| **¶#** | **Name or Content** | **Explanation or RSQM/Forms/Training Manual Reference** |
| --- | --- | --- |
| **1.0** | **LIST OF EFFECTIVE PAGES.** Self Explanatory |  |
| **2.0** | **AMENDMENT PROCEDURE.** |  |
| 2.1 | This section describes the procedures the organization will use to ensure the EASA supplement remains current and should specify that amendments must be submitted to the responsible FAA FSO for acceptance. The working practices 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 organization is responsible for approving amendments and for ensuring that all amendments to the supplement are submitted to the FAA for acceptance. |  |
| 2.2 | 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 (including changes to the MAG) and that the repair station staff comply with the procedures therein could invalidate the EASA Approval. |  |
| 2.3 | Changes to the MAG shall be implemented, as applicable, within 120 days after the change has been published, unless otherwise specified. |  |
| **3.0** | **INTRODUCTION.** |  |
| 3.1 | This paragraph should address why the supplement is necessary. EASA Part-145 is a European requirement similar to 14 CFR part 145. |  |
| 3.2 | Annex 2 agreed to by the FAA and EASA specifies the basic differences between EASA Part-145 and 14 CFR part 145 and identifies these differences as Special Conditions |  |
| 3.3 | 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. |  |
| 3.4 | The supplement should help ensure that the organization is working in accordance with the provisions of its EASA Part-145 Approval Certificate and to ensure that the differences between the EASA and FAA regulations are taken into account. |  |
| **4.0** | **ACCOUNTABLE MANAGER’S COMMITMENT STATEMENT.** |  |
| 4.1 | This paragraph represents the agreement by the Accountable Manager that the organization 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. |  |
| 4.2 | The Accountable Manager is normally intended to mean the chief executive officer of the organization, who, by virtue of position, has overall responsibility (including appropriate financial authority) for running the organization. When the Accountable Manager is not the chief executive officer, he or she must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation. |  |
| 4.3 | An acceptable statement for this paragraph would be:This supplement in conjunction with the RSM/QCM [insert RSM/QCM reference here as applicable] defines the organization 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 EASA and notified to this organization from time to time. It is understood that EASA shall issue an Approval Certificate and list this repair station in an EASA published list as long as 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 determines that procedures are not followed or standards not upheld. |  |
| 4.4 | This statement shall be signed and dated by the Accountable Manager for and on behalf of the repair station. |  |
| 4.5 | 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 FAA ASI with the amendment of the supplement. |  |
| **5.0** | **APPROVAL BASIS AND LIMITATION.** |  |
| 5.1 | EASA approval is based upon compliance with 14 CFR parts 145 and 43 except where varied by the Special Conditions specified in the Annex 2 and associated guidance. However, this approval must not exceed the ratings permitted by Commission Regulation (EU) No 1321/2014. |  |
| 5.2 | 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. |  |
| **6.0** | **ACCESS BY EASA AND FAA**.  | In accordance with the Agreement, Annex 2, Appendix 1, paragraph 1.2: |
| 6.1 | The supplement must 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. |  |
| 6.2 | The supplement must confirm that the organization will accept investigation and enforcement actions that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures, and that the organization will cooperate with these actions. |  |
| **7.0** | **WORK ORDERS/CONTRACTS.** | This section should describe the procedures the repair station shall use to ensure the following: |
|  | That the repair station shall receive clearly stated work orders describing the scope of the work to be accomplished from the customer. |  |
|  | How it ensures the work order specifies the inspections, repairs, alterations, overhaul, airworthiness directives, and parts replacement required. |  |
|  | How completeness of and compliance with the customer’s work order is ensured. |  |
|  | That the customer remains responsible for correctly informing the repair station by work order of all required maintenance and alterations. |  |
| **8.0** | **APPROVED DESIGN AND REPAIR DATA.** |  |
| **8.1** | **Changes to the Type Design: Major Changes, Minor Changes, Supplemental Type Certificates (STC).** The EASA-approved design engineering data is normally data supplied by an EASA Design Organization 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 EASA. In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and/or validation of FAA-approved changes to the type design by EASA are contained in Annex 1 to the Agreement and in the associated Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP).**NOTE**: EASA defines “design change” as a change to the type design. EASA *does not* automatically accept alterations that affect type design. |  |
