



Foreign Part-145 approvals - Aircraft certifying staff and support staff

Doc #

UG.CAO.00121-005

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Foreign Part-145 approvals- Aircraft certifying staff and support staff

UG.CAO.00121-005

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DOCUMENT CONTROL SHEET**Reference documents****a) Contextual documents**

Applicable requirements are listed in the form "FO.CAO.00136-XXX - Foreign Part-145 approvals – Documentation Index".

b) Internal documents

Applicable document are listed in the form "FO.CAO.00136-XXX - Foreign Part-145 approvals – Documentation Index".

Log of issues

Issue	Issue date	Change description
001	13/11/2013	First issue. This document is aimed to provide the applicant with guidance material supporting the application/approval, and as such has been reviewed by Rulemaking Product Support Continuing Airworthiness Section (R.4.2).
002	01/09/2014	Update of Quality documents to implement the new corporate image of the Agency and the changes to the organization structure.
003	22/10/2015	Endorsement of comments received from stakeholders.
004	28/02/2019	<ul style="list-style-type: none"> Corporate identity of the Agency changed to European Union Aviation Safety Agency Endorsement of Commission Regulation (EU) 2018/1142
005	11/11/2022	<ul style="list-style-type: none"> Endorsement of Regulation (EU) 2021/1963 introducing SMS





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0. Introduction.





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0.2. Definitions and abbreviations.

Abbreviations	
AMC	ACCEPTABLE MEANS OF COMPLIANCE
AMO	APPROVED MAINTENANCE ORGANISATION
AMTO	APPROVED MAINTENANCE TRAINING ORGANISATION
AOG	AIRCRAFT ON GROUND
BIPM	INTERNATIONAL BUREAU OF WEIGHTS AND MEASUREMENTS
CAO	COMBINED AIRWORTHINESS ORGANISATION
CAOA	CONTINUING AIRWORTHINESS ORGANISATION APPROVAL
CAP	CORRECTIVE ACTION PLAN
CIPM	INTERNATIONAL COMMITTEE ON WEIGHTS AND MEASUREMENTS
CMM	COMPLIANCE MONITORING MANAGER
C/S	CERTIFYING STAFF
CC/S	COMPONENT CERTIFYING STAFF
EASA	EUROPEAN UNION AVIATION SAFETY AGENCY
EU	EUROPEAN UNION
GM	GUIDANCE MATERIAL
ILAC	INTERNATIONAL LABORATORY ACCREDITATION COOPERATION
IORS	INTERNAL OCCURENCE REPORTING SYSTEM
MOA	MAINTENANCE ORGANISATION APPROVAL
MOAP	MAINTENANCE ORGANISATION APPROVAL PROCEDURES
MOC	MAINTENANCE OVERSIGHT COORDINATOR
MOE	MAINTENANCE ORGANISATION EXPOSITION
MOR	MANDATORY OCCURRENCE REPORTING
MRA	MUTUAL RECOGNITION ARRANGEMENT
NAA	NATIONAL AVIATION AUTHORITY
NRAB	NATIONAL RECOGNISED ACCREDITATION BODY
OEM	ORIGINAL EQUIPMENT MANUFACTURER
OMS	OVERSIGHT MANAGEMENT SOFTWARE
PPB	PRINCIPAL PLACE OF BUSINESS
QE	QUALIFIED ENTITY
RAB	REGIONAL ACCREDITATION BODY
S/S	SUPPORT STAFF
SMS	SAFETY MANAGEMENT SYSTEM
STCH	SUPPLEMENTAL TYPE CERTIFICATE HOLDER
TCH	TYPE CERTIFICATE HOLDER
WH	WORKING HOURS
WHOC	WORKING HOURS EASA OVERSIGHT COORDINATOR





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0.3. Scope and applicability.

EASA is the Competent Authority for maintenance organisations having their principal place of business located outside the EU, as established by EASA Part 145.1 “General” and is therefore responsible for the final approval of these maintenance organisations and for establishing procedures detailing how EASA Part-145 applications and approvals are managed.

This user Guide is applicable to EASA Part-145 applicant and EASA Part-145 AMOs’ (hereafter referred as maintenance organisations) having their principal place of business located outside the EU Member States and which are not certified under the provisions of a bilateral agreement signed with the EU.

The provisions of this user guide are complementary to the requirements of Part-145 regulation “as amended” and does not supersede or replace the associated regulatory requirements.

0.4. Purpose.

This User Guide is designed to be used by maintenance organisations and the assigned inspector when:

- The maintenance organisation is:
 - Defining the Certifying staff (C/S) and support staff (S/S) qualification procedure in the MOE.
 - Assessing each individual Certifying staff (C/S) and support staff (S/S) before granting an EASA Part-145 individual authorisation.
- Assigned inspector is :
 - Evaluating the Certifying staff (C/S) and support staff (S/S) qualification procedure.
 - Ensuring by sampling that Certifying staff (C/S) and support staff (S/S) EASA Part-145 individual authorisation issued are compliant with the minimum criteria addressed in this guidance.

0.5. Entry into force

This User Guide is applicable on 2 December 2022, after publication on the EASA website and it is immediately in force for any Organisation undergoing an initial investigation process and for all cases where the approval is invalid (i.e. limited or suspended).

For organisations holding a valid approval, the revision UG.CAO.00121-004 can still be used for any change of aircraft certifying staff during the transition period of Regulation (EU) 2021/1963. However, the organisation is expected to ensure that the aircraft certifying staff meet UG.CAO.00121-005 as part of the SMS application package within 2 December 2023.

The entry into force date of this User Guide does not supersede the need to comply with any other entry into force date(s) established by applicable regulations.

0.6. Associated instructions

EASA has developed associated instructions (user guides, Forms, templates and work instructions), that detail specific matters, which have to be considered as an integral part of this procedure.

A complete listing of these documents, together with their applicability to the maintenance organisation or NAA / QE / EASA, is addressed in the current revision of the “Foreign Part-145 approvals – documentation Index”, FO.CAO.00136-XXX (XXX identifies the revision number). Documents which are applicable to both NAA/QE/EASA and maintenance organisation are made available on the EASA Web Site (<http://easa.europa.eu>, Foreign Part-145 Approvals page).

