

### 3.1.7.B Lista de verificare (CL) Manualului (MOE)

#### Part 0. PARTS OF MOE CHECK LIST

#### Part 1. MAINTENANCE ORGANISATION DATA

<b>Name of the Approved Organisation</b>	:	
<b>Approval Reference</b>	:	
<b>Contact Name and Position in the Organisation</b>	:	
<b>First Approval Date</b>	:	

#### Part 2. MOE INFORMATION

<b>Part-Document Reference</b>	:	
<b>Issue Number</b>	:	
<b>Revision/Amendment Number</b>	:	
<b>Date of Revision</b>	:	
<b>Reason For Revision</b>	:	

*(Note 1: Document reference is the document reference code used within the company; it should be stated in the MOE)*

#### Part 3. RESPONSIBLE PERSONS

<b>Name of Accountable Manager</b>	:		<b>Holding Form-4</b>	<input type="checkbox"/>
<b>Name of Quality Manager</b>	:		<b>Holding Form-4</b>	<input type="checkbox"/>
<b>Name of Maintenance Manager</b>	:		<b>Holding Form-4</b>	<input type="checkbox"/>
<b>Name of Base Maintenance Manager</b>	:		<b>Holding Form-4</b>	<input type="checkbox"/>
<b>Name of Line Maintenance Manager</b>	:		<b>Holding Form-4</b>	<input type="checkbox"/>
<b>Name of Shops Manager</b>	:		<b>Holding Form-4</b>	<input type="checkbox"/>

*Note 1: Name and positions of the post holders should be cross checked with the information stated in MOE;  
Note 2: Please either tick (V) the box if satisfied or cross (X) the box if not satisfied*

#### Part 4. ATTACHED DOCUMENTS

	<b>Presence</b>	<b>Form # &amp; Revision # (If Separate Document)</b>	<b>Compliance</b>	<b>Remarks (Check also the cross reference)</b>

					nce in MOE)
Form 2	<input type="checkbox"/>		<input type="checkbox"/>	:	<input type="checkbox"/>
Form 3	<input type="checkbox"/>		<input type="checkbox"/>	:	<input type="checkbox"/>
Scope of Work	<input type="checkbox"/>		<input type="checkbox"/>	:	<input type="checkbox"/>
Certifying Staff List	<input type="checkbox"/>		<input type="checkbox"/>	:	<input type="checkbox"/>
Support Staff List	<input type="checkbox"/>		<input type="checkbox"/>	:	<input type="checkbox"/>
Contracted Maintenance Organisations List	<input type="checkbox"/>		<input type="checkbox"/>	:	<input type="checkbox"/>
Capability List	<input type="checkbox"/>		<input type="checkbox"/>	:	<input type="checkbox"/>
Contracted Operators List	<input type="checkbox"/>		<input type="checkbox"/>	:	<input type="checkbox"/>
Line station List	<input type="checkbox"/>		<input type="checkbox"/>	:	<input type="checkbox"/>
Subcontractor List	<input type="checkbox"/>		<input type="checkbox"/>	:	<input type="checkbox"/>
<b>Note 1:</b> Please either tick (V) the box if satisfied or cross (X) the box if not satisfied; <b>Note 2:</b> Check the compliance, if there is a non-compliance, state in the remarks					

**Part 5. MOE COVER PAGE**

Owner compliance	Content	IR reference	AAC compliance	MOE reference/comment
<input type="checkbox"/>	Part 145 Maintenance Organization Exposition		<input type="checkbox"/>	
<input type="checkbox"/>	The official name of the organization as defined on Form 3 AAC		<input type="checkbox"/>	
<input type="checkbox"/>	The approval reference of the Part 145 organization		<input type="checkbox"/>	
<input type="checkbox"/>	The copy number from the distribution list		<input type="checkbox"/>	

**Part 6 Part 7. MOE Part-0 INTRODUCTION**

<input type="checkbox"/>	Foreword		<input type="checkbox"/>	
<input type="checkbox"/>	Table of content		<input type="checkbox"/>	
<input type="checkbox"/>	List of effective pages		<input type="checkbox"/>	
<input type="checkbox"/>	List of issues / amendments or record of revision		<input type="checkbox"/>	

<input type="checkbox"/>	CAA RM Letter of Approval (LOA)		<input type="checkbox"/>	
<input type="checkbox"/>	Internal organization approval page signed by QM and TM <ul style="list-style-type: none"> <li><input type="checkbox"/> Internal approval statement</li> <li><input type="checkbox"/> Title, name, date and signature (QM and TM)</li> </ul>		<input type="checkbox"/>	
<input type="checkbox"/>	Revision highlights / Summary of changes		<input type="checkbox"/>	
<input type="checkbox"/>	Effective date of the current revision <ul style="list-style-type: none"> <li><input type="checkbox"/> The effective date is the date that the amendment introduced in this amendment takes effect</li> <li><input type="checkbox"/> The effective date can be established just prior to the final approval of the MOE by CAA RM or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc.</li> </ul>		<input type="checkbox"/>	
<input type="checkbox"/>	Distribution list <ul style="list-style-type: none"> <li><input type="checkbox"/> MOE copy number</li> <li><input type="checkbox"/> Location of copies</li> <li><input type="checkbox"/> Holders of the copies</li> <li><input type="checkbox"/> Format of copies (CD-ROM, Paper etc.)</li> </ul>		<input type="checkbox"/>	
<input type="checkbox"/>	Abbreviation, terminology and definitions		<input type="checkbox"/>	
<input type="checkbox"/>	Cross reference list from the MOE to AMC 145.A.70(a), if applicable		<input type="checkbox"/>	

<input type="checkbox"/>	Organization information i.e.: <ul style="list-style-type: none"> <li><input type="checkbox"/> Address of approved locations (Head Office)</li> <li><input type="checkbox"/> Mailing Address(es)</li> <li><input type="checkbox"/> Telephone number(s)</li> <li><input type="checkbox"/> Fax number(s)</li> <li><input type="checkbox"/> E-mail address of the Head Office</li> </ul>		<input type="checkbox"/>	
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**Part 9. MOE Part-1 MANAGEMENT**

<input type="checkbox"/>	1.1 Corporate Commitment by the Accountable Manager (AM) <ul style="list-style-type: none"> <li><input type="checkbox"/> When the AM is not the CEO of the organization then such CEO shall countersign the statement</li> <li><input type="checkbox"/> Signed by AM</li> <li><input type="checkbox"/> Date</li> <li><input type="checkbox"/> Accountable Manager and (quote position)</li> <li><input type="checkbox"/> For and on behalf of (quote organization name)</li> <li><input type="checkbox"/> Sample of statement is in GM 145.A.70(a) that may be used. Any modification to the statement must not alter its intent</li> </ul>	<i>- Part 145.A.30(a)(c)(e)(g) / AMC145.A.30(a)</i>  <i>- Part 145.A.70(a) / AMC145.A.70(a) GM145.A.70(a)</i>  <i>- Part 145.A.90(a)</i>	<input type="checkbox"/>	
<input type="checkbox"/>	1.2 Quality and Safety Policy  The Quality and Safety Policy should, as a minimum, include a statement committing the organization to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Apply human factors principles</li> <li><input type="checkbox"/> Encourage personnel to report maintenance related errors/incidents to meet Part-145 requirements</li> <li><input type="checkbox"/> Recognize safety as a prime consideration in all activities at all times for all the staff within the organization</li> <li><input type="checkbox"/> Recognize that compliance with procedures, quality standards and regulations is the duty of all personnel</li> <li><input type="checkbox"/> Recognize the need for all personnel to cooperate with the quality auditors</li> </ul> In addition the statement may commit to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that safety standards are not reduced by commercial imperatives</li> <li><input type="checkbox"/> Ensure good use of resources and pay particular attention to carry out correct maintenance at the first attempt</li> <li><input type="checkbox"/> Train all organization staff to be aware of human factors and set a continuous training programme in this field</li> <li><input type="checkbox"/> Ensure that maintenance procedures are kept current to reflect best practice within the organization</li> <li><input type="checkbox"/> Reporting of maintenance related errors/incidents is "penalty free" or "no blame"</li> <li><input type="checkbox"/> Quality standards are the responsibility of all personnel and it is hence their duty to comply with this policy, to strive to both maintain and improve quality standards at every opportunity</li> </ul>	<i>- Part 145.A.30(a)</i>  <i>- Part 145.A.65(a) / AMC145.A.65(a)</i>  <i>- Part 145.A.70(a)2</i>	<input type="checkbox"/>	

<input type="checkbox"/>	<p><b>1.3 Management Personnel</b></p> <p>The titles and names of the senior persons mentioned in PART 145.A.30(a)(b)(c). The Part-145 functions may be subdivided under individual managers or combined in any number of ways e.g. Base, Line and Workshop Managers under one "Maintenance Manager":</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accountable Manager</li> <li><input type="checkbox"/> Quality Manager</li> <li><input type="checkbox"/> Base Maintenance Manager</li> <li><input type="checkbox"/> Line Maintenance Manager</li> <li><input type="checkbox"/> Workshop Maintenance Manager</li> <li><input type="checkbox"/> Responsible Level 3 for NDT (if applicable – D rating)</li> <li><input type="checkbox"/> List who deputizes for Maintenance Managers in case of lengthy absence. Every nominated deputy should be able to demonstrate to CAA RM similar level of qualification and experience. Issuance of deputy Form 4 AAC is recommended</li> </ul> <p>This list comprises the minimum Senior Personnel in a medium to large organization, for which the CAA RM would require an Form 4 AAC to be completed. Form 4 AAC is not mandatory for the Accountable Manager the issuance of such a form remains the easiest way to demonstrate his knowledge of Part 145 as required. Lesser posts could exist in a smaller company. This, in effect, is the "group of persons" referred to in Part 145.A.30(b) whose responsibilities include ensuring that the Part 145 approved maintenance organization is in compliance with Part 145 requirements. These persons are ultimately directly responsible to the Accountable Manager for this function.</p> <p>Other posts may be added if desired, but it should be clearly shown whether or not they are considered as "management" for Form 4 AAC purposes.</p>	<p>- Part 145.A.30(a)(b)1,2,3,4,(c)(f) / AMC145.A.30(b)1,2,7,8,(c)(f)</p> <p>- Part 145.A.70(a)3</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>1.4 Duties and Responsibilities of Management Personnel</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accountable Manager</li> <li><input type="checkbox"/> Quality Manager</li> <li><input type="checkbox"/> Base Maintenance Manager</li> <li><input type="checkbox"/> Line Maintenance Manager</li> <li><input type="checkbox"/> Responsible Level 3 for NDT (if applicable – D rating)</li> <li><input type="checkbox"/> Other section manager as determined by the organization</li> </ul> <p>To assist in the assessment of competence, Job description are recommended for each job role (see 3.14 and AMC 145.A.30 (e))</p>	<p>- Part 145.A.30(a)1,2,3(c)(e) / AMC145.A.30(a)(b)3,4,5,6(c)(e)</p> <p>- Part 145.A.35 (i) / AMC145.A.35(a)2 AMC145.A.45(d)</p> <p>- Part 145.A.65(a)(c)2 / AMC145.A.65(a)(c)(2)(4)</p> <p>- Part 145.A.70(a)1,2</p> <p>- Part 145.A.90(a)</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>1.5 Management Organization Chart</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Showing associated chains of responsibility of the senior persons specified in Chapter 1.3. The</li> </ul>	<p>- Part 145.A30(b)(c) / AMC145.A.30(b)2</p> <p>- Part 145.A.70(a)5</p>	<input type="checkbox"/>

