



Alternative Method of Compliance (AMOC)
with Airworthiness Directive (AD)

Doc #
Approval Date

PR.CAP.00008-003
01/07/2015

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DOCUMENT CONTROL SHEET

Reference documents

a) Contextual documents

Commission Regulation (EU) 319/2014 - Regulation of 27 Mars 2014 on the fees and charges levied by the European Aviation Safety Agency Regulation (OJ L93/58, 28.03.2014) and repealing the Regulation (EC) 593/2007

Commission Regulation (EU) 748/2012 - Commission Regulation (EU) of 3 August 2012 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisation

ED Decision 2003/02 - On the implementation of airworthiness directives for products, parts and appliances designed in third countries and repealing ED Decision 1/2003 of 26 September 2003

ED Decision 2004/02/CF - On the acceptance of certification findings made by Transport Canada, Civil Aviation Department (TCCA) for products designed in Canada

ED Decision 2004/03/CF - On the acceptance of certification findings made by Departamento de Aviação Civil, Centro Técnico Aeroespacial (DAC/CTA) for products designed in Brazil

ED Decision 2004/04/CF - On the acceptance of certification findings made by the Federal Aviation Administration (FAA) for products designed in the United States of America and repealing Decision No 2004/01/RM

ED Decision 2014/116/E - On the delegation of powers of the Executive Director to certain staff members of the Agency's Certification Directorate

MB Decision 01-2011 - Decision of the Management Board of 15 March 2011 on adopting the guidelines for the allocation of certification tasks to NAAs and QEs

Regulation (EC) 216/2008 - Regulation of European Parliament and of Council of 20 Feb. 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91/670/EEC, Regulation (EC)1592/2002 and Directive 2004/36/

UG.CERT.00002 - Certification Handbook

b) Internal documents

FO.CAP.00042 - Application for approval of AMOC with AD

FO.CAP.00122 - Technical visa for AMOC

FO.CERTO.00022 - Assignment request - Fees and Charges project

TE.CAP.00123 - AMOC with AD approval

WI.CERT.00005 - Decisions and signatures for certification

WI.IMS.00064 - Records management within P&A section

WI.IMS.00065 - Rotorcraft department records management

WI.IMS.00066 - General aviation & RPAS department records management

WI.IMS.00067 - Propulsion section records management

WI.IMS.00068 - Large aeroplanes department records management

WI.IMS.00069 - Safety information section records management

Abbreviations/Definitions

a) Abbreviations

AD: Airworthiness Directive

AMOC: Alternative Method of Compliance





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EASA: European Aviation Safety Agency

EU: European Union

PCM: Project Certification Manager (EASA or NAA staff under appropriate contractual arrangements)

SOR: State of Registry

STC: Supplemental Type Certificate

TM: Team Member

b) Definitions

Certificate Holder

In accordance with Part 21.A.3 (a) and (b), the Certificate Holder is the holder of a TC, restricted TC, STC, ETSO authorisation, major repair design approval or any other relevant approval deemed to have been issued under Part 21

EU applicant

Applicant from EU Member State, Norway, Iceland, Switzerland or Liechtenstein

PCM

Wherever the term PCM is used in this procedure, the term PCM means "the PCM in coordination with his/her team, as appropriate"

Log of issues

Issue	Issue date	Change description
001	10/09/2010	First issue, Migration of C.P006-001
002	01/09/2014	Issue 002. Migration of PR.CAP.00008-002 in compliance with Convergence project.
003	01/07/2015	Issue 3. Updates to reflect the interface with Application management process. Review of wording and simplification of text.





INTRODUCTION

Purpose and scope

This document describes how the Certification Directorate of the European Aviation Safety Agency (EASA) internally handles Applications for Approval of Alternative Methods of Compliance (AMOC) with Airworthiness Directives (AD) and related tasks.

This procedure describes all technical aspects related to the approval of AMOCs with ADs; it excludes the purely administrative aspects as processing the applications from an administrative point of view and determination of fees. This procedure also includes the approval of AMOCs with foreign ADs.