Each time a cross reference is provided to another document or another chapter / paragraph of the same document, this reference is identified with **grey text**.





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0.7. Communications

All documents and correspondences between the maintenance organisation and EASA including allocated inspectors shall be in the English language unless otherwise agreed by EASA.





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1. A/C certifying staff & support staff.





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1.1. A/C certifying staff & support staff definition.

This user guide is only intended to cover the case of aircraft certifying staff and support staff involved in maintenance of complex motor-powered aircraft.

Organisations involved in maintenance of other than complex motor-powered aircraft, are recommended to review and endorse in their exposition the applicable elements of this User Guide and to contact their allocated inspector for further guidance.

1.1.1. A/C Certifying Staff (C/S)

A/C Certifying Staff (C/S) means staff authorised by a maintenance organisations to release an Aircraft¹ to service, under the EASA Part-145 approval, following line or base maintenance.

1.1.2. Support Staff (S/S).

Support Staff (S/S) means staff authorised by the Part-145 organisation to support the Category “C” certifying staff in managing and releasing the A/C to service after base maintenance activity while not necessarily holding certification privileges². Support Staff shall ensure that all relevant tasks or inspections have been carried out to the required standard before the category C certifying staff issues the certificate of release to service.

For further guidance on certifying staff and support staff responsibilities associated with the issuance of the aircraft CRS, refer to the “Aircraft Maintenance UG.CAO.000134”.

1.1.3. EASA Part-66 AML categories and subcategories

An EASA Part-66 AML can be issued for categories and subcategories as indicated in Part-66.A.3.

The privileges associated to each category are indicated in Part-66.A.20.

1.2. Individual authorization procedures.

A/C C/S and S/S authorisation procedures, (initial and renewal) together with the related qualification criteria, shall be detailed within the Maintenance Organisation Exposition (refer also to the “Foreign Part-145 approvals –MOE” UG.CAO.00024-XXX).

EASA Part 145.A.30 (g) (h) requires the A/C C/S and S/S to be qualified in accordance with Part-66 regulation. However, paragraph Part 145.30 (j), enables a maintenance organisation, by derogation, to have C/S and S/S qualified according to the Appendix IV to EASA Part-145. Therefore two cases may apply:

- A. Staff qualified in accordance with EASA Part 66. This means that the proposed A/C C/S and S/S holds an EASA Part-66 aircraft maintenance license (refer to check list 1, enclosed in this user guide);
- B. Staff qualified in accordance with Appendix IV to EASA Part-145. This means that the proposed A/C C/S and S/S does not hold an EASA Part 66 license (refer to check list 2, enclosed in this user guide).

1.3. Aircraft certifying staff and support staff qualified to EASA Part 66.

1.3.1. License and scope.

The proposed C/S and S/S shall hold a valid EASA Part 66 license issued by one of the EU member states.

The organisation shall ensure that the EASA Part-145 C/S - S/S individual authorisation does not exceed the scope addressed in the EASA Part-66 license.

Any limitation on the EASA Part 66 license shall be listed on the EASA Part-145 C/S - S/S individual authorisation. In the case of EASA Part-66 license in category B1, B2, C, the Part-145 individual authorisation may only be granted for those categories when the relevant aircraft type rating is endorsed in the license, as specified in Part-66.A.45.

¹ A/C means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface;

² This means that B1/ B2 support staff may not necessarily hold B1/B2 line maintenance certifying staff privileges.





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In the case of EASA Part-66 license in category A, no aircraft type rating endorsement is expected in the license. In order for the maintenance organisations to issue a category A EASA Part-145 individual authorisation on a certain aircraft type, the related task training requirements shall be met. Further guidance to establish compliance of task training requirement is provided in this [User Guide chapter 1.4.5.3](#)

1.3.2. Age.

The A/C C/S and S/S age shall be at least 21 years.

1.3.3. Additional training.

The A/C C/S and S/S shall be able to demonstrate he/she received, as appropriate, training on:

- the MOE and internal procedures applicable to A/C C/S and S/S (including issuance of CRS);
- [Initial Safety Training \(including Human Factors\)](#)³.
- Fuel Tank Safety phase 2;
- Electrical Wiring Interconnection System (refer to AMC 20-22 for further details);
- Customer`s operator procedures, such as but not limited to the customer`s ATL, work cards, work package, list of independent inspection items, deferred items procedures, MEL, etc.
- Any additional training(s) justified during the assessment performed by the Organisation (e.g. human factor, aviation legislation, etc..).

1.3.4. Additional aircraft training.

The Part-145 organisation need to be aware that:

- type training courses covering certain, but not all the models/variants included in a type rating, are valid for the purpose of endorsing the full type rating in the EASA Part-66 aircraft maintenance license (e.g. a licence endorsed with the rating Airbus A318/A319/A320/A321 (CFM56) after attending type training covering only the Airbus 320 (CFM56)).
- some systems and technology present in the particular aircraft being maintained may not have been covered by the training/examination/experience required to obtain the license and ratings. (e.g. Work being carried out on a model/variant for which the technical design and maintenance techniques have significantly evolved from the original model used in the type training; or specific technology and options selected by each customer which may not have been covered by the type training).

As a consequence the maintenance organisations ensure that A/C C/S and S/S have received additional training, as appropriate, on the differences for the particular model/variant and/or the particular configuration of the aircraft intended to be maintained by the maintenance organisations. This additional training may take various forms depending on the complexity of the differences to be covered (e.g. read and sign document, on the job training, classroom training, etc.). In any case the additional training process shall be detailed in the MOE.

Note: the additional aircraft training described in this chapter must not be confused with the case where the differences that need to be covered are related to different EASA Part-66 aircraft type ratings. In such case the [chapter 1.4.5.2](#) of this User Guide applies. Such cases also involve necessarily an extension of the individual

³ Having completed a Module 9 HF training does not supersede the need to comply with the initial HF training in accordance with 145.A.30 (e). However, credit may be taken from the module 9 Human Factor training for the topics which are common in both trainings, provided the Module 9 HF training has been completed within the previous two years.





