**d**

|  |  |
| --- | --- |
| **MOE Reference****and any additional (other) manual used**(for example TPM, Quality and compliance manual, C/S list, etc.) |  |
| **Organisation Official Name** |  | **Approval no.** *(if applicable)* | **RS.145.** |
| I, the undersigned, hereby confirm that the compositions of the Part-145 Maintenance Organisation Exposition (MOE) have been prepared according to the requirements stipulated in the Review checklist – MOE Part-145 organisation exposition (CAD-AIR-OB-U047) by completing the table below. |
| **Date** |  |
| **Prepared and submitted by****(name/job position/function)** |  | **Signature** |  |

| **Compliant** | **N/A** | **Content** | **Part 145 reference** | **MOE reference / comment***(if “N/A” is checked provide explanation)* |
| --- | --- | --- | --- | --- |
|  |  | Cover page |  |  |
|[ ] [ ]  Part 145 Maintenance Organisation Exposition |  |  |
|[ ] [ ]  The official name of the organisation as defined on Form 3 |  |  |
|[ ] [ ]  The approval reference of the Part 145 organisation (if applicable) |  |  |
|[ ] [ ]  The copy number from the distribution list |  |  |
|  |  | Part 0 – Introduction |  |  |
|[ ] [ ]  Foreword |  |  |
|[ ] [ ]  Table of content | *145.A.70(a)* *AMC1 145.A.70(a)* |  |
|[ ] [ ]  List of effective pages |  |  |
|[ ] [ ]  List of issues/revisions record (history o amendments)Changes that were prior approved by CAD RS Changes that were approved internally, changes that did not require prior approval |  |  |
|[ ] [ ]  CAD RS Approval (ref. to number of evidence number/date of approval) |  |  |
|[ ] [ ]  Internal organisation approval page signed by CM and other relevant postholder\** Internal approval statement
* Title, name, date and signature (CM and other relevant postholder)

\* It depends on who is in charge of MOE update and composition. |  |  |
|[ ] [ ]  Revision highlights / Summary of changes |  |  |
|[ ] [ ]  Effective date of the current revision |  |  |
|  |  | * The effective date is the date that the amendment introduced in this amendment takes effect

The effective date can be established just prior to the final approval of the MOE by CAD RS or just after. This is to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc. |  |  |
|[ ] [ ]  Distribution list* MOE copy number
* Location of copies
* Holders of the copies
* Format of copies (CD-ROM, Paper etc.)
 |  |  |
|[ ] [ ]  Abbreviation, terminology and definitions |  |  |
|[ ] [ ]  Cross reference list from the MOE to 145/AMC/GM/AMC 145.A.70(a), if applicable  |  |  |
|[ ] [ ]  Organisation information i.e.:* Address of approved locations (Head Office)
* Mailing Address(es)
* Telephone number(s)
* Fax number(s)
* E-mail address of the Head Office
 |  |  |
|  |  | **Part 1 - GENERAL** |  |  |
|[ ] [ ]  **1.1 Statement by the accountable manager** | *145.A.30(a),, 145.A.70(a)(1), GM1 145.A.70(a), 145.A.90(a)* |  |
