

Appendix V to AMC 145.A.70: Maintenance Organisation Exposition (MOE)

Note: To facilitate the reading and understanding of this Appendix, the following writing conventions are being used which applies to each MOE chapter:

- **Expected content of the maintenance organisation's MOE:**

This Appendix is developed in a "check list format" to facilitate compliance check of the minimum expected content of the MOE. In particular the check boxes are indicating the "expected content" of each chapter/paragraph. The expected content is identified with normal font. It has to be considered however, that this Appendix applies to any maintenance organisation with any scope of approval, therefore it is the maintenance organisation responsibility to identify the "expected content" applicable to the maintenance organisation. When an "MOE paragraph" is identified in this Appendix, the same paragraphs structure is expected to be found in the MOE.

- **Comments:**

Comments and supporting information are inserted in "italics" font. They are only intended to provide additional clarifications.

TABLE OF CONTENT

PART 0 – GENERAL ORGANISATION

- 0.1 List of effective pages
- 0.2 List of issues/ amendments/ record of revisions
- 0.3 Distribution list
- 0.4 DASR 145 requirements cross-reference list
- 0.5 General information

PART 1 – MANAGEMENT

- 1.1 Corporate commitment by the Accountable Manager
- 1.2 Safety and quality policy
- 1.3 Management personnel
- 1.4 Duties and responsibilities of the management personnel
 - 1.4.1 Accountable Manager
 - 1.4.2 Quality Manager
 - 1.4.3 Maintenance Manager (may be Base Maintenance Manager and/ or Line Maintenance Manager and/ or Workshop Maintenance Manager)
 - 1.4.4 Other posts
 - 1.4.5 Responsible NDT level 3
- 1.5 Management organisation chart
- 1.6 List of certifying staff and support staff
 - 1.6.1 Content of the list(s)
- 1.7 Manpower resources
 - 1.7.1 Base Maintenance/ Component Maintenance
 - 1.7.2 Line Maintenance
 - 1.7.3 Specialised Activities
 - 1.7.4 Contracted/ Tasked Services
- 1.8 General description of the facilities at each address intended to be approved
 - 1.8.1 Maintenance organisation principal place of business /Headquarters
 - 1.8.2 Postal (surface mail and e-mail) address
 - 1.8.3 Base maintenance facilities
 - 1.8.4 Line maintenance facilities (at each location) as appropriate
 - 1.8.5 Engines/ APU and Component maintenance facilities
 - 1.8.6 Layout of premises
- 1.9 Organisations intended scope of work

- 1.9.1 Aircraft maintenance
- 1.9.2 Engine maintenance
- 1.9.3 Component maintenance
- 1.9.4 Specialised services maintenance
- 1.10 Notification procedure to the MAA regarding changes to the maintenance organisation's activities/ approval/ location/ personnel
 - 1.10.1 Notification
 - 1.10.2 Management of the change with the MAA
- 1.11 MOE amendment procedures including, if applicable, delegated procedures
 - 1.11.1 MOE amendment
 - 1.11.2 Associated procedures, lists and Forms
 - 1.11.3 Approval process
 - 1.11.4 List of applicable regulations and user guides

PART 2 – MAINTENANCE PROCEDURES

- 2.1 Supplier evaluation and contract / tasking control procedure
 - 2.1.1 Type of suppliers
 - 2.1.2 Monitoring the suppliers
- 2.2 Acceptance/ inspection of aircraft components and materials
 - 2.2.1 Component / Material certification
 - 2.2.2 Receiving inspection procedure
 - 2.2.3 Installation of components/ parts/ materials
- 2.3 Storage, tagging and release of aircraft components and materials to aircraft maintenance
- 2.4 Acceptance of tools and equipment
- 2.5 Calibration of tools and equipment
- 2.6 Use of tooling and equipment by staff (including alternative tools)
- 2.7 Cleanliness standards of maintenance facilities
- 2.8 Maintenance instructions and relationships to aircraft/ aircraft component manufacturer's instructions including updating and availability to staff
 - 2.8.1 Maintenance data coming from external sources
 - 2.8.2 Documentation/ maintenance instructions issued by the maintenance organisation
- 2.9 Repair procedures
 - 2.9.1 Repairs
 - 2.9.2 Fabrication of parts
- 2.10 Aircraft Maintenance Programme compliance
- 2.11 Airworthiness Directives procedure
- 2.12 Optional modification procedure

- 2.13 Maintenance documentation in use and completion of same
 - 2.13.1 Conception and update of the template
 - 2.13.2 Maintenance documentation in use
 - 2.13.3 Completion of maintenance documentation
- 2.14 Technical records control
- 2.15 Rectification of defects arising during base maintenance
- 2.16 Release to Service procedure
- 2.17 Records for the CAMO
- 2.18 Reporting of defects
 - 2.18.1 Internal occurrence reporting system
 - 2.18.2 Reportable occurrences as per DASR 145.A.60
- 2.19 Return of defective aircraft components to store
- 2.20 Management of defective components with outside contractors / tasked organisations
- 2.21 Control of computer maintenance records system
- 2.22 Control of man-hour planning versus scheduled maintenance work
- 2.23 Control of critical maintenance tasks
- 2.24 Reference to specific maintenance procedures
- 2.25 Procedures to detect and rectify maintenance errors
- 2.26 Shift / task handover procedures
- 2.27 Procedures for notification of maintenance data inaccuracies and ambiguities to the author of the maintenance data
- 2.28 Maintenance planning procedures

PART L2 - ADDITIONAL LINE MAINTENANCE PROCEDURES

- L2.1 Line maintenance control of aircraft components, tools, equipment, etc
- L2.2 Line maintenance procedure related to servicing/ fuelling/ de-icing/ including inspection for removal of de-icing/ anti-icing fluid residues, etc
- L2.3 Line maintenance control of defects and repetitive defects
- L2.4 Line procedure for completion of aircraft technical log
- L2.5 Line procedure for pooled parts and loan parts
- L2.6 Line procedure for return of defective parts removed from aircraft
- L2.7 Line procedure control of critical maintenance tasks

PART 3 – QUALITY SYSTEM PROCEDURES

3.A Safety Management System (SMS) (AUS)

- 3.1 Quality audit of maintenance organisation procedures

- 3.2 Quality audit of aircraft and / or components
- 3.3 Quality audit remedial action procedure
- 3.4 Certifying staff and support staff qualification and training procedures
 - 3.4.1. Aircraft certifying staff and / or support staff
 - 3.4.2. Components / Engines / APU certifying staff
 - 3.4.3. Specialised services certifying staff
- 3.5 Certifying staff and support staff records
- 3.6 Procedures for qualifying of quality audit personnel
- 3.7 Procedures for qualifying of inspectors
- 3.8 Procedures for qualifying of maintenance personnel
- 3.9 Aircraft or aircraft component maintenance tasks exemption process control
- 3.10 Concession control for deviation from the maintenance organisations' procedures
- 3.11 Qualification procedure for specialised activities such as non-destructive testing, welding
 - 3.11.1 NDT personnel
 - 3.11.2 Other specialised activities personnel, eg welders, painters, etc.
- 3.12 Control of manufacturers' and other maintenance working teams
 - 3.12.1 External team working under their own DASR 145 approval
 - 3.12.2 External working team not holding an DASR 145 approval
- 3.13 Human factors training procedure
 - 3.13.1 Initial training (except C/S and S/S)
 - 3.13.2 All maintenance staff continuation training
- 3.14 Competence assessment of personnel
- 3.15 Training procedures for On-the-Job Training as per Section 6 of Appendix III to DASR 66
- 3.16 Procedure for the issue of a recommendation to the MAA for the issue of a DASR 66 licence

PART 4

- 4.1 Contracting / tasking CAMO
- 4.2 CAMO procedures and paperwork
- 4.3 CAMO record completion

PART 5

5.A Compliance Matrix (AUS)

- 5.1 Sample of documents
- 5.2 List of contracted / tasked maintenance organisations as per DASR 145.A.75 (b)
- 5.3 List of Line maintenance locations as per DASR 145.A.75 (d)
- 5.4 List of contracted / tasked maintenance organisations as per DASR 145.A.70 (a) (16)

PART 6 – OPERATING ORGANISATION'S MAINTENANCE PROCEDURES

PART 0 – GENERAL ORGANISATION

0.1 List of effective pages

Example:

Page	Revision
1	Original
2	Original

Page	Revision
3	Original
4	Original

Page	Revision
5	Original
.....

0.2 List of issues / amendments / record of revisions

Example:

Issue number	Revision number	Date	Reason for change
1	0	19/12/06	n/a
2	0	01/01/12	Extension of the A1 scope of approval
	1	01/01/14	New procedure for cleaning

0.3 Distribution list

The document should include a distribution list to ensure proper distribution of the MOE and to demonstrate to the MAA that all personnel involved in maintenance have access to the relevant information. This does not mean that all personnel have to be in receipt of a MOE but that a reasonable number of copies are distributed within the organisation(s) so that all personnel may have quick and easy access to it. Reference should also be made to the location of any e-copies of the MOE.

Accordingly, the MOE should be distributed to:

- *the Operating Organisation's management personnel (if the AMO is part of an Operating Organisation),*
- *the AMO's management personnel and any person at a lower level as necessary; and,*
- *the DASR M contracting/tasking CAMO(s); and, - the MAA.*

0.4 DASR 145 requirements cross-reference list

The MOE should contain a cross-reference list with an explanation as to where each DASR 145 Section A requirement is addressed in the MOE.

0.5 General information

This chapter should illustrate how the maintenance organisation will be independent from other organisational functions (e.g. production tasks, operations). It should describe broadly how the whole organisation (i.e. including the Operating Organisation or OEM) is organised under the management of the Accountable Manager and should refer to the organisation charts of paragraph 1.5.).

PART 1 – MANAGEMENT

1.1 Corporate commitment by the Accountable Manager.

(The Accountable Manager’s MOE statement should embrace the intent of the following paragraph and this statement may be used without amendment. Any modification to the statement should not alter the intent.)

“This MOE and any associated referenced manuals define the organisation and procedures upon which the (MAA* see note below) DASR 145 approval is based as required by DASR 145.A.70. These procedures are approved by the undersigned and should be complied with, as applicable, when work orders are being progressed under the terms of the DASR 145 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the (MAA*) from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the (MAA*) will approve this maintenance organisation whilst the (MAA*) is satisfied that the procedures are being followed and work standards maintained. It is further understood that the (MAA*) reserves the right to suspend, limit or revoke the approval of the maintenance organisation if the (MAA*) has evidence that procedures are not followed or standards not upheld.”

Signed

Dated

Accountable Manager and (quote position)

For and on behalf of(quote maintenance organisation’s name)

NOTE: Where it states (MAA*) please insert the actual name of the pMS’ MAA, for example, MAA, DSAE, etc.

1.2 Safety and quality policy.

The safety and quality policy shall, as a minimum, include a statement committing the maintenance organisation to:

- Apply human factors principles.
- Encourage personnel to report maintenance related errors/incidents to meet DASR 145 requirements.
- Recognise safety as a prime consideration at all times for all the staff.
- Recognise that compliance with procedures, quality standards and regulations is the duty of all personnel.
- Recognise the need for all personnel to cooperate with the quality auditors.
- Ensure that safety standards are not reduced by commercial/operational imperatives.
- Train all maintenance organisation staff to be aware of human factors and set a continuous training programme in this field.

1.3 Management personnel.

This chapter shall identify the maintenance management personnel of the maintenance organisation by listing, as minimum, the title and names of the Accountable manager plus all the persons nominated to hold a position as required by DASR 145.A.30 (b). Their respective deputies have also to be identified. The group of "nominated persons" shall be chosen/identified so that all the DASR 145 functions are covered under their respective responsibilities and their credentials shall be submitted to the MAA using a DASR Form 4.

1.3.1 Accountable Manager and Deputy;

1.3.2 Nominated Persons:

- base maintenance manager
- line maintenance manager
- workshop manager
- quality manager

Other posts may be added if desired but it should be clearly shown whether or not they are considered as part of the 'maintenance management structure' for DASR Form 4 purposes. A marked separation (dividing line) would suffice with the text "No DASR Form 4 required".

1.3.3 Deputy Nominated Personnel

1.3.4 Responsible NDT Level 3 (if applicable).

1.4 Duties and responsibilities of the management personnel

The duties and responsibilities of all management personnel identified in the MOE chapter 1.3 must be detailed in this chapter. It shall be ensured that all DASR 145 functions are addressed, as applicable to the maintenance organisation.

Any DASR 145 function, which is applicable to the maintenance organisation (e.g. to perform the independent audit, to issue the DASR 145 Certifying staff/Support staff individual authorisation, to have available appropriate facilities, tools and equipment, to issue a certificate of release to service, etc.) shall be under the responsibility of a Nominated Person as listed in MOE chapter 1.3 who shall ensure compliance of that function with the relevant DASR 145 requirements.

The responsibilities of a Nominated person cannot be delegated to other Manager(s) unless such Manager(s) is/are identified as “Deputy Nominated Person” for the related function, ie Deputy Maintenance Manager.

The duties of any Nominated Person may be delegated to other Manager(s) who are reporting to them.

1.4.1 Accountable Manager

- They are responsible for ensuring that maintenance carried out by the AMO meets the standards required by the MAA;
- They are responsible for establishing and promoting the safety and quality policy specified in DASR 145.A.65 (a);
- They are responsible for nominating the management staff;
- They are responsible for ensuring that the necessary resources and facilities are available to enable the organisation to perform the maintenance to which it is tasked/contracted and any additional work which may be undertaken;
- They are responsible for the supervision of the progress of the corrective actions/review of the overall results in terms of quality;
- They are responsible for ensuring the competence of all personnel including management personnel has been assessed;
- They are responsible to return the approval to the MAA in case of surrender or revocation.

Any additional duties and responsibilities may be added provided that they do not conflict with those of the other management personnel. Depending on the structure of the maintenance organisation some duties may be distributed differently.

