Jordan Civil Aviation Regulatory Commission

Guidance Procedure: AWS 33

CARC Part-145 MOE Checklist and Guidance

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List of Effective Pages

Page	Issue	Rev	Date
1	01	00	October 2017
2	01	00	October 2017
3	01	00	October 2017
4	01	00	October 2017
5	01	00	October 2017
6	01	00	October 2017
7	01	00	October 2017
8	01	00	October 2017
9	01	00	October 2017
10	01	00	October 2017
11	01	00	October 2017
12	01	00	October 2017
13	01	00	October 2017
14	01	00	October 2017
15	01	00	October 2017
16	01	00	October 2017
17	01	00	October 2017
18	01	00	October 2017
19	01	00	October 2017
15	01	00	October 2017
16	01	00	October 2017
17	01	00	October 2017
18	01	00	October 2017
19	01	00	October 2017
20	01	00	October 2017
21	01	00	October 2017
22	01	00	October 2017
23	01	00	October 2017
24	01	00	October 2017
25	01	00	October 2017

Page	Issue	Rev	Date
26	01	00	October 2017
27	01	00	October 2017
28	01	00	October 2017
29	01	00	October 2017
30	01	00	October 2017
31	01	00	October 2017
32	01	00	October 2017
33	01	00	October 2017
34	01	00	October 2017
35	01	00	October 2017
36	01	00	October 2017
37	01	00	October 2017
38	01	00	October 2017
39	01	00	October 2017
40	01	00	October 2017
41	01	00	October 2017
42	01	00	October 2017
43	01	00	October 2017
44	01	00	October 2017
45	01	00	October 2017
46	01	00	October 2017
47	01	00	October 2017
48	01	00	October 2017
49	01	00	October 2017
50	01	00	October 2017
51	01	00	October 2017
52	01	00	October 2017
53	01	00	October 2017
54	01	00	October 2017
55	01	00	October 2017

56	01	00	October 2017					
57	01	00	October 2017					
58	01	00	October 2017					
59	01	00	October 2017					
60	01	00	October 2017					
61	01	00	October 2017					

Table Of Contents

Abbreviations

AMC	Acceptable Means of Compliance
AM	Accountable Manager
AMO	Approved Maintenance Organization
A/C	Aircraft
AML	Aircraft Maintenance License
AWSD	Airworthiness Standards Department
CARC	Civil Aviation Regulatory Commission of Jordan
CEO	Chief Executive Officer
JCAR	Jordan Civil Aviation Regulations
GM	Guidance Material
I.A.W	In accordance with
MOE	Maintenance Organization Exposition
MM	Maintenance Manager
NDT	Non Destructive Test
QM	Quality Manager

CARC Part-145 MOE Checklist and Guidance

1. Scope

The purpose of the Maintenance Organization Exposition (MOE) compliance checklist and user guide is to assist aircraft and component maintenance Organization seeking to obtain CARC Part 145 approval. This document is complementary to the requirements of Part-145 "as amended" and does not supersede or replace the information defined within the Part 145.
The checklist includes suggested subject headings and all the relevant information as detailed in 145.70 and its AMC, the format of which may be modified to suit the Organization preferred method. The checklist should show compliance by referring in the "MOE reference / comment" where the information in the MOE is located and explanation if not applicable.

This checklist, when completed, should be submitted with the initial draft MOE and updated following any subsequent amendment to MOE.

2. Important notice

This user guide is designed to be used by:

- Part 145 Maintenance Organizations - To assist them in the production and/or maintaining of their own MOE.
- CARC - As a comparison document for MOEs submitted to them for approval.

The user guide is provided for guidance only and should be customized by each Organization to demonstrate how they comply with Part 145. It is the responsibility of the Organization to ensure compliance with Part 145.
For each detailed procedure described within the MOE, the Part 145 Organization should address the following questions:

What must be done? Who should do it? When must it be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The MOE should be written in the English language.

3. Exposition format

The MOE to be produced in hardcopy and electronic format;

a. Hardcopy: CARC does recommend using white paper (format A4); The MOE shall be provided in a binder with section dividers. (recto/verso can be used)
b. Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to CARC to facilitate the document study.

4. Structure of the Maintenance Organization Exposition

The MOE may be produced in the form of a single document or may consist of several separate documents.

- Single document: The standard MOE produced i.a.w. AMC 145.70 (a) is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed maintenance procedures and detailed quality system procedures (see AMC 145.70 (a)).
- Several documents: The MOE must contain at least the information as detailed in AMC 145.70 (a) 1.1 to 1.11 (Management). The additional material may be published in separate documents which must be referenced from the MOE. In this case:
    - The MOE should cross refer to the associated procedures, documents, appendices, forms and all other lists which are managed separately (e.g. the list of certifying staff, the capability list).
    - These associated documents must meet the same rules as described for the MOE.
    - This/these associated document(s), procedure(s) and form(s) etc. must be provided to CARC, as part of the MOE.

For some Organizations certain sections of the headings defined within AMC 145.70 (a) may be 'not applicable'. In this case they should be annotated as such within the MOE.

5. Exposition pages presentation

Each page of the MOE should be identified as follows (this information may be added in the header or footer);

- the name of the Organization (official name as defined on CARC Form 18-0127 AMO Approval Certificate/Approval Schedule)
- the issue number of the MOE
- the amendment/revision number of the MOE
- the date of the revision (amendment or issue depending on the way the Organization has chosen to revise the MOE)
- the chapter of the MOE
- the page number
- the name of the document "Maintenance Organization Exposition"

At the beginning of the volume, the Cover Page should specify:

- Part 145 Maintenance Organization Exposition;
- The name of the Organization (the official one defined on CARC Form 18-0127 AMO Approval Certificate/Approval Schedule)
- The approval reference of the PART 145 Organization
- The copy number from the distribution list

6. Corporate commitment by Accountable Manger

Prior to submission of the 'draft' MOE to CARC for approval the Accountable Manager must sign and date the Corporate Commitment statement (Management 1.1). This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of Accountable Manager the new incumbent should sign the document and submit a suitable amendment to CARC for approval.

7. MOE checklist

MOE Reference			
Organization Official Name			
Date			
Submitted by		**Signature**	
Compliance	**Content**	**Part 145 reference**	**MOE reference / comment**
	Cover Page		
☐	Part 145 Maintenance Organization Exposition		
☐	The official name of the Organization as defined on CARC Form 18-0127 AMO Approval Certificate/Approval Schedule		
☐	The approval reference of the Part 145 Organization		
☐	The copy number from the distribution list		
	Part 0 – Introduction		
☐	Foreword		
☐	Table of content		
☐	List of effective pages		
☐	List of issues / amendments or record of revision		
☐	CARC Letter of Approval (LOA) and Approval Page		
☐	Internal Organization approval page signed by QM, MM and AM ☐ Internal approval statement ☐ Title, name, date and signature (QM, MM and AM)		
☐	Revision highlights / Summary of changes		
☐	Effective date of the current revision ☐ The effective date is the date that the amendment introduced in this amendment takes effect ☐ The effective date can be established just prior to the final approval of the MOE by CARC or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc.		
☐	Distribution list ☐ MOE copy number ☐ Location of copies ☐ Holders of the copies ☐ Format of copies (CD-ROM, Paper etc.)		
☐	Abbreviation, terminology and definitions		

☐	Cross reference list from the MOE to AMC 145.70(a), if applicable		
☐	Organization information i.e.: - Address of approved locations (Head Office) - Mailing Address(es) - Telephone number(s) - Fax number(s) - E-mail address of the Head Office		
	PART 1 – MANAGEMENT		
☐	1.1 Corporate Commitment by the Accountable Manager (AM) - When the AM is not the CEO of the Organization then such CEO shall countersign the statement - Signed by AM - Date - Accountable Manager and (quote position) - For and on behalf of (quote Organization name) - Sample of statement is in GM 145.70(a) that may be used. Any modification to the statement must not alter its intent	*Part 145.30 (a) (c) (e) (g) / AMC 145.30 (a) - Part 145.70 (a) / AMC 145.70 (a)GM 145.A.70 (a) - Part 145.90 (a)*	
☐	1.2 Quality and Safety Policy The Quality and Safety Policy should, as a minimum, include a statement committing the Organization to: - Apply human factors principles - Encourage personnel to report maintenance related errors/incidents to meet Part-145 requirements - Recognize safety as a prime consideration in all activities at all times for all the staff within the Organization - Recognize that compliance with procedures, quality standards and regulations is the duty of all personnel - Recognize the need for all personnel to cooperate with the quality auditors In addition the statement may commit to: - Ensure that safety standards are not reduced by commercial imperatives - Ensure good use of resources and pay particular attention to carry out correct maintenance at the first attempt - Train all Organization staff to be aware of human factors and set a continuous training program in this field - Ensure that maintenance procedures are kept current to reflect best practice within the Organization - Reporting of maintenance related errors/incidents is "penalty free" or "no blame" - 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	*Part 145.30 (a) - Part 145.65 (a) / AMC 145.65 (a) - Part 145.70 (a) 2*	

☐	1.3 Management Personnel The titles and names of the senior persons mentioned in PART 145.30 (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" ☐ Accountable Manager ☐ Quality Manager ☐ Base Maintenance Manager ☐ Line Maintenance Manager ☐ Workshop Maintenance Manager ☐ Responsible Level 3 for NDT (if applicable – D rating) see Appendix III. ☐ List who deputizes for Maintenance Managers in case of lengthy absence. Every nominated deputy should be able to demonstrate to CARC similar level of qualification and experience. Issuance of deputy Form 18-0285 is recommended This list comprises the minimum Senior Personnel in a medium to large Organization, for which the CARC would require a CARC Form 18-0285 to be completed. Form 18-0285 is recommended 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 145.30(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. Other posts may be added if desired but it should be clearly shown whether or not they are considered as "management" for CARC Form 18-0285 purposes.	*Part 145.30 (a)(b) 1, 2, 3, 4, (c)(f) / AMC 145.30 (b) 1,2,7,8, (c)(f) - Part 145.70 (a) 3*	
☐	1.4 Duties and Responsibilities of Management Personnel ☐ Accountable Manager ☐ Quality Manager ☐ Base Maintenance Manager ☐ Line Maintenance Manager ☐ Responsible Level 3 for NDT (if applicable – D rating) see Appendix III. ☐ Other section manager as determined by the Organization To assist in the assessment of competence, Job description are recommended for each job role (see 3.14 and AMC 145.30 (e))	*Part 145.30 (a) 1, 2, 3 (c) (e) / AMC 145.30 (a) (b) 3,4,5,6 (c) (e) - Part 145.35 (i) / AMC 145.35 (a) 2 - AMC 145.45 (d) - Part 145.65 (a) (c) 2 / AMC 145.65 (a) (c) (2) (4) - Part 145.70 (a) 1, 2 - Part 145.90 (a)*	
☐	1.5 Management Organization Chart ☐ Showing associated chains of responsibility of the senior persons specified in Chapter 1.3. The Form 18-0285 holders may be identified in the chart	*Part 145.30 (b) (c) / AMC 145.30 (b) 2 - Part 145.70 (a)*	