|[ ] [ ]  **1.1.1 Access to the Organisation**. | *145.A.140* |  |
|[ ] [ ]  **1.1.2 Immediate reaction to a safety problem** | *145.A.155, 145.A.95* |  |
|[ ] [ ]  **1.2 Safety policy and objective** | *145.A.30(a)(2), AMC 145.A.47(b)1**145.A.65(a), 145.A.70(a)(1)/(2)**145.A.200(a)(2), AMC1 145.A.200(a)(2)* |  |
|[ ] [ ]  **1.3 Management Personnel** | *145.A.30(a)(b)(c) (ca)(ab) (f), 145.A.70(a)(3)**145.A.85(a)(2)(3), 145.A.200(a)(1), GM1 145.A.10, AMC1 145.A.30(a), AMC1 145.A.30(b), AMC 145.A.30(b)**AMC1 145.A.30(f), GM4 145.A.30(e)* *GM1 145.A.30(ca)* |  |
|[ ] [ ]  **1.4 Duties and Responsibilities of the Management Personnel** | *145.A.30(a)(b)(c)(ca)(cc)(e), 145.A.35(i)* *145.A.65(a)(c)(2), 145.A.70(a)(1)(2)(4) 145.A.90(a)(b), 145.A.200(a)(2)**AMC1 145.A.10, AMC 145.A.30(b)**AMC1 145.A.30(d), AMC 145.A.200(a)(6)**AMC4 145.A.200(a)(6) AMC1 145.A.30(a)**GM1 145.A.70(a), AMC1 145.A.30(f)**GM1 145.A.30 (b)* |  |
|[ ] [ ]  **1.5 Management organisation chart** | *145.A30(b)(c), 145.A.70(a)(5)**145.A.200(a)(1), GM1 145.A.30(cb)* |  |
|[ ] [ ]  **1.6 List of certifying staff, support staff and airworthiness review staff** | *145.A.30(g)(h)(i)(j)(k), 145.A.35(a)(j)**145.A.37(a)(b)(c), 145.A.70(a)(6)**145.A.75(f), AMC 145.A.30(g)**AMC1 145.A.30(h), Appendix IV* |  |
|[ ] [ ]  **1.7 Manpower resources** | *145.A.30(d), 145.A.37(a), 145.A.70(a)(7)* |  |
|[ ] [ ]  **1.8** **General description of the facilities at each address intended to be approve** | *145.A.25(a)(b)(c)(d), 145.A.70(a)(8)(15)**145.A.75(d), 145.A.40(a)iii* *AMC1 145.A.25(a), AMC 145.A.25(b)**Appendix III* |  |
|[ ] [ ]  **1.9 Organisations intended scope of work** | *145.A.10, 145.A.20, 145.A.42(b)&(c)**145.A70(a)(9), 145.A.75(a)(b)(c)(d)(e)(f) (g)**145.A.80, AMC1 145.A.10, GM1 145.A.10**AMC 1&2 145.A.20**AMC1 145.A.42(b)(iii) , AMC 145.A.45(b) Appendix II, Appendix III; GM1 145.A.45(b)* |  |
|[ ] [ ]  **1.10 Procedure for changes (including MOE amendment) requiring prior approval****This chapter describes the changes requiring prior approval by CAD RS**1.10.1. Definition and Notification of changes requiring prior approval1.10.2. Pre-audit and Compliance Monitoring Manager statement1.10.3 Approval Process of changes requiring prior approval1.10.4 Management control of the approval1.10.5. Changes not requiring amendment of the approval  | *145.A.15(a)(b), 145.A30(a)(b)(c)(ca)(e)(f)**145.A.40(a)(i), 145.A.70(a)**(10)(11)(b)(c), 145.A.85(a)(b)(c)**145.A.120(b), Appendix II (f)(g)**AMC1 145.A.48(a), AMC 145.A.15(a)/(b), Appendix III to AMC 145.A.15, AMC2 145.A.15, AMC 1 145.A.85**AMC 2 145.A.85, GM1 145.A.85(a)(1)**GM1 145.A.85(a)(2), GM1 145.A.85(b) .* |  |
|[ ] [ ]  **1.11 Procedure for changes (including MOE amendment) not requiring prior approval*** + 1. Summary table of documentation which constitutes the approval
		2. Approval Process of changes not requiring prior approval
		3. Notification of changes not requiring direct approval
