



European Aviation Safety Agency

Guidance material for the
US / European Bilateral Aviation Safety
Agreement (BASA)
and
Maintenance Implementation Procedures
(MIP)

MIP Guidance (MIP-G) (Superseding former JAA TGL 22)

Interim Note 1

For approval of any EASA Part-145 supplement amendments in accordance with this guidance the repair station should wait until the FAA publishes their own procedures via a revision to AC 145-8. The FAA will determine via these procedures when the repair station should submit any supplement revisions to the FAA for approval.

Interim note 2

This procedure contains provisions relating to the fees and charges applicable to the respective certification activity. At the time of adoption of this procedure, these fees and charges are not in operation, because the required European Commission Regulation is not yet in force.

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Maintenance Implementation Procedures Guidance (MIP-G)

EASA APPROVAL OF FAR-145 APPROVED REPAIR STATIONS LOCATED IN THE UNITED STATES OF AMERICA

Introduction

This Guidance details how an FAA Certificated FAR Part 145 repair station primarily located in the USA and subject to the terms of the Bilateral Aviation Safety Agreement (BASA) and Maintenance Implementation Procedures (MIP) concluded between the USA and Europe, may qualify to be approved in accordance with European Commission Regulation (EC) No 2042/2003 Annex II, EASA Part-145 (hereinafter referred to as EASA Part-145)

The FAA and EASA have established the differences between EASA Part-145 and Title 14 of US Code of Regulations, Part 145 (hereinafter referred to as FAR Part 145) and these differences are listed in the Maintenance Implementation Procedures (MIP) as agreed between the FAA and EASA. As a result a USA based FAA Certificated FAR Part 145 repair station when in compliance with EASA published maintenance special conditions may apply for the grant of an EASA Part-145 approval.

Section 1

EASA maintenance special conditions for the Approval of maintenance from FAA Certificated FAR Part 145 repair stations in accordance with the BASA/MIP agreement

1.1 EASA Special Conditions Applicable to U.S.-Based Repair Stations

EASA agrees that an FAA approved repair station that applies to work on a civil aeronautical product under the regulatory control of EASA is eligible for an EASA approval certificate if the FAA endorses via EASA procedures that the repair station complies with all of the following Special Conditions:

- (a) The repair station shall hold a valid FAA repair station certificate issued in accordance with the current FAR Part 145 issued as a final rule.
- (b) Repair stations with airframe/aircraft or limited airframe ratings shall have appropriate covered hangar(s) for the base maintenance of aircraft.
- (c) The repair station shall comply with the current Commission Regulation regarding EASA fees and charges.¹
- (d) The repair station shall provide a supplement to its Repair Station Manual (RSM) accepted by the FAA on behalf of EASA. The supplement must contain a statement by the accountable manager of the repair station, as defined in the current version of EASA Part-145.A.30 (a), which commits the repair station to compliance with the MIP and these special conditions. The supplement shall include the following:
 - (i) Detailed procedures for the operation of an independent quality monitoring system.
 - (ii) Procedures for the release or approval for return to service that meet the requirements of EASA Part-145.A.50 for aircraft and the use of the FAA Form 8130-3 for aircraft components, and any other information required by the owner or operator as appropriate.
 - (iii) For airframe/aircraft rated facilities, procedures to ensure that the certificate of airworthiness and the Airworthiness Review certificate are valid prior to the issue of a release to service document.
 - (iv) Procedures to ensure that repairs and modifications as defined by EASA requirements are accomplished in accordance with data approved by EASA.
 - (v) A procedure for the repair station to ensure that the FAA approved initial and recurrent training program and any revision thereto includes human factors training.
 - (vi) Procedures for reporting unairworthy conditions as required by EASA Part-145.A.60 on civil aeronautical products to the EASA, aircraft design organization, and the customer or operator.