	☐ The names of the management personnel may be included in the boxes of the Organization Chart ☐ Quality Assurance personnel must be shown to be independent from Maintenance Managers	*5*	
☐	1.6 List of certifying staff and support staff – must include as applicable ☐ Full name of the certifying staff ☐ Identification number of the authorization ☐ Base certifying staff – category C ☐ Base maintenance support staff – category B1, B2 and B3 ☐ Line certifying staff – category A, B1, B2 and B3. see Appendix VI. ☐ Engine shop certifying staff ☐ Component certifying staff ☐ Certifying staff under D rating, specialized services. see Appendix III. ☐ 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 CARC 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 CARC or by the Organization through a procedure which has been approved by the CARC). ☐ The list must be send to CARC when amended.	*Part 145.30 (g) (h) - Part 145.35 (j) / AMC 145.35 (j) - Part 145.70 (a) 6/ GM 145.70 (a) 3*	
☐	1.7 Manpower resources ☐ Base maintenance ☐ Component maintenance (workshops) ☐ Line maintenance ☐ Technical support staff ☐ Part Store staff ☐ Subcontracted services o Full time o On-demand ☐ Specialized activities ☐ Engineering ☐ Production planning ☐ Administration ☐ Quality Department/auditing ☐ Etc. Procedure for: ☐ Man-hour planning o Review and update every 3 months ☐ 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	*Part 145.30 (d) / AMC 145.30 (d) - Part 145.70 (a)*	

	Notes: 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 145.30(d). 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. 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. 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 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 CARC, in accordance with an approved procedure which should describe the extent, specific duties, and responsibilities for ensuring adequate Organization stability. 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.		
☐	1.8 Facilities ☐ Base maintenance facilities o Hangar accommodation o Specialized workshops o Environmental provisions o Office accommodation for: (planning, technical records, quality, technical reference area, storage, etc) ☐ Line maintenance facilities, at each location, as appropriate (see base facilities) ☐ Component maintenance facilities ☐ Layout of premises ☐ Work away from main base / workshop (subcontract) see Appendix V. ☐ 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 This section should describe each of the facilities, in some	*Part 145.25 (a) (b) (c) 1, 2, 3,4,5,6, (d)/ AMC 145.25 (a) 1,2,3,4 (b) (d) 1,2,3 - Part 145.70 (a) 8,15 - Part 145.75 (d)*	

	detail, at which the Organization intends to carry out maintenance, thereby building up a picture of what CARC 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. Refer to Part 145.25 for details of what the Organization is expected to provide for facilities in terms of size, environmental conditions docking, storage etc. In accordance with AMC 145.25 (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.		
☐	1.9 Scope of Work ☐ Aircraft/helicopter Maintenance (Base – Line) ☐ Engine maintenance ☐ Component maintenance ☐ Specialized services maintenance ☐ Fabrication of parts i.a.w. 145.42 (c) (procedure in 2.24) See Appendix I for further explanation	*Part 145.20 / AMC 145.20 - Part 145.42 (c) - Part 145.70 (a) 9 - Part 145.75 (a) (b) (c) (d) (e) - Part 145.80 / AMC 145.80*	
☐	1.10 Notification Procedure to CARC regarding changes to the Organization's activities / approval / location / personnel. Changes that must be notified are: ☐ Name of the Organization ☐ Approved maintenance locations / bases ☐ Addition or cancellation of approved maintenance location / bases ☐ Change of Accountable Manager ☐ Change of nominated personnel ☐ Change of Quality Manager ☐ Any changes in company activities that could affect the scope of approval as per MOE chapter 1.9, including capability lists and related to: o Facilities o Equipment o Tools o Material o Maintenance data o Procedures o Work scope o Certifying staff CARC approval is based on the management, Organization, resources, facilities and scope of work	*Part 145.15 (a) / AMC 145.15 - Part 14530 (a) (b) - Part 145.70 (a) 10 / GM 145.70 (a) 9 – Part 145.80 /AMC 145.80 - Part 145.85 / AMC 145.85*	

	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 Part 145.85 this part of the Exposition must show how the company would notify CARC of the above items: In accordance with PART 145.85 and AMC 145.15, the procedure must specify when and how (notification and submission process) the Organization will advise CARC of any reportable changes to the Organization prior to taking place or at the earliest opportunity if unforeseen. In case of addition to the scope or location a statement signed by the Organization Quality Manager shall always be provided (before CARC 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 CARC on request. Note: 145.80 is only intended to be used, per AMC 145.80, to avoid the need for CARC 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>.		
☐	1.11 Exposition Amendment Procedures (including, delegated procedures) ☐ Person responsible for amending the Exposition. o 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 CARC ☐ Sources of proposed amendments within the Organization ☐ Internal approval process o Verifying and validation of amended procedures before use (AMC 145.65(b) 2.) o Technical Manager, Quality Manager and Accountable Manager sign the Approval Page CARC Form 18-0301, see part 0 ☐ Approval process with CARC ☐ Revision acknowledge receipt process ☐ Definition of minor amendments to the Exposition that can be amended without the prior approval of CARC, if applicable and agreed o In case of minor amendment the Quality Manager may be delegated for indirect	*Part 145.65(b) / part 145.65 (b) 2. / Part 145.70 (a) 11, (b) (c) / GM 145.70 (a) 6, 7 - Part 145.85*	

	approval provided the appropriate procedure within this paragraph of the MOE is approved by CARC. 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 CARC must continue to receive a copy and acknowledge receipt of all such minor changes when "indirectly" approved. ☐ Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable ☐ Procedures for the control and amendment of capability list ☐ Procedure for the control and amendment of the list of certifying and support staff ☐ Effective date of the amendment o After CARC has approved the amendment the date when the amendment will take effect need to be determined, 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.		
	PART 2 – MAINTENANCE PROCEDURES		
☐	2.1 Supplier Evaluation and Subcontract Control Procedure ☐ Company Policy - (sources of supplies e.g. constructor, original manufacturer (OEM), distributor approved by the manufacturer, retailer, airline, etc.) ☐ Approved Suppliers ☐ Monitoring of Suppliers and subcontractors o Selection processes for each type of suppliers and subcontractors; o Internal acceptance processes for each type of suppliers and authorization of subcontractors o Monitoring of the internal authorizations (e.g. scope of authorization, validity, ...) o Withdraw of the internal authorization. ☐ System for placing orders ☐ Monitoring of the list of suppliers and subcontractors versus internal authorization o Incoming inspection results, audit results, possible internal limitation o Updating of the list o Internal distribution of the list – access / authorization of computerized list	*Part 145.42 (a) / AMC 145.42 (a) - Part 145.70 (a) 12, 14, 16 - Part 145.75 (b) / AMC 145.75 (b)*	

	○ Assessment of the service provided □ Monitoring of the related suppliers and subcontractors files □ Management of the purchase orders according to the approved suppliers/ subcontractors □ Records of suppliers and subcontractors information ○ Duration / location ○ Type of documents (Certificates, audit reports, list of suppliers, incoming inspection results, …)		
☐	2.2 Acceptance / Inspection of Aircraft Components and Materials from Outside Customers □ Component / Material acceptance procedures ○ Sources ○ Conformity with company requirements (e.g. type of release requested) ○ Records □ Incoming inspection ○ required documentation ○ Compliance with order / condition ○ Quarantine procedure ○ Modification Standard and AD compliance ○ Identification of storage limitation/ life limits □ Acceptance and incoming inspection of components from internal sources e.g. transfer between stores, from the work shops ○ Conformity with company requirements ○ Records ○ Required documentation ○ Compliance with order / condition ○ Quarantine procedure ○ Identification of storage limitation/ life limits □ Acceptance and incoming inspection of "Field Loadable Software" (see Appendix II) □ Components removed serviceable from aircraft (AMC No 2 to 145.50(d) par 2.6 & 2.7) ○ SOS component □ Components received from customers for Repair and/or Overhaul etc. □ Procedure of treatment of a suspected unapproved part (bogus part) ○ Identification ○ Record ○ Notification to CARC ○ Form used □ Acceptance and incoming inspection of new parts and appliances without a proper Release Certificate.	*Part 145.42 (a) 1-6 (c) / AMC 145.42 (a) (b) (c) (d) (e) I – Part 145.50(d) / AMC 145.50(d) – Part 145.55 (a) – Part 145.70 (a) 12, 14, 16 – Part 21.307(c)*	
☐	2.3 Storage, Tagging and Release of Aircraft Components and Materials to Aircraft Maintenance	*Part 145.25 (d), AMC 145.25 (d) 1, 2, 3 – Part*	

	☐ Procedures for maintaining satisfactory storage conditions (including segregation) of: o Rotable o Perishables, raw material o Flammable fluids o Engines o Bulky assemblies o Record of position in the store (s) o Parts and appliances referred to in point 21.307(c) (New parts and appliances without a proper Release Certificate). ☐ System and procedure to control shelf life / Life limit and AD (Part 2.11) / modification standard ☐ Special storage requirements (condition and limitation) e.g.: ESD sensitive devices, rubber ☐ Tagging / Labeling system and storage areas o Serviceable parts /material o Unserviceable o Robbery Unsalvageable components (see Part 145.42(d) and M.505I(d)I and its AMC) o Quarantine o Batch number o Scrap ☐ Disposal of unsalvageable components (see Part 145.42(d)) ☐ Issue of components to the maintenance process ☐ Free-issue dispensing of standard parts (control, identification, segregation) The storage condition and the storage limitation must be based upon manufacturer specifications.	*145.40 (a) – Part 145.42(a) / AMC 145.42 (a)(b) – Part 145.70 (a) 12 – M.504(c)(d)I / AMC M.504(c)(d)I – 21.307(c)*	
☐	2.4 Acceptance of Tools and Equipment ☐ Evaluation before procurement of tools ☐ Acceptance of tools and equipment o Sources o Personal (own) instrument / tool / equipment o Conformity with Organization requirements o Records / listing ☐ Incoming inspection for tools and equipment o Receiving o Required documentation / certification / calibration o Compliance with order / condition o Checking against the specification made by the aircraft/engine/component manufacturer o Marking, identification/tagging/release o Verification of necessary control / calibration o Evidence of the incoming inspection o Records o Personal (own) instrument / tool /	*Part 145.40 (a) 1, 2, 3 (b) / AMC 145.40 (a) (b) – Part 145.70 (a) 12*	

	equipment ☐ Alternate tooling and equipment procedure o Approval o Acceptance o approved data used o manufacturing control o records of maintenance data ☐ Subcontracted Organization tools and equipment, if applicable ☐ Lent / borrowed tools and equipment procedure o See items in acceptance and incoming above		
☐	2.5 Calibration of Tools and Equipment ☐ Control of calibrated tools and equipment including personal ☐ System used to list and control calibrated tools and equipment ☐ Calibration standard used ☐ Calibration interval of different tools ☐ Calibration records ☐ Control of calibration records ☐ Control and listing of un-calibrated tools and equipment (special tools and equipment e.g. contained in manufacture data) ☐ Control of tools and equipment in need of servicing e.g. jacks, hydraulic servicing units, etc. ☐ Control of personal or loaned calibrated tools	*Part 145.40 (a) 1, 2, 3 (b) / AMC 145.40 (a) (b) 1, 2 – Part 145.70 (a) 12*	
☐	2.6 Use of Tooling and Equipment by Staff (including alternate tools) ☐ Distribution of tools (e.g. record of user and location) ☐ Determining tool serviceability prior to issue ☐ Training and control of personnel in the use of tools and equipment –(records of training) ☐ Personal (own) instrument / tool / equipment control ☐ Lent / borrow tools and equipment control ☐ Control of alternate tools 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 o In-house identification rule of alternate tools (PN, SN) o Alternate tools validation process o Register of alternate tools /tagging/relation between the references of origin tools and alternate tools o Treatment of possible changes of maintenance data according to the new references of alternate tooling (modifications limited to the references of	*Part 145.25 (d) / AMC 145.25 (d) – PART 145.40 (a) 1, 2, 3 (b) and AMC 145.40 (a) (b) 1, 2.*	

