

# INTERIM BASA/MIP GUIDANCE

Subject: ISSUANCE OF REPAIR STATION CERTIFICATES TO FOREIGN APPROVED MAINTENANCE ORGANIZATIONS UNDER THE MIP OF A BASA **DRAFT**

## 1. PURPOSE.

This document provides information and guidance on an acceptable means, but not the only means, to be used by a National Aviation Authority (NAA) Approved Maintenance Organization (AMO) to obtain, renew, or amend a Title 14 of the Code of Federal Regulations (14 CFR) Part 145 repair station certificate hereinafter referred as CFR part 145. This certificate is obtained under the provisions of Maintenance Implementation Procedures (MIP) concluded according to a Bilateral Aviation Safety Agreement (BASA).

a. This guidance details how an European Aviation Safety Agency (EASA) annex II part 145 (hereinafter referred to as EASA part 145) AMO located, in a member state of the European Union subject to the terms and conditions of the Bilateral Aviation Safety Agreement (BASA) and Maintenance Implementation Procedures (MIP) concluded between the US and the European Union (hereinafter referred to as EU) may qualify to be certificated under CFR part 145.

b. The FAA and EASA establish the differences between EASA part 145 and CFR part 145; these differences are listed in the Maintenance Implementation Procedures (MIP) as agreed to between the FAA and EU/EASA. As a result, an AMO under EASA part 145 located in an EU member state, when in compliance with FAA CFR part 145 maintenance special conditions, may apply for initial/renewal/amendment of a CFR part 145 certification.

NOTE: At the writing of the GUIDANCE the BASA/MIPs in existence between the US and France, Germany, and Ireland have been amended to reflect the changes from Joint Aviation Authority requirements to EASA and EASA part 145 requirements. These agreements will remain in force pending a new agreement concluded between the US and the European Union that may include most of the 25 member states of the EU. The FAA is not anticipating changes to this GUIDANCE once a new agreement is signed between the US and the EU.

## 2. FOCUS.

This GUIDANCE applies to NAA AMOs seeking a CFR part 145 repair station certificate under the provisions of a BASA/MIP. The AMO must be located in a country with which the Federal Aviation Administration (FAA) has concluded a BASA/MIP or located in a country that is an effected member of the EU. (Appendix 2 of this GUIDANCE lists EU included member states).

## 3. CANCELLATION.

GUIDANCE 145-7A, Issuance of repair station certificates to foreign Approved AMOs under the Maintenance Implementation Procedures of a Bilateral Aviation Safety Agreement, dated September 23, 2002, is cancelled.

#### 4. RELATED MATERIAL.

a. 14 CFR Parts 43, 121, and 145.

b. Advisory Circulars. You may obtain copies of these documents from the U.S. Department of Transportation, Subsequent Distribution Center, SVC-121.23, Ardmore East Business Center, 3341 Q 75th Avenue, Landover, Maryland 20785.

(1) AC 00-2.13, Advisory Circular Checklist

(2) AC 00-44II, Status of Federal Aviation Regulations

(3) AC 20-62, Eligibility, Quality, and Identification of Aeronautical Replacement Parts

(4) AC 21-29, Detecting and Reporting Suspected Unapproved Parts

(5) AC 140-7, FAA Certificated Repair Stations Directory

(6) AC 187-1, Flight Standards Service Schedule of Charges Outside the United States

c. FAA Orders. You may purchase copies of these documents from the Superintendent of Documents, P.O. Box 371954, Pittsburgh, Pennsylvania 15250-7954.

(1) Order WA 0000.5D, Washington Headquarters Directives Checklist

(2) Order 8300.10, Airworthiness Inspector's Handbook

(3) Order 8000.85, FAA Program for the Establishment of a MIP Under the Provisions of a BASA

d. Contact EASA at their EASA mailing address to obtain EASA documents:

(1) European Aviation Safety Agency, Manager application and Certification, Postfach 10 12 53, D-50452 Cologne, Germany.

Fax 0049 221 89990 99

e-mail: Part145-MOA@easa.eu.int

(2) All related EASA documents could be obtained from EASA Web page: <http://www.easa.eu.int>.

#### 5. BACKGROUND.

a. Under the provisions of CFR part 145.53(b), the FAA certifies repair stations that are located outside of the United States. Certifying foreign repair stations address the need to maintain, alter, or modify aeronautical products that are subject to U.S. airworthiness regulations in foreign countries. The need to maintain aircraft and components outside the United States has continued to expand with the corresponding increase in international air travel and the rise in the number of foreign manufactured aeronautical products used by U.S. operators.

b. Similarly, many countries also have experienced an increase in their use of U.S. facilities to perform maintenance, alteration, or modification of aeronautical products, subject to their national requirements. In accordance with CFR part 145.53 (b) and because the FAA and certain NAAs have extensive inspection, surveillance, evaluation, and certification programs for their respective repair facilities, a system to eliminate duplicate activities has been developed. Implementing a Bilateral Agreement and its accompanying MIP accomplishes this.

c. The MIP is based on an FAA and NAA evaluation of CFR Parts 43 and 145 and the country's national regulations governing AMOs. This evaluation has determined the areas in

which these regulations and requirements agree. The requirements in Parts 43 and 145 that are not in NAA requirements are in FAA Special Conditions in the MIP. The requirements in NAA regulations that are not in CFR Part 145 are in NAA Special Conditions in the MIP. As a result, an NAA AMO complying with NAA requirements and the FAA Special Conditions in the MIP complies with CFR Parts 43 and 145 in accordance with CFR part 145.53(b).

d. On July 15, 2002, the European Parliament and the Council of the European Union (EU) adopted Regulation (EC) No. 1592/2002. This legislation required the adoption at the European Community level of binding, uniform aviation safety rules, initially in the fields of aircraft certification and maintenance. An amendment to the regulation is being proposed to add requirements for aircraft operations and crew licensing. In addition, the legislation established the European Aviation Safety Agency (EASA) to oversee and enforce EU Member States' standardized application of the common rules and to carry out certain certification activities directly.

NOTE: Discussion of EU system and FAA's bilateral agreements.

e. On September 24, 2003, European Commission Regulation (EC) No. 1702/2003 was published, identifying airworthiness and environmental certification requirements (equivalent to FAA airworthiness engineering and manufacturing of products regulations). In the field of aircraft maintenance, European Commission Regulation for Continuing Airworthiness (EC) No. 2042/2003 was published on November 28, 2003. It includes four annexes:

- Annex 1 ("part M")
- Annex 2 ("part 145")
- Annex 3 ("part 66")
- Annex 4 ("part 147")

f. The current BASA/MIP with certain European countries will remain in effect until a new agreement is concluded between the United States and the European Community. The FAA has concluded MIPs with its counterpart organizations under BASAs between the United States and France, Germany, and Ireland. These agreements allow the FAA to rely on findings made by French, German, and Irish aviation authorities during surveillance and providing the FAA with a recommendation for certification of part 145 foreign repair stations in their respective countries. At the same time, the MIPs allow all 25 EU members to rely on FAA certification and surveillance of EASA part 145 approved repair stations in the United States.

g. EASA part 145 requirements, established by the European Commission, are similar to CFR part 145. EASA part 145 has been adopted by all European Community Countries as required by European Law. EASA part 145 -includes requirements that AMO must comply with to qualify as a NAA EASA part 145 AMO. EASA part 145 also includes a requirement specifying that the maintenance of all aircraft registered in the European Community Countries that are used in air transportation operations must be performed by an AMO holding an EC annex 2. EASA Part 145 approval issued by the competent NAA or in the case of foreign approvals issued by EASA directly.

## 6. DEFINITIONS.

a. Alteration or Modification. A change to the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.

b. Approved Maintenance Organization (AMO). An AMO certificated by an NAA.

c. Article. After January 2004, which is the effective date of the revised CFR part 145 rules, article means an aircraft, airframe, aircraft engine, propeller, appliance, or component part.

d. Bilateral Aviation Safety Agreement (BASA). An executive agreement concluded between the United States and a foreign country for the promotion of aviation safety also known as an Agreement for the Promotion of Aviation Safety.

e. Civil Aeronautical Product. Any civil aircraft, aircraft engine or propeller, or subassembly, appliance, material, part, article, or component to be installed thereon.

f. Compliance with Parts 43 and 145. For an AMO from a European Community country under the European Aviation Safety Agency (EASA), compliance with the latest issue of EC annex 2, part 145 and the FAA Special Conditions as set forth in the Implementation Procedures.

g. Compliance with Foreign National Requirements and Guidance. Compliance with the latest issue of CFR parts 43 and 145 and the NAA Special Conditions as set forth in an MIP, recognizing that FAA Advisory Circulars (AC) and NAA policy documents provide additional guidance in this area.

h. Data Approved by the FAA. Data approved by the Administrator or the Administrator's designated representative.

i. Data Approved by the NAA. Data approved by an NAA or by an organization approved by the NAA for that purpose.

j. Code of Federal Regulations (14 CFR). Title 14 of the Code of Federal Regulations, Parts 1 through 199.

k. Geographic Authorization. An approval provided to a foreign repair station to perform maintenance support under contract for a U.S. air carrier, or an operator of U.S. registered aircraft under CFR part 129, at a location other than the repair station facility. The FAA issues a geographic authorization to respond to the maintenance needs of a U.S. air carrier or CFR part 129 operator at a station where the frequency and scope of that maintenance does not warrant permanent staffing and equipping at the station for its accomplishment.

l. Repair Station Manual / Quality Control Manual (RSM/QCM). A manual explaining the operation and internal quality control - procedures of a CFR part 145 certificated repair station describes how the repair station will comply with the quality control, and repair station operational requirements.

m. Implementation Procedures for Airworthiness (IPA). The procedural document authorized by the BASA Executive Agreement for design approval, production activities, export airworthiness approvals, post-design activities, and technical assistance between authorities. See AC 21 23 for additional information.

n. Line Maintenance.

- (1) Any unscheduled maintenance resulting from unforeseen events, or
- (2) Scheduled checks that contain servicing and/or inspections that do not require specialized training, equipment, or facilities.

o. Main Base. The primary location of a repair station. It includes the facilities where all aspects of maintenance under its rating can be performed and records are maintained.

p.. Maintenance. The performance of inspection, overhaul, repair, and preservation, and the replacement of parts, materials, appliances, or components of a civil aeronautical product to ensure the continued airworthiness of that product, excluding alterations or modifications.

q. Maintenance Implementation Procedures (MIP). Procedures for implementing the provisions of a BASA that applies to maintenance.

r. Maintenance Standardization Team (MAST). A team of maintenance inspectors from EASA—that visit an EC member country NAA. The team determines whether the NAA applies maintenance related Regulations in accordance with EASA standards. (Not sure if MAST will continue under EASA).

s. AMO Exposition (MOE). A manual required by EASA annex 2, part 145.70 that describes an AMO and sets forth its procedures, means, and methods.

t. Manual Deviation. Minor deviation from instruction for continued airworthiness (ICA) that does not require NAA or FAA-approved data; however, such a deviation must be coordinated with the operator of the aeronautical product and identified on the product record.

u. EASA Procedures. The NAA application of EC regulations and procedures in its national systems, rules, practices, and policy.

v. EASA Regulations and Guidance. A uniform set of regulations issued by EASA under the authority authorized under the European Commission. They are interpreted and implemented by EASA policy and guidance.

w. National Aviation Authority (NAA). The aviation regulatory authority of a foreign country.

x. Necessity for Part 145, Certification. (Perceived Need): A current or future operational or economic necessity for the maintenance, preventive maintenance, or alteration of aeronautical products, subject to the FAA’s regulatory oversight, at a facility located outside the United States.

y. Required Inspection Items (RII). The items of maintenance and alterations that must be inspected by a person other than the one who performed the work. The inspection must include at least those items that are required by the operator which could result in a failure, malfunction, or defect, endangering the safe operation of the aircraft if not performed properly or if improper parts or materials are used.

z. Special Conditions. Conditions in an MIP that specify the requirements in CFR parts 43 and 145 that the FAA has determined are not in NAA requirements (FAA Special Conditions). In addition, the EASA requirements that EASA has determined are not in CFR parts 43 and 145 requirements (EASA Special Conditions).

NOTE: FAA Special Conditions are in Appendix 2 of this GUIDANCE.

aa. Unapproved Part. A part that does not meet the requirements of an “approved part” as specified in AC 21 29B (as revised), Detecting and Reporting Suspected Unapproved Parts.

## 7. SPECIAL PROVISIONS FOR REPAIR STATIONS LOCATED OUTSIDE THE UNITED STATES.

The FAA, NAA, and industry should be aware of the following special provisions and situations:

a. Necessity for Part 145, Certification. (Perceived Need). In the statement of perceived need, the applicant AMO should indicate its need to perform maintenance or alteration/modification on aeronautical products subject to U.S. airworthiness regulations in foreign countries and to obtain

a CFR Part 145 repair station certificate. The applicant AMO can substantiate this perceived need by including a statement from an operator of U.S. registered aircraft or a company that maintains or alters items to be installed on U.S. registered aircraft, indicating that the applicant AMO's services are required. The perceived need also can be established with documentation from a leasing company or a supplier/distributor showing that the applicant AMO's services are needed. The applicant AMO can confirm in writing that the leasing company or supplier/distributor is doing business with operators of U.S. registered aircraft.

b. NAA Reporting Requirements. The MIP allows the FAA to recognize the corrective action of the NAA without taking additional action. The NAA inspector must provide the FAA with the appropriate information on the appropriate surveillance form, indicating significant findings/discrepancies and/or corrective action that may result in significant penalty or certificate action as described in paragraph 12, Continuing Validity of the Part 145 Repair Station Certificate.

c. EASA Limitations Document/FAA Operation Specifications (OpSpecs):

(1) General. The NAA must provide the FAA inspector with a copy of the applicant current AMO's NAA certificate and limitations document (in the case of EASA, EASA Form 3, including approval schedule). The FAA will add the appropriate FAA ratings to the FAA certificate. This is normally a broad rating; the FAA's OpSpecs will contain the limitations. The FAA will add the NAA Certificate identifier/certificate number (in the case of the EASA, the EASA - certificate number or Form 3 approval schedule number) to the limited ratings column of the FAA OpSpecs. (See paragraph 10a, Extent of Approval, for additional information.)

(2) Capabilities List. Using a Capabilities List (CL) is an effective way of identifying all articles for which an AMO has an established repair capability. The CL is an extension of the AMO's OpSpecs. Its use depends on the AMO establishing procedures for conducting self-audits of its facility and capabilities that are approved and accepted by the AMO's NAA on the FAA's behalf. (See paragraph 9b(7) for scope and detail.)

d. **Multiple Facilities including Line Stations.** The AMO must hold a valid [NAA] certification issued under EASA part 145 and be in compliance with the most current EASA part 145. The FAA may issue an AMO one certificate that covers multiple locations within the MIP country provided the additional locations are listed in, and utilizing, that AMO's Maintenance Organization Exposition (MOE). The FAA may also grant approval for an AMO to work away from its principle base of operation when circumstances require the work be done at another location. Line station located outside the boundaries of the MIP country, the FAA may issue geographic authorizations; however, geographic authorization is limited to aircraft rated organizations.

**NOTE: The current CFR part 145 allows the FAA to issue a satellites repair station certificate for additional facilities located within the MIP country. In accordance with the MIP and discussions with EASA that recognized EASA, part 145 regulations that allow multiple facilities location to operate under one certificate within the MIP country. The FAA concluded that issuing satellite certificates within the country would serve no purpose, and recognition of the EASA system would meet the same requirement.**

**NOTE: The FAA cannot accept adding new line stations or new locations that would be listed under multiple facilities, between renewal cycles. It is not practical for the FAA and the NAA to add new locations to the repair station certificate**

when not considered part of a renewal, the administrative burden is beyond the scope of the BASA/MIP.