| **8.2** | **Repairs Design Data in Support of Major or Minor Repairs** |  |
| 8.2.1 | The FAA shall approve design data in support of major repairs in accordance with FAA Order 8110.4, Type Certification; FAA Order 8110.37, Designated Engineering Representative Guidance Handbook; FAA Order 8100.15, Organization Designation Authorization Procedures; and FAA Order 8900.1, Flight Standards Information Management System. Minor repairs are made in accordance with “acceptable” data, in accordance with 14 CFR part 3. |  |
| 8.2.2 | EASA shall approve design data in support of repairs in accordance with EASA Part 21 Subpart M-Repairs and EASA’s procedure Type Certificate Change and Repair Approval. |  |
| **8.3** | **EASA Acceptance of FAA Repair Design Data.** |  |
| 8.3.1 | EASA shall accept data used in support of major repairs, in accordance with Annex 1 to the Agreement and the associated TIP. (*See*, TIP ¶ 3.3.5.3.) |  |
| 8.3.2 | EASA shall also accept data used in support of minor repairs, in accordance with Annex 1 to the Agreement and the associated TIP.**NOTE**: An EU company must use EASA Part 21 for the approval of repair data for use on an EU-registered aircraft. Unless the minor repair data has been previously used on an N-registered aircraft, an EU company cannot determine any data to be acceptable data under 14 CFR Part 43 for use on an EU-registered aircraft. |  |
| 8.3.3 | In these circumstances, repair design data are considered to be EASA approved following its approval or acceptance under FAA’s system. This process does not require application to EASA or compliance findings to the EASA certification basis. |  |
| **8.4** | **Alterations**. Details for the acceptance and/or validation of FAA-approved design data used in support of alterations by EASA are contained in the TIP associated with Annex 1 of the Agreement. |  |
| **9.0** | **AIRWORTHINESS DIRECTIVES.** | This section should describe the procedures the Repair Station will use to address the items below. |  |
| 9.1 | Explain how the organization ensures it has all EASA ADs applicable to the work it is performing under the ratings it holds. |  |
| 9.2 | State how the organization will manage and control the distribution and use of ADs. It also should identify how the organization will ensure that it makes the applicable EASA ADs available to its personnel when they perform work under its EASA approval and rating. |  |
| 9.3 | Include repair station procedures to ensure customer approval/request of the performance of applicable ADs. If the organization 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. |  |
| **10.0** | **RELEASE AND ACCEPTANCE OF COMPONENTS.** |  |
| 10.1 | This section describes the procedures the repair station will use to ensure that the approval for release or return 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 must also be taken into account. At the completion of maintenance, an FAA Form 8130-3 must be issued as a maintenance release by the repair station.**NOTE**: For more information on using FAA Form 8130-3 on new parts, please refer to the TIP associated with Annex 1 of the Agreement. |  |
| 10.2 | The FAA Form 8130-3 includes the EASA Part-145 release to service certifying statement with the EASA Part-145 Approval Certificate number in block 12, and specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, and PMA parts, and it should quote the reference and issue/revision of the approved data used. |  |
| 10.3 | An example completed FAA Form 8130-3 dual release must be included by the repair station in the supplement. Instructions must be included in the supplement specifying that blocks 13a through 13e are not to be used by the repair station. |  |
| 10.4 | The signature of the person approving the component for release or return to service must be in block 14b with the FAA Repair Station Certificate number in block 14c. |  |
| 10.5 | The status of the component (repaired, inspected, overhauled, etc.) must appear in block 11 with any relevant comments including detailed references to approved data, ADs, etc., in block 12. 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.” |  |
| 10.6 | Block 12 must also contain the following statement:“Certifies that the work specified in block 11/12 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 organization subject to the Agreement, EASA only recognizes the dual release FAA Form 8130-3 for component, engine, or propeller maintenance. |  |
|  |
| 10.7 | Note that the sub-clause “except as otherwise specified” in block 12 is intended for use with two types of deviations as follows: |  |
| a. | The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in block 12 and/or attachments. |  |
| b. | 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. |  |
| 10.8 | The repair station must identify in the RSM/QCM how it maintains and revises the roster of personnel authorized to sign an FAA Form 8130-3 (maintenance release) for approving a maintained or altered article for release or return to service. |  |
| 10.9 | The supplement should include information regarding the acceptability of components authorized for use during maintenance. |  |
| 10.10 | Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment. |  |
