One-time Special Circumstance. If the EASA supplement or the RSM/QCM does not have a written procedure for work away from its fixed location and there is no D100 authorization, did the repair station inform EASA and receive approval prior to commencing the work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
EASA Supplement Status The EASA Supplement above has been reviewed and found in compliance with the intent of the MAG Section B, Appendix 1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

FSDO:

Attachments:

The completed package must be forwarded to EASA at:
foreign145@easa.europa.eu, or as a back-up, faxed to (011) 49 221
89990-99 or -999.

1. Copy of FAA Form 8000-4 ☐
2. Copy of FAA Operations Specifications ☐
3. Copy of EASA Form 9 for each location, if applicable. ☐
4. Copy of EASA Form 9 for each line station covered under
the certificate, if applicable ☐
5. Copy of the signed and completed EASA Form 16 for the Repair Station ☐

MAINTENANCE ANNEX GUIDANCE

BETWEEN THE

FEDERAL AVIATION ADMINISTRATION

for the UNITED STATES OF AMERICA

AND THE

EUROPEAN AVIATION SAFETY AGENCY

for the EUROPEAN UNION

**Section C—Certification Process for EU-based Approved
Maintenance Organisations**

I Initial Certification Process

- 1. Applicant Responsibility:** To apply for a 14 CFR part 145 repair station certificate under the provisions of the BA Maintenance Annex, an applicant AMO must:
 - 1.1** Be located in the one of the EU Member States listed in Appendix 2 to Annex 2 of the Agreement.
 - 1.2** Have an EASA Part-145 approval.
 - 1.3** Have a need to maintain or alter U.S.-registered aircraft and/or aeronautical products being installed on U.S.-registered aircraft.
 - 1.4** The applicant must contact the AA of the Member State in which the organisation's principal place of business is located.
 - 1.5** The applicant must pay the fees required in accordance with 14 CFR part 187 directly to the FAA upon receipt of the invoice. (All costs associated (i.e. travel, lodging, Inspector time) with FAA sampling inspections and independent inspections, including visits to AA for the purposes of auditing this Agreement will be charged to the AMOs being inspected. The sampling inspections are considered part of the certification process and therefore the fees are qualified under 14 CFR part 187.)
- 2. AA Guidance for Initial Certification.**
 - 2.1** Upon receipt of the preliminary inquiry of the AMO, the AA should provide the following to the applicant:
 - 2.1.1** A copy of MAG, Section C, as revised,
 - 2.1.2** FAA Form 8400-6 (pre-application statement of intent. See Appendix 2) ▲
 - 2.1.3** FAA Form 8310-3. (Application for Repair Station Certificate and/or Rating. See Appendix 3)
 - 2.1.4** The AA should ensure that the AMO does not have any outstanding findings of non-compliance from AA oversight audits.
 - 2.2** The AA should also advise the applicant that the applicant must:
 - 2.2.1** Submit an FAA Supplement to the EASA Part-145 MOE.
 - 2.2.2** Provide the AA with a written statement showing the necessity of the certificate, hereinafter referred to as "Statement of Need."

2.2.3 Provide all documentation submitted to the AA, and required to be forwarded to the FAA, in the English language.

2.3 Statement of Need—(also historically referred to as Perceived Need). A statement that the applicant AMO submits indicating its need to perform maintenance or alteration/modification on aeronautical products subject to U.S. airworthiness regulations in foreign countries and to obtain a 14 CFR part 145 repair station certificate. The applicant AMO can substantiate this perceived need by including a statement from an operator of U.S.-registered aircraft, or a company that maintains or alters items to be installed on U.S.-registered aircraft, indicating that the applicant AMO's services are required. The Statement of Need also can be established with documentation from a leasing company or a supplier/distributor showing that the applicant AMO's services are needed. The applicant AMO *should* confirm in writing that the leasing company or supplier/distributor is doing business with operators of U.S.-registered aircraft.

3. Applicant Responsibility. The AMO should review the guidance and submit the completed pre-application Statement of Intent and the additional information detailed in Appendix 4, **enhanced Vital Information Sub-system (eVIS)** to the AA in the English language.

4. AA Guidance. Upon receipt of the pre-application Statement of Intent (FAA Form 8400-6) and the Appendix 4 **eVIS** data, the AA will review the package. Once the package is complete, the AA should forward a copy to the supervising FAA office.

5. FAA Action. Upon receipt of the information, the **Frankfurt IFO** will obtain from Flight Standards Service, Regulatory Support Division (AFS-640) the pre-certification and final numbers to be forwarded to the AA for distribution. The pre-certification number shall be used for all correspondence regarding the application for tracking purposes. The information contained in the Appendix 4 **eVIS** data must be entered into **eVIS**.

NOTE: At this time the FAA inspector shall verify if there are any special authorisations and limitations (such as electronic record keeping system) that will need to be entered in paragraph A004 of the OpSpecs.

6. AA Guidance.

6.1 The AA should notify the applicant of the pre-certification number for inclusion on future correspondence.

- 6.2** The AA may also give the AMO the final number and advise the AMO that it must only be used for the creation of forms and the supplement to support the final certification.

NOTE: In cases where additional fixed locations or line stations are located in another EU Member State that is subject to the terms of this Agreement, the AA responsible for the organisation where the principal place of business is located is responsible for ensuring that the FAA Annex to Form 6 is submitted to the FAA.

Line stations located in an EU Member States not subject to this Agreement must be audited by an AA that is part of the Agreement, and the FAA Annex to Form 6 for each location must be collected by the AA where the certificate is held and copies forwarded to the FAA.

NOTE: EASA uses the term line stations; the FAA uses the term Line Maintenance Authorisation in regard to 14 CFR part 145. These terms are synonymous when applied under the terms of the Agreement.

- 7.** **Applicant Responsibility.** The applicant must submit to the AA the formal application package, which contains the following.

- 7.1** FAA Form 8310-3, Application for Repair Station Certificate and/or Rating containing the list of maintenance functions (See section C, Appendix 3).

NOTE: The application Form 8310-3 contains Block 4 titled, "List of maintenance functions contracted to outside Agencies." This block should contain any one or all of the below listed functions as applicable to the AMO's contractors/sub-contractors: Welding, Plating, Plasma Spray, Shot Peening, Painting, Grit Blasting, Machining, Balancing, Rewinding, Other (e.g. non-destructive inspection.)

- 7.2** A statement of need (defined in Section C, Part I, paragraph 2.3). The applicant should be advised that the FAA requires an updated document showing the applicant's continuing need at each renewal.

- 7.3** FAA Supplement to the MOE (see Appendix 1).

- 7.4** A letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. This requirement is applicable if the AMO is involved with the transport of dangerous goods, including shipping and receiving of such items. If AMO is involved in the loading of

dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be trained in accordance with the air carrier's hazardous materials training programme.

7.5 The addresses of all additional fixed locations located within an EU Member State listed in Annex 2, Appendix 2 of the Agreement. (A repair station may have additional fixed locations (facilities) without certifying each facility as a stand-alone or satellite repair station.)

7.6 The addresses of line station's authorisations, if any, and the name of the air carrier or operator of the U.S.-registered aircraft.

NOTE: The FAA will only recognize line stations located in an EU member state, when that line station is under the direct surveillance of an AA listed in Annex 2, Appendix 2 of the Agreement and holds an EASA line station approval.

7.7 Copy of EASA Form 3 approval certificate, including the approval schedule.

8. AA Guidance.

8.1 Review the application package as defined in Section C, Part I, paragraph 7, and the associated appendices for completeness. If the package is complete, the AA should review the contents for correctness. This should include a review of the proposed FAA Supplement in comparison with the sample FAA Supplement in Appendix 1. The supplement must be customized to reflect the AMO's operations and procedures but still must contain the same information as the example supplement paragraphs. If the information that the AMO submits is acceptable, the AA should conduct an oversight audit for compliance with EASA requirements and FAA Special Conditions, using the FAA Annex to EASA Form 6. (Appendix 6 of Section A) If the AMO has successfully completed an AA oversight audit within the preceding 180 days/6 month period of the AA's recommendation to the FAA for certification, the AA should not have to conduct a review for compliance with EASA requirements. The AA is to conduct an oversight audit for compliance with FAA Special Conditions and the FAA supplement regardless of whether an audit for compliance with EASA requirements has been successfully completed within 180 days/6 month period. Where applicable, the AA should notify the AMO of the required fee for the performance of this audit. The AMO should direct all questions regarding these fees to the AA.