#### 8. TRANSITION PLAN FOR MULTIPLE FACILITIES UNDER ONE FAA CERTIFICATE.

The AMO must hold a valid [NAA] certification issued under EASA part 145 and be in compliance with the most current EASA part 145. The FAA may issue an AMO one certificate that covers multiple locations within the MIP country provided the additional locations are listed in, and utilizing, that AMO's Maintenance Organization Exposition (MOE), and the additional locations are part of the EASA part 145 certificate, the additional facilities must also be listed in the FAA supplement.

NOTE: Due to the administrative burden on the NAA and FAA, the FAA can not support applications for multiple facilities that are not part of a certificate renewal package.

- a) If applicable, a copy of the AMO manual supplement section that identifies the multiple facility location that the AMO intends on utilizing its FAA certificate privileges must be provided as part of the renewal application package. (The list should include the address of each location, telephone & Fax number, e-mail address if available and identify the NAAs office with oversight responsibility).
- b) The NAA must provide the FAA annex to EASA form 6 for each additional location.

For AMOs that have multiple facilities under one certificate within the MIP country The NAA must provide an FAA annex to the appropriate surveillance form that includes the NAA recommendation for each facility location that is listed in the FAA supplement.

i. If applicable, a copy of the AMO manual supplement section that identifies the multiple facility location that the AMO intends on utilizing its FAA certificate privileges. (The list should include the address of each location, telephone & Fax number, e-mail address if available and identify the NAAs office with oversight responsibility).

ii. List of line station applicable (The list should include the address of each location, telephone and fax number, e-mail address if available and identify the NAAs office with oversight responsibility).

e. Geographic Authorizations. This provision provides for work performed by an AMO on a continuing basis outside the BASA/MIP country while under contract with an operator of U.S. registered aircraft. (See paragraph 10d for scope and detail.)

(1) The FAA will not issue a geographic authorization for a facility located in the United States.

(2) A Part 129 operator of U.S.-registered aircraft seeking to have work performed by a foreign repair station at a location other than the main facility will follow the same process as a Part 121 air carrier.

#### 9. PROCEDURES.

An NAA AMO seeking certification as a Part 145 repair station under the provisions of a MIP must follow the NAA procedures in addition to the following requirements.

**NOTE: The FAA will appoint a country coordinator for each MIP country, the FAA recommends that each NAA appoint a country coordinator. This will facilitate joint cooperation and communication between the FAA and NAA.**

a. Initial Certification. Initial certification will be for a one-year period. Under the MIP, renewals of an FAA Part 145 repair station certificate may be issued for a period of 24 months after the initial one-year period.

NOTE: The applicant must supply the NAA with a statement of need to maintain or alter U.S.-registered aircraft and/or aeronautical products being installed on U.S.-registered aircraft (see paragraph 7(a) for criteria).

(1) To apply for a Part 145 repair station certificate under the provisions of a BASA/MIP, an NAA AMO must be located in and under the regulatory control of a country that has signed a MIP with the United States. The AMO also must not have any outstanding findings of noncompliance from NAA oversight audits. An AMO may not apply concurrently for a Part 145 repair station certificate and NAA approval/certification under the MIP.

(2) After receiving an inquiry from an AMO, the NAA having jurisdiction over that AMO will provide a copy of this GUIDANCE and the relevant NAA procedures as determined by the NAA to the applicant.

(3) After thoroughly reviewing this GUIDANCE, the AMO should submit basic information to the NAA. This information must update on each renewal application, which will be forwarded to the FAA as described below. (The AMO may submit this information directly to the FAA Certificate Holding District Office if no objections from the NAA).

(a) Air Agency Name:

i. If applicable, "Doing Business As" (DBA)

ii. Physical Location

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

· Mailing address, if different from above

· **NAA/EASA approval number**

iii. Business phone number

iv. Fax number

v. E-mail address (Accountable Manager), if available

(b) Chief Executive Officer (Accountable Manager):

i. Name

ii. Title

iii. Address to include street, city, postal code, and country

iv. Business phone number

v. Fax number

vi. E-mail address, if available

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

- i. Name
- ii. Title
- iii. Business phone number
- iv. Fax number
- v. E-mail address, if available

(d) Personnel:

- i. Number of FAA-certificated mechanics
- ii. Number of non-FAA certificated mechanics
- iii. Number of total employees (in support of the Repair Station)

NOTE: This information is entered into the FAA Vital Information Subsystem (VIS), which is a computer database used to identify all FAA certificate holders.

(4) If the NAA determines the information is complete and acceptable, the NAA will forward this information and the rating applied for to the FAA IFO//Certificate-Holding District Office (CHDO) with geographic responsibility for the country where the AMO is located. After receiving the information, the IFO/CHDO will obtain and forward a precertification number to the NAA to distribute. Use of this precertification number by the AMO will help the FAA process the application. The IFO/CHDO will also establish an office list of pending applications using the above information. The NAA will follow their normal procedures and processes during all phases of the certification process. The NAA should forward FAA Form 8310-3, Application for Repair Station Certificate and/or Rating, to the AMO for completion.

(5) The NAA will require the AMO to submit the following documents in the English language and they may request a duplicate copy in the national language.

(a) A completed FAA Form 8310-3, Application for Repair Station Certification and/or Rating, including a list of maintenance functions to be performed for the AMO under contract. This list is not required to be part of the manual or FAA supplement, and may be referenced with an attached copy of the list. However, the NAA must approve this list of functions and revisions to the list to be contracted out on behalf of the FAA by signing and dating Block 4 of the FAA Form 8310-3 or attachment. In some cases the NAA may provide the repair station with a letter approving the list of functions on behalf of the FAA. The NAA should review the list to ensure that when contracting to a non-FAA certificated repair station that a FAA repair station/AMO may not be authorized to only provide a return to service. The FAA certificated facility must be appropriately rated for the article being contracted out and be able to provide testing, final inspection of the article, and return to service.

(b) The list of facilities performing contract maintenance functions must include the name, address and rating, if any, held by each organization. The list of contract maintenance providers must be available to the FAA on request and in a format acceptable to the FAA. (EASA countries may use an asterisk to indicate all FAA maintenance providers) In addition the NAA must ensure that the repair station has a provision in their manual that ensures that the non-FAA certificated contractor is aware that the FAA has the authority to inspect their organization in the same manner as the certificated repair station.

(c) A copy of the document that establishes the applicant requirement for the FAA repair station certificate. (Meeting the perceived need requirement of paragraph 7(a) of this guidance.

(d) A FAA Supplement to the AMO's manual. The FAA Supplement addresses compliance with all FAA Special Conditions. If the FAA Supplement refers to a section of the AMO's manual to demonstrate compliance with any FAA Special Condition, that section of the manual must be available in English. If the FAA Supplement refers to the AMO's management or quality system to demonstrate compliance with FAA Special Conditions, the AMO should ensure that these systems specifically address not only NAA requirements, but also FAA Special Conditions (e.g., the AMO's quality system should provide for auditing FAA Special Conditions). After April 2006, the NAA must approve the repair station-training program on behalf of the FAA, which may be an integral part of the repair station manual/MOE. The training section must cover initial and recurrent training for its employees. The NAA must ensure the AMOs training program meets the requirements included in the sample supplement in appendix 3 in this GUIDANCE. NAA approval can be accomplished by signing and dating the list of effective pages (LEP), a copy of the signed LEP must accompany the certification package.

(e) A sample FAA Supplement to a manual is in Appendix 3.

i. The purpose of the training program is for the repair station:

- To comply with the regulatory requirements of CFR part 145.163
- To provide a thorough background and continuing education for employees to perform their job functions efficiently, safely and correctly
- To familiarize employees with the repair stations manual, quality systems and procedures.
- Procedures to include training to FAA MIP special conditions (see sample supplement, attached)

ii. The RSM/MOE must include procedures required by the regulation for revising the training program. It must also include procedures for submitting those revisions to the NAA for approval.

iii. The procedures should address who will be responsible for managing the training program and who will be responsible for ensuring that revisions are submitted to the NAA for review and approval. Procedures should include the instructions for approval by the repair station before submission to the NAA, as well as provisions for the NAA's approval of the program and its revisions.

iv. The procedures should address how often the program will be reviewed to determine if it is current and adequate for the type of maintenance being performed at the facility. Because the advancements in technology can cause aviation maintenance to change rapidly, a periodic review of training needs would be appropriate. The procedures should include who will be responsible for planning recurrent training and any new training that may be necessary. Repair stations that have established a management review program should include the training program for review during that meeting.

v. The training program may be documented as a section of the RSM/MOE, or as a separate document within the manual system. If the training program is a separate document, that document will need to include the procedures for submission to and approval by the NAA.

vi. The NAA must review the procedures in the certificate holder or applicant's program submission. These should not be considered all-inclusive. Each facility is unique and may require additional procedures to verify regulatory requirements and the needs of the repair station.

- Who in the repair station is responsible for submitting the training program and subsequent revisions to the NAA?
- When will the revisions be submitted?
- How will the revision be approved (include the company approval as well as NAA)?
- How often will the repair station review training program currency and completeness?
- Who in the repair station will perform this review?
- How will the repair station record and implement revisions?
- How will the revised text be identified and program materials updated?

(f) A copy of the AMO's NAA Certificate and limitation document/Approval Schedule, including any referenced Capabilities List (CL) (The CL must be available in the English Language in order for the FAA to determine the appropriate ratings. A copy of the capabilities list is only required during initial application process, thereafter available to the FAA in the English language on request).

(g) The NAA-approved procedures for the AMO to use a CL must contain information for the self audit/internal evaluation program or quality monitoring system procedures to ensure the following:

i. The AMO's procedures for revisions to the CL do not exceed the AMO's FAA rating. (If the NAA has any questions in this area the NAA should contact the FAA to ensure the revisions to the CL does not exceed the FAA rating).

ii. The self audit is complete for the articles being added, ensuring that the AMO has the technical data, equipment/material, and trained personnel, housing, and facilities for the article being added.

iii. A record-keeping procedure that retains copies in the English language of the CL revision audit will be available to the FAA on request.

(6) The NAA will review the AMO's application package for conformance with the FAA Special Conditions. The NAA also will review the results of previous audits/inspections for compliance with any outstanding corrective actions mandated by the NAA. If deficiencies are found in any document, the NAA will inform the applicant of the deficient areas and indicate that the application process will not continue until all deficiencies are corrected.

(7) If the information that the AMO submits is acceptable, the NAA will conduct an oversight audit for compliance with NAA requirements and FAA Special Conditions, using the appropriate inspection form agreed to in the MIP. If the AMO has successfully completed an NAA oversight audit within 180 days / 6 month period of the NAA's recommendation to the FAA for certification, the NAA will not have to conduct a review for compliance with their requirements. The NAA will conduct an oversight audit for compliance with FAA Special Conditions regardless of whether an audit for compliance with NAA requirements has been

successfully completed within **180days/6 month** period of the NAA's recommendation. The NAA may require the AMO to pay a fee for the performance of this audit. The NAA fees are not part of the MIP or FAA requirement, but in accordance with NAA requirements. The AMO should direct all questions regarding these fees to the NAA.

(8) If the NAA discovers deficiencies in an AMO's application package or after conducting an oversight audit, the NAA will allow sufficient time after notification to correct the deficiencies, in accordance with NAA procedures. If the applicant fails to correct the deficiencies within the NAA timeframe, the NAA will terminate the application process and notify the FAA. In the event of unusual circumstances, the NAA will notify the FAA, which may agree to extend the period upon mutual agreement for a reasonable period of time, if the applicant demonstrates an ability and willingness to correct the noted deficiencies. If corrective action must be taken, the applicant should notify the NAA in writing when all deficiencies have been corrected. A copy of the application package must be retained by the NAA for a minimal period of a year or longer if required by national requirements and made available to the FAA on request.

(9) When an audit indicates that the AMO complies with NAA requirements and the FAA Special Conditions, the NAA will complete the audit form, including a signed recommendation. (In the case of the EASA, the EASA form 6 including the FAA annex to EASA Form 6. (See appendix #6 for sample FAA form.)

NOTE: The accountable manager's statement located in the FAA Supplement satisfies the requirement for a Letter of Compliance.

(10) The NAA will send the following completed documents to the FAA IFO/CHDO with geographic responsibility for the country in which the AMO is located:

(a) FAA Form 8310-3, to include a list of maintenance functions to be performed for the AMO under contract. **The list of functions approved on behalf of the FAA must be signed and dated by the appropriate recommending NAA inspector/official.**

(b) A copy of the completed appropriate FAA annex surveillance/audit form, which includes the NAA-signed recommendation (in the case of EASA the FAA annex to EASA Form 6).

**(c) For AMOs that have multiple facilities under one certificate within the MIP country The NAA must provide an FAA annex to the appropriate surveillance form that includes the NAA recommendation for each facility location that is listed in the FAA supplement.**

**(d) If applicable, a copy of the AMO manual supplement section that identifies the multiple facility location that the AMO intends on utilizing its FAA certificate privileges. (The list should include the address of each location, the FAA Liaison telephone & Fax number, e-mail address if available and identify the NAAs office with oversight responsibility).**

**(e) List of line station as applicable (The list must include the address of each location, telephone& Fax number, e-mail address if available and identify the NAAs office with oversight responsibility).**

**(f) A copy of the List of Effective Pages or copy of the NAA letter of approval to the AMO of the FAA required training program that includes NAA inspector signature and date of approval on behalf of the FAA, and**

(g) A copy of the AMO's NAA Certificate and limitation document/Approval Schedule, including any referenced procedures for the use and revision to a capability list, a copy of the CL

NOTE: The copy of the CL is only necessary during initial certification

(11) All documents should be submitted in the English language. The IFO/CHDO will review the documents to ensure the package is complete.

(12) During initial certification no open finding should be noted on the surveillance form (FAA annex to EASA Form 6) or any of the documents submitted to the FAA. However, the FAA recognizes that several languages are involved in BASA/MIP programs. Minor discrepancies may occasionally be noted because of various interpretations or misunderstandings on the documents submitted. These minor discrepancies must be discussed with the NAA, but must not delay the issuance of the FAA certificate. Time should be allocated and agreed to by the NAA and FAA for corrective action.

(13) When satisfied that the package confirms that the AMO meets the requirements for the issuance of a certificate and has paid the appropriate fee, in accordance with the FAA office procedures, the following will be accomplished. The FAA will forward FAA Form 8000-4, Air Agency Certificate, and FAA Form 8000-4-1, Repair Station Operations Specifications, with all applicable limitations to the NAA for distribution to the AMO. The limitation on the FAA OpSpecs will list the NAA rating as the limitation. The Air Agency certificate will list the FAA rating.

(a). The FAA Inspector will forward a copy of the OpSpecs to the NAA with a cover letter requesting the AMO to have the appropriate official sign and return a copy to the FAA CHDO by mail or fax.

(b) The AMO will sign and date the OpSpecs and return a signed copy to the FAA certificate holding office.

(14) After issuing a CFR Part 145 Air Agency certificate and Repair Station Operations Specifications, the IFO/CHDO will prepare and retain a Certification Report /office file IAW FAA order 8300.10.

b. Change in Certificate.

