

## ANNEX I

**(Part-M)****M.1**

For the purpose of this Part, the competent authority shall be:

1. for the oversight of the continuing airworthiness of individual aircraft and the issue of airworthiness review certifies the authority designated by the Member State of registry.
2. for the oversight of a maintenance organisation as specified in M.A. Subpart F,
  - (i) the authority designated by the Member State where that organisation's principle place of business is located.
  - (ii) the Agency if the organisation is located in a third country.
3. for the oversight of a continuing airworthiness management organisation as specified in M.A. Subpart G,
  - (i) the authority designated by the Member State where that organisation's principle place of business is located if the approval is not included in an air operator's certificate.
  - (ii) the authority designated by the Member State of the operator if the approval is included in an air operator's certificate.
  - (iii) the Agency if the organisation is located in a third country.
4. for the approval of maintenance programmes,
  - (i) the authority designated by the Member State of registry.
  - (ii) in the case of commercial air transport, when the Member State of the operator is different from the State of registry, the authority agreed by the above two States prior to the approval of the maintenance programme.

## SECTION A

**TECHNICAL REQUIREMENTS**

## SUBPART A

## GENERAL

**M.A.101 Scope**

This Section establishes the measures to be taken to ensure that airworthiness is maintained, including maintenance. It also specifies the conditions to be met by the persons or organisations involved in such continuing airworthiness management.

## SUBPART B

## ACCOUNTABILITY

**M.A.201 Responsibilities**

- (a) The owner is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless:
  1. the aircraft is maintained in an airworthy condition, and;
  2. any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable, and;
  3. the airworthiness certificate remains valid, and;
  4. the maintenance of the aircraft is performed in accordance with the approved maintenance programme as specified in M.A.302.

- (b) When the aircraft is leased, the responsibilities of the owner are transferred to the lessee if:
1. the lessee is stipulated on the registration document, or;
  2. detailed in the leasing contract.

When reference is made in this Part to the 'owner', the term owner covers the owner or the lessee, as applicable.

- (c) Any person or organisation performing maintenance shall be responsible for the tasks performed.
- (d) The pilot-in-command or, in the case of commercial air transport, the operator shall be responsible for the satisfactory accomplishment of the pre-flight inspection. This inspection must be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organisation or by Part-66 certifying staff.
- (e) In order to satisfy the responsibilities of paragraph (a) the owner of an aircraft may contract the tasks associated with continuing airworthiness to an approved continuing airworthiness management organisation as specified in M.A. Subpart G (continuing airworthiness management organisation hereinafter) in accordance with Appendix I. In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks.
- (f) In the case of large aircraft, in order to satisfy the responsibilities of paragraph (a) the owner of an aircraft shall ensure that the tasks associated with continuing airworthiness are performed by an approved continuing airworthiness management organisation. A written contract shall be made in accordance with Appendix I. In this case, the continuing airworthiness management organisation assumes responsibility for the proper accomplishment of these tasks.
- (g) Maintenance of large aircraft, aircraft used for commercial air transport and components thereof shall be carried out by a Part-145 approved maintenance organisation.
- (h) In the case of commercial air transport the operator is responsible for the continuing airworthiness of the aircraft it operates and shall:
1. be approved, as part of the air operator certificate issued by the competent authority, pursuant to M.A. Subpart G for the aircraft it operates; and
  2. be approved in accordance with Part-145 or contract such an organisation; and
  3. ensure that paragraph (a) is satisfied.
- (i) When an operator is requested by a Member State to hold a certificate for its operational activities, other than for commercial air transport, it shall:
1. be appropriately approved, pursuant to M.A. Subpart G, for the management of the continuing airworthiness of the aircraft it operates or contract such an organisation; and
  2. be appropriately approved in accordance with M.A. Subpart F or Part-145, or contract such organisations; and
  3. ensure that paragraph (a) is satisfied.
- (j) The owner/operator is responsible for granting the competent authority access to the organisation/aircraft to determine continued compliance with this Part.

#### **M.A.202 Occurrence reporting**

- (a) Any person or organisation responsible under M.A.201 shall report to the State of registry, the organisation responsible for the type design or supplemental type design and, if applicable, the Member State of operator, any identified condition of an aircraft or component that hazards seriously the flight safety.
- (b) Reports shall be made in a manner established by the Agency and contain all pertinent information about the condition known to the person or organisation.
- (c) Where the person or organisation maintaining the aircraft is contracted by an owner or an operator to carry out maintenance, the person or the organisation maintaining the aircraft shall also report to the owner, the operator or the continuing airworthiness management organisation any such condition affecting the owner's or the operator's aircraft or component.
- (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the person or organisation identifying the condition to which the report relates.

## SUBPART C

## CONTINUING AIRWORTHINESS

**M.A.301 Continuing airworthiness tasks**

The aircraft continuing airworthiness and the serviceability of both operational and emergency equipment shall be ensured by:

1. the accomplishment of pre-flight inspections;
2. the rectification to an officially recognised standard of any defect and damage affecting safe operation taking into account, for all large aircraft or aircraft used for commercial air transport, the minimum equipment list and configuration deviation list if applicable to the aircraft type;
3. the accomplishment of all maintenance, in accordance with the M.A.302 approved aircraft maintenance programme;
4. for all large aircraft or aircraft used for commercial air transport the analysis of the effectiveness of the M.A.302 approved maintenance programme;
5. the accomplishment of any applicable:
  - (i) airworthiness directive,
  - (ii) operational directive with a continuing airworthiness impact,
  - (iii) continued airworthiness requirement established by the Agency,
  - (iv) measures mandated by the competent authority in immediate reaction to a safety problem;
6. the accomplishment of modifications and repairs in accordance with M.A.304;
7. for non-mandatory modifications and/or inspections, for all large aircraft or aircraft used for commercial air transport the establishment of an embodiment policy;
8. maintenance check flights when necessary.

**M.A.302 Maintenance programme**

- (a) Every aircraft shall be maintained in accordance with a maintenance programme approved by the competent authority, which shall be periodically reviewed and amended accordingly.
- (b) The maintenance programme and any subsequent amendments shall be approved by the competent authority.
- (c) The maintenance programme must establish compliance with:
  1. instructions for continuing airworthiness issued by type certificate and supplementary type certificate holders and any other organisation that publishes such data in accordance with Part-21, or
  2. instructions issued by the competent authority, if they differ from subparagraph 1 or in the absence of specific recommendations, or
  3. instructions defined by the owner or the operator and approved by the competent authority if they differ from subparagraphs 1 and 2.
- (d) The maintenance programme shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to specific operations. The programme must include a reliability programme when the maintenance programme is based:
  1. on Maintenance Steering Group logic, or;
  2. mainly on condition monitoring.
- (e) When the aircraft continuing airworthiness is managed by an M.A. Subpart G organisation the maintenance programme and its amendments may be approved through a maintenance programme procedure established by such organisation (hereinafter called indirect approval).

**M.A.303 Airworthiness directives**

Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive, unless otherwise specified by the Agency.

**M.A.304 Data for modifications and repairs**

Damage shall be assessed and modifications and repairs carried out using data approved by the Agency or by an approved Part-21 design organisation, as appropriate.

**M.A.305 Aircraft continuing airworthiness record system**

- (a) At the completion of any maintenance, the associated M.A.801 certificate of release to service shall be entered in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable but in no event more than 30 days after the day of maintenance action.
- (b) The aircraft continuing airworthiness records shall consist of, as appropriate, an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards, for any service life limited component and the operator's technical log.
- (c) The aircraft type and registration mark, the date, together with total flight time and/or flight cycles and/or landings, as appropriate, shall be entered in the aircraft logbooks.
- (d) The aircraft continuing airworthiness records shall contain the current:
1. status of airworthiness directives and measures mandated by the competent authority in immediate reaction to a safety problem;
  2. status of modifications and repairs;
  3. status of compliance with maintenance programme;
  4. status of service life limited components;
  5. mass and balance report;
  6. list of deferred maintenance.
- (e) In addition to the authorised release document, EASA Form 1 or equivalent, the following information relevant to any component installed shall be entered in the appropriate engine or propeller logbook, engine module or service life limited component log card:
1. identification of the component, and;
  2. the type, serial number and registration of the aircraft to which the particular component has been fitted, along with the reference to the installation and removal of the component, and;
  3. the particular component accumulated total flight time and/or flight cycles and/or landings and/or calendar time, as appropriate, and;
  4. the current paragraph (d) information applicable to the component.
- (f) The person responsible for the management of continuing airworthiness tasks pursuant to M.A. Subpart B, shall control the records as detailed in this paragraph and present the records to the competent authority upon request.
- (g) All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.
- (h) An owner or operator shall ensure that a system has been established to keep the following records for the periods specified:
1. all detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, at least 24 months after the aircraft or component was permanently withdrawn from service, and;
  2. the total time and flight cycles as appropriate, of the aircraft and all life-limited components, at least 12 months after the aircraft or component has been permanently withdrawn from service, and;
  3. the time and flight cycles as appropriate, since last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail, and;
  4. the current status of compliance with maintenance programme such that compliance with the approved aircraft maintenance programme can be established, at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail, and;

5. the current status of airworthiness directives applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service, and;
6. details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service.

#### **M.A.306 Operator's technical log system**

- (a) In the case of commercial air transport, in addition to the requirements of M.A.305, an operator shall use an aircraft technical log system containing the following information for each aircraft:
  1. information about each flight, necessary to ensure continued flight safety, and;
  2. the current aircraft certificate of release to service, and;
  3. the current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that the competent authority may agree to the maintenance statement being kept elsewhere, and;
  4. all outstanding deferred defects rectifications that affect the operation of the aircraft, and;
  5. any necessary guidance instructions on maintenance support arrangements.
- (b) The aircraft technical log system and any subsequent amendment shall be approved by the competent authority.
- (c) An operator shall ensure that the aircraft technical log is retained for 36 months after the date of the last entry.

#### **M.A.307 Transfer of aircraft continuing airworthiness records**

- (a) The owner or operator shall ensure when an aircraft is permanently transferred from one owner or operator to another that the M.A.305 continuing airworthiness records and, if applicable, M.A.306 operator's technical log are also transferred.
- (b) The owner shall ensure, when he contracts the continuing airworthiness management tasks to a continuing airworthiness management organisation, that the M.A.305 continuing airworthiness records are transferred to the organisation.
- (c) The time periods prescribed for the retention of records shall continue to apply to the new owner, operator or continuing airworthiness management organisation.