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authorisation following an assessment by the maintenance organisations, and in the case of EASA Part-66 license holders the type endorsement in the license remains as a pre-requisite.

1.3.5. Maintenance experience.

The maintenance organisations shall ensure that C/S and S/S can demonstrate recent experience on the A/C type intended to be endorsed in the EASA Part-145 individual authorization.

The recent maintenance experience shall be understood as meeting the requirement of 6 month of experience in two years period preceding the intended date of issuance of the individual authorization.

Further guidance is provided in “Foreign Part-145 approvals – demonstration of 6/24 months maintenance experience UG.CAO.00128-XXX”

1.3.6. Additional criteria for the renewal of individual authorization.

The C/S and S/S shall receive recurrent training related to up-to-date information on relevant technologies, Human Factors, FTS, Organisation procedures (including changes in Aviation legislations), EWIS as applicable to the organisation scope of approval and individual authorization held.

The C/S and S/S shall demonstrate a 6 month of experience during the two year period preceding the renewal of authorisation.

Further guidance is provided in “Foreign Part-145 approvals – demonstration of 6/24 months maintenance experience UG.CAO.00128-XXX”





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1.3.7. Assessment.

The aim of the assessment is to ensure compliance of the A/C C/S and S/S with the relevant EASA Part-145 requirements, with the criteria defined in this user guide and to ensure that each A/C C/S and S/S possesses the expected **competency** associated to his/her job function (proposed scope of work, Authorization category), before granting him/her an initial EASA Part-145 C/S - S/S individual authorisation, to renew or to extend the scope of his/her already existing authorisation. This assessment shall also take into consideration attitude and behaviour.

As a consequence the organisation shall demonstrate through a **competency** assessment that the C/S and S/S:

- Meets the qualification criteria addressed above;
- Has the relevant knowledge, skills and ability to perform the maintenance tasks related to his/her job function including the relevant language knowledge;
- Is able to determine when the A/C is ready to release to service and when it shall not be released to service.

In the case of initial authorisation or extension of the scope of an already existing authorisation, the **competency** assessment must:

- Be specifically tailored to the aircraft type (s) intended to be covered by the certifying staff authorization;
- The **competency** assessment shall include evaluation of “On the Job Performance” and /or “testing of knowledge” by appropriately qualified personnel;
- In addition, it is recommended that the assessment form contains an open text field where the person responsible for the assessment records the questions raised, comments or any other information useful to support the recommendation for the pass/fail result. A “box-ticking” exercise would be pointless.





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1.3.8. Check List 1: Topics to be reviewed before to grant /extend/ renew an EASA Part-145 C/S - S/S individual authorisation, for staff qualified to EASA Part-66.

Certifying Staff Name:		Purpose of the review <input type="checkbox"/> Initial grant <input type="checkbox"/> Extension <input type="checkbox"/> Renewal	Intended scope of authorisation under EASA approval : <i>A, B1, B2, B2L, B2, L</i>		A/C type:
EASA PART-145 regulation / Requirements			Checked & compliant	Reference of the document provided.	EASA additional User Guide
License & Scope	Does the C/S - S/S holds a valid EASA Part-66 license?		<input type="checkbox"/>		
	Does the scope of work of the C/S - S/S remain within the scope of work defined by the EASA Part-66 AML and is any limitation listed license endorsed in the EASA Part-145 C/S - S/S individual authorisation ?		<input type="checkbox"/>		
	In the case of EASA Part-145 C/S - S/S individual authorisation in category B1, B2 or C, are the relevant A/C type ratings of the individual authorisation endorsed in the EASA Part-66 License?		<input type="checkbox"/>		
	In the case of cat. "A" EASA Part-66 AML was the relevant task training completed?		<input type="checkbox"/>		
Age	Is the C/S - S/S more than 21 years old?		<input type="checkbox"/>		
Additional Training	Has the C/S - S/S received an Initial Safety Training (including Human Factor) ?		<input type="checkbox"/>		
	Has the C/S - S/S received an appropriate training to the MOE and associated procedures/lists?		<input type="checkbox"/>		
	Has the C/S - S/S received the initial FTS training as per Appendix IV to AMC to Part 145.A.30 (e)?		<input type="checkbox"/>		
	Has the C/S - S/S received the EWIS training (refer to AMC 20-22 for further details)?.		<input type="checkbox"/>		
	Has the C/S - S/S received training to the Customer's operator procedures, such as but not limited to the customer's ATL, work cards, work pack, list of independent inspection items, , MEL, etc.?		<input type="checkbox"/>		
additional aircraft training	Has the C/S and S/S received additional training, as appropriate, on the differences for the particular model/variant and/or the particular configuration of the aircraft intended to be maintained by the maintenance organisation?		<input type="checkbox"/>		
Maintenance experience	Can the C/S and S/S demonstrate recent experience on the A/C type (or similar aircraft) intended to be endorsed in the EASA Part-145 individual authorization?		<input type="checkbox"/>		"Foreign Part-145 approvals – demonstration of 6/24 months maintenance experience UG.CAO.00128-XXX"
In addition to the above points, the following applies for renewal of existing EASA Part-145 C/S - S/S individual authorisation					
Renewal of EASA Part-145 C/S - S/S individual authorisation	Has the certifying staff/support staff received recurrent training that covers up-to-date information on relevant technologies, safety /Human Factors, FTS, Organisation procedures (including changes in Aviation legislations), EWIS as applicable to the organisation scope of approval and individual authorization held?		<input type="checkbox"/>		
	Has the certifying staff/support staff demonstrate a 6 month of experience during the two year period preceding the renewal of the authorisation?		<input type="checkbox"/>		"Foreign Part-145 approvals – demonstration of 6/24 months maintenance experience UG.CAO.00128-XXX"
When all the above points are positive, the following applies					
Assessment	Has the certifying staff/Support staff been assess for competency including a language skill evaluation.		<input type="checkbox"/>		Refer to the table "Summary of topics to be Assessed for A/C certifying and support staff"
	Has any additional training been identified and performed, as required, following the internal assessment?		<input type="checkbox"/>		





1.3.9. Summary of topics to be assessed before to grant /extend/ renew an EASA Part-145 C/S - S/S individual authorisation, for staff qualified to EASA Part-66.