¹ The EU fees and charges Regulation applicable to EASA can be found at www.easa.eu.int

- (vii) Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified EASA airworthiness directives and other notified mandatory instructions.
 - (viii) For FAR 121 carriers, which are also FAR 145 approved and subject to this MIP procedures, detailing the approval of line stations within the United States.
 - (ix) The repair station must specify the items to be contracted and have procedures in place to ensure that contractors meet the terms of these implementation procedures; that is, using an EASA approved Part-145 organisation or, if using an organisation which does not hold an EASA Part-145 approval, the repair station returning the product to service is responsible for ensuring its airworthiness.
 - (x) The repair station shall demonstrate the need for the EASA Part-145 approval.
- (e) The EASA Part-145 approval certification shall not exceed the scope of the ratings and limitations contained in the FAR part 145 certificate.

1.2. To continue to be approved in accordance with EASA Part-145, via the terms of this MIP, the repair station shall comply with all of the following Special Conditions:

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

Section 2

Guidance for initial application for an EASA Part-145 Approval

Applicant actions

2.1 The repair station should demonstrate the need for an EASA Part-145 Approval which may be in the form of a letter of intent, a work order or a contract with details of the relevant customer. A relevant customer may be an EASA Part-145 Approved maintenance organisation or a European operator.

The repair station should complete 2 copies of the EASA Form 16. (See appendix 2)

2.2 The repair station should establish an EASA Supplement based upon the example EASA Supplement (see appendix 1).

2.3 The 2 copies of EASA Form 16 plus the proposed EASA Supplement, the evidence of need as specified in paragraph 2.2 and a copy of the Air Agency Certificate and associated Operations Specifications should be sent to the supervising FAA Flight Standards District Office (FSDO) at least 60 days prior to the date initial Approval is required.

2.4 Compliance with the EASA fees and charges Regulation should be demonstrated. The EASA fees and charges regulation can be found at www.easa.eu.int

FAA actions

2.5 When satisfied with both the EASA Supplement and the evidence of need and subject to the satisfactory outcome of any audit carried out by the FAA, the FAA will recommend approval to EASA on an EASA Form 9 (appendix 3).

Note 1: The recommendation package from the FAA should include a copy of the completed EASA Form 9, a copy of the completed EASA Form 16 and a copy of the Air Agency Certificate and Associated Operations Specifications.

Note 2: FAA Guidance will follow shortly, detailing how the supplement should be approved.

EASA actions

2.6 On receipt of a completed recommendation from the FAA and subject to satisfactory compliance with the EASA fees and charges regulation, the Agency will issue an EASA Part-145 Approval Certificate to the repair station.

Section 3

Guidance for Continuation of the EASA Part-145 Approval

Applicant actions

3.1 Every two year period the repair station should show that there is a need for an EASA Part-145 Approval by either complying with paragraph 2.2 or submitting evidence of having carried out maintenance for a paragraph 2.2 relevant customer in the form of a copy of an issued FAA Form 8130-3 to such customer. Evidence of need is assessed by the FAA.

3.2 The repair station should complete the EASA Form 16 in duplicate.

3.3 Every two year period the repair station should demonstrate compliance with the EASA fees and charges Regulation. The EASA fees and charges regulation can be found at www.easa.eu.int

3.4 The repair station should check that the EASA Supplement reflects the repair station procedures and activities. Any changes will require amendment of the EASA Supplement.

3.5 The 2 copies of EASA Form 16 and the evidence of need as specified in paragraph 2.1 plus any amendment to the EASA Supplement, if appropriate, and a copy of the Air Agency Certificate and associated Operations Specifications should be sent to the supervising FAA District Office at least 60 days prior to the end of the current two year continuation cycle of the EASA Part-145 approval.

FAA actions

3.6 Following the satisfactory outcome of the required two year audit carried out by the FAA District Office, and subject to any amendments to the supplement being accepted by the FAA, the FAA will recommend continuation of the EASA Part-145 Approval to the Agency.

Note 1: The recommendation package should include a copy of the completed EASA Form 9, a copy of the completed EASA Form 16 and a copy of the Air Agency Certificate and associated operations specifications if any changes have occurred.

Note 2: FAA Guidance will follow shortly, detailing how the supplement should be approved.