(1) Each of the following situations require the AMO to apply for a change in a repair station certificate using FAA Form 8310-3:

(a) When the change in the housing and facilities effects the certificate,

(b) A request to add or amend a rating, or

(c) A change in ownership or name change. If the holder of a repair station certificate sells or transfers its assets, the new owner must apply for an amended certificate. Name changes also require an application and certificate change.

(2) The AMO requesting a change will forward a completed FAA Form 8310-3, indicating the change to the NAA, including any supporting documentation required by the change. All of the AMO documentation submitted should be available in the English language. The NAA may require the AMO to submit a duplicate document in the national language. If the request requires a change to the AMO's FAA Supplement, these documents should also be submitted to the NAA.

(3) The NAA will immediately inform the FAA of all proposed changes to the location, housing, or facilities of the repair station that would affect the conditions of the current certificate. After discussions with the FAA, the NAA may recommend that the AMO be permitted to continue operating as a CFR part 145 repair station while the proposed changes are

being implemented. The NAA and/or a repair station need only report changes to the housing and facilities that effect its FAA certificate and/or OpSpecs, e.g., change in address (this is not required for internal movement of departments, machinery etc.).

(4) The NAA will conduct an on-site review of the AMO for requests involving a change in rating or facilities. The NAA will review the documentation submitted by the AMO and, if satisfactory, will forward to the FAA the applicable documents in the English language:

- A copy of FAA Form 8310-3
- Copies of the AMO's amended NAA certificate and limitation document/Approval Schedule
- The appropriate NAA surveillance/audit form, including the signed recommendation (in the case of -EASA, FAA annex to Form 6 and signed recommendation)
- Copies of the list of line stations and/or list of multiple facilities locations as applicable(adding new line stations within the MIP country requires amending FAA OpSpec D107),
- Copy of the LEP or NAA approval letter that identifies any revision to the training program as applicable

(5) The FAA IFO/CHDO will review the package to ensure that it is complete. When satisfied, the FAA will forward the revised certificate/OpSpecs to the NAA for distribution to the AMO.

(6) Revisions to an AMO's FAA manual supplement and /or training program that reflect changed procedures, but do not change the nature of the AMO's Part 145 certificate or ratings must be submitted to the NAA for review before implementation in accordance with NAA procedures. FAA procedures require the AMO to submit revisions to its MOE; however, these revisions are considered accepted by the FAA unless notified otherwise by the NAA or FAA. The AMO is not required to submit FAA Form 8310-3 to the NAA for such revisions, and the NAA is not required to submit these revisions to the FAA. If the NAA finds the nature of the changes do not meet the FAA Special Conditions, the NAA will reject the revision and advise the repair station as soon as possible in writing. A copy of the letter of rejection will be forwarded to the FAA IFO/CHDO.

(a) Changes to the FAA training program must be submitted to the NAA for approval. Once the NAA has reviewed the revisions to the training program to ensure the training program continues to meet the requirements of the sample manual supplement contained in annex 2 of this GUIDANCE. The NAA will sign and date the LEP on behalf of the FAA and forward a copy of the LEP (in some cases the NAA may provide a copy of the letter to the AMO approving the change to the training program on behalf of the FAA) and FAA annex to the surveillance form identifying the change to the FAA IFO/CHDO with certificate responsibility.

(b) Change in the repair stations Line station or multiple facilities locations such as adding or deleting locations within the MIP country. If a new location is being added to the list of multiple facilities and/or line station, the NAA will perform a surveillance of the location and complete a FAA surveillance form and provide a copy of the surveillance form with a recommendation to the FAA IFO/CHDO with certificate responsibility.

NOTE: Normally, the most efficient and effective way to meet this requirement would be to initiate any change to line stations and/or multiple facilities locations during the certificate renewal process.

(c) The FAA will amend the repair station certificate and /or OpSpecs as appropriate. The FAA inspector will forward a copy of the OpSpecs to the NAA with a cover letter requesting the AMO to have the appropriate official sign, date, and return a copy to the FAA CHDO by mail or fax.

(d) The FAA's office file should contain all the appropriate information relating to the change in facility as required for an initial certification, as applicable. (See paragraph 10a for information on the VIS.) The NAA should retain a copy of all the documents supporting the change in their office file for a minimal period of two years and provide copies to the FAA on request.

c. Certificate Renewal. After the first 12 months of initial certification, under the BASA/MIP, renewals of an FAA CFR part 145 repair station certificate are required every 2-years/24 months.

(1) When seeking to renew its repair station certificate, the AMO should send FAA Form 8310 3, including a statement of perceived need (ref. Par. 7(a), to the NAA in accordance with procedures prescribed by the NAA. The FAA recommends that an AMO submit its renewal application to the NAA at least 90 days before the expiration date of its current certificate. If the AMO does not make the request before its certificate expiration date, it must follow the procedure for applying for a new certificate. The NAA should review its continuing need document as part of its recommendation to the FAA. If the AMO is unable to establish the continuing need requirement, the NAA will advise the AMO that the FAA will renew the AMO's certificate based on its previous continuing need statement. However, the AMO and the NAA will be advised in writing by the FAA that, if at the time of its next renewal the AMO is still unable to show a continuing need, the FAA may require the repair station to adjust their capabilities list or may adjust the repair station rating to reflect the repair station not being able to meet the criteria set forth in paragraph 7(a).

(2) The NAA will complete the appropriate surveillance/audit form, including the FAA annex (in the case of -EASA, completing EASA Form 6 and FAA annex). It will then make a recommendation for or against certificate renewal, based on a complete NAA surveillance/audit of the AMO conducted within the renewal time frame of every 24 months. A series of partial audits may collectively fulfill the requirement to perform a complete facility audit. The audit must indicate whether the AMO complies with NAA requirements and the FAA Special Conditions.

(3) For AMOs that have line stations and/or multiple facilities under one certificate within the MIP country The NAA must provide an FAA annex to the appropriate surveillance form that includes the NAA recommendation for each facility location that is listed in the FAA supplement. Adding additional locations/line stations requires amending OpSpecs D107.

(4) The AMO does not need to submit a new FAA Supplement if its current procedures and activities are described in its current supplement. When seeking renewal, an AMO should ensure that its FAA Supplement reflects current procedures and activities. All changes will require a revision of the FAA Supplement, which the AMO must submit to the NAA for acceptance. After April 2006, the NAA must approve the repair station training manual, which may be an integral part of the repair station manual/MOE. The training section must cover initial and recurrent training for its employees. In addition, the NAA must approve the training section

of the manual; this is accomplished by signing and dating the list of effective pages (LEP) or providing the AMO with a letter of approval IAW NAA procedures. A signed copy of the LEP or NAA approval letter must accompany the renewal package.

(a) A completed FAA Form 8310-3;

(b) A copy of the AMO's NAA certificate and limitation document (or EASA Form 3 approval schedule);

(c) As applicable if additions or deletions of locations: A copy of the AMO manual supplement section that identifies the line station and/or multiple facility location that the AMO intends on utilizing its FAA certificate privileges.

(d) The NAA or AMO should provide any changes made that effect the VIS elements described in paragraph 9a(3).

(5) Sixty days before the expiration date of the repair station's CFR part 145 certificate, the NAA should submit the completed surveillance/audit form to the appropriate FAA IFO/CHDO. The submission should include the FAA annex (in the case of EASA, FAA annex to Form 6) with the signed recommendation for certificate renewal. The time frames in this GUIDANCE are suggested, but are flexible to allow both the FAA and NAA ample time to process the documents.

(6) If the NAA discovers deficiencies in an AMO's application for renewal or after conducting an oversight audit, the NAA may allow the applicant sufficient time after notification to correct the deficiencies or to submit a plan for corrective action (depending on the nature of the deficiencies) in accordance with NAA procedures. If the NAA finds the written plan for corrective action is acceptable, the NAA will attach the plan to the FAA annex to the surveillance form (FAA annex to Form 6). If the applicant fails to correct the deficiencies within the specified time or fails to provide the NAA with a plan for corrective action, the NAA will terminate the application for renewal. Depending on the nature of the deficiencies, the FAA may amend the repair station's ratings, provided that the applicant demonstrates an ability and willingness to correct the noted deficiencies. An AMO must inform the NAA in writing of all actions taken to correct specified deficiencies.

**NOTE:** The NAA inspector should complete the finding section of the FAA annex to the surveillance form. The NAA should have special emphasis on ensuring the finding and or corrective action plan be included in the surveillance form. The finding is an essential part of determining how well the MIP is working and where improvements in the process need consideration. The finding do not reflect any deficiencies in the NAA abilities; however, they will provide the FAA and the NAA with data to identify areas that may need to be improved or information on areas that should be considered for removal from the MIP. In addition, the FAA is developing a risk analysis program that requires input in order for the risk analysis to be effective.

(7) The IFO/CHDO will review the documentation submitted by the NAA to determine whether the appropriate information has been entered and is acceptable. The AMO must not have any outstanding issues involving corrective action unless the NAA has approved a corrective action plan, and it must have paid the appropriate fee.

(8) If the FAA finds that the documentation supporting an AMO's application for renewal is unsatisfactory, the FAA will notify in writing to the NAA indicating the deficiencies noted. The NAA, in turn, will notify the AMO of the FAA's findings. All deficiencies that the FAA

notes must be corrected within the time of the FAA's notification to the NAA (specified in paragraph 9c(5)).

(9) If the FAA determines that the AMO meets all the requirements for certificate renewal and fees have been paid, it will issue a CFR part 145 repair station certificate and OpSpecs as appropriate to the AMO. The certificate will be forwarded to the AMO through the local NAA. The FAA inspector will forward a copy of the OpSpec's to the NAA with a cover letter requesting the AMO to have the appropriate official sign, date and return a copy to the FAA CHDO by mail or fax.

#### 10. EXTENT OF APPROVAL :

a. General. Under the provisions of a MIP, the FAA will not issue a repair station certificate and accompanying rating(s) with privileges that exceed the scope of work permitted under any NAA certificate, rating, or limitation document/Approval Schedule issued to an AMO. The extent of FAA approval also will not exceed the scope of approval set forth in the organization's CFR part 145 repair station certificate and OpSpecs. If an AMO seeks to perform work outside the scope of its certificate, it must first obtain an amendment of its NAA certificate, rating, or limitation document/Approval Schedule, as appropriate, to permit the performance of the intended work. (Reference applicable sections of paragraph 9b.)

##### b. Line Stations and/or Multiple Facilities Locations.

(1) The FAA recognizes that some NAAs authorize AMO line stations and/or multiple facilities locations that are part of the AMO's approval, provided those line stations and/or multiple facilities locations are under the quality monitoring system/internal evaluation program of the AMO. Although the NAA may issue a single NAA certificate to an AMO for facilities that include line stations and/or multiple facilities locations, the FAA will only recognize line stations and/or multiple facilities locations listed in the FAA Supplement to the manual that are located within the MIP country and under the surveillance purview of the NAA. Line stations and/or multiple facilities locations located outside the MIP country must obtain individual certificates or be authorized under a geographic authorization. Each location must meet NAA requirements and FAA Special Conditions, and would be under FAA surveillance purview.

(2) Included in the FAA OpSpecs that repair stations are issued will be a statement referencing the applicable supplement section, additionally locations of line stations authorized within the MIP country will be listed in the appropriate paragraphs of the OpSpecs.

##### c. Multiple Facilities.

(1) An AMO does not need a geographic authorization if it wants to work at another site within the same airport terminal, provided that the AMO has applicable procedures in its FAA Supplement that meet the requirements of its certificate. The AMO also must have full managerial control over the work performed at the other site. This situation is not considered work away from station.

(2) If the AMO has multiple facilities located in the same country covered under one NAA approval certificate, all sites can operate under one FAA certificate and operation specifications. Having separate facilities does not necessarily affect the maintenance performed, if the separate locations are under the full control of the parent facility and using the same Manual and FAA supplement. The separate facility must be located within the MIP country and the FAA manual supplement must identify each location by address, function performed, a point of contact for each location, Telephone number, FAX number, e-mail address if available and the address of the NAA office with surveillance responsibility. Each location must be a part of the

NAA's surveillance program. The MIP agreements require the NAA to submit the proper surveillance form (Under EASA this would be the FAA annex to Form 6) for each location at the proper CFR 145 certificate renewal period.

d. Capabilities List (CL).

(1) A CL refers to a limitations document that identifies by make, model, or other nomenclature designated by the article manufacturer that the AMO is authorized to perform maintenance. The CL is located in the AMO's manual or as a referenced stand-alone document, though in some cases it may be referred to by other names. The NAA inspector must know that under the provisions of a BASA/MIP, the FAA will not issue a repair station certificate and accompanying rating(s) with privileges that exceed the scope of work permitted under the NAA approval limitations or Approval Schedule.

(2) Using a CL is an effective way of identifying all articles for which an AMO has an established repair capability. Once the component or subassembly is identified on the CL there is no need to list the individual parts contained in it. The AMO must have the proper equipment, personnel, housing/facilities, materials, and technical data to maintain each article listed in the CL. The CL is an extension of the AMO's OpSpecs and its use depends on the AMO establishing procedures for conducting self-audits of its facility and capabilities, which are approved and accepted by the AMO's NAA on the FAA's behalf. When the following statement is added to the AMO's FAA OpSpecs, the CL becomes a part of the OpSpecs: "Maintenance or alteration functions are limited to those make and model components shown on [AMO]'s approved Capabilities Document.

(3) Once approved, a CL is identified by date and title on the repair station OpSpecs and becomes legally binding. After the NAA has approved the AMO's internal evaluation program and procedures or self-auditing program, the AMO can use these procedures for revisions to a CL. When the AMO has completed auditing itself for the new article being added in accordance with the approved procedures, the AMO is authorized to revise and to perform maintenance and alteration on those items added to the CL without any approval from the FAA or NAA. This approval will remain in effect unless the FAA notifies otherwise.

**NOTE: Once the NAA provides initial approval of the CL on behalf of the FAA subsequent revisions are thereafter accepted by the NAA on behalf of the FAA. Unless the AMO is notified by the NAA that the revision has been found to be unacceptable**

e. Geographic Authorizations.

(1) This authorization should only be used for line stations located outside the geographic borders of the BASA/MIP country. Locations within the borders of the MIP country should qualify as line stations.

**Note: Geographic Authorizations are reserved for repair station that hold a rating for an entire aircraft, i.e. Boeing 727 all series, Airbus A320 all series etc. In addition, new geographic Authorization will be limited to locations that do not have an existing FAA repair station rated for the aircraft being applied for, unless the existing repair station cannot meet the air carrier's schedule.**

(2) The FAA will continue to issue geographic authorizations in accordance with FAA Order 8300.10, chapter 163, Certificate CFR part 145 Foreign Repair Station. U.S. air carriers or operators of U.S. registered aircraft under CFR part 129 initiate the requests for geographic authorization if they want work performed by a repair station located outside the BASA/MIP

country. If the AMO's out-of-country repair station is qualified to perform the contracted work, the OpSpecs will indicate the geographic location in which the repair station has geographic authorization to work. The addresses that have geographic authorization must be listed in the AMO's OpSpecs.

(a) When notified that a repair station wants to perform work under a geographic authorization, the FAA will follow surveillance and approval procedures found in FAA Order 8300.10, chapter 163.

(b) The FAA will surveil those facilities performing work under a geographic authorization that are located outside the MIP country that has jurisdiction over the AMO. The FAA may accept surveillance conducted by another MIP country if the facility meets the following criteria:

i. The facility is located in a country that has concluded a BASA/MIP with the United States.

ii. This country is willing to accept the surveillance responsibility in writing.

iii. This country agrees to provide the FAA with the appropriate surveillance form, which includes the FAA Special Conditions and an NAA recommendation.

