

Section C – Certification Process for EU-based Approved Maintenance Organizations

1.0 INITIAL CERTIFICATION PROCESS.

1.1 Applicant Responsibilities. To apply for a 14 CFR part 145 repair station certificate under the provisions of the Agreement, an applicant AMO must:

- a. Be located in one of the EU Member States and hold an EASA Part-145 approval.
- b. Include in its application for both initial and renewal of the FAA approval a statement demonstrating that the FAA certificate and/or rating is necessary for maintaining or altering U.S. aircraft and/or aeronautical products being installed on U.S.-registered aircraft and foreign-registered aircraft and/or aeronautical products being installed on foreign-registered aircraft operating under the provisions of 14 CFR.
- c. Contact the AA of the Member State in which the organization’s principal place of business is located.
- d. Review 14 CFR part 187 for determining fees for certification services and approvals.

1.2 Initial Certification.

1.2.1 Upon receipt of the preliminary inquiry of the AMO, the AA should provide the following to the applicant:

- a. A copy of the MAG, as revised (hard copy or digital format).
- b. FAA Form 8400-6, Pre-application Statement of Intent. The form can be found at: <https://www.faa.gov/forms/>
- c. FAA Form 8310-3, Application for Repair Station Certificate and/or Rating. The form can be found at: <https://www.faa.gov/forms/>

1.2.2 The AA should also advise the applicant that the applicant must:

- a. Submit an FAA Supplement to the EASA Part-145 MOE.
- b. Provide all documentation submitted to the AA, and required to be forwarded to the FAA, in the English language.

1.2.3 Statement of Need. In order for an AMO located in an EU Member State to qualify for an FAA 14 CFR part 145 repair station certificate, an AMO must have previously obtained an EASA Part-145 approval. The AMO must submit evidence of a need (perceived or continuing) to maintain or alter U.S.-registered aircraft and articles and/or parts for use on such aircraft or foreign-registered aircraft operated under the provisions of 14 CFR, and articles and/or parts for use

on those aircraft. This evidence may be in the form of a Letter of Intent (LOI), work order, or contract with details of the relevant customer. A relevant customer may be a U.S.-based repair station; or a U.S. operator, distributor, or lessor.

1.2.4 The AMO should review the guidance and submit the completed Pre-application Statement of Intent and FAA Form 8310-3 to the AA in the English language.

1.2.5 Upon receipt of the Pre-application Statement of Intent (FAA Form 8400-6) and the SAS Vitals Information addressed in Section C, Appendix 2, the AA shall review the package. Once the package is complete, the AA shall forward a copy to the appropriate FAA office.

1.3 FAA Actions. Upon receipt of the information, the FAA shall obtain from Flight Standards Service, Regulatory Support Division (AFS-620) the pre-certification and final certification numbers to be forwarded to the AA for distribution. The pre-certification number must be used for all correspondence regarding the application for tracking purposes. The information contained in Section C, Appendix 2, must be entered into the SAS.

NOTE: At this time the FAA ASI shall verify if there are any special authorizations and limitations (such as electronic record keeping system) that will need to be entered in paragraph A004 of the OpSpecs.

1.4 AA Actions.

1.4.1 The AA shall notify the applicant of the pre-certification number for inclusion on future correspondence.

1.4.2 The AA shall also give the AMO the final certification designator number and advise the AMO that it must be used only for the creation of forms and the supplement to support the final certification.

1.4.3 In cases where additional fixed locations are located in another EU Member State that is subject to the terms of this Agreement, the AA assigned for the organization where the principal place of business is located should conduct oversight. Line stations must be under the oversight of an AA that is part of the Agreement.

NOTE: EASA uses the term “line stations;” the FAA uses the term “Line Maintenance Authorization” when it authorizes lines stations in a repair station’s OpSpecs under 14 CFR part 145. These terms are synonymous when applied under the terms of the Agreement.

1.5 Applicant Responsibilities. At least 60 days prior to the date initial approval is required, the applicant must submit to the AA the formal application package, which contains the following.

- a. FAA Form 8310-3 containing the list of maintenance functions. (See Section C, Appendix 3.)
- b. A statement of need (defined in Section A, paragraph 5.2.1.1(a)(1) and Section C, paragraph 1.1(c).
- c. FAA Supplement to the MOE (see Section C, Appendix 1).
- d. A letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. This requirement is applicable if the AMO is involved with the transport of dangerous goods, including shipping and receiving such items. If the AMO is involved in the loading of dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be trained in accordance with the air carrier's hazardous materials training program.
- e. The addresses of all additional fixed locations located within an EU Member State subject to the Agreement. (A repair station may have additional fixed locations (facilities) without certificating each facility as a stand-alone or satellite repair station.)
- f. The addresses of each line station authorized, if any, and the name of the air carrier or operator of the U.S.-registered aircraft.

NOTE: The FAA will recognize only line stations that are under the direct surveillance of an AA and holding an EASA line station approval, except those located in the United States.

- g. Copy of EASA Form 3 approval certificate, including the scope of approval.

1.6 AA Actions.

- 1.6.1 Review the application package as defined in Section C, paragraph 1.7, and the associated appendices for completeness. If the package is complete, the AA should review the contents for correctness. This should include a review of the proposed FAA Supplement in comparison with the sample FAA Supplement in Section C, Appendix 1.
- 1.6.2 The supplement must be customized to reflect the AMO's operations and procedures but still must contain the same information as the example supplement paragraphs. If the information that the AMO submits is acceptable, the AA should conduct an oversight audit for compliance with EASA requirements and FAA Special Conditions, using Audit Report 2 (see Section A, Appendix 6).
- 1.6.3 If the AMO has successfully completed an AA oversight audit within the preceding 180 days/6 month period of the AA's recommendation to the FAA for certification, the AA should not have to conduct a review for compliance with EASA requirements. The AA shall conduct an oversight audit for compliance

with FAA Special Conditions and the FAA Supplement regardless of whether an audit for compliance with EASA requirements has been successfully completed within the 180 days/6 month period. Where applicable, the AA should notify the AMO of the required fee for the performance of this audit. The AMO should direct all questions regarding these fees to the AA.

- 1.6.4 If the AA discovers deficiencies in an AMO's application package or after conducting an oversight audit, the AA may process the findings in accordance with EASA Part-145, Section B, requirements, but the period for corrective action may not exceed 6 months. If the applicant fails to correct the deficiencies within the timeframe the AA allowed, the AA should terminate the application process and notify the FAA.
- 1.6.5 In the event of unusual circumstances, the AA should notify the FAA, and the FAA may agree to extend the period upon mutual agreement for a reasonable period of time, if the applicant demonstrates an ability and willingness to correct the noted deficiencies. If corrective action must be taken, the applicant should notify the AA in writing when all deficiencies have been corrected.
- 1.6.6 The AA shall retain a copy of the initial certification package, which must be available to the FAA on request.
- 1.6.7 The AA shall send the following completed documents to the FAA:
 - a. FAA Form 8310-3 with the appropriate recommending inspector/surveyor official completing blocks 6, 7, 8, and 9.
 - b. A copy of the completed Audit Report 2 (Section A, Appendix 6) for the applicant AMO. Also include a separate Audit Report 2 and a signed recommendation for each additional fixed location and line station that will utilize the 14 CFR part 145 privileges.

NOTE: Audit Report 2 may be in the AA's national language provided the manager of the AA's surveillance department provides the FAA with a written statement. This statement must certify that the translations of Audit Report 2 to the national language is accurate and contains the information of the Audit Report 2 of the MAG, Section A, Appendix 6. Each time Audit Report 2 is revised, the manager of the AA surveillance department shall issue a new certifying statement to the FAA. The FAA Coordinator (IFO) shall keep a current copy of this letter in the AA file.

- c. If applicable, a list of the additional fixed locations that will use the AMO's FAA certificate privileges. The list must include the address of each location, the FAA liaison telephone number and e-mail address, if available, and identify the AA office with oversight responsibility.

- d. The addresses of each line station authorized, if any, and the name of the air carrier or operator of the U.S.-registered aircraft for which the line station is authorized to perform maintenance.

NOTE: The FAA will recognize only line stations that are under the direct surveillance of an AA and holding an EASA line station approval, except those located in the United States.

- e. The applicant's letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. (Only applicable if the AMO is involved with the transport of dangerous goods, including shipping and receiving.

NOTE: If there are no changes to the letter content, then update the date of the letter. If there *are* changes, update both the text and the date.

- f. A copy of the AMO's AA Certificate and scope of approval, EASA Form 3.

- 1.6.8 The AA shall retain one current copy of the FAA Supplement to the MOE in the English language and make that supplement available to the FAA on request.

1.7 FAA Actions.

- 1.7.1 The FAA shall review the documents to ensure the package is complete.

- 1.7.1.1 When the applicant's FAA Supplement to the MOE is included as a supplement chapter to the MOE (Part 7), and the MOE has been approved by the AA, the FAA considers the manual acceptable in accordance with 14 CFR part 145.