Basic Principles

1. Definition

An AD is issued by the Agency and becomes a mandatory part of the relevant design approval.

An Alternative Method of Compliance (AMOC) is an EASA approved deviation to an AD, and is as such basically a new AD. It is a different way, other than the one specified in an AD, to address an unsafe condition on products, parts and appliances. An AMOC must provide a level of safety equivalent to the level of safety intended to be restored by compliance with the original AD.

When an AMOC is of general applicability ("generic AMOC"), i.e. of same applicability as the AD it shall be followed by a corresponding AD revision. It is EASA policy to directly issue AD revisions, when possible, rather than first approve generic AMOCs.

Where an application for an AMOC is being processed concurrently with an application for minor/major change or STC, the responsible PCM(s) need to coordinate his/their activities in such a way that the minor/major change or STC approval is granted prior to or at the same time as the AMOC approval.

If the AD subject of an approved AMOC is revised, the AMOC remains valid.

If the AD subject of an approved AMOC is superseded, the AMOC is no longer valid.

2. Application

The Certificate Holder (to which the AD is addressed) or any operator / owner of EU registered aircraft may apply for approval of an AMOC.

Applications for approval of an Alternative Method of Compliance shall be sent to EASA using FO.CAP.00042 which can be found on the EASA website.

The application for the approval of AMOC with an AD is subject to verification and approval by EASA.

If an approved AMOC requires a revision, the applicant shall submit a new application. The new AMOC will be published as a revision of the initial AMOC approval, not as a new approval.

3. Applicable charges

Applicants for AMOCs with ADs are charged in accordance with the Fees & Charges Regulation in force at the time of the application.

Further details on the applicable fees can be found on the Agency's website as follows.

4. STC approvals

In the case where an EASA STC is issued for a design change that is also accepted as an AMOC with one or multiple ADs, the AMOC approval can be recorded in the STC certificate (under "Conditions") or in its supplemental data sheet. In this case, no additional AMOC approval is required. Reference is made to the Certification Handbook.





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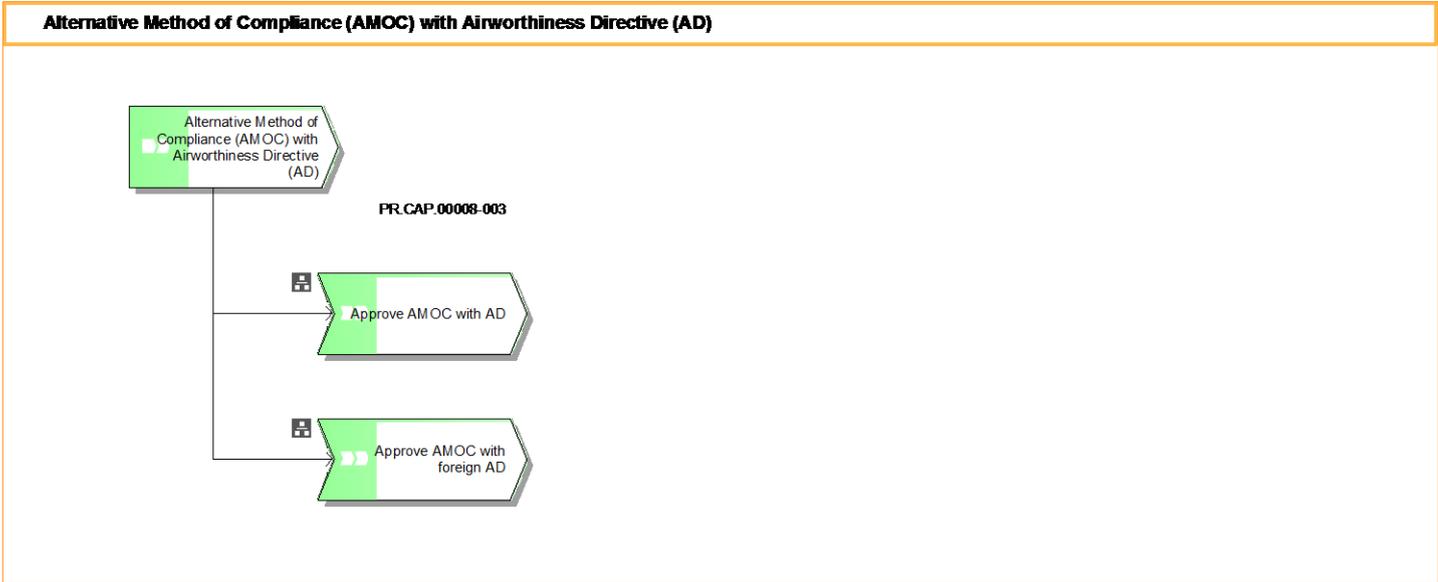
5. AMOC under Bilateral Agreement