Purpose of the Assessment

Initial grant Extension Renewal

The competency assessment shall include evaluation of "On the Job Performance" and /or "testing of knowledge" by appropriately qualified personnel

IV QUALIFICATION		Open text field box ⁴
I.1.	Refer to the check list 1 "Topics to be Reviewed Before to Grant /Extend/ Renew an Individual Authorization for C/S & S/S Qualified to EASA Part-66".	
I KNOWLEDGE		Open text field box ⁴
II.1.	Knowledge of safety management , human factors, human performance and limitations and just culture	
II.2.	Knowledge of organisation capabilities, privileges and limitations (scope of approval, etc.)	
II.3.	Knowledge of EASA Part-M, EASA Part-145 (and any other relevant regulations)	
II.4.	Knowledge of relevant parts of the MOE and associated procedures	
II.5.	Knowledge of safety risks linked to the working environment	
II.6.	Knowledge on CDCCL (when relevant)	
II.7.	Knowledge on EWIS (when relevant)	
II.8.	Knowledge of occurrence reporting system and understanding of the importance of reporting occurrences, incorrect maintenance data and existing or potential defects	
II.9.	Knowledge of safety risks linked to the working environment	
III UNDERSTANDING		Open text field box ⁴
III.1.	Understanding of professional integrity, behavior and attitude towards safety	
III.2.	Understanding of conditions for ensuring continuing airworthiness of aircraft and components	
III.3.	Understanding of his/her own human performance and limitations	
III.4.	Understanding of personnel authorizations and limitations	
III.5.	Understanding of critical task	
IV ABILITY		Open text field box ⁴
IV.1	Ability to supervise the performance of tasks carried out by non C/S personnel (e.g. mechanics, etc.)	
IV.2	Ability to compile and control completed work cards	
IV.3	Ability to consider human performance and limitations	
IV.4	Ability to determine required qualifications for task performance	
IV.5	Ability to identify and rectify existing and potential unsafe conditions	
IV.6	Ability to check and document proper accomplishment of maintenance tasks	
IV.7	Ability to identify and properly plan performance of critical task	
IV.8	Ability to prioritize tasks and report discrepancies	
IV.9	Ability to process the work requested by the operator	
IV.10	Ability to properly process removed, uninstalled and rejected parts	
IV.11	Ability to properly record and sign for work accomplished	
IV.12	Ability to determine the acceptability of parts to be installed prior to fitment	
IV.13	Ability to understand work orders, work cards and refer to and use applicable maintenance data	
IV.14	Ability to use information systems	
IV.15	Ability to use, control and be familiar with required tooling and/or equipment	
IV.16	Teamwork, decision-making and leadership skills	
IV.17	Adequate communication and literacy skills: The A/C certifying staff shall be able to demonstrate a working knowledge of the language in which the maintenance data is published. In addition, should the language of the maintenance data not be English, then English language working knowledge is required to: <ul style="list-style-type: none"> • Understand EU Airworthiness directives. • Communicate with EU operator not using the language of the state of registry. 	
Note: This list shall not be considered as exhaustive. It remains the responsibility of the maintenance organisation to adjust it.		

⁴ open text field where the person responsible for the assessment records the questions raised, comments or any other information useful to support the recommendation for the pass/fail result





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1.4. A/C certifying and support staff not qualified to EASA Part-66.

The organisation shall ensure that A/C C/S and S/S not qualified to EASA Part-66 are compliant with the following EASA Part-145 requirements.

1.4.1. Appendix IV paragraph 1.(a)

“The proposed A/C C/S and S/S shall hold a valid national license or a certifying staff authorisation issued under the national regulations”.

The basic license (national license) must have been evaluated in all categories by the EASA Part-145 organisation and in particular any differences compared to ICAO Annex I must be addressed (refer to “Foreign Part-145 approvals – EASA Part-145 Appendix IV and ICAO Annex I check list FO.CAO.00030-XXX).

The national license to be considered depending on the organisation location is summarized in the table “Summary of Topics to be assessed for Aircraft C/S & S/S Not Qualified to EASA Part-66” of this user guide.

1.4.2. Appendix IV paragraph 1 (b)

“The organisation shall ensure that the authorisation does not exceed the scope addressed in the national license”.

The proposed authorization privileges must have been evaluated to ensure they do not exceed the scope of the national license. The organisation shall compare the scope of the national licence and the scope of work of the EASA “C”, “B1”, “B2” and “A” categories and implement the necessary limitation. The result of the comparison shall be summarised in the MOE § 1.6.

Any limitation addressed in the national license or in the A/C C/S and S/S authorisation issued under the national regulations shall be reported in the EASA Part-145 C/S - S/S individual authorisation.

The organisation can also endorse an A/C type in the EASA Part-145 C/S - S/S individual authorisation that is not endorsed on the national license provided compliance is met with the other Appendix IV requirements.

In the case of national regulations using the same C/S - S/S codes (A, B1, B2 and C) of EASA Part-66, this condition does not release the organisation to compare the scope of the national licence and the scope of work of the EASA “C”, “B1”, “B2” and “A” categories and implement the necessary limitation.

1.4.3. Appendix IV paragraph 1 (c)

The A/C C/S and S/S shall be able to demonstrate he/she received:

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





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A proposed A/C C/S or S/S is considered compliant with Appendix IV 1.(c) without further need of investigation, if one of the following evidences is available:

- examination certificate of recognition (CoR) issued by an EASA Part-147 AMTO for the relevant module 9 or 10, or;
- when only a statement issued by an EASA Part-147 AMTO can be provided, stating that the person has attended the relevant module 9 or 10 according to the corresponding EASA Part-66 syllabus, then the maintenance organisations shall also ensure that that the course is carried out according to a detailed syllabus including level of training as per EASA Part-66 Module 9 and/or 10 as applicable (the duration of the course need to be specified to demonstrate the adequacy to cover all subjects).

When selecting a non- EASA Part-147 organisation to provide the Human Factor training and/or Aviation Legislation, the EASA Part-145 [compliance monitoring](#) department shall be in a position to demonstrate as a minimum that:

- the course is carried out according to a detailed syllabus including level of training as per EASA Part 66 Module 9 and/or 10 as applicable (the duration of the course need to be specified to demonstrate the adequacy to cover all subjects);
- the Qualification criteria for instructors is defined;
- a maximum number of Training Hours per day is defined (HF principal to be considered);
- a maximum of trainees per group of trainees (28 person).