EASA actions

3.7 On receipt of a completed recommendation from the FAA and subject to compliance with EASA fees and charges regulation the EASA Manager of Applications (MAC) will issue a letter verifying continuation of the approval for a further two year period subject to continued compliance with the terms of the BASA/MIP agreement.

Section 4

Amendment guidance for Name change, Address change, Repair Station number change, etc. of the EASA Part-145 Approval.

4.1 Proceed as per paragraph 2, initial Approval, except where stated otherwise in paragraphs 4.2 and 4.3.

4.2 Any amendment involving the EASA Supplement should be submitted to the supervising FAA District Office for approval.

Note: FAA Guidance will follow shortly, detailing how the supplement should be approved.

4.3 Evidence of need as specified in paragraph 2.1 is not required for the amendment process.

Note: To action changes under this section EASA will require a recommendation from the FAA. The recommendation package should include a copy of the completed EASA Form 9, a copy of the completed EASA Form 16 and a copy of the revised Air Agency Certificate and associated Operations Specifications.

Section 5

Revocation and suspension

An EASA Part-145 Approval shall be suspended or revoked by EASA if the certificate becomes invalid under the conditions specified in the BASA/MIP agreement, or if the organisation fails to comply with the Agency's fees and charges Regulation.

It should also be noted that FAA revocation of the FAR Part 145 Certificate automatically invalidates the EASA Part-145 Approval Certificate. There is no right of appeal to EASA when the FAA revokes or limits any FAA FAR Part 145 Repair Station Certificate.

EASA shall notify the holder of an EASA Part-145 Approval in writing about any suspension or revocation including the option for the organisation to appeal against the decision in accordance with Article 35 of Regulation No 1592/2002.

Section 6

Appeal and conflict resolution

If the Maintenance Organisation Approval holder does not accept the suspension or revocation, he/she may request the Executive Director of EASA to initiate a conflict resolution process. The Executive Director shall, after consultation of the Panel of Experts in maintenance matters, provide his decision with respect to the suspension/revocation.

If the holder of the Maintenance Organisation Approval still does not accept the EASA Executive Director decision about suspension/revocation, he/she may appeal according to the related appeal provisions of Regulation EC No 1592/2002.

EASA SUPPLEMENT REFERENCE NO.
TO FAA FAR-145 REPAIR STATION MANUAL REFERENCE NO.

Company Name and Facility Address:

FAA REPAIR STATION NO.

This Supplement does not form part of the FAA FAR-145 Repair Station Manual.

Compliance with the FAA approved Supplement together with the FAA FAR-145 Repair Station Manual forms the basis of the European Aviation Safety Agency (EASA) Part-145 approval. This supplement forms part of the applicant's obligations for EASA Part-145 approval as specified in the EASA MIP Guidance.

The cover page of the EASA Supplement should include the intent of the above statement

Note: This example EASA supplement gives guidance on the subjects which need to be addressed and translated into working procedures to ensure compliance with the EASA special conditions. The supplement must therefore be customised to satisfy the specific repair station procedures.

A. INDEX

1. **LIST OF EFFECTIVE PAGES**

Self Explanatory

2. **AMENDMENT PROCEDURE**

This paragraph should specify that amendments must be submitted to the FAA FSDO for Approval and that working practises and procedures must be reflected in the FAR 145 Repair Station Manual and, if appropriate, in this EASA Supplement. In addition this paragraph should identify who within the organisation is responsible for amendment action and for ensuring the FAA Approval process is carried out.

Failure to ensure that the FAR 145 Repair Station Manual and this EASA Supplement are kept up to date in respect of regulatory changes and that the Repair Station staff comply with the procedures therein could invalidate the EASA Approval.

3. **INTRODUCTION**

This paragraph should address why the supplement is necessary. EASA Part-145 is a European requirement similar to FAR Part 145

The Maintenance Implementation Procedures (MIP) agreed between the FAA and EASA specifies the basic differences between EASA Part-145 and FAR Part 145 and identifies these differences as special conditions.

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

This supplement is therefore intended to ensure that the organisation is working in accordance with the EASA Part-145 Approval Certificate and to identify the differences from FAR's that need to be taken into account.