	<p>Form 4 AAC holders may be identified in the chart</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The names of the management personnel may be included in the boxes of the organization chart but this is optional</li> <li><input type="checkbox"/> Quality Assurance personnel must be shown to be independent from Maintenance Managers</li> </ul>			
<input type="checkbox"/>	<p>1.6 List of certifying staff and support staff – must include as applicable</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Full name of the certifying staff</li> <li><input type="checkbox"/> Identification number of the authorization</li> <li><input type="checkbox"/> Base certifying staff – category C sau B1 si B2, dupa caz</li> <li><input type="checkbox"/> Base maintenance support staff – category B1, B2 and B3</li> <li><input type="checkbox"/> Line certifying staff – category A, B1, B2 and B3</li> <li><input type="checkbox"/> Engine shop certifying staff</li> <li><input type="checkbox"/> Component certifying staff</li> <li><input type="checkbox"/> Certifying staff under D rating, specialized services (ARC)</li> <li><input type="checkbox"/> For larger organization with frequent changes to CRS staff, it is possible to cross-refer from this paragraph 1.6 to another record (including a computer record) where a list of the certifying and support staff is kept. In this case an explanation of where the list is maintained and how it is updated and send to CAA RM must be included in the MOE. This list, incorporated in an appendix or separate from the basic MOE, is an integral part of the MOE. This means that it should be approved directly by the CAA RM or send by the organization for information and acceptance by CAA RM respecting the procedure which has been approved by the CAA RM.</li> <li><input type="checkbox"/> The list must be sent to CAA RM when amended.</li> </ul>	<p>- Part 145.A.30(g)(h)</p> <p>- Part 145.A.35(j) / AMC145.A.35(j)</p> <p>- Part 145.A.70(a)6 / GM145.A.70(a)3</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>1.7 Manpower resources</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Base maintenance</li> <li><input type="checkbox"/> Component maintenance (workshops)</li> <li><input type="checkbox"/> Line maintenance</li> <li><input type="checkbox"/> Technical support staff</li> <li><input type="checkbox"/> Part Store staff</li> <li><input type="checkbox"/> Subcontracted services <ul style="list-style-type: none"> <li>o Full time</li> <li>o On-demand</li> </ul> </li> <li><input type="checkbox"/> Specialized activities</li> <li><input type="checkbox"/> Engineering</li> <li><input type="checkbox"/> Production planning</li> <li><input type="checkbox"/> Administration</li> <li><input type="checkbox"/> Quality Department/auditing</li> <li><input type="checkbox"/> Etc.</li> </ul> <p>Procedure for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Man-hour planning <ul style="list-style-type: none"> <li>o Review and update every 3 months</li> </ul> </li> </ul>	<p>- Part 145.A30(d) / AMC145.A.30(d)</p> <p>- Part 145.A.70(a)</p>	<input type="checkbox"/>	

	<p><input type="checkbox"/> Reassess work intended to be carried out when actual staff availability is less than the planned staff level for any particular work shift or period</p> <p><b>Notes:</b> The resources described must justify the grant of approval as defined in paragraphs 1.8 (facilities to be approved) and 1.9 (scope of work) in sufficient detail to explain the support at each site and for each function as required by Part 145.A.30(d).</p> <p>Numbers of personnel should be given in general terms so that a clear picture is given without the need for amendment as a result of routine staff fluctuations, but able to highlight any significant re-deployment or loss of staff.</p> <p>The organization should not declare a percentage of staff used under this approval but the number of staff needed to comply with Part 145 requirements.</p> <p>Where the approval is sub-divided into sites or different major functions the resources should be related to each site and function. Resources do not only mean numbers, it also means qualifications and competence</p> <p>For the purpose of meeting a specific operational necessity, a temporary increase of the proportion of contracted staff may be permitted to the organization by the competent authority, in accordance with an approved procedure which should describe the extent, specific duties, and responsibilities for ensuring adequate organization stability.</p> <p>In addition to the above, the organization should have maintenance man-hour plan that take into account all maintenance activities carried out within and outside the Part-145 approval. The planned absence (for training, vacation etc.) should be considered when developing the man-hour plan.</p>			
<input type="checkbox"/>	<p><b>1.8 Facilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Base maintenance facilities (inclusiv sediul social, cel din Form 3 AAC) <ul style="list-style-type: none"> <li>o Hangar accommodation</li> <li>o Specialized workshops</li> <li>o Environmental provisions</li> <li>o Office accommodation for: (planning, technical records, quality, technical reference area, storage, etc)</li> </ul> </li> <li><input type="checkbox"/> Line maintenance facilities, at each location, as appropriate (see base facilities)</li> <li><input type="checkbox"/> Component maintenance facilities</li> <li><input type="checkbox"/> Layout of premises</li> <li><input type="checkbox"/> Work away from main base / workshop (subcontract)</li> <li><input type="checkbox"/> Where the accommodation is not owned by the organization, as in the case of a hangar where access is rented or shared, proof of tenancy/access may be required</li> </ul>	<p>- Part 145.A.25(a)(b)(c)1,2,3,4,5,6,(d) / AMC 145.A.25(a)1,2,3,4(b)(d)1,2,3</p> <p>- Part 145.A.70(a)8,15</p> <p>- Part 145.A.75(d)</p>	<input type="checkbox"/>	

	<p>This section should describe each of the facilities, in some detail, at which the organization intends to carry out maintenance, thereby building up a picture of what the CAA RM is being asked to approve. All sites should be covered, however, a different emphasis can be placed on sites of different importance, for example, those sites mentioned in the approval document, will need detailed description. Other significant sites, such as principal (over-night) line stations must be clearly described while en-route stations at which minor line maintenance tasks are performed may be briefly covered. The level of detail required in each case will vary with the scope of work.</p> <p>Refer to Part 145.A.25 for details of what the organization is expected to provide for facilities in terms of size, environmental conditions docking, storage etc.</p> <p>In accordance with AMC 145.A.25(a)3, for line maintenance of aircraft, hangars may be required. In this case the availability of a suitable hangar shall be demonstrated, particularly in the case of inclement weather for minor scheduled work and lengthy defect rectification.</p>			
<input type="checkbox"/>	<p><b>1.9 Scope of Work</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aircraft/helicopter Maintenance (Base – Line Detaliere lucrari ce constituie domeniul conform docuemntelor TCH AMM, MPD, etc)</li> <li><input type="checkbox"/> Engine maintenance/APU</li> <li><input type="checkbox"/> Component maintenance conform Listei de capabilitati</li> <li><input type="checkbox"/> Specialized services maintenance (a se mentiona care sunt: NDT-manual NDT, vopsire, sudura, etc)</li> <li><input type="checkbox"/> Fabrication of parts i.a.w. 145.A.42(c) (procedure in 2.24)</li> </ul> <p>This paragraph must show the range of work carried out at each approved site within the scope of the approval (Form 3 AAC – Schedule of Approval). This section should also relate to paragraphs 1.8 &amp; 5.3 in such a way that it can be clearly seen which specific tasks are performed at which locations</p>	<p>- Part 145.A.20 / AMC 145.A.20</p> <p>- Part 145.A.42(c)</p> <p>- Part 145.A70(a)9</p> <p>- Part 145.A.75(a)(b)(c)(d)(e)</p> <p>- Part 145.A.80 / AMC 145.A.80</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p><b>1.10 Notification Procedure to the Authority Regarding Changes to the Organizations' Activities / Approval / Location / Personnel.</b></p> <p>Changes that must be notified are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of the organization</li> <li><input type="checkbox"/> Approved maintenance locations / bases</li> <li><input type="checkbox"/> Addition or cancellation of approved maintenance location / bases</li> <li><input type="checkbox"/> Change of Accountable Manager</li> <li><input type="checkbox"/> Change of nominated personnel</li> <li><input type="checkbox"/> Any changes in company activities that could affect the scope of approval as per Form 3 AAC</li> </ul>	<p>- Part 145.A.15(a) / AMC 145.A.15</p> <p>- Part 145.A30(a)(b)</p> <p>- Part 145.A.70(a)10 / GM 145.A.70(a)9</p> <p>- Part 145.A.80 /AMC 145.A.80</p> <p>- Part 145.A.85 / AMC 145.A.85</p>	<input type="checkbox"/>	



	<p>or MOE chapter 1.9, including capability lists and related to:</p> <ul style="list-style-type: none"> <li>○ Facilities</li> <li>○ Equipment</li> <li>○ Tools</li> <li>○ Material</li> <li>○ Maintenance data</li> <li>○ Procedures</li> <li>○ Work scope</li> <li>○ Certifying staff</li> </ul> <p>Approval is based on the management, organization, resources, facilities and scope of work described in this Part 1 of the Exposition. Any significant change therefore affects the conditions under which the approval was granted and has been allowed to continue. According to § 145.A.85 this part of the Exposition must show how the company would notify CAA RM of the above items:</p> <p>In accordance with PART 145.A.85 and AMC 145.A.15, the procedure must specify when and how (notification and submission process) the organization will advise CAA RM of any reportable changes to the organization prior to taking place or at the earliest opportunity if unforeseen.</p> <p>In case of addition to the scope or location a statement signed by the Organization Quality Manager shall always be provided (before CAA RM audit takes place) confirming that processes, areas and personnel subject to the application have been reviewed and audited showing satisfactory compliance with all applicable Part-145 requirements. The relevant audit report shall be provided to CAA RM on request.</p> <p><b>Note:</b> 145.A.80 is only intended to be used, per AMC 145.A.80, to avoid the need for the CAA RM to amend the approval of the organization when it may not <u>temporarily</u> meet the requirements, but in no case to be used as a justification for not complying with the requirements at all time. Thus, this is not a flexible provision to be used by the organization and <u>not for inclusion in the MOE</u>.</p>			
<input type="checkbox"/>	<p>1.11 Exposition Amendment Procedures (including, delegated procedures)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Person responsible for amending the Exposition. <ul style="list-style-type: none"> <li>○ Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the CAA RM</li> </ul> </li> <li><input type="checkbox"/> Sources of proposed amendments within the organization</li> <li><input type="checkbox"/> Internal approval process</li> </ul>	<p>- Part 145.A.65(b)  - Part 145.A.65(b)2  - Part 145.A.70(a)11,(b)(c) / GM145.A.70(a)6,7  - Part 145.A.85</p>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>○ Verifying and validation of amended procedures before use (AMC 145.A.65(b)2.)</li> <li>○ Technical and Quality Managers sign the internal approval page, see part 0</li> <li>□ Approval process with CAA RM</li> <li>□ Revision acknowledge receipt process</li> <li>□ Definition of minor amendments to the Exposition that can be amended without the prior approval of the CAA RM, if applicable and agreed</li> <li>○ In case of minor amendment, the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the MOE is approved by CAA RM. Such a delegation is to be based upon the ability of the Quality System to deal adequately with the Part 145 requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore, an indirect approval procedure cannot be detailed in the MOE before the first 2 year period has been completed. In any case the CAA RM must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved.</li> <li>□ Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable</li> <li>□ Procedures for the control and amendment of capability list</li> <li>□ Procedure for the control and amendment of the list of certifying and support staff</li> <li>□ Effective date of the amendment</li> <li>○ After CAA RM has approved the amendment the date when the amendment will take effect need to be determine, sometime to allow time to train personnel, print forms and/or distribute the revision so all personnel needed at different stations have received the revision at the date it is effective</li> <li>□ MOE Review (AMC 145.A.65(b)(1))</li> </ul>			
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**Part ‘ Part 11. MOE Part-2 – MAINTENANCE PROCEDURES**