| 10.11 | Only the following new and used serviceable components that meet the requirements listed below may be fitted during maintenance. |  |
| 10.11.1 | New Components. New components must be traceable to the PAH and be in a satisfactory condition for installation. An authorized release document, as detailed below, must accompany the new component. |  |
| 10.11.1.1 | For new components from a U.S. PAH, a release must be documented on an FAA Form 8130-3 as a new part. |  |
|  | **NOTE**: New parts that were received into inventory prior to October 1, 2016 must, at a minimum, have a document or statement (containing the same technical information as an FAA Form 8130-3) issued through an approved design (DAH), the PAH, or supplier with direct ship authority. These parts in inventory, documented with the required information, will be grandfathered and remain suitable for installation into EU articles, provided the certification/release date of these parts is prior to October 1, 2016. |  |
| 10.11.1.2 | For new components released by an EU PAH, a release must be documented on an EASA Form 1, as a new part. |  |
| 10.11.1.3 | Fabricated parts, produced by an appropriately rated repair station with a quality system, for consumption into a repair or alteration of a product or article in accordance with 14 CFR § 21.9(a)(6), and part 43, are not subject to the foregoing provision. |  |
| 10.11.1.4 | Standard parts are not subject to the forgoing provisions, provided such parts are traceable to the manufacturer, accompanied by a conformity statement, and are in a satisfactory condition for installation. |  |
|  | **NOTE**: EASA Standard Parts Definition: Per AMC M.A.501(c), “Standard Parts are: parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc…” |  |
| 10.11.1.5 | PMA parts may be accepted only as detailed in subparagraph 10.11.1.1 (above) and in the TIP associated with Annex 1 of the Agreement. |  |
| 10.11.1.6 | Engines rebuilt by the PAH can be accepted as specified in the TIP associated with Annex 1 of the Agreement. |  |
| 10.11.1.7 | Acceptable components based on provisions of other bilateral agreements are not contained in this guidance. Please refer to the individual agreements or the summary table published on the EASA Web site: <https://www.easa.europa.eu/faq/66700> |  |
| 10.11.2 | Used Components. Used components must be traceable to FAA- and/or EASA-certificated facilities that are approved and authorized to certify the maintenance, preventive maintenance, and/or alterations they have performed. In the case of life-limited parts, the life used must be appropriately documented. The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the PAH parts catalogue or aviation authority (AA) approval document. An authorized release document, as provided below, must accompany the used component. |  |
| 10.11.2.1 | 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. |  |
| 10.11.2.2 | Used components from a 14 CFR part 145 repair station not EASA-approved must not be used even if accompanied by an FAA Form 8130-3. |  |
| 10.11.2.3 | An EASA Form 1 issued as a maintenance release shall accompany used components from EASA Part-145 approved maintenance organizations not located in the U.S. |  |
| 10.11.2.4 | Acceptable components based on provisions of other bilateral agreements are not contained in this guidance. Please refer to the individual bilateral agreements or the summary table published on the EASA Web site: <https://www.easa.europa.eu/faq/66700> |  |
| 10.12 | The following table is a summary of possible scenarios for components released after maintenance: |  |
|  | **Privileges of the dual EASA- and FAA-certificated maintenance organization** |  |
| **United States** | **Europe** |
| Release Document of Final Assembly:**FAA Form 8130-3 Dual Release** | Release Document of Final Assembly:**EASA Form 1 Dual Release** |
| **Acceptable New Products/Articles**EASA Form 1 NEWFAA Form 8130-3 NEWC of C Standard Parts | **Acceptable New Components:**EASA Form 1 NEWFAA Form 8130-3 NEWC of C Standard Parts |
| **USED****Products/Articles** |  | **USED****Components** |  |
| Acceptable UsedProducts/ArticlesRelease Document(input) | Final AssemblyRelease document(output) | Acceptable UsedProducts/ArticlesRelease Document(input) | Final AssemblyRelease document(output) |
| FAA Form 8130-3Single | FAA Form 8130-3Single | EASA Form 1Single | EASA Form 1Single |
| FAA Form 8130-3Dual | FAA Form 8130-3Dual | EASA Form 1Dual | EASA Form 1Dual |
| EASA Form 1Dual | FAA Form 8130-3Dual | FAA Form 8130-3Dual | EASA Form 1Dual |
| EASA Form 1Single | FAA Form 8130-3See ¶ 10.13 – U.S. | FAA Form 8130-3Single | EASA Form 1See ¶ 10.13 – Europe |
| **10.13** | **Release statements for cases where compliance with both regulatory systems cannot be met (parts installed with single release, ADs not being complied with).** |  |
|  | **UNITED STATES** |  |
|  | One or more products/articles were installed with an EASA Form 1 single release, so the final assembly cannot be released with an FAA Form 8130-3 dual release. The final release should be issued with the following statements in the specified blocks. “The final assembly is eligible to be installed only on an EU-registered aircraft.”In block 14a, check only the box mentioning “Other regulation specified in block 12.” Do not check box that states compliance to 43.9.In block 12, the following text should be inserted:“Certifies that the work specified in Block 11/12 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** |  |