4. **ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT**

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

The accountable manager is usually the organisation's Chief Executive Officer (CEO) or President but can, in the largest organisation be the Vice President (Engineering) so long as he/she is on the corporate Board and has full financial authority.

An acceptable statement for this paragraph would be:

"This Supplement in conjunction with the approved FAA FAR 145 Inspection Procedures Manual Ref. defines the organisation and procedures upon which EASA approval is based.

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

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

It is understood that the EASA will issue an Approval Certificate and list this repair station in an

EASA published list whilst the EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that EASA reserves the right to revoke the Approval Certificate if EASA considers that procedures are not followed or standards not upheld."

Signed by the Accountable Manager / for and on behalf of the repair station.

Please note that whenever the accountable manager is replaced the new accountable manager must sign the statement to ensure continuous EASA Part-145 Approval.

5. APPROVAL BASIS AND LIMITATION

EASA approval is based upon compliance with FAR Part 145 and FAR Part 43 except where varied by the conditions specified in the EASA BASA/MIP guidance.

The approval of maintenance is limited to the scope of work permitted under the current Certificate issued by the FAA to the repair station in accordance with FAR Part 145 for work carried out within the USA unless agreed otherwise on a case by case basis by the Agency.

6. ACCESS BY EASA AND FAA

Identify the fact that EASA staff should be allowed access to the repair station for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems. The paragraph should also specify that FAA staff may access the repair station to investigate on behalf of the EASA.

7. WORK ORDERS / CONTRACTS

The repair station should receive a work order from the customer which it can understand. Work orders should specify the inspections, repairs, alterations, overhaul, airworthiness directives and parts replacements that should be carried out.

The repair station should ensure that it has received a clear work order from the customer and should nominate a technical person or persons in the repair station with responsibility for communicating with the customer in cases of doubt.

The customer remains responsible for correctly informing the repair station by work order of all required maintenance and alterations.

8. APPROVED DESIGN ENGINEERING DATA

For the EASA approved design engineering data is normally data supplied by the Original Equipment Manufacturer (OEM) or data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent) or data supplied by the customer and approved by the EASA. In all cases the customer is responsible for confirmation that the data is approved.

This paragraph should therefore address the need for the repair station to ensure that the customer has either provided the data or has confirmed that the repair station data is approved.

Please note: Data developed under SFAR 36 or by a DER is not automatically accepted by EASA. Hence the need for the repair station to ensure that the customer provides evidence of approval from EASA or confirms that the repair station FAA approved data is acceptable. If there is no EASA customer (e.g. components being put into stock for service exchange) then FAA approved data should be used in the normal manner. It must be remembered that for a dual release, the approved data used must be approved/accepted by both the EASA and the FAA.

9. AIRWORTHINESS DIRECTIVES

The supplement must address the need for the repair station to hold a copy of all Airworthiness Directives the customer requires embodied. It may be necessary for the customer to supply non FAA Airworthiness Directives.

The customer is responsible for specifying any Airworthiness Directive compliance required during maintenance through the work order.

10. MAJOR REPAIRS / ALTERATIONS / MODIFICATIONS

This paragraph should specify: "that the customer has obtained or is in the process of obtaining any necessary approvals from the EASA or has confirmed that the repair station FAA approved data is acceptable."

11. RELEASE OF COMPONENTS AFTER MAINTENANCE

Release to service of components up to and including complete powerplants shall be carried out in accordance with FAR 43.9 except that paragraphs 7 to 10 of this Supplement shall also be taken into account. At the completion of maintenance an FAA Form 8130-3 shall be issued as a maintenance release by the repair station.

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

An example completed 8130-3 shall be included by the repair station in the supplement. Instructions shall be included in the supplement specifying that blocks 14 through 18 are not to be used by the repair station and that "newly overhauled" should be signed off in block 20 against the block 19 maintenance release.

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

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

Block 13 shall also contain the following statement::

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

(The BASA/MIP procedure only recognises the dual release 8130-3 for component maintenance release)

The repair station shall identify in the Repair Station Manual roster those staff that are authorised to issue the Form on behalf of the repair station.

