

**International Maintenance Review Board Policy Board (IMRBPB)**  
**Issue Paper (IP)**

**Initial Date (DD/MMM/YYYY):**

**IP Number:**

**Revision / Date (DD/MMM/YYYY):**

**Title:** Letter of Information for projects under Bilateral Agreements

**Submitter:** EASA

Applies To:	
MSG-3 Vol 1	
MSG-3 Vol 2	
IMPS	X

**Issue:**

With the signature of different Bilateral Agreements between Authorities introducing the so-called Acceptance concepts (previously and still commonly referred to as Reciprocal Acceptance), it is deemed necessary to develop new types of Letter of Confirmation to implement the requirements of the Technical Implementation Procedures (TIP).

**Problem:**

In the last few years a series of Technical Implementation Procedures amendments have introduced the so-called Reciprocal Acceptance concepts, i.e. mutual recognition of each other's MRB/MTB Reports approvals, between some Authorities.

In a common bullet point included in the Technical Implementation Procedures currently into force, it is required that the CA shall inform the VA of any application for a new or revised issue of the Report.

At the moment, such a kind of communication policy is formally not yet in place and this info requirement is left to the self-initiative of MRB Chairpersons.

**Recommendation (including Implementation):**

The IMPS was developed having in mind the evolution of CA/VA bilateral relationships and, in that context, the IP 166 was issued and implemented in IMPS revision 1 to open the door to specific working relations among Authorities.

In order to cover already existing scenarios and to comply with the legally binding requirements mandated by the Technical Implementation Procedures, the following IMPS amendments (Section 10, Appendix 2 and Appendix 4) are proposed:

**AMENDMENTS TO SECTION 10**

**10.2** The MRB Chairperson will invite other regulatory authorities (unless otherwise specified by bilateral agreements, where applicable) in coordination with the TCH, to participate in the MRB, which includes coordinating the MRB activities with those regulatory authorities.

**10.4** The MRB Chairperson will issue letters of confirmation and/or letters of information (as applicable) to each VA and guest participating regulatory authority. The letter of confirmation and/or letter of information (as applicable) will detail the scope of the agreed VA/guest involvement, CA expectations of the VA/guest, communications procedures, and additional CA responsibilities to ensure that the MRB process meets VA needs (if any). See Appendix 2, Figure 5 and 6 for ~~an~~ examples.

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**AMENDMENTS TO APPENDIX 2**

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**FIGURE 6 – LETTER OF INFORMATION IN CASE OF BILATERAL AGREEMENTS – EXAMPLE**

**NOTE: The following is an example of a letter to send, either via post or via e-mail, to VA Focal showing the relationship between the CA and VA in case of Bilateral Agreements. It complies with a communication requirement mandated by Technical Implementation Procedures in force.**

**Subject:**

**Letter of Information for [TCH] [A/C Model Type] [MRBR / MTBR] [revision number] activity.**

Dear [VA MRB Manager]:

In accordance with the applicable requirements of the Technical Implementation Procedures (TIP) for Airworthiness and Environmental Certification between the [Authority and Country] and the [Authority and Country], [TIP revision number at time of application], we the [CA] are issuing this Letter of Information regarding the [TCH] [A/C Model Type] [MRBR / MTBR revision] activity.

As the Certifying Authority (CA) for the [TCH] [A/C Model Type], we confirm that the [TCH] [A/C Model Type] [MRBR / MTBR] [revision number] will be developed in accordance with the related process contained in the International MRB Process Standard (IMPS) and reflected in the [CA] guidelines as well as in the [TCH] [A/C Model Type] Policy and Procedure Handbook (PPH) [revision].

The [CA] Chairperson nominated to follow this activity is [name of the nominated chairperson].

The [TCH] [A/C Model Type] [MRBR / MTBR revision] is scheduled to cover the following scope:

- [Reason / Scope of activity].

The [MRBR / MTBR revision] approval, as planned by [TCH], is expected by [expected approval date].

The [TCH] [A/C Model Type] [MRBR / MTBR] [revision number] will be approved by the [CA] also on behalf of the [VA] in accordance with the applicable TIP [TIP revision number at time of application] requirements.

As such, the [CA] Approval Letter and the [TCH] [A/C Model Type] [MRBR / MTBR revision] will contain the following statement:

*“This [TCH] [A/C Model Type] [MRBR / MTBR] revision has also been approved on behalf of the [VA] under the provision of the Technical Implementation Procedures (TIP) for*

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*Airworthiness and Environmental Certification between the [Authority and Country] and the [Authority and Country], [TIP revision number at time of application]”.*

NOTE: The following sentence in blue is applicable only in case of existing Legacy Products and can be deleted in case of initial MRBRs.

The closure of [VA] Open Action Items and the approval of changes to [VA] requirements contained in [Appendix / Section] of the [TCH] [A/C Model Type] [MRBR / MTBR] [revision number], if any, will be coordinated in advance as required by TIP [TIP revision number at time of application].

The [VA] will be provided with a copy of the [TCH] [A/C Model Type] [MRBR / MTBR] [revision number] Approval Letter as soon as issued.

The [CA] kindly asks the [VA] to acknowledge receipt of this Letter of Information.

Sincerely,

[CA MRB Manager]

**NOTE: The following is an example of a letter to send, either via post or via e-mail, to CA Focal to acknowledge the receipt of the Letter of Information in case of Bilateral Agreements.**

**Subject:**

**Acknowledgment of receipt of the Letter of Information for [TCH] [A/C Model Type] [MRBR / MTBR] [revision number] activity.**

Dear [CA MRB Manager]:

We the [VA] acknowledge the receipt of the Letter of Information regarding the [TCH] [A/C Model Type] [MRBR / MTBR] [revision number] activity.

Under the provisions of the Technical Implementation Procedures (TIP) for Airworthiness and Environmental Certification between the [Authority and Country] and the [Authority and Country], [TIP revision number at time of application], [TIP revision number at time of application], as the Validating Authority (VA) for the [TCH] [A/C Model Type] we confirm that we will not participate to the [MRBR / MTBR] [revision number] activity.

The Focal Point in the [VA] for this activity is [name of the nominated person].

Sincerely,

[VA MRB Manager]

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**AMENDMENTS TO APPENDIX 4**

**Validating Authority**

Either an authority that is responsible for validating the initial CA MRBR as defined in the letter of confirmation **or letter of information (as applicable)**, or who carries out a post certification validation exercise, whether the validating authority signs the MRBR or not.

**IMRBPB Position:**

**Date:**

**Position:**

**Date:**

**Position:**

**Status of Issue Paper and date:**

Active

Incorporated in MSG-3 / IMPS (with details)

Archived

**Recommendation for implementation:**

**Retroactive: N**

**Important Note:** The IMRBPB IPs are not policy. An IP only becomes policy when the IP is adopted into the processes of the appropriate National Aviation Authority. However, before formal adoption, the IP content may be incorporated by the MRB applicant on a voluntary basis with the agreement of all parties as detailed in the program PPH.