 | *145.A.70(a)(10)(11)(12)(b)(c), 145.A.85(c)**GM1 145.A.70(a), 145.A.65(b)2* *AMC 145.A.65(b), AMC 145.A.65(b)(2)**Appendix III, AMC to Appendix III**AMC 1 145.A.85* |  |
|[ ] [ ]  **1.12 Procedure for alternative means of compliance (AltMoC)** | *145.A.55, 145.A.70(a)(17), 145.A.85(b)**145.A.120(a)(b), 145.A.200(a)(6)**145.A.120(a), 145.A.120(b), GM1 145.A.120* |  |
|  |  | **PART 2 – MAINTENANCE PROCEDURES** |  |  |
|[ ] [ ]  * 1. **Supplier Evaluation and Subcontractor Control Procedure**

2.1.1. Type of providers2.1.2 Supplier evaluation2.1.3 Monitoring the contracted organisations2.1.4 Monitoring subcontractors | *145.A.42(a), 145.A.70(a)12, 14, 16**145.A.75(d), 145.A.205(a)(1)**145.A.205(a)(2), 145.A.205(b)**145.A.42(b)(i)/(ii)/(iii), GM2 145.A.42(b)(i)**GM3 145.A.42(b)(i), 145.A.75(b)**AMC1 145.A.75(b), GM1 145.A.205**GM2 145.A.205, GM3 145.A.42(b)(i)* |  |
|[ ] [ ]  * 1. **Acceptance/inspection of aircraft components and material, and installation**

2.2.1. Classification and definitions* + 1. Component / Material acceptance procedures
		2. Incoming inspection/receiving inspection
		3. Installation of components, standard parts and materials
 | *145.A.42(a)(b)(c), 145.A.50(d), 145.A.55(a)**145.A.70(a)12, 21.A.307(b)(c), ML.A.502(a)**M.A.502(e), 21.A.307, AMC1 CAO.A.070(a)(2.8), AMC1 145.A.42(a)(i)**AMC1 145.A.42(a)(ii), AMC1 145.A.42(a)(iii)**AMC1 145.A.42(a)(iv), AMC2 145.A.42(a)(iv)**AMC1 145.A.42(a)(v), AMC1 145.A.42(b)(i)**GM1 145.A.42(b), GM1 145.A.42(b)(i)**GM1 145.A.42(b)(ii), AMC1 145.A.42(a)(i)**GM 145.A.42(a)(i)* |  |
|[ ] [ ]  **2.3 Storage, tagging and delivery of components and materials to maintenance**2.3.1 Storage Procedures2.3.2 Tagging / Labelling system | *145.A.42(b), 145.A.70(a)12, ML.A.502(a)**M.A.502(e), M.A.504(a)(b), 21.A.307**145.A.25(d), AMC 145.A.25(d), 145.A.42(a)**AMC1 145.A.42(a)(i), AMC1 145.A.42(a)(ii)**AMC1 145.A.42(a)(iii), AMC1 145.A.42(a)(iv), AMC2 145.A.42(a)(iv)**AMC1 145.A.42(a)(v), 145.A.42(c)**AMC1 145.A.42(c), GM1 145.A.42(c)(i)* |  |
|[ ] [ ]  **2.4 Acceptance of tools and equipment**  | *145.A.40(b), 145.A.70(a)12,145.A.40(a)i**AMC 145.A.40(a), 145.A.40(b), AMC 145.A.40(b)* |  |
|[ ] [ ]  **2.5 Calibration of tools and equipment** | *145.A.40(b), 145.A.70(a)12,* *AMC 145.A.40(b)* |  |
|[ ] [ ]  **2.6 Use of tooling and equipment by staff (including alternate tools)***.* | *145.A.25(d), 145.A.48(a), 145.A.40(a)i**145.A.40(a)ii, AMC 145.A.40(a), 145.A.40(b)**AMC 145.A.40(b), AMC 145.A.45(d)* |  |
|[ ] [ ]  **2.7 Procedures for controlling working environment and facilities** | *145.A.25(a)(b)(c)(d), 145.A.40(a)(b)**145.A.47(a), 145.A.60(a)**ICAO DOC.9824 Human Factors Guidelines for Aircraft Maintenance Manual* *145.A.25(d), AMC 145.A.25(d)**AMC 145.A.47(a)* |  |