Note: The supplement should include information regarding the acceptability of components authorised for use during maintenance, which should meet the intent of the following:

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

2. Only the following new and used components may be fitted during maintenance.
3. New Components
 - 3.1 New components should be traceable to the OEM as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for fitment. The new component should be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document should clearly state that it is issued under the approval of the relevant NAA under whose regulatory control the OEM or PC holder works.
 - 3.2 For USA OEMs and PC holders release should be on the FAA Form 8130-3 as a new part.
 - 3.3 For all EU States OEMs and PC holders release should be in accordance with EASA Part-21.
 - 3.4 For Canadian OEMs and PC holders release should be on the TC Form 24-0078 as a new part.
 - 3.5 Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for fitment.
 - 3.6 PMA parts may only be accepted as detailed in EASA Part-21 or any EU/US bilateral agreement.
4. Used Components
 - 4.1 Used components should be traceable to maintenance organisations and repair stations approved by the Authority who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used component should be in a satisfactory condition for fitment and be eligible for fitment as stated in the TC holders Parts Catalogue.
 - 4.2 Used components from EASA approved USA repair stations should be accompanied by an FAA Form 8130-3 issued as a maintenance release.
 - 4.3 Used components from a USA repair station not EASA approved should not be used even if accompanied by an FAA Form 8130-3
 - 4.4 Used components from EASA Part-145 approved maintenance organisations should be accompanied by an EASA Form 1 issued as a maintenance release.

12. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY

Whilst EU aircraft have indefinite C of A's the C of A's validity period is verified by means of an "airworthiness review certificate" (ARC). The EASA Operator or owner is responsible for ensuring the C of A remains valid but the repair station should ensure that the C of A is valid from the expiry date as detailed on the ARC before issue of a release to service as specified in paragraph 13. If the ARC has expired, the customer should be informed before issue of a release to service as specified in paragraph 13.

This paragraph is only applicable to repair stations with airframe/aircraft and/or limited airframe rating.

13. RELEASE OF AIRCRAFT AFTER MAINTENANCE

Release to service of aircraft should be carried out in accordance with FAR 43.9 except that paragraphs 7 to 10 and 12 of this supplement must be taken into account. At the completion of maintenance the following certification should be made in the aircraft maintenance record.

Return to Service in Accordance with FAR 43.9:

"Certifies that the work specified except as otherwise specified was carried out in accordance with

FAA airworthiness regulations, and in respect to that work the aircraft is considered ready for release to service."

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

- a) The case where all required maintenance was not carried out. The maintenance not carried out must be listed on the FAR 43.9 Return to Service.
- b) The case where the particular maintenance requirement was only EASA approved and not FAA approved. Example: an EASA Airworthiness Directive not approved by the FAA.

Where the customer operator requires his/her paperwork to be signed the following alternate certification can be made.

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

"Certifies that the work specified except as otherwise specified was carried out in accordance with EASA Part-145 and in respect to that work the aircraft is considered ready for release to service."
In all cases the repair station must issue the certification when all required maintenance has been carried out except that if it was not possible to complete all maintenance then such details must be endorsed on the Release to Service and the operator informed.

The EASA Part-145 Approval Certificate Number and the FAA FAR Part 145 Certificate Number must be quoted in all cases, whether it is a FAR 43 Return to Service or an EASA Part-145 Release to Service.

This paragraph is only applicable to repair stations with airframe and/or limited airframe rating.

14. REPORTING OF UNAIRWORTHY CONDITIONS

When serious defects are found in EU regulated aircraft or components then such fact must be reported to EASA, the aircraft design organization, and the customer or operator within 72 hours. When reporting to the EASA the identity of the customer must be included to allow follow up action.

15. QUALITY MONITORING SYSTEM

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

There are two elements to the system:

- (1) An independent audit system
- (2) A management/control and follow up system.

The independent audit system is a process of sample audits of all aspects of the repair station's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they do not carry out maintenance to the required standard nor does it replace any associated inspection / quality control system. Independence should be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure or product being audited.