- 1.7.1.2 The AA is not required to provide to the FAA the MOE or FAA Supplement as a part of a certification package.

- 1.7.2 During initial certification, there should be no open findings on Audit Report 2 (Section A, Appendix 6) or on any of the documents submitted to the FAA. However, the FAA recognizes that several languages are involved in the process. Minor discrepancies may occasionally be noted because of various interpretations or misunderstandings on the documents submitted. These minor discrepancies must be discussed with the AA, but should not delay the issuance of the FAA certificate.

- 1.7.3 The FAA ASI shall update the information contained in the SAS Vitals Information.

- 1.7.4 At this time the FAA ASI shall verify if there are any special authorizations and limitations (such as an electronic record keeping system) that will need to be entered in paragraph A004 of the OpSpecs.

- 1.7.5 When all of the application documentation is reviewed and found to meet the requirements of the Maintenance Agreement, the FAA shall invoice the AMO in accordance with the current edition of AC 187-1, Flight Standards Service Schedule of Charges Outside the United States. Once the AMO has paid the appropriate fee, the following will be accomplished:
- a. The FAA ASI shall complete block 10 of FAA Form 8310-3. (Once block 10 action block is checked approved, this action approves the maintenance functions listed in block 4, unless block 6 is notated by the AA inspector/surveyor that the maintenance functions requested are not approvable.)
 - b. The FAA shall forward FAA Form 8000-4, Air Agency Certificate, and FAA Form 8000-4-1, Repair Station Operations Specifications, with all applicable limitations to the AMO via e-mail as a PDF attachment. The FAA shall also include a cover letter with instructions for an appropriate official at the AMO to sign and return a copy of the Operations Specifications to the FAA and AA by e-mail as a PDF attachment. The Air Agency certificate will list the FAA rating or ratings. The FAA OpSpecs will list the EASA certificate number (EASA Form 3) and the current revision and date. (There is no need to list FAA ratings on the OpSpecs except in special circumstances discussed in Section A, Appendix 7.)
 1. To ensure prompt attention to certification and renewal correspondence, the AMO (in addition to copying the FAA) should use the following organizational e-mail address: 9-AVS-NYC-IFO@faa.gov or 9-AVS-LAX-IFO-MAG@faa.gov, as appropriate.
 2. The FAA ASI shall ensure that the ratings of the EASA Part-145 certificate are consistent with the 14 CFR part 145 certificate ratings.
- 1.7.6 The FAA shall notify the TSA when a 14 CFR part 145 certification has concluded and an Air Agency Certificate is issued.

2.0 RENEWAL PROCESS.

2.1 Applicant Responsibilities. An FAA-issued certificate for a repair station located outside the United States is effective until the last day of the 12th month after the initial date of issue. It may be renewed for a period of 24 months if the repair station has operated in compliance with the applicable regulations during the preceding certification period. The holder of a repair station certificate subject to the Agreement may apply for renewal prior to the certificate's expiration date as provided below.

- 2.1.1 The renewal package should be submitted to the AA 90 days before the AMO's current certificate expires, but, in any case, not less than 60 days prior to renewal. The renewal package must contain the following:
- a. FAA Form 8310-3 (see Section C, Appendix 3).

- b. Statement of continued need. The applicant should demonstrate continued need by submitting evidence of the requirements outlined in the MAG, Section A, paragraph 5.2.1.1(a)(1), as well as Section C, paragraph 1.2.3. This may include evidence of having carried out maintenance for a relevant customer in the form of a copy of an EASA Form 1 with a dual release.
 - c. FAA Supplement to the MOE if changed since the last certification. The AMO does not need to submit a new FAA Supplement to the MOE if its current procedures and activities are described in its current supplement. When seeking renewal, an AMO must ensure that its FAA Supplement to the MOE reflects current procedures and activities. All changes to procedures and activities described in the supplement will require a revision of the FAA Supplement to the MOE, which the AMO must submit to the AA for approval.
- 2.1.2 If not previously submitted, a letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. This is applicable if the AMO is involved with the transport of dangerous goods, including shipping and receiving of such items. If the AMO is involved in the loading of dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be trained in accordance with the air carrier's hazardous materials training program.
- 2.1.3 The AMO must provide any changes made that affect the SAS Vitals Information elements described in Section C, Appendix 2.

2.2 AA Actions.

- 2.2.1 The AA should review the renewal package and FAA Form 8310-3 specifically for a revision to Block 4 regarding maintenance functions contracted to a maintenance provider.
- 2.2.2 The AA should review the statement of continued need as part of its recommendation to the FAA. If the AMO is unable to establish the continuing need, the AA shall advise the AMO that the FAA will renew the AMO's 14 CFR part 145 certificate based on its previous statement of continued need. The AA shall also advise the AMO that, if at the time of its next renewal, the AMO is still unable to show continued need, the FAA may not renew the certificate.
- 2.2.3 During the AA normal surveillance schedule, the AA shall include the FAA Special Conditions and verify the AMO's compliance with the FAA Supplement to the MOE. The purpose of the Agreement is to make every effort to utilize the AA surveillance time efficiently, thereby reducing redundant inspections/surveillance unless necessary. The AA shall complete Audit Report 2. A series of partial audits may collectively fulfil the requirement to perform a complete facility audit. The audit must indicate whether the AMO complies with AA requirements and the FAA Special Conditions.

- 2.2.4 Additional fixed locations and line stations under one certificate are covered by the completion of Audit Report 2 for that AMO. The AA oversight for a fixed location must follow provisions of EASA-Part 145, Section B. The AA can adopt a sampling surveillance program for the line stations based upon their number and complexity.
- 2.2.5 The AMO does not need to submit a new FAA Supplement to the MOE if its current procedures and activities are described in its current supplement. When seeking renewal, an AMO must ensure that its FAA Supplement to the MOE reflects current procedures and activities. Changes to procedures and activities described in the supplement will require a revision of the FAA Supplement to the MOE. The AA shall retain an English language copy of the FAA Supplement and make that copy available to the FAA on request.
- 2.2.6 If the AA discovers deficiencies in an AMO's application for renewal of its 14 CFR part 145 certificate, or after conducting an oversight audit, the AA shall follow the corrective action requirements of EASA Part-145, Section B. If the AA finds the written plan for corrective action is acceptable, the AA shall attach the plan to Audit Report 2. Once the AA has found the renewal to be acceptable, the appropriate recommending inspector/surveyor shall complete blocks 7, 8, and 9 of FAA Form 8310-3.

NOTE: The inspector/surveyor should complete the findings section of Audit Report 2 for Level 1 (all) and Level 2 findings (only those that are related to the FAA approval). The AA should place special emphasis on ensuring the findings and/or corrective action plan is included in the surveillance form. Findings and the corrective action plan must be forwarded to the FAA in the English language.

- 2.2.7 The AA shall then make a recommendation (Part 3 of Audit Report 2) for or against certificate renewal, based on a complete AA surveillance/audit of the AMO conducted within the renewal time frame of every 24 months.
- 2.2.8 The AA shall submit the following documents to the FAA Coordinator (IFO) at least 30 days before the expiration date:
- a. A completed FAA Form 8310-3.
 - b. A copy of the AMO's EASA Form 3 and approval schedule, as revised.
 - c. A completed copy of Audit Report 2.

NOTE: For renewal, only one Audit Report 2 is required to cover all facilities under one approval certificate.

- d. If applicable, and only if it was not previously submitted, a letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. (Only

applicable if the AMO is involved with the transport of dangerous goods including shipping and receiving.)

- 2.2.9 The AA shall forward to the FAA the applicant's information regarding any changes made that affect the SAS Vitals Information elements described in Section C, Appendix 2.

2.3 FAA Actions.

- 2.3.1 The FAA shall review the documentation submitted by the AA to determine whether the appropriate information has been entered and is acceptable. The AMO must not have any outstanding issues involving corrective action unless the AA has approved a corrective action plan.
- 2.3.2 An essential step in the renewal process is the FAA's use of the available risk management tools. The SAS is the oversight tool used by the FAA to identify and mitigate risk. A risk management system is essential in identifying and controlling hazards, and managing risk. Information received from the AA on Audit Report 2 requires input into the SAS. This will assist the ASI to identify an elevated risk. The SRDT is one of the tools to address any hazard that the FAA ASI identifies that is significant enough to justify intensive analysis and tracking, but there are other tools to mitigate the identified risk.
- 2.3.3 If the FAA finds that the documentation supporting an AMO's application for renewal is incomplete or contains minor deficiencies (e.g., typographical or grammatical errors or lack of clarity), the FAA ASI shall contact the AA for resolution. If the documentation contains major deficiencies (e.g., incomplete application, incorrect information, etc.), the FAA shall notify the AA in writing indicating the deficiencies.