### SUBPART D

#### MAINTENANCE STANDARDS

#### **M.A.401 Maintenance data**

- (a) The person or organisation maintaining an aircraft shall have access to and use only applicable current maintenance data in the performance of maintenance including modifications and repairs.
- (b) For the purposes of this Part, applicable maintenance data is:
  1. any applicable requirement, procedure, standard or information issued by the competent authority,
  2. any applicable airworthiness directive,
  3. applicable instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders and any other organisation that publishes such data in accordance with Part 21.
  4. any applicable data issued in accordance with 145.A.45(d).
- (c) The person or organisation maintaining an aircraft shall ensure that all applicable maintenance data is current and readily available for use when required. The person or organisation shall establish a work card or worksheet system to be used and shall either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data.

#### **M.A.402 Performance of maintenance**

- (a) All maintenance shall be performed by qualified personnel, following the methods, techniques, standards and instructions specified in the M.A.401 maintenance data. Furthermore, an independent inspection shall be carried out after any flight safety sensitive maintenance task unless otherwise specified by Part-145 or agreed by the competent authority.

- (b) All maintenance shall be performed using the tools, equipment and material specified in the M.A.401 maintenance data unless otherwise specified by Part-145. Where necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard.
- (c) The area in which maintenance is carried out shall be well organised and clean in respect of dirt and contamination.
- (d) All maintenance shall be performed within any environmental limitations specified in the M.A.401 maintenance data.
- (e) In case of inclement weather or lengthy maintenance, proper facilities shall be used.
- (f) After completion of all maintenance a general verification must be carried out to ensure the aircraft or component is clear of all tools, equipment and any other extraneous parts and material, and that all access panels removed have been refitted.

#### **M.A.403 Aircraft defects**

- (a) Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.
- (b) Only the authorised certifying staff, according to M.A.801(b)1, M.A.801(b)2 or Part-145 can decide, using M.A.401 maintenance data, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when:
  - 1. the approved minimum equipment list as mandated by the competent authority is used by the pilot; or,
  - 2. aircraft defects are defined as being acceptable by the competent authority.
- (c) Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data.
- (d) Any defect not rectified before flight shall be recorded in the M.A.305 aircraft maintenance record system or M.A.306 operator's technical log system as applicable.

### SUBPART E

#### COMPONENTS

#### **M.A.501 Installation**

- (a) No component may be fitted unless it is in a satisfactory condition, has been appropriately released to service on an EASA Form 1 or equivalent and is marked in accordance with Part 21 Subpart Q, unless otherwise specified in Part-145 and Subpart F.
- (b) Prior to installation of a component on an aircraft the person or approved maintenance organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive configurations may be applicable.
- (c) Standard parts shall only be fitted to an aircraft or a component when the maintenance data specifies the particular standard part. Standard parts shall only be fitted when accompanied by evidence of conformity traceable to the applicable standard.
- (d) Material being either raw material or consumable material shall only be used on an aircraft or a component when the aircraft or component manufacturer states so in relevant maintenance data or as specified in Part-145. Such material shall only be used when the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.

#### **M.A.502 Component maintenance**

- (a) The maintenance of components shall be performed by appropriately approved Subpart F or Part-145 maintenance organisations.
- (b) Maintenance on any component may be performed by M.A.801(b)2 certifying staff only whilst such components are fitted to the aircraft. Such components, nevertheless, can be temporarily removed for maintenance when such removal is expressly permitted by the aircraft maintenance manual to improve access.

**M.A.503 Service life limited components**

Installed service life limited components shall not exceed the approved service life limit as specified in the approved maintenance programme and airworthiness directives.

**M.A.504 Control of unserviceable components**

- (a) A component shall be considered unserviceable in any one of the following circumstances:
1. expiry of the service life limit as defined in the maintenance program;
  2. non-compliance with the applicable airworthiness directives and other continued airworthiness requirement mandated by the Agency;
  3. absence of the necessary information to determine the airworthiness status or eligibility for installation;
  4. evidence of defects or malfunctions;
  5. involvement in an incident or accident likely to affect its serviceability.
- (b) Unserviceable components shall be identified and stored in a secure location under the control of the M.A.502 approved organisation until a decision is made on the future status of such component.
- (c) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system, unless certified life limits have been extended or a repair solution has been approved according to M.A.304.
- (d) Any person or organisation accountable under Part-M shall, in the case of a paragraph (c) unsalvageable components:
1. retain such component in the paragraph (b) location, or;
  2. arrange for the component to be mutilated in a manner that ensures that it is beyond economic salvage or repair before relinquishing responsibility for such component.
- (e) Notwithstanding paragraph (d) a person or organisation accountable under Part-M may transfer responsibility of components classified as unsalvageable to an organisation for training or research without mutilation.

## SUBPART F

## MAINTENANCE ORGANISATION

**M.A.601 Scope**

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance of aircraft and components not listed in M.A.201(f) and (g).

**M.A.602 Application**

An application for issue or variation of a maintenance organisation approval shall be made on a form and in a manner established by the competent authority.

**M.A.603 Extent of approval**

- (a) The grant of approval is indicated by the issue of a certificate (included in Appendix 5) by the competent authority. The M.A.604 approved maintenance organisation's manual must specify the scope of work deemed to constitute approval.

The Appendix 4 to this Part defines all classes and ratings possible under M.A. Subpart F.

- (b) An approved maintenance organisation may fabricate, in conformity with maintenance data, a restricted range of parts for the use in the course of undergoing work within its own facilities, as identified in the maintenance organisation manual.

**M.A.604 Maintenance organisation manual**

- (a) The maintenance organisation shall provide a manual containing at least the following information:
1. a statement signed by the accountable manager to confirm that the organisation will continuously work in accordance with Part-M and the manual at all times, and;
  2. the organisation's scope of work, and;
  3. the title(s) and name(s) of person(s) referred to in M.A.606(b), and;
  4. an organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.606(b), and;
  5. a list of certifying staff, and;
  6. a general description and location of the facilities, and;
  7. procedures specifying how the maintenance organisation ensures compliance with this Part, and;
  8. the maintenance organisation manual amendment procedure(s).
- (b) The maintenance organisation manual and its amendments shall be approved by the competent authority.
- (c) Notwithstanding paragraph (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).

**M.A.605 Facilities**

The organisation shall ensure that:

- (a) Facilities are provided for all planned work, specialised workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.
- (b) Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records.
- (c) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools. Storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorised personnel.

**M.A.606 Personnel requirements**

- (a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part.
- (b) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.
- (c) All paragraph (b) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.
- (d) The organisation shall have appropriate staff for the normal expected contracted work. The use of temporarily sub-contracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service.
- (e) The qualification of all personnel involved in maintenance shall be demonstrated and recorded.
- (f) Personnel who carry out specialised tasks such as welding, non-destructive testing/inspection other than colour contrast shall be qualified in accordance with an officially recognised standard.
- (g) The maintenance organisation shall have sufficient certifying staff to issue M.A.612 and M.A.613 certificates of release to service for aircraft and components. They shall comply with the requirements of Part-66.

**M.A.607 Certifying staff**

- (a) In addition to M.A.606(g), certifying staff can only exercise their privileges, if the organisation has ensured:
1. that certifying staff can demonstrate that in the preceding two-year period they have either had six months of relevant maintenance experience or, met the provision for the issue of the appropriate privileges; and,
  2. that certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures.



- (b) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorisation:
1. to one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or
  2. to any person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.

All such cases must be reported to the competent authority within seven days of the issuance of such certification authorisation. The approved maintenance organisation issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is re-checked.

- (c) The approved maintenance organisation shall record all details concerning certifying staff and maintain a current list of all certifying staff.

#### **M.A.608 Components, equipment and tools**

- (a) The organisation shall:
1. hold the equipment and tools specified in the M.A.609 maintenance data or verified equivalents as listed in the maintenance organisation manual as necessary for day-to-day maintenance within the scope of the approval; and,
  2. demonstrate that it has access to all other equipment and tools used only on an occasional basis.
- (b) Tools and equipment shall be controlled and calibrated to an officially recognised standard. Records of such calibrations and the standard used shall be kept by the organisation.
- (c) The organisation shall inspect, classify and appropriately segregate all incoming components.

#### **M.A.609 Maintenance data**

The approved maintenance organisation shall hold and use applicable current maintenance data specified in M.A.401 in the performance of maintenance including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.

#### **M.A.610 Maintenance work orders**

Before the commencement of maintenance a written work order shall be agreed between the organisation and the customer to clearly establish the maintenance to be carried out.

#### **M.A.611 Maintenance standards**

All maintenance shall be carried out in accordance with the requirements of M.A. Subpart D.

#### **M.A.612 Aircraft certificate of release to service**

At the completion of all required aircraft maintenance in accordance with this Subpart an aircraft certificate of release to service shall be issued according to M.A.801.

#### **M.A.613 Component certificate of release to service**

- (a) At the completion of all required component maintenance in accordance with this Subpart a component certificate of release to service shall be issued according to M.A.802, EASA Form 1 shall be issued except for those components fabricated in accordance with M.A.603(b).
- (b) The component certificate release to service document, EASA Form 1 may be generated from a computer database.

#### **M.A.614 Maintenance records**

- (a) The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance of the certificate of release to service including the sub-contractor's release documents shall be retained.

- (b) The approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft owner, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.
- (c) The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation.
  - 1. The records shall be stored in a manner that ensures protection from damage and theft.
  - 2. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
  - 3. Where an approved maintenance organisation terminates its operation, all retained maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the competent authority.

#### **M.A.615 Privileges of the organisation**

The organisation may:

- 1. maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and in the manual.
- 2. maintain any aircraft and/or component for which it is approved at any other location subject to such maintenance being only necessary to rectify arising defects.
- 3. issue certificates of release to service on completion of maintenance, in accordance with M.A.612 or M.A.613.

#### **M.A.616 Organisational review**

To ensure that the approved maintenance organisation continues to meet the requirements of this Subpart, it shall organise, on a regular basis, organisational reviews.