<input type="checkbox"/>	<p>2.1 Supplier Evaluation and Subcontract Control Procedure</p> <ul style="list-style-type: none"> <li>□ Company Policy - (sources of supplies e.g. constructor, original manufacturer (OEM), distributor approved by the manufacturer, retailer, airline, etc.)</li> <li>□ Approved Suppliers</li> <li>□ Monitoring of Suppliers and subcontractors <ul style="list-style-type: none"> <li>○ Selection processes for each type of suppliers and subcontractors;</li> <li>○ Internal acceptance processes for each type of suppliers and authorization of subcontractors</li> </ul> </li> </ul>	<p>- Part 145.A.42(a) / AMC145.A.42(a)</p> <p>- Part 145.A.70(a)12,14,16</p> <p>- Part 145.A.75(b) / AMC145.A.75(b)</p>	<input type="checkbox"/>	
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	<ul style="list-style-type: none"> <li>○ Monitoring of the internal authorizations (e.g. scope of authorization, validity, ...)</li> <li>○ Withdraw of the internal authorization.</li> <li>□ System for placing orders</li> <li>□ Monitoring of the list of suppliers and subcontractors versus internal authorization <ul style="list-style-type: none"> <li>○ Incoming inspection results, audit results, possible internal limitation</li> <li>○ Updating of the list</li> <li>○ Internal distribution of the list – access / authorization of computerized list</li> <li>○ Assessment of the service provided</li> </ul> </li> <li>□ Monitoring of the related suppliers and subcontractors' files</li> <li>□ Management of the purchase orders according to the approved suppliers/ subcontractors</li> <li>□ Records of suppliers and subcontractor's information <ul style="list-style-type: none"> <li>○ Duration / location</li> <li>○ Type of documents (Certificates, audit reports, list of suppliers, incoming inspection results, ...)</li> </ul> </li> </ul>			
<input type="checkbox"/>	<p>2.2 Acceptance / Inspection of Aircraft Components and Materials from Outside Customers</p> <ul style="list-style-type: none"> <li>□ Component / Material acceptance procedures <ul style="list-style-type: none"> <li>○ Sources</li> <li>○ Conformity with company requirements (e.g. type of release requested)</li> <li>○ Records</li> </ul> </li> <li>□ Incoming inspection <ul style="list-style-type: none"> <li>○ required documentation</li> <li>○ Compliance with order / condition</li> <li>○ Quarantine procedure</li> <li>○ Modification Standard and AD compliance</li> <li>○ Identification of storage limitation/ life limits</li> </ul> </li> <li>□ Acceptance and incoming inspection of components from internal sources e.g. transfer between stores, from the work shops <ul style="list-style-type: none"> <li>○ Conformity with company requirements</li> <li>○ Records</li> <li>○ Required documentation</li> <li>○ Compliance with order / condition</li> <li>○ Quarantine procedure</li> <li>○ Identification of storage limitation/ life limits</li> </ul> </li> <li>□ Acceptance and incoming inspection of "Field Loadable Software"</li> <li>□ Components removed serviceable from aircraft (AMC No 2 to 145.A.50(d) par 2.6 &amp; 2.7) <ul style="list-style-type: none"> <li>○ SOS component</li> </ul> </li> <li>□ Components received from customers for Repair and/or Overhaul etc.</li> <li>□ Procedure of treatment of a suspected unapproved part «bogus part» <ul style="list-style-type: none"> <li>○ Identification</li> <li>○ Record</li> <li>○ Notification to the Authority</li> <li>○ Form used</li> <li>○ Notification address to NAA</li> </ul> </li> </ul>	<p>- Part 145.A.42(a)1-6(c) / AMC145.A.42(a)(b)(c)(d)(e)</p> <p>- Part 145.A.50(d) / AMC145.A.50(d)</p> <p>- Part 145.A.55(a)</p> <p>- Part 145.A.70(a)12,14,16</p> <p>- Part 21.A.307(c)</p>	<input type="checkbox"/>	

	<input type="checkbox"/> Acceptance and incoming inspection of new parts and appliances without an EASA Form 1 for European Light Aircraft (ELA).			
<input type="checkbox"/>	<p>2.3 Storage, Tagging and Release of Aircraft Components and Materials to Aircraft Maintenance</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Procedures for maintaining satisfactory storage conditions (including segregation) of: <ul style="list-style-type: none"> <li>o Routable</li> <li>o Perishables, raw material</li> <li>o Flammable fluids</li> <li>o Engines</li> <li>o Bulky assemblies</li> <li>o Record of position in the store (s)</li> <li>o Parts and appliances referred to in point 21.A.307(c) (New parts and appliances without an Form 1 for European Light Aircraft (ELA).</li> </ul> </li> <li><input type="checkbox"/> System and procedure to control shelf life / Life limit and AD (Part 2.11) / modification standard</li> <li><input type="checkbox"/> Special storage requirements (condition and limitation) e.g.: ESD sensitive devices, rubber</li> <li><input type="checkbox"/> Tagging / Labeling system and storage areas <ul style="list-style-type: none"> <li>o Serviceable parts /material</li> <li>o Unserviceable</li> <li>o Robbery Unsalvageable components (see Part 145.A.42(d) and M.A.505(d) and its AMC)</li> <li>o Quarantine</li> <li>o Batch number</li> <li>o Scrap</li> </ul> </li> <li><input type="checkbox"/> Disposal of unsalvageable components (see Part 145.A.42(d))</li> <li><input type="checkbox"/> Issue of components to the maintenance process</li> <li><input type="checkbox"/> Free-issue dispensing of standard parts (control, identification, segregation) if appl</li> </ul> <p>The storage condition and the storage limitation must be based upon manufacturer specifications.</p>	<p>- Part 145.A.25(d), / AMC145.A.25(d)1,2,3</p> <p>- Part 145.A.40(a)</p> <p>- Part 145.A.42(a) / AMC 145.A.42(a)(b)</p> <p>- Part 145.A.70(a)12</p> <p>- M.A.504(c)(d) / AMC M.A.504(c)(d)</p> <p>- Part 21.A.307(c)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>2.4 Acceptance of Tools and Equipment</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluation before procurement of tools</li> <li><input type="checkbox"/> Acceptance of tools and equipment <ul style="list-style-type: none"> <li>o Sources</li> <li>o Personal (own) instrument / tool / equipment</li> <li>o Conformity with organization requirements</li> <li>o Records / listing</li> </ul> </li> <li><input type="checkbox"/> Incoming inspection for tools and equipment <ul style="list-style-type: none"> <li>o Receiving</li> <li>o Required documentation / certification / calibration</li> <li>o Compliance with order / condition</li> <li>o Checking against the specification made by the aircraft/engine/component manufacturer</li> <li>o Marking, identification/tagging/release</li> <li>o Verification of necessary control / calibration</li> <li>o Evidence of the incoming inspection</li> <li>o Records</li> <li>o Personal (own) instrument / tool / equipment</li> </ul> </li> </ul>	<p>- Part 145.A.40(a)1,2,3(b) / AMC145.A.40(a)(b)</p> <p>- Part 145.A.70(a)12</p>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Alternate tooling and equipment procedure <ul style="list-style-type: none"> <li>o Approval</li> <li>o Acceptance</li> <li>o approved data used</li> <li>o manufacturing control</li> <li>o records of maintenance data</li> </ul> </li> <li><input type="checkbox"/> Subcontracted organization tools and equipment, if applicable</li> <li><input type="checkbox"/> Lent / borrowed tools and equipment procedure <ul style="list-style-type: none"> <li>o See items in acceptance and incoming above</li> </ul> </li> </ul>			
<input type="checkbox"/>	<p>2.5 Calibration of Tools and Equipment</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Control of calibrated tools and equipment including personal (Including the control and the list of tools used according to the authorized field according to the maintenance documentation)</li> <li><input type="checkbox"/> System used to list and control calibrated tools and equipment</li> <li><input type="checkbox"/> Calibration standard used</li> <li><input type="checkbox"/> Calibration interval of different tools</li> <li><input type="checkbox"/> Calibration records</li> <li><input type="checkbox"/> Control of calibration records</li> <li><input type="checkbox"/> Control and listing of un-calibrated tools and equipment (special tools and equipment e.g. contained in manufacture data)</li> <li><input type="checkbox"/> Control of tools and equipment in need of servicing e.g. jacks, hydraulic servicing units and etc.</li> <li><input type="checkbox"/> Control of personal or loaned calibrated tools</li> </ul>	<p>- Part 145.A.40(a)1,2,3(b) / AMC145.A.40(a)(b)1,2</p> <p>- Part 145.A.70(a)12</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>2.6 Use of Tooling and Equipment by Staff (including alternate tools)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Distribution of tools (e.g. record of user and location)</li> <li><input type="checkbox"/> Determining tool serviceability prior to issue</li> <li><input type="checkbox"/> Training and control of personnel in the use of tools and equipment –(records of training)</li> <li><input type="checkbox"/> Personal (own) instrument / tool / equipment control</li> <li><input type="checkbox"/> Lent / borrow tools and equipment control</li> <li><input type="checkbox"/> Control of alternate tools <ul style="list-style-type: none"> <li>o Demonstration of equivalence between design/manufacturing data of alternate tools and the data/features of the tools recommended in the maintenance data of the manufacturers</li> <li>o In-house identification rule of alternate tools (PN, SN)</li> <li>o Alternate tools validation process: Register of alternate tools /tagging/relation between the references of origin tools and alternate tools</li> <li>o Treatment of possible changes of maintenance data according to the new references of alternate tooling (modifications limited to the references of the tooling to be used and/or adaptation of</li> </ul> </li> </ul>	<p>- Part 145.A.25(d) / AMC145.A.25(d)</p> <p>- Part 145.A.40(a)1,2,3(b) and AMC145.A.40(a)(b)1,2.ltm</p>	<input type="checkbox"/>	