NOTE: Major deficiencies in the renewal application package should be discussed with the AA as soon as possible to resolve them before the certificate expiration date.

- 2.3.4 When all of the application documentation is reviewed and found to meet the requirements of Annex 2 of the Agreement, and the AMO has paid the appropriate fee in accordance with 14 CFR part 187, the following will be accomplished:
- a. The FAA ASI shall complete block 10 of FAA Form 8310-3.
 - b. The FAA shall forward FAA Form 8000-4, Air Agency Certificate, and the repair station OpSpecs, with all applicable limitations to the AMO and the AA via e-mail as a PDF attachment. The FAA shall also include a cover letter with instructions for an appropriate official at the AMO to sign and return a copy of the OpSpecs to the FAA and AA by e-mail as a PDF attachment. The Air Agency Certificate will list the FAA rating and the FAA OpSpecs will list the EASA certificate number and the current date, which are on EASA Form

3. (There is no need to list FAA ratings on the OpSpecs except for specialized services.)

1. To ensure prompt attention to certification and renewal correspondence, the AMO (in addition to copying the FAA) should use the following organizational e-mail address: 9-AVS-NYC-IFO@faa.gov or 9-AVS-LAX-IFO-MAG@faa.gov, as appropriate.
2. The provisions of paragraph 2.3.4(b) above related to the inclusion of specialized services of the FAA OpSpecs apply only to existing FAA approvals prior to the entry into force of the Agreement on March 15, 2011.
3. The FAA ASI should verify if there are any special authorizations and limitations (such as an electronic recordkeeping system) that will need to be entered in paragraph A004 of the OpSpecs.

2.3.5 If, however, the AMO cannot demonstrate a need to hold the certificate, the AMO and the AA shall be advised in writing by the FAA that, if at the time of its next renewal the AMO is still unable to show continued need, the FAA may not renew the certificate.

2.5 Significant Findings Noted Between Certificate Renewals.

2.5.1 AA Action. When the AA has reason to raise significant findings (Level 1) against an FAA-approved AMO including any additional fixed location or line station which may result in revocation, limitation, or suspension, in whole or in part, of the EASA Approval, the AA shall complete Audit Report 2 with a non-recommendation and immediately forward the form to the FAA Coordinator (IFO).

2.5.2 FAA Action.

2.5.2.1 The FAA shall, upon notification that a certificate has been revoked or suspended, take action in accordance with Section C.

2.5.2.2 The FAA shall, upon notification of a limitation imposed on an EASA Form 3, scope of approval, take action to amend the AMO's FAA OpSpecs to reflect the limitation imposed by EASA.

2.5.2.3 Where this action is made against an additional fixed location or line station authorization, the FAA shall ensure the new OpSpecs are modified to show these changes.

2.5.2.4 The FAA shall notify the AA of the action taken by sending a copy of the revised OpSpecs via e-mail.

2.6 Renewal Extensions. In exceptional circumstances, the FAA may grant an extension for a maximum of 60 days, subject to receipt from the AA/EASA of a completed Audit Report 2 (Section A, Appendix 6) confirming that the maintenance organization remains in compliance with EASA Part-145 and the FAA Special Conditions, and giving a valid reason for the late submission. The Audit Report 2 recommendation for an extension must be made prior to the end of the 2-year period.

3.0 CHANGE/AMENDMENT TO THE APPROVAL.

3.1 When to Change/Amend the Approval.

3.1.1 Each of the following situations requires the AMO to apply for a change in a repair station certificate using FAA Form 8310-3:

- a. A change in the housing and facilities that would affect the certificate and/or OpSpecs, e.g., change in address (this is not required for internal movement of departments, machinery, etc.),
- b. A request to add or remove a rating, or
- c. A change in ownership or name change (including d/b/a). If the holder of a repair station certificate sells or transfers its assets, the new owner must apply for a new or an amended certificate. Name changes also require an application and certificate change.

3.1.2 Changes or amendments to the FAA approval must be submitted to the FAA (e-mail to: 9-AVS-NYC-IFO@faa.gov or 9-AVS-LAX-IFO-MAG@faa.gov, as appropriate) using the SAS Vitals Information sheet in Section C, Appendix 2.

3.1.3 The addition or deletion of an aircraft/engine type under an existing EASA or FAA rating does not require submittal of an FAA Form 8310-3. The procedure is as follows.

3.1.3.1 The AA shall inform the FAA IFO via e-mail and attach the revised EASA Form 3 (including scope of approval) and a new SAS Vitals Information form.

3.1.3.2 The FAA shall process the amendment to OpSpecs paragraph A003 without the need for additional documentation (e.g., FAA Form 8310-3). The FAA may request additional information from the AA before proceeding.

3.2 Procedures for Changes Under Paragraph 3.1.1 Above.

3.2.1 AMO Responsibilities.

- a. The AMO requesting a change must forward the required documentation, indicating the change, to the AA including any supporting documentation

required by the change. The AMO documentation submitted must be available in the English language. The AA may require the AMO to submit a duplicate document in the national language. If the request requires a change to the AMO's FAA Supplement to the MOE, these documents must also be submitted to the AA.

- b. The AMO must provide updated SAS Vitals Information (Section C, Appendix 2.)

3.2.2 AA Actions.

- 3.2.2.1 For any proposed changes to the current certificate (other than a change to a rating), the AA shall inform the FAA within 10 business days of the proposed change. After discussions with the FAA, the AA may recommend that the AMO be permitted to continue operating as a 14 CFR part 145 repair station while the proposed changes are being implemented.

NOTE: During the process of name change to an AMO, the AMO may continue issuing EASA Form 1 dual release, provided the AMO completes the release with the "NEW" name in block 4 and the "OLD" name stated in block 12.

- 3.2.2.2 The AA shall conduct an on-site review of the AMO for requests involving a change in rating or facilities. The AA shall review the documentation submitted by the AMO and, if satisfactory, shall forward the following documents in the English language to the FAA via email as a PDF within 10 business days after the issuance of the EASA certificate and related scope of approval.

- a. A copy of FAA Form 8310-3.
- b. Copies of the AMO's amended AA certificate and limitation document/Approval Schedule.
- c. Audit Report 2, including Part 3, signed recommendation.
- d. A list of line station locations and/or additional fixed locations as applicable (see renewal requirements).
- e. If applicable, and only if it was not previously submitted, a letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. (Only applicable if the AMO is involved with the transportation of dangerous goods, including shipping and receiving.) If the AMO is involved in the loading of dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be

trained in accordance with the air carrier's hazardous materials training program.

3.3 FAA Actions.

3.3.1 The FAA shall review the documentation to ensure that it is complete.

3.3.2 After review, the FAA shall forward FAA Form 8000-4, Air Agency Certificate, and the repair station OpSpecs, with all applicable limitations to the AMO and AA within 5 business days via e-mail as a PDF attachment. The FAA shall also include a cover letter with instructions for an appropriate official at the AMO to sign and return a copy of the OpSpecs to the FAA and AA by e-mail as a PDF attachment.

NOTE: To ensure prompt attention to certification, renewal, and amendments/changes correspondence, the AMO (in addition to copying the FAA) should use the following organizational e-mail: 9-AVS-NYC-IFO@faa.gov or 9-AVS-LAX-IFO-MAG@faa.gov, as appropriate.

3.4 FAA Actions. The FAA shall retain a copy of the documents supporting the change in the certificate holder's IFO office file.

3.5 AA Actions. The AA shall retain a copy of all the documents supporting the change in the AA's office file for a minimum period of 3 years and provide copies to the FAA on request.

4.0 REVISIONS TO THE FAA SUPPLEMENT TO THE MOE.

4.1 Revisions to an AMO's FAA Supplement that do not require submission of an 8310-3 do not need to be submitted to the AA before implementation. However, the revised copy of the FAA Supplement must be sent to the AA.

4.2 AAActions. If the AA finds the nature of the changes do not meet the FAA Special Conditions, the AA shall reject the revision and advise the repair station as soon as possible in writing.

5.0 REVOCATION, SUSPENSION, AND SURRENDER.

5.1 The FAA may take action to revoke or suspend a 14 CFR part 145 certificate if the certificate becomes invalid under the conditions specified in the Agreement, Annex 2 of the Agreement, or applicable FAA regulations.

5.2 In the event of a revocation or suspension of an approval for an AMO pursuant to Commission Regulation (EU) No 1321/2014 Annex II, the FAA shall investigate the effect of the revocation or suspension on the FAA certificate and take appropriate action.