(3) When the FAA issues a geographic authorization to a facility to support a U.S. air carrier or Part 129 operator, such authorization will be indicated on the organization's repair station certificate. The FAA will not issue a geographic authorization for a facility located in the United States.

f. Specialized Services Ratings/Processes.

(1) The FAA may issue an equivalent specialized services rating to an AMO under the provisions of a BASA/MIP if the following conditions apply:

(a) The AMO's limitation document/Approval Schedule indicates that its scope of approval includes a specialized services rating.

(b) A FAA assessment of the technical data used by the AMO indicates that it originates from a FAA approved source (manufacturers' data, U.S. military specifications (Mil-Specs), etc.).

(2) A specialized services rating usually is issued to permit the performance of work requiring equipment and skills not ordinarily found at a repair station. If an AMO is granted a specialized services rating, it must ensure that all work performed under the provisions of a specialized services rating is done in accordance with FAA-approved data. Therefore, FAA issuance of a specialized services rating requires FAA approved process specifications. FAA approval of process specifications will be recorded on the organization's OpSpecs in addition to the NAA limitations/scope of approval. During NAA audits, the NAA will ensure that only FAA approved process specifications are being used on U.S. registered aircraft or aeronautical products intended for installation on U.S. registered aircraft. If an AMO intends to use a process specification that the FAA has not previously approved, the applicant must submit the documents to the FAA through the NAA. The FAA will coordinate the documents with the appropriate aircraft certification office for acceptance.

NOTE: The FAA inspector will review the NAA scope of approval to ascertain that the limited specialized service rating is appropriate. The inspector will also familiarize the NAA, if required, with process specification requirements.

g. Hydrostatic Testing Approval of hydrostatic testing is the responsibility of the US Department of Transportation (DOT). FAA responsibilities for hydrostatic testing facilities are to ensure the DOT certificate is current and valid for the work being performed. The NAA will surveil/audit these facilities to ensure that the organization meets the NAA requirements. The NAA will also ensure that the organization has the appropriate current U.S. DOT Office of Research and special Projects Administration (RSPA) approval.

## 11. PROTECTION OF PROPRIETARY DATA AND FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

a. Proprietary Data. Certain data that an AMO submits may be the property of that facility or another person. Release of that data by the FAA and NAA is restricted under section 4.7(a) of the MIP. Neither the FAA nor NAA will copy, release, nor show proprietary data obtained from each other to anyone outside the FAA or NAA without written consent from the proprietary data's owner.

b. FOIA Requests. The FAA often receives requests from the public under the FOIA to release information that it may possess. Any information that the FAA possesses must be disclosed under FOIA unless it falls within certain exceptions, such as trade secrets or financial or commercial data considered confidential or privileged. When the FAA receives a request for the release of information related to an AMO located in a country and covered by the MIP, the FAA will advise the NAA of any information NAA submitted to the FAA that might be released. The FAA also may request the NAA's assistance in cooperation with the AMO in determining if the AMO would object to release and which portions, if any, of the information might be withheld under FOIA exceptions.

## 12. CONTINUING VALIDITY OF THE PART 145 REPAIR STATION CERTIFICATE.

a. The continuing validity of a CFR Part 145 repair station certificate depends on FAA's satisfaction that the repair station continues to comply with NAA requirements and FAA Special Conditions. The NAA will notify the FAA of findings such as those described below. The NAA, in addition, will promptly notify the FAA of any investigation into noncompliance that could result in the loss or suspension of an AMO's approval/certificate.

(1) Recommendation. The following items are reportable as recommendations when the repair station has taken corrective action, or has submitted a plan for corrective action that the NAA has accepted. Any enforcement action taken as a result of the findings/discrepancies will not affect the NAA providing the FAA with a recommendation for renewal. The corrective action plan must be attached to the appropriate surveillance/audit form. The items include the following:

- (a) Serious failure to comply with NAA requirements.
- (b) Overall failure to comply with the FAA supplementary conditions.
- (c) Failure to use FAA-approved data for major repairs/alterations/modifications.
- (d) Failure to maintain a working quality monitoring system.

(2) Non-Recommendation. The NAA should provide the FAA with a non recommendation when it has found significant safety issues using the criteria above and corrective action has not been taken or the NAA has not accepted a plan for corrective action. The FAA may elect not to renew or amend a repair station certificate until corrective action has taken place or a plan for corrective action has been approved by the NAA and submitted with the appropriate surveillance form. Occasionally, the FAA may issue a short-term certificate authorizing the repair station certificate to remain active while corrective action takes place. In

those cases, the short-term certificate/ must be issued for no more than 90 days and only with the agreement of the NAA. As a second option, the FAA may reduce the repair station's rating pending corrective action. Once all corrective action has been completed to both the FAA's and the NAA's satisfaction, the certificate must be renewed for the balance of the remaining 24 months from its original renewal date.

(a) Withdrawal of NAA approval/certification will result in withdrawal of FAA certification because it is based on compliance with NAA requirements and FAA Special Conditions.

(b) The FAA may undertake investigations or enforcement action under FAA regulations and directives.

(c) The AMO must cooperate with any FAA investigation or enforcement action.

(d) Any failure to comply with applicable requirements may result in enforcement action.

### 13. OVERSIGHT AUDITS/SAMPLING INSPECTIONS.

**NOTE: The FAA will appoint a country coordinator for each MIP country, the FAA recommends that each NAA appoint a country coordinator. This will facilitate joint cooperation and communication between the FAA and NAA.**

a. As part of the NAA's procedures for an oversight audit of the AMO, the assigned NAA inspector will determine whether the AMO is complying with NAA requirements and the FAA Special Conditions. This must be accomplished using the appropriate surveillance form, which includes the FAA annex and recommendation. The NAA inspector may conduct additional audits of the AMO as necessary. These additional audits may be in response to amendments the AMO submitted or results of previous findings.

b. An audit of the AMO, using the appropriate surveillance/audit form (which includes the FAA annex), need not be conducted as a single inspection. An audit using this form and its annex, however, must be completed within a two-year period. During the initial transition/turnover of surveillance to the NAA, the FAA certificate renewal dates must be aligned with the NAA surveillance schedule, and thereafter remain scheduled with the NAA surveillance program. **The FAA IFO/CHDO will provide the NAA with an annual schedule identifying the repair stations that are due for renewal during the coming year to ensure on time renewal.**

c. The NAA should submit to the FAA the completed FAA annex to the surveillance form with a recommendation or a non-recommendation (In the case of EASA, FAA annex to form 6 or equivalent). This should be within the certificate renewal period, based on the date of the last issuance or renewal of the AMO's CFR Part 145 repair station certificate. The NAA should retain all appropriate surveillance forms in their office file for a minimum period of two years and make them available to the FAA on request.

d. The FAA may also participate in NAA Regional and Headquarters audits to validate the NAA's ability to ensure that AMOs under its jurisdiction conform to NAA and MIP requirements. In the case of EASA, this is achieved by joining the EASA Maintenance Standardization Team (MAST).

e. FAA Sampling Inspections: The FAA may conduct independent inspections of a random sample of repair station. The number of sampling inspection is determined by the CHDO office manager and based on the criteria set forth in FAA order 8300.10, volume 3, chapter 99. The necessity for sampling is based on the need for both the FAA and the NAA to ensure compliance

with the agreement. The sampling inspections may consist of a physical visit to a select number of repair stations and /or visiting the NAA field office or headquarters for review of surveillance records and reports as necessary to satisfy the FAA and NAA that all requirements of the BASA/MIP are being met.

f. FAA International Aviation Safety Assessments (IASA): As a preliminary requirement to a BASA/MIP agreement, the FAA assessed each country for compliance with ICAO requirements. In order to qualify for a BASA/MIP the country must have been rated as an IASA category one. If a country is moved to a lower category after a BASA/MIP is signed and the lower category is the result of failing to meet IASA's aircraft maintenance oversight standards section of the assessment. The FAA will progressively increase the frequency of sampling inspection until the country is able to be reevaluated and listed as a IASA category 1. The FAA may determine that 100% sampling may need to be accomplished depending on the seriousness of the IASA findings. The FAA Regional Manager, in consultation with the Manager of the Aircraft Maintenance Division AFS-300, will determine the decision for increasing sampling inspection.

NOTE: Be advised that the above policy does not include IASA findings that are associated with IASA aircraft operational oversight standards.

g. The MIP has a provision for the FAA to perform independent inspections of repair stations when safety issues surface. These independent inspections are not related to the sampling inspection in paragraph e but must be accomplished with the concurrence of the FAA regional office and AFS-300, Aircraft Maintenance Division.

h. All costs associated (i.e., travel, lodging, Inspector time) with FAA sampling inspections and independent inspections, including visits to NAA for records review will be charged to the AMO being inspected.

#### 14. CONTRACT MAINTENANCE

##### a. General.

NOTE: A repair station may contract out any article for which it is rated with the exception of a whole type-certificated article, i.e., Aircraft, Aircraft Engine, or Propeller. The facility being sub-contracted must have the same inspection system as the certificate organization and must be under the Internal Auditing System/QMS of the certificated organization. The Internal Auditing System/QMS of the repair station must audit the sub-contractor at least once per year. In addition, the sub-contractors' facilities must be advised that they are subject to the same FAA surveillance as the certificated organization. -.

(1) An AMO must have the material and equipment necessary to perform the functions appropriate to its rating, but need not have the tools and equipment for functions it is authorized to contract out. An AMO may contract functions to FAA certificated facilities and non FAA certificated sources as authorized and identified in its FAA Supplement to its manual. "Contracting" encompasses "subcontracting" as specified in NAA requirements. The NAA must approve the list of functions to be contracted out on behalf of the FAA, this is accomplished by the NAA signing and dating the list of functions. The AMO must also have a procedure in their manual that advises the non-certificated organization that they are subject to FAA sampling inspections the same as the FAA certificated repair station.

(2) Before contracting out a maintenance function, the AMO should:

(a) Establish procedures to qualify the contractor

- (b) Establish procedures to audit the contractor
- (c) List the contractor in its FAA Supplement
- (d) Provide technical training for receiving inspection personnel in contracted functions
- (e) Establish inspection procedures that provide enough technical detail so an airworthiness determination can be made based on a technical review of contractor-source documentation.

b. Contracting to Non-FAA Certificated Sources.

(1) If an AMO contracts work to a non FAA-certificated source, the AMO must be appropriately rated to perform the work. The AMO is responsible for the following:

- (a) Approving return to service items on which work has been performed.
- (b) Ensuring each item's airworthiness.

(2) Any non FAA-certificated source to which work is contracted must be under the control of the AMO's quality monitoring system for the work performed. The AMO must inspect each item on which contracted work has been performed to ensure the airworthiness of the item. Receiving inspection procedures must enable the AMO to make an airworthiness determination of each item received. If the AMO cannot determine the quality of contracted work, the work can be contracted only to an FAA-certificated facility that is able to inspect the work performed for compliance with Part 43.

c. Contracting to FAA Certificated Facilities. If an AMO contracts functions to another organization that is FAA certificated, that organization is responsible for approval for return to service of each item on which work has been performed. The AMO should be able to determine that the FAA certificated organization to which work is contracted is properly certificated to perform the work. Through the AMO's receiving inspection procedures, the AMO must properly process items received from a FAA certificated facility.

d. Audits, Training, and Records. The organization should establish procedures to audit contractors and ensure that they comply with operators' manuals, manufacturers' manuals, and instructions for continued airworthiness (ICA). The repair station should establish a recordkeeping system for audits of its sub-contractors and a retention period for such records. The organization also must provide technical training for receiving inspection personnel who inspect contracted out functions. The organization also must establish a method of recording contracted work to ensure retaining of the records for two years.

## 15. REPORTING MAJOR DEFECTS OR UNAIRWORTHY CONDITIONS

Via the NAA, the AMO is obligated to report any serious defect or unairworthy condition within 96 hours after discovery to the IFO/CHDO that has jurisdiction over the repair station. The AMO should use the procedures specified in its FAA Supplement to report these conditions. Use FAA Form 8010-4, Malfunction or Defect Report, or the NAA-required form to report these conditions. All documents submitted to the FAA must be in the English language.

## 16. SUSPECTED UNAPPROVED PARTS (SUP).

a. The organization should submit reports to the FAA under the FAA Suspected Unapproved Parts program detailed in AC 21 29, Detecting and Reporting Suspected Unapproved Parts. (The

EASA/NAA AMOs may comply with the SUPs reporting requirements by complying with paragraph 15 above.)

b. In some cases, the NAA requirements may include SUP reporting (i.e., EC annex 2, part 145.60). The FAA will accept the repair station reporting procedures to the NAA when the NAA and/or repair station files a duplicate form with the FAA within the required time specified in AC 21-29, Detecting and Reporting Suspected Unapproved Parts.

c. If the NAA does not have SUP reporting requirements, the AMO should use AC 21 29. Report SUP information on FAA Form 8120-11, Suspected Unapproved Parts Notification.

#### 17. FAA CERTIFICATED REPAIR STATIONS WITH EXEMPTIONS

FAA certificated repair stations granted exemptions under CFR part 11 should continue to follow the MIP process for renewal, if the FAA has informed the NAA of the details of the exemption. In some cases, the FAA may elect to retain surveillance of the AMO. The IFO/CHDO having jurisdiction over the facility will conduct the surveillance under the terms and conditions set forth in the exemption.

#### 18. APPROVED AMOS WITH DEVIATIONS.

AMOs that have deviations/exemptions from NAA rules and regulations (EC annex 2, part - 145) may still qualify for an FAA certificate. In such an unusual case, the AMO should forward a copy of the application and NAA deviation directly to FAA Headquarters, AFS-300, for review and coordination before certification. Such deviations may require an exemption from The Code of Federal Regulations.

#### 19. FEES.

a. The FAA will charge a fee for the administrative processing of initial certifications and certificate renewals. The AMO should pay this fee directly to the IFO/CHDO to which the application was made under the procedures prescribed by that office.

b. The FAA is required to charge a fee for its independent inspections, random samplings, including visits to NAA for records review of repair stations under the BASA/MIP. Charging the repair stations during the random sampling for all expenses the FAA incurs (i.e., travel, lodging, Inspector time) is in accordance with the fee schedule in CFR part 187.

c. The fee will be based on a rate specified in AC 187-1, Flight Standards Service Schedule of Charges Outside the United States, and will include transportation and subsistence costs. The same rate will be charged for work performed because of a random quality oversight inspection identified in paragraph 12e.

d. The FAA will not issue an FAA certificate or OpSpecs until it receives payment of the prescribed fee. The IFO/CHDO may make exceptions based on delays that may occur in the transaction, and possible internal corporate procedures. The office manager may make exceptions based on internal IFO/CHDO procedures.

James J. Ballough

Director, Flight Standards Service

APPENDIX 1. FEDERAL AVIATION ADMINISTRATION (FAA) SPECIAL CONDITIONS  
CONTAINED IN MAINTENANCE IMPLEMENTATION PROCEDURES (MIP)

SAMPLE—SPECIAL CONDITIONS

(See Office Files for copies of Official MIP Document for each country.)

NOTE: The special conditions identified below are a revised version of the FAA special conditions to show compliance with European Commission annex 2, part 145 and the latest revision to title 14 of the Code of Federal Regulations (CFR) part 43 and 145.