	<p>maintenance data regarding alternate tooling)</p> <ul style="list-style-type: none"> <li>○ Use/storage/maintenance manuals according to the need</li> <li>○ In-house approval of each alternate tooling before servicing</li> <li>○ Storage of the records of alternate tooling</li> </ul>			
<input type="checkbox"/>	<p>2.7 Cleanliness Standards of Maintenance Facilities</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Standard for office facilities</li> <li><input type="checkbox"/> Standard for hangar facilities</li> <li><input type="checkbox"/> Standard for component workshops</li> <li><input type="checkbox"/> Standard for paint shop</li> <li><input type="checkbox"/> Standard for battery shop</li> <li><input type="checkbox"/> Standard for storage facilities</li> <li><input type="checkbox"/> Standard for oil, grease and flammable liquids storage</li> </ul> <p>Think of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> “Foreign Object” exclusion programme</li> <li><input type="checkbox"/> Cleaning programme</li> <li><input type="checkbox"/> Individual responsibilities</li> <li><input type="checkbox"/> Timescales</li> <li><input type="checkbox"/> Waste material disposal</li> <li><input type="checkbox"/> Segregation of facilities to prevent cross contamination</li> </ul>	<p>- Part 145.A.25(a)(b)(c)(d) / AMC145.A.25(a)(b)(d)</p> <p>- M.A.402(c)(d) / AMCM.A.402(d)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>2.8 Maintenance Instructions and Relationship to Aircraft / Aircraft Component Manufacturer’s Instructions including Updating and Availability to Staff</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Control of information <ul style="list-style-type: none"> <li>○ Technical library</li> <li>○ Subscriptions control</li> <li>○ Information held / need regarding the scope of work</li> <li>○ Issue / amendment control</li> </ul> </li> <li><input type="checkbox"/> Technical information amendment procedures <ul style="list-style-type: none"> <li>○ Manuals</li> <li>○ Service Information (AD, SB, SIL, etc.)</li> <li>○ Distribution: access to the staff</li> </ul> </li> <li><input type="checkbox"/> Company Technical Procedures / Instructions <ul style="list-style-type: none"> <li>○ Issue / Amendments control</li> <li>○ Distribution: access to the staff</li> </ul> </li> <li><input type="checkbox"/> Maintenance documentation <ul style="list-style-type: none"> <li>○ Preparation from approved sources</li> <li>○ Work card/worksheet system (AMC 145.A.45 I)</li> <li>○ Differentiate disassembly, accomplishment, reassemble and testing</li> <li>○ Lengthy maintenance task – supplementary workcard/worksheet</li> <li>○ Amendment control</li> <li>○ Transfer / transcribe of airworthiness data</li> <li>○ Review and identification of amendment status of maintenance instructions</li> <li>○ Distribution of airworthiness data: access to the staff</li> </ul> </li> <li><input type="checkbox"/> Modifying maintenance instruction (145.A.45(d))</li> </ul>	<p>- Part 145.A.45(a)(b)(c)(d)(f)(g) / AMC145.A.4(b)1,2,3,4,5,6 – AMC145.A.45(c)1,2(d)(f)1,2(g)1,2,3</p> <p>- Part 145.A.70(a)12</p> <p>- Part M.A.401(a)(b)(c) / AMC145.A.(b)(c)</p> <p>- Part 21.A.90B</p> <p>- Part 21.A.431B</p>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Verification and validation of new procedures where practicable</li> <li><input type="checkbox"/> Incorporation of best practice and human factors principles</li> <li><input type="checkbox"/> Control of customer supplied maintenance data</li> <li><input type="checkbox"/> Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.)</li> <li><input type="checkbox"/> Incorporation of CDCCL concept. <ul style="list-style-type: none"> <li><input type="checkbox"/> compliance with CDCCL instructions</li> <li><input type="checkbox"/> traceability of CDCCL completion</li> </ul> </li> <li><input type="checkbox"/> Awareness of Technical Publications, Instructions and Service Information by the staff</li> </ul> <p><b>Note:</b> Access to maintenance data by staff must be in close proximity to the aircraft or component being maintained and readily available.</p>			
<input type="checkbox"/>	<p><b>2.9 Repair Procedure</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Company policy <ul style="list-style-type: none"> <li><input type="checkbox"/> Sources of repair approval (e.g.: DOA, SRM, etc...)</li> <li><input type="checkbox"/> Source as per 21.A.90B and 21.A.431B</li> <li><input type="checkbox"/> Internal repairs</li> <li><input type="checkbox"/> External repairs</li> <li><input type="checkbox"/> Internal Procedure for manage the repair <ul style="list-style-type: none"> <li><input type="checkbox"/> Work order</li> <li><input type="checkbox"/> Maintenance instruction (job cards, responsibilities, ...)</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Control of the scope of work (limitations and conditions)</li> <li><input type="checkbox"/> Control system for fabrication of parts, processing and inspection in accordance with Part.145.A.42</li> <li><input type="checkbox"/> Types of parts that can be fabricated under Part145 (exemple)</li> </ul> <p>This paragraph should refer to the repairs to be carried out not described in the manufacturers' documentation. According to PART 145.A.45(d), the PART 145 organization may change the maintenance instructions only in accordance with the procedure described in the MOE and provided that the changes do not affect the design of the repairs.</p>	<p>- Part 145.A.45(a)(b)(c)(d)(f)(g) / AMC145.A.45(b)(c)(d)(f)(g)</p> <p>- Part 145.A.70(a)12</p> <p>- Part 21.A.90B</p> <p>- Part 21.A.431B</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p><b>2.10 Aircraft Maintenance Programme Compliance</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Details ref to maintenance contract with CAMO organization</li> <li><input type="checkbox"/> Delegated function (if case)(developed of maintenance programme, reliability data, etc)</li> <li><input type="checkbox"/> Maintenance programme variations</li> <li><input type="checkbox"/> Corrosion control programme reporting</li> <li><input type="checkbox"/> SSI reporting</li> <li><input type="checkbox"/> Reliability reporting</li> <li><input type="checkbox"/> Maintenance Preparation: <ul style="list-style-type: none"> <li><input type="checkbox"/> Taking into account Aircraft or Equipment associated maintenance tasks/ work order</li> <li><input type="checkbox"/> Checking of the scope of work according to the Work order</li> </ul> </li> </ul>	<p>- Part 145.A.45(a)(b)(c)(d)(f)(g) / AMC145.A.45(b)(c)(d)(f)(g)</p> <p>- Part 145.A.70(a)12(b)</p>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>○ Control of the maintenance documents (list + MM / job cards / series)</li> <li>○ Preparation (facilities, staff, material means, tooling...)</li> <li>□ Maintenance Programme Inspection Standards and FTS, EWIS, CDCCL</li> </ul> <p>It is necessary to make a difference between the activities of management / developing of the maintenance programme on behalf of customers/ air carriers and the one carried out as part of PART 145 agreement. Only the activities above which concern PART 145 organization works have to be presented in the MOE</p> <p>The maintenance program must always remain the responsibility of the Operator</p>			
□	<p>2.11 Airworthiness Directives Procedure</p> <ul style="list-style-type: none"> <li>□ Company policy <ul style="list-style-type: none"> <li>○ Studying Ads according to the scope of work of the organization</li> <li>○ Selection Ads according to the scope of work of the organization</li> <li>○ Recording Ads according to the scope of work of the organization</li> <li>○ Internal or external Ads' embodiment (linked to the scope of work)</li> </ul> </li> <li>□ Checking and enforcement of Ads on the equipment managed by the organization, including the spare parts (stock)</li> <li>□ Accomplishment of Aircraft or Equipment Ads / work orders specifying the status of the document to be used</li> <li>□ Awareness of the mandatory character of the associated maintenance data</li> <li>□ Identification of the mandatory requirement in the maintenance documentation</li> </ul>	<p>- Part 145.A.45(a)(b)(c)(d)(f)(g) / AMC145.A.45(b)1</p> <p>- Part 145.A.70(a)12</p>	□	
□	<p>2.12 Optional Modification Procedure</p> <ul style="list-style-type: none"> <li>□ Company policy <ul style="list-style-type: none"> <li>○ Sources of modification approval (DOA, EASA etc...)</li> <li>○ Internal modification</li> <li>○ External modification including embodiment of STCs'</li> </ul> </li> <li>□ Control of the scope of work (limitations and conditions)</li> <li>□ Control system for fabrication of parts processing and inspection in accordance with Part.145.A.42 already addressed in §2.9</li> <li>□ Control of the fabrication, the inspection assembly and the test of fabricated parts.</li> </ul> <p>This paragraph should refer to the modifications to be embodied on the aircraft/equipment/engines described in the manufacturers' documents and the modifications not defined in manufacturers' documents. According to PART 145.A.45 (d), the PART 145 organization can</p>	<p>- Part 145.A.45(a)(b)(c)(d)(f)(g) / AMC145.A.45(b)(c)(d)(f)(g)</p> <p>- Part 145.A.70(a)12(b)</p>	□	



	<p>only change the maintenance instructions in accordance with a procedure described in the MOE.</p> <p>The follow up of the Optional Modification is the responsibility of the operator who must ask their enforcement on the order sent to the maintenance organization.</p> <p>It is necessary to make a difference between the activities of management / developing/launching of Optional modification on behalf of customers/ air carriers and the one carried out as part of PART 145 agreement. Only the activities above which concern PART 145 organization works have to be presented in the MOE</p>			
<input type="checkbox"/>	<p>2.13 Maintenance Documentation in use and its Completion</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Worksheets for non-routine tasks</li> <li><input type="checkbox"/> Assembly of work packages for issue to maintenance activity</li> <li><input type="checkbox"/> List of maintenance documents which build up a standard work package (e.g. front page with general information, list of tasks required, work cards, associated work orders, ...)</li> <li><input type="checkbox"/> Worksheet/work card completion - Maintenance sign-off (procedure developed) <ul style="list-style-type: none"> <li>o Accomplishment</li> <li>o B1/B2/B3 Support staff, as applicable</li> </ul> </li> <li><input type="checkbox"/> Supplementary work cards</li> <li><input type="checkbox"/> Assembly of completed work package for certification</li> <li><input type="checkbox"/> Recording of test results and dimensions (AMC 145.A.50(d))</li> <li><input type="checkbox"/> Control and use of customer supplied work card/worksheets</li> </ul> <p>This paragraph should refer to the creation of a standard work file and how to complete the work documents/ work cards making up these files. Specific instructions from manufacturer maintenance data related to CDCCL shall be considered.</p>	<p>- Part 145.A.45 / AMC 145.A.45(f)</p> <p>- Part 145.A.55(a)</p> <p>- Part 145.A.70(a)12</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>2.14 Technical Records Control</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> System for control, storage conditions (fire extinguisher system, fire detection, ...) and retrieval of records (paper or computer based)</li> <li><input type="checkbox"/> Control of access to records (paper and / or computer based records)</li> <li><input type="checkbox"/> Record-keeping systems (essential records) (W/P, TLB...)</li> <li><input type="checkbox"/> Lost or destroyed records (reconstruction and CAA RM acceptance)</li> <li><input type="checkbox"/> Provision of records to operator (copy or original W/P, TLB, CRS)</li> <li><input type="checkbox"/> Retention of records <ul style="list-style-type: none"> <li>o Periods</li> <li>o Methods and security</li> </ul> </li> </ul>	<p>- Part 145.A.55(a)(c)1,2,3 / AMC145.A.55(c) / GM145.A.55(a)1,2,3</p> <p>- Part 145.A.70 (a) 12 (b)</p>	<input type="checkbox"/>	