- 5.3** Any FAA certificate action involving suspension or revocation shall be carried out by the FAA Coordinator (IFO) with certificate oversight responsibility in accordance with FAA regulations and procedures (i.e., the current editions of FAA Order 8900.1 and FAA Order 2150.3, FAA Compliance and Enforcement Program).
- 5.4** The FAA shall notify the 14 CFR part 145 certificate holder in writing regarding any suspension or revocation action being proposed. The FAA shall also notify the appropriate AA of the action.
- 5.5** When a repair station surrenders its 14 CFR part 145 certificate to the AA, the AA shall inform the FAA by e-mail to: 9-AVS-NYC-IFO@faa.gov or 9-AVS-LAX-IFO-MAG@faa.gov, as appropriate. (Be sure to copy the EASA FS-designated Focal Point at: tca@easa.europa.eu.) The FAA Coordinator (IFO) shall confirm to the AA and EASA of the FAA's acceptance for cancellation of the 14 CFR part 145 certificate. The FAA IFO shall retain the certificate in its office file for that repair station.

NOTE: Under 14 CFR § 145.55(b), a surrendered FAA repair station certificate remains effective until the FAA accepts it for cancellation.

- 6.0 APPEAL AND CONFLICT RESOLUTION.** The 14 CFR part 145 certificate holder may appeal the suspension or revocation of its 14 CFR part 145 certificate in accordance with 14 CFR part 13.

NOTE: There is no right of appeal to the FAA when the AA revokes, limits, or suspends any EASA Part-145 maintenance organization approval.

Appendix 1

Guidance for the FAA Supplement

SAMPLE FEDERAL AVIATION ADMINISTRATION (FAA) SUPPLEMENT TO APPROVED MAINTENANCE ORGANIZATION (AMO) MAINTENANCE ORGANIZATION EXPOSITION (MOE)

The Aviation Authority (AA) may require the FAA Supplement to be submitted in duplicate: one in English for FAA sampling, the second in the national language for AA review. In either case, the AMO must always retain at its principal place of business a current copy of this FAA Supplement in English and provide it to the FAA upon request. The cover page of the FAA Supplement to the MOE should include the following information:

FAA SUPPLEMENT REFERENCE NO.____

TO AMO MANUAL

Company Name and Facility Address

EASA approval reference No._____

FAA 14 CFR part 145 Certificate No._____

This FAA Supplement, together with this organization’s AA-approved MOE, forms the basis of acceptance by the FAA for maintenance, alterations, or modifications carried out by this organization on aircraft and/or aircraft components under the regulatory control of the FAA.

Maintenance, alterations, or modifications (as identified in Section A) performed in accordance with the MOE, including this FAA Supplement, are considered to be in compliance with Title 14 of the Code of Federal Regulations (14 CFR) parts 43 and 145.

Revision No. contents of the FAA Supplement to the manual (MOE) should include at least the following sections as applicable.

NOTE: If any or all items identified below are already contained in English in the MOE, then all that is needed is to reference the appropriate MOE manual, section, and pages to meet the supplement requirements.

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10.0	Contracting.....	XX
11.0	Major Repairs and Major Alterations.	XX
12.0	Compliance with 14 CFR part 121 Air Carrier Continuous Airworthiness Maintenance Program (CAMP) or 14 CFR part 125 Operator Inspection Program	XX
13.0	Compliance with Manufacturers’ Maintenance Manuals or Instructions for Continued Airworthiness (ICA)	XX
14.0	Qualifications of Personnel.....	XX
15.0	Forms	XX

The contents of each section of an FAA Supplement to the manual are explained in further detail below.

- 1.0 LIST OF EFFECTIVE PAGES (LEP).** The FAA Supplement to the manual begins with a list of the sections it contains, the page number of each section, and the current revision date of each section. This section may reference other appropriate sections of the AMO’s manual if it contains the page number and current revision date of the sections required by the supplement.
- 2.0 REVISION PROCEDURES.** The revision procedures section describes the procedures the organization will use to ensure that the FAA Supplement remains current. It should identify, by title, the person accountable for revising the FAA Supplement. It also should describe the procedures the organization will use to ensure that copies of any revision to the supplement are provided to [name of AA] before implementation. The FAA requires that at least one copy of the supplement be retained by the AA, however the AA may require a second copy in the national language. The procedures to ensure currency should be a part of the organization’s management system. All revisions must be incorporated into the internal quality audit system or quality assurance system (QAS). Changes to the MAG shall be implemented, as applicable, within 120 days after the signature date.

3.0 INTRODUCTION. The introduction section:

- a. Indicates that the FAA Supplement, in conjunction with other chapters of the AA-approved MOE, defines the organization and procedures upon which compliance with applicable regulations are based.
- b. States that Annex 2 permits the organization to obtain certification and renewal as a foreign repair station under 14 CFR part 145 for performing work on aeronautical products subject to 14 CFR. Certification or renewal as a repair station is obtained after the FAA's review and acceptance of the inspection, surveillance, and evaluation of the organization by the AA.
- c. States that an EASA Part-145 AMO may be approved as a 14 CFR part 145 repair station when the AMO complies with EASA Part-145 in conjunction with the FAA Special Conditions as detailed in these procedures.
- d. States that the FAA Supplement describes the methods and procedures the organization will use to ensure compliance with the FAA Special Conditions. These conditions are specified in Annex 2.

4.0 ACCOUNTABLE MANAGER'S STATEMENT.

4.1 Accountable Manager means the person designated by the certificated repair station who is responsible for and has the authority over all repair station operations that are conducted under 14 CFR part 145, including ensuring that repair station personnel follow the regulations and serving as the primary contact with the FAA.

4.2 The Accountable Manager (as referenced in 14 CFR § 145.151, and defined in § 145.3) is the individual responsible for the organization's compliance with 14 CFR parts 43 and 145. Such compliance is demonstrated by adhering to EASA regulations, requirements, and associated material, and the FAA Special Conditions in Annex 2. This section must contain the signed statement by the Accountable Manager.

4.2.1 The statement reflects agreement that the organization will comply with the Special Conditions specified in the FAA Supplement while operating under its FAA repair station certificate issued under the procedures specified in Annex 2. The Accountable Manager's statement is in lieu of the letter of compliance.

4.2.2 EASA regulation requires an executive officer to be the Accountable Manager while FAA regulations do not. The Accountable Manager's statement should contain the following or equivalent language:

"I understand that this organization, [name of company], when performing maintenance, alterations, or modifications on U.S.-registered aircraft or aeronautical products for use on such aircraft and foreign-registered aircraft and articles for use on them, operating under the provisions of 14 CFR, must perform that work under the terms of Annex 2 agreed to by the FAA and the European Union and AA regulations, requirements, and

associated guidance material, as well as FAA Special Conditions set forth in Annex 2 and described in this organization's FAA Supplement to its Manual.

"As the person with overall control of [name of company], I have reviewed the EASA regulations and requirements and the FAA Special Conditions. This organization fully understands that by complying with these documents, it will be complying with the corresponding sections of 14 CFR parts 43, 145, and other applicable regulations. I understand that a repair station's failure to comply with the requirements of the FAA Special Conditions may result in the amendment, suspension, or revocation of its FAA certification, or in other certificate or enforcement action by the AA or the FAA. I also understand that loss of EASA approval will require FAA enforcement action that may result in the suspension or revocation of the organization's 14 CFR part 145 repair station certificate.

"This organization will provide AA and FAA personnel with access to our facilities to assess compliance with AA requirements and FAA Special Conditions or to investigate specific problems.

"I understand that this organization may be subject to FAA enforcement procedures. I understand that investigation and enforcement by the FAA regarding suspected violations of 14 CFR by this organization will be undertaken in accordance with FAA rules and directives, and that this organization must cooperate with any investigation or enforcement action.

"I agree to ensure that this FAA Supplement will be maintained and kept current by this organization and be accessible to all personnel. I further agree to submit revisions to this Supplement to [name of AA] for acceptance before implementing any such revisions."

- 4.3 The statement must be signed and dated by the Accountable Manager.
- 4.4 Whenever the organization's Accountable Manager is replaced, the new Accountable Manager must sign and date a new Accountable Manager's statement. The organization must forward a copy of the newly-signed statement to the AA.
- 5.0 **EXTENT OF APPROVAL.** This section states that the extent of the FAA's repair station certificate approval and OpSpecs will not exceed the ratings and scope of work permitted under EASA and AA regulations and requirements.

NOTE: There are some occasions when the EASA rating may exceed the FAA rating; in these cases the FAA may add an additional limited rating to cover the extent of the EASA rating. Example: an EASA A1 airframe rating also allows some limited powerplant maintenance. The FAA could issue a limited powerplant rating along with the Airframe rating in order to allow the AMO the same privileges as the EASA rating. The AMO must

verify that the FAA rating issued covers the appropriate functions covered under the EASA rating.

5.1 FAA issuance of a specialized services rating requires FAA-approved data that is not part of a manufacturer’s maintenance manual or instruction for continued airworthiness (ICA). The FAA shall identify the specific data on OpSpecs thereby authorizing the repair station to perform the specialized service. In this section the organization should describe (as applicable and only if the AMO requires a specialized service rating):

- a. The procedures it will use to ensure all work performed under the provisions of the specialized services rating is done in accordance with FAA-approved data.
- b. The procedures the organization will use to ensure that only FAA-approved processes are used on U.S.-registered aircraft or aeronautical products intended for installation on U.S.-registered aircraft and foreign-registered aircraft operating under the provisions of 14 CFR, and articles for use on them.