1.4.2 Quality Manager

Duties and Responsibilities. The following list is not exhaustive.

- They are responsible for establishing an independent quality assurance system to monitor compliance of the maintenance organisation with DASR 145 requirements;
- They shall have direct access to the Accountable Manager on matters concerning the quality system;
- Defining the human factors principles to be implemented within the maintenance organisation;
- They are responsible for implementing a quality audit programme in which compliance with all maintenance procedures is reviewed at regular intervals in relation to each type of aircraft (or component) maintained (including the management and completion of audits and production of audit reports). They should ensure that any observed non-compliances or poor standards are brought to the attention of the person concerned via their manager;
- They are responsible for follow up and closure of any non-conformance;
- They should establish regular meetings with the Accountable Manager to appraise the effectiveness of the quality system. This will include details of any reported discrepancy not being adequately addressed by the relevant person or in respect of any disagreement concerning the nature of a discrepancy;
- They are responsible for preparing standard practices and procedures (MOE, including the associated procedure(s) for use within the maintenance organisation and ensuring their adequacy regarding DASR 145 and any amendments to the requirements;
- They are responsible for submission of the MOE and any associated amendments, to the MAA for approval (which includes completion of and submission of DASR Form(s) 2, DASR Form(s) 4 or equivalent);
- They are responsible for assessing contractors/tasked organisations and suppliers for satisfactory product quality in relation to the airworthiness needs of the maintenance organisation;
- They are responsible for issue /renewal/cancellation of DASR 145 Certifying Staff/ Support Staff individual authorisations;
- They are responsible for co-ordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity;
- They are responsible for establishing feedback from maintenance incidents/issues and feeding these back into the continuation training programme;
- They are responsible for assessing non-approved contractors/tasked organisation working under the quality system and maintaining the expertise necessary to be able to do so, to the satisfaction of the MAA. They are also responsible for assessing external specialist services required to be used by the organisation in the performance of maintenance;

It must be reminded that the quality system is required to be "independent" which normally means that the Quality Manager and the Quality Monitoring Staff are not directly involved in the DASR 145 function being audited.

Depending on the organisation structure, some of the quality system duties may be delegated to one or several managers who report to the Quality manager and are therefore not subject to an DASR Form 4.

1.4.3 Maintenance Manager (may be Base Maintenance Manager and / or Line Maintenance Manager and / or Workshop Maintenance Manager).

Duties and Responsibilities. The following list is not exhaustive.

- They are responsible for the satisfactory completion and certification of all work for which the maintenance organisation has been contracted/tasked in accordance with the work specification (Work Order and approved MOE procedures);
- They are responsible for ensuring that the maintenance organisation's procedures and standards are complied with when carrying out maintenance;
- They are responsible for ensuring the competence of all personnel engaged in maintenance;
- They are responsible for establishing a programme of training and continuation training using internal and/or external sources (this responsibility may be also under the Quality Manager);
- They are responsible for ensuring that all contracts/taskings are correctly detailed and that the requirements of the contract/task are fulfilled in respect of inspection and quality control;
- They are responsible for providing feedback to the Quality System about the services provided by contracted/tasked organisations;
- They are responsible for responding to quality deficiencies in the area of activity for which
- They are responsible, which arise from independent quality audits;
- They are responsible for ensuring, through the workforce under their control, that the quality of workmanship in the final product is to a standard acceptable to the maintenance organisation and the MAA;
- They are responsible for the implementation of the safety policy and human factor issues; They are responsible for availability of facilities appropriate to the planned work including hangars, workshops office accommodation, stores, etc as applicable for the planned work;
- They are responsible for availability of a working environment appropriate to the tasks being undertaken;
- They are responsible for the incoming inspection of components, parts, materials, tools and equipment, the related classification, segregation and storage according to the manufacturer's recommendations (where practicable see AMC DASR 145.A.25(d)1);
- They are responsible to develop a production planning system appropriate to the amount and complexity of the maintenance scope of work;
- They are responsible for availability of tools, equipment and materials to perform the planned tasks;
- They are responsible for availability of sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed;
- They are responsible for availability of all necessary maintenance data as required by DASR 145.A.45;
- They are responsible for recording and notifying any inaccurate, incomplete or ambiguous procedure, practice information or maintenance instruction contained in the maintenance data used by maintenance personnel to the author of the maintenance data;
- They are responsible for providing a common work card or worksheet system to be used throughout relevant parts of the maintenance organisation and ensure such documents comply with DASR 145.A.45(e);

- They are responsible for notifying the Accountable Manager whenever deficiencies emerge which require their attention in respect of finance and the acceptability of standards (Accountable Manager and Quality Manager to be officially informed of any lack of 25% of available man-hours over a calendar month);
- They are responsible for supplying the necessary technical documents and storage of the maintenance organisation's technical records.

Any additional duties and responsibilities may be added provided they do not conflict with those of other management personnel.

Depending on the organisation structure, some of the maintenance duties may be delegated to one or several managers who report to the Maintenance Manager and are therefore not subject to an DASR Form 4.

1.4.4 Other posts

This section can be continued with the terms of reference of additional management personnel, who report to the upper level of management, as necessary to fully describe the maintenance organisation.

These personnel would not normally be required to complete a DASR Form 4.

1.4.5 Responsible NDT level 3

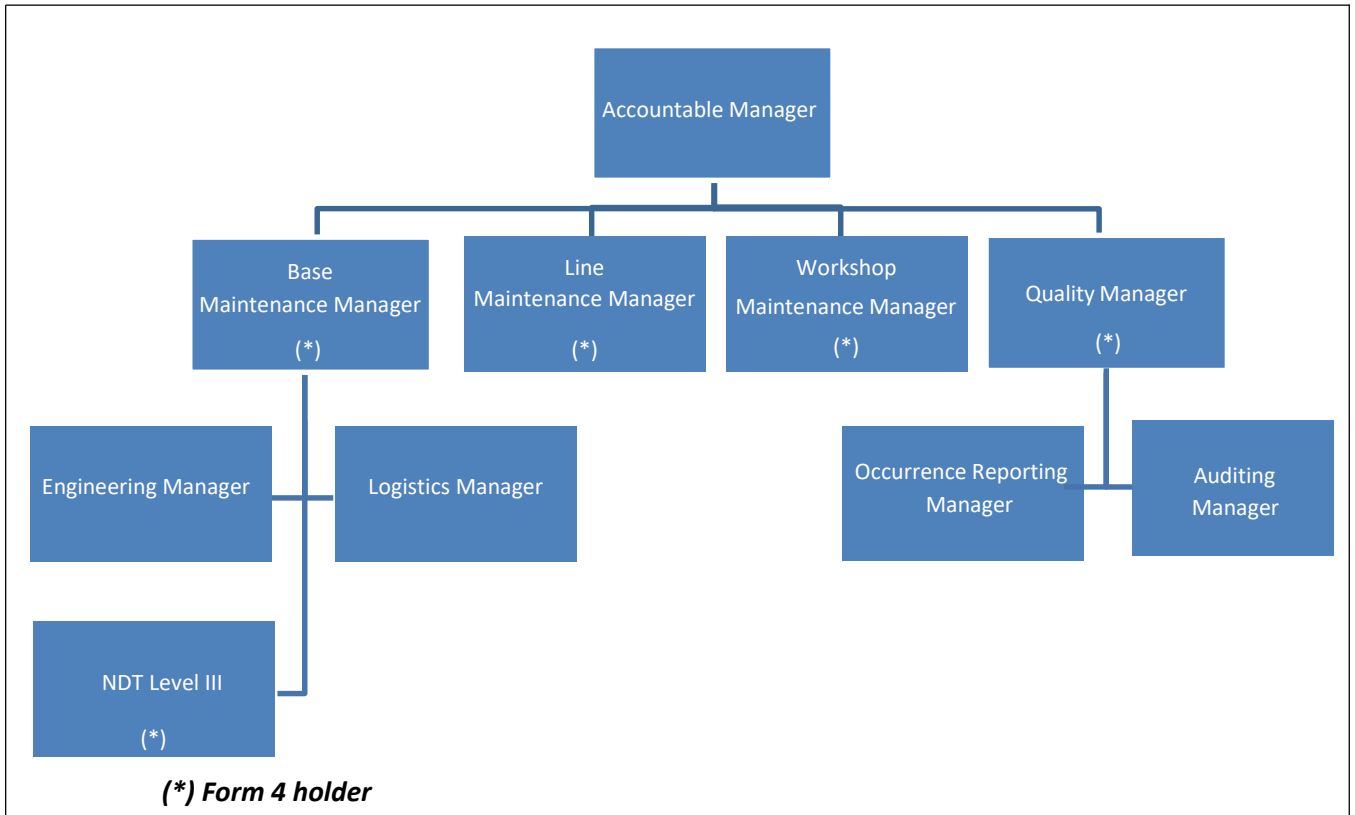
Duties and Responsibilities. The following list is not exhaustive.

- They are responsible for ensuring that the applicable NDT requirements, eg DASR 145.A.30(e) are met and to act on behalf of the maintenance organisation in this area;

1.5 Management organisation chart.

The maintenance organisation chart shall show the associated chains of responsibility of the “nominated persons” identified in Chapter 1.3. When other “Managers” are identified in chapter 1.3 they need also to be reflected in the maintenance organisation chart to show that they report ultimately through a “nominated person” to the Accountable Manager.

The following is an example of a DASR 145 AMO structure:



The DASR Form 4 positions shall be clearly identified in the chart. The names of the management personnel may be included in the boxes of the maintenance organisation chart but this is optional.

Quality Assurance personnel (i.e. quality auditor) must be shown to be independent from the Maintenance Managers.

Certifying staff may report to any of the managers specified depending upon which type of control the approved maintenance organisation uses.

1.6 List of certifying staff and support staff.

1.6.1 Content of the list(s).

This chapter should contain a list of all certifying staff authorised within the maintenance organisation. This paragraph may be cross referenced from another record (including a computer record) where the list of the names is kept. The intention of this chapter is that the maintenance organisation maintains a complete up-to-date record of all certifying staff and that it be provided to the MAA with the MOE when requesting initial or amended approval or on request by MAA staff.

- a) Base Maintenance:
 - Category C Certifying Staff
 - Category B1/B2 Support Staff
- b) Line Maintenance:
 - Category B1 Certifying Staff
 - Category B2 Certifying Staff
 - Category A Certifying Staff
- c) Component Certifying Staff
- d) Specialised Services Certifying Staff

Where this list is cross referenced from a separate record, the source of the record should be identified/referenced. The list should include at least the following information:

- a) Name
- b) Rank/Grade and Service Number (if applicable)
- c) Date of Birth
- d) Basic Training
- e) Military Aircraft Type Training/Task Training
- f) Continuation Training
- g) Experience
- h) Qualifications relevant to the authorisation
- i) Scope of the authorisation
- j) Date of first issue of the authorisation
- k) If appropriate – expiry date of the authorisation
- l) Identification Number of the authorisation
- m) Security clearance (where applicable).

1.7 Manpower resources.

The numbers of personnel shall be provided so that a clear picture of the adequacy of staffing levels can be demonstrated without the need for amendment as a result of routine fluctuations. The system must however, be able to highlight any significant re-deployment or loss of staff. The system shall also address the numbers of specialist staff in each department (as applicable).

1.7.1 Base Maintenance / Component Maintenance.

- Maintenance - Aircraft / Workshops
- Engineering
- Technical Services
- Planning • Administration
- Quality Dept.
- Quality Audit
- etc

1.7.2 Line Maintenance.

- Maintenance
- Engineering
- Technical Services

1.7.3 Specialised Activities.

- Technical Services

1.7.4 Contracted / Tasked Services.

- Full Time
- Part Time

The maintenance organisation must be able to demonstrate that they have adequate resources to justify the grant of an approval as defined in chapter 1.8 (facilities to be approved) and 1.9 (scope of work). The system used must be presented in sufficient detail to explain the support at each site and for each function as required by DASR 145.A.30 (d). The maintenance organisation shall not declare a percentage of staff used under this approval but the number of staff needed to comply with DASR 145 requirements.

In any case the maintenance organisation shall ensure the number of staff declared in this MOE and the latest application Form 2 remains consistent.

1.8 General description of the facilities at each address intended to be approved.

This section shall describe each of the facilities, in some detail, at which the maintenance organisation intends to carry out maintenance. This shall provide a clear picture of what the MAA is being asked to approve. All sites shall be covered; however, a different emphasis can be placed on sites dependent on the level of work undertaken.

The system of protection against weather, dust and other airborne contaminants (paint, smoke...), ground water protection, heating/air conditioning, lighting, noise protection, safety system (limited accesses, fire, staff security...) should be described either in the diagram or in the associated text.

1.8.1 Maintenance organisation principal place of business /Headquarters.

This is the head office/registered office/Headquarters of the maintenance organisation within which the principal financial/resource functions and operational control of the activities referred to in DASR 145 are exercised.

It is the address which will be included in the DASR Form 3 approval certificate together with the main base sites address(es).

1.8.2 Postal (surface mail and e-mail) address.

The postal address of the maintenance organisation to be used by the MAA for formal mail communication needs to be clearly identified. This should be the same as that used on the DASR Form 2.

In addition, to ensure an efficient and stable communication channel between the MAA and the maintenance organisation, the organisation shall create a "generic" email address (without reference to a family name) to be used regardless any future personnel changes.

1.8.3 Base maintenance facilities.

- Hangar accommodation
- Aircraft access equipment / platforms / docking
- Specialised workshops
- Environmental provisions
- Office accommodation for: (planning, technical records, Quality, technical reference area, etc)
- Storage

1.8.4 Line maintenance facilities (at each location) as appropriate.

1.8.5 Engines / APU and Component maintenance facilities.

1.8.6 Layout of premises.

Where the accommodation is not owned by the maintenance organisation, as in the case of a hangar where space is rented or shared, proof of tenancy/access may be required, and the MAA may wish to have this included in an Appendix or Supplement to the MOE.

