

# **MAINTENANCE AGREEMENT GUIDANCE**

BETWEEN THE

**FEDERAL AVIATION ADMINISTRATION OF THE  
UNITED STATES OF AMERICA**

AND THE

**CIVIL AVIATION AUTHORITY OF  
THE UNITED KINGDOM OF GREAT BRITAIN AND  
NORTHERN IRELAND**



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# Section A - Interaction between the FAA and the CAA

## 1.0 INTRODUCTION.

- 1.1** This document sets forth guidance for approval and monitoring of maintenance and alteration or modification facilities pursuant to the Maintenance Implementation Procedures (MIP) Under the Agreement between the Government of the United States of America and the Government of the United Kingdom of Great Britain and Northern Ireland (UK) for the Promotion of Aviation Safety (BASA). The Federal Aviation Administration (FAA) and the Civil Aviation Authority (CAA) (collectively, Authorities and individually, Authority) have agreed to cooperate and provide technical support in evaluating and accepting each other's approved maintenance organization systems. This Maintenance Agreement Guidance (U.S.-UK MAG) contains the respective responsibilities and procedures for recommendations for FAA certification, renewal of certification, certificate amendments, and continued monitoring of maintenance and alteration or modification facilities located in the UK. The U.S.-UK MAG also describes the actions required of applicants located in the United States seeking Maintenance Organisation Approval under UK Regulation (EU) No. 2018/1139.
- 1.2** FAA legal standards for safety regulation are contained in Title 49 United States Code (49 U.S.C.), Subtitle VII, Part A, Subparts I, III, and IV; and Title 14 Code of Federal Regulations (14 CFR), Chapter I, Subchapters A, C, G, and H. Guidance material and policy are outlined in ancillary documents and procedures, such as FAA Orders, policy memoranda, and Advisory Circulars (AC).
- 1.3** The UK has participated in the European Union Aviation Safety Agency (EASA) since 2003, when the European Union (EU) established EASA pursuant to Regulation (EC) 1592/2002. The UK left EASA when the UK exited the European Union, but retained the aviation safety legal framework. The CAA's legal standards for safety regulations are derived from The Civil Aviation Act 1982 and Air Navigation Orders (a form of secondary legislation) for UK non-Part 21 aircraft and the UK Basic Regulation 2018/1139 together with its Implementing Regulations for UK Part 21 aircraft. Technical standards incorporate, by reference, requirements for continuing airworthiness, as outlined in regulations and Certification Specifications (CS). Guidance material and policy are contained in Acceptable Means of Compliance (AMC) and Guidance Material (GM). Definitions of the terms "UK Part 21" and "(UK) Part 145" regulations are found in the MIP.
- 1.4** The FAA and the CAA have identified the differences between the (UK) Part 145 regulations and 14 CFR part 145 regulations. The Special Conditions set forth in the MIP address these regulatory differences.
- 1.4.1** As a result, the FAA may issue a 14 CFR part 145 repair station certificate to a UK-based (UK) Part 145 Approved Maintenance Organisations (AMO) if it complies with the regulatory and procedural requirements identified in the FAA Special Conditions listed in the MIP.

- 1.4.2 On or after January 1, 2023, the CAA may issue a (UK) Part-145 certificate to a U.S.-based 14 CFR Part 145 repair station if it complies with the regulatory and procedural requirements identified in the CAA Special Conditions listed in the MIP.
  - 1.4.3 Until December 31, 2024, the CAA may rely on EASA certificates issued on the basis of the Annex 2 of the U.S.-EU Agreement for U.S.-based 14 CFR part 145 repair stations wishing to perform work on civil aeronautical products under the regulatory control of the UK CAA. For any maintenance performed with release or return to service date after December 31, 2024, the part 145 repair station will need to hold a (UK) Part-145 certificate.
  - 1.4.4 In cases where U.S.-based repair stations perform work on civil aeronautical products under the regulatory control of the CAA, the CAA may rely on the activities performed by EASA on the basis of Annex 2 of the U.S.-EU Agreement with documentation of the release or return to service dated prior to December 31, 2024.
- 1.5** The FAA’s surveillance program frequency for U.S.-based 14 CFR Part 145-certificated repair stations applies to U.S.-based (UK) Part 145 AMOs issued a 14 CFR part 145 certificate pursuant to this MAG, and is described in FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 10. In addition, FAA Order 8900.1, Volume 10 also provides the policy for developing and executing baseline risk-based surveillance activities. The Safety Assurance System (SAS) uses risk-based concepts to identify hazards and manage risk through adjustments of the work program, which allows an aviation safety inspector (ASI) to target specific areas of elevated risk.
- 1.6** The CAA’s surveillance program frequency for UK-based (UK) Part 145 AMOs applies to UK-based 14 CFR part 145 repair stations issued a (UK) Part 145 certificate pursuant to this MAG, and is described in (UK) Part 145, Section B. Unscheduled surveillance visits to the AMO may be conducted when an organization requests for new or additional capabilities, or the organization has undergone major changes or expansion. Unannounced audits may also be conducted on randomly selected organizations.

## **2.0 GENERAL U.S.-UK MAG INFORMATION.**

**2.1** The U.S.-UK MAG is divided into the following five sections:

- a. Section A. Interaction between the FAA and the CAA.
- b. Section B. Requirements for UK-Approved Maintenance Organisations (AMO) located in the United States.
- c. Section C. Requirements for 14 CFR part 145 repair stations located in the UK.
- d. Section D. Entry into force and termination.

e. Section E. Authority.

## 2.2 Communications.

2.2.1 The FAA and the CAA shall keep each other informed of significant changes within their respective system, such as:

- a. Statutory and regulatory responsibilities.
- b. Organizational structure (e.g., personnel, management structure, technical training, staffing, office location).
- c. Significant revisions to maintenance organization approval oversight systems standards or procedures.

**NOTE:** In case of an external audit by a U.S. or UK official entity (e.g., Office of Inspector General), the FAA and CAA shall coordinate the audit activities. The point of contact to coordinate these activities will be determined by the FAA Aircraft Maintenance Division (AFS-300) and the CAA Safety and Airspace Regulation Group, Future Safety Department (SARG).

2.2.2 Contact information for the various technical aspects of the U.S.-UK MAG, including communication of urgent issues, is located in Section A, Appendix 1.

2.2.3 Revision to FAA or CAA regulations, acceptable means of compliance, guidance material, policies, procedures, or organizational structure, which may affect the basis and the scope of this U.S.-UK MAG, should be notified in a manner consistent with the MIP. Accordingly, upon notice of such changes, the FAA or the CAA may request a meeting to review the need to amend this U.S.-UK MAG.

## 2.3 Special Conditions. Maintenance organizations must comply with all the applicable Special Conditions that are contained in Appendix 1 of the MIP.

2.3.1 FAA Special Conditions specify the requirements of 14 CFR parts 43 and 145 that do not have equivalent requirements in the (UK) Part 145 regulations.

2.3.2 CAA Special Conditions specify the requirements in (UK) Part 145 that do not have equivalent requirements in 14 CFR parts 43 and 145. Until December 31, 2024, the CAA may rely on the Special Conditions contained in Annex 2 of the U.S.-EU Agreement.

## 2.4 Websites. The MIP and U.S.-UK MAG are located at the following websites:

a. FAA Website:

- 1) [http://www.faa.gov/aircraft/air\\_cert/international/bilateral\\_agreements/baa\\_basa\\_listing/](http://www.faa.gov/aircraft/air_cert/international/bilateral_agreements/baa_basa_listing/)

- 2) <http://www.faa.gov/aircraft/repair/>
  - 3) [https://www.faa.gov/about/office\\_org/headquarters\\_offices/avs/programs/drs](https://www.faa.gov/about/office_org/headquarters_offices/avs/programs/drs)
- b. CAA Website: <https://www.caa.co.uk/Commercial-industry/Aircraft/Airworthiness/Organisation-and-maintenance-programme-approvals/Bilateral-agreements/What-is-a-bilateral-agreement/>

**2.5 Interpretation and Resolution of Issues between the FAA and the CAA.** The FAA and the CAA shall address interpretations and resolve issues through consultation or any other mutually agreed upon means. Every effort must be made to resolve the issues at the lowest level possible. The FAA and the CAA have agreed to the following processes:

- a. For U.S.-located facilities involving UK-registered aircraft, or the components for fitment onto such aircraft, the FAA Coordinator (AFS-300) is the first point of contact to coordinate issues with the CAA National Coordinator.
- b. For UK-located facilities, the CAA National Coordinator is the first point of contact to coordinate issues with the FAA Coordinator of the New York International Field Office (IFO). Unresolved issues will be expeditiously forwarded to the FAA Coordinator (International Field Office Management Branch (AFS-54)). AFS-54 may consult with AFS-300, as needed.
- c. Issues that cannot be satisfactorily resolved between the FAA AFS-300 Division Manager and the CAA SARG will be added to the next formal meeting agenda for further consideration.
- d. Issues that are not resolved by the next formal meeting will be forwarded to the FAA Director of Safety Standards (AFS-1) and the CAA Director of the SARG for resolution.

**NOTE:** Meeting attendees should include the offices responsible for the technical coordination of this guidance and additional officials of the FAA and the CAA as needed to address the meeting agenda items. At the discretion of the joint leadership, staff and representatives of other appropriate organizations may be invited to participate. The host is responsible for meeting minutes and action items that are mutually tracked.

**2.6 Revisions to the U.S.-UK MAG.** Revisions to applicable regulations, alternative methods/means of compliance, guidance material, policies, procedures, and organizational structure may affect the scope of this guidance. Accordingly, the U.S.-UK MAG may need revisions by the FAA and the CAA.

2.6.1 The FAA Director of Safety Standards and the CAA Director of the SARG, or their designees, shall consult annually to review the MIP and any proposed changes to the U.S.-UK MAG as needed.

2.6.2 The FAA Director of Safety Standards and the CAA Director of the SARG, or their designees, have the authority to approve revisions to the U.S.-UK MAG.



The revisions shall become effective on the date of signature, unless otherwise noted.

- 2.6.3 Any revision to the U.S.-UK MAG that affects FAA or CAA Supplement revisions must be incorporated by the maintenance organizations within 120 days from the effective date.
- 2.6.4 The U.S.-UK MAG's Revision History page contains a record of all revisions, including a brief description of the revision.
- 2.6.5 The MIP is the controlling document for Special Conditions. Any revisions to the MIP related to Special Conditions shall be incorporated into the U.S.-UK MAG.

### **3.0 DEFINITIONS.**

**3.1** In addition to the definitions found in Article II of the U.S.-UK BASA and Paragraph 1.7 of the MIP, and notwithstanding definitions contained in 14 CFR parts 43 and 145 or the (UK) Part 145 regulations, for the purposes of this U.S.-UK MAG, the following definitions apply:

- a. **Accountable Manager.** For the (UK) Part-145 AMO, means the designated person who has corporate authority for ensuring that all maintenance required by a customer can be financed and carried out to the standards set out in (UK) Part-145. For FAA-certificated 14 CFR part 145 repair stations, the "Accountable Manager" means the person designated by the certificated repair station who is responsible for and has the authority over all repair station operations that are conducted under part 145, including ensuring that repair station personnel follow the regulations and serving as the primary contact with the FAA.
- b. **Alteration or Modification.** Refer to Article II of the BASA.
- c. **Article.** An article means a material, part, component, process, or appliance.
- d. **CAA National Coordinator.** The CAA National Coordinator serves as the primary liaison for all communications with the FAA. The CAA National Coordinator establishes a line of communication with the appropriate FAA representative to facilitate the smooth implementation and operation of this U.S.-UK MAG. Details are provided in Section A, Appendix 1.
- e. **The CAA Coordinator is the first Point of Contact (POC) for oversight responsibilities for (UK) part 145 organisations located in the US.**
- f. **Civil Aeronautical Product.** Refer to Article II of the BASA.
- g. **FAA Coordinator (AFS-54).** The FAA Coordinator in the International Field Office Management Branch (AFS-54) serves as the primary liaison for all communications

with issues concerning FAA repair stations located outside of the United States. Additional duties and responsibilities of this position can be found in FAA Order 8900.1.

- h. FAA Coordinator (IFO). The New York International Field Office (IFO) FAA Coordinator is the first Point of Contact for oversight responsibilities for 14 CFR part 145 repair stations located in the UK. The FAA Coordinator (IFO) establishes a line of communication with the appropriate CAA representative to facilitate the smooth implementation and operation of this U.S.-UK MAG.
- i. FAA Coordinator (AFS-300). The FAA Coordinator supports the MIP and U.S.-UK MAG policy and serves as the liaison between the FAA Coordinator (AFS-54), and the CAA. The FAA Coordinator (AFS-300) also manages interactions pertaining to interpretation of policy issues and other related activities. The FAA Coordinator serves as the primary point of contact for Flight Standards offices with oversight responsibility of U.S.-based repair stations holding AMO approval. This position also provides a central point of contact for the CAA on issues, such as AMO Sampling Inspection System (SIS) audits, communicating changes in FAA guidance, and sharing information related to CAA-identified issues.
- j. Implementation Procedures for Airworthiness (IPA). Design approval, production and surveillance activities, export airworthiness approval, post design approval activities, and technical support authorized by Article III of the BASA.
- k. Maintenance Agreement Guidance (U.S.-UK MAG). The document that defines the procedures and activities as agreed between the FAA and the CAA and contains the requirements to implement the MIP under the Agreement.
- l. Maintenance Implementation Procedures (MIP). The document that defines the maintenance implementation procedures as agreed between the FAA and the CAA authorized under the U.S.-UK BASA.
- m. Modification. A modification means alteration.
- n. Monitoring. Refer to Article II of the BASA.
- o. Overhaul. Refer to Paragraph 1.7 of the MIP.

**NOTE:** A person may describe an article as overhauled only after it has been at least disassembled, cleaned, inspected, repaired as necessary, reassembled, and tested in accordance with the above-specified data.

- p. Required Inspection Items (RII). Title 14 CFR § 121.369(b)(2) and §135.427(b)(2) require U.S. air carriers to designate the items of maintenance and alteration that must be inspected (required inspection) as RIIs and list them in its manual. RIIs must include, at a minimum, those items that, if not properly performed or if improper parts or materials are used, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft. The RIIs must be inspected by a person

other than the one who performed the work, authorized it, and who is under the control of the air carrier inspection unit.

- q. Special Conditions. Refer to Paragraph 1.7 of the MIP, and Section B and C of the MAG.

#### **4.0 FAA AND CAA TRAINING/BRIEFINGS.**

- 4.1 In order to comply with the U.S.-UK MAG and the requirements of the MIP, FAA ASIs, with assigned repair stations holding (UK) Part 145 approval, and CAA Surveyors, with assigned AMOs holding 14 CFR part 145 approval, shall familiarize themselves with the U.S.-UK MAG, and special conditions prior to making recommendations for certification.
- 4.2 The FAA Coordinator(s) and the CAA National Coordinator shall ensure adequate training or workshop briefings are administered to assigned inspectors/surveyors prior to the implementation of the MIP. FAA ASI's must take FAA Course 27100335- U.S.-UK BASA-MIP for SAS Peer Groups 145F and 145H prior to work assignments.
- 4.3 Recurrent training or briefings should be conducted at two-year intervals, or sooner, if necessary. The training or briefings should cover any revisions to the MIP or U.S.-UK MAG, lessons learned from technical issues, and results from the Sampling Inspection System (SIS) analysis.
- 4.4 Web-based training and briefings, PowerPoint presentations, or other methods are acceptable. The FAA's AFS-300 and the CAA shall develop and control their respective training information.
- 4.5 The FAA or the CAA may provide additional on-the-job training or briefings, as necessary.
- 4.6 The FAA and the CAA shall document training and briefing attendance. These records will be available upon request.

#### **5.0 TRANSITION PROVISIONS.**

- 5.1 The transition from reliance on Annex 2 of the U.S.-EU Agreement to the MIP for repair stations located in the United States may be accomplished prior to the next EASA Part-145 certificate renewal and must be accomplished by December 31, 2024. The transition will be accomplished in accordance with the following transition provisions:
  - 5.1.1 The FAA Coordinator (AFS-300) and the CAA National Coordinator must coordinate and plan the transition requirements for repair stations located in the United States.

5.1.2 The FAA and CAA shall maintain records documenting any administered training or workshop briefing of its personnel regarding procedures relating to the MIP, the Special Conditions, and the U.S.-UK MAG, prior to the transition.

5.1.3 The FAA or the CAA, as appropriate, may provide additional internal or external clarification, briefings, joint inspections, or on-the-job training as necessary.

**5.2 (UK) Part-145 AMO Application Requirement.** U.S.-based 14 CFR part 145 repair station applying for (UK) Part 145 approval must submit an application as outlined in the applicable section of the U.S.-UK MAG, Section B.

5.2.1 The CAA application package should be submitted to the FAA within 120 days prior to the next renewal of the EASA certificate, and in any case, by September 30, 2024. The FAA National Coordinator and CAA National Coordinator shall keep a record and share the status of applications for (UK) Part 145 repair stations located in the United States to monitor approvals granted by the CAA.

**NOTE:** The CAA may request to review the Repair Station/Quality Control Manuals or CAA Supplement at any time.

5.2.2 Until December 31, 2024, the CAA may rely on the EASA Supplement based on Annex 2 of the U.S.-EU Agreement for U.S.-based AMOs desiring to perform work on civil aeronautical products under the regulatory control of the CAA.

**5.3 Unimpeded Access.** The FAA and the CAA shall assist the other in gaining unimpeded access to repair stations and AMOs under its jurisdiction.

**6.0 RATING COMPARISON AND GUIDANCE.** The FAA and the CAA shall conduct surveillance of repair station and AMO's regulatory compliance, including compliance with the Special Conditions. The certificate issued by an Authority under the MIP will not exceed the ratings or scope of work contained in the certificate issued by the other Authority, unless a deviation is specified in the MAG Section A, Appendix 2. The Rating Comparison Matrix (see Section A, Appendix 2) is a tool to assist the FAA and the CAA in determining rating comparisons.

**7.0 FAA AND CAA RESPONSIBILITIES/ACTIONS.** To promote continued understanding and compatibility with each other's maintenance surveillance systems, the FAA and the CAA need to consult and share information to mitigate risks associated in aviation.

**7.1** Terms of the MIP. Under the terms of the MIP, the FAA and the CAA shall:

a. Follow the certification procedures in the U.S.-UK MAG for applicable repair stations and AMO applications.

- b. Provide recommendations for initial certification, renewal, and amendment of repair station's and AMO's approval.
- c. Perform surveillance and provide reports regarding the findings of compliance with the procedures outlined in the U.S.-UK MAG.
- d. Accept or approve, as appropriate, the supplements as described in the U.S.-UK MAG.

**7.2 Reciprocal Acceptance of Findings of Compliance.** The FAA and the CAA shall accept each other's inspections and monitoring of maintenance organizations for findings of compliance with their respective requirements and the basis for the issuance and continued validity of certificates.

**7.3 Accident/Incident Investigation Request.** The MIP, Chapter III, paragraph 3.7 stipulates that the FAA and the CAA shall exchange, on request and in a timely manner, any information regarding accidents/incidents involving civil aeronautical products or regulated entities.

**7.4 Cooperation in Internal Quality Assurance Activities.** To promote continued understanding and compatibility with each other's maintenance systems, the FAA and the CAA shall consult and share information on internal quality assurance programs. For this purpose, the FAA and the CAA focal points should exchange internal audit reports and schedules to allow for mutual attendance as observers in each other's activities. They should also discuss significant safety findings and reports on matters relating to the MIP.

7.4.1 Internal Quality Assurance Data and Requested Information. The FAA and the CAA shall, upon request and without prejudice to the discretionary power of the FAA and the CAA, provide appropriate information regarding the summary of internal audit reports.

7.4.2 Involvement as Observers. In order to assist the FAA and the CAA in planning and managing each other's internal inspection visit schedule and teams, the FAA and CAA shall notify each other in writing at least two months in advance indicating which audits they wish to attend as observers.

7.4.3 Onsite Observation. The FAA or the CAA onsite observations should include opening and closing meetings. The visit may include observations of inspections, surveillance responsibilities, and verification of compliance with the MIP. The respective coordinator shall receive a copy of any identified items, concerns, or noted observations in the written report within 45 days after the closing meetings.

**7.5 Continued Confidence of Compliance with the U.S.-UK MAG.** The FAA and the CAA shall continue to demonstrate effective surveillance according to the agreed procedures defined in the U.S.-UK MAG. In particular, the FAA and the CAA shall:

- a. Have the right to participate in each other's quality audits and sampling inspections;

- b. Ensure that regulated entities provide access to the FAA and the CAA for audits and SIS activities;
- c. Make available the reports from quality audits and sampling inspections applicable to the MIP;
- d. Make the appropriate personnel available to participate in the SIS;
- e. Make available the maintenance organization's records and inspection reports, including completed enforcement actions;
- f. Provide interpretive assistance, where necessary, at their office during the review of internal maintenance organization records and documentation;
- g. As applicable, assist each other in the closure of any findings from inspections;
- h. Ensure sampling inspections are risk-based from analysis and objective criteria, without prejudice to the discretionary power of the Authorities.
- i. Notify each other at the earliest opportunity in the event that either the FAA or the CAA is not able to meet a requirement in the MIP. In the event either the FAA or the CAA believe that technical competency is no longer adequate, the FAA and the CAA shall consult and propose a written action plan, including any necessary rectification activities, in order to address deficiencies identified.
  - 1. In the event that the FAA or the CAA believe that technical competency is no longer adequate, the CAA or the FAA may propose to suspend the surveillance and their respective oversight responsibilities. If such a proposal is made, both Authorities shall discuss the reasons for it within 14 days of the date of the proposal with a view outlining how to re-establish mutual confidence.
  - 2. The proposed suspension must be in the form of a written report, outlining the conditions not met in the MIP, and must include a timeframe and recommended corrective actions to enable the suspension to be lifted.
- j. During the periodic meetings specified in paragraph 3.0 of the MIP, address any deficiencies that are not rectified within the timeframe specified in the action plan.

**7.6 Technical Consultations and Meetings.** To ensure the U.S.-UK MAG remains effective over time, both the FAA and CAA shall consult annually to discuss any issues in the implementation of the MIP and to discuss any enhancements. This will include a discussion of technical issues and the resolution of technical disagreements.

- 7.6.1 Meeting attendees should include the personnel responsible for the technical coordination and policy implementation of this guidance.
- 7.6.2 At the discretion of the joint leadership, staff and representatives of other appropriate organizations may participate.

- 7.6.3 The host is responsible for meeting minutes and tracking action items.
- 7.6.4 Subgroups may participate at the meetings to address specific technical issues and make recommendations or amendments to policy or guidance.
- 7.6.5 The FAA and the CAA shall report a consolidated SIS summary identifying systemic issues and the status of the SIS actions during the meeting.

## **8.0 SAMPLING INSPECTION SYSTEM (SIS).**

**8.1 Objective of a SIS.** The purpose of SIS inspections is to establish the open communication and continued confidence in the ability to comply with the requirements of the MIP and to ensure consistent application of the U.S.-UK MAG procedures by the FAA the CAA, and the maintenance organizations. The SIS inspection must focus on the application of Special Conditions. It may also be used to document risk associated with the equivalent regulations that are beyond the scope of the Special Conditions.

- 8.1.1 Both Authorities agree that the SIS process benefits the FAA, the CAA, and maintenance organizations in understanding the differences between each Authority's regulations, and any procedural differences associated with implementation of the MIP.
- 8.1.2 The FAA and the CAA shall assist each other in gaining unimpeded access to maintenance organizations. If any maintenance organization requires additional security-related information, it should promptly request that the FAA or the CAA provide it. It is incumbent upon the maintenance organization to provide unimpeded access to all work areas maintaining civil aeronautical products.
- 8.1.3 A consolidated SIS summary identifying systemic issues and the status of closure actions must be reported by the FAA Coordinator (AFS-300) and the CAA Coordinator to their respective management teams. The report will contain the status of the SIS findings and any recommendations therein. The coordinators' signatures on the SIS forms indicate that they have reviewed the form and understand any findings. The coordinators may add comments to the findings report.
- 8.1.4 No fees are to be issued to the maintenance organizations for a SIS inspection or any related investigations performed.

**8.2 SIS Team Composition.** Each SIS Team should consist of at least two experienced, qualified inspectors/surveyors. Each SIS Team may include additional inspectors/surveyors undergoing team familiarization.

- 8.2.1 The FAA Coordinator (IFO) should be the SIS Team Lead for repair stations located in UK.