In case of AMOC falling under the applicability of a Bilateral Agreement, the approval of such AMOC shall be carried out in accordance with the general principles laid down in the applicable ED Decisions.



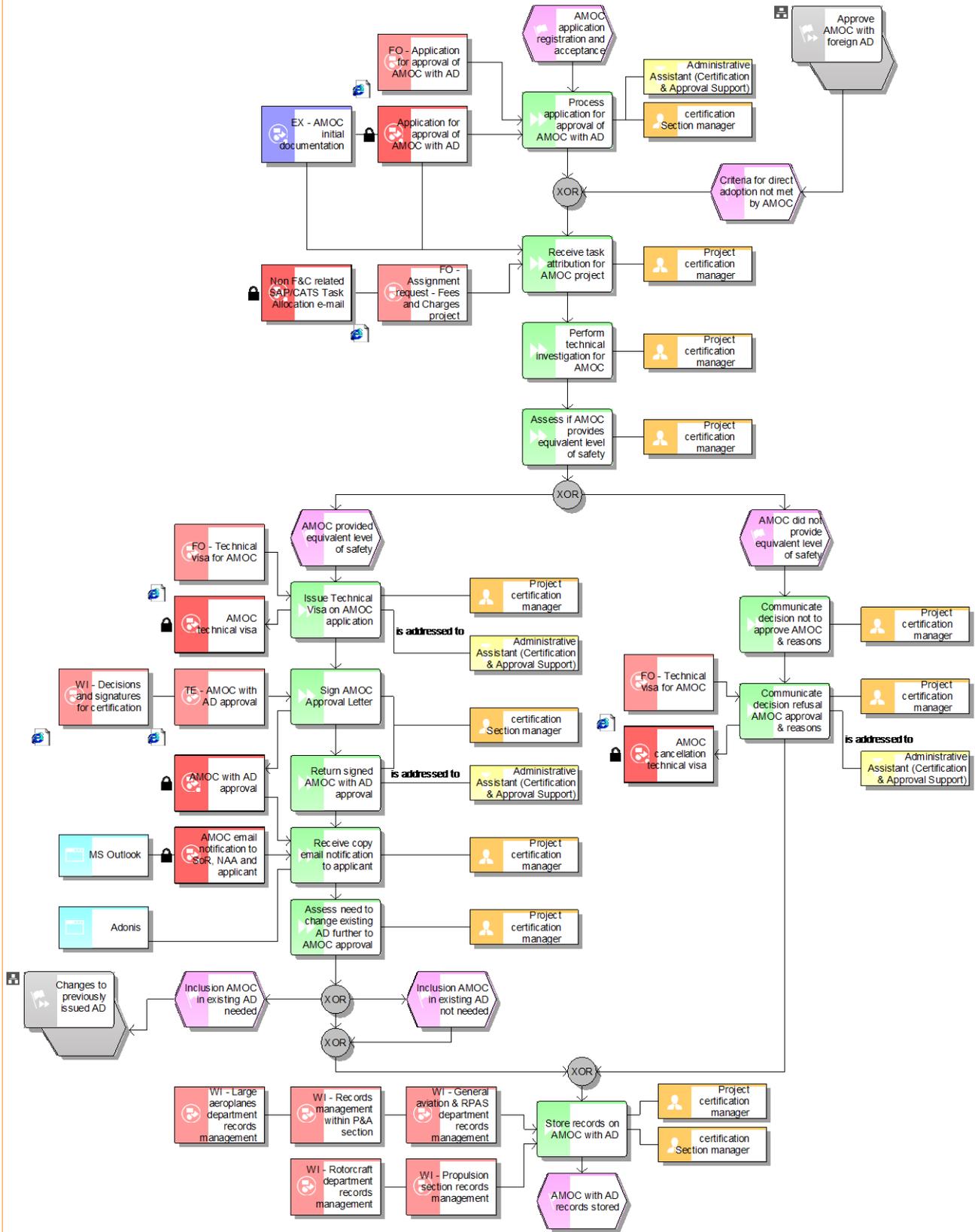


Structure of process charts





Approve AMOC with AD





Activity	Description to the process activity
Process application for approval of AMOC with AD	<p>Applications for approval of an Alternative Method of Compliance shall be sent to the EASA Applications Management Section Manager within the Certification & Approval Support Department (amoc@easa.europa.eu), using the template form Application for Approval of Alternative Method of Compliance (AMOC) with Airworthiness Directive (AD) which can be found on the EASA website.</p> <p>The Applications Management Section processes the application. An automated e-mail (Notification of Application received) is sent to the functional mailbox of the technical operational department when an application is registered and the responsible Section Manager identified.</p> <p>Where incorrect or incomplete information is supplied, the Applications Management Section shall notify the applicant as soon as possible detailing the omissions and errors. For any technical issue, the Applications Management Section shall consult the responsible PCM or responsible Section Manager.</p> <p>In case of refusal of an application, the Applications Management Section shall notify this decision in writing to the applicant together with the reasons thereto, including a reference to the possibility for appeal as specified in Articles 44 to 50 of the Basic Regulation.</p> <p>(*)The request for the AMOC is subject to verification by EASA and may qualify as a separate application for a respective certificate subject to the payment of fees according to Commission Regulation (EC) on the fees and charges levied by the European Aviation Safety Agency, in force at the time of receipt of the application.