|[ ] [ ]  **2.8 Maintenance data and relationship to aircraft/aircraft component manufacturers’ instructions, including updating and availability to staff**2.8.1 Maintenance Data Coming from External Sources2.8.1 Documentation/Maintenance Instructions Issued by the maintenance organisation | *145.A.45(a) to (g), 145.A.70(a)12**21.A.90B, 21.A.431B, AMC 145.A.45(d)**AMC1 145.A.45(e), AMC 145.A.45(f)**AMC1 145.A.45(g)* |  |
|[ ] [ ]  **2.9 Acceptance, coordination and performance of repair works**. | *145.A.42(b)(i)(iii), 145.A.45(a),* *145.A.48(c)(4), AMC 145.A.50**145.A.70 (a)12, 21.A.90B**21.A.431B, CS-STAN, 145.A.45(a),* *AMC 145.A.50* |  |
|[ ] [ ]  **2.10 Acceptance, coordination and performance of scheduled maintenance works** | *145.A.45, 145.A.50(b), 145.A.70(a)12**AMC1 145.A.50(b).* |  |
|[ ] [ ]  **2.11 Acceptance, coordination and performance of airworthiness directives work** | *145.A.42(a), 145.A.50(a)(b), 145.A.70(a)12**145.A.45(b)2, 145.A.42(b)(ii)**GM1 145.A.42(b)(ii), GM1 145.A.50(a)* |  |
|[ ] [ ]  **2.12 Acceptance, coordination and performance of modification works** | *145.A.42(b)(c), 145.A.70(a)12**145.A.45(d), 145.A.48(c)(4)**AMC 145.A.45(d), GM1 145.A.48(c)(4)* |  |
|[ ] [ ]  **2.13** **Maintenance documentation development, completion and sign-off**2.13.1 Templates in use to record maintenance2.13.2 Composition of the work package2.13.3 Completion of Maintenance Documentation | *145.A.45, 145.A.48(b)(c), AMC 145.A.50(b)(5), 145.A.55(a)**145.A.70(a)12, GM 145.A.55(a)(1)(1)**M.A.201(c), GM1 145.A.48* |  |
|[ ] [ ]  **2.14 Technical records control** | *145.A.55(a)(b)(c)(e)(f), 145.A.70 (a)12* *GM1 145.A.55(a)(1), AMC1 145.A.55(a)(3)* |  |
|[ ] [ ]  **2.15 Rectification of defects arising during maintenance** | *145.A.45, 145.A.48(c)(4),(5)**145.A.50(a), 145.A.55(a), 145.A.60**M.A.304, ML.A.304, M.A.403(b),* *ML.A.403(b), AMC 20-8**(EU) 376/2014, 145.A.50(c)**145.A.50(e), AMC1 145.A.50(e)* |  |
|[ ] [ ]  **2.16 Release to service procedure** | *145.A.30(g)(h)(i)(j), 145.A.35(a)to (m)**145.A.48(a)(b)(c)(d), 145.A.50(a)to(f)**AMC1 145.A.50(e)4, 145.A.55 (a)(b)(c)**145.A.70 (a)12, 145.A.75**AMC M.A.401(c) 4, M.A.301(i)**GM.301(i), ML.301(f), GM1 ML.A.301(f)**AMC1 145.A.30(j)(5), AMC1 145.A.30(j)(5)(i), AMC1 145.A.30(j)(5)(ii)**GM1 145.A.50(a), AMC1 145.A.50(b)**AMC1 145.A.50(d), AMC2 145.A.50(d)**GM 145.A.50(d), AMC1 145.A.50(e)**AMC1 145.A.50(f), AMC1 145.A.48(a)**AMC1 145.A.30(j)(4), Appendix I* |  |
|[ ] [ ]  **2.17 Records for the person or organisation that ordered maintenance** | *145.A.55(a)(2), 145.A.70(a)12**M.A.305, AMC M.A.305(f)* |  |
|[ ] [ ]  **2.18 Occurrence reporting**2.18.1 Mandatory Occurrences* + 1. Voluntary occurrences and method
 | *145.A.45(c), AMC 145.A.47(b)2, 145.A.50(a)**145.A.60(a)(b)(c)(d), 145.A.70(a)12**145.A.202, AMC 1 145.A.60(a)**AMC 2 145.A.60(a), GM1 145.A.60**GM1 145.A.60(b), AMC 20-8**(EU) No 376/2014 Pravilnik o prijav. događaja (“SG RS” 142/20,130/22,52/24)* |  |
|[ ] [ ]  **2.19 Return of Defective Aircraft Components to Store** | *145.A.42(a)(iii), 145.A.42(c), 145.A.70(a)12* |  |
