



Maintenance Review Board

Doc #  
Approval Date

PR.CSERV.00003-003  
13/01/2016

## Maintenance Review Board

**PR.CSERV.00003-003**

	Name	Validation	Date
Prepared by:	Caroline Ruga	Validated	16/12/2015
Verified by:	Mark Kieft	Validated	16/12/2015
Reviewed by:	Valérie Landry-Sivel	Validated	16/12/2015
Approved by:	Frederic Copigneaux	Validated	17/12/2015
Authorised by:	Ricardo GENOVA	Validated	13/01/2016



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

Chicago Convention Annex 8 - Airworthiness of Aircraft (International Standards and Recommended Practices)

Commission Regulation (EC) 859/2008 - Amending Council Regulation (EEC) No 3922/91 as regards common technical requirements and administrative procedures applicable to commercial transportation by aeroplane (OJ L 254, 20.09.2008)

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

ED Decision 2012/102/E - On the delegation of powers of the Executive Director to certain staff members of the Certification directorate

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

JAR-26 - Additional airworthiness requirements for operations. Amendment 3 (01 December 2005)

JAR-FCL 1 - Flight crew licensing (aeroplane). Amendment 7 (01 December 2006)

JAR-FCL 2 - Flight crew licensing (helicopter). Amendment 6 (01 February 2007)

JAR-FCL 3 - Flight crew licensing (medical). Amendment 5 (01 December 2006)

JAR-FSTD-A - Joint Aviation Authorities (JAA) Aeroplane Flight Simulation Training Devices, Initial issue 1th May 2008

JAR-FSTD-H - Joint Aviation Authorities (JAA) Helicopter Flight Simulation Training Devices, Initial issue 1th May 2008

JAR-OPS 3 - Commercial air transportation (helicopters). Amendment 5 (1 July 2007)

MoU concerning OEB Activities between EASA and CAA

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/

**b) Internal documents**

FO.CSERV.00040 - Application for a MRB R/MTB R approval

FO.CSERV.00158 - MRB PM / Chair Checklist

FO.CSERV.00159 - MRB Advisor Checklist

FO.CSERV.00160 - MRB Chair STS

IC - Additional technical information for secondment e-mail (ATIS)

IC - Change of EASA MRB team

IC - Information e-mail to PCM/Propulsion PCM

IC - Letter to PCM CS XX.1529 H25.3(b)(1) compliance

IC - MRB handover checklist

IC - MRB workload estimation

IC - PN closure statement e-mail

IC - PPH Acceptance Statement

TE.CSERV.00162 - Approval letter of MRBR





Maintenance Review Board

Doc #

PR.CSERV.00003-003

Approval Date

13/01/2016

- WI.CERT.00005 - Decisions and signatures for certification
- WI.CERT.00006 - Request for legal advice for product safety oversight
- WI.CSERV.00007 - Maintenance Review Board Team
- WI.CSERV.00008 - MRB Activity Guideline
- WI.IMS.00105 - Filing plan Maintenance and Production Department

**Abbreviations/Definitions**

- AMC: Acceptable Means of Compliance
- Applicant: Type Certificate / Supplemental Type Certificate Holder or applicant
- CATS: EASA Time Tracking System
- CS: Certification Specification
- GM: Guidance Material
- KPI: Key Performance Indicator
- MRB PM: MRB Project Manager
- MRB: Maintenance Review Board
- MRBR: MRB Report
- MSM: MRB Section Manager
- MSG: Maintenance Steering Group
- NAA: National Aviation Authority
- PN: Project Number (SAP)
- QE: Qualified Entity
- STCH: Supplemental Type Certificate Holder
- TCH: Type Certificate Holder
- TM: Team Member
- WBS: Work Breakdown Structure

**Log of issues**

Issue	Issue date	Change description
001	16/06/2010	First issue, Migration of C.P005-01
002	01/09/2014	Issue 002. Migration of Quality documents in compliance with Convergence project.
003	13/01/2016	Issue 003. Full revision.





## INTRODUCTION

### Purpose and scope

This procedure deals with all EASA approved Manufacturer Scheduled Maintenance Requirements which includes Maintenance Review Board Reports (MRBRs), Maintenance Schedule (MS), Initial Maintenance Requirements Report (IMRR), Maintenance Type Board Report (MTBR), Recommended Inspection Program (RIP) and supplement to these documents such as Supplement Maintenance Requirements (SMR).

For clarity purposes, only the term "MRBR" is used but this term must be understood as a generic term which may include the aforementioned documents or revisions thereto.

Similarly, only the term "MRB process" is used but this term must be understood as a generic term which may include the MTB process or a manufacturer's internal process acceptable to EASA MRB section.