3.1 FAA Special Conditions Applicable to NAA Maintenance Organizations

3.1.1. The FAA agrees that an NAA-approved Maintenance Organization (AMO) located in country that applies to work on a civil aeronautical product under the FAA's regulatory control is eligible for an FAA repair station certificate if the NAA endorses to the FAA that the AMO complies with all of the following Special Conditions:

(a) The AMO must include in its application for both initial and renewed FAA certification a statement demonstrating that the FAA repair station certificate and/or rating is necessary for maintaining or altering U.S. registered aeronautical products or foreign registered aeronautical products operated under the provisions of 14 CFR part 121 or 14 CFR part 135, as well as proof of payment of FAA fees. The FAA may renew the AMO's initial certification after 12 months and every 24 months thereafter, if regulatory compliance is maintained.

(b) The AMO must hold a valid NAA certificate issued in accordance with EASA Part-145 and be in compliance with the current EASA Part-145. The FAA may issue an AMO one certificate that covers multiple locations within MIP Country provided the additional locations are listed in, and utilizing, that AMO's Maintenance Organization Exposition (MOE). The FAA may allow an AMO to work away from a certificated location when circumstances require the work be done at another location, provided the supplement, as defined in paragraph (c) below, contains procedures for accomplishing maintenance, preventive maintenance, alterations, or specialized services.

(c) The AMO must provide an English language supplement to its MOE that is approved by the NAA on the FAA's behalf and maintained at the AMO. The FAA supplement must contain a signed and dated statement by the accountable manager that obligates the organization to comply with the MIP. The accountable manager's statement must also contain a provision that the organization recognizes that EASA Part-145.A.30(j) (3), (4), & (5) (so called "one off provisions") do not apply to U.S.-registered aircraft. All revisions to the supplement must be provided to, and accepted by, the NAA before implementation. The FAA supplement to the MOE shall include the following:

(i) Procedures for approval for release or return to service that satisfy the requirements of 14 CFR part 43 for aircraft and use of EASA Form 1 for components. This includes the information required by 14 CFR §§43.9 and 43.11 and all information required to be made or kept by the owner or operator in the English language, as appropriate. The procedure must also ensure that major repairs and major alterations/modifications are described in the English language in the appropriate documents.

(ii) Procedures to ensure that major repairs and major alterations/modifications (as defined in 14 CFR) are accomplished in accordance with data approved by the FAA.

(iii) Procedures for reporting to the FAA failures, malfunctions, or defects, and Suspected Un-approved Parts (SUP) discovered, or intended to be installed, on U.S. aeronautical products.

(iv) A procedure for NAA approving the AMO's initial and recurrent employee training program and revisions thereto.

(v) Procedures to show that any deviation from a manufacturer's calibration standard demonstrates compliance to U.S. National Institute of Standards and Technology (NIST) standards, or other standards acceptable to the FAA.

(vi) Organizational chart, including points of contact, and a list of locations by address within the MIP Country where the FAA certificate will be utilized. It also must provide a summary of its quality system, and procedures for notifying the FAA of revisions to the organizational chart, list of locations, or quality system.

(vii) A procedure for providing the NAA , for approval on behalf of the FAA, a list of functions to be performed under contract to a non-FAA certificated outside source. In addition, the list of contractors and subcontractors included in the MOE should indicate which outside sources are utilized to perform maintenance on U.S. civil aeronautical products. The AMO must also have procedures in place to ensure that contractors and subcontractors meet the terms of the MIP. In addition, the procedure must include provisions for a non-FAA certificated source to return the article to the AMO for final inspection/testing and return to service.

(viii) Procedures to ensure compliance with air carriers' manuals, including the separation of maintenance from inspection on those items identified by the air carrier/customer as required inspection items (RII).

(ix) Procedures to ensure compliance with the manufacturer's maintenance manuals or Instructions for Continued airworthiness (ICA) and handling of deviations. Procedures to ensure that all current and applicable airworthiness directives (ADs) published by the FAA are available to maintenance personnel at the time the work is being performed.

(x) Procedures to confirm that the AMO supervisors, and employees responsible for final inspection and return to service of U.S. aeronautical products, are able to read, write, and understand the English language.

(d) FAA certification under this MIP will not exceed the scope of the ratings and limitations in the EASA Part 145 certificate.

3.1.2. To continue to hold a 14 CFR part 145 repair station certificate, the following conditions must be met:

(a) The AMO, including organizations contracted or subcontracted to perform maintenance functions for the AMO must allow the FAA, and EASA or the NAA on behalf of the FAA, to inspect it for continued compliance with EASA Part 145 and these Special Conditions (i.e., 14 CFR part 145).

(b) Investigations and enforcement by the FAA may be undertaken in accordance with FAA rules and directives.

(c) The AMO must cooperate with any investigation or enforcement action.

(d) The AMO must continue to comply with EASA Part 145 and these Special Conditions.

## APPENDIX 2. LIST OF EUROPEAN UNION MEMBER COUNTRIES

Austria	Pending
France	MIP
Germany	MIP
Denmark	Pending
United Kingdom	Pending
Ireland	MIP
Greece	Pending
Spain	Pending
Netherlands	Pending
Belgium	Pending
Italy	Pending
Portugal	Pending
Finland	Pending
Sweden	Pending
Luxembourg	Pending
Estonia	Pending
Latvia	Pending
Lithuania	Pending
Malta	Pending
Cyprus	Pending
Slovenia	Pending
Hungary	Pending
Czech Republic	Pending
Poland	Pending
Slovak Republic	Pending

APPENDIX 3. SAMPLE FEDERAL AVIATION ADMINISTRATION (FAA) SUPPLEMENT  
TO AMO MANUAL

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

FAA SUPPLEMENT REFERENCE NO. \_\_\_\_\_

TO AMO MANUAL

Company Name and Facility Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAA Certificate No. \_\_\_\_\_

CFR part 145 Certificate No. \_\_\_\_\_

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

Maintenance, alterations, or modifications performed in accordance with the referenced manual, including this Supplement, are considered to be in compliance with Parts 43 and 145 of Title 14 of the Code of Federal Regulations (14 CFR).

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

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

## CONTENTS

1. LIST OF EFFECTIVE PAGES.....	3
2. AMENDMENT PROCEDURES.....	3
3. INTRODUCTION.....	3
4. ACCOUNTABLE MANAGER’S STATEMENT.....	4
5. EXTENT OF APPROVAL.....	5
a.(1) General.....	5
<b>a.(2) Multiple Facilities under one certificate and Additional Facilities/Locations in Close Proximity</b> .....	5
a.(3) Line Stations (as applicable, for airframe-rated repair stations only).....	5
a.(4) Work Away from Station.....	5
<b>b. Specialized Service</b> .....	5
c. Capability List.....	5
d. Geographic Authorization ( if applicable).....	6
6. APPROVAL FOR RETURN TO SERVICE AND MAINTENANCE, ALTERATION, AND MODIFICATION RECORDS.....	6
<b>7. CALIBRATION OF TOOLS &amp; TEST EQUIPMENT</b> .....	8
8. MAJOR REPAIRS AND MAJOR ALTERATIONS.....	8
9. COMPLIANCE WITH U.S. AIR CARRIER OR 14 CFR PART 125 OPERATOR PROCEDURES.....	9
a. Compliance with the Operator’s Manual.....	9
b. Required Inspection Items (RII).....	9
10. COMPLIANCE WITH MANUFACTURERS’ MAINTENANCE MANUALS OR INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA).....	10
11. FAA AIRWORTHINESS DIRECTIVES (AD).....	11
12. REPORTING OF UNAIRWORTHY CONDITIONS TO THE FAA SUSPECTED UNAPPROVED PARTS (SUP) REPORTING REQUIREMENTS.....	11
<b>13. PERSONNEL TRAINING REQUIREMENTS</b> .....	12
14. QUALIFICATION OF PERSONNEL.....	13
15. MANAGEMENT AND QUALITY SYSTEMS.....	14
<b>16. WORK AWAY FROM THE PRINCIPLE BASE OF OPERATION</b> .....	14
17. CONTRACT MAINTENANCE.....	15
a. General.....	16
b. Contracting to Non-FAA Certificated Sources.....	16
c. Contracting to FAA-Certificated Facilities.....	16
d. Receiving Inspections.....	16
e. Audits.....	17
18. FORMS.....	17

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

#### 1. LIST OF EFFECTIVE PAGES (LEP).

The FAA Supplement to the manual should begin with a list of the sections it contains, the page number of each section, and the current revision date of each section. This section may reference other appropriate sections of the AMO's manual if that part is submitted with the Supplement and contains the page number and current revision date of the sections required by the Supplement.

NOTE: NAA Responsibility: The NAA inspector should initial or sign and date the LEP on behalf of the FAA for initial approval of the FAA supplement, thereafter revisions are considered accepted unless notified otherwise by the NAA or FAA.

#### 2. AMENDMENT PROCEDURES.

The amendment procedures section should describe the procedures the organization will use to ensure that the FAA Supplement remains current. It should identify, by title, the person responsible for amending the FAA Supplement. It also should describe the procedures the organization will use to ensure that copies of any amendment to the Supplement are provided to - [name of NAA] before implementation. The FAA requires that at least one copy of the supplement be retained by the NAA, however the NAA may require a second copy in the national language. The procedures to ensure currency should be a part of the organization's management system. All amendments must be incorporated into the internal quality audit system or quality monitoring system (QMS).

#### 3. INTRODUCTION.

The introduction section should do the following:

a. Indicate that the organization is performing work under the terms and conditions specified in the Bilateral Aviation Safety Agreement (BASA) /Maintenance Implement Procedures (MIP) executed between the FAA and European Commission/EASA. This section also should indicate that the FAA Supplement, in conjunction with the approved NAA manual of the organization, defines the organization and procedures upon which compliance with applicable regulations are based.

b. State that the MIP permits the organization to obtain certification and renewal as a foreign repair station under CFR part 145 for performing work on aeronautical products subject to 14 CFR. Certification or renewal as a repair station is obtained after the FAA's review and acceptance of the inspection, surveillance, and evaluation of the organization by the NAA-.

c. Address the purpose of the FAA Supplement. This section also should indicate that it identifies the procedures that must be taken into account for the organization to perform work under the MIP and other appropriate regulations. These procedures are addressed by FAA Special Conditions in the MIP and may be in addition to those described in other portions of this manual.

d. State that the Supplement describes the methods and procedures the organization will use to ensure compliance with the FAA Special Conditions. These conditions are specified in the MIP executed according to a Bilateral Agreement.

#### 4. ACCOUNTABLE MANAGER'S STATEMENT.

The accountable manager's statement section must contain the signed statement by the accountable manager. The accountable manager is the individual responsible for the organization's compliance with 14 CFR. Such compliance is demonstrated by complying with the

NAA regulations, requirements and associated material, and the FAA Special Conditions in the MIP.

a. This statement agrees that the organization will comply with the conditions specified in the Supplement while operating under its FAA repair station certificate issued under the procedures specified in the MIP. The accountable manager's statement is in lieu of the letter of compliance. The person having overall responsibility for the repair station signs that letter.

b. The accountable manager's statement should contain the following or equivalent language:

"I understand that this organization, [name of company], when performing maintenance, alterations, or modifications on U.S. registered aircraft or aeronautical products for use on such aircraft, must perform that work under the terms of the Maintenance Implementation Procedures (MIP) agreed to by the FAA and European Aviation Safety Agency (EASA)/European Commission, and NAA regulations, requirements, and associated guidance material, as well as FAA Special Conditions set forth in the MIP and described in this organization's FAA Supplement to its Manual."

"As the person with overall control of [name of company], I have reviewed the NAA regulations and requirements and the FAA Special Conditions. This organization fully understands that by complying with these documents, it will be complying with the corresponding sections of CFR parts 43, 145, and other applicable regulations. I understand that any deviations from these regulations and requirements may result in the loss of NAA approval or FAA certification, or in other certificate or enforcement action by the NAA or FAA. I also understand that loss of NAA approval automatically invalidates this organization's CFR part 145 repair station certificate."

"This organization will provide NAA and FAA personnel with access to our facilities to assess compliance with NAA requirements and FAA Special Conditions or to investigate specific problems."

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

I understand that EC annex 2, part 145.A30 (j) (3), (4), &(5) (so called one off provisions) do not apply to U.S. registered aircraft or aeronautical products to be installed on such aircraft.

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

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

d. Whenever the organization's accountable manager is replaced, the new accountable manager must sign and date a new accountable manager's statement. The organization should forward a copy of the new-signed statement to the NAA.

## 5. EXTENT OF APPROVAL.

(This section of the manual supplement should address FAA special condition 3.1.1(a) &(b)) as follows:

a. The extent of approval section should do the following:

(1) State that the extent of FAA approval will not exceed the ratings and scope of work permitted under NAA regulations and requirements. The extent of FAA approval also will not exceed the scope of approval set forth in the organization's CFR part 145 repair station certificate and OpSpecs.

(2) Multiple Facilities: If the AMO has multiple facilities located in the same country covered under one NAA approval certificate, all sites can operate under one FAA certificate and operation specifications. This section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and FAA supplement as the parent facility. The procedure must demonstrate how each separate location is under the full control of the parent facility. The additional facilities must be located within the MIP country and the FAA manual supplement must identify each location (see sample manual supplement).

(3) Line Stations: The FAA will recognize line stations that are listed in the FAA Supplement to the manual and that are within the geographic borders of the MIP country. This section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and FAA supplement as the parent facility. The procedure must demonstrate how each separate location is under the full control of the parent facility.

(4) Work Away from the Repair Station (if applicable). This section should address the repair station management and quality control of work away from its principle base of operation. Section 16 of this supplement will contain detailed procedure.

b. FAA issuance of a specialized services rating requires FAA approved process specifications. In this section, the organization should describe: (as applicable)

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

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

c. Capabilities List (CL). The manual's CL should contain all the elements described in this GUIDANCE's paragraph 9d.

d. Geographic Authorization: This subsection should contain procedures for an organization with a geographic authorization to carry out work under contract for a FAA certificated U.S. air carrier or CFR part 129 operator of U.S. registered aircraft. The subsection should list, at a minimum:

NOTE: Geographic authorization is limited to Airframe rated facilities that are rated for an entire aircraft i.e. Boeing 727 all series, Airbus A310. (Additional limitations also apply, the FAA will not issue geographic authorization at a location where an appropriately rated repair station already exist unless the applicant can show that the repair station located at the requested geographic authorization location cannot meet the air carriers schedule or handle the additional workload. The FAA will not issue geographic authorization to a location within the US.)

(1) The name of each air carrier for which work has been contracted;

(2) Each location where the work will be accomplished;

(3) The title of each person in charge at each location;

(4) How the organization will comply with NAA requirements and FAA Special Conditions

(5) How the organization will comply with the requirements in an air carrier's manual. The contents of this subsection may vary widely among repair stations, depending on the number of air carriers for which work is performed and the number and complexity of the geographic authorizations.

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

(This section of the supplement should address FAA MIP special condition 3.1.1(c)(i).) The approval for return to service and records section should:

- a. Detail the procedures to approve the return to service of a U.S. registered aircraft.
- b. Describe acceptable release statements as defined in the MIP that meet both NAA requirements and FAA Special Conditions.
- c. In addition to meeting the operator's requirements when returning an aircraft to service, the entry in the aircraft record must contain the following elements:
  - (1) A description (or reference to the data acceptable to the Administrator) of the work performed;
  - (2) The date of completion of the work \_;
  - (3) The name of the person performing the work (the repair station name and address);
  - (4) The signature of the person authorized by the repair station to return the aircraft to service;
  - (5) The kind of certificate and certificate number (FAA repair station and certificate number)
- d. Specify the recordkeeping requirements for major repairs and major alterations. Procedures for approval for return to service should describe the procedures for the use of acceptable release documents for components and parts.
- e. State that the maintenance, alteration, and modification entries required by the MIP and the entries required by the operator's maintenance program will be in the English language.
  - (1) The MIP identifies an agreed-upon document (EASA form 1) that may be used by an AMO for approval for return to service of all aeronautical products except complete aircraft. The AMO should ensure that when using this document, Both Statements in block 19 indicating compliance with EC annex 2. Part 145 and "other regulation specified in block 13" is checked. The AMO should include the following or equivalent language in block 13:

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

[Include copies of any attachments.]