8.2 If the AA discovers deficiencies in an AMO's application package or after conducting an oversight audit, the AA may process the finding in accordance with EASA Part-145, Section B, requirements, but the period

for corrective action shall not exceed 6 months. If the applicant fails to correct the deficiencies within the timeframe the AA allowed, the AA should terminate the application process and notify the FAA. In the event of unusual circumstances, the AA should notify the FAA, and the FAA may agree to extend the period upon mutual agreement for a reasonable period of time, if the applicant demonstrates an ability and willingness to correct the noted deficiencies. If corrective action must be taken, the applicant should notify the AA in writing when all deficiencies have been corrected.

8.3 A copy of the application package must be retained by the AA in accordance with EASA requirements and made available to the FAA on request.

8.4 The AA will send the following completed documents to the FAA Frankfurt International Field Office (IFO).

NOTE: “Use of the National Language in the FAA Annex to EASA Form 6.” This Annex may be in the national language provided the manager of the AA’s surveillance department provides the FAA with a written statement. This statement will certify that the translations of the sample FAA Annex to EASA Form 6 to the national language is accurate and contains the information of the sample FAA Annex to EASA Form 6 of Section A. Each time the FAA Annex to EASA Form 6 is revised, the manager of the AA surveillance department will issue a new certifying statement to the FAA. The FAA country coordinator must keep a current copy of this letter in the AA file.

8.4.1 The appropriate recommending AA inspector/official will complete blocks 6, 7, 8 and 9 of FAA Form 8310-3. (This method approves the list of functions to be subcontracted/contracted on behalf of the FAA.)

8.4.2 A copy of the completed FAA Annex to EASA Form 6, (Appendix 6 of Section A) including the AA-signed recommendation for the AMO and for each additional fixed location and line station authorisation that will utilize the 14 CFR part 145 privileges.

8.4.3 If applicable, a list of the additional fixed locations that will use the AMO’s FAA certificate privileges. The list must include the address of each location, the FAA liaison telephone number and e-mail address, if available, and identify the AA office with oversight responsibility. The FAA will list each location on FAA Operations Specifications A101.

- 8.4.4 A list of line stations authorisations as applicable. The list must include the address of each location, air carrier designator (operator of U.S.-registered aircraft) and airport designator. The FAA will list each location and air carrier designator on FAA Operations Specifications D107.

NOTE: The FAA will only accept line stations located in an EU member state when that line station is under the direct surveillance of an AA listed in Annex 2, Appendix 2, of the Agreement and holds an EASA line station approval.

- 8.4.5 The applicant's letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. (Only applicable if the AMO is involved with the transport of dangerous goods, including shipping and receiving. An updated certifying letter must accompany the application on each renewal or amended certificate.)

- 8.4.6 A copy of the AMO's AA Certificate and approval schedule, EASA Form 3.

- 8.5 The AA is required to retain one current copy of the FAA Supplement to the MOE in the English Language and make that supplement available to the FAA on request.

9. FAA Action.

- 9.1 The Frankfurt IFO will review the documents to ensure the package is complete.
- 9.2 During initial certification, no open finding must be noted on the surveillance form (FAA annex to EASA Form 6) or any of the documents submitted to the FAA. However, the FAA recognizes that several languages are involved in the process. Minor discrepancies may occasionally be noted because of various interpretations or misunderstandings on the documents submitted. These minor discrepancies must be discussed with the AA, but should not delay the issuance of the FAA certificate.

NOTE: When the applicant's FAA Supplement to the MOE is included in the MOE (Part 7), and the MOE has been approved by the AA, the FAA considers the manual acceptable in accordance with 14 CFR part 145.

- 9.3 The FAA inspector must update the information contained in the FAA eVIS

9.4 At this time the FAA Inspector shall verify if there are any special authorisations and limitations (such as electronic record keeping system) that will need to be entered in paragraph A004 of the OpSpecs.

9.5 When all of the application documentation is reviewed and found to meet the requirements of the Maintenance Agreement, the FAA will invoice the AMO in accordance with AC 187-1. Once the AMO has paid the appropriate fee, the following will be accomplished:

9.5.1 The FAA Inspector will complete block 10 of FAA Form 8310-3.

9.5.2 The FAA will forward FAA Form 8000-4, Air Agency Certificate, and FAA Form 8000-4-1, Repair Station Operations Specifications, with all applicable limitations to the AMO. The Air Agency certificate will list the FAA rating. The FAA OpSpecs will list the EASA certificate number (Form 3) and the current date. (There is no need to list FAA ratings on the OpSpecs except in special circumstances discussed in Section A, Appendix 7.)

NOTE: The FAA inspector must ensure that the ratings of the EASA Part-145 certificate are consistent with the 14 CFR part 145 certificate ratings.

9.6 The FAA will forward two copies of the Operations Specifications with a cover letter requesting the AMO to have the appropriate official sign and return a copy to the FAA Frankfurt IFO by e-mail or fax.

10. Applicant Action. The AMO will sign and date the operation specifications and return a signed copy to the FAA Frankfurt IFO.

11. FAA Action. Provide AA with a signed copy of the operations specification and the certificate.

II Renewal Certification Process

1. **Applicant Actions.** The applicant is required to apply for renewal of its repair station certificate 12 months after the initial certification and every 24 months thereafter.

- 1.1 The renewal package should be submitted to the AA 90 days before the AMO's current certificate expires but in any case not less than 60 days prior to certificate expiration.

NOTE: If the AMO does not submit the request for renewal to the principal inspector at least 30 days before the certificate expiration date, it must follow the initial certification process.

The renewal package must contain the following:

- 1.1.1 8310-3, Application for Repair Station Certificate and/or Rating (see Appendix 3). A new 8310-3 application for each new line station or additional facility including details of additions or deletions of line station authorisations and/or additional fixed location that the AMO will use under its FAA certificate privileges. (See Section C, Part I, paragraph 7, for line station qualification.)
 - 1.1.2 Statement/Document of Continued Need.
 - 1.1.3 FAA Supplement to the MOE if changed since the last certification. The AMO does not need to submit a new FAA Supplement to the MOE if its current procedures and activities are described in its current supplement. When seeking renewal, an AMO shall ensure that its FAA Supplement to the MOE reflects current procedures and activities. All changes to procedures and activities described in the supplement will require a revision of the FAA Supplement to the MOE, which the AMO must submit to the AA for acceptance.
 - 1.2 If not previously submitted, a letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. This is applicable if the AMO is involved with the transport of dangerous goods, including shipping and receiving of such items. If AMO is involved in the loading of dangerous goods on a U.S. air carrier's aircraft the AMO's employees must be trained in accordance with the air carrier's hazardous materials training programme.
 - 1.3 The AMO shall provide any changes made that affect the VIS elements described in Appendix 4 eVIS information.

- 1.4** Statement of Continued Need. The applicant should demonstrate continued need by a work order, contract, or by submitting evidence of having carried out maintenance for a relevant customer in the form of a copy of an EASA Form 1 with a dual release or a certificate of release to service that indicates a dual release.

2. AA Guidance.

- 2.1** The AA should review the renewal package and FAA Form 8310-3 specifically for a revision to Block 4 regarding functions contracted to an outsource maintenance provider.
- 2.2** The AA should review the statement of continued need as part of its recommendation to the FAA. If the AMO is unable to establish the continuing need, the AA will advise the AMO that the FAA will renew the AMO's certificate based on its previous statement of continued need. The AA will also advise the AMO that if at the time of its next renewal the AMO is still unable to show continued need, the FAA may not renew the certificate.
- 2.3** During the AA normal surveillance schedule the AA shall include the FAA Special Conditions and verify the AMO compliance with the FAA Supplement to the MOE. The purpose of the Agreement is to make every effort to utilize the AA surveillance time efficiently, thereby reducing redundant inspections/surveillance unless necessary. The AA will complete FAA Annex to EASA Form 6. A series of partial audits may collectively fulfil the requirement to perform a complete facility audit. The audit must indicate whether the AMO complies with AA requirements and the FAA Special Conditions.
- 2.4** For AMOs that have line stations within the EU and/or additional fixed locations under one certificate within the EU Member States listed in Appendix 2 of Annex 2, of the Agreement, the AA must provide a completed FAA Annex to EASA Form 6 that includes the AA recommendation for each facility location that is listed on FAA operation specification A101 or D107. (See initial certification Section C, Part II, paragraph 1.1.1, for line station authorisation qualification.)