- 8.2.2 The CAA National Coordinator should be the SIS Team Lead for AMOs located in the United States.
- 8.2.3 It is necessary for the FAA Coordinator or CAA National Coordinator, as appropriate, to accompany the SIS Team during the visit to ensure cooperation and communication in the interpretation or application of maintenance standards or regulations.
- 8.2.4 It is highly recommended that the in-country (host) inspector/surveyor who is responsible for the repair station/AMO join the SIS Team for the visit.
- 8.3 SIS Team Schedule.** The FAA and the CAA Coordinators should notify each other at least 90 days prior to a SIS visit.
- 8.3.1 The use of the appropriate job aid listed in the U.S.-UK MAG, Section A, Appendix 3, will assist in determining confidence in the compliance with the terms of the MIP and U.S.-UK MAG. Upon completion of the visit, provide copies of the job aid to the FAA and CAA Coordinators, and to the maintenance organizations to carry out any corrective actions.
- 8.3.2 If the SIS Team’s schedule changes, the FAA and the CAA should provide each other with appropriate notice.
- 8.4 Selection of SIS Sites to Visit.** SIS Teams will visit FAA or CAA offices that have surveillance of maintenance organizations covered under the MIP. The following are examples of criteria used when selecting locations and/or maintenance organizations to visit:
- a. Reports of non-compliance by maintenance organizations, occurrences, incidents, or accidents;
  - b. Previous sampling inspections reports that indicate particular concerns;
  - c. Recent changes in manning, growth, downsizing, newly certificated, or other associated risks; and/or
  - d. Internal FAA or CAA risk analysis programs, rotational schedules, or SIS risk decision tools for safety systems analyses.
- 8.5 CAA SIS Audits of AMOs in the United States.** The CAA Safety and Airspace Regulation Group (SARG) shall establish a sampling visit schedule to check that the Agreement is being implemented in the United States in accordance with its terms. A SIS audit is performed at Flight Standard District Offices, and may also be performed at any 14 CFR part 145 repair station that holds a (UK) Part 145 approval. The CAA Coordinator shall establish a SIS visit schedule based on the criteria in paragraph 8.3. The schedule will be coordinated with the FAA National Coordinator.



- 8.5.1 CAA SIS Inspection at the FAA Office. The CAA SIS Team should start the SIS inspection using the “CAA Visit Report FAA” job aid. The SIS inspection should focus on the FAA processes, procedures, and surveillance in support of the MIP.
  - 8.5.1.1 The CAA SIS Team should conduct an in-briefing and out-briefing to the FAA. The briefing will cover the purpose of the SIS, any recent changes in the U.S.-UK MAG, prior lessons learned, and SIS corrective actions procedures. The FAA ASI with oversight responsibility are encouraged to participate at the briefings.
  - 8.5.1.2 The FAA shall provide releasable, relevant ASI training records for review and make available individuals responsible for surveillance.
  - 8.5.1.3 The FAA shall provide access to releasable, relevant surveillance records, reports, findings, enforcements, and corrective action for repair stations that hold (UK) Part 145 AMO certificate.
  - 8.5.1.4 As appropriate and when possible, the FAA should also make available FAA staff to assist the CAA in reviewing the above files.
  - 8.5.1.5 The CAA SIS Team shall brief the FAA and its management regarding the results of the SIS inspection. The briefing should disclose all identified items. Before leaving, the CAA SIS Team must provide the FAA National Coordinator a signed copy of the completed SIS forms.
  - 8.5.1.6 The CAA SIS Team Lead shall forward a copy of all signed SIS job aids to the FAA Coordinator.
  - 8.5.1.7 The FAA shall document and complete the necessary follow-up actions for items listed in the “CAA Visit Report FAA” job aid and provide written correspondence to the CAA Coordinator within 90 days of the visit.
- 8.5.2 CAA SIS Audit on AMO. The CAA SIS Team may complete SIS inspections by sampling AMOs using the “CAA Visit Report AMO” job aid. The CAA SIS Team is to check the achieved standards of 14 CFR part 145 regulations and the CAA Special Conditions for equivalency with (UK) Part 145.
  - 8.5.1.1 The FAA will ensure that the AMO take action on all identified items listed on the job aid and that the AMO substantiate/report all SIS corrective actions to the FAA ASI in a timely manner.
  - 8.5.1.2 The CAA SIS Team and the FAA Coordinator shall discuss the identified items and agree on a timetable for corrective actions. The corrective action should not exceed 90 days.

- 8.5.1.3 A copy of the signed “CAA Visit Report AMO” listing the timeframe for corrective action(s) should be given to the AMO. The AMO must be debriefed to ensure corrective actions are conveyed and understood.
- 8.5.1.4 In certain circumstances, and subject to the nature of the finding, the FAA ASI may request to extend the 90-day period. The FAA Coordinator shall communicate with the CAA Coordinator any requests for extensions.
- 8.5.1.5 The CAA SIS Team Lead shall forward a copy of all signed “CAA Visit Report AMO” job aids to the FAA Coordinator.
- 8.5.1.6 The FAA Aviation Safety Inspector (ASI) shall enter all identified items recorded on the FAA “CAA Visit Report AMO” job aid into the SAS Activity Recording with activity code (3817/5817) and upload the SIS job aid into the record. Any issues on 14 CFR regulations should be recorded in a Question-Based Dynamic Observation Record (DOR).
- 8.5.1.7 The FAA shall document and complete the necessary follow-up actions for items listed on the “CAA Visit Report AMO” job aid.
- 8.5.1.8 If the AMO fails to correct the identified items, or fails to provide the FAA with an acceptable corrective action plan within 90 days, the FAA may recommend a non-approval to the CAA on the “CAA MIP Audit Report” contained in Section B, Appendix 2.
  - a. The report will be marked as “other” and “SIS corrective actions not acceptable.” Outstanding items must be documented on the report.
  - b. The FAA shall forward the report recommending a non-approval to the CAA Coordinator for additional actions.
  - c. The CAA will take appropriate action as necessary.
- 8.5.1.9 Once the corrective actions are acceptable to the FAA ASI, he or she shall forward the corrective actions with a recommendation to close the SIS on the “CAA MIP Audit Report” to the CAA Coordinator. The report will be marked “other” and “SIS corrective actions or a correction action plan submitted is acceptable.”

**8.6 FAA SIS Inspections in the UK.** A SIS inspection is performed at the CAA SARG, and may also be performed at any (UK) Part 145 AMO that holds a 14 CFR part 145 certificate. The FAA Coordinator (AFS-54) shall establish a SIS visit schedule based on risk. AFS-300 must concur with the sampling visit schedule prior to its submission to the CAA.

- 8.6.1 FAA SIS Inspection at the CAA Office. The FAA SIS Team should start the SIS inspection using the “FAA SIS Report CAA” job aid (Section A, Appendix 3). The SIS inspection should focus on the CAA processes, procedures, and surveillance in support of the MIP.
- 8.6.1.1 The FAA SIS Team should conduct an in-briefing and out-briefing to the CAA. The briefing will cover the purpose of the SIS, any recent changes in the U.S.-UK MAG, prior lessons learned, and SIS corrective actions procedures. The CAA surveyors with oversight responsibility are encouraged to participate at the briefings.
  - 8.6.1.2 The CAA shall provide surveyor training records for review and make available individuals responsible for surveillance.
  - 8.6.1.3 The CAA shall provide access to CAA surveillance records, reports, findings, enforcements, and corrective action for AMOs that hold 14 CFR part 145 certificates.
  - 8.6.1.4 As appropriate and when possible, the CAA should also make available CAA staff to assist the FAA in reviewing the above files.
  - 8.6.1.5 The FAA SIS Team shall brief the CAA and its management regarding the results of the SIS inspection. The briefing should disclose all identified items. Before leaving, the FAA SIS Team must provide the CAA National Coordinator a signed copy of the completed SIS forms.
  - 8.6.1.6 The FAA SIS Team Lead shall forward a copy of all signed SIS job aids to the FAA Coordinator (AFS-54).
  - 8.6.1.7 The CAA shall document and complete the necessary follow-up actions for items listed in the “FAA SIS Report CAA” job aid and provide written correspondence to the FAA Coordinator (IFO) within 90 days of the visit.

**NOTE:** The FAA SIS Team should document any items listed on the SIS job aid in a SAS Activity Record code (3272/5272) with appropriate comments for closure actions. Enter “SIS UK” in the “description field box.” Upload the SIS job aid into the activity record.

8.6.2 FAA SIS Inspection at a 14 CFR part 145 Repair Station. The FAA SIS Team may complete SIS inspections by sampling repair stations using the “FAA SIS Report Repair Station” job aid (Section A, Appendix 3). The FAA SIS Team is to check the achieved standards of (UK) Part 145 regulations and the FAA Special Conditions for equivalence with 14 CFR part 145.

- 8.6.2.1 The CAA will ensure that the repair station take action on all identified items listed on the job aid (SIS Inspection on a Repair Station) and that

the repair station substantiate/report all SIS corrective actions to the CAA surveyor in a timely manner.

- 8.6.2.2 The FAA SIS Team and the CAA National Coordinator shall discuss the identified items and agree on a timetable for corrective actions. The corrective action should not exceed 90 days.
- 8.6.2.3 A copy of the signed “FAA SIS Report Repair Station” listing the timeframe for corrective action(s) should be given to the repair station. The repair station must be debriefed to ensure corrective actions are conveyed and understood.
- 8.6.2.4 In certain circumstances, and subject to the nature of the finding, the CAA National Coordinator may request to extend the 90-day period. The CAA National Coordinator shall communicate with the FAA Coordinator (IFO) any requests for extensions.
- 8.6.2.5 The FAA SIS Team Lead shall forward a copy of all signed “FAA SIS Report Repair Station” job aids to the FAA Coordinator (AFS-54).
- 8.6.2.6 The FAA Aviation Safety Inspector (ASI) shall enter all identified items recorded on the “FAA SIS Report Repair Station” job aid into the SAS as a DOR for that repair station. The FAA ASI shall then upload all SIS job aids into the SAS DOR and file all supporting paperwork in the office file for the certificate holder.
- 8.6.2.7 The CAA shall document and complete the necessary follow-up actions for items listed on the “FAA SIS Report Repair Station” job aid.
- 8.6.2.8 If the repair station fails to correct the identified items, or fails to provide the CAA with an acceptable corrective action plan within 90 days, the CAA may recommend a non-approval to the FAA on the “FAA MIP Audit Report 2” contained in Section C, Appendix 2.
- 8.6.2.9 The report will be marked as “other” and “SIS corrective actions not acceptable.” Outstanding items must be documented on the report.
  - a. The CAA shall forward the report recommending a non-approval to the FAA Coordinator (IFO) for additional actions.
  - b. The FAA ASI shall take appropriate action as necessary.
- 8.6.2.10 Once the corrective actions are acceptable to the CAA surveyor, he or she shall forward the corrective actions with a recommendation to close the SIS on the FAA MIP Audit Report 2 to the FAA Coordinator (IFO). The report will be marked “other” and “SIS corrective actions or a correction action plan submitted is acceptable.”

**NOTE:** Refer to FAA Order 8900.1, Volume 12 for additional guidance regarding conducting a SIS inspection.

**8.7 FAA SIS Closure Action.** A copy of the SIS job aids and corrective actions/accepted corrective action plan must be forwarded to the FAA Coordinator (IFO) within 90 days following the visit.

8.7.1 The FAA SIS Team Lead shall review the corrective actions and, if acceptable, inform the CAA National Coordinator that the corrective action is acceptable to close the SIS.

8.7.2 The SIS Team Lead/SIS Team member or ASI shall complete the SAS DOR through Module 5 for the SIS inspection performed at the repair station.

8.7.3 The CAA shall notify the repair station that the FAA SIS corrective actions are acceptable and closed.

8.7.4 The FAA Coordinator (IFO) shall forward a copy of the correspondence documenting FAA acceptance of the corrective actions to the FAA Coordinator (AFS-54) for closure.

8.7.5 The FAA Coordinator (AFS-54) shall review the closure of the findings and forward a copy of the SIS job aids and correspondence to the FAA Coordinator (AFS-300) for closure.

8.7.6 The FAA Coordinator (AFS-54) shall analyze the results of the SIS inspection and provide a consolidated SIS summary for the previous year to FAA management. The SIS summary will identify any systemic issues, suggested U.S.-UK MAG revisions, and the status of the SIS closure actions during the annual meeting.

8.7.7 AFS-300 shall make any necessary revisions to the U.S.-UK MAG or appropriate changes to training/briefings based on the SIS analysis.

**8.8 CAA Classification of Findings.** Consistent with the classification of findings developed by the CAA, a Level 1 finding is any significant non-compliance with a (UK) Part 145 requirement that lowers the safety standard and seriously endangers flight safety. A Level 2 finding is a non-compliance with a (UK) Part 145 requirement that could lower the safety standard and possibly impact flight safety.

8.8.1 Level 1 findings require immediate action by the CAA to revoke, limit, or suspend (in whole or in part) the AMO's approval, depending upon the extent of the Level 1 finding, until successful corrective action has been taken by the AMO.

8.8.2 Level 2 findings require a corrective action plan that is appropriate to the nature of the finding, but, in any case initially, must not exceed 3 months. In certain circumstances, and subject to the nature of the finding, the CAA may extend the

3-month period subject to a satisfactory corrective action plan being agreed to by the FAA. The CAA shall take action to suspend (in whole or in part) the approval in case of failure to comply within the timescale granted.

**9.0 INDEPENDENT INSPECTIONS.** In accordance with the MIP, the FAA and the CAA may conduct independent inspections of maintenance organizations/repair stations when warranted by specific safety concerns. The FAA and the CAA shall coordinate with each other regarding any independent inspections. The FAA and the CAA shall inform each other of the outcome of an independent inspection within 15 days after the inspection.

**9.1 Independent Inspection Factors.** AFS-300 or the CAA management may request an independent inspection based on the following risk factors:

- a. Specific safety concerns resulting from a SIS inspection;
- b. A safety-related issue, such as an incident, accident, or complaint;
- c. Failure to comply with the MIP;
- d. Downgrade of an International Aviation Safety Assessment (IASA) from a Category 1 to a Category 2; and/or
- e. Any other internal risk decision process that has highlighted a safety concern.

**9.2 International Civil Aviation Organization (ICAO) Category.** The IASA for the FAA, or the Safety Assessment of Foreign Aircraft (SAFA) for the CAA, determines whether another country's oversight of air carriers that operate, or pursue to operate into another country, or codeshare with a country's air carrier, complies with safety standards established by ICAO. The programs focus on the country's ability to adhere to international aviation standards and recommended practices contained in ICAO annexes. If either Authority has risks identified by failing to meet the aircraft maintenance oversight standards, these risks may affect the MIP or could impose heightened surveillance. The FAA and the CAA shall take actions as listed below:

9.2.1 The FAA (AFS-300) and the CAA SARG Director shall discuss the results and shall conduct a risk assessment and action plan to mitigate any safety concerns. The FAA and CAA may also conduct a joint risk assessment to determine the severity of the downgrade to address any systemic issues.

9.2.2 In the event risks are associated with the continued confidence of either country to implement the MIP, the FAA or the CAA may immediately place applications for initial certifications on hold. They should remain on hold until compliance and risks are mitigated appropriately, recognizing, however, that the FAA or CAA may be obligated to continue to process applications outside of the U.S.-UK MIP and MAG.

- 9.2.3 The FAA and the CAA may increase the frequency of surveillance using the SIS inspection procedures.
- 9.2.4 Depending on the results of the SIS inspections and identified risk imposed on air carriers, the FAA or the CAA may temporarily increase the surveillance frequency or conduct independent inspections to mitigate the risk for certifications, renewals, and amendment of certificates.

**10.0 REVOCATION AND SUSPENSION.** The FAA and the CAA shall provide, subject to applicable laws and regulations, mutual cooperation and assistance in any investigation or enforcement proceedings of any alleged or suspected violation of any law or regulation under the scope of the MIP. The FAA and the CAA shall inform each other of any enforcement action taken. All enforcement actions taken are subject to regular joint review. The suspension, revocation, or surrender of a maintenance organization/repair station certificate affects the respective FAA and CAA surveillance and certificate management duties under the MIP. The FAA or the CAA may take actions listed in this paragraph.

**10.1 14 CFR part 145 Repair Stations Located in the UK.** If a (UK) Part 145 AMO approval is or may be subject to a suspension, revocation, limitation, or surrender, the CAA must immediately notify the FAA. Based on any finding, the CAA shall submit an FAA MIP Audit Report 2 (Section C, Appendix 2) listing the details and nature of the actions. The CAA shall immediately forward the report to the FAA Coordinator (IFO). The FAA Coordinator (IFO) and the CAA Coordinator shall discuss the suspension, revocation, limitation, or surrender and notify the FAA Coordinator (AFS-54).

- 10.1.1 A repair station surrendering its (UK) Part 145 AMO approval certificate (CAA Form 3) without the intention of surrendering its 14 CFR part 145 certificate would no longer be covered under the MIP.
- 10.1.2 Upon notification by the CAA of a suspension or revocation of a (UK) Part 145 AMO approval, the FAA shall open an investigation under the current edition of FAA Order 2150.3, FAA Compliance and Enforcement Program. The FAA shall determine appropriate action for possible non-compliance of regulations. Fees per 14 CFR part 187 may not be assessed for FAA enforcement-related expenses.
- 10.1.3 Where a CAA finding/discrepancy results in limitations placed on the (UK) Part 145 AMO capabilities, the FAA may investigate any significant safety issues and will take appropriate action.
- 10.1.4 Where the CAA takes action against an additional fixed location or line station authorization, then the FAA may investigate any significant safety issues and take appropriate action.

10.1.5 The FAA ASI shall make an entry into SAS and take appropriate action if the 14 CFR § 145.53(b) requirements are no longer met based on a (UK) Part 145 AMO suspension, revocation, or surrender.

**10.2 (UK) Part-145 AMOs Located in the United States.** (UK) Part 145 AMO approval may be suspended or revoked by the CAA if the certificate becomes invalid under the conditions specified in the MIP.

10.2.1 Any certificate action involving suspension or revocation will be carried out by the CAA in accordance with (UK) Part-145.B.35 and applicable CAA procedures.

10.2.2 If a U.S.-based 14 CFR part 145 repair station with (UK) Part 145 AMO approval is subject to a suspension, revocation, or surrender of the FAA certificate, the FAA shall notify the CAA immediately.

**10.3 CAA Actions.**

10.3.1 CAA shall notify the holder of a (UK) Part-145 Approval in writing about any suspension or revocation including the option for the organization to appeal the decision in accordance with Regulation 6 Civil Aviation Authority Regulation 1991.

10.3.2 CAA shall also notify the FAA Coordinator (AFS-300) and the assigned FAA ASI, and update the CAA website at <https://www.caa.co.uk/commercial-industry/aircraft/airworthiness/organisation-and-maintenance-programme-approvals/approved-airworthiness-organisations/>

**10.4 FAA Actions.**

10.4.1 The assigned FAA ASI shall enter this updated information in the Flight Standards Division Office (FSDO) file and the SAS Vitals Information.

10.4.2 When a repair station surrenders its CAA certificate to the FAA, the FAA will notify CAA as soon as possible. The notification will be sent to the following e-mail address: [apply@caa.co.uk](mailto:apply@caa.co.uk) and [CAA-national-coordinator@caa.co.uk](mailto:CAA-national-coordinator@caa.co.uk), with the wording “FAA Organisation Approvals” included in the e-mail header. The FAA FSDO will retain and archive the CAA certificate and update SAS.

**11.0 NON-PAYMENT OF FEES.** The FAA or the CAA may suspend or deny any application for certification service in the event of non-payment of required fees until such time the fees are paid.

**12.0 APPEALS.** A maintenance organization/repair station may appeal the suspension or revocation of its certificate. Appeals of FAA enforcement actions are made in accordance with 14 CFR part 13. Appeals of CAA enforcement actions are made in accordance with Regulation 6 Civil Aviation Authority Regulations 1991.



# Appendix 1

## FAA and CAA Contacts

**Table A-1**  
**FAA and CAA Contacts**

<b>FAA</b>	Director of Flight Standards Service (AFX-1)	Signature Authority for the U.S.-UK MAG
	FAA Coordinator (AFS-300) Aircraft Maintenance Division 950 L'Enfant Plaza, SW Washington, DC 20024 Telephone: +1-202-267-1675 <a href="mailto:9-AWA-AFS-INTL-Coordinator@faa.gov">9-AWA-AFS-INTL-Coordinator@faa.gov</a>	Policy and Safety Standards. Technical support for AMOs located in the United States
	FAA Coordinator (IFO) New York International Field Office 1 Aviation Plaza, Room 504 Jamaica, NY 11434-4809 Telephone: +1-718-995-5450 <a href="mailto:9-AVS-NYC-IFO@faa.gov">9-AVS-NYC-IFO@faa.gov</a>	FAA Coordinator for repair stations located in UK
<b>CAA</b>	Director of Safety and Airspace Regulation Group Aviation House Beehive Ring Road Crawley West Sussex RH6 0YR UK	Signature Authority for the U.S.-UK MAG.
	CAA Coordinator Telephone: +44 0330 138 3196 <a href="mailto:BilateralSafetyArrangements@caa.co.uk">BilateralSafetyArrangements@caa.co.uk</a>	CAA Coordinator, the first Point of Contact for oversight responsibilities for (UK) part 145 organisations located in the United States.
	CAA National Coordinator Telephone: +44 0330 022 1500 <a href="mailto:CAA-national-coordinator@caa.co.uk">CAA-national-coordinator@caa.co.uk</a>	CAA National Coordinator for AMOs located in the UK and the United States.

**NOTE:** The FAA Coordinator (AFS-300) may provide a current listing of FAA Coordinators on request.

## **Appendix 2**

### **Rating Comparison Matrix**

- 1.0 RATING COMPARISON MATRIX.** This matrix is for information only and is provided to assist in the application and issuance of ratings under the MIP.
- 2.0 14 CFR PART 145 REPAIR STATION LOCATED IN THE UNITED KINGDOM. (SEE TABLES A-1, A-2, AND A-3 BELOW.)**
- 2.1** Repair station ratings and limitations may not exceed the AMO ratings and limitations without a deviation in support of U.S.-registered operations. The additional procedures in any FAA Supplement must be performed for all approval for return to service. OpSpecs A003 will reference paragraph A060 for (UK) Part -145 ratings, and any applicable deviation to a rating is specified below.
- 2.2** Repair station class ratings should not be authorized in the UK under the MIP.
- 2.3** For AMOs with Category A rating(s), the FAA should issue a Limited Airframe rating. The Limited Airframe rating authorizes the same scope of work under the Category A rating.
- 2.4** For AMOs with Category B rating(s), the FAA should issue a Limited Engine rating. The Limited Engine rating authorizes the same scope of work under the Category B rating.
- 2.5** For AMOs with Category C rating(s), the FAA should issue the applicable rating in Table A-3. If the AMO does not hold a Category A rating, but Table A-3 indicates an FAA Limited Airframe is needed, the FAA will issue a limited airframe rating on the Air Agency certificate, and the scope of work is limited to the C-rating in OpSpecs A060. Some maintenance facilities with category C rating may also perform maintenance on components installed on aircraft or engine/APUs if they have a controlled procedure in the maintenance organisation exposition. In these situations, which for the purposes of this MAG are called deviations, the FAA Supplement will need to be revised to list these affected products by make and /model, and any limitations must be listed describing the type of maintenance.
- NOTE:** If the AMO does not hold an airframe rating (A1, A2, etc.) and would like to perform the tests and inspections of Air Traffic Control (ATC) transponders, altimeters, and altitude reporting equipment installed on U.S.-registered aircraft, they must hold a C-3 and C-13 rating (radio and instrument), to perform the inspection and testing in accordance with 14 CFR part 91 (§ 91.411 and § 91.413). This deviation under the FAA limited radio and instrument ratings applies only to U.S.-registered aircraft.
- 2.6** For AMOs with a Category D1 rating, the FAA should issue a Limited NDT rating.