	the tooling to be used and/or adaptation of maintenance data regarding alternate tooling) o Use/storage/maintenance manuals according to the need o In-house approval of each alternate tooling before servicing o Storage of the records of alternate tooling		
☐	2.7 Cleanliness Standards of Maintenance Facilities ☐ Standard for office facilities ☐ Standard for hangar facilities ☐ Standard for component workshops ☐ Standard for paint shop ☐ Standard for battery shop ☐ Standard for storage facilities ☐ Standard for oil, grease and flammable liquids storage Think of: ☐ "Foreign Object" exclusion program ☐ Cleaning program ☐ Individual responsibilities ☐ Timescales ☐ Waste material disposal ☐ Segregation of facilities to prevent cross contamination	*Part 145.25 (a)(b)(c)(d) / AMC 145.25(a)(b)(d) – M.402(c)(d) / AMC M.402(d)*	
☐	2.8 Maintenance Instructions and Relationship to Aircraft / Aircraft Component Manufacturer's Instructions including Updating and Availability to Staff ☐ Control of information o Technical library o Subscriptions control o Information held / need regarding the scope of work o Issue / amendment control ☐ Technical information amendment procedures o Manuals o Service Information (AD, SB, SIL, etc.) o Distribution: access to the staff ☐ Company Technical Procedures / Instructions o Issue / Amendments control o Distribution: access to the staff ☐ Maintenance documentation o Preparation from approved sources o Work card/worksheet system (AMC 145.45 I) o Differentiate disassembly, accomplishment, reassemble and testing o Lengthy maintenance task – supplementary work card/ worksheet o Amendment control o Transfer / transcribe of airworthiness data	*Part 145.45 (a) (b) (c) (d) I (f) (g) / AMC 145.45 (b) 1, 2, 3, 4, 5, 6 I – AMC 145.45 (c) 1, 2 (d), (f) 1, 2 (g) 1, 2, 3 – Part 145.70 (a) 12 – Part M.401(a)(b)(c) / AMC 145.(b)(c) – Part 21.90B – Part 21.431B*	

	○ Review and identification of amendment status of maintenance instructions ○ Distribution of airworthiness data: access to the staff ☐ Modifying maintenance instruction (145.45 (d)) ☐ Verification and validation of new procedures where practicable ☐ Incorporation of best practice and human factors principles ☐ Control of customer supplied maintenance data ☐ Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.) ☐ Incorporation of CDCCL concept. ○ compliance with CDCCL instructions ○ traceability of CDCCL completion ☐ Awareness of Technical Publications, Instructions and Service Information by the staff Note: Access to maintenance data by staff must be in close proximity to the aircraft or component being maintained and readily available.		
☐	2.9 Repair Procedure ☐ Company policy ○ Sources of repair approval (e.g.: DOA, SRM, etc...) ○ Source as per 21.90B and 21.431B ○ Internal repairs ○ External repairs ○ Work order ○ Maintenance instruction (job cards,..) ☐ Control of the scope of work (limitations and conditions) ☐ Control system for fabrication of parts, processing and inspection in accordance with Part.145.42 I This paragraph should refer to the repairs to be carried out not described in the manufacturers' documentation. According to PART 145.45 (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.	*Part 145.45 (a) (b) (c) (d) I (f) (g) / AMC 145.45 (b) (c) (d) (f) (g) – Part 145.70 (a) 12 – Part 21.90B – Part 21.431B*	
☐	2.10 Aircraft Maintenance Program Compliance ☐ Maintenance program variations ☐ Corrosion control program reporting ☐ SSI reporting ☐ Reliability reporting ☐ Maintenance Preparation: ○ Taking into account Aircraft or Equipment associated maintenance tasks/ work order ○ Checking of the scope of work according to the Work order ○ Control of the maintenance documents (list	*Part 145.45 (a) (b) (c) (d) I (f) (g) / AMC 145.45 (b) (c) (d) (f) (g) – Part 145.70 (a) 12 (b)*	

	+ MM / job cards / series) o Preparation (facilities, staff, material means, tooling...) □ Maintenance Program Inspection Standards and FTS, EWIS, CDCCL It is necessary to make a difference between the activities of management / developing of the maintenance program 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 The maintenance program must always remain the responsibility of the Operator		
□	2.11 Airworthiness Directives Procedure □ Company policy o Studying ADs according to the scope of work of the Organization o Selection ADs according to the scope of work of the Organization o Recording ADs according to the scope of work of the Organization o Internal or external ADs' embodiment (linked to the scope of work) □ Checking and enforcement of ADs on the equipment managed by the Organization, including the spare parts (stock) □ Accomplishment of Aircraft or Equipment ADs / work orders specifying the status of the document to be used □ Awareness of the mandatory character of the associated maintenance data □ Identification of the mandatory requirement in the maintenance documentation	*Part 145.45 (a) (b) (c) (d) I (f) (g) / AMC 145.45 (b) 1 – Part 145.70 (a) 12*	
□	2.12 Optional Modification Procedure □ Company policy o Sources of modification approval (DOA, CARC etc…) o Internal modification o External modification including embodiment of STCs' □ Control of the scope of work (limitations and conditions) □ Control system for fabrication of parts processing and inspection in accordance with Part.145.42I already addressed in § 2.9 □ Control of the fabrication, the inspection assembly and the test of fabricated parts. This paragraph should refer to the modifications to be embodied on the aircraft/equipment/engines described in the manufacturers' documents and the modifications not	*Part 145.45 (a) (b) (c) (d) I (f) (g) / AMC 145.45 (b) (c) (d) (f) (g) – Part 145.70 (a) 12 (b)*	

	defined in manufacturers' documents. According to PART 145.45 (d), the PART 145 Organization can only change the maintenance instructions in accordance with a procedure described in the MOE. 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. 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		
☐	2.13 Maintenance Documentation in use and its Completion ☐ Worksheets for non-routine tasks ☐ Assembly of work packages for issue to maintenance activity ☐ 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, …) ☐ Worksheet/work card completion - Maintenance sign-off o Accomplishment o B1/B2/B3 Support staff, as applicable ☐ Assembly of completed work package for certification ☐ Recording of test results and dimensions (AMC 145.50(d)) ☐ Control and use of customer supplied work card/worksheets ☐ Completion of CARC Form 18-0109 after Standard Change /Standard Repair (SC/SR) embodiment 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.	*Part 145.45 I / AMC 145.45 (f) – Part 145.55 (a) – Part 145.70 (a) 12 – AMC 145.50 - AMC M.801*	
☐	2.14 Technical Records Control ☐ System for control, storage conditions (fire extinguisher system, fire detection, ...) and retrieval of records (paper or computer based) ☐ Control of access to records (paper and / or computer based records) ☐ Record-keeping systems (essential records) (W/P, TLB…) ☐ Lost or destroyed records (reconstruction and CARC acceptance)	*Part 145.55 (a) (c) 1, 2, 3 / AMC 145.55 (c) / GM 145.55 (a) 1, 2, 3 – Part 145.70 (a) 12 (b)*	

	☐ Provision of records to operator (copy or original W/P, TLB, CRS) ☐ Retention of records o Periods o Methods and security		
☐	2.15 Rectification of Defects Arising During Base Maintenance ☐ Base maintenance procedure: o Sign-off of base maintenance defects o Records of base maintenance defects ☐ Carrying forward defects to future maintenance inputs - (control, accountability, owner acceptance, approved data,) ☐ Analysis of defects and rectification ☐ Notification process (when necessary) to the customer, TC holder, State of registry and CARC (see 2.18) ☐ Report to the operator/ approval of the customer to launch the rectification according to the contract 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	*Part 145.45 I / part 145.50 (a) I / AMC 145.50 I / Part 145.55(a) / Part 145.60 (AMC 20-8)*	
☐	2.16 Release to Service Procedure ☐ Company procedures (CRS statement) ☐ Base maintenance CRS large aircraft ☐ Base maintenance CRS other than large aircraft if different from large aircraft ☐ Line maintenance CRS. see Appendix VI ☐ Issue of a CRS by flight crew, if applicable ☐ Component CRS (issue of CARC Form 18-0227) ☐ Component CRS (internal release without CARC Form 18-0227) ☐ Component removed as serviceable from an aircraft, issue of CARC Form 18-0227 (AMC 145.50 (a)) ☐ D1 rating CRS (NDT) (reference to Appendix III for information) ☐ CRS after embodiment of a Standard Changes or a Standard Repair (SC/SR) (AMC M.801 ☐ Issue of a CRS with incomplete work o Enter such fact on the CRS o Operator/owner authority endorse on the certificate o Informing, in writing, CARC (AMC 145.50 I 2. NOTE) o Informing, in writing, appropriate person(s) as specified in 145.30 (b) (AMC 145.50 I 3.) ☐ Sign-off after maintenance task completion (see AMC 145.65 (b)(3))	*Part 145.30 (g) (h) (i) (j) / AMC 145.30 I 3, (g) (h) (j) – Part 145.35 (a) to (m) / AMC 145.35 (a) (b) I (f) (g) – Part 145.50 (a) (b) (d) I (f) / AMC 145.50 / AMC 145.50 (a) 1, 2 (b) 1, 2, 3, 4, 5 / AMC 145.50 (d) I 1, 2, 3 (f) 1, 2 – Part 145.55 (a) (b) (c) / AMC 145.55 (c) – AMC 145.65 (b) – Part 145.70 (a) 12 – Part 145.75 I / AMC M..401 (c) 4.- AMC M.:801*	

	☐ CRS should contain the following: o Cross-reference to work packs, if applicable o Reference to maintenance data used, including its revision status (mandatory) o Task(s) specified in the (S)TC holder's o Task(s) specified in the operator/owner instructions or AMP o Date/FH/Cycles/Landings etc. as appropriate, when such maintenance was carried out o CARC Part-145 approval number ☐ The use of abbreviations ("OK" should not be acceptable), capital letters, ball point pen (black or blue) ☐ Issue of a one-off certification authorization CRS ☐ Certification authorization (identity, qualified staff) The following cases should be addressed in this paragraph: ☐ 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. ☐ The temporary fitting an aircraft component without appropriate release certificate in case of AOG in stopover and associated conditions (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...). ☐ Address specially CRS by different staff i.e. A, B1, B2, B3, component and NDT staff as applicable.		
☐	2.17 Records for the Operator ☐ Contracted record keeping for operators ☐ Arrangements for processing and retention of Operator's maintenance records	*Part 145.55 (b) – Part 145.70 (a) 12*	
☐	2.18 Reporting of Defects to CARC/ Operator/ Manufacturer ☐ Methods for reporting to: o CARC o Manufacturer – TC/STC holder o Operator / owner ☐ Persons Responsible for Reporting ☐ Reportable defects ☐ Technical Occurrence report and completion instructions ☐ Investigation procedure and follow-up system ☐ Reporting timescale ☐ Reports must contain pertinent and evaluation	*AMC 145.50 (a) – Part 145.60 (a) (b) (c) (d) 1 / AMC 145.60 (b) / GM 145.60 (a) (c) – Part 145.70 (a) 12*	

