AMC 145.30[(c)]
Personnel Requirements
See JAR 145.30[(c)]

Monitoring the quality system includes requesting remedial action as necessary by the AMC 145.30(a) accountable manager, base maintenance manager, line maintenance manager, and workshop manager as appropriate.

AMC 145.30[(d)]
Personnel Requirements
See JAR 145.30[(d)]

1 **[**Has**]** sufficient staff means that the JAR-145 approved maintenance organisation employs or contracts such staff of which at least half the staff that perform maintenance in each workshop, hanger or flight line should be employed to ensure organisational stability. Contract staff, being part time or full time should be made aware that when working for the JAR-145 approved maintenance organisation they are subjected to compliance with the organisation's procedures specified in the maintenance organisation exposition relevant to their duties. For the purpose of this sub-paragraph, employed means the person is directly employed as an individual by the JAR-145 approved maintenance **[**organisation**]** whereas contracted means the person is employed by another organisation and contracted by that organisation to the JAR-145 approved maintenance organisation.

2 The maintenance man-hour plan should take into account any maintenance carried out on aircraft / aircraft components from outside the JAA full member State.

3 The maintenance man-hour plan should relate to the anticipated maintenance work load except that when the JAR-145 approved maintenance organisation cannot predict such workload, due to the short term nature of its contracts, when 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 AMC 145.25(a) aircraft hangar visit plan.

5 In the case of aircraft component maintenance, the maintenance man-hour plan should relate to the AMC 145.25(a) aircraft component planned maintenance.

6 The quality monitoring compliance function man-hours should be sufficient to meet the requirement of JAR 145.65(c) which means taking into account relevant AMC 145.65(c) sub-paragraphs. Where quality monitoring staff perform 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 JAR 145.30**[**(d)**]**.

9 The referenced maintenance man-hour plan and any associated procedure should be specified in the Maintenance Organisation Exposition and for information can be found listed in the Appendix 2 example exposition as item 2.22.

AMC 145.30[(e)]

Personnel Requirements
See JAR 145.30[(e)]

1 The referenced procedure requires amongst others that planners, mechanics, specialised services staff, supervisors and certifying staff are assessed for competence by 'on the job' evaluation and/or by examination relevant to their particular job role within the organisation before unsupervised work is permitted.

2 To assist in the assessment of competence, job descriptions are recommended for each job role in the organisation. Basically, the assessment should establish that -

a. Planners are able to interpret maintenance requirements into maintenance tasks, and have an appreciation that they have no authority to deviate from the maintenance data.

b. Mechanics are able to carry out maintenance tasks to any standard specified in the maintenance data and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards.

c. Specialised services staff are able to carry out specialised maintenance tasks to the standard specified in the maintenance data and will both inform and await instructions from their supervisor in any case where it is not possible to complete the specialised maintenance in accordance with the maintenance data.

d. 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 JAR-145.30(b) 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.

e. 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.

3. Particularly, in the case of planners, specialised services staff, supervisors and certifying staff, a knowledge of organisation procedures relevant to their particular role in the organisation is important.

4. Quality audit staff are able to monitor compliance with JAR-145 identifying non compliance in an effective and timely manner in order that the JAR-145 approved maintenance organisation may remain in compliance JAR-145.

[5. In respect to the understanding of the application of human factors and human performance issues, maintenance, management, and quality audit personnel should be assessed for the need to receive Initial Human Factors training, but in any case all maintenance, management, and quality audit personnel should receive Human Factors continuation training. This should concern to a minimum:

-Post-holders, managers, supervisors
-Certifying staff, technicians, 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 dept. staff
-Ground equipment operators
-Contract staff in the above categories

6. Initial Human Factors training should normally cover all the topics of the Training Syllabus in Appendix 9 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.

Depending on the result of paragraph 5 evaluation, initial training should be provided to personnel within 6 months of joining the maintenance organisation, but temporary staff may need be trained shortly after joining the organisation to cope with the duration of employment.

Personnel being recruited from another JAR 145 approved maintenance organisation and temporary staff should be assessed for the need to receive any additional Human Factors training to meet the new JAR 145 approved maintenance organisation's Human Factors training standard.