|  | One or more products/articles were installed with an FAA Form 8130-3 single release, so the final assembly cannot be released with an EASA Form 1 dual release. The final release should be issued with the following statements in the specified blocks. “The final assembly is eligible to be installed only on a US-registered aircraft.”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:  “The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR part 43 and in respect to that work, the items are approved for return to service under 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) |  |
| **10.14** | **Release Procedure for Components That Are Used Only in an EASA-approved Design (TC/STC).** |  |
| 10.14.1 | FAA/EASA Policy. The FAA and EASA acknowledge the need for U.S.-based repair stations to perform maintenance, preventive maintenance, and/or alterations on component parts to be installed on non-U.S. type-certificated aircraft. The U.S.-based repair station, under its FAA certificate and ratings, may perform maintenance and/or alteration activities and provide the FAA Form 8130-3 Airworthiness Approval for return to service for the work performed on component parts to be installed on non-U.S. type certificated aircraft. |  |
| 10.14.2 | Scope of Maintenance Work Authorized. The authorization/approval to perform maintenance on component parts to be installed on non-U.S. type certificated aircraft is limited to the scope of the repair station’s FAA ratings and EASA approval based upon compliance with 14 CFR parts 43 and 145, except where it is varied by the Special Conditions specified in the MAG). The EASA approval does not exceed the ratings permitted by Commission Regulation (EU) No 131/2014. |  |
| 10.14.3 | Repair Station Request to Perform Maintenance and/or Alterations. The repair station’s Accountable Manager will submit to the FAA PI assigned, in writing, a request to perform maintenance, preventive maintenance, and/or alterations on component parts to be installed on non-U.S. type-certificated aircraft. The written request must include a revised EASA Supplement listing the component parts, the scope of maintenance that will be performed on the parts, including a self-assessment of the following elements: tooling, equipment, data used, training, facilities, qualified personnel, etc. |  |
| 10.14.4 | FAA Review of Repair Station Request. The FAA PI who has oversight responsibility for the repair station shall review the request and verify the repair station ratings and that EASA approval supports the maintenance activities requested (i.e., tooling, equipment, data used, training, qualified personnel, facilities) and review the revised EASA Supplement containing the listed component parts. Once reviewed and found acceptable to the PI, the PI will forward the Accountable Manager’s request and EASA supplement page listing the component parts to EASA for acceptance (e-mail to foreign145@easa.europa.eu). |  |
| 10.14.5 | EASA Review of Repair Station Request. Upon receipt, EASA will review the request and associated EASA Supplement page listing the parts and will provide, in writing, the acceptance or denial. EASA will e-mail the repair station’s Accountable Manager of EASA’s decision and will carbon copy the FAA PI via e-mail. |  |
| 10.14.6 | Return to Service. The repair station’s EASA Accountable Manager (or his/her delegate authorized and listed on the return to service roster) must ensure the repair station issues the FAA Form 8130-3 Airworthiness Approval return to service by signing blocks 14b and 14c. The EASA Accountable Manager (or his/her delegate authorized and listed on the return to service roster) will check block 14a, the box stating, “Other regulation specified in Block 12.” The repair station’s EASA Accountable Manager (or his/her delegate authorized and listed on the return to service roster) will notate in block 12, “Certifies that the work performed in block 11/12 was carried out in accordance with EASA Part 145 and, in respect to that work, the component part is considered approved for release or return to service under EASA Part 145 approval no.\_\_\_\_\_\_\_\_\_\_\_\_ for installation on European Union-registered aircraft only. Not for installation on U.S.-registered aircraft or components of such aircraft.” |  |
| 10.14.7 | FAA Oversight. The FAA PI who is assigned oversight responsibility for the repair station will conduct surveillance activities of the non-U.S. type certificated component parts when conducting normal oversight for the EASA Special Conditions, per FAA Order 8900.1 guidance. |  |
| **11.0** | **CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY.** | This section describes the procedures the repair station will use to ensure that the C of A and the ARC are valid prior to the issue of a release to service document. This paragraph is applicable only 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 ARC. The EASA operator or owner is responsible for ensuring the C of A remains valid, but the repair station should ensure that the ARC has not expired prior to release of the aircraft as specified in Section B, Appendix 1, paragraph 12. If the ARC has expired, inform the customer prior to the release as specified in paragraph 12. |  |