In accordance with AMC DASR 145.A.25 (a), for line maintenance of aircraft, access to hangars may be required. In this case access to a suitable hangar shall be demonstrated, particularly in the case of inclement weather for minor scheduled work and lengthy defect rectification.

Note: Hangar utilisation is expected to be in the MOE chapter 2.22, due to relation with the man-hour plan.

1.9 Organisations intended scope of work.

This chapter must show the range of work carried out at each approved site. When a maintenance organisation is performing maintenance in multiple locations the corresponding scope of work shall additionally be detailed for each site. This shall also relate to chapters 1.8 & 5.3 in such a way that it can be clearly seen which specific tasks are performed at each location.

DASR 145 Appendix II Table 1 should be used as a guide for the information required for each location for which approval is being sought.

1.9.1 Aircraft maintenance

Example:

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes/ above 5 700 kg	[State aeroplane manufacturer or group or series or type and/or the maintenance task(s)] e.g. A400M-180, C130J,	[YES/ NO]*	[YES/ NO]*
	A2 Aeroplanes/ 5 700 kg and below	[State aeroplane manufacturer or group or series or type and/or the maintenance tasks]	[YES/ NO]*	[YES/ NO]*
	A3 Helicopters	[State helicopter manufacturer or group or series or type and/or the maintenance task(s)] e.g. EC 665 HAP Tiger, NH90-NFRS,	[YES/ NO]*	[YES/ NO]*
	A4 Aircraft other than A1, A2 and A3	[State aircraft series or type and/or the maintenance task(s)]	[YES/ NO]*	[YES/ NO]*

Note: If information on Type/Model/Series exists on an aircraft (M)TC, then this information is to be used in the column 'limitation'.

1.9.2 Engine maintenance.

Example:

CLASS	RATING	LIMITATION
ENGINES/APU	B1 Turbine	[State engine series or type and/or the maintenance task(s)] e.g. TURMO III C4, TURBOMECA RTM 322-01/9,
	B2 Piston	[State engine manufacturer or group or series or type and/or the maintenance task(s)]
	B3 APU	[State engine manufacturer or series or type and/or the maintenance task(s)] e.g. Noëlle 180 (Mirage 2000)

Note: 'Limitations' should state the engine Type/Model/Series (as stated on engine (M)TC if applicable), together with the maintenance tasks. The mention of the aircraft on which the engine/APU is fitted should be precise.

1.9.3 Component maintenance.

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

Example:

CLASS	RATING	S1000D CHAPTER REFERENCE ¹	LIMITATIONS (aircraft type, component, manufacturer)
COMPONENTS other than complete engines or APU's	C1 Air Cond & Press	21	
	C2 Auto Flight	22	
	C3 Comms and Nav	23-34-43	
	C4 Doors — Hatches	52	
	C5 Electrical Power & Lights	24-33-91	

¹ S1000D Chapter Reference: in conformity with "S1000D Main System Breakdown"

C6 Equipment	25-38-45-50	
C7 Engine — APU	49-71-72-73-74-75-76-77-78-79-80-8182-83-86	
C8 Flight Controls	27-55-57.40-57.50-57.60-57.70	
C9 Fuel — Airframe	28-48	
C10 Helicopter — Rotors	62-64-66-67	
C11 Helicopter — Trans	63-65	
C12 Hydraulic Power	29	
C13 Indicating - recording system	31-46	
C14 Landing Gear	32-90	
C15 Oxygen	35-47	
C16 Propellers	61	
C17 Pneumatic & Vacuum	36-37	
C18 Protection ice/ rain/fire	26-30	
C19 Windows	56	
C 20 Structural	53-54-57.10-57.20-57.30	
C 21 Water Ballast	41	
C 22 Propulsion Augmentation	84	
C 51 Attack systems	39-40-42	
C 52 Radar / Surveillance	92-93	
C 53 Weapons systems	94	
C 54 Crew escape & Safety	95	

	C 55 Drones/Telemetry	96-00, 96-30, 96-40	
	C 56 Reconnaissance	97-98	
	C 57 Electronic warfare	99	

Note: 'Limitations' should state the component and its part number, together with the maintenance tasks.

When a maintenance organisation is managing a separate "capability list" the information addressed above shall be mentioned in this list. In this case the chapter 1.9 shall only address the rating, the S1000D and shall refer to the capability list reference (see example below).

CLASS	RATING	S1000D CHAPTER REFERENCE ²	LIMITATIONS (aircraft type, component, manufacturer)
COMPONENTS other than complete engines or APU's	C1 Air Cond & Press	21	Components in accordance with the capability list reference XXXX
	C2 Auto Flight	22	
	C3 Comms and Nav	23-34-43	
	C4 Doors — Hatches	52	

This list, whatever included to or separated from the basic MOE, is an integral part of the approval.

1.9.4 Specialised services maintenance.

1.9.4.1 NDT with D1 Rating.

When the maintenance organisation intends to perform NDT tasks and release such tasks using a DASR Form, the rating D1 is necessary. Under the D1 rating, the capability to perform maintenance is determined by the “NDT method” listed in the approval schedule, regardless the specific aircraft, engine or component which is subject to the inspection method.

Example:

CLASS	RATING	LIMITATION [State particular NDT method(s)]
SPECIALISED SERVICES	D1 Non-Destructive Testing	Penetrant testing (PT)
		Magnetic testing (MT)
		Eddy current testing (ET)
		Ultrasonic testing (UT)
		Radiographic testing (RT)
		Thermographic testing (TT)
		Shearographic testing (ST)

² S1000D Chapter Reference: in conformity with “S1000D Main System Breakdown”

1.9.4.2 NDT without D1 Rating (“in the course of maintenance”).

When the maintenance organisation intends to perform NDT tasks under another approved rating (e.g. as part of the maintenance carried out on aircraft under rating A1, engines under rating B1, components under a C rating) the NDT tasks are considered done in the “course of maintenance”.

In this case, even if the maintenance organisation does not need to hold a D1 rating, the various NDT methods applied during maintenance shall be listed in this paragraph for each approved location.

It has to be noted that the same DASR 145 Requirements in place for being approved under the D1 rating remain applicable.

1.9.4.3 Arms, Munitions and Pyrotechnic Systems with D5 Rating.

When the maintenance organisation intends to perform maintenance on arms, munitions and pyrotechnic systems and release such tasks using a DASR Form 1, the rating D5 is necessary. These specialised services maintenance tasks shall be detailed for each approved location.

Example:

SPECIALISED SERVICES	RATING	LIMITATION [State arms type and maintained pyrotechnic systems]
	D5 Arms, Munitions and Pyrotechnic Systems Specific	

1.9.4.4 Other specialised activities.

- Each specialised maintenance task such as, but not limited to, composite repairs, painting, welding, machining, NDI, shall be detailed in this paragraph.
- These specialised services maintenance tasks shall be detailed for each approved location.

It has to be noted that those specialised maintenance tasks may need to be carried out under specific conditions (e.g. aircraft painting is considered to be a base maintenance task and therefore a base maintenance scope of approval is required in addition to listing such activity in this chapter).

1.9.4.5 Maintenance away from the approved locations as per DASR 145.A.75 (c).

- If applicable, this paragraph shall make reference to the fact that the maintenance organisation may perform works away from the approved locations, subject to the condition specified in MOE chapter 2.24 (Maintenance outside the approved locations).

1.9.4.6 Parts fabrication as per DASR 145.A.42 (c).

- If applicable, this paragraph shall make reference to the fact that the maintenance organisation may fabricate parts in the course of maintenance, subject to the condition specified in MOE chapter 2.9 (where the specific parts fabrication procedure is to be entered).

- The part fabrication is to be considered under an approved rating (e.g. as part of the maintenance carried out on aircraft under rating A1, engines under rating B1, components under a C rating).
- When the maintenance organisation is approved to fabricate a restricted range of parts for use in other facilities, the range of parts is to be listed together with the locations where they will be fabricated.

1.10 Notification procedure to the MAA regarding changes to the maintenance organisation's activities / approval / location / personnel.

MAA approval is based on the management, organisation, resources, facilities and scope of work described in this Part 1 of the MOE. Any significant change may therefore affect the conditions under which the approval was granted. This chapter is intended to show the process to be used by the maintenance organisation to notify the MAA of any change affecting the approval.

1.10.1 Notification.

This part of the MOE must show how the company would go about notifying the MAA of the following changes:

1. The name of the AMO;
2. The main location of the AMO;
3. Additional locations of the AMO;
4. The Accountable Manager and all appointed deputies;
5. Any of the persons nominated under DASR 145.A.30(b) and their appointed deputies;
6. The facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval;
7. The ownership of the AMO or its parent company.

In addition, this procedure shall also detail:

- When to notify the change;
- How to notify the change (using the DASR Form 2 or not);
- Who in the maintenance organisation is in charge of the notification?

1.10.2 Management of the change with the MAA.

Once the change has been notified, the maintenance organisation shall detail how the related change is internally managed:

- Internal audit by the Quality system;
- Composition of the package associated to any of the above listed changes (e.g. DASR Form 2, MOE, internal audit DASR Form 4, etc.);
- Who in the maintenance organisation is in charge of monitoring the change with the MAA?

For change of approval applications, the maintenance organisation shall carry out an internal audit in accordance with its MOE chapter 3.1 audit procedure, prior to the audit by the MAA, confirming that processes, areas, activities and personnel subject to the application have been reviewed and audited showing satisfactory compliance with all applicable DASR 145 requirements. The relevant audit report together with a statement of compliance from the Quality Manager shall be provided to the MAA.

The requirement to have an internal audit carried out as part of any application for organisational change, shall be addressed in a procedure under this MOE 1.10 chapter.

1.11 MOE amendment procedures including, if applicable, delegated procedures.

The Quality Manager is responsible for reviewing the MOE on a regular basis and amending if necessary, this includes the associated procedure manuals, and the submission of proposed amendments to the MAA. The MOE and associated documents and lists shall be amended as necessary to remain an up-to-date description of the maintenance organisation.

1.11.1 MOE amendment.

This procedure shall at least address the MOE amendment procedure.

- Person responsible for amending the MOE.
- Definition of minor and major amendments to the MOE and related approval process
- Definition of criteria for new issue and/or revision.
- The record of the DASR 145 approval certificate and approval of the MOE and subsequent amendment shall be described:
 - Approval letter from the MAA as applicable
 - DASR 145 approval certificate/ approval schedule amendments following the change of the scope of activity and/or change of the locations and/or a new issue of the MOE

1.11.2 Associated procedures, lists and Forms.

The minimum procedures/lists to be considered are all those identified in DASR 145.A.70 (a), which are therefore integrally part of the MOE. This procedure shall at least address:

- Summary table of associated procedures and lists:

Example:

Type of Document	Document reference	Indirect approval*	Approved by*	Minor amendments to which the indirect approval is limited
Associated Procedures Manual**	APM	X	Quality Manager	Typing errors
Certifying staff and Support staff list	AMO-DOC-1		MAA	n/a
Workshop capability list	AMO-DOC-2	X	Quality Manager	Removal of part numbers
List of contractors / tasked organisations	AMO-DOC-3	X	Quality Manager	Addition /removal of a contractor / tasked organisation
List of Line Maintenance Locations	AMO-DOC-4		MAA	n/a

NDT Manual	AMO-DOC-5	X	NDT Lev.3 and Quality manager	n/a
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** When an indirect approval is granted, it is important that the chapter 1.11.3 describes the limits of the indirect approval privilege. Even if a document is subject to indirect approval, in the case of a change affecting the scope of work this document shall be approved by the MAA (i.e. amending the capability list to add a Part number belonging to a new C rating)*

*** When the maintenance organisation develops second level procedures (for example to describe the details of maintenance processes in each area/workshop), those procedures shall be collected into a separate manual (e.g. associated procedures manual) to be also listed in this table.*

Definition of criteria for new issue and/or revision

1.11.3 Approval process

Direct approval:

The procedure shall at least describe the process to be followed to get the approval from the MAA.

Indirect approval:

- the list of documents for which an indirect approval privilege is granted shall be listed in the table provided in paragraph 1.11.2
- for each of the above mentioned documents, the procedure shall at least include:
 - o Definition of minor & major amendments. In particular, the limits of changes that can be indirectly approved for each document shall be limited to minor amendments (may be directly identified in the table provided in paragraph 1.11.2, refer to the example);
 - o The person responsible for the internal approval of the related documents (may be directly identified in the table provided in paragraph 1.11.2, refer to the example);
 - o The notification of such approval to the MAA;
 - o The record of such indirect approval.

In case of minor amendment (of the MOE and/or associated procedures and lists) the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this chapter 1.11 of the MOE is approved by the MAA. Such a delegation is to be based upon the ability of the Quality System to deal adequately with the DASR 145 requirements.

1.11.4 List of applicable regulations and user guides

This paragraph is optional and may be used to describe how the maintenance organisation ensures the MOE and associated procedures/lists remain updated with the current applicable regulations and user guides.

This paragraph is aimed to list the applicable regulations and user guides, together with their revision status, which have been considered for the development of the current revision of the MOE and associated procedures/lists.

The quality system is responsible for assessing any revision of the applicable regulations and user guides for possible impact on the maintenance organisation's procedures/lists and to amend them as necessary.

The MOE and associated procedures/lists are expected to be amended before the date of entry into force specified in the applicable regulation or user guide.

PART 2 – MAINTENANCE PROCEDURES

2.1 Supplier evaluation and contract / tasking control procedure.

This chapter shall be clearly structured to cover all the cases where the maintenance organisation is using the services of other organisations.

2.1.1 Type of suppliers.

This chapter shall describe how the maintenance organisation identifies the suppliers from where to purchase serviceable necessary materials, standard parts and components to carry out maintenance. A “list of suppliers” shall be developed under the control of the Quality Department. Suppliers of tools and tools calibrations services shall be described in the MOE chapter 2.4.