7 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 sufficient duration in each two year period in relation to relevant quality audit findings and other internal/external sources of information available to the organisation on human errors in maintenance.

8 Human factors training may be conducted by the maintenance organisation itself, or independent trainers or any training organisations acceptable to the Authority.

9 The Human Factors training procedure should be specified in the Maintenance Organisation Exposition and for information can be found listed in the Appendix 2 example exposition as item 3.9**]**

AMC 145.30[(f)]
Personnel Requirements
See JAR 145.30[(f)]

1 Continued airworthiness non-destructive testing means such testing specified by the type certificate holder /aircraft or engine or propeller manufacturer in JAR 145.45 maintenance data 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 JAA agreed issue of EN 4179 dependant upon the non-destructive testing function to be carried out. The current JAA agreed issue of EN 4179 is prEN 4179 Edition P4 dated March 2000.

3 Notwithstanding the fact that Level 3 personnel may be qualified via EN 4179 to establish and authorise methods, techniques, etc., 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 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 JAA full member Authority will make arrangements with another JAA full member Authority to use the NDT Board of that State.

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 In addition 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 such time as an agreed standard is established such methods should be carried out

in accordance with the particular equipment manufacturers recommendations including any training and examination process to ensure competence of the personnel with the process.

7 Any JAR-145 approved maintenance organisation that carries out continued airworthiness non-destructive testing should establish non-destructive testing specialist qualification procedures acceptable to the JAA full member Authority.

8 Boroscoping and other techniques such as delamination coin tapping are non-destructive inspections rather than non-destructive testing. Notwithstanding such differentiation, the JAR-145 approved maintenance organisation should establish a procedure acceptable to the JAA full member Authority to ensure that personnel who carry out and interpret such inspections are properly trained and assessed for their competence with the process. Non-destructive inspections, not being considered as non-destructive testing by JAR-145 are not listed in Appendix 1 under class rating D1.

9 The referenced standards, methods, training and procedures should be specified in the Maintenance Organisation Exposition and for information can be found listed in the Appendix 2 example exposition as item 3.11.

AMC 145.30 [(g)](1)
Personnel Requirements
See JAR 145.30 [(g)](1)

1 Certifying staff qualified in accordance with JAR-66 category B1 and/or B2 includes those personnel holding protected rights under JAR-66.1 (d).

2 For the purposes of category A minor scheduled line maintenance means any minor scheduled inspection/check up to and including a weekly check specified in the operators approved aircraft maintenance programme. For aircraft maintenance programmes that do not specify a weekly check, the JAA full member Authority will determine the most significant check that is considered equivalent to a weekly check.

3 Typical tasks permitted after appropriate task training to be carried out by the category A for the purpose of the category A issuing a JAR-145.50 aircraft certificate of release to service 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 inflight entertainment system components but excluding 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 the JAA full member Authority as a simple task.

q Replacement of any other aircraft component as agreed by the JAA full member Authority in conjunction with the JAA Maintenance Division for a particular aircraft type only where it is agreed that the task is simple.

Note: This list will be periodically updated in the light of ongoing experience and technological changes.

AMC-145.30 [(g)](2)
Personnel Requirements
See JAR-145.30 [(g)](2)

1 JAR-145.30 [(g)](2) requires in the case of aircraft base maintenance, category C certifying staff supported by category B1 and B2 qualified staff. Support means that the category B1 qualified staff must be satisfied that all mechanical tasks / inspections have been carried out to the required standard and the category B2 qualified staff must be satisfied that all avionic tasks / inspections have been carried out to the required standard before the category C certifying staff issues the certificate of release to service. The primary role of the category C certifying staff is to ensure that all work required to be carried out during the particular base maintenance check has been called up and accomplished. The secondary but equally important role of the category C certifying staff is to 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 Qualified category B1 and B2 means, except where stated otherwise in sub-paragraph 3, holding an appropriately type rated JAR-66 aircraft maintenance licence in either category B1, category B2 or both category B1 and B2. Such personnel should, as required by JAR-145.30 [(g)](2) be in compliance with JAR-145.35 (b) and (e). These personnel need not be certifying staff but the JAR-145 approved maintenance organisation may use appropriately qualified certifying staff to satisfy the requirement.