**Table A-2  
14 CFR Part-145 Issued Ratings in the UK.**

<b>(UK) Issued Part-145 Aircraft Ratings</b>		<b>(U.S.) Issued 14 CFR Part 145 Rating</b>
A-1	Aeroplanes/Airships (above 5,700 kg)	Limited Airframe
A-2	Aeroplanes/Airships (5,700 kg and below)	
A-3	Helicopter	

**NOTES:** FAA OpSpecs A060 will list the (UK) Part-145 A rating.

**Table A-3  
Engine Ratings**

<b>(UK) Part-145 Rating</b>		<b>FAA Part 145 Rating</b>
B-1 Turbine	Engine Type	Limited Engine
B-2 Piston	Engine Manufacturer Engine Type or Group	
B-3 APU	APU is used in propulsion	

**NOTES:** FAA OpSpecs A060 will list the (UK) Part-145 B rating.

**Table A-4  
Ratings for Components other than Complete Engines or APUs**

<b>(UK) Part-145 Rating</b>	<b>FAA Part 145 Rating</b>
C-1 Air Cond. & Pres	Limited Accessory
C-2 Auto Flight	Limited Instrument
C-3 Comms and Nav	Limited Radio
C-4 Doors & Hatches	Limited Airframe (Limited to C-4 rating)
C-5 Electrical Power & Lights	Limited Accessory
C-6 Equipment	Limited Airframe (Limited to C-6 rating, emergency equipment), Limited Floats, or Limited Accessory (All applicable)
C-7 Engine—APU	Limited Accessory, Limited Engine (Limited to C-7 rating)
C-8 Flight Controls	Limited Accessory, Limited Airframe (Limited to C-8 rating)
C-9 Fuel	Limited Accessory, Limited Airframe (Limited to C-9 rating)
C-10 Helicopter—Rotors	Limited Airframe (Limited to C-10 rating)
C-11 Helicopter—Trans	Limited Accessory
C-12 Hydraulic Power	Limited Accessory
C-13 Indicating/Recording Systems	Limited Instrument
C-14 Landing Gear	Limited Landing Gear
C-15 Oxygen	Limited Accessory
C-16 Propellers	Limited Propeller
C-17 Pneumatic & Vacuum	Limited Accessory
C-18 Protection (Ice/Rain/Fire)	Limited Accessory
C-19 Windows	Limited Airframe (Limited to C-19 rating)
C-20 Structural	Limited Airframe (Limited to C-20 rating)
C-21 Water Ballast	Limited Accessory
C-22 Propulsion Augmentation	Limited Engine, Limited Accessory
D-1 Nondestructive Testing (NDT)	Limited NDT
Specialized services referenced in maintenance manuals are equivalent and can be performed as a function under a limited Airframe/Engine/Accessory etc., rating.	
<b>NOTE:</b> FAA Specialized Service Rating – Such processes as welding, heat treating, plating etc., which require unique data requiring specific FAA approval. Where the FAA specialized services ratings is needed to support U.S.-registered aircraft, the FAA may issue a Specialized Service rating and limit it to only U.S.-registered aircraft, or articles for fitment onto such aircraft.	

**NOTE:** FAA OpSpecs A060 will list the (UK) Part-145 C and/or D ratings.



- 3.0 (UK PART-145 AMOs LOCATED IN THE UNITED STATES.** This guidance is for information only and is provided to assist in the issuance of (UK) Part-145 AMO in the United States under the MIP.
- 3.1** The AMO ratings and scope of approval may not exceed the 14 CFR part 145 ratings and limitations issued to the repair station, unless a deviation is applicable as specified below.
- 3.2** The CAA Form 3 issued to U.S.-based repair stations under (UK) Part-145 is subject to the scope of approval and any limitations specified on the 14 CFR part 145 repair station Air Agency Certificate, and associated Operation Specifications for maintenance carried out in the United States (unless otherwise specified in accordance with MAG Section B, Appendix 1.)

**NOTE:** The (UK) Part-145 application Form SRG 1783 does not include the (UK) Part 145 Categories as these are not specified on the corresponding (UK) Part -145 certificate issued under this agreement.

- 3.3** Maintenance on UK-registered aircraft, or engine and components for the fitment on such aircraft, must have the additional UK Special Conditions performed in accordance with any CAA Supplement procedures.
- 3.4** The FAA and the CAA acknowledge the need for U.S.-based repair stations to perform maintenance, preventive maintenance, and/or alterations on aircraft, engines, or components which do not have an FAA Type Certificate, or the rating issued by the FAA does not support UK operator's maintenance requirements. In these circumstances, the U.S.-based repair station may perform maintenance and/or alterations and provide approval for a return to service in support of UK customers when the CAA Supplement procedures describing such maintenance is accepted by the CAA. In these situations, which for the purposes of this MAG are called deviations, the CAA Supplement will need to be revised to list affected products by make and model, and any limitations describing the type of maintenance. For deviations involving complete UK-registered aircraft, the repair station must hold an airframe rating. (See Section B, Appendix 1, paragraph 10.12 for additional details and required procedures.)

## Appendix 3

### Sampling Inspection System (SIS) Job Aids

SIS JOB AIDS		
<b>CAA Visit Report FSDO</b>	CAA uses this job aid to conduct a SIS audit at the FAA Flight Standards District Office	Job aid contained in CAA internal database
<b>CAA Visit Report AMO</b>	CAA uses this job aid to conduct SIS audits at Approved Maintenance Organizations (AMO) located in the United States	Job aid contained in CAA internal database
<b>FAA SIS Report CAA</b>	FAA uses this job aid to conduct a SIS inspections at the CAA Office	
<b>FAA SIS Report Repair Station</b>	FAA uses this job aid to conduct SIS inspections at repair stations located in the UK, or additional fixed locations or line stations.	

## Appendix 4

### FAA Form 8130-3 and CAA Form 1 Acceptance

The following table is a summary of possible scenarios for components released after maintenance.			
<b>United States-Based AMO</b>		<b>UK-Based Repair Station</b>	
<b>CAA Acceptable New Products/Articles:</b>		<b>FAA Acceptable New Components:</b>	
<ul style="list-style-type: none"> <li>-CAA Form 1 NEW</li> <li>-8130-3 NEW</li> <li>-C of C Standard Parts</li> <li>-See other Bilateral Arrangements/Agreements</li> </ul>		<ul style="list-style-type: none"> <li>-CAA Form 1 NEW</li> <li>-8130-3 NEW</li> <li>-C of C Standard Parts</li> <li>-Eligible Parts meeting FAA AC 20-62</li> <li>-See other Bilateral Arrangements/Agreements</li> </ul>	
<b>Repaired Components:</b>		<b>Repaired Components:</b>	
Repaired Products/Articles Release Document (input)	Final Higher Assembly Release document for UK release (output)	Repaired Components Release Document (input)	Final Higher Assembly Release document for FAA release (output)
CAA Form 1 (Dual CAA/FAA)	FAA Form 8130-3 (Dual CAA/FAA)	CAA Form 1 (Dual CAA/FAA)	CAA Form 1 or FAA Form 8130-3 (Dual CAA/FAA)
CAA Form 1 (Single CAA)	FAA Form 8130-3 (Single CAA)	CAA Form 1 (Single FAA)	FAA Form 8130-3 or CAA Form 1 (Single FAA)
FAA Form 8130-3 (Single FAA)	No CAA release authorized	FAA Form 8130-3 (Single FAA)	FAA Form 8130-3 or CAA Form 1 (Single FAA)
		CAA Form 1 (Single CAA)	No FAA release authorized
-See other Bilateral Arrangements/Agreements on acceptance of repaired parts		-Repaired components must be approved for return to service by a person under 14 CFR part 43, §43.7	

**NOTE 1:** The CAA recognizes repaired components released on an EASA Form 1 dated prior to December 31, 2022, as specified within the CAA List of Official Record Series 4 (ORS4) – Miscellaneous. Additional details and acceptance can be found in:

<http://publicapps.caa.co.uk/modalapplication.aspx?catid=1&pagetype=65&appid=11&mode=list&type=sercat&id=17>.

**NOTE 2:** The CAA recognizes an FAA Form 8130-3 with a dual (FAA/EASA) release from a U.S.-based repair station dated prior to December 31, 2024, as specified within the MIP.

## Section B – Requirements for UK AMOs Located in the United States

- 1.0 INTRODUCTION.** This section of the MAG sets forth procedures for initial application, renewal, or amendments of a (UK) Part-145 Maintenance Organisation Approval under the provisions of the Maintenance Implementation Procedures (MIP) applicable to (UK) Part-145 AMOs located in the United States. In order to qualify as a (UK) Part-145 AMO located in the United States, the applicant must hold a valid 14 CFR part 145 certificate to operate as an approved repair station. The (UK) Part-145 ratings and limitations are dependent on the 14 CFR part 145 ratings and limitations. The level of capability authorized under the (UK) Part-145 ratings or limitations shall not exceed the 14 CFR part 145 ratings, unless a deviation is applicable as specified under Section A, Appendix 2.
- 2.0 INITIAL APPLICATION PROCESS.** This section details how an FAA-certificated repair station located in the United States and covered under the MIP and the MAG may qualify to be an Approved Maintenance Organisation (AMO) in accordance with (UK) Part-145.
- 2.1 Repair Stations Located in the United States.** Upon receipt of a request for an application for a (UK) Part-145 approval from a prospective applicant located in the United States, the responsible FSDO may send the applicant a copy of the MAG, as revised, which includes an example of the CAA Supplement (see Section B, Appendix 1) and CAA Form SRG 1783, Application for Initial/Renewal/Amendment of (UK) Part-145 Approval. (See Section B, Appendix 2 for the CAA forms.)
- 2.2 Applicant Responsibilities.**
- 2.2.1 Evidence of Need. The applicant must submit a written statement demonstrating the CAA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in the UK or parts fitted thereon. The written statement may be in the form of a letter of intent (LOI), a work order, or a contract with details of the relevant customer.
- 2.2.2 The applicant must:
- a. Complete CAA Form SRG 1783, which includes details for fee payment methods (see Section B, Appendix 2 for CAA Form SRG 1783).
  - b. Produce a customized CAA Supplement to the Repair Station Manual/Quality Control Manual (RSM/QCM) based upon the sample CAA Supplement (see Section B, Appendix 1), if the existing approved manual does not already meet the necessary CAA requirements.



2.2.3 The CAA Form SRG 1783, the proposed CAA Supplement must be sent to the appropriate FSDO at least 90 days prior to the date initial approval is required.

**NOTE:** The applicant should not send the above documents to the CAA.

2.2.4 The applicant will comply with the CAA fees and charges regulation found at Official Record Series 5 - CAA Scheme of Charges (Airworthiness, Noise Certification and Aircraft and Aircraft Engine Emissions). The web site is: <https://publicapps.caa.co.uk/modalapplication.aspx?catid=1&pagetype=65&apid=11&mode=list&type=sercat&id=10>

## 2.3 FAA Actions.

2.3.1 Upon receipt of the application package detailed in Section B, paragraph 2.2, the FAA ASI assigned to the repair station shall review the CAA Form SRG 1783 for completion. The FAA ASI shall also check the proposed CAA Supplement submitted by the repair station to ensure that it covers the provisions in the current version of the MAG Section B, Appendix 1 sample.

2.3.1.1 The supplement must be customized to reflect the repair station's operations and procedures and must contain, at a minimum, the same format heading and contain the information as the example supplement.

2.3.1.2 The CAA Supplement quality assurance system must include audits of the CAA Special Conditions for the 14 CFR part 145 maintenance facility, additional fixed locations, and any line maintenance location.

2.3.1.3 The applicant may reference the appropriate sections of the RSM/QCM where necessary as long as the references are clearly identified. When found satisfactory, the FAA shall accept the CAA Supplement and retain a copy of the Supplement in the FSDO file.

2.3.2 The FAA ASI will create a SAS Configuration Change (Standard Method) to begin updating Vital Information. The National/Divisional Custom-Data Collection Tool (N/D C-DCT) "PG F-145 Certification/Renewal/Amendment with UK MIP Agreement" must be added to the configuration change.

2.3.3 The FAA shall conduct an audit of the repair station in accordance with the MAG and other applicable guidance material.

2.3.3.1 Use the "CAA MIP Audit Report" during the audit of CAA Special Conditions. (Section B, Appendix 3, details the CAA MIP Audit Report.) Ensure the CAA Special Conditions are followed per the CAA Supplement.

2.3.3.2 Any findings/discrepancies resulting from the audit have to be documented on the report and resolved for acceptance.

- 2.3.3.3 The (UK) Part-145 certificate authorizes the same privileges for locations authorized in OpSpecs for Additional Fixed locations (A101) and Line maintenance (D107). Ensure all locations supporting UK customers are in compliance with the CAA Special Conditions.

**NOTE:** Whenever possible, the oversight audit covering the CAA Special Conditions should be aligned with the normal oversight inspection for 14 CFR part 145 compliance.

- 2.3.4 The repair station cannot be initially certificated by the CAA if there are any open findings/discrepancies or pending enforcement actions.

- 2.3.5 Line Maintenance authorizations for UK customers must meet the following conditions:

- a. The (UK) Part-145 approval for line stations are based upon the FAA-certificated 14 CFR part 145 airframe rating and Line Maintenance Authorization for U.S. operators for each location.
- b. Once the CAA Special Conditions are verified for the location, UK operators should be listed on the repair station's OpSpecs D107.

**NOTE:** Only one CAA MIP Audit Report is required to cover all facilities under one approval certificate during initial application. The FAA may conduct additional audits if the risk analysis indicates a safety risk.

- 2.3.6 If the FAA discovers deficiencies in a repair station application package or after conducting an oversight audit, the FAA shall follow up on corrective actions, but the period for corrective action will not exceed 6 months. If the applicant fails to correct the deficiencies within the timeframe the FAA allowed, the FAA should terminate the application process and notify the CAA. In the event of unusual circumstances, the FAA should notify the CAA, and the CAA may agree to extend the period upon mutual agreement with the FAA for a reasonable period of time, if the applicant demonstrates an ability and willingness to correct the noted deficiencies. If corrective action must be taken, the applicant should notify the FAA in writing when all deficiencies have been corrected.

- 2.3.7 When satisfied with the above certification requirements, subject to the satisfactory outcome of any audit carried out by the FAA, the FAA shall make a recommendation to the CAA for the issuance of the (UK) Part-145 certificate on the CAA MIP Audit Report (see Section B, Appendix 3).

- 2.3.7.1 The recommendation package from the FAA must include a copy of the following items:

- a. Completed CAA MIP Audit Report covering the main base, all additional fixed locations, and all line stations (D107) listed on the OpSpecs with UK operators,

- b. Completed CAA Form SRG 1783, and
  - c. A copy of the Air Agency Certificate and associated OpSpecs.
- 2.3.7.2 The completed package must be forwarded to the CAA via e-mail at: [apply@caa.co.uk](mailto:apply@caa.co.uk), with the wording “FAA Organisation Approvals” included in the e-mail header.
- 2.3.8 The FAA shall keep a copy of the submitted documents in the application package. The CAA does not require a copy of the RSM/QCM manuals or CAA supplement. All documentation on the certificate holder must be available to the CAA upon request.

**NOTE:** FAA ASIs are not required to check that the prescribed CAA fee has been paid.

## 2.4 CAA Actions.

- 2.4.1 Upon receipt of a completed recommendation from the FAA, the CAA should review the application package detailed above for compliance with the MIP and MAG.
- 2.4.2 After payment has been received from the applicant, the CAA shall issue the CAA Form 3 approval certificate, with a two-year validity period, to the repair station, providing a copy to the FAA ASI.
- 2.1.3 The CAA shall list the approved organization on the CAA Web site.  
<https://www.caa.co.uk/commercial-industry/aircraft/airworthiness/organisation-and-maintenance-programme-approvals/approved-airworthiness-organisations/>

## 2.5 FAA Actions. The assigned FAA ASI shall complete the SAS C-DCT “PG F-145 Certification/Renewal/Amendment with UK MIP Agreement.”

- 2.5.1 Upload/attach the CAA MIP Audit Report into the C-DCT question.
- 2.5.2 Ensure the SAS Vital Information reflects the repair station is UK-certificated. The CAA web listing will show the renewal date, and the FAA ASI may verify the date when updating the repair station Vitals Information. (The renewal date is also printed on the CAA Form 3 certificate and should correspond to the date in the SAS and the date on the CAA web listing.)
- 2.5.3 All future FAA oversight inspections must include verification of compliance with the CAA Special Conditions.
- 2.5.4 The FAA ASI may plan for future renewal of the (UK) Part-145 certificate with the SAS C-DCT “PG F-145 Certification/Renewal/Amendment with UK MIP Agreement.”

### 3.0 RENEWAL APPLICATION PROCESS.

#### 3.1 Applicant Responsibilities.

- 3.1.1 A (UK) Part-145 certificate is valid for a two-year period. To ensure the approval continues, it is the applicant's responsibility to prepare a renewal application in a timely manner to receive a certificate with a new expiration date. The renewal application submission should occur 90 days prior to the expiration date listed on the CAA Form 3.
- 3.1.2 The repair station must demonstrate the need for renewal of approval for (UK) Part-145 certification. A statement demonstrating that the CAA certificate and/or rating is necessary for maintaining or altering products registered or designed in the UK or parts fitted thereon. A written statement may be in the form of a letter of intent (LOI), a work order, or a contract with details of the relevant customer.
- 3.1.3 The applicant must apply for renewal to the appropriate FSDO with the following documents:
- a. A completed CAA Form SRG 1783, and
  - b. A revised CAA Supplement, if applicable. Ensure the repair station's current procedures and activities are documented with the most recent changes to the MAG.
- 3.1.4 An applicant cannot exercise the privileges of a (UK) Part-145 certificate past the validation date. The organization can resume its privileges only after a CAA Form 3 has been issued by the CAA with a revised validation date.
- 3.1.4.1 If the organization fails to submit the renewal package for more than 3 months after the validation date, the approval will be revoked and the organization must follow the initial certification process to apply for a (UK) Part-145 certificate at paragraph 2.0.

**NOTE:** The validation due dates are printed on each certificate and are published on the CAA Web site at: <https://www.caa.co.uk/commercial-industry/aircraft/airworthiness/organisation-and-maintenance-programme-approvals/approved-airworthiness-organisations/>

- 3.1.4.2 The applicant will comply with the CAA fees and charges regulation found at Record Series 5 - CAA Scheme of Charges (Airworthiness, Noise Certification and Aircraft and Aircraft Engine Emissions). The web site is:  
<https://publicapps.caa.co.uk/modalapplication.aspx?catid=1&pagetype=65&appid=11&mode=list&type=sercat&id=10>

## 3.2 FAA Actions.

3.2.1 The assigned FAA ASI must complete a SAS Standard Method Configuration Change to record the renewal of the (UK) Part-145 certificate.

3.2.1.1 The ASI will load the SAS N/D C-DCT “PG F-145 Certification/Renewal/Amendment with UK MIP Agreement” through the configuration change for each two-year renewal period.

3.2.1.2 The FAA audit must be conducted within the two-year renewal period. The FAA may conduct additional audits to mitigate risk.

3.2.2 When satisfied with the evidence of need, the CAA Form SRG 1783 application, and the CAA Supplement, and subject to the satisfactory outcome of any audit carried out by the FAA, the ASI shall make a recommendation to the CAA for the issuance of the (UK) Part-145 certificate on the CAA MIP Audit Report (see Section B, Appendix 2).

3.2.2.1 Level 1 or Level 2 findings must be documented on the report. References to the corrective action plan or SAS C-DCTs are acceptable.

**NOTE:** The FAA must advise the CAA of Level 1 findings leading to enforcement action and findings related to the CAA Special Conditions immediately.

3.2.2.2 Only one CAA MIP Audit Report is required to cover all facilities under one approval certificate during renewal.

3.2.3 The application package from the FAA to the CAA must include a copy of the following items:

a. A completed CAA MIP Audit Report covering the main base, all additional fixed locations, and all line stations (D107) listed on the OpSpecs with UK operators,

b. A completed CAA Form SRG 1783, and

c. A copy of the Air Agency Certificate and associated OpSpecs.

3.2.4 The completed package must be forwarded to the CAA via e-mail at: [apply@caa.co.uk](mailto:apply@caa.co.uk), with the wording “FAA Organisation Approvals” included in the e-mail header.

3.2.5 A copy of the application package detailed above shall be retained by the FSDO and made available to the CAA upon request.

- 3.2.6 The FAA shall ensure that the recommendation package is submitted to the CAA at least 30 days before the renewal due date.

**NOTE:** FAA ASIs are not required to check that the prescribed fee has been paid.

### 3.3 CAA Actions.

- 3.3.1 Upon receipt of a completed recommendation from the FAA, the CAA shall review the application for compliance with the MIP and MAG. When satisfied with the content of the application, the CAA shall issue a revised CAA Form 3 approval certificate with a new renewal date to the organization and send a copy to the assigned FAA ASI.
- 3.3.2 Continued validity of the approval is subject to compliance with the CAA's fees and charges regulation.
- 3.3.3 The revised renewal due dates will be published on the CAA Web site at: <https://www.caa.co.uk/commercial-industry/aircraft/airworthiness/organisation-and-maintenance-programme-approvals/approved-airworthiness-organisations/>

### 3.4 FAA Actions.

- 3.4.1 The assigned FAA ASI shall complete the SAS N/D C-DCT "PG F-145 Certification/Renewal/Amendment with UK MIP Agreement" and ensure SAS Vital Information reflects the new expiration date of the (UK) Part-145 certificate.
- 3.4.1.1 Upload/attach the CAA MIP Audit Report into the N/D C-DCT question and assess the CAA Special Conditions during the Analysis, Assessment, and Action (AAA) process.
- 3.4.1.2 All future FAA oversight must include verification of compliance with the CAA Special Conditions. When the FAA ASI updates the repair station information, the CAA web listing will show the renewal date. (The renewal date is printed on the CAA certificate and should correspond to the date in the SAS and the date on the CAA web listing.)
- 3.4.1.3 The FAA ASI may plan for future renewals of the (UK) Part-145 certificate with the SAS C-DCT "PG F-145 Certification/Renewal/Amendment with UK MIP Agreement."
- 3.4.2 Recommend Approval. Discrepancies that are classified as Level 2 with the CAA Special Conditions may not prevent the FAA from providing the CAA with a recommendation for renewal of the (UK) Part-145 approval. A Level 2 finding is a non-compliance with a (UK) Part -145 certificate requirement that could lower the safety standard and possibly impact flight safety. Level 2 findings require a corrective action plan that is appropriate to the nature of the

finding, but, in any case initially, must not exceed 3 months. In certain circumstances, and subject to the nature of the finding, the FAA may extend the 3-month period subject to a satisfactory corrective action plan agreed to by the CAA. The CAA shall take action to suspend (in whole or in part) the approval in case of failure to comply within the timescale granted.

3.4.3 Recommend Non-Approval. The FAA shall provide the CAA with recommending Non-Approval of the (UK) Part-145 certificate when the FAA has found Level 1 safety issues. A Level 1 finding is any non-compliance with a (UK) Part 145 requirement that lowers the safety standard and seriously endangers flight safety. A level 1 finding requires the FAA to immediately notify the CAA. Using the following criteria as a guide, the CAA may review or investigate the current (UK) Part-145 AMO status in accordance with the MIP:

- a. Systemic failure to comply with 14 CFR part 145 regulations,
- b. Systemic failure to comply with the CAA Special Conditions,
- c. FAA enforcement resulting in Suspension, Surrender, or Revocation,
- d. Failure to correct SIS discrepancies.

3.4.4 The CAA may elect not to authorize renewal of the approval or elect to suspend/limit the (UK) Part-145 approval until corrective action has taken place, or a plan for corrective action has been accepted by the FAA and submitted with the CAA MIP Audit Report.

**NOTE:** A recommendation for Non-Approval should contain documentation of the issues sent by the FAA as well as the applicant's response, if any. A recommendation for Non-Approval by the FAA may not necessarily lead to certificate action by the CAA.

### 3.5 Significant Findings and Enforcement Action.

3.5.1 When the FAA has reason to take certificate action against a 14 CFR part 145 repair station, which may result in revocation or suspension, in whole or in part, of the 14 CFR part 145 certificate, the FAA must:

- a. Complete a CAA MIP Audit Report and recommend Non-Approval of the (UK) Part-145 certificate to the CAA; and
- b. Immediately notify the CAA at [apply@caa.co.uk](mailto:apply@caa.co.uk), with the wording "FAA Organisation Approvals" included in the e-mail header.

3.5.2 Once the CAA receives a recommendation for Non-Approval from the FAA, the CAA shall contact the FAA Coordinator (AFS-300) and discuss the possible action to be taken. The FAA Coordinator (AFS-300) shall verify if there is enough evidence available for action to be taken by the FAA. The FAA

National Coordinator (AFS-300) should be kept informed of any issues related to Non-Approval recommendations.

- 3.5.3 After consultation with the FAA Coordinator (AFS-300), the CAA may formally suspend the approval until the CAA receives a positive recommendation from the FAA on the CAA MIP Audit Report. The organization will be informed and the FAA Coordinator (AFS-300) shall be copied for each suspension. The CAA web list will also be updated. During the suspension period, the FAA ASI should follow up on the progress of the organization's corrective action plan to the FAA Coordinator (AFS-300). The FAA Coordinator (AFS-300) will then inform the FAA National Coordinator (AFS-300) and the CAA National Coordinator.
- 3.5.4 If a maintenance organisation/repair station surrenders its (UK) Part-145 certificate to the FAA, the FAA shall inform the CAA by e-mail to [apply@caa.co.uk](mailto:apply@caa.co.uk), with the wording "FAA Organisation Approvals" included in the e-mail header, and archive the certificate on the CAA's behalf. The CAA shall notify the FAA Coordinator (AFS-300) of the surrender and shall update the CAA web list.