1.4.4. Appendix IV paragraph 1 (d)

The A/C C/S and S/S shall be able to demonstrate:

- 3 years of maintenance experience for line maintenance certifying staff in category “A”;
- 5 years of maintenance experience for line maintenance certifying staff and base maintenance support staff in category “B1”, “B2”;
- 8 years for base maintenance certifying staff in category “C”.

In addition, the organisation shall ensure that the A/C C/S and S/S can demonstrate recent experience.

The recent maintenance experience shall be understood as meeting the requirement of 6 month of experience in two years period preceding the intended date of issuance of the individual authorization (refer to 145.A.35.(c) for further details). This concept, is the same applicable for the renewal of the authorization as described in the following chapter related to “additional training” requirements.

Further guidance is provided in “Foreign Part-145 approvals – demonstration of 6/24 months maintenance experience UG.CAO.00128-XXX”





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1.4.5. Appendix IV paragraph 1 (e) (f)

1.4.5.1. A/C Type training for category B1, B2 C/S, S/S and category C c/s

The A/C C/S and S/S shall be able to demonstrate that he/she received type training and passed the examination at the relevant category level (depending on the category of authorization), referred to in Appendix III to Annex III (EASA Part-66) for each aircraft type intended to be endorsed in the EASA Part-145 C/S - S/S individual authorisation.

In the case of category C C/S, for the first aircraft type to be endorsed in the EASA Part-145 C/S - S/S individual authorisation, the type training and examination shall be at the category level B1, B2.

An A/C type training is made up of two parts:

- a) Theoretical element: composed by theoretical training and examination;
- b) Practical element: composed by practical training and assessment⁵.

In the case of a maintenance organisations for which EASA is the competent authority, the standard requirement to be met and to be reflected in the MOE 3.4 “certifying staff and support staff qualification and training procedures” is that the theoretical and practical element of the aircraft type training is completed at an EASA Part-147 Approved Maintenance Training Organisation.

1.4.5.2. Type training for differences

In order to meet the requirement of Appendix IV Paragraph 1. (e) (f), a person may also be qualified by a type training for differences (including both the theoretical and practical element) which has been received in an approved EASA Part-147 organisation.

The following requirements need to be met:

- The applicant for EASA Part-145 C/S - S/S individual authorisation, needs to cover the differences between two different aircraft type ratings of the same manufacturer as determined by the Agency (refer to the aircraft type ratings provided in appendix I to AMC to EASA Part 66, as amended); For example, a person who already completed a type training on the A320(CFM 56) and needs to be qualified also on the A320 (V2500), does not need to complete a full aircraft type training on the A320(V2500), but may only complete a type training for differences between the two aircraft type ratings (e.g. engine plus aircraft interfaces);
- Differences training shall cover both theoretical and practical elements of type rating training.
- A type rating shall only be endorsed on EASA Part-145 C/S - S/S individual authorisation after differences training when the applicant also complies with one of the following conditions:
 - having already endorsed on the EASA Part-145 C/S - S/S individual authorisation the aircraft type rating from which the differences are being identified, or;
 - having completed the type training requirements for the aircraft from which the differences are being identified, but has not yet been endorsed in the EASA Part-145 C/S - S/S individual authorisation.

Detailed guidance on how to establish compliance of the aircraft type training (theoretical and/or practical) is provided in “Foreign Part-145 approvals -Aircraft type training (theoretical and practical) UG.CAO.00122-XXX”

⁵ This point (b) is not applicable to level 1 type training (e.g. category “C” certifying staff who has already one A/C type in his/her authorisation)





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1.4.5.3. Tasks training for category A C/S

Those persons whose scope of work does not exceed those of a category “A” certifying staff may receive task training in lieu of a complete type training.

Task training shall be carried out by an EASA Part-147 AMTO or an EASA Part-145 AMO appropriately approved on the specific aircraft type for which the EASA Part-145 C/S individual authorisation is to be issued.

This training shall include practical hands on training and theoretical training for each task authorised. Satisfactory completion of the task training shall be demonstrated by an examination or by workplace assessment carried out by the EASA Part-147 AMTO or EASA Part-145 AMO which has delivered the training.

It is the responsibility of the maintenance organisations issuing the category “A” EASA Part-145 C/S individual authorisation to ensure that the task training covers all the tasks to be authorised. This is particularly important in those cases where the task training has been provided by an organisation (EASA Part-147 AMTO or EASA Part-145 AMO) different from the one issuing the authorisation.

When the maintenance organisations intends to issue the category “A” EASA Part-145 C/S individual authorisation based upon a complete type training delivered by an EASA Part-147 AMTO, a demonstration shall be performed and documented that the type training (theoretical and practical elements) covers the tasks to be authorised.

1.4.6. Additional aircraft training.

The EASA Part-145 organisation need to consider that:

- type training may have covered certain, but not all the models/variants included in a type rating (e.g. A type training on Boeing 747-200/300 (GE CF6) which did not cover the Freighter model);
- some systems and technology present in the particular aircraft being maintained may not have been covered by the training/examination/experience (e.g. Work being carried out on a model/variant for which the technical design and maintenance techniques have significantly evolved from the original model used in the type training; or specific technology and options selected by each customer which may not have been covered by the type training).

As a consequence the maintenance organisations shall ensure that A/C C/S and S/S have received additional training, as appropriate, on the differences for the particular model/variant and/or the particular configuration of the aircraft intended to be maintained by the maintenance organisations. This additional training may take various forms depending on the complexity of the differences to be covered (e.g. read and sign document, on the job training, classroom training, etc.).

Note: the additional aircraft training described in this chapter must not be confused with the case where the differences that need to be covered are related to different EASA Part-66 aircraft type ratings. In such case the chapter 1.4.5.2 of this User Guide applies. Such cases also involve necessarily an extension of the EASA Part-145 C/S - S/S individual authorisation following an assessment by the maintenance organisations, and in the case of EASA Part-66 license holders the type endorsement in the license remains as a pre-requisite.