Suppliers of materials, standard parts, components

- Sources of supplies, eg military supply system, constructor, original equipment manufacturer (OEM), distributor approved by the manufacturer, retailer, operating organisation, ...)
- Types of items, eg components, consumables, standards, materials, , ...)

This paragraph shall describe how the maintenance organisation may contract/task part of the maintenance to another AMO as per DASR 145.A.70 (a)16. All such contracted/tasked organisations shall be listed in the MOE chapter 5.4.

Contracted/tasked organisations

- Sources of services, eg AMOs and their related approved ratings
- Types of services, eg specialised work, line maintenance, component maintenance,

This paragraph shall describe how the maintenance organisation may contract part of the maintenance to another organisation not holding a DASR 145 approval, as per DASR 145.A.75 (b). All such contracted/tasked organisations shall be listed in the MOE chapter 5.2.

Contracted/tasked organisations

- Sources of services (non-DASR 145 approved organisations and their related qualification)
- Types of services (e.g. specialised work, line maintenance, component maintenance,)

2.1.2 Monitoring the suppliers.

For each category of supplier identified in the previous chapter, the related monitoring and approval process shall be described.

The acceptance and monitoring process of suppliers shall comply with AMC DASR 145.A.75 (b).

Initial nomination of suppliers and contracted/tasked organisations:

- Selection processes;
- Internal acceptance process;
- Issuance of the internal authorisations (e.g. scope of authorisation, validity, ...);
- Producing the list of suppliers, contracted/tasked organisations;
- Internal distribution of the list – access / authorisation of computerised list.

- Monitoring of the list of suppliers and, contracted/tasked organisations versus internal authorisation:
 - Incoming inspection results, audit results, possible internal limitation...;
 - Assessment of the service provided;
 - Updating of the list;
 - Withdrawal of the internal authorisation, when applicable.

- Management of the purchase orders according to the nominated suppliers and contracted/tasked organisations.

- Records of suppliers, contracted/tasked organisations information:
 - Files;
 - Duration / location;
 - Type of documents (Certificates, audit reports, list of suppliers, incoming inspection results,).

2.2 Acceptance / inspection of aircraft components and materials.

2.2.1 Component / Material certification.

This chapter is to identify the release documents to be expected/accepted for each type of component/material depending on their status (new/used). It is recommended to develop a table listing all the cases, for easy reference to receiving inspection personnel.

New components

STATUS "NEW"	
Type of part/material	Document to be expected
<p>Standard parts</p> <p>Materials (raw materials and/or consumables)</p>	<p><u>Option 1</u>: when the standard part/material is purchased directly from the manufacturer, the Certificate of Conformity (CoC) issued by the manufacturer is expected;</p> <p><u>Option 2</u>: when the standard part/material is purchased thru a third-party supplier (i.e. distributor, operating organisation, maintenance organisation, etc.) the documentation accompanying the standard part/materials shall contain:</p> <ul style="list-style-type: none"> • Conformity certification to the standard part/material applicable standard/specification, and; • identification of the manufacturing source, and • Identification of the supplier source. <p>For Option 2, the information above may be included in one single Certificate of Conformity (CoC) issued by the supplier (containing cross reference to the manufacturer CoC) or be composed by more documents, such as for example the CoC issued by the manufacturer plus a statement from the supplier source.</p> <p>In any case, the manufacturer CoC shall be made available upon request.</p>
Aircraft components	<p><u>Option 1</u>: DASR Form 1;</p> <p><u>Option 2</u>: EASA Form 1 (if accepted by the MAA, and not originating from an EASA Part M Subpart F approved organization).</p> <p><u>Option 3</u>: A national equivalent document recognized by the MAA as declaring an item's serviceability and airworthiness.</p> <p><u>Option 4</u>: A release document issued by an organization accepted by the MAA.</p>

Used components

STATUS "USED"	
Type of component / material	Document to be expected
Aircraft components	<p><u>Option 1</u>: DASR Form 1;</p> <p><u>Option 2</u>: EASA Form 1 (if accepted by the MAA, and not originating from an EASA Part M Subpart F approved organisation).</p> <p><u>Option 3</u>: A national equivalent document recognized by the MAA as declaring an item's serviceability and airworthiness.</p> <p><u>Option 4</u>: A release document issued by an organisation accepted by the MAA.</p>

Depending on the type of components the maintenance organisation shall additionally describe the specific requirements applicable to Life Limited parts, used components, etc.

2.2.2 Receiving inspection procedure.

Incoming inspection For Components / Materials/ Standard Parts received from external sources:

- Required documentation
- Compliance with purchase order / item condition
- Conformity with maintenance organisation requirements (e.g. type of release requested, sources of requirements)
- Identification of components/material after receiving inspection (e.g. tagging)
- Materials/standard parts received in batches and related traceability (e.g. splitting of batches)
- Traceability of components and materials to the related documentation (e.g. internal tracking number)
- Receiving inspection records
- "Quarantine" procedure
- Modification Standard and AD compliance
- Identification of storage limitation/ life limits

Acceptance and incoming inspection of components from internal sources (e.g. transfer between stores, from the workshops):

- Conformity with maintenance organisation requirements
- Records
- Required documentation
- Compliance with purchase order, condition
- "Quarantine" procedure
- Identification of storage limitation/ life limits

- Acceptance and incoming inspection of internal fabricated parts in accordance with AMC DASR 145.A.42(c)9.
- Acceptance and incoming inspection of serviceable components removed from aircraft.
- Acceptance of components received in 'Aircraft on Ground' situations (these parts are often received directly at the grounded aircraft location and dedicated procedures need to be in place).

2.2.3 Installation of components / parts / materials

- Procedure for verification by the installer prior to installation of components/parts and prior to use materials on an aircraft or component
 - Verification of satisfactory condition and appropriate document for installation of any aircraft component
 - Verification that, a component is eligible to be fitted when different modification and/or airworthiness directive configuration may be applicable
 - Verification of standard parts on an aircraft or component (i.e. traceability, applicable standard as per maintenance data requirement)
 - Verification prior to use any raw or consumable material on an aircraft or component (i.e. due dates, applicable specification as per maintenance data requirement)"

2.3 Storage, tagging and release of aircraft components and materials to aircraft maintenance.

- Procedures for maintaining satisfactory storage conditions (including segregation) of:
 - Aircraft components
 - Perishables, raw material
 - Flammable fluids
 - Engines
 - Bulky assemblies
 - Record of position in the store (s)
 - Etc
- System and procedure to control shelf life / life limit and modification standard.
- Special storage requirements (condition and limitation) e.g.: Electro-sensitive devices, rubber.
- Tagging / labelling system and storage areas:
 - Serviceable components /material
 - Unserviceable components /material
 - Unsalvageable components (see DASR 145.A.42(d))

- Quarantine
- Batch number
- Scrap (etc.)

- Issue of components, standard parts and materials, to the maintenance process (control, identification, batch segregation).
- Deployed operations.
- Access to storage facilities restricted to authorised personnel

The storage condition and the storage limitation must be based upon manufacturer specifications.

2.4 Acceptance of tools and equipment.

This chapter shall describe the procedures for the acceptance of new, maintained, modified, calibrated tools/ equipment received and also the loaned/ hired tooling. It could also specify (as for chapter 2.1) the assessment processes of tooling suppliers and the control of contracted/tasked organisations carrying out maintenance services on tooling:

- Tools and equipment acceptance procedure:
 - Sources
 - Conformity with maintenance organisation requirements (e.g. certification, ...)
 - Records
- Incoming inspection for tools:
 - Required documentation
 - Compliance with purchase order / condition of the tool
 - "Quarantine" procedure
 - Internal identification
 - Verification of necessary control / calibration
- Monitoring of tool maintenance service suppliers:
 - Selection processes for each type of supplier
 - Internal authorisation processes for each type of supplier and contracted/tasked organisation
 - Monitoring of the internal authorisations (e.g. scope of authorisation, validity,)
 - Withdrawal of the internal authorisation

NOTE: A list of tool related service providers (inspection /servicing/ calibration) has to be established and amended under the control of the Quality System.

2.5 Calibration of tools and equipment.

This chapter shall describe all the procedures related to the controls, revisions, modifications, checking and calibrations of the tools/ equipment:

- Inspection, servicing and calibration programme / equipment and calibrated tool register.
- Establishment of inspection, servicing and calibration time periods and frequencies.
- Person/ department responsible for the calibration programme, the register, the follow- up, time period and frequencies (link between departments if necessary).
- Identification of servicing / calibration due dates.
- Management of loaned calibrated tools / equipment.

2.6 Use of tooling and equipment by staff (including alternative tools).

This chapter shall describe all management procedures for tooling, distribution and return of the tooling after use:

- Distribution of tools:
 - record of user
 - location of use
 - Verification of A/C or component is clear of all tools after completion of maintenance
- Determining tool serviceability prior to issue.
- Training and control of personnel in the use of tools and equipment (records of training).
- Loan tool control and audit.
- Control of alternative tools:
 - Demonstration of equivalence between design/manufacturing data of alternative tools and the data/features of the tools recommended in the maintenance data of the manufacturers
 - In-house identification rule of alternative tools (P/N, S/N)
 - Alternative tools validation process
 - Register of alternative tools /tagging/relation between the references of original tools and alternative tools
 - Treatment of possible changes of maintenance data according to the new references of alternative tooling (modifications limited to the references of the tooling to be used and/or adaptation of maintenance data regarding alternative tooling)
 - Use, storage and maintenance manuals associated with the alternative tools (if applicable)
 - In-house approval of each alternative tooling before being used
 - Storage of the records of alternative tooling

2.7 Cleanliness standards of maintenance facilities.

- Organisation of the cleaning of the facilities:
 - "Foreign Object" exclusion programme
 - Cleaning programme

- Individual responsibilities
- Timescales
- Waste material disposal
- Special procedure for some facilities (e.g. painting, white room, parts cleaning, etc)
- Segregation of facilities to prevent cross contamination

2.8 Maintenance instructions and relationships to aircraft / aircraft component manufacturer's instructions including updating and availability to staff.

This chapter shall describe the management of all the technical documentation in use within the maintenance organisation.

This chapter shall be structured to clearly identify the various types of documentation in use (both of external and/or internal origin), to be controlled by the maintenance organisation in order to perform the intended scope of work. The documentation may be divided in two main groups:

2.8.1 Maintenance data coming from external sources.

This paragraph needs to identify that the applicable maintenance data is used as defined in 145.A.45 (b) coming from external sources such as (M)TC holders, (M)STC holders, the MAA (e.g. instructions for continuing airworthiness, AD, SB, etc);

Control of information:

- Technical library
- Subscriptions control
- Information held / needed regarding the scope of work
- Issue / amendment control

Technical information amendment procedures:

- Manuals
- Service Information (AD, SB, etc.)
- Distribution: access to the staff

Control of customer supplied maintenance data (refers also to Chapter 2.13).

2.8.2 Documentation / maintenance instructions issued by the maintenance organisation.

This chapter needs to identify and describe the objective and management of the documentation issued by the maintenance organisation itself, as for example:

- Modification of maintenance instructions by the maintenance organisation as defined in DASR 145.A.45 (d) as applicable;
- Maintenance instructions issued in conformity to approved data as per DASR 145.A.45 (e) in order to facilitate/customise the maintenance (e.g. work card/work sheet, engineering orders, technical specifications, etc.) as applicable (refers also to Chapter 2.13);

- Documentation issued for internal information purposes (e.g. quality information bulletins, quality alerts, occurrence investigation reports, etc.) as applicable;
- Control of information:
 - Technical library
 - Information held / needed regarding the scope of work
 - Issue / amendment control
- Verification and validation of new procedures where practicable;
- Incorporation of best practice and human factors principles;
- Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.);
- Incorporation of CDCCL concept (where applicable):
 - compliance with CDCCL instructions
 - traceability of CDCCL completion
- Awareness of Technical Publications, Instructions and Service Information by the staff.

2.9 Repair procedures.

2.9.1 Repairs

This chapter is intended to describe how the maintenance organisation is performing repairs on aircraft/components/engines according to already available maintenance data and how it is managing the repairs not described in the manufacturers' documentation.

It has to be noted that the privilege given by DASR 145.A.45(d) in order for the maintenance organisation to develop modified maintenance instructions (as described in previous MOE chapter 2.8), is excluding the engineering design of repairs and modifications.

Maintenance procedures shall be established to ensure that damage is assessed and modifications and repairs are carried out using data specified in DASR M.A.304.

- Repairs according to already available maintenance data:
 - Repairs In accordance with AMM, SRM, CMM etc.
 - Sources of repair approval as per DASR M.A.304
 - Repairs already approved by the TC Holder
 - Internal process in use and forms to manage the repairs
- Repairs requiring a new approval (not already included in the available maintenance data):
 - Sources of repair approval as per DASR M.A.304
 - Acceptance of minor/major repairs approvals (it is recommended to develop a table listing the various case)
 - Work order
 - internal process in use and forms to manage the repairs
 - Maintenance instruction (job cards,)
- Control of the scope of work versus the requested repair (limitations and conditions).

2.9.2 Fabrication of parts.

A maintenance procedure shall be established to address requirements of DASR 145.A.42(c) and its associated AMC.

If this chapter is used/is applicable, the parts fabrication permission shall also be specified in the MOE chapter 1.9 "scope of work".

2.10 Aircraft Maintenance Programme compliance.

This chapter shall refer to the aircraft, engines and component maintenance programmes (scheduled tasks, inspections, adjustment, tests, and replacement of component/life limited parts...).

This procedure is aimed to explain how the maintenance organisation intends to comply with Appendix I to AMC DASR M.A.302.

- Qualification and experience required to demonstrate appropriate expertise Details
- about the contract with the CAMO
- Delegated functions:
 - a) Developing the aircraft maintenance and reliability programme,
 - b) Performing the collection and analysis of the reliability data,
 - c) Providing reliability reports, and
 - d) Proposing corrective actions to the CAMO.