3 For those JAR-145 approved maintenance organisations that prior to JAR-66 worked in accordance with National requirements not containing licensing requirements, the organisation should identify in conjunction with the JAA full member Authority those staff considered to have equivalent qualifications to either JAR-66 category B1 or B2. Such staff will be considered as supporting the JAR-66 category C certifying staff and may qualify for the limited JAR-66 aircraft maintenance licence.

4 Certifying staff qualified in accordance with JAR-66 category C includes those personnel holding protected rights under JAR-66.1 (d).

[AMC 145.45(c)
Maintenance Data
See JAR 145.45(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 JAR-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 JAR-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 and for information can be found listed in the Appendix 2 example exposition as item 2.26**]**

AMC 145.45[(d)]
Maintenance Data
See JAR 145.45[(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. The quality personnel should approve (or not 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.

AMC 145.45[(e)]
Maintenance Data
See JAR 145.45[(e)]

1 A JAR-145 approved maintenance organisation also approved in accordance with JAR-21 Subpart JA is required by JAR-145.45**[**(e)**]** to establish a repair classification procedure. To satisfy the requirement, the organisation should describe how repairs will be classified in accordance with JAR-21 Subpart M, how a new repair design will be approved and how the organisation will ensure that only approved repair data is used in the implementation of a repair. The procedure should also include appropriate elements from sub-paragraph 2.

2 A JAR-145 approved maintenance organisation not approved in accordance with JAR-21 Subpart JA is required by JAR-145.45**[**(e)**]** to establish a procedure to process minor or major repairs. To satisfy the requirement, the organisation should describe the actions to be taken when the need for damage assessment and / or repair action arises. At minimum, the procedure should address the need to assess damage against published approved repair data and the action to be taken if damage is beyond the limits or outside the scope of such data. This could involve any one or more of the following options; Repair by replacement of damaged parts,

requesting technical support from the type certificate holder or from an organisation approved in accordance with JAR-21 Subpart JA and finally JAA full member approval of the particular repair data.

3 The reference in sub-paragraph 2 to published approved repair data means the data specified in JAR 145.45(b).

4 For the purpose of JAR 145.45**[**(e)**]** reference to minor or major repair relates only to design criteria and not to maintenance criteria.

AMC 145.45[(f)]
Maintenance Data
See JAR 145.45[(f)]

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

2 Complex maintenance tasks should be transcribed onto the workcards or worksheets and sub-divided into clear stages to ensure a record of the accomplishment of the maintenance task. Of particular importance is the need to differentiate and specify, when relevant, dis-assembly, accomplishment of task, re-assembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary workcards or worksheets to indicate what was actually accomplished by each individual person.

AMC 145.45 [(g) & (h)]
Maintenance Data
See JAR 145.45 [(g) & (h)]

1 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.

2 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.

3 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 145.47(a)
Production Planning
See JAR 145.47(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 JAR 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, organising 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

IEM 145.47(b)
Production Planning
See JAR 145.47(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 145.47(c)
Production Planning
See JAR 145.47(c)

1. The primary objective of the changeover 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.

2 The referenced procedure should be specified in the Maintenance Organisation Exposition and for information can be found listed in the Appendix 2 example exposition as item 2.25**]**

[AMC 145.60
Occurrence reporting
(See JAR 145.60)

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 investigations

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.**]**

[AMC 145.65(a)
Maintenance Procedures and Quality System
See JAR 145.65(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-145.65 (b)
Maintenance procedures and quality system
See JAR 145.65 (b)

1 The maintenance procedures should **[**reflect the safety and quality policy and**]** cover all aspects of carrying out the maintenance activity including the provision and control of specialised services and in reality lay down the standards to which the JAR maintenance organisation intends to work. Such standards need at a minimum to be those required by JAR-145.

2 Specialised services includes any specialised activity, such as, but not limited to Non-Destructive Testing requiring particular skills and/or qualification. JAR 145.30([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.