|[ ] [ ]  **2.20 Defective Components to Outside Contractors** | *145.A.42(a)(b), 145.A.70(a)12, 14, 16**145.A.75(b), 145.A.205(a)(b)* |  |
|[ ] [ ]  **2.21 Control of computer maintenance records system** | *145.A.25(a), 145.A.45(e)(f)(g)**145.A.55(a), GM 145.A.55(a)(1)(1)* |  |
|[ ] [ ]  **2.22 Control of man-hour planning versus scheduled maintenance work** | *145.A.25(b), 145.A.30(d), 145.A.47(a)**145.A.70 (a)12(b), 145.A.47(b), 145.A.47(c)**145.A.30(d), AMC1 145.A.30(d)* *145.A.25(a)1, 145.A.25(a)2**AMC1 145.A.25(a)* |  |
|[ ] [ ]  **2.23 Critical maintenance tasks and error-capturing methods**2.23.1 Critical maintenance tasks2.23.2 Error-capturing methods | *145.A.48(a)(3) (see 2.25), 145.A.48(c)(1,2)**AMC1 145.A.48(c)(2,3), AMC2 145.A.48(c)(2,3), AMC3 145.A.48(c)(2,3), AMC4 145.A.48(c)(2,3), 145.A.70 (a)12* |  |
|[ ] [ ]  **2.24 Reference to specific procedures** | *AMC1 145.A.35(a), 145.A.40(a), 145.A.42(b)**145.A.48(c)(1), 145.A.50(e),* *AMC1 145.A.50(e)4, 145.A.65 (b)**145.A.70(a)12, 145.A.75(c), M.A.301(i)**GM.301(i), ML.301(f), GM1 ML.A.301(f)**ML.A.301, CAT.GEN.MPA.125**NCC.GEN.120, NCO.GEN.115* |  |
|[ ] [ ]  **2.25 Procedures to detect and rectify maintenance errors**2.25.1 Procedure to minimise the risk of errors and preventing omissions 2.25.2 Procedure to minimise the risk of errors being repeated in identical maintenance tasks compromising more than one system or function **2.25.3 Identification of methods in use to minimise the risks**  | *145.A.48(b), 145.A.48(c)(3)**AMC 145.A.48(c)(3), GM1 145.A.48(c)(3)**145.A.60(a)(b)(c)(d), 145.A.70 (a)12* |  |
|[ ] [ ]  **2.26 Shift/task handover procedures** | *Part 145.A.47(c) 145.A.48(c)**145.A.70 (a)12* |  |
|[ ] [ ]  **2.27 Procedures for notification of maintenance data inaccuracies and ambiguities** | *145.A.45(c), AMC 145.A.45(c)**145.A.70 (a)12, 145.A.202**AMC 20-8, (EU) No 376/2014* |  |
|[ ] [ ]  **2.28 Production planning and organising of maintenance activities** | *145.A.47(a), AMC 145.A.47(a), 145.A.47(b)**145.A.47(c)(d), 45.A.48(a)(c)**AMC1 145.A.45(b), 145.A.10**AMC1 145.A.10 145.A.65(b)1**GM2 145.A.65(b)(1), GM1 145.A.47(b)**145.A.70 (a)12**ICAO Doc. 9824 Human Factors Guidelines for Aircraft Maintenance Manual* |  |
|[ ]  ☐ | **2.29 Airworthiness review procedures and records**   | *145.A.30(k), 145.A.37, 145.A.70(a)6, 12**145.A.75(f), ML.A.302(c)(9), ML.A.903**ML.A.904*  |  |
|[ ]  ☐ | **2.30 Fabrication of parts** | *145.A.42(b)(iii), AMC1 145.A.42(b)(iii)* |  |
|[ ]  ☐ | **2.31 Procedure for component maintenance under aircraft or engine rating*** + 1. Condition to use these privileges

2.31.2 Definition of simple component maintenance | *145.A.20, 145.A.45(b), GM1 145.A.45(b)**145.A.48(a), M.A.401(b), ML.A.401(b)**M.A.502, ML.A.502, Appendix II to Part-145* |  |
|[ ]  ☐ | **2.32 Maintenance away from approved location** | *145.A.75(c)* |  |