	results (where known) - Persons responsible for reporting - Defects reported by subcontractors - Permitted reporting periods and retention of data - Reportable Defects Investigation procedure and follow-up system - Reporting timescale This paragraph must describe the reporting procedure to CARC, 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 § 145.60 (a)(b)(c)(d), AMC 145.60(b) and described in MOE § 2.25.		
☐	2.19 Return of Defective Aircraft Components to Store - Labeling and identification of defective components (required information) - Handling and movement of components (link between involved departments) - Storage of defective components - Components "on hold" (pending determination of serviceability status – e.g.: Swap component for trouble shooting (SOS – AMC 145.50 (a)) This paragraph should refer to the process of parts returned by maintenance teams to the store. Defective component means component removed from the A/C for any reason	*Part 145.40 – Part 145.42 (d) / AMC 145.42 (d) 1, 2 – Part 145.70 (a) 12*	
☐	2.20 Defective Components to Outside Contractors - Dispatch of components for repair / overhaul / modification / calibration - Identification of required work - Control of dispatch, location and return - Return of unserviceable loan parts - Management of the packaging and special transportation condition (e.g.: Wheels – oxygen bottles) This paragraph should refer to the process of sending components to outside contractors for example for repair, overhaul, modification and calibration.	*Part 145.40 – Part 145.42 – Part 145.70 (a) 12, 14, 16*	
☐	2.21 Control of Computer Maintenance Records System - Information retrieval - Back-up systems (frequency, means, delay) and second site storage (frequency, means, delay) - Security and safeguards to unauthorized access This paragraph should refer to the computer systems used	*Part 145.45 / AMC 145.45 (g) 3 – AMC 145.50 (b) 5 – Part 145.55 (c) 2 / AMC 145.55 (a) 4, 6, (c) 2*	

	to manage and/or record information regarding the maintenance tasks carried out.		
☐	2.22 Control of Man-Hour Planning versus Scheduled Maintenance Work ☐ Management system of company planning versus time available (e.g. A/C or components base maintenance activity, …) ☐ Type of planning (man hours availability versus work load) ☐ Type of factors taken into account in the planning: o Human performance limitations o Complexity of work o Employed vs. contracted staff o Work carried out outside the scope of the Part-145 approval o Aircraft hangar visit plan o Additional factors ☐ Planning revision process ☐ Organization of shift ☐ Notification to the Accountable Manager of deviations exceeding 25% between the work load and the man hour availability ☐ Quality monitoring 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. 50% should be employed directly by the Organization to ensure Organizational stability	*Part 145.30 (d) / AMC 145.30 (d) 1, 2, 3, 4, 5, 7, 8 – Part 145.70 (a) 12 (b)*	
☐	2.23 Control of Critical tasks ☐ Critical task procedures and control (line & base maintenance activity) ☐ Critical task list 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. This procedure should not be confused with procedure in 2.25 that is known as "duplicate inspection (DI)", dual inspection (DI) or "RII". Critical tasks may however be subject to DI!	*Part 145.65 (b) 3 / AMC 145.65 (b) (3) 1. – Part 145.70 (a) 12 (b)*	

☐	2.24 Reference to Specific Maintenance Procedures ☐ Work away from base or work shop including occasional Line maintenance as per 145.75 ☐ Engine (rotors) run up ☐ Aircraft pressure run ☐ Aircraft towing ☐ Aircraft taxiing (see also JCAR OPS 1.095) ☐ Test flight ☐ Technical wash ☐ Control/ supervision of de-icing systems ☐ Handling and control of waste materials ☐ Scrapping of parts	*Part 145.65 (b) 1. And 2. / AMC 145.65 (b), (b) (2) / Part 145.70 (a) 12 / JCAR OPS 1.095*	
☐	2.25 Procedures to detect and rectify Maintenance Errors ☐ Duplicate Inspection (DI) procedures and control (line & base maintenance activity) ☐ List of systems/tasks subject to DI ☐ Method of maintaining the list of system tasks ☐ Method for capturing errors ☐ Method for rectifying ☐ Method for sign-off after DI ☐ Internal Reporting, see below and in 2.18 This procedure is known as the system to detect and rectify maintenance errors that could impact safety if not properly performed. This is known as "duplicate inspection (DI)", dual inspection (DI) or "RII". For certain task performed, a second competent person that did not take part in the work should perform inspection (DI) to detect possible maintenance error(s) and have error(s) rectified. Certain tasks under this procedure could be subject to procedure in 2.23, i.e. critical task e.g. installation of engines and propellers. 2.25.1 Procedure for Internal Reporting ☐ Aims and objectives of error management system o The encouragement of reporting ☐ A code of practice o No reprisal policy ☐ Description of process to report occurrences (occurrence reporting system) ☐ Description of process to investigate occurrences ☐ Description of process to record occurrences ☐ The analysis of occurrence data ☐ Management actions in response to occurrence findings Feedback to staff ☐ Sharing information from investigations This procedure could be in 2.18 and make reference from this procedure to 2.18 instead.	*Part 145.60 (a) (b) (c) (d) / AMC 145.60 (b) – Part 145.65 (b) 3 /AMC145.65 (b) (3) 2. – Part 145.70 (a) 12*	
☐	2.26 Shift / Task Handover Procedures ☐ Aims and objectives of the shift handover ☐ Training of personnel in shift/task handover processes	*Part 145.47 I / AMC 145.47 I – Part 145.70 (a) 12*	

	☐ Recording of shift/task handover ☐ Description of shift handover process and required information o Facility status o Work status o Manning status o Outstanding issues o Other possible information ☐ Responsible person for managing and filling up the shift / task handover		
☐	2.27 Procedures for Notification of Maintenance Data Inaccuracies and Ambiguities to the Type Certificate Holder ☐ Definitions of maintenance data ambiguities ☐ Method of internal (2.25.1) reporting of maintenance data ambiguities ☐ Method of external reporting of maintenance data ambiguities to the authors of that data ☐ Feedback to staff and implementation of TC Holder/Manufacturer corrections ☐ Impact of the data ambiguity on the on-going maintenance task The authors are: • Aircraft / component design Organization (AMM, SB, SRM..) • The competent authority AD • The Organization itself in the case of Organization job cards • The customers in the case of job cards issued and furnished by the customers	*Part 145.45 I / AMC 145.45 (c) 1, 2 – Part 145.70 (a) 12*	
☐	2.28 Production Planning Procedures ☐ Establishment of a clear work order or contract ☐ 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.) ☐ Procedures for organizing maintenance personnel without undue time pressure and providing all necessary support during maintenance ☐ Consideration of human performance limitations (Circadian rhythm / 24 hours body cycle...) ☐ Shift / task handover ☐ Planning of critical tasks ☐ Planning of task that need DI ☐ Factors to taken into account in the planning: o logistics o inventory control o square meters of accommodation o man-hours estimation o man-hours availability	*Part 145.47 (a) (b) / AMC145.47 (a) (b) – Part 145.70 (a) 12*	

	○ preparation of work ○ hangar availability ○ environmental conditions (access, lighting standards and cleanliness) ○ Co-ordination with internal and external suppliers, etc. ○ scheduling of safety-critical tasks during periods when staff are likely to be most alert		
	PART L2 – ADDITIONAL LINE MAINTENANCE PROCEDURES		
☐	L2.1 Line Maintenance Control of Aircraft Components, Tools, Equipment, etc. ☐ Component / Material acceptance – (required documentation, condition, "Quarantine" procedure) ☐ Parts and appliances referred to in point 21.307(c) (New parts and appliances without an CARC Form 18-0227 or equivalent for Light Aircraft . ☐ Components removed serviceable from aircraft (robbery – issue CARC Form 18-0227 or equivalent) Procedures to maintain satisfactory storage conditions – (routable, perishables, flammable fluids, engines, bulky assemblies, special storage requirements) ☐ System for control of shelf life and modification standard ☐ Tagging / labeling system (serviceable, unserviceable, robbery, scrap, etc.) ☐ Release of components to the maintenance process ☐ Free-issue dispensing (self-service) of standard parts (control, identification, segregation) ☐ Tools and test equipment, servicing and calibration program / equipment register ☐ Identification of servicing / calibration due dates 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.	*Part 145.25 (d), AMC 145.25 (d) 1, 2, 3 – Part 145.40 (a) – Part 145.42(a)(e) / AMC 145.42 (a)(b) - Part 145.70 (a) 12, 15 – Part 145.75 (b), (c), (d) -*	
☐	L2.2 Line Maintenance Procedure related to Servicing / Fuelling / De-icing / etc. ☐ Technical and maintenance documentation management (control and amendment) ☐ Company Technical Procedures / Instructions management ☐ Fuel supply quality monitoring (bulk storage / aircraft re-fuelling) ☐ Ground de-icing (procedures / monitoring of sub-contractors) ☐ Maintenance of ground support equipment	*Part 145.70 (a) 12, 15 – Part 145.75 (b), (c), (d)*	

	☐ Monitoring of sub-contracted ground handling and servicing		
☐	L2.3 Line Maintenance Control of Defects and repetitive Defects ☐ Reportable defects -Engineering entries – Cabin o Procedure on how to deal with defects requiring B1, B2 or B3 certifying staff (AMC 145.30 (g)3. ☐ Rules for deferring (periods – review – permitted personnel – conformity with MEL /CDL provisions) ☐ Awareness of deferred defects carried by aircraft – (monitoring of repetitive defects – Communication with main base) ☐ Analysis of tech log (repetitive defects – crew complaints – Analysis and transfer of cabin log items as required) ☐ Co-ordination with the operator 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.	*Part 145.30 (g) / AMC 145.30 (g) - Part 145.70 (a) 12, 15 – Part 145.75 (b), (c), (d)*	
☐	L2.4 Line Procedure for completion of Technical Log ☐ Technical Log system: o Taking into account Operator Procedure o Completion of Sector Record Page o Distribution of copies ☐ Certification / Sign-off (Maintenance Statements) ☐ Maintenance Duplicate Inspections ☐ ETOPS Certification ☐ Retention of records o Periods o Methods and security 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.	*Part 145.70 (a) 12, 15 – Part 145.75 (b), (c), (d)*	
☐	L2.5 Line Procedure for pooled Parts and loan Parts ☐ Verification of approved sources of parts (sources, conformity with company requirements, Modification Standard and AD compliance, records) ☐ Compliance with loan and contract requirements o Tracking and control ☐ Required documentation ☐ Processing removed loan parts for return to source (service records) ☐ Robbery system o Control procedures o Authority	*Part 145.70 (a) 12, 15 – Part 145.75 (b), (c), (d)*	

	This paragraph must describe the additional management procedures for pooled or loaned parts specific to the line maintenance activity. It should also 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.		
☐	L2.6 Line Procedure for Return of Defective Parts Removed from Aircraft ☐ Required documentation ☐ Service record processing advice of removal (W/O) and dispatch to technical records ☐ Dispatch of the part for rectification 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.	*Part 145.70 (a) 12, 15 – Part 145.75 (b), (c), (d)*	
☐	L2.7 Line Procedure Control of critical Tasks This paragraph is the equivalent of the paragraph 2.23 of the MOE for the line maintenance activity.	*Part 145.65 (b) 3 / AMC 145.65 (b) (3) 1. – Part 145.70 (a) 12 (b)*	
☐	L2.8 Line Procedures to detect and rectify Maintenance Errors This paragraph is the equivalent of the paragraph 2.25 of the MOE for the line maintenance activity.	*Part 145.60 (a) (b) (c) (d) / AMC 145.60 (b) – Part 145.65 (b) 3 /AMC145.65 (b) (3) 2. – Part 145.70 (a) 12*	
☐	L2.9 Procedure to open a new line maintenance station ☐ Facility requirements ☐ Maintenance staff and B1, B2 and/or B3 CS staff ☐ Equipment, tools and material ☐ Maintenance data ☐ Amendment to MOE ☐ Liaison with Quality Department (QD) ☐ Inspection and audit by the QD ☐ Recommendation to CARC (if applicable and approved in the MOE. See text below. ☐ Application process to CARC New line maintenance station is subject to direct approval by CARC as per 145.85, 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 CARC that will perform desk-top audit and directly approve the location. Regardless of this provision, CARC may decide to perform an audit at the station before approving the line station or soon after to monitor the Organization usage of this provision.	*Part 145.75 (c) – Part 145.85*	