3 Appendix 6 contains a procedure for subcontracting that meets the intent of part of JAR 145.1 (b), (c) and (e) as specified in AMC 145.1.

4 In the case of aircraft line and base maintenance, **[**in order to minimise the risk of multiple errors and capture errors on critical systems:

a.**]** Procedures should be established to ensure that no one person be required to carry out and inspect in relation to a maintenance task involving some element of dis-assembly / re-assembly of several aircraft components of the same type fitted to more than one system on the same aircraft during a particular maintenance check. The purpose of this procedure is to minimise the rare possibility of an error being repeated whereby the identical aircraft components are not re-assembled thereby compromising more than one system. One example is the remote possibility of failure to re-install engine gearbox access covers or oil filler caps on all engines of a multi-engined aircraft resulting in major oil loss from all engines.

Alternatively, when only one person is available to carry out these same tasks then the workcard / worksheet should include an additional stage for re-inspection of the work by the person after completion of all the same tasks. This means for example, that in the case of removal and refitment of oil filler caps, a re-inspection of all oil filler caps should be carried out after the last oil filler cap has supposedly been refitted.

[b 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 for their criticality:

- 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 JAR 145.60,
- NAA national requirements for error capturing, if applicable.

c. 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 not authorised 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 JAR 145 Maintenance Organisation to sign-off tasks. "Authorised personnel" are not necessarily "certifying staff" .

d.**]** The referenced procedure**[**s**]**, if applicable, should be specified in the Maintenance Organisation Exposition and for information can be found listed in the Appendix 2 example exposition as item 2.23 **[**and 2.24**]** for aircraft base maintenance and L2.7 for line maintenance.

5 The maintenance procedures should address JAR 145.25 to JAR 145.95 inclusive as also specified in JAR-145.70 (a)(11) and sub-paragraphs (1) to (4) inclusive. The Appendix 2 example exposition contains typical procedures that, where appropriate should be addressed.

[6. Maintenance procedures should be held current such that they reflect best practice within the JAR145 organisation. It is the responsibility of all JAR145 organisation's employees to report any differences via their organisation's internal occurrence reporting mechanisms.

7. All procedures, and changes to those procedures, should be verified and validated before use where practicable.

8 All technical procedures should be designed and presented in accordance with good human factors principles**]**.

IEM 145.70(a)
Maintenance Organisation Exposition
See JAR 145.70(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 JAR-145 requirements, which is a pre-requisite to obtaining and retaining an approved maintenance organisation certificate.

3 JAR 145.70 (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 JAR 145.30(a) person(s) who should be reasonably familiar with its contents. JAR 145.70(a)(6) list of Certifying Staff may be produced as a separate document.

4 JAR 145.70 (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 JAR-145 approved maintenance organisation will need to 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 the JAA full member Authority, including associated procedures manuals and submission of the proposed amendments to the JAA full member Authority unless said Authority has agreed via a procedure stated in the amendment section of the MOE that some defined class of amendments may be incorporated without prior Authority approval.

8 In reality, therefore, the MOE has to 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. Contracted JAR-OPS operator procedures and paperwork.

9 The accountable manager's JAR-145.70 (a)(1) exposition statement 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 defines the organisation and procedures upon which the (Authority*) JAR-145 Approval is based as required by JAR 145.70.
These procedures are approved by the undersigned and must be complied with, as applicable, when work/orders are being progressed under the terms of the JAR-145 approval.
It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the (Authority*) from time to time where these new or amended regulations are in conflict with these procedures.
It is understood that the (Authority*) will approve this organisation whilst the (Authority*) is satisfied that the procedures are being followed and work standards maintained. It is further understood that the (Authority*) reserves the right to suspend, limit or revoke the JAR-145 approval of the organisation if the (Authority*) 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).....'

Note: Where it states (Authority*) please insert the actual name of the Authority, for example,

RLD, LBA, DGAC, CAA, etc., etc.

Whenever the accountable manager changes it is important to ensure that the new accountable manager signs the para 9 statement at the earliest opportunity as part of the acceptance by the JAA full member Authority.

Failure to carry out this action could invalidate the JAR-145 Approval.

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

Appendix 2 contains one example of a MOE layout.

~end~