</p> <p>The technical investigation is directly assigned by the Certification & Approval Support Department to the PCM for the product type (EASA or NAA seconded staff) or allocated to the NAAs in accordance with Decision No 01-2011 of 15 March 2011 of the Management Board on guidelines for the allocation of certification tasks to national aviation authorities and qualified entities.</p>
Receive task attribution for AMOC project	<p>When the PCM has been identified and the project total work volume has been entered in SAP, an e-mail is sent to the appointed PCM.</p> <p>The appointed PCM receives the task attribution by e-mail together with the following documents:</p> <ol style="list-style-type: none"> 1. the application for Approval of Alternative Method of Compliance (AMOC) with Airworthiness Directive (AD) 2. EASA Application Process Sheet 3. Initial documentation 4. an assignment request form - fees and charges projects that contains the planned working hours for the project.
Perform technical investigation for AMOC	<p>The PCM shall check if the proposed solution can be accepted as an AMOC. If the proposed AMOC comprises changes to the approved type design, those changes must be approved separately following the applicable certification procedures.</p> <p>In cases where one or more experts are involved, the PCM shall check the availability of the Expert Statement of technical Satisfaction.</p> <p>Extensions of compliance time, changes of inspection intervals or time limitations due to urgent operational needs may fall under the competence of the State of Registry using flexibility provisions of the Basic Regulation.</p>
Issue Technical Visa on AMOC	<p>Upon completion of the technical investigation, the PCM shall fill in the Technical</p>