	<input type="checkbox"/> Transfer of the records when AMO org is closed		
<input type="checkbox"/>	<p>2.15 Rectification of Defects Arising During Base Maintenance</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Base maintenance procedure: <ul style="list-style-type: none"> <li>o Sign-off of base maintenance defects</li> <li>o Records of base maintenance defects</li> </ul> </li> <li><input type="checkbox"/> Carrying forward defects to future maintenance inputs - (control, accountability, owner acceptance, approved data, )</li> <li><input type="checkbox"/> Analysis of defects and rectification</li> <li><input type="checkbox"/> Notification process (when necessary) to the customer, TC holder, State of registry and CAA RM (see 2.18)</li> <li><input type="checkbox"/> Report to the operator/ approval of the customer to launch the rectification according to the contract</li> </ul> <p>Incorporation of standard defect rectification in work files, record, control, release certificate and information to the customers are to be dealt with in paragraphs 2.13, 2.14, 2.16, 2.17</p> <p>New defects or cards that are not in the WO must be acknowledged by the client for obtaining the agreement for rectification. If not AMO org will issue CRS with deferred defect or not carry out</p>	<p>- Part 145.A.45</p> <p>- Part 145.A.50(a) / AMC145.A.50</p> <p>- Part 145.A.55(a)</p> <p>- Part 145.A.60(AMC20-8)</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>2.16 Release to Service Procedure</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Company procedures (CRS statement)</li> <li><input type="checkbox"/> Issuing the CRS and instructions for filling the document <ul style="list-style-type: none"> <li><input type="checkbox"/> Base maintenance CRS large aircraft</li> <li><input type="checkbox"/> Base maintenance CRS other than large aircraft if different from large aircraft</li> <li><input type="checkbox"/> Line maintenance CRS</li> <li><input type="checkbox"/> CRS in AJTL</li> <li><input type="checkbox"/> Issue of a CRS by flight crew, if applicable</li> <li><input type="checkbox"/> Component CRS (issue of EASA Form 1 or equivalent documents)</li> <li><input type="checkbox"/> Component CRS (internal release without EASA Form 1 or equivalent documents)</li> <li><input type="checkbox"/> Component removed as serviceable from an aircraft, issue of EASA Form 1 or equivalent documents (AMC 145.A.50 (a))</li> <li><input type="checkbox"/> D1 rating CRS (NDT)</li> </ul> </li> <li><input type="checkbox"/> Issue of a CRS with incomplete work <ul style="list-style-type: none"> <li>o Enter such fact on the CRS</li> <li>o Operator/owner authority endorse on the certificate</li> <li>o Informing, in writing, CAA RM (AMC 145.A.50 I 2. NOTE)</li> <li>o Informing, in writing, appropriate person(s) as specified in 145.A.30(b) (AMC 145.A.50 I 3.)</li> </ul> </li> <li><input type="checkbox"/> Sign-off after maintenance task completion (see AMC 145.A.65(b)(3))</li> <li><input type="checkbox"/> CRS should contain the following: <ul style="list-style-type: none"> <li>o Cross-reference to work packs, if applicable</li> </ul> </li> </ul>	<p>- Part 145.A.30(g)(h)(i)(j) / AMC145.A.30,3,(g)(h)(j)</p> <p>- Part 145.A.35(a) to (m) / AMC145.A.35(a)(b)(f)(g)</p> <p>- Part 145.A.50(a)(b)(d)(f) / AMC145.A.50(a)1,2(b)1,2,3,4, 5 / AMC145.A.50(d)1,2,3(f)1,2</p> <p>- Part 145.A.55(a)(b)(c) / AMC145.A.55(c)</p> <p>- AMC145.A.65(b)</p> <p>- Part 145.A.70(a)12</p> <p>- Part 145.A.75</p> <p>- AMCM.A.401(c)4.</p>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>○ Reference to maintenance data used, including its revision status (mandatory)</li> <li>○ Task(s) specified in the (S)TC holder's</li> <li>○ Task(s) specified in the operator/owner instructions or AMP</li> <li>○ Date/FH/Cycles/Landings etc. as appropriate, when such maintenance was carried out</li> <li>○ MD Part-145 approval number</li> <li>□ The use of abbreviations ("OK" should not be acceptable), capital letters, ball point pen (black or blue)</li> <li>□ Issue of a one-off certification authorization CRS</li> <li>□ Certification authorization (identity, qualified staff)</li> </ul> <p>The following cases should be addressed in this paragraph:</p> <ul style="list-style-type: none"> <li>□ The impossibility to sign a release certificate that could hazard flight safety (AD owed and not enforced, work carried out not in accordance with the approved data, without approved data, discrepancies that may have consequences on the airworthiness of the aircraft/ equipment/ engine.</li> <li>□ The temporary fitting an aircraft component without appropriate release certificate in case of AOG in stopover and associated conditions (30 hours of flight, agreement of the customer, acceptable certificate, checking the status of the equipment, technical log record, corrective action when the aircraft returns to its maintenance base...).</li> <li>□ Address specially CRS by different staff i.e. A, B1, B2, B3, component and NDT staff as applicable.</li> </ul>			
<input type="checkbox"/>	<p>2.17 Records for the Operator</p> <ul style="list-style-type: none"> <li>□ Contracted record keeping for operators, as is stated in the contract</li> <li>□ Arrangements for processing and retention of Operator's maintenance records</li> </ul>	<p>- Part 145.A.55(b) - Part 145.A.70(a)12</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>2.18 Reporting of Defects to the CAA RM / Operator/ Manufacturer</p> <ul style="list-style-type: none"> <li>□ Methods for reporting to: <ul style="list-style-type: none"> <li>○ CAA RM, EASA and allocated NAAs</li> <li>○ Manufacturer – TC/STC holder</li> <li>○ Operator / owner</li> </ul> </li> <li>□ Persons Responsible for Reporting</li> <li>□ Reportable defects</li> <li>□ Technical Occurrence report and completion instructions</li> <li>□ Investigation procedure and follow-up system</li> <li>□ Reporting timescale</li> <li>□ Reports must contain pertinent and evaluation results (where known)</li> <li>□ Persons responsible for reporting</li> <li>□ Defects reported by subcontractors</li> </ul>	<p>- AMC 145.A.50(a) - Part 145.A.60(a)(b)(c)(d) / AMC145.A.60(b) / GM145.A.60(a)(c) - Part 145.A.70(a)12 / AMC(20-8)</p>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Permitted reporting periods and retention of data</li> <li><input type="checkbox"/> Reportable Defects Investigation procedure and follow-up system</li> <li><input type="checkbox"/> Reporting timescale</li> </ul> <p>This paragraph must describe the reporting procedure to the state of registry and the organization responsible for the design of the aircraft or component any condition of the aircraft or component identified by the organization that has resulted or may result in unsafe condition that hazards seriously the flight safety. These reporting procedures are part of the internal occurrence reporting system as detailed in § 145.A60(a)(b)(c)(d), AMC145.A60(b) and AMC 20-8 and described in MOE § 2.25.</p>			
<input type="checkbox"/>	<p>2.19 Return of Defective Aircraft Components to Store</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Labeling and identification of defective components (required information)</li> <li><input type="checkbox"/> Handling and movement of components (link between involved departments)</li> <li><input type="checkbox"/> Storage of defective components</li> <li><input type="checkbox"/> Components “on hold” (pending determination of serviceability status – e.g.: Swap component for trouble shooting (SOS – AMC 145.A.50 (a))</li> </ul> <p>This paragraph should refer to the process of parts returned by maintenance teams to the store.</p> <p>Defective component means component removed from the A/C for any reason</p>	<p>- Part 145.A.40</p> <p>- Part 145.A.42(d) / AMC145.A.42(d)1,2 - Part 145.A.70(a)12</p>		
<input type="checkbox"/>	<p>2.20 Defective Components to Outside Contractors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dispatch of components for repair / overhaul / modification / calibration</li> <li><input type="checkbox"/> Identification of required work</li> <li><input type="checkbox"/> Control of dispatch, location and return</li> <li><input type="checkbox"/> Return of unserviceable loan parts</li> <li><input type="checkbox"/> Management of the packaging and special transportation condition (e.g.: Wheels – oxygen bottles)</li> </ul> <p>This paragraph should refer to the process of sending components to outside contractors for example for repair, overhaul, modification and calibration.</p>	<p>- Part 145.A.40</p> <p>- Part 145.A.42</p> <p>- Part 145.A.70(a)12, 14, 16</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>2.21 Control of Computer Maintenance Records System</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Information retrieval</li> <li><input type="checkbox"/> Back-up systems (frequency, means, delay) and second site storage (frequency, means, delay)</li> <li><input type="checkbox"/> Security and safeguards to unauthorized access</li> </ul> <p>This paragraph should refer to the computer systems used to manage and/or record information regarding the maintenance tasks carried out.</p>	<p>- Part 145.A.45 / AMC 145.A.45(g)3</p> <p>- AMC 145.A.50(b)5</p> <p>- Part 145.A.55(c)2 / AMC145.A.55(a)4,6,(c)2</p>	<input type="checkbox"/>	

<input type="checkbox"/>	<p>2.22 Control of Man-Hour Planning versus Scheduled Maintenance Work</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Management system of company planning versus time available (e.g. A/C or components base maintenance activity, ...)</li> <li><input type="checkbox"/> Type of planning (man hours availability versus work load)</li> <li><input type="checkbox"/> Type of factors taken into account in the planning: <ul style="list-style-type: none"> <li><input type="checkbox"/> Human performance limitations</li> <li><input type="checkbox"/> Complexity of work</li> <li><input type="checkbox"/> Employed vs. contracted staff</li> <li><input type="checkbox"/> Work carried out outside the scope of the Part-145 approval</li> <li><input type="checkbox"/> Aircraft hangar visit plan</li> <li><input type="checkbox"/> Additional factors</li> </ul> </li> <li><input type="checkbox"/> Planning revision process</li> <li><input type="checkbox"/> Organization of shift</li> <li><input type="checkbox"/> Notification to the Accountable Manager of deviations exceeding 25% between the work load and the man hour availability</li> <li><input type="checkbox"/> Quality monitoring</li> </ul> <p>The man-hour plan must relate to the anticipated maintenance workload versus man-hour available. Maintenance workload includes all necessary work such as, but not limited to, quality monitoring, planning, maintenance record checks, production of worksheets/cards in paper or electronic form, accomplishment of maintenance, inspection and the completion of maintenance records as well as work outside the scope of the Part 145 approval.</p> <p>50% should be employed directly by the organization to ensure organizational stability</p>	<p>- Part 145.A.30(d) / AMC145.A.30(d)1,2,3,4,5,7,8</p> <p>- Part 145.A.70(a)12(b)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>2.23 Control of Critical tasks and methods for detecting the errors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Critical task procedures and control (line &amp; base maintenance activity)</li> <li><input type="checkbox"/> Source utilized for identifying the critical tasks</li> <li><input type="checkbox"/> Critical task list) iaw AMC 145.A.48 (b) pct a</li> <li><input type="checkbox"/> Methods for detecting the errors (ex independent inspections-procedure how must be described) AMC4 145.A.48(b)</li> </ul> <p>This procedure is to minimize the risk of multiple errors, i.e. to minimize the rare possibility of an error being repeated whereby the identical aircraft components are not reassembled thereby compromising more than one system. The normal procedure should ensure that no person will be required to perform maintenance task of the same type fitted to more than one system on the same aircraft during particular maintenance check.</p>	<p>- Part 145.A.65(b)3 / AMC145.A.65(b)(3)1</p> <p>- Part 145.A.70(a)12(b)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>2.24 Reference to Specific Maintenance Procedures</p>	<p>- Part 145.A.65(b)1 / And 2. / AMC145.A.65(b)(2)</p> <p>- Part 145.A.70(a)12 /</p>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work away from base or work shop including occasional Line maintenance as per 145.A.75 (c)</li> <li><input type="checkbox"/> Engine (rotors) run up</li> <li><input type="checkbox"/> Aircraft pressure run</li> <li><input type="checkbox"/> Aircraft towing</li> <li><input type="checkbox"/> Aircraft taxiing (see also EU OPS 1.095)</li> <li><input type="checkbox"/> Test flight</li> <li><input type="checkbox"/> Technical wash</li> <li><input type="checkbox"/> Control/ supervision of de-icing systems</li> <li><input type="checkbox"/> Handling and control of waste materials</li> <li><input type="checkbox"/> Scrapping of parts</li> </ul>			
<input type="checkbox"/>	<p><b>2.25 Procedures to detect and rectify Maintenance Errors</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Independent Inspection procedures and control (line &amp; base maintenance activity) <ul style="list-style-type: none"> <li><input type="checkbox"/> Definition</li> <li><input type="checkbox"/> How it is done/what tasks can be verified</li> <li><input type="checkbox"/> Procedure for re-inspection and recording</li> </ul> </li> <li><input type="checkbox"/> Internal Reporting, see below and in 2.18</li> <li><input type="checkbox"/> Procedure to minimize the risks of errors and methods for detecting the errors</li> </ul> <p>Certain tasks under this procedure could be subject to procedure in 2.23, i.e. critical task e.g. installation of engines and propellers.</p> <p>Procedure must be corelated with "sign off" policy</p> <p><b>2.25.1 Procedure for Internal Reporting</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aims and objectives of error management system <ul style="list-style-type: none"> <li><input type="checkbox"/> The encouragement of reporting □ A code of practice</li> <li><input type="checkbox"/> No reprisal policy</li> </ul> </li> <li><input type="checkbox"/> Description of process to report occurrences (occurrence reporting system)</li> <li><input type="checkbox"/> Description of process to investigate occurrences</li> <li><input type="checkbox"/> Description of process to record occurrences</li> <li><input type="checkbox"/> The analysis of occurrence data</li> <li><input type="checkbox"/> Management actions in response to occurrence findings Feedback to staff</li> <li><input type="checkbox"/> Sharing information from investigations</li> </ul> <p>This procedure could be in 2.18 and make reference from this procedure to 2.18 instead.</p>	<p>- Part 145.A.60(a)(b)(c)(d) / AMC145.A.60(b)</p> <p>- Part 145.A.65(b)3 / AMC145.A.65(b)3/2</p> <p>- Part 145.A.70(a)12</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p><b>2.26 Shift / Task Handover Procedures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aims and objectives of the shift handover</li> <li><input type="checkbox"/> Training of personnel in shift/task handover processes</li> <li><input type="checkbox"/> Recording of shift/task handover</li> <li><input type="checkbox"/> Description of shift handover process and required information <ul style="list-style-type: none"> <li><input type="checkbox"/> Facility status</li> <li><input type="checkbox"/> Work status</li> </ul> </li> </ul>	<p>- Part 145.A.47 / AMC145.A.47</p> <p>- Part 145.A.70(a)12</p>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>○ Manning status</li> <li>○ Outstanding issues</li> <li>○ Other possible information</li> <li>□ Responsible person for managing and filling up the shift / task handover</li> </ul>			
□	<p>2.27 Procedures for Notification of Maintenance Data Inaccuracies and Ambiguities to the Type Certificate Holder</p> <ul style="list-style-type: none"> <li>□ Definitions of maintenance data ambiguities</li> <li>□ Method of internal (2.25.1) reporting of maintenance data ambiguities</li> <li>□ Method of external reporting of maintenance data ambiguities to the authors of that data</li> <li>□ Feedback to staff and implementation of TC Holder/Manufacturer corrections</li> <li>□ Impact of the data ambiguity on the on-going maintenance task</li> </ul> <p>The authors are:</p> <ul style="list-style-type: none"> <li>□ Aircraft / component design organization (AMM, SB, SRM.)</li> <li>□ The competent authority</li> <li>□ The organization itself in the case of organization job cards</li> <li>□ The customers in the case of job cards issued and furnished by the customers</li> </ul>	<p>- Part 145.A.45 / AMC145.A.45(c)1,2</p> <p>- Part 145.A.70(a)12</p>	□	
□	<p>2.28 Production Planning Procedures</p> <ul style="list-style-type: none"> <li>□ Establishment of a clear work order or contract</li> <li>□ Procedures for establishing all necessary resources are available before commencement of work (manpower with required capabilities, tools, equipment, parts, material, maintenance data, documentation, facilities etc.)</li> <li>□ Procedures for organizing maintenance personnel without undue time pressure and providing all necessary support during maintenance</li> <li>□ Consideration of human performance limitations (Circadian rhythm / 24 hours body cycle...)</li> <li>□ Shift / task handover</li> <li>□ Planning of critical tasks</li> <li>□ Planning of task that need DI</li> <li>□ Factors to taken into account in the planning: <ul style="list-style-type: none"> <li>○ logistics</li> <li>○ inventory control</li> <li>○ square meters of accommodation</li> <li>○ man-hours estimation</li> <li>○ man-hours availability</li> <li>○ preparation of work</li> <li>○ hangar availability</li> <li>○ environmental conditions (access, lighting standards and cleanliness)</li> <li>○ Co-ordination with internal and external suppliers, etc.</li> <li>○ scheduling of safety-critical tasks during periods when staff are likely to be most alert</li> </ul> </li> </ul>	<p>- Part 145.A.47(a)(b) / AMC145.A.47(a)(b)</p> <p>- Part 145.A.70(a)12</p>	□	