This document provides guidelines for the development of the MRB process from which the aircraft maintenance programme specified in Annex 1 (Part M) to Commission Regulation (EC) No 2042/2003 can be produced and in particular how EASA will internally handle applications for approval of Maintenance Review Board Reports (MRBR) or revisions thereto.

The "MRB process" consists of all the activities performed to produce, review, accept and amend the Maintenance Review Board Report (MRBR).

The MRBR contains the minimum scheduled maintenance requirements for derivative or newly type certified aircraft (Airplanes and Rotorcrafts) and as such will be included within an aircraft's Instructions for Continued Airworthiness (ICA) and meets part of the requirements of CS 25.1529 and CS 25 Appendix H, CS 23.1529 and CS 23 Appendix G, CS 29.1529 and CS 29 Appendix A, CS 27.1529 and CS 27 Appendix A.

This procedure is complemented by the EASA Work Instruction WI.CSERV.00007 "Maintenance Review Board Team" and the EASA Work Instruction WI.CSERV.00008 "MRB Activity Guideline" which explains the work done by the team in order to provide assistance to the Applicant when providing compliance to CS 2X.1529 - Scheduled Maintenance Instructions, through the MRB process.

This procedure shall be followed in order to achieve standardised processes within the Agency.

Rights and obligations derived from applicable bilateral agreements as specified in Article 12 of the Basic Regulation shall not be affected.

### Legal framework

Please refer to Reference documents, a) contextual documents.





## Basic Principles

### 1. Applicable Charges

Applicants for Approval of Maintenance Review Board Report will be charged in accordance with the Commission Regulation on the fees and charges levied by the European Aviation Safety Agency in force at the time of receipt of the signed and dated application by the Certification and Approval Support Department.

Further details on the applicable fees can be found on the EASA website as follows: <http://easa.europa.eu/regulations>.

### 2. Actors and responsibilities of EASA

#### 2.1. Maintenance Review Board (MRB) Section

The MRB Section, in particular the MSM and the MRB PM, is responsible for the administrative and technical project management. The hereafter listed tasks are performed by the MRB Section, further details can be found in the process chart:

- \* Technical review for acceptance of the application (form FO.CSERV.00040)
- \* Determination of a suitable team to carry out the technical work;
- \* Estimation and negotiation of the workload necessary for EASA to participate to the exercise as described in form FO.CSERV.00040;
- \* Sending of Additional Technical Information for Secondment (ATIS) e-mail following issuance of Purchase Order by the Accreditation & Outsourcing Section;
- \* Issuance of associated approval(s);
- \* Issuance of letters, signature and, dispatch thereof, with the exception of the Quote, Purchase Order and invoice;
- \* Issuance of the technical PN closure statement.

The process is coordinated by the MSM.

#### 2.2. Resources and Support Directorate

The Resources and Support Directorate, in particular the Applications Management Section, the Accreditation & Outsourcing Section and the Invoicing Section, are responsible for the hereafter listed administrative tasks associated with the processing of the applications to obtain the approval of a MRBR:

- \* Administrative review and acceptance of the application (Applications Management Section);
- \* Registration of the application in SAP resulting in generation of EASA Project Number (Applications Management Section);
- \* Issuance of the Quote based on the workload estimation made by the MRB section and informally accepted by the Applicant (Applications Management Section) and issuance of Purchase Order and/or task assignment and dispatch thereof (Accreditation & Outsourcing Section);
- \* To ensure that all necessary steps for the administrative closure (Applications Management Section) and financial closure (Invoicing Section) of the project are performed, in close coordination with the MRB PM;
- \* Input of application related data in SAP and ensure their required analysis and monitoring.

These tasks are performed in support of the core process.

#### 2.3 Interaction between MRB Section and Certification and Approval Support Department

Of great importance is the reciprocal communication during the life of a project of events with significant impact on the financial and administrative status of the project.

For each project, the MSM / MRB PM and the Administrative Assistant – Certification and Approval Support will work in close collaboration to correctly handle administrative topics of a project.





Once the MRB PM is identified and the task assignment decision process (i.e. EASA staff and/or NAA seconded staff / qualified entity seconded staff) is completed, the tasks as described in the flowcharts need to be performed. During the MRB project life, the Accreditation & Outsourcing Section will provide the MRB Section on a regular basis the MRB Outsourcing Report (posted on the SAP report store) which provide an overview of the MRB activity for each NAA. Those reports allow:

- \* The MRB Section to monitor working/travel hours reported by NAAs;
- \* The MRB Section to monitor if travel costs have been charged by NAAs;

The MRB Section will keep the Certification & Approval Support Department informed of any changes in the MRB team and of any changes of the planned activity which impact the workload estimation.

### 3. Project closure

The closure of the project is not related to the issuance of an approval but is ensured through issuance of the PN Closure Statement.