5.2 Capabilities List (CL). The manual’s CL should contain all the elements described in this section:

5.2.1 Introduction: A CL refers to a document that identifies by make, model, or other nomenclature designated by the article’s manufacturer on which the AMO is authorized to perform maintenance. The CL is located in the AMO’s manual or as a referenced stand-alone document, although in some cases it may be referred to by other names. Under the provisions of the Agreement, the FAA shall not issue a repair station certificate and accompanying rating(s) with privileges that exceed the scope of work permitted under the AA approval limitations or approval schedule. (There may be cases where the ratings may need to be adjusted. See Section A, Appendix 7 “Ratings Comparison” for details.)

5.2.2 Using a CL is an effective way of identifying all articles for which an AMO has an established repair capability. Once the component or subassembly is identified on the CL, there is no need to list the individual parts contained in it.

5.2.2.1 The AMO must describe how it will ensure that it has the proper equipment, personnel, housing/facilities, materials, and technical data to maintain each article listed in the CL.

5.2.2.2 The AMO must acknowledge the CL is an extension of the AMO’s FAA OpSpecs.

5.2.2.3 Use of a CL depends on the AMO establishing procedures for conducting self-evaluation audits of its facility and capabilities prior to adding to a CL.

5.2.2.4 The CL must be included as part of the AMO’s QAS, which is approved as part of the MOE by the AMO’s AA.

NOTE: After the AA has approved the AMO's internal evaluation program and procedures or self-evaluation auditing program (QAS), the AMO can use these procedures for revisions to a CL. When the AMO has completed auditing itself for the new article being added in accordance with the QAS approved procedures, the AMO is authorized to revise and to perform maintenance and alteration on those items added to the CL without any approval from the FAA or AA. Procedures must include a notification of the change to the AA. This approval will remain in effect unless the FAA notifies otherwise. A repair station must obtain approval to add an additional type or class of aircraft or powerplant to its OpSpecs.

6.0 SUMMARY OF THE QUALITY SYSTEMS. The management and quality systems section includes a version in English of the organization's management system and a summary of its quality system covering the main site and additional fixed locations, and FAA Line Maintenance Authorizations. The summary should contain an overview of how the AMO will include FAA Special Conditions in its QAS.

NOTE: If the repair station has this section in its MOE and that section is available in English, this same process can be referenced in this section, provided the process can be made available to the FAA upon request.

7.0 APPROVAL FOR RELEASE OR RETURN TO SERVICE AND MAINTENANCE, ALTERATION, AND MODIFICATION RECORDS.

7.1 Approval for Release or Return to Service of a U.S.-Registered Aircraft and Foreign-registered Aircraft Operating Under 14 CFR. This paragraph, if applicable, must contain a procedure for the approvals for release or return to service of U.S.-registered aircraft and foreign-registered aircraft operating under the provisions of 14 CFR, which includes the following elements:

- a. A description (or reference to the data acceptable to the Administrator) of the work performed;
- b. The date of completion of the work;
- c. The signature of the person authorized by the repair station to approve the aircraft for release or return to service;
- d. The FAA repair station certificate number;
- e. Additional requirements specified by the operator; and
- f. The recordkeeping requirements for major repairs and major alterations. Procedures for approval for release or return to service should describe the procedures for the use of acceptable release documents for components and parts.

7.2 Approval for Release or Return to Service for Articles. Describe acceptable release statements (example below) that meet the FAA Special Conditions and the use of EASA Form 1 with a dual release.

7.2.1 State that the maintenance, alteration, and modification entries required by the Special Conditions (reference to approved/acceptable data) and the entries required by the operator’s maintenance program will be in the English language.

7.2.2 For an EASA Form 1 issued as a dual release, both Statements in block 14a indicating compliance with Commission Regulation (EU) No 1321/2014 Annex II, EASA Part-145, and “other regulation specified in block 12” are checked. The AMO should include the following or equivalent language in block 12:

Sample dual release statement:

“The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR part 43 and in respect to that work, the items are approved for release or return to service under certificate no. _____.”

[Include copies of any attachments.]

7.2.3 The person approving the product for release or return to service must sign block 14b of the form. This signature approves aircraft components for release or return to service with respect to the work performed. The form must contain a description of the work performed, which also includes the following:

- a. Maintenance manual reference and revision status;
- b. The date of completion;
- c. The name/signature of the person approving the article for release or return to service; and
- d. The FAA repair station certificate number.

7.2.4 Other documents, such as work orders, shop travelers, or FAA Form 337, may be used by the organization to comply with the operator’s requirements. If this is the case, these documents should be referenced specifically in block 12 and appropriately cross-referenced.

7.2.5 Indicate that block 12 will reference the data used to perform maintenance (e.g., maintenance manual reference including revision status). The data referenced must meet the requirements of the Special Conditions. The referenced data may consist of an attachment to the form, such as a work order, air carrier record, or an FAA Form 337.

7.2.6 Maintenance and alteration records required by the operating regulations of 14 CFR for operators of U.S.-registered aircraft must be provided to the operator in English if requested.

7.3 Acceptability of Components/Parts. Describe the procedures to ensure that new component/parts consumed during maintenance on U.S.-registered aircraft and/or aircraft components for the fitment onto U.S.-registered aircraft and foreign-registered aircraft operating under the provisions of 14 CFR have acceptable authorized release documents.

7.3.1 New Components.

7.3.1.1 New components/parts must be traceable to the PAH or DAH and be in a satisfactory condition for installation.

- a. New parts manufactured outside of the territories of the United States are subject to the provisions of a bilateral agreement with the United States addressing the performance of design, production approval, and airworthiness for the acceptance of that part.
- b. New parts must be in a satisfactory condition for installation.
- c. Airworthiness documentation required by the TIP associated with Annex 1 of the Agreement is acceptable for new parts.
- d. Technical Standard Order (TSO) parts are acceptable on U.S.-registered aircraft with proper documentation.
- e. New parts provided by a U.S. air carrier must have documentation in accordance with the U.S. air carrier's CAMP.
 1. Evidence of direct shipment authorizations extended to approved suppliers is required. If a replacement part is shipped under direct ship authorization, the Authorized Release Certificate must indicate that the PAH has authorized direct shipment. This indication may be a supplemental "remark" entry on the Authorized Release Certificate indicating the authorization to the supplier for direct shipment of replacement parts from the supplier's location.
 2. New parts that were received into inventory prior to October 1, 2016, must, at a minimum, have a document or statement (containing the same technical information as an FAA Form 8130-3) issued through an approved design holder, the PAH, or supplier with direct ship authority. These parts in inventory, documented with the required information, will be grandfathered and remain suitable for installation into U.S. articles, provided the

certification/release date of these parts is prior to October 1, 2016.

- f. For new components released by an EU-PAH, release must be on an EASA Form 1 as a new part.
- g. Parts fabricated by an appropriately rated, EASA-approved AMO, in accordance with EASA Part-145.A.42 may be acceptable for installation.
- h. Standard parts meeting the requirements of 14 CFR § 21.9(a)(3), (such as a nut or bolt, manufactured in compliance with a government or established industry specification) are not subject to the forgoing provisions, provided such parts are accompanied by a conformity statement and are in a satisfactory condition for installation.
- i. PMA parts may be accepted only as detailed the TIP associated with Annex 1 of the Agreement.
- j. New components provided by a U.S. owner/operator (e.g., 14 CFR parts 91, 121, 125, 129, 135) shall have documentation acceptable under the FAA system (e.g., as described in the current version of FAA AC 20-62, Eligibility, Quality, and Identification of Aeronautical Replacement Parts).

7.3.2 Used Components.

- 7.3.2.1 Used components/parts consumed in maintenance must be traceable to approved FAA-certificated persons authorized under 14 CFR § 43.7. The signature, certificate number, and type of certificate held by the person approving the work must be documented. The part must be in an airworthy condition and eligible for installation. An authorized release document, as provided below, is acceptable to accompany the part.
 - a. An FAA Form 8130-3 issued as a maintenance release that accompanies a part from a 14 CFR part 145 repair station.
 - b. An EASA Form 1 issued as a dual maintenance release that accompanies a part from an EU-based 14 CFR part 145 AMO.
 - c. A 14 CFR § 43.9 maintenance record entry that accompanies a product or part from a person authorized under 14 CFR § 43.7.
- 7.3.2.2 Used components from an EASA-approved part 145 AMO not FAA-approved must not be used even if accompanied by an EASA Form-1.

7.3.2.3 Used components provided by a U.S. air carrier must have documentation in accordance with the U.S. air carrier’s or operator’s CAMP.

