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Maintenance Organizations Requirement

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RECORD OF AMENDMENTS

The amendments are announced regularly in the CAOIRI website, to which holders of this publication should refer. The space below is provided to keep a record of such amendments.

AMENDMENTS		
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Issue 2	05.Dec.2017	According review meeting dated in 30.08.2017, Issue 2 of CAOIRI Part-145 published with following change: 1- All AMCs and GMs included and point 145.B.17 revised. 2-in article 4, Complex motor-powered aircraft replaced to large aircraft. 3-in article 2, Iranian Light Aircraft replaced to European Light Aircraft 4- in 145.A.70, deleted language of MOE

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Continuing airworthiness articles

For the continuing airworthiness of aircraft, aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks CAOIRI issued following continuing airworthiness articles.

Article 1: Objective and scope

This Regulation establishes common technical requirements and administrative procedures for ensuring the continuing airworthiness of aircraft, including any component for installation thereto, which are:

- (a) The continuing airworthiness of aircraft, including any component for installation thereto, which are:
 - (i) Registered in IRAN except aircraft registered according to "bylaw of management and organizing of civil ultralight aircraft" issued by ministry bureau, unless their regulatory safety oversight has been delegated to a third country and they are not used by an Iran operator; or
 - (ii) Registered in another country and used by an operator for which CAOIRI has the responsibility for the oversight of such operations.

Article 2: Definitions

The following definitions shall apply:

- (a) **'Aircraft'** means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface;
- (b) **'Certifying staff'** means personnel responsible for the release of an aircraft or a component after maintenance;
- (c) **'Component'** means any engine, propeller, part or appliance;
- (d) **'Continuing airworthiness'** means all of the processes ensuring that, at any time in its operating life, the aircraft complies with the airworthiness requirements in force and is in a condition for safe operation;
- (e) **'Large aircraft'** means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5 700 kg, or a multi-engined helicopter;
- (f) **'Maintenance'** means any one or combination of overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of preflight inspection;
- (g) **'Organisation'** means a natural person, a legal person or part of a legal person.
- (h) **'Preflight inspection'** means the inspection carried out before each flight or consistent series of consecutive flights to ensure that the aircraft is fit for the intended flight;
- (i) **'ILAI aircraft'** means the following Iranian Light Aircraft:
 - (i) an aeroplane with a maximum take-off mass (MTOM) of 1 200 kg or less that is not classified as complex motor powered aircraft;
 - (ii) a sailplane or powered sailplane of 1 200 kg MTOM or less; (iii) An airship designed for not more than two occupants and a maximum design lifting gas or hot air volume of not more than 2 500 m³ for hot air airships and 1 000 m³ for gas airships;
 - (iii) a balloon with a maximum design lifting gas or hot air volume of not more than 3 400 m³ for hot air balloons, 1 050 m³ for gas balloons, 300 m³ for tethered gas balloons;
 - (iv) an airship designed for not more than four occupants and a maximum design lifting gas or

hot air volume of not more than 3 400 m³ for hot air airships and 1 000 m³ for gas airships;

- (j) **“ILA2 aircraft”** means the following manned Iranian Light Aircraft:
- (i) an aeroplane with a Maximum Take-off Mass (MTOM) of 2 000 kg or less that is not classified as complex motorpowered aircraft;
 - (ii) a sailplane or powered sailplane of 2 000 kg MTOM or less;
 - (iii) a balloon;
 - (iv) a hot air ship;
 - (v) a gas airship complying with all of the following characteristics: — 3 % maximum static heaviness, — non-vectored thrust (except reverse thrust), — conventional and simple design of structure, control system and ballonet system, and — non-power assisted controls;
 - (vi) a Very Light Rotorcraft.
- (k) **“LSA aircraft”** means a light sport aeroplane which has all of the following characteristics:
- (i) A Maximum Take-off Mass (MTOM) of not more than 600 kg;
 - (ii) A maximum stalling speed in the landing configuration (VS0) of not more than 45 knots Calibrated Airspeed (CAS) at the aircraft’s maximum certificated take-off mass and most critical center of gravity;
 - (iii) A maximum seating capacity of no more than two persons, including the pilot;
 - (iv) A single, non-turbine engine fitted with a propeller;
 - (v) A non-pressurized cabin;
- (l) **“Critical maintenance task”** means a maintenance task that involves the assembly or any disturbance of a system or any part on an aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety;
- (m) **“Complex motor-powered aircraft”** shall mean:
- (i) an aeroplane:
 - with a maximum certificated take-off mass exceeding 5 700 kg, or
 - certificated for a maximum passenger seating configuration of more than nineteen, or
 - certificated for operation with a minimum crew of at least two pilots, or
 - equipped with (a) turbojet engine(s) or more than one turboprop engine, or
 - (ii) a helicopter certificated:
 - for a maximum take-off mass exceeding 3 175 kg, or
 - for a maximum passenger seating configuration of more than nine, or
 - for operation with a minimum crew of at least two pilots, or
 - (iii) a tilt rotor aircraft;
- (n) **“Commercial air transport (CAT) operation”** means an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration;
- (o) **“Air service”** means a flight or a series of flights carrying passengers, cargo and/or mail for remuneration and/or hire;
- (p) **“Limited operations”** means the operations of other-than-complex motor-powered aircraft for:
- (i) cost-shared flights by private individuals, on the condition that the direct cost is shared by all the occupants of the aircraft, pilot included and the number of persons sharing the direct costs is limited to six;
 - (ii) competition flights or flying displays, on the condition that the remuneration or any valuable consideration given for such flights is limited to recovery of direct costs and a proportionate contribution to annual costs, as well as prizes of no more than a value specified by CAOIRI;
 - (iii) introductory flights, parachute dropping, sailplane towing or aerobatic flights performed either by a approved training organisation having its principal place of business in a Iran, or

by an organisation created with the aim of promoting aerial sport or leisure aviation, on the condition that the aircraft is operated by the organisation on the basis of ownership or dry lease, that the flight does not generate profits distributed outside of the organisation, and that whenever non-members of the organisation are involved, such flights represent only a marginal activity of the organisation;

For the purpose of this Regulation, “limited operations” are not considered as CAT operations or commercial specialised operations;

Article 3: Continuing Airworthiness Requirements

- (a) The continuing airworthiness of aircraft and components shall be ensured in accordance with the provisions of CAOIRI Part-M.
- (b) Organisations and personnel involved in the continuing airworthiness of aircraft and components, including maintenance, shall comply with the provisions of CAOIRI Part-M, and where appropriate those specified in M.4 and M.5.
- (c) By derogation from paragraph (a), the continuing airworthiness of aircraft holding a Flight Permit shall be ensured on the basis of the specific continuing airworthiness arrangements as defined in the Flight Permit issued in accordance with CAOIRI Part-21.

Article 4: Maintenance Organisation Approval

- (a) Organisations involved in the maintenance of Complex motor-powered aircraft or of aircraft used for commercial air transport, and components intended for fitment thereto, shall be approved in accordance with the provisions of CAOIRI Part-145.
- (b) Organisations involved in the maintenance of aircraft and components not listed in point (a), shall be approved in accordance with the provisions of Subpart F of CAOIRI Part-M or CAOIRI Part-145.

Article 5: Certifying Staff

Certifying staff shall be qualified in accordance with the provisions of CAOIRI Part-66, except as provided for in points M.A.606(h), M.A.607(b), M.A.801(d) and M.A.803 of CAOIRI Part-M and in point 145.A.30(j), 145.A.30(i) and Appendix III to CAOIRI Part-145.

Article 6 - Training organisation requirements

Organisations involved in the training of personnel referred to in Article 5 shall be approved in accordance with CAOIRI Part-147 to be entitled:

- (a) to conduct recognised basic training courses; and/or
- (b) to conduct recognised type training courses; and
- (c) to conduct examinations; and
- (d) to issue training certificates.

145.1 General

For the purpose of this part, "the Civil Aviation Organisation of the Islamic Republic of Iran, "hereinafter referred to as CAOIRI", shall be the Authority:

- (a) For the oversight of a maintenance organisation as specified in this part.

SECTION A

Technical requirements

145. A.10 Scope

This Section establishes the requirements to be met by an organization to qualify for the issue or continuation of an approval for the maintenance of aircraft and components.

AMC 145.A.10

1. Line Maintenance should be understood as any maintenance that is carried out before flight to ensure that the aircraft is fit for the intended flight.
 - (a) Line Maintenance may include:
 - Trouble shooting.
 - Defect rectification.
 - Component replacement with use of external test equipment if required. Component replacement may include components such as engines and propellers.
 - Scheduled maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in depth inspection. It may also include internal structure, systems and powerplant items which are visible through quick opening access panels/doors.
 - Minor repairs and modifications which do not require extensive disassembly and can be accomplished by simple means.
 - (b) For temporary or occasional cases (AD's, SB's) the Quality Manager may accept base maintenance tasks to be performed by a line maintenance organisation provided all requirements are fulfilled as defined by CAOIRI.
 - (c) Maintenance tasks falling outside these criteria are considered to be Base Maintenance.
 - (d) Aircraft maintained in accordance with "progressive" type programmes should be individually assessed in relation to this paragraph. In principle, the decision to allow some "progressive" checks to be carried out should be determined by the assessment that all tasks within the particular check can be carried out safely to the required standards at the designated line maintenance station.
2. Where the organisation uses facilities both inside and outside IR.Iran such as satellite facilities, sub-contractors, line stations etc., such facilities may be included in the approval without being identified on the approval certificate subject to the maintenance organisation exposition identifying the facilities and containing procedures to control such facilities and CAOIRI being satisfied that they form an integral part of the approved maintenance organisation.

GM 145.A.10

This Guidance Material (GM) provides guidance on how the smallest organisations satisfy the intent of Part-145:

1. By inference, the smallest maintenance organisation would only be involved in a limited number of light aircraft, or aircraft components, used for commercial air transport. It is therefore a matter of scale, light aircraft do not demand the same level of resources, facilities or complex maintenance procedures as the large organisation.
2. It is recognised that an Part-145 approval may be required by two quite different types of small organisations, the first being the light aircraft maintenance hangar, the second being the component maintenance workshop, e.g. small piston engines, radio equipment etc.
3. Where only one person is employed (in fact having the certifying function and others), these organisations approved under Part-145 may use the alternatives provided in point 3.1 limited to the following:

Class A2 Base and Line maintenance of aeroplanes of 5700 kg and below (piston engines only).

Class A3 Base and Line maintenance of single engined helicopters of less than 3175 kg.

Class A4 Aircraft other than A1, A2 and A3

Class B2 Piston engines with maximum output of less than 450 HP.

Class C Components.

Class D1 Non destructive Testing.

- 3.1 145. A.30(b): The minimum requirement is for one full time person who meets CAOIRI Part-66 requirements for certifying staff and holds the position of “accountable manager, maintenance engineer and is also certifying staff”. No other person may issue a certificate of release to service and therefore if absent, no maintenance may be released during such absence.

- 3.1.1 The quality monitoring function of 145.A.65(c) may be contracted to an appropriate organisation approved under Part-145 or to a person with appropriate technical knowledge and extensive experience of quality audits employed on a part time basis, with the agreement of CAOIRI.

Note: Full time for the purpose of Part-145 means not less than 35 hrs per week except during vacation periods.

3.1.2 145.A.35. In the case of an approval based on one person using a subcontracted quality monitoring arrangement, the requirement for a record of certifying staff is satisfied by the submission to and acceptance by CAOIRI of the CAOIRI Form 4. With only one person the requirement for a separate record of authorisation is unnecessary because the CAOIRI Form 3 approval schedule defines the authorisation. An appropriate statement, to reflect this situation, should be included in the exposition.

3.1.3 145.A.65(c). It is the responsibility of the contracted quality monitoring organisation or person to make a minimum of 2 visits per 12 months and it is the responsibility of this organisation or person to carry out such monitoring on the basis of 1 pre-announced visit and 1 not announced visit to the organisation.

It is the responsibility of the organisation to comply with the findings of the contracted quality monitoring organisation or the person.

CAUTION: It should be understood that if the contracted organisation or the above mentioned person loses or gives up its approval, then the organisation's approval will be suspended.

4. Recommended operating procedure for a Part-145 approved maintenance organisation based upon up to 10 persons involved in maintenance.

4.1 145.A.30(b): The normal minimum requirement is for the employment on a full-time basis of two persons who meet CAOIRI requirements for certifying staff, whereby one holds the position of "maintenance engineer" and the other holds the position of "quality audit engineer".

Either person can assume the responsibilities of the accountable manager providing that they can comply in full with the applicable elements of 145.A.30(a), but the "maintenance engineer" should be the certifying person to retain the independence of the "quality audit engineer" to carry out audits. Nothing prevents either engineer from undertaking maintenance tasks providing that the "maintenance engineer" issues the certificate of release to service. The "quality audit engineer" should have similar qualifications and status to the "maintenance engineer" for reasons of credibility, unless he/she has a proven track record in aircraft quality assurance, in which case some reduction in the extent of maintenance qualifications may be permitted.

In cases where CAOIRI agrees that it is not practical for the organisation to n nominate a postholder for the quality monitoring function, this function may be contracted in accordance to paragraph 3.1.1.

145. A.15 Application

- (a) An applicant for the issue or variation of a maintenance organisation approval shall complete CAOIRI Form 2.b (refer to Appendix III to AMC to CAOIRI Part-145) and submit it to the CAOIRI.
- (b) An application for the issue or variation of a maintenance organization approval shall include the outline of the information required by 145.A.70 and the terms of approval requested to be issued under 145.A.20
- (c) Reserved

145. A.20 Terms of approval

The organization shall specify the scope of work deemed to constitute approval in its exposition (Appendix II to this Part contains a table of all classes and ratings).

AMC 145.A.20

The following table identifies the ATA specification 2200 chapter for the category component rating. If the maintenance manual (or equivalent document) does not follow the ATA Chapters, the corresponding subjects still apply to the applicable C rating.

CLASS	RATING		ATA CHAPTERS
Components Other Than Complete Engines Or Apus	C1	Air Condition & Press	21
	C2	Auto Flight	22
	C3	Communications and Navigation	23 – 34
	C4	Doors — Hatches	52
	C5	Electrical Power & Lights	24 – 33 - 85
	C6	Equipment	25 – 38 – 44 - 45 - 50
	C7	Engine — APU	49 - 71 - 72 - 73 - 74 - 75 – 76 - 77 - 78 - 79 - 80 - 81 - 82 – 83
	C8	Flight Controls	27 - 55 - 57.40 - 57.50 -57.60 - 57.70
	C9	Fuel — Airframe	28 - 47

C10	Helicopter – Rotors	62 - 64 - 66 - 67
C11	Helicopter – Trans	63 – 65
C12	Hydraulic	29
C13	Indicating / Recording Systems	31 – 42 - 46
C14	Landing Gear	32
C15	Oxygen	35
C16	Propellers	61
C17	Pneumatic & Vacuum	36 – 37
C18	Protection ice/ rain/fire	26 – 30
C19	Windows	56
C20	Structural	53 - 54 - 57.10 - 57.20 - 57.30
C21	Water ballast	41
C22	Propulsion Augmentation	84

145. A.25 Facility requirements

The organisation shall ensure that:

- (a) Facilities are provided appropriate for all planned work, ensuring in particular, protection from the weather elements. Specialised workshops and bays are segregated as appropriate; to ensure that environmental and work area contamination is unlikely to occur.
 - 1. For base maintenance of aircraft, aircraft hangars are both available and large enough to accommodate aircraft on planned base maintenance;
 - 2. For component maintenance, component workshops are large enough to accommodate the components on planned maintenance.
- (b) Office accommodation is provided for the management of the planned work referred to in paragraph (a), and certifying staff so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards.
- (c) The working environment including aircraft hangars, component workshops and office accommodation is appropriate for the task carried out and in particular special requirements observed. Unless otherwise dictated by the particular task environment, the working environment must be such that the effectiveness of personnel is not impaired:

1. Temperatures must be maintained such that personnel can carry out required tasks without undue discomfort.
2. Dust and any other airborne contamination are kept to a minimum and not be permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident. Where dust/other airborne contamination results in visible surface contamination, all susceptible systems are sealed until acceptable conditions are re-established.
3. Lighting is such as to ensure each inspection and maintenance task can be carried out in an effective manner.
4. Noise shall not distract personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel are provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.
5. Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions are observed. Specific conditions are identified in the maintenance data.
6. The working environment for line maintenance is such that the particular maintenance or inspection task can be carried out without undue distraction. Therefore where the working environment deteriorates to an unacceptable level in respect of temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination, the particular maintenance or inspection tasks must be suspended until satisfactory conditions are re-established.

(d) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools. The conditions of storage are in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items. Access to storage facilities is restricted to authorized personnel.

AMC 145.A.25(a)

1. Where the hangar is not owned by the organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar space to carry out planned base maintenance should

- be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the maintenance programme. The aircraft hangar visit plan should be updated on a regular basis.
2. Protection from the weather elements relates to the normal prevailing local weather elements that are expected throughout any twelve month period. Aircraft hangar and component workshop structures should prevent the ingress of rain, hail, ice, snow, wind and dust etc. Aircraft hangar and component workshop floors should be sealed to minimise dust generation.
 3. For line maintenance of aircraft, hangars are not essential but it is recommended that access to hangar accommodation be demonstrated for usage during inclement weather for minor scheduled work and lengthy defect rectification.
 4. Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

AMC 145.A.25 (b)

It is acceptable to combine any or a ll of the office accommodation requirements into one office subject to the staff having sufficient room to carry out the assigned tasks. In addition, as part of the office accommodation, aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

AMC 145.A.25 (d)

1. Storage facilities for serviceable aircraft components should be clean, wellventilated and maintained at a constant dry temperature to minimise the effects of condensation. Manufacturer's storage recommendations should be followed for those aircraft components identified in such published recommendations.
2. Storage racks should be strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not distorted during storage.
3. All aircraft components, wherever practicable, should remain packaged in protective material to minimise damage and corrosion during storage.

145. A.30 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. The accountable manager shall:
1. Ensure that all necessary resources are available to accomplish maintenance in accordance with 145.A.65(b) to support the organisation approval.
 2. Establish and promote the safety and quality policy specified in 145.A.65 (a).
 3. Demonstrate a basic understanding of this Part.
- (b) The organisation shall nominate a person or group of persons, whose responsibilities include ensuring that the organisation complies with this Part. Such person(s) shall ultimately be responsible to the accountable manager.
1. The person or persons nominated shall represent the maintenance management structure of the organisation and be responsible for all functions specified in this Part.
 2. The person or persons nominated shall be identified and their credentials submitted in a form and manner established by the CAOIRI.
 3. The person or persons nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of this Part.
 4. Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.
- (c) The accountable manager under paragraph (a) shall appoint a person with responsibility for monitoring the quality system, including the associated feedback system as required by 145.A.65(c). The appointed person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.
- (d) The organisation shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect and quality monitor the organisation in

accordance with the approval. In addition, the organisation shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.

- (e) The organisation shall establish and control the competence of personnel involved in any maintenance, management and/or quality audits in accordance with a procedure and to a standard agreed by the CAOIRI. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of human factors and human performance issues appropriate to that person's function in the organisation.

‘Human factors’ means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration of human performance.

‘Human performance’ means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

- (f) The organisation shall ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non-destructive test in accordance with the CAOIRI Part-66 or equivalent Standard recognised by the CAOIRI. Personnel who carry out any other specialised task shall be appropriately qualified in accordance with CAOIRI officially recognised standards. By derogation to this paragraph those personnel specified in paragraphs (g) and (h)(1) and (h)(2), qualified in CAOIRI Part-66 category B1 or B3 may carry out and/or control cooler contrast dye penetrant tests.

- (g) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j), shall in the case of aircraft line maintenance, have appropriate aircraft type rated certifying staff qualified as category B1, B2, B3 in accordance with CAOIRI Part-66 and point 145. A.35.

In addition such organization may also use appropriately task trained certifying staff holding the privileges described in points 66.A.20(a)(1) and 66.A.20(a)(3)(ii) and qualified in accordance with CAOIRI Part-66 and point 145.A.35 to carry out minor scheduled line maintenance and simple defect rectification. The availability of such certifying staff shall not replace the need for category B1, B2, B3 certifying staff, as appropriate.

- (h) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j) shall:
1. in the case of base maintenance of complex motor-powered aircraft, have appropriate aircraft type rated certifying staff qualified as category C in accordance with CAOIRI Part-66 and 145. A.35. In addition the organisation shall have sufficient aircraft type rated staff qualified as category B1, B2 as appropriate in accordance with CAOIRI Part-66 and 145.A.35 to support the category C certifying staff.
 - (i) B1 and B2 support staff shall ensure that all relevant tasks or inspections have been carried out to the required standard before the category C certifying staff issues the certificate of release to service.
 - (ii) The organisation shall maintain a register of any such B1 and B2 support staff.
 - (iii) The category C certifying staff shall ensure that compliance with paragraph (i) has been met and that all work required by the customer has been accomplished during the particular base maintenance check or work package, and shall also assess the impact of any work not carried out with a view to either requiring its accomplishment or agreeing with the operator to defer such work to another specified check or time limit.
 2. in the case of base maintenance of aircraft other than complex motor-powered aircraft have either:
 - (i) Appropriate aircraft rated certifying staff qualified as category B1, B2, B3, as appropriate, in accordance with CAOIRI Part-66 and point 145.A.35; or
 - (ii) Appropriate aircraft rated certifying staff qualified in category C assisted by support staff as specified in point 145.A.35 (a) (i).
- (i) Component certifying staff shall comply with Appendix VII.
- (j) By derogation to paragraphs (g) and (h), in relation to the obligation to comply with CAOIRI Part-66 the organization may use certifying staff qualified in accordance with the following provisions:
1. For organisation facilities located outside the IR.Iran certifying staff may be qualified in accordance with the national aviation regulations of the State in which the

organisation facility is registered subject to the conditions specified in Appendix III to this Part.

2. For line maintenance carried out at a line station of an organisation which is located outside the IR.Iran , the certifying staff may be qualified in accordance with the national aviation regulations of the State in which the line station is based, subject to the conditions specified in Appendix III to this Part.
3. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certification authorisation to the aircraft commander and/or the flight engineer on the basis of the flight crew licence held. However, the organisation shall ensure that sufficient practical training has been carried out to ensure that such aircraft commander or flight engineer can accomplish the airworthiness directive to the required standard.
4. In the case of aircraft operating away from a supported location the organization may issue a limited certification authorization to the commander and/or the flight engineer on the basis of the flight crew license held subject to being satisfied that sufficient practical training has been carried out to ensure that the commander or flight engineer can accomplish the specified task to the required standard. The provisions of this paragraph shall be detailed in an exposition procedure.
5. In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the organisation contracted to provide maintenance support may issue a one-off certification authorisation:
 - (i) to one of its employees holding equivalent type authorisations on aircraft of similar technology, construction and systems; or
 - (ii) 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 as specified in this subparagraph shall be reported to the CAOIRI within seven days of the issuance of such certification authorisation. The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organization.

6. Certifying staff for line and base of aircraft other than helicopter and aeroplane shall have basic B1, B2 as appropriate and 3 years' experience on relevant aircraft and authorized by organisation.

AMC 145.A.30(a)

With regard to the accountable manager, it is normally intended to mean the chief executive officer of the approved maintenance organisation, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one organization and is not required to be necessarily knowledgeable on technical matters as the maintenance organization exposition defines the maintenance standards. When the accountable manager is not the chief executive officer CAOIRI will need to be assured that such an accountable manager has direct access to chief executive officer and has a sufficiency of 'maintenance funding' allocation.

AMC 145.A.30(b)

1. Dependent upon the size of the organisation, the Part-145 functions may be subdivided under individual managers or combined in any number of ways.
2. The organisation should have, dependent upon the extent of approval, a base maintenance manager, a line maintenance manager, a workshop manager and a quality manager, all of whom should report to the accountable manager except in small Part-145 organisation where any one manager may also be the accountable manager, as determined by CAOIRI, he/she may also be the line maintenance manager or the workshop manager.
3. The base maintenance manager is responsible for ensuring that all maintenance required to be carried out in the hangar, plus any defect rectification carried out during base maintenance, is carried out to the design and quality standards specified in 145.A.65(b). The base maintenance

- manager is also responsible for any corrective action resulting from the quality compliance monitoring of 145.A.65(c).
4. The line maintenance manager is responsible for ensuring that all maintenance required to be carried out on the line including line defect rectification is carried out to the standards specified in 145.A.65(b) and also responsible for any corrective action resulting from the quality compliance monitoring of 145.A.65(c).
 5. The workshop manager is responsible for ensuring that all work on aircraft components is carried out to the standards specified in 145.A.65(b) and also responsible for any corrective action resulting from the quality compliance monitoring of 145.A.65(c).
 6. The quality manager's responsibility is specified in 145.A.30(c).
 7. Notwithstanding the example sub-paragraphs 2 - 6 titles, the organisation may adopt any title for the foregoing managerial positions but should identify to CAOIRI the titles and persons chosen to carry out these functions.
 8. Where an organisation chooses to appoint managers for all or any combination of the identified Part -145 functions because of the size of the undertaking, it is necessary that these managers report ultimately through either the base maintenance manager or line maintenance manager or workshop manager or quality manager, as appropriate, to the accountable manager.

NOTE: Certifying staff may report to any of the managers specified depending upon which type of control the approved maintenance organisation uses (for example licensed engineers/independent inspection/dual function supervisors etc.) so long as the quality compliance monitoring staff specified in 145.A.65(c)(1) remain independent.