### 4 Confidentiality of documents

All documents and information received and held by EASA related to the certification procedure which originates from the Approval Holder/Applicant or a third party will be handled in accordance with:

1. the Basic Regulation,
2. Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents,
3. Decision No 1/2004 of 3 February 2004 of the Management Board concerning the arrangements to be applied by the Agency for public access to documents and
4. Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

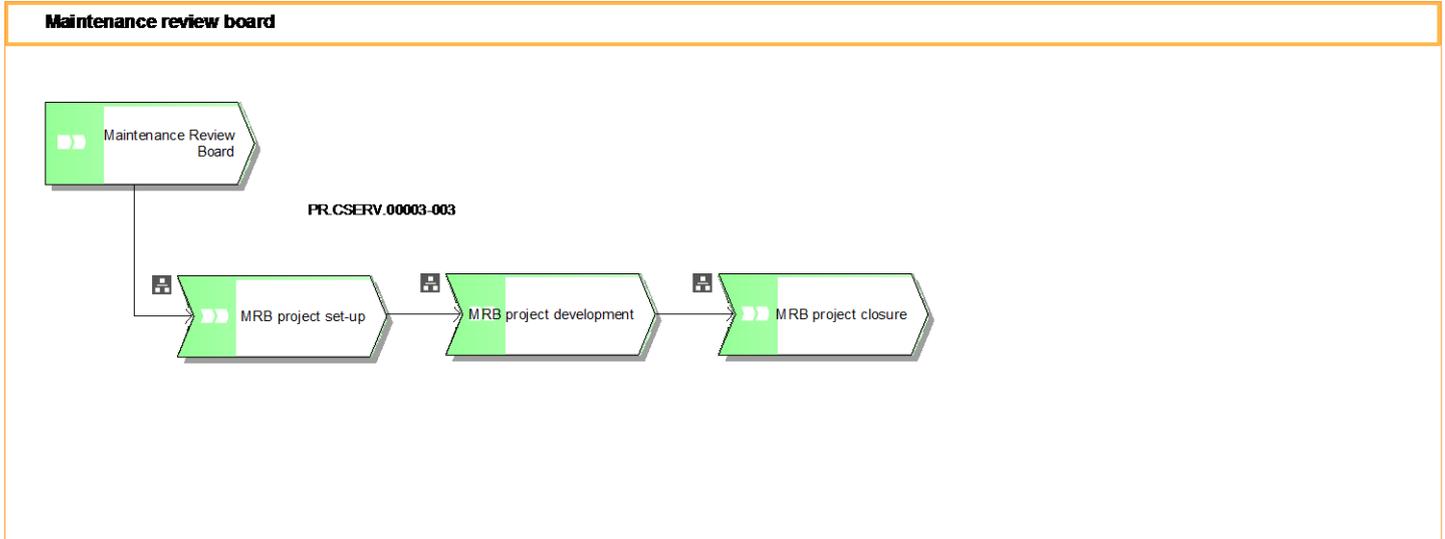
### 5. Conflict of interest

The staff members of the MRB Section shall comply with EASA Policies PO.HR.00180 "Code of Conduct for the staff of EASA" and PO.HR.00119 "Sensitive functions".