**Part ‘ Part 13.**

**MOE Part-L2 – ADDITIONAL LINE MAINTENANCE PROCEDURES**

<input type="checkbox"/>	<p>L2.1 Line Maintenance Control of Aircraft Components, Tools, Equipment, etc.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Component / Material acceptance – (required documentation, condition, “Quarantine” procedure)</li> <li><input type="checkbox"/> Parts and appliances referred to in point 21.A.307(c) (New parts and appliances without an EASA Form 1 or equivalent document for European Light Aircraft (ELA).</li> <li><input type="checkbox"/> Components removed serviceable from aircraft (robbery – issue Form 1 or equivalent document) Procedures to maintain satisfactory storage conditions – (routable, perishables, flammable fluids, engines, bulky assemblies, special storage requirements)</li> <li><input type="checkbox"/> System for control of shelf life and modification standard</li> <li><input type="checkbox"/> Tagging / labeling system (serviceable, unserviceable, robbery, scrap, etc.)</li> <li><input type="checkbox"/> Release of components to the maintenance process</li> <li><input type="checkbox"/> Free-issue dispensing (self-service) of standard parts (control, identification, segregation)</li> <li><input type="checkbox"/> Tools and test equipment, servicing and calibration programme / equipment register</li> <li><input type="checkbox"/> Identification of servicing / calibration due dates</li> </ul> <p>This paragraph must describe the additional / special procedures of the management of the facilities, materials/ ingredients and tools/ equipment, technical documentations, staff associated to the line maintenance activity of a workshop carrying out base and line maintenance.</p>	<p>- Part 145.A.25(d) / AMC145.A.25(d)1,2,3</p> <p>- Part 145.A.40(a)</p> <p>- Part 145.A.42(a)(e) / AMC145.A.42(a)(b)</p> <p>- Part 145.A.70(a)12,15</p> <p>- Part 145.A.75(b)(c)(d)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>L2.2 Line Maintenance Procedure related to Servicing / Fuelling / De-icing / etc.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical and maintenance documentation management (control and amendment)</li> <li><input type="checkbox"/> Company Technical Procedures / Instructions management</li> <li><input type="checkbox"/> Fuel supply quality monitoring (bulk storage / aircraft re-fuelling)</li> <li><input type="checkbox"/> Ground de-icing (procedures / monitoring of sub-contractors)</li> <li><input type="checkbox"/> Maintenance of ground support equipment</li> <li><input type="checkbox"/> Monitoring of sub-contracted ground handling and servicing</li> </ul>	<p>- Part 145.A.70(a)12,15</p> <p>- Part 145.A.75(b)(c)(d)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>L2.3 Line Maintenance Control of Defects and repetitive Defects</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reportable defects – PIREPS – Engineering entries – Cabin</li> </ul>	<p>- Part 145.A.30(g) / AMC145.A.30(g)</p> <p>- Part 145.A.70(a)12,15</p> <p>- Part 145.A.75(b)(c)(d)</p>	<input type="checkbox"/>	



	<ul style="list-style-type: none"> <li>○ Procedure on how to deal with defects requiring B1, B2 or B3 certifying staff (AMC 145.A.30(g)3.</li> <li>□ Rules for deferring (periods – review – permitted personnel – conformity with MEL /CDL provisions)</li> <li>□ Awareness of deferred defects carried by aircraft – (monitoring of repetitive defects – Communication with main base)</li> <li>□ Analysis of tech log (repetitive defects – crew complaints – Analysis and transfer of cabin log items as required)</li> <li>□ Co-ordination with the operator</li> </ul> <p>This paragraph must describe the general procedures followed by the organization regarding the rectification of defects and repetitive defects recorded during operation of the aircraft. The procedures should also cover the follow up of defects and repetitive defects on behalf of customers/ operators and the Part 145 maintenance organization.</p>			
<input type="checkbox"/>	<p>L2.4 Line Procedure for completion of Technical Log</p> <ul style="list-style-type: none"> <li>□ Technical Log system: <ul style="list-style-type: none"> <li>○ Taking into account Operator Procedure</li> <li>○ Completion of Sector Record Page</li> <li>○ Distribution of copies</li> </ul> </li> <li>□ Certification / Sign-off (Maintenance Statements)</li> <li>□ Maintenance II</li> <li>□ ETOPS Certification</li> <li>□ Retention of records <ul style="list-style-type: none"> <li>○ Periods</li> <li>○ Methods and security</li> </ul> </li> </ul> <p>This paragraph must describe the additional procedures of management/completion of the technical log(s) in use. It must also cover the procedures for ETOPS release where applicable. These procedures must be associated to paragraphs 2.13, 2.16 of the MOE.</p>	<p>- Part 145.A.70(a)12,15 - Part 145.A.75(b)(c)(d)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>L2.5 Line Procedure for pooled Parts and loan Parts</p> <ul style="list-style-type: none"> <li>□ Verification of approved sources of parts (sources, conformity with company requirements, Modification Standard and AD compliance, records)</li> <li>□ Compliance with loan and contract requirements <ul style="list-style-type: none"> <li>○ Tracking and control</li> </ul> </li> <li>□ Required documentation</li> <li>□ Processing removed loan parts for return to source (service records)</li> <li>□ Robbery system <ul style="list-style-type: none"> <li>○ Control procedures</li> <li>○ Authority</li> </ul> </li> </ul> <p>This paragraph must describe the additional management procedures for pooled or loaned parts specific to the line maintenance activity. It should also</p>	<p>- Part 145.A.70(a)12,15 - Part 145.A.75(b)(c)(d)</p>	<input type="checkbox"/>	

	cover the removal of serviceable parts from aircraft for use on another aircraft. These procedures must be associated to paragraphs 2.2, 2.3, 2.19, 2.20 of the MOE.			
<input type="checkbox"/>	<p>L2.6 Line Procedure for Return of Defective Parts Removed from Aircraft</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Required documentation</li> <li><input type="checkbox"/> Service record Processing advice of removal (W/O) and dispatch to technical records</li> <li><input type="checkbox"/> Dispatch of the part for rectification</li> </ul> <p>This paragraph must describe the additional management procedures for treatment of defective components associated with the line maintenance activity. These procedures must cover the same subjects specified in paragraphs 2.19, 2.20 (return of removed components, sending components...) of the MOE.</p>	<p>- Part 145.A.70(a)12,15</p> <p>- Part 145.A.75(b)(c)(d)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>L2.7 Line Procedure Control of critical Tasks</p> <p>This paragraph is the equivalent of the paragraph 2.23 of the MOE for the line maintenance activity.</p>	<p>- Part 145.A.65(b)3 / AMC145.A.65(b)(3)1</p> <p>- Part 145.A.70(a)12(b)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>L2.8 Line Procedures to detect and rectify Maintenance Errors</p> <p>This paragraph is the equivalent of the paragraph 2.25 of the MOE for the line maintenance activity.</p>	<p>- Part 145.A.60(a)(b)(c)(d) / AMC145.A.60(b)</p> <p>- Part 145.A.65(b)3 / AMC145.A.65(b)(3)2</p> <p>- Part 145.A.70(a)12</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>L2.9 Procedure to open a new line maintenance station</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Facility requirements</li> <li><input type="checkbox"/> Maintenance staff and B1, B2 and/or B3 CS staff</li> <li><input type="checkbox"/> Equipment, tools and material</li> <li><input type="checkbox"/> Maintenance data</li> <li><input type="checkbox"/> Amendment to MOE</li> <li><input type="checkbox"/> Liaison with Quality Department (QD)</li> <li><input type="checkbox"/> Inspection and audit by the QD</li> <li><input type="checkbox"/> Recommendation to CAA RM (if applicable and approved in the MOE. See text below.</li> <li><input type="checkbox"/> Application process to CAA RM</li> </ul> <p>New line maintenance station is subject to direct approval by CAA RM as per 145.A.85, no indirect approval is allowed. However, a procedure to set up the line station following with internal inspection and audit performed in all cases by the Quality Department, may be acceptable. In this case a recommendation with documentation supporting the change will be sent to CAA RM that will perform desktop audit and directly approve the location. Regardless of this provision, CAA RM may decide to perform an audit at the station before approving the</p>	<p>- Part 145.A.75(c)</p> <p>- Part 145.A.85</p>	<input type="checkbox"/>	

	<p>line station or soon after to monitor the organization usage of this provision</p> <p><b>Note:</b> This method will not be valid if there are open findings on the same area of the quality system. CAA RM can withdraw this procedure if unacceptable control is revealed.</p>			
<input type="checkbox"/>	<p>L2.10 Maintenance at unlisted location due to unserviceability or to support occasional line maintenance</p> <p>This procedure should be set up to list the conditions and to ensure adequate control in the case that maintenance is needed at unlisted location arising from the unserviceability (AOG) of an aircraft or from the necessity of supporting occasional line maintenance.</p> <p>The organization shall inform CAA RM and the Quality Department each time maintenance is intended to be performed outside listed location including the work order from the operator or holder as applicable. CAA RM recommend creation of a form for this purpose.</p> <p><b>Note:</b> CAA RM may perform audit when this procedure is used.</p> <p>The procedure is a “privilege” that can be withdrawn if unacceptable control is revealed.</p>	- Part 145.A.75(c)	<input type="checkbox"/>	