|[ ] [ ]  **2.33 Procedure for assessment of work scope as line or base maintenance** | *145.A.10, AMC1 145.A.10, 145.A.47(a)**145.A.48(a)(b)* |  |
|[ ]   | **PART L2 – ADDITIONAL LINE MAINTENANCE PROCEDURES** |  |  |
|[ ] [ ]  **L2.1 Line maintenance control of aircraft components, tools, equipment, etc.** | *145.A.25(d), 145.A.40(a)(b)**145.A.42(a)(b)(c),145.A.70(a)12, 15**145.A.75 (b)(c)(d)* |  |
|[ ] [ ]  **L2.2 Line maintenance procedures related to servicing/fuelling/de-icing, including inspection for/removal of de-icing/anti-icing fluid residues, etc.** | *145.A.70(a)12, 15 145.A.75(b)(c)(d)**GM M.A.201(e), AMC M.A.301(a)(1)(f)* |  |
|[ ] [ ]  **L2.3 Line maintenance control of defects and repetitive defects** | *145.A.30(g), 145.A.70 (a)12, 15**145.A.75(b)(c)(d))* |  |
|[ ] [ ]  **L2.4 Line procedure for completion of technical log** | *145.A.70(a)12, 15 145.A.75(b)(c)(d)**145.A.48(c)* |  |
|[ ] [ ]  **L2.5 Line procedure for pooled parts and loaned parts** | *145.A.42, 145.A.50(d)**145.A.70(a)12, 15 145.A.75(b)(c)(d)* |  |
|[ ] [ ]  **L2.6 Line procedure for return of defective parts removed from aircraft** | *145.A.70(a)12,15 145.A.75(b)(c)(d)* |  |
|[ ] [ ]  **L2.7 Line procedure for critical maintenance tasks and error-capturing methods** | *145.A.75(d), 145.A.48(c)(2), 145.A.70(a)12* |  |
|[ ] [ ]  **L2.8 Line procedures to detect and rectify maintenance errors /optional/** | *145.A.48(c)(3), 145.A.60(a)(b)(c)(d)**145.A.70(a)12* |  |
|[ ] [ ]  **L2.9 Procedure to open a new line maintenance station /optional/** | *145.A.75(c)(d), 145.A.85* |  |
|[ ] [ ]  **L2.10 Maintenance at the unlisted location due to unserviceability or to support occasional line maintenance /optional/** | *145.A.75(c)* |  |
|  |  | **PART 3 – MANAGEMENT SYSTEM PROCEDURES** |  |  |
|[ ] [ ]  **3.1 Hazard identification and safety risk management schemes** | *145.A.200(a)(3), GM1 145.A.200(a)(3)* |  |
|[ ] [ ]  **3.2 Internal safety reporting and investigations** | *145.A.202(a), 145.A.202(b), 145.A.202(c)**145.A.202(d), AMC1 145.A.202**GM1 145.A.202* |  |
|[ ] [ ]  **3.3 Safety action planning** | *145.A.200(a)* |  |
|[ ] [ ]  **3.4 Safety performance monitoring** | *145.A.200(a)* |  |
|[ ] [ ]  **3.5 Change management** | *145.A.202(a), GM2 145.A.200(a)(3),**145.A.85, AMC2 145.A.85* |  |
|[ ] [ ]  **3.6 Safety training (including human factors) and promotion**3.6.1 Safety training programme and promotion* + 1. Safety Training (including Human Factors) Procedure

3.6.2.1. Initial training3.6.2.2. All Maintenance staff Recurrent training | *145.A.35(d, 145.A.30(e), AMC4 145.A.30(e)* *GM1 145.A.30(e), 145.A.65(b)**145.A.202(a), GM5 145.A.30(e)**GM1 145.A.65(b)(1), 145.A.200(a)(4)**AMC1 145.A.200(a)(4),* *GM1 145.A.200(a)(4).* |  |
|[ ] [ ]  * 1. **Immediate safety action and coordination with the operator’s emergency response plan (ERP)**
		1. Immediate safety action
		2. Coordination with the operator’s ERP
 | *145.A.155* |  |
|[ ] [ ]  * 1. **Compliance monitoring**