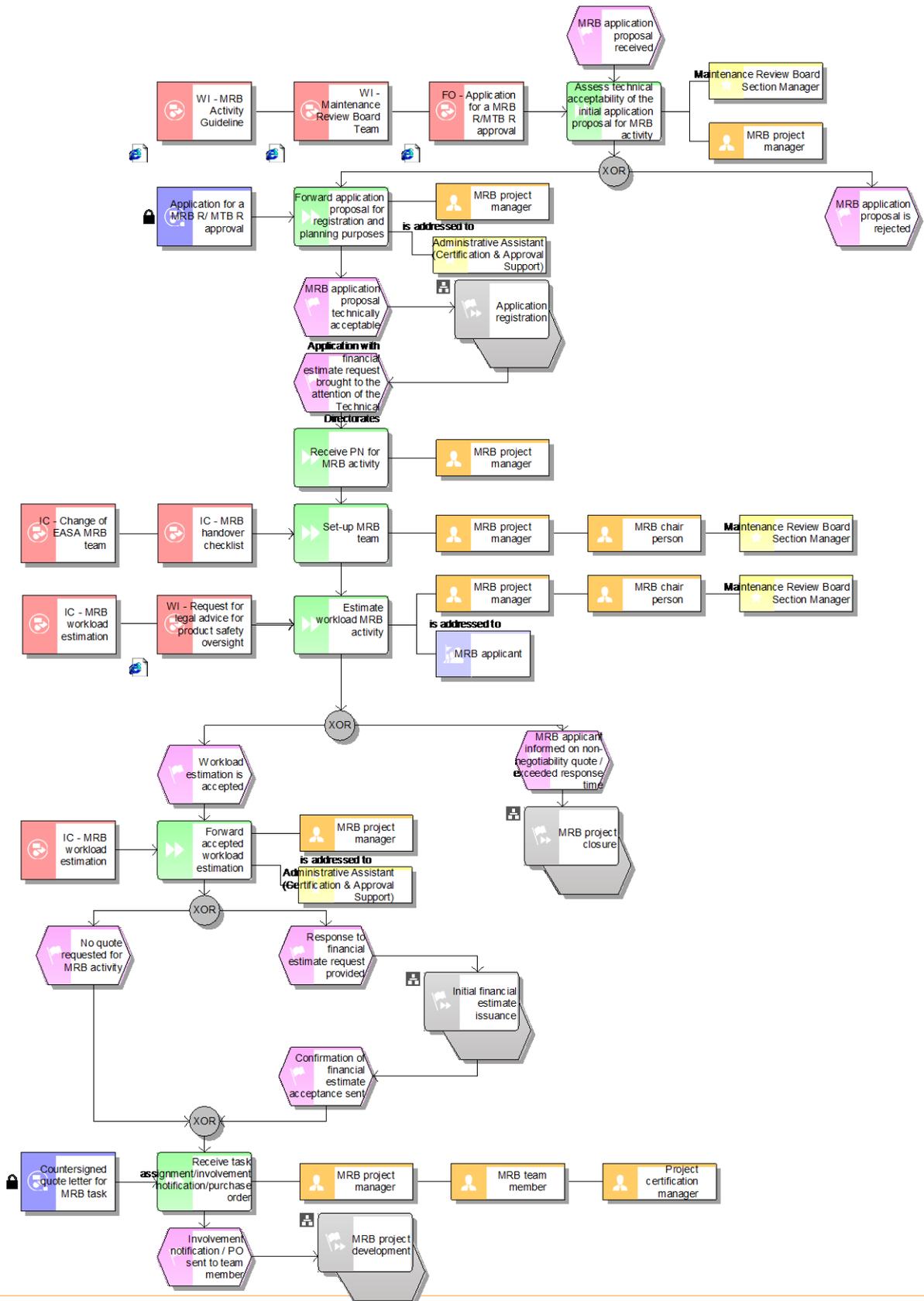


Structure of process charts





MRB project set-up





Activity	Description to the process activity
Forward application proposal for registration and planning purposes	<p>Once the application proposal is deemed acceptable from a technical point of view, the MRB PM will forward to the Applications Management Section a copy of the draft form FO.CSERV.00040, as agreed between the Applicant and the MRB PM for registration and planning purposes.</p> <p>In the event that the proposal has been submitted by means of a draft form FO.CSERV.00040, not signed and not dated by the Applicant, the MRB PM will request the Applicant to send a signed and dated application (form FO.CSERV.00040) to the functional mailbox MRBApplications@easa.europa.eu). The MRB PM also requests the Applicant to submit, as part of the aforementioned application form and if not previously done, a duly completed Third Party Financial Identification Form.</p>
Receive PN for MRB activity	<p>Receive from the Applications Management Section PN. The application form is attached by the Applications Management Section to the project in SAP.</p>
Assess technical acceptability of the initial application proposal for MRB activity	<p>Before sending to EASA an application for approval of a MRBR the Applicant may contact the MSM or appropriate MRB PM, preferably by e-mail requesting review of the proposed process (i.e. proposed scope/content form FO.CSERV.00040). The application form can be found on the EASA website as follows: <a href="http://easa.europa.eu/document-library/application-forms#certification">http://easa.europa.eu/document-library/application-forms#certification</a>.</p> <p>The MSM will nominate a MRB PM using EASA MRB staff only. In principle, the application proposal shall be forwarded to the MRB PM assigned to the Applicant except where the MSM decides otherwise, for example in the event of time-constraints.</p> <p>Upon receipt of the application proposal, the MRB PM must conduct the technical review for acceptability. For further details refer to WI.CSERV.00008 "Maintenance Review Board Activity Guideline" and WI.CSERV.00007 "Maintenance Review Board Team".</p> <p>Where incorrect or incomplete information is supplied, the MRB PM shall provide feedback to the Applicant as soon as possible, by letter or e-mail, and invite the Applicant to provide an amended proposal.</p> <p>The process cannot be continued until an amended proposal has been received from the Applicant by the MRB PM.</p> <p>In case no agreement can be reached the MSM will 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, copy to MRB PM. Archive proof.</p> <p>Only a duly dated and signed application form (form FO.CSERV.00040) is acceptable.</p> <p>The signed and dated application form becomes valid and official on the date of its receipt by the Applications Management Section.</p>
Set-up MRB team	<p>The technical review, in particular with regard to the available resources and associated workload will be made upon receipt of the formal application or draft form FO.CSERV.00040 signed and dated by the Applicant and its related PN from the Applications Management Section.</p> <p>Based on the scope of the application the required team members will be selected by the MSM and MRB PM in consultation with the appointed MRB</p>