AMC 145.A.30 (b) 3

Nominated person or group of persons should have:

- 1.1 Practical experience and expertise in the application of aviation safety standards and safe maintenance practices;
- 1.2 At least two years relevant work experience of aeronautical industry in appropriate position;

- 1.3 Knowledge of a relevant sample of the type(s) of aircraft or components maintained. This knowledge may be demonstrated by documented evidence or by an assessment performed by CAOIRI. This assessment should be recorded. Training courses should be as a minimum at a level equivalent to CAOIRI Part-66 Appendix III Level 1 General Familiarisation, and could be imparted by a CAOIRI Part-147 organisation, by the manufacturer, or by any other organisation accepted by CAOIRI.
- 1.4 Thorough knowledge with the applicable regulations;
- 1.5 Thorough knowledge with the Maintenance Organisation Exposition;
- 1.6 Knowledge of quality systems;
- 1.7 Knowledge of maintenance standards.

AMC 145.A.30(c)

Monitoring the quality system includes requesting remedial action as necessary by the accountable manager and the nominated persons referred to in 145.A.30(b).

AMC 145.A.30(d)

1. Has sufficient staff means that the organization employs or contracts competent staff, as detailed in the man-hour plan, of which at least half the staff that perform maintenance in each workshop, hangar or flight line on any shift should be employed to ensure organisational stability. For the purpose of meeting a specific operational necessity, a temporary increase of the proportion of contracted staff may be permitted to the organisation by CAOIRI, in accordance with an approved procedure which should describe the extent, specific duties, and responsibilities for ensuring adequate organisation stability. For the purpose of this subparagraph, employed means the person is directly employed as an individual by the maintenance organisation approved under Part-145, whereas contracted means the person is employed by another organisation and contracted by that organisation to the maintenance organisation approved under Part-145.
2. The maintenance man-hour plan should take into account all maintenance activities carried out outside the scope of the Part-145 approval. The planned absence (for training, vacations, etc.) should be considered when developing the man-hour plan.
3. The maintenance man-hour plan should relate to the anticipated maintenance work load except that when the organisation cannot predict such workload, due to the short term nature of its contracts, then such plan should be based upon the minimum maintenance workload needed for

commercial viability. Maintenance work load includes all necessary work such as, but not limited to, planning, maintenance record checks, production of worksheets/cards in paper or electronic form, accomplishment of maintenance, inspection and the completion of maintenance records.

4. In the case of aircraft base maintenance, the maintenance man-hour plan should relate to the aircraft hangar visit plan as specified in AMC 145.A.25 (a).
5. In the case of aircraft component maintenance, the maintenance man-hour plan should relate to the aircraft component planned maintenance as specified in 145.A.25 (a) (2).
6. The quality monitoring compliance function man-hours should be sufficient to meet the requirement of 145.A.65(c) which means taking into account AMC 145.A.65(c). Where quality monitoring staff performs other functions, the time allocated to such functions needs to be taken into account in determining quality monitoring staff numbers.
7. The maintenance man-hour plan should be reviewed at least every 3 months and updated when necessary.
8. Significant deviation from the maintenance man-hour plan should be reported through the departmental manager to the quality manager and the accountable manager for review. Significant deviation means more than a 25% shortfall in available man-hours during a calendar month for any one of the functions specified in 145.A.30 (d).

AMC 1 145.A.30 (e)

Competence should be defined as a measurable skill or standard of performance, knowledge and understanding, taking into consideration attitude and behavior.

The referenced procedure requires amongst others that planners, mechanics, specialised services staff, supervisors, certifying staff and support staff, whether employed or contracted, are assessed for competence before unsupervised work commences and competence is controlled on a continuous basis.

Competence should be assessed by evaluation of:

- on-the-job performance and/or testing of knowledge by appropriately qualified personnel,
- and

- records for basic, organisational, and/or product type and differences training, and
- experience records.

Validation of the above could include a confirmation check with the organisation(s) that issued such document(s). For that purpose, experience/training may be recorded in a document such as a log book or based on the suggested template in GM 3 to 145.A.30(e).

As a result of this assessment, an individual's qualification should determine:

- which level of ongoing supervision would be required or whether unsupervised work could be permitted.
- whether there is a need for additional training.

A record of such qualification and competence assessment should be kept.

This should include copies of all documents that attest to qualification, such as the licence and/or any authorisation held, as applicable.

For a proper competence assessment of its personnel, the organisation should consider that:

1. In accordance with the job function, adequate initial and recurrent training should be provided and recorded to ensure continued competence so that it is maintained throughout the duration of employment/contract.
2. All staff should be able to demonstrate knowledge of and compliance with the maintenance organization procedures, as applicable to their duties.
3. All staff should be able to demonstrate an understanding of human factors and human performance issues in relation with their job function and be trained as per AMC 2 145.A.30 (e).
4. To assist in the assessment of competence and to establish the training needs analysis, job descriptions are recommended for each job function in the organisation. Job descriptions should contain sufficient criteria to enable the required competence assessment.
5. Criteria should allow the assessment to establish that, among others (titles might be different in each organisation):
 - Managers are able to properly manage the work output, processes, resources and priorities described in their assigned duties and responsibilities in a safe compliant manner in accordance with regulations and organisation procedures.

- Planners are able to interpret maintenance requirements into maintenance tasks, and have an understanding that they have no authority to deviate from the maintenance data.
- Supervisors are able to ensure that all required maintenance tasks are carried out and, where not completed or where it is evident that a particular maintenance task cannot be carried out to the maintenance data, then such problems will be reported to the 145.A.30(c) person for appropriate action. In addition, for those supervisors, who also carry out maintenance tasks, that they understand such tasks should not be undertaken when incompatible with their management responsibilities.
- Mechanics are able to carry out maintenance tasks to any standard specified in the maintenance data and will notify supervisors of defects or mistakes requiring rectification to re-establish required maintenance standards.
- Specialised services staff are able to carry out specialised maintenance tasks to the standard specified in the maintenance data. They should be able to communicate with supervisors and report accurately when necessary.
- Support staff are able to determine that relevant tasks or inspections have been carried out to the required standard.
- Certifying staff are able to determine when the aircraft or aircraft component is ready to release to service and when it should not be released to service.
- Quality audit staff are able to monitor compliance with Part-145 identifying non-compliance in an effective and timely manner so that the organisation may remain in compliance with Part-145.

Competence assessment should be based upon the procedure specified in GM 2 to 145.A.30 (e).

AMC2 145.A.30(e)

In respect to the understanding of the application of human factors and human performance issues, all maintenance organisation personnel should have received an initial and continuation human factors training. This should concern to a minimum:

- Post-holders, managers, supervisors;
- Certifying staff, support staff and mechanics;
- Technical support personnel such as planners, engineers, technical record staff;
- Quality control/assurance staff;
- Specialised services staff;
- Human factors staff/human factors trainers;

- Store department staff, purchasing department staff;
- Ground equipment operators.

1. Initial human factors training should cover all the topics of the training syllabus specified in GM 145.A.30 (e) either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organisation. The syllabus may also be adjusted to meet the particular nature of work for each function within the organisation. For example:

- small organisations not working in shifts may cover in less depth subjects related to teamwork and communication;
- planners may cover in more depth the scheduling and planning objective of the syllabus and in less depth the objective of developing skills for shift working.

All personnel, including personnel being recruited from any other organisation should receive initial human factors training compliant with the organisation's training standards prior to commencing actual job function, unless their competence assessment justifies that there is no need for such training. Newly directly employed personnel working under direct supervision may receive training within 6 months after joining the maintenance organisation.

2. The purpose of human factors continuation training is primarily to ensure that staff remain current in terms of human factors and also to collect feedback on human factors issues. Consideration should be given to the possibility that such training has the involvement of the quality department. There should be a procedure to ensure that feedback is formally passed from the trainers to the quality department to initiate action where necessary.

Human factors continuation training should be of an appropriate duration in each two year period in relation to relevant quality audit findings and other internal/external sources of information on human errors in maintenance available to the organisation.

3. Human factors training may be conducted by the maintenance organisation itself, or independent trainers, or any training organisations acceptable CAOIRI.

4. The human factors training procedures should be specified in the maintenance organization exposition.

AMC3 145.A.30 (e)

Additional training in fuel tank safety as well as associated inspection standards and maintenance procedures should be required for maintenance organisations' technical personnel, especially technical personnel involved in the compliance of CDCCL tasks.

CAOIRI guidance is provided for training to maintenance organisation personnel in Appendix IV to AMC to 145.A.30 (e) and 145.B.10(3).

AMC4 145.A.30 (e)

Competence assessment should include the verification for the need of additional EWIS training when relevant.

CAOIRI guidance is provided for EWIS training programme to maintenance organisation personnel in AMC 20-22.

GM 1 145.A.30 (e)**TRAINING SYLLABUS FOR INITIAL HUMAN FACTORS TRAINING**

The training syllabus below identifies the topics and subtopics to be addressed during the human factors training.

The maintenance organisation may combine, divide, change the order of any subject of the syllabus to suit its own needs, as long as all subjects are covered to a level of detail appropriate to the organization and its personnel.

Some of the topics may be covered in separate training (health and safety, management, supervisory skills, etc.) in which case duplication of training is not necessary.

Where possible, practical illustrations and examples should be used, especially accident and incident reports.

Topics should be related to existing legislation, where relevant. Topics should be related to existing guidance/advisory material, where relevant (e.g. ICAO HF Digests and Training Manual).

Topics should be related to maintenance engineering where possible; too much unrelated theory should be avoided.

1. General/Introduction to human factors
 - 1.1. Need to address human factors
 - 1.2. Statistics
 - 1.3. Incidents
2. Safety Culture/Organisational factors
3. Human Error
 - 3.1. Error models and theories
 - 3.2. Types of errors in maintenance tasks
 - 3.3. Violations
 - 3.4. Implications of errors
 - 3.5. Avoiding and managing errors
 - 3.6. Human reliability
4. Human performance & limitations
 - 4.1. Vision
 - 4.2. Hearing
 - 4.3. Information-processing
 - 4.4. Attention and perception
 - 4.5. Situational awareness
 - 4.6. Memory
 - 4.7. Claustrophobia and physical access
 - 4.8. Motivation
 - 4.9. Fitness/Health
 - 4.10. Stress
 - 4.11. Workload management
 - 4.12. Fatigue
 - 4.13. Alcohol, medication, drugs
 - 4.14. Physical work
 - 4.15. Repetitive tasks/complacency
5. Environment
 - 5.1. Peer pressure
 - 5.2. Stressors
 - 5.3. Time pressure and deadlines
 - 5.4. Workload
 - 5.5. Shift Work

- 5.6. Noise and fumes
- 5.7. Illumination
- 5.8. Climate and temperature
- 5.9. Motion and vibration
- 5.10. Complex systems
- 5.11. Hazards in the workplace
- 5.12. Lack of manpower
- 5.13. Distractions and interruptions
- 6. Procedures, information, tools and practices
 - 6.1. Visual Inspection
 - 6.2. Work logging and recording
 - 6.3. Procedure - practice/mismatch/norms
 - 6.4. Technical documentation - access and quality
- 7. Communication
 - 7.1. Shift/Task handover
 - 7.2. Dissemination of information
 - 7.3. Cultural differences
- 8. Teamwork
 - 8.1. Responsibility
 - 8.2. Management, supervision and leadership
 - 8.3. Decision making
- 9. Professionalism and integrity
 - 9.1. Keeping up to date; currency
 - 9.2. Error provoking behaviour
 - 9.3. Assertiveness
- 10. Organisation's HF program
 - 10.1. Reporting errors
 - 10.2. Disciplinary policy
 - 10.3. Error investigation
 - 10.4. Action to address problems
 - 10.5. Feedback

GM2 145.A.30 (e)

The organisation should develop a procedure describing the process of competence assessment of personnel. The procedure should specify:

- persons responsible for this process,
- when the assessment should take place,
- credits from previous assessments,
- validation of qualification records,
- means and methods for the initial assessment,
- means and methods for the continuous control of competence including feedback on personnel performance,
- competences to be observed during the assessment in relation with each job function,
- actions to be taken when assessment is not satisfactory,
- recording of assessment results

For example, according to the job functions and the scope, size and complexity of the organisation, the assessment may consider the following (the table is not exhaustive):

	Managers	Planners	Supervisor	Certifying staff and	Mechanics	Specialised	Quality audit staff
Knowledge of applicable officially recognised standards						✓	✓
Knowledge of auditing techniques: planning, conducting and reporting							✓
Knowledge of human factors, human performance and limitations	✓	✓	✓	✓	✓	✓	✓
Knowledge of logistics processes	✓	✓	✓				
Knowledge of organisation capabilities, privileges and limitations	✓	✓	✓	✓		✓	✓

Knowledge of Part-M, Part-145 and any other relevant regulations	✓	✓	✓	✓			✓
Knowledge of relevant parts of the maintenance organisation exposition and procedures	✓	✓	✓	✓	✓	✓	✓
Knowledge of occurrence reporting system and understanding of the importance of reporting occurrences, incorrect maintenance data and existing or potential defects		✓	✓	✓	✓	✓	
Knowledge of safety risks linked to the working environment	✓	✓	✓	✓	✓	✓	✓
Knowledge on CDCCL when relevant	✓	✓	✓	✓	✓	✓	✓
Knowledge on EWIS when relevant	✓	✓	✓	✓	✓	✓	✓
Understanding of professional integrity, behaviour and attitude towards safety	✓	✓	✓	✓	✓	✓	✓
Understanding of conditions for ensuring continuing airworthiness of aircraft and components				✓			✓
Understanding of his/her own human performance and limitations	✓	✓	✓	✓	✓	✓	✓
Understanding of personnel authorisations and limitations	✓	✓	✓	✓	✓	✓	✓
Understanding critical task		✓	✓	✓	✓		✓
Ability to compile and control completed work cards		✓	✓	✓			
Ability to consider human performance and limitations.	✓	✓	✓	✓			✓



Ability to determine required qualifications for task performance		✓	✓	✓			
Ability to identify and rectify existing and potential unsafe conditions			✓	✓	✓	✓	✓
Ability to manage third parties involved in maintenance activity		✓	✓				
Ability to confirm proper accomplishment of maintenance tasks			✓	✓	✓	✓	
Ability to identify and properly plan performance of critical task		✓	✓	✓			
Ability to priorities tasks and report discrepancies		✓	✓	✓	✓		
Ability to process the work requested by the operator		✓	✓	✓			
Ability to promote the safety and quality policy	✓		✓				
Ability to properly process removed, uninstalled and rejected parts			✓	✓	✓	✓	
Ability to properly record and sign for work accomplished			✓	✓	✓	✓	
Ability to recognise the acceptability of parts to be installed prior to fitment				✓	✓		
Ability to split complex maintenance tasks into clear stages		✓					
Ability to understand work orders, work cards and refer to and use applicable maintenance data		✓	✓	✓	✓	✓	✓



Ability to use information systems	✓	✓	✓	✓	✓	✓	✓
Ability to use, control and be familiar with required tooling and/or equipment			✓	✓	✓	✓	
Adequate communication and literacy skills	✓	✓	✓	✓	✓	✓	✓
Analytical and proven auditing skills (for example, objectivity, fairness, open-mindedness, determination, ...)							✓
Maintenance error investigation skills							✓
Resources management and production planning skills	✓	✓	✓				
Teamwork, decision-making and leadership skills	✓		✓				

GM3 145.A.30 (e)

The following template may be used to record the professional experience gained in an organization and the training received and be considered during the competence assessment of the individual in another organisation.

Aviation Maintenance personnel experience credential	
Name	Given name
Address	
Telephone	E-mail
Independent worker <input type="checkbox"/>	
Trade Group: airframe <input type="checkbox"/> engine <input type="checkbox"/> electric <input type="checkbox"/> avionics <input type="checkbox"/> other (specify) <input type="checkbox"/>	



Employer's details (when applicable)		
Name		
Address		
Telephone		
Maintenance organisation details		
Name		
Address		
Telephone		
Approval Number	Period of employment	From: To:
Domain of employment		
<input type="checkbox"/> Planning	<input type="checkbox"/> Engineering	<input type="checkbox"/> Technical records
<input type="checkbox"/> Store department	<input type="checkbox"/> Purchasing	
Mechanics/Technician		
<input type="checkbox"/> Line Maintenance	<input type="checkbox"/> Base Maintenance	<input type="checkbox"/> Component Maintenance
<input type="checkbox"/> Servicing	<input type="checkbox"/> Removal/installation	<input type="checkbox"/> Testing/inspection
<input type="checkbox"/> Scheduled Maintenance	<input type="checkbox"/> Inspection	<input type="checkbox"/> Repair
<input type="checkbox"/> Trouble-shooting	<input type="checkbox"/> Trouble-shooting	<input type="checkbox"/> Overhaul
		<input type="checkbox"/> Re-treatment
		<input type="checkbox"/> Reassembly
A/C type	A/C type	component type



Certifying Staff and support staff

- Cat. A Cat. B1 Cat. B2 Cat. C Component type
 A/C Type A/C Type A/C Type A/C Type Component Type
Other (e.g. NDT)

Specify

Certification privileges: Yes / No

- Specialised services Speciality (NDT, composites, welding, etc.)
 Skilled personnel Speciality (sheet metal, structures, wireman, upholstery, etc.):
 Ground equipment operation
 Quality control Quality assurance Training

Total number of check boxes ticked:

Details of employment

Training received from the contracting organization

Date	Nature of training
------	--------------------

Certified by:

Name: _____ Date: _____

Position: _____ Signature: _____

Contact details:

Advisory note: A copy of the present credential will be kept for at least 3 years from its issuance by the maintenance organisation.

AMC 145.A.30 (f)

1. Continued airworthiness non-destructive testing means such testing specified by the type certificate holder /aircraft or engine or propeller manufacturer in accordance with the maintenance data as specified in 145.A.45 for in service aircraft/aircraft components for the purpose of determining the continued fitness of the product to operate safely.
2. Appropriately qualified means to Level 1, 2 or 3 as defined by the European Standard EN 4179 dependent upon the non-destructive testing function to be carried out.
3. Notwithstanding the fact that Level 3 personnel may be qualified via EN 4179 to establish and authorise methods, techniques, etc., this does not permit such personnel to deviate from methods and techniques published by the type certificate holder/manufacturer in the form of continued airworthiness data, such as in non-destructive test manuals or service bulletins, unless the manual or service bulletin expressly permits such deviation.
4. Notwithstanding the general references in EN 4179 to a national aerospace non-destructive testing (NDT) board, all examinations should be conducted by personnel or organisations under the general control of such a board. In the absence of a national aerospace NDT board, the aerospace NDT board of EASA Member State should be used.
5. Particular non-destructive test means any one or more of the following; Dye penetrant, magnetic particle, eddy current, ultrasonic and radiographic methods including X ray and gamma ray.
6. It should be noted that new methods are and will be developed, such as, but not limited to thermography and shearography, which are not specifically addressed by EN 4179. Until the time this agreed standard is established, such methods should be carried out in accordance with the particular equipment manufacturer's recommendations including any training and examination process to ensure competence of the personnel in the process.
7. Any maintenance organisation approved under Part-145 that carries out NDT should establish NDT specialist qualification procedures detailed in the exposition and accepted by CAOIRI.
8. Boroscoping and other techniques such as delamination coin tapping are non-destructive inspections rather than non-destructive testing. Notwithstanding such differentiation, the maintenance organisation should establish an exposition procedure accepted by CAOIRI to ensure that personnel who carry out and interpret such inspections are properly trained and

assessed for their competence in the process. Non-destructive inspections, not being considered as NDT by Part-145 are not listed in Appendix II under class rating D1.

9. The referenced standards, methods, training and procedures should be specified in the maintenance organisation exposition.
10. Any such personnel who intend to carry out and/or control a non-destructive test for which they were not qualified prior to the effective date of Part-145 should qualify for such non-destructive test in accordance with EN 4179.
11. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.

AMC 145.A.30 (g)

1. For the purposes of 66.A.20(a)(1) and 66.A.20(a)(3)(ii) personnel, minor scheduled line maintenance means any minor scheduled inspection/check up to and including a weekly check specified in the aircraft maintenance programme. For aircraft maintenance programmes that do not specify a weekly check, CAOIRI will determine the most significant check that is considered equivalent to a weekly check.
2. Typical tasks permitted after appropriate task training to be carried out by the 66.A.20(a)(1) and the 66.A.20(a)(3)(ii) personnel for the purpose of these personnel issuing an aircraft certificate of release to service as specified in 145.A.50 as part of minor scheduled line maintenance or simple defect rectification are contained in the following list:
 - (a) Replacement of wheel assemblies.
 - (b) Replacement of wheel brake units.
 - (c) Replacement of emergency equipment.
 - (d) Replacement of ovens, boilers and beverage makers.
 - (e) Replacement of internal and external lights, filaments and flash tubes.
 - (f) Replacement of windscreen wiper blades.
 - (g) Replacement of passenger and cabin crew seats, seat belts and harnesses.
 - (h) Closing of cowlings and refitment of quick access inspection panels.
 - (i) Replacement of toilet system components but excluding gate valves.

- (j) Simple repairs and replacement of internal compartment doors and placards but excluding doors forming part of a pressure structure.
- (k) Simple repairs and replacement of overhead storage compartment doors and cabin furnishing items.
- (l) Replacement of static wicks.
- (m) Replacement of aircraft main and APU aircraft batteries.
- (n) Replacement of in-flight entertainment system components other than public address.
- (o) Routine lubrication and replenishment of all system fluids and gases.
- (p) The de-activation only of sub-systems and aircraft components as permitted by the operator's minimum equipment list where such de-activation is agreed by CAOIRI as a simple task.
- (q) Inspection for and removal of de-icing/anti-icing fluid residues, including removal/closure of panels, cowls or covers or the use of special tools.
- (r) Any other task agreed by CAOIRI as a simple task for a particular aircraft type. This may include defect deferment when all the following conditions are met:
 - There is no need for troubleshooting; and
 - The task is in the MEL; and
 - The maintenance action required by the MEL is agreed by CAOIRI to be simple.In the particular case of helicopters, and in addition to the items above, the following:
- (s) removal and installation of Helicopter Emergency Medical Service (HEMS) simple internal medical equipment.
- (t) removal and installation of external cargo provisions (i.e., external hook, mirrors) other than the hoist.
- (u) removal and installation of quick release external cameras and search lights.
- (v) removal and installation of emergency float bags, not including the bottles.
- (w) removal and installation of external doors fitted with quick release attachments.
- (x) removal and installation of snow pads/skid wear shoes/slump protection pads.

No task which requires troubleshooting should be part of the authorised maintenance actions. Release to service after rectification of deferred defects should be permitted as long as the task is listed above.

3. The requirement of having appropriate aircraft rated certifying staff qualified as category B1, B2, B3, as appropriate, in the case of aircraft line maintenance does not imply that the organization must have B1, B2 and B3 personnel at every line station. The MOE should have a procedure on how to deal with defects requiring B1, B2 or B3 certifying staff.

4. CAOIRI may accept that in the case of aircraft line maintenance an organisation has only B1, B2 or B3 certifying staff, as appropriate, provided that CAOIRI is satisfied that the scope of work, as defined in the Maintenance Organization Exposition, does not need the availability of all B1, B2 and B3 certifying staff. Special attention should be taken to clearly limit the scope of scheduled and non-scheduled line maintenance (defect rectification) to only those tasks that can be certified by the available certifying staff category.

AMC 145.A.30 (h)

In accordance with 145.A.30(h) and 145.A.35, the qualification requirements (basic licence, aircraft ratings, recent experience and continuation training) are identical for certifying staff and for support staff. The only difference is that support staff cannot hold certification privileges when performing this role since during base maintenance the release to service will be issued by category C certifying staff.

Nevertheless, the organisation may use as support staff (for base maintenance) persons who already hold certification privileges for line maintenance.

AMC 145.A.30 (j) (4)

1. For the issue of a limited certification authorisation:
 - (a) the commander should hold either an air transport pilots license (ATPL), or a commercial pilots license (CPL).
 - (b) The flight engineer should hold either an ATPL, CPL or a national flight engineer licence acceptable to CAOIRI on the aircraft type.
2. In addition the limited certification authorisation is subject to the maintenance organization exposition containing procedures to address the personnel requirements of 145.A.30(e) and associated AMC and guidance material. The procedures should be accepted by CAOIRI and should include as a minimum:
 - (a) Completion of adequate maintenance airworthiness regulation training.
 - (b) Completion of adequate task training for the specific task on the aircraft. The task training should be of sufficient duration to ensure that the individual has a thorough understanding of the task to be completed and will involve training in the use of associated maintenance data.
 - (c) Completion of the procedural training as specified in Part-145.

- 2.(i) Typical tasks that may be certified and/or carried out by the commander holding an ATPL or CPL are minor maintenance or simple checks included in the following list:
- (a) Replacement of internal lights, filaments and flash tubes.
 - (b) Closing of cowlings and refitment of quick access inspection panels.
 - (c) Role changes e.g. stretcher fit, dual controls, FLIR, doors, photographic equipment etc.
 - (d) Inspection for and removal of de-icing/anti-icing fluid residues, including removal/closure of panels, cowls or covers that are easily accessible but not requiring the use of special tools.
 - (e) Any check/replacement involving simple techniques consistent with this AMC and as agreed by CAOIRI.
- 2.(ii) Holders of flight engineer licence acceptable to CAOIRI on the aircraft type, may only exercise this limited certification authorisation privilege when performing the duties of a flight engineer.
- In addition to paragraph 2(i)(a) to (e) other typical minor maintenance or simple defect rectification tasks that may be carried out are included in the following list:
- (a) Replacement of wheel assemblies.
 - (b) Replacement of simple emergency equipment that is easily accessible.
 - (c) Replacement of ovens, boilers and beverage makers.
 - (d) Replacement of external lights.
 - (e) Replacement of passenger and cabin crew seats, seat belts and harnesses.
 - (f) Simple replacement of overhead storage compartment doors and cabin furnishing items.
 - (g) Replacement of static wicks.
 - (h) Replacement of aircraft main and APU aircraft batteries.
 - (i) Replacement of in-flight entertainment system components other than public address.
 - (j) The de-activation only of sub-systems and aircraft components as permitted by the operator's minimum equipment list where such de-activation is agreed by CAOIRI as a simple task.
 - (k) Re-setting of tripped circuit breakers under the guidance of maintenance control.
 - (l) Any other task agreed by CAOIRI as a simple task for a particular aircraft type.
3. The authorisation should have a finite life of twelve months subject to satisfactory re-current training on the applicable aircraft type.