The audit system should cover the following:

1. Procedural audits.

The audits will monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components.

2. Product audits.

The sample check of a product means to witness any relevant testing and visually inspect the

product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.

It is acceptable to use personnel from one section/department to audit the work and products of another section/ department in accordance with a procedure under this paragraph which defines the audit programme.

The process of sample audits may be carried out once per year as a single exercise or subdivided over a year period in accordance with an audit programme. All applicable FAR 43/145 Paragraphs and the EASA special conditions as detailed in the EASA/FAA MIP should be checked at least once per year against each primary product line.

Repair stations with less than 10 people may contract the audit function to a person acceptable to EASA who is not employed by the repair station, but, in this case the audit of all applicable FAR 43/145 paragraphs and EASA special conditions as detailed in the EASA/FAA MIP must be carried out twice per year.

A primary product line is any one aircraft or engine or avionic or mechanical product line where the systems and procedures are very similar throughout that product line.

The management control follow up system which must not be contracted to outside persons consists of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the accountable manager to remain informed of the state of compliance and any safety issues. The accountable manager should hold routine meetings to check the progress on clearing outstanding findings/discrepancies except that in the larger repair stations such meetings may be delegated on a day to day basis to the quality manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.

Where the repair station has associated line stations the system should describe how these are integrated into the system and should specify the need to audit each line station at least once per year.

Note that when applicable each line station that is used by an aircraft operated under the regulatory control of an EU operator in accordance with the conditions of the EASA/FAA MIP should be listed giving its location and the basic maintenance capability at each such location.

Any line station process or procedure that differs from the processes or procedures specified in the FAR-145 Repair station manual or is not referenced in the manual needs to be specified.

The quality monitoring system as specified in paragraph 15 must be extended to include the need for the accepted organisation to audit the listed line station locations.

One example of the particular product line should be used as the basis of each audit except in the case of stores audits when a random selection of parts should be used for the audit. It therefore follows that a repair station maintaining aircraft and engines (off aircraft) and mechanical parts (off aircraft) would need to carry out 3 audit sample checks each year with the particular product type changed each year. An example audit programme is attached.

A report should be raised for each audit carried out describing what was checked and any resulting findings/discrepancies. The report should be sent to the relevant department(s) for rectification action giving target rectification dates. The relevant department(s) is (are) required to rectify the findings/discrepancies and inform the quality department.

The example overleaf details an example of an audit programme which can be applied in the aircraft hangars, engine workshops and component workshops. It should be understood that not all subjects will apply in all cases and the example audit programme should be used as a starting basis after which it can be altered to fit the particular type of repair station.

A product should be selected in each hangar and each workshop and the example audit programme applied at least once per year (twice per year in the case of a repair station with less than 10 people and which chooses to contract the audit to an outside person) except that in the

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

16. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

Hangar space should be available for aircraft operated under the regulatory control of an EU Member State undergoing maintenance and/or alteration. There is a need to ensure hangar space will be available at the time of maintenance and alterations, when the contract is agreed with the customer. This is only applicable to repair stations with airframe and/or limited airframe ratings.

17. CONTRACTED MAINTENANCE

When part of the maintenance is contracted to another organisation, the repair station must ensure that the other organisation(s) are either approved by the EASA for the maintenance they carry out or such contracted organisation(s) must work under the repair station contracted provisions stated in FAR Part 145.

All organisations contracted by the repair station shall be listed by the repair station stating against each organisation whether it is EASA approved or under the repair station control via FAR Part 145.




18. HUMAN FACTORS

Procedures must be in place to detect and rectify maintenance errors that may endanger the safe operation of aircraft. Procedures must also address resources, human performance limitations and shift changeover and how personnel are trained to ensure an understanding of the application of human factors principles.