	Note: This method will not be valid if there are open findings on the same area of the quality system. CARC can withdraw this procedure if unacceptable control is revealed.		
☐	L2.10 Maintenance at unlisted location due to un serviceability or to support occasional line maintenance 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 un serviceability (AOG) of an aircraft or from the necessity of supporting occasional line maintenance. The Organization shall inform CARC 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. CARC recommend creation of a form for this purpose. see Appendix V for more information. Note: CARC may perform audit when this procedure is used. The procedure is a "privilege" that can be withdrawn if unacceptable control is revealed.	*Part 145.75 (c)*	
	PART 3 – QUALITY SYSTEM PROCEDURES		
☐	3.1 Quality audit of Organization procedures ☐ Definition of the Quality System o Independence o Access to Accountable Manager o Composition and functions of management quality group o Audit plan o Creation and management of the audit plan o Plan to show all subparagraphs o Plan to show all area, base, line, shop(s), different locations, subcontractors, MOE, quality procedures etc. ☐ Company Audit Policy including compliance audit o Scheduled audits and audits to be carried out at random and to be carried out during maintenance including night shifts o Audit notification o Audit reports (documents used, writer, issue, points checked and deviations noted, deadline for rectification) o Validation/internal approval of the audit program ☐ Annual Review of Maintenance Procedures o Principles of annual audit procedure planning o Independence of the auditors o Common audit procedures for several lines of product	*Part 145.65 (a) – Part 145.65 (c) (1), (2) / AMC 145.65 (c) (1)*	

	○ Specific audit procedure by line of product ○ Audits during the performance of work ○ Complete audits or several partial audits ○ Principles when deviations are noted on a line of product ○ Grouping of audits □ Audit program ○ Adequate facilities ○ Compliance with approved procedures ○ Dates and timescales ○ Product audits ○ Audit of Subcontractors and evaluation of suppliers □ Quality audit reports retention ○ Duration (At least duration of 2 years) / location ○ Type of documents (notification, audit reports, check list, audit programs		
□	3.2 Quality audit of aircraft (and / or equipment) □ Company Audit Policy ○ 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) □ Audit program ○ Product samples for each line of product (aircraft and / or components ○ Dates and timescales □ Auditing methods ○ Sampling ○ "Trail" / "investigation" audits □ Records of Quality audit reports retention ○ Duration (At least duration of 2 years) / location ○ Type of documents (notification, audit reports, check list, audit programs, …) This paragraph must describe the procedures related to the product audits (aircraft, aircraft component, engine, specialized service) according to PART 145.65 (c) 1 and AMC 145.65 (c).	*Part 145.65 I (1), (2) / AMC 145.65 I (1)*	
□	3.3 Quality audit corrective action procedure □ Description of the quality audit report feedback system □ Corrective action and timescale ○ Corrective action planning and follow up ○ The corrective action plan shall be designed in a way which allows identifying and recording the finding, the root cause, the relevant immediate and long term preventive action with the appropriate timescales	*Part 145.65 I (2) / AMC 145.65 I (2)*	

	○ Procedure describing the MO action when the corrective action deadline has to be postponed or when the answer has not been received on time □ Management responsibilities for corrective action and follow-up Quality audit and feedback records retention ○ Duration (minimum duration of 2 years) / location ○ Type of documents (answers, evidences,…) □ Review of the Quality system overall results ○ Meeting with the Accountable Manager. (including record of meeting procedure) (AMC 145.65 (c)(2) 4.) ○ Regular meetings to check the progress of corrective actions or ○ Meeting twice per year ○ Meeting called by AM – how? ○ Half year summary report from QM on findings of noncompliance ○ Content of summary report This paragraph must describe the procedures of follow up of corrective actions. The follow up of corrective actions cannot be subcontracted The revision of the audit planning according to the deviations noted/corrected could be linked to paragraph 3.1.		
□	3.4 Certifying staff and support staff qualification and training procedures □ Experience, training and competence requirements ○ Base CRS staff ○ Base B1/B2/B3 Support staff, as applicable ○ Line A/B1/B2/B3 CRS staff, as applicable. see Appendix VI ○ Components (shop) CRS staff, as applicable* ○ Flight crew CRS staff, if applicable □ Examination, test and assessment procedures □ Continuation training procedures including ○ Program (MOE, Part 145, HF, FTS, EWIS, technology special requirements, etc… ○ Procedures □ Qualifying subcontractor's personnel (if applicable) □ Authorizations issue, renewal or withdrawal procedures ○ QM responsible ○ Current – 6 month of experience during a two year period please refer to AWS GP#31 for more information	*Part 145.30 (e), (f),(g), (h), (i), (j) (1, 3, 4, 5) – AMC Part 145.30 (e), (f), (g), (h), (j), / Part GM 145.30(e) / Part 145.35 (a) to (i) and (m) / AMC 145.35 (a), (b), I – Appendix IV / AMC 66.A.20(b)3 –* CARC Guidance Procedure AWS 26.	

	○ Licence validity control ○ Continuation training ○ Evaluation, test ☐ One off Certification Authorization ☐ Flight crew limited certification authorization * For component staff requirement refer to CARC Guidance Procedure AWS 26.		
☐	3.5 Certifying staff and Support staff records ☐ List of certifying personnel and support staff (refer if need be to paragraph 1.6) ☐ Minimum information of staff particulars ○ See AMC 145.35 (j) ○ Type of record: electronic and or paper ☐ Management of certifying staff records ☐ Retention of records ○ Duration - at least 3 years after the authorization has been withdrawn and/ or ceased employment of the certifying staff. ○ Location ○ Type of documents ☐ Format of authorization document and authorization codes ☐ Control of certifying staff records ☐ Access to staff records ○ Authorized persons ○ CARC personnel ○ Authorized managers	*Part 145.35 (j), (k), (l) / AMC 145.35 (j) – Part 145.70 (a)*	
☐	3.6 Quality Audit Personnel ☐ Nominated personnel ☐ Required experience, training and competence of quality audit personnel including continuation training ☐ Examination, test and assessment procedures (as necessary – can refer to 3.14) ☐ Independence of quality audit personnel when the Organization uses skilled personnel working within another department than that of Quality ☐ Retention of records ○ Duration / location ○ Type of documents This paragraph must describe how the Quality system personnel are managed. Allocated man-hours (if not full-time) should be addressed. The number of quality personnel should be adapted to the maintenance activity to be supervised (relation with 2.22).	*Part 145.30 I*	
☐	3.7 Qualifying Inspectors ☐ Required experience (duration and technical),	*Part 145.30 (e) / AMC 145.30*	

	training and competence requirements (including FTS, CDCCL, EWIS)
	- Examination, test and assessment procedures including practical assessment (can refer to 3.14)
	- Continuation training procedures including
	  o Training Program (MOE and associated procedures, PART 145, Human Factors, special requirements, …)
	  o Training setting up
	  o Duration, intervals
	- Retention of records
	  o Duration / location
	  o Type of documents
	
	This paragraph is dedicated to the qualification of the supervisors (or production inspectors/controllers) as defined in AMC 145.30 (e).
		(e)	

☐	3.8 Qualifying mechanics
	- Required experience (duration and technical), training and competence requirements (including FTS, CDCCL, EWIS)
	- Examination, test and assessment procedures including practical assessment
	- Continuation training procedures including
	  o Training Program (MOE and associated procedures, Part 145, Human Factors, special requirements, …)
	  o Training Setting up
	  o Duration / intervals
	- Retention of records
	  o Duration / location
	  o Type of documents
	
	This paragraph should refer to the different specialities of technicians (mechanics, avionics, sheet metal workers, cabin, fuel, engines, components, NDT staff, composites, line maintenance...) of the Organization.
		Part 145.30 I, (g) – Part 145.35 (a), (m)	

☐	3.9 Aircraft or aircraft component maintenance tasks exemption process control
	- System for control and processing with CARC which includes
	  o Relations with the operator/ customer in case of derogation for an intervention in progress by the workshop
	  o Supply to the customer/ operator of information enabling to write out requests for exceptional authorization applications
	  o Control of the approval by CARC (linked with CRS)
	- Retention of records
	  o Duration
	  o Location
	  o Type of documents
	This paragraph must describe the procedures of the
		Part 145.65 (b) (c) / AMC 145.65 (b)(c)	

	Organization regarding exceptional authorizations related to maintenance tasks. 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.		
☐	3.10 Concession control for deviation from the Organizations' procedures ☐ Concession criteria o Object, procedures involved, justifications, compensatory conditions, period of validity, etc. ☐ Concession management procedure o Internal evaluation o Drafting process o Response o Internal validation process and follow-up ☐ System of approval and control of concession ☐ Retention of records o Duration o Location o Type of documents This paragraph must describe the procedures followed by the AMO in order to deviate from the approved MOE procedures.	*Part 145.65 (b) (c) / AMC 145.65 (b)(c)*	
☐	3.11 Qualification procedure for specialized activities such as non-destructive testing, welding etc. ☐ NDT staff o List of non-destructive testing personnel o Levels of qualification and authorization o 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.) ☐ Experience & qualification o Criteria regarding experience, training and skills o Experience required by NDT method for each level of authorization ☐ Training o Basic NDT training for each level of authorization o Training on the NDT procedures of the Organization ☐ Examination o Procedure of skills assessment (practical assessment and/or examination related to the job card) o General examination on the fundamentals	*Part 145.30 (f), EN 4179*	

	of the NDT methods o Specific examination by NDT method o Practical examination by level of authorization o Medical examination o Eyesight testing ☐ Continuation training and testing ☐ Auditing of staff and system ☐ Authorizations issue, renewal or withdraw procedures ☐ Retention of NDT staff records o Duration / location o Type of documents ☐ Contract arrangement This paragraph should refer to the qualification of specialized services staff such as defined in AMC 145.30 (f). It should also apply to welders. Note: see Appendix III for more information. The certifying staff authorized in accordance with subcategory B1 of the PART 66 can carry out and/or control color contrast dye Penetrant tests. 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 or equivalent and the particular equipment manufacturers' recommendations.		
☐	3.12 Control of manufacturers' and other maintenance working teams ☐ Source of work (manufacturer team, another Part 145 MO team) and authorization of personnel ☐ System for control of materials, working instructions and procedures ☐ System for control of documentation such as drawings, modification, repairs instructions ☐ Management of the progress of work (meetings, etc.) ☐ Certification procedure for work performed by the outside team such as : repair, replacement, modification, overhaul, test, inspection ☐ Environmental conditions ☐ Final certification by the Organization ☐ Training on the internal procedures to external staff 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.	*Part 145.65 (b) (c) / AMC 145.65 (b)(c)*	
☐	3.13 Human factors training procedure ☐ Aims and objectives	*Part 145.30 I / AMC 145.30 I*	

	☐ Categories of staff to be trained ☐ Training methods and syllabus o Initial training o Continuation training ☐ Duration of training for o Initial training o Continuation training ☐ Validation of the training courses (syllabus and duration) ☐ Requirements for trainers ☐ Training Records o Duration o Location o Type of documents 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 (AMC145.30 (e) 6). 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) (AMC145.30 (e) 8). 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) (AMC145.30 (e) 8). Human factors training could be adjusted to reflect the particular nature of the Organization (size, scope of work). Human factors continuation training should be of an appropriate duration in each two year period.	*6, 8, 9, 10 – Part 145.35 (d) – Part 145.65 (b)*	
☐	3.14 Competence assessment of personnel ☐ Personnel to be assessed in accordance with Part 145.30(e) ☐ Assessment procedures/ Evaluation system o Training o Category A task training o Qualifications o Supervision o Assessors o Commission/ examination ☐ Management competence assessment ☐ Assessment records o Duration o Location o Type of documents This paragraph 3.14 applies to all personnel involved in the	*Part 145.30 (e) / AMC 1 145.30 (e) / AMC 2 145.30 (e) / AMC 3 145.30 (e) / AMC 4 145.30 (e) – GM 1 145.30 (e) / GM 2 145.30 (e) / GM 3 145.30 (e) / Part 145.35 (a)(b)(c)(d)(e)(f)(g)(n)(o) / AMC 145.35 (a)(b)(c)(d)(e)(f)(n)(o) /*	