More generally the procedure shall also detail how the maintenance organisation is providing adequate reporting to the CAMO:

- Maintenance programme variations
- Corrosion prevention and control programme reporting
- Structural Significant Items reporting
- Reliability reporting

2.11 Airworthiness Directives procedure.

The follow up of Airworthiness Directives is the responsibility of the CAMO who must request their enforcement on the work order/tasking sent to the maintenance organisation. The maintenance organisation is then responsible for embodying the ADs which have been ordered/tasked.

It is necessary to differentiate between the activities of management / implementation of ADs on behalf of the CAMOs/operating organisation and that carried under the DASR 145 approval. Only the AD related activities which concern the AMO tasks have to be described in the MOE, with particular reference to the following points.

- Identification of the responsibilities of the maintenance organisation with regards to ADs, such as but not limited to establishing compliance with the following:
 - DASR 145.A.42 “Acceptance of components” requires the maintenance organisation to ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable. In order to comply with this requirement, the maintenance organisation shall demonstrate it has an adequate control on ADs applicable to components in their store(s), being able to demonstrate as a minimum:
 - Access to the relevant ADs;
 - When the airworthiness control of the components is directly ensured by the owner of the components, the maintenance organisation shall demonstrate that a contract is in place, attributing the responsibilities related to the ADs to such owner. This also applies to component(s) directly delivered by their owner to the line stations (DASR 145.A.75(d) refers);
 - When the maintenance organisation retains control of the airworthiness status of the component(s) (i.e. the maintenance organisation owns the component), the maintenance organisation shall ensure that all applicable ADs are embodied to the components they have in store. The maintenance organisation shall employ qualified staff for the AD analysis, issuing internal work orders and performing the AD compliance follow-up.
 - DASR 145.A.45 “Maintenance data” requires the maintenance organisation to have access to and use applicable current maintenance data in the performance of maintenance, including modifications and repairs. This means the maintenance organisation shall demonstrate, as a minimum:
 - access to the relevant ADs;
 - DASR 145.A.50(a) “Certification of Maintenance” requires to issue a Certificate of Release to Service when it has been verified that “..... and that there are no non- compliances which are known to endanger flight safety”. This means that the maintenance organisation shall demonstrate, as a minimum:
 - access to the relevant ADs;
 - a procedure to ensure that a CRS is only issued when there is no non-compliance which is known to endanger flight safety (i.e. the maintenance organisation is aware of an overdue Airworthiness Directive applicable to the product/component being maintained).
- Maintenance organisation policy:
 - Studying ADs according to the scope of work of the maintenance organisation;
 - Selection of ADs according to the scope of work of the maintenance organisation;

- Recording of applicable ADs according to the scope of work of the maintenance organisation;
- Determining internal or external ADs embodiment (linked to the scope of work).

- Accomplishment of ADs via work orders specifying the status of the document to be used.
- Awareness that the associated maintenance data contained within the AD is mandatory.
- Identification of the mandatory requirement in the maintenance documentation.

2.12 Optional modification procedure.

This chapter shall refer to the modifications to be embodied on the aircraft/components/engines. It has to be noted that the privilege given by DASR 145.A.45 (d) in order for the maintenance organisation to develop modified maintenance instructions (as described in previous MOE chapter 2.8), excludes the engineering design of repairs and modifications.

Maintenance procedures shall be established to ensure that damage is assessed and modifications and repairs are carried out using data specified in DASR M.A.304.

- Maintenance organisation policy:
 - Sources of modification approval as per DASR M.A.304; • Internal process in use and forms to manage the modifications;
 - Modification including embodiment of (M)STCs.
- Control of the scope of work (limitations and conditions).

The embodiment of the Optional Modifications is the responsibility of the operating organisation/CAMO who will detail their embodiment on the contract/tasking sent to the maintenance organisation.

2.13 Maintenance documentation in use and completion of same.

This chapter shall refer to the creation of a standard work file and how to complete the work documents/ work cards making up these files. Specific instructions from manufacturer maintenance data related to CDCCL shall be considered.

It is recommended to structure this chapter in three separate paragraphs as indicated below. Clear differentiation is expected for each individual rating in the scope of work (e.g. aircraft, engines, components, specialised services).

2.13.1 Conception and update of the template.

This procedure shall identify the process of issuing and updating templates for the documents to be used during maintenance.

- Conception / validation of a template
- Identification of the templates needed
- Analysis and implementation of manufacturer data revisions
- Revision of the template

2.13.2 Maintenance documentation in use.

This procedure shall identify all the internal documents used for recording maintenance and making the complete work package.

- List of maintenance documents which build up a standard work package (e.g. front page with general information, list of tasks required, work cards, associated work orders, expected CRS...)
- Assembly of work packages for issue to maintenance activity
- Worksheets for non-routine tasks
- Assembly of completed work package for certification
- Control and use of customer supplied work cards/worksheets

2.13.3 Completion of maintenance documentation.

This procedure shall describe the completion of each of the documents identified in the previous paragraph. This may be done by reference to MOE chapter 5.1 where the related sample document is included together with its related completion instructions. This procedure shall detail:

- Process of declaring a task not applicable including conditional tasks
- Process of recording test results and dimensions
- Process of recording materials/components replaced together with the related traceability to the accompanying documents
- Record and management of additional works
- Record and management of deferred maintenance
- Process to correct a maintenance record imperfectly/incorrectly entered during the performance of maintenance
- Worksheet / work card completion and maintenance / independent inspection sign-off
- Use of personal stamps
- Procedure for recording calibrated tool / equipment used in maintenance tasks

This procedure shall also clarify the process of task sign-off³, depending on the various situations (e.g. sign-off of a normal task, of a task requiring an independent inspection, with a person on training, etc.) and depending upon the job descriptions identified within the maintenance organisation's MOE (e.g. certifying staff/support staff in MOE chapter 3.4, qualifying maintenance personnel in MOE chapter 3.8, qualifying supervisors in MOE chapter 3.7, etc.).

The procedure shall clearly indicate when a task is to be considered signed-off and by which means (e.g. use of personal stamp, use of signature, combination of stamp plus signature, etc.).

The use of a summary table for tasks-sign off is recommended

All the personnel "authorised"⁴ by the maintenance organisation to sign off tasks shall be identified (e.g. by reference to a separate personnel list).

Consistency of this paragraph shall be ensured with the job descriptions introduced in the other MOE 16, 2.17. chapters (e.g. 3.4, 3.7, 3.8, 3.11).

³A "sign-off" is a statement by the competent person performing or supervising the work, that the task or group of tasks has been correctly performed. A sign-off relates to one step in the maintenance process and is therefore different from the release to service of the aircraft⁴

⁴ "Authorised personnel" means personnel formally authorised by the maintenance organisation approved under DASR 145 to sign-off tasks. "Authorised personnel" are not necessarily "certifying staff".

2.14 Technical records control.

- System for control, storage conditions (e.g. is there a fire extinguisher system, fire detection, etc...) and retrieval of records (paper or computer based)
- Control of access to records (paper and / or computer-based records)
- Record-keeping systems
- Lost or destroyed records (reconstruction and MAA acceptance)
- Provision of records to operator
- Retention of records:
 - Periods
 - Methods
 - Security

2.15 Rectification of defects arising during base maintenance.

New defects or incomplete maintenance work orders identified during maintenance shall be brought to the attention of the CAMO for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order.

In the case where the CAMO declines to have such maintenance carried out, DASR 145.A.50(e) is applicable in order to issue the Release to Service for aircraft (with deferred maintenance), as addressed in MOE chapter 2.16.

- Base maintenance procedure:
 - Records of base maintenance defects
 - Sign-off of base maintenance defects
- Analysis of defects and rectification
- Notification process (when necessary) to the CAMO, (and MAA in case of doubt – DASR AMC 145.A.50(e) para 2 refers)
- Report to the CAMO
- Approval of the CAMO to launch the rectification according to the contract

Incorporation of standard defect rectification in work files, records, their control, release certificate and information to the contracting/tasking organisations are to be dealt with in MOE chapters 2.13, 2.14, 2

2.16 Release to Service procedure.

Clear differentiation is expected for each different rating in the scope of work (e.g. aircraft, engines, components, specialised services). The release to service procedure shall at least address the following issues:

- Definition of the CRS statement
- Issuance and completion instruction of CRS after:
 - Base Maintenance (e.g. Maintenance Release Certificate);
 - Line Maintenance;
 - Engines/components/specialised services maintenance (DASR Form 1).
- Cross-reference to work orders (initial work order, additional works,) to ensure that all the tasks ordered have been performed
- Minimum information to be contained in the certificate of release to service:
 - Basic details of the maintenance carried out (by reference to the maintenance data and related revision status, plus any eventually associated work orders or job card as applicable to the product or component being maintained) ; and
 - The date such maintenance was completed; and
 - The location where the release to service is issued; and
 - The identity of the maintenance organisation and person issuing the release to service, including:
 - the approval reference of the maintenance organisation; and
 - the DASR 145 AMO C/S - S/S individual authorisation number/references of the certifying staff issuing such a certificate;
 - The limitations to airworthiness or operations, if any.
- Issuance of a CRS with limitations/incomplete work as per 145.A.50(e) (e.g. maintenance organisation not in condition to complete all the maintenance ordered, deferred maintenance, CAMO acceptance)
- Impossibility to sign a release certificate that could hazard flight safety e.g.:
 - AD owed and not enforced;
 - Work carried out not in accordance with the approved data;
 - Discrepancies that may have consequences on the airworthiness of the aircraft/ component/engine.

- Issuance and completion instruction of CRS in the following specific cases, if applicable:
 - One-off authorisation (note: the MOE chapter 3.4 specifies the related qualification requirement);
 - Maintenance Away from the Approved Location(s) as per 145.A.75(c) (NOTE: the MOE chapter 2.24 specifies the related conditions).
- Release to service for components removed serviceable from aircraft (AMC 2 145.A.50 (d)):
 - Issuance of a DASR Form 1 for components removed serviceable from MAA registered A/C;*
 - Swap/change over serviceable components between MAA registered A/C or between different positions of the same MAA registered aircraft; A component removed serviceable shall be released to service following the specific procedures included in MOE chapter 2.16 before being installed in another position;*
 - Issuance of a DASR Form 1 for components removed serviceable from a non MAA registered A/C.
- Temporary fitting an aircraft component without appropriate release certificate in AOG condition (e.g., agreement of the CAMO, acceptable certificate, checking the status of the component, technical log record, corrective action when the aircraft returns to its Main Operation Base...)
- The specificities of DASR Form 1:

This procedure shall at least address the following issues:

- The address to be recorded in the DASR Form 1 block nr.4 is either the address of the DASR 145 AMO which is reflected in the first page of the DASR Form 3 certificate or the address where the maintenance was performed. However, to allow the identification of the maintenance site where the DASR Form 1 is issued (in the case where, in particular, this address is different from the one in the DASR Form 3), the maintenance organisation shall ensure a system is in place to retrieve the information of the maintenance site where the DASR Form 1 was issued, starting from the tracking number of the DASR Form 1 (block nr. 3);
- The tracking numbering/references system of DASR Form 1 shall be described demonstrating a unique number/reference is used;
- An identification system shall enable to track the location where the maintenance has been released to service;
- The recording system allowing to easily retrieve all the issued DASR Form 1;
- The cancellation or correction of a DASR Form 1 mistakenly completed/issued.

2.17 Records for the CAMO.

This chapter is only applicable when the maintenance organisation is retaining records on behalf of the CAMO (e.g. Original Aircraft Technical Logbooks, Life limited parts records, etc.).

- Contracted/tasked record keeping for CAMOs;
- Arrangements for processing and retention of CAMO 's maintenance records.

2.18 Reporting of defects.

2.18.1 Internal occurrence reporting system.

It shall be understood that the internal occurrence reporting system is intended to collect all reports internally generated by the maintenance organisation. The internal occurrences which fall within the definition of occurrences to be reported as per DASR 145.A.60 (e.g. to MAA, etc) shall be only a part of the collection.

- Collection and evaluation of reports;
- Extraction of occurrences to be reported as per DASR 145.A.60 (which are referred in the following paragraph 2.18.2);
- Just culture (errors management procedure is expected in the MOE chapter 2.25);
- Description of the process to investigate occurrences (i.e. criteria to identify occurrences to be investigated, investigation report format, management actions in response to investigation findings, follow-up system, feedback to staff, etc.);
- Methods of maintenance errors investigation;
- Maintenance errors identified to be used for internal human factors training;
- Description of process to record occurrences;
- The analysis of occurrence data;
- Sharing information from investigations.

2.18.2 Reportable occurrences as per DASR 145.A.60.

This procedure must describe the reporting procedure to MAA and all further addressees as required by national regulations. Any condition of the aircraft or component identified by the maintenance organisation that has resulted or may result in unsafe condition that hazards seriously the flight safety shall be reported.

- List of Reportable occurrences;
- Technical Occurrence Report Form;
- Methods for reporting;
- Reporting timescale;
- Reports must contain pertinent information and evaluation of results (where known);
- Persons responsible for reporting;
- Occurrences reported by Contractors/tasked organisations.

2.19 Return of defective aircraft components to store.

This chapter shall refer to the process of parts returned by maintenance organisation teams to the store.

- Labelling and identification of “defective” components (required information)
- Serviceable aircraft component found “defective” at installation (e.g. involvement of quality system for investigation, possible need to report the occurrence as per MOE chapter 2.18)
- Handling and movement of components (link between involved departments)
- Storage of “defective” components

2.20 Management of defective components with outside contractors / tasked organisations.

This chapter shall refer to the process of sending components to outside contractors/tasked organisations for repair or modification.