NOTE: The AA should review and comply with the note in Section C, Part I, paragraph 6.2 (initial certification section).

- 2.5** The AMO does not need to submit a new FAA Supplement to the MOE if its current procedures and activities are described in its current supplement. When seeking renewal, an AMO shall ensure that its FAA Supplement to the MOE reflects current procedures and activities. All changes to procedures and activities described in the supplement will require a revision of the FAA Supplement to the MOE, which the AMO

must submit to the AA for acceptance. The AA shall retain an English language copy of the FAA supplement and make that copy available to the FAA on request. (See initial certification Section C, Part I, paragraph 7, for approval details.)

- 2.6 If the AA discovers deficiencies in an AMO's application for renewal or after conducting an oversight audit, the AA will follow the corrective action requirements of EASA Part-145, Section B. If the AA finds the written plan for corrective action is acceptable, the AA will attach the plan to the FAA Annex to EASA Form 6. Once the AA has found the renewal to be acceptable, the appropriate recommending AA inspector/official will complete blocks 7, 8, and 9 of FAA Form 8310-3.

NOTE: The AA inspector should complete the finding section of the FAA Annex to EASA Form 6 for level 1 and level 2 findings. The AA should place special emphasis on ensuring the finding and or corrective action plan is included in the surveillance form. Findings and the corrective action plan must be forwarded to the FAA in the English language.

NOTE: It is necessary to submit to the FAA only the FAA Annex to EASA Form 6 covering the Special Conditions. The full EASA Form 6 is not required.

- 2.7 The AA will then make a recommendation (Part 3 of FAA Annex to EASA Form 9) for or against certificate renewal, based on a complete AA surveillance/audit of the AMO conducted within the renewal time frame of every 24 months.
- 2.8 The AA shall submit the following documents to the Frankfurt IFO at least 30 days before the expiration date:
- 2.8.1 A completed FAA Form 8310-3.
 - 2.8.2 A copy of the AMO's amended AA certificate and limitation document (or EASA Form 3 and amended approval schedule).
 - 2.8.3 A new 8310-3 application for each new line station or additional facility including details of additions or deletions of line station and/or multiple facility location that the AMO intends on utilizing its FAA certificate privileges.
 - 2.8.4 A completed copy of the FAA Annex to EASA Form 6 for each location under its FAA certificate.
 - 2.8.5 If applicable and only if the repair station has not previously submitted a letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of

dangerous goods in accordance with ICAO standards. (Only applicable if the AMO is involved with the transport of dangerous goods including shipping and receiving.)

- 2.8.6 The AA should forward the applicant's information regarding any changes made that affect the VIS elements described in Appendix 4 eVIS information.

3. FAA Action.

- 3.1 The Frankfurt IFO will review the documentation submitted by the AA to determine whether the appropriate information has been entered and is acceptable. The AMO must not have any outstanding issues involving corrective action unless the AA has approved a corrective action plan.
- 3.2 If the FAA finds that the documentation supporting an AMO's application for renewal is incomplete or contains minor deficiencies (e.g., typographical or grammatical errors or lack of clarity), the FAA Inspector will contact the AA for resolution. If the documentation contains major deficiencies, the FAA will notify the AA in writing indicating the deficiencies.

NOTE: Address all major deficiencies in the application package from the applicant or AA before the certificate expiration date.

- 3.3 When all of the application documentation is reviewed and found to meet the requirements of the Maintenance Annex of the Agreement and the AMO has paid the appropriate fee in accordance with 14 CFR 187 and the FAA office procedures, the following will be accomplished:
- 3.3.1 The FAA Inspector will complete block 10 of FAA Form 8310-3.
- 3.3.2 The FAA will forward FAA Form 8000-4, Air Agency Certificate, and FAA, Repair Station Operations Specifications, with all applicable limitations to the AMO. The Air Agency Certificate will list the FAA rating and the FAA OpSpecs will list the EASA certificate number (EASA Form 3) and the current date. (There is no need to list FAA ratings on the OpSpecs except in special circumstances discussed in Section A, Appendix 7, Ratings.)

NOTE: The FAA inspector shall insure that the ratings of the EASA Part-145 certificate are consistent with the 14 CFR part 145 certificate ratings. The FAA inspector should verify if there are any special authorisations and limitations (such as electronic recordkeeping system) that will need to be entered in paragraph A004 of the OpSpecs.

3.3.3 The FAA will forward two copies of the OpSpecs with a cover letter requesting the AMO to have the appropriate official sign and return a copy to the FAA Frankfurt IFO by e-mail or fax. However, the AMO and the AA will be advised in writing by the FAA that, if at the time of its next renewal the AMO is still unable to show continued need, the FAA may not renew the certificate.

4. **Applicant Responsibility.** The AMO will sign and date the operation specifications and return a signed copy to the FAA Frankfurt IFO.

5. **FAA Action.** Provide AA with a signed copy of the operations specification and the certificate.

6. **Significant Findings Noted Between Certificate Renewals.**

6.1 **AA Action.** When the AA has reason to raise significant findings (Level 1) against an FAA-approved AMO including any additional fixed location or line station which may result in revocation, limitation, or suspension, in whole or in part, of the EASA Approval, the AA shall complete an FAA Annex to EASA Form 6 nonrecommendation and immediately forward the form to the Frankfurt IFO for action.

6.2 **FAA Action.**

6.2.1 The Frankfurt IFO will, on notification that a certificate has been revoked or suspended, take action in accordance with Part V.

6.2.2 The Frankfurt IFO will, on notification of a limitation imposed on an EASA Form 3, approval schedule, take the appropriate action with regard to amending FAA Operations Specifications. (See procedure in Section C, Part V.)

6.2.3 Where this action is made against an additional fixed location or line station authorisation, then the FAA shall ensure the new Operations Specifications are modified to show these changes in accordance with paragraph 6.2.2 above.

6.2.4 The Frankfurt IFO will notify the AA of the action taken by forwarding a copy of the revised Operations Specifications.

III Change/Amendment Certification Process

1. Each of the following situations requires the AMO to apply for a change in a repair station certificate using FAA application Form 8310-3:

- 1.1** A change in the housing and facilities that would affect the certificate and/or Operations Specifications, e.g., change in address (this is not required for internal movement of departments, machinery etc.),
- 1.2** A request to add or amend a rating, ▲
- 1.3** A change in ownership or name change. If the holder of a repair station certificate sells or transfers its assets, the new owner must apply for an amended certificate. Name changes also require an application and certificate change, or
- 1.4** Addition or deletion of additional fixed locations or line stations authorisations. (See initial certification Section C, Part I, paragraph 7.)

2. AMO Responsibility

- 2.1** The AMO requesting a change will forward a completed FAA Form 8310-3, indicating the change, to the AA including any supporting documentation required by the change. The AMO documentation submitted shall be available in the English language. The AA may require the AMO to submit a duplicate document in the national language. If the request requires a change to the AMO's FAA Supplement to the MOE, these documents will also be submitted to the AA.
- 2.2** Provide updated VIS information (Section C, Appendix 4.)

3. AA Guidance

- 3.1** The AA will immediately inform the FAA of all proposed changes to the location, housing, or facilities of the repair station that would affect the conditions of the current certificate. After discussions with the FAA, the AA may recommend that the AMO be permitted to continue operating as a 14 CFR part 145 repair station while the proposed changes are being implemented.
- 3.2** The AA will conduct an on-site review of the AMO for requests involving a change in rating or facilities. The AA will review the documentation submitted by the AMO and, if satisfactory, will forward the following documents to the FAA with the applicable documents in the English language.
 - 3.2.1** A copy of FAA Form 8310-3 (see initial certification).