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

- Maintenance manual reference and revision status;
- The date of completion;
- The name/signature of the person returning the article to service; and

- The FAA repair station certificate number.

(3) Other documents, such as work orders or shop travelers (e.g., FAA Form 337) may be used by the organization to comply with the MIP. If this is the case, these documents should be referenced specifically in block 13 and appropriately cross referenced.

- Indicate that block 13 should reference the data used to perform maintenance (i.e., maintenance manual reference including revision status). The data referenced must meet the requirements of the MIP. The referenced data may consist of an attachment to the form, such as a work order, air carrier record, or an FAA Form 337.
- Maintenance and alteration records required by the operating regulations of the CFRs for operators of U.S. registered aircraft must be provided to the operator in the English Language as requested.

NOTE: CFR part 43 and 145 do not restrict an AMO from only using one form for return to service. The regulations and the MIP allow an FAA certificated facility to provide their customer with the customer's requested document, provided that document meets the CFR requirements. For component parts or articles the FAA recommends the use of a dual release EASA Form 1.

## 7. CALIBRATION STANDARDS.

(This section should show compliance with FAA MIP special condition 3.1.1(c) (v).) This section must describe the procedures the repair station will use for:

a. Calibration of Tools and Test Equipment. The organization must state that they will use the tools and test equipment calibration standard recommended by the type certificate holder (TCH) and a schedule for periodic calibration as recommended by the equipment manufacturer.

NOTE: Most countries have a similar requirement for calibration standards meeting the TCH or equipment manufacturer's calibration requirements. If the repair station has a section in its MOE and that section is available in the English language, this same process can be referenced in this section, provided the process is in the English language and can be made available to the FAA upon request.

b. If applicable, the AMO must also provide a detailed description for possible deviations from the equipment/tools and test equipment calibration standard recommended by the TCH or equipment manufacturer. The deviation must identify that each deviation from the calibration standards must be approved by the FAA directly and must be traceable to a U.S. standard.

## 8. MAJOR REPAIRS AND MAJOR ALTERATIONS.

(This section should show compliance with FAA MIP special condition 3.1.1(c)(ii)). The major repairs and major alterations section should describe:

a. The procedures the AMO will use to ensure the major repair and/or alteration data being used to perform work on a U.S. customer's product are FAA approved. The organization should demonstrate that it has a clear understanding of the requirements pertaining to the use of FAA-approved data.

b. Describe the following:

(1) Procedures the organization will use to determine when FAA-approved data are needed (i.e., procedures for determining what is a major repair or a major alteration);

(2) Procedures for obtaining FAA approved data for major repairs and/or major alterations; and

(3) Forms used for recording major repairs and/or major alterations (i.e., FAA Form 337, customer's work order, or any records required by an air carrier).

c. Include procedures the organization will follow to ensure that an English language version of FAA Form 337 is provided directly to the FAA when required.

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

## 9. COMPLIANCE WITH U.S. AIR CARRIER OR CFR PART 125 OPERATOR PROCEDURES.

(This section should meet the requirements of FAA special Condition 3.1.1(c)(vii).)

a. Compliance with the Operator's Manual. The compliance with U.S. air carrier or CFR part 125 operator procedures section should:

(1) Describe how the organization will comply with appropriate portions of a U.S. air carrier's continuous airworthiness maintenance program (CAMP) or Part 125 operator's manual as provided by that operator, manufacturers' manuals, ICA, and the U.S. operator's instructions to the organization; and

(2) State that the organization understands that any deviation from these manuals or instructions will require documented approval from the operator.

(3) The Air Carrier should provide a letter accepting the AMO's maintenance procedures that are different from the Air Carrier's CAMP procedure.

Note: Under the CFRs the repair station (AMO) is required to comply with the Air Carriers Continuous Airworthiness Maintenance Program (CAMP). This is a major change from the old CFR 145. This change requires the AMO to comply with the carrier's requirements, for example: shelf life of expendable materials, Tool and equipment calibration intervals, etc. IAW the carriers CAMP This is normally accomplished by the carrier auditing the AMOs and providing the AMO with a letter accepting the AMOs process and procedures as meeting or exceeding the carriers requirements. It is imperative that the AMO receive and retain copies of the letter from the carrier and have the letter available for review by the NAA or FAA.

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

(1) State that RIIs identified in the U.S. Operator's Manual must be accomplished by authorized personnel who are not involved in performing the work on the item to be inspected.

(a) The RII qualified inspectors must work under the quality control system/inspection organization of the repair station. They should not be a part of the production organization.

(b) Under this subsection of the manual, the repair station should state how the separation between maintenance and inspection is managed. .

(2) State that the findings of the RII qualified inspector cannot be overruled by the repair station organization or the maintenance department of the air carrier.

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

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

(This section should meet the requirements of FAA special condition 3.1.1(c)(iix)).

a. Compliance with manufacturers' maintenance manuals or ICA section should:

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

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

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

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

(5) State that all maintenance performed for a U.S. air carrier, including all major repairs and major alterations, must be recorded in accordance with that air carrier's manual. Major repairs performed for anything other than a U.S. air carrier must be recorded on FAA Form 337 or on a work order signed and dated by the repair station. Major alterations performed for anything other than a U.S. air carrier, (i.e., U.S.-registered general aviation aircraft or Part 125 aircraft) must be recorded on an FAA Form 337.

b. In most cases, the NAA requires the AMO to comply with the operator's work order and manual. The FAA recognizes the NAA's requirement; therefore, a reference to the section of the manual that addresses this issue is acceptable, provided that section is written in the English language and can be made available to the FAA upon request. However, any deviation from procedures as stated above should be addressed in this section to show compliance with FAA approved data.

## 11. FAA AIRWORTHINESS DIRECTIVES (AD).

The FAA AD section should: (this section should meet the requirement of FAA special condition 3.1.1(c)(ix)).

a. Explain how the organization will ensure it has all FAA ADs applicable to the work it is performing under the ratings it holds.

b. State how the organization will manage and control the distribution and use of ADs. It also should identify how the organization will ensure that the applicable FAA ADs will be made available to its personnel when they perform work under its FAA certificate and rating.

c. List by title each person responsible for compliance with these requirements.

d. Include repair station procedures to ensure customer approval/request of the performance of applicable ADs. If the organization does not comply with an applicable AD, its noncompliance should be recorded in the item's maintenance records. This section should describe how this information will be recorded and transmitted to the customer.

## 12. REPORTING OF UNAIRWORTHY CONDITIONS TO THE FAA.

(This section should address FAA MIP special condition 3.1.1(c)(iii)). The reporting of unairworthy conditions section should describe:

a. Explain the procedures the organization will use to ensure that it will submit an FAA Form 8010 4, Malfunction Defect Report (or its equivalent) to the FAA after the discovery of a serious defect or recurring unairworthy condition. This form must be submitted within 96 hours of discovering the problem in any aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of the FAA.

NOTE: Most countries have a similar requirement for reporting unairworthy conditions to the NAA. This same process can be referenced in this section, provided the process is in the English language and can be made available to the FAA upon request. A duplicate copy of the report that is submitted to the NAA is submitted in the English language to the FAA.

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

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

(1) Describe the organization's procedures to report all SUPs. The organization should submit reports to the FAA under the FAA Suspected Unapproved Parts program as detailed in AC 21 29, Detecting and Reporting Suspected Unapproved Parts.

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

NOTE: Some countries include SUP reporting requirements under their unairworthy conditions report process. The FAA recognizes this system; therefore, an AMO need only identify the appropriate section by reference in this supplement, provided the procedures are in the English language and can be made available to the FAA upon request. A duplicate copy of the form submitted to the NAA must be submitted in the English language to the FAA. For the EC annex 2, part 145.60 meets the intent of the SUP program when a copy of the report is forwarded to the FAA in the English language to the address indicated in AC 21-29

### 13. PERSONNEL TRAINING REQUIREMENTS.

(This section will address FAA MIP special condition 3.1.1(c)(iv)).

The NAA must approve the organization initial and recurrent personnel training requirements on behalf of the FAA. Normally training requirements and procedures are contained in the organization manual. Under the CFR part 145 the training section of the manual is required to be approved independently of the manual. In the case of EASA/competent NAAs the MOE in its entirety is approved by the NAA. The FAA recognizes this process as meeting the intent of CFR part 145 when the training program for initial and recurrent training are also available in the English language and made available to the FAA on request. The training program should include:

a. The purpose of the training program is for the repair station:

- To comply with the regulatory requirements of CFR part 145.163, and others

- To provide a thorough background and continuing education for employees to perform their job functions efficiently, safely and correctly

- To familiarize employees with the repair stations manual, quality systems and procedures

b. The MOE must include procedures required by the regulation for revising the training program. It must also include procedures for submitting those revisions to the NAA for approval.

c. The procedures should address who will be responsible for managing the training program and who will be responsible for ensuring that revisions are submitted to the NAA for review and approval. Procedures should include the instructions for approval by the repair station before submission to the NAA, as well as provisions for the NAA's approval of the program and its revisions.

d. The procedures should address how often the program will be reviewed to determine if it is current and adequate for the type of maintenance being performed at the facility. Because the advancements in technology can cause aviation maintenance to change rapidly, a periodic review of training needs would be appropriate. The procedures should include who will be responsible for planning recurrent training and any new training that may be necessary. Repair stations that have established a management review program should include the training program for review during that meeting.

e. The training program may be documented as a section of the MOE, or as a separate document within the manual system. If the training program is a separate document, that document will need to include the procedures for submission to and approval by the NAA.

f. The NAA must review the procedures in the certificate holder or applicant's program submission. These should not be considered all-inclusive. Each facility is unique and may require additional procedures to verify regulatory requirements and the needs of the repair station.

- Who in the repair station is responsible for submitting the initial training program and subsequent revisions to the NAA?

- When will the revisions be submitted?

- How will the revision be approved (include the company approval as well as NAA)?

- How often will the repair station review training program currency and completeness?

- Who in the repair station will perform this review?

- How will the repair station record and implement revisions?

- How will the revised text be identified and program materials updated?

#### 14. QUALIFICATIONS OF PERSONNEL.

This section should meet the requirements of FAA special condition 3,1,1(x)

a. The personnel requirements section should include the following:

(1) An organizational chart that identifies the management personnel authorized to act on behalf of the repair station.

(2) The name, title, telephone number, and facsimile number of the person who will act as the liaison between the organization and the NAA. This liaison will ensure compliance with the provisions of the Supplement.

(3) The procedures the organization will use to ensure that it has adequate personnel to perform, supervise, and inspect the work permitted under its FAA certificate and rating.

(4) The procedures the organization uses to ensure that its personnel are properly trained and qualified to perform work under the Supplement and any additional requirements of a U.S. air carrier.

(5) The procedures the organization will use to ensure that the following personnel can read, write, and understand English:

(a) Those approving an aeronautical product for return to service; and

(b) Those responsible for the supervision or final inspection of work on a U.S. registered aircraft or article to be installed on a US registered aircraft.

(6) The title of each person authorized to review a final work package to determine if it meets all applicable requirements.

b. If the organization complied with these requirements through the provision of its management system or with a summary of its quality system, demonstration of compliance need not be duplicated here.

## 15. MANAGEMENT AND QUALITY SYSTEMS.

This section should address the FAA MIP special condition 3.1.1 (a), (b), and (c) (vi)).

This section should describe:

a. A Managerial Organizational chart by title;

b. Organizational chart that includes a list of:

(1) Each additional facility location within the MIP country where the repair station will utilize its FAA certificate;

(2) As applicable, a list of line stations within the MIP country where the repair station will utilize its FAA repair station certificate;

(3) Each list identified above should contain the address, function performed, and a point of contact for each location that includes telephone number, FAX number, if available e-mail address, as well identifying the NAA office with surveillance/oversight responsibility.

c. The management and quality systems section should include an English language version of the organization's management system and a summary of its quality system. If the repair station has a section in its MOE and that section is available in the English language, this same process can be referenced in this section, provided the process is in the English language and can be made available to the FAA upon request.

## 16. WORK AWAY FROM THE PRINCIPAL BASE OF OPERATION.

(This section should meet the requirements of FAA special condition 3.1.1(a) and (b)).

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

b. A repair station may perform work at a place other than its fixed location when the occasion or the need arises, by moving, material, equipment, and technical personnel to perform specific maintenance functions. This process cannot be used to establish a permanent location. Continuous operation at a permanent facility other than the repair station's fixed location must not occur. It should be noted the intent of this section is not to allow major modification or

alteration to be accomplished at remote sites. This type of maintenance/alterations are considered planning issues and therefore should be accomplished under the repair station proper management, control and planning. The only exception to the above would be emergency aircraft on the ground (AOG) situations.

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

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

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

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

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

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

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

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

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

(a) A description of the work performed,

(b) The date and location where the work was performed, and

(c) The work order number (total time in service if required).

(9) These records should be retained for two years after the performance of the work. Prior FAA approval of this work is - required.

## 17. CONTRACT MAINTENANCE.

The contract maintenance section details the organization's contracting policy and procedures. (This section should meet FAA MIP special condition 3.1.1 (c) (vii)).

a. The NAA must approve on behalf of the FAA a list of functions to be contracted to an outside source. This list of functions must be made available to the FAA in the English language upon request.

(1) General. A repair station may contract out any article for which it is rated with the exception of a whole type-certificated article (i.e., Aircraft, Engine, or Propeller). The facility being contracted must also have the same inspection system as the certificate organization and must be under the Internal Auditing System/QMS of the certificated organization. The Internal Auditing System/QMS of the repair station must audit the contractor at least once per year. In addition, the contracted facility must be advised that they are subject to the same FAA surveillance as the certificated organization. This section should explain how the organization will:

(2) Explain that the organization is authorized to contract functions to FAA certificated facilities and non-FAA certificated facilities. The FAA's use of the term "contracting" in this section encompasses the use of the term "subcontracting" as specified in some NAA requirements and guidance material.

(3) Describe those procedures the organization will use to both qualify and audit contractors.

(4) Specifically, identify those organizations to which work is contracted.

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

(1) Explain that the AMO is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.

(2) Indicate that any non FAA certificated source to which work is contracted must be under the control of the AMO's quality monitoring system/internal auditing system. Additionally, the AMO must inspect each item on which contracted work has been performed for compliance with this supplement.

(3) Explain that if the AMO cannot determine the quality of contracted work, the work can only be contracted to an FAA certificated facility that is able to inspect the work performed and issue a return to service for the work performed. If the contracted item must be disassembled by the AMO to determine the quality of the work performed, then it should not be contracted to a non FAA-certificated source.

c. Contracting to FAA Certificated Facilities. This subsection should:

(1) Explain that if the AMO contract functions to another organization that is FAA certificated, the contractor is responsible for approving the return to service for each item on which it has worked.

