



## Part-145 - Occasional and Temporary Line Stations

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

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|---------------------------------------|------------------------|
| <b>Applicability:</b>                 |                        |
| <b>Aerodromes:</b>                    | Not primarily affected |
| <b>Air Traffic:</b>                   | Not primarily affected |
| <b>Airspace:</b>                      | Not primarily affected |
| <b>Airworthiness:</b>                 | Part-145 Organisations |
| <b>Flight Operations:</b>             | Not primarily affected |
| <b>Licensed/Unlicensed Personnel:</b> | Not primarily affected |

### 1 Introduction

- 1.1 Part-145 allows an organisation to maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising. This document identifies the differences between occasional line maintenance and temporary line stations, to ensure that compliance with Part-145 is maintained.
- 1.2 This IN sets out how Part-145 organisations may establish temporary line stations in accordance with approved procedures. This will enable the CAA to plan its oversight accordingly. It also sets out how organisations may establish a temporary line station without requiring a CAA Surveyor to audit the location prior to maintenance commencing.

### 2 Part-145 Organisations

- 2.1 There is a need for organisations to support aircraft operations at un-approved locations (i.e. a short term or seasonal contract). The use of occasional and temporary line maintenance privileges set out in Part 145.A.75(c) is limited to those instances where the Part-145 maintenance organisation has a contract to support an operator of UK registered aircraft. The operators must be listed in the organisation's Maintenance Organisation Exposition (MOE).
- 2.2 From an oversight perspective, there are no differences in quality, safety or compliance standards for line stations established on permanent or on temporary basis.
- 2.3 When the Part-145 maintenance organisation intends to use this privilege, the scope of work section of their MOE must state that the organisation may perform work away from approved

locations. The MOE must also contain procedures for performing work away from approved locations.

#### 2.4 Occasional Line Maintenance:

- Part 145.A.75(c) states that a Part-145 Approved Maintenance Organisation may “*maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in the exposition*”.
- Occasional line maintenance at un-approved locations is understood by the CAA to be those instances where the need to provide support is infrequent or irregular. The support may only be provided for a limited duration, and it is not intended to include scheduled minor maintenance (145.A.75(d) refers).
- The use of an un-approved location is limited to a maximum of 10 consecutive days. The approval to use a particular location can be issued by the Quality Manager based either on an on-site audit or a desktop review.
- Organisations must have process and procedures in place to demonstrate how they establish that it is safe to commence work at an un-approved location. Procedures must account for the local environmental and ensure that appropriate manpower is on-site to accomplish the intended work. The provision of suitable ground equipment, tooling, maintenance documentation and spares support must also be addressed by the procedures.
- The Part-145 organisation is not required to inform the CAA when it establishes an occasional line station, although records should be kept to demonstrate how it established compliance with Part-145 at that location. Processes, procedures and records may be reviewed during company audits.
- Where the use of occasional line maintenance provisions cannot fulfil the operator’s operational requirements, the Part-145 organisation should establish either a temporary or a permanent line station.

#### 2.5 Temporary Line Stations

- When a temporary line station is established, the CAA must be notified in writing prior to commencement of the operation; the notification must include a copy of the independent audit of the location carried out by the organisation, corrective actions for any findings and a copy of the MOE amendment adding the line station to its list of approved locations.
- A temporary line station may only remain in operation for a maximum of six months. If it is established that there is a need to continue to provide support beyond this point, an application must be made to the CAA for approval as a permanent line station. If an application is not made, the station must be closed.
- The repetitive use of the privilege at the same location is not permitted. In this case approval of a permanent line station must be obtained.
- Temporary Line Maintenance locations may only be approved without the direct involvement of the CAA when it is confident that the organisation’s Quality System can demonstrate that it can ensure compliance with the applicable Part-145 requirements at the new location. Organisations must have the appropriate processes and procedures set

out in their MOE and must be able to satisfy the CAA of their ability to fully comply with this material before being permitted to use this indirect approval process.

- Organisations that do not have approved procedures to establish a temporary line station approval using an indirect approval process will be required to make an application to the CAA to add a temporary line station. The CAA may decide to audit the location before any maintenance is performed.

## **2.6 B, C, and D Rated Maintenance Organisations**

- Maintenance performed away from approved locations by B, C and D rated organisations shall be limited to activities carried out “on-wing” to support an aircraft. The certification of maintenance must be performed using an CAA Form 1, with an A rated organisation subsequently providing the aircraft release to service.
- In these instances it is the A rated organisation that is responsible for establishing the appropriate line station. The MOE of the A rated organisation must include procedures for working with contracted B, C and D rated maintenance organisations, including the co-ordination and support to be provided at the location.
- The MOE of B, C and D rated maintenance organisations must include procedures that permit the organisation to perform work away from approved locations. These must address co-ordination with the A rated organisation responsible for releasing the aircraft to service. It must also have procedures to ensure that it meets the requirements of Part-145 for facilities, certifying staff, tools, equipment, materials and maintenance data whilst on site for the work being performed.
- The organisation is not required to inform the CAA of the use of this procedure, although records should be kept to demonstrate how it established compliance with Part-145 at that location. Processes, procedures and records may be reviewed during company audits.

## **3 Queries**

- 3.1 Any queries or requests for further guidance as a result of this communication should be addressed to [FSTechnicalSupportTeam@caa.co.uk](mailto:FSTechnicalSupportTeam@caa.co.uk).

## **4 Cancellation**

- 4.1 This Information Notice will remain in force until further notice.