**4.0 CHANGE/AMENDMENT APPLICATION PROCESS.** The (UK) Part-145 certificate will need to be re-issued for a change of name; including doing business as (d/b/a) names, a change of the address of the fixed location of the facility (this does not include the mailing address), or a change of the repair station certificate number. Changes that include the Accountable Manager, ratings, or additional line stations or fixed locations in support of UK operators do not require the CAA to reissue a (UK) Part-145 certificate. However, these changes will require an amendment to the CAA Supplement, OpSpecs, and possibly may require an audit at the additional location(s), such as adding line maintenance for a UK operator. The applicant's responsibilities for submitting a change are listed below.

#### **4.1 Applicant Responsibilities.**

- 4.1.1 The applicant must complete a CAA Form SRG 1783.
- 4.1.2 The corresponding amendments to the CAA Supplement must be made.
- 4.1.3 CAA Form SRG 1783 and amendments to the CAA Supplement must be sent to the supervising FSDO at the same time as the FAA application for amendment to the 14 CFR part 145 certificate is made.
- 4.1.4 The applicant will comply with the CAA fees and charges regulation found at Record Series 5 - CAA Scheme of Charges (Airworthiness, Noise Certification and Aircraft and Aircraft Engine Emissions). The web site is:  
<https://publicapps.caa.co.uk/modalapplication.aspx?catid=1&pagetype=65&apid=11&mode=list&type=sercat&id=10>



**4.2 FAA Actions.** The FAA shall immediately inform the CAA within 10 business days of the proposed change via e-mail: [apply@caa.co.uk](mailto:apply@caa.co.uk), with the wording “FAA Organisation Approvals” included in the e-mail header. When acceptable, the FAA ASI shall verify the CAA Supplement that has been amended to reflect the change(s) to the repair station.

4.2.1 The ASI must complete a SAS Standard Method Configuration Change. Add necessary DCTs to evaluate the change or amendments with respects to part 43 and part 145.

4.2.1.1 Add the N/D C-DCT “PG F-145 Certification/Renewal/Amendment with UK MIP Agreement” to capture the data from any audits and/or CAA supplement changes to ensure CAA Special Conditions are in compliance.

4.2.1.2 Upload/attach the CAA MIP Audit Report into the N/D C-DCT question.

4.2.2 Following the satisfactory outcome of any required audit by the FAA, the FAA shall recommend acceptance of the changes to the (UK) Part-145 approval.

4.2.3 The following documents shall be forwarded to the CAA at [apply@caa.co.uk](mailto:apply@caa.co.uk) with the wording “FAA Organisation Approvals” included in the e-mail header within 10 business days after the issuance of the FAA certificate and associated OpSpecs.

- a. Completed CAA MIP Audit Report.
- b. Revised certificate and/or OpSpecs.

**NOTE:** In the case of name or doing business as (d/b/a) changes, or Accountable Manager change, only the applicable questions in Part 1, Part 2, and Part 3 of the report are to be completed. For adding a new location, such as a fixed or line maintenance, complete the entire MIP Audit Report for the recommendation.

**NOTE:** In the case of adding additional locations or line maintenance, the FAA must ensure compliance with the CAA Special Conditions for the added location. Under the MAG, OpSpecs D107 should list UK Part 129 operations only at locations currently authorized by the FAA.

- c. Completed CAA Form SRG 1783.

4.2.4 Revised Air Agency Certificate and associated OpSpecs, as necessary.

**NOTE:** During the time period between the FAA and CAA process the name change to a repair station, the repair station may continue issuing an FAA Form 8130-3 dual release, provided the repair station completes the release with the new name approved by the FAA in block 4 and the old name stated in block 12. Once the CAA approves the name, this is no longer needed.

4.2.5 The FAA ASI shall enter the revised details into the FAA FSDO file, including updating the SAS Vitals Information.

**4.3 CAA Actions.** Upon receipt of a completed recommendation from the FAA, the CAA shall review the application for compliance with the MIP and MAG. When satisfied with the contents of the application, the CAA will issue a revised certificate when applicable to the repair station, send a copy of the same to the FAA ASI, and update the CAA web site: <https://www.caa.co.uk/commercial-industry/aircraft/airworthiness/organisation-and-maintenance-programme-approvals/approved-airworthiness-organisations/>

## **5.0 WORK AWAY FROM A FIXED LOCATION.**

**5.1** If a repair station requests to perform maintenance on a UK-registered aircraft or articles away from its fixed location as described in paragraphs 5.2 and 5.3 below, the following applies:

5.1.1 For any maintenance performed outside the United States, the FAA ASI shall be informed and shall notify the CAA National Coordinator at [CAA-national-coordinator@caa.co.uk](mailto:CAA-national-coordinator@caa.co.uk), with the wording “FAA Organisation Approvals” included in the e-mail header, prior to the work being commenced.

**NOTE:** For both cases listed below, the UK approval privileges can be used only for urgent defect rectification or other specialized non-routine maintenance work (e.g., Aircraft on Ground (AOG)) performed on UK-registered aircraft or components fitted to such aircraft.

**5.2 A Repair Station Not Holding an OpSpec D100 Authorization (One-time Special Circumstance).** If the CAA Supplement or the RSM/QCM does not have a written procedure for work away from its fixed location and the repair station does not have D100 authorization, the repair station must make a request to their assigned ASI in advance of doing the work. This request should describe the special circumstance of the work to be performed, the date of the work, the customer, and certify to the CAA that the repair station will follow all existing procedures in its current RSM and CAA Supplement. It is acceptable to e-mail such a request to the repair station’s assigned ASI. The ASI shall review the request and answer the organization via e-mail, with a copy to the CAA National Coordinator at [CAA-national-coordinator@caa.co.uk](mailto:CAA-national-coordinator@caa.co.uk), with the wording “FAA Organisation Approvals” included in the e-mail header, either accepting or rejecting the request. Any requests not authorized by the FAA will be specified.

**5.3 A Repair Station Holding an OpSpec D100 Authorization (On a Recurring Basis).** Under a (UK) Part 145 approval, the privilege of working away from a base station can be used only to perform urgent defect rectification or other specialized non-routine maintenance on an UK-registered aircraft, or articles intended for installation on a UK-registered aircraft. The FAA RSM defines the procedural requirements that the repair station must use. It is permissible to prevent duplication to make a cross reference to the RSM procedures in the CAA Supplement for this aspect. Within the United States, the ASI must be informed and notification to the CAA is not required.

**NOTE:** This paragraph is not applicable to line maintenance as specified in Section B, Appendix 1, paragraph 18.0.

## **6.0 REVOCATION AND SUSPENSION.**

**6.1 (UK) Part-145 Approval.** A (UK) Part-145 Approval may be suspended or revoked by the CAA if the certificate becomes invalid under the conditions specified in the MIP, applicable regulations, or if the organization fails to comply with the CAA schedule of charges.

6.1.1 Any certificate action involving suspension or revocation shall be carried out by the CAA in accordance with (UK) Part-145.B.35 and applicable CAA procedures.

6.1.2 FAA revocation of the 14 CFR part 145 Certificate automatically invalidates the (UK) Part-145 Approval Certificate.

## **6.2 CAA Actions.**

6.2.1 The CAA shall notify the holder of the (UK) Part-145 Approval in writing of any suspension or revocation, including the option for the organization to appeal the decision in accordance with Regulation 6 Civil Aviation Authority Regulations 1991.

6.2.2 The CAA shall also notify the FAA Coordinator (AFS-300), and update the CAA Web site as necessary at <https://www.caa.co.uk/commercial-industry/aircraft/airworthiness/organisation-and-maintenance-programme-approvals/approved-airworthiness-organisations/>

## **6.3 FAA Actions.**

6.3.1 The FAA Coordinator (AFS-300) shall forward a copy of the CAA documentation on the suspension or revocation action to the assigned FAA ASI.

6.3.2 When a repair station surrenders its CAA certificate to the FAA, the FAA will notify the CAA. The notification will be sent to the following e-mail address: [apply@caa.co.uk](mailto:apply@caa.co.uk), with the wording “FAA Organisation Approvals” included in the e-mail header. The FAA FSDO will retain and archive the (UK) Part-145 certificate on the CAA’s behalf in the FSDO file and update SAS vital information.

**7.0 APPEAL AND CONFLICT RESOLUTION.** If the holder of the repair station certificate does not accept the CAA decision regarding the suspension/revocation, if appropriate, it may appeal the decision in accordance with Regulation 6 Civil Aviation Authority Regulations 1991.

# Appendix 1

## Guidance and Instructions for Development of the CAA Supplement

CAA SUPPLEMENT REFERENCE NO.

TO 14 CFR part 145 REPAIR STATION MANUAL/QUALITY CONTROL MANUAL (RSM/QCM) REFERENCE NO. \_\_\_\_\_

Company Name and Facility Address: \_\_\_\_\_

FAA REPAIR STATION NO. \_\_\_\_\_

This supplement does not form part of the 14 CFR part 145 RSM/QCM.

Compliance with the CAA supplement together with the 14 CFR part 145 RSM/QCM forms the basis of the (UK) Part-145 approval.

This supplement forms part of the applicant's obligations for a (UK) Part-145 approval as specified in this guidance.

The cover page of the CAA Supplement must include the information in the above statement.

**NOTE:** This Sample CAA Supplement gives guidance on the subjects that need to be addressed and translated into working procedures to ensure compliance with the CAA Special Conditions. The applicant must customize the supplement to reflect the specific repair station operation and related procedures.

## **1.0 LIST OF EFFECTIVE PAGES. Self-Explanatory.**

## **2.0 AMENDMENT PROCEDURE.**

- 2.1** This section describes the procedures the organization will use to ensure the CAA Supplement remains current and should specify that amendments must be submitted to the appropriate FAA FSDO for acceptance. The working practices and procedures must be reflected in the 14 CFR part 145 RSM/QCM and, if appropriate, in this CAA Supplement. In addition, this paragraph should identify who within the organization is responsible for approving amendments and for ensuring that all amendments to the CAA Supplement are submitted to the FAA for acceptance.
- 2.2** Failure to ensure that the 14 CFR part 145 RSM/QCM and this CAA Supplement are kept up to date in respect of regulatory changes (including changes to the MAG) and that repair station staff comply with the procedures therein could invalidate the CAA Approval.
- 2.3** Changes to the MAG shall be reflected in the organisation's procedures, as applicable, within 120 days after the date the amended MAG was signed.

## **3.0 INTRODUCTION.**

- 3.1** This paragraph addresses why the supplement is necessary. The (UK) Part-145 Regulation is similar to 14 CFR part 145.
- 3.2** The MIP agreed to by the FAA and the CAA specifies the basic differences between (UK) Part-145 and 14 CFR part 145 and identifies these differences as CAA Special Conditions.
- 3.3** A 14 CFR part 145 repair station can be (UK) Part-145 approved when the repair station complies with the maintenance Special Conditions as detailed in this procedure in addition to complying with 14 CFR parts 145 and 43.
- 3.4** The CAA supplement should help ensure that the organization is working in accordance with the provisions of its (UK) Part-145 Approval Certificate and to ensure that the differences between the CAA and FAA regulations are taken into account.

## **4.0 ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT.**

- 4.1** This paragraph represents the agreement by the Accountable Manager that the organization will comply with the conditions specified in the supplement while operating in accordance with the (UK) Part-145 approval. It includes recognition of the consequences of failing to meet either requirements or standards. This statement must be signed and dated by the Accountable Manager for and on behalf of the repair station.

4.2 The Accountable Manager is normally intended to mean the chief executive officer of the organization, who, by virtue of position, has overall responsibility (including appropriate financial authority) for running the organization. When the Accountable Manager is not the chief executive officer, he or she must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation.

4.3 An acceptable statement for this paragraph would be:

“This supplement in conjunction with the RSM/QCM [insert RSM/QCM reference here as applicable] defines the organization and procedures upon which CAA approval is based.”

“These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being performed under the conditions of the (UK) Part-145 approval.”

“It is accepted that the repair station’s procedures do not override the necessity of complying with any additional requirements formally published by the CAA and notified to this organization from time to time.”

“It is understood that the CAA shall issue an Approval Certificate and list this repair station in a CAA published list as long as the CAA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the CAA reserves the right to revoke the Approval Certificate if the CAA determines that procedures are not being followed, or standards not upheld.”

4.4 Whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous (UK) Part-145 Approval and provide the FAA ASI with the amendment of the supplement.

## 5.0 APPROVAL BASIS AND LIMITATION.

5.1 CAA approval is based upon compliance with 14 CFR parts 145 and 43, except where varied by the Special Conditions specified in the MIP and the MAG. However, this approval must not exceed the ratings permitted by Regulation (UK) No 1321/2014, as amended.

5.2 The approval of maintenance work is limited to the scope of work permitted under the current certificate issued by the FAA to the repair station in accordance with 14 CFR parts 43 and 145. Any applicable deviations in scope of work under a rating are specified in Section A, Appendix 2.

6.0 **ACCESS BY THE CAA AND FAA.** For the purposes of surveillance and inspections, the FAA and CAA must have unimpeded access to the applicant or AMO’s facilities, including the facilities of any contractors or subcontractors permitted by the MIP, Chapter III, paragraph 3.8.

- 6.1 The supplement must confirm that the repair station agrees to provide unimpeded access to the CAA and the FAA to ascertain compliance with 14 CFR part 145, the CAA Special Conditions, procedures, and standards, and to investigate specific problems.
- 6.2 The supplement must confirm that the organization will accept investigation and enforcement actions that may be taken by the CAA in accordance with any relevant UK regulations and CAA procedures, and that the organization will cooperate with these actions.

**7.0 WORK ORDERS/CONTRACTS.** This section should describe the procedures the repair station will use to ensure the following:

- a. That the repair station will receive clearly stated work orders describing the scope of the work to be accomplished from a UK customer;
- b. How it ensures that such a work order specifies the inspections, repairs, alterations, overhaul, ADs, and parts replacement required;
- c. How completeness of and compliance with the customer's work order is ensured; and
- d. That the customer remains responsible for correctly informing the repair station by work order of all required maintenance and alterations.

**8.0 APPROVED DESIGN AND REPAIR DATA.**

- 8.1 Changes to the Type Design: Major Changes, Minor Changes, Supplemental Type Certificates (STC).** The CAA-approved design engineering data is normally data supplied by a CAA Design Organization Approval (DOA) holder, or data approved by the CAA of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by the CAA. In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and/or validation of FAA-approved changes to the type design by CAA are contained in the associated Implementation Procedures for Airworthiness Certification (IPA).

**NOTE:** The IPA is listed at the following site;

[https://www.faa.gov/aircraft/air\\_cert/international/bilateral\\_agreements/baa\\_basa\\_listing/](https://www.faa.gov/aircraft/air_cert/international/bilateral_agreements/baa_basa_listing/)

**8.2 Repair Design Data in Support of Major and Minor Repairs.**

- 8.2.1 The FAA approves design data in support of major repairs in accordance with FAA Order 8110.4, Type Certification; FAA Order 8110.37, Designated Engineering Representative Guidance Handbook; FAA Order 8100.15, Organization Designation Authorization Procedures; and FAA Order 8900.1. Minor repairs are made in accordance with "acceptable" data, in accordance with 14 CFR part 43.

8.2.2 The CAA shall approve design data in support of repairs in accordance with CAA Part 21, Subpart M-Repairs, and CAA's procedure Type Certificate Change and Repair Approval.

**8.3 CAA Acceptance of FAA Repair Design Data.** The CAA shall accept data used in support of major repairs, in accordance with the IPA, paragraph 3.3.5.

8.3.1 The CAA shall also accept data used in support of minor repairs, in accordance with the IPA, paragraph 3.3.5.3(b).

**NOTE:** A UK operator must use UK-Part 21 for the approval of repair data for use on a UK-registered aircraft. Unless the minor repair data has been previously used on a U.S.-registered aircraft, a UK company cannot determine any data to be acceptable data under 14 CFR part 43 for use on a UK-registered aircraft.

8.3.2 In these circumstances, repair design data are considered to be CAA-approved following its approval or acceptance under the FAA's system. This process does not require application to the CAA or compliance findings to the UK certification basis.

**8.4 Alterations.** Details for the acceptance and/or validation of FAA-approved design data used in support of alterations by the CAA are contained in the IPA, paragraph 3.3.6.

**9.0 AIRWORTHINESS DIRECTIVES.** This section describes the procedures the repair station will use to address the items below.

**9.1** Explain how the organization ensures it has all CAA ADs applicable to the work it is performing under the ratings it holds.

**9.2** State how the organization will manage and control the distribution and use of ADs. It also should identify how the organization will ensure that it makes the applicable CAA ADs available to its personnel when they perform work under its CAA approval and rating.

**9.3** Include repair station procedures to ensure customer approval/request of the performance of applicable ADs. If the product or component is not ready for release to service due to noncompliance with an applicable AD, the discrepancy must be recorded in the item's maintenance records. This section should describe how this information would be recorded and transmitted to the customer.

**10.0 RELEASE AND ACCEPTANCE OF COMPONENTS.** This section describes the procedures the repair station will use to ensure that the approval for release or return to service of components up to and including complete powerplants will be carried out in accordance with 14 CFR § 43.9, except that Section B, Appendix 1, paragraphs 7 through 10 must also be taken into account.

**10.1** At the completion of maintenance, an FAA Form 8130-3 may be issued as a CAA single or CAA/FAA dual maintenance release by the repair station.



- 10.2** An example completed FAA Form 8130-3 single/dual release must be included in the CAA supplement.
- 10.3** The FAA Form 8130-3 block 11 procedures include the status of the component (repaired, inspected, overhauled, tested etc.).
- 10.4** The FAA Form 8130-3 block 12 procedures include any relevant comments and detailed references to approved data, alterations, ADs, replacement parts, use of PMA parts etc. References to the issue/revision of the accepted/approved data should also be listed. For example: “Overhauled in accordance with CMM 11, Section X, Rev 2, S/B 23, and in compliance with FAA AD xyz. Full details held on WO 456.”
- 10.4.1 Block 12 must also contain the (UK) Part-145 release to service certifying statement with the organization’s (UK) Part-145 Approval Certificate number:  
“Certifies that the work specified in block 11/12 was carried out in accordance with (UK) Part-145 and in respect to that work the component is considered ready for release to service under (UK) Part-145 Approval Number: “UK 145.....”
- 10.4.2 When completing a single CAA release, Block 12 should also contain the following statement:  
“This product/article meets § 43.9 requirements, except for the following items (list reason), and therefore is not eligible to be installed on U.S.-registered aircraft.”
- 10.5** Procedures specify Blocks 13a through 13e are not to be used by the repair station.
- 10.6** Procedures specify Block 14a marking “Other regulations specified in Block 12” when completing a single CAA release, or dual FAA/CAA release.
- 10.7** Block 14 contains a note “unless otherwise specified in block 12.” The intention of this paragraph is for documenting different types of maintenance as follows:
- a. The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in block 12 and/or reference attachments. The customer should be informed and agree to the deferment of the uncompleted task.
  - b. CAA Single Release. The case where the particular maintenance requirement was only UK-approved and not FAA-approved (CAA single release). Example: a UK AD not issued by the FAA, or a deviation specified under Section A, Appendix 2 was accomplished, or components used did not meet 14 CFR part 43.7 due to one or more products/articles were installed with a CAA Form 1 single release, the final assembly cannot be released with an FAA Form 8130-3 dual release. In this case, the procedures should explain the “14 CFR 43.9 Return to Service” block is not marked for a single CAA release.
  - c. Block 14b must provide the signature of the person approving the component for release or approved for return to service.

d. Block 14c must provide the FAA Repair Station Certificate number.

**10.8** The repair station must identify in the RSM/QCM how it maintains and revises the roster of personnel authorized to sign an FAA Form 8130-3 (maintenance release) for approving a maintained or altered article for release or return to service.

**10.9** The supplement should include information regarding receiving inspection and the acceptability of components for use during maintenance in support of UK customers.

**10.10** New Components. The procedures include the use of new components. Only the following new serviceable components that meet all regulatory requirements for production may be fitted during maintenance.

10.10.1 New components should be traceable to the Production Approval Holder (PAH) and be in a satisfactory condition for installation. An authorized release document, as detailed below, must accompany the new component.

10.10.1.1 For new components from a U.S. PAH, a release should be documented on an FAA Form 8130-3 as a new part, documentation under the IPA.

10.10.1.2 For new components released by a UK PAH under Part 21, a release must be documented on a CAA Form 1, as a new part.

10.10.2 Fabricated parts, produced by an appropriately rated repair station with a quality system, for consumption into a repair or alteration of a product or article in accordance with 14 CFR § 21.9(a)(6), and part 43, are not subject to the foregoing provision.

10.10.3 Standard parts are not subject to the foregoing provisions, provided such parts are traceable to the manufacturer, accompanied by a conformity statement, and are in a satisfactory condition for installation.

**NOTE:** CAA Standard Parts Definition: Per AMC M.A.501 (a)(4), “Standard Parts are: parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are: National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc...”

10.10.4 PMA parts may be accepted under the IPA requirements.

10.10.5 Engines rebuilt by the PAH can be accepted as specified in the IPA.

10.10.6 Acceptable components based on provisions of other bilateral agreements are not addressed in this guidance. Please refer to the individual agreements or the

summary table published on the CAAWeb site: <https://www.caa.co.uk/Our-work/About-us/International/International-cooperation/>

**10.11 Used Components.** The procedures include the use of used/repaired components. Only the following used serviceable components that meet all regulatory requirements listed below may be fitted during maintenance.

10.11.1 Used components must be traceable to UK-certificated facilities that are approved and authorized to certify the maintenance, preventive maintenance, and/or alterations they have performed. In the case of life-limited parts, the life used must be appropriately documented. The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the PAH parts catalogue or CAA approval document. An authorized release document, as provided below, must accompany the used component.

10.11.1.1 An FAA Form 8130-3 issued as a CAA Single or CAA/FAA dual maintenance release must accompany used components from U.S.-based 14 CFR part 145 repair stations that hold (UK) Part-145 approval.

**NOTE:** Used components from a 14 CFR part 145 repair station not (UK) Part-145-approved must not be used even if accompanied by an FAA Form 8130-3.

10.11.1.2 A CAA Form 1 issued as a maintenance release shall accompany used components from UK Part-145 approved maintenance organizations not located in the United States.

**NOTE:** The CAA recognizes the use of an FAA Form 8130-3 from U.S.-based repair stations that hold (UK) Part-145 approval. See acceptance of parts in the table in Section A, Appendix 4.

10.11.2 Acceptable components based on provisions of other bilateral arrangements/agreements are not addressed in this guidance. Please refer to the individual bilateral agreements or the summary table published on the UK Web site: <https://www.caa.co.uk/Our-work/About-us/International/International-cooperation/>

**10.12 Deviation Procedure in Support of UK Operators.** To support UK customer maintenance requirements, such as non-U.S. type-certificated aircraft, engines, or components for the fitment onto such products, a deviation from the FAA issued rating and/or OpSpecs may be necessary. The CAA Supplement with these additional procedures must be accepted by the FAA prior to maintenance and include the following items:

- a. List of the make/model of the aircraft, engine, or component and identify the scope of work.
- b. Ensure procedures for component released on FAA Form 8130-3 are performed as a single CAA release.

**NOTE:** Aircraft release should be made in accordance with paragraph 12.

- c. Procedures for a self-assessment document to provide to the FAA the repair stations capability for the required tooling, equipment, facilities, data, materials, employee training and qualified personnel etc., to support of the requested maintenance.

**NOTE:** If paragraph 10.12 is not applicable for the type of maintenance performed by the repair station, enter a statement in paragraph 10.12 indicating “Not Applicable.”

- 10.12.1 The repair station’s Accountable Manager will submit in writing to the FAA ASI for the requested deviation, to include the revised CAA Supplement, and documentation of the self-assessment. If the deviation involves a complete UK-registered aircraft, the repair station must hold an airframe rating.
- 10.12.2 The FAA ASI who has oversight responsibility for the repair station shall review the request, the CAA Supplement and self-assessment to verify the repair station’s capabilities. Depending on the request, the FAA may need to conduct an on-site visit prior to CAA acceptance.
- 10.12.3 Once reviewed and found acceptable to the FAA, the ASI shall forward the Accountable Manager’s request and CAA Supplement page listing the make/model of the aircraft, engine, or component to the CAA at [apply@caa.co.uk](mailto:apply@caa.co.uk) for acceptance, with the wording “FAA Organisation Approvals” included in the e-mail header.
- 10.12.4 Upon receipt, the CAA shall review the request and associated CAA Supplement page listing and shall provide, in writing, the acceptance or denial of the request. The CAA shall e-mail the decision to the FAA ASI.
- 10.12.5 The FAA ASI who is assigned oversight responsibility should notify the repair station’s Accountable Manager and shall conduct surveillance activities of the aircraft, engine, or component when conducting oversight of UK Special Conditions under the MIP.