| **12.0** | **RELEASE OF AIRCRAFT AFTER MAINTENANCE.** |  |
| 12.1 | This section describes the procedures the repair station will use to ensure that the approval for release or return to service of aircraft will be carried out in accordance with 14 CFR part 43, § 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. |  |
| 12.2 | Return to Service in accordance with 14 CFR part 43, § 43.9 and the following statement: “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.” |  |
| 12.3 | The sub-clause “except as otherwise specified” is intended for use with two types of deviations as follows: |  |
| a. | The case where all required maintenance was not carried out. In this case, list the maintenance not carried out on the 14 CFR part 43, § 43.9 Approval for Return to Service and/or attachments. |  |
| b. | 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. |  |
| 12.4 | Where the customer/operator requires his/her paperwork to be signed, the following alternate certification can be made. The following is applicable only to repair stations with airframe and/or limited airframe rating. |  |
| 12.4.1 | Release to Service in Accordance with EASA Part-145.A.50 (for EU-registered aircraft only): |  |
|  | “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.” |  |
| 12.4.2 | 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. |  |
| 12.4.3 | 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 Approval for Return to Service or an EASA Part-145 Release to Service. |  |
| **13.0** | **REPORTING OF UNAIRWORTHY CONDITIONS.** | This section describes 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 organization, the authority of the State of Registry, and the customer or Operator within 72 hours. When reporting to EASA, the identity of the customer must be included to allow follow up action. |
| 13.1 | Explain the procedures the organization will use to ensure that it will submit a report in a form and manner acceptable to EASA containing the information required by EASA Part-145 in English through the EASA online platform: http://www.aviationreporting.eu/ |  |
| 13.2 | Submit this form when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of EASA. Include the title of each person responsible for completing and submitting reports of unairworthy conditions to EASA. |  |
|  | **NOTE**: EASA Part-145 reporting requirements include SUP reporting requirements. |  |
| **14.0** | **QUALITY ASSURANCE SYSTEM (QAS).** |  |
| 14.1 | This section describes the detailed procedures the repair station will use for the operation of an independent QAS. |  |
| 14.2 | The primary objective of the QAS is to enable the organization 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. |  |
| 14.3 | The QAS should cover all the contracted maintenance functions work in accordance with guidance given in Item 16 (Cont4racted Maintenance) of the EASA Supplement. |  |
| 14.4 | Develop an audit plan annually that includes assessing a repair station’s compliance with the applicable paragraphs of 14 CFR part 43, 14 CFR part 145, and the EASA Special Conditions |  |
| 14.5 | There are two elements to the system: |  |
| 14.5.1 | An Independent Audit System. |  |
| 14.5.1.1 | 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 will be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure, or product being audited. |  |
| 14.5.1.2 | The audit system must cover the oversight of all multiple facilities and line stations under the approval and must contain as a minimum the following: |  |
| a. | 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. |  |
| b. | 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. |  |
| 14.5.1.3 | 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 program. |  |
| 14.5.1.4 | 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 program 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. |  |
| 14.5.1.5 | 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. |  |
| 14.5.1.6 | 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. The organization intending to contract the audit function should contact EASA at foreign145@easa.europa.eu for further guidance concerning qualification and training requirements. |  |
| 14.5.2 | A Management/Control and Follow Up System. |  |
| 14.5.2.1 | 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. |  |
| 14.5.2.2 | 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. |  |
| 14.5.2.3 | Each line station that is used by an aircraft operated under the regulatory control of an EU operator in accordance with the conditions of Annex 2 should be listed giving its location and the basic maintenance capability at each such location. |  |
| 14.5.2.4 | The QAS, as specified in this paragraph, must be extended to include the need for the AMO to audit the listed line station and/or additional fixed locations. |  |
| 14.5.2.5 | 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 program can be found in Section B, Appendix 2. |  |
| 14.5.2.6 | 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. |  |