- 3.2.2 Copies of the AMO's amended AA certificate and limitation document/Approval Schedule.
- 3.2.3 The FAA Annex to EASA Form 6, including Part 3, signed recommendation.
- 3.2.4 A list of line station locations and/or additional fixed locations as applicable (see renewal requirements).
- 3.2.5 If applicable and only if the repair station has not previously submitted a letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. (Only applicable if the AMO is involved with the transportation of dangerous goods, including shipping and receiving.) If the AMO is involved in the loading of dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be trained in accordance with the air carrier's hazardous materials training programme.

NOTE: The AA should review and comply with the note in Section C, Part I, paragraph 6.2, of the initial certification section.

4. **FAA Guidance.**

- 4.1 The FAA Frankfurt IFO will review the documentation to ensure that it is complete.
- 4.2 After review, the FAA will forward FAA Form 8000-4, Air Agency Certificate, and FAA Repair Station Operations Specifications, with all applicable limitations to the AMO.

5. **AMO Responsibility.** The AMO will sign and date the operation specifications and return a signed copy to the Frankfurt IFO.

6. **FAA Action.**

- 6.1 Provide AA with a signed copy of the operations specification and the certificate.
- 6.2 The FAA's office file shall contain all the appropriate information relating to the change in facility as required for an initial certification, as applicable.

7. **AA Guidance.** The AA will retain a copy of all the documents supporting the change in the AA's office file for a minimum period of 3 years and provide copies to the FAA on request.

IV Revisions to the FAA Supplement to the MOE

1. **AMO Responsibility.** Revisions to an AMO's FAA Supplement to the MOE that reflect changed procedures, but do not change the nature of the AMO's 14 CFR part 145 certificate or ratings, must be submitted to the AA for review before implementation in accordance with AA procedures. AA procedures require the AMO to submit revisions to its MOE. These revisions are considered accepted by the FAA unless notified otherwise by the AA or FAA. The AMO is not required to submit FAA Form 8310-3 to the AA for such revisions.
2. **AA Guidance.** If the AA finds the nature of the changes do not meet the FAA Special Conditions, the AA will reject the revision and advise the repair station as soon as possible in writing.

V Revocation, Suspension and Surrender

1. A 14 CFR part 145 certificate may be suspended or revoked by the FAA if the certificate becomes invalid under the conditions specified in the Agreement, Annex 2 of the Agreement, or applicable FAA regulations.

2. In the event of a revocation or suspension of an approval for an Approved Maintenance Organisation pursuant to Commission Regulation (EC) No. 2042/2003 Annex II, the Frankfurt IFO shall investigate the effect of the revocation or suspension on the FAA certificate and take appropriate action.

NOTE: The FAA may suspend or revoke the certificate in the event of non-payment of FAA required fees.

3. Any FAA certificate action involving suspension or revocation will be carried out by the Frankfurt IFO in accordance with FAA regulations and procedures.

4. The FAA will notify the holder of a 14 CFR part 145 certificate in writing about any suspension or revocation. The FAA will also notify the appropriate AA of the action.

5. When a Repair Station surrenders its 14 CFR part 145 certificate to the AA, the AA should send that original certificate to the FAA Frankfurt IFO by mail.

VI Appeal and Conflict Resolution.

1. The 14 CFR part 145 certificate holder may appeal the suspension or revocation of its 14 CFR part 145 Certificate in accordance with 14 CFR part 13.

NOTE: There is no right of appeal to the FAA when the AA revokes or limits any EASA Part-145 maintenance organisation approval.

VII Transition

1. Approvals deemed to be valid IAW Annex 2, paragraph 8, of the Agreement are valid for a period of up to 2 years from the entry into force of the Agreement, subject to the following transition provisions:
2. From the entry into force of the Agreement Initial applications shall be recommended using the procedures in the MAG, Section C, Part I.
3. From the entry into force of the Agreement, renewal of approvals will be recommended using the procedures in the MAG, Section C, Part II.
4. From the entry into force of the Agreement, changes to or amendment of approvals will be recommended using the procedures in the MAG Section C, Part III.
5. The current FAA certificate and Ops Specs will be reviewed to ensure that the FAA ratings do not exceed the EASA ratings.
6. The FAA will produce a transition matrix for all certifications covered by this paragraph in conjunction with the EASA and AAs.
7. Following the entry into force of the Agreement, and during the transition period, the AA may extend the EASA renewal period of existing approvals for a maximum of 90 days in order to align the approvals with the Agreement and the associated guidance material.
8. From the entry into force of the Agreement, extensions to the FAA renewal date will be recommended using an FAA application Form 8310-3 accompanied by an FAA Annex to EASA Form 6 from the AA specifying the new date (see note below). ▲

NOTE: In the event that an AMO or AA needs additional time that extends beyond the renewal date of the repair station, the AMO and AA will agree on a date, and the AMO must submit a new application stating the date the AMO and/or AA will be ready to meet the requirements. The FAA will issue an amended certificate based on the date the AMO has provided. The FAA or the AA need not perform a surveillance task in order for the AMO to qualify for the amended certificate. However, the new date must not exceed 90 days beyond its original renewal date.

APPENDICES

Appendix 1 Sample FAA Supplement

**SAMPLE FEDERAL AVIATION ADMINISTRATION (FAA) SUPPLEMENT TO AMO
MAINTENANCE ORGANISATION EXPOSITION (MOE)**

The cover page of the FAA Supplement to the MOE should include the information contained in the following statement. The National Aviation Authority (AA) may require the FAA supplement to be submitted in duplicate: one in English for FAA sampling, the second in the national language for AA review. In either case, the Approved Maintenance Organisation (AMO) must always retain at its principal place of business a current copy of this FAA Supplement in English and provide it to the FAA upon request.

FAA SUPPLEMENT REFERENCE NO._

TO AMO MANUAL

Company Name and Facility Address

EASA approval reference No.____

14 CFR part 145 Certificate No.____

This FAA Supplement, together with this organisation's AA-approved maintenance organisation exposition, forms the basis of acceptance by the FAA for maintenance, alterations, or modifications carried out by this organisation on aircraft and/or aircraft components under the regulatory control of the FAA.

Maintenance, alterations, or modifications performed in accordance with the Maintenance Organization Exposition (MOE), (hereinafter referred to as manual) including this Supplement, are considered to be in compliance with Title 14 of the Code of Federal Regulations (14 CFR) parts 43 and 145.

Revision No. contents of the FAA Supplement to the manual (MOE) should include at least the following sections as applicable.

NOTE: If any or all items identified below are already contained in English in the MOE, then all that is needed is to reference the appropriate MOE manual, section, and pages to meet the supplement requirements.

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The contents of each section of an FAA Supplement to the manual are explained in further detail below.

- 1. LIST OF EFFECTIVE PAGES (LEP).** The FAA Supplement to the manual will begin with a list of the sections it contains, the page number of each section, and the current revision date of each section. This section may reference other appropriate sections of the AMO's manual if that part is submitted with the supplement and contains the page number and current revision date of the sections required by the supplement.
- 2. REVISION PROCEDURES.** The revision procedures section should describe the procedures the organisation will use to ensure that the FAA Supplement remains current. It should identify, by title, the person responsible for revising the FAA Supplement. It also should describe the procedures the organisation will use to ensure that copies of any revision to the supplement are provided to-[name of AA] before implementation. The FAA requires that at least one copy of the supplement be retained by the AA, however the AA may require a second copy in the national language. The procedures to ensure currency should be a part of the organisation's management system. All revisions must be incorporated into the internal quality audit system or quality monitoring system (QMS).
- 3. INTRODUCTION.** The introduction section will do the following:
 - a) Indicate that the organisation is performing work under the terms and conditions specified in the Bilateral Agreement (BA)/Maintenance Annex executed between the FAA and European Community. This section also should indicate that the FAA Supplement, in conjunction with other chapters of the approved AA manual of exposition (MOE), defines the organisation and procedures upon which compliance with applicable regulations are based.
 - b) State that the Maintenance Annex permits the organisation to obtain certification and renewal as a foreign repair station under 14 CFR part 145 for performing work on aeronautical products subject to 14 CFR. Certification or renewal as a repair station is obtained after the FAA's review and acceptance of the inspection, surveillance, and evaluation of the organisation by the AA.
 - c) Address the purpose of the FAA Supplement. This section also shall indicate that it identifies the procedures that must be taken into account for the organisation to perform work under the Maintenance Annex and other appropriate requirements. These procedures are addressed by FAA Special Conditions in the Maintenance Annex and may be in addition to those described in other portions of this manual.
 - d) State that the FAA Supplement describes the methods and procedures the organisation will use to ensure compliance with the FAA Special Conditions. These conditions are specified in the Maintenance Annex executed according to a Bilateral Agreement.