**11.0 CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY.** This section describes the procedures the repair station will use to ensure that the C of A and the Airworthiness Review Certificate (ARC) of a UK-registered aircraft are valid prior to the issue of a release to service document. This paragraph is applicable only to repair stations with an airframe/aircraft and/or limited airframe rating.

**NOTE:** Although UK aircraft have indefinite C of As, the C of A’s validity period is verified by means of an ARC. The UK operator or owner is responsible for ensuring the C of A remains valid, but the repair station should ensure that the ARC has not expired prior to release of the aircraft as specified in Section B, Appendix 1, paragraph 12.0. If the ARChas expired, inform the customer prior to the release as specified in paragraph 12.0.

**12.0 RELEASE OF AIRCRAFT AFTER MAINTENANCE.** This section describes the procedures the repair station will use to ensure that the approval for release or return to service of aircraft will be carried out in accordance with 14 CFR part 43, § 43.9, except that paragraphs 7 through 10 and 12 of this supplement must be taken into account. At the completion of maintenance, the organization must make the following certification in the aircraft maintenance record. (The following paragraphs are applicable only to repair stations with airframe and/or limited airframe rating.)

“Certifies that the work specified; *except as otherwise specified*, was carried out in accordance with (UK) Part-145 and in respect to that work the aircraft/aircraft component is considered ready for release to service. Signed UK.145.XXXX”

**12.1** Where the customer/operator requires his/her paperwork to be signed, the following alternate certification can be made.

12.1.1 It is acceptable to use an alternate abbreviated certificate of release to service statement instead of the full certification statement. The abbreviated statement may consist of the following statement:

”Part-145 release to service”

12.1.2 When the alternate abbreviated certificate of release to service is used, the introductory section of the technical log should include an example of the full certification statement from paragraph 12.0 (a) above.

12.1.3 In all cases, the repair station must issue the certification when all required maintenance has been carried out, except that if it was not possible to complete all maintenance actions requested, then details of the work not performed must be endorsed on the release to service within the approved aircraft limitations. The aircraft operator is responsible for ensuring that all required maintenance has been carried out before flight. If the operator agrees to the deferment of full compliance, then the certificate of release to service may be issued subject to including the operator’s authority being endorsed on the release.

12.1.4 Quote the (UK) Part-145 Approval Certificate Number and the 14 CFR part 145 Certificate Number in all cases, whether it is a 14 CFR part 43 Approval for Return to Service or a UK Part-145 Release to Service.

**13.0 REPORTING OF UNAIRWORTHY CONDITIONS.** This section describes the procedures the repair station will use to ensure that, when serious defects found in UK-registered aircraft or components received from an UK customer, the defects must be reported to the CAA, the aircraft/component design organization, the authority of the State of Registry, and the customer or operator within 72 hours. When reporting to the CAA, the identity of the customer must be included to allow follow up action.

**13.1** Explain the procedures the organization will use to ensure that it will submit a report in a form and manner acceptable to the CAA containing the information required by (UK)

Part-145 in English through the CAA online platform: <https://www.caa.co.uk/our-work/make-a-report-or-complaint/mor/occurrence-reporting/>

- 13.2** Submit this form when reportable problems are found on an aircraft, powerplant, propeller, or component thereof that is subject to the regulatory oversight of the CAA. Include the title of each person responsible for completing and submitting reports of unairworthy conditions to the CAA.

**NOTE:** (UK) Part-145 reporting requirements include SUP reporting requirements.

#### **14.0 QUALITY ASSURANCE SYSTEM (QAS).**

- 14.1** This section describes the detailed procedures the repair station will use for the operation of an independent QAS.
- 14.2** The primary objective of the QAS is to enable the organization to deliver a safe product and that the organization remains in compliance with 14 CFR part 43, 14 CFR part 145, and the CAA Special Conditions.
- 14.3** The QAS should cover all the contracted maintenance functions in accordance with guidance given in Item 16 (Contracted Maintenance) of the CAA Supplement.
- 14.4** Develop an annual audit plan that includes assessing a repair station's compliance with the applicable paragraphs of 14 CFR part 43, 14 CFR part 145, and the CAA Special Conditions. See Section B, Appendix 2 for the example audit plan.
- 14.5** There are two elements to the QAS.

##### **14.5.1 An Independent Audit System.**

14.5.1.1 The independent audit system is a process of sample audits of all aspects of the repair station's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard, nor does it replace any associated inspection/quality control system. Independence will be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure, or product being audited.

14.5.1.2 The audit system must cover the oversight of all multiple facilities and line stations under the approval and must contain as a minimum the following:

- a. Procedural audits. The audits should monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures to ensure that such procedures invoke

good maintenance practices and result in airworthy aircraft/aircraft components.

- b. Product audits. A sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. A sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.

14.5.1.3 It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with a procedure under this paragraph, which defines the audit program.

14.5.1.4 The process of sample audits may be carried out once per year as a single exercise or conducted in segments during a period of one year in accordance with the audit program contained in the supplement. All applicable 14 CFR parts 43 and 145 provisions and the CAA Special Conditions as detailed in this guidance should be checked at least once per year against each primary product line.

14.5.1.5 A primary product line is any one aircraft, engine, avionic, or mechanical product line where the systems and procedures are very similar throughout that product line.

14.5.1.6 Repair stations with 10 or fewer employees may contract the audit function to a person acceptable to the CAA who is not employed by the repair station. But in this case the audit of all applicable 14 CFR parts 43 and 145 provisions and the CAA Special Conditions as detailed in this guidance must be carried out twice per year. The organization intending to contract the audit function should contact their FAA ASI for further guidance concerning qualification and training requirements.

#### 14.5.2 A Management/Control and Follow-up System.

14.5.2.1 The management control follow-up system must not be contracted to outside persons. It must consist of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and enable the Accountable Manager to remain informed of the state of compliance and any safety issues of the organization. The Accountable Manager should hold routine meetings to check the progress on clearing outstanding findings/discrepancies and meet at least once per year with the senior staff involved to review the organization's overall safety performance.

14.5.2.2 Where the repair station has associated line stations and/or additional fixed locations, the system should describe how these are integrated into the system and shall specify the need to audit each line station and/or additional fixed location at least once per year.

- 14.5.2.3 Each line station that is used by an aircraft operated under the regulatory control of an UK operator in accordance with the conditions of the MIP should be listed giving its location and the basic maintenance capability at each such location.
- 14.5.2.4 The QAS, as specified in this paragraph, must be extended to include the need for the AMO to audit the listed line station and/or additional fixed locations.
- 14.5.2.5 One example of the particular product line must be used as the basis of each audit, except in the case of stores audits when a random selection of parts should be used. It therefore follows that a repair station maintaining aircraft and engines (off aircraft) and mechanical parts (off aircraft) would need to carry out three audit sample checks each year with the particular product type changed each year. A sample audit program can be found in Section B, Appendix 2.
- 14.5.2.6 A report must be prepared for each audit carried out describing what was checked and any resulting findings/discrepancies. The report should be sent to the relevant departments for rectification action giving target rectification dates. The relevant departments are required to rectify the findings/discrepancies and inform the quality department.
- 14.5.2.7 A product should be selected in each hangar and each workshop and the sample audit program conducted at least once per year for organisations with more than 10 employees. For repair stations with fewer than 10 employees which choose to contract the audit to an outside person, the procedures need only be audited once per year, provided no issues are found, except in the case of procedures which are common throughout the repair station.

**15.0 PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE.** This section describes the procedures the repair station will use to ensure that covered hangar space is available for the base maintenance of aircraft operated under the regulatory control of a UK customer undergoing maintenance and/or alteration. When the customer and repair station sign a contract for maintenance, the agreement must confirm hangar space will be available at the time of base maintenance and alterations.

**NOTE:** This section is applicable only to repair stations with airframe and/or limited airframe ratings conducting base maintenance.

**16.0 CONTRACTED MAINTENANCE.** This section describes the procedures the repair station must use to ensure that the items to be contracted are specified.

**NOTE 1:** When part of the maintenance is contracted to another organization, the repair station must ensure that the other organization is approved to (UK) Part-145 for the maintenance function. To be considered a contract maintenance function



that requires FAA approval, the repair station must meet both of the following conditions:

- a. It must have entered into an agreement with another person or entity (FAA-certificated or non-certificated and UK-approved or non-approved) to perform maintenance functions on an article; and
- b. The repair station must have chosen to exercise the privileges of its certificate and assumed responsibility for the work performed by the contracted person. If maintenance is contracted to a non-(UK) Part-145-approved organization, then it is considered to have been undertaken in a non-certificated facility. In such a case, UK Part 145 certificate is required to approve the product for release or return to service, and the originating repair station is fully responsible for ensuring its airworthiness.

**NOTE 2:** To prevent duplication with the FAA RSM and the CAA Supplement, it is permissible to make a cross reference to the RSM procedures in the CAA Supplement making a clear reference to where the information is to be found.

**16.1 List of Contractors.** The CAA recognizes that 14 CFR part 145 permits the repair station to contract maintenance functions provided the maintenance functions are approved by the FAA and the originating repair station exercises the privileges of its certificate by assuming responsibility for the work performed by providing the approval for release or return to service. Section 145.217 requires the repair station, in a format acceptable to the FAA, to keep records of the name of each outside facility to whom the repair station contracts maintenance functions and the type of certificate and ratings held, if any. The CAA shall accept this practice when the repair station identifies those contractor(s) the repair station will use to support maintenance activities for aircraft registered in the UK or products to be installed on such aircraft. The repair station must establish a list identifying the contractors that hold a UK Part-145 certificate and make it available to the CAA on request.

## **16.2 Qualifying and Auditing Contractor.**

- 16.2.1 A repair station must describe the procedures to qualify and audit contractors performing maintenance functions.
- 16.2.2 Contracting to non-(UK) Part-145-approved sources. If the repair station contracts a maintenance function to a non-(UK) Part-145 organisation, that organization must be appropriately rated to perform the work, and must hold FAA approval for that maintenance function. This section must:
  - a. Explain that the repair station is responsible for approving for release or return to service each item on which work is performed and for ensuring its airworthiness.
  - b. Indicate that any non-(UK) Part-145 contractor to which work is contracted must be under the control of the repair station's QAS. Compliance with this supplement must be ensured for each contracted maintenance function.
  - c. Explain that if the repair station cannot determine the quality of the

maintenance performed under contract, the maintenance function may be contracted only to an (UK) Part-145-approved facility that provides a (UK) Part-145 approval for release or return to service for the work performed. If the originating repair station must disassemble the article/item on which the maintenance function was performed under contract in order to determine the quality of the work performed, then the maintenance function should not be contracted to a non-(UK) Part-145 organisation.

16.2.3 Contracting to (UK) Part-145-Approved Facilities. This subsection should:

- a. Explain that if the repair station sends an article to another organization that is (UK) Part-145 approved and holds appropriate ratings, and that person exercises the privileges of its certificate by assuming responsibility for approving for release or return to service each item on which it has worked, that process is not considered contracting a maintenance function for purposes of the responsibilities of the originating repair station.
- b. Describe the procedures the repair station will use to determine that the (UK) Part-145 AMO to which maintenance functions are contracted is properly certificated to perform that work.

16.2.4 Receiving Inspections. This subsection:

- a. Describes the repair station's procedures for inspecting the work performed by a contractor on an item that has been approved for release or return to service by the contractor.
- b. Describes the procedures the repair station uses to provide technical training for receiving inspection personnel who inspect maintenance functions contracted.
- c. Explains the procedures the repair station will use to ensure that items on which contracted maintenance functions have been performed are properly processed through the organization's receiving inspection procedures.
- d. Explains receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item received based on a technical review of the contractor's source documentation.
- e. Describes the method of recording a contractor's work and the record retention period.

16.2.5 Audits. This subsection:

- a. Describes the procedures the repair station uses when auditing contractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record-retention period for the results of each audit.
- b. Describes the procedures the repair station will use to ensure that contractors

comply with operators' manuals, manufacturers' manuals, and ICAs for the maintenance functions performed.

- c. Describes how contractors are informed of any changes to these manuals and procedures.

**17.0 HUMAN FACTORS.** This section describes the procedures the repair station will use to ensure the detection and rectification of maintenance errors that may endanger the safe operation of aircraft. The procedures must ensure that the FAA-approved initial and recurrent training program and any revision thereto include human factors training, addressing resources, human performance limitations, shift changeovers, and how personnel are trained to ensure an understanding of the application of human factors principles. The following topics should be covered:

- a. General/Introduction to human factors,
- b. Safety Culture/Organizational factors,
- c. Human error,
- d. Human performance and limitations,
- e. Environment,
- f. Procedures, information, tools, and practices,
- g. Communication,
- h. Teamwork,
- i. Professionalism and integrity, and
- j. Organization's Human Factors program.

**NOTE:** The recurrent human factors training must not be a simple repetition of the initial training. Instead, it must be built upon errors/lessons learned and the experiences within the organization (or group of organizations). This should help ensure that the results of internal quality audits and occurrence reports are brought to the attention of all staff.

**18.0 LINE STATIONS.**

**18.1 UK Part 145 Certificate.** The CAA certificate covers line stations under the surveillance of the FAA and holding an FAA Line Maintenance Authorization, except those located in the UK.

**NOTE:** The CAA uses the term "line stations," while the FAA uses the term "Line Maintenance Authorization" when it authorizes line maintenance in a repair station's OpSpecs under 14 CFR part 145. These terms are synonymous when

applied under the terms of the Agreement.

- 18.2** The procedures must ensure that a 14 CFR part 145 repair station is currently authorized to perform line maintenance in OpSpecs Part D107 and ensure the CAA Special Conditions remain in compliance for each location when in support of UK operators.
- 18.3** The procedures must clearly demonstrate that the quality system covers each line station with product and procedural annual audits in meeting CAA Special Conditions. It must be shown how the parent facility controls each location, and how each line station(s) operates under the same CAA Supplement as the parent facility.
- 18.3.1 All line stations exercising the privileges of the (UK) Part-145 approval will be listed in OpSpecs D107, with the associated operator, aircraft type, location, and specifying the scope of work for that particular operator.
- 18.3.2 Mutually agreed training requirements (between each individual operator and the repair station) for the certifying staff that will perform the approval for release or return to service must be established.

**NOTE:** SAS and OpSpecs D107 are primarily used to identify line stations of FAA repair stations within the United States that provide maintenance for U.S. air carriers. UK operators operating under 14 CFR part 129 must also be listed on OpSpec D107 in support of the MIP.

- 19.0 WORK AWAY FROM A FIXED LOCATION.** If a repair station is requested to perform maintenance on a UK-registered aircraft or article located outside the territory of the United States, the repair station may work away from its fixed location in the following cases.

**NOTE:** For both cases listed below, the CAA approval privileges may be used only for urgent defect rectification work or other specialized non-routine maintenance work (e.g., AOG) performed on UK-registered aircraft or components fitted to such aircraft.

- 19.1 A Repair Station Not Holding an OpSpec D100 Authorization (One-time Special Circumstance).** If the CAA Supplement or the RSM/QCM does not have a written procedure for work away from its fixed location and the repair station does not have D100 authorization, the repair station must apply to the FAA in advance of doing the work. This application must describe the work to be performed, the date of the work, the customer, and certify to the FAA that the repair station will follow all existing procedures in its current RSM and CAA Supplement. (The application is to be sent to the applicable FAA ASI). The FAA shall review the application and answer the organization (letter, e-mail) with a copy to the CAA National Coordinator, either accepting or rejecting the application. If the application is rejected, the reasons will be specified.
- 19.2 A Repair Station Holding an OpSpec D100 Authorization (On a Recurring Basis).** Under a UK Part-145 approval, work away from a base station privilege may be used only to perform non-routine maintenance, or other specialized non-routine maintenance work, on UK-registered aircraft or articles intended for installation on UK-registered aircraft.

The FAA RSM defines the procedural requirements that the repair station should use. It is permissible to prevent duplication to make a cross reference to the RSM procedures in the CAA Supplement for this aspect. Within the United States, the ASI shall be informed; notification to the CAA is not required. Outside the United States, the ASI shall be informed and notification by e-mail sent to the CAA National Coordinator.

**NOTE:** This paragraph is not applicable to line stations addressed in Section B, Appendix 1, paragraph 18.0.

## Appendix 2

# Guidance and Instructions for Development of the CAA Supplement Audit Program

**Table B-1**  
**AMO Sample Audit Program**

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
14 CFR § 43.7 Persons authorized to approve for release or return to service												
14 CFR § 43.9 Contents of Maintenance and Alteration Records												
14 CFR § 43.12 Falsification of Records												
14 CFR § 43.13 Standards												
14 CFR § 43.15 Additional Standards												
CAA Supplement Section 4 Accountable Manager Statement												
CAA Supplement Section 7 Customer Work Order												
CAA Supplement Section 8 Approved Design and Repair Data												
CAA Supplement Section 9 Airworthiness Directives												
CAA Supplement Section 10 Acceptance of Components												
CAA Supplement Section 11 Certificate of Airworthiness (CofA) Validation												

CAA Supplement Section 12 Aircraft Release or Return to Service												
<b>AUDIT SUBJECT</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
CAA Supplement Section 13 Reporting Unairworthy Conditions												
CAA Supplement Section 14 Quality Assurance System												
CAA Supplement Section 15 Hangar Space												
CAA Supplement Section 16 Contracted Maintenance Functions												
CAA Supplement Section 17 Human Factors												
CAA Supplement Section 18 Line Stations												
CAA Supplement Section 19 Work away from Fixed Location												

Audit details are contained in the associated audit report

Table KEY: / = planned, X = performed


Prepared: Date, sign Quality Manager

Accepted: Date, sign Accountable Manager

## Appendix 3 CAA Forms and Required Documents

For the purpose of meeting the U.S.-UK MAG requirements for a (UK) Part-145 AMO certificate, the following forms and documents are available at the following websites or embedded into the U.S.-UK MAG, as applicable.

### CAA Forms and Websites

Form Name/Number	Title/Instructions	URL
(UK) Part-145 CAA Form SRG 1783 Application	The applicant completes this form for initial application, renewal, or changes/amendments to the (UK) Part-145 AMO Certificate.	<a href="http://www.caa.co.uk/SRG1783">http://www.caa.co.uk/SRG1783</a>
Reporting Un-Airworthy Conditions	UK reporting system online	<a href="https://www.caa.co.uk/our-work/make-a-report-or-complaint/mor/occurrence-reporting/">https://www.caa.co.uk/our-work/make-a-report-or-complaint/mor/occurrence-reporting/</a>
CAA MIP Audit Report	FAA completes the report for initial, renewal, change/amendment, or other purposes for the (UK) Part-145 AMO recommendations.	



## **Appendix 4**

### **CAA Special Conditions**

- 1.0 CAA Special Conditions Applicable to U.S.-Based Part 145 Repair Stations.** For a repair station to be approved under the Maintenance Implementation Procedures (MIP), the following Special Conditions apply.
- 1.1** The repair station applying for a (UK) Part-145 certificate will submit an application in a form and manner acceptable to the CAA. The application for initial, renewal, and amendment of the (UK) Part-145 certificate must include a statement demonstrating that the CAA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in the United Kingdom of Great Britain and Northern Ireland or parts fitted thereon.
- 1.2** If it is determined that the manual does not meet CAA requirements, the repair station shall provide a supplement (CAA supplement) to its Repair Station Manual that is verified and accepted by the FAA on behalf of the CAA. All revisions to the CAA supplement must be acceptable to the FAA. The CAA supplement should include the following:
- a. The supplement must contain a statement by the Accountable Manager of the repair station, as defined in the current version of (UK) Part 145, which commits the repair station to compliance with the Maintenance Implementation Procedures and the Special Conditions as listed.
  - b. Detailed procedures for the operation of an independent quality monitoring system (commonly referred to as the FAA's Quality Assurance System (QAS)), including oversight of all multiple facilities within the territory of the United States and line stations under the surveillance of the FAA, with the exception of line stations located in the UK, as such line stations are beyond the scope of the Maintenance Implementation Procedures.
  - c. Procedures for the approval for release or return to service that meet the requirements of (UK) Part-145 for aircraft and the use of the FAA Form 8130-3, Authorized Release Certificates, for aircraft components, and any other information required by the owner or operator as appropriate.
  - d. For airframe/aircraft rated facilities, procedures to ensure that the Certificate of Airworthiness (C of A) and the Airworthiness Review Certificate (ARC) are valid prior to the issue of a release to service document.
  - e. Procedures to ensure that repairs and modifications as defined by UK requirements are accomplished in accordance with data approved by the CAA.

- f. A procedure for the repair station to ensure that the FAA-approved initial and recurrent training program and any revision thereto include human factors training.
- g. Procedures for reporting un-airworthy conditions as required by (UK) Part-145 on civil aeronautical products to the CAA, aircraft design organization, and the customer or operator.
- h. Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified CAA ADs and other notified mandatory instructions.
- i. Procedures to ensure that contractors meet the terms of the Maintenance Implementation Procedures; that is, using a UK-approved Part-145 organization or, if using an organization that does not hold a (UK) Part-145 approval, the repair station approving the product for release or return to service is responsible for ensuring its airworthiness.
- j. Procedures to permit work away from the fixed location on a recurring basis, when applicable.
- k. Procedures to ensure appropriately covered hangars are available for base maintenance of aircraft.

**1.3** To continue to be approved in accordance with (UK) Part-145, the repair station shall comply with the following. The FAA shall verify that the repair station:

- a. Allows the CAA, or the FAA on behalf of the CAA, to inspect it for continued compliance with the requirements of 14 CFR part 145 and these Special Conditions (i.e., (UK) Part-145).
- b. Accepts that investigation and enforcement action may be taken by the CAA in accordance with any relevant (UK) regulations and procedures.
- c. Cooperates with any CAA investigation or enforcement action.
- d. Continues to comply with 14 CFR part 145 and these Special Conditions.

## Section C - Requirements for Repair Stations Located in the UK

**1.0 INTRODUCTION.** This section of the U.S.-UK MAG sets out procedures for the initial application, renewal, or amendment of a 14 CFR part 145 certificate under the provisions of the MIP applicable to FAA repair stations located in UK.

**NOTE:** The terms repair station and AMO are synonymous.

**1.1 Basic Eligibility.** To be eligible under the MIP, an applicant for a 14 CFR part 145 certificate must meet all of the following requirements:

- a. Hold a current (UK) Part 145 AMO certificate in the UK. The FAA ratings and limitations are dependent on the AMO ratings and limitations. The level of capability authorized under the FAA ratings or limitations may not exceed the AMO's ratings or scope of work contained in the certificate issued by the CAA, unless a deviation is specified under Section A, Appendix 2;
- b. Demonstrate the 14 CFR part 145 repair station certificate and/or rating is necessary for maintaining or altering U.S.-registered aircraft and articles for use on U.S.-registered aircraft, or foreign-registered aircraft operated under the provisions of 14 CFR part 121 or part 135, and articles for use on these aircraft;
- c. Pay the fees imposed by the FAA in accordance with 14 CFR part 187 and the terms of the MIP;
- d. Comply with the regulatory and procedural requirements of the MIP and the conditions in the U.S.-UK MAG; and
- e. Have knowledge of the MIP, U.S.-UK MAG, and applicable FAA regulations.

**1.2 Definitions and explanations for Section C.** The following definitions and explanations apply to Section C of the U.S.-UK MAG.

- a. FAA Form 8310-3. This form is the Application for Repair Station Certificate and/or Ratings. This form is required for initial, renewal, and change/amendment to the certificate or OpSpecs. Instructions for completing the form are included with the form.
- b. FAA Form 8400-6. This form is the Pre-application Statement of Intent (PASI). This form is completed by an applicant and used only for initial certification.
- c. FAA MIP Audit Report 2. This report is completed by the CAA to document surveillance and recommendations of the repair station to the FAA. The CAA is required to complete this report for each initial, renewal, and change/amendment to the 14 CFR part 145 certificate or OpSpecs.