(2) Describe the procedures the organization will use to determine that the FAA certificated organization to which work is contracted is properly certificated to perform that work.

d. Receiving Inspections. This subsection should:

(1) Describe the organization's procedures for inspecting the work performed by a contractor on an item that has been returned to service

(2) Describe the procedures the organization uses to provide technical training for receiving inspection personnel who inspect contracted work

(3) Explain the procedures the organization will use to ensure that items on which contracted work has been performed are properly processed through the organization's receiving inspection procedures

(4) Explain receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item received based on a technical review of contractor source documentation; and

(5) Describe the method of recording contracted work and the record retention period.

e. Audits. This subsection should:

(1) Describe the procedures the organization uses when auditing contractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record-retention period for the results of each audit.

(2) Describe the procedures the organization will use to ensure that contractors comply with operators' manuals, manufacturers' manuals, and ICA.

(3) Describe how contractors are informed of any changes to these manuals and procedures.

List those facilities to which the organization contracts work

NOTE: In most cases, the NAA requires the AMO's manual to contain a list of contractors. This list can be referred to by section in the manual if the list is in the English language and the AMO identifies which contractors are applicable to their FAA certificate.

NOTE: It is acceptable to refer to other English language sections of the manual that describe the organization's quality monitoring program/internal audits and the procedures referred to in this section.

18. FORMS. The forms section should include copies of all forms referred to in the Supplement, (e.g., EASA Form 1, FAA Form 8130 3, FAA Form 8010 4, FAA Form 337), procedures for completing the forms, and the title of any person authorized to execute such forms. It is acceptable to refer to other sections of the Supplement or to other English language sections of the manual where the copies and procedures for completing the forms are located and can be provided to the FAA upon request.

APPENDIX 4. COMPARISON OF FEDERAL AVIATION ADMINISTRATION (FAA) PART 145 REPAIR STATION RATINGS AND European Aviation Safety Agency (EASA) APPROVED AMO RATINGS

SAMPLE RATING COMPARISON CHART

EASA Aircraft Ratings and FAA Airframe Ratings

EASA Ratings

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

NOTES:

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

FAA Ratings

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

NOTES: The FAA has proposed a new rating system, which eliminates class ratings, and requires listing of aircraft on a capabilities list acceptable to the FAA. In the future this comparison will not apply the FAA will issue a certificate with a broad rating "Aircraft" and each make and series will be identified on a capabilities list acceptable to the FAA.

- FAA ratings are issued according to weight and type of construction.
- FAA ratings are issued for base maintenance only.
- Line maintenance may be performed only at co-located facilities.
- A rating is issued for a class if the applicant is shown to have capability in that class.
- Limited ratings are issued for make and model or for parts (e.g., landing gear or interior).
- The holder of an airframe rating can inspect but cannot repair power plants.

- Rotors may be maintained under an airframe rating.

## EASA Engine and FAA Powerplant Ratings

### EASA Ratings

Ratings	Limitations
B-1 Turbine	Engine Type
B-2 Piston	Engine Manufacturer Engine Type or Group
B-3 APU	

### NOTE:

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

### FAA Ratings

Class 1	Reciprocating engines of 400 h.p. or less
Class 2	Reciprocating engines of more than 400 h.p.
Class 3	Turbine engines
Limited	Engines of a particular make and model or parts thereof

### NOTE:

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

Ratings for Components Other Than Complete Engines or APU and FAA Propeller Ratings

### EASA Rating

Class	Rating
Components other than complete engines or APU	C-16 Propellers

### FAA Ratings

#### Propeller Ratings

Class 1	All fixed-pitch and ground adjustable propellers of wood, metal, or
---------	---

composite construction

Class 2 All other propellers by make

NOTE: No major differences.

EASA Ratings for Components Other Than Complete Engines or APU and Corresponding FAA Ratings

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

NOTES: All specialized services must be accomplished using FAA-approved data. Limitation on EASA ratings as identified by aircraft or component manufacturer.

EASA Ratings for Specialized Services and Corresponding FAA Ratings

EASA Ratings

FAA Ratings

D-1 Nondestructive Inspection (NDI) Limited Specialized Service—NDI

## APPENDIX 5. SAMPLE REGULATORY COMPARISON CHART.

In this sample comparison chart the FAA identifies special conditions (SC) contained in the MIP, however please note that the SC identified may represent one section of EASA part 145 that may not be similar to CFR's. The FAA SC is based on EASA part 145 that do not meet or exceed the CFR requirements.

Inclusion of this chart in the Federal Aviation Administration (FAA) manual supplement is optional. If used, a third column cross referencing the corresponding Approved AMO (AMO) manual section to that rule should be added.

CFR part 145	EASA Implementing Regulation, Annex II, Part-145
<b>Subpart A – GENERAL</b>	
145.1 Applicability	145.A.10 Scope
145.3 Definition of terms.	
(a) Accountable manager	145.A.30 (a, b) Personnel requirements
(b) Article.	Implementing Regulation, Article 2, Definitions Par 2(c).
(c) Directly in charge	145.A.30. Personnel Requirements. 145.A.35. Certifying Staff. Part 66 license required.
(d) Line maintenance	AMC-145.10, par 1 FAA SC MIP 3.1.1(b) (Multiple Facilities)
145.5 Certificate and operations specifications requirements	145.A.20 Terms of approval 145.A.70 Maintenance organization exposition, (a) (9)145.B.55
<b>Part 145, Subpart B – CERTIFICATION</b>	
145.51 Application for certificate	145.A.15 Application 145.A.70 AMC 145.A.15 145.B.20
145.53 Issue of certificate.	145B.25, Issue of approval, (1)Basic Regulation 1592/2002, Article 9: Acceptance of third-country approval FAA SC 3.1.1 (a) (Fee's)
145.55 Duration and renewal of certificate.	145.A.90 FAA SC MIP 3.1.1(a) (show a need for cert)
145.57 Amendment to or transfer of certificate	145.A.85
145.59 Ratings	145 Appendix II
<b>Subpart C –HOUSING, FACILITIES, EQUIPMENT, MATERIALS, AND DATA</b>	
145.101 General.	
145.103 Housing and facilities	145.A.25 Facility requirements

requirements

- |  |   |
|--|---|
| 145.105 Change of location, housing, or facilities.  | 145.A.85 Changes to the organization FAA SC 3.1.1 c.(vi) (list of Locations)  |
| 145.107 Satellite repair stations.                   | 145.A.75 Privileges of the organization, (a)FAA SC MIP 3.1.1(b) (Multiple Facilities)   |
| 145.109 Equipment, materials, and data requirements. | 145.A.40 Equipment, tools and material FAA SC 3.1.1 c. (v) (calibration Standards).145.A.45 Maintenance data FAA SC 3.1.1 c.(i),(ii), (iii), (vii) & (x) (FAA approved/acceptable data) |

#### Subpart D – PERSONNEL

- |   |  |
|---|--|
| 145.151 Personnel requirements.   | 145.A.30 Personnel requirements  |
| 145.153 Supervisory personnel requirements.   | AMC 145.A.30 (b) Personnel requirements IR part 66 Commission regulation, 2042/2003, Article 5, Certifying staff IR 145 Appendix IVGM 66.A.20 (b) 3. Privileges FAA SC 3.1.1 c. (x) (English Language) |
| 145.155 Inspection personnel requirements.  | 145.A.35 Certifying staff and category B1 and B2 support staff; GM 66.A.20 (b) 3, Privileges   |
| 145.157 Personnel authorized to approve an article for return to service.                                       | 145.A.30 FAA SC 3.1.1 c. (i) & (x) (English Language)  |
| 145.159 Recommendation of a person for certification as a repairman. (Not required for Foreign Repair Stations) | N/A.   |
| 145.161 Records of management, supervisory, and inspection personnel  | 145.A.30 Personnel requirements AMC 145.A.35 (j) also specifies what should be contained in personnel records. 145.A.30 (b) AMC 145.B.20 and B.35 EASA Form 4, (AMC 145 Appendix 1) 145.A.70, 145.A.85 |
| 145.163 Training requirements.  | 145.A.35 Certifying staff and category B1 and B2 support staff FAA SC 3.1.1 c.(iv) (Training program)  |

#### Subpart E—OPERATING RULES

- |   |  |
|---|--|
| 145.201 Privileges and limitations of certificate | 145.A.75 Privileges of the organization 145.A.80 Limitations on the organization 145.A.50 Certification of maintenance FAA SC 3.1.1(b) work away from station) |
|---|--|

145.203 Work performed at another location.	145.A.75 Privileges of the organization
145.205 Maintenance, preventive maintenance, and alterations performed for certificate holders under parts 121, 125, and 135, and for foreign air carriers or foreign persons operating a U.S.-registered aircraft in common carriage under part 129.	145.A.45 Maintenance data(145.A.25 Facility requirements 145.A.75 Privileges of the organization 145.A.80 Limitation on the organization FAA SC 3.1.1 C, (Manual requirements).
145.207 Repair station manual. [See also AC 145-9, Guide for Developing & Evaluating Repair Station and Quality Control Manuals, 7/3/03]	145.A.70 Maintenance organization exposition145.A.20 Terms of approval Annex II to 145 Organizations Approval Class and Rating System 145.A.45 (a, e, g)145.A.65(c)
145.211 Quality control system.	145.A.70 Maintenance organization exposition145.A.65 Safety and quality policy, maintenance procedures, and quality system GM 145.A.70 (a)(7)
145.213 Inspection of maintenance, preventive maintenance, or alterations.	145.A.50 Certification of maintenance Aircraft only: 145.A.65 (b)(3) Safety and quality policy, maintenance procedures and quality system FAA Sc 3.1.1 c. (vi) (Quality system)
145.215 Capability list.	Part 145 Appendix II Approval Ratings, paragraphs 1, 2, 10, and 11
145.217 Contract maintenance.	145.A.70 Maintenance organization exposition AMC 145.A.75 (b) Privileges of the organization FAA SC 3.1.1 C (vii) & 3.1.2 a. (FAA contracting requirements)
145.219 Recordkeeping.	145.A.55 Maintenance Records. 145.A.90 Continued validity FAA SC 3.1.1 c (i) & 3.1.2
145.221 Reports of failures, malfunction, or defect.	145.A.60 Occurrence reporting EASA Decision 2003/12/RM (AMC 20-8) (Occurrence Reporting Directive) paragraphs 4, 6, 7, 8, 10\FAA SC 3.1.1 c. (iii)
145.223 FAA inspections.	145.A.90 Continued validity

14 CFR PART 43/EASA part 145 COMPARISON CHART

14 CFR 43

EASA part 145

43.1 Applicability.

145.1 General. FAA Special Condition MIP 3.1.1(a)

- 43.2 Records of overhaul and rebuilding. 145.50 Certification of Maintenance.
- 43.3 Persons authorized to perform maintenance, preventive maintenance, rebuilding, and alterations. 145.50 Certification of Maintenance.
- 43.5 Approval for return to service after maintenance, preventive maintenance, rebuilding, or alteration. 145.50 Certification of Maintenance.
- 43.7 Persons authorized to approve aircraft, airframes, aircraft engines, propellers, appliances, or component parts for return to service after maintenance, preventive maintenance, rebuilding, or alteration. 145.50 Certification of Maintenance.
- 43.9 Content, form, and disposition of maintenance, preventive maintenance, rebuilding, and alteration records (except inspections performed in accordance with Parts 91, 123, 125 and §§ 135.411(a)(1) and 135.419 of this chapter. 145.50

Certification of Maintenance. FAA SC MIP 3.1.1 (use of EASA Form 1)

- 43.11 Content, form, and disposition of records for inspections conducted under Parts 91 and 125, and §§ 135.411(a)(1) and 135.419 of this chapter. 145.50

Certification of Maintenance. FAA SC 3.1.1 ( English Language

- 43.12 Maintenance records: Falsification, reproduction, or alteration. 145.50 Certification of Maintenance.
- 43.13 Performance rules (general). 145.50 Certification of Maintenance.
- 43.15 Additional performance rules for inspections. 145.50 Certification of Maintenance.
- 43.16 Airworthiness Limitations. 145.50 Certification of Maintenance.
- 43.17 Maintenance, preventive maintenance, and alterations performed on U.S. aeronautical products by certain Canadian persons. Not applicable to EASA NOTE: 14 CFR § 43.17 applies only to certain Canadian persons. It is based on a bilateral agreement between the United States and Canada.
- 43 APPENDIX A—Major Alterations, Major Repairs, and Preventive Maintenance. FAA Special Condition MIP 3.1.1
- 43 APPENDIX B—Recording of Major Repairs and Major Alterations. FAA Special Condition MIP 3.1.1(c)
- 43 APPENDIX C—[Reserved] Not applicable.

43 APPENDIX D—Scope and Detail of the Items (as Not applicable.  
Applicable to the Particular Aircraft) to be Included  
in Annual and 100-Hour Inspections.

43 APPENDIX E—Altimeter System Test and FAA Special Condition MIP 3.1.1(c)  
Inspection.

43 APPENDIX F—ATC Transponder Tests and FAA Special Condition MIP 3.1.1(c)  
Inspections.

#### 14 CFR 145—AIR CARRIER PART 121 REQUIREMENTS/EASA part 145 COMPARISON CHART

14 CFR 121 EASA part 145

121.361 Applicability. FAA Special Condition MIP 3.1.1(c) ( compliance with air carriers  
maintenance requirements)

121.363 Responsibility for Not applicable to repair stations.  
airworthiness.

121.365 Maintenance, 145.30 Personnel Requirements. NOTE: 14 CFR § 121.365(b) and  
preventive maintenance, (c) is not covered by EASA part 145.FAA, SC MIP 3.1.1  
and alteration organization. (Required inspection Items)

121.367 Maintenance, 145.65(a) Maintenance Procedures and Quality Systems and  
preventive maintenance, appendix 2 item 4.2 cover 14 CFR § 121.367(a).145.30(c)  
and alterations programs. Personnel Requirements and145.40 Equipment, Tools, and  
Material cover 14 CFR § 121.367(b). 145.50 Certification of  
Maintenance and Appendix 2 item 4.2 cover 14 CFR § 121.367(c).

121.369 Manual Not applicable to repair stations.  
requirements.

121.370 Repair assessment EASA Subpart M.  
for pressurized fuselages.

121.371 Required FAA Special Condition MIP 3.1.1(c)(vi)  
inspection personnel.

121.373 Continuing Not applicable to repair stations.  
analysis and surveillance.

121.375 Maintenance and 145.30(d) Personnel Requirements.(MIP SC 3.1.1 Approved  
preventive maintenance training program)  
training program.

121.377 Maintenance and preventive maintenance personnel duty time limitations. In accordance with the air carriers instructions.

121.378 Certificate requirements. Not applicable to foreign repair stations.

121.379 Authority to perform and approve maintenance, preventive maintenance, and alterations. Not applicable to repair stations.

121.380 Maintenance recording requirements. 145.55 Maintenance Records FAA, SC MIP SC 3.1.1 (English Language).

121.380a Transfer of maintenance records. 145.A.55 Maintenance Records.

APPENDIX 6. FAA ANNEX TO EASA FORM 6 (OR EQUIVALENT)

Name of AMO:

EASA certificate Number-----, FAA certificate Number (as applicable)

Part 1: Check the box (X) if in compliance or put a number in the box and make a comment in Part 2 of FAA Annex

FAA SPECIAL CONDITIONS CONTAINED IN MAINTENANCE IMPLEMENTATION PROCEDURES (MIP) APPLICABLE TO (Name of Country)-BASED MAINTENANCE ORGANIZATION.

3.1. FAA Special Conditions Applicable to (Name of National Aviation Authority), hereinafter referred to as the NAA.

Is the application an Initial certification , or a Renewal , Amendment

Note: The FAA may renew the AMO initial certification after 12 months and every 24 months thereafter. (FAA uses only PTRS 3653/5653 NAA surveillance on behalf of the FAA).