This chapter is only applicable when the maintenance organisation is sending/contracting/tasking component maintenance to:

- Another DASR 145 AMO as per DASR 145.A.70 (a) (16). This fact shall be reflected in the MOE chapter 2.1 and the contracted/tasked organisation(s) listed in MOE chapter 5.4, or
- Another maintenance organisation not holding a DASR 145 approval, as per DASR 145.A.75 (b). This fact shall be reflected in the MOE chapter 2.1 and the “contractors/tasked organisations” listed in the MOE chapter 5.2.

- Dispatch of components for repair / overhaul / calibration
- Identification of required work
- Return of the serviceable component after maintenance at the contractor/tasked organisation facility
- Control of dispatch, location and return
- Return of unserviceable loan parts
- Management of the packaging and special transportation condition (e.g.: Wheels – oxygen bottles)

2.21 Control of computer maintenance records system.

This chapter shall refer to the computer systems used to manage and/or record information regarding the maintenance tasks carried out.

- Description of the computer records system in use and relate objectives
- Information retrieval
- Back-up systems (frequency, means, and delay) and second site storage (frequency, means and delay)
- Security and safeguards to unauthorised access

This chapter shall not be confused to MOE chapter 2.14 “Technical record control” which is intended to cover the record keeping requirement addressed in DASR 145.A.55.

2.22 Control of man-hour planning versus scheduled maintenance work.

- Hangar visit plan versus man-hour plan

The "hangar visit plan" shall be made available to demonstrate sufficiency of hangar space to carry out planned base maintenance. The relation between the hangar visit plan and the man-hour plan shall be described. The hangar visit plan shall also include other activities.

- Management system of maintenance organisation planning versus time available (e.g. A/C base maintenance or components maintenance activity),
- Type of planning (man hours availability versus work load)
- Type of factors taken into account in the planning:
- Human performance limitations
 - Complexity of work
 - Additional factors
- Planning revision process
- Organisation of shifts
- Use of "contracted/tasked"³ personnel as per AMC 145.A 30 (d)

At least half the staff that perform maintenance in each workshop, hangar or flight line on any shift shall be employed to ensure organisational stability. For the purpose of meeting a specific operational necessity, a temporary increase of the proportion of contracted/tasked staff may be permitted to the maintenance organisation by the MAA in accordance with an approved procedure to be included in this MOE chapter, which shall describe the extent, specific duties, and responsibilities for ensuring adequate organisation stability.

- Notification to the Quality Manager and Accountable Manager of deviations exceeding 25% between the work load and the man hour availability

³ "Contracted/tasked" means the person is employed by another maintenance organisation and contracted/tasked by that organisation to the DASR 145 AMO.

2.23 Control of critical maintenance tasks.

This chapter is intended to establish a procedure to detect and rectify maintenance errors that could, as minimum, result in a failure, malfunction, or defect endangering the safe operation of the component/engine/aircraft if not performed properly.

- Procedure for the performance of critical maintenance tasks affecting safety:
 - Minimum list of “critical maintenance tasks affecting safety” defined by the maintenance organisation (e.g. engine installation, rigging/adjustment of flight controls);
 - Data sources used to identify the list of “critical maintenance tasks affecting safety” ((M)TC holder data, occurrence reporting, audit, etc.);
 - Error capturing method(s) used. The primary error capturing method to be used shall be the independent inspection procedure as per AMC 145.A.48 (b) b). This procedure is expected to be detailed in the MOE chapter 2.25.

The list of “critical maintenance tasks affecting safety” should be subject to continuous evaluation and when necessary amendment by the maintenance organisation as the result of maintenance errors investigations, audit, (M)TC holder data analysis, etc.

When the CAMO/Operating Organisation defines its own list of critical maintenance tasks affecting safety, the effective independent inspection tasks to be carried out are the independent inspections required by the DASR 145 MOE plus the ones required by the CAMO/Operating Organisation.

- Procedure to minimise the risk of multiple errors and errors being repeated in identical maintenance task

This procedure shall cover the prevention, where possible, of simultaneous maintenance by the same person on similar systems on the same aircraft (disassembly/reassembly of several components of the same type fitted to more than one system on the same aircraft during a particular maintenance check).

In particular, the procedure shall describe:

- Definition of simultaneous maintenance by the same person on similar parts/systems on the same component/engine/aircraft, including examples applicable to the scope of work (i.e. this may be a dual engine oil uplift, simultaneous replacements of two cabin pressure controllers, etc.);
- The related error capturing method(s) to be used. When more than one error capturing method is defined, criteria need to be established to prioritise the methods to be adopted. For example:
 - Planning the accomplishment of such “identical maintenance tasks” by different mechanics or to be done in different working shifts (this could be done for example at the maintenance planning phase);
 - Completion of the identical maintenance tasks by adopting the independent inspection procedure;
 - “Re-inspection task by the same person” when only one person is available (re-inspection to be recorded).

When a detailed procedure is necessary to further detail the peculiarities of the error capturing method(s) identified in this paragraph, this procedure is expected to be included in the MOE chapter 2.25. For example, in the case the error capturing method of “re-inspection task by the

same person” is adopted, a detailed procedure is to be expected in the MOE chapter 2.25 to describe as a minimum how the “re-inspection” is going to be recorded in the maintenance records.

2.24 Reference to specific maintenance procedures.

- Maintenance outside the approved location (s) * as per DASR 145.A.75(c) and chapter 1.9:
 - Support an unserviceable aircraft (AOG requiring defect rectification)
 - Occasional Line Maintenance
- Engine run up
- Aircraft pressure run
- Aircraft towing Aircraft taxiing
- Technical wash
- Control/ supervision of de-icing systems
- Handling and control of waste materials
- Scrapping of parts
- Aircraft military specific systems procedures
- Maintenance check flight in accordance with CAMO procedure

2.25 Procedures to detect and rectify maintenance errors.

- Error capturing method(s) chosen by the maintenance organisation.

This paragraph shall detail the various detailed procedures associated to each of the possible error capturing methods, which have been identified in the MOE chapter 2.23 as a mean to avoid errors during the performance of “critical maintenance tasks affecting safety” and/or “identical maintenance tasks”. As a minimum, the following error capturing methods procedures shall be detailed:

- Independent inspection procedure:
 - Definition as per AMC DASR 145.A 48 (b);
 - How to perform the independent inspection/what to check (e.g. ensure correct assembly, locking and sense of operation, etc.);
 - Re-inspection procedure: record of re-inspection done by the same person in the case of “identical maintenance tasks”.

This Independent inspection procedure shall be consistent with the job descriptions entered in the MOE chapters 3.4, 3.7, 3.8, 3.11 and with the sign-off policy entered in MOE chapter 2.13.

In addition to the above the policy adopted for preventing omissions is to be described, being a standard error capturing method. This typically consists in having procedures which ensure: sign-off of task only after completion, policy for sign-off of group of tasks, work by trainees performed under supervision, etc. Those specific procedures may be included in other MOE chapters as applicable (i.e. sign-off policy in the MOE chapter 2.13), however in this paragraph the policy of preventing omissions shall be described.

- Procedure for general verification after completion of all maintenance as per DASR 145.A 48 (d):
 - Missing tools and foreign object procedure.

Aims and objectives of the error management system (this procedure may be developed in this chapter or referred to a procedure introduced in MOE chapter 2.18):

- The encouragement of reporting
- A code of practice
- No reprisal policy
- Feedback of the independent inspections

2.26 Shift / task handover procedures.

- Aims and objectives of the shift handover
- Training of personnel in shift/task handover processes
- Recording of shift/task handover
- Description of a formalised handover process and required information:
 - Facility status
 - Work status
 - Manning status
 - Outstanding issues
 - Other possible information
- Responsible person for managing and filling up the shift / task handover

2.27 Procedures for notification of maintenance data inaccuracies and ambiguities to the author of the maintenance data.

- Definitions of maintenance data ambiguities
- Method of internal notification of maintenance data ambiguities
- Method of external notification of maintenance data ambiguities to the authors of that data
- Method of assessment and extraction of those ambiguities / inaccuracies to be reported under MOE chapter 2.18 as mandatory reportable occurrences
- Feedback to staff and implementation of author corrections
- Impact of the data ambiguity on the on-going maintenance task

The authors are:

- *Aircraft / component design organisation (AMM, SB, SRM,)*
- *The MAA*
- *The (M)TC / (M)STC holder*
- *The maintenance organisation itself in the case of maintenance organisation job cards*
- *The CAMO / Operating Organisation in the case of job cards issued and furnished by the CAMO / Operating Organisation*

2.28 Maintenance planning procedures.

- Analysis of the work order to ensure the requested maintenance remains within the approved scope of approval.
- Verification that the maintenance work package provided by the *CAMO/Operating Organisation* is utilizable by the maintenance organisation. In any case the maintenance organisation shall issue an internal work package as detailed in MOE chapter 2.13:
 - Case 1: *CAMO/Operating Organisation* job cards to be used (with appropriate training)
 - Case 2: Work package to be developed and prepared by the maintenance organisation based on the *CAMO/Operating Organisation* work order
- Control of the availability and update of maintenance documents (list + MM / job cards /...)
- Procedure for establishing all necessary resources are available before commencement of work (manpower with required capabilities, staff, facilities, tools, equipment, parts, documentation, etc.)
- Procedure for outsourcing contractors/tasked organisation as necessary.
- Procedure for organizing maintenance personnel and providing all necessary support during maintenance
- Consideration of human performance limitations (Circadian rhythm / 24 hours body cycle...)
- Planning of critical maintenance tasks

Note: The main driver to determine whether a scheduled maintenance check shall be considered as "line maintenance" shall remain the content of the check. Additional tasks or constraints may be also associated to the check such as deferred items, rectification of defects, inspection requesting skilled workers, qualification of the certifying staff, environmental conditions, overall length of the tasks etc. Access to a hangar or hangar in the nearby shall be part of the decision making. Therefore a "decision making process" is necessary to assess the content of the check.

PART L2 - ADDITIONAL LINE MAINTENANCE PROCEDURES

MOE Part L2 is intended to provide additional procedures which are specific for the line maintenance environment, which have not been covered in the MOE Part 2. Where a procedure, was already covered in the MOE Part 2 and there is no need of further detail to be added, a direct reference to the MOE (Part 2) chapter may be used in the relevant MOE (Part L2) chapter.

L2.1 Line maintenance control of aircraft components, tools, equipment, etc.

This chapter must describe the additional / special procedures of the management of the facilities, materials/ ingredients and tools/ equipment, technical documentations, staff associated to the line maintenance activity. For example, this applies when a line station separate from the main maintenance site needs to use procedures to control the components, tools, equipment which are not the same used in the main site as described in MOE Part 2.

- Component / Material acceptance - (required documentation, condition, "Quarantine" procedure)
- Components removed serviceable from aircraft
- Procedures to maintain satisfactory storage conditions - (routable, perishables, flammable fluids, engines, bulky assemblies, special storage requirements)
- System for control of shelf life and modification standard
- Tagging / labelling system (serviceable, unserviceable, scrap, etc.)
- Release of components to the maintenance process
- Tools and test equipment, servicing and calibration programme / equipment register
- Identification of servicing / calibration due dates
- Procedure for general verification after completion of line maintenance as per DASR 145.A.48(d)

L2.2 Line maintenance procedure related to servicing / fuelling / de-icing / including inspection for removal of de-icing / anti-icing fluid residues, etc.

This chapter must describe the additional / special procedures of management of the specific activities:

- Technical and maintenance documentation management (control and amendment)
- Maintenance organisation Technical Procedures / Instructions management quality
- Fuel supply monitoring (bulk storage / aircraft re-fuelling)
- Ground de-icing (procedures / monitoring of contractors/tasked organisations)
- Maintenance of ground support equipment
- Aircraft military specifics systems procedures
- Monitoring of contracted/tasked organisations ground handling and servicing

L2.3 Line maintenance control of defects and repetitive defects.

This chapter must describe the general procedures followed by the maintenance organisation regarding the rectification of defects and repetitive defects recorded during operation of the aircraft. The procedures shall also cover the follow up of defects and repetitive defects on behalf of CAMO/Operating Organisation and the DASR 145 AMO.

- Reportable defects
- Rules for deferring (periods - review - permitted personnel - conformity with MEL /CDL provisions)
- Awareness of deferred defects carried by aircraft – (monitoring of repetitive defects - communication with main operation base)
- Analysis of tech log (repetitive defects – crew complaints - analysis and transfer of cabin log items as required)
- Co-ordination with the CAMO/Operating Organisation
- Procedure on how to deal with defects requiring B2 certifying staff in the case of line stations where such staff is not permanently available

L2.4 Line procedure for completion of aircraft technical log.

This chapter must describe the additional procedures of management/completion of the technical log(s) in use. It must also cover the procedures for ETOPS release where applicable. These procedures must be associated to chapters 2.13, 2.16 of the MOE.

- Technical Log system:
 - Taking into account CAMO/Operating Organisation Procedure
 - Distribution of copies
- Training on CAMO/Operating Organisation procedures and maintenance record completion (logbook,)
- Certification / Sign-off (Maintenance Statements)
- Maintenance Duplicate Inspections
- ETOPS Certification where applicable
- Retention of records:
 - Periods
 - Methods and security

L2.5 Line procedure for pooled parts and loan parts.

This chapter must describe the additional management procedures for pooled or loaned parts specific to the line maintenance activity. It shall also cover the removal of serviceable parts from aircraft for use on another aircraft. These procedures must be associated to chapters 2.2, 2.3, 2.19, 2.20 of the MOE.

- Verification of approved sources of parts (sources, conformity with maintenance organisation requirements, Modification Standard and AD compliance, records)
- Compliance with loan and contract requirements
 - Tracking and control
 - Required documentation

- Processing removed loan parts for return to source (records)
- Components removed serviceable from aircraft

L2.6 Line procedure for return of defective parts removed from aircraft.

This chapter must describe the additional management procedures for treatment of defective components associated with the line maintenance activity. These procedures must cover the same subjects specified in chapters 2.19, 2.20 (return of removed components, sending components...) of the MOE.