4. ACCOUNTABLE MANAGER'S STATEMENT.

a) Accountable manager means the person designated by the certificated repair station who is responsible for and has the authority over all repair station operations that are conducted under 14 CFR part 145, including ensuring that repair station personnel follow the regulations and serving as the primary contact with the FAA.

b) The accountable manager is the individual responsible for the organisation's compliance with 14 CFR parts 43 and 145. Such compliance is demonstrated by adhering to EASA regulations, requirements, and associated material, and the FAA Special Conditions in the Maintenance Annex. This section must contain the signed statement by the accountable manager.

(1) This statement agrees that the organisation will comply with the Special Conditions specified in the FAA Supplement while operating under its FAA repair station certificate issued under the procedures specified in the Maintenance Annex. The accountable manager's statement is in lieu of the letter of compliance.

(2) The accountable manager's statement should contain the following or equivalent language: (Compare this with previous EASA statement)(Not relevant, EASA rule requires an executive officer to be the accountable manager, CFR do not).

"I understand that this organisation, [name of company], when performing maintenance, alterations, or modifications on U.S.-registered aircraft or aeronautical products for use on such aircraft, must perform that work under the terms of the Maintenance Annex agreed to by the FAA and the European Community and AA regulations, requirements, and associated guidance material, as well as FAA Special Conditions set forth in the Maintenance Annex and described in this organisation's FAA Supplement to its Manual.

"As the person with overall control of [name of company], I have reviewed the AA regulations and requirements and the FAA Special Conditions. This organisation fully understands that by complying with these documents, it will be complying with the corresponding sections of 14 CFR parts 43, 145, and other applicable regulations. I understand that failure to comply with the requirements of 14 CFR parts 43 or 145 may result in the amendment, suspension, or revocations of the FAA certification, or in other certificate or enforcement action by the AA or FAA. I also understand that loss of AA approval will require FAA enforcement action that may result in the suspension or revocation of the organisation's 14 CFR part 145 repair station certificate.

“This organisation will provide AA and FAA personnel with access to our facilities to assess compliance with AA requirements and FAA Special Conditions or to investigate specific problems.

“I understand that this organisation may be subject to FAA enforcement procedures. I understand that investigation and enforcement by the FAA regarding suspected violations of 14 CFR by this organisation will be undertaken in accordance with FAA rules and directives, and that this organisation must cooperate with any investigation or enforcement action.

“I agree to ensure that this FAA Supplement will be maintained and kept current by this organisation and be accessible to all personnel. I further agree to submit revisions to this Supplement to [name of AA] for acceptance before implementing any such revisions.”

c) The statement must be signed and dated by the accountable manager.

d) Whenever the organisation's accountable manager is replaced, the new accountable manager must sign and date a new accountable manager's statement. The organisation will forward a copy of the newly-signed statement to the AA.

5. EXTENT OF APPROVAL. The extent of approval section will do the following:

a) State that the extent of FAA approval will not exceed the ratings and scope of work permitted under EASA and AA regulations and requirements. The extent of FAA approval also will not exceed the scope of approval set forth in the organisation's 14 CFR part 145 repair station certificate and OpSpecs.

NOTE: There are some occasions when the EASA rating may exceed the FAA rating; in these cases the FAA will add an additional limited rating to cover the extent of the EASA rating. Example: an EASA A1 airframe rating also allows some limited power plant maintenance. The FAA will issue a limited power plant rating along with the Airframe rating in order to allow the AMO the same privileges as the EASA rating. The AMO will verify that the FAA rating issued covers the appropriate functions covered under the EASA rating.

b) FAA issuance of a specialized services rating requires FAA-approved engineering data that is not part of a manufacturer's maintenance manual or instruction for continued airworthiness (ICA). The FAA will identify the specific data on operations specifications thereby authorising the repair station to perform the specialized service. In this section the organisation will describe (as applicable and only if the AMO requires a specialized service rating):

(1) The procedures it will use to ensure all work performed under the provisions of specialized services rating is done in accordance with FAA-approved data.

(2) The procedures the organisation will use to ensure that only FAA-approved processes are used on U.S.-registered aircraft or aeronautical products intended for installation on U.S.-registered aircraft.

c) Capabilities List (CL). The manual's CL will contain all the elements described in this section:

(1) Introduction: A CL refers to a limitations document that identifies by make, model, or other nomenclature designated by the article's manufacturer on which the AMO is authorized to perform maintenance. The CL is located in the AMO's manual or as a referenced stand-alone document, although in some cases it may be referred to by other names. Under the provisions of a BA/MA, the FAA will not issue a repair station certificate and accompanying rating(s) with privileges that exceed the scope of work permitted under the AA approval limitations or approval schedule. (There may be cases where the ratings may need to be adjusted. See Section A, Appendix 7 "ratings Comparison" for details.)

(2) Using a CL is an effective way of identifying all articles for which an AMO has an established repair capability. Once the component or subassembly is identified on the CL, there is no need to list the individual parts contained in it.

- i) The AMO must describe how it will ensure that it has the proper equipment, personnel, housing/facilities, materials, and technical data to maintain each article listed in the CL.
- ii) The AMO must acknowledge the CL is an extension of the AMO's FAA OpSpecs.
- iii) Use of a CL depends on the AMO establishing procedures for conducting initial and recurrent self-audits of its facility and capabilities.
- iv) The CL must be included as part of the AMO's quality monitoring system (QMS) which is approved as part of the MOE by the AMO's AA.

NOTE: After the AA has approved the AMO's internal evaluation programme and procedures or self-auditing programme (QMS), the AMO can use these procedures for revisions to a CL. When the AMO has completed auditing itself for the new article being added in accordance with the QMS approved procedures, the AMO is authorized to revise and to perform maintenance and alteration on those items added to the CL without any approval from the FAA or AA. Procedures must include a notification of the change to the AA. This approval will remain in effect unless the FAA notifies otherwise. A Repair Station obtain approval to add an additional type of class of aircraft or powerplant to its OpSpecs.

- 6. SUMMARY OF THE QUALITY SYSTEMS.** The management and quality systems section will include a version in English of the organisation's management system and a summary of its quality system covering the main site and additional fixed locations, and FAA Line Maintenance authorisations. The summary will contain an overview of how the AMO will include FAA Special Conditions in its quality monitoring system.

NOTE: If the repair station has this section in its MOE and that section is available in English, this same process can be referenced in this section, provided the process is in English and can be made available to the FAA upon request.

7. APPROVAL FOR RETURN TO SERVICE AND MAINTENANCE, ALTERATION, AND MODIFICATION RECORDS.

a) **Return to Service of a U.S.-Registered Aircraft.** This paragraph a), if applicable, must contain a procedure for return to service of U.S.-registered aircraft which includes the following elements:

- (1) A description (or reference to the data acceptable to the Administrator) of the work performed;
- (2) The date of completion of the work;
- (3) The signature of the person authorized by the repair station to return the aircraft to service;
- (4) The FAA repair station certificate number;
- (5) Additional requirements specified by the operator; and
- (6) Specify the recordkeeping requirements for major repairs and major alterations. Procedures for approval for return to service should describe the procedures for the use of acceptable release documents for components and parts.

b) **For Articles:** Describe acceptable release statements (example below), that meets the FAA Special Conditions and the use of EASA Form 1 with a dual release.

NOTE: At the time of drafting of this guidance, the FAA and EASA are considering a future change to the FAA Form 8130-3 and EASA Form 1, which will affect the numbering of the blocks. The references to the Blocks in this section are based on the 2007 forms and guidance. The repair station should complete the appropriate Blocks of the form by following the latest guidance published relating to the completion of the form.

(1) State that the maintenance, alteration, and modification entries required by the Special Conditions (reference to approved/acceptable data) and the entries required by the operator's maintenance programme will be in the English language.