3.8.1.Audit plan and audit procedures* + 1. Product audits and inspections
		2. Audit findings – corrective action procedure).
 | *145.A.200(a)(6), AMC1 145.A.200(a)(6)**AMC2 145.A.200(a)(6)**AMC4 145.A.200(a)(6)**AMC3 145.A.200(a)(6)**GM1 145.A.200(a)(6)**GM2 145.A.200(a)(6), GM3 145.A.200(a)(6)**145.A.65(a), 145.A.55, 145.A.95(a)(b)(c)**AMC1 145.A.95, GM1 145.A.95* |  |
|[ ] [ ]  * 1. **Certifying staff and support staff qualifications, authorisation and training procedures**

3.9.1 Aircraft certifying staff (CS) and support staff (SS)3.9.2 Engines,APU and components certifying staff CC/S3.9.3 Specialised Services, D1 NDT certifying staff3.9.4 Flight crew commander (limited authorisation) C/S staff, if applicable | *145.A.30(e),(f),(g),(h)1-2,(i),(j)1-2**AMC3 145.A.30(e), AMC 145.A.30(g)**AMC1 145.A.30(h), AMC1 145.A.30(f)**145.A.35(a),(b),(c),(d),(e),(f),(g),(h),(l),(m),(n)**AMC 145.A.35(b), AMC 145.A.35(c)**AMC1 145.A.35(d), AMC1 145.A.35(e)**AMC1 145.A.35(f), AMC 145.A.35(m)**AMC 145.A.35(n)**Appendix IV and ICAO Annex I**145.A.48(b), AMC4 145.A.48(b)**M.A.901(l), Appendix IV**AMC 66.A.20(b)3, EN 4179 (NDT)* |  |
|[ ] [ ]  **3.10 Certifying staff and support staff records** | *145.A.55(d)(1), 145.A.55(d)(3)**145.A.55(d)(4), 145.A.55(d)(5)**145.A.35(j), 145.A.35(k)**145.A.35(h), AMC1 145.A.55(d)* |  |
|[ ] [ ]  **3.11 Airworthiness review staff qualification, authorisation and records** | *145.A.37* |  |
|[ ] [ ]  **3.12 Compliance monitoring and safety management personnel** | *145.A.30(c))ca)(cc)(e), AMC3 145.A.30(e)**145.A.55(d)(3), 145.A.55(d)(4)* |  |
|[ ] [ ]  **3.13 Independent inspection staff qualification**. | *145.A.30(e), 145.A.48(c)(2)**145.A.30(e), AMC3 145.A.30(e)**145.A.55(d)(1), 145.A.55(d)(3)**145.A.55(d)(4)* |  |
|[ ] [ ]  **3.14 Mechanics qualification and records**  | *145.A.30 ( e)(f), 145.A.55(d)(3)**145.A.55(d)(4)*  |  |
|[ ] [ ]  **3.15 Process for exemption from aircraft/aircraft component maintenance tasks** | *145.A.65(b)(1), GM2 145.A.65(b)(1)* |  |
|[ ] [ ]  **3.16 Concession control for deviations from the organisation’s procedures** | *145.A.65(a)(b)* |  |
|[ ] [ ]  **3.17 Qualification procedure for specialised activities such as NDT, welding, etc.*** + 1. NDT personnel
		2. Other specialised services
 | *145.A.30(f), AMC1 145.A.30(f)**AMC 145.A.65(b)(2), AMC1 145.A.30(e)**GM2 145.A.30(e), GM3 145.A.30(e)**AMC3 145.A.30(e), 145.A.55(d)(3)**145.A.55(d)(4), 145.A.65(b)(2)**EN 4179,*  |  |