GM 145.A.30 (j)(4)

For the holder of a flight engineer licence acceptable to CAOIRI appendix 1 to JAR FCL 4.160 Technical Training Course (TTC) details the following subjects:

Familiarisation with basic maintenance procedures, to give additional technical background knowledge, especially with respect to the implication of systems malfunctions, and to train the applicant in maintenance related to the Minimum equipment list (MEL).

The theoretical knowledge instruction consists of 100 hours and includes the following elements:

1. Airframe and systems
2. Electrics
3. Powerplant and emergency equipment
4. Flight instruments and automatic flight control systems

Practical skills training provided by an organisation approved under Part-145 is given which includes 35 hours practical experience in the following subjects:

- Fuselage and flight controls,
- Engines,
- Instruments,
- Landing gear and brakes,
- Cabin/cockpit/emergency equipment,
- De-icing/anti-icing related maintenance activities;
- Ground handling and servicing,
- Certificate of completion.

Following successful completion of the technical training, the training organisation carrying out the theoretical knowledge instruction and/or the practical skill training should provide the applicant with a certificate of satisfactory completion of the course, or part thereof.

AMC 145.A.30 (j) (5)

1. For the purposes of this sub-paragraph ‘unforeseen’ means that the aircraft grounding could not reasonably have been predicted by the operator because the defect was unexpected due to being part of a hitherto reliable system.

2. A one-off authorisation should only be considered for issue by the quality department of the contracted organisation after it has made a reasoned judgement that such a requirement is appropriate under the circumstances and at the same time maintaining the required airworthiness standards. The organisation's quality department will need to assess each situation individually prior to the issuance of a one-off authorisation.
3. A one-off authorisation should not be issued where the level of certification required could exceed the knowledge and experience level of the person it is issued to. In all cases, due consideration should be given to the complexity of the work involved and the availability of required tooling and/or test equipment needed to complete the work.

AMC 145.A.30 (j) (5) (i)

In those situations where the requirement for a one-off authorisation to issue a CRS for a task on an aircraft type for which certifying staff does not hold a type-rated authorisation has been identified, the following procedure is recommended:

1. Flight crew should communicate full details of the defect to the operator's supporting maintenance organisation. If necessary, the supporting maintenance organisation will then request the use of a one-off authorisation from the quality department.
2. When issuing a one-off authorisation, the quality department of the organisation should verify that:
 - (a) Full technical details relating to the work required to be carried out have been established and passed on to the certifying staff.
 - (b) The organisation has an approved procedure in place for coordinating and controlling the total maintenance activity undertaken at the location under the authority of the one-off authorisation.
 - (c) The person to whom a one-off authorisation is issued has been provided with all the necessary information and guidance relating to maintenance data and any special technical instructions associated with the specific task undertaken. A detailed step by step worksheet has been defined by the organisation, communicated to the one-off authorisation holder.

- (d) The person holds authorisations of equivalent level and scope on other aircraft type of similar technology, construction and systems.
3. The one-off authorisation holder should sign off the detailed step by step worksheet when completing the work steps. The completed tasks should be verified by visual examination and/or normal system operation upon return to an appropriately approved Part-145 maintenance facility.

AMC 145.A.30 (j) (5) (ii)

This paragraph addresses staff not employed by the maintenance organisation who meet the requirements of 145.A.30 (j) (5). In addition to the items listed in AMC 145.A.30(j)(5)(i), paragraph 1, 2(a), (b) and (c) and 3 the quality department of the organisation may issue such one-off authorisation providing full qualification details relating to the proposed certifying personnel are verified by the quality department and made available at the location

145. A.35 Certifying staff and support staff

- (a) In addition to the appropriate requirements of 145.A.30(g) and (h), the organization shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organisation procedures. In the case of certifying staff, this must be accomplished before the issue or re-issue of the certification authorisation.

Support staff means those staff holding a CAOIRI Part-66 aircraft maintenance license in category B1, B2 and/or B3 with the appropriate aircraft ratings, working in a base maintenance environment while not necessarily holding certification privileges.

‘Relevant aircraft and/or components’, means those aircraft or components specified in the particular certification authorisation.

‘Certification authorisation’ means the authorisation issued to certifying staff by the organisation and which specifies the fact that they may sign certificates of release to service within the limitations stated in such authorisation on behalf of the approved organisation.

- (b) Excepting those cases listed in points 145.A.30 (j) and 66.A.20 (a) 3(ii), the organization may only issue a certification authorisation to certifying staff in relation to the basic categories or

subcategories and any type rating listed on the aircraft maintenance license as required by CAOIRI Part-66, subject to the licence remaining valid throughout the validity period of the authorisation and the certifying staff remaining in compliance with CAOIRI Part-66.

- (c) The organization shall ensure that all certifying staff and support staff are involved in at least six months of actual relevant aircraft or component maintenance experience in any consecutive two year period. For the purpose of this paragraph **‘involved in actual relevant aircraft or component maintenance’** means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type or aircraft group systems specified in the particular certification authorisation.
- (d) The organization shall ensure that all certifying staff and support staff receive sufficient continuation training in each two year period to ensure that such staff have up-to-date knowledge of relevant technology, organization procedures and human factor issues..
- (e) The organisation shall establish a programme for continuation training for certifying staff and support staff, including a procedure to ensure compliance with the relevant paragraphs of 145.A.35 as the basis for issuing certification authorisations under this Part to certifying staff, and a procedure to ensure compliance with CAOIRI Part-66.
- (f) Except where any of the unforeseen cases of 145.A.30(j)(5) apply, the organisation shall assess all prospective certifying staff for their competence, qualification and capability to carry out their intended certifying duties in accordance with a procedure as specified in the exposition prior to the issue or re-issue of a certification authorisation under this Part.
- (g) When the conditions of paragraphs (a), (b), (d), (f) and, where applicable, paragraph (c) have been fulfilled by the certifying staff, the organisation shall issue a certification authorisation that clearly specifies the scope and limits of such authorisation. Continued validity of the certification authorisation is dependent upon continued compliance with paragraphs (a), (b), (d), and where applicable, paragraph (c).
- (h) The certification authorisation must be in a style that makes its scope clear to the certifying staff and any authorised person who may require to examine the authorisation. Where codes are used to define scope, the organisation shall make a code translation readily available.

‘Authorised person’ means the officials of the CAOIRI who has responsibility for the oversight of the maintained aircraft or component.

(i) The person responsible for the quality system shall also remain responsible on behalf of the organisation for issuing certification authorisations to certifying staff. Such person may nominate other persons to actually issue or revoke the certification authorisations in accordance with a procedure as specified in the exposition.

(j) The organization shall maintain a record of all certifying staff and support staff.

The staff records shall contain:

1. details of any aircraft maintenance licence held under CAOIRI Part-66;
2. all relevant training completed
3. the scope of the certification authorisations issued, where relevant, and
4. Particulars of staff with limited or one-off certification authorisations.

The organisation shall retain the record for at least five years after the staff referred to in this paragraph have ceased employment with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organization shall furnish the staff referred to in this paragraph with a copy of their personal record on leaving the organization.

(k) The organisation shall provide certifying staff with a copy of their certification authorisation in either a documented or electronic format.

(l) Certifying staff shall produce their certification authorisation to any authorised person within 24 hours.

(m) The minimum age for certifying staff and support staff is 21 years.

(n) The holder of a category A aircraft maintenance licence may only exercise certification privileges on a specific aircraft type following the satisfactory completion of the relevant category A aircraft task training carried out by an organisation appropriately approved in accordance with CAOIRI Part-145 or CAOIRI Part-147. This training shall include practical hands on training and theoretical training as appropriate for each task authorized. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment carried out by the organization.

(o) The holder of a category B2 aircraft maintenance licence may only exercise the certification privileges described in point 66.A.20(a)(3)(ii) of CAOIRI Part-66 following the satisfactory completion of

- (i) the relevant category A aircraft task training and
- (ii) 6 months of documented practical experience covering the scope of the authorisation that will be issued.

The task training shall include practical hands on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment. Task training and examination/assessment shall be carried out by the maintenance organisation issuing the certifying staff authorisation. The practical experience shall be also obtained within such maintenance organisation.

AMC 145.A.35 (a)

1. Holding a CAOIRI Part-66 licence with the relevant type/group rating, or a national qualification in the case of components, does not mean by itself that the holder is qualified to be authorised as certifying staff and/or support staff. The organisation is responsible to assess the competence of the holder for the scope of maintenance to be authorised.
2. The sentence ‘the organisation shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organisation procedures’ means that the person has received training and has been successfully assessed on:
 - the type of aircraft or component;
 - the differences on:
 - the particular model/variant;
 - the particular configuration.

The organisation should specifically ensure that the individual competencies have been established with regard to:

- relevant knowledge, skills and experience in the product type and configuration to be maintained, taking into account the differences between the generic aircraft type rating

- training that the person received and the specific configuration of the aircraft to be maintained.
- appropriate attitude towards safety and observance of procedures.
 - knowledge of the associated organisation and operator procedures (i.e. handling and identification of components, MEL use, Technical Log use, independent checks, etc.).
3. Some special maintenance tasks may require additional specific training and experience, including but not limited to:
- in-depth troubleshooting;
 - very specific adjustment or test procedures;
 - rigging;
 - engine run-up, starting and operating the engines, checking engine performance characteristics, normal and emergency engine operation, associated safety precautions and procedures;
 - extensive structural/system inspection and repair;
 - other specialised maintenance required by the maintenance programme.
- For engine run-up training, simulators and/or real aircraft should be used.
4. The satisfactory assessment of the competence should be conducted in accordance with a procedure approved by CAOIRI (item 3.4 of the MOE, as described in AMC 145.A.70(a)).
5. The organisation should hold copies of all documents that attest the competence and recent experience for the period described in 145.A.35(j).

Additional information is provided in AMC 66.A.20(b)3.

AMC 145.A.35 (b)

The organisation issues the certification authorisation when satisfied that compliance has been established with the appropriate paragraphs of CAOIRI Part-145 and CAOIRI Part-66. In granting the certification authorisation the maintenance organisation approved under Part-145 needs to be satisfied that the person holds a valid CAOIRI Part-66 aircraft maintenance licence and may need to confirm such fact with CAOIRI.

AMC 145.A.35(c)

For the interpretation of ‘6 months of actual relevant aircraft maintenance experience in any consecutive 2-year period’, the provisions of AMC 66.A.20(b)2 are applicable.

AMC 145.A.35 (d)

1. Continuation training is a two way process to ensure that certifying staff remain current in terms of procedures, human factors and technical knowledge and that the organisation receives feedback on the adequacy of its procedures and maintenance instructions. Due to the interactive nature of this training, consideration should be given to the possibility that such training has the involvement of the quality department to ensure that feedback is actioned. Alternatively, there should be a procedure to ensure that feedback is formally passed from the training department to the quality department to initiate action.
2. Continuation training should cover changes in relevant requirements such as Part-145, changes in organisation procedures and the modification standard of the products being maintained plus human factor issues identified from any internal or external analysis of incidents. It should also address instances where staff failed to follow procedures and the reasons why particular procedures are not always followed. In many cases the continuation training will reinforce the need to follow procedures and ensure that incomplete or incorrect procedures are identified to the company in order that they can be corrected. This does not preclude the possible need to carry out a quality audit of such procedures.
3. Continuation training should be of sufficient duration in each 2 year period to meet the intent of 145.A.35 (d) and may be split into a number of separate elements. 145. A.35 (d) requires such training to keep certifying staff updated in terms of relevant technology, procedures and human factors issues which means it is one part of ensuring quality. Therefore sufficient duration should be related to relevant quality audit findings and other internal / external sources of information available to the organisation on human errors in maintenance. This means that in the case of an organisation that maintains aircraft with few relevant quality audit findings, continuation training could be limited to days rather than weeks, whereas a similar organisation with a number of relevant quality audit findings, such training may take several weeks. For an organisation that maintains aircraft components, the duration of continuation training would follow the same philosophy but should be scaled down to reflect the more limited nature of the activity. For example certifying staff who release hydraulic pumps may only require a few hours of

continuation training whereas those who release turbine engine may only require a few days of such training. The content of continuation training should be related to relevant quality audit findings and it is recommended that such training is reviewed at least once in every 24 month period.

4. The method of training is intended to be a flexible process and could, for example, include a CAOIRI Part-147 continuation training course, aeronautical college courses, internal short duration courses, seminars, etc. The elements, general content and length of such training should be specified in the maintenance organisation exposition unless such training is undertaken by an organisation approved under CAOIRI Part-147 when such details may be specified under the approval and cross referenced in the maintenance organisation exposition.

AMC 145.A.35 (e)

The programme for continuation training should list all certifying staff and support staff and when training will take place, the elements of such training and an indication that it was carried out reasonably on time as planned. Such information should subsequently be transferred to the certifying staff and support staff record as required by 145.A.35 (j).

AMC 145.A.35 (f)

As stated in 145.A.35(f), except where any of the unforeseen cases of 145.A.30(j)(5) applies, all prospective certifying staff and support staff should be assessed for competence related to their intended duties in accordance with AMCs 1, 2, 3 and 4 to 145.A.30(e), as applicable.

AMC 145.A.35 (j)

1. The following minimum information as applicable should be kept on record in respect of each certifying staff and support staff:
 - (a) Name
 - (b) Date of Birth
 - (c) Basic Training
 - (d) Type Training
 - (e) Continuation Training
 - (f) Experience
 - (g) Qualifications relevant to the authorisation

- (h) Scope of the authorisation
 - (i) Date of first issue of the authorisation
 - (j) If appropriate - expiry date of the authorisation
 - (k) Identification Number of the authorisation
2. The record may be kept in any format but should be controlled by the organisation's quality department. This does not mean that the quality department should run the record system.
 3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.
 4. CAOIRI is an authorised person when investigating the records system for initial and continued approval or when CAOIRI has cause to doubt the competence of a particular person.

AMC 145.A.35 (n)

1. It is the responsibility of the Part-145 organisation issuing the category A certifying staff authorisation to ensure that the task training received by this person covers all the tasks to be authorised. This is particularly important in those cases where the task training has been provided by a CAOIRI Part-147 organisation or by a CAOIRI Part-145 organisation different from the one issuing the authorisation.
2. ‘Appropriately approved in accordance with CAOIRI Part-147’ means an organisation holding an approval to provide category A task training for the corresponding aircraft type.
3. ‘Appropriately approved in accordance with CAOIRI Part-145’ means an organisation holding a maintenance organisation approval for the corresponding aircraft type.

AMC 145.A.35 (o)

1. The privilege for a B2 licence holder to release minor scheduled line maintenance and simple defect rectification in accordance with 66.A.20(a)(3)(ii) can only be granted by the CAOIRI Part-145 approved organisation where the licence holder is employed/contracted after meeting all the requirements specified in 145.A.35(o). This privilege cannot be transferred to another CAOIRI Part-145 approved organisation.

2. When a B2 licence holder already holds a certifying staff authorisation containing minor scheduled line maintenance and simple defect rectification for a particular aircraft type, new tasks relevant to category A can be added to that type without requiring another 6 months of experience. However, task training (theoretical plus practical hands-on) and examination/assessment for these additional tasks is still required.
3. When the certifying staff authorisation intends to cover several aircraft types, the experience may be combined within a single 6-month period.
4. For the addition of new types to the certifying staff authorisation, another 6 months should be required unless the aircraft is considered similar per AMC 66.A.20 (b) 2 to the one already held.
5. The term '6 months of experience' may include full-time employment or part-time employment. The important aspect is that the person has been involved during a period of 6 months (not necessarily every day) in those tasks which are going to be part of the authorisation.

145. A.37 Maintenance personnel duty time limitations

1. The organization shall establish procedures to ensure that a technical person (such as mechanic, certifying staff, support staff, specialised service staff, planners) is relieved from duty for:
 - (a) A period of at least 8 consecutive hours in the 24-hour period immediately before exercising the authorization; and
 - (b) At least 4 periods of at least 24 consecutive hours each in the 30-day period immediately before exercising the authorization.

145. A.40 Equipment, tools and material

- (a) The organisation shall have available and use the necessary equipment, tools and material to perform the approved scope of work.
 1. Where the manufacturer specifies a particular tool or equipment, the organisation shall use that tool or equipment, unless the use of alternative tooling or equipment is agreed by the CAOIRI via procedures specified in the exposition.
 2. Equipment and tools must be permanently available, except in the case of any tool or equipment that is so infrequently used that its permanent availability is not necessary. Such cases shall be detailed in an exposition procedure.
 3. An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft can be properly inspected.

- (b) The organisation shall ensure that all tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated according to an officially recognised standard at a frequency to ensure serviceability and accuracy. Records of such calibrations and traceability to the standard used shall be kept by the organisation.

AMC 145.A.40 (a)

Once the applicant for approval has determined the intended scope of approval for consideration by CAOIRI, it will be necessary to show that all tools and equipment as specified in the maintenance data can be made available when needed. All such tools and equipment that require to be controlled in terms of servicing or calibration by virtue of being necessary to measure specified dimensions and torque figures etc, should be clearly identified and listed in a control register including any personal tools and equipment that the organisation agrees can be used.

AMC 145.A.40 (b)

1. The control of these tools and equipment requires that the organisation has a procedure to inspect/service and, where appropriate, calibrate such items on a regular basis and indicate to users that the item is within any inspection or service or calibration time-limit. A clear system of labelling all tooling, equipment and test equipment is therefore necessary giving information on when the next inspection or service or calibration is due and if the item is unserviceable for any other reason where it may not be obvious. A register should be maintained for all precision tooling and equipment together with a record of calibrations and standards used.
2. Inspection, service or calibration on a regular basis should be in accordance with the equipment manufacturers' instructions except where the organisation can show by results that a different time period is appropriate in a particular case.
3. In this context officially recognised standard means Standards acceptable to the Authority include acceptable national or international standards and approved original equipment manufacturer's standards.

145. A.42 Acceptance of components

- (a) All components shall be classified and appropriately segregated into the following categories:
1. Components which are in a satisfactory condition, released on a CAOIRI Form 1 or equivalent and marked in accordance with CAOIRI Part-21 Subpart Q.
 2. Unserviceable components which shall be maintained in accordance with this section.
 3. Unsalvageable components which are classified in accordance with 145.A.42 (d).
 4. Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data.

5. Material both raw and consumable used in the course of maintenance when the organisation is satisfied that 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.
- (b) Prior to installation of a component, the organisation shall ensure that the particular component is **eligible** to be fitted when different modification and/or airworthiness directive standards may be applicable.
- (c) The organisation may **fabricate** a restricted range of parts to be used in the course of undergoing work within its own facilities provided procedures are identified in the exposition.
- (d) 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 Part-21.

AMC 145.A.42 (a)

1. A document equivalent to an CAOIRI Form 1 may be:

- (a) a release document issued by an organisation under the terms of a bilateral agreement signed by the European Community;
- (b) a release document issued by an organisation approved under the terms of a JAA bilateral agreement until superseded by the corresponding agreement signed by the European Community;
- (c) a JAA Form One issued prior to 28 November 2004 by a JAR 145 organisation approved by a JAA Full Member State;
- (d) in the case of new aircraft components that were released from manufacturing prior to the Part-21 compliance date the component should be accompanied by a JAA Form One issued by a JAR 21 organisation approved by a JAA Full Member Authority and within the JAA mutual recognition system;
- (e) a JAA Form One issued prior to 28 September 2005 by a production organisation approved by a competent authority in accordance with its national regulations.
- (f) EASA form 1, 8130-3 (FAA), TCCA 24-0078 (TCCA) or an Authorized Release Certificate Form One (TCCA).
- (g) Certificate of release to service approved by state of aircraft/engine/propeller type certificate holder/supplemented type certificate holder

2. For acceptance of standard parts, raw material and consumable material, refer to AMC M.A.501(c) and AMC M.A.501(d).

AMC 145.A.42 (b)

The CAOIRI Form 1 or equivalent identifies the status of an aircraft component. Block 12 'Remarks' on the CAOIRI Form 1 in some cases contains vital airworthiness related information which may need appropriate and necessary actions.

The receiving organisation should be satisfied that the component in question is in satisfactory condition and has been appropriately released to service. In addition, the organisation should ensure that the component meets the approved data/standard, such as the required design and modification standard. This may be accomplished by reference to the manufacturer's parts catalogue or other approved data (i.e. Service Bulletin). Care should also be taken in ensuring compliance with applicable airworthiness directives, the status of any life-limited parts fitted to the aircraft component as well as Critical Design Configuration Control Limitations.

AMC 145.A.42(c)

1. The agreement by CAOIRI for the fabrication of parts by the approved maintenance organisation should be formalised through the approval of a detailed procedure in the Maintenance Organisation Exposition. This AMC contains principles and conditions to be taken into account for the preparation of an acceptable procedure.
2. Fabrication, inspection assembly and test should be clearly within the technical and procedural capability of the organisation.
3. All necessary data to fabricate the part should be approved either by CAOIRI or the type certificate (TC) holder or Part-21 design organisation approval holder, or supplemental type certificate (STC) holder.
4. Items fabricated by an organisation approved under Part-145 may only be used by that organisation in the course of overhaul, maintenance, modifications, or repair of aircraft or components undergoing work within its own facility. The permission to fabricate does not constitute approval for manufacture, or to supply externally and the parts do not qualify for certification on CAOIRI Form 1. This prohibition also applies to the bulk transfer of surplus inventory, in that locally fabricated parts are physically segregated and excluded from any delivery certification.

5. Fabrication of parts, modification kits etc. for onward supply and/or sale may not be conducted by an organisation approved under Part-145.
6. The data specified in paragraph 3 may include repair procedures involving the fabrication of parts. Where the data on such parts is sufficient to facilitate fabrication, the parts may be fabricated by an organisation approved under Part-145. Care should be taken to ensure that the data include details of part numbering, dimensions, materials, processes, and any special manufacturing techniques, special raw material specification or/and incoming inspection requirement and that the approved organisation has the necessary capability. That capability should be defined by way of exposition content. Where special processes or inspection procedures are defined in the approved data which are not available at the organisation the organisation cannot fabricate the part unless the TC/STC-holder gives an approved alternative.
7. Examples of fabrication under the scope of an Part-145 approval can include but are not limited to the following:
 - (a) Fabrication of bushes, sleeves and shims.
 - (b) Fabrication of secondary structural elements and skin panels.
 - (c) Fabrication of control cables.
 - (d) Fabrication of flexible and rigid pipes.
 - (e) Fabrication of electrical cable looms and assemblies.
 - (f) Formed or machined sheet metal panels for repairs.

All the above fabricated parts should be in accordance with data provided in overhaul or repair manuals, modification schemes and service bulletins, drawings or otherwise approved by CAOIRI.

Note: It is not acceptable to fabricate any item to pattern unless an engineering drawing of the item is produced which includes any necessary fabrication processes and which is acceptable to CAOIRI.

8. Where a TC-holder or an approved production organisation is prepared to make available complete data which is not referred to in aircraft manuals or service bulletins but provides manufacturing drawings for items specified in parts lists, the fabrication of these items is not considered to be within the scope of an approval unless agreed otherwise by CAOIRI in accordance with a procedure specified in the exposition.

9. Inspection and Identification.

Any locally fabricated part should be subjected to an inspection stage before, separately, and preferably independently from, any inspection of its installation. The inspection should establish full compliance with the relevant manufacturing data, and the part should be unambiguously identified as fit for use by stating conformity to the approved data. Adequate records should be maintained of all such fabrication processes including, heat treatment and the final inspections.

All parts, except those having not enough space, should carry a part number which clearly relates it to the manufacturing/inspection data. Additional to the part-number the organisation's identity should be marked on the part for traceability purposes.

AMC 145.A.42 (d)

1. The following types of components should typically be classified as unsalvageable:
 - (a) Components with non-repairable defects, whether visible or not to the naked eye;
 - (b) Components that do not meet design specifications, and cannot be brought into conformity with such specifications;
 - (c) Components subjected to unacceptable modification or rework that is irreversible;
 - (d) Certified life-limited parts that have reached or exceeded their certified life limits, or have missing or incomplete records;
 - (e) Components that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment;
 - (f) Components for which conformity with an applicable airworthiness directive cannot be accomplished;
 - (g) Components for which maintenance records and/or traceability to the manufacturer cannot be retrieved.
2. It is common practice for possessors of aircraft components to dispose of unsalvageable components by selling, discarding, or transferring such items. In some instances, these items have reappeared for sale and in the active parts inventories of the aviation community. Misrepresentation of the status of components and the practice of making such items appear

serviceable have resulted in the use of unsalvageable nonconforming components. Therefore organisations disposing of unsalvageable aircraft components should consider the possibility of such components later being misrepresented and sold as serviceable components. Caution should be exercised to ensure that unsalvageable components are disposed of in a manner that does not allow them to be returned to service.