- d. Repair Station Vital Information. This job aid is completed by the repair station. Submission of the Repair Station Vital Information provides valuable data to the FAA for certification and/or for amending the certificate and OpSpecs.
- e. FAA Supplement to the Maintenance Organizational Exposition (MOE). The FAA Supplement to the MOE must have detailed procedures describing how to comply with the FAA Special Conditions. Any revision to the FAA Supplement must be approved by the CAA prior to performing operations under the revised procedures. See Section C, Appendix 1 for additional requirements.
- f. Hazardous Materials (Hazmat) Letter. If the repair station and/or its contractors and subcontractors perform a job function that concerns transporting dangerous goods (i.e., hazmat), the repair station must train its employees to the hazmat standards. Written confirmation from the repair station certifying that the appropriate employees have been trained as outlined in the current edition of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air as specified in Annex 18 and technical instructions in Doc 9284 is required to be submitted to the CAA. If the repair station is involved in the loading or handling of dangerous goods on a U.S.-registered aircraft, the repair station's employees must be trained in accordance with the air carrier's hazmat training program. See 14 CFR § 145.165.
- g. Showing of Necessity. 14 CFR § 145.51(c)(1) requires that the applicant for a repair station certificate and rating located outside of the United States must show that the repair station certificate and/or rating is necessary for maintaining or altering U.S.-registered aircraft; or foreign-registered aircraft operated under the provisions of 14 CFR Part 121 or 135; and articles for use on these aircraft. The applicant should provide a written statement attesting to § 145.51(c)(1) in a format acceptable to the FAA. The acceptable formats include descriptive emails with or without attachments, fax, and/or printed letter(s).
  - 1. The showing of necessity can be demonstrated for § 145.51(c)(1) by the following or similarly worded statement from an applicant:

“[Insert Name] intends to pursue current or future business relationships, which requires an FAA certificate or rating to maintain or alter U.S.-registered aircraft and articles for use on U.S.-registered aircraft, or foreign-registered aircraft operated under the provisions of 14 CFR Part 121 or Part 135, and articles for use on these aircraft.”
  - 2. Additionally, if a repair station applies for an added rating, the repair station is required to meet the requirement of § 145.51(c)(1). The repair station does not need to meet § 145.51(c)(1) when adding products to an existing rating or articles to a Capability List.
- h. TSA Aircraft Repair Station Security. Pursuant to 49 U.S.C. § 1554, the FAA must notify the TSA when a 14 CFR part 145 certificate is issued outside of the United States.

- i. **Work Away.** A repair station may perform work away for special circumstances or on a recurring basis to support U.S.-registered aircraft or aircraft components for the fitment onto U.S.-registered aircraft. Procedures are required in the FAA Supplement.
- j. **Line Maintenance and Additional Fixed Locations.** The 14 CFR part 145 certificate will cover additional fixed locations and Line Maintenance outside the UK, but must not be located in the United States. All locations must be under direct surveillance by the CAA and the AMO must have its principal place of business in the UK.

**2.0 INITIAL APPLICATION PROCESS.** This section of the U.S.-UK MAG provides information for initial certification for obtaining a 14 CFR part 145 repair station certificate. An applicant should be familiar with Section C of the U.S.-UK MAG to understand the processes and responsibilities involved in the initial approval.

### **2.1 Initial Application.**

2.1.1 The initial 14 CFR part 145 repair station application process consists of the following five phases:

- a. Pre-application.
- b. Formal application.
- c. Document Compliance.
- d. Demonstration and Inspection.
- e. Certification.

2.1.2 **Initial Inquiry.** The applicant should review the CAA website for current information regarding the application process. During the pre-application phase, the applicant must become familiar with the current editions of the following FAA documents:

- a. The MIP.
- b. U.S.-UK MAG, specifically Section C.
- c. Title 14 CFR parts 43 and 145 (applicable sections).
- d. AC 187-1, Flight Standards Service Schedule of Charges Outside the United States.

**2.2 Pre-application.** To proceed with the initial application, the applicant is required to submit to the CAA the relevant documents for pre-application as indicated in Section C, Appendix 2, Table C-2 under the heading titled Initial Application Documents, Pre-application.

- 2.2.1 During the pre-application meeting, the applicant and the CAA will establish a timeframe for the certification process and the CAA shall communicate the certification expectations and requirements.
  - 2.2.2 The applicant should inform the CAA at the earliest opportunity on its decision to proceed or to terminate the application. Failure to do so within 60 days may result in the application being terminated.
  - 2.2.3 Once the submission is verified, the CAA shall make copies of the following completed forms and forward them to the FAA Coordinator IFO for review.
    - a. FAA Form 8400-6 (PASI).
    - b. Statement documenting the necessity for the 14 CFR Part 145 certificate.
    - c. Repair Station Vital Information Job Aid (Section C, Appendix 2).
  - 2.2.4 Once accepted, the FAA shall communicate the certificate numbers (pre-certificate and final certificate) to the CAA. The CAA shall give the applicant the final certification number and advise the applicant that it must only be used for the creation of forms/tags to support the final certification.
- 2.3 Formal Application.** To proceed to the formal application phase, the applicant is required to submit to the CAA the documents listed in Section C, Appendix 2, Table C-2 under the heading titled Initial Application Documents, Formal Application. The FAA shall inform the CAA as to what the appropriate FAA ratings are and what the certificate number will be.
- 2.3.1 The CAA shall review the formal application to ensure completeness and acceptability. This will include an initial review of the proposed FAA Supplement in comparison with the sample in Section C, Appendix 1.
  - 2.3.2 The FAA Supplement, along with the MOE, sets out the structure and procedures of the repair station to meet the requirements of 14 CFR part 145. The FAA Supplement (as seen in the example in Section C, Appendix 1) must be customized to the repair station procedures and accurately describe how the repair station meets the FAA Special Conditions.
  - 2.3.3 Instructions and a sample of the FAA Supplement are contained in Section C, Appendix 1.
- 2.4 Document Compliance.** The CAA shall review all submitted documents and shall conduct a thorough review of the FAA Supplement in accordance with the U.S.-UK MAG, Section C, Appendix 1. The CAA shall contact the applicant for any corrections.
- 2.5 Demonstration and Inspection.** Once the documents are acceptable, the CAA shall verify (UK) Part 145 AMO continued compliance. The CAA shall perform an audit at the

applicant's facility, each additional fixed location, and each line station for compliance with the FAA Special Conditions.

- 2.5.1 Verification that FAA Supplementary procedures can be followed. Additional procedures or changes to the FAA Supplement may be required based upon the results of the demonstration and inspection phase.
- 2.5.2 If the CAA discovers deficiencies in the application package, or after conducting an audit, the CAA shall ensure closure of any corrective action(s) before recommending the initial certification.
- 2.5.3 If the applicant fails to correct the deficiencies identified within the time specified by the CAA, the CAA may terminate the application process and recommend non-approval to the FAA.
- 2.5.4 In the event of any unusual circumstances arise, the CAA National Coordinator may notify and discuss an extension with the FAA Coordinator (IFO). Any extension given and conditions applied to that extension must be mutually agreed upon.

**2.6 Certification.** If satisfied that the applicant complies with all the FAA Special Conditions and (UK) Part 145 regulations, the CAA shall recommend approval to the FAA using the FAA MIP Audit Report 2 in the U.S.-UK MAG, Section C, Appendix 2, including the other certification documents listed in Section C, paragraph 5.1.1.

- 2.6.1 The IFO shall review the completed package containing the required documents and send an invoice to the applicant for the fees applicable to the certification. Once the fees are paid, the FAA shall issue the 14 CFR part 145 certificate and OpSpecs to the repair station.
- 2.6.2 Once the applicant receives the certificate and OpSpecs, the applicant may then exercise the privileges of the 14 CFR part 145 certificate.
- 2.6.3 The expiration date printed on the certificate will be valid for 12 months from initial certification.
- 2.6.4 Depending on the type of operations, the TSA may contact the applicant.

**3.0 RENEWAL APPLICATION PROCESS.** An application for the renewal of the 14 CFR part 145 certificate must be submitted in a form and manner acceptable to the CAA and FAA. To allow for sufficient processing time, it is recommended that the renewal package be submitted to the CAA at least 90 days prior to the expiration date of the 14 CFR part 145 certificate. The repair station's renewal certificate may be issued for 24 months after the initial certification of 12 months.

**3.1 Renewal.** The repair station must submit to the CAA the documents listed in Section C, Appendix 2, Table C-2 under the heading titled Renewal Application Documents.

- 3.1.1 FAA Form 8310-3. Only authorized persons listed in OpSpec A007 may sign Block 5 of FAA Form 8310-3. The current contracting of maintenance functions must be listed in block 4.
- 3.1.2 The FAA Supplement must reflect current procedures and activities. Any revisions must be submitted to the CAA for approval.
- 3.1.3 Repair Station Vital Information. This information is used by the FAA to populate the OpSpecs and the SAS database. The Repair Station Vital Information is required at each renewal to verify the data and to update any changes since the last renewal. This is used for any new request of OpSpec authorizations.

**3.2 Continued Compliance and CAA Recommendation.** The MIP requires the CAA to perform audits on behalf of the FAA to verify continued compliance with FAA Special Conditions and (UK) Part 145 regulations.

- 3.2.1 If the CAA is satisfied that the repair station complies with all the FAA Special Conditions and (UK) Part 145 regulations, the CAA shall recommend approval of the renewal application to the FAA.
- 3.2.2 Corrective action plans must be submitted to the CAA in the allowable time period and must properly address all discrepancies and items identified during audits.
- 3.2.3 The CAA may recommend a non-approval to the FAA if the discrepancies or identified items were not satisfactorily addressed in a timely manner, or if the CAA has not accepted a corrective action plan.

**3.3 Issuance of Certificate.** Once satisfied with the renewal package and the CAA recommendation, the FAA shall send an invoice to the repair station for the applicable fees.

- 3.3.1 The FAA's AC 187-1 establishes these fees.
- 3.3.2 Once the repair station settles the fees, the FAA shall issue the repair station the certificate and any revised OpSpecs.
- 3.3.3 The FAA shall provide the CAA a copy of the new certificate and any revised OpSpecs. Any revision made to the OpSpecs will be reflected in the current OpSpecs' Table of Contents. Obsolete OpSpecs may be destroyed.

**4.0 CHANGE/AMENDMENT APPLICATION PROCESS.** An application to change or amend the 14 CFR part 145 certificate must be submitted in a form and manner acceptable to the CAA and FAA. The repair station should notify the CAA a minimum of 30 days in advance of any proposed changes to allow for timely coordination of the issuance of approvals.



**4.1 Conditions.** The following conditions will require the repair station to notify the CAA for a change/amendment to the 14 CFR part 145 certificate or OpSpecs:

- a. Name change of the repair station (OpSpec A001);
- b. Change in ownership;
- c. Change of location or mailing/postal address (OpSpec A001);
- d. Change of ratings (OpSpec A060);
- e. Change of Accountable Manager (OpSpec A007);
- f. Use of electronic maintenance records, electronic maintenance signature, or electronic MOE/FAA Supplement (OpSpec A025);
- g. Adding or deleting an additional fixed location (OpSpec A101);
- h. Any new authorization to perform work away from the main facility on a recurrent basis. This is only required if the work is part of everyday business rather than a special circumstance (OpSpec D100); and
- i. Adding or revising the Line Maintenance Authorization.

**NOTE 1:** Documentation from the U.S. air carrier must include the make/model/series of aircraft (OpSpec D107).

**NOTE 2:** For changes that affect the FAA scope of work, a formal FAA application is required. For a change to the UK certificate that does not affect the FAA scope of work, the CAA shall forward the revised AMO certificate to the IFO.

**4.2 Change/Amendment Application.** The applicant repair station must submit to the CAA the documents in Section C, Appendix 2, Table C-2 under the heading titled Change/Amendment Application Documents.

- 4.2.1 Depending on the request, the FAA Supplement may need an amendment submitted along with other applicable documents. See Section C, Appendix 1 for required FAA Supplement procedures.
- 4.2.2 Only the applicable sections of the Repair Station Vital Information that apply to the amendment or OpSpecs request are required to be updated.
- 4.2.3 Depending on the request, the CAA may have to perform an on-site audit.
- 4.2.4 Subject to the type of change/amendment applied for by the repair station, the FAA may issue an amended FAA Form 8000-4 or revised OpSpecs to reflect such a change/amendment.

4.2.5 Any revision made to the OpSpecs will be reflected in the current Table of Contents. Obsolete OpSpecs may be destroyed.

**4.3 Change/Amend Requirements.** The following requirements for changes/amendments are explained below.

4.3.1 Addition of Ratings. The CAA must receive documentation for the application to add a new rating.

4.3.2 Change of Location or Mailing/Postal Address. The CAA shall review the application and may authorize continued work while the applicant moves to another facility. The applicant should provide a written contingency plan to the CAA. If only the mailing address will change, the applicant must complete the FAA Form 8310-3, Blocks 1, 2, and 5. For Block 2, mark as “other” and insert the mailing address change.

4.3.3 Change in Ownership. When the amendment to a certificate involves a change in ownership, the following applies:

- a. If the sale or transfer of assets (e.g., financial takeover) does not significantly affect or alter the formed basis of the original certification in regards to employees, facilities, equipment, or daily operation of the repair station, only an application signed by the new owner is required to amend the existing certificate is required.
- b. In situations that involve a change of ownership that affects the basis of the original certification (e.g. location, facilities, or personnel) or disrupts the work performed in a way that could increase risk as a result of the change, the CAA may have to perform an on-site audit and approve the MOE revisions prior to making a recommendation to the FAA. The new owner should propose a written contingency plan to the CAA for the transition of significant changes.
- c. The new owner should submit a written request to the CAA for a new certificate number, or to request to keep the existing certificate number.
  1. If the new owner’s written request is to keep the existing certificate number, they should clearly understand the liability for the work performed by the previous certificate holder. The new owner should also understand the potential release of information under the U.S. Freedom of Information Act (FOIA) (5 U.S.C. § 552) before receiving permission to retain the existing certificate number.
  2. If the new owner’s written request is for obtaining a new certificate number, the repair station should provide a written contingency plan describing the transition to the new certificate number and a planned date for the surrender of the old certificate. This will ensure maintenance entries for current and future maintenance releases reflect the proper

FAA certificate number.

4.3.4 Contracted Maintenance Function. If the repair station adds or deletes a subcontracted maintenance function, a request must be made to the CAA for approval in the MOE. At the next FAA renewal, the current function(s) must be listed in block 4 of FAA Form 8310-3.

**4.4 Compliance, Verification, and CAA Recommendation.** The CAA shall perform an on-site audit of changes to the 14 CFR part 145 repair station that could affect the basis of the original certification (e.g., location, facilities, equipment and/or addition of ratings) to ensure compliance with the FAA Special Conditions and continued compliance with applicable (UK) Part 145 regulations.

4.4.1 The repair station must ensure that all identified items noted during the audit are corrected and accepted by the CAA.

4.4.2 If the repair station fails to correct the deficiencies within the allotted timeframe, the CAA may terminate the change/amendment application process and will notify the FAA accordingly.

4.4.3 If satisfied that the repair station is in compliance with all the FAA Special Conditions and CAA Part-145 regulations for the proposed change/amendment, the CAA shall issue a recommendation to the FAA on the FAA MIP Audit Report 2 (Section C, Appendix 2).

4.4.4 If the CAA is satisfied, it shall recommend approval and forward the application package to the FAA.

**5.0 CAA RESPONSIBILITIES.** Under the MIP, the CAA is responsible for performing surveillance and their respective oversight of 14 CFR part 145 repair stations based in UK. This includes the verification of documents for compliance and acceptance of the FAA Supplement to the MOE. The FAA remains responsible for the issuance or renewal of the 14 CFR part 145 certificate and OpSpecs.

**5.1 Administrative Duties.** The introduction in Section C contains the basic eligibility requirements and additional explanations of forms and terms used in the U.S.-UK MAG. All regulatory matters will be managed by the CAA, unless otherwise stated by the FAA.

5.1.1 Once the application submission is verified, the CAA shall make copies of the following completed forms and forward them to the IFO for review.

- a. A copy of FAA Form 8310-3 (application). The CAA surveyor shall complete blocks 6, 7, 8, and 9 of FAA Form 8310-3 with the surveyor signature. A reference to the FAA MIP Audit Report 2 is acceptable to reduce redundant notes, status on findings, recommendations, and inspection dates.

- b. A copy of the hazmat letter. If the repair station does not perform hazmat job functions, a letter is still required to declare this condition does not apply.
- c. A copy of the current (UK) Part 145 AMO Certificate (form 3), including the Scope of Approval.
- d. A copy of the FAA MIP Audit Report 2. The report must be signed, dated, and include a recommendation to the FAA. The FAA MIP Audit Report 2 must list all Level 1 findings. Reference all Level 2 findings relating to FAA approval in the recommendation.
- e. A copy of the Repair Station Vital Information job aid.

**NOTE:** All documents will be sent to the IFO at the following e-mail: [9-AVS-NYC-IFO@faa.gov](mailto:9-AVS-NYC-IFO@faa.gov)

5.1.2 When a repair station surrenders its 14 CFR part 145 certificate to the CAA, the CAA must inform the New York IFO and archive the FAA certificate.

## **5.2 Safety Oversight and Surveillance.**

5.2.1 The CAA shall ensure that surveillance of 14 CFR part 145 repair stations is carried out in accordance with the CAA surveillance schedule.

5.2.2 The CAA shall ensure the work performed under 14 CFR part 145 ratings and limitations do not exceed the (UK) Part 145 AMO approval and scope of work, unless a deviation is specified under the MAG Section A, Appendix 2.

**5.3 Recommendation.** The FAA relies on the recommendation by the CAA to issue the 14 CFR part 145 certificate under the conditions of the MIP. Based on its surveillance, the CAA may recommend approval or non-approval for the 14 CFR part 145 certificates.

5.3.1 The CAA surveyor shall ensure that all discrepancies, findings, and identified items are satisfactorily addressed prior to the recommendation. For initial FAA certification, the CAA audit schedule for (UK) Part 145 AMO requirements must be current and must not have any unresolved findings.

5.3.1.1 The FAA MIP Audit Report 2 should summarize the discrepancies with corrective actions and/or estimated closure of corrective action plans.

5.3.1.2 For the application of additional fixed locations and/or line stations, a separate FAA MIP Audit Report 2 is required. For renewal of the certificate, submission of one FAA MIP Audit Report 2 is acceptable for all locations.

5.3.1.3 For changes/amendments that do not require an on-site audit, the FAA MIP Audit Report 2 is required to be submitted to the FAA for the recommendation.

5.3.2 The CAA shall complete the FAA MIP Audit Report 2 recommending non-approval for applications in which the applicant does not meet the requirements of the MIP despite the opportunity given to correct the deficiencies.

5.3.2.1 The CAA shall complete the FAA MIP Audit Report 2 recommending non-approval for any (Level 1) finding that may result in revocation, limitation, or suspension, in whole or in part of the (UK) Part 145 AMO approval. The CAA recommendation of non-approval will be immediately forwarded to the attention of the FAA Coordinator (IFO) at the New York IFO. Additional information can be found in Section A, paragraph 10.0 regarding enforcement actions.

5.3.2.2 Include a copy of the Level 1 finding(s).

**5.4 Coordination.** The issuance of an amended repair station certificate and OpSpecs may take additional efforts by the FAA. Coordination between the CAA and FAA should occur at the earliest opportunity to avoid prolong timeframe of the issuance of approvals.

5.4.1 The CAA should notify the FAA within 5 business days of any proposed changes or amendments to the FAA certificate or OpSpecs. After discussions with the FAA, and depending on the change in operations, the CAA may recommend that the AMO be permitted to continue operating while the proposed changes are being implemented.

5.4.2 For situations that require the amendment and/or issuance of the 14 CFR part 145 certificate and (UK) Part 145 AMO approval at the same time, the FAA ASI and the assigned CAA surveyor shall coordinate to ensure that the amendments and/or changes to the certificate will take effect at the approximate same time.

**6.0 FAA RESPONSIBILITIES.** Under the MIP, the CAA is responsible for performing surveillance on 14 CFR part 145 repair stations based in the UK, including the verification of documents for compliance and approval of the FAA Supplement to the MOE. The FAA remains responsible for the oversight and issuance or renewal of the 14 CFR part 145 certificate and OpSpecs with consideration given to the CAA recommendation.

**6.1 Administrative Duties.**

6.1.1 The introduction in Section C contains the basic eligibility requirements and additional explanations of forms and terms used in the U.S.-UK MAG. The

FAA shall provide the necessary assistance with regard to 14 CFR part 145 regulatory matters as needed.

- 6.1.2 The FAA ASI is responsible for performing certification reviews to ensure that the applicant meets the criteria to apply for the 14 CFR part 145 certification, and the documents are complete and acceptable.
- 6.1.3 For amendments or changes to the FAA certificate or OpSpecs between renewals, the CAA shall inform the FAA as soon as practical to discuss the changes and how they may affect continued operations.
- 6.1.4 The repair station must not have any outstanding issues involving corrective action unless the CAA has approved a corrective action plan.
- 6.1.5 If the documents are incomplete or unsatisfactory, prepare a letter or e-mail to the CAA National Coordinator or CAA surveyor indicating the deficiencies.
  - 6.1.5.1 Minor discrepancies may occasionally be noted because of various interpretations or misunderstandings on the documents submitted. Discuss the minor discrepancies with the CAA, but do not delay the issuance of the 14 CFR part 145 certificate.
  - 6.1.5.2 Major deficiencies in the renewal application package must be discussed with the CAA as soon as possible.
  - 6.1.5.3 A separate FAA MIP Audit Report 2 is required during initial certification for each additional fixed location and line station that utilizes the 14 CFR part 145 privileges.

**NOTE:** FAA Order 8900.1, Volume 12 contains additional guidance for SIS inspections and independent inspections. Where conflicts exist in guidance with the U.S.-UK MAG, the U.S.-UK MAG takes precedence.

- 6.1.6 Extension of FAA Certificate. If necessary, the FAA may issue a new certificate for 90 days for additional corrective actions. In such cases, the extension should be issued only with the CAA concurrence. Once the corrective actions are satisfactory to both the FAA and the CAA, the ASI shall renew the certificate for the remaining 21 months in order to maintain the alignment of the certificates for the next renewal.

## **6.2 SAS Procedures.** Complete the additional steps in SAS.

- 6.2.1 For initial certifications, the FAA ASI will enter the pre-application information into SAS Certification Services Oversight Processes (CSOP). Ensure “Applicant outside US with Aviation Safety Agreement” is marked to generate the certification project.

- 6.2.1.1 Once the precertification number is assigned to the certification project in SAS, the FAA ASI will be able to generate the Comprehensive Assessment Plan, which loads the Peer Group H Initial Certification DCT (FRS H Template DCT).
- 6.2.1.2 The FAA ASI will complete the Initial Certification DCT, assess and upload the FAA MIP Audit Report 2 into the DCT, and activate the certificate in SAS.
- 6.2.2 Renewal of the certificate will require a SAS Standard Method Configuration change.
  - 6.2.2.1 The C-DCT “Renewal Peer Group H” should be loaded through the configuration change, and the FAA MIP Audit Report 2 is assessed and uploaded into the C-DCT question.
  - 6.2.2.2 Any 14 CFR findings recorded on the FAA MIP Audit Report 2 should be entered in a Question-Based (DOR). Complete the DOR through Module 5.
- 6.2.3 Changes to the certificate that affect the repair station’s SAS Operating Profile will require a SAS Standard Method Configuration change.
  - 6.2.3.1 Upload the audit report to the configuration change.
  - 6.2.3.2 A SAS Activity Record may be used to evaluate changes that do not affect the SAS Operating Profile.
- 6.2.4 The Repair Station Vital Information (Section C, Appendix 2) contains all the required information for SAS Configuration data input. Input this information into SAS and/or verify as necessary.
- 6.3 CAA Recommends Non-Approval.** If the repair station does not meet the requirements of the MIP based on the CAA surveillance, the CAA may recommend non-approval.
  - 6.3.1 The CAA recommendation of non-approval will be listed on the FAA MIP Audit Report 2.
  - 6.3.2 The FAA ASI shall review the reason for non-approval and determine any significant safety issues. The FAA ASI shall take appropriate action as necessary.
  - 6.3.3 If the CAA finding/discrepancy results in the reduction of the (UK) Part 145 AMO capabilities, the FAA shall investigate any significant safety issues.
  - 6.3.4 Any CAA significant Level 1 finding resulting in revocation, suspension, limitation, or surrender of a (UK) Part 145 AMO approval must be expeditiously communicated to the FAA Coordinator (IFO). See Section A, paragraph 10.0 regarding enforcement actions.

**6.4 Issuance of OpSpecs.** The FAA ratings must be under the direct surveillance of the CAA to comply with the MIP. The FAA ratings and limitations cannot exceed the CAA ratings and scope of work, except where a deviation is allowed as specified in the MAG Section A. The cross-reference chart (listed in Section A, Appendix 2) may assist in the issuance of ratings.

6.4.1 The FAA OpSpecs will list the AMO certificate number (CAA Form 3) and the current revision and date. Reference the use of A060 to reflect the AMO ratings. (There is no need to list FAA ratings on the OpSpecs A003 due to the issuance of OpSpecs A060, except in special circumstances discussed in the MAG Section A, Appendix 2.)