	<p>Chair. For further details refer to WI.CSERV.00008 "Maintenance Review Board Activity Guideline".</p> <p>During the process of selecting the team the following points need to be considered:</p> <ul style="list-style-type: none"> <li>* The need of specialists;</li> <li>* An appropriate level of participation such that the correct level of input and control is ensured; and</li> <li>* The cost to the Applicant.</li> </ul> <p>The MRB PM must ensure that the selected team members:</p> <ul style="list-style-type: none"> <li>* Have suitable availability to participate in the project at their selected level;</li> <li>* Have the necessary experience, training and knowledge as per criteria of qualified entities selection;</li> <li>* That there is no conflict of interest (refer to PO.HR.00180 "Code of Conduct for the staff of EASA" and PO.HR.00119 "Sensitive functions");</li> <li>* The team involved in a program should be periodically changed. This rotation is envisaged after a period of around 5 years spent on a program and in any case not during an ongoing exercise.</li> </ul> <p>In the event that the team composition includes staff from outside of EASA, i.e. NAA/QE seconded staff, it is the responsibility of the MSM to inform the Accreditation &amp; Outsourcing Section on the selection of a new team member for review of the contractual arrangements. In addition, any new team member should have followed a two-day training at EASA. The MRB PM will have to present all EASA procedures and the program/project on which the team member is going to be involved.</p> <p>In the event that the team composition includes EASA staff members from other department/section (e.g. Certification Experts Department) it is the responsibility of the MSM to verify with the responsible Head of Department or Section Manager his/her agreement with the participation of his/her staff member in the MRB task(s).</p>
<p>Estimate workload MRB activity</p>	<p>The workload estimation is based on the planning proposed by the Applicant and the involvement in the MRBR Approval Process requested by the Applicant.</p> <p>Once the team members have been selected the MRB PM together with the MRB Chair will estimate the workload necessary to support the MRB activity using the dedicated "MRB workload estimation sheet" excel file. This workload estimation should detail times (working hours and travel hours if any) of each meeting, office review as well as EASA management time and the participation of the MRB Chair in EASA harmonisation meetings once each year.</p> <p>This workload estimation will then be submitted to the Applicant using a standard e-mail.</p> <p>The Applicant has a period of 2 months to accept the workload estimation. The task cannot be further progressed without formal acceptance of the workload estimation.</p> <p>In case of disagreement with the estimated cost by the Applicant, the MRB PM will contact the Applicant in an effort to try and resolve these issues. In the event there is room for negotiation, the Applicant may reconsider the planning and the MRB PM the MRB team members and their involvement. In the event there is no room for negotiation or if the deadline for accepting the workload estimation to support the MRB activity is exceeded (i.e. 2 months), the task cannot be proceeded and the MSM will inform the Applicant accordingly, copy to MRB PM, MRB Chair and the Applications Management Section.</p>





Maintenance Review Board

Doc #

PR.CSERV.00003-003

Approval Date

13/01/2016

<p>Forward accepted workload estimation</p>	<p>Upon receipt in writing of the formal acceptance of the workload estimation to support the MRB activity, the MRB PM will send an e-mail to the Applications Management Section providing the global workload estimation, the team involved in the project and the excel file “MRB workload estimation sheet” (copy to MSM). Based on provided information, the Applications Management Section will then issue, if requested by the Applicant, an official quote with the MRB PM in copy and will issue all necessary task assignment/involvement notifications and Purchase Orders. Information of PO issuance will be sent to MRB section through the functional e-mail box and distributed to MRB PM via MRB section secretary.</p> <p>The MSM must enter the MRB team and the accepted workload estimation in the MRB internal follow-up excel file, stored in the MRB Folder – Certification.</p>
<p>Receive task assignment/involvement notification/purchase order</p>	<p>Involvement notification is sent by means of a “task assignment” and an “involvement notification” e-mail for EASA team members.</p> <p>Purchase order for NAA seconded staff/ qualified entity seconded staff is provided through the administrative focal point at the NAA / qualified entity. If the involvement notification / purchase order is not accepted by the addressee, the MRB PM in coordination with the MRB Chair and MSM will review again the available resources and select other team members.</p> <p>If the involvement notification / purchase order is not rejected by its addressee within the time limits specified, the involvement notification / purchase order is deemed accepted by the addressee.</p>