|[ ] [ ]  **3.18 Management of external working teams**3.18.1. The external team is working under their own EASA/MS/RS Part-145 approval. 3.18.2. An external working team not holding an EASA/MS/RS Part-145 approval. | *145.A.65(a)(b), 145.A.47(d), GM1 145.A.47(d) 145.A.75(b), AMC1 145.A.75(b)* *AMC1 145.A.10, 145.A.55(a)(1)(1) 145.A.205* |  |
|[ ] [ ]  **3.19 Competency assessment of personnel** | *145.A.30(a)3 145.A.30(b)3, 145.A.30(e)**AMC1 145.A.30(a), AMC1 145.A.30(e)**AMC2 145.A.30(e), AMC5 145.A.30(e)**AMC4 145.A.30(e), GM2 145.A.30(e)**GM3 145.A.30(e), 145.A.35(a)**AMC1 145.A.35(a)* *Appendix IV to AMC 145.A.30(e)**145.A.37(a)(b)(c), 145.A.48(c)(2)**Appendix IV to AMC5 to 145.A.30(e)**AMC2 145.B200(a)(3), 66.A.20(a)(b)* |  |
|[ ] [ ]  **3.20 Training procedure for on-the-job training as per Section 6 of Appendix III to Part-66** . | *Section 6 of Appendix III to Part-66* |  |
|[ ] [ ]  **3.21 Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 licence in accordance with 66.B.105** (limited to the case where the competent authority for the Part-145 approval and the Part-66 licence is the same) | *66.B.105* |  |
|[ ] [ ]  **3.22 Management system record-keeping** | *145.A.55(a)(3) 145.A.55(c)**145.A.200(a), 145.A.200(b) 145.A.200(c)**GM1 145.A.200, 145.A.200(a)(5)**GM1 145.A.200(a)(5)* |  |
|  |  | **PART 4 - RELATIONSHIP WITH CUSTOMER/ OPERATORS** |  |  |
|[ ] [ ]  **4.1 List of the commercial operators to which the organisation provides regular aircraft maintenance services** | *145.A.70(a)(13)* |  |
|[ ] [ ]  **4.2 Customer interface procedures and paperwork** | *145.A.45(e), 145.A.70(a)13**145.A.65(b)1, GM2 145.A.65(b)(1)* *145.A.70(a)13, GM1 145.A.70(a) 145.A.60(d)**145.A.65(b)1, 145.A.55(a)(2) 145.A.55(a)(3)1 145.A.55(a)(3)2 145.A.55(a)(3)3* |  |
|  |  | **PART 5 - SUPPORTING DOCUMENTS** |  |  |
|[ ] [ ]  **5.1 Sample of documents** | *145.A.70(a)12, AMC1 145.A.70(a), GM1 145.A.70*  |  |
|[ ] [ ]  **5.2 List of subcontractors as per point 145.A.75(b)** | *145.A.70(a)14, 145.A.75(b)* |  |
|[ ] [ ]  **5.3 List of line maintenance locations as per point 145.A.75(d)** | *145.A.70(a)15, 145.A.75(d)* |  |
|[ ] [ ]  **5.4 List of contracted organisations as per point 145.A.70(a)(16)**  | *145.A.70(a)16* |  |
|[ ] [ ]  **5.5 List of used alternative means of compliance as per point 145.A.70(a)(17)** | *145.A.70(a)(17), 145.A.120(a)(b)* |  |