7.3.2.4 Acceptable components based on provisions of other bilateral agreements are not contained in this guidance. Please refer to the individual agreements or FAA AC 20-62.

7.4 Possible Cases. The following table is a summary of possible scenarios for components released after maintenance.

Privileges of the dual EASA- and FAA-certificated maintenance organization			
United States		Europe	
Release Document of Final Assembly: FAA Form 8130-3 Dual Release		Release Document of Final Assembly: EASA Form 1 Dual Release	
Acceptable New Products/Articles: EASA Form 1 NEW FAA Form 8130-3 NEW C of C Standard Parts		Acceptable New Components: EASA Form 1 NEW FAA Form 8130-3 NEW C of C Standard Parts	
USED Products/Articles:		USED Components:	
Acceptable Used Products/Articles Release Document (input)	Final Assembly Release document (output)	Acceptable Used Components Release Document (input)	Final Assembly Release document (output)
FAA Form 8130-3 Single	FAA Form 8130-3 Single	EASA Form 1 Single	EASA Form 1 Single
FAA Form 8130-3 Dual	FAA Form 8130-3 Dual	EASA Form 1 Dual	EASA Form 1 Dual
EASA Form 1 Dual	FAA Form 8130-3 Dual	FAA Form 8130-3 Dual	EASA Form 1 Dual
EASA Form 1 Single	FAA Form 8130-3 (see below U.S.)	FAA Form 8130-3 Single	EASA Form 1 (see below Europe)

7.5 Release statements for cases where compliance with both regulatory systems cannot be met (i.e., parts installed with single release, ADs not being complied with).

United States

One or more products/articles were installed with an EASA Form 1 single release, so the final assembly cannot be released with an FAA Form 8130-3 dual release. The final release should be issued with the following statements in the specified blocks. “The final assembly is eligible to be installed only on an EU-registered aircraft.”

In block 14a, check only the box mentioning “Other regulation specified in block 12.” Do not check box that states compliance to § 43.9.

In block 12, the following text should be inserted:

“Certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval no. _____.

This product/article meets § 43.9 requirements, except for the following items, and therefore is **“not”** eligible to be installed on U.S.-registered aircraft:”

(List the items)

Europe

One or more products/articles were installed with an FAA Form 8130-3 single release, so the final assembly cannot be released with an EASA Form 1 dual release. The final release should be issued with the following statements in the specified blocks. “The final assembly is eligible to be installed only on a US-registered aircraft.”

In block 14a, check only the box mentioning “Other regulation specified in block 12.” Do not check the box that states compliance to 145.A.50.

In block 12, include the following release statement:

“The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR part 43 and in respect to that work, the items are approved for return to service under certificate no. _____.

This product/article meets 145.A.50 requirements, except for the following items, and therefore is **“not”** eligible to be installed on an EU-registered aircraft:”

(List the items)

7.6 Release Procedure for Components That are Used Only in an FAA-approved Design (TC/STC).

- 7.6.1 **FAA/EASA Policy.** The FAA and EASA acknowledge the need for an EU AMO to perform maintenance, preventive maintenance, and/or alterations on component parts to be installed on non-EU type-certificated aircraft. The EU-based AMO, under its FAA certificate and ratings, may perform maintenance and/or alteration activities and provide the EASA Form 1 Airworthiness Approval for release or return to service for the work performed on component parts to be installed on non-EU type-certificated aircraft.
- 7.6.2 **Scope of Maintenance Work Authorized.** The authorization/approval to perform maintenance on non-EU type-certificated component parts is limited to the scope of the AMO's EASA ratings and FAA approval based upon compliance with EASA Part-145, except where it is varied by the Special Conditions specified in the MAG.
- 7.6.3 **Repair Station Request to Perform Maintenance and/or Alterations.** The AMO Accountable Manager must submit to the appropriate AA Inspector, in writing, a request to perform maintenance, preventive maintenance, and/or alterations on the non-EU type-certificated component parts to be installed on U.S.-registered aircraft. The written request must include a revised FAA Supplement listing the component parts, the scope of maintenance that will be performed on the parts, including a self-assessment of the following elements: tooling, equipment, data used, training, facilities, qualified personnel, etc.
- 7.6.4 **AA Inspector Review of Repair Station Request.** The AA Inspector who has oversight responsibility for the AMO shall review the request and verify the EASA scope of approval and that the FAA approval supports the maintenance activities requested (e.g., tooling, equipment, data used, training, facilities, qualified personnel) and review the revised FAA Supplement containing the listed component parts. Once reviewed and found acceptable to the AA inspector, the AA inspector shall forward the FAA Accountable Manager's request and FAA Supplement page listing the component parts to the FAA for acceptance (e-mail to 9-AVS-NYC-IFO@faa.gov or 9-AVS-LAX-IFO-MAG@faa.gov, as appropriate).
- 7.6.5 **FAA IFO Review of Repair Station Request.** Upon receipt, the FAA shall review the request and associated FAA Supplement page listing the parts, and provide, in writing, the acceptance or denial. The FAA shall e-mail the repair station's FAA Accountable Manager of the FAA's decision and carbon copy the AA Inspector via e-mail.
- 7.6.6 **Release to Service.** The AMO's FAA Accountable Manager (or his/her delegate) must ensure the repair station issues the EASA Form 1 release to service by signing blocks 14b and 14c. The FAA Accountable Manager (or his/her delegate) must check block 14a, the box stating, "Other regulation specified in Block 12." The AMO's FAA Accountable Manager (or his/her delegate) must notate in block

12, “Certifies that the work performed in block 11/12 was carried out in accordance with § 43.9 and, in respect to that work, the component part is considered approved for release or return to service under FAA Part 145 approval no. _____ for installation on US-registered aircraft only. Not for installation on EU-registered aircraft or components of such aircraft.”

7.6.7 AA Oversight. The AA Inspector who is assigned oversight responsibility for the AMO shall conduct surveillance activities of the non-EU type-certificated component parts when conducting normal oversight for the FAA Special Conditions.

8.0 REPORTING OF UNAIRWORTHY CONDITIONS TO THE FAA. This section should explain the procedures the organization will use to report any serious failures, malfunctions, or defects on a component or part of an aircraft (e.g., powerplants, propellers, or appliances) that occur as a result of aircraft/system operation. The AMO may submit the reports in the form of a letter, e-mail, accessing the Service Difficulty Report (SDR) reporting system online (<http://av-info.faa.gov/SDRx/>), EASA online reporting system, or in a form and manner acceptable to the FAA containing the information required by 14 CFR § 145.221 in English.

8.1 Responsibility. Include the title of each person responsible for completing and submitting reports of unairworthy conditions to the FAA.

8.2 Suspected Unapproved Parts (SUP) Program Reporting Requirements. The SUP reporting requirements section should:

- a. Describe the organization’s procedures to report all SUPs. The organization should submit reports to the FAA under the FAA SUP Program as detailed in the current edition of AC 21-29, Detecting and Reporting Suspected Unapproved Parts.
- b. In addition, this section should include the title of each person responsible for completing and submitting SUPs notifications to the FAA.

NOTE: EASA Part-145 requirements include SUP reporting requirements under their unairworthy conditions reporting requirements. The FAA recognizes this system; therefore, an AMO need only identify the appropriate section by reference in this supplement, provided the procedures are in English and can be made available to the FAA upon request. A duplicate copy of the form submitted to the AA must be submitted in English to the FAA. EASA Part-145.A.60 meets the intent of the SUP program when a copy of the report is forwarded to the FAA Coordinator (IFO) in English.

9.0 ADDITIONAL OPERATING LOCATIONS.

9.1 Additional Fixed Locations within EU Member States. If the AMO has additional fixed locations located in the EU Member States and operating under one AA approval certificate, the sites can operate under one FAA certificate and OpSpecs. This section of

the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and FAA Supplement as the parent facility. The procedure must demonstrate how each separate location is under the full control and QAS of the parent facility. The additional fixed locations must be located within an EU Member State and each location must be listed on FAA OpSpecs. The AMO must provide the name of the organization and the mailing address (including the mailing code) for inclusion on the FAA OpSpecs. The AMO must also address how it will submit a completed FAA Form 8310-3 (application) through the AA to the FAA when adding or deleting additional fixed locations.

- 9.2 Line Station Authorizations.** If the AMO has line stations that meet the requirements set forth in the initial certification section (Section C, paragraph 1.5(e) and (f)), this section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and FAA Supplement as the parent facility. The AMO must also address how it will submit a completed FAA Form 8310-3 (application) through the AA to the FAA when adding or deleting line stations. The procedure must demonstrate how each separate location is under the full control of the parent facility and QAS. The FAA Supplement must contain a list of Line Station Authorizations that maintain U.S.-registered aircraft with the details of the operators, as specified in Section C, paragraph 1.7(f).