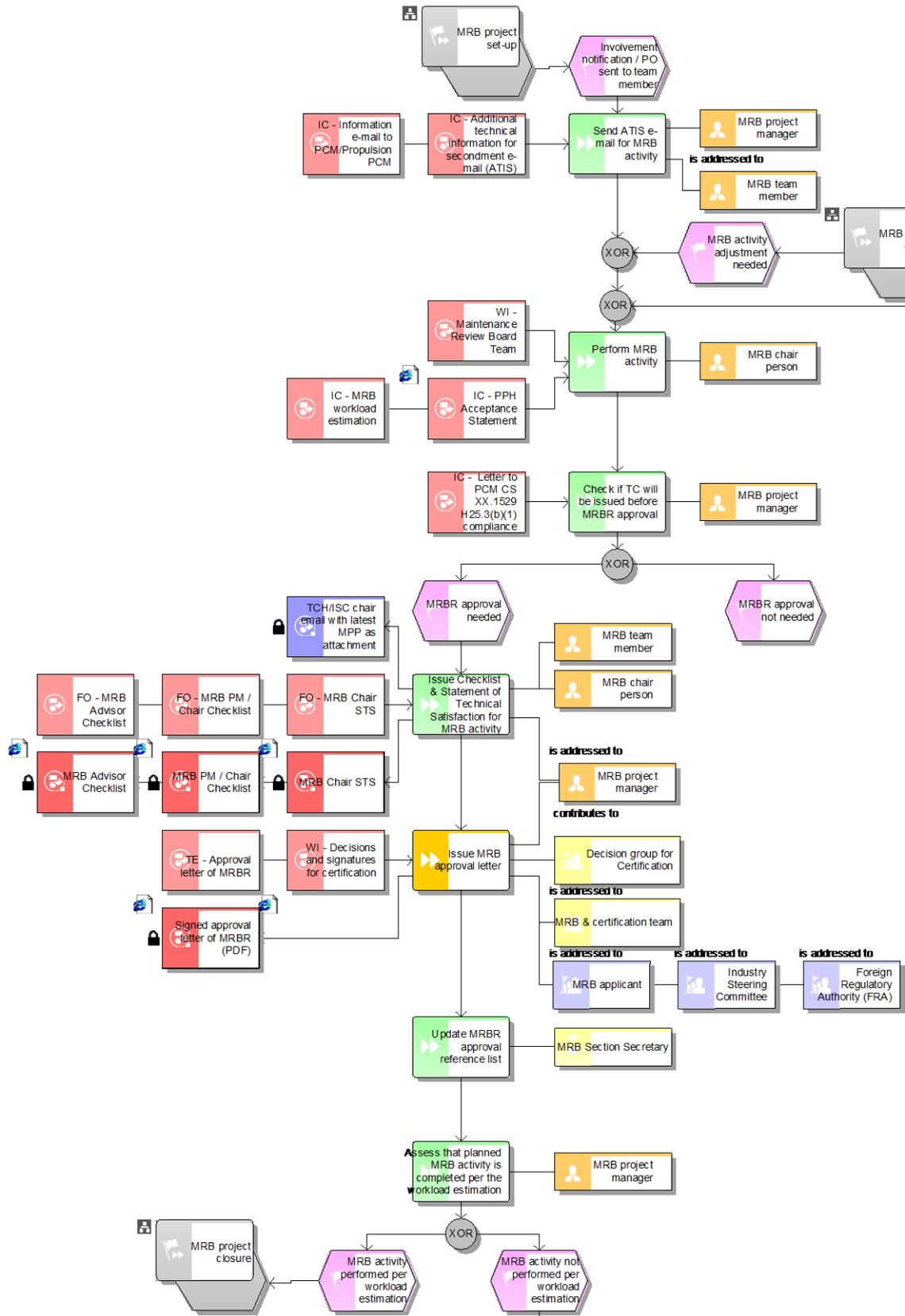
**Internal Process Interfaces**

- Application registration
- MRB project closure
- Initial financial estimate issuance
- MRB project development