145. A.45 Maintenance data

(a) The organisation shall hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs.

‘Applicable’ means relevant to any aircraft, component or process specified in the organisation's approval class rating schedule and in any associated capability list.

In the case of maintenance data provided by an operator or customer, the organization shall hold such data when the work is in progress, with the exception of the need to comply with 145.A.55(c).

(b) For the purposes of this Part, applicable maintenance data shall be any of the following:

1. Any applicable requirement, procedure, operational directive or information issued by the authority responsible for the oversight of the aircraft or component;
2. Any applicable airworthiness directive issued by the authority responsible for the oversight of the aircraft or component;
3. Instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders, any other organisation required to publish such data by Part-21 and in the case of aircraft or components from other countries the airworthiness data mandated by the authority responsible for the oversight of the aircraft or component;
4. Any applicable standard, such as but not limited to, maintenance standard practices recognised by the CAOIRI as a good standard for maintenance;
5. Any applicable data issued in accordance with paragraph (d).

(c) The organization shall establish procedures to ensure that if found, any inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.

(d) The organisation may only modify maintenance instructions in accordance with a procedure specified in the maintenance organisation's exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards and shall inform the type-certificate holder of such changes.

Maintenance instructions for the purposes of this paragraph means instructions on how to carry out the particular maintenance task: they exclude the engineering design of repairs and modifications.

(e) The organisation shall provide a common work card or worksheet system to be used throughout relevant parts of the organisation. In addition, the organisation shall either transcribe accurately the maintenance data contained in paragraphs (b) and (d) onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data. Work cards and worksheets may be computer generated and held on an electronic database subject to both adequate safeguards against unauthorised alteration and a back-up electronic database which shall be updated within 24 hours of any entry made to the main electronic database. Complex maintenance tasks shall be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.

Where the organisation provides a maintenance service to an aircraft operator who requires their work card or worksheet system to be used then such work card or worksheet system may be used. In this case, the organisation shall establish a procedure to ensure correct completion of the aircraft operators' work cards or worksheets.

(f) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.

(g) The organisation shall establish a procedure to ensure that maintenance data it controls is kept up to date. In the case of operator/customer controlled and provided maintenance data, the organisation shall be able to show that either it has written confirmation from the operator/customer that all such maintenance data is up to date or it has work orders specifying the amendment status of the maintenance data to be used or it can show that it is on the operator/customer maintenance data amendment list.

AMC 145.A.45 (b)

1. Except as specified in sub-paragraph 5, each maintenance organisation approved under Part-145 should hold and use the following minimum maintenance data relevant to the organisation's approval class rating. All maintenance related Implementing Rules and associated AMCs, approval specifications and Guidance Material, all applicable national maintenance requirements and notices, procedure or directive and all applicable airworthiness directives plus any non-national airworthiness directive supplied by a contracted foreign operator or customer as well as Critical Design Configuration Control Limitations.
2. In addition to sub-paragraph 1, an organisation with an approval class rating in category A- Aircraft, should hold and use the following maintenance data where published. The appropriate sections of the operator's aircraft maintenance programme, aircraft maintenance manual, repair manual, supplementary structural inspection document, corrosion control document, service bulletins, service letters, service instructions, modification leaflets, NDT manual, parts catalogue, type certificate data sheet and any other specific document issued by the type certificate or supplementary type certificate holder as maintenance data.
3. In addition to subparagraph 1, an organisation with an approval class rating in category B- Engines/APUs, should hold and use the following maintenance data where published. The appropriate sections of the engine/APU maintenance and repair manual, service bulletins, service letters, modification leaflets, non-destructive testing (NDT) manual, parts catalogue, type certificate data sheet and any other specific document issued by the type certificate holder as maintenance data.
4. In addition to sub-paragraph 1, an organisation with an approval class rating in category C- Components other than complete engines/APUs, should hold and use the following maintenance data where published. The appropriate sections of the vendor maintenance and repair manual, service bulletins and service letters plus any document issued by the type certificate holder as maintenance data on whose product the component may be fitted when applicable.
5. Appropriate sections of the sub-paragraphs 2 to 4 additional maintenance data means in relation to the maintenance work scope at each particular maintenance facility. For example, a base maintenance facility should have almost complete set(s) of the maintenance data whereas a line maintenance facility may need only the maintenance manual and the parts catalogue.

6. An organisation only approved in class rating category D–Specialised services, should hold and use all applicable specialised service(s) process specifications.

AMC 145.A.45(c)

1. The referenced procedure should ensure that when maintenance personnel discover inaccurate, incomplete or ambiguous information in the maintenance data they should record the details. The procedure should then ensure that the Part-145 approved maintenance organisation notifies the problem to the author of the maintenance data in a timely manner. A record of such communications to the author of the maintenance data should be retained by the Part-145 approved organisation until such time as the type certificate holder has clarified the issue by e.g. amending the maintenance data.
2. The referenced procedure should be specified in the maintenance organisation exposition.

AMC 145.A.45 (d)

The referenced procedure should address the need for a practical demonstration by the mechanic to the quality personnel of the proposed modified maintenance instruction. When satisfied the quality personnel should approve the modified maintenance instruction and ensure that the type certificate or supplementary type certificate holder is informed of the modified maintenance instruction. The procedure should include a paper/electronic traceability of the complete process from start to finish and ensure that the relevant maintenance instruction clearly identifies the modification. Modified maintenance instructions should only be used in the following circumstances;

- (a) Where the type certificate / supplementary type certificate holders original intent can be carried out in a more practical or more efficient manner.
- (b) Where the type certificate / supplementary type certificate holders original intent cannot be achieved by following the maintenance instructions. For example, where a component cannot be replaced following the original maintenance instructions.
- (c) For the use of alternative tools / equipment

Important Note: Critical Design Configuration Control Limitations (CDCCL) are airworthiness limitations. Any modification of the maintenance instructions linked to CDCCL constitutes an aircraft modification that should be approved in accordance with Part 21.

AMC 145.A.45 (e)

1. The maintenance organisation should:

- transcribe accurately the maintenance data onto such work cards or worksheets, or
- make precise reference to the particular maintenance task(s) contained in such maintenance data, which already identifies the task as a CDCCL where applicable.

2. Relevant parts of the organisation means with regard to aircraft base maintenance, aircraft line maintenance, engine workshops, mechanical workshops and avionic workshops. Therefore, engine workshops for example should have a common system throughout such engine workshops that may be different to that in the aircraft base maintenance.

3. The workcards should differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such a task, it may be necessary to use supplementary workcards or worksheets to indicate what was actually accomplished by each individual person.

AMC 145.A.45 (f)

1. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft being maintained for supervisors, mechanics and certifying staff to study.

2. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

AMC 145.A.45 (g)

To keep data up-to-date, a procedure should be set up to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme. Special attention should be given to TC related data such as certification life-limited parts, airworthiness limitations and Airworthiness Limitation Items (ALI), et

145. A.47 Production planning

- (a) The organization shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.
- (b) The planning of maintenance tasks, and the organizing of shifts, shall take into account human performance limitations.
- (c) When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel.

AMC 145.A.47 (a)

1. Depending on the amount and complexity of work generally performed by the maintenance organisation, the planning system may range from a very simple procedure to a complex organisational set-up including a dedicated planning function in support of the production function.
2. For the purpose of Part-145, the production planning function includes two complementary elements:
 - scheduling the maintenance work ahead, to ensure that it will not adversely interfere with other work as regards the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities.
 - during maintenance work, organizing maintenance teams and shifts and provide all necessary support to ensure the completion of maintenance without undue time pressure.
3. When establishing the production planning procedure, consideration should be given to the following:
 - logistics,
 - inventory control,
 - square meters of accommodation,
 - man-hours estimation,
 - man-hours availability,
 - preparation of work,
 - hangar availability,

- environmental conditions (access, lighting standards and cleanliness),
- co-ordination with internal and external suppliers, etc.
- scheduling of safety-critical tasks during periods when staff are likely to be most alert.

AMC 145.A.47 (b)

Limitations of human performance, in the context of planning safety related tasks, refers to the upper and lower limits, and variations, of certain aspects of human performance (Circadian rhythm / 24 hours body cycle) which personnel should be aware of when planning work and shifts.

AMC 145.A.47(c)

The primary objective of the changeover / handover information is to ensure effective communication at the point of handing over the continuation or completion of maintenance actions. Effective task and shift handover depends on three basic elements:

- The outgoing person's ability to understand and communicate the important elements of the job or task being passed over to the incoming person.
- The incoming person's ability to understand and assimilate the information being provided by the outgoing person.
- A formalised process for exchanging information between outgoing and incoming persons and a planned shift overlap and a place for such exchanges to take place

145. A.50 Certification of maintenance

- (a) A certificate of release to service shall be issued by appropriately authorised certifying staff on behalf of the organisation when it has been verified that all maintenance ordered has been properly carried out by the organisation in accordance with the procedures specified in 145.A.70, taking into account the availability and use of the maintenance data specified in 145.A.45 and that there are no non-compliances which are known to hazard seriously the flight safety.
- (b) A certificate of release to service shall be issued before flight at the completion of any maintenance.
- (c) New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order. In the case where the aircraft operator declines to have such maintenance carried out under this paragraph, paragraph (e) is applicable.
- (d) A certificate of release to service shall be issued at the completion of any maintenance on a component whilst off the aircraft. The authorised release certificate or airworthiness approval tag identified as CAOIRI Form 1 referred to in Appendix II to Part-M constitutes the component

certificate of release to service. When an organisation maintains a component for its own use, a CAOIRI Form1 may not be necessary depending upon the organisation's internal release procedures defined in the exposition.

- (e) By derogation to paragraph (a), when the organisation is unable to complete all maintenance ordered, it may issue a certificate of release to service within the approved aircraft limitations. The organisation shall enter such fact in the aircraft certificate of release to service before the issue of such certificate.
- (f) By derogation to paragraph (a) and 145.A.42, when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of a component with the appropriate release certificate, it is permissible to temporarily fit a component without the appropriate release certificate for a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner, subject to the aircraft operator agreement and said component having a suitable release certificate but otherwise in compliance with all applicable maintenance and operational requirements. Such components shall be removed by the above prescribed time limit unless an appropriate release certificate has been obtained in the mean- time under paragraph (a) and 145.A.42.

AMC 145.A.50 Certification of maintenance after embodiment of a Standard Change or Standard Repair (SC/SR)

AMC M.A.801 of the AMC to Part-M contains acceptable means of compliance for the release to service of a SC/SR by an organisation approved in accordance with CAOIRI Part-145.

AMC 145.A.50 (a)

'Endangers the flight safety' means any instances where safe operation could not be assured or which could lead to an unsafe condition. It typically includes, but is not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage and any emergency system or total system failure. An airworthiness directive overdue for compliance is also considered a hazard to flight safety.

AMC 145.A.50 (b)

1. The certificate of release to service should contain the following statement:

'Certifies that the work specified, except as otherwise specified, was carried out in accordance with CAOIRI Part-145 and in respect to that work the aircraft/aircraft component is considered ready for release to service'.

Reference should also be made to the CAOIRI Part-145 approval number.

2. It is acceptable to use an alternate abbreviated certificate of release to service consisting of the following statement 'CAOIRI Part-145 release to service' instead of the full certification

statement specified in paragraph 1. When the alternate abbreviated certificate of release to service is used, the introductory section of the technical log should include an example of the full certification statement from paragraph 1.

3. The certificate of release to service should relate to the task specified in the (S) TC holder's or operator's instructions or the aircraft maintenance programme which itself may cross-refer to maintenance data.
4. The date such maintenance was carried out should include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.
5. When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance as long as there is a unique cross-reference to the work package containing full details of maintenance carried out. Dimensional information should be retained in the work-pack record.

AMC1 145.A.50 (d)

The purpose of the certificate is to release assemblies/items/components/parts (hereafter referred to as 'item(s)') after maintenance and to release maintenance work carried out on such items under the approval of CAOIRI and to allow items removed from one aircraft/aircraft component to be fitted to another aircraft/aircraft component.

The certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for items from the manufacturer/maintenance organisation to users.

It can only be issued by organisations approved by CAOIRI within the scope of the approval.

The certificate may be used as a rotatable tag by utilising the available space on the reverse side of the certificate for any additional information and dispatching the item with two copies of the certificate so that one copy may be eventually returned with the item to the maintenance organisation. The alternative solution is to use existing rotatable tags and also supply a copy of the certificate.

A certificate should not be issued for any item when it is known that the item is unserviceable except in the case of an item undergoing a series of maintenance processes at several maintenance organisations approved under Part-145 and the item needs a certificate for the previous maintenance process carried out for the next maintenance organisation approved under CAOIRI Part-145 to accept the item for subsequent maintenance processes. In such a case, a clear statement of limitation should be endorsed in Block 12.

AMC2 145.A.50 (d)

1. A component which has been maintained off the aircraft needs the issuance of a certificate of release to service for such maintenance and another certificate of release to service in regard to being installed properly on the aircraft when such action occurs.

When an organisation maintains a component for use by the same organisation, a CAOIRI Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the maintenance organisation exposition.

2. In the case of the issue of CAOIRI Form 1 for components in storage before CAOIRI Part -145 and Part-21 became effective and not released on an CAOIRI Form 1 or equivalent in accordance with 145.A.42(a) or removed serviceable from a serviceable aircraft or an aircraft which has been withdrawn from service the following applies:

2.1. An CAOIRI Form 1 may be issued for an aircraft component which has been:

- Maintained before CAOIRI Part-145 became effective or manufactured before Part-21 became effective.
- Used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components.
- Removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes.
- Maintained by an unapproved organisation.

2.2. An appropriately rated maintenance organisation approved under CAOIRI Part-145 may issue a CAOIRI Form 1 as detailed in this AMC subparagraph 2.5 to 2.9, as appropriate, in accordance with procedures detailed in the exposition as approved by CAOIRI. The appropriately rated organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued a CAOIRI Form 1 under this paragraph.

2.3. For the purposes of this AMC No 2 only, appropriately rated means an organisation with an approval class rating for the type of component or for the product in which it may be installed.

2.4. An CAOIRI Form 1 issued in accordance with this paragraph 2 should be issued by signing in block 14b and stating 'Inspected' in block 11. In addition, block 12 should specify:

- 2.4.1. When the last maintenance was carried out and by whom.
- 2.4.2. If the component is unused, when the component was manufactured and by whom with a cross-reference to any original documentation which should be included with the Form.
- 2.4.3. A list of all airworthiness directives, repairs and modifications known to have been incorporated. If no airworthiness directives or repairs or modifications are known to be incorporated, then this should be so stated.
- 2.4.4. Detail of life used for service life-limited parts being any combination of fatigue, overhaul or storage life.

2.4.5. For any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 12. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the CAOIRI Form 1.

2.5. New/unused aircraft components

2.5.1 Any unused aircraft component in storage without an CAOIRI Form 1 up to the effective date(s) for Part-21 that was manufactured by an organisation acceptable to CAOIRI at that time may be issued with an CAOIRI Form 1 by an appropriately rated maintenance organisation approved under Part-145. The CAOIRI Form 1 should be issued in accordance with the following subparagraphs which should be included in a procedure within the maintenance organisation manual.

Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this paragraph represents a maintenance release under Part-145 and not a production release under Part-21. It is not intended to bypass the production release procedure agreed by CAOIRI for parts and subassemblies intended for fitment on the manufacturers' own production line.

- (a) An acceptance test report or statement should be available for all used and unused aircraft components that are subjected to acceptance testing after manufacturing or maintenance as appropriate.
- (b) The aircraft component should be inspected for compliance with the manufacturer's instructions and limitations for storage and condition including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition or in the absence of specific storage instructions the aircraft component should be inspected for damage, corrosion and leakage to ensure good condition.
- (c) The storage life used of any storage life-limited parts should be established.

2.5.2. If it is not possible to establish satisfactory compliance with all applicable conditions specified in subparagraph 2.5.1 (a) to (c) inclusive, the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated airworthiness directives, repairs and modifications and inspected/tested in accordance with the maintenance data to establish satisfactory condition and, if relevant, all seals, lubricants and life-limited parts should be replaced. Upon satisfactory completion after reassembly, a CAOIRI Form 1 may be issued stating what was carried out and the reference of the maintenance data included.

2.6. Used aircraft components removed from a serviceable aircraft

2.6.1. Serviceable aircraft components removed from CAOIRI registered, EASA Member state registered, FAA registered, TCCA registered aircraft may be issued with a CAOIRI Form 1 by an appropriately rated organisation subject to compliance with this subparagraph.

- (a) The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person.
- (b) The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component/related system.
- (c) The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional maintenance data.
- (d) The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may a CAOIRI Form 1 be issued in accordance with this paragraph 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could effect its operation.
- (e) A maintenance history record should be available for all used serialised aircraft components.
- (f) Compliance with known modifications and repairs should be established.
- (g) The flight hours/cycles/landings as applicable of any service life-limited parts including time since overhaul should be established.
- (h) Compliance with known applicable airworthiness directives should be established.
- (i) Subject to satisfactory compliance with this subparagraph 2.6.1, a CAOIRI Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.

2.6.2. Serviceable aircraft components removed from non-CAOIRI registered, non-EASA Member state registered, non-FAA registered, non-TCCA registered aircraft may only be issued with a CAOIRI Form 1 if the maintenance organisation approved under Part-145 who retains control of the airworthiness status of the components. A CAOIRI Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.

2.7. Used aircraft components removed from an aircraft withdrawn from service.

Serviceable aircraft components removed from CAOIRI registered, EASA Member state registered, FAA registered, TCCA registered aircraft withdrawn from service may be issued with a CAOIRI Form 1 by a maintenance organisation approved under Part-145 subject to compliance with this subparagraph.

- (a) Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under Part-145, employing procedures approved by CAOIRI.
- (b) To be eligible for installation, components removed from such aircraft may be issued with a CAOIRI Form 1 by an appropriately rated organisation following a satisfactory assessment.
- (c) As a minimum, the assessment will need to satisfy the standards set out in paragraphs 2.5 and 2.6 as appropriate. This should, where known, include the possible need for the alignment of scheduled maintenance that may be necessary to comply with the maintenance programme applicable to the aircraft on which the component is to be installed.
- (d) Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should ensure that the manner in which the components were removed and stored are compatible with the standards required by Part-145.
- (e) A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under the supervision of certifying staff who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan.
- (f) All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered.
- (g) Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history.
- (h) Suitable CAOIRI Part-145 facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility, subsequent disassembly (if required) and storage of the components should be in accordance with the manufacturer's recommendations.

2.8. Used aircraft components maintained by organisations not approved in accordance with CAOIRI Part-145. For used components maintained by a maintenance organisation not approved under Part-145, due care should be taken before acceptance of such components.

In such cases an appropriately rated maintenance organisation approved under Part-145 should establish satisfactory conditions by:

- (a) Dismantling the component for sufficient inspection in accordance with the appropriate maintenance data;
- (b) Replacing all service life-limit components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition;
- (c) Reassembling and testing as necessary the component;
- (d) Completing all certification requirements as specified in 145.A.50.

2.9. Used aircraft components removed from an aircraft involved in an accident or incident. Such components should only be issued with a CAOIRI Form 1 when processed in accordance with paragraph 2.7 and a specific work order including all additional necessary tests and inspections deemed necessary by the accident or incident. Such a work order may require input from the TC holder or original manufacturer as appropriate. This work order should be referenced in block 12.

GM 145.A.50 (d) CAOIRI Form 1 Block 12 'Remarks'

- Maintenance documentation used, including the revision status, for all work performed and not limited to the entry made in block 11.
- A statement such as 'in accordance with the CMM' is not acceptable.
- NDT methods with appropriate documentation used when relevant.
- Compliance with airworthiness directives or service bulletins.
- Repairs carried out.
- Modifications carried out.
- Replacement parts installed.
- Life-limited parts status.
- Shelf life limitations.
- Deviations from the customer work order.
- Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- Information needed to support shipment with shortages or re-assembly after delivery.
- References to aid traceability, such as batch numbers.

AMC 145.A.50 (e)

1. Being unable to establish full compliance with sub-paragraph Part-145.A.50(a) means that the maintenance required by the aircraft operator could not be completed due either to running out of available aircraft maintenance downtime for the scheduled check or by virtue of the condition of the aircraft requiring additional maintenance downtime.
2. The aircraft operator is responsible for ensuring that all required maintenance has been carried out before flight and therefore 145.A.50 (e) requires such operator to be informed in the case where full compliance with 145.A.50 (a) cannot be achieved within the operator's limitations. If the operator agrees to the deferment of full compliance, then the certificate of release to service may be issued subject to details of the deferment, including the operator's authority, being endorsed on the certificate.

NOTE: Whether or not the aircraft operator does have the authority to defer maintenance is an issue between the aircraft operator and CAOIRI, as appropriate. In case of doubt concerning such a decision of the operator, the approved maintenance organisation should inform CAO.IR on such doubt, before issuing the certificate of release to service. This will allow CAOIRI to investigate the matter with the competent authority of the State of Registry or the State of the operator as appropriate.

3. The procedure should draw attention to the fact that 145.A.50 (a) does not normally permit the issue of a certificate of release to service in the case of non-compliance and should state what action the mechanic, supervisor and certifying staff should take to bring the matter to the attention of the relevant department or person responsible for technical co-ordination with the aircraft operator so that the issue may be discussed and resolved with the aircraft operator. In addition, the appropriate person(s) as specified in 145.A.30 (b) should be kept informed in writing of such possible non-compliance situations and this should be included in the procedure.

AMC 145.A.50 (f)

1. Suitable release certificate means a certificate which clearly states that the aircraft component is serviceable; that clearly specifies the organisation releasing said component together with details of the authority under whose approval the organisation works including the approval or authorisation reference.
2. Compliance with all other CAOIRI Part-145 and operator requirements means making an appropriate entry in the aircraft technical log, checking for compliance with type design standards, modifications, repairs, airworthiness directives, life limitations and condition of the aircraft component plus information on where, when and why the aircraft was grounded.

145. A.55 Maintenance records

- (a) The organisation shall record all details of maintenance work carried out. As a minimum, the organisation shall retain records necessary to prove that all requirements have been met for issuance of the certificate of release to service, including subcontractor's release documents.

- (b) The organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.
- (c) The organisation shall retain a copy of all detailed maintenance records and any associated maintenance data for five years from the date the aircraft or component to which the work relates was released from the organisation.
1. Records under this paragraph shall be stored in a safe way with regard to fire, flood and theft.
 2. Computer backup discs, tapes etc. shall be stored in a different location from that containing the working discs, tapes etc., in an environment that ensures they remain in good condition.
 3. Where an organisation approved under this Part terminates its operation, all retained maintenance records covering the last five years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the CAOIRI.

GM 145.A.55 (a)

1. Properly executed and retained records provide owners, operators and maintenance personnel with information essential in controlling unscheduled and scheduled maintenance, and troubleshooting to eliminate the need for re-inspection and rework to establish airworthiness.

The prime objective is to have secure and easily retrievable records with comprehensive and legible contents. The aircraft record should contain basic details of all serialised aircraft components and all other significant aircraft components installed, to ensure traceability to such installed aircraft component documentation and associated maintenance data as specified in 145.A.45.

2. Some gas turbine engines are assembled from modules and a true total time in service for a total engine is not kept. When owners and operators wish to take advantage of the modular design, then total time in service and maintenance records for each module is to be maintained. The maintenance records as specified are to be kept with the module and should show compliance with any mandatory requirements pertaining to that module.
3. Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics etc. When these things have been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to CAOIRI for acceptance.

NOTE: Additional maintenance may be required.

4. The maintenance record can be either a paper or computer system or any combination of both.

5. Paper systems should use robust material which can withstand normal handling and filing. The record should remain legible throughout the required retention period.
6. Computer systems may be used to control maintenance and/or record details of maintenance work carried out. Computer systems used for maintenance should have at least one backup system which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

AMC 145.A.55(c)

Associated maintenance data is specific information such as repair and modification data. This does not necessarily require the retention of all Aircraft Maintenance Manual, Component Maintenance Manual, IPC etc issued by the TC holder or STC holder. Maintenance records should refer to the revision status of the data used.

145. A.60 Occurrence reporting

- (a) The organisation shall report to the CAOIRI , the state of registry and the organisation responsible for the design of the aircraft or component any condition of the aircraft or component identified by the organisation that has resulted or may result in an unsafe condition that hazards seriously the flight safety.
- (b) The organisation shall establish an internal occurrence reporting system as detailed in the exposition to enable the collection and evaluation of such reports, including the assessment and extraction of those occurrences to be reported under paragraph (a). This procedure shall identify adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences and a method to circulate the information as necessary.
- (c) The organisation shall make such reports in a form and manner established by CAOIRI in Appendix VIII and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation. The report to organisation responsible for the design of the aircraft or component that is not approved from CAOIRI shall be makes in a form and manner established by such organisation.
- (d) Where the organisation is contracted by a commercial operator to carry out maintenance, the organisation shall also report to the operator any such condition affecting the operator's aircraft or component.
- (e) The organisation shall produce and submit such reports as soon as practicable but in any case within 72 hours of the organisation identifying the condition to which the report relates.

AMC 145.A.60 (a)

EASA AMC 20-8 General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances provides further guidance on occurrence reporting.

GM 145.A.60 (a)

The organisation responsible for the design is normally the TC holder of the aircraft, engine or propeller and/or if known the STC holder.