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1.4.7. Additional training.

The A/C C/S and S/S shall be able to demonstrate he/she received, as appropriate, training on:

- Initial Safety training (including Human Factor)⁶;
- the MOE and internal procedures applicable to A/C C/S and S/S (including issuance of CRS);
- Fuel Tank Safety phase 2;
- Electrical Wiring Interconnection System (refer to AMC 20-22 for further details);
- Customer`s operator procedures, such as but not limited to the customer`s ATL, work cards, work package, list of independent inspection items, deferred items procedures, MEL;
- Any additional training(s) justified during the assessment performed by the organisation (e.g. human factor, aviation legislation, etc..).

1.4.8. Additional criteria for the renewal of individual authorization.

The C/S and S/S shall receive **recurrent** training that covers up-to-date information on relevant technologies, Human Factors, FTS, EWIS, Organisation procedures (including changes in Aviation legislations), as applicable to the organisation scope of approval and individual authorization held.

The C/S and S/S shall demonstrate a 6 month of experience during the two year period preceding the renewal of the EASA Part-145 C/S - S/S individual authorisation.

The 6 months maintenance experience in 2 years shall be understood as consisting of two elements duration and nature of the experience.

Further guidance is on this subject is provided in "Foreign Part-145 approvals – demonstration of 6/24 months maintenance experience UG.CAO.00128-XXX"

1.4.9. Assessment.

Refer to paragraph 1.3.7 "Assessment".

⁶ Having completed a Module 9 HF training does not supersede the need to comply with the initial HF training in accordance with 145.A.30.(e). However, credit may be taken from the module 9 Human Factor training for the topics which are common in both trainings, provided the Module 9 HF training has been completed within the previous two years.





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1.4.10. Check List 2: Topics to be reviewed before to grant /extend/ renew an EASA Part-145 C/S - S/S individual authorisation, for staff not qualified to EASA Part-66.

Certifying Staff Name:		Purpose of the review <input type="checkbox"/> Initial grant <input type="checkbox"/> Extension <input type="checkbox"/> Renewal	Intended scope of EASA Part-145 C/S - S/S individual authorisation: <small>EASA Category A, "B1", "B2" or "C"</small>	A/C type:
	EASA PART-145 regulation / Requirements	Checked & compliant	Reference of the document provided	EASA additional User Guide
Part-145 Appendix IV(a)	Does the C/S - S/S hold a valid licence or a certifying staff authorisation issued under the country's National regulations in compliance with ICAO Annex 1?	<input type="checkbox"/>		Foreign Part-145 approvals- EASA Part-145 Appendix IV and ICAO Annex I check list FO.CAO.00030-XXX.
	Are there any differences between national license that need to be addressed?	<input type="checkbox"/>		
Part-145 Appendix IV(b)	Does the scope of work of the C/S - S/S remain within the scope of work defined by the National licence/certifying staff authorisation and Is any limitation listed in the National license endorsed in the EASA Part-145 C/S - S/S individual authorisation?	<input type="checkbox"/>		Refers to MOE guidance: Category and associated privileges of the national license to be addressed in the MOE § 1.6.
Part-145.35(m)	Is the C/S - S/S staff more than 21 years old?	<input type="checkbox"/>		
Part-145 Appendix IV(c)	Has the C/S - S/S demonstrated that he/she has received training on human factors referred to in module 9 of Appendix I to Annex III (EASA Part-66)?	<input type="checkbox"/>		
	Has the C/S - S/S demonstrated that he/she has received training on aviation legislation referred to in module 10 of Appendix I to Annex III (EASA Part-66)?	<input type="checkbox"/>		
	Has the provided training (module 9 and module 10) been evaluated for compliance with Appendix I to Annex III (EASA Part-66) In terms of syllabus and level (B1/B2) of training (refers §1.4.3)?	<input type="checkbox"/>		
Part-145 Appendix IV(d)	Has the C/S - S/S staff demonstrate the required maintenance experience EASA Category "A" = 3 years EASA Category "B1", "B2" = 5 years EASA Category "C" = 8 years.	<input type="checkbox"/>	Record the number of years	
	Can the C/S - S/S demonstrate recent experience on the A/C type intended to be endorsed in the EASA Part-145 individual authorization?	<input type="checkbox"/>		"Foreign Part-145 approvals – demonstration of 6/24 months maintenance experience UG.CAO.00128-XXX"





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Certifying Staff Name:		Purpose of the review <input type="checkbox"/> Initial grant <input type="checkbox"/> Extension <input type="checkbox"/> Renewal		Intended scope of EASA Part-145 C/S - S/S individual authorisation: <small>EASA Category A", "B1", "B2" or "C"</small>		A/C type:	
EASA PART-145 regulation / Requirements				Checked & compliant	Reference of the document provided	EASA additional User Guide	
Part-145 Appendix IV (e) (f)	Has the C/S - S/S demonstrated he/she followed a task or a type training and pass the examination at the relevant category, referred to in Appendix III to Annex III (EASA Part-66)? Note: Category "C" certifying staff shall demonstrate he/she received type training and passed examination at the category C level referred to in Appendix III to Annex III (EASA Part-66) for each aircraft type in his /her EASA Part-145 individual authorisation, except that for the first aircraft type, training and examination shall be at the category B1, B2 or B3 level of Appendix III.						
	Is the theoretical part of the type training provided by an approved EASA Part-147 organisation?			Y <input type="checkbox"/> N <input type="checkbox"/>		If No, refer to "Foreign Part-145 approvals - Aircraft type training (theoretical and practical) UG.CAO.00122-XXX"	
	Is the practical element of the training provided by an approved EASA Part-147 organisation?			Y <input type="checkbox"/> N <input type="checkbox"/>			
	Is the task training provided by an approved EASA Part-145 or EASA Part-147 organisation?			<input type="checkbox"/>			
Additional Aircraft training	Has the C/S and S/S received additional training, as appropriate, on the differences for the particular model/variant and/or the particular configuration of the aircraft intended to be maintained by the maintenance organisations			<input type="checkbox"/>			
Additional Training	Has the certifying staff/support staff received an Initial Safety Training (including Human Factor) ?			<input type="checkbox"/>			
	Has the C/S and S/S received an appropriate training to the MOE and associated procedures/lists?			<input type="checkbox"/>			
	Has the C/S and S/S received the initial FTS training as per Appendix IV to AMC to EASA Part 145.A.30 (e)?			<input type="checkbox"/>			
	Has the C/S and S/S received the EWIS training (refer to AMC 20-22 for further details).			<input type="checkbox"/>			
	Has the C/S and S/S received training to the Customer's operator procedures, such as but not limited to the customer's ATL, work cards, work package, list of independent inspection items, deferred items procedures, MEL, etc?			<input type="checkbox"/>			
In addition to the above points, the following applies for renewal of existing EASA Part-145 individual authorisation							