(2) For an EASA Form 1 issued as a dual release, both Statements in block 19 indicating compliance with Regulation (EC) 2042/2003 Annex II, EASA Part-145 and "other regulation specified in block 13" are checked. The AMO should include the following or equivalent language in block 13:

Sample dual release statement:

"This civil aeronautical product has been [maintained, altered, or modified, as appropriate] in accordance with United States Federal Aviation Regulations under FAA certificate No. _____."

[Include copies of any attachments.]

(3) The person approving the product for return to service shall sign block 20 of the form. This signature approves aircraft components for return to service with respect to the work performed. The form must contain a description of the work performed, which also includes the following:

- i) Maintenance manual reference and revision status;
- ii) The date of completion;
- iii) The name/signature of the person returning the Article to service; and
- iv) The FAA repair station certificate number.

(4) Other documents, such as work orders or shop travellers (e.g., FAA Form 337) may be used by the organisation to comply with the operator's requirements. If this is the case, these documents should be referenced specifically in block 13 and appropriately cross-referenced.

(5) Indicate that block 13 will reference the data used to perform maintenance (i.e., maintenance manual reference including revision status). The data referenced must meet the requirements of the Special Conditions. The referenced data may consist of an attachment to the form, such as a work order, air carrier record, or an FAA Form 337.

(6) Maintenance and alteration records required by the operating regulations of 14 CFR for Operators of U.S.-registered aircraft must be provided to the Operator in English if requested.

c) **Acceptability of Component.** Describe procedures regarding the acceptability of components authorized for use during maintenance, which should comply with the following requirement. Only the following new and used components may be fitted during maintenance.

(1) New Components

- i) New components should be traceable to the OEM as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for **installation**. A release document issued by the OEM or Production Certificate (PC) holder should accompany the new component. The release document should clearly state that it is issued under the approval of the relevant AA under whose regulatory control the OEM or PC holder works.
- ii) For U.S. OEMs and PC holders, release should be on the FAA Form 8130-3 as a new part.
- iii) For all **EU** States OEMs and PC holders, release should be in accordance with EASA Part-21.
- iv) For Canadian OEMs and PC holders, release should be on the Canadian Form One as a new part.
- v) Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for **installation**.
- vi) PMA parts are acceptable on U.S. aircraft with proper documentation

(2) Used Components

- i) Used components should be traceable to maintenance organisations and repair stations approved by the authority who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used component should be in a satisfactory condition for **installation** and be eligible for **installation** as stated in the TC holders Parts Catalogue.
- ii) An EASA Form 1 issued as a dual maintenance release should accompany used components from **EU-based** 14 CFR part 145 repair stations.
- iii) Used components from a EASA-approved part 145 AMO not FAA-approved should not be used even if accompanied by an EASA Form 1

- iv) An FAA Form 8130-3 (14 CFR § 43.9 release) issued as a maintenance release should accompany used components from a 14 CFR part 145 Repair Station.
- v) A Canadian Form One issued as a maintenance release should accompany used components from a Canadian-based AMO.

d) Possible Cases. The following table is a summart of possible cases:

Privileges of the dual EASA and FAA certificated maintenance organisation			
United States		Europe	
Release Document of Final Assembly: 8130-3 Dual Release		Release Document of Final Assembly: EASA Form 1 Dual Release	
Acceptable New Products/Articles: EASA Form 1 NEW 8130-3 NEW C of C Standard Parts		Acceptable New Components: EASA Form 1 NEW 8130-3 NEW C of C Standard Parts	
USED Products/Articles:		USED Components:	
Acceptable Used Products/Articles Release Document (input)	Final Assembly Release document (output)	Acceptable Used Components Release Document (input)	Final Assembly Release document (output)
8130-3 Single	8130-3 Single	Form 1 single	Form 1 Single
8130-3 Dual	8130-3 Dual	Form 1 dual	Form 1 Dual
Form 1 Dual	8130-3 Dual	8130 Dual	Form 1 Dual
Form 1 single	Form 8130-3 (see below U.S.)	8130 single	Form 1 (see below Europe)

Europe

No EASA Form 1 dual release possible (one or more components used accompanied by Form 8130-3 single release).

In block 14a, check only the box mentioning "Other regulation specified in block 12." Do not check the box that states compliance to 145.A.50.

In block 12, include the following release statement:

"This civil aeronautical product has been [maintained, altered or modified, as appropriate] in accordance with United States Federal Aviation Regulations under FAA certificate no. _____.

This product/article meets 145.A.50 requirements, except for the following items, and therefore is not eligible to be installed on an EU-registered aircraft: "

(List the items)

United States

No 8130-3 dual release possible (one or more products/articles used accompanied by Form 1 single release).

In block 19 only check the box mentioning "Other regulation specified in block 13." Do not check box that states compliance to 43.9.

In block 13, the following text should be inserted:

"Certifies that the work specified in Block 12/13 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval no. _____.

This product/article meets part 43.9 requirements, except for the following items, and therefore is not eligible to be installed on U.S.-registered aircraft: "

(List the items)

8. REPORTING OF UNAIRWORTHY CONDITIONS TO THE FAA. This section should:

a) **Procedures.** Explain the procedures the organisation will use to ensure that it will submit an FAA Form 8010-4, Malfunction Defect Report, or EASA Form 44 or in a form and manner acceptable to the FAA containing the information required by 14 CFR part 145 in English. Submit this form in accordance with the timeframe specified in EASA Part-145, when reportable problems are found on aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of the FAA.

b) **Responsibility.** Include the title of each person responsible for completing and submitting reports of unairworthy conditions to the FAA.

c) **Suspected Unapproved Parts Programme (SUP) Reporting Requirements.** The SUP reporting requirements section should:

(1) Describe the organisation's procedures to report all SUPs. The organisation should submit reports to the FAA under the FAA SUP as detailed in AC 21-29 (current edition).

(2) In addition, this section should include the title of each person responsible for completing and submitting suspected unapproved parts notifications to the FAA.

NOTE: EASA Part-145 requirements include SUP reporting requirements under their unairworthy conditions reporting requirements. The FAA recognizes this system; therefore, an AMO need only identify the appropriate section by reference in this supplement, provided the procedures are in English and can be made available to the FAA upon request. A duplicate copy of the form submitted to the AA must be submitted in English to the FAA. For the EC Annex 2, Section 145.60 meets the intent of the SUP programme when a copy of the report is forwarded to the FAA in English to the Frankfurt IFO.

9. ADDITIONAL OPERATING LOCATIONS.

a) **Additional Fixed Locations within EU Member States.** If the AMO has additional fixed locations, located in the EU Member States listed in Annex 2, and operating under one AA approval certificate, the sites can operate under one FAA certificate and operation specifications. This section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and FAA Supplement as the parent facility. The procedure must demonstrate how each separate location is under the full control and quality monitoring system (QMS) of the parent facility. The additional fixed locations must be located within an EU Member State listed in Annex 2 and each location must be listed on FAA Operations Specifications. The AMO must provide the following information for

inclusion on the FAA Operation Specifications; the name of the organisation, and mailing address including mailing code. The AMO must also address how it will submit a completed FAA Form 8310-3 (application) through the AA to the FAA when adding or deleting additional locations.

b) **Line Station Authorisations Located within the European Community.** If the AMO has line stations that meet the requirements set forth in the initial certification section, (Section C, Part I, paragraph 7.5 and 7.6), this section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and FAA supplement as the parent facility. The procedure must demonstrate how each separate location is under the full control of the parent facility and quality monitoring system. This section should also address how the AMO will submit a completed FAA Form 8310-3 when adding or deleting line stations. The AMO must provide the following information for inclusion on FAA operation specifications:

- The name of the organisation,
- Mailing address including mailing code,
- The name of the air carrier or Operator of U.S.-registered aircraft who the AMO will be performing line maintenance service for at that location.

NOTE: EASA uses the term “line stations,” while the FAA uses the term “Line Maintenance Authorisation” in relation to 14 CFR part 145. This note is to advise the reader that these terms are synonymous when applied under the terms of the Agreement.

c) **Work Away from a Fixed Location.** This subsection describes the procedures for conducting work away from the repair station to ensure compliance with the Agreement. The subsection should also state that the repair station is authorized to perform work away from its facilities as specified in this subsection but the performance of such work must not exceed the scope of its FAA rating.