#### **M.A.617 Changes to the approved maintenance organisation**

In order to enable the competent authority to determine continued compliance with this Part, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

- 1. the name of the organisation;
- 2. the location of the organisation;
- 3. additional locations of the organisation;
- 4. the accountable manager;
- 5. any of the persons specified in paragraph M.A.606(b);
- 6. the facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

#### **M.A.618 Continued validity of approval**

- (a) An approval shall be issued for an unlimited duration. It shall remain valid subject to:
  - 1. the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.A.619, and;
  - 2. the competent authority being granted access to the organisation to determine continued compliance with this Part, and;
  - 3. the approval not being surrendered or revoked;
- (b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.

#### **M.A.619 Findings**

- (a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety.
- (b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety.

- (c) After receipt of notification of findings according to M.B.605, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority.

#### SUBPART G

##### CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

#### **M.A.701 Scope**

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the management of aircraft continuing airworthiness.

#### **M.A.702 Application**

An application for issue or variation of a continuing airworthiness management organisation approval shall be made on a form and in a manner established by the competent authority.

#### **M.A.703 Extent of approval**

- (a) The grant of approval is indicated by the issue of the certificate included in Appendix VI by the competent authority. The M.A.704 approved continuing airworthiness management exposition must specify the scope of work deemed to constitute approval.
- (b) Notwithstanding paragraph (a), for commercial air transport, the approval shall be part of the air operator certificate issued by the competent authority, for the aircraft operated.

#### **M.A.704 Continuing airworthiness management exposition**

- (a) The continuing airworthiness management organisation shall provide a continuing airworthiness management exposition containing the following information:
1. a statement signed by the accountable manager to confirm that the organisation will work in accordance with this Part and the exposition at all times, and;
  2. the organisation's scope of work, and;
  3. the title(s) and name(s) of person(s) referred to in M.A.706(b) and M.A.706(c), and;
  4. an organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.706(b) and M.A.706(c), and;
  5. a list of M.A.707 airworthiness review staff, and;
  6. a general description and location of the facilities, and;
  7. procedures specifying how the continuing airworthiness management organisation ensures compliance with this Part, and;
  8. the continuing airworthiness management exposition amendment procedures.
- (b) The continuing airworthiness management exposition and its amendments shall be approved by the competent authority.

Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

#### **M.A.705 Facilities**

The continuing airworthiness management organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in M.A.706.

#### **M.A.706 Personnel requirements**

- (a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this Part.
- (b) For commercial air transport the paragraph (a) accountable manager shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator's certificate.

- (c) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.
- (d) For commercial air transport, the accountable manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities, pursuant to paragraph (c).
- (e) The nominated post holder referred to in paragraph (d) shall not be employed by a Part-145 approved organisation under contract to the operator, unless specifically agreed by the competent authority.
- (f) The organisation shall have sufficient appropriately qualified staff for the expected work.
- (g) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.
- (h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.

#### **M.A.707 Airworthiness review staff**

- (a) To be approved to carry out airworthiness reviews, an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue M.A. Subpart I airworthiness review certificates or recommendations. In addition to M.A.706 requirements, these staff shall have acquired:
  - 1. at least five years experience in continuing airworthiness, and;
  - 2. an appropriate Part-66 licence or an aeronautical degree or equivalent, and;
  - 3. formal aeronautical maintenance training, and;
  - 4. a position within the approved organisation with appropriate responsibilities.
- (b) Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness organisation when formally accepted by the competent authority after satisfactory completion of an airworthiness review under supervision.
- (c) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.
- (d) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorisation reference.
- (e) The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorisation. This record shall be retained until two years after the airworthiness review staff have left the organisation.

#### **M.A.708 Continuing airworthiness management**

- (a) All continuing airworthiness management shall be carried out according to the prescriptions of M.A Subpart C.
- (b) For every aircraft managed, the approved continuing airworthiness management organisation shall:
  - 1. develop and control a maintenance programme for the aircraft managed including any applicable reliability programme,
  - 2. present the aircraft maintenance programme and its amendments to the competent authority for approval and provide a copy of the programme to the owner of non commercially operated aircraft,
  - 3. manage the approval of modification and repairs,
  - 4. ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with M.A. Subpart H,
  - 5. ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact, are applied,
  - 6. ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation,
  - 7. ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary,

8. coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly,
  9. manage and archive all continuing airworthiness records and/or operator's technical log.
  10. ensure that the mass and balance statement reflects the current status of the aircraft.
- (c) In the case of commercial air transport, when the operator is not appropriately approved to Part-145, the operator shall establish a written maintenance contract between the operator and a Part-145 approved organisation or another operator, detailing the functions specified under M.A.301-2, M.A.301-3, M.A.301-5 and M.A.301-6, ensuring that all maintenance is ultimately carried out by a Part-145 approved maintenance organisation and defining the support of the quality functions of M.A.712(b). The aircraft base, scheduled line maintenance and engine maintenance contracts, together with all amendments, shall be approved by the competent authority. However, in the case of:
1. an aircraft requiring unscheduled line maintenance, the contract may be in the form of individual work orders addressed to the Part-145 maintenance organisation.
  2. component maintenance, including engine maintenance, the contract as referred to in paragraph (c) may be in the form of individual work orders addressed to the Part-145 maintenance organisation.

#### **M.A.709 Documentation**

The approved continuing airworthiness management organisation shall hold and use applicable current M.A.401 maintenance data in the performance of M.A.708 continuing airworthiness tasks.

#### **M.A.710 Airworthiness review**

- (a) To satisfy the requirement for an M.A.902 airworthiness review of an aircraft, a full documented review of the aircraft records shall be carried out by the approved continuing airworthiness management organisation in order to be satisfied that:
1. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded, and;
  2. the flight manual is applicable to the aircraft configuration and reflects the latest revision status, and;
  3. all the maintenance due on the aircraft according to the approved maintenance programme has been carried out, and;
  4. all known defects have been corrected or, when applicable, carried forward in a controlled manner, and;
  5. all applicable airworthiness directives have been applied and properly registered, and;
  6. all modifications and repairs applied to the aircraft have been registered and are approved according to Part-21, and;
  7. all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, and;
  8. all maintenance has been released in accordance with this Part, and;
  9. the current mass and balance statement reflects the configuration of the aircraft and is valid, and;
  10. the aircraft complies with the latest revision of its type design approved by the Agency.
- (b) The approved continuing airworthiness management organisation's airworthiness review staff shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to Part-66 shall be assisted by such qualified personnel.
- (c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:
1. all required markings and placards are properly installed, and;
  2. the aircraft complies with its approved flight manual, and;
  3. the aircraft configuration complies with the approved documentation, and;
  4. no evident defect can be found that has not been addressed according to M.A.404, and;
  5. no inconsistencies can be found between the aircraft and the paragraph (a) documented review of records.
- (d) By derogation to M.A.902(a) the airworthiness review can be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check.
- (e) An M.A.902 airworthiness review certificate (EASA Form 15b) or a recommendation is issued by appropriately authorised M.A.707 airworthiness review staff on behalf of the approved continuing airworthiness management organisation when satisfied that the airworthiness review has been properly carried out.

- (f) A copy of any airworthiness review certificate issued or extended for an aircraft shall be sent to the Member State of Registry of that aircraft within 10 days.
- (g) Airworthiness review tasks shall not be sub-contracted.
- (h) Should the outcome of the airworthiness review be inconclusive, the competent authority shall be informed.

#### **M.A.711 Privileges of the organisation**

- (a) An approved continuing airworthiness management organisation, may:
  - 1. manage the continuing airworthiness of non-commercial air transport aircraft as listed on the approval certificate.
  - 2. manage the continuing airworthiness of commercial air transport aircraft when listed on its air operator certificate.
  - 3. arrange to carry out any task of continuing airworthiness within the limitation of its approval with another organisation that is working under its quality system.
- (b) An approved continuing airworthiness management organisation, may additionally be approved to:
  - 1. issue an airworthiness review certificate, or;
  - 2. make a recommendation for the airworthiness review to a Member State of Registry.
- (c) An organisation shall be registered in one of the Member States to be granted the privilege pursuant to paragraph (b).

#### **M.A.712 Quality system**

- (a) To ensure that the approved continuing airworthiness management organisation continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.
- (b) The quality system shall monitor M.A. Subpart G activities. It shall at least include the following functions:
  - 1. monitoring that all M.A. Subpart G activities are being performed in accordance with the approved procedures, and;
  - 2. monitoring that all contracted maintenance is carried out in accordance with the contract, and;
  - 3. monitoring the continued compliance with the requirements of this Part.
- (c) The records of these activities shall be stored for at least two years.
- (d) Where the approved continuing airworthiness management organisation is approved in accordance with another Part, the quality system may be combined with that required by the other Part.
- (e) In case of commercial air transport the M.A. Subpart G quality system shall be an integrated part of the operator's quality system.
- (f) In the case of a small M.A. Subpart G organisation that does not have the privileges granted under M.A.711(b), the quality system can be replaced by performing organisational reviews on a regular basis.

#### **M.A.713 Changes to the approved continuing airworthiness organisation**

In order to enable the competent authority to determine continued compliance with this Part, the approved continuing airworthiness management organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

- 1. the name of the organisation.
- 2. the location of the organisation.
- 3. additional locations of the organisation.
- 4. the accountable manager.
- 5. any of the persons specified in M.A.706(c).
- 6. the facilities, procedures, work scope and staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

**M.A.714 Record-keeping**

- (a) The continuing airworthiness management organisation shall record all details of work carried out. The records required by M.A.305 and if applicable M.A.306 shall be retained.
- (b) If the continuing airworthiness management organisation has the privilege of M.A.711(b), it shall retain a copy of each airworthiness review certificate and recommendation issued, together with all supporting documents.
- (c) The continuing airworthiness management organisation shall retain a copy of all records listed in paragraph (b) until two years after the aircraft has been permanently withdrawn from service.
- (d) The records shall be stored in a manner that ensures protection from damage, alteration and theft.
- (e) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
- (f) Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person.
- (g) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.