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application	<p>Visa for AMOC, sign and forward it to the Applications Management Section.</p> <p>The Technical Visa is the EASA approved document on the basis of which an approval or certificate is issued. This document constitutes the formal closure of the technical investigation and enables the administrative closure of the project. The Technical Visa is also forwarded to the departments supporting the administrative and financial follow-up of the projects and used, as appropriate, in the processing of invoices, the verification of payments, and at a higher level, in the budget planning/execution and closure activities.</p> <p>Upon receiving the completed Technical Visa from the PCM, the Applications Management Section shall ensure that all necessary steps for the administrative and financial closure are performed.</p>
Assess if AMOC provides equivalent level of safety	---
Sign AMOC Approval Letter	<p>The responsible Section Manager receives the AMOC approval, prepared by the Applications Management Section, for signature.</p> <p>For AMOC signature delegation see EASA Work Instruction – Decisions & Signatures for certification.</p>
Return signed AMOC with AD approval	<p>The responsible Section Manager who signed the AMOC with AD approval (in accordance with EASA Work Instruction - Decisions and signatures for certification) shall return the signed AMOC with AD approval to the Applications Management Section for mailing it to the applicant, copy to PCM.</p> <p>The Applications Management Section will send the original AMOC with AD approval to the applicant by regular mail.</p>
Receive copy email notification to applicant	<p>The Applications Management Section shall notify the AMOC by e-mail to the applicant, copy to the PCM and, at the same time, send the original Approval Letter by regular mail.</p>
Communicate decision not to approve AMOC & reasons	<p>If the proposal does not provide an acceptable [equivalent] level of safety, the approval of AMOC with AD shall be refused.</p> <p>The PCM shall communicate this decision in writing with reasons thereto to the applicant and request an amended proposal.</p>
Assess need to change existing AD further to AMOC approval	<p>In case of a generic AMOC, the corresponding AD needs to be revised to include the alternative method of compliance. The PCM shall inform the Safety Information Section accordingly.</p> <p>The steps to be followed for changing an existing AD are described in Process Chart Change to previously issued AD.</p>
Communicate decision refusal AMOC approval & reasons	<p>If the applicant decides to cancel his application for approval of AMOC with AD, the PCM shall issue a Cancellation Technical Visa to the Applications Management Section to proceed with the financial and administrative closure of the project.</p>
Store records on AMOC with AD	<p>Archiving of paper records and/or filing of electronic records is ensured through the applicable Work Instructions on Records Management.</p>