AMC 145.A.60 (b)

1. The aim of occurrence reporting is to identify the factors contributing to incidents, and to make the system resistant to similar errors.
2. An occurrence reporting system should enable and encourage free and frank reporting of any (potentially) safety related occurrence. This will be facilitated by the establishment of a just culture. An organisation should ensure that personnel are not inappropriately punished for reporting or co-operating with occurrence investigation.
3. The internal reporting process should be closed-loop, ensuring that actions are taken internally to address safety hazards.
4. Feedback to reportees, both on an individual and more general basis, is important to ensure their continued support for the scheme.

GM 145.A.60(c)

Each report should contain at least the following information:

- (i) Organisation name and approval reference.
- (ii) Information necessary to identify the subject aircraft and / or component.
- (iii) Date and time relative to any life or overhaul limitation in terms of flying hours/cycles/landings etc. as appropriate.
- (iv) Details of the condition as required by 145.A.60(b).
- (v) Any other relevant information found during the evaluation or rectification of the condition.

145. A.65 Safety and quality policy, maintenance procedures and quality system

- (a) The organisation shall establish a safety and quality policy for the organisation to be included in the exposition under 145.A.70.
- (b) The organisation shall establish procedures agreed by the CAOIRI taking into account human factors and human performance to ensure good maintenance practices and compliance with this Part which shall include a clear work order or contract such that aircraft and components may be released to service in accordance with 145.A.50.
 1. The maintenance procedures under this paragraph apply to 145.A.25 to 145.A.95.
 2. The maintenance procedures established or to be established by the organisation under this paragraph shall cover all aspects of carrying out the maintenance activity, including the

provision and control of specialised services and lay down the standards to which the organisation intends to work.

3. With regard to aircraft line and base maintenance, the organisation shall establish procedures to minimise the risk of multiple errors and capture errors on critical systems, and to ensure that no person is required to carry out and inspect in relation to a maintenance task involving some element of disassembly/reassembly of several components of the same type fitted to more than one system on the same aircraft during a particular maintenance check. However, when only one person is available to carry out these tasks then the organisation's work card or worksheet shall include an additional stage for re-inspection of the work by this person after completion of all the same tasks.
4. Maintenance procedures shall be established to ensure that damage is assessed and modifications and repairs are carried out using data approved by the CAOIRI or by an approved CAOIRI Part-21 design organisation, as appropriate.

(c) The organisation shall establish a quality system that includes the following:

1. Independent audits in order to monitor compliance with required aircraft/aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. In the smallest organisations the independent audit part of the quality system may be contracted to another organisation approved under this Part or a person with appropriate technical knowledge and proven satisfactory audit experience; and
2. A quality feedback reporting system to the person or group of persons specified in 145.A.30 (b) and ultimately to the accountable manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet paragraph (1).

AMC 145.A.65 (a)

The safety and quality policy should as a minimum include a statement committing the organisation to:

- Recognise safety as a prime consideration at all times.
- Apply Human factors principles.
- Encourage personnel to report maintenance related errors/incidents.
- Recognise that compliance with procedures, quality standards, safety standards and regulations is the duty of all personnel.
- Recognise the need for all personnel to cooperate with the quality auditors.

AMC 145.A.65 (b)

1. Maintenance procedures should be held current such that they reflect best practice within the organisation. It is the responsibility of all organisations' employees to report any differences via their organisation's internal occurrence reporting mechanisms.
2. All procedures, and changes to those procedures, should be verified and validated before use where practicable.
3. All technical procedures should be designed and presented in accordance with good human factors principles.

GM 145.A.65 (b) (1)

Appendix XI to AMC M.A.708(c) provides guidance on the elements that need to be considered for the maintenance contract between the CAMO and the maintenance organisation. The CAOIRI Part-145 organisation should take into account these elements to ensure that a clear contract or work order has been concluded before providing maintenance services.

AMC 145.A.65 (b) (2)

Specialised services include any specialised activity, such as, but not limited to non-destructive testing requiring particular skills and/or qualification. 145.A.30(f) covers the qualification of personnel but, in addition, there is a need to establish maintenance procedures that cover the control of any specialised process.

AMC 145.A.65 (b) (3)

1. The purpose of this procedure is to minimise the rare possibility of an error being repeated whereby the identical aircraft components are not reassembled thereby compromising more than one system. One example is the remote possibility of failure to reinstall engine gearbox access covers or oil filler caps on all engines of a multi-engined aircraft resulting in major oil loss from all engines.

Another example is the case of removal and refitment of oil filler caps, which should require a re-inspection of all oil filler caps after the last oil filler cap has supposedly been refitted.

2. Procedures should be established to detect and rectify maintenance errors that could, as minimum, result in a failure, malfunction, or defect endangering the safe operation of the aircraft if not performed properly. The procedure should identify the method for capturing errors, and the maintenance tasks or processes concerned.

In order to determine the work items to be considered, the following maintenance tasks should primarily be reviewed to assess their impact on safety:

- Installation, rigging and adjustments of flight controls,
- Installation of aircraft engines, propellers and rotors,

- Overhaul, calibration or rigging of components such as engines, propellers, transmissions and gearboxes but additional information should also be processed, such as:
 - Previous experiences of maintenance errors, depending on the consequence of the failure,
 - Information arising from the ‘occurrence reporting system’ required by 145.A.60,
 - Requirements for error capturing, if applicable.
3. In order to prevent omissions, every maintenance task or group of tasks should be signed-off. To ensure the task or group of tasks is completed, it should only be signed-off after completion. Work by unauthorised personnel (i.e. temporary staff, trainee,..) should be checked by authorised personnel before they sign-off. The grouping of tasks for the purpose of signing-off should allow critical steps to be clearly identified.

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

‘Authorised personnel’ means personnel formally authorised by the maintenance organisation approved under Part-145 to sign-off tasks. ‘Authorised personnel’ are not necessarily ‘certifying staff’.

4. The maintenance organisation should ensure that when carrying out a modification, repair or maintenance, Critical Design Configuration Control Limitations are not compromised; this will require the development of appropriate procedures where necessary by the maintenance organisation. The maintenance organisation should pay particular attention to possible adverse effects of any wiring change to the aircraft, even a change not specifically associated with the fuel tank system. For example, it should be common practice to identify segregation of fuel gauging system wiring as a Critical Design Configuration Control Limitation.

Maintenance organisations can prevent adverse effects associated with wiring changes by standardising maintenance practices through training, rather than by periodic inspection. Training should be provided to end indiscriminate routing and splicing of wire and to provide comprehensive knowledge of critical design features of fuel tank systems that would be controlled by a Critical Design Configuration Control Limitation. CAOIRI guidance is provided for training to maintenance organisation personnel in an Appendix IV to be added to AMC to Part -145.

The maintenance of ignition prevention features is necessary for the inherent safety and reliability of an aircraft’s fuel tank system. The aircraft cannot be operated indefinitely with the failure of an ignition prevention feature. The failure will have a direct adverse effect on operational safety. It could prevent the continued safe flight and landing of the aircraft or cause serious or fatal injury to the occupants. The fuel system review required will identify ignition prevention features of the design. The failure of any of these features may not immediately result in an unsafe condition, but it may warrant certain maintenance to support continued airworthiness.

AMC 145.A.65(c) (1)

1. The primary objectives of the quality system are to enable the organisation to ensure that it can deliver a safe product and that organisation remains in compliance with the requirements.
2. An essential element of the quality system is the independent audit.
3. The independent audit is an objective process of routine sample checks of all aspects of the organisation's ability to carry out all maintenance to the required standards and includes some product sampling as this is the end result of the maintenance process. It represents an objective overview of the complete maintenance related activities and is intended to complement the 145.A.50 (a) requirement for certifying staff to be satisfied that all required maintenance has been properly carried out before issue of the certificate of release to service. Independent audits should include a percentage of random audits carried out on a sample basis when maintenance is being carried out. This means some audits during the night for those organisations that work at night.
4. Except as specified in sub-paragraphs 7 and 9, the independent audit should ensure that all aspects of CAOIRI Part-145 compliance are checked every 12 months and may be carried out as a complete single exercise or subdivided over the 12 month period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every 12 months without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to 12 monthly for the particular procedure.
5. Except as specified otherwise in subparagraphs 7, the independent audit should sample check one product on each product line every 12 months as a demonstration of the effectiveness of maintenance procedures compliance. It is recommended that procedures and product audits be combined by selecting a specific product example, such as an aircraft or engine or instrument and sample checking all the procedures and requirements associated with the specific product example to ensure that the end result should be an airworthy product.

For the purpose of the independent audit, a product line includes any product under an Appendix II approval class rating as specified in the approval schedule issued to the particular organisation.

It therefore follows for example that a maintenance organisation approved under CAOIRI Part-145 with a capability to maintain aircraft, repair engines, brakes and autopilots would need to carry out four complete audit sample checks each year except as specified otherwise in subparagraphs 5, 7 or 9.

6. The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.

7. Except as specified otherwise in sub-paragraph 9, where the smallest organisation, that is an organisation with a maximum of 10 personnel actively engaged in maintenance, chooses to contract the independent audit element of the quality system in accordance with 145.A.65(c)(1) it is conditional on the audit being carried out twice in every 12 month period.
8. Except as specified otherwise in sub-paragraph 9, where the organisation has line stations listed as per 145.A.75 (d) the quality system should describe how these are integrated into the system and include a plan to audit each listed line station at a frequency consistent with the extent of flight activity at the particular line station. Except as specified otherwise in sub-paragraph 9 the maximum period between audits of a particular line station should not exceed 24 months.
9. Except as specified otherwise in sub-paragraph 5, CAOIRI may agree to increase any of the audit time periods specified in this AMC 145.A.65(c)(1) by up to 100% provided that there are no safety related findings and subject to being satisfied that the organisation has a good record of rectifying findings in a timely manner.
10. A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.
11. The independence of the audit should be established by always ensuring that audits are carried out by personnel not responsible for the function, procedure or products being checked. It therefore follows that a large maintenance organisation approved under CAOIRI Part-145, being an organisation with more than about 500 maintenance staff should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to check that findings are being rectified. For the medium sized maintenance organisation approved under Part-145, being an organisation with less than about 500 maintenance staff, it is acceptable to use competent personnel from one section/department not responsible for the production function, procedure or product to audit the section/department that is responsible subject to the overall planning and implementation being under the control of the quality manager. Organisations with a maximum of 10 maintenance staff actively engaged in carrying out maintenance may contract the independent audit element of the quality system to another organisation or a qualified and competent person approved by CAOIRI.

GM 145.A.65(c) (1)

1. The purpose of this GM is to give guidance on just one acceptable working audit plan to meet part of the needs of 145.A.65(c) 1. There is any number of other acceptable working audit plans.
2. The proposed plan lists the subject matter that should be covered by the audit and attempts to indicate applicability in the various types of workshops and aircraft facilities. The list should therefore be tailored for the particular situation and more than one list may be necessary. Each list should be shown against a timetable to indicate when the particular item is scheduled for audit and when the audit was completed.

PARA	Comment	HANGAR	ENGINE Workshop	MECH Workshop	AVIONIC Workshop
145.A.25		Yes	Yes	Yes	Yes
145.A.30		Yes	Yes	Yes	Yes
145.A.35		Yes	Yes	Yes	Yes
145.A.36		Yes	No	No	No
145.A.40		Yes	Yes	Yes	Yes
145.A.42		Yes	Yes	Yes	Yes
145.A.45		Yes	Yes	Yes	Yes
145.A.47		Yes	Yes	Yes	Yes
145.A.50		Yes	Yes	Yes	Yes
145.A.55		Yes	Yes	Yes	Yes
145.A.60		Yes	Yes	Yes	Yes
145.A.65		Yes	Yes	Yes	Yes
2.1	MOE	Yes	Yes	Yes	Yes
2.2	MOE	Yes	Yes	Yes	Yes
2.3	MOE	Yes	Yes	Yes	Yes
2.4	MOE	Yes	Yes	Yes	Yes
2.5	MOE	Yes	Yes	Yes	Yes
2.6	MOE	Yes	Yes	Yes	Yes
2.7	MOE	Yes	Yes	Yes	Yes
2.8	MOE	Yes	Yes	Yes	Yes
2.9	MOE	Yes	Yes	Yes	Yes
2.10	MOE	Yes	Yes	Yes	Yes
2.11	MOE	Yes	Yes	Yes	Yes
2.12	MOE	Yes	Yes	Yes	Yes
2.13	MOE	Yes	Yes	Yes	Yes
2.15	MOE	Yes	Yes	Yes	Yes



2.16	MOE	Yes	Yes	Yes	Yes
2.17	MOE	if appl	if appl	if appl	if appl
2.18	MOE	Yes	Yes	Yes	Yes
2.19	MOE	Yes	Yes	Yes	Yes
2.20	MOE	Yes	Yes	Yes	Yes
2.21	MOE	if appl	if appl	if appl	if appl
2.22	MOE	Yes	Yes	Yes	Yes
2.23	MOE	Yes	Yes	Yes	Yes
2.24	MOE	Yes	Yes	Yes	Yes
2.25	MOE	Yes	Yes	Yes	Yes
2.26	MOE	Yes	Yes	Yes	Yes
2.27	MOE	Yes	Yes	Yes	Yes
2.28	MOE	Yes	Yes	Yes	Yes
2.29	MOE	Yes	No	No	No
2.30	MOE	Yes	No	No	No
L2.1	MOE	if appl	No	No	No
L2.2	MOE	if appl	No	No	No
L2.3	MOE	if appl	No	No	No
L2.4	MOE	if appl	No	No	No
L2.5	MOE	if appl	No	No	No
L2.6	MOE	if appl	No	No	No
L2.7	MOE	if appl	No	No	No
3.9	MOE	if appl	if appl	if appl	if appl
3.10	MOE	if appl	if appl	if appl	if appl
3.11	MOE	if appl	if appl	if appl	No
3.12	MOE	Yes	Yes	No	No
3.13	MOE	Yes	Yes	Yes	Yes
3.14	MOE	Yes	Yes	Yes	Yes

145.A.70	Yes	Yes	Yes	Yes
145.A.75	Yes	Yes	Yes	Yes
145.A.80	Yes	Yes	Yes	Yes
145.A.85	Yes	Yes	Yes	Yes
145.A.95	if appl	if appl	if appl	if appl

Note 1: ‘if appl’ means ‘if applicable or relevant’.

Note 2: In the case of line stations, all line stations should be audited at the frequency agreed with CAOIRI within the limits of AMC 145.A.65(c) (1).

AMC 145.A.65(c) (2)

1. An essential element of the quality system is the quality feedback system.
2. The quality feedback system may not be contracted to outside persons. The principal function of the quality feedback system is to ensure that all findings resulting from the independent quality audits of the organisation are properly investigated and corrected in a timely manner and to enable the accountable manager to be kept informed of any safety issues and the extent of compliance with CAOIRI Part-145.
3. The independent quality audit reports referenced in AMC 145.A.65(c)(1) sub-paragraph 10 should be sent to the relevant department(s) for rectification action giving target rectification dates. Rectification dates should be discussed with such department(s) before the quality department or nominated quality auditor confirms such dates in the report. The relevant department(s) are required by 145.A.65(c)(2) to rectify findings and inform the quality department or nominated quality auditor of such rectification.
4. The accountable manager should hold regular meetings with staff to check progress on rectification except that in the large organisations such meetings may be delegated on a day to day basis to the quality manager subject to the accountable manager meeting at least twice per year with the senior staff involved to review the overall performance and receiving at least a half yearly summary report on findings of non-compliance.
5. All records pertaining to the independent quality audit and the quality feedback system should be retained for at least 2 years after the date of clearance of the finding to which they refer or for such periods as to support changes to the AMC 145.A.65(c)(1) sub-paragraph 9 audit time periods, whichever is the longer.

145. A.70 Maintenance organisation exposition

- (a) ‘Maintenance organisation exposition’ means the document or documents that contain the material specifying the scope of work deemed to constitute approval and showing how the organisation intends to comply with this Part. The organisation shall provide the CAOIRI with a maintenance organisation exposition, containing the following information:

1. A statement signed by the accountable manager confirming that the maintenance organization exposition and any referenced associated manuals define the organisation's compliance with this Part and will be complied with at all times. When the accountable manager is not the chief executive officer of the organisation then such chief executive officer shall countersign the statement;
 2. The organization's safety and quality policy as specified by 145.A.65;
 3. The title(s) and name(s) of the persons nominated under 145.A.30(b);
 4. The duties and responsibilities of the persons nominated under 145.A.30(b), including matters on which they may deal directly with the CAOIRI on behalf of the organisation;
 5. An organization chart showing associated chains of responsibility between the persons nominated under 145.A.30 (b);
 6. A list of certifying staff and support staff;
 7. A general description of manpower resources;
 8. A general description of the facilities located at each address specified in the organisation's approval certificate;
 9. A specification of the organisation's scope of work relevant to the extent of approval;
 10. The notification procedure of 145.A.85 for organisation changes;
 11. The maintenance organization exposition amendment procedure;
 12. The procedures and quality system established by the organisation under 145.A.25 to 145.A.95;
 13. A list of commercial operators, where applicable, to which the organisation provides an aircraft maintenance service;
 14. A list of subcontracted organisations, where applicable, as specified in 145.A.75(b);
 15. A list of line stations, where applicable, as specified in 145.A.75(d);
 16. A list of contracted organisations, where applicable.
- (b) The exposition shall be amended as necessary to remain an up-to-date description of the organization. The exposition and any subsequent amendment shall be approved by CAOIRI.
- (c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

AMC 145.A.70 (a)

The following information should be included in the maintenance organisation exposition:

The information specified in 145.A.70(a) subparagraphs (6) and (12) to (16) inclusive, whilst a part of the maintenance organisation exposition, may be kept as separate documents or on separate electronic data files subject to the management part of said exposition containing a clear cross-reference to such documents or electronic data files

The exposition should contain the information, as applicable, specified in this AMC. The information may be presented in any subject order as long as all applicable subjects are covered. Where an organisation uses a different format, for example, to allow the exposition to serve for more than one approval, then the exposition should contain a cross-reference Annex using this list as an index with an explanation as to where the subject matter can be found in the exposition.

The exposition should contain information, as applicable, on how the maintenance organisation complies with Critical Design Configuration Control Limitations' (CDCCL) instructions.

Small maintenance organisations may combine the various items to form a simple exposition more relevant to their needs.

The operator may use electronic data processing (EDP) for publication of the maintenance organisation exposition. The maintenance organisation exposition should be made available to the approving CAOIRI in a form acceptable to CAOIRI. Attention should be paid to the compatibility of EDP publication systems with the necessary dissemination of the maintenance organisation exposition, both internally and externally.

PART 0 GENERAL ORGANISATION (Operators within the Iran)

This section is reserved for those maintenance organisations approved under Part-145 who are also operators within Iran.

PART 1 MANAGEMENT

- 1.1 Corporate commitment by the accountable manager
- 1.2 Safety and quality policy
- 1.3 Management personnel
- 1.4 Duties and responsibilities of the management personnel
- 1.5 Management organisation chart
- 1.6 List of certifying staff, support staff and airworthiness review staff
- 1.7 Manpower resources
- 1.8 General description of the facilities at each address intended to be approved
- 1.9 Organisations intended scope of work
- 1.10 Notification procedure to CAOIRI regarding changes to the organisation's activities/approval/location/personnel
- 1.11 Exposition amendment procedures including, if applicable, delegated procedures

PART 2 MAINTENANCE PROCEDURES

- 2.1 Supplier evaluation and subcontract control procedure
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors
- 2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance
- 2.4 Acceptance of tools and equipment
- 2.5 Calibration of tools and equipment
- 2.6 Use of tooling and equipment by staff (including alternate tools)
- 2.7 Cleanliness standards of maintenance facilities
- 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
- 2.9 Repair procedure
- 2.10 Aircraft maintenance programme compliance
- 2.11 Airworthiness directives procedure

- 2.12 Optional modification procedure
- 2.13 Maintenance documentation in use and completion of same
- 2.14 Technical record control
- 2.15 Rectification of defects arising during base maintenance
- 2.16 Release to service procedure
- 2.17 Records for the operator
- 2.18 Reporting of defects to authority/operator/manufacturer
- 2.19 Return of defective aircraft components to store
- 2.20 Defective components to outside contractors
- 2.21 Control of computer maintenance record systems
- 2.22 Control of manhour planning versus scheduled maintenance work
- 2.23 Control of critical tasks
- 2.24 Reference to specific maintenance procedures such as
 - Engine running procedures
 - Aircraft pressure run procedures
 - Aircraft towing procedures
 - Aircraft taxiing procedures
- 2.25 Procedures to detect and rectify maintenance errors.
- 2.26 Shift/task handover procedures
- 2.27 Procedures for notification of maintenance data inaccuracies and ambiguities, to the type certificate holder
- 2.28 Production planning procedures
- 2.29 Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations
- 2.30 Development and approval processing for maintenance programmes for ELA2 aircraft not involved in commercial operations

PART L2 ADDITIONAL LINE MAINTENANCE PROCEDURES

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

PART 3 QUALITY SYSTEM PROCEDURES

- 3.1 Quality audit of organisation procedures
- 3.2 Quality audit of aircraft
- 3.3 Quality audit remedial action procedure
- 3.4 Certifying staff and support staff qualification and training procedures
- 3.5 Certifying staff and support staff records

- 3.6 Quality audit personnel
- 3.7 Qualifying inspectors
- 3.8 Qualifying mechanics
- 3.9 Aircraft or aircraft component maintenance tasks exemption process control
- 3.10 Concession control for deviation from organisations' procedures
- 3.11 Qualification procedure for specialised activities such as NDT welding, etc.
- 3.12 Control of manufacturers' and other maintenance working teams
- 3.13 Human factors training procedure
- 3.14 Competence assessment of personnel
- 3.15 Training procedures for on-the-job training as per Section 6 of Appendix III to CAOIRI Part-66 (limited to the case where CAOIRI for the Part-145 approval and for the CAOIRI Part-66 licence is the same).
- 3.16 Procedure for the issue of a recommendation to CAOIRI for the issue of a CAOIRI Part-66 licence in accordance with 66.B.105 (limited to the case where CAOIRI for the CAOIRI Part-145 approval and for the CAOIRI Part-66 licence is the same).

PART 4

- 4.1 Contracting operators
- 4.2 Operator procedures and paperwork
- 4.3 Operator record completion

PART 5

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

PART 6 OPERATORS MAINTENANCE PROCEDURES

This section is reserved for those maintenance organisations approved under Part-145 who are also operators.

Note: if those maintenance organisations approved under Part-145 who are also certificated as an EASA PART-145 Maintenance Organisation, therefore it can provide EASA MOE plus Supplementary Procedures that its content reflects the differences between CAOIRI Part-145 and EASA Part 145.

GM 145.A.70 (a)

1. The purpose of the maintenance organisation exposition (MOE) is to set forth the procedures, means and methods of the organisation.

2. Compliance with its contents will assure compliance with the requirements of CAOIRI Part-145, which is a prerequisite to obtaining and retaining a maintenance organisation approval certificate.
3. 145.A.70(a)(1) to (a)(11) constitutes the ‘management’ part of the MOE and therefore could be produced as one document and made available to the person(s) specified under 145.A.30(b) who should be reasonably familiar with its contents. 145.A.70(a)(6) list of certifying staff and B1 and B2 support staff may be produced as a separate document.
4. 145.A.70 (a) (12) constitutes the working procedures of the organisation and therefore as stated in the requirement may be produced as any number of separate procedures manuals. It should be remembered that these documents should be cross-referenced from the management MOE.
5. Personnel are expected to be familiar with those parts of the manuals that are relevant to the maintenance work they carry out.
6. The organisation should specify in the MOE who should amend the manual particularly in the case where there are several parts.
7. The quality manager should be responsible for monitoring the amendment of the MOE, unless otherwise agreed by CAOIRI, including associated procedures manuals and submission of the proposed amendments to CAOIRI. CAOIRI may agree via a procedure stated in the amendment section of the MOE that some defined class of amendments may be incorporated without prior approval by CAOIRI.
8. The MOE should cover four main parts:
 - (a) The management MOE covering the parts specified earlier.
 - (b) The maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft will be maintained to the required standard.
 - (c) The quality system procedures including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel.
 - (d) Contracting operator procedures and paperwork.
9. The accountable manager’s exposition statement as specified under 145.A.70(a)(1) should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.

This exposition and any associated referenced manuals define the organisation and procedures upon which CAOIRI Part-145 approval is based as required by 145.A.70. These procedures are approved by the undersigned and should be complied with, as applicable, when work orders are being progressed under the terms of the Part-145 approval.



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

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

Signed

Dated

Accountable Manager and..... (quote position).....

For and on behalf of..... (quote organisation's name).....

Whenever the accountable manager changes, it is important to ensure that the new accountable manager signs the paragraph 9 statement at the earliest opportunity.

Failure to carry out this action could invalidate the Part-145 approval.

When an organisation is approved against any other Part containing a requirement for an exposition, a supplement covering the differences will suffice to meet the requirements except that the supplement should have an index showing where those parts missing from the supplement are covered.

10. The MOE should cover with the last revision of Foreign Part 145 approvals User Guide for Maintenance Organisation Exposition (UG.CAO.00024).