	Organization's maintenance whether employed 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 ...). 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.	*Appendix IV to AMC to 145.30(e) / Part 66.20 (a)(b), GM 66.20 (a), AMC 66.20(b)2, GM 66.20 (b)2, AMC 66. (b)3, GM 66.20 (b)4,*	
☐	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 licence is the same).	*Section 6 of Appendix III to Part-66*	
☐	3.16 Procedure for the issue of a recommendation to CARC for the issue of a Part-66 licence in accordance with Part 66, if applicable.	*Part 66*	
	PART 4		
☐	4.1 Contracting Operators List those operators 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. It should be shown whether the contract is solely for carrying out maintenance or also for performing the Operator's maintenance management tasks.		
☐	4.2 Operator Procedures and Paperwork This paragraph must describe for each contracting operator, the special mode of operation (procedures/ documents/ exchange of information, planning meetings, technical, quality, reliability) between the Organization and its customer.	*Part 145.70 (a) 13*	
☐	4.3 Operator record completion This paragraph must describe (for each contracted operator) how the Organization: ☐ Completes operator's log books ☐ Keeps the operator's technical records ☐ Retains records on behalf of the operators ☐ Communicates with the operator	*Part 145.55 – Part 145.70 (a) 13*	
	PART 5		
☐	5.1 Sample of Documents ☐ Sample of <u>all</u> forms used and referred to in the procedures ☐ CARC forms exactly as e.g. CARC Form 18-0227 ☐ Example of forms: o Request to CARC for approval of an Exposition amendment o MOE revision acknowledgement form		

	○ Request to CARC for acceptance of a Capability List change ○ Material tags: ○ Serviceable ○ Unserviceable ○ Robbery ○ Quarantine ○ Unsalvageable / Scrap labels ○ Tooling identification and calibration due tag ○ Register of calibrated and special tools ○ Register of equipment's ○ AD control card / record ○ Maintenance Task Card (Scheduled Maintenance) ○ Maintenance Task Card (Additional Defects) ○ Base Maintenance CRS ○ Line Maintenance CRS ○ CARC Form 18-0227 ○ CARC Form 18-0109. (SC/SR embodiment record) ○ Un-airworthy Conditions Report Form (inc. MOR) ○ Quality Audit Report Form ○ Quality Audit Remedial / Corrective Action Report Form ○ Personnel Training Record ○ Certifying Staff Authorization Record ○ Certifying Staff Authorization ○ Concession Application and Approval ○ Staff assessment form □ All forms should have form number and revision status. 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.		
☐	5.2 List of Subcontractors as per Part 145.75 (b) □ This paragraph must list the non-Part 145 subcontractors under cover of the maintenance Organization quality system □ Any approved maintenance Organization that carries out maintenance for another approved maintenance Organization within its own approval scope is not considered to be subcontracting. □ The MOE much contain a procedure for the control of subcontractors e.g. in 2.1	*Part 145.75 (b) / AMC 145.75 (b)*	
☐	5.3 List of Line Maintenance Locations as per Part 145.75 (d) □ This paragraph must list the line station locations –		

	linked with PART 1 item 1.8 – (airport and addresses) □ 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		
□	5.4 List of Contracted Organizations as per 145.70 (a) (16) □ This paragraph must provide the list of contracted Organization such as but not limited to Part 145. □ NDT contractors		

Note: Organizations and personnel involved in maintenance of aircraft and components shall comply with part-M. Nevertheless, not all the requirements of part-M are applicable to part-145 Organizations.

Part-145 Organizations shall take into account the following requirements of part-M.

- M.402 Performance of maintenance
- M.403 Aircraft defects
- M.501 Installation
- M.502 Component Maintenance

Appendix I

1. Scope of Work

This paragraph must show the range of work carried out at each approved site within the scope of the approval (CARC Form 18-0127– AMO Approval Certificate /Approval Schedule). This section should also relate to paragraphs 1.8 & 5.3 in such a way that it can be clearly seen which specific tasks are performed at which locations.

Aircraft Maintenance

Example:

Rating	TC HOLDER	AIRCRAFT MODEL	LIMITATION	MAINTENANCE Level **	Base	Line
A1	AIRBUS	A300 B2-202 A300 B4-102	Airbus A300 basic model (GE CF6)	Up to and including C*	X	X
A1	AIRBUS	A300 C4-203	Airbus A300 basic model (GE CF6)	Daily /weekly / defect rectification		X
A1	AIRBUS	A300 B2-320	Airbus A300 basic model (PW JT9D)	Daily/Weekly/defect rectifications		X
A1	The BOEING COMPANY	Boeing 767-200	BOEING 767-200 (PW 4000	Up to C checks* excluding C4C,	X	X
A2	PILATUS AIRCRAFT	PC-12 PC-2/45 PC-12/47E	Pilatus PC 12 (PW PT6)	Up to and including weekly checks		X
A2	LAVIA ARGENTINA S.A.	-	Piper PA-25 (Lycoming)	Up to and including 100H/Annual	X	
A3	EUROCOPTER	AS355 E AS355 F1 AS355 F2	Eurocopter AS 355 (RR Corp 250)	Defect rectification, Daily		X
A4		NIL				

Should be mentioned in this table for each approved site:

- in columns TC holder and limitation: the information from the column 1 and 3 of the table in Appendix I to AMC to Part-66 respectively. The limitation must include the engine type.
- in column Aircraft Model: the data from column 2 "Aeroplane Model" or „Helicopter Model" from the same Appendix I .
- in column Maintenance level: the scope of maintenance activity at each location or station as agreed by the CARC.
- in case of group rating, each aircraft composing the group should be listed.

**: The limitation relative to the maintenance checks/tasks should be addressed as referenced in TC Holder data (i.e. MRB/MPD).*

***In case of unforeseen maintenance such as but not limited to major repairs and modifications that is not already described within this chapter, the AMO shall contact CARC.*

Engine maintenance

Example:

Rating	ENGINE/APU MODEL	Limitation	Maintenance level
B1	TFE 731-20	TFE 731- 20AR	Modules turbine exchange
B1	GE CF6 80 E1	GE CF6-80E1A1 GE CF6-80E1A2	All Modules repair
B1	PWC 545	PWC 545A PWC 545C	Repairs IAW CMM Hot Section inspection
B2	Continental IO-360	IO-360-A IO-360-AES	O/H
B3	Honeywell GTCP 85	GTCP 85-H	Minor repair i.a.w CMM 49- XX-XX

For engines only, should be mentioned in this table for each approved site:

- in column Engine / APU Model: the engine type as listed in the engine TCDS,
- in the column Limitation: the engine variant as defined in the engine TCDS,
- in the column Maintenance level: the scope of work agreed by CARC, reference to the relevant maintenance data should be made;
- when the maintenance performed under B1 or B3 rating is limited to boroscoping inspections, the MOE should specify the engine/APU types associated to the boroscoping technique limitation,
- for Piston engines, the column Engine Model and Limitation should contain the data: Continental and Continental IO-360 series respectively,
- as some engines may be installed also by STC, should be added only the engine agreed for installation as per the list of approved STC.

For APU only, should be mentioned in the table:

- in column Engine / APU Model: the APU type
- in the column Limitation: the APU variant as defined by the OEM,
- in the column Maintenance level: the scope of work agreed by CARC, reference to the relevant maintenance data should be made.

Component maintenance

This section shall specify the component manufacturer or the particular component and/or cross refer to a referenced capability list. The part number and the level of work performed should be included. The reference of the relevant CMM should also be added.

Example:

Rating	ATA	P/N	Designation	Reference of the CMM	Level of maintenance	Work Shop
C1	21					
C2	22					
C3	34					
C4	52					
C5						
C6						
C7						
C8						
C9						
C10						
C11						
C12						
C13	31					
C13	42					
C13	46					
C14						
C15						
C16						
C17						
C18						
C19						
C20						
C21	41					
C22	84					

Should be mentioned for each approved site and workshop:

- in the column Rating: the relevant class C rating, if some C ratings are not used, the line remains empty,
- in the column ATA, the ATA reference defined in AMC 145.20,
- in the column P/N and Designation: the detailed reference number and designation of the component as per CMM respectively,
- in the column CMM: the reference of the component maintenance manual (or equivalent document),
- in the column Level of maintenance: the scope agreed by CARC
- in the column Work shop: the base maintenance shop where maintenance takes place.

When an Organization is managing a separate "capability list" the information addressed above should be mentioned in this list. In this case the paragraph 1.9 should only address the rating, the ATA and the Designation and should refer to the capability list reference (see example below).

Rating	ATA	Designation	P/N
C1			Components in accordance with the capability list reference XXXX
C2			
C3			
C4			

Specialized services maintenance

Example:

Rating	Limitation	Detail of limitation
D1	Liquid Penetrant Inspection (PT)	
	Magnetic Particle Inspection (MT)	
	Eddy Current Inspection (ET)	
	Ultrasonic Inspection (UT)	
	Radiographic Inspection (RT)	Example : Except Gamma Ray inspection
	Thermography Inspection (IRT)	

Should be mentioned for each approved site and workshop:

- in column Rating: D1,
- in column Limitation: should be quoted the NDT method (strikethrough as necessary)
- in column Detail of limitation: the detailed method of test when applicable or the relevant exception.

Where an Organization does not hold a D1 rating but carries out NDT tasks in the "course of maintenance "under A, B and C rating, the scope of the NDT must be however detailed in this paragraph.

Each specialized maintenance tasks such as but not limited to welding shall be detailed in this chapter (not a D1 rating).

Appendix II

Can "Field Loadable Software" be delivered with CARC Form 18-0127 or equivalent and is CARC Form 18-0127 or equivalent required for installation?

First of all it should be clear that the definition of "parts and appliances" does not exclude software from being a part or appliance. Even without using the term "software" in this definition there is software that meets the definition. This is software that is installed in an aircraft and used in operating or controlling that aircraft. The rest of this response only refers to this type of software.

Secondly, "Subpart K - Parts and appliances" from Part-21 addressing installation, approval and release is applicable to this software and therefore:

1. this software must be part of the design data; and
2. the installation of this software in a type-certified aircraft is only accepted when it is accompanied by CARC Form 18-0127 or equivalent and properly marked; and
3. the installation is approved. (Refer to 21.303).

In order to achieve 1) and 2), the Organization that manufactures and releases the software must meet the requirements of Subpart F or G from Part-21. This means in particular that the software must be part of the scope of that production Organization and there must be a link between the design Organization and the production Organization.

The conclusion for Field Loadable Software is therefore that this software can be delivered with CARC Form 18-0127 or equivalent when:

- it is part of design data for which approval has been applied or granted; and.
- it is produced by, and within the scope of a production Organization that meets the requirements of Subpart F or G.

Marking of this Field Loadable Software must be in accordance with Subpart Q of Part-21. For practical reasons the marking could be on the software "container" (e.g. the CD carrying the software).