| 14.5.2.7 | A product should be selected in each hangar and each workshop and the sample audit program 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). |  |
| **15.0** | **PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE.** |  |
|  | This section describes 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 base maintenance and alterations.**NOTE**: This section is applicable only to repair stations with airframe and/or limited airframe ratings. |  |
| **16.0** | **CONTRACTED MAINTENANCE.** | This section describes the procedures the repair station must use to ensure that the items to be contracted are specified. |
|  | **NOTE 1**: When part of the maintenance is contracted to another organization, the repair station must ensure that the other organization is approved to EASA Part-145 for the maintenance function. To be considered a contract maintenance function that requires FAA approval, the repair station must meet both of the following conditions: (1) entering into an agreement with another person or entity (FAA-certificated or non-certificated and EASA approved or non-approved) to perform maintenance functions on an article; and (2) the repair station chooses to exercise the privileges of its certificate and assumes responsibility for the work performed by the contracted person or entity. If maintenance is contracted to a non-EASA-approved organization, then this is considered to be a Non–certificated Facility. In such a case, the repair station approving the product for release or return to service is fully responsible for ensuring its airworthiness. |  |
|  | **NOTE 2**: To prevent duplication with the FAA RSM 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. |  |
| **16.1** | **List of Contractors**. |  |
|  | EASA recognizes that 14 CFR part 145 permits the repair station to contract maintenance functions provided the maintenance functions are approved by the FAA and the originating repair station exercises the privileges of its certificate by assuming responsibility for the work performed by providing the approval for release or return to service. Section 145.217 requires the repair station, in a format acceptable to the FAA, to provide the name of each outside facility to whom the repair station contracts maintenance functions and the type of certificate and ratings held, if any. EASA shall accept this practice when the repair station identifies those contractor(s) the repair station will use to support maintenance activities for aircraft registered in the EU or aeronautical products to be installed on such aircraft. The repair station shall establish a list identifying the contractors that hold an EASA Part-145 certificate and make it available to EASA on request. |  |
| **16.2** | **Qualifying and Auditing Contractor**. |  |
| 16.2.1 | Describe the procedures the repair station will use to qualify and audit contractors performing maintenance functions. |  |
| 16.2.1 | Contracting to Non-EASA-approved Sources. If the repair station contracts a maintenance function to a non-EASA-approved source, the repair station must be appropriately rated itself to perform the work. This section must: |  |
| a. | Explain that the repair station is responsible for approving for release or return to service each item on which work is performed and for ensuring its airworthiness. |  |
| b. | Indicate that any non-EASA-approved contractor to which work is contracted must be under the control of the repair station’s QAS. Compliance with this supplement must be ensured for each contracted maintenance function. |  |
| c. | Explain that if the repair station cannot determine the quality of the maintenance performed under contract, the maintenance function may be contracted only to an EASA-approved facility that is able to test and/or inspect the work performed and issue an approval for release or return to service for the work performed. If the originating repair station must disassemble the article/item on which the maintenance function was performed under contract in order to determine the quality of the work performed, then the maintenance function should not be contracted to a non-EASA-approved source. |  |
| 16.2.3 | Contracting to EASA-approved Facilities. This subsection should: |  |
| a. | Explain that if the repair station sends an article to another organization that is EASA-approved and FAA-certificated, and that person or entity exercises the privileges of its certificate by assuming responsibility for approving for return to service each item on which it has worked, that process is not considered contracting a maintenance function for purposes of the responsibilities of the originating repair station. |  |
| b. | Describe the procedures the repair station will use to determine that the EASA-approved repair station to which maintenance functions are contracted is properly certificated to perform that work. |  |
| 16.2.4 | Receiving Inspections. | This subsection: |
| a. | Describes the repair station’s procedures for inspecting the work performed by a contractor on an item that has been approved for release or return to service by the contractor. |  |
| b. | Describes the procedures the repair station uses to provide technical training for receiving inspection personnel who inspect maintenance functions contracted. |  |