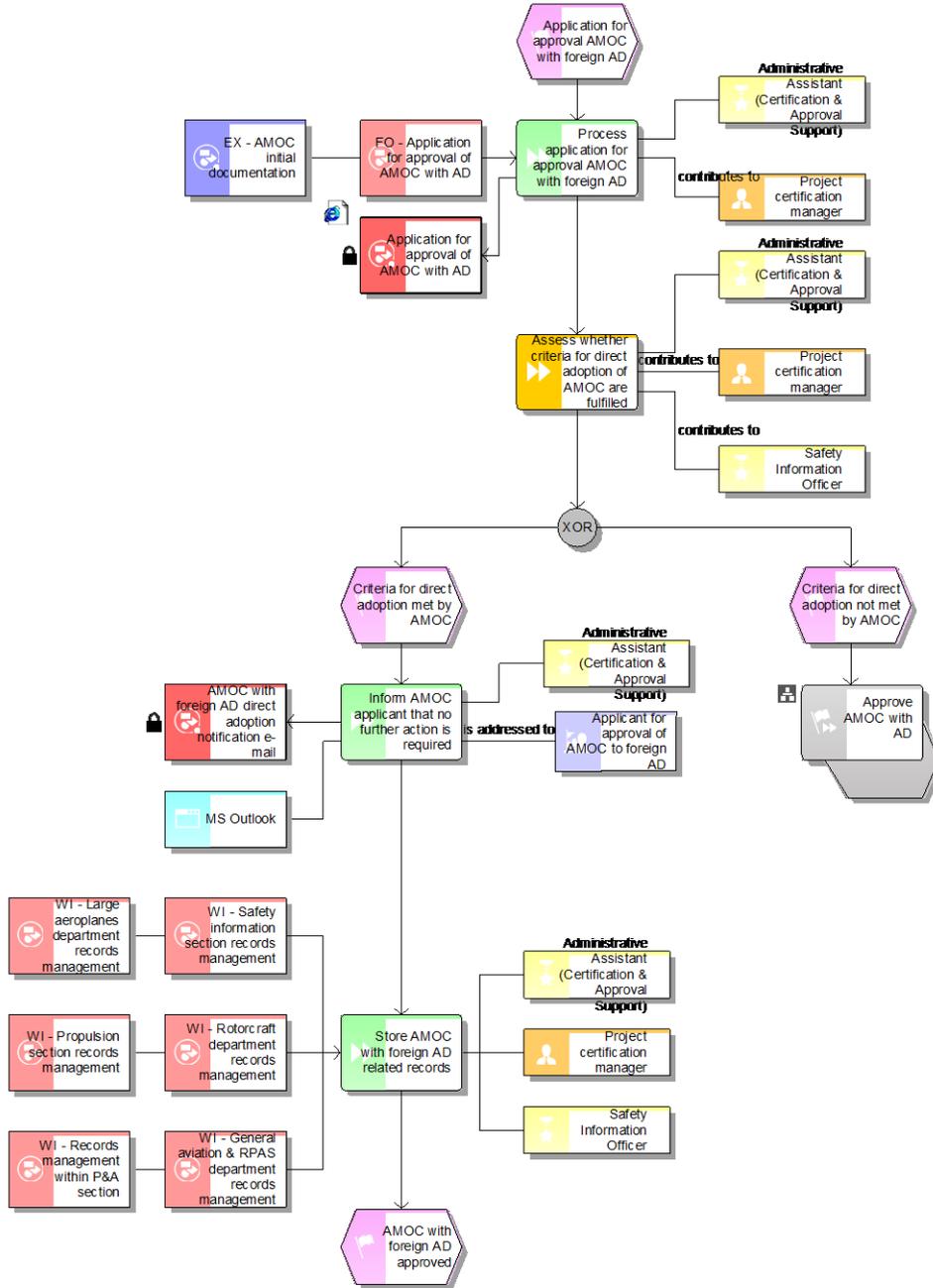
Internal Process Interfaces

Approve AMOC with foreign AD
Changes to previously issued AD





Approve AMOC with foreign AD





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Activity	Description to the process activity
Process application for approval AMOC with foreign AD	Criteria are defined in ED Decisions No 2004/02/CF, No 2004/03/CF or No 2004/04/CF, as applicable.
Assess whether criteria for direct adoption of AMOC are fulfilled	Criteria are defined in ED Decisions No 2004/02/CF, No 2004/03/CF or No 2004/04/CF, as applicable.
Inform AMOC applicant that no further action is required	If the AMOC fulfils the requirements established in EASA ED Decision No 2004/02/CF, No 2004/03/CF or No 2004/04/CF, as applicable, the applicant is informed that no further action is required. In all other cases, the general procedure for approval of AMOC applies.
Store AMOC with foreign AD related records	Archiving of paper records and/or filing of electronic records is ensured through the applicable Work Instructions.

Internal Process Interfaces
Approve AMOC with AD





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RECORDS

Appendix A : Operational Documents

Approve AMOC with AD	
Record	Activity
AMOC technical visa	- Issue Technical Visa on AMOC application
AMOC cancellation technical visa	- Communicate decision refusal AMOC approval & reasons
AMOC with AD approval	- Sign AMOC Approval Letter

Approve AMOC with foreign AD	
Record	Activity
AMOC with foreign AD direct adoption notification e-mail	- Inform AMOC applicant that no further action is required
Application for approval of AMOC with AD	- Process application for approval AMOC with foreign AD

Appendix B : External Documents