NOTE: EASA uses the term “line stations,” while the FAA uses the term “Line Maintenance Authorization” when it authorizes line stations in a repair station’s OpSpecs under 14 CFR part 145. This note is to advise the reader that these terms are synonymous when applied under the terms of the Agreement.

- 9.3 Work Away from a Fixed Location.** This subsection describes the procedures for conducting work away from the AMO to ensure compliance with the Agreement. The subsection should also state that the AMO is authorized to perform work away from its facilities as specified in this subsection but the performance of such work must not exceed the scope of its FAA rating.

9.3.1 The procedures should address how an AMO will perform work at a place other than its fixed location when the occasion or the need arises, by moving, material, equipment, and technical personnel to perform specific maintenance functions. This process cannot be used to establish a permanent location. Continuous operation at a permanent facility other than the AMO’s fixed location must not occur without the appropriate authorization.

9.3.2 If the AMO is required to perform maintenance on a U.S.-registered aircraft or article located within the territory of the United States and operated under 14 CFR parts 121,135, 125, or 91, the AMO must meet the procedures described in Section C, Appendix 1, paragraph 9.4. The AMO must also have procedures in this section of the supplement that describes how the AMO will comply with the U.S. operator’s drug and alcohol program.

9.3.3 An AMO may perform work away from its fixed location for a special circumstance or on a recurring basis. If the AMO does not have a written procedure for work away from station, then the AMO must notify the FAA in advance of doing the work. The notification must describe the work to be performed, the date of the work, the customer, and certify to the FAA that the AMO will follow all existing procedures in its current MOE and FAA Supplement.

9.3.4 If the AMO has approved procedures in the FAA Supplement, it may be authorized to perform work away from station on a recurring basis. The FAA would issue OpSpec D100.

NOTE: An AMO may perform work away from its fixed location on a recurring basis, such as to perform mobile field services. This will allow work away from the AMO's fixed location as a part of everyday business rather than under special circumstances only. Once the AA accepts the work away from station procedures in the FAA Supplement to the MOE, the FAA can issue FAA OpSpecs for work away from station. After OpSpecs paragraph D100 is issued there is no requirement for notifying the FAA in advance.

9.4 This subsection also should describe how work will be accomplished in the same manner as work performed at the AMO's fixed location. The AMO should acknowledge that these procedures apply only to work performed at other locations. This subsection should:

- a. Describe the procedures used to ensure that FAA technical data, such as manufacturers' manuals, service bulletins, and letters, are current and accessible at the location where the work is performed.
- b. Describe the procedures used by the organization to control tools and ensure proper equipment calibration when away from the AMO's fixed location.
- c. Describe how the organization will ensure that records for work performed away from the AMO will be maintained in the same manner as at the AMO's fixed location.
- d. Describe how the organization will ensure that personnel performing work away from the AMO's fixed location will be trained and qualified to perform the required work.
- e. List by title the persons who are authorized to approve an item for release or return to service when working away from the AMO's fixed location.
- f. List by title the persons designated for organizing and supervising work away from the AMO's fixed location.

- g. Describe how the organization will ensure that all required personnel, equipment, materials, and parts will be made available at the place where the work is to be performed.
- h. State the organization's responsibility to maintain a record of work performed away from the AMO, both within the country and outside the country. Any record of this work should be in English and include:
 - 1. A description of the work performed,
 - 2. The date and location where the work was performed, and
 - 3. The work order number (total time in service if required).
- i. State the organization's responsibility to retain these records for 3 years after the performance of the work.

9.5 An AMO repair station may perform work away from its fixed location for extended periods of time provided it does not establish permanency at the location. The FAA recognizes that this type of operation involves work that may require several months to complete. This type of operation is temporary in nature and must not be used to circumvent obtaining a 14 CFR part 145 certificate at that location. The certificate holder must request this type of operation directly to the FAA. The FAA shall evaluate each request on a case-by-case basis.

9.5.1 The AMO must furnish its own tools and equipment, unless it has procedures for leasing or contracting tools and equipment that comply with the regulations and procedures in the MOE and FAA Supplement.

9.5.2 The request to the FAA must include the aircraft (make/model/series), the project to be accomplished, the duration of the work, the location of the work, and a statement that the temporary facilities are suitable for the AMO's work.

10.0 CONTRACTING. To be considered a contract maintenance function that requires FAA approval, the repair station must meet both of the following conditions: (1) entering into an agreement with another person or entity (FAA-certificated or non-certificated) to perform maintenance functions on an article; and (2) the repair station chooses to exercise the privileges of its certificate and assumes responsibility for the work performed by the contracted person or entity. An FAA-certificated part 145 repair station may contract an approved maintenance function pertaining to an article to an outside source. (Contracting is sometimes referred to as subcontracting. For the purposes of this section, the term contracting includes subcontracting). There are two elements to the contracting provisions of the MAG.

10.1 List of Contractors. The FAA accepts EASA Part-145 requirements for the MOE to contain a list of all contractors utilized by the AMO and approved by the AA as part of the MOE. The list contains the name, address, and certificate and rating if applicable. The FAA can accept this practice when the list identifies, by an asterisk or other means of

identification, those contractor(s) the AMO will use to support maintenance activities for U.S.-registered aircraft or aeronautical products to be installed on such aircraft and foreign-registered aircraft operating under the provisions of 14 CFR, or aeronautical products to be installed on such aircraft. The AMO must make the list of contractor(s) available to the FAA in the English language on request.

10.2 Qualifying and Auditing Contractor. The FAA recognizes EASA Part-145 QAS and requirements to qualify and audit contractors when the QAS includes the FAA Special Conditions. If the AMO's summary of its quality and audit procedures includes a description of inclusion of the FAA Special Conditions, there is no need to provide additional supplement procedures. However, if the AMO elects to have a separate QAS for the FAA Special Conditions, the following procedures should be addressed in the supplement. The following provisions are designed for those AMOs that do not include the FAA Special Conditions in their EASA AA-approved QAS.

10.2.1 Describe those procedures the organization will use to both qualify and audit contractors.

10.2.2 Contracting to Non-FAA-certificated Sources. If the AMO contracts a maintenance function to a non-FAA-certificated source, the AMO must be appropriately rated to perform the work. This section should:

- a. Explain that the AMO is responsible for approving for release or return to service each item on which work is performed and for ensuring its airworthiness.
- b. Indicate that a non-FAA-certificated contractor to which work is contracted must be under the control of the AMO's QAS. Additionally, the AMO must test and/or inspect each item on which contracted work has been performed and assume responsibility for ensuring airworthiness. If the contracted item must be disassembled by the AMO to determine the quality of the work performed, then it should not be contracted to a non-FAA-certificated source.

10.2.3 Contracting to FAA-certificated Facilities. This subsection should:

- a. Explain that if the AMO contracts a maintenance function to another organization that is FAA-certificated, the contracted facility performing the maintenance function is responsible for the maintenance function work performed in accordance with 14 CFR part 43 for each item on which it has worked.
- b. Describe the procedures the organization will use to determine that the FAA-certificated organization to which work is contracted is properly certificated to perform that work.

10.2.4 Receiving Inspections. This subsection should:

- a. Describe the organization's procedures for inspecting the work performed by

- a contractor on an item that has been approved for release or return to service.
- b. Describe the procedures the organization uses to provide technical training for receiving inspection personnel who inspect contracted work.
- c. Explain the procedures the organization will use to ensure that items on which contracted work has been performed are properly processed through the organization's receiving inspection procedures.
- d. Explain receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item received based on a technical review of the contractor's source documentation.
- e. Describe the method of recording the contractor's work and the record retention period.

10.2.5 Audits. This subsection should:

- a. Describe the procedures the organization uses when auditing contractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record-retention period for the results of each audit.
- b. Describe the procedures the organization will use to ensure that contractors comply with operators' manuals, manufacturers' manuals, and ICA.
- c. Describe how contractors are informed of any changes to these manuals and procedures.

11.0 MAJOR REPAIRS AND MAJOR ALTERATIONS.

11.1 All repair design data approved by EASA and/or organizations/persons approved under EASA Part-21 for use on a U.S.-registered aircraft and related articles are considered FAA-approved (see the current edition of FAA Order 8130.2, Airworthiness Certification of Aircraft).

11.2 For repair design data that is not automatically approved under the provisions of the TIP associated with Annex 1 of the Agreement, the AMO should describe the procedures to ensure that the major repair and/or alteration data being used to perform work on a U.S. customer's product is approved by the FAA.

11.3 The procedures should describe the following:

- a. Procedures the organization will use to determine when FAA-approved data is required (procedures for determining what is a major repair or a major alteration under both the definition in 14 CFR part 1 and as detailed in 14 CFR part 43, Appendix A).