145. A.75 Privileges of the organisation

In accordance with the exposition, the organisation shall be entitled to carry out the following tasks:

- (a) Maintain any aircraft and/or component for which it is approved at the locations identified in the approval certificate and in the exposition;
- (b) Arrange for maintenance of any aircraft or component for which it is approved at another organisation that is working under the quality system of the organisation. This refers to work being carried out by an organisation not itself appropriately approved to carry out such maintenance under this Part and is limited to the work scope permitted under 145.A.65 (b) procedures. This work scope shall not include a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module;
- (c) Maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the

necessity of supporting occasional line maintenance, subject to the conditions specified in the exposition;

- (d) Maintain any aircraft and/or component for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the organisation exposition both permits such activity and lists such locations;
- (e) Issue certificates of release to service in respect of completion of maintenance in accordance with 145.A.50;

AMC 145.A.75 (b)

1. Working under the quality system of an organisation appropriately approved under Part-145 (sub-contracting) refers to the case of one organisation, not itself appropriately approved to Part-145 that carries out aircraft line maintenance or minor engine maintenance or maintenance of other aircraft components or a specialised service as a subcontractor for an organisation appropriately approved under Part-145. To be appropriately approved to subcontract the organisation should have a procedure for the control of such subcontractors as described below. Any approved maintenance organisation that carries out maintenance for another approved maintenance organisation within its own approval scope is not considered to be subcontracting for the purpose of this paragraph.

2. Maintenance of engines or engine modules other than a complete workshop maintenance check or overhaul is intended to mean any maintenance that can be carried out without disassembly of the core engine or, in the case of modular engines, without disassembly of any core module.

3. FUNDAMENTALS OF SUB-CONTRACTING UNDER PART-145

3.1. The fundamental reasons for allowing an organisation approved under CAOIRI Part-145 to sub-contract certain maintenance tasks are:

- (a) To permit the acceptance of specialised maintenance services, such as, but not limited to, plating, heat treatment, plasma spray, fabrication of specified parts for minor repairs / modifications, etc., without the need for direct approval by CAOIRI in such cases.
- (b) To permit the acceptance of aircraft maintenance up to but not including a base maintenance check as specified in 145.A.75 (b) by organisations not appropriately approved under CAOIRI Part-145 when it is unrealistic to expect direct approval by CAOIRI. CAOIRI will determine when it is unrealistic but in general it is considered unrealistic if only one or two organisations intend to use the sub-contract organisation.
- (c) To permit the acceptance of component maintenance.
- (d) To permit the acceptance of engine maintenance up to but not including a workshop maintenance check or overhaul of an engine or engine module as specified in 145.A.75 (b) by organisations not appropriately approved under CAOIRI Part-145 when it is unrealistic

to expect direct approval by CAOIRI. The determination of unrealistic is as per sub-paragraph (b).

- 3.2. When maintenance is carried out under the sub-contract control system it means that for the duration of such maintenance, the CAOIRI Part-145 approval has been temporarily extended to include the sub-contractor. It therefore follows that those parts of the sub-contractor`s facilities personnel and procedures involved with the maintenance organisation`s products undergoing maintenance should meet CAOIRI Part-145 requirements for the duration of that maintenance and it remains the organisation`s responsibility to ensure such requirements are satisfied.
- 3.3. For the criteria specified in sub-paragraph 3.1 the organisation is not required to have complete facilities for maintenance that it needs to sub-contract but it should have its own expertise to determine that the sub-contractor meets the necessary standards. However an organisation cannot be approved unless it has the in -house facilities, procedures and expertise to carry out the majority of maintenance for which it wishes to be approved in terms of the number of class ratings.
- 3.4. The organisation may find it necessary to include several specialist sub-contractors to enable it to be approved to completely certify the release to service of a particular product. Examples could be specialist welding, electro-plating, painting etc. To authorise the use of such subcontractors, CAOIRI will need to be satisfied that the organisation has the necessary expertise and procedures to control such sub-contractors.
- 3.5. An organisation working outside the scope of its approval schedule is deemed to be not approved. Such an organisation may in this circumstance operate only under the sub-contract control of another organisation approved under CAOIRI Part-145.
- 3.6. Authorisation to sub-contract is indicated by CAOIRI accepting the maintenance organisation exposition containing a specific procedure on the control of sub-contractors.

4. PRINCIPAL PART-145 PROCEDURES FOR THE CONTROL OF SUB-CONTRACTORS NOT APPROVED UNDER PART-145

- 4.1. A pre-audit procedure should be established whereby the maintenance organisations` subcontract control section, which may also be the 145.A.65(c) quality system independent audit section, should audit a prospective subcontractor to determine whether those services of the subcontractor that it wishes to use meets the intent of CAOIRI Part-145.
- 4.2. The organisation approved under Part-145 needs to assess to what extent it will use the sub-contractor`s facilities. As a general rule the organisation should require its own paperwork, approved data and material/spare parts to be used, but it could permit the use of tools, equipment and personnel from the sub-contractor as long as such tools, equipment and personnel meet the requirement of Part-145. In the case of sub-contractors who provide specialised services it may for practical reasons be necessary to use their specialised services

personnel, approved data and material subject to acceptance by the organisation approved under CAOIRI Part-145.

- 4.3. Unless the sub-contracted maintenance work can be fully inspected on receipt by the organisation approved under CAOIRI Part-145 it will be necessary for such organisation to supervise the inspection and release from the sub-contractor. Such activities should be fully described in the organisation procedure. The organisation will need to consider whether to use its own staff or authorise the sub-contractor's staff.
- 4.4. The certificate of release to service may be issued either at the sub-contractor or at the organisation facility by staff issued a certification authorisation in accordance with 145.A.30 as appropriate, by the organisation approved under Part-145. Such staff would normally come from the organisation approved under Part-145 but may otherwise be a person from the sub-contractor who meets the approved maintenance organisation certifying staff standard which itself is approved by CAOIRI via the maintenance organisation exposition. The certificate of release to service and the CAOIRI Form 1 will always be issued under the maintenance organisation approval reference.
- 4.5. The sub-contract control procedure will need to record audits of the sub-contractor, to have a corrective action follow up plan and to know when sub-contractors are being used. The procedure should include a clear revocation process for sub-contractors who do not meet the Part-145 approved maintenance organisation's requirements.
- 4.6. The Part-145 quality audit staff will need to audit the sub-contract control section and sample audit sub-contractors unless this task is already carried out by the quality audit staff as stated in sub-paragraph 4.1.
- 4.7. The contract between the CAOIRI Part-145 approved maintenance organisation and the sub-contractor should contain a provision for CAOIRI standardisation team staff to have right of access to the sub-contractor.

145. A.80 Limitations on the organisation

- (a) The organization shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.
- (b) The organization engaged in the rebuilding or long term restoration of aircraft shall be compliance to Appendix IX.

AMC 145.A.80

This paragraph is intended to cover the situation where the larger organisation may temporarily not hold all the necessary tools, equipment etc., for an aircraft type or variant specified in the organisation's approval. This paragraph means that CAOIRI need not amend the approval to delete

the aircraft type or variants on the basis that it is a temporary situation and there is a commitment from the organisation to re-acquire tools, equipment etc. before maintenance on the type may recommence.

145. A.85 Changes to the organisation

(a) The organisation shall notify CAOIRI of any proposal to carry out any of the following changes before such changes take place to enable t CAOIRI to determine continued compliance with this Part and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest opportunity:

1. The name of the organisation;
2. The main location of the organisation;
3. Additional locations of the organisation;
4. The accountable manager;
5. Any of the persons nominated under 145.A.30 (b);
6. The facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval.

145. A.90 Continued validity

(a) An approval shall be issued for a limited duration not exceeding one year. 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 145.B.50; and
2. the CAOIRI being granted access to the organisation to determine continued compliance with this Part; and
3. The certificate not being surrendered or revoked.

(b) Upon surrender or revocation, the approval shall be returned to the CAOIRI.

145. A.95 Findings

(a) A level 1 finding is any significant non-compliance with Part-145 requirements which lowers the safety standard and hazards seriously the flight safety.

(b) A level 2 finding is any non-compliance with the Part-145 requirements which could lower the safety standard and possibly hazard the flight safety.

-
- (c) After receipt of notification of findings according to 145.B.50, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the CAOIRI within a period agreed with the CAOIRI.

SECTION B (PROCEDURE FOR THE CAOIRI)

145. B.01 Scope

This section establishes the administrative procedures which the CAOIRI shall follow when exercising its tasks and responsibilities regarding issuance, continuation, change, suspension or revocation of CAOIRI Part-145 maintenance organisation approvals.

145. B.10 Organization Requirement

(a) General

CAOIRI is authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of a maintenance approval. CAOIRI shall establish documented procedures and an organisational structure.

(b) Resources

1. The CAOIRI shall be appropriately staffed to carry out the requirements as detailed in this Part.

(c) Qualification and training

All staff involved in Part-145 approvals must:

1. be appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks.
2. Have received training/continuation training on CAOIRI Part-145 where relevant, including its intended meaning and standard.

(d) Procedures

The CAOIRI shall establish procedures detailing how compliance with this Section B is accomplished.

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

AMC 145.B.10 (1)

1. In deciding upon the required organisational structure, CAOIRI should review the number of certificates to be issued, the number and size of potential CAOIRI Part-145 approved maintenance organisations within IRAN, as well as the level of civil aviation activity, number and complexity of aircraft and the size of IRAN's aviation industry.
2. CAOIRI should retain effective control of important surveillance functions and not delegate them in such a way that CAOIRI Part-145 organisations, in effect, regulate themselves in airworthiness matters.

3. The set-up of the organisational structure should ensure that the various tasks and obligations of CAOIRI are not relying on individuals. That means that a continuing and undisturbed fulfillment of these tasks and obligations of CAOIRI should also be guaranteed in case of illness, accident or leave of individual employees.

AMC 145.B.10 (3)

1. CAOIRI surveyors should have:

- 1.1. Practical experience and expertise in the application of aviation safety standards and safe operating practices;

- 1.2. Comprehensive knowledge of:

- (a) Relevant parts of implementing rules, certification specifications and guidance material;

- (b) CAOIRI's procedures;

- (c) The rights and obligations of a surveyor;

- (d) Quality systems;

- (e) Continuing airworthiness management;

- (f) Operational procedures when affecting the continuing airworthiness management of the aircraft or the maintenance.

- 1.3. Training on auditing techniques.

- 1.4. Five years relevant work experience to be allowed to work as a surveyor independently. This may include experience gained during training to obtain the 1.5 qualification.

- 1.5. A relevant engineering degree or an aircraft maintenance technician qualification with additional education. 'relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.

- 1.6. Knowledge of maintenance standards, including Fuel Tank Safety (FTS) training as described in Appendix IV to AMC to 145.A.30(e) and 145.B.10(3).

2. In addition to technical competency, surveyors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.

3. A programme for continuation training should be developed ensuring that the surveyors remain competent to perform their allocated tasks.

AMC 145.B.10 (4)

The documented procedures should contain the following information:

- (a) Brief description of CAOIRI.
- (b) The title(s) and name(s) of the manager(s) of CAOIRI and their duties and responsibilities.
- (c) Organisation chart(s) showing associated chains of responsibility of the senior persons.
- (d) A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.
- (e) A general description of the facilities.
- (f) Procedures specifying how CAOIRI ensure(s) compliance with CAOIRI Part-145.

145. B.15 Reserve**145. B.17 Acceptable means of compliance**

‘Acceptable means of compliance (AMC)’ means non-binding standards adopted by CAOIRI to illustrate means to establish compliance with this Regulation.

145. B.20 Initial approval

1. Provided the requirements of 145.A.30 (a) and (b) are complied with, the CAOIRI shall formally indicate its acceptance of the personnel, specified in 145.A.30 (a) and (b), to the applicant in writing.
2. CAOIRI shall verify that the procedures specified in the maintenance organisation exposition comply with Part-145 and verify that the accountable manager signs the commitment statement.
3. The CAOIRI shall verify that the organisation is in compliance with the requirements of Part-145.
4. 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 exposition.
5. All findings must be confirmed in writing to the organisation.
6. The CAOIRI shall record all findings, closure actions (actions required to close a finding) and recommendations.
7. For initial approval all findings must be corrected before the approval can be issued.

AMC 145.B.20 (1)

1. Formally indicated by CAOIRI in writing means that the CAOIRI Form 4 should be used for this activity. With the exception of the accountable manager, a CAOIRI Form 4 should be completed for each person nominated to hold a position as required by 145.A.30 (b).
2. Formal indication of acceptance should be by use of the CAOIRI Form 4 or in the case of the Accountable Manager via approval of the Maintenance Organisation Exposition containing the Accountable Managers commitment statement.
3. CAOIRI may reject an accountable manager where there is clear evidence that they previously held a senior position in any other aviation approved Organisation and abused that position by not complying with the particular requirements.

AMC 145.B.20 (2)

Verification that the organisation complies with the exposition procedures should be established by CAOIRI approving the maintenance organisation exposition.

AMC 145.B.20 (3)

1. CAOIRI should determine by whom, and how the audit shall be conducted. For example, for a large organisation, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation.
2. It is recommended that the audit is carried out on a product line type basis in that, for example, in the case of an organisation with Airbus A310 and A320 ratings, the audit be concentrated on one type only for a full compliance check and dependent upon the result, the second type may only require a sample check against those activities seen to be weak on compliance for the first type.
3. CAOIRI auditing surveyor should always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. Normally this is the quality manager. The reason for being accompanied is to ensure the organisation is fully aware of any findings during the audit.
4. The auditing surveyor should inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.

AMC 145.B.20 (5)

1. The audit report form should be the CAOIRI Form 6 (Appendix II to AMC 145.B.20 (5)).
2. A quality review of the CAOIRI Form 6(Appendix II to AMC 145.B.20 (5)) audit report form should be carried out by a competent independent person nominated by CAOIRI. The review

should take into account the relevant paragraphs of CAOIRI Part-145, the categorisation of finding levels and the closure action taken. Satisfactory review of the audit form should be indicated by a signature on the audit form.

AMC 145.B.20 (6)

1. The reports should include the date each finding was cleared together with reference to CAOIRI report or letter that confirmed the clearance.
2. There may be occasions when CAOIRI surveyor may find situations in the applicant's organisation on which he/she is unsure about compliance. In this case, the organisation should be informed about possible non-compliance at the time and the fact that the situation will be reviewed within CAOIRI before a decision is made. If the decision is a finding of being in compliance then a verbal confirmation to the organisation will suffice.
3. Findings should be recorded on the audit report form with a provisional categorisation as a level 1 or 2. Subsequent to the audit visit that identified the particular findings, CAOIRI should review the provisional finding levels, adjusting them if necessary and change the categorisation from provisional to confirmed.
4. All findings should be confirmed in writing to the applicant organisation within 2 weeks of the audit visit.

145. B.25 Issue of approval

- (a) The CAOIRI shall formally approve the exposition and issue to the applicant a Form 3(b) (Appendix IV to CAOIRI Part-145) approval certificate, which includes the approval ratings. CAOIRI shall only issue a certificate when the organization is in compliance with CAOIRI Part-145.
- (b) The CAOIRI shall indicate the conditions of the approval on the Form 3(b) (Appendix IV to CAOIRI Part-145) approval certificate.
- (c) The reference number shall be included on the Form 3(b) (Appendix IV to CAOIRI Part-145) approval certificate in a manner specified by the CAOIRI.

AMC 145.B.25 (1)

1. Reserved
2. The approval should be based only upon the organisational capability (including any associated sub-contractors) relative to CAOIRI Part-145 and not limited by reference to type certificated products.

For example, if the organisation is capable of maintaining within the limitation of CAOIRI Part-145 the Boeing 737-200 series aircraft the approval schedule should state A1 Boeing 737-200

series and not Boeing 737-2H6 which is a particular airline designator for one of many -200 series.

3. CAOIRI should indicate approval of the exposition in writing.

AMC 145.B.25 (2)

The validity of the CAOIRI Part-145 approval should be 1 year duration.

AMC 145.B.25 (3)

The numeric sequence should be unique to the particular approved maintenance organisation.

145. B.30 Continuation of an approval

The continuation of an approval shall be monitored in accordance with the applicable ‘initial approval’ process under 145. B.20. In addition:

1. CAOIRI shall keep and update a program listing the approved maintenance organisations under its supervision, the dates when audit visits are due and when such visits were carried out.
2. Each organization must be completely reviewed for compliance with Part-145 at periods not exceeding 12 months.
3. A meeting with the accountable manager shall be convened at least once every 12 months to ensure he/she remains informed of significant issues arising during audits.

AMC 145.B.30 (1)

Credit may be claimed by CAOIRI surveyor(s) for specific item audits completed during the preceding 23 month period subject to four conditions:

- The specific item audit should be the same as that required by Part-145 latest amendment, and
- There should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken, and
- CAOIRI surveyor(s) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit, and
- The specific item audit being granted a back credit should be audited not later than 24 months after the last audit of the item.

AMC 145.B.30 (2)

1. Where CAOIRI has decided that a series of audit visits are necessary to arrive at a complete audit of an organisation, the programme should indicate which aspects of the approval will be covered on each visit.
2. It is recommended that part of an audit concentrates on two ongoing aspects of the CAOIRI Part-145 approval, namely the organisation's internal self-monitoring quality reports produced by the quality monitoring personnel to determine if the organisation is identifying and correcting its problems and secondly the number of concessions granted by the quality manager.
3. At the successful conclusion of the audit including approval of the exposition, an audit report form should be completed by the auditing surveyor including all recorded findings, closure actions and recommendation. A CAOIRI Form 6 should be used for this activity.
4. The accountable manager should be seen at least once every 24 months to ensure he/she fully understands the significance of the approval.
5. In the case of line stations CAOIRI can adopt a sampling programme based upon number of line stations and complexity.

145. B.35 Changes

1. CAOIRI shall receive notification from the organisation of any proposed change as listed in 145.A.85. CAOIRI shall comply with the applicable elements of the initial process paragraphs for any change to the organisation.
2. The CAOIRI may prescribe the conditions under which organisation may operate during such changes unless it determines that the approval should be suspended.

AMC 145.B.35

CAOIRI should have adequate control over any changes to the management personnel specified in 145.A.30 (a) and (b) and such changes in personnel will require an amendment to the exposition.

AMC 145.B.35 (1)

The applicable part(s) of the CAOIRI Form 6 should be used for the changes to the CAO.IR Part-145 approval.

AMC 145.B.35 (2)

The primary purpose of this paragraph is to enable the organisation to remain approved if agreed by CAOIRI during negotiations about any of the specified changes.

Without this paragraph the approval would automatically be suspended in all cases.

145. B.40 Maintenance organisation exposition (MOE) amendments

1. In the case of direct approval of the amendments of the exposition, CAOIRI shall verify that the procedures specified in the exposition are in compliance with CAOIRI Part-145 before formally notifying the approved organisation of the approval.
2. In the case an indirect approval procedure is used for the approval of the changes in accordance with point 145.A.70(c), CAOIRI shall ensure
 - i. That the changes remain minor and
 - ii. That it has an adequate control over the approval of the changes to ensure they remain in compliance with the requirements of CAOIRI Part-145.

AMC 145.B.40

1. It is recommended that a simple exposition status sheet is maintained which contains information on when an amendment was received by CAOIRI and when it was approved.
2. CAOIRI may define some class of amendments to the exposition which may be incorporated without prior authority approval. In this case a procedure should be stated in the amendment section of the MOE.
The exposition chapter dealing with scope of work/approval should not be subject to this procedure.
3. The organisation should submit each exposition amendment to CAOIRI whether it is an amendment for approval or a delegated approval amendment. Where the amendment requires approval by CAOIRI, CAOIRI when satisfied, should indicate its approval in writing. Where the amendment has been submitted under the delegated approval procedure CAOIRI should acknowledge receipt in writing.

145. B.45 Revocation, suspension and limitation of approval

The CAOIRI 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 145.B.50.

145. B.50 Findings

- (a) When during audits or by other means evidence is found showing non-compliance with the requirements of CAOIRI Part 145, the CAOIRI shall take the following actions:
 1. For level 1 findings, immediate action shall be taken by the CAOIRI 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 corrective action period granted by CAOIRI must be appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the finding the CAOIRI may extend the three month period subject to a satisfactory corrective action plan agreed by the CAOIRI.

(b) Action shall be taken by the CAOIRI to suspend in whole or part the approval in case of failure to comply within the timescale granted by the CAOIRI.

AMC 145.B.50 (a)

In practical terms a level 1 finding is where CAOIRI finds a significant non-compliance with CAOIRI Part-145.

The following are example level 1 findings:

- Failure to gain access to the organisation during normal operating hours of the organisation in accordance with 145.A.90 (2) after two written requests.
- If the calibration control of equipment as specified in 145.A.40 (b) had previously broken down on a particular type product line such that most ‘calibrated’ equipment was suspect from that time then that would be a level 1 finding.

A complete product line is defined as all the aircraft, engine or component of a particular type.

For a level 1 finding it may be necessary for CAOIRI to ensure that further maintenance and re-certification of all affected products is accomplished, dependent upon the nature of the finding.

In practical terms where a CAOIRI surveyor finds a non-compliance with CAOIRI Part-145 against one product, it is deemed to be a level 2 finding.

The following are example level 2 findings:

- One time use of a component without any serviceable tag.
- The training documents of the certifying staff are not completed.

AMC 145.B.50 (b)

Where the organisation has not implemented the necessary corrective action within that period it may be appropriate to grant a further period of up to three months, subject to CAOIRI notifying the accountable manager. In exceptional circumstances and subject to a realistic action plan being in place, CAOIRI may specifically vary the maximum 6 month corrective action period. However, in granting such a change the past performance of the organisation should be considered.

145. B.55 Record-keeping

1. CAOIRI shall establish a system of record-keeping with minimum retention criteria that allows adequate traceability of the process to issue, continue, change, suspend or revoke each individual organisation approval.
2. The records shall include as a minimum:
 1. The application for an organisation approval, including the continuation thereof.
 2. CAOIRI continued oversight program including all audit records.
 3. The organisation approval certificate including any change thereto.
 4. A copy of the audit program listing the dates when audits are due and when audits were carried out.
 5. Copies of all formal correspondence including Form 4.
 6. Details of any exemption and enforcement action(s).
 7. Any other CAOIRI audit report forms.
 8. Maintenance organization expositions.
3. The minimum retention period for the above records shall be ten years.
4. CAOIRI may elect to use either a paper or computer system or any combination of both subject to appropriate controls.

AMC 145.B.55

1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a consistent way throughout CAOIRI (chronological, alphabetical order, etc.).
2. All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
3. All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware or software changes take place special care should be taken to ensure that all necessary data continues to be accessible at least through the full period specified in 145.B.55.

145. B.60 Exemptions

- (a) In certain case flight standard may accept application for exemption to requirement of this part, provided that appropriate justification provided by applicant.
- (b) Any exemptions shall be granted only after approval of president of Civil Aviation Organization of Islamic Republic of Iran.
- (c) All exemptions shall be recorded and retained by CAOIRI.



APPENDICES TO CAOIRI PART-145

Appendix I

Authorized Release Certificate CAOIRI Form 1

These instructions relate only to the use of the CAOIRI Form 1 for maintenance purposes. Attention is drawn to Appendix I to Part-21 which covers the use of the CAOIRI Form 1 for production purposes.

1. PURPOSE AND USE

- 1.1 The primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as 'item(s)').
- 1.2 Correlation must be established between the Certificate and the item(s). The originator must retain a Certificate in a form that allows verification of the original data.
- 1.3 The Certificate is acceptable to many airworthiness authorities, but may be dependent on the existence of bilateral agreements and/or the policy of the airworthiness authority. The 'approved design data' mentioned in this Certificate then means approved by the airworthiness authority of the importing country.
- 1.4 The Certificate is not a delivery or shipping note.
- 1.5 Aircraft are not to be released using the Certificate.
- 1.6 The Certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness approval status.
- 1.7 A mixture of production released and maintenance released items is not permitted on the same Certificate.

2. GENERAL FORMAT

- 2.1 The Certificate must comply with the format attached including block numbers and the location of each block. 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.
- 2.2 The Certificate must be in 'landscape' format but the overall size may be significantly increased or decreased so long as the Certificate remains recognisable and legible. If in doubt consult the CAOIRI.
- 2.3 The User/Installer responsibility statement can be placed on either side of the form.
- 2.4 All printing must be clear and legible to permit easy reading.
- 2.5 The Certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
- 2.6 The Certificate should be in English language.
- 2.7 The details to be entered on the Certificate may be either machine/computer printed or hand-written using block letters and must permit easy reading.
- 2.8 Limit the use of abbreviations to a minimum, to aid clarity.
- 2.9 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. Any use

of the reverse side of the Certificate must be referenced in the appropriate block on the front side of the Certificate

3. COPIES

- 3.1 There is no restriction in the number of copies of the Certificate sent to the customer or retained by the originator.

4. ERROR(S) ON A CERTIFICATE

- 4.1 If an end user finds an error(s) on a Certificate, he must identify it/them in writing to the originator. The originator may issue a new Certificate only if the error(s) can be verified and corrected.
- 4.2 The new Certificate must have a new tracking number, signature and date.
- 4.3 The request for a new Certificate may be honored without re-verification of the item(s) condition. The new Certificate is not a statement of current condition and should refer to the previous Certificate in block 12 by the following statement; “This Certificate corrects the error(s) in block(s) [enter block(s) corrected] of the Certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service”. Both Certificates should be retained according to the retention period associated with the first.

5. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR

Block 1 Approving CAOIRI/Country

- . Enter ‘The Civil Aviation Organisation of the Islamic Republic of IRAN’. This title may be pre-printed.

Block 2 CAOIRI Form 1 headers

Pre-printed ‘AUTHORISED RELEASE CERTIFICATE/CAOIRI FORM 1’.

Block 3 Form Tracking Number

- . Enter the unique number established by the numbering system/procedure of the organisation identified in block 4; this may include alpha/numeric characters.

Block 4 Organisation Name and Address

- . Enter the full name and address of the approved organisation (refer to CAOIRI Form 3.a) releasing the work covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the block.

Block 5 Work Order/Contract/Invoice

- . To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.