**M.A.715 Continued validity of approval**

- (a) An approval shall be issued for an unlimited duration. It shall remain valid subject to:
  - 1. the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.B.705 and;
  - 2. the competent authority being granted access to the organisation to determine continued compliance with this Part, and;
  - 3. the approval not being surrendered or revoked.
- (b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.

**M.A.716 Findings**

- (a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety.
- (b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety.
- (c) After receipt of notification of findings according to M.B.705, the holder of the continuing airworthiness management organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority.

## SUBPART H

## CERTIFICATE OF RELEASE TO SERVICE — CRS

**M.A.801 Aircraft certificate of release to service**

- (a) Except for aircraft released to service by a Part-145 organisation, the certificate of release to service shall be issued according to this Subpart.
- (b) A certificate of release to service shall be issued before flight at the completion of any maintenance. When satisfied that all maintenance required has been properly carried out, a certificate of release to service shall be issued:
  - 1. By appropriate certifying staff on behalf of the M.A. Subpart F approved maintenance organisation; or
  - 2. Except for complex maintenance tasks listed in Appendix 7, by certifying staff in compliance with the requirements of Part-66; or
  - 3. By the M.A.803 pilot-owner.



- (c) In the case of a release to service under (b)2 the certifying staff may be assisted in the execution of the maintenance tasks by one or more persons under his direct and continuous control.
- (d) A certificate of release to service shall contain basic details of the maintenance carried out, the date such maintenance was completed and:
  - 1. the identity including approval reference of the M.A. Subpart F approved maintenance organisation and certifying staff issuing such a certificate; or
  - 2. in the case of subparagraph (b)2 certificate of release to service, the identity and if applicable licence number of the certifying staff issuing such a certificate.
- (e) Notwithstanding paragraph (b) in the case of incomplete maintenance, such fact shall be entered in the aircraft certificate of release to service before the issue of such certificate.
- (f) A certificate of release to service shall not be issued in the case of any known non-compliance which hazards seriously the flight safety.

#### **M.A.802 Component certificate of release to service**

- (a) A certificate of release to service shall be issued at the completion of any maintenance on an aircraft component whilst off the aircraft.
- (b) The authorised release certificate identified as EASA Form 1 for the Member States constitutes the aircraft component certificate of release to service.

#### **M.A.803 Pilot-owner authorisation**

- (a) The pilot-owner is the person who owns or jointly owns the aircraft being maintained and holds a valid pilot licence with the appropriate type or class rating.
- (b) For any privately operated aircraft of simple design with a maximum take-off mass of less than 2730 kg, glider and balloon, the pilot-owner may issue the certificate of release to service after limited pilot owner maintenance listed in Appendix VIII.
- (c) Limited pilot owner maintenance shall be defined in the M.A.302 aircraft maintenance programme.
- (d) The certificate of release to service must be entered in the logbooks and contain basic details of the maintenance carried out, the date such maintenance was completed and the identity and pilot licence number of the pilot-owner issuing such a certificate.

### SUBPART I

#### *AIRWORTHINESS REVIEW CERTIFICATE*

#### **M.A.901 Aircraft airworthiness review**

To ensure the validity of the aircraft airworthiness certificate an airworthiness review of the aircraft and its continuing airworthiness records must be carried out periodically.

- (a) An airworthiness review certificate is issued in accordance with Appendix III (EASA Form 15a or 15b) on completion of a satisfactory airworthiness review and is valid one year.
- (b) An aircraft in a controlled environment is an aircraft continuously managed by an M.A. Subpart G approved continuing airworthiness management organisation, which has not changed organisations in the previous 12 months, and which is maintained by approved maintenance organisations. This includes M.A.803(b) maintenance carried out and released to service according to M.A.801(b)2 or M.A.801(b)3.
- (c) If an aircraft is within a controlled environment, the continuing airworthiness management organisation managing the aircraft may if appropriately approved:
  - 1. issue the airworthiness review certificate in accordance with M.A.710, and;
  - 2. for airworthiness review certificates it has issued, when the aircraft has remained within a controlled environment, extend twice the validity of the airworthiness review certificate for a period of one year each time. An airworthiness review certificate shall not be extended if the organisation is aware or has reason to believe that the aircraft is unairworthy.



- (d) If an aircraft is not within a controlled environment, or managed by an M.A. Subpart G approved continuing airworthiness management organisation that does not hold the privilege to carry out airworthiness reviews, the airworthiness review certificate shall be issued by the competent authority following a satisfactory assessment based on a recommendation made by an appropriately approved continuing airworthiness management organisation sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with M.A.710.
- (e) Whenever circumstances show the existence of a potential safety threat, the competent authority may decide to carry out the airworthiness review and issue the airworthiness review certificate itself. In this case, the owner or operator shall provide the competent authority with:
- the documentation required by the competent authority,
  - suitable accommodation at the appropriate location for its personnel, and
  - when necessary the support of personnel appropriately qualified in accordance with Part-66.

#### **M.A.902 Validity of the airworthiness review certificate**

- (a) An airworthiness review certificate becomes invalid if:
1. suspended or revoked; or
  2. the airworthiness certificate is suspended or revoked; or
  3. the aircraft is not on the aircraft register of a Member State; or
  4. the type certificate under which the airworthiness certificate was issued is suspended or revoked.
- (b) An aircraft must not fly if the airworthiness certificate is invalid or if:
1. the continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this Part, or;
  2. the aircraft does not remain in conformity with the type design approved by the Agency; or
  3. the aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken; or
  4. the aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; or
  5. a modification or repair has not been approved in accordance with Part-21.
- (c) Upon surrender or revocation, the airworthiness review certificate shall be returned to the competent authority

#### **M.A.903 Transfer of aircraft registration within the EU**

- (a) When transferring an aircraft registration within the EU, the applicant shall:
1. inform the former Member State in which Member State it will be registered, then;
  2. apply to the new Member State for the issuance of a new airworthiness certificate in accordance with Part 21.
- (b) Notwithstanding M.A.902(a)(3), the former airworthiness review certificate shall remain valid until its expiry date.

#### **M.A.904 Airworthiness review of aircraft imported into the EU**

- (a) When importing an aircraft onto a Member State register from a third country, the applicant shall:
1. apply to the Member State of registry for the issuance of a new airworthiness certificate in accordance with Part-21; and
  2. have an airworthiness review carried out by an appropriately approved continuing airworthiness management organisation; and
  3. have all maintenance as requested by the continuing airworthiness management organisation carried out.
- (b) When satisfied that the aircraft is in compliance with the relevant requirements, the continuing airworthiness management organisation shall send a documented recommendation for the issuance of an airworthiness review certificate to the Member State of registry.

- (c) The owner shall allow access to the aircraft for inspection by the Member State of registry.
- (d) A new airworthiness certificate will be issued by the Member State of registry when it is satisfied the aircraft complies with the prescriptions of Part-21.
- (e) The Member State shall also issue the airworthiness review certificate valid normally for one year unless the Member State has safety reason to limit the validity.

#### **M.A.905 Findings**

- (a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety.
- (b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety.
- (c) After receipt of notification of findings according to M.B.303, the person or organisation accountable according to M.A.201 shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority including appropriate corrective action to prevent reoccurrence of the finding and its root cause.

### SECTION B

#### **PROCEDURE FOR COMPETENT AUTHORITIES**

##### SUBPART A

##### GENERAL

#### **M.B.101 Scope**

This Section establishes the administrative requirements to be followed by the competent authorities in charge of the application and the enforcement of Section A of this Part.

#### **M.B.102 Competent authority**

##### (a) *General*

A Member State shall designate a competent authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of certificates and for the oversight of continuing airworthiness. This competent authority shall establish documented procedures and an organisational structure.

##### (b) *Resources*

The number of staff shall be appropriate to carry out the requirements as detailed in this Section B.

##### (c) *Qualification and training*

All staff involved in Part-M activities shall be appropriately qualified and have appropriate knowledge, experience, initial training and continuation training to perform their allocated tasks.

##### (d) *Procedures*

The competent authority shall establish procedures detailing how compliance with this Part is accomplished.

The procedures shall be reviewed and amended to ensure continued compliance.

#### **M.B.103 Acceptable means of compliance**

The Agency shall develop acceptable means of compliance that the Member States may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

#### **M.B.104 Record-keeping**

- (a) The competent authorities shall establish a system of record-keeping that allows adequate traceability of the process to issue, continue, change, suspend or revoke each certificate.

- (b) The records for the oversight of Part-M approved organisations shall include as a minimum:
1. the application for an organisation approval.
  2. the organisation approval certificate including any changes.
  3. a copy of the audit program listing the dates when audits are due and when audits were carried out.
  4. the competent authority continued oversight records including all audit records.
  5. copies of all relevant correspondence.
  6. details of any exemption and enforcement actions.
  7. any report from other competent authorities relating to the oversight of the organisation.
  8. organisation exposition or manual and amendments.
  9. copy of any other document directly approved by the competent authority.
- (c) The retention period for the paragraph (b) records shall be at least four years.
- (d) The minimum records for the oversight of each aircraft shall include, at least, a copy of:
1. aircraft certificate of airworthiness,
  2. airworthiness review certificates,
  3. Section A Subpart G organisation recommendations,
  4. reports from the airworthiness reviews carried out directly by the Member State,
  5. all relevant correspondence relating to the aircraft,
  6. details of any exemption and enforcement action(s),
  7. any document directly approved by the competent authority as referred to in M.B. Subpart B.
- (e) The records specified in paragraph (d) shall be retained until two years after the aircraft has been permanently withdrawn from service.
- (f) All records specified in M.B.104 shall be made available upon request by another Member State or the Agency.

#### **M.B.105 Mutual exchange of information**

- (a) In order to contribute to the improvement of air safety, the competent authorities shall participate in a mutual exchange of all necessary information in accordance with Article 11 of the basic Regulation.
- (b) Without prejudice to the competencies of the Member States, in the case of a potential safety threat involving several Member States, the concerned competent authorities shall assist each other in carrying out the necessary oversight action.

#### SUBPART B

#### ACCOUNTABILITY

#### **M.B.201 Responsibilities**

The competent authorities as specified in M.1 are responsible for conducting inspections and investigations in order to verify that the requirements of this Part are complied with.