- b. Procedures for obtaining FAA-approved data for major repairs and/or major alterations; and
 - c. Forms used for recording major repairs and/or major alterations (i.e., FAA Form 337, customer's work order, or any records required by an air carrier).
- 11.4** The procedures should include procedures the organization will follow to ensure that an English version of FAA Form 337 is provided directly to the FAA when required.
- 11.5** The procedures should include the title of each person responsible for completing and submitting FAA Form 337 to the FAA.
- 12.0 COMPLIANCE WITH A 14 CFR PART 121 AIR CARRIER'S OR PART 135 AIR CARRIER'S OR OPERATOR'S CAMP OR 14 CFR PART 125 OPERATOR'S INSPECTION PROGRAM.**
- 12.1** These procedures will describe how the organization will comply with appropriate portions of a U.S. air carrier's or operator's CAMP or 14 CFR part 125 operator's manual as provided by the operator.
- a. Include procedures the AMOs should use to ensure that their personnel have been properly trained and qualified to perform work in accordance with the 14 CFR part 121 or part 135 air carrier or operator requirements, or those of the 14 CFR part 125 operator.
 - b. State that the AMO understands that any deviation from the certificate holder's maintenance manuals or supplemental instructions will require documented approval from the 14 CFR part 121 or part 135 air carrier or operator, or the 14 CFR part 125 operator.
 - c. State that the AMO's maintenance procedures that are different from the air carrier's or operator's CAMP procedures must be identified in a written agreement between the air carrier or operator and the AMO, and accepted if determined to be equivalent.

NOTE: Under 14 CFR § 145.205, the AMO is required to comply with the air carrier's or operator's CAMP. This requires the AMO to comply with those certificate holders' requirements; for example, approval for release or return to service procedures, parts, tagging, shelf life of expendable materials, tool and equipment calibration intervals, etc., in accordance with their CAMP. This is normally accomplished by the air carrier or operator auditing the AMO and providing the AMO with a written agreement accepting the AMO's processes and procedures as meeting or exceeding the air carrier's or operator's requirements. It is imperative that the AMO receive and retain copies of the written agreement from the air carrier or operator and have it available for review by the AA or FAA.

- d. If applicable (14 CFR § 125.71), a 14 CFR part 125 operator is required to have an FAA-approved inspection program (14 CFR § 125.247). This section should address how the AMO will comply with the 14 CFR part 125 operators' inspection programs, if contracted to do such work. (The AMO will request the operator to provide it with the appropriate section of the inspection program prior to performing the inspection.)
- e. If applicable, describe the aircraft inspection requirements for U.S.-registered aircraft operating under 14 CFR part 91 (§ 91.409 aircraft inspection requirements). This section should describe how the AMO will comply with the operator's requirements. (The AMO will request the operator to provide it with the appropriate section of the inspection program.)

12.2 Required Inspection Items (RII). This subsection must:

- a. State that RIIs identified in a U.S. operator's manual must be accomplished by authorized personnel who are not involved in performing the work on the item to be inspected.
 - 1. The RII-qualified inspectors must work under the quality control system/inspection organization of the AMO.
 - 2. Under this subsection of the manual, the AMO will state how the separation between maintenance and inspection is managed.
- b. State that the AMO or the maintenance department of the air carrier cannot overrule the findings of the RII-qualified inspector.
- c. Include the organization's procedures to ensure that any person performing RIIs is trained, qualified, and authorized by the air carrier for which the RII is being conducted.

13.0 COMPLIANCE WITH MANUFACTURERS' MAINTENANCE MANUALS OR INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA).

13.1 To ensure compliance with manufacturers' maintenance manuals or ICA, supplements should state that the AMO will retain an English language copy of the technical data from which the AMO's internal documents were developed. However, the AMO may convert technical data (e.g., ICA, manufacturers' maintenance manuals, or type certificate holders' continued airworthiness data) into internal documents such as work cards, work sheets, and shop travellers in a language other than English. The AMO also will establish procedures to ensure that its English language copy of technical data and any internal documents developed from this technical data are current and complete. The AMO must keep an English copy of the technical data at the AMO's main base as identified on the FAA certificate and make it available to the FAA on sampling inspections or investigation.

13.2 The supplements should state that all maintenance performed for U.S. air carriers and operators, including all major repairs and major alterations, must be recorded in

accordance with that air carrier's or operator's manual. Major repairs and alterations performed for a U.S. air carrier or operator must be recorded on FAA Form 337, or on a work order signed and dated by the AMO. Major alterations performed for anything other than a U.S. air carrier or operator, (i.e., U.S.-registered general aviation aircraft or part 125 aircraft, as described in this sample supplement paragraph 12.0 above) must be recorded on an FAA Form 337. Major repairs may be recorded on a work order. EASA Part-145 requires the AMO to follow operators' work orders and manuals; therefore, a reference to the section of the manual that addresses this issue is acceptable, provided that section is written in English and made available to the FAA upon request. However, any deviation from procedures should be addressed in this section to show compliance with FAA-approved data.

13.3 FAA Airworthiness Directives (AD). The FAA AD section should:

- a. Explain how the organization will ensure it will comply with all FAA ADs applicable to the work performed.
- b. State how the organization will manage and control the distribution and use of ADs. It also should identify how the organization will ensure that the applicable FAA ADs will be made available to its personnel when they perform work under its FAA certificate and rating.
- c. List by title each person responsible for compliance with these requirements.
- d. Include AMO procedures to ensure customer requests and approves the performance of applicable ADs. If the organization does not comply with an applicable AD, record its non-compliance in the item's maintenance records. This section should describe how this information would be recorded and transmitted to the customer.

14.0 QUALIFICATIONS OF PERSONNEL. The personnel requirements section should include the following:

- a. The name, title, telephone number, and e-mail address (if available) of the person who will act as the liaison between the organization and the AA. This liaison will ensure compliance with the provisions of the supplement.
- b. The procedures the organization uses to ensure that its personnel have been properly trained and qualified to perform work in accordance with the customer or air carrier or operator requirements (e.g., procedures such as RII). It is the responsibility of the repair station to assure that these requirements are met.
- c. The procedures the organization uses to ensure that its employees, contractors, and subcontractors have received initial and recurrent training in the transportation of dangerous goods in accordance with ICAO standards. This requirement is applicable if the AMO is involved with the transportation of dangerous goods, including shipping and receiving of such items. If the AMO is involved in the loading of dangerous goods on a U.S. air carrier's or operator's aircraft, the AMO's employees

must be trained in accordance with the air carrier's or operator's hazardous materials training program.

- d. The procedures the organization will use to ensure that the following personnel can read, write, and understand English:
 - 1. Those approving an aeronautical product for release or return to service; and
 - 2. Those responsible for the supervision or final inspection of work on a U.S.-registered aircraft or foreign-registered aircraft operating under the provisions of 14 CFR, or article to be installed on them.

15.0 FORMS. The forms section should include copies of all forms referred to in the supplement, (e.g., EASA Form 1, FAA Form 8010-4, FAA Form 337), procedures for completing the forms, and the title of any person authorized to execute such forms. It is acceptable to refer to other sections of the supplement or to other English language sections of the manual where the copies and procedures for completing the forms are located and can be provided to the FAA upon request.

Appendix 2 FAA SAS Vitals Information

SAS VITALS INFORMATION

A. Air Agency

1. Air Agency Name: _____

2. If applicable, "doing business as" (d/b/a): _____

3. Physical Location:

(a) Address to include street, city, postal code, and country: _____

(b) Mailing address, if different from above: _____

4. AA/EASA approval number: _____

5. Business phone number: _____

6. Fax number: _____

7. E-mail address (Accountable Manager), if possible: _____

B. FAA Accountable Manager

1. Name: _____

2. Title: _____

3. Address to include street, city, postal code, and country:

4. Business phone number: _____

5. Fax number: _____

6. E-mail address, if available: _____

C. Company Liaison to the FAA (Quality Manager)

1. Name: _____
2. Title: _____
3. Business phone number: _____
4. Fax number: _____
5. E-mail address, if available: _____

D. Personnel

1. Number of EASA certifying staff: _____
2. Number of EASA non-certifying staff: _____
3. Number of total employees (in support of the repair station): _____
4. Update copy of EASA certificate and scope of approval.
5. Maintenance Organisation Exposition (MOE), relevant pages pertaining to the change.

Section D – Entry into Force and Termination

- 1.0 ENTRY INTO FORCE.** This MAG shall enter into force 120 days after the signature date by both parties.

- 2.0 TERMINATION.** This MAG shall remain in force until terminated. Either party may terminate this MAG at any time by providing sixty (60) days' notice in writing to the other party. Termination of this MAG will not affect the validity of activity conducted thereunder prior to termination.

Section E – Authority

The FAA and the EASA agree to the provisions of this MAG as indicated by the signature of their duly authorized representatives.


Federal Aviation Administration
Department of Transportation
United States of America

European Union Aviation Safety Agency
European Union



11/19/20
Date

Rick Domingo
Executive Director
Flight Standards Service



19/11-20
Date

Jesper Rasmussen
Director
Flight Standards