Appendix III

NDT task CRS

1. Summary table for the release and qualification of NDT tasks

Part-145 Organization	Certifying staff required	Qualification system	Release procedure	Release procedure for NDT task
Aircraft - Class A	The release of the works carried out on aircraft has to be performed by certifying staff holding a Part-66 license	Licensing of personnel has to follow Part-66 regulation	The release is either in the aircraft technical log or in issuing an aircraft release to service statement	A Part-145 Organization holding an A approval rating on a particular aircraft type and having in its approved scope of work NDT for this aircraft type. This Organization needs to have Part-66 certifying staff (B, C) and NDT personnel qualified in accordance with 145.30(f) (EN 4179). In this case the NDT qualified staff perform the NDT task and signs the task card / Work Order / Engineering Order for the accomplishment of the task. The aircraft is released by appropriately qualified B1 or C certifying staff as applicable under the Organization's A rating. Please note that the release of the aircraft would generally include not only the NDT task but also the associated tasks (removal of panels, blankets, wires, re-installation, etc.).
Engines - Class B	The release of the works carried out on engines has to be performed by engines certifying staff (CARC Guidance Procedure AWS 26)	The certifying staff is qualified in accordance with the procedure established by the Organization and CARC Guidance Procedure AWS 26. Part-66 license not necessarily required.	The release of works performed under class B is done on an CARC Form 18-0127	A Part-145 Organization holding a B-rating approval on a particular engine type and having in its approved scope of work NDT for this engine type. This Organization needs to have "engine" certifying staff (qualified in accordance with company procedures and CARC Guidance Procedure AWS 26) and NDT personnel qualified in accordance with 145.30(f) (EN 4179). In this case the NDT qualified staff perform the NDT task and sign the task card / Work Order / Engineering Order for the accomplishment of the task. The engine certifying staff releases the works performed to the engine (including NDT task) on CARC Form 18-0127.

Components - Class C	The release of the works carried out on components has to be performed by components certifying staff (CARC Guidance Procedure AWS 26)	The certifying staff is qualified in accordance with the procedure established by the Organization and CARC Guidance Procedure AWS 26). Part-66 license not necessarily required.	The release of works performed under class C is done on CARC Form 18-0127	A Part-145 Organization holding a C-rating approval on a particular component and having in its approved scope of work NDT for this component. This Organization needs to have "component" certifying staff (qualified in accordance with company procedures and CARC Guidance Procedure AWS 26) and NDT personnel qualified in accordance with 145.30(f) (EN 4179). In this case the NDT qualified staff perform the NDT task and signs the task card / Work Order / Engineering Order. The component certifying staff releases the works performed to the component (including the NDT task) on CARC Form 18-0127.
Specialized services - Class D	The release of the works carried out, has to be performed by "specialized services" certifying staff	The certifying staff is qualified in accordance with the procedure established by the Organization in compliance with EN 4179. Part-66 license not necessarily required.	The release of work performed under class D is done on CARC Form 18-0127 for components and parts. See also "other release to service" below	A Part-145 Organization holding a D1 approval on a particular NDT method. Its approved scope of work will be NDT testing on this method. This Organization needs to have "NDT" certifying staff qualified in accordance with 145.30(f) (EN 4179). In this case the NDT certifying staff performs the NDT task and releases it on CARC Form 18-0127. Note: aircraft are NOT to be released using the CARC Form 18-0127 Certificate (Appendix II to Part-M, point 1.5)

2. Other release to service

Part 145.50 (a) specifies a certificate of release to service shall be issued by appropriately authorized certifying staff on behalf of the Organization when it has been verified that all maintenance ordered has been properly carried out by the Organization in accordance with the procedures specified in point 145.70, taking into account the availability and use of the maintenance data specified in point 145.45 and that there are no non-compliances which are known to endanger flight safety.

This is also applicable to D1 rated Organizations, which should be able to issue a release to service after work performed, in this case NDT.
Part-145 does not establish a specific format to be used for the release to service by D1 rated Organizations. AMC 145.50 (b), provides the release to service statement and basic elements to be taken into account for the issue of the release to service.
Each D1 rated Organization may define its own release to service procedure for NDT work performed on aircraft provided it satisfies 145.50. The use of CARC Form 18-0127 format is recommended to establish

a standard approach. CARC Form 18-0127cannot be used to release an aircraft i.e. block 7, 8 and 10 cannot be used to list aircraft, aircraft type and aircraft S/N.

The completion and use of CARC Form 18-0127 is well known, it saves time both to maintenance Organizations, operators/owner/CAMO and to CARC. This does not mean that Organizations may not define another release to service format acceptable to CARC, provided they comply with 145.50.

Example of CRS issued following NDT work performed on installed component/aircraft:

1. NDT performed on nose landing gear: CARC Form 18-0127issued stating NLG in block 7, the NLG P/N in block 8 and NLG S/N in block 10. Block 12 should state in addition to required information as per Appendix II to Part-M, the aircraft registration and S/N, the gear was installed on while performing the NDT.
2. NDT performed on fuselage dent. P/N not available so CARC Form 18-0127 cannot be used. Form with similar format as CARC Form 18-0127can be used, other release form or release in the Technical log (see below).

3. Aircraft Technical Log

The aircraft technical log is an "operator" (CAMO) document. This means it is the operator who defines the use of it. Neither in the Implementing Rule nor in the AMC/GM prevents a D-rated Organization to issue a release to service after the accomplishment of an aircraft NDT testing in the technical log. Similarly to what an A-rated Organization could do after the performance of a component replacement.

On the other hand the D-rated Organization needs to define the release to service procedure they are going to use. If for a specific operator/client they are going to use the technical log then this should be included in the MOE (Part 4). The D-rated Organization may in addition define a standard release to service procedure/format for the release of NDT inspections for other clients; this would save them to have to include in the MOE the procedures for use of the technical log of every client.
Something that needs to be considered in the case of D-rated Organizations performing inspections on aircraft, is that the NDT inspection may require other associated tasks such as: removal/installation of panels, open/ closing of access etc., these tasks are NOT part of the D-rated Organization capability and therefore cannot be released by the D-rated Organization and they would require the appropriate release by an A rated Organization.

4. Further considerations:

Part-145 maintenance Organizations need to have a MOE approved by CARC. This MOE needs to describe, amongst other things, the procedures for release to service used by this Organization. This also applies to D1 rated Organizations, they need to specify how the release to service under D1 rating is issued.
It is the operator that is responsible for the continuing airworthiness of the aircraft and has to ensure proper liaison with the D-rated and A-rated Organization when needed. The Part-145 Organization is responsible to only perform work for which it is approved, but the operator is also responsible to ensure that maintenance Organizations selected or contracted are in fact approved for the work to be performed (CAME Part 3.1) and to accept the CRS issued (M.708(b)).
Part-145 Organization with both A- and D-rating must establish under which approval the aircraft NDT task will be released before work is performed. Organization with only A-rating cannot release NDT task performed by another Part-145 Organization, whether or not the Organization performing the NDT task is holding A-rating for the type with NDT capability or D-rating.

Appendix IV

Privileges and limitations of line maintenance

1. Definition of aircraft line maintenance scope of work.

The definition of aircraft line maintenance is provided in AMC 145.10, together with a list of activities which "may" be considered as line maintenance.
The word "may" is used because it is not possible to establish a provision giving a strict border line between line and base maintenance, having general applicability to all cases.

2. Organization responsibilities.

Based on the above the maintenance organization shall ensure prior to any intended maintenance event that the activity can be carried out under its line maintenance scope of approval (refers to AMC. 145.10) and does not fall under chapter 1.5 "Example of maintenance activity considered to be base maintenance" of this user guide.
This assessment may **not** need to take place each time, but be based on already established MOE procedures (i.e. the fact that a daily check is a line maintenance task is obvious and does not need to be assessed each time).
Even if this assessment confirms that the activity is line maintenance, the maintenance organization shall also verify if this activity requires other means than the ones already in use at a Line station (e.g.: use of a hangar, platforms, stands, etc..).
The following chapters provide a guidance on when and how to assess the maintenance activity.

3. When to assess the maintenance activity.

The maintenance organization's assessment to decide if any maintenance event falls within the definition of line or base maintenance, may be needed in two different moments/situations:

- for an initial/change of approval, when evaluating the scope of work the maintenance organization is applying for;

- for an already approved maintenance organization, when evaluating if a maintenance requested by the customer (e.g.: a new SB requested by the customer, a defect rectification, a work package requested by the customer, etc.) falls within the approved line maintenance scope of work.

4. Assessment of the intended scope of work (initial/change of approval)

It is the responsibility of the maintenance organization to demonstrate to the competent authority that the intended scope of work may be carried out in a line maintenance environment, under its line maintenance scope of approval.
The main criteria for this assessment is to consider the level of maintenance to be carried out under the line maintenance scope of approval, where the following general criteria apply:

A. Trouble shooting, Defect Rectification, are those unscheduled tasks required for the daily operation of an Aircraft and not falling in chapter 1.5 "Example of maintenance activity considered to be base maintenance" ;
B. Minor scheduled line maintenance, are those scheduled tasks not exceeding the weekly check as specified in the aircraft maintenance program;

C. Scheduled checks, are those scheduled tasks which exceed the weekly check (or equivalent as determined by the competent authority). In this case, the organization needs to analyze each of the routine tasks intended to be included in the line maintenance scope of work and identify a clear limit. This assessment needs to be performed having as reference the TCH data such as the aircraft maintenance planning document (MPD) and/or the maintenance program of a potential/reference Customer operator. The outcome of this exercise is to identify the intended limitation of the line maintenance scope of approval, in terms of scheduled maintenance checks. In particular, the following is expected:

1. Depending on the aircraft maintenance program logic (i.e. MSG 2, MSG 3, etc.) a clear limitation to the line maintenance scope of work may be normally expressed in one of the following ways:

- "up to and excluding X check" (i.e. X= 2A, 3A, etc.) for a MPD, where letter checks are identified;

- "up to and excluding "X FH /Y FC / Z calendar time", for a MDP, where progressive task intervals are defined in terms of FH/FC/calendar time (i.e. X=3000FH, Y=750 FC, Z=12 months, etc.);

2. the identified limit, to be indicated in the MOE 1.9, shall be such that all the related routine/scheduled tasks are excluding any of the tasks listed in Chapter 1.5 "Example of maintenance activity considered to be base maintenance";

3. a "decision making process" needs to be established in the MOE (normally chapter 2.28 production planning procedure) in order to assess:

- the need to access the hangar (even if the activity is permitted under a line maintenance scope of approval), considering in particular the type of aircraft, the maintenance event type/complexity, the environmental and weather conditions;

- any work order / work package received from the customer operator to ensure it may be fully performed under a line maintenance scope of approval, taking into account additional works to the original work package that may be added, leading out to the line maintenance scope of work, such as:

- addition of previously deferred maintenance tasks;
- defects raising from the routine tasks (these defects are not known in advance, however, the related risk in terms of number and level of defects needs to be taken into account and estimated in advance);

Example of "decision making process"

A 2A maintenance check on a B737 classic aircraft type is normally considered "line maintenance" when the routine tasks are assessed as per the manufacturer MPD/ operator AMP. Therefore a maintenance organization may be approved to perform this check under a line maintenance scope of work. However, a work order to perform the "2A check", where the customer operator would request the performance of

works in addition to the "2A" routine tasks, such as the addition of ADs, SBs, deferred tasks, will need to be carefully assessed by the maintenance organization with the use of the "decision making process". This type of maintenance check may easily fall within the examples given in the following chapter 1.5 "Example of maintenance activity considered to be base maintenance" having the result to be considered as base maintenance and being outside the maintenance organization scope of work.
In such a case, the outcome of the "decision making process", may be for example:

- the impossibility to accept such work order from the customer operator, being outside the scope of work of the maintenance organization, or;
- to agree with the customer operator a revised work order, to remove the works which have been identified as base maintenance tasks (e.g. removal of a S.B. which was requiring extensive disassembly and modification of flight controls, etc.).