6.4.1.1 Issue OpSpec A060 reflecting the current (UK) Part 145 certificate and ratings. Pay particular attention to any changes in the AMO certificate that may have occurred between renewals, such as the addition or deletion of UK ratings or articles.

6.4.1.2 The FAA shall only recognize line stations or additional fixed locations that are under the direct surveillance of the CAA and holding CAA approval for that location. Line stations and additional fixed locations may not be located within the territories of the United States.

**6.5 Issuance of the 14 CFR part 145 Certificate.** When all of the documents are reviewed and found to meet the requirements of the U.S.-UK MAG, and the repair station has settled the appropriate fees, the following will be accomplished:

6.5.1 Issue the certificate and OpSpecs. The originally signed FAA Form 8000-4 and the repair station OpSpecs may be mailed, or electronically sent to expedite certification.

6.5.2 Forward copies of the certificate and OpSpecs to the CAA.

6.5.3 Notify the TSA when an initial 14 CFR part 145 certificate is issued. Follow the applicable TSA guidance in FAA Order 8900.1 for the notification procedures.

## **7.0 FAA ANNUAL INSPECTIONS.**

**7.1** 49 U.S.C § 44733(e) specifies that the Administrator shall ensure that 14 CFR part 145 repair stations located outside the United States are inspected annually by FAA ASIs, without regard to where the station is located, in a manner consistent with United States' obligations under international agreements.

**7.2** Each non-renewal year, open a SAS C DCT to document this inspection requirement and follow SAS guidance in FAA Order 8900.1, Volume 10.



# Appendix 1

## Guidance and Instructions for the Development of the FAA Supplement

- 1.0 FAA SUPPLEMENT TO THE MOE.** The FAA Supplement to the MOE must be written in a manner that explains repair station operations and must not merely contain policy statements. The procedures set out in the FAA Supplement describe the methodology used to document and carry out policy. The FAA Supplement example in this appendix is a guide to assist in developing customized procedures for the maintenance organization.
- 1.1** Written procedures should explain, as applicable:
- a. What must be done?
  - b. Who must do it?
  - c. When must it be done?
  - d. Where must it be done?
  - e. How must it be done?
  - f. Which procedure(s)/form(s) are used?
- 1.2** The format of the FAA Supplement must include the contents in this appendix. Required contents that do not apply to the type of operations should still be included in the FAA Supplement, but stated as “Not Applicable (N/A).” The FAA Supplement and the MOE must be maintained in the English language.
- 1.3** To reduce redundant procedures, it is permissible to refer to the relevant section of the MOE, provided the references are clearly identified and satisfy the requirements of the FAA Special Conditions.
- 1.4** The quality assurance procedures must include audits for the FAA Special Conditions.
- 1.5** The FAA Supplement must be amended as necessary to reflect current operations. Any amendment to the supplement shall be approved by the CAA prior to performing operations under the revised procedures. Incorporated references in the FAA Supplement must be current.

**2.0 EXAMPLE OF AN FAA SUPPLEMENT TO THE MOE.** The cover page of the FAA Supplement to the MOE must include the following:

**Federal Aviation Administration**  
**Repair Station Supplement to the MOE**

Company Name and Facility Address

MOE Document Number \_\_\_\_\_

FAA Supplement Document Number \_\_\_\_\_

(UK) Part 145 AMO Approval No. \_\_\_\_\_

FAA 14 CFR part 145 Certificate No. \_\_\_\_\_

This FAA Repair Station Supplement, together with the MOE, forms the basis of acceptance by the FAA for maintenance, alterations, or modifications carried out by this maintenance organization on aircraft and/or aircraft components under the regulatory control of the FAA.

Maintenance, alterations, or modifications performed in accordance with the MOE (hereinafter referred to as manual), including this FAA Supplement, are considered to be in compliance with 14 CFR parts 43 and 145.

All revisions to the FAA Supplement must be approved by the CAA. The FAA Supplement should be inserted as an appendix to the MOE, or as Part 7 of the MOE.

The contents of the FAA Supplement to the manual (MOE) shall include at least the following contents listed below.

**3.0 LIST OF CONTENTS.** The contents of each section of an FAA Supplement are explained below.

<b>CONTENTS</b>	<b>PAGE</b>
1. List of Effective Pages (LEP) .....	XX
2. Revision Procedures.....	XX
3. Introduction.....	XX
4. Accountable Manager’s Statement .....	XX
5. Extent of Approval.....	XX
6. Summary of the Quality Systems.....	XX
7. Approval for Return to Service and Maintenance, Alteration and Modification Records.....	XX
8. Reporting of Unairworthy Conditions to the FAA .....	XX
9. Additional Operating Locations.....	XX
10. Contracting.....	XX
11. Major Repairs and Major Alterations. ....	XX
12. Compliance with 14 CFR Part 121 Air Carrier Continuous Airworthiness Maintenance Program (CAMP) or 14 CFR Part 125/Part 135 Operator Inspection Program .....	XX
13. Compliance with Manufacturers’ Maintenance Manuals or Instructions for Continued Airworthiness (ICA) .....	XX
14. Qualifications of Personnel.....	XX
15. Forms .....	XX

- 1. LIST OF EFFECTIVE PAGES (LEP).** The FAA Supplement to the MOE will begin with a list of the sections it contains, the page number of each section, and the current revision date of each section. This section may reference other appropriate sections of the AMO’s MOE if the referenced material is current and meets the FAA Supplement’s requirement.
  
- 2. REVISION PROCEDURES.** The revision procedures section should describe the procedures the organization will use to ensure that the FAA Supplement remains current. It should identify, by title, the person responsible for revising the FAA Supplement. It also should describe the procedures the organization will use to ensure that copies of any revision to the supplement are provided to the CAA before implementation. The FAA requires at least one copy of the FAA Supplement be retained by the CAA. However, the CAA may require a second copy. The procedures to ensure currency should be a part of the organization’s management system. All revisions to the FAA Supplement must be incorporated into the internal quality audit system or quality assurance system (QAS). Changes to the U.S.-UK

MAG that affect repair station operations shall be implemented within 120 days after the effective date of the U.S.-UK MAG change.

**3. INTRODUCTION.** The introduction section will do the following:

- a) Indicate that the FAA Supplement, in conjunction with other chapters of the MOE, defines the organization and procedures upon which compliance with applicable regulations are based.
- b) State that the Maintenance Implementation Procedures permit the organization to obtain certification and renewal as a repair station under 14 CFR part 145 for performing work on civil aeronautical products subject to 14 CFR, based on UK CAA confirmation of UK Part 145 compliance. Certification or renewal as a repair station is obtained after the FAA’s review and acceptance of the inspection, surveillance, and evaluation of the organization by the CAA.
- c) State that a (UK) Part 145 AMO can be approved as a 14 CFR part 145 repair station when the CAA confirms that the AMO complies with (UK) Part 145 regulations in conjunction with the FAA Special Conditions as detailed in these procedures.
- d) State that the FAA Supplement describes the methods and procedures the organization will use to ensure compliance with the FAA Special Conditions.

**4. ACCOUNTABLE MANAGER’S STATEMENT.**

a) The accountable manager (as listed in 14 CFR § 145.151) is the individual responsible for the organization’s compliance with 14 CFR parts 43 and 145. Such compliance is demonstrated by adhering to (UK) Part 145 regulations, requirements, associated material, and the FAA Special Conditions in the MIP. This section must contain a signed statement by the accountable manager.

- 1) The statement must state that the organization will comply with the Special Conditions specified in the FAA Supplement while operating under its FAA repair station certificate issued under the procedures specified in the MIP.
- 2) The accountable manager’s statement should contain the following or equivalent language:

“I understand that this organization, [name of company], when performing maintenance, alterations, or modifications on U.S.-registered aircraft or aeronautical products for use on such aircraft, must perform that work under the terms of the Maintenance Implementation Procedures (MIP) agreed to by the FAA and the CAA. This organisation will comply with the FAA Special Conditions set forth in the MIP and U.S.-UK MAG, as described in this organization’s FAA Supplement to the MOE.”

“As the person with overall control of [name of company], I have reviewed the (UK) Part 145 regulations and requirements and the FAA Special

Conditions. This organization fully understands that by complying with these documents, it will be complying with the corresponding sections of 14 CFR parts 43, 145, and other applicable regulations. I understand that failure to comply with the requirements of the FAA Special Conditions may result in the amendment, suspension, or revocations of the FAA certification, or in other certificate or enforcement action by the CAA or FAA. I also understand that loss of (UK) Part 145 AMO approval will require FAA investigation or enforcement action that may result in the suspension or revocation of the organization's 14 CFR part 145 repair station certificate."

"This organization will provide the CAA and FAA personnel with access to our facilities to assess compliance with CAA requirements and FAA Special Conditions or to investigate specific problems."

"I understand that this organization may be subject to FAA enforcement procedures. I understand that investigation and enforcement by the FAA regarding suspected violations of 14 CFR by this organization will be undertaken in accordance with FAA rules and directives, and that this organization must cooperate with any investigation or enforcement action."

"I agree to ensure that this FAA Supplement will be maintained and kept current by this organization and be accessible to all personnel. I further agree to submit revisions to this Supplement to the CAA for acceptance before implementing any such revisions."

b) The statement must be signed and dated by the accountable manager.

c) Whenever the organization's accountable manager is replaced, the new accountable manager must sign and date a new accountable manager's statement. The organization will promptly forward a copy of the newly signed statement to the CAA.

**5. EXTENT OF APPROVAL.** The extent of approval section will do the following:

a) State that the extent of the FAA approval and scope of work permitted under (UK) Part 145 regulations and requirements. The extent of FAA approval also will not exceed the scope of approval set out in the organization's 14 CFR part 145 repair station certificate and OpSpecs, except where a deviation is specified under the MAG Section A, Appendix 2. Explain the deviation for the scope of work under FAA approval.

**NOTE:** The AMO will verify that the FAA rating issued covers the appropriate functions covered under the (UK) Part 145 rating.

b) FAA issuance of a specialized services rating requires FAA-approved data that is not part of a manufacturer's maintenance manual or instruction for continued airworthiness (ICA). The FAA will identify the specific data on the OpSpecs, thereby authorizing the repair station to perform the specialized service. In this section the organization will describe (as applicable and only if the AMO holds a specialized service rating):

- 1) The procedures it will use to ensure all work performed under the provisions of specialized services rating is done in accordance with FAA-approved data.
  - 2) The procedures the organization will use to ensure that only FAA-approved process specifications are used on U.S.-registered aircraft or aeronautical products intended for installation on U.S.-registered aircraft.
- c) Capabilities List (CL). The manual's CL will contain all the elements described in this section:
- 1) Introduction: A CL refers to a document that identifies by make, model, or other nomenclature designated by the article's manufacturer on which the AMO is authorized to perform maintenance. The CL must be in a format that identifies any difference in approval of CAA articles from FAA articles, and should identify the level of capability of each article. The CL is located in the AMO's manual or as a referenced stand-alone document, although in some cases it may be referred to by other names. Under the provisions of the MIP, the FAA will not issue a repair station certificate and accompanying rating(s) with privileges that exceed the scope of work permitted under the (UK) Part 145 approval limitations or approval schedule. (There may be cases where the ratings may need to be adjusted. See Section A, Appendix 2, Rating Comparison Matrix for details.)
  - 2) Using a CL is an effective way of identifying all articles for which an AMO has an established repair capability. Once the component or subassembly is identified on the CL, there is no need to list the individual parts contained in it.
    - (a) The AMO must describe how it will ensure that it has the proper equipment, personnel, housing/facilities, materials, and technical data to maintain each article listed in the CL.
    - (b) The AMO must acknowledge the CL is an extension of the AMO's FAA OpSpecs.
    - (c) Use of a CL depends on the AMO establishing procedures for conducting initial and recurrent self-evaluation audits of its facility and capabilities.
    - (d) The CL must be included as part of the AMO's quality assurance system (QAS), which is approved as part of the MOE.

**NOTE:** After the CAA has approved the AMO's internal evaluation program and procedures or self-evaluation auditing program (QAS), and issued the appropriate indirect approval privilege, the AMO can use these procedures for revisions to a CL. When the AMO has completed auditing itself for the new article being added in accordance with the QAS approved procedures, the AMO is authorized to revise and to perform maintenance and alteration on those items added to the CL without any approval from the FAA or CAA. Procedures must include a notification of the change to the CAA. This approval will remain in effect unless the CAA notifies

otherwise. A repair station must make an application to obtain approval to add an additional type of class of aircraft or powerplant.

- 6. SUMMARY OF THE QUALITY SYSTEMS.** The management and quality systems section will include a version in English of the organization's management system and a summary of its quality system covering the main site and additional fixed locations, and FAA Line Maintenance authorizations. The summary will contain an overview of how the AMO will include FAA Special Conditions in its quality system audits.

**NOTE:** If the repair station describes this section in its MOE, the MOE procedure can be referenced in the FAA Supplement, provided the procedures are made available to the FAA upon request.

**7. APPROVAL FOR RETURN TO SERVICE AND MAINTENANCE, ALTERATION, AND MODIFICATION RECORDS.**

a) **Return to Service of a U.S.-registered Aircraft.** This paragraph, if applicable, must contain a procedure for return to service of U.S.-registered aircraft which includes the following elements:

- 1) A description (or reference to the data acceptable to the Administrator) of the work performed;
- 2) The date of completion of the work;
- 3) The signature of the person authorized by the repair station to return the aircraft to service;
- 4) The FAA repair station certificate number;
- 5) Additional requirements specified by the operator; and
- 6) The recordkeeping requirements for major repairs and major alterations. Procedures for approval for return to service should describe the procedures for the use of acceptable release documents for components and parts.

b) **For Articles:** Describe acceptable FAA release statements (example below) that meets the FAA Special Conditions and the use of the FAA Form 8130-3 as a single release, or CAA Form 1 as a dual release or single release, as applicable. State that the maintenance, alteration, and modification entries required by the FAA Special Conditions (reference to approved/ acceptable data) and the entries required by the operator's maintenance program will be in the English language.

- 1) For a FAA Form 8130-3 single release, the following applies:
  - i) If the part has been rebuilt, overhauled, inspected, modified, or repaired, the records should include a maintenance release from an FAA-certificated repair station. Ensure block 14a is filled indicating compliance with 14 CFR § 43.9.

- ii) The person approving the product for return to service shall sign block 14b of the form. This signature approves aircraft components for return to service with respect to the work performed. The form must contain a description of the work performed, including the following:
    - Maintenance manual reference and revision status;
    - The date of completion;
    - The name/signature of the person returning the article to service; and
    - The FAA repair station certificate number.
  - iii) Other documents, such as work orders or shop travellers (e.g., FAA Form 337) may be used by the organization to comply with the operator's requirements. If this is the case, these documents should be referenced specifically in block 12 and appropriately cross-referenced.
  - iv) Indicate that block 12 will reference the data used to perform maintenance (i.e., maintenance manual reference including revision status). The data referenced must meet the requirements of the Special Conditions. The referenced data may consist of an attachment to the form, such as a work order, air carrier record, or an FAA Form 337.
  - v) Maintenance and alteration records required by the operating regulations of 14 CFR for operators of U.S.-registered aircraft must be provided to the operator in English if requested.
- 2) For a CAA Form 1 Issued as a Dual Release. Information similar to the description of work as required above should be included. Ensure the following statement is included in block 12 indicating compliance with 14 CFR § 43.9.
- “The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR Part 43 and in respect to that work, the items are approved for return to service under FAA certificate no \_\_\_\_.”
- i) Ensure “Other regulation specified in block 12” is checked. The records must include the FAA repair station certificate number in block 12.
  - ii) In block 14a, check both statements.
  - iii) Include copies of any attachments.
- 3) For a CAA Form 1 Issued as a FAA Single Release. Information similar to the description of work as required above should be included. Ensure the following statement is included in block 12 indicating compliance with 14 CFR § 43.9.
- i) “The work identified in Block 11 and described herein has been accomplished in



accordance with 14 CFR part 43 and in respect to that work, the items are approved for return to service under FAA certificate no.” [List FAA Certificate]

- ii) Ensure “Other regulation specified in block 12” is checked, and enter the following statement: “The components is not be eligible for installation onto UK registered aircraft.”
- iii) In block 14a, do not check “Part 145.A.50 Release to Service.”
- iv) Include copies of any attachments.

c) **Acceptability of Components/Parts.** Describe the procedures to ensure that new or used component/parts consumed during maintenance on U.S.-registered aircraft and/or aircraft components for the installation onto U.S.-registered aircraft have acceptable authorized release documents that meet the eligibility, quality, and identification conditions listed in the current version of FAA AC 20-62, or other acceptable means of compliance.

1) New Components.

- i) New components/parts must be traceable to the Production Approval Holder (PAH) or Design Approval Holder (DAH) and be in a satisfactory condition for installation.
- ii) The new parts manufactured outside of the territories of the United States are subject to the provisions of a bilateral agreement with the country of manufacture and the United States addressing the performance of design, production approval, and airworthiness for the acceptance of that part. These parts must be acceptable under such agreements. These bilateral agreements are listed at the following address:  
[https://www.faa.gov/aircraft/air\\_cert/international/bilateral\\_agreements/baa\\_basa\\_listing/](https://www.faa.gov/aircraft/air_cert/international/bilateral_agreements/baa_basa_listing/)
- iii) New parts must be in a satisfactory condition for installation.
- iv) An authorized release document similar to the FAA Form 8130-3, as specified in the current bilateral agreement between the governments of the United States and the country of manufacture is acceptable for new parts.

**NOTE:** Evidence of direct shipment authorizations extended to the approved supplier is required. If a replacement part is shipped under direct ship authorization, the Authorized Release Certificate should indicate that the PAH has authorized direct shipment. This indication may be a supplemental “remark” entry on the Authorized Release Certificate indicating the authorization to the supplier for direct shipment of replacement parts from the supplier’s location.

- v) Technical Standard Order (TSO) parts are acceptable on U.S.-registered aircraft with proper documentation under a bilateral agreement.

- vi) New parts provided by a U.S. air carrier may have documentation in accordance with the U.S. air carrier's Continuous Airworthiness Maintenance Program (CAMP).

**NOTE:** New parts that with a certification/release date prior to October 1, 2016 should have, at a minimum, a document or statement (containing the same technical information as an FAA Form 8130-3), or Certificate of Conformity (C of C) issued through an approved design holder or by the PAH or supplier with direct ship authority. Parts currently in inventory, documented with the required information, will remain suitable for installation.

- vii) Parts fabricated by an appropriately rated (UK) Part 145 AMO in accordance with (UK) Part 145.A.42 are not eligible for the issuance of CAA Form 1 or FAA Form 8130-3.
- viii) Standard parts meeting the requirements of 14 CFR § 21.9(a)(3), (such as a nut or bolt, manufactured in compliance with a government or established industry specification) are not subject to the forgoing provisions, provided such parts are accompanied by a conformity statement and be in a satisfactory condition for installation.
- ix) New components provided by a U.S. owner/operator (14 CFR parts 121, 135, 91) should have documentation acceptable under the current edition of FAA AC 20-62, Eligibility, Quality, and Identification of Aeronautical Replacement Parts.

## 2) Used Components/Parts.

- i) Used components/parts consumed in maintenance must be approved for return to service by FAA-certificated persons authorized under 14 CFR § 43.7. The signature, certificate number, and type of certificate held by the person approving the work must be documented. The part must be in an airworthy condition and eligible for installation. An authorized release document, as provided below, may be acceptable to accompany the part.
- ii) FAA Form 8130-3 issued as an FAA maintenance release that accompanies a part from a 14 CFR part 145 repair station.
- iii) A CAA Form 1 issued as a dual or single FAA maintenance release that accompanies a part from a UK- 14 CFR part 145 repair station.

**NOTE:** Used components from a UK-approved Part 145 AMO that does not hold FAA approval must not be used even if accompanied by a CAA Form 1 single release.

- iv) Used components provided by a U.S. air carrier issued with an FAA Form 8130-3 maintenance release in accordance with the U.S. air carrier's CAMP are acceptable.

- v) Acceptable repaired components based on provisions of other bilateral arrangements/agreements are not addressed in this guidance. Please refer to the individual maintenance agreements at the following address:  
[https://www.faa.gov/aircraft/air\\_cert/international/bilateral\\_agreements/ba\\_a\\_basa\\_listing/](https://www.faa.gov/aircraft/air_cert/international/bilateral_agreements/ba_a_basa_listing/)

d) **Possible Cases.** The table in Section A, Appendix 4 contains a summary of possible cases for acceptance of parts and return to service.

**8. REPORTING OF UNAIRWORTHY CONDITIONS TO THE FAA.** This section should explain the procedures the organization will use to report any serious failures, malfunctions, or defects on a component or part of an aircraft (e.g., powerplants, propellers, or appliances) that occur as a result of aircraft/system operation. The AMO may submit the reports in the form of a letter, e-mail, accessing the Service Difficulty Report (SDR) reporting system online (<http://av-info.faa.gov/SDRx/>), CAA online reporting system, or in a form and manner acceptable to the FAA containing the information required by 14 CFR § 145.221.

a) **Responsibility.** Include the title of each person responsible for completing and submitting reports of unairworthy conditions to the FAA.

b) **Suspected Unapproved Parts (SUP) Program Reporting Requirements.** The SUP reporting requirements section should:

- 1) Describe the organization's procedures to report all SUPs. The organization should submit reports to the FAA under the FAA SUP as detailed in the current edition of AC 21-29, Detecting and Reporting Suspected Unapproved Parts.
- 2) In addition, this section should include the title of each person responsible for completing and submitting SUP notifications to the FAA.

**NOTE:** (UK) Part 145 requirements include SUP reporting requirements under their unairworthy conditions reporting requirements. The FAA recognizes this system; therefore, an AMO need only identify the appropriate section by reference in this supplement, provided the procedures can be made available to the FAA upon request. A duplicate copy of the form submitted to the CAA must be submitted to the FAA. (UK) Part 145 regulation 145.A.60 meets the intent of the SUP program when a copy of the report is forwarded to the New York IFO.

## **9. ADDITIONAL OPERATING LOCATIONS.**

a) **Additional Fixed Locations.** If the AMO has additional fixed locations operating under one CAA approval certificate, the sites can operate under one FAA certificate and OpSpecs. This section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and FAA Supplement as the parent facility. The procedure must demonstrate how each separate location is under the full managerial control of the quality system of the parent facility. The additional fixed locations must be listed on FAA OpSpecs paragraph A101 and may not be located within the territories of the United States. The AMO must provide

the following information for inclusion on the FAA OpSpecs: the name of the organization and the mailing address, including mailing code. The AMO must also address how it will submit a completed FAA Form 8310-3 (application) through the CAA to the FAA when adding or deleting additional fixed locations.

b) **Line Station Authorizations.** If the AMO has line stations, this section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and FAA Supplement as the parent facility. The AMO must also address how it will submit a completed FAA Form 8310-3 (application) through the CAA to the FAA when adding or deleting line stations. The procedure must demonstrate how each separate location is under the full control of the parent facility and quality system. The FAA Line Maintenance Authorization will be listed in OpSpecs paragraph D107 and may not be located within the territories of the United States.

**NOTE:** The CAA uses the term “line stations,” while the FAA uses the term “Line Maintenance Authorization” in relation to 14 CFR part 145. This note is to advise the reader that these terms are synonymous when applied under the terms of the MIP.

c) **Work Away from a Fixed Location.** This subsection describes the procedures for conducting work away from the AMO in accordance with the MIP. An AMO may perform work away from its fixed location for a one-time special circumstance or recurring basis. The subsection should state that the AMO is authorized to perform work away from its facilities as specified in this subsection, but the performance of such work must not exceed the scope of its FAA rating.

- 1) The procedures should address how an AMO will perform work at a place other than its fixed location for when the occasion or the need arises, by moving material, equipment, and technical personnel to perform specific maintenance functions. This process cannot be used to establish a permanent location. Continuous operation at a permanent facility other than the AMO’s fixed location must not occur without the appropriate authorization.
- 2) If the AMO is required to perform maintenance on a U.S.-registered aircraft or article located within the territory of the United States and operated under 14 CFR parts 121, 135, 125 or 91, the AMO must meet the procedures described in Section C, Appendix 1, paragraph 9(d). The AMO must also have procedures in this section of the supplement that describes how the AMO will comply with the U.S. operator’s drug and alcohol program.
- 3) If the AMO does not have a written procedure for work away from station, then the AMO must notify the FAA in advance of doing the work. The notification must describe the work to be performed, the date of the work, the customer, and certify to the FAA that the AMO will follow all existing procedures in their current MOE and FAA Supplement.
- 4) If the AMO has approved procedures in the FAA Supplement, it may be authorized to

perform work away from station. If the work away is a recurring type operation, the FAA will issue OpSpecs D100.