**Part ‘ Part 15. MOE Part 3 – QUALITY SYSTEM PROCEDURES**

<input type="checkbox"/>	<p>3.1 Quality audit of organization procedures</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Definition of the Quality System <ul style="list-style-type: none"> <li>o Independence</li> <li>o Access to Accountable Manager</li> <li>o Composition and functions of management quality group</li> <li>o Audit plan</li> <li>o Creation and management of the audit plan</li> <li>o Plan to show all subparagraphs</li> <li>o Plan to show all area, base, line, shop(s), product audit, different locations, subcontractors, MOE, quality procedures etc.</li> </ul> </li> <li><input type="checkbox"/> Company Audit Policy including compliance audit <ul style="list-style-type: none"> <li>o Scheduled audits and audits to be carried out at random and to be carried out during maintenance including night shifts</li> <li>o Audit notification</li> <li>o Classification of nonconformities</li> <li>o Responsabil</li> <li>o Audit reports (documents used, writer, issue, points checked and deviations noted, deadline for rectification)</li> </ul> </li> </ul>	<p>- Part 145.A.65(a)</p> <p>- Part 145.A.65(c)(1)(2) / AMC145.A.65(c)(1)</p>	<input type="checkbox"/>	
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	<ul style="list-style-type: none"> <li>○ Validation/internal approval of the audit programme</li> <li>□ Annual Review of Maintenance Procedures <ul style="list-style-type: none"> <li>○ Principles of annual audit procedure planning</li> <li>○ Independence of the auditors</li> <li>○ Common audit procedures for several lines of product</li> <li>○ Specific audit procedure by line of product</li> <li>○ Audits during the performance of work</li> <li>○ Complete audits or several partial audits</li> <li>○ Principles when deviations are noted on a line of product</li> <li>○ Grouping of audits</li> </ul> </li> <li>□ Audit programme <ul style="list-style-type: none"> <li>○ Adequate facilities</li> <li>○ Compliance with approved procedures</li> <li>○ Dates and timescales</li> <li>○ Product audits</li> <li>○ Audit of Subcontractors and evaluation of suppliers</li> </ul> </li> <li>□ Quality audit reports retention <ul style="list-style-type: none"> <li>○ Duration (At least duration of 2 years) / location</li> <li>○ Type of documents (notification, audit reports, check list, audit programs)</li> </ul> </li> </ul>			
<input type="checkbox"/>	<p>3.2 Quality audit of aircraft (and / or component)</p> <ul style="list-style-type: none"> <li>□ Company Audit Policy <ul style="list-style-type: none"> <li>○ A dedicated quality audit policy may be added, provided it does not conflict with the one describe in the previous paragraph. The Company audit procedure should include the quality audit of aircraft (and/or equipment)</li> <li>○ Definition of product audit (AMC 145.A.65 c)</li> </ul> </li> <li>□ Audit programme <ul style="list-style-type: none"> <li>○ Product samples for each line of product (aircraft and / or components)</li> <li>○ Dates and timescales</li> </ul> </li> <li>□ Auditing methods <ul style="list-style-type: none"> <li>○ Sampling</li> <li>○ "Trail" / "investigation" audits</li> </ul> </li> <li>□ Records of Quality audit reports retention <ul style="list-style-type: none"> <li>○ Duration (At least duration of 2 years) / location</li> <li>○ Type of documents (notification, audit reports, check list, audit programs, ...)</li> </ul> </li> </ul> <p>This paragraph must describe the procedures related to the product audits (aircraft, aircraft component, engine, specialized service) according to PART 145.A.65(c)1 and AMC 145.A.65(c).</p>	<p>- Part 145.A.65(1)(2) / AMC145.A.65(1)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>3.3 Quality audit corrective action procedure</p> <ul style="list-style-type: none"> <li>□ Description of the quality audit report feedback system</li> <li>□ Corrective action and timescale <ul style="list-style-type: none"> <li>○ Corrective action planning and follow up</li> </ul> </li> </ul>	<p>- Part 145.A.65(2) / AMC145.A.65(2)</p>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>○ The corrective action plan shall be designed in a way which allows identifying and recording the finding, the root cause, the correction (immediate action) and long term preventive corrective actions (eliminating the cause to prevent to reaper) action with the appropriate timescales</li> <li>○ Procedure describing the MO action when the corrective action deadline has to be postponed or when the answer has not been received on time</li> <li>□ Management responsibilities for corrective action and follow-up Quality audit and feedback records retention <ul style="list-style-type: none"> <li>○ Duration (minimum duration of 2 years) / location</li> <li>○ Type of documents (answers, evidences, ...)</li> </ul> </li> <li>□ Review of the Quality system overall results <ul style="list-style-type: none"> <li>○ Meeting with the Accountable Manager. (including record of meeting procedure) (AMC145.A.65(c)(2)4.)</li> <li>○ Regular meetings to check the progress of corrective actions or</li> <li>○ Meeting twice per year <ul style="list-style-type: none"> <li>▪ Meeting called by AM – how?</li> <li>▪ Half year summary report from QM on findings of noncompliance</li> <li>▪ Content of summary report</li> </ul> </li> </ul> </li> </ul> <p>This paragraph must describe the procedures of follow up of corrective actions.</p> <p>The follow up of corrective actions cannot be subcontracted.</p> <p>The revision of the audit planning according to the deviations noted/corrected could be linked to paragraph 3.1.</p>			
□	<p>3.4 Certifying staff and support staff qualification and training procedures</p> <ul style="list-style-type: none"> <li>□ Experience, training and competence requirements <ul style="list-style-type: none"> <li>○ Base CRS staff</li> <li>○ Base B1/B2/B3 Support staff, as applicable</li> <li>○ Line A/B1/B2/B3 CRS staff, as applicable</li> <li>○ Components (shop) CRS staff, as applicable*</li> <li>○ NDT?</li> <li>○ Flight crew CRS staff, if applicable (internal authorization)</li> </ul> </li> <li>□ Examination, test and assessment procedures</li> <li>□ Continuation training procedures including <ul style="list-style-type: none"> <li>○ Programme (MOE, Part 145, HF, FTS, EWIS, technology special requirements, etc...)</li> </ul> </li> </ul>	<p>- Part 145.A.30(e)(f)(g)(h)(i)(j)(1,3,4,5) / AMC145.A.30(e)(f)(g)(h)(j) / GM145.A.30(e)</p> <p>- Part 145.A.35(a) to (i) and (m) / AMC145.A.35(a)(b)</p> <p>- Appendix IV</p> <p>- AMC 66.A.20(b)3</p>	□	

	<ul style="list-style-type: none"> <li>○ Procedures</li> <li>□ Qualifying subcontractor's personnel (if applicable)</li> <li>□ Internal Authorizations issue, renewal or withdrawal procedures <ul style="list-style-type: none"> <li>○ QM responsible</li> <li>○ Regency – 6 month of experience during a two year period</li> <li>○ License validity control</li> <li>○ Continuation training</li> <li>○ Evaluation, test</li> </ul> </li> <li>□ "One off" Certification Authorization</li> <li>□ Flight crew limited certification authorization</li> <li>□ Records</li> </ul>			
<input type="checkbox"/>	<p>3.5 Certifying staff and Support staff records</p> <ul style="list-style-type: none"> <li>□ List of certifying personnel and support staff (refer if need be to paragraph 1.6)</li> <li>□ Minimum information of staff particulars <ul style="list-style-type: none"> <li>○ See AMC 145.A.35(j)</li> <li>○ Type of record: electronic and or paper</li> </ul> </li> <li>□ Management of certifying staff records</li> <li>□ Retention of records <ul style="list-style-type: none"> <li>○ Duration - at least 3 years after the authorization has been withdrawn and/ or ceased employment of the certifying staff.</li> <li>○ Location</li> <li>○ Type of documents</li> </ul> </li> <li>□ Format of authorization document and authorization codes</li> <li>□ Control of certifying staff records</li> <li>□ Access to staff records <ul style="list-style-type: none"> <li>○ Authorized persons</li> <li>○ CAA RM / NAA personnel</li> <li>○ Authorized managers</li> </ul> </li> </ul>	<p>- Part 145.A.35(j)(k)(l) / AMC145.A.35(j) - Part 145.A.70(a)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>3.6 Quality Audit Personnel</p> <ul style="list-style-type: none"> <li>□ Nominated personnel</li> <li>□ Required experience, training and competence of quality audit personnel including continuation training</li> <li>□ Examination, test and assessment procedures (as necessary – can refer to 3.14)</li> <li>□ Independence of quality audit personnel when the organization uses skilled personnel working within another department than that of Quality</li> <li>□ Retention of records <ul style="list-style-type: none"> <li>○ Duration / location</li> <li>○ Type of documents</li> </ul> </li> </ul> <p>This paragraph must describe how the Quality system personnel are managed.</p> <p>Allocated man-hours (if not full-time) should be addressed.</p> <p>The number of quality personnel should be adapted to the maintenance activity to be supervised (relation with 2.22).</p>	<p>- Part 145.A.30 l</p>		

<input type="checkbox"/>	<p>3.7 Qualifying Inspectors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Required experience (duration and technical), training and competence requirements (including FTS, CDCCL, EWIS, HF)</li> <li><input type="checkbox"/> Examination, test and assessment procedures including practical assessment (can refer to 3.14)</li> <li><input type="checkbox"/> Continuation training procedures including <ul style="list-style-type: none"> <li>o Training Programme (MOE and associated procedures, PART 145, Human Factors, special requirements, ...)</li> <li>o Training setting up</li> <li>o Duration, intervals</li> </ul> </li> <li><input type="checkbox"/> Retention of records <ul style="list-style-type: none"> <li>o Duration / location</li> <li>o Type of documents</li> </ul> </li> </ul> <p>This paragraph is dedicated to the qualification of the supervisors (or production inspectors/controllers) as defined in AMC 145.A.30(e).</p>	<p>- Part 145.A.30(e) / AMC145.A.30(e)</p>		
<input type="checkbox"/>	<p>3.8 Qualifying mechanics</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Required experience (duration and technical), training and competence requirements (including FTS, CDCCL, EWIS, HF)</li> <li><input type="checkbox"/> Examination, test and assessment procedures including practical assessment</li> <li><input type="checkbox"/> Continuation training procedures including <ul style="list-style-type: none"> <li>o Training Programme (MOE and associated procedures, Part 145, Human Factors, special requirements, ...)</li> <li>o Training Setting up</li> <li>o Duration / intervals</li> </ul> </li> <li><input type="checkbox"/> Retention of records <ul style="list-style-type: none"> <li>o Duration / location</li> <li>o Type of documents</li> </ul> </li> </ul> <p>This paragraph should refer to the different specialties of technicians (mechanics, avionics, sheet metal workers, cabin, fuel, engines, components, NDT staff, composites, line maintenance...) of the organization.</p>	<p>- Part 145.A.30 l(g)  - Part 145.A.35(a)(m)</p>		
<input type="checkbox"/>	<p>3.9 Aircraft or aircraft component maintenance tasks exemption process control</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> System for control and processing with the CAA RM which includes <ul style="list-style-type: none"> <li>o Relations with the operator/ customer in case of derogation for an intervention in progress by the workshop</li> <li>o Supply to the customer/ operator of information enabling to write out requests for exceptional authorization applications</li> <li>o Control of the approval by the CAA RM (linked with CRS)</li> </ul> </li> <li><input type="checkbox"/> Retention of records <ul style="list-style-type: none"> <li>o Duration</li> </ul> </li> </ul>	<p>- Part 145.A.65(b)(c) / AMC145.A.65(b)(c)</p>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>○ Location</li> <li>○ Type of documents</li> </ul> <p>This paragraph must describe the procedures of the organization regarding exceptional authorizations related to maintenance tasks.</p> <p>The difference between the activity study/preparation/ redaction/ submission of exceptional authorization application related to maintenance tasks on behalf of customers/ operator and the Part 145 activity here above should be kept in mind.</p>			
<input type="checkbox"/>	<p>3.10 Concession control for deviation from the organizations' procedures</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Concession criteria <ul style="list-style-type: none"> <li>○ Object, procedures involved, justifications, compensatory conditions, period of validity, etc.</li> </ul> </li> <li><input type="checkbox"/> Concession management procedure <ul style="list-style-type: none"> <li>○ Internal evaluation</li> <li>○ Drafting process</li> <li>○ Response</li> <li>○ Internal validation process and follow-up</li> </ul> </li> <li><input type="checkbox"/> System of approval and control of concession</li> <li><input type="checkbox"/> Retention of records <ul style="list-style-type: none"> <li>○ Duration</li> <li>○ Location</li> <li>○ Type of documents</li> </ul> </li> </ul> <p>This paragraph must describe the procedures followed by the AMO in order to deviate from the approved MOE procedures.</p>	- Part 145.A.65(b)(c) / AMC145.A.65(b)(c)	<input type="checkbox"/>	
<input type="checkbox"/>	<p>3.11 Qualification procedure for specialized activities such as non-destructive testing, welding etc.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NDT staff <ul style="list-style-type: none"> <li>○ List of non-destructive testing personnel</li> <li>○ Levels of qualification and authorization</li> <li>○ Role and privileges of these staff (including responsible level 3 person who should approve the organization's NDT procedures and written practice for training and certification of NDT personnel.)</li> </ul> </li> <li><input type="checkbox"/> Experience &amp; qualification <ul style="list-style-type: none"> <li>○ Criteria regarding experience, training and skills</li> <li>○ Experience required by NDT method for each level of authorization</li> </ul> </li> <li><input type="checkbox"/> Training <ul style="list-style-type: none"> <li>○ Basic NDT training for each level of authorization</li> <li>○ Training on the NDT procedures of the organization</li> </ul> </li> <li><input type="checkbox"/> Examination <ul style="list-style-type: none"> <li>○ Procedure of skills assessment (practical assessment and/or examination related to the job card)</li> </ul> </li> </ul>	- Part 145.A.30(f)  - EN 4179	<input type="checkbox"/>	