5. Example of maintenance activity considered to be base maintenance.

When any of the following task is required to be carried out (regardless if contained in a scheduled maintenance check or arising from a defect rectification/AOG situation), a base maintenance scope of approval is needed:

- High number of different type of tasks to be carried out, even if taken singularly those tasks may still fall under the definition of line maintenance (i.e. a combination of routine task cards, non-routine task cards issued following defects discovered during the check, out of phase tasks, deferred items from previous maintenance, minor repairs, minor modifications, component replacement, etc.). Such case is clearly requiring a base maintenance production planning support and/or base maintenance release to service process (category C C/S supported by B1/B2 support staff) in order to ensure that all the maintenance ordered has been carried out before issuing the CRS;

- Replacement of any major component where the related maintenance procedures clearly address the need of an hangar environment requiring special ground support equipment and/or structured production planning and/or complex and lengthy maintenance, such as for example a full landing gear replacement , simultaneous replacement of two engines, etc.;

- Any scheduled maintenance task (i.e. routine task from the MP) which requires extensive disassembly of the aircraft and/or extensive in depth inspection;

- . Major repairs and/or major modifications;

- Trouble shooting and/or Defect Rectification requiring special ground support usually relevant to base maintenance (e.g.: special equipment, structured production planning, complex and lengthy maintenance).

- A scheduled maintenance event, which in the planning phase has been already identified as significant in terms of duration and/or man-hours (i.e. an A/C down time above 72 hours or four shifts whichever is less).

- A work package requiring a complex team composition in terms of high Number & Categories (avionic, structure, cabin, NDT qualification and skills, etc.) of staff involved per shift.

- The management of the event by B1 and B2 support staff and the release by a C certifying staff.

Note: The maintenance organization remains responsible to ensure that even if each individual work order is falling under the line maintenance activity, a maintenance event which is cumulating several of these work orders remains within the line maintenance scope of activity.

6. Assessment of maintenance task by an already approved maintenance organization

- For an approved maintenance organization, it remains its responsibility to assess if any maintenance requested by the customer falls within the approved line maintenance scope of work. This assessment is expected to be performed based on the "decision making process" described in the chapter 1.4 "Assessment of the intended scope of work (initial/change of approval)", paragraph C.3.

Appendix V
Maintenance away from the approved location(s) as per 145.75.(c).

1. Definition and applicability

145.75 (c) allows a maintenance organization to "maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the **un-serviceability of the aircraft** or from the necessity of supporting **occasional line maintenance**, subject to the conditions specified in the exposition". The privilege to perform maintenance in a non-approved location is limited to the following cases:

a. To support an unserviceable aircraft: It shall be understood that this privilege is intended to be used only for the need of aircraft maintenance in the case of an unscheduled/unexpected event, such as an AOG requiring defect rectification and for which the operator issues a work order.

b. Occasional line maintenance due to the need of supporting the A/C operation in a non-approved location for maintenance (i.e. one-time flight, short term or seasonal contract, flight schedule change, etc.).

c. Additional scenarios may be considered by the allocated inspector on a case by case basis.

The following table below summarize the acceptable cases of working outside the approved locations as per point a and b above and depending on the rating(s) hold by the maintenance organization.

Maintenance outside the approved location	**Ax**		**Bx**	**Cx**	**D1**
	Line	**Base**			
1. Support of an unserviceable aircraft due to an unscheduled event (AOG).	**X**	**X**	**X**	**L***	**X**
2. Occasional line maintenance.	**X**				

*Limitations apply as described in the following chapter 2.

2. Ax rated maintenance organization.

Maintenance performed outside the approved locations under Ax-Aircraft rating shall be limited to the cases mentioned in the previous chapter (point a and b), where the maintenance organization has a work order or maintenance contract with a Jordanian customer/operator requesting such maintenance outside the approved location.

The completion of the maintenance is to be done by issuing an aircraft certificate of release to service according to JCAR Part 145.50.

3. Bx, Cx, D1 rated maintenance organization.

Maintenance performed outside the approved locations under Cx-components, B1-engines, B3-APUs, D1 ratings shall be limited to the cases mentioned in the previous chapter 1 (point a only) and therefore to activities carried out "on-wing" to support an aircraft unserviceable due to an unscheduled event, such as an AOG condition.

The completion of the maintenance is to be done by issuing CARC Form 227 according to 145.50.
In addition, the following additional limitations apply:

- with regards to Bx, Cx, D1 rated maintenance organizations, a control procedure shall be in place to describe the coordination/share of responsibilities between the Bx, Cx, D1, as applicable, and the Ax rated maintenance organization responsible for issuing the aircraft CRS;

- with regards to Bx and Cx rating a control procedure shall be in place in the MOE to allow performance of maintenance, as applicable, on an installed component/engine/APU ("on-wing");
- with regards to Cx rating, this privilege is limited to those components which are not readily transportable (thrust reverser, radome, LDG strut, etc.).

Note: any aircraft maintenance performed within the approved CARC 145 organizations must be exclusively released by Certifying Staff qualified to CARC Part-66.

4. Condition to be specified in the exposition.

When the maintenance organization wishes to use the privileges described in the previous chapter, the MOE 1.9 (scope of work) shall make reference to the fact that the maintenance organization may perform works away from the approved locations, subject to the condition specified in MOE 2.24 (specific maintenance procedure).The MOE 2.24 shall detail the applicability and conditions, based on the criteria identified in this user guide.
It must be noted that the fact that a maintenance organization has been granted this privilege shall not be understood as if any maintenance task could be performed at any location, or that such locations become "approved locations".
The MOE procedures are intended to specify:

- which maintenance tasks are going to be performed under such privilege;
- how the maintenance organization is going to ensure that Part-145 requirements are met in each case (in particular with regards to adequate facilities, sufficient staff, appropriate certifying staff, availability of tooling and equipment, availability of current maintenance data, adequate planning, release to service procedures, etc.);
- how the maintenance organization's quality system is going to monitor compliance with the above requirements.

5. Support an unserviceable aircraft

The procedure, shall be based on the following criteria:

a) The Scope of work shall be limited to:

- aircraft type or components or engines or NDT methods listed in the MOE 1.9 scope of work and;
- maintenance activities strictly necessary to recover the aircraft un-serviceability condition as limited by the MOE 1.9 maintenance level;

b) A process shall be in place, under the responsibility of the Quality Manager, to show:

- how the Maintenance Manager ensures that the necessary facilities, certifying staff, tools, equipment, material, maintenance data will be made available as necessary and how the maintenance records will be managed;

- the involvement of the Quality System and its approval for any work away from the approved location, based on a desktop review;
- that the assigned inspector is notified of any such approval within 7 days (activity report). In addition, that a list of all the CRS issued under this procedure will be made available to CARC upon request;

c) The notification shall be formalized using a Form, to be enclosed in the MOE Part 5, including the following minimum information:

- Aircraft type and registration number;
- Location;
- Description of the un-serviceability of the aircraft and expected scope of maintenance;
- Composition of the working Team (number and category of licenses);
- Specify the rating under which the activity is carried out (Ax Line/Base, Bx, Cx, D1);
- Quality Manager signature

6. Occasional line maintenance

The procedure(s) related to the "Occasional Maintenance" are approved by the competent authority based upon the ability of the Quality System to deal adequately with Part-145 requirements. Therefore this privilege cannot be therefore demonstrated at the time of the initial approval. In any case this procedure cannot be detailed in the MOE and therefore approved by the competent **before the first 2 year surveillance cycle has been completed.**
The procedure, shall be based on the following criteria:
a) Scope of work shall be limited to:

- aircraft type listed in the MOE 1.9 scope of work and;
- routine tasks up to and including weekly check (or MOE 1.9 maintenance level whichever is less);
- trouble shooting and defect rectification.

b) a process shall be in place, under the responsibility of the Quality Manager, to show:

- how the maintenance Manager ensures that the necessary facilities, certifying staff, tools, equipment, material, maintenance data will be made available as necessary and how the maintenance records will be managed;
- The involvement of the Quality system and its approval for the occasional line maintenance, based on the following criteria:

Use of the non-approved location (consecutive calendar days)	Approval
equal or less than 10	Issued by the Quality manager based either on an on-site audit or a desktop review.
between 10 and 30	Issued by the Quality manager based on an on-site audit.
Note: When the duration expected for the maintenance is more than 30 days, the approval of a new line station shall be requested to CARC , to be listed in the MOE 5.3 (list of line maintenance locations as per 145.75 (d)).	

- that a list of all the CRS issued under this procedure shall be made available to CARC upon request;

c) that, when the privilege is used for more than 10 days (second case in the table above), the assigned inspector is notified of such approval within 7 days from the date of the beginning of the operation; the notification shall be formalized

- that a list of all the CRS issued under this procedure shall be made available to CARC upon request;

c) that, when the privilege is used for more than 10 days (second case in the table above), the assigned inspector is notified of such approval within 7 days from the date of the beginning of the operation; the notification shall be formalized using a Form, to be enclosed in the MOE Part 5, including the following minimum information:

- Customer (s) operator requesting the occasional line maintenance;
- Aircraft type(s);
- Scope of the requested line maintenance;
- Location;
- Number and category of certifying staff assigned to support this activity;
- Quality Manager signature.

d) The repetitive use of the privilege for the same customer at the same location is not permitted. In this case the approval of a new line station shall be requested to CARC.

Appendix VI

Line station without a permanent cat. B2 staff

Part 145.30 .(g) requires that any maintenance organization maintaining aircraft, have, in the case of aircraft line maintenance, appropriate aircraft rated certifying staff qualified as category B1, B2, B3 as appropriate".
As a consequence, maintenance organizations shall demonstrate that appropriate aircraft rated **B1 and B2** certifying staff are available in the maintenance organization, for each aircraft type intended to be included in the approved scope of work.
However, when the maintenance organization is operating various line stations, it is not necessary that B2 C/S is permanently available at each line station, provided that in the line station (s) where the B2 C/S is not available one of the following condition may be met:

Option a) The line maintenance contract(s) in place (i.e. IATA SGHA-standard ground handling agreement), clearly specify that the contract(s) is/are limited to defect rectification not requiring B2 privileges to allow the aircraft release to service.

In this case the maintenance organization does not need to provide any evidence that B2 certifying staff is permanently available at the line station for such a contract.

Option b) The line maintenance contract(s) in place do(es) not have limitations.

*In this case, the situation needs to be evaluated depending on the volume of work performed at the line station (i.e. number and type of contracts in place, flight schedules, on-call maintenance, etc.), taking into account the probability of having a defect which can be only solved exercising the privileges of cat. B2 certifying staff. As a general criteria, it may be considered acceptable not to have a cat. B2 certifying staff permanently on site provided that he can be made available in case of need within a reasonable timeframe to support the operation (**maximum travel time 2 hours**)*
Such B2 certifying staff can be either one of the maintenance organization's B2 certifying staff or a contracted "on call" B2 certifying staff from another approved maintenance organization. This B2 certifying staff could be sufficient to support more than one line station within the limits of AMC 145.30 (d) 1.
In this case, since the B2 certifying staff is going to sign on behalf of the contracting maintenance organization, *he/she must be appropriately trained, assessed and authorized (issued a certifying staff authorization). This is not necessary if the defect is rectified and released by the contracted* maintenance organization *under their own privileges.*

In the case the maintenance organization is operating line station(s) where B2 certifying staff is not permanently available, the MOE chapter L2.3 "line maintenance control of defects and repetitive defects" shall include a procedure on how to deal with defects requiring B2 certifying staff.