

## **International Maintenance Review Board Policy Board (IMRBPB) Charter (2014)**

The IMRBPB is envisioned as a system for the continuing development of policies, procedures and guidance for the use of personnel operating under the purview of various Maintenance Review Boards (MRB's). In addition to promoting harmonization with other regulatory authorities, the IMRBPB would advocate the standardization of MRB policy and procedures. The IMRBPB further provides a structured forum for discussions in the development of national and international policy regarding all MRB activities.

The present agreement between the Federal Aviation Administration (FAA), Transport Canada Civil Aviation (TCCA), European Aviation Safety Agency (EASA), Hong Kong Civil Aviation Department (HKCAD), National Civil Aviation Agency - Brazil (ANAC), Civil Aviation Authority of Singapore (CAAS), Japan Civil Aviation Bureau (JCAB), Civil Aviation Administration of China (CAAC) and Civil Aviation Safety Authority of Australia (CASA), has been enhanced since the first agreement that was established between Joint Aviation Authorities (JAA)/TCCA/FAA in Glasgow, Scotland, in November, 1994.

### **Terms of Reference**

1. The IMRBPB will normally meet once a year.

A portion of the IMRBPB meeting timeframe will be allocated for a joint industry/regulatory discussion. Any industry representation should be limited to appropriate representatives dealing with the issue being discussed.

Depending on the agenda, Regulatory Working Group Meeting(s) may be convened in order to prepare for the IMRBPB meeting. A portion of these meeting(s) may be allocated for a joint industry/regulatory discussion, as invited by the Regulatory Working Group.

The meeting venues will normally rotate among the IMRBPB members. The host authority will provide administrative and logistic support i.e. meeting room, securing accommodation, external internet access, taking meeting minutes, in conjunction with IMRBPB secretary. Scheduling information is located on the IMRBPB web site.

2. Membership will include Regulatory Authorities who signed this agreement, although participation is open to any Regulatory Authority. Member authorities need to support their representation on the IMRBPB meeting, and the working group meeting, as required.
3. A Chairperson, Co-Chairperson and Secretary will be elected from the IMRBPB; they will serve for two-year terms. Any of the signatories representing the member authorities can be nominated as Chairperson or Co-Chairperson. The Secretary can be nominated from any person representing a member authority. The general responsibilities for each position are:

Chairperson:

- Acts as point of contact for Regulatory Authorities and industry.
- Acts as focal point for collection of Issue Papers (IP) assures completeness and transmits IP's to EASA for inclusion in IMRBPB database.
- Coordinates with host authority regarding logistics for IMRBPB and Regulatory Working Group meetings.
- Prepares and issues meeting agendas.
- Chairs IMRBPB and Regulatory Working Group meetings.

- Transmits Regulatory Working Group related information to member authorities.
- Transmits IMRBPB related information to member authorities and industry.
- Fosters relationships with other Regulatory Authorities.

Co-Chairperson:

- Assists the chairperson and performs chairperson duties in his or her absence.

Secretary:

- Takes minutes of IMRBPB and Regulatory Working Group meetings.
- Sends draft minutes to member and participating authorities for review and comments.
- Sends draft IMRBPB minutes (joint meeting only) to Industry members for review and comments.
- Sends completed IMRBPB meeting minutes (joint meeting only) to Chairperson for inclusion in IMRBPB database within 3 months after the meeting.

4. A quorum of 75% of the member authorities shall be present in order to hold the IMRBPB meeting and for the elections of the Chairperson, Co-Chairperson and Secretary. One vote per member authorities presented is necessary for each position being elected.

Upon the early resignation of any of these positions a new election will be held for the remaining period of their two year term during the next Regulatory Working Group or IMRBPB meeting, whichever occurs first.

5. The member authorities shall ensure that any domestic MRB policy issue which has an impact on international harmonization is first considered whenever possible by the IMRBPB before implementation.
6. IMRBPB will maintain a reference list of IP's with associated documents such as minutes of meetings, action item list, substantiation documents and associated IMRBPB procedures and policy decisions. In 2007 EASA committed to maintain the IMRBPB web site on EASA web site and make these documents available to the public.
7. The IMRBPB will only discuss issues related to the MRB/MSG process. All issues will be based upon the latest revision of FAA Advisory Circular AC 121-22, TCCA TP 13850, EASA Work Instruction WI.MRB.00002-001, CAAC AC-121/135-67 and JCAB Circular 1-317.
8. Each member authority will be responsible for disseminating and distributing harmonized policy information in a timely manner.
9. All proposed agenda items should be submitted to the IMRBPB Chairperson, normally through an Issue Paper, 60 days prior to the scheduled meeting, as per the IMRBPB Issue Paper management procedure.

10. Revisions to these Terms of Reference shall be proposed to IMRBPB Chairperson if required.

 4/29/14  
Date

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 April 29/14  
Date

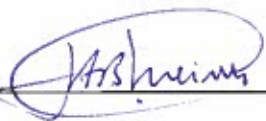
Jeffrey PHIPPS  
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Transport Canada Civil Aviation (TCCA)

 29 APRIL 2014  
Date

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29/04/2014

Date

Jose A. Bresciani de MEIRELLES  
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Superintendence of Airworthiness  
National Civil Aviation Agency- Brazil (ANAC)



29/04/2014

Date

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Senior Manager (Airworthiness Engineering)  
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29/04/2014

Date

Masao YOSHIDA  
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29 APRIL 14

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