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Certifying Staff Name:		Purpose of the review <input type="checkbox"/> Initial grant <input type="checkbox"/> Extension <input type="checkbox"/> Renewal		Intended scope of EASA Part-145 C/S - S/S individual authorisation: <small>EASA Category A, "B1", "B2" or "C"</small>		A/C type:	
EASA PART-145 regulation / Requirements				Checked & compliant	Reference of the document provided	EASA additional User Guide	
Renewal of EASA Part-145 individual authorisation	Has the C/S and S/S received recurrent training that covers up-to-date information on relevant technologies, safety /Human Factors, FTS, Organisation procedures (including changes in Aviation legislations), EWIS, as applicable to the organisation scope of approval and individual authorization held?			<input type="checkbox"/>			
	Has the C/S and S/S demonstrated a 6 month of experience during the two year period preceding the renewal of EASA Part-145 C/S - S/S individual authorisation?			<input type="checkbox"/>		"Foreign Part-145 approvals – demonstration of 6/24 months maintenance experience UG.CAO.00128-XXX"	
When all the above points are positive, the following applies							
Assessment	Has the C/S and S/S been assess for competency including a language skill evaluation.			<input type="checkbox"/>		Refer to the table "Summary of topics to be Assessed for A/C certifying staff"	
	Is any additional training justified following the internal assessment?			<input type="checkbox"/>			





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1.4.11. Summary of topics to be assessed before to grant /extend/ renew an EASA Part-145 C/S - S/S individual authorisation, for staff not qualified to EASA Part-66.

Purpose of the Assessment: <input type="checkbox"/> Initial grant <input type="checkbox"/> Extension <input type="checkbox"/> Renewal The competency assessment shall include evaluation of “On the Job Performance” and /or “testing of knowledge” by appropriately qualified personnel		
I QUALIFICATION		Open text field box ⁸
I.1.	Refer to the check list 2 “Topics to be Reviewed Before to Grant /Extend/ Renew an Individual Authorization for C/S & S/S Not Qualified to EASA Part-66”.	
II KNOWLEDGE		Open text field box ⁷
II.1.	Knowledge of safety management, human factors, human performance and limitations and just culture	
II.2.	Knowledge of organisation capabilities, privileges and limitations (scope of approval, etc.)	
II.3.	Knowledge of EASA Part-M, EASA Part-145 (and any other relevant regulations)	
II.4.	Knowledge of relevant parts of the MOE and associated procedures	
II.5.	Knowledge of safety risks linked to the working environment	
II.6.	Knowledge on CDCCL (when relevant)	
II.7.	Knowledge on EWIS (when relevant)	
II.8.	Knowledge of occurrence reporting system and understanding of the importance of reporting occurrences, incorrect maintenance data and existing or potential defects	
II.9.	Knowledge of safety risks linked to the working environment	
III UNDERSTANDING		Open text field box ⁷
III.1.	Understanding of professional integrity, behavior and attitude towards safety	
III.2.	Understanding of conditions for ensuring continuing airworthiness of aircraft and components	
III.3.	Understanding of his/her own human performance and limitations	
III.4.	Understanding of personnel authorizations and limitations	
III.5.	Understanding of critical task	
IV ABILITY		Open text field box ⁷
IV.1	Ability to supervise the performance of tasks carried out by non C/S personnel (e.g.mechanics, etc.)	
IV.2	Ability to compile and control completed work cards	
IV.3	Ability to consider human performance and limitations	
IV.4	Ability to determine required qualifications for task performance	
IV.5	Ability to identify and rectify existing and potential unsafe conditions	
IV.6	Ability to check and document proper accomplishment of maintenance tasks	
IV.7	Ability to identify and properly plan performance of critical task	
IV.8	Ability to prioritize tasks and report discrepancies	
IV.9	Ability to process the work requested by the operator	
IV.10	Ability to properly process removed, uninstalled and rejected parts	
IV.11	Ability to properly record and sign for work accomplished	
IV.12	Ability to determine the acceptability of parts to be installed prior to fitment	
IV.13	Ability to understand work orders, work cards and refer to and use applicable maintenance data	
IV.14	Ability to use information systems	
IV.15	Ability to use, control and be familiar with required tooling and/or equipment	
IV.16	Teamwork, decision-making and leadership skills	
IV.17	Adequate communication and literacy skills: The A/C certifying staff shall be able to demonstrate a working knowledge of the language in which the maintenance data is published. In addition, should the language of the maintenance data not be English, then English language working knowledge is required to: <ul style="list-style-type: none"> • Understand EU Airworthiness directives. • Communicate with EU operator not using the language of the state of registry. 	
Note: This list shall not be considered as exhaustive. It remains the responsibility of the maintenance organisation to adjust it.		

⁸ open text field where the person responsible for the assessment records the questions raised, comments or any other information useful to support the recommendation for the pass/fail result





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1.4.12. National license(s) to be considered for EASA Part-145 organisation.