(1) The procedures should address how a repair station will perform work at a place other than its fixed location when the occasion or the need arises, by moving, material, equipment, and technical personnel to perform specific maintenance functions. This process cannot be used to establish a permanent location. Continuous operation at a permanent facility other than the repair station's fixed location must not occur without the appropriate authorisation.

(2) If the repair station is required to perform maintenance on a U.S.-registered aircraft or article located within the territory of the United States and operated under 14 CFR parts 121, 135 or 125, the repair station must meet the procedures described in Section C Appendix 3 paragraphs (1), (2) and (4). The repair station must also have procedures in this section of the supplement that describes how the repair station will comply with the U.S. operator's drug and alcohol programme.

(3) A repair station may perform work away from its fixed location for a one-time special circumstance or reoccurring basis. If the repair station manual does not have a written procedure for work away from station, then the repair station must notify the FAA in advance of doing the work. The notification must describe the work to be performed, the date of the work, the customer, and certify to the FAA that the repair station will follow all existing procedures in there current MOE and FAA supplement.

(4) If the repair station has approved procedures in the FAA Supplement, it may be authorized to perform work away from station. The FAA will issue operations specification D100.

Explanation: A repair station may perform work away from its fixed location on a reoccurring basis when necessary, such as to perform mobile field services. This will allow work away from the repair station's fixed location as a part of everyday business rather than under special circumstances only. Once the AA accepts the work away from station procedures in the FAA supplement to the MOE the FAA can issue FAA OpSpecs for work away from station. After OpSpecs paragraph D100 is issued there is no requirement for notifying the FAA in advance. Subsection D describes the supplement requirements.

d) This subsection also should describe how work will be accomplished in the same manner as work performed at the repair station's fixed location. The repair station should acknowledge that these procedures apply only to work performed at other locations. This subsection should:

(1) Describe the procedures used to ensure that FAA technical data, such as manufacturers' manuals, service bulletins, and letters, are current and accessible at the location where the work is performed.

(2) Describe the procedures used by the organisation to control tools and ensure proper equipment calibration when away from the repair station's fixed location.

(3) Describe how the organisation will ensure that records for work performed away from the repair station will be maintained in the same manner as at the repair station's fixed location.

(4) Describe how the organisation will ensure that personnel performing work away from the repair station's fixed location will be trained and qualified to perform the required work.

(5) List by title the persons who are authorized to approve an item for return to service when working away from the repair station's fixed location.

(6) List by title the persons responsible for organizing and supervising work away from the repair station's fixed location.

(7) Describe how the organisation will ensure that all required personnel, equipment, materials, and parts will be made available at the place where the work is to be performed.

(8) State the organisation's responsibility to maintain a record of work performed away from the repair station, both within the country and outside the country. Any record of this work should include:

- i) A description of the work performed,
- ii) The date and location where the work was performed, and
- iii) The work order number (total time in service if required).

(9) Retain these records for 2 years after the performance of the work.

e) A repair station may perform work away from its fixed location for extended periods of time provided it does not establish permanency at the location or perform production type maintenance. The FAA recognizes that this type of operation involves contracted work that may require several months to complete. This type of operation is temporary in nature and must not be used to circumvent obtaining a 14 CFR part 145 certificate at that location. After the contracted maintenance is completed, the repair station must transport its tools, equipment, and personnel back to its fixed location. The certificate holder must request this type of operation directly to the FAA. The FAA will evaluate each request on a case-by-case basis.▲

- The contracted maintenance must be for at least 60 days but not exceed 1 year
- The repair station must furnish its own tools and equipment, unless it has procedures for leasing or contracting tools and equipment that comply with the regulations and procedures in the MOE and FAA supplement
- The request to the FAA must include the aircraft (make/model/series), the project to be accomplished, the duration of the work, the location of the work, and a statement that the temporary facilities are suitable for the repair station's work.

10. CONTRACTING: An FAA-certificated part 145 repair station may contract a maintenance function pertaining to an article to an outside source (contracting is some times referred to as subcontracting. For the purposes of this section, the term contracting includes subcontracting). There are two elements to the contracting provisions of the MAG.

Note: The current agreement contains a FAA special condition for Quarterly Utilization Reports (QUR) to be submitted to the FAA. The FAA no longer requires this report and has deleted it from the guidance. The FAA and the EU will delete the QUR reporting from the Agreement at its next revision.

a) **List of Contractors.** The FAA accepts EASA Part-145 requirements for the MOE to contain a list of all contractors utilized by the AMO and approved by the AA as part of the MOE. The list contains the name, address, and certificate and rating if applicable. The FAA can accept this practice when the list identifies, by an asterisk or other means of identification, those contractor(s) the AMO will use to support maintenance activities for U.S.-registered aircraft or aeronautical products to be installed on such aircraft. Make the list of contractor(s) available to the FAA in the English language on request.

b) **Qualifying and Auditing Contractor**

NOTE: The FAA recognizes EASA Part-145 quality monitoring system and requirements to qualify and audit contractors when the QMS includes the FAA Special Conditions. If the AMO's summary of its quality and audit procedures includes a description of inclusion of the FAA Special Conditions, there is no need to provide additional supplement procedures. However, If the AMO elects to have a separate quality monitoring System for the FAA special condition the following procedures should be addressed in the supplement. The following is designed for those AMOs that do not include the FAA Special Conditions in their EASA, AA-approved QMS.

(1) Describe those procedures the organisation will use to both qualify and audit contractors.

(2) Contracting to non-FAA-certificated Sources. If the AMO contracts a function to a non-FAA-certificated source, the AMO must be appropriately rated to perform the work. This section should:

- i) Explain that the AMO is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.
- ii) Indicate that any non FAA-certificated contractor to which work is contracted must be under the control of the AMO's quality monitoring system. Additionally, the AMO must inspect each item on which contracted work has been performed for compliance with this supplement.
- iii) Explain that if the AMO cannot determine the quality of contracted work, the work can only be contracted to an FAA-certificated facility that is able to test and/or inspect the work performed and issue a return to service for the work performed. If the contracted item must be disassembled by the AMO to determine the quality of the work performed, then it should not be contracted to a non-FAA-certificated source.

(3) Contracting to FAA-Certificated Facilities. This subsection should:

- i) Explain that if the AMO contract functions to another organisation that is FAA-certificated, the contractor is responsible for approving the return to service for each item on which it has worked.
 - ii) Describe the procedures the organisation will use to determine that the FAA-certificated organisation to which work is contracted is properly certificated to perform that work.
- (4) Receiving Inspections. This subsection should:
- i) Describe the organisation's procedures for inspecting the work performed by a contractor on an item that has been returned to service.
 - ii) Describe the procedures the organisation uses to provide technical training for receiving inspection personnel who inspect contracted work.
 - iii) Explain the procedures the organisation will use to ensure that items on which contracted work has been performed are properly processed through the organisation's receiving inspection procedures.
 - iv) Explain receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item received based on a technical review of the contractor's source documentation.
 - v) Describe the method of recording contractor's work and the record retention period.
- (5) Audits. This subsection should:
- i) Describe the procedures the organisation uses when auditing contractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record-retention period for the results of each audit.
 - ii) Describe the procedures the organisation will use to ensure that contractors comply with operators' manuals, manufacturers' manuals, and ICA.
 - iii) Describe how contractors are informed of any changes to these manuals **and procedures.**

11. MAJOR REPAIRS AND MAJOR ALTERATIONS.

- a) **Automatically Approved Data.** All repair design data approved by EASA and/or organisations/persons approved under EASA Part 21 for use on a U.S.-registered aircraft and related articles are considered FAA-approved (FAA

Order 8130.2). This does not apply to critical component repair design data developed by organisations/persons which are not the TC/STC holder.

NOTE: A critical component is defined as a part identified as critical by the design approval holder during the validation process, or otherwise by the exporting authority. Typically, such components include parts for which a replacement time, inspection interval, or related procedure is specified in the Airworthiness Limitations Section or certification maintenance requirements of the manufacturer's maintenance manual or instructions for continued airworthiness.

b) **Procedures.** The procedures the AMO will use to ensure the major repair and/or alteration data being used to perform work on a U.S. customer's product is approved. The organisation should demonstrate that it has a clear understanding of when FAA-approved data is required.

c) **Describe the Following:**

- i) Procedures the organisation will use to determine when FAA-approved data is required (procedures for determining what is a major repair or a major alteration as detailed in 14 CFR part 43 Appendix A).
- ii) Procedures for obtaining FAA-approved data for major repairs and/or major alterations; and
- iii) Forms used for recording major repairs and/or major alterations (i.e., FAA Form 337, customer's work order, or any records required by an air carrier).

d) Include procedures the organisation will follow to ensure that an English version of FAA Form 337 is provided directly to the FAA when required.

e) Include the title of each person responsible for completing and submitting FAA Form 337 to the FAA.