	<ul style="list-style-type: none"> <li>○ General examination on the fundamentals of the NDT methods</li> <li>○ Specific examination by NDT method</li> <li>○ Practical examination by level of authorization</li> <li>○ Medical examination</li> <li>○ Eyesight testing</li> <li>□ Continuation training and testing</li> <li>□ Auditing of staff and system</li> <li>□ Authorizations issue, renewal or withdraw procedures</li> <li>□ Retention of NDT staff records <ul style="list-style-type: none"> <li>○ Duration / location</li> <li>○ Type of documents</li> </ul> </li> <li>□ Contract arrangement</li> </ul> <p>This paragraph should refer to the qualification of specialized services staff such as defined in AMC 145.A.30(f). It should also apply to welders.</p> <p>The certifying staff authorized in accordance with subcategory B1 of the PART 66 can carry out and/or control color contrast dye Penetrant tests.</p> <p>When an Organization uses NDT methods defined by EN 4179 paragraph 6.4 as “emerging NDT method”, the related requirements for personnel training, experience and examination should be established by the organization in accordance with EN 4179 and the particular equipment manufacturers’ recommendations.</p>			
<input type="checkbox"/>	<p>3.12 Control of manufacturers’ and other maintenance working teams</p> <ul style="list-style-type: none"> <li>□ Source of work (manufacturer team, another Part 145 MO team) and authorization of personnel</li> <li>□ System for control of materials, working instructions and procedures</li> <li>□ System for control of documentation such as drawings, modification, repairs instructions</li> <li>□ Management of the progress of work (meetings, etc.)</li> <li>□ Certification procedure for work performed by the outside team such as: repair, replacement, modification, overhaul, test, inspection</li> <li>□ Environmental conditions</li> <li>□ Final certification by the organization</li> <li>□ Training on the internal procedures to external staff</li> </ul> <p>This paragraph should refer to the role of outside teams acting in the premises of the organization to carry out a maintenance task on an aircraft/ engine/ equipment in the scope of a task under the responsibility of the organization.</p>	<p>- Part 145.A.65(b)(c) / AMC145.A.65(b)(c)</p>	<input type="checkbox"/>	

<input type="checkbox"/>	<p>3.13 Human factors training procedure</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aims and objectives</li> <li><input type="checkbox"/> Categories of staff to be trained</li> <li><input type="checkbox"/> Training methods and syllabus <ul style="list-style-type: none"> <li>o Initial training</li> <li>o Continuation training</li> </ul> </li> <li><input type="checkbox"/> Duration of training for <ul style="list-style-type: none"> <li>o Initial training</li> <li>o Continuation training</li> </ul> </li> <li><input type="checkbox"/> Validation of the training courses (syllabus and duration)</li> <li><input type="checkbox"/> Requirements for trainers</li> <li><input type="checkbox"/> Training Records <ul style="list-style-type: none"> <li>o Duration</li> <li>o Location</li> <li>o Type of documents</li> </ul> </li> </ul> <p>Initial training to be provided to personnel within 6 months of joining the maintenance organization, but temporary staff may need to be trained shortly after joining the organization (AMC145.A.30(e)6).</p> <p>Human factors continuation training should be in relation to relevant quality audit findings and other internal/external sources of information available to the organization on human errors in maintenance (link with § 2.25) (AMC145.A.30(e)8).</p> <p>Human factors continuation training should be amended according to the relevant quality audit findings and other internal/external sources of information available to the organization on human errors in maintenance (link with § 2.25) (AMC145.A.30(e)8).</p> <p>Human factors training could be adjusted to reflect the particular nature of the organization (size, scope of work).</p> <p>Human factors continuation training should be of an appropriate duration in each two year period.</p>	<p>- Part 145.A.30 / AMC145.A.30 6,8,9,10 - Part 145.A.35(d)</p> <p>- Part 145.A.65(b)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>3.14 Competence assessment of personnel</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Personnel to be assessed in accordance with Part 145.A.30(e)</li> <li><input type="checkbox"/> Assessment procedures/ Evaluation system <ul style="list-style-type: none"> <li>o Training</li> <li>o Category A task training</li> <li>o Qualifications</li> <li>o Supervision</li> <li>o Assessors</li> <li>o Commission/ examination</li> </ul> </li> <li><input type="checkbox"/> Management competence assessment</li> <li><input type="checkbox"/> Assessment records <ul style="list-style-type: none"> <li>o Duration</li> <li>o Location</li> <li>o Type of documents</li> </ul> </li> </ul> <p>This paragraph 3.14 applies to all personnel involved in the organization's maintenance whether employed</p>	<p>Part 145.A.30(e) / AMC1 145.A.30(e) / AMC 2 145.A.30(e) / AMC 3 145.A.30(e) / AMC 4 145.A.30(e) / GM 1 145.A.30(e) / GM 2 145.A.30(e) / GM 3 145.A.30(e)</p> <p>- Part 145.A.35(a)(b)(c)(d)(e)(f)(g)(n)(o) / AMC 145.A.35(a)(b)(c)(d)(e)(f)(n)(o)</p> <p>- Appendix IV to AMC to 145.A.30(e)</p>	<input type="checkbox"/>	

	<p>or contracted, quality activities and particularly the staff and the personnel working for the production support services (engineering, planning / preparation, reception supervisors, store keepers, tools administrators, purchasers, subcontractors, administrators ...).</p> <p>To assist in the assessment of competence before unsupervised work commences, job descriptions are recommended in the MOE for each job role in the organization.</p>	<p>- Part 66.A.20(a)(b) / GM 66.A.20 (a)</p> <p>- AMC 66.A.20(b)2 / GM 66.A.20(b)2,</p> <p>- AMC 66.A.20(b)3 / GM 66.A.20(b)4,</p>		
<input type="checkbox"/>	<p>3.15 Training procedure for on-the-job training as per Section 6 of Appendix III to Part-66 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 license is the same).</p>	<p>- Section 6 of Appendix III to Part-66</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>3.16 Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 license in accordance with 66.B.105 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 license is the same)</p> <p>This procedure is not likely to be applicable to organization approved by CAA RM.</p>	<p>- Part 66.B.105</p>	<input type="checkbox"/>	

#### Part · Part 17. MOE Part 4 CONTRACTING OPERATORS

<input type="checkbox"/>	<p>4.1 Contracting Operators</p> <p>List those operators/CAMO for whom maintenance is provided, with details of the types of aircraft (and/or engines/APU) and the scope of work undertaken, e.g. Base maintenance, Line maintenance, defect rectification etc., with any limitations.</p> <p>It should be shown whether the contract is solely for carrying out maintenance or also for performing the Operator's maintenance management tasks. (Appendix XI la AMC M.A. 708(c))</p>		<input type="checkbox"/>	
<input type="checkbox"/>	<p>4.2 Operator Procedures and Paperwork</p> <p>This paragraph must describe for each contracting operator/CAMO, the special mode of operation (procedures/ documents/ exchange of information, planning meetings, technical, quality, reliability) between the organization and its customer. And also training for the personnel related to the operator documents and procedure</p>	<p>- Part 145.A.70(a)13</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>4.3 Operator record completion</p> <p>This paragraph must describe (for each contracted operator) how the organization:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completes operator's log books</li> <li><input type="checkbox"/> Keeps the operator's technical records</li> <li><input type="checkbox"/> Retains records on behalf of the operators</li> <li><input type="checkbox"/> Communicates with the operator</li> </ul>	<p>Part 145.A.55 – Part 145.A.70 (a) 13</p>	<input type="checkbox"/>	

**Part ' Part 19. MOE Part 5 – SAMPLE OF DOCUMENTS**

<input type="checkbox"/>	<p>5.1 Sample of Documents</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sample of <u>all</u> forms used and referred to in the procedures</li> <li><input type="checkbox"/> Example of forms: <ul style="list-style-type: none"> <li>o Request to CAA RM for approval of an Exposition amendment</li> <li>o MOE revision acknowledgement form</li> <li>o Request to CAA RM for acceptance of a Capability List change</li> <li>o Material tags: <ul style="list-style-type: none"> <li>▪ Serviceable</li> <li>▪ Unserviceable</li> <li>▪ Robbery</li> <li>▪ Quarantine</li> <li>▪ Unsalvageable / Scrap labels</li> </ul> </li> <li>o Tooling identification and calibration due tag</li> <li>o Register of calibrated and special tools</li> <li>o Register of equipment's</li> <li>o AD control card / record</li> <li>o Maintenance Task Card (Scheduled Maintenance)</li> <li>o Maintenance Task Card (Additional Defects)</li> <li>o Base Maintenance CRS</li> <li>o Line Maintenance CRS</li> <li>o EASA Form 1 or equivalent</li> <li>o Un-airworthy Conditions Report Form (inc. MOR)</li> <li>o Quality Audit Report Form</li> <li>o Quality Audit Remedial / Corrective Action Report Form</li> <li>o Personnel Training Record</li> <li>o Certifying Staff Authorization Record</li> <li>o Certifying Staff Authorization</li> <li>o Concession Application and Approval</li> <li>o Staff assessment form</li> </ul> </li> <li><input type="checkbox"/> All forms should have form number and revision status.</li> </ul> <p>This is a typical List of company Forms and is not intended to be exhaustive or to represent the forms required for any particular organization. The approved organization must include those Forms with which it controls and records its maintenance work and procedures.</p>		<input type="checkbox"/>	
<input type="checkbox"/>	<p>5.2 List of Subcontractors as per Part 145.A.75(b)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> This paragraph must list the non-Part 145 subcontractors under cover of the maintenance organization quality system</li> <li><input type="checkbox"/> Any approved maintenance organization that carries out maintenance for another approved maintenance organization within its own approval scope is not considered to be subcontracting.</li> </ul>	<p>- Part 145.A.75(b) / AMC145.A.75(b)</p>	<input type="checkbox"/>	

	<input type="checkbox"/> The MOE must contain a procedure for the control of subcontractors e.g. in 2.1			
<input type="checkbox"/>	5.3 List of Line Maintenance Locations as per Part 145.A.75(d) <input type="checkbox"/> This paragraph must list the line station locations – linked with PART 1 item 1.8 – (airport and addresses) <input type="checkbox"/> For organizations that are not adding or deleting line stations frequently must list the line stations in this part i.e. cannot refer to a separate list or document		<input type="checkbox"/>	
<input type="checkbox"/>	5.4 List of Contracted Organizations as per 145.A.70(a)(16) <input type="checkbox"/> This paragraph must provide the list of contracted organization such as but not limited to Part 145. <input type="checkbox"/> NDT contractors		<input type="checkbox"/>	

**Part : Part 21. DECLARATION OF CONFORMITY CAA of RM (RESERVED FOR CAA of RM)**

<b>After checking in accordance with the applicable procedures, AAC RM hereby confirms that the content of Maintenance Organization Exposition (MOE) / next Manual changes are in accordance with applicable regulatory requirements in force.</b>					
<b>Name of the inspector:</b>	_____	<b>Signature :</b>	_____	<b>Date:</b>	_____
	_____		_____		_____
<b>Name of the inspector:</b>	_____	<b>Signature :</b>	_____	<b>Date:</b>	_____
	_____		_____		_____