**Explanation:** An AMO may perform work away from its fixed location on a recurring basis, such as to perform mobile field services. This will allow work away from the AMO's fixed location as a part of everyday business rather than under special circumstances only. Once the CAA accepts the work away from station procedures in the FAA Supplement to the MOE, the FAA can issue FAA OpSpecs D100 for work away from station. After OpSpecs paragraph D100 is issued, there is no requirement for notifying the FAA in advance. Subsection d) below describes the supplement requirements.

d) This subsection also should describe how work will be accomplished in the same manner as work performed at the AMO's fixed location. The AMO should acknowledge that these procedures apply only to work performed at other locations. This subsection should:

- 1) Describe the procedures used to ensure that FAA-approved or -accepted technical data (which may include manufacturers' manuals, service bulletins, and letters) are current and accessible at the location where the work is performed;
- 2) Describe the procedures used by the organization to control tools and ensure proper equipment calibration when away from the AMO's fixed location;
- 3) Describe how the organization will ensure that records for work performed away from the AMO will be maintained in the same manner as at the AMO's fixed location;
- 4) Describe how the organization will ensure that personnel performing work away from the AMO's fixed location will be trained and qualified to perform the required work;
- 5) List by title the persons who are authorized to approve an item for return to service when working away from the AMO's fixed location;
- 6) List by title the persons responsible for organizing and supervising work away from the AMO's fixed location;
- 7) Describe how the organization will ensure that all required personnel, equipment, materials, and parts will be made available at the place where the work is to be performed;
- 8) State the organization's responsibility to maintain a record of work performed away from the AMO, both within the country and outside the country. Any record of this work should be in English and include:
  - i) A description of the work performed,
  - ii) The date and location where the work was performed, and

iii) The work order number (total time in service if required).

9) Retain these records for 3 years after the performance of the work.

e) An AMO may perform work away from its fixed location for extended periods of time provided it does not establish permanency at the location. The FAA recognizes that this type of operation involves work that may require several months to complete. This type of operation is temporary in nature and must not be used to circumvent obtaining a 14 CFR part 145 certificate at that location. The certificate holder must request this type of operation directly to the FAA. The FAA will evaluate each request on a case-by-case basis.

- 1) The AMO must furnish its own tools and equipment, unless it has procedures for leasing or contracting tools and equipment that comply with the regulations and procedures in the MOE and FAA Supplement.
- 2) The request to the FAA must include the aircraft (make/model/series), the project to be accomplished, the duration of the work, the location of the work, and a statement that the temporary facilities are suitable for the AMO's work.

## 10. CONTRACTING.

a) To be considered a contract maintenance function that requires FAA approval, the repair station must meet both of these conditions:

- 1) Enter into an agreement with another person or entity (FAA-certificated or non-certificated) to perform maintenance functions on an article; and
- 2) The repair station must choose to exercise the privileges of its certificate and assume responsibility for the work performed by the contracted person or entity.

**NOTE:** FAA-certificated 14 CFR part 145 repair stations may contract an approved maintenance function pertaining to an article to an outside source. (Contracting is sometimes referred to as subcontracting. For the purposes of this section, the term contracting includes subcontracting.) There are two elements to the contracting provisions of the U.S.-UK MAG; listing contractors and qualifying contractors.

b) **List of Contractors.** The FAA accepts (UK) Part 145 requirements for the MOE to contain a list of all contractors utilized by the AMO and approved by the CAA as part of the MOE. The list contains the name, address, and certificate and rating if applicable. The FAA can accept this practice when the list identifies, by an asterisk or other means of identification, those contractor(s) the AMO will use to support maintenance activities for U.S.-registered aircraft or aeronautical products to be installed on such aircraft. The list of contractor(s) must be made available to the FAA in the English language on request.

**NOTE:** An organization that holds UK Part-145 approval, but does not hold a 14 CFR part 145 approval, would be considered a subcontractor for the FAA.

c) **Qualifying and Auditing Contractor.** The FAA recognizes (UK) Part 145 QAS and

requirements to qualify and audit contractors when the QAS includes the FAA Special Conditions. If the AMO's summary of its quality and audit procedures includes a description of inclusion of the FAA Special Conditions, there is no need to provide additional supplement procedures. However, if the AMO elects to have a separate QAS for the FAA Special Condition the following procedures should be addressed in the supplement:

- 1) Describe those procedures the organization will use to both qualify and audit contractors.
- 2) If the AMO contracts a maintenance function to a non-FAA-certificated source, the AMO must be appropriately rated to perform the work. This section should:
  - i) Explain that the AMO remains directly in charge of the work performed and is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.
  - ii) Indicate that any non-FAA certificated contractor to which work is contracted must follow a quality system equivalent to the AMO's QAS. Additionally, the AMO must inspect/or test each item on which contracted work has been performed for compliance with this supplement.
  - iii) Explain that if the AMO cannot determine the quality of contracted work, the work can only be contracted to a FAA-certificated facility that is able to test and/or inspect the work performed and issue a return to service for the work performed. If the contracted item must be disassembled by the AMO to determine the quality of the work performed, then it should not be contracted to a non-FAA-certificated source.
- 3) Contracting to FAA-certificated Facilities. This subsection should:
  - i) Explain that if the AMO contracts maintenance functions to another organization that is FAA-certificated, the contractor is responsible for approving the return to service for each item on which it has worked.
  - ii) Describe the procedures the organization will use to determine that the FAA-certificated organization to which work is contracted is properly certificated to perform that work.
- 4) Receiving Inspections. This subsection should:
  - i) Describe the organization's procedures for inspecting the work performed by a contractor on an item that has been returned to service.
  - ii) Describe the procedures the organization uses to provide technical training for receiving inspection personnel who inspect contracted work.
  - iii) Explain the procedures the organization will use to ensure that items on which contracted work has been performed are properly processed through the

organization's receiving inspection procedures.

- iv) Explain receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item received based on a technical review of the contractor's source documentation.
  - v) Describe the method of recording contractor's work and the record retention period.
- 5) Audits. This subsection should:
- i) Describe the procedures the organization uses when auditing contractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record-retention period for the results of each audit.
  - ii) Describe the procedures the organization will use to ensure that contractors comply with operators' manuals, manufacturers' manuals, and ICA.
  - iii) Describe how contractors are informed of any changes to these manuals and procedures.

## 11. MAJOR REPAIRS AND MAJOR ALTERATIONS.

a) **Approved Data.** The FAA must approve design data in support of major repairs in accordance with the current editions of FAA Order 8110.4, Type Certification; FAA Order 8110.37, Designated Engineering Representative (DER) Handbook; FAA Order 8100.15, Organization Designation Authorization Procedures; and FAA Order 8300.16, Major Repair and Alteration Data Approval. Minor repairs are made in accordance with acceptable data, per 14 CFR part 43.

b) **FAA Acceptance of CAA Repair Design Data.** The Implementation Procedures for Airworthiness (IPA) between the United States and the UK states that the FAA shall accept CAA approved design data produced under (UK) Part 21 Sub Part M used in support of major or minor repairs regardless of the State of Design (SoD) of the product, part, or article, if:

- 1) The FAA has certificated/validated the product or article;
- 2) The CAA is acting on behalf of the SoD for the repair design data;
- 3) The CAA repair design data approval is substantiated via a repair design approval letter or a repair design approval issued under a DOA. For repair data approved prior to September 28, 2003, in the United Kingdom, FAA shall accept either the historical CAA approval document, or equivalent, or a repair design approval issued under a former process as evidence of the approval, and
- 4) The repair is not in an area that is subject to an FAA Airworthiness Directive (AD), unless the AD allows for acceptance of a CAA repair design approval.



- 5) In these circumstances, repair design data approved by CAA are accepted without further review as approved by the FAA. This process does not require application to the FAA or compliance findings to the FAA certification basis.

c) **FAA Acceptance of Other Repair Design Data under Bilateral Agreements.** The FAA shall accept approved design data produced outside of the territories of the United States subject to the provisions of a bilateral agreement with the United States addressing the performance of design, production approval, and airworthiness for the acceptance of that part. Review the specific requirements of U.S. bilateral agreements available at the following website:

[https://www.faa.gov/aircraft/air\\_cert/international/bilateral\\_agreements/baa\\_basa\\_listing/](https://www.faa.gov/aircraft/air_cert/international/bilateral_agreements/baa_basa_listing/)

d) **Procedures for Repair Design Data That Is Not Automatically Approved Under a Bilateral Agreement.** The AMO must describe the procedures it will use to ensure that the major repair and/or alteration data being used to perform work on a U.S.-registered product is approved by the FAA. The procedure must contain the following:

- 1) Procedures the organization will use to determine when FAA-approved data is required (procedures for determining what is a major repair or a major alteration as detailed in 14 CFR part 43, Appendix A);
- 2) Procedures for obtaining FAA-approved data for major repairs and/or major alterations;
- 3) Forms used for recording major repairs and/or major alterations (i.e., FAA Form 337, customer's work order, or any records required by an air carrier);
- 4) Procedures the organization will follow to ensure that an English version of FAA Form 337 is provided directly to the FAA when required; and
- 5) Titles of each person responsible for completing and submitting FAA Form 337 to the FAA.

## **12. COMPLIANCE WITH 14 CFR PART 121 AIR CARRIER CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP) OR 14 CFR PART 125/PART 135 OPERATOR INSPECTION PROGRAM.**

a) **Procedure.** This procedure will describe how the organization will comply with appropriate portions of a U.S. air carrier's Continuous Airworthiness Maintenance Program (CAMP) or 14 CFR part 125/part 135 operator's manual as provided by that operator. It must contain:

- 1) The procedures the AMOs use to ensure their personnel have been properly trained and qualified to perform work in accordance with the 14 CFR part 125 operator or 14 CFR part 121/part 135 air carrier operator requirements.
- 2) A statement that the AMO understands that any deviation from the certificate holder's maintenance manuals or supplemental instructions will require documented approval

from the 14 CFR part 125 operator or 14 CFR part 121/part 135 air carrier; and/or

- 3) Where the AMO's maintenance procedures differs from the air carrier's CAMP procedure, there must be in place a written agreement confirming equivalency between the air carrier and the AMO's procedures.

**NOTE:** Under 14 CFR § 145.205, the AMO is required to comply with the air carrier's CAMP. This requires the AMO to comply with the air carrier's requirements; for example, approval for return to service procedures, parts, tagging, shelf life of expendable materials, tool and equipment calibration intervals, etc., in accordance with the air carrier's CAMP. This is normally accomplished by the air carrier auditing the AMO and providing the AMO with a written agreement accepting the AMO's processes and procedures as meeting or exceeding the air carrier's requirements. It is imperative that the AMO receives and retains copies of the written agreement from the air carrier and have it available for review by the CAA or FAA.

- 4) If applicable (14 CFR § 125.71), a 14 CFR part 125 operator is required to have an FAA-approved inspection program (14 CFR § 125.247). This section should address how the AMO will comply with the 14 CFR part 125 operator's inspection program, if contracted to do such work. (The AMO will request the operator to provide them with the appropriate section of the inspection program prior to performing that inspection.)
- 5) If applicable, describe the aircraft inspection requirements for U.S.-registered aircraft operating under 14 CFR § 91.409 aircraft inspection requirements. This section should describe how the AMO will comply with the operator's requirements. (The AMO will request the operator to provide them with the appropriate section of the inspection program.)

**b) Required Inspection Items (RII).** This subsection must:

- 1) State that RIIs identified in the U.S. operator's manual must be accomplished by authorized personnel who are not involved in performing the work on the item to be inspected.
  - i) The RII-qualified inspectors must work under the quality control system/inspection organization of the repair station.
  - ii) Under this subsection of the manual, the AMO will state how the separation between maintenance and inspection is managed.
- 2) State that the AMO or the maintenance department of the air carrier cannot overrule the findings of the RII-qualified inspector; and
- 3) Include the organization's procedures to ensure that any person performing RIIs is trained, qualified, and authorized by the air carrier for which the RII is being conducted.

### **13. COMPLIANCE WITH MANUFACTURERS' MAINTENANCE MANUALS OR INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA).**

a) Compliance with manufacturers' maintenance manuals or ICA section will state that the AMO will retain an English language copy of the technical data from which the AMO's internal documents were developed. However, the AMO may convert technical data (i.e., ICA, manufacturers' maintenance manuals, or type certificate holders' continued airworthiness data) into internal documents, such as work cards, work sheets, and shop travellers into a language other than English. The AMO also will establish procedures to ensure that its English language copy of technical data and any internal documents developed from this technical data are current and complete. The AMO should keep an English copy of the technical data at the AMO's main base as identified on the FAA certificate and make it available to the FAA during sampling inspections or investigations.

b) State that all maintenance performed for certain U.S. air carriers (i.e., those operating under parts 121, 125, 135, and 129), including all major repairs and major alterations, must be recorded in accordance with that air carrier's manual. Major repairs performed for a U.S. air carrier must be recorded on FAA Form 337, or on a work order signed and dated by the AMO. Major alterations performed for anything other than a U.S. air carrier, (i.e., U.S.-registered general aviation aircraft or 14 CFR part 125 aircraft, as described in this sample supplement paragraph 12 above) must be recorded on an FAA Form 337. (UK) Part 145 requires the AMO to follow the operator's work orders and manuals. Therefore, a reference to the section of the manual that addresses this issue is acceptable, provided that section is written in English and can be made available to the FAA upon request. However, any deviation from procedures as stated above must be addressed in this section to show compliance with FAA-approved data.

c) **FAA Airworthiness Directives (AD).** The FAA AD section must:

- 1) Explain how the organization will ensure it will comply with all FAA ADs applicable to the work performed under the ratings it holds.
- 2) State how the organization will manage and control the distribution and use of ADs. It also should identify how the organization will ensure that the applicable FAA ADs will be made available to its personnel when they perform work under its FAA certificate and rating.
- 3) List by title each person responsible for compliance with these requirements.
- 4) Include repair station procedures to ensure customer approval/request of the performance of applicable ADs. If the product or component is not approved for return to service due to noncompliance with an applicable AD, the discrepancy must be recorded in the item's maintenance records. This section should describe how this information would be recorded and transmitted to the customer.

**14. QUALIFICATIONS OF PERSONNEL.** The personnel requirements section must include the following:

- a) The name, title, telephone number, e-mail address, if available, of the person who will act as the liaison between the organization and the CAA. This liaison will ensure compliance with the provisions of the supplement.
- b) The procedures the organization uses to ensure that its personnel have been properly trained and qualified to perform work in accordance with the customer's or air carrier's requirements (procedures such as RII). It is the responsibility of the repair station to ensure that these requirements are met.
- c) The procedures the organization uses to ensure that its employees, contractors, and subcontractors have received initial and recurrent training in the transportation of dangerous goods in accordance with ICAO standards. This requirement is applicable if the AMO is involved with the transportation of dangerous goods by air, including shipping and receiving of such items. If the AMO is involved in the loading of dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be trained in accordance with the air carrier's hazardous materials training program.
- d) The procedures the organization will use to ensure that the following personnel can read, write, and understand English:
  - 1) Those approving an aeronautical product for return to service; and
  - 2) Those responsible for the supervision or final inspection of work on a U.S.-registered aircraft or article to be installed on a U.S.-registered aircraft.



**15. FORMS.** The forms section should include copies of all forms referred to in the supplement, (e.g., FAA Form 8010-4, FAA Form 337, FAA Form 8130-3), procedures for completing the forms, and the title of any person authorized to execute such forms. It is acceptable to refer to other sections of the supplement or to other English language sections of the manual where the copies and procedures for completing the forms are located and can be provided to the FAA upon request.

## Appendix 2

### FAA Forms and Required Documents

For the purpose of meeting the U.S.-UK MAG requirements for a 14 CFR part 145 certificate, the following forms and documents are available at the following websites or embedded into the U.S.-UK MAG, as applicable.

**Table C-1**  
**FAA Forms and Websites**

Form Name/Number	Title/Instructions	URL
FAA Form 8310-3	Application for Repair Station Certificate and/or Rating Form	<a href="http://www.faa.gov/forms">http://www.faa.gov/forms</a>
FAA Form 8400-6	Pre-application Statement of Intent (PASI)	
Service Difficulty Reporting (SDR)	SDR reporting system online	<a href="http://av-info.faa.gov/sdrx/Default.aspx">http://av-info.faa.gov/sdrx/Default.aspx</a>
FAA MIP Audit Report 2	CAA completes the report for initial, renewal, change/amendment, or other purposes for the 14 CFR part 145 recommendations	
Repair Station Vital Information Job Aid	Vital information the repair station supplies	

**Table C-2**  
**Summary of Forms/Documents for Making an Application**

**INITIAL APPLICATION DOCUMENTS**

**Pre-application**

1. FAA Form 8400-6, Pre-application Statement of Intent (PASI).
2. Statement of need for a 14 CFR part 145 certificate.
3. Repair Station Vital Information (Section C, Appendix 2)—All sections shall be completed.

**Formal Application**

1. FAA Form 8310-3, Application for Repair Station Certificate and/or Rating. Blocks 1 through 5 completed.
2. FAA Supplement to the MOE.
3. Copy of the current (UK) Part 145 AMO Certificate, (form 3), including Scope of Approval.
4. Copy of Capability List (CL), if applicable.
5. Hazmat Letter.

**RENEWAL APPLICATION DOCUMENTS**

1. FAA Form 8310-3, Application for Repair Station Certificate and/or Rating. Check Block 2 “other” for renewal of certificate.
2. Copy of the current (UK) Part 145 AMO Certificate, (Form 3), including Scope of Approval.
3. Statement of necessity for a 14 CFR part 145 certificate.
4. Repair Station Vital Information. All sections shall be current.
5. Hazmat Letter.\*\* Required if changes to name, location, ownership, added rating, or not previously submitted.
6. FAA Supplement \*\*
7. Copy of Capability List (CL).\*\*
8. Denotes documents that require submission if a change has occurred since the last renewal.\*\*

**CHANGE/AMENDMENT APPLICATION DOCUMENTS**

1. FAA Form 8310-3, Application for Repair Station Certificate and/or Rating. (Amend the certificate, change in name, change in ownership, change in location or housing/facility, change in ratings, addition of line station, change in mailing address.)
2. Copy of the current (UK) Part 145 AMO Certificate, (form 3), including Scope of Approval.\*\*
3. Statement of necessity for adding a new rating to a 14 CFR part 145 certificate.\*\*
4. Repair Station Vital Information job aid.\*\*
5. Hazmat Letter.\*\* Required if changes to name, location, ownership, added rating.
6. FAA Supplement to the MOE if a revision was submitted.\*\*
7. Copy of Capability List (CL) if added articles under new rating.\*\*

\*\*Denotes documents may require submission depending on the request.

## **Appendix 3**

### **FAA Special Conditions**

- 1.0 FAA Special Conditions Applicable to UK-Based Part-145 AMOs.** For an AMO to be approved under the Maintenance Implementation Procedures, the following Special Conditions apply.
- 1.1** The AMO applying for a 14 CFR part 145 repair station certificate will submit an application in a form and manner acceptable to the FAA. The application for initial, renewal, and amendment of the repair station certification must include:
- a. The applicant must show the 14 CFR part 145 repair station certificate and/or rating is necessary for maintaining or altering U.S.- registered aircraft and articles for use on U.S.-registered aircraft, or foreign-registered aircraft operated under the provisions of 14 CFR part 121 or part 135, and articles for use on these aircraft.
  - b. A list of maintenance functions, approved by the CAA, to be contracted/sub-contracted in accordance with 14 CFR part 145, § 145.217.
  - c. In the case of transporting dangerous goods on aircraft, written confirmation demonstrating that all involved employees, contractors, and sub-contractors have been trained as outlined in the transport of dangerous goods. The training shall be in accordance with the most current edition of International Civil Aviation Organization (ICAO) standards as specified in Annex 18 and the Technical Instructions for the Safe Transport of Dangerous Goods by Air.
  - d. A copy of the current CAA AMO certificate and approval schedule.
- 1.2** If it is determined that the AMO's existing manual does not meet FAA requirements, the AMO must provide an FAA supplement in English to its MOE that is approved by the CAA and maintained at the AMO. Once approved by the CAA, the FAA supplement will be deemed accepted by the FAA. All revisions to the FAA supplement must be approved by the CAA. The FAA supplement to the MOE should include the following:
- a. A signed and dated statement by the Accountable Manager that obligates the AMO to comply with the Maintenance Implementation Procedures.
  - b. A summary of its quality system, which shall also cover the FAA Special Conditions.
  - c. Procedures for approval for release or return to service that satisfy the requirements of 14 CFR part 43 for aircraft and the use of FAA Form 8130-3, Authorized Release Certificate, or CAA Form 1, Authorized Release Certificate, for components. This includes the information required by 14 CFR part 43 (§ 43.9 and § 43.11) and all information required to be made or kept by the owner or operator in English, as appropriate.

- d. Procedures for reporting to the FAA any serious failures, malfunctions, or defects of an article and Suspected Unapproved Parts (SUP) discovered, or intended to be installed, on U.S. aeronautical products.
- e. Procedures to notify the FAA regarding any changes to line stations that:
  - 1. Are under the surveillance of the CAA, with the exception of line stations located in the United States, as such line stations are beyond the scope of the Maintenance Implementation Procedures;
  - 2. Maintain U.S.-registered aircraft; and
  - 3. Require the issuance of FAA operation specifications.
- f. Procedures to qualify and monitor additional fixed locations and line stations.
- g. Procedures to verify that all contracted or sub-contracted maintenance performed by non-FAA-certificated organizations include provisions requiring the following:
  - 1. The repair station remains directly in charge of the maintenance;
  - 2. The contractor or sub-contractor follows a Quality System equivalent to the AMO's Quality System; and
  - 3. The article is returned to the repair station for final inspection/testing, and the repair station verifies by test and/or inspection the work has been performed satisfactorily and the article is airworthy before approving it for return to service.
- h. Procedures to ensure that major repairs and major alterations (as defined in 14 CFR part 1) or modifications are accomplished in accordance with technical data approved by the FAA.
- i. Procedures to ensure compliance with a U.S. air carrier's Continuous Airworthiness Maintenance Program (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as Required Inspection Items (RII).
- j. Procedures to ensure compliance with the manufacturer's maintenance manuals or ICAs and the handling of deviations.
- k. Procedures to ensure that all current and applicable airworthiness directives (AD) published by the FAA are available to maintenance personnel at the time the work is being performed.
- l. Procedures to permit work away from the fixed location, when applicable.
- m. Procedures to confirm that the AMO's supervisors, employees, and maintenance personnel responsible for final inspection and approval for return to service of U.S.-



registered aircraft or foreign-registered aircraft operated under the provisions of 14 CFR part 121 or part 135 are able to read, write, and understand the English language.

- 1.3** To continue to be approved in accordance with 14 CFR parts 43 and 145, the AMO must comply, and the CAA shall verify that the AMO complies, with the following:
  - a. The AMO allows the FAA, or the CAA on behalf of the FAA, unimpeded access to inspect the repair station for continued compliance with the requirements of (UK) Part-145 regulations and the FAA Special Conditions;
  - b. The repair station continues to comply with (UK) Part-145 regulations and the regulatory differences identified in the FAA Special Conditions.
- 1.3** Investigations and enforcement by the FAA may be undertaken in accordance with FAA rules and directives. The repair station must cooperate with any investigation or enforcement action.
- 1.4** Where regulatory compliance is maintained, the FAA may renew the 14 CFR part 145 repair station's initial certification after 12 months, and every 24 months thereafter.

## **Section D – Entry into Force and Termination**

- 1.0** This Maintenance Agreement Guidance shall enter into force on January 1, 2023, provided that it has been signed by the duly authorized representatives of both the FAA and the CAA.
  
- 2.0** This Maintenance Agreement Guidance shall remain in force until terminated. Either Party may terminate this Maintenance Agreement Guidance at any time by providing sixty (60) days' notice in writing to the other Party. Termination of this Maintenance Agreement Guidance will not affect the validity of activity conducted thereunder prior to termination.

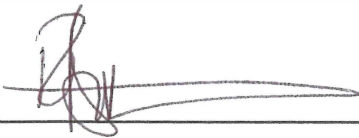
## Section E - Authority

The FAA and the CAA agree to the provisions of this Maintenance Agreement Guidance as indicated by the signature of their duly authorized representatives.

**Federal Aviation Administration  
Department of Transportation  
United States of America**

**Civil Aviation Authority  
United Kingdom of Great Britain  
and Northern Ireland**

 12/08/2022

 19 DECEMBER 2022

**Wesley L. Mooty**                      Date  
Acting Deputy Executive Director  
Flight Standards Service, AFX-2A

**Robert Bishton**                      Date  
Director  
Safety and Airspace Regulation Group