Block 6 Item

- . Enter line item numbers when there is more than one line item. This block permits easy cross-referencing to the Remarks block 12.

Block 7 Description

- . Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue,

Aircraft Maintenance Manual, Service Bulletin and Component Maintenance Manual).

Block 8 Part Number

- . Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type designation may be used.

Block 9 Quantity

- . State the quantity of items.

Block 10 Serial Number

- . If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter “N/A”.

Block 11 Status/Work

- . The following describes the permissible entries for block 11. Enter only one of these terms – where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article.

(i) *Overhauled*. Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holder’s, or equipment manufacturer’s instructions for continued airworthiness, or in the data which is approved or accepted by the Authority. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.

(ii) *Repaired*. Rectification of defect(s) using an applicable standard.

(i) *Inspected/Tested*. Examination, measurement, etc. in accordance with an applicable standard (e.g. visual inspection, functional testing, bench testing etc.).

Applicable standard means a manufacturing/design/maintenance/quality standard, method, technique or practice approved by or acceptable to CAO.IRO. The applicable standard shall be described in block 12

(iv) *Modified*. Alteration of an item to conform to an applicable standard (*).

Block 12 Remarks

- . Describe the work identified in Block 11, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main CAOIRI Form 1. Each statement must clearly identify which item(s) in Block 6 it relates to.

- . Examples of information to be entered in block 12 are:

(i) Maintenance data used, including the revision status and reference. (ii)

Compliance with airworthiness directives or service bulletins.

(iii) Repairs carried out.

(iv) Modifications carried out.

(v) Replacement parts installed.

(vi) Life limited parts status.

- (vii) Deviations from the customer work order.
- (viii) Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- (ix) Information needed to support shipment with shortages or re-assembly after delivery.
- (x) For maintenance organisations approved in accordance with Subpart F of Part-M, the component certificate of release to service statement referred to in point M.A.613:
 “Certifies that, unless otherwise specified in this block, the work identified in block 11 and described in this block was accomplished in accordance to the requirements of Section A, Subpart F of Part-M and in respect to that work the item is considered ready for release to service. THIS IS NOT A RELEASE UNDER PART-145.”

- . If printing the data from an electronic CAOIRI Form 1, any appropriate data not fit for other blocks should be entered in this block.

Block 13a-13e

- . General Requirements for blocks 13a-13e: Not used for maintenance release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorized use.

Block 14a

- . Mark the appropriate box (es) indicating which regulations apply to the completed work. If the box “other regulations specified in block 12” is marked, then the regulations of the other airworthiness authority (ies) must be identified in block 12. At least one box must be marked, or both boxes may be marked, as appropriate.
- . For all maintenance carried out by maintenance organisations approved in accordance with Section A, Subpart F of Part-M, the box “other regulation specified in block 12” shall be ticked and the certificate of release to service statement made in block 12. In that case, the certification statement “unless otherwise specified in this block” is intended to address the following cases;
 - (a) Where the maintenance could not be completed.
 - (b) Where the maintenance deviated from the standard required by Part-M.
 - (c) Where the maintenance was carried out in accordance with a requirement other than that specified in Part-M. In this case block 12 shall specify the particular national regulation.
- . For all maintenance carried out by maintenance organisations approved in accordance with Section A of Part-145, the certification statement “unless otherwise specified in block 12” is intended to address the following cases;
 - (a) Where the maintenance could not be completed.
 - (b) Where the maintenance deviated from the standard required by Part-145.
 - (c) Where the maintenance was carried out in accordance with a requirement other than that specified in Part-145. In this case block 12 shall specify the particular national regulation.

Block 14b Authorized Signature

- . This space shall be completed with the signature of the authorized person. Only persons specifically authorized under the rules and policies of the CAOIRI are permitted to sign this block. To aid recognition, a unique number identifying the authorized person may be added.

Block 14c Certificate/Approval Number

- . Enter the Certificate/Approval number/reference. This number or reference is issued by CAOIRI.

Block 14d Name

- . Enter the name of the person signing block 14b in a legible form.

Block 14e Date

- . Enter the date on which block 14b is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year


User/Installer Responsibilities

- . Place the following statement on the Certificate to notify end users that they are not relieved of their responsibilities concerning installation and use of any item accompanied by the form:

“THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL.

WHERE THE USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OF AN AIRWORTHINESS AUTHORITY DIFFERENT THAN THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER AIRWORTHINESS AUTHORITY ACCEPTS ITEMS FROM THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1.

STATEMENTS IN BLOCKS 13A AND 14A DO NOT CONSTITUTE INSTALLATION CERTIFICATION. IN ALL CASES AIRCRAFT MAINTENANCE RECORDS MUST CONTAIN AN INSTALLATION CERTIFICATION ISSUED IN ACCORDANCE WITH THE NATIONAL REGULATIONS BY THE USER/INSTALLER BEFORE THE AIRCRAFT MAY BE FLOWN.”

 Civil Aviation Organisation of Islamic Republic of Iran		2. AUTHORIZED RELEASE CERTIFICATE CAO.IRI FORM I		3. Form Tracking Number
4. Organisation Name and Address:				
6. Item	7. Description	8. Part No.	9. Qty.	10. Serial No.
				11. Status/Work
12. Remarks				
13a. Certifies that the items identified above were manufactured in conformity to:		14a. <input type="checkbox"/> Part-145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 12		
<input type="checkbox"/> approved design data and are in a condition for safe operation <input type="checkbox"/> non-approved design data specified in block 12		Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with		
13b. Authorized Signature	13c. Approval/ Authorization Number	14b. Authorized Signature		14c. Certificate/Approval Ref. No.
13d. Name	13e. Date (dd mmm yyyy)	14d. Name		14e. Date (dd mmm yyyy)
USER/INSTALLER RESPONSIBILITIES This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1. Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.				

Appendix II

Class and Ratings System to be used for the Approval of Maintenance Organisations referred to in Part-M Subpart F and Part-145

1. Except as stated otherwise for the smallest organisations in paragraph 12, the table referred to in point 13 provides the standard system for the approval of maintenance organisation under Subpart F of Part-M and Part-145. 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 the table referred to in point 13, the approved maintenance organisation is required to indicate its *scope of work* in its maintenance organisation manual/ exposition. See also paragraph 11.
3. Within the approval class (es) and rating(s) granted by CAOIRI, 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 organisations scope of work are matching.
4. A *category A class rating* means that the approved maintenance organisation may carry out maintenance on the aircraft and any component (including engines and/ or Auxiliary Power Units (APUs), in accordance with aircraft maintenance data or, if agreed by CAOIRI, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such A-rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. This will be subject to a control procedure in the maintenance organisation exposition to be approved by CAOIRI. 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 approved maintenance organisation may carry out maintenance on the uninstalled engine and/or APU and engine and/or APU components, in accordance with engine and/or APU maintenance data or, if agreed by CAOIRI, in accordance with component maintenance data, only whilst such components are fitted to the engine and/or APU. Nevertheless, such B-rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation approved 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 to be approved by CAOIRI. The maintenance organisation exposition scope of work shall reflect such activity where permitted by CAOIRI.
6. A *category C class rating* means that the 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 maintenance organisation approved 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 to be approved by CAOIRI. The maintenance organisation exposition scope of work shall reflect such activity where permitted by CAOIRI.

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 an approved maintenance organisation that carries out NDT as a particular task for another organisation. A maintenance organisation approved 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. In the case of maintenance organisations approved in accordance with Part-145, *category A class ratings* are subdivided into ‘Base’ or ‘Line’ maintenance. Such an organisation may be approved for either ‘Base’ or ‘Line’ maintenance or both. It should be noted that a ‘Line’ facility located at a main base facility requires a ‘Line’ maintenance approval.
9. The *limitation* section is intended to give CAOIRI the flexibility to customize the approval to any particular organisation. Ratings shall be mentioned on the approval only when appropriately limited. The table referred to in point 13 specifies the types of limitation possible. 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 avionics systems installations and related maintenance). Such mention in the limitation section indicates that the maintenance organisation is approved to carry out maintenance up to and including this particular type/task.
10. When reference is made to *series, type and group* in the limitation section of class A and B, series means a specific type series such as Airbus 300 or 310 or 319 or Boeing 737-300 series or RB211-524 series or Cessna 150 or Cessna 172 or Beech 55 series or continental O-200 series etc; type means a specific type or model such as Airbus 310-240 type or RB 211-524 B4 type or Cessna 172RG type; any number of series or types may be quoted; group means for example Cessna single piston engine aircraft or Lycoming non-supercharged piston engines etc.
11. When a *lengthy capability list* is used which could be subject to frequent amendment, then such amendment may be in accordance with the indirect approval procedure referred to in points M.A.604(c) and M.B.606(c) or 145.A.70(c) and 145.B.40, as applicable.
12. A *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:

Appendix III**Conditions for the use of staff not qualified to CAOIRI Part-66 in accordance with 145.A.30
(j) 1 and 2**

1. Certifying staff in compliance with the following conditions will meet the intent of 145.A.30(j)(1) and (2):
 - (a) The person shall hold a licence or a certifying staff authorisation issued by ICAO Contracting States under the country's National regulations in compliance with ICAO Annex 1.
 - (b) The scope of work of the person shall not exceed the scope of work defined by the National licence/certifying staff authorisation.
 - (c) The person shall demonstrate he has received training on human factors and airworthiness regulations as detailed in CAOIRI Part-66.
 - (d) The person shall demonstrate 5 years maintenance experience for line maintenance certifying staff and 8 years for base maintenance certifying staff. However, those persons whose authorized tasks do not exceed those of a CAOIRI Part-66 category A certifying staff, need to demonstrate 3 years maintenance experience only.
 - (e) Line maintenance certifying staff and base maintenance support staff shall demonstrate he/she received type training and passed examination at the category B1, B2 or B3 level, as applicable, referred to in Appendix III to CAOIRI Part-66 for each aircraft type in the scope of work referred to in point (b). Those persons whose scope of work does not exceed those of a category A certifying staff may however receive task training in lieu of complete type training.
 - (f) Base maintenance certifying staff shall demonstrate he/she received type training and passed examination at the category C level referred to in Appendix III to CAOIRI Part-66 for each aircraft type in the scope of work referred to in point (b), except that for the first aircraft type, training and examination shall be at the category B1, B2 or B3 level of Appendix III.
2. Protected rights
 - (a) The personnel having privileges before the entry into force of the relevant requirements of Part- 66 may continue to exercise them without the need to comply with points 1(c) to 1(f).
 - (b) However after that date any certifying staff willing to extend the scope of their authorization to include additional privileges shall comply with point 1.

Notwithstanding subparagraph 2(b) above, in the case of additional type training, compliance with points 1(c) and 1(d) is not required.'

AMC to Appendix III Maintenance Organisation Approval referred to in Part-145

The following fields on page 2 ‘Maintenance Organisation Approval Schedule’ of the maintenance organisation approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the maintenance organisation exposition
- Date of last revision approved: It refers to the date of the last revision of the maintenance organization exposition affecting the content of the certificate. Changes to the maintenance organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
- Revision No: It refers to the revision No of the last revision of the maintenance organisation exposition affecting the content of the certificate. Changes to the maintenance organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

Appendix IV: CAOIRI Form 3.b

Last revision of this form can be found in www.cao.ir

In the name of God


 CAO.IRI

Islamic Republic of Iran
Civil Aviation Organization

*Maintenance Organisation Approval
Certificate*

Number: Mo-xx

Pursuant to the Civil Aviation `Regulation of the I.R.Iran in force and subject to the conditions specified below,Civil Aviation Organization of I.R.Iran hereby certifies:

... Organisation Name ...
... Organisation Address ...

as a Part-145 Maintenance Organisation Approved to maintain products listed in the attached approval schedule and issue related Certificate of Release to Service using to above reference.

Conditions:

1. This approval is limited to that specified in the scope of approval section of CAO.IRI. Part-145 approved Maintenance Organization Exposition, and
2. This approval requires compliance with the procedures specified in CAO.IRI. Part-145 approved maintenance organization exposition, and
3. This approval is valid whilst the approved maintenance organization remains in compliance with Part-145.
4. Subject to compliance with the foregoing conditions, this approval is valid until the expiry date unless surrendered, suspended or revoked.


Date of first issue: dd,mm,yyyy
Date of issue: dd,mm,yyyy
Date of expiry: dd,mm,yyyy

Name & Signature
*Vice minister of road and
transportation &
President of CAO.IR of Iran*

1 of 2 CAO.IRI Form 3

Appendix V: CAOIRI Form 2.b

Last revision of this form can be found in www.cao.ir

<p><i>In the name of God</i></p>  <p>Application for Maintenance Organisation Approval (MOA) CAO.IRI Part-145</p> <p><i>Islamic Republic of Iran Civil Aviation Organisation</i></p>		
<p><input type="checkbox"/> Application for Initial grant <input type="checkbox"/> Application for Renewal <input type="checkbox"/> Application for Change</p>		
1. Registered name and address of the organisation	
2. Trade name (if different)	
3. Locations for which the approval is applied for	
4. Contact person	
5. Tel.	
6. Fax.	
7. Email	
8. Scope of Part-145 Approval relevant to this application:		
.....		
.....		
.....		
9. Staff number	Main Site	Additional site(s)
The total number of staff employed by the organisation in order to comply with CAO.IRI Part-145 (Employees)
The number of contracted staff associated with the proposed approval (Contractors)
10. Approval (s)		
- Is this company EASA/FAA 145 approved? <input type="checkbox"/> Yes (Attach Copy) <input type="checkbox"/> No		
- Approval held by National Authority / other Authorities (Attach Copy)		
- Current CAO.IRI Part-145 approval No.: Expiry Date of Approval:		
- Exposition Rev No.: Date of Revision:		

11. Scope of requested Part-145 approval					
CLASS	RATING	LIMITATION (Type of aircraft with fitted engine)	BASE	LINE	
AIRCRAFT	A1 Aeroplanes/airships above 5,700 Kg (Quote aeroplane/ airship type)		<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
	A2 Aeroplanes/airships 5,700 Kg and below (Quote aeroplane/ airship manufacturer or group or type)			<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
A3 Helicopters (Quote helicopter manufacturer or group or type)			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
A4 Aircraft other than A1, A2 or A3 (Quote aircraft type or group)			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
CLASS	RATING	LIMITATION			
ENGINES	B1 Turbine (Quote engine type)				
	B2 Piston (Quote engine manufacturer or group or type)				
B3 APU (Quote engine manufacturer or type)					

CLASS	RATING	✓	LIMITATION
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Condition & Pressurisation	<input type="checkbox"/>	(Quote aircraft type or aircraft manufacturer or component manufacturer or the particular component and or cross refer to a capability list in the exposition).
	C2 Auto Flight	<input type="checkbox"/>	
	C3 Communication and Navigation	<input type="checkbox"/>	
	C4 Doors – Hatches	<input type="checkbox"/>	
	C5 Electrical Power	<input type="checkbox"/>	
	C6 Equipment	<input type="checkbox"/>	
	C7 Engine – APU	<input type="checkbox"/>	
	C8 Flight Controls	<input type="checkbox"/>	
	C9 Fuel – Airframe	<input type="checkbox"/>	
	C10 Helicopter –Rotors	<input type="checkbox"/>	
	C11 Helicopter –Transmission	<input type="checkbox"/>	
	C12 Hydraulic	<input type="checkbox"/>	
	C13 Instruments	<input type="checkbox"/>	
	C14 Landing Gear	<input type="checkbox"/>	
	C15 Oxygen	<input type="checkbox"/>	
	C16 Propellers	<input type="checkbox"/>	
	C17 Pneumatic	<input type="checkbox"/>	
	C18 Protection ice/rain/fire	<input type="checkbox"/>	
	C19 Windows	<input type="checkbox"/>	
	C20 Structures	<input type="checkbox"/>	
	C21 Water Ballast	<input type="checkbox"/>	
	C22 Propulsion Augmentation	<input type="checkbox"/>	
CLASS	RATING		LIMITATION
SPECIALISED SERVICES	D1 Non Destructive Testing (Quote particular NDT methods)	<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

12. Applicant's declaration

I certify that the above statements are true.


Name and Signature of (proposed*) accountable manager
 (*Proposed is applicable only in the case of a new Part-145 Applicant)

..... Date: / /

Appendix VI: CAOIRI Form 4

Last revision of this form can be found in www.cao.ir .

In the name of God



Form-4

*Islamic Republic of Iran
Civil Aviation Organization*

Details of Management Personnel required to be accepted as specified in:
Part-145 or Part MG or Part MF

1. Name and Surname:			
2. Position within the organization:			
3. Qualifications relevant to the item (2) position:			
4. Work experience relevant to the item (2) position			
Position	Employer	From	To
5. Organization:			
6. Name & signature:		7. Date:	
<u>CAO.IRI use only</u>			
Name and signature of authorized CAO.IRI staff member accepting this person			
Name: M. Hassanloo		Office: Engineering & Airworthiness	
Signature:		Issuing Date:	
Valid for three years from issue date.			

Appendix VII

Certifying staff approval for Components, engines and APU

0.1 Definitions

Appropriately rated organisation means the maintenance organisation approved according to CAOIRI, FAA, EASA, TCCA or state of aircraft/engine/propeller type certificate holder/supplemented type certificate holder requirement.

0.2 Abbreviations

CAOIRI	Civil Aviation Organisation of Islamic Republic of Iran
AMO	Approved Maintenance Organisation
C/S	Certifying Staff
CC/S	Component Certifying Staff
EASA	European Aviation Safety Agency
EU	European Union
GM	Guidance Material
MOA	Maintenance Organisation Approval
MOE	Maintenance Organisation Exposition

0.3 Scope and Applicability

- a. This approval is applicable to CAOIRI Part-145/Subpart F organisations.
- b. Component Certifying Staff license issued by any organisation after this time that not to have compliance by this Appendix is not valid.

0.4 Purpose

This approval is designed to be used by CAOIRI Part-145/Subpart F Maintenance Organisations and the Assigned inspector when:

- The Maintenance organisation is:
 - 1- Defining the Component Certifying Staff qualification procedure in the MOE;
 - 2- Assessing each Component Certifying Staff authorisation granted.
- The Assigned inspector is - As a comparison document for:
 - 1- Evaluating the Component Certifying Staff qualification procedure;
 - 2- Ensuring by sampling that Component Certifying Staff authorisation granted are compliant with the minimum criteria addressed in this guidance.

1.1. Component Certifying Staff Definition

Component Certifying Staff (CC/S) means staff authorised by CAOIRI Part 145/Subpart F organisation to release Engines, APU and components under the CAOIRI Part-145/Subpart F approval.

1.2. Component Certifying Staff Authorization Procedures

For a standardisation purpose, when a Part-145/Subpart F organisation is nominating component certifying staff, the Part-145/Subpart F organisation shall detail in its Maintenance Organisation exposition (MOE) the relevant CC/S authorisation procedures (initial and renewal) together with the adequate qualification criteria depending on the complexity of the component and the assessment process.

1.2.1. Initial Authorization Procedure

The CAOIRI Part 145/Subpart F organisation shall detail in its Maintenance Organisation Exposition the established prerequisites to be eligible as CAOIRI Part 145/Subpart F Component Certifying Staff:

- a. Minimum qualification criteria including:
 1. Education, basic and technical training requirements;
 2. Aeronautical experience requirements;
 3. Language knowledge;
 4. Human Factor and Aviation Legislation training in accordance with CAOIRI Part-66;
 5. Training on the Organisation procedures.
- b. In addition, the CAOIRI Part 145/Subpart F organisation shall also explain in Maintenance Organisation Exposition point 3.4 the Assessment procedure for granting A/C CC/S authorization which shall at least specify:
 1. The person responsible for this process;
 2. When the assessment shall take place;
 3. The validation of qualification records;
 4. Procedures for the initial assessment (i.e. methods, including actions to be taken when the assessment is not satisfactory);
 5. Recording of assessment results;
 6. The management of the C/S List and individual authorizations;
 7. The C/S records (responsibility, content of the (C/S) files, etc).

1.2.2. Authorization Renewal Process

The CAOIRI Part 145/Subpart F organisation shall detail in its MOE the CC/S authorization renewal prerequisites such as but not limited to:

- a. The continuation training requirements (Organisation procedures, new technology, human factor issues);
- b. The maintenance experience requirements (6 months of relevant experience in the last 2 year period) and the associated records of evidence;
- c. The assessment procedure for renewing the CC/S authorization which shall at least specify:
 1. The persons responsible for this process;
 2. when the assessment shall take place;
 3. the validation of qualification records;
 4. means and methods for the continuous control of competence;
 5. actions to be taken when assessment is not satisfactory;

- 6. recording of assessment results;
- d. The management of the CC/S List and individual CC/S authorizations;
- e. The CC/S records (responsibility, record of experience, content of the CC/S files).

1.3. Component Certifying Staff Qualification Criteria

1.3.1. Basic Requirements

1.3.1.1. Educational Requirements

The minimum educational level shall be a school level or apprenticeship evidenced by the appropriate certificates.

1.3.1.2. Basic Training Requirements

The CC/S shall be able to demonstrate he/she received a basic training on the appropriate field:

- a. An aeronautical school diploma or certificate or;
- b. A technical school diploma / certificate, if the intended scope of work concerns noncomplex electrical components or instruments and cabin and safety equipment or;
- c. An aeronautical military school diploma or certificate.

Depending on the complexity of the intended scope of authorization, a higher level of the basic training shall be considered.

1.3.1.3. Aeronautical Experience Requirements

The CC/S shall be able to demonstrate at least:

- a. 2 years of Aeronautical experience in the field of aviation maintenance including at least 12 months of practical experience in the specific component maintenance area / Workshop;
- b. 3 years in the field of aviation maintenance for complex components such as engine/APU and Landing gears including 24 Months of practical experience in the specific component maintenance area / Workshop;

1.3.2. Technical Training Requirements

1.3.2.1. Component Training

Depending on the complexity and the technology of the component, the CC/S shall be able to demonstrate he/she received appropriate theoretical and practical component training from:

- a. The OEM or;
- b. The OEM recognised training organization or;
- c. An appropriately rated organization provided:
 - 1. Other person nominated to carry out the training can demonstrate he/she has received training to an appropriate level for the subject component;
 - 2. Other person nominated to carry out the training is appropriately authorized by the

- appropriately rated organization and is able to demonstrate a significant experience on the relevant component maintenance;
3. Other training syllabus has been reviewed by the Engineering Manager and/or the Quality Manager;
 4. Other component is available for practical training purpose;
 5. For simple component, the organisation may take credit of the CC/S experience and/or a previous training on a component from the same family and same technology.

1.3.2.2. Bench Test Training

Where there is a need to use Bench test (e.g. engine or ATEC bench test), the CC/S shall be able to demonstrate he/she received appropriate training. This training for the use of specific tools required by the OEM maintenance data shall be received from:

- a. The OEM or;
- b. The bench test manufacturer or;
- c. An appropriately rated organization.

1.3.2.3. Specific Equipment Training

Where there is a need to use specific equipment, the CC/S shall be able to demonstrate he/she received the appropriate training. This training for the use of specific tools required by the OEM maintenance data shall be received from:

- a. The OEM or;
- b. The specific tool manufacturer or;
- c. An appropriately rated organisation.

1.3.2.4. Additional Training

Where needed, the CC/S shall demonstrate he/she received appropriate training on:

- a. Fuel Tank Safety items, CDCCL level 1, or level 2 (refer to Appendix IV to AMC to 145.A.30(e) and 145.B.10(3) for further details);
- b. Electrical Wiring Interconnection System (refer to AMC 20-22 for further details);
- c. Any additional training(s) justified during the assessment performed by the Organisation (e.g. human factor, aviation legislation, etc...).

Note: the requirement laid down in point 1.3.2.1, 1.3.2.2, 1.3.2.3 may be replaced by Component Certifying Staff license issued by CAOIRI or Authorisation Certificate issued by approved maintenance organisation before the entry into force of this regulation.

1.3.3. General Requirements

1.3.3.1. Language Knowledge

The CC/S shall be able to demonstrate a working knowledge of the language in which the maintenance data is published and English.

1.3.3.2. Human Factor and Aviation Legislation Training

The CC/S shall be able to demonstrate he/she received training on:

- a. Human factors referred to in module 9 of Appendix I to CAOIRI Part-66. The organisation shall ensure and be in a position to demonstrate that the Human factor training syllabus and the training level are compliant to the syllabus and the level (B1/B2) of training of Appendix I to CAOIRI Part-66. The demonstration process is left to the discretion of the Organisation;
- b. A training on aviation legislation referred to in module 10 of Appendix I CAOIRI Part-66:

The organisation shall ensure and be in a position to demonstrate that the aviation legislation training syllabus and the training level are compliant to the syllabus and the level (B1/B2) of training of Appendix I to CAOIRI Part-66. The demonstration process is left to the discretion of the Organisation.

1.3.3.3. Training to the MOE Procedures

The CC/S shall be able to demonstrate he/she received appropriate training with the MOE and internal procedures applicable to CC/S (including issuance of CAOIRI form 1)

1.3.4. Recent maintenance experience

The Maintenance organisation shall ensure that CC/S can demonstrate recent experience on the Component area/ workshop relevant to the component type intended to be authorised.

The recent maintenance experience shall be understood as meeting the requirement of 6 month of experience in two years period preceding the intended date of issuance of the certification authorization. Further guidance is provided in "Foreign part 145 approvals – demonstration of 6/24 months maintenance experience UG.CAO.00128-XXX

1.3.5. Additional criteria for the renewal of individual authorization

The CC/S shall receive continuation training that covers Technical Development including Human Factors, FTS, EWIS and Aviation Regulation as applicable to the approval ratings and scope of work.