Appendix 1 to EASA MIP Guidance Example Supplement

Example audit plan

| AUDIT SUBJECT | JAN | FEB | MAR | APR | MAY | JUNE | JULY | ETC. |
|---|-----|-----|-----|-----|-----|------|------|------|
| FAR 145.15(a) Change of Certificate | | | | | | | | |
| FAR 145.15(b) Renewal of Certificate | | | | | | | | |
| FAR 145.21 Changes of Facility/Location | | | | | | | | |
| FAR 145.35 Facilities | | | | | | | | |
| FAR 145.37 Special Facilities | | | | | | | | |
| FAR 145.39 Personnel | | | | | | | | |
| FAR 145.41 Repairman | | | | | | | | |
| FAR 145.43 Records of Personnel | | | | | | | | |
| FAR 145.45 Inspection system | | | | | | | | |
| FAR 145.47/49 Equipment & Material | | | | | | | | |
| FAR 145.51 Compliance with Certificate | | | | | | | | |
| FAR 145.57 Standards - See FAR 43 | | | | | | | | |
| FAR 145.59 Inspection of Work | | | | | | | | |
| FAR 145.61 Work Records & Retention | | | | | | | | |
| FAR 145.63 Reporting Defects | | | | | | | | |
| FAR 43.2 Overhaul | | | | | | | | |
| FAR 43.3 Persons Auth to Perform Maintenance etc. | | | | | | | | |
| FAR 43.5 Approval for Return to Service | | | | | | | | |

Key:  Audit Scheduled  Carried out
Corrective action required  Audit Completed/Closed

See associated audit reports for details

Appendix 1 to EASA MIP Guidance Example Supplement

Example audit plan/ continued

| AUDIT SUBJECT | JAN | FEB | MAR | APR | MAY | JUNE | JULY | ETC |
|--|-----|-----|-----|-----|-----|------|------|-----|
| FAR 43.7 Persons Auth to Return to Service | | | | | | | | |
| FAR 43.9 Content of Maintenance & Alteration Records | | | | | | | | |
| FAR 43.12 Falsification of Records | | | | | | | | |
| FAR 43.13 Standards | | | | | | | | |
| FAR 43.15 Additional standards | | | | | | | | |
| EASA Supp 4 Current Acc Manager Statement Signature | | | | | | | | |
| EASA Supp 7 Customer Work Orders | | | | | | | | |
| EASA Supp 8 EASA Approved Data | | | | | | | | |
| EASA Supp 9 EASA Airworthiness Directives | | | | | | | | |
| EASA Supp 10 EASA Approved Major Repairs & Alterations | | | | | | | | |
| EASA Supp 11 Component Release on FAA 8130-3 | | | | | | | | |
| EASA Supp 13 Aircraft Release or Return to Service | | | | | | | | |
| EASA Supp 14 Reporting Defects to EASA & Customer | | | | | | | | |
| EASA Supp 15 Quality Audit System | | | | | | | | |
| EASA Supp 16 Hangar space | | | | | | | | |
| EASA Supp 17 Contracted maintenance | | | | | | | | |

Key: See associated audit reports for details



Audit
Scheduled



Carried out
Corrective action
required



Audit
Completed/Closed

Appendix 2 to EASA BASA/MIP Guidance (MIP-G) Form 16 Application Form

| | |
|--|--------------|
| European Aviation Safety Agency USA Repair Station application for initial / continuation / amendment of EASA Part-145 approval in accordance with the FAA / EASA MIP agreement. | EASA Form 16 |
| 1. FAR 145 Repair station name: _____ FAR 145 certificate number: _____ 2. Address of repair station: 3. Mailing Address (if different from 2 above): 4. Tel: _____ Fax: _____ E-Mail: _____ | |
| 5. Please select the type of application and complete the appropriate section of the form 16 a. Initial <input type="checkbox"/> b. Continuation <input type="checkbox"/> c. Amendment <input type="checkbox"/> | |
| 5a. Initial application (Please give a brief summary of the organisation history, work capability and number of staff employed associated with the approval.) | |
| 5b. Continuation EASA Cert No: | |
| 5c. Amendment (Please detail the reason for amendment) EASA Cert No: | |

6. Position and name of the (proposed*) accountable manager

I wish to apply on behalf of this repair station for approval by the European Aviation Safety Agency as An EASA Part-145 approved maintenance organisation in accordance with the Bilateral Aviation Safety Agreement and the Maintenance Implementation Procedures concluded between the United States and Europe.