#### SUBPART C

#### CONTINUING AIRWORTHINESS

#### **M.B.301 Maintenance programme**

- (a) The competent authority shall verify that the maintenance programme is in compliance with M.A.302.
- (b) Except where stated otherwise in M.A.302(e) the maintenance programme and its amendments shall be approved directly by the competent authority.
- (c) In the case of indirect approval, the maintenance programme procedure shall be approved by the competent authority through the continuing airworthiness management exposition.
- (d) In order to approve a maintenance programme according to paragraph (b), the competent authority shall have access to all the data required in M.A.302(c) and (d).

**M.B.302 Exemptions**

All exemptions granted in accordance with Article 10(3) of the basic Regulation shall be recorded and retained by the competent authority.

**M.B.303 Aircraft continuing airworthiness monitoring**

- (a) Every competent authority shall develop a survey programme to monitor the airworthiness status of the fleet of aircraft on its register.
- (b) The survey programme shall include sample product surveys of aircraft.
- (c) The programme shall be developed taking into account the number of aircraft on the register, local knowledge and past surveillance activities.
- (d) The product survey shall focus on a number of key risk airworthiness elements and identify any findings. Furthermore, the competent authority shall analyse each finding to determine its root cause.
- (e) All findings shall be confirmed in writing to the person or organisation accountable according to M.A.201.
- (f) The competent authority shall record all findings, closure actions and recommendations.
- (g) If during aircraft surveys evidence is found showing non-compliance to a Part-M requirement, the competent authority shall take actions in accordance with M.B.903.
- (h) If the root cause of the finding identifies a non-compliance with any Subpart or with another Part, the non-compliance shall be dealt with as prescribed by the relevant Part.

**M.B.304 Revocation, suspension and limitation**

The competent authority shall:

- (a) suspend an airworthiness review certificate on reasonable grounds in the case of potential safety threat, or;
- (b) suspend, revoke or limit an airworthiness review certificate pursuant to M.B.303(g).

## SUBPART D

## MAINTENANCE STANDARDS

(to be developed as appropriate)

## SUBPART E

## COMPONENTS

(to be developed as appropriate)

## SUBPART F

## MAINTENANCE ORGANISATION

**M.B.601 Application**

Where maintenance facilities are located in more than one Member State the investigation and continued oversight of the approval shall be carried out in conjunction with the competent authorities designated by the Member States in whose territory the other maintenance facilities are located.

**M.B.602 Initial Approval**

- (a) Provided the requirements of M.A.606(a) and (b) are complied with, the competent authority shall formally indicate its acceptance of the M.A.606(a) and (b) personnel to the applicant in writing.
- (b) The competent authority shall establish that the procedures specified in the maintenance organisation manual comply with M.A Subpart F and ensure the accountable manager signs the commitment statement.
- (c) The competent authority shall verify that the organisation is in compliance with the Part-M.A Subpart F requirements.

- (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the commitment of the organisation to compliance with the procedures specified in the manual.
- (e) All findings shall be confirmed in writing to the applicant organisation.
- (f) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (g) For initial approval all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued.

#### **M.B.603 Issue of approval**

- (a) The competent authority shall issue to the applicant an EASA Form 3 approval certificate (Appendix V) which includes the extent of approval, when the maintenance organisation is in compliance with the applicable paragraphs of this Part.
- (b) The competent authority shall indicate the conditions attached to the approval on the EASA Form 3 approval certificate.
- (c) The reference number shall be included on the EASA Form 3 approval certificate in a manner specified by the Agency.

#### **M.B.604 Continuing oversight**

- (a) The competent authority shall keep and update a program listing for each M.A Subpart F approved maintenance organisations under its supervision, the dates when audit visits are due and when such visits were carried out.
- (b) Each organisation shall be completely audited at periods not exceeding 24 months.
- (c) All findings shall be confirmed in writing to the applicant organisation.
- (d) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (e) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

#### **M.B.605 Findings**

- (a) When during audits or by other means evidence is found showing non-compliance to the Part-M requirement, the competent authority shall take the following actions:
  - 1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation.
  - 2. For level 2 findings, the competent authority shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period and subject to the nature of the finding, the competent authority can extend the three month period subject to a satisfactory corrective action plan.
- (b) Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority.

#### **M.B.606 Changes**

- (a) In the case of direct approval of amendments of the maintenance organisation manual, the competent authority shall verify that the procedures specified in the manual are in compliance with Part-M before formally notifying the approved organisation of the approval.
- (b) In the case of indirect approval of amendments of the maintenance organisation manual, the competent authority shall ensure that it has an adequate control over the approval of all manual amendments.
- (c) The competent authority may prescribe the conditions under which the M.A. Subpart F approved maintenance organisation may operate during such changes unless it determines that the approval should be suspended.

**M.B.607 Revocation, suspension and limitation of an approval**

The competent authority shall:

- (a) suspend an approval on reasonable grounds in the case of potential safety threat, or;
- (b) suspend, revoke or limit an approval pursuant to M.B.605.

## SUBPART G

## CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

**M.B.701 Application**

- (a) For commercial air transport the competent authority shall receive for approval with the initial application for the air operator's certificate and where applicable any variation applied for and for each aircraft type to be operated:
  - 1. the continuing airworthiness management exposition;
  - 2. the operator's aircraft maintenance programmes;
  - 3. the aircraft technical log;
  - 4. where appropriate the technical specification of the maintenance contracts between the operator and Part-145 approved maintenance organisation.
- (b) Where facilities are located in more than one Member State the investigation and continued oversight of the approval shall be carried out in conjunction with the competent authorities designated by the Member States in whose territory the other facilities are located.

**M.B.702 Initial approval**

- (a) Provided the requirements of M.A.706(a), (c), (d) and M.A.707 are complied with, the competent authority shall formally indicate its acceptance of the M.A.706(a), (c), (d) and M.A.707 personnel to the applicant in writing.
- (b) The competent authority shall establish that the procedures specified in the continuing airworthiness management exposition comply with Part-M.A. Subpart G and ensure the accountable manager signs the commitment statement.
- (c) The competent authority shall verify the organisation's compliance with M.A. Subpart G requirements.
- (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organisation to compliance with the procedures specified in the continuing airworthiness management exposition.
- (e) All findings shall be confirmed in writing to the applicant organisation.
- (f) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (g) For initial approval all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued.

**M.B.703 Issue of approval**

- (a) The competent authority shall issue to the applicant an EASA Form 14 approval certificate (Appendix VI) which includes the extent of approval, when the continuing airworthiness management organisation is in compliance with M.A. Subpart G.
- (b) The competent authority shall indicate the validity of the approval on the EASA Form 14 approval certificate.
- (c) The reference number shall be included on the Form 14 approval certificate in a manner specified by the Agency.
- (d) In the case of commercial air transport, the information contained on an EASA Form 14 will be included on the air operator's certificate.

**M.B.704 Continuing oversight**

- (a) The competent authority shall keep and update a program listing for each M.A. Subpart G approved continuing airworthiness organisations under its supervision, the dates when audit visits are due and when such visits were carried out.
- (b) Each organisation shall be completely audited at periods not exceeding 24 months.
- (c) A relevant sample of the aircraft managed by the M.B. Subpart G approved organisation shall be surveyed in every 24 month period. The size of the sample will be decided by the competent authority based on the result of prior audits and earlier product surveys.
- (d) All findings shall be confirmed in writing to the applicant organisation.
- (e) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (f) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

**M.B.705 Findings**

- (a) When during audits or by other means evidence is found showing non-compliance to the Part-M requirement, the competent authority shall take the following actions:
  - 1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the continuing airworthiness management organisation approval, until successful corrective action has been taken by the organisation.
  - 2. For level 2 findings, the competent authority shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period, and subject to the nature of the finding the competent authority can extend the three month period subject to a satisfactory corrective action plan.
- (b) Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority.

**M.B.706 Changes**

- (a) In the case of direct approval of the amendments of continuing airworthiness management exposition, the competent authority shall verify that the procedures specified in the exposition are in compliance with Part-M before formally notifying the approved organisation of the approval.
- (b) In the case of indirect approval of amendments of the continuing airworthiness management exposition, the competent authority shall ensure that it has an adequate control over the approval of all exposition amendments.
- (c) The competent authority shall prescribe the conditions under which M.A. Subpart G approved continuing airworthiness management organisation may operate during such changes.

**M.B.707 Revocation, suspension and limitation of an approval**

The competent authority shall:

- (a) suspend an approval on reasonable grounds in the case of potential safety threat, or;
- (b) suspend, revoke or limit an approval pursuant to M.B.705.

## SUBPART H

## CERTIFICATE OF RELEASE TO SERVICE — CRS

(to be developed as appropriate)

## SUBPART I

## AIRWORTHINESS REVIEW CERTIFICATE

**M.B.901 Assessment of recommendations**

Upon receipt of an application and associated airworthiness review certificate recommendation in accordance with M.A.902(d):

1. Appropriate qualified personnel from the competent authority shall verify that the compliance statement contained in the recommendation demonstrates that a complete M.A.710 airworthiness review has been carried out.
2. The competent authority shall investigate and may request further information to support the assessment of the recommendation.

**M.B.902 Airworthiness review by the competent authority**

- (a) When the competent authority decides to carry out the airworthiness review and issue the airworthiness review certificate EASA Form 15a (Appendix III), the competent authority shall carry out an airworthiness review in accordance with the prescriptions of M.A.710.
- (b) The competent authority shall have appropriate airworthiness review staff to carry out the airworthiness reviews. These staff shall have acquired:
  1. at least five years experience in continuing airworthiness, and;
  2. an appropriate Part-66 licence or an aeronautical degree or equivalent, and;
  3. formal aeronautical maintenance training, and;
  4. a position with appropriate responsibilities.
- (c) The competent authority shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training.
- (d) The competent authority shall have access to the applicable data as specified in M.A.305, M.A.306 and M.A.401 in the performance of the airworthiness review.