EASA 145 organisation (PPB ⁹ outside EU territory) having facilities outside the EU territory or within the EU						
Specific case	Possible options for qualification	Applicability		Qualification allowed by		Possible alternatives to EASA Part-66
		145.A.30 (j)(1)	145.A.30 (j)(2)	145.A.30 (j)(1)	145.A.30 (j)(2)	
for all facilities in country A being the country where the PPB is	BASE MAINTENANCE: qualification in accordance with aviation regulations of country A; subject to compliance with the requirements in Appendix IV	YES	N/A	Country A	N/A	Country A
	LINE MAINTENANCE: qualification in accordance with aviation regulations of country A; subject to compliance with the requirements in Appendix IV	N/A	YES	N/A	Country A	Country A
for base maintenance facility in country B different from PPB	BASE MAINTENANCE: qualification in accordance with aviation regulations of country B; subject to compliance with the requirements in Appendix IV	YES	N/A	Country B	N/A	Country B
for line maintenance station in country C	LINE MAINTENANCE: qualification in accordance with aviation regulations of country A or of country C; subject to compliance with the requirements in Appendix IV	YES PPB registered in (A)	YES based in C	Country A	Country C	Country A Country C
For line maintenance stations in the EU territory	qualification in accordance with EASA Part-66 145. A.30 (g),(h) ONLY.	N/A	N/A	NONE	NONE	NONE

NOTE: “Qualified in accordance with national aviation regulations” means that the qualification must have been issued or recognised (validated) in accordance with that national regulation. For recognition of licences from other authorities the criteria in Appendix IV to EASA Part-145 are not relevant. However, in order for the EASA Part-145 organisation to grant the EASA Part-145 C/S - S/S individual authorisation, the person must meet the requirements defined in Appendix IV to EASA Part-145

⁹ PPB: Means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised.





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1.5. Management of the EASA Part-145 C/S - S/S individual authorisation.

1.5.1. List of A/C certifying staff and support staff.

The management of the list of A/C C/S and S/S shall be detailed within the **MOE § 1.6** and approved by EASA.

1.5.2. EASA Part-145 C/S - S/S individual authorisation.

The organisation is responsible to ensure that:

- The national license or a certifying staff authorisation issued under the national regulations remains valid; and
- The A/C C/S and S/S has followed the **recurrent** training within the two year period.

As a consequence, the organisation must align the validity of EASA Part-145 C/S - S/S individual authorisation accordingly.





1.6. One-off authorizations

1.6.1. Applicability.

This chapter is intended to clarify the applicability of the one-off certification authorization privilege as per Part 145.A.30 (j) (5).

Regulation text	clarification on applicability and limitations
<p>145.A.30 (j) (5) states: “In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the organisation contracted to provide maintenance support may issue a one-off certification authorization to”:</p>	<p><i>The applicability is limited to the following cases:</i></p> <ul style="list-style-type: none"> • <i>The maintenance organisations has a maintenance contract with the customer operator (*), and</i> • <i>an AOG condition occurs outside the maintenance organisations main base</i> <p><i>(* in the case of large aircraft and aircraft used for commercial air transport the maintenance organisations, “contracted to provide maintenance” and issuing the one-off authorization, is intended to be the maintenance organisation directly contracted by the CAMO Operator as per M.A.201.(h).2 and holding a contract as outlined in Appendix XI to AMC to EASA Part-M.</i></p>
<p>145.A.30 (j) (5) (i) states: “.....one of its employees holding equivalent type authorisations on aircraft of similar technology, construction and systems; or...”</p>	<p><i>In order to establish when two aircraft can be considered as similar, refer to AMC 66.A.20.(b).2</i></p>
<p>145.A.30 (j) (5) (ii) states: “....to any person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the license of that person.”</p>	<p><i>Only an aircraft maintenance license issued in accordance with ICAO Annex I and (in addition) with the appropriate aircraft type endorsed in the license is eligible for meeting the requirement.</i></p>
<p>All such cases as specified in this subparagraph shall be reported to the competent authority within seven days of the issuance of such certification authorisation.</p> <p>The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation.</p>	<p><i>In addition to the notification to the competent authority, it is the responsibility of the maintenance organisations to establish a coordination with the customer operator, to ensure the CAMO is informed of:</i></p> <ul style="list-style-type: none"> • <i>the issuance of a one-off authorisation;</i> • <i>the need of a maintenance task performed under a one-off authorisation to be re-checked by an appropriately approved maintenance organisations</i>





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1.6.2. MOE.

In the case this privilege is intended to be used, a procedures need to be endorsed in the MOE, addressing in particular the following aspects:

- In the **MOE 3.9**:
 - process in place and involvement of the **Compliance Monitoring** Manager in issuing the one-off authorization;
 - minimum records to be associated with the issuance of the one-off authorisation in order to allow a verification that the regulatory requirements are met;
- In the **MOE 2.16**:
 - records of the maintenance carried out under the one-off authorization;
 - notification process to Assigned inspector within 7 days;
 - How the organization will make sure that any maintenance release under a one-off authorization that could affect flight safety will be re-checked by an appropriately approved organisation.

1.7. Privileges of C/S and S/S

The fact that a person was previously holding an EASA Part-145 C/S - S/S individual authorisation in another maintenance organisations does not automatically authorise the receiving organisation to grant the same privilege to such staff. Privileges are not transferable.

In the case of an A/C Certifying Staff (C/S) and/or support staff (S/S) moving from one EASA Part-145 organisation to another, the receiving organisation is required to assess such staff based on its approved MOE procedures for granting an EASA Part-145 C/S - S/S individual authorisation. This also includes an assessment of all trainings, with particular attention to type training not followed in an EASA Part-147 organisation¹⁰;

As highlighted in this instruction, the level of the assessment is different depending if the person is holding an EASA Part-66 AML or holding a national license issued under the national regulations.

1.8. Records.

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

This means that the organisation shall keep records of all evidence associated to the A/C EASA Part-145 C/S - S/S individual authorisation (certificates, experience log book, diploma, **recurrent** training evidences (which includes demonstration of type training when not followed in an approved EASA Part-147 organisation), and assessment evidence (including assessment results which could be in a form chosen by the organisation).

¹⁰ In this case the receiving organisation intending to nominate the A/C Certifying Staff (C/S) and/or support staff (S/S) is required to demonstrate compliance of the type training applying the "Foreign Part-145 approvals -Aircraft type training (theoretical and practical) UG.CAO.00122-XXX". The fact that the person was already approved in another maintenance organisations for the related aircraft type does not replace the need of such demonstration, which may be difficult if the detailed training records are not accessible by the receiving organisation.