3.1.1. The FAA agrees that a NAA/ -approved maintenance organization that applies to work on a civil aeronautical product under the FAA's regulatory control may be eligible for an FAA repair station certificate. Eligibility is determined by whether the NAA endorses to the FAA that the maintenance organization complies with all of the following Special Conditions:

3.1.1A The repair station has established a need for the FAA certificate.

The NAA has reviewed a copy of a contract or formal commitment from a, supplier, distributor, or organizations providing services for operators of US registered aircraft that shows they may need the repair station applicant's services?

YES  NO

3.1.1B. The maintenance organization must hold a valid EASA part 145 certificate issued by the (Name of Authority) in compliance with the most current EASA part 145. (Also FAA special condition C (vi))

1. Does the Approved Maintenance Organization (AMO) hold a valid EASA part-145 certificate?

YES

2. Multiple Facilities: Does the NAA authorize multiple facilities under one certificate? (The FAA recognizes EASA procedures for issuing one certificate covering multiple facilities under one certificate located within the MIP country. This situation is authorized as long as the additional facilities are under the managerial control of the location where the FAA certificate is held and each location is utilizing the same MOE and FAA supplement). The FAA supplement contains a list of each additional facility, that perform maintenance on U.S. registered aircraft or articles to be installed on U.S. registered aircraft that are covered under the NAA certificate.

YES  N/A

(FAA uses only PTRS code 3604/5604 certificate requirement)

3.1.1B Continued:

3. Line Stations: Does the NAA authorize Line Station under one certificate? (The FAA recognizes a repair station under the MIP to operate Line Stations located within the MIP country and under the surveillance purview of the NAA (IAW AC 145.7 as revised or Interim BASA/MIP Guidance). The FAA supplement contains a list of each line station, that perform maintenance on U.S. registered aircraft or articles to be installed on U.S. registered aircraft that are covered under the NAA certificate. (Each line station must be under the managerial control of the location where the certificate is held and each location is utilizing the same MOE and FAA supplement).

YES  N/A

Note: Ensure each list for Line stations and additional facilities contain the address, Function performed, a point of contact for each location, Telephone Number. FAX number and e-mail address (if available).

4. Is the repair station additional facilities and Line station listing current? If new locations have been added ensure a revised listing is attached to the renewal package.

YES  N/A

5. Has the repair station followed its internal evaluation program/quality system by auditing each location for compliance with its MOE and FAA supplement?

YES  NO  N/A

6. Work away from station: Does the AMO have a procedure in their FAA supplement for performance of work away from station as described in AC 145.7 as revised or Interim BASA/MIP Guidance? ( FAA uses only PTRS code 3606/5606 Work Away From Station)

YES  NO  N/A

Does the repair station follow work away from station procedures?

YES  NO  N/A

3.1.1C(i) The AMO must provide an English language supplement to its MOE that is approved by the NAA on the FAA's behalf and maintained at the AMO.

1. Does the AMO have a MOE supplement (Contents of Part 7) in the English language, which includes the differences and procedures unique to FAA requirements?

YES  NO (FAA use only PTRS code 3660/5660 manual requirement)

The FAA supplement must contain a signed and dated statement by the accountable manager that obligates the organization to comply with the MIP. The accountable manager's statement must also contain a provision that the organization recognizes that EASA Part-145.A30(j) (3), (4), & (5) ("one off provisions") do not apply to U.S.-registered aircraft.

YES  NO

2. All revisions to the supplement must be provided to, and approved by, the NAA IAW EASA procedures before implementation.

YES  NO

The FAA supplement to the MOE shall include the following:

3.1.1C(ii) Procedures to ensure that major repairs and major alterations/modifications (as defined in 14 CFR) are accomplished in accordance with data approved by the FAA.

1. Does the supplement have a procedure to ensure major repairs and major alterations/modifications are accomplished in accordance with data approved by the FAA?

YES  NO

2. Does the AMO provide it US operator customers with copies of the appropriate maintenance records in the English language as required by the customers work order?

YES  NO

3. Does the AMO have procedures for a dual maintenance release using EASA form 1?

YES  NO

Are the procedures followed?

YES  NO

3.1.1C(iii) Procedures for reporting to the FAA failures, malfunctions, or defects, and Suspected Un-approved Parts (SUP) discovered, or to be installed, on U.S. aeronautical products.

1) Has the AMO submitted an FAA form 8010-4 (Malfunction / Defect Report), or its equivalent to the FAA within 96 hours after the discovery of a serious defect or recurring unairworthy condition in any aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of the FAA?

YES  NO

2) FAA Suspected Unapproved Parts Program (FAA Order 8120.10 and AC No. 21-29). Is the maintenance organization in compliance with or has the AMO submitted reports to the FAA in accordance with: The FAA suspected unapproved parts program as detailed in FAA order 8120-10 “ suspected unapproved parts program ” and advisory circular AC No. 21-29 “detecting and reporting of suspected unapproved parts”,

Or·

For the EC annex 2, part 145.60 meets the intent of the SUP program when a copy of the report is forwarded to the FAA in the English language.

Are the procedures followed?

YES  NO (indicate FAA or NAA procedures followed)\_\_\_\_\_.

3.1.1C(iv) A procedure for obtaining NAA approval on behalf of the FAA of the AMO's initial and recurrent employee training program and revisions thereto. (Not required until April, 2006) (FAA use only PTRS code 3661/5661 Training program)

Note: At the present time the FAA does not require an FAA approved training program. However effective April 2006, this procedure will be required in order to comply with the agreement. The following procedure will need to be followed on or before the effective date of the training program early compliance is recommended.

The NAA must approve the organization initial and recurrent personnel training requirements on behalf of the FAA. Normally training requirements and procedures are contained in the organization manual/MOE. Under CFR part 145 the training section of the manual is required to be approved independently of the manual. In the case of EASA/competent NAAs the MOE in its entirety is approved by the NAA. The FAA

recognizes this process as meeting the intent of CFR part 145 when the training program for initial and recurrent training are also available in the English language and made available to the FAA on request. The training program should include:

1. The purpose of the training program for the repair station:

- To comply with the regulatory requirements of 14 CFR Section 145.163, and others.
- To provide a thorough background and continuing education for employees to perform their job functions efficiently, safely and correctly.
- To familiarize employees with the repair stations manual, quality systems and procedures

2. The MOE must include procedures required by the regulation for revising the training program. It must also include procedures for submitting those revisions to the NAA for approval.

Are the procedures followed?

YES  NO

PROCESS: when the NAA finds the training program meet the requirements of AC 145.7(as revised or Interim BASA/MIP Guidance) the NAA will attach the MOE or the training program List of Effective Pages (LEP) approved by the NAA on behalf of the FAA by signing and dating the LEP. (In some cases the NAA provides the AMO with a letter approving the training program on behalf of the FAA.

YES  NO

LEP or copy of letter attached:

YES  NO

3.1.1C(v) Procedures to show that any deviation from manufacturer's calibration standard demonstrates compliance to U.S. National Institute of Standards and Technology (NIST) standards, or other standards acceptable to the FAA. (FAA uses only PTRS code 3601/5601 Tools and Equipment )

YES  NO

1. Does the AMO follow calibration procedures recommended by the equipment manufacturer?

YES  NO

2. Deviation from manufactures calibration standards require direct FAA approval, does the supplement have a procedure to obtain calibration standards deviations approval from the FAA?

YES  NO  N/A

3. Has the repair station completed a self-audit/quality system to ensure it meets the requirements for use of a capabilities list as required by AC 145.7 as revised, or Interim BASA/MIP Guidance?

YES  NO

Are the procedures followed?

YES  NO

3.1.1C(vi) Does the FAA supplement contain a summary of its quality system, and procedures for notifying the FAA of revisions to the organizational chart, list of locations, or quality system?

YES  NO

Are the procedures followed?

YES  NO

3.1.1C(vii) A procedure for providing the NAA, for approval on behalf of the FAA, a list of functions to be performed under contract to an outside source. In addition, the list of contractors and subcontractors included in the MOE should indicate which outside sources are utilized to perform maintenance on U.S. civil aeronautical products (as described in AC 145.7 as revised, or Interim BASA/MIP Guidance). (FAA use only PTRS code 3663/5663 Contract maintenance).

YES  NO

1. The AMO must also have procedures (audit program) in place to ensure that contractors and subcontractors meet the FAA supplement requirements.

YES  NO

2. The procedure must include provisions for a non-FAA certificated source to return the article to the AMO for final inspection/testing and return to service.

YES  NO

3. Does the AMO have a procedure that requires contracts with non-FAA certificated facilities that acknowledges that the FAA must have access for inspection to the non-certificated facility?

YES  NO

Are the procedures followed?

YES  NO (FAA use only PTRS code 3608/5608 Quality Control)

3.1.1C(viii) Procedures to ensure compliance with air carriers Continuous Airworthiness Maintenance Program (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as required inspection items (RII).

1. Has the Certificated Repair Station performed any work for air carriers or commercial operators?

YES  NO  N/A

2. Has the U.S. Air Carrier provided the AMO with a letter authorizing the AMO to use their maintenance procedures, in lieu of the CAMP program? (See sample supplement for details)

YES  NO  N/A

3. Is the Certificated Repair Station accomplishing the aircraft inspection and work in accordance with the Air Carrier Manual approved by the FAA for the operator of the airplane?

YES  NO  N/A

4. Does the Certificated Repair Station have trained, skilled, qualified and authorized personnel and the necessary technical data to perform Required Inspection Items (RII)?

YES  NO  N/A

5. Does the Repair Station have a current copy of the Air Carriers manual that describes their procedures for RII (duplicate inspections) if authorized?

YES  NO  N/A

6. Are the individuals performing RII functions trained, qualified and authorized by the Air Carrier (letter of authorization by the Air Carrier is required)?

YES  NO  N/A (FAA use only PTRS code 3618/5618 Air Carrier & Air Operators requirements)

3.1.1C(viii) Continued:

7. Does the Repair Station maintain a current listing of persons who have been trained, qualified and authorized to conduct Required Inspections (RII)?

YES  NO  N/A

8. Are RII inspection personnel separated from the maintenance organization?

YES  NO  N/A

Are the procedures followed?

YES  NO

3.1.1C(ix) Procedures to ensure compliance with the manufacturer's maintenance manuals, or Instructions for Continued airworthiness (ICA) and handling of deviations. Procedures to ensure that all current and applicable airworthiness directives (ADs) published by the FAA are available to maintenance personnel at the time the work is being performed.

1. Deviations from the manufacturers manuals or ICA must have concurrence from the customer.

Are the procedures followed?

YES  NO

2. Procedures to ensure that all current and applicable airworthiness directives (ADs) published by the FAA are available to maintenance personnel at the time the work is being performed.

Are the procedures followed?

YES  NO

Additional areas of consideration:

3. If the repair station has an Avionics or Airframe rating some additional areas must also be covered in the FAA supplement as follows:

a. Have Altimeter System and Altitude Reporting Equipment Tests and Inspections been performed in accordance with Appendix E of CFR part 43 (CFR 91.411) Are the procedure in place (Check compliance with the procedure)?

YES  NO

b. Have ATC Transponder Tests and Inspections been performed in accordance with Appendix F of CFR part 43 (CFR 91.413) Are the procedure in place?

YES  NO (FAA use only PTRS code 3654/5654 Maintenance Process)

3.1.1C(x) The procedures the organization will use to ensure that the following personnel can read, write, and understand English: (FAA use only PTRS code 3659/5659 Personnel Records)

1. Those approving an aeronautical product for return to service; and
2. Those responsible for the supervision or final inspection of work on a U.S. registered aircraft or article to be installed on a US registered aircraft.

YES  NO

Are the procedures followed?

YES  NO

### 3.1.2

FAA certification under these MIP will not exceed the scope of the ratings and limitations in the EASA part 145 certificates.

Ensure the FAA ratings and limitations do not exceed ratings and limitations contained in the EASA part -145 certificate.

The NAA must ensure that any additions to the capabilities list do not exceed the FAA rating on the FAA certificate? (I.e. ensure that a component add to a power plant rating is not an airframe component etc).

YES  NO

### FAA SUPPLEMENT STATUS:

The FAA Supplement of this maintenance organization has been examined and found to comply with the intent of the FAA Supplement example contained in AC 145-7(as revised, or Interim BASA/MIP Guidance) and is available throughout the maintenance organization at relevant locations. The above areas were inspected and found to meet the FAA supplement.

## Part 2: Findings / FAA Special Conditions Compliance Status

The NAA inspector should complete the findings section of the FAA annex to the surveillance form. The NAA should place special emphasis on ensuring the findings and if necessary corrective action plans be included as an attachment to this form. The findings are an essential part of determining how well the MIP is working and where improvements in the process need consideration. The finding does not reflect any deficiencies in the NAA abilities; however, they will provide the FAA and the NAA with data to identify areas that may need to be improved or information on areas that must be considered for removal from the MIP.

In addition the FAA is developing a risk analyses program that requires information input in order for the risk analyses to be effective, your cooperation is greatly appreciated.

Each finding must be recorded whether it has been rectified or not and must be identified by a simple cross-reference to Part 1. All non-rectified findings must be copied in writing to the organization for the necessary corrective action.

Part 1 ref.	Audit reference Findings	Corrective action
Date Due	Date Closed	Reference

Organization

Name:..... EASA part 145

Approval No:.....

In order to accommodate the NAA surveillance schedule the NAA should recommend a time frame by month and year for the next renewal date IAW the renewal time frames identified in AC 145.7 as revised, or Interim BASA/MIP Guidance or Interim BASA/MIP Guidance. Month-----, Year-----.

EASA-NAA OVERSIGHT AUDIT.

- 1) Is this report for the AMO principle base of operation: \_ Yes \_ No
- 2) If report is for a line station identify location (City/Airport): .....
- 3) If report is for an additional facility location insert address: .....

The last (previous) oversight audit of this maintenance organization was completed on .....

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

RECOMMENDATION: This maintenance organization is considered to be in compliance with EASA part 145 and the FAA Supplementary conditions with no significant findings/ discrepancies outstanding at this time. It is therefore recommended that the FAA Certificate the maintenance organization/renews the maintenance organizations Certificate in accordance with CFR part 145.

EASA-NAA Surveyors Signature: ..... Date: .....

EASA-NAA Surveyors Name: ..... NAA: .....

Fax No.....

Office:.....

NON RECOMMENDATION:(Only used in the case of an organization already holding an FAA CFR-145 Certificate). This maintenance organization has one or more significant findings / discrepancies outstanding as detailed above and may be or is being subjected to EASA-NAA enforcement action. FAA may therefore wish to review the current FAA CFR-145 Certificate status of the maintenance organization.

EASA-NAA Surveyors Signature: ..... Date:  
.....

EASA-NAA Surveyors Name: ..... NAA:  
.....

Fax No.....

Office:.....

ATTACHMENTS:

- 1) Copy of EASA/NAA part 145 certificate: \_
- 2) Copy of EASA/NAA Approval Schedule Form 3, Ratings: \_
- 3) Copy of FAA surveillance form for each location (multiple facilities within the MIP country): \_ \_ N/A
- 4) Copy of FAA surveillance form for each line station covered under one certificate within the MIP country: \_ \_ N/A
- 5) Copy of supplement/MOE, LEP/or letter that confirms NAA approval of the training program on behalf of the FAA. \_ \_ N/A

Note: Approval of the training program is not require until the effective date of CFR 145.163. (However compliance with EASA training requirements meets or exceeds CFR requirements therefore early approval IAW the MIP is acceptable).