**M.B.903 Findings**

If during aircraft surveys or by other means evidence is found showing non-compliance to a Part-M requirement, the competent authority shall take the following actions:

1. for level 1 findings, the competent authority shall require appropriate corrective action to be taken before further flight and immediate action shall be taken by the competent authority to revoke or suspend the airworthiness review certificate.
  2. for level 2 findings, the corrective action required by the competent authority shall be appropriate to the nature of the finding.
-



*Appendix I***Continuing Airworthiness Arrangement**

1. When an owner contracts an M.A. Subpart G approved continuing airworthiness organisation in accordance with M.A.201 to carry out continuing airworthiness management tasks, upon request by the competent authority a copy of the arrangement shall be sent by the owner to the competent authority of the Member State of registry once it has been signed by both parties.
2. The arrangement shall be developed taking into account the requirements of Part M and shall define the obligations of the signatories in relation to continuing airworthiness of the aircraft.
3. It shall contain as a minimum the:
  - aircraft registration,
  - aircraft type,
  - aircraft serial number,
  - aircraft owner or registered lessee's name or company details including the address,

M.A. Subpart G approved continuing airworthiness organisation details including the address.

4. It shall state the following:

'The owner entrusts to the approved organisation the management of the continuing airworthiness of the aircraft, the development of a maintenance programme that shall be approved by the airworthiness authorities of the Member State where the aircraft is registered, and the organisation of the maintenance of the aircraft according to said maintenance programme in an approved organisation.

According to the present arrangement, both signatories undertake to follow the respective obligations of this arrangement.

The owner certifies, to the best of their belief that all the information given to the approved organisation concerning the continuing airworthiness of the aircraft is and will be accurate and that the aircraft will not be altered without prior approval of the approved organisation.

In case of any non-conformity with this arrangement, by either of the signatories, it will become null. In such a case, the owner will retain full responsibility for every task linked to the continuing airworthiness of the aircraft and the owner will undertake to inform the competent authorities of the Member State of registry within two full weeks.'

5. When an owner contracts an M.A. Subpart G approved continuing airworthiness organisation in accordance with M.A.201 the obligations of each party shall be shared as follows:
  - 5.1. Obligations of the approved organisation:
    1. have the aircraft's type in the scope of its approval;
    2. respect the conditions to maintain the continuing airworthiness of the aircraft listed below:
      - develop a maintenance programme for the aircraft, including any reliability programme developed,
      - organise the approval of the aircraft's maintenance programme,
      - once it has been approved, give a copy of the aircraft's maintenance programme to the owner,
      - organise a bridging inspection with the aircraft's prior maintenance programme,
      - organise for all maintenance to be carried out by an approved maintenance organisation,
      - organise for all applicable airworthiness directives to be applied,
      - organise for all defects discovered during scheduled maintenance or reported by the owner to be corrected by an approved maintenance organisation,
      - coordinate scheduled maintenance, the application of airworthiness directives, the replacement of life limited parts, and component inspection requirements,
      - inform the owner each time the aircraft shall be brought to an approved maintenance organisation,
      - manage all technical records,
      - archive all technical records;
    3. organise the approval of all and any modification to the aircraft according to Part-21 before it is embodied;
    4. organise the approval of all and any repair to the aircraft according to Part-21 before it is carried out;

5. inform the airworthiness Member State of registry whenever the aircraft is not presented to the approved maintenance organisation by the owner as requested by the approved organisation;
  6. inform the airworthiness authorities of the Member State of registry whenever the present arrangement has not been respected;
  7. carry out the airworthiness review of the aircraft when necessary and fill the airworthiness review certificate or the recommendation to the Member State of registry;
  8. carry out all occurrence reporting mandated by applicable regulations;
  9. inform the authorities of the Member State of registry whenever the present arrangement is denounced by either party.
- 5.2. Obligations of the owner:
1. have a general understanding of the approved maintenance programme;
  2. have a general understanding of Part-M;
  3. present the aircraft to the approved maintenance organisation agreed with the approved organisation at the due time designated by the approved organisation's request;
  4. not modify the aircraft without first consulting the approved organisation;
  5. inform the approved organisation of all maintenance exceptionally carried out without the knowledge and control of the approved organisation;
  6. report to the approved organisation through the logbook all defects found during operations;
  7. inform the authorities of the Member State of registry whenever the present arrangement is denounced by either party;
  8. inform the authorities of the Member State of registry and the approved organisation whenever the aircraft is sold;
  9. carry out all occurrence reporting mandated by applicable regulations.
-

*Appendix II***EASA Form 1***Use of the EASA Form 1 for maintenance***1. GENERAL**

The certificate shall comply with the format attached including block numbers in that each block must be located as per the layout. The size of each block may however be varied to suit the individual application, but not to the extent that would make the certificate unrecognisable. The overall size of the certificate may be significantly increased or decreased so long as the certificate remains recognisable and legible. If in doubt consult your Member State.

All printing shall be clear and legible to permit easy reading.

The certificate shall either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible. Pre-printed wording is permitted in accordance with the attached model but no other certification statements are permitted.

English and, where relevant, the language(s) of the Member State concerned are acceptable.

Completion of the certificate may be in English when it is used for export purposes, otherwise it can be completed in the official language(s) of the Member State concerned.

The details to be entered on the certificate can be either machine/computer printed or handwriting using block letters and must permit easy reading.

Abbreviations must be restricted to a minimum.

The space remaining on the reverse side of the certificate may be used by the originator for any additional information but must not include any certification statement.

The original certificate must accompany the items and correlation must be established between the certificate and the items. A copy of the certificate must be retained by the organisation that manufactured or maintained the item. Where the certificate format and data is entirely computer generated, subject to acceptance by the Member State, it is permissible to retain the certificate format and data on a secure database.

Where a single certificate was used to release a number of items and those items are subsequently separated out from each other, such as through a parts distributor, then a copy of the original certificate must accompany such items and the original certificate must be retained by the organisation that received the batch of items. Failure to retain the original certificate could invalidate the release status of the items.

NOTE: There is no restriction in the number of copies of the certificate sent to the customer or retained by the originator.

The certificate that accompanies the item may be attached to the item by being placed in an envelope for durability.

**2. COMPLETION OF THE RELEASE CERTIFICATE BY THE ORIGINATOR**

Except as otherwise stated, there must be an entry in all blocks to make the document a valid certificate.

*Block 1* The name and country of the Member State under whose approval the certificate was issued. This information may be pre-printed.

*Block 2* Pre-printed 'Authorised Release certificate/EASA Form 1'.

*Block 3* A unique number shall be pre-printed in this block for certificate control and traceability purposes except that in the case of a computer generated document, the unique number need not be pre-printed where the computer is programmed to produce the number.

*Block 4* The full name and address plus mailing address if different of the approved organisation releasing the items covered by this certificate. This block may be pre-printed. Logos, etc., are permitted if the logo can be contained within the block.

*Block 5* Its purpose is to reference work order/contract/invoice or any other internal organisational process such that a fast traceability system can be established.

*Block 6* This block is provided for the convenience of the organisation issuing the certificate to permit easy cross-reference to the 'Remarks' Block 13 by the use of item numbers. Completion is not mandatory.

Where a number of items are to be released on the certificate, it is permissible to use a separate listing cross-referring certificate and list to each other.

*Block 7* The name or description of the item shall be given. Preference shall be given to use of the Illustrated Parts Catalogue (IPC) designation.

*Block 8* State the Part Number. Preference shall be given to use of the IPC number designation.

*Block 9* Used to indicate the Type-Approved products for which the released items are eligible for installation. Completion of block is optional but if used, the following entries are permitted:

- (a) The specific or series aircraft, engine, propeller or auxiliary power unit model, or a reference to a readily available catalogue or manual which contains such information, for example: 'Cessna 150'.
- (b) 'Various', if known to be eligible for installation on more than one model of Type-Approved product, unless the originator wishes to restrict usage to a particular model installation when it shall so state.
- (c) 'Unknown', if eligibility is unknown, this category being primarily for use by maintenance organisations

NOTE: Any information in Block 9 does not constitute authority to fit the item to a particular aircraft, engine, propeller or auxiliary power unit. The User/installer shall confirm via documents such as the Parts Catalogue, Service Bulletins, etc. that the item is eligible for the particular installation.

*Block 10* State the number of items being released.

*Block 11* State the item Serial Number and/or Batch Number if applicable, if neither is applicable, state 'N/A'.

*Block 12* The following words in quotation marks, with their definitions, indicate the status of the item being released. One or a combination of these words shall be stated in this block:

1. OVERHAULED

The restoration of a used item by inspection, test and replacement in conformity with an approved standard (\*) to extend the operational life.

2. INSPECTED/TESTED

The examination of an item to establish conformity with an approved standard (\*).

3. MODIFIED

The alteration of an item in conformity with an approved standard (\*).

4. REPAIRED

The restoration of an item to a serviceable condition in conformity with an approved standard (\*).

5. RETREADED

The restoration of a used tyre in conformity with an approved standard (\*).

6. REASSEMBLED

The reassembly of an item in conformity with an approved standard (\*).

Example: A propeller after transportation.

NOTE: This provision shall only be used in respect of items which were originally fully assembled by the manufacturer in accordance with manufacturing requirements such as, but not limited to, Part-21.

(\*) Approved standard means a manufacturing/design/maintenance/quality standard approved by the competent authority

The above statements shall be supported by reference in Block 13 to the approved data/manual/specification used during maintenance.

*Block 13* It is mandatory to state any information in this block either direct or by reference to supporting documentation that identifies particular data or limitations relating to the items being released that are necessary for the User/installer to make the final airworthiness determination of the item. Information shall be clear, complete, and provided in a form and manner which is adequate for the purpose of making such a determination.

Each statement shall be clearly identified as to which item it relates.

If there is no statement, state 'None'.

Some examples of the information to be quoted are as follows:

- The identity and issue of maintenance documentation used as the approved standard.
- Airworthiness Directives carried out and/or found carried out, as appropriate.
- Repairs carried out and/or found carried out, as appropriate.
- Modifications carried out and/or found carried out, as appropriate.
- Replacement parts installed and/or parts found installed, as appropriate.
- Life limited parts history.
- Deviations from the customer work order.
- M.A. Subpart F approval reference.
- Identity of other regulation if not Part-145 or Part-M Subpart F.
- Release statements to satisfy a foreign maintenance requirement.
- Release statements to satisfy the conditions of an international maintenance agreement such as, but not limited to, the Canadian Technical Arrangement Maintenance and the USA Bilateral Aviation Safety Agreement — Maintenance Implementation Procedure.