12. COMPLIANCE WITH U.S. AIR CARRIER CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAMME (CAMP) OR 14 CFR PART 125 OPERATOR INSPECTION PROGRAMME

a) **Procedure.** This procedure will describe that the organisation will comply with appropriate portions of a U.S. air carrier's Continuous Airworthiness Maintenance Programme (CAMP) or part 125 operator's manual as provided by that operator, manufacturers' manuals, ICA, and the U.S. operator's instructions to the organisation; and

- (1) The procedures the organisation uses to ensure that its personnel have been properly trained and qualified to perform work in accordance with the customer or air carrier requirements.
- (2) State that the organisation understands that any deviation from these manuals or instructions will require documented approval from the operator.
- (3) The U.S. Air Carrier should provide a letter accepting the AMO's maintenance procedures that are different from the Air Carrier's CAMP procedure.

NOTE: Under 14 CFR part 145, § 145.205, the AMO is required to comply with the Air Carrier's CAMP. This is a major change from the old 14 CFR part 145. This change requires the AMO to comply with the carrier's requirements, for example, shelf life of expendable materials, tool and equipment calibration intervals, etc., in accordance with the carrier's CAMP. This is normally accomplished by the carrier auditing the AMO and providing the AMO with a letter accepting the AMO's processes and procedures as meeting or exceeding the carrier's requirements. It is imperative that the AMO receive and retain copies of the letter from the air carrier and have the letter available for review by the AA or FAA.

- (4) If applicable, a 14 CFR part 125 operator is required to have an FAA approved Inspection program (CFR § 125.247). This section should address how the AMO will comply with the CFR part 125 operators inspection program, if contracted to do such work. (The AMO should request the operator to provide them with the appropriate section of the inspection program).
- (5) If applicable, describe the aircraft inspection requirements for U.S. registered aircraft operating under 14 CFR part 91 § 91.409 aircraft inspection requirements. This section should describe how the AMO will meet the operator's requirements. (The AMO should request the operator to provide them with the appropriate section of the inspection program).

b) Required Inspection Items (RII). This subsection must:

- (1) State that RIIs identified in the U.S. Operator's Manual must be accomplished by authorized personnel who are not involved in performing the work on the item to be inspected.
 - i) The RII qualified inspectors must work under the quality control system/inspection organisation of the repair station.
 - ii) Under this subsection of the manual, the repair station will state how the separation between maintenance and inspection is managed.

(2) State that the repair station organisation or the maintenance department of the air carrier cannot overrule the findings of the RII qualified inspector.

(3) Include the organisation's procedures to ensure that any person performing RII is trained, qualified, and authorized by the air carrier for which the RII is being conducted.

13. COMPLIANCE WITH MANUFACTURERS' MAINTENANCE MANUALS OR INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA)

a) Compliance with manufacturers' maintenance manuals or ICA section will:

(1) Describe how the organisation will comply with manufacturers' maintenance manuals or ICA.

(2) Include procedures that the organisation will use when an air carrier's manual deviates from the procedures specified in the corresponding manufacturer's manual.

(3) Include procedures for discussing such deviations with an air carrier, determining whether the deviation requires FAA approval, and how to obtain such approval, if required.

(4) State that the AMO will retain an English language copy of the technical data from which the AMO's internal documents were developed. However, the AMO may convert technical data (i.e., ICA, manufacturers' maintenance manuals, or type certificate holders' continued airworthiness data) into internal documents such as work cards, work sheets, and shop travellers in a language other than English. The AMO also will establish procedures to ensure that its English language copy of technical data and any internal documents developed from this technical data are current and complete. Keep an English copy of the technical data at the AMO's main base as identified on the FAA certificate and make it available to the FAA on sampling inspections or investigation.

b) State that all maintenance performed for a U.S. air carriers, including all major repairs and major alterations, must be recorded in accordance with that air carrier's manual. Major repairs performed for a U.S. air carrier must be recorded on FAA Form 337, or on a work order signed and dated by the repair station. Major alterations performed for anything other than a U.S. air carrier, (i.e., U.S.-registered general aviation aircraft or part 125 aircraft, as described in this sample supplement paragraph 12 above) must be recorded on an FAA Form 337. EASA part 145 requires the AMO to follow the operators' work orders and manuals; therefore, a reference to the section of the manual that addresses this issue is acceptable, provided that section is written in English and can be made available to the FAA upon request. However, any deviation from procedures as stated above in paragraph 13 must be addressed in this section to show compliance with FAA-approved data.

c) **FAA Airworthiness Directives (AD).** The FAA AD section will:

- (1) Explain how the organisation will ensure it has all FAA ADs applicable to the work it is performing under the ratings it holds.
- (2) State how the organisation will manage and control the distribution and use of ADs. It also should identify how the organisation will ensure that the applicable FAA ADs will be made available to its personnel when they perform work under its FAA certificate and rating.
- (3) List by title each person responsible for compliance with these requirements.
- (4) Include repair station procedures to ensure customer approval/request of the performance of applicable ADs. If the organisation does not comply with an applicable AD, record its non-compliance in the item's maintenance records. This section should describe how this information would be recorded and transmitted to the customer.

14. QUALIFICATIONS OF PERSONNEL. The personnel requirements section will include the following:

- a) The name, title, telephone number, and facsimile number of the person who will act as the liaison between the organisation and the AA. This liaison will ensure compliance with the provisions of the supplement.
- b) The procedures the organisation uses to ensure that its personnel have been properly trained and qualified to perform work in accordance with the customer or air carrier requirements. It is the responsibility of the repair station to assure that these requirements are met.
- c) The procedures the organisation will use to ensure that the following personnel can read, write, and understand English:
 - (1) Those approving an aeronautical product for return to service; and
 - (2) Those responsible for the supervision or final inspection of work on a U.S.-registered aircraft or article to be installed on a U.S.-registered aircraft.
- d) The title of each person authorized to review a final work package to determine if it meets all applicable requirements.

15. FORMS. The forms section should include copies of all forms referred to in the supplement, (e.g., EASA Form 1, FAA Form 8010-4, FAA Form 337), procedures for completing the forms, and the title of any person authorized to execute such forms. It is acceptable to refer to other sections of the supplement or to other English language sections of the manual where the copies and procedures for completing the forms are located and can be provided to the FAA upon request.

Appendix 2, Pre-application Statement of Intent Form 8400-6

FAA Form 8400-6 may be found at the following Web site:

<http://www.faa.gov/forms>

Appendix 3, Application for Repair Station Certificate and/or Rating Form 8310-3

FAA Form 8310-3 may be found at the following Web site:

<http://www.faa.gov/forms>

Appendix 4 FAA VIS information

VIS INFORMATION

a) Air Agency Name: _____

(1) _____ If applicable, “doing business as” (DBA):

(2) _____ Physical location

8.1.1 Address to include street, city, postal code, and country

8.1.2

8.1.3

8.1.4 _____ Mailing address, if different from above

8.1.5

8.1.6

AA/EASA approval number: _____

(3) _____ Business phone number:

(4) _____ Fax number:

(5) _____ E-mail address (Accountable Manager), if available:

b) Chief Executive Officer (Accountable Manager):

(1) _____ Name:

(2) _____ Title:

(3) _____ Address to include street, city, postal code, and country

8.1.7

8.1.8

(4) _____ Business phone number:

(5) _____ Fax number:

(6) _____ E-mail address, if available:

c) Company Liaison to the FAA (Quality Manager):

(1) _____ Name:

(2) _____ Title:

(3) _____ Business phone number:

(4) _____ Fax number:

(5) _____ E-mail address, if available:

d) _____ Personnel:

(1) _____ Number of FAA-certificated mechanics:

(2) _____ Number of non-FAA-certificated mechanics:

(3) _____ Number of total employees (in support of the repair station):