I understand that when certifying work for a European Union customer, the repair station is required to work in accordance with FAR Part 43 and 145 except where varied by the EASA special conditions specified in the MIP Guidance and accept that failure to comply could result in EASA enforcement action against this repair station.

7. Signature of the (proposed*) accountable manager

Place

Date

(* Applicable only in the case of an initial Part-145 application)

Note 1-address to which the application form should be sent

Manager Applications and Certifications

European Aviation Safety Agency

Postfach 10 12 53

D-50452 Cologne

Germany

Fax: 0049 221 89990 9999

E-Mail: Part145-MOA@easa.eu.int

Note 1-information on fees and charges

For information regarding the current fees and charges please refer to the EASA fees and charges regulation which can be found on the EASA web site www.easa.eu.int

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| FAA STATUS REPORT ON AN EASA APPROVED FAR PART 145 REPAIR STATION OR APPLICATION FOR EASA APPROVAL | EASA Form 9 | | |
| REPAIR STATION DETAILS: | | | |
| Name: | | | |
| Address: | | | |
| Tel: | Fax: | FAA Cert: | |
| If known, EASA Cert No: | | | |
| COMPLIANCE STATUS: (Tick relevant box) | Yes | No | N/A |
| 1. FARs Part 43 & 145 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Evidence of need shown | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. FAA access satisfactory | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Current CEO signature in Supplement | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Work orders clear | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Work orders followed | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. FAA approved data used except for items 9, 10, 11 & 12 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. FAA ADs used on original USA TC products | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Foreign ADs used on original foreign TC products | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Additional EASA ADs on any TC Product | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Major repairs EASA approved | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Major alterations EASA approved | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Component maintenance release complete | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. FAA Form 8130-3 used for component release | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Awareness of Airworthiness Certificate validity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Aircraft maintenance release complete | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Reporting serious defects to EASA | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18. Quality Monitoring System working | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19. EU regulated aircraft hangared | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Contracted Maintenance control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Aircraft components used comply with EASA Supplement item 11 | <input type="checkbox"/> | <input type="checkbox"/> | |
| FAA OVERSIGHT AUDIT: | | | |
| The last FAA audit of this repair station was completed on | | | |
| EASA SUPPLEMENT STATUS: | | | |
| The EASA Supplement of this repair station has been examined and found to comply with the intent of the EASA Supplement Example contained in appendix 1 to the EASA MIP Guidance. <input type="checkbox"/> | | | |

| | | |
|---|----------------|-------------|
| FAA STATUS REPORT ON AN EASA APPROVED FAR PART 145 REPAIR STATION OR APPLICATION FOR EASA APPROVAL | | EASA Form 9 |
| <p>FINDINGS / DISCREPANCIES STATUS:</p> <p>The following significant findings / discrepancies were found during the preceding 2 year audit period and corrected as indicated (state "None" if there are none):</p> | | |
| FINDINGS / DISCREPANCY DETAILS | DATE CORRECTED | FILE REF. |
| <p>RECOMMENDATION: This repair station is considered to be in compliance with FAR Part 43/145 and the EASA supplementary conditions with no significant findings / discrepancies outstanding at this time. It is therefore recommended that EASA approves the repair station / continues the repair station approval.</p> <p>PI Signature: _____ Date: _____</p> <p>PI Name: _____ FSDO: _____</p> <p>E-Mail: _____ Tel No.: _____ Fax No: _____</p> | | |
| <p>NON RECOMMENDATION: <u>(Only used in the case of an organisation already holding EASA approval.)</u> This repair station has one or more significant findings / discrepancies outstanding as detailed above and may be or is being subjected to FAA enforcement action. EASA may therefore wish to review their current EASA approval of the repair station.</p> <p>PI Signature: _____ Date: _____</p> <p>PI Name: _____ FSDO: _____</p> <p>E-Mail: _____ Tel No.: _____ Fax No: _____</p> | | |