*Blocks 14, 15, 16, 17 & 18:* Must not be used for maintenance tasks by M.A. Subpart F approved maintenance organisations. These blocks are specifically reserved for the release/certification of newly manufactured items in accordance with Part 21 and national aviation regulations in force prior to Part 21 becoming fully effective.

*Block 19* Contains the required release to service statement for all maintenance by M.A. Subpart F approved maintenance organisations. When non Part-M maintenance is being released block 13 shall specify the particular national regulation. In any case the appropriate box shall be 'ticked' to validate the release.

The certification statement 'except as otherwise specified in block 13' is intended to address the following situations;

- (a) The case where the maintenance could not be completed.
- (b) The case where the maintenance deviated from the standard required by Part-M.
- (c) The case where the maintenance was carried out in accordance with a non Part-M requirement.

Whichever case or combination of cases shall be specified in block 13.

*Block 20* For the signature of the certifying staff authorised by the M.A. Subpart F approved maintenance organisation. This signature can be computer printed subject to the Member State being satisfied that only the signatory can direct the computer and that a signature is not possible on a blank computer generated form.

*Block 21* The M.A. Subpart F approved maintenance organisation reference number given by the Member State.

*Block 22* The printed name of the Block 20 signatory and personal authorisation reference.

*Block 23* The date of signing the Block 19 release to service. (d/m/y). The month shall appear in letters e.g. Jan, Feb, Mar etc. The release to service shall be signed at the 'completion of maintenance'.

Please note the User Responsibility Statements are on the reverse of this certificate. These statements may be added to the front of the certificate below the bottom line by reducing the depth of the form.

1. Approving Competent Authority / Country		2.				3. Form Tracking Number	
4. Approved Organisation Name and Address:		<b>AUTHORISED RELEASE CERTIFICATE</b>  <b>EASA FORM 1</b>				5. Work Order/Contract/ Invoice	
6. Item	7. Description	8. Part No	9. Eligibility *	10. Qty.	11. Serial/Batch No	12. Status/Work	
13. Remarks							
14. Certifies that the items identified above were manufactured in conformity to:				19. <input type="checkbox"/> Part-145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 13			
<input type="checkbox"/> approved design data and are in condition for safe operation <input type="checkbox"/> non-approved design data specified in block 13				Certifies that unless otherwise specified in block 13, the work identified in block 12 and described in block 13, was accomplished in accordance with Part-145 and in respect to that work the items are considered ready for release to service.			
15. Authorised Signature		16. Approval/ Authorisation Number		20. Authorised Signature		21. Certificate/Approval Ref. No.	
17. Name		18. Date (d/m/y)		22. Name		23. Date (d/m/y)	

*Authorised release certificate*

**EASA Form 1**

USER/INSTALLER RESPONSIBILITIES

NOTE:

1. It is important to understand that the existence of the document alone does not automatically constitute authority to install the part/component/assembly.
  2. Where the user/installer works in accordance with the national regulations of an airworthiness authority different from the airworthiness authority specified in block 1 it is essential that the user/installer ensures that his/her airworthiness authority accepts parts/ components/ assemblies from the airworthiness authority specified in block 1.
  3. Statements 14 and 19 do not constitute installation certification. In all cases the aircraft maintenance record shall contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.
-

Appendix III

Airworthiness Review certificate

Approving Member State A member of the European Aviation Safety Agency	<h1>AIRWORTHINESS REVIEW CERTIFICATE</h1>	ARC REFERENCE: AA-G1-000
<p>Pursuant to Regulation (EC) No 1592/2002 of the European Parliament and of the Council for the time being in force,</p> <p style="text-align: center;"><b>[COMPANY NAME] PART M SECTION A SUBPART G ORGANISATION</b></p> <p style="text-align: center;">REFERENCE: MS-G1-000</p> <p>has performed an airworthiness review according to M.A.710 on the following aircraft:</p> <p><b>Aircraft manufacturer:</b> .....</p> <p><b>Manufacturer's designation:</b> .....</p> <p><b>Aircraft registration:</b> .....</p> <p><b>Aircraft serial Number:</b> .....</p> <p>The aircraft is considered to be airworthy at the time of the review.</p> <p>Date of issue: ..... Date of expiry: .....</p> <p>Signed: ..... Authorisation No: .....</p>		



1<sup>st</sup> Extension: The aircraft has remained in a controlled environment according to M.A.901 for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: ..... Date of expiry: .....

Signed: ..... Authorisation No: .....

2<sup>nd</sup> Extension: The aircraft has remained in a controlled environment according to M.A.901 for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: ..... Date of expiry: .....

Signed: ..... Authorisation No: .....

MEMBER STATE  
a member of the  
European Aviation Safety Agency

# AIRWORTHINESS REVIEW CERTIFICATE

ARC REFERENCE:

Pursuant to Regulation (EC) No 1592/2002 of the European Parliament and of the Council for the time being in force, the Member State hereby certifies that the following aircraft:

Aircraft manufacturer: .....

Manufacturer's designation: .....

Aircraft registration: .....

Aircraft serial Number: .....

is considered to be airworthy at the time of the issue.

Date of issue: ..... Date of expiry: .....

Signed: ..... Authorisation No: .....

*Appendix IV***Approval Ratings**

## ORGANISATION APPROVAL CLASS AND RATING SYSTEM

1. Except as stated otherwise for the smallest organisation in paragraph 11, Table 1 outlines the full extent of approval possible under M.A. Subpart F in a standardised form. An organisation must be granted an approval ranging from a single class and rating with limitations to all classes and ratings with limitations.
2. In addition to Table 1 the M.A. Subpart F approved maintenance organisation is required by Subpart-F to indicate scope of work in the maintenance organisation exposition. See also paragraph 10.
3. Within the approval class(es) and rating(s) granted by the Member State, the scope of work specified in the maintenance organisation exposition defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organisation's scope of work are compatible.
4. A category A class rating means that the M.A. Subpart F approved maintenance organisation may carry out maintenance on the aircraft and any component (including engines/APUs) only whilst such components are fitted to the aircraft except that such components can be temporarily removed for maintenance when such removal is expressly permitted by the aircraft maintenance manual to improve access for maintenance subject to a control procedure in the maintenance organisation exposition acceptable to the Member State. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
5. A category B class rating means that the M.A. Subpart F approved maintenance organisation may carry out maintenance on the uninstalled engine/APU ('Auxiliary Power Unit') and engine/APU components only whilst such components are fitted to the engine/APU except that such components can be temporarily removed for maintenance when such removal is expressly permitted by the engine/APU manual to improve access for maintenance. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A M.A. Subpart F approved maintenance organisation with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the Member State.
6. A category C class rating means that the M.A. Subpart F approved maintenance organisation may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/APU. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A Subpart-F approved maintenance organisation with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an engine/APU maintenance facility subject to a control procedure in the maintenance organisation exposition. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the Member State.
7. A category D class rating is a self contained class rating not necessarily related to a specific aircraft, engine or other component. The D1 — Non-Destructive Testing (NDT) rating is only necessary for a Subpart-F approved maintenance organisation that carries out NDT as a particular task for another organisation. A M.A. Subpart F approved maintenance organisation with a class rating in A or B or C category may carry out NDT on products it is maintaining subject to the maintenance organisation exposition containing NDT procedures, without the need for a D1 class rating.
8. The 'limitation' section is intended to give the Member State maximum flexibility to customise the approval to a particular organisation. Table 1 specifies the types of limitation possible and whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organisation. An example could be avionic systems installations and maintenance.
9. Table 1 makes reference to series, type and group in the limitation section of class A and B. Series means a specific type series such as Cessna 150 or Cessna 172 or Beech 55 series or continental O-200 series etc. Type means a specific type or model such as Cessna 172RG type. Any number of series or types may be quoted. Group means for example Cessna single piston engined aircraft or Lycoming non-supercharged piston engines etc.

10. When a lengthy capability list is used which could be subject to frequent amendment, then such amendment shall be in accordance with a procedure acceptable to the Member State and included in the maintenance organisation exposition. The procedure shall address the issues of who is responsible for capability list amendment control and the actions that need to be taken for amendment. Such actions include ensuring compliance with Subpart-F for products or services added to the list.
11. A M.A. Subpart F approved maintenance organisation which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:-

CLASS AIRCRAFT	RATING A2 AEROPLANES	PISTON ENGINED 5700 KG AND BELOW
CLASS AIRCRAFT	RATING A3 SINGLE ENGINED HELICOPTERS	PISTON ENGINED 3175 KG AND BELOW
CLASS AIRCRAFT	RATING A4 AIRCRAFT OTHER THAN A1, A2 AND A3	NO LIMITATION
CLASS ENGINES	RATING B2 PISTON	LESS THAN 450 HP
CLASS COMPONENTS RATING OTHER THAN COMPLETE ENGINES OR APUs	C1 TO C20	AS PER CAPABILITY LIST
CLASS SPECIALISED	D1 NDT	NDT METHOD(S) TO BE SPECIFIED

It should be noted that such an organisation may be further limited by the competent authority in the scope of approval dependent upon the capability of the particular organisation.

**Table 1**

CLASS	RATING	LIMITATION
AIRCRAFT	A2 Aeroplanes 5 700 kg and below	Will state aeroplane manufacturer or group or series or type and/or the maintenance tasks
	A3 Single engined Helicopters	Will state helicopter manufacturer or group or series or type and/or the maintenance task(s)
	A4 Aircraft other than A1, A2 and A3	Will state aircraft series or type and/or the maintenance task(s)
ENGINES	B1 Turbine	Will state engine series or type and/or the maintenance task(s)
	B2 Piston	Will state engine manufacturer or group or series or type and/or the maintenance task(s)
	B3 APU	Will state engine manufacturer or series or type and/or the maintenance task(s)

CLASS	RATING	LIMITATION
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	Will state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s)
	C2 Auto Flight	
	C3 Comms and Nav	
	C4 Doors — Hatches	
	C5 Electrical Power	
	C6 Equipment	
	C7 Engine — APU	
	C8 Flight Controls	
	C9 Fuel — Airframe	
	C10 Helicopter — Rotors	
	C11 Helicopter — Trans	
	C12 Hydraulic	
	C13 Instruments	
	C14 Landing Gear	
	C15 Oxygen	
	C16 Propellers	
	C17 Pneumatic	
	C18 Protection ice/rain/ fire	
	C19 Windows	
	C20 Structural	
SPECIALISED SERVICES	D1 Non-Destructive Testing	Will state particular NDT method(s)

*Appendix V***Approval Certificate PART-M Section A Subpart F Maintenance Organisation***Page 1 of*

**MEMBER STATE**  
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European Aviation Safety Agency

# **APPROVAL CERTIFICATE**

REFERENCE:

Pursuant to Commission Regulation (EC) No 2042/2003 for the time being in force and subject to the conditions specified below, the Member State hereby certifies

**[COMPANY NAME] MAINTENANCE ORGANISATION**

as a maintenance organisation as referred to in Part-M Section A Subpart F approved to maintain the products listed in the attached approval schedule and issue related certificates of release to service using the above reference.