L2.7 Line procedure control of critical maintenance tasks.

This chapter is the equivalent of the chapter 2.23 of the MOE for the line maintenance activity.

- Follow guidance as per AMC DASR 145.A.65 (b) (3)

PART 3 – QUALITY SYSTEM PROCEDURES

3.1 Quality audit of maintenance organisation procedures.

This chapter must explain how the audit of internal procedures is organised and managed in accordance with DASR 145.A.65 and associated AMC DASR 145.A.65.

In particular this chapter shall describe how the requirements for system/procedure audit are complied with and the methodology of the audit. *Small maintenance organisation may choose to contract/task the audits to another organisation or an outside person with satisfactory technical knowledge and satisfactory audit experience (link to MOE chapter 3.6).*

Definition of the Quality System:

- Independence of the quality compliance monitoring staff (e.g. quality auditor)
- Access to Accountable Manager
- Composition and functions of management quality staff

Definition of the “system/procedure” audit (ref. AMC DASR 145.A.65 (c) (1) 3&4):

- Common audit procedures for several lines of product
- Specific audit procedure by line of product
- Single exercise audit or subdivided over 12 months

Findings classification (ref. DASR 145.A.95):

- Procedures to manage findings and related due dates to be entered in MOE chapter 3.3

“System/procedure” Audit programme:

- System/procedure audit plan (refer to GM DASR 145.A.65 (c) (1))
- Principles of annual audit procedure planning
- Grouping of audits
- Dates and timescales
- Audit of the Quality system by an independent auditor, being either:
 - A person employed by the maintenance organisation and working in another department (i.e. production), or;
 - A person contracted/tasked by the maintenance organisation (part-time basis or short time contract/task based on the AMC DASR 145.A.30 (d) contracted personnel) to perform audits on the quality system procedures. This case does not mean contracting/tasking the quality system.
- Audit of contracted/tasked organisations, as applicable depending to the monitoring criteria defined in MOE chapter 2.1
- Scheduled audits and audits to be carried out at random and to be carried out during maintenance including night shifts
- Validation/internal approval of the audit programme and management of changes to the programme
- Follow up of the audit program: scheduled, performed, audit report issued, open/close – link with MOE chapter 3.3

- Maintenance organisation Audit Policy including compliance audit:
 - Audit notification
 - Audit reports (documents used, writer, issue, points checked and deviations noted, deadline for rectification)
 - Reference can be made to MOE chapter 3.3 detailing the process to manage findings
 - Allocation of resources to the audit (audit team, team leader, etc.)
 - Principles when deviations are noted on a line of product
- Quality audit reports retention:
 - Duration (At least duration of 2 years from the date of the findings closure) / location
 - Type of documents (notification, audit reports, check list, audit programs)

3.2 Quality audit of aircraft and / or components.

This chapter must describe the procedures related to the product audits (aircraft, aircraft component, engine, specialised service) according to DASR 145.A.65 (c) 1 and AMC DASR 145.A.65 (c) 1).

- Definition of “Product” audit (ref. AMC DASR 145.A.65(c)(1)(5))
- Maintenance organisation “Product” Audit Policy:
 - A dedicated “Product” audit policy may be added, provided it does not conflict with the one described in the previous chapter. The maintenance organisation audit procedure shall include the quality audit of aircraft (and/or component)
- “Product” Audit programme:
 - Product samples for each line of product (aircraft and / or components and/or engines and/or specialised services)
 - Dates and timescales
- “Product” Auditing methods:
 - Sampling
 - "Trail" / “investigation” audits with regard to previous findings/trends,
- Records of “Product” audit reports:
 - Duration (At least duration of 2 years from the date of the findings closure) / location
 - Type of documents (notification, audit reports, check list, audit programs, ...)

Small maintenance organisation may choose to contract/task the audits to another organisation or an outside person with satisfactory technical knowledge and satisfactory audit experience (link to MOE chapter 3.6).

3.3 Quality audit remedial action procedure.

This chapter must describe the procedures of follow up of corrective actions (originating from internal Quality audits and/or MAA audits).

- Description of the quality audit report feedback system
- Corrective action and timescale:
 - Corrective action planning and follow up, eg notified, answered, corrective action accepted, open/closed
 - The corrective action plan shall be designed in a way which allows identifying and recording the finding, the root cause, the relevant immediate and long-term preventive action with the appropriate timescales.
- Management of finding due dates:
 - Alert system, finding database
 - Extension of the due date
 - Procedure describing the maintenance organisation actions when the corrective action deadline has to be postponed or when the answer has not been received on time.
- Management responsibilities for corrective action and follow-up Review of
- the Quality system overall results:
 - Meeting with the Accountable Manager. (including record of meeting procedure)
 - Regular meetings to check the progress of corrective actions

The follow up of corrective actions cannot be contracted/tasked. The revision of the audit planning according to the deviations noted/corrected could be linked to MOE chapter 3.1.

3.4 Certifying staff and support staff qualification and training procedures.

This chapter shall refer to DASR 145.A.30, AMC DASR 145.A.30, DASR 145.A.35 and AMC DASR 145.A.35 and is limited to the certifying staff and category B1 and B2 support staff qualification. Clear differentiation is expected for each different rating in the scope of work (e.g. aircraft, engines, components, specialised services).

3.4.1 Aircraft certifying staff and / or support staff.

- Experience, training and competence requirements
- DASR 145 C/S - S/S individual authorisation *: requirements for initial issue, extension (scope of work), renewal, withdrawal of the authorisation, including, as applicable:
 - “Certification Authorisation” for aircraft line/base maintenance certifying staff (cat. A, B1, B2, C as applicable);
 - Individual authorisation for aircraft base maintenance support staff (B1, B2 as applicable).

Note: the competence assessment process for issuance, extension, and renewal of the DASR 145 C/S - S/S individual authorisation is expected to be described in the MOE chapter 3.14 “Competence Assessment”.

- Continuation training procedures (maintenance organisation procedures, new technology, human factor issues, etc.)
- Demonstration of 6/24 months maintenance experience or exercising certifying authorisation /support staff privileges including a table of similar aircraft types/series/groups (relevant to the scope of work hold by the maintenance organisation) to be used for the demonstration of 6/24 months requirement
- Situations where personnel not meeting the 6 months requirement to be approved by the Accountable Manager as C/S and S/S on a temporary basis to be reported to the MAA as per AMC 2 DASR 145.A 35 c)
- One-off certification authorisation

3.4.2 Components / Engines / APU certifying staff.

- Experience, training and competence requirements
- DASR 145 C/S individual authorisation: initial issue, extension (scope of work), renewal, withdrawal procedures

Note: the competence assessment process for issuance, extension, renewal of the DASR 145 C/S individual authorisation is expected to be described in the MOE chapter 3.14 “Competence Assessment”.

- Continuation training procedures (maintenance organisation procedures, new technology, human factor issues, etc)
- Situations where personnel not meeting the 6 months requirement to be approved by the Accountable Manager as C/S on a temporary basis to be reported to the MAA as per AMC 2 DASR 145.A 35 c)
- Demonstration of 6/24 months maintenance experience including criteria to define similarity of engines /components/APUs (relevant to the scope of work hold by the maintenance organisation) to be used for the demonstration of 6/24 months requirement

3.4.3 Specialised services certifying staff.

- Internal experience, training and competence requirements in addition to EN 4179 or national equivalent qualification (NDT refers)
- DASR 145 C/S individual authorisation: initial issue, extension (scope of work), renewal, withdrawal procedures

Note: the competence assessment process for issuance, extension, renewal of DASR 145 C/S individual authorisation is expected to be described in the MOE chapter 3.14 “Competence Assessment”.

- Continuation training procedures (maintenance organisation procedures, new technology, human factor issues, etc)

3.5 Certifying staff and support staff records.

This chapter must describe how the certifying staff records are managed.

- List of certifying personnel and B1/B2 support staff (refer if need be to chapter 1.6)
- Constitution of the records (electronic or paper copy) as per AMC DASR 145.A.35(j)
- Management of certifying staff records:
- Retention of records:
 - Duration / location
 - Type of documents
- Format of the DASR 145 C/S-S/S individual authorisation document and authorisation codes
- Control of certifying staff records by:
 - Authorized persons
 - MAA personnel
 - Authorized managers
 - Delivery of a copy of their DASR 145 C/S-S/S individual authorisation in either a documented or electronic format (DASR 145.A.35 (k)). The scope of work has to be detailed, including limitations when applicable

3.6 Procedures for qualifying of quality audit personnel.

This chapter must describe how the Quality system personnel are managed.

- Required experience and competence (professional background and minimum number of audits performed under supervision)
- Required training including audit techniques, Regulation, MOE and continuation training
- Specific experience and/or technical training in order to be authorised to audit specific areas or to cover specific audit functions, as applicable to the maintenance organisation (e.g. audit of NDT areas, Lead auditor, etc.)
- Scope of authorisation for auditors (e.g. Product auditor, System Auditor, NDT auditor, etc.)
- Authorisations issue, extension, renewal or withdrawal procedures

Note: the competence assessment process for issuance, extension, renewal of the DASR 145 Authorisation is expected to be described in the MOE chapter 3.14 “Competence Assessment”.

- Independence of quality audit personnel when the maintenance organisation uses skilled personnel working within another department than that of Quality
- Retention of records:
 - Duration / location
 - Type of documents
- Check that the number of quality personnel remains adapted to the maintenance activity to be supervised (relation with MOE chapter 2.22 “Man hour planning”)
- Allocated man-hours (if not full-time employed) shall be addressed

3.7 Procedures for qualifying of inspectors.

This chapter is dedicated to the qualification and authorisation of the “qualifying inspectors” which undertake inspection functions and sign-off the related task(s).

The various types of “Qualifying inspector” personnel, as applicable to the maintenance organisation, need to be addressed (e.g. aircraft inspector, component inspector, engine inspector, store receiving inspector, etc.). For example, they may be authorised:

- As Aircraft/component/engine qualifying inspectors, in order to sign-off (ref. MOE 2.13 table):
 - The tasks performed under supervision (i.e. work performed by trainees);
 - The independent inspection tasks.
- As Store incoming inspectors, to perform and attest the receiving inspection of aircraft components/materials as per MOE 2.2 procedure

An Aircraft/component/engine qualifying inspector is not authorised to issue a release to service for aircraft or component or engine unless they are also holding a “certifying staff privilege”.

Note: In the aircraft base maintenance environment the qualifying inspector’ function does not correspond to the support staff function. After the task sign-off, a further inspection stage is necessary by B1 and/or B2 Support staff as applicable. B1 and B2 Support Staff shall ensure that all relevant tasks or inspections have been carried out to the required standard before the category C certifying staff issues the certificate of release to service of the aircraft.

When the staff is holding more than one authorisation (i.e. qualifying technician, qualifying inspector and certifying staff), the different authorisations shall be clearly distinguished.

For example: a person may be at the same time:

- Qualifying technicians on the A 400M (TP 400), C 130 J (RR AE2100) and Casa 295 M (PW 127G);
- Qualifying inspector on the A 400M (TP 400) and C 130 J (RR AE2100);
- Holding a certification authorisation as certifying staff only for the C 130 J (RR AE2100).

Clear differentiation is expected for each different rating in the scope of work (e.g. aircraft, engines, components, specialised services).

- Experience, training and competence requirements
- Aeronautical and practical Experience
- General Training (FTS, CDCCL, EWIS when needed and Human Factor, MOE, standard practices,)
- Specific training requirements applicable to the scope of activity (aircraft, engine, store, etc.)
- Knowledge of the language in which the maintenance approved data are written
- Authorisations issue, extension, renewal or withdrawal procedures including scope of authorisation

Note: the competence assessment process for issuance, extension, renewal of the DASR 145 Authorisation is expected to be described in the MOE chapter 3.14 “Competence Assessment”.

- Continuation training procedures including:
 - Training Programme (MOE and associated procedures, DASR 145, Human Factor, special requirements, ...)
 - Training setting up
 - Duration, intervals

- Retention of records:
 - Duration / location
 - Type of documents

3.8 Procedures for qualifying of maintenance personnel.

This chapter shall refer to the different specialities of technicians (mechanics, avionics, sheet metal workers, cabin, fuel, engines, painters, welders, cleaners, components, NDT staff, composites, line maintenance, ...), as applicable to the maintenance organisation. Those personnel have to be considered authorised by the maintenance organisation approved under DASR 145 to sign-off⁶ tasks that the authorised qualifying technicians has personally performed. Consistency shall be ensured with the sign-off policy described in MOE chapter 2.13. An authorised qualifying technician is not authorised to issue a release to service for aircraft or component or engine or NDT unless they are also holding a “certifying staff privilege”.

When the staff is holding more than one authorisation (i.e. qualifying technician, qualifying inspector and certifying staff), the different authorisations shall be clearly distinguished.

For example: a person may be at the same time:

- Qualifying technicians on the A 400M (TP 400), C 130 J (RR AE2100) and Casa 295 M (PW 127G);
- Qualifying inspector on the A 400M (TP 400) and C 130 J (RR AE2100);
- Holding a certification authorisation as certifying staff only for the C 130 J (RR AE2100).

Clear differentiation is expected for each different rating in the scope of work (e.g. aircraft, engines, components, specialised services).

- Experience, training and competence requirements
- Aeronautical and practical Experience
- General Training (FTS, CDCCL, EWIS when needed and Human Factor, MOE, standard practices,)
- Specific training requirements applicable to the scope of activity (aircraft, engine, store, etc.)
- Knowledge of the language in which the maintenance approved data are written
- Authorisations issue, extension, renewal or withdrawal procedures including scope of authorisation

Note: the competence assessment process for issuance, extension, renewal of the DASR 145 Authorisation is expected to be described in the MOE 3.14 “Competence Assessment”.