MRB project development





Activity	Description to the process activity
Send ATIS e-mail for MRB activity	<p>The MRB PM will send the ATIS e-mail to each NAA / QE team members. The "Workload Estimation Sheet" excel file will be attached to this e-mail in order to provide the NAA / QE seconded staff with the details of the budget allocated to each team member and the list of meetings covered by the quote. No copy shall be sent to the Applicant. The Applicant is informed about the further processing of the application and about the technical contact points through the "workload estimation" e-mail for the MRB activity.</p>
Perform MRB activity	<p>The agreed team will work under the control of the MRB Chair as laid down in WI.CSERV.00007 "Maintenance Review Board Team".</p> <p>In case of need for minor budget adjustment (around 10%) MRB section will only proceed via e-mail to get the formal acceptance for additional costs from the Applicant. There is no need for issuance of new or revised quote but for NAA/QE seconded staff the Accreditation &amp; Outsourcing Section must be informed of any changes regarding the budget to update SAP and the Purchase Order.</p> <p>In case of a major change to the project that could have a significant impact on the cost a revision to the quote by the MRB PM is required.</p> <p>During the process, the required communication channels, as detailed in the ATIS e-mail and WI.CSERV.00008 "Maintenance Review Board Activity Guideline", will be established between the MRB Chair and the MRB PM. The MRB Chair will check if there is a need for an approval of a document resulting from the MRB activity.</p> <p>The MRB PM verifies for each project that the actual data are in line with the quote and planning for the MRB activity and updates the MRB internal follow-up file with the relevant data. The MRB PM may adjust the allocated budget (de-commitment, update of workload estimation and PO) as per the evolution and progress of the activity.</p> <p>The MRB PM will check if the relevant NAA invoice is consistent with the performed activity. In case of comments, an e-mail needs to be sent to the Accreditation &amp; Outsourcing Section copying the MRB section secretary within 5 working days following receipt of the invoice by the MRB Section.</p> <p>If no comments are made, the Accreditation &amp; Outsourcing Section can consider the relevant NAA / QE invoice as accepted by MRB section.</p>
Check if TC will be issued before MRBR approval	<p>When TC needs to be issued prior to finalisation of MRB activity, the MRB PM sends a specific letter to the PCM to provide evidence for compliance with CS 2X.1529.</p>
Issue Checklist & Statement of Technical Satisfaction for MRB activity	<p>If there is a need for an approval of a document resulting from the MRB activity (MRBR), this document together with supporting data will be reviewed by MRB advisors, MRB Chair and the MRB PM. The outcome of this review is tracked by means of 2 types of checklists: MRB Advisor Checklist and MRB PM Chair Checklist.</p> <p>Unless corrections are required, the approval of such document shall occur as soon as practicable but should not exceed 90 calendar days following the acknowledgement of receipt by the MRB Chair of the document and supporting data. The MRB PM shall monitor the respect of those 90 calendar days approval period using the following means:</p>





Maintenance Review Board

Doc #

PR.CSERV.00003-003

Approval Date

13/01/2016

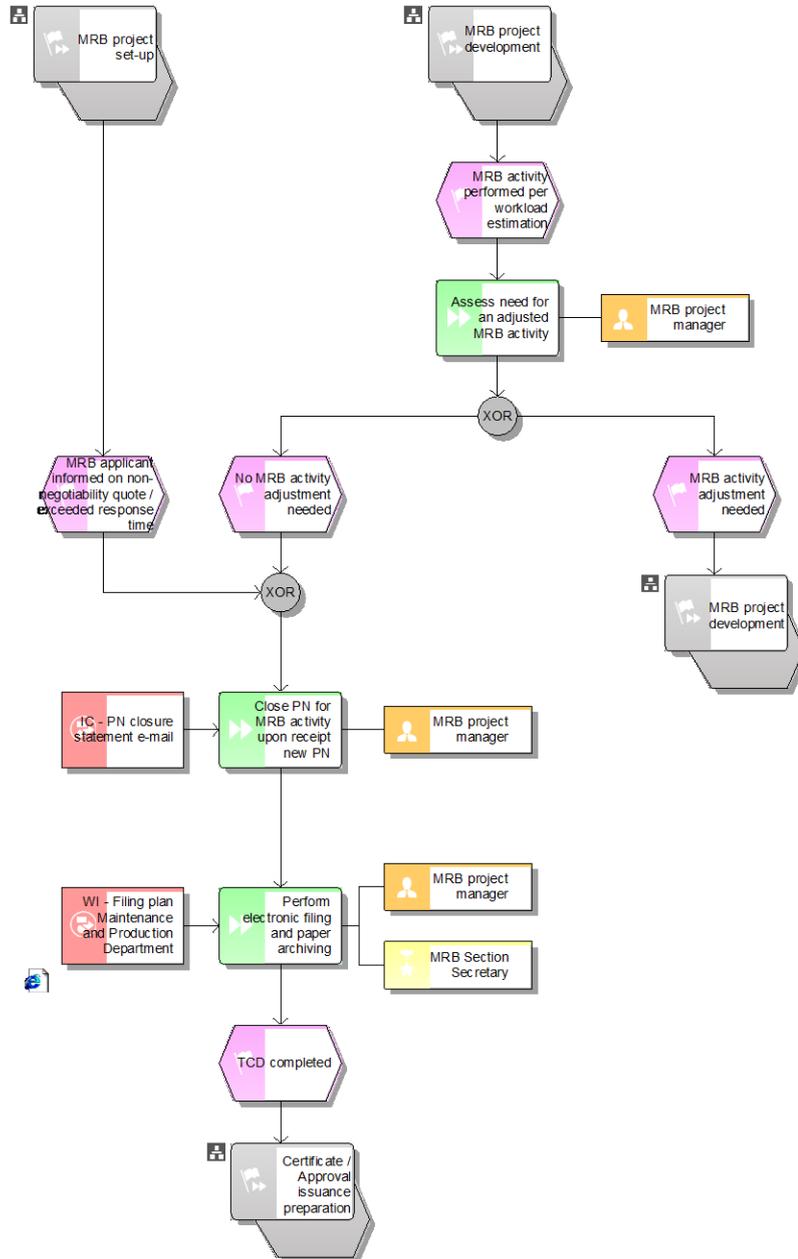
	<p>* The deadline for the approval (end of the 90 calendar days period) is recorded in its Outlook\Calendar;                  * If necessary, when the MRB Chair is not from EASA, an alert is sent to the MRB Chair after 60 calendar days.                  In case this period cannot be respected a route cause analysis must be performed to prevent similar event to occur again.                  When all actions related to the approval are closed, the MRB Chair will submit the Statement of Technical Satisfaction (STS) to the MRB PM. (The detailed approval process is described in WI.CSERV.00008 "Maintenance Review Board Activity Guideline" and WI.CSERV.00007 "Maintenance Review Board Team").</p>
<p>Issue MRB approval letter</p>	<p>The MRB PM will review the MRB activity approval file for completeness of MRB Advisor Checklist, MRB PM/Chair Checklist, MRB Chair STS and supporting documentation.                  The MRB PM will prepare the approval letter for the MRBR using EASA template 'Approval letter of MRBR'.                  The MSM signs the MRBR approval letter. Consult WI.CERT.00005 "Decisions and signatures for certification" and latest applicable ED decision on delegation of powers of the Executive Director to certain staff members of the Certification Directorate.                  The signed MRBR approval letter will be registered in Adonis and sent by e-mail (advance PDF copy) and surface mail to the Applicant by the MRB section secretary.</p>
<p>Update MRBR approval reference list</p>	<p>Significant decisions affecting the result of the MRBR or revision approval process shall be communicated by EASA to the Applicant in writing, including a reference to the possibility for appeal according to Articles 44 to 50 of the Basic Regulation, as established in MB Decision 12/2007.                  EASA decisions related to the approval of MRBR and revisions thereto are published in the EASA Official Publication.                  The MRB section secretary will update the list of EASA approved Maintenance Review Board Reports (MRBRs) published on the EASA website (<a href="http://easa.europa.eu/certification/products/maintenance-review-board-reports-MRBR.php">http://easa.europa.eu/certification/products/maintenance-review-board-reports-MRBR.php</a>).</p>
<p>Assess that planned MRB activity is completed per the workload estimation</p>	<p>The MRB PM will check with the MRB Chair if all activities (meetings, reviews and deliverables) have been completed as planned in the workload estimation.</p>