| c. | Explains the procedures the repair station will use to ensure that items on which contracted maintenance functions have been performed are properly processed through the organization’s receiving inspection procedures. |  |
| d. | Explains 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. |  |
| e. | Describes the method of recording a contractor’s work and the record retention period. |  |
| 16.2.5 | Audits. | This subsection: |
|  | Describes 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. |  |
|  | Describes the procedures the repair station will use to ensure that contractors comply with operators’ manuals, manufacturers’ manuals, and ICA for the maintenance functions performed. |  |
|  | Describes how contractors are informed of any changes to these manuals and procedures. |  |
| **17.0** | **HUMAN FACTORS** | This section describes 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 program and any revision thereto includes human factors training, addressing resources, human performance limitations, shift changeovers, 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/Organizational 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, and |  |
| j. | Organization’s Human Factors program. |  |
|  | **NOTE**: The recurrent human factors training must not be a simple repetition of the initial training. Instead, it shall be built upon errors/lessons learned and the experiences within the organization (or group of organizations). This should help ensure that the results of internal quality audits and occurrence reports are brought to the attention of all staff. |  |
| **18.0** | **LINE STATIONS** |  |
| **18.1** | **Repair Stations With Line Maintenance Authorization**. EASA uses the term line stations, while the FAA uses the term “Line Maintenance Authorization in 14 CFR part 145. These terms are synonymous when applied under the terms of the Agreement. |  |
| **18.2** | **EASA Certificate**. The EASA certificate shall cover line stations under the surveillance of the FAA, except those located in one of the EU Member States and holding an FAA Line Maintenance Authorization. |  |
| **18.3** | Where the repair station is also a 14 CFR part 121 air carrier and holds a 14 CFR part 145 certificate, the procedure must 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). |  |
| **18.4** | The procedure must specify that a 14 CFR part 145 repair station can be accepted to perform the line maintenance only if the OpsSpecs Part D107 authorizes the certificate holder to perform line maintenance and lists the specific locations for the operators. |  |
| **18.5** | For paragraphs 18.3 and 18.4: |  |
| 18.5.1 | 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 must 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. |  |
| 18.5.2 | 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, location, and contract specifying the scope of work for that particular operator. This contract must also contain the mutually agreed training requirements (between each individual operator and the repair station) for the certifying staff that will perform the approval for release or return to service. |  |
| 18.5.3 | 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. |  |
|  | **NOTE:** SAS is primarily used to identify line stations of FAA repair stations within the United States that provide maintenance for U.S. air carriers. EU operators operating under 14 CFR part 129 shall also be listed on OpSpec D107. Additionally, operators must be identified in the EASA Supplement and subsequently in the SAS Vitals Information. |  |
| **19.0** | **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. |
|  | **NOTE**: For both cases listed below, the EASA approval privileges may be used only for urgent defect rectification work (i.e., AOG) performed on EU-registered aircraft or components fitted to such aircraft. |  |
| **19.2** | **A Repair Station Not Holding an OpSpec D100 Authorization (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 the repair station does not have D100 authorization, the repair station must apply to EASA in advance of doing the work. This application 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 RSM and EASA Supplement. (The application is to be e-mailed to foreign145@easa.europa.eu.) EASA shall review the application and answer the organization in writing via email, with a copy to the FAA, either accepting or rejecting the application. If the application is rejected, the reasons will be specified in the letter. |  |
| 19.2 | **A Repair Station Holding an OpSpec D100 Authorization (On a Recurring Basis)**. Under the EASA approval, the work away from a base station privilege may be used only to perform non-routine maintenance, defined as urgent defect rectification, on an EU-registered aircraft or articles intended for installation on EU-registered aircraft. The FAA 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 United States, the ASI shall be informed and notification to EASA is not required. Outside the United States, the inspector/surveyor shall be informed and notification to EASA shall be sent prior to commencing the work 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 18.0. |  |