- Continuation training procedures including:
 - Training Programme (MOE and associated procedures, DASR 145, Human Factors, specific technical requirements, ...)
 - Training setting up
 - Duration, intervals
- Retention of records:
 - Duration / location
 - Type of documents

⁶A “sign-off” is a statement by the competent person performing or supervising the work, that the task or group of tasks has been correctly performed. A sign-off relates to one step in the maintenance process and is therefore different from the release to service of the aircraft

3.9 Aircraft or aircraft component maintenance tasks exemption process control.

This chapter must describe the procedures of the maintenance organisation regarding exceptional authorisations related to maintenance tasks. As per Appendix XI to AMC to DASR M.A.708 (c), deviations have to be requested by the CAMO to its MAA or granted by the CAMO in accordance with a procedure approved by the MAA. The contract/tasking between the CAMO/Operating Organisation and the maintenance organisation shall specify the support the DASR 145 AMO may provide to the CAMO in order to substantiate the deviation request. This chapter is to be considered applicable only under these circumstances.

System for control and processing with the MAA which includes:

- Relations with the CAMO/Operating Organisation in case of deviation for a maintenance intervention in progress;
- Supply to the CAMO of information enabling to write out requests for exceptional authorisation applications;
- Control of the approval by the MAA (linked with CRS).

3.10 Concession control for deviation from the maintenance organisations' procedures.

This chapter must describe the procedures followed by the maintenance organisation in order to deviate from the approved MOE procedures.

It shall be understood that any request for concession to deviate from MOE procedures shall be anyway in compliance with any regulatory requirement with particular reference to DASR 145.

Under no circumstances this chapter may be used to deviate from regulatory requirements.

Concession criteria:

- Object, procedures involved, justifications, compensatory conditions, period of validity, etc.

Concession management procedure:

- Internal evaluation
- Drafting process
- Response
- Internal validation process and follow-up

System of approval and control of concession

Feedback from the Quality system to MAA

Any concession shall be approved by MAA.

3.11 Qualification procedure for specialised activities such as non-destructive testing, welding...

This chapter shall refer to the qualification of specialised services staff such as defined in AMC DASR 145.A.30 (f). It shall apply to all the specialised services mentioned in the MOE paragraph 1.9.4 (e.g. NDT, painting, welding, machining, NDI).

It is recommended to structure this chapter to provide qualification requirements for each group of specialised services staff in a separate paragraph.

The EN 4179 requires that an **NDT written practice** shall be in place to define:

- The specific technique(s) for each NDT method used in the maintenance organisation;
- The qualification and authorisation of NDT staff to meet the requirements of EN 4179.

For the purpose of DASR 145 the following document shall be issued:

- A document associated to the MOE to be referred as “NDT manual” only detailing the technical compliance of NDT activities/techniques under the control and approval of the responsible NDT level 3 to be referred in the MOE 1.9 chapter. In addition, the related approval process is to be described in the MOE 1.11 chapter;
- A procedure detailing the qualification and authorisation of the NDT staff to be included directly in the MOE 3.11 chapter.

3.11.1 NDT personnel.

NDT staff:

- List of non-destructive testing personnel
- Levels of qualification and authorisation
- Role and privileges of these staff (including responsible level 3 person who shall approve the maintenance organisation’s NDT Manual)

Experience & qualification:

- Criteria regarding experience, training and skills
- Experience required by NDT method for each level of authorisation
- Responsible NDT level 3 shall demonstrate an appropriate knowledge of the manufacturer maintenance Data, DARR 145 requirements, MOE, Human Factors, FTS and EWIS
- Level 3 requires suitable training/examination provided by an organisation under the general control of a national NDT Board or as specified by MAA should be addressed in this paragraph

Training:

- Basic NDT training for each level of authorisation
- Training on the NDT procedures of the maintenance organisation

Examination:

- Procedure of skills assessment (practical assessment and/or examination related to the job card)
- General examination on the fundamentals of the NDT methods
- Specific examination by NDT method
- Practical examination by level of authorisation

- Medical examination
- Eyesight testing
- Continuation training and testing
- Authorisations issue, renewal or withdraw procedures Retention of NDT
- staff records:
 - Duration / location
 - Type of documents
- Contract arrangement (this applies in the case of contracted/tasked staff as per AMC DASR 145.A.30 (d))

The certifying staff authorised in accordance with subcategory B1 of the DASR 66 can carry out and/or control colour contrast dye Penetrant inspection/visible dye penetrant inspection.

When a maintenance organisation uses NDT methods defined by EN 4179 as “emerging NDT method”, the related requirements for personnel training, experience and examination shall be established by the maintenance organisation in accordance with EN 4179 and the particular equipment manufacturers’ recommendations.

This chapter shall also describe the qualification requirements applicable to NDT Level 3, particularly when they are contracted/tasked and/or not Certifying Staff.

3.11.2 Other specialised activities personnel (e.g. welders, painters, etc.).

- Similar topics as the ones mentioned for NDT staff shall be described for each category, as applicable.

3.12 Control of manufacturers' and other maintenance working teams.

This chapter shall refer to the role of outside teams acting in the premises of the maintenance organisation to carry out a maintenance task on an aircraft/ engine/ component in the scope of a task under the responsibility of the maintenance organisation.

3.12.1 External team working under their own DASR 145 approval.

In this case at the end of the work, the external team will issue their own CRS for the work done (aircraft and/or component CRS, as applicable).

- Segregation between the two maintenance organisations working in the same premises
- Clear work order provided to the external working team
- Type of support (tools/equipment, facilities,) made available to the External Team Working
- Management of the progress of work (meetings, etc.)
- DASR 145 release to service to be expected from the working team

3.12.2 External working team not holding a DASR 145 approval.

In this case, the external working team shall be considered as a “contracted/tasked organisation” and the applicable procedures developed in MOE chapter 2.1 shall be followed. This contracted/tasked organisation shall be listed in MOE chapter 5.2 together with the scope of authorisation.

- Control of the contracted/tasked organisation
- System for control of materials, tools, working instructions and procedures
- System for control of documentation such as drawings, modification, repairs instructions
- Management of the progress of work (meetings, etc)
- Certification procedure for work performed by the outside team such as: repair, replacement, modification, overhaul, test, inspection
- Environmental conditions
- Final certification
- Training on the internal procedures to external staff

3.13 Human factors training procedure.

This chapter shall refer to DASR 145.A.30 (e) and AMC2 145.A.30 (e) and GM1 to DASR 145.A.30(e) which concern the human factors training for the maintenance organisation personnel⁷.

3.13.1 Initial training (except C/S and S/S).

- Aims and objectives
-
- Categories of staff to be trained
- Implementation time frame⁸
- Training methods and syllabus: {refer to GM1 to DASR 145.A.30 (e)}
- Duration of training
- Validation of the training courses (syllabus and duration)
- Requirements for trainers
- Training Records:
 - Duration / location
 - Type of documents

3.13.2 All maintenance staff continuation training.

- Aims and objectives
- Categories of staff to be trained
- Training methods and syllabus: GM1 to DASR 145.A.30(e) tailored to the audience + audit findings + feedback in relation to relevant quality audit findings and other internal/external sources of information available to the maintenance organisation on human errors in maintenance (link with MOE chapter 2.25) (AMC2 to DASR 145.A.30(e).
- Duration of training
- Validation of the training courses (syllabus and duration)
- Requirements for trainers
- Training Records:
 - Duration / location
 - Type of documents

Human factors training could be adjusted to reflect the particular nature of the maintenance organisation (size, scope of work). Human factors continuation training shall be of an appropriate duration in each two-year period.

⁷ Initial training to Human Factors for Certifying Staff and Support Staff is defined in Chapter 3.4

⁸ Initial training to be provided to personnel within 6 months of joining the maintenance organisation, but temporary staff may need to be trained shortly after joining the maintenance organisation (AMC2 to DASR 145.A.30 (e))

3.14 Competence assessment of personnel.

This chapter 3.14 applies to all maintenance personnel involved in the DASR 145 activities (management personnel, certifying staff, qualifying mechanics, qualifying inspectors, quality auditor, engineering staff, maintenance planning staff, store inspectors, tools administrators, purchasers, etc....).

The qualification requirements to be assessed for each category of staff (being different from one to the other staff category) is expected to be found in the relevant MOE chapter (i.e. chapter 3.4 in case of Certifying/Support staff, chapter 3.6 "Procedures for qualifying of quality audit personnel", chapter 3.7 "Procedures for qualifying inspectors", chapter 3.8 "Procedures for qualifying of maintenance personnel", etc.).

- Personnel to be assessed in accordance with AMC1 DASR 145.A.30 (e) and GM2 DASR 145.A.30 (e) "Competence assessment procedure"
- Management of competence assessment:
 - Assessment procedures for initial, extension and renewal of an authorisation (process/method used)
 - Person responsible for this process on behalf of the maintenance organisation
 - When the assessment shall take place
 - Verification of the qualification requirements (i.e. experience, training, etc.).
 - Evaluation of competence "On-the-Job performance. Evaluation of competence by testing of knowledge by appropriately qualified personnel may be also considered when the possibility to perform On-the-Job performance is not feasible (i.e. In the case where the assessment is related to a new activity for which the maintenance organisation is not yet approved such as a new aircraft type, new component, etc.).
 - Supervision
 - Assessors
 - Commission/ examination
 - Actions to be taken when the assessment is not satisfactory
- Assessment records:
 - Duration / location
 - Type of documents
 - Results of the assessment. The assessment records shall allow to:
 - o Clearly identify the scope of the assessment (initial, extension or renewal of a DASR 145 C/S-S/S individual authorisation). This means for example:
 - For aircraft certifying staff, which is/are the category(s) (i.e. B1 line maintenance certifying staff, B1 base maintenance support staff, C base maintenance certifying staff, A line maintenance certifying staff, etc.) and which is/are the aircraft type (s) being assessed for endorsement in the authorisation (initial or extension of privileges);
 - For components certifying staff, which is/are the rating(s) (i.e. C14, C6, C5, etc.) and the specific components associated to each rating (i.e. Landing Gears P/N, Battery

P/N, etc.) being assessed for endorsement in the authorisation (initial or extension of privileges);

- For quality auditor, which is the scope of the auditor authorisation (i.e. system/procedures or product audit)
- Etc.,
- o Clearly verify that all the applicable qualification requirements for the specific category of staff as detailed in the relevant MOE chapter (i.e. 3.4 in the case of certifying staff, etc.) being assessed are met;
- o Identify that the assessment included the evaluation of competence “On-the Job performance” and/or testing of knowledge by appropriately qualified staff.

3.15 Training procedures for On-the-Job Training as per Section 6 of Appendix III to DASR 66.

This chapter is limited to the case where the MAA for the DASR 145 approval and for the DASR 66 licence is the same.

3.16 Procedure for the issue of a recommendation to the MAA for the issue of an DASR 66 licence

This chapter is limited to the case where the MAA for the DASR 145 approval and for the DASR 66 licence is the same.

Additionally, there may be occasions when the recommendation for the issue of a DSAR 66 licence is submitted to another entity than the MAA.

PART 4

This MOE Part is to be considered applicable only to cover any CAMO's peculiar requirement which has to be endorsed in the MOE for the purpose of being used in the performance of maintenance (e.g. how to acquire the necessary information for removal of serviceable components, etc.). It is recommended to have a separate procedure for each CAMO.

4.1 Contracting / tasking CAMO.

This chapter must list those CAMO for whom maintenance is provided, with details of the types of aircraft (and/or engines/APU) and the scope of work undertaken, e.g. Base maintenance, Line maintenance, Defect rectification etc, with any limitations.

4.2 CAMO procedures and paperwork.

This chapter must describe for each contracting/tasking CAMO, the special mode of operation (procedures/ documents/ exchange of information, planning meetings, technical, quality, reliability) between the maintenance organisation and its CAMO.

Need to receive training on CAMO procedures, work card / worksheet

4.3 CAMO record completion.

This chapter must describe (for each contracted/tasked CAMO) how the maintenance organisation:

- Completes CAMO/Operating Organisation's log books
- Keeps the CAMO/Operating Organisation's technical records
- Retains records on behalf of the CAMO/Operating Organisation
- Communicates with the CAMO/Operating Organisation

PART 5

5.1 Sample of documents.

This chapter must list all the documents and forms in use by the maintenance organisation. Each form shall be uniquely identified with a number and revision date to allow traceability of changes

Examples:

- Request to MAA for approval of an Exposition amendment
- Request to MAA for acceptance of a Capability List change
- Material tags: Serviceable, Unserviceable and Scrap labels
- Tooling identification tag
- Maintenance Task Card (Scheduled Maintenance)
- Maintenance Task Card (Additional Defects)
- Base Maintenance CRS
- Line Maintenance CRS
- DASR Form 1
- Quality Audit Report Form
- Quality Audit Corrective Action Report Form
- Personnel Training Record
- DASR 145 C/S-S/S individual authorisation
- Concession application and Approval

5.2 List of contracted / tasked maintenance organisations as per DASR 145.A.75(b).

This chapter must list the non-DASR 145 contracted/tasked maintenance organisations working under of the maintenance organisation quality system linked with MOE chapter 2.1.

5.3 List of Line maintenance locations as per DASR 145.A.75(d).

This chapter must list the line station locations - linked with MOE chapter 1.8 and 1.9.

5.4 List of contracted / tasked maintenance organisations as per DASR 145.A.70(a) (16).

This chapter must provide the list of contracted/tasked maintenance organisations operating under their own DASR 145 approval - linked with MOE chapter 2.1.

The lists shown in 5.2, 5.3 and 5.4 are to be included within or associated to the MOE, is an integral part of the approval. This means that it shall be approved (directly by the MAA or by the maintenance organisation, through a procedure which has been previously approved by the MAA (refers to MOE chapter 1.10, 1.11)).

PART 6 – OPERATING ORGANISATION’S MAINTENANCE PROCEDURES

This section is reserved for those maintenance organisations who are also part of Operating Organisations.

For example; cannibalization, battle damage repairs, contingency maintenance,