<p><b>Internal Process Interfaces</b></p>
<p>MRB project set-up                  MRB project closure</p>





**MRB project closure**





Maintenance Review Board	Doc #	PR.CSERV.00003-003
	Approval Date	13/01/2016

Activity	Description to the process activity
Assess need for an adjusted MRB activity	If the activity is performed as per the workload estimation, the MRB PM will also check if an adjusted MRB activity is needed and where required ensure that a new or amended Purchase Order for the NAA / QE seconded staff is issued for the adjusted MRB activity. Where required the MRB PM will launch a new exercise, ask the Applicant for a new application and the Applications Management Section for a new PN.
Close PN for MRB activity upon receipt new PN	A project is considered closed when all associated activities are completed as per the workload estimation and no adjustment is required. For further details on how to close the PN for the MRB activity refer to WI.CSERV.00008 "Maintenance Review Board Activity Guideline".
Perform electronic filing and paper archiving	The MRB PM will file the project related records and working documents. The MRB section secretary will then check the MRB project file for completeness of the records. The management of records related to the MRB process (including list of records, naming convention and file plan) is described in WI.IMS.00059 "MRB section records management".

Internal Process Interfaces
MRB project set-up MRB project development Certificate / Approval issuance preparation



**RECORDS****Appendix A : Operational Documents**

<b>MRB project development</b>	
<b>Record</b>	<b>Activity</b>
MRB PM / Chair Checklist	- Issue Checklist & Statement of Technical Satisfaction for MRB activity
MRB Advisor Checklist	- Issue Checklist & Statement of Technical Satisfaction for MRB activity
MRB Chair STS	- Issue Checklist & Statement of Technical Satisfaction for MRB activity
Signed approval letter of MRBR (PDF)	- Issue MRB approval letter

**Appendix B : External Documents**

<b>MRB project set-up</b>	
<b>Record</b>	<b>Activity</b>
Application for a MRB R/ MTB R approval	- Forward application proposal for registration and planning purposes
Countersigned quote letter for MRB task	- Receive task assignment/involvement notification/purchase order

<b>MRB project development</b>	
<b>Record</b>	<b>Activity</b>
TCH/ISC chair email with latest MPP as attachment	- Issue Checklist & Statement of Technical Satisfaction for MRB activity