CONDITIONS:

1. This approval is limited to that specified in the scope of approval section of the approved maintenance organisation manual, and
2. This approval requires compliance with the procedures specified in the approved maintenance organisation manual, and
3. This approval is valid whilst the approved maintenance organisation remains in compliance with Part-M.
4. Subject to compliance with the foregoing conditions, this approval shall remain valid unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of issue: .....Signed: .....

**Date of attached schedule of Approval:** ..... For the competent authority

APPROVAL SCHEDULE

Organisation name: [COMPANY NAME] MAINTENANCE ORGANISATION

Reference:

CLASS	RATING	LIMITATION
AIRCRAFT	A2: Aeroplanes /	DHC-6 Twin Otter Series
	A3: Single engine helicopters	Robinson R44
ENGINES	B1: Turbine	PT6A Series
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1: Air Cond. & Press	DHC-6
	C2: Auto Flight	Sperry
	C5: Electrical Power	DHC-6
	C6: Equipment	DHC-6 Emergency
	C7: Engine — APU	PT6A Fuel Control
	C16: Propellers	Fixed pitch and DHC-6
SPECIALISED SERVICES	D1: Non-Destructive Inspection	All Types

This approval schedule is limited to those products and activities specified in the scope of approval section contained in Part-M Section A Subpart F approved maintenance organisation manual,

Reference: .....

Date of issue: .....

Signed: .....

For Member State



## Appendix VI

**Approval Certificate PART-M Section A Subpart G Continuing Airworthiness Management Organisation****MEMBER STATE**

member of the  
European Aviation Safety Agency

**APPROVAL CERTIFICATE**

## REFERENCE:

Pursuant to Commission Regulation (EC) No 2042/2003 for the time being in force and subject to the conditions specified below, the Member State hereby certifies

**[COMPANY NAME] CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION**

as a continuing airworthiness management organisation as referred to in Part-M Section A Subpart G approved to manage the continuing airworthiness of the following aircraft and to issue recommendations or Airworthiness Review Certificates after an Airworthiness Review as specified in M.A.710 when stipulated:

Aircraft type	Approved maintenance programme reference	Airworthiness review authorised	Organisation(s) working under the quality system
	, as revised	Yes	
	, as revised	Yes	
	, as revised	Yes	
	, as revised	Yes	
	, as revised	No	
	, as revised	No	
	, as revised	No	
	, as revised	No	
	, as revised	Yes	
	, as revised	No	

**EASA Form 14**

CONDITIONS:

1. This approval is limited to that specified in the scope of approval section of the approved continuing airworthiness management exposition as referred to in Part-M Section A Subpart G, and
2. This approval requires compliance with the procedures specified in the approved continuing airworthiness management organisation exposition, and
3. This approval is valid whilst the approved continuing airworthiness management organisation remains in compliance with Part-M.
4. Subject to compliance with the foregoing conditions, this approval shall remain valid unless the approval has previously been surrendered, superseded, suspended or revoked.

If this form is also used for AOC holders, the AOC number shall be used as the reference and the following extra conditions shall be added:

5. This approval does not constitute an authorisation to operate the types of aircraft listed above. The authorisation to operate the aircraft is the Air Operator Certificate (AOC).
6. This approval is limited to the aircraft registrations specified in the AOC.
7. This approval is valid whilst the Operator remains in compliance with Part-M Section A Subpart G and that the applicable aircraft maintenance programme, M.E.L. and aircraft log-books remain approved.
8. Subject to compliance with the foregoing conditions, this approval shall remain valid unless the approval has previously been suspended or revoked.
9. Where the technical services organisation is different to the Operator, this approval remains valid subject to such organisation(s) fulfilling applicable contractual obligations.
10. Termination, suspension or revocation of the AOC automatically invalidates the present approval.

Date of issue: ..... Signed .....

Date of revision: ..... For the competent authority .....

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*Appendix VII***Complex Maintenance Tasks**

The following constitutes the complex maintenance tasks referred to in M.A.801(b), 2

1. The modification, repair or replacement by riveting, bonding, laminating, or welding of any of the following airframe parts:
    - (a) a box beam;
    - (b) a wing stringer or chord member;
    - (c) a spar;
    - (d) a spar flange;
    - (e) a member of a truss-type beam;
    - (f) the web of a beam;
    - (g) a keel or chine member of a flying boat hull or a float;
    - (h) a corrugated sheet compression member in a wing or tail surface;
    - (i) a wing main rib;
    - (j) a wing or tail surface brace strut;
    - (k) an engine mount;
    - (l) a fuselage longeron or frame;
    - (m) a member of a side truss, horizontal truss or bulkhead;
    - (n) a seat support brace or bracket;
    - (o) a seat rail replacement;
    - (p) a landing gear strut or brace strut;
    - (q) an axle;
    - (r) a wheel; and
    - (s) a ski or ski pedestal, excluding the replacement of a low-friction coating.
  2. The modification or repair of any of the following parts:
    - (a) aircraft skin, or the skin of an aircraft float, if the work requires the use of a support, jig or fixture;
    - (b) aircraft skin that is subject to pressurization loads, if the damage to the skin measures more than 15 cm (6 inches) in any direction;
    - (c) a load-bearing part of a control system, including a control column, pedal, shaft, quadrant, bell crank, torque tube, control horn and forged or cast bracket, but excluding
      - (i) the swaging of a repair splice or cable fitting, and
      - (ii) the replacement of a push-pull tube end fitting that is attached by riveting; and
    - (d) any other structure, not listed in (1), that a manufacturer has identified as primary structure in its maintenance manual, structural repair manual or instructions for continuing airworthiness.
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*Appendix VIII***Limited Pilot Owner Maintenance**

The following constitutes the limited pilot maintenance referred to in M.A.803 provided it does not involve complex maintenance tasks and is carried out in accordance with M.A.402:

1. Removal, installation of wheels.
2. Replacing elastic shock absorber cords on landing gear.
3. Servicing landing gear shock struts by adding oil, air, or both.
4. Servicing landing gear wheel bearings, such as cleaning and greasing.
5. Replacing defective safety wiring or cotter keys.
6. Lubrication not requiring disassembly other than removal of non-structural items such as cover plates, cowlings, and fairings.
7. Making simple fabric patches not requiring rib stitching or the removal of structural parts or control surfaces. In the case of balloons, the making of small fabric repairs to envelopes (as defined in, and in accordance with, the balloon manufacturers' instructions) not requiring load tape repair or replacement.
8. Replenishing hydraulic fluid in the hydraulic reservoir.
9. Refinishing decorative coating of fuselage, balloon baskets, wings tail group surfaces (excluding balanced control surfaces), fairings, cowlings, landing gear, cabin, or cockpit interior when removal or disassembly of any primary structure or operating system is not required.
10. Applying preservative or protective material to components where no disassembly of any primary structure or operating system is involved and where such coating is not prohibited or is not contrary to good practices.
11. Repairing upholstery and decorative furnishings of the cabin, cockpit, or balloon basket interior when the repairing does not require disassembly of any primary structure or operating system or interfere with an operating system or affect the primary structure of the aircraft.
12. Making small simple repairs to fairings, non-structural cover plates, cowlings, and small patches and reinforcements not changing the contour so as to interfere with proper air flow.
13. Replacing side windows where that work does not interfere with the structure or any operating system such as controls, electrical equipment, etc.
14. Replacing safety belts.
15. Replacing seats or seat parts with replacement parts approved for the aircraft, not involving disassembly of any primary structure or operating system.
16. Trouble shooting and repairing broken circuits in landing light wiring circuits.
17. Replacing bulbs, reflectors, and lenses of position and landing lights.
18. Replacing wheels and skis where no weight and balance computation is involved.
19. Replacing any cowling not requiring removal of the propeller or disconnection of flight controls.
20. Replacing or cleaning spark plugs and setting of spark plug gap clearance.
21. Replacing any hose connection except hydraulic connections.
22. Replacing prefabricated fuel lines.
23. Cleaning or replacing fuel and oil strainers or filter elements.
24. Replacing and servicing batteries.
25. Cleaning of balloon burner pilot and main nozzles in accordance with the balloon manufacturer's instructions.
26. Replacement or adjustment of non-structural standard fasteners incidental to operations.
27. The interchange of balloon baskets and burners on envelopes when the basket or burner is designated as interchangeable in the balloon type certificate data and the baskets and burners are specifically designed for quick removal and installation.

28. The installations of anti-misfuelling devices to reduce the diameter of fuel tank filler openings provided the specific device has been made a part of the aircraft type certificate data by the aircraft manufacturer, the aircraft manufacturer has provided instructions for installation of the specific device, and installation does not involve the disassembly of the existing tank filler opening.
  29. Removing, checking, and replacing magnetic chip detectors.
  30. Removing and replacing self-contained, front instrument panel-mounted navigation and communication devices that employ tray-mounted connectors that connect the unit when the unit is installed into the instrument panel, (excluding automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)). The approved unit must be designed to be readily and repeatedly removed and replaced, not require specialist test equipment and pertinent instructions must be provided. Prior to the unit's intended use, an operational check must be performed.
  31. Updating self-contained, front instrument panel-mounted Air Traffic Control (ATC) navigational software databases (excluding those of automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)) provided no disassembly of the unit is required and pertinent instructions are provided. Prior to the unit's intended use, an operational check must be performed.
  32. Replacement of wings and tail surfaces and controls, the attachment of which are designed for assembly immediately before each flight and dismantling after each flight.
  33. Replacement of main rotor blades that are designed for removal where specialist tools are not required.
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