The CC/S shall demonstrate 6 months of experience during the two year period preceding the renewal of authorisation. Further guidance is provided in "Foreign part 145 approvals – demonstration of 6/24 months maintenance experience UG.CAO.00128-XXX."

1.4. Assessment

The aim of the assessment is to ensure compliance of the Component Certifying Staff with the relevant CAOIRI Part-145/Subpart F requirements, with the criteria defined in this approval and to ensure that each CC/S possesses the expected competence(s) associated to his/her job function (proposed scope of work and level of maintenance), before granting him/her an initial CAOIRI Part-145/Subpart F authorisation, to renew or to extend the scope of his/her issued authorisation. This assessment shall also take into consideration attitude and behavior.

As a consequence the Organisation shall demonstrate through a competence assessment that the CC/S:

- a. Meets the qualification criteria addressed above;
- b. Has the relevant knowledge to perform the maintenance tasks related to his/her job function;
- c. Has the relevant skill and ability to perform the maintenance tasks related to His /Her job functions including the relevant language knowledge;
- d. Is able to determine when the Component is ready to release to service and when it shall not be release to service.

The competence need to be assess by evaluation of “On the Job Performance” and /or “testing of knowledge” by appropriately qualified personnel.

The qualification criteria addressed above are summarized in 1. 7.

The minimum topics to be assessed during the initial CC/S CAOIRI Part 145/Subpart F authorisation process, the renewal or extension of his/her scope of authorisation are summarised in the table in 1.8.

1.5. Management of the CC/S List and Individual Authorization

The management of the list of Certifying Staff and the management of the individual CC/S authorisation shall be detailed within the exposition and approved by CAOIRI.

The organisation is responsible to ensure that the CC/S remains current in terms of procedures, HF and technical knowledge. This continuation training should be of sufficient duration in each two year period, the organisation is strongly advised to align the validity of the CC/S authorisation accordingly.

1.6. Records

The quality system shall review and archive in an exhaustive manner the relevant files resulting from the implementation of this procedure.

This means that the organisation shall keep records of all evidence associated to the CC/S authorisation. This means that certificates, experience log book, diploma, continuation training evidence, assessment evidence (including assessment results which could be in a form chosen by the organisation) shall be kept.



1.7. Summary table for CAOIRI PART-145/Subpart F Component C/S qualification Criteria

		Engin e/APU /	Hydraulic component s	Electrical components (Motors,	Electronic components (Card assy, mike,	Mechanical components (Wheel, Brake	Electronic Units (computers,	Instrum ents	Cabin Equipment (BFE, PSU,	Safety equipment (Life raft, life
Basic requirements	Educational level	Secondary school								
	Basic training	Aeronautical & technical school or Aeronautical military school or QA assessment								
	Aeronautical experience	2 years of Aeronautical experience in the field of aviation maintenance including at least 12 months of practical experience in the specific component maintenance area / workshop. For complex components such as engine/APU and Landing gears including, 3 years of Aeronautical experience is required in the field of aviation maintenance including 24 Months of practical experience in the specific component maintenance area /								
Technical training	Component training	OEM or OEM recognised Training Org. or AMO.								
	Bench test training	OEM of the bench test or AMO								
	Tool training	OEM or AMO								
	CDCCL / EWIS	Where needed								
General training	Language knowledge	working knowledge of the language in which the maintenance data is published AND working knowledge of English for the CRS (and for Airworthiness directives if required).								
	HF and Aviation	Human Factor and aviation Legislation training as detailed in the CAOIRI Part-66.								
	Recent Maintenance	6 month of experience in two years period preceding the intended date of issuance of the certification authorization								
	MOE procedures	appropriate training to the MOE and internal procedures applicable to CC/S (including issuance of CAOIRI form 1)								
Renewal criteria	Continuing training	OEM or OEM recognised Training Org. or AMO								
	Maintenance experience	6 months of relevant experience in the last 2 year period								

1.8 Summary of Assessment for Component Certifying staff

Purpose of the Assessment		
<input type="checkbox"/> Initial grant <input type="checkbox"/> Extension <input type="checkbox"/> Renewal		
I QUALIFICATION		
I.1	Refer to the Summary table (§1.7)for CAOIRI PART 145 Component C/S qualification	X
II KNOWLEDGE		
II.1	Knowledge of human factors, human performance and limitations	X
II.2	Knowledge of organisation capabilities, privileges and limitations	X
II.3	Knowledge of CAOIRI Part-M, CAOIRI Part-145 (and any other relevant regulations)	X
II.4	Knowledge of relevant parts of the MOE and associated procedures	X
II.5	Knowledge of safety risks linked to the working environment	X
II.6	Knowledge on CDCCL (when relevant)	X
II.7	Knowledge on EWIS (when relevant)	X
II.8	Knowledge of occurrence reporting system and understanding of the importance of reporting occurrences, incorrect maintenance data and existing or potential defects	X
III UNDERSTANDING		
III.1	Understanding of professional integrity, behavior and attitude towards safety	X
III.2	Understanding of conditions for ensuring continuing airworthiness of aircraft and components	X
III.3	Understanding of his/her own human performance and limitations	X
III.4	Understanding of personnel authorisations and limitations	X
III.5	Understanding critical task	X
IV ABILITY		
IV.1	Ability to supervise the performance of tasks carried out by non C/S personnel (i.e. mechanics, etc.)	
IV.2	Ability to compile and control completed work cards	X
IV.3	Ability to consider human performance and limitations.	X
IV.4	Ability to determine required qualifications for task performance	X
IV.5	Ability to identify and rectify existing and potential unsafe conditions	X
IV.6	Ability to check and document proper accomplishment of maintenance tasks	X
IV.7	Ability to identify and properly plan performance of critical task	X
IV.8	Ability to prioritize tasks and report discrepancies	X
IV.9	Ability to process the work requested by the customer	X
IV.10	Ability to properly process removed, uninstalled and rejected parts	X
IV.11	Ability to properly record and sign for work accomplished	X
IV.12	Ability to determine the acceptability of parts to be installed prior to fitment	X
IV.13	Ability to understand work orders, work cards and refer to and use applicable maintenance data	X

IV.14	Ability to use information systems	X
IV.15	Ability to use, control and be familiar with required tooling and/or equipment	X
	Adequate communication and literacy skills: The Component certifying staff shall be able to demonstrate a working knowledge of the language in which the maintenance data is published. In addition, should the language of the maintenance data not be English, then English language working knowledge is required.	X
Note: This list shall not be considered as exhaustive. It remains the responsibility of the organisation/applicant to adjust it.		

Appendix VIII

Last revision of this form can be found in www.cao.ir .

In the name of God

Technical Occurrence Report Form



1. REFERENCE INFORMATION		
1.1 Reporting Organization Name <input style="width: 95%;" type="text"/>	1.2 Country <input style="width: 95%;" type="text"/>	1.3 Approval Reference <input style="width: 95%;" type="text"/>
1.4 Name of Submitter <input style="width: 95%;" type="text"/>	1.5 Email Address <input style="width: 95%;" type="text"/>	1.6 Telephone No. <input style="width: 95%;" type="text"/>
1.7 Internal Reference No. <input style="width: 95%;" type="text"/>	1.8 Issue Number <input style="width: 95%;" type="text"/>	1.9 Date of the Report 1/14/2015 12:00:00 AM
1.10 Report Type <input type="checkbox"/> Initial <input type="checkbox"/> Follow Up	Initial Report Date (Only relevant if "Follow Up" is selected) 1/23/2015 12:00:00 AM	1.11 Report Status (of the Reporting Organization) <input type="checkbox"/> Open <input type="checkbox"/> Close
1.12 Parties informed: <input type="checkbox"/> State of operator <input type="checkbox"/> Operator(s) <input type="checkbox"/> CAMO <input type="checkbox"/> Design Approval <input type="checkbox"/> State of Registry		
Name of Design Approval Holder(s) informed (if relevant) <input style="width: 95%;" type="text"/>		

2. OCCURRENCE SUMMARY	
2.1 Occurrence Title <input style="width: 95%; height: 40px;" type="text"/>	2.2 Date of the Finding 1/13/2015 12:00:00 AM
2.3 ATA Chapter: <input style="width: 95%;" type="text"/>	2.4 Location <input style="width: 95%; height: 40px;" type="text"/>
2.5 Detecting Phase	
<input type="radio"/> Manufacturing <input type="radio"/> Standing <input type="radio"/> Climb <input type="radio"/> Approach <input type="radio"/> Hovering <input type="radio"/> Scheduled Maintenance <input type="radio"/> Taxi <input type="radio"/> En-Route <input type="radio"/> Landing <input checked="" type="radio"/> Maneuvering <input type="radio"/> Non-Scheduled Maintenance <input type="radio"/> Take off <input type="radio"/> Descent <input type="radio"/> Unknown <input type="radio"/> Other, specify <input style="width: 150px;" type="text"/>	
2.6 Cause of occurrence (Multiple choice is possible)	
<input type="checkbox"/> Design <input type="checkbox"/> Repair <input type="checkbox"/> Unapproved Parts <input type="checkbox"/> Not Determined <input type="checkbox"/> Production <input type="checkbox"/> Fatigue <input type="checkbox"/> Human Factors <input type="checkbox"/> Maintenance <input type="checkbox"/> Corrosion <input type="checkbox"/> Operational <input type="checkbox"/> Other, specify; <input style="width: 150px;" type="text"/>	



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Technical Occurrence Report Form



Islamic Republic of Iran
Civil Aviation Organization

3.AIRCRAFT INFORMATION (if relevant)	
3.1 Aircraft Manufacturer and Type/Model : [Input Field]	3.2 Aircraft Serial Number: [Input Field]
3.3 Operator/Owner: [Input Field]	3.4 Aircraft Registration: [Input Field]
3.5 Aircraft Usage Details	Aircraft Total Time (Hour): [Input Field]
Since new	Aircraft Total Cycles Since New: [Input Field]

4.ENGINE INFORMATION (if relevant)	
4.1 Engine Model and Type Certificate Holder	4.2 Engine Serial Number [Input Field]
<input type="checkbox"/> Turbine Engine [Input Field] <input type="checkbox"/> Piston Engine [Input Field]	
4.3 Engine event (Provide details in 7.1)	4.4 Engine Aircraft Position [Input Field]
<input checked="" type="checkbox"/> Uncontained Failure <input type="checkbox"/> Shutdown <input type="checkbox"/> Other <input type="checkbox"/> Fire <input type="checkbox"/> LOTC/LOPC <input type="checkbox"/> Unknown	
4.5 Engine Usage Details	Engine Total Cycles
Since New	[Input Field]
Engine Total Time (Hour)	[Input Field]
Since Overhaul /Shop Visit	[Input Field]

5.PROPELLER INFORMATION (if relevant)	
5.1 Propeller Manufacturing [Input Field]	5.2 Propeller Serial Number [Input Field]
5.3 Propeller Model and Type Certificate Holder [Input Field]	5.4 Propeller Aircraft Position [Input Field]
5.5 Propeller Total Time	Propeller Total Cycles
Since New	[Input Field]
Propeller Total Time (Hour)	[Input Field]
Since Overhaul /Shop Visit	[Input Field]



In the name of God

Technical Occurrence Report Form



Islamic Republic of Iran
Civil Aviation Organization

6. COMPONENT INFORMATION (if relevant)		
6.1 Component Manufacturer	6.2 Part Number	6.3 Serial Number
Name <input type="text"/>	<input type="text"/>	<input type="text"/>
Country <input type="text"/>		
6.4 Illustrated Part Catalogue (IPC) Name	6.5 TSO Reference	6.6 Date of Manufacture
<input type="text"/>	<input type="text"/>	18 January 2015
6.7 Component Usage Details		
	Component Total Time(Hour)	Component Total Cycles
Since New	<input type="text"/>	<input type="text"/>
Since Overhaul /Shop Visit (Hour)	<input type="text"/>	<input type="text"/>

7. DETAILS
7.1 Narrative:
<input type="text"/>

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Technical Occurrence Report Form



<p>7.2 Description of occurrence investigation</p> <div style="background-color: #f4b084; height: 150px;"></div>
<p>7.3 Risk Assessment:</p> <div style="background-color: #f4b084; height: 150px;"></div>
<p>7.4 Corrective Actions:</p> <div style="background-color: #f4b084; height: 150px;"></div>



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Technical Occurrence Report Form



7.5 Conclusion

8.OCCURANCE ATTACHMENT

8.1	<input type="text"/>	<input type="checkbox"/>	8.4	<input type="text"/>	<input type="checkbox"/>
8.2	<input type="text"/>	<input type="checkbox"/>	8.5	<input type="text"/>	<input type="checkbox"/>
8.3	<input type="text"/>	<input type="checkbox"/>	8.6	<input type="text"/>	<input type="checkbox"/>

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[Completion Instructions](#)

[AMC-20-8](#)

Appendix IX

The Rebuilding and Restoration of Aircraft

(a) The Rebuilding and Restoration of Aircraft is limited to aircraft that have previously held a Certificate of Registration from ICAO Member state according Annex 7.

(b) Definition

1. Restoration is a generic term that may include any one or combination of overhaul, repair, inspection, modification or replacement activity, which is to be performed on an aircraft where before Certificate of Airworthiness or Permit to Fly has lapsed for some years. Such an aircraft is likely to require extensive dismantling and inspection to determine the extent of work needed to restore it to an airworthy standard.

2. Aircraft rebuild projects include the return to an airworthy condition of any aircraft where before Certificate of Airworthiness or Permit to Fly has ceased to be in force due, for example, to accident or incident damage, the use of major parts from other aircraft of the same type, significant corrosion or major overhaul.

(c) Requirements

The attention of Certifying Engineers concerned with rebuilding projects or the long term restoration of aircraft is directed to the relevant chapters of CAOIRI Part-21, CAOIRI Part-M, CAOIRI Part-145, as applicable. Reference should be made to the table below to assure compliance with the relevant regulations.

Requirement	CAOIRI Aircraft
It must be shown that the aircraft conforms to type design and any repairs and changes conform to appropriate data.	Part 21.A.181 and 21.A.183
The aircraft must be constructed by an organisation approved by CAOIRI for the purpose. The restorer or rebuilder must show proof that the major components proposed for use on the restored or rebuilt aircraft are original, i.e. were manufactured by or for the organisation who obtained the first Type Certificate for the aircraft or that they are an approved alternative have CAOIRI Form 1 or equivalent. Failure to provide sufficient proof will result in the aircraft being refused either a Certificate of Airworthiness or a Permit to Fly.	Part 145.A.42 and M.A.501
A Certificate of Release to Service shall only be issued for overhaul, repair, replacement, modification or inspection when the signatory is satisfied that the work has been properly carried out having due regard to the use of manuals, drawings, specifications and the use of calibrated tooling.	Part 145.A.50 or M.A.801, as applicable
In the case of structural repairs to aircraft, where the repairs are not covered in a particular Repair Manual, the Approved Organisation or the appropriately licensed maintenance engineer concerned must be able to demonstrate all repairs are appropriately approved.	Part 21 Subpart M
All modifications/ changes, except those which are agreed by CAOIRI to be of such a nature that airworthiness is not affected, shall be approved.	Part 21 Subpart D

(d) Procedures

1. In the case of a rebuilding or restoration project expected to exceed twelfth months duration, CAOIRI must be advised of the project at the earliest opportunity. This will allow for a preliminary assessment by CAOIRI Surveyor of the extent of the restoration and rebuild work

required and initial acceptance of the applicant's proposals regarding sourcing of parts and components to be used in the restoration or rebuilding.

2. An application for a Special Survey should be made by the owner to CAOIRI.

At the final stages of completion of a rebuilding or restoration project and acceptance by CAOIRI Surveyor, it will be necessary to make an application for the subsequent issue of a Certificate of Airworthiness or Permit to Fly.

APPENDICES TO AMCs TO PART-145

Appendix I to AMC 145.B.20 (1)

CAOIRI Form 4


The provisions of Appendix X to AMC M.B.602 (a) and AMC M.B.702(a) CAOIRI Form 4 apply.

Appendix II to AMC 145.B.20 (5)


CAOIRI Form 6

Last revision of this form can be found in www.cao.ir.

In the name of God
Islamic Republic of Iran-Civil Aviation Organization
Maintenance Organization Approval Report (Findings)



Name of Organisation			نام متقاضی (شرکت)
Applicant for Certificate			متقاضی گواهینامه
Approval Reference	IR-145-		ارجاع تاییدیه
Date of Audit Beginning			تاریخ شروع معیزي
Date of Audit Termination			انتهای زمان معیزي
Audit Locations			محل های معیزي
Date(s) of Audit			تاریخ های معیزي
Audit duration (day)			مدت معیزي (روز)
Audit on-site (Man-Hours)			معیزي در سایت (نفر-ساعت)
Audit off-site (Man-Hours)			معیزي خارج سایت (نفر-ساعت)
Audit reference(s) (with revision & date)			معیار معیزي (با ذکر نسخه و تاریخ)
Auditor(s)			سر معیزي
Lead Auditor			معیزي / معیزيین
Sole Auditor			معیزي تنها
Trainee			تحت آموزش
Number of Findings			تعداد کل یافته
Number of Level I			تعداد یافته سطح ۱
Number of Level II			تعداد یافته سطح ۲
Lead Auditor Signature			امضاء سر معیزي

تام متقاضی (Applicant Name):		 فرم یافته و درخواست اقدام اصلاحی FINDING & CORRECTIVE ACTION REQUEST FORM
تدوع معیروی (Type of audit):		
قسمت معیروی شدیفته (Department):		
یافته (Finding):		
سطح یافته (Level of finding):		عقوبات مرجع (Regulation): CAO.IRI Part-145
بند (provision):		
Provision		
AMC		
شرح یافته (Description of finding):		
درخواست اقدام اصلاحی (Corrective Action Request)		
Due date	Acceptance	
3 month		تحلیل علت ریشه ای یافته (Root Cause Analysis): طرح اقدام اصلاحی (Corrective Action Plan): نام (Name): _____ امضاء (Signature): _____ تاریخ (Date): _____
ارزیابی و پیگیری اقدام اصلاحی (Corrective action assessment & follow up)		
<input type="checkbox"/> اقدام اصلاحی مورد پذیرش میباشد (Corrective action approved).		
نام معزز (Auditor Name): _____ امضاء (Signature): _____ تاریخ (Date): _____		

Appendix III to AMC 145.A.15

CAOIRI Form 2

The provisions of Appendix V (CAOIRI Form 2.b) apply.

Appendix IV to AMC 145.A.30 (e) and 145.B.10 (3)

Fuel Tank Safety Training

This appendix includes general instructions for providing training on Fuel Tank Safety issues.

A. Effectively:

- Large aeroplanes as defined in Part-25 and certified after 1 January 1958 with a maximum type certified passenger capacity of 30 or more or a maximum certified payload capacity of 7500 lbs (3402 kg) cargo or more, and
- Large aeroplanes as defined in Part-25 which contains Part-25 amendment 1 or later in their certification basis.

B. Affected organisations:

- Part-145 approved maintenance organisations involved in the maintenance of aeroplanes specified in paragraph A) and fuel system components installed on such aeroplanes when the maintenance data are affected by CDCCL.
- CAOIRI

C. Persons from affected organisations who should receive training:

Phase 1 only:

- The group of persons representing the maintenance management structure of the organisation, the quality manager and the staff required to quality monitor the organisation.
- Personnel of CAOIRI responsible as per 145.B.30 for the oversight of Part-145 approved maintenance organizations specified in paragraph B).

Phase 1 + Phase 2 + Continuation training:

- Personnel of the Part-145 approved maintenance organization required to plan, perform, supervise, inspect and certify the maintenance of aircraft and fuel system components specified in paragraph A).

D. General requirements of the training courses

Phase 1 – Awareness:

The training should be carried out before the person starts to work organisation. The persons who have already attended the Level 1 Familiarisation course in compliance is already in compliance with Phase 1.

Type: Should be an awareness course with the principal elements of the subject. It may take the form of a training bulletin, or other self study or informative session. Signature of the reader is required to ensure that the person has passed the training

Level: It should be a course at the level of familiarisation with the principal elements of the subject.

Objectives: The trainee should, after the completion of the training:

1. Be familiar with the basic elements of the fuel tank safety issues.
2. Be able to give a simple description of the historical background and the elements requiring a safety consideration, using common words and showing examples of non conformities.
3. Be able to use typical terms.

Content: The course should include:

- a short background showing examples of FTS accidents or incidents,
- the description of concept of fuel tank safety and CDCCL,
- some examples of manufacturers documents showing CDCCL items,
- typical examples of FTS defects,
- some examples of TC holders repair data
- some examples of maintenance instructions for inspection.

Phase 2 - Detailed training

A flexible period may be allowed by CAOIRI to allow organisations to set the necessary courses and impart the training to the personnel, taking into account the organisation's training schemes/means/practices. This flexible period should not extend beyond 31 December 2010.

The persons who have already attended the Level 2 Detailed training course either from a Part-145 maintenance organisation or from a Part-147 training organisation are already in compliance with Phase 2 with the exception of continuation training.

Staff should have received Phase 2 training by 31 December 2010 or within 12 months of joining the organisation, whichever comes later.

Type: Should be a more in-depth internal or external course. It should not take the form of a training bulletin, or other self study. An examination should be required at the end, which should be in the form of a multi choice question, and the pass mark of the examination should be 75%.

Level: It should be a detailed course on the theoretical and practical elements of the subject. The training may be made either:

- in appropriate facilities containing examples of components, systems and parts affected by Fuel Tank Safety (FTS) issues. The use of films, pictures and practical examples on FTS is recommended; or

— by attending a distance course (e-learning or computer based training) including a film when such film meets the intent of the objectives and content here below. An e-learning or computer based training should meet the following criteria:

- A continuous evaluation process should ensure the effectiveness of the training and its relevance;
- Some questions at intermediate steps of the training should be proposed to ensure that the trainee is authorized to move to the next step;
- The content and results of examinations should be recorded;
- Access to an instructor in person or at distance should be possible in case support is needed.

A duration of 8 hours for phase 2 is an acceptable compliance.

When the course is provided in a classroom, the instructor should be very familiar with the data in Objectives and Guidelines. To be familiar, an instructor should have attended himself a similar course in a classroom and made additionally some lecture of related subjects.

Objectives:

The attendant should, after the completion of the training:

- have knowledge of the history of events related to fuel tank safety issues and the theoretical and practical elements of the subject, have an overview of the FAA regulations known as SFAR (Special FAR) 88 of the FAA and of JAA Temporary Guidance Leaflet TGL 47, be able to give a detailed description of the concept of fuel tank system ALI (including Critical Design Configuration Control Limitations CDCCL, and using theoretical fundamentals and specific examples;
- have the capacity to combine and apply the separate elements of knowledge in a logical and comprehensive manner;
- have knowledge on how the above items affect the aircraft;
- be able to identify the components or parts of the aircraft subject to FTS from the manufacturer's documentation,
- be able to plan the action or apply a Service Bulletin and an Airworthiness Directive.

Content: Following the guidelines described in paragraph E).

Continuation training:

The organisation should ensure that the continuation training is required in each two years period. The syllabus of the training programme referred to in 3.4 of the Maintenance Organisation Exposition (MOE) should include the additional syllabus for this continuation training.

The continuation training may be combined with the phase 2 training in a classroom or at distance.

The continuing training should be updated when new instruction are issued which are related to the material, tools, documentation and manufacturer's or CAOIRI's directives.

E. Guidelines for preparing the content of Phase 2 courses.

The following guidelines should be taken into consideration when the phase 2 training programme are being established:

- (a) understanding of the background and the concept of fuel tank safety,
- (b) how the mechanics can recognise, interpret and handle the improvements in the instruction for continuing airworthiness that have been made or are being made regarding the fuel tank system maintenance,
- (c) awareness of any hazards especially when working on the fuel system, and when the Flammability Reduction System using nitrogen is installed.

Paragraphs a) b) and c) above should be introduced in the training programme addressing the following issues:

- (i) The theoretical background behind the risk of fuel tank safety: the explosions of mixtures of fuel and air, the behaviour of those mixtures in an aviation environment, the effects of temperature and pressure, energy needed for ignition etc, the 'fire triangle', - Explain 2 concepts to prevent explosions:
 - (1) ignition source prevention and
 - (2) flammability reduction,
- (ii) The major accidents related to fuel tank systems, the accident investigations and their conclusions,
- (iii) SFAR 88 of the FAA and JAA Interim Policy INT POL 25/12: ignition prevention program initiatives and goals, to identify unsafe conditions and to correct them, to systematically improve fuel tank maintenance),
- (iv) Explain the briefly concepts that are being used: the results of SFAR 88 of the FAA and JAA INT/POL 25/12: modifications, airworthiness limitations items and CDCCL,
- (v) Where relevant information can be found and how to use and interpret this information in the instructions for continuing airworthiness (aircraft maintenance manuals, component maintenance manuals, Service Bulletins...),
- (vi) Fuel Tank Safety during maintenance: fuel tank entry and exit procedures, clean working environment, what is meant by configuration control, wire separation, bonding of components etc,
- (vii) Flammability reduction systems when installed: reason for their presence, their effects, the hazards of an FRS using nitrogen for maintenance, safety precautions in maintenance/working with an FRS,

(viii) Recording maintenance actions, recording measures and results of inspections.

The training should include a representative number of examples of defects and the associated repairs as required by the TC/STC holders' maintenance data.

F. Approval of training

For CAOIRI Part-145 approved organisations, the approval of the initial and continuation training programme and the content of the examination can be achieved by the change to the MOE. The necessary changes to the MOE to meet the content of this decision should be made and implemented at the time requested by CAOIRI.