

Maintenance Annex Guidance

Between the

UK Civil Aviation Authority (CAA) for the Government of the

United Kingdom of Great Britain and Northern Ireland (UK)

and

Agência Nacional de Aviação Civil (ANAC) for the

Federative Republic of Brazil



THE MAINTENANCE ANNEX GUIDANCE (MAG) APPROVAL:



THIS MAINTENANCE ANNEX GUIDANCE COMES INTO OPERATION ON 1ST JANUARY 2021,
SUBJECT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN ANAC AND THE CAA.
THIS IS TO CERTIFY APPROVAL BY:

Original signed by Carlo André Araripe

Ramalho Leite

Deputy Head of the Department of Flight
Standards (SPO)

Agência Nacional de Aviação Civil

Date:

29/12/2020

Original signed by David Malins

Head Airworthiness, Safety and Airspace
Regulation Group
Civil Aviation Authority

Date:

30/12/2020

Revision History
Maintenance Annex Guidance

Revisions to this guidance will be approved by the designated representatives for CAA and ANAC.

Revisions become effective upon signature of the revised document.

Revision#	Revision Description	Signed on
Original	Original Edition of the Maintenance Annex Guidance	

SUMMARY

Introduction.....	7
Section A - Authority Interaction:	8
I General.....	9
1 Purpose.....	9
2 Communications.....	9
3 Technical Consultations and Interpretations and Resolution of issues between ANAC and CAA.....	9
4 Joint Sectorial Committee on Maintenance (JSCM).....	9
5 Revisions	10
II Cooperation in Quality Assurance and Standardisation Activities.....	10
1 General	10
2 Implementation of the CAA Standardisation in UK.	10
3 CAA and Sampling Inspection System in Brazil (SIS).....	11
4 Surveillance Activities within ANAC.....	14
5 ANAC and Sampling Inspection System in UK (SIS).....	14
III Definitions.....	17
IV Special Conditions.....	19
General.....	19
V Special Conditions	19
General.....	19
1 CAA Special Conditions Applicable to Brazilian based Maintenance Organisations	20
2 ANAC Special Conditions Applicable to UK based Approved Maintenance Organisations	21
VI Appendices	23
Appendix 1: CAA and ANAC contacts	23
Appendix 2: Technical contacts of Aviation Authorities:	23
Appendix 3: CAA Visit Report ANAC Regional Office (SIS Form 10 BRA)	24
Appendix 4: CAA Visit Report AMO (SIS Form 8 BRA)	29
Appendix 5: ANAC Visit Report UK CAA (SIS Form 10 UK).....	32
Appendix 6: ANAC Visit Report AMO (SIS Form 8 UK).....	36
Section B: Approval Process for Brazilian Based Approved Maintenance Organisations	39
Introduction.....	40
I Initial Approval Process.....	40
1 ANAC Actions	40

2	Applicant Actions.....	40
3	ANAC/CAA actions.....	40
II	Continuation Process	41
1	ANAC Action.....	41
2	Applicant Actions.....	41
3	ANAC/CAA Actions.....	41
4	CAA Actions	41
5	Surrender of Approval.....	42
III	Amendment process	42
1	Applicant Actions.....	42
2	ANAC Actions	42
3	CAA Actions	42
IV	Suspension or Revocation	42
1	Suspension.....	42
2	Revocation.....	43
3	CAA and ANAC Actions	43
4	Communication	43
V	Appendices.....	44
	Appendix 1: CAA Supplement Contents	44
	Appendix 2: Example CAA Supplement	45
	Appendix 3: Sample Audit Program, CAA Supplement Brazilian Maintenance Organisations	60
	Appendix 4: Application form (SRG1779).....	62
	Appendix 5: Supplement Approval Letter Template.....	64
	Section C: Approval process for UK Based Maintenance Organisations.....	65
	Introduction.....	66
I	Initial Approval Process.....	66
1	Introduction	66
2	CAA Action.....	66
3	Applicant Action	66
4	CAA/ANAC Actions.....	67
II	Continuation Process	67
1	Introduction	67
2	CAA Actions	68
3	Applicant Actions.....	68
4	CAA and ANAC actions	68

5	Late Applications	69
6	Surrender of approval.....	69
III	Amendment process	69
1	Applicant actions.....	69
2	CAA/ANAC actions.....	69
3	ANAC Actions	70
IV	Suspension or Revocation	70
1	Suspension.....	70
2	Revocation.....	70
3	ANAC and CAA Actions	70
4	Communication	70
V	Appendices.....	71
	Appendix 1: ANAC Supplement Contents	71
	Appendix 2: Example ANAC Supplement	72
	Appendix 3: Approval Letter Template	91

Introduction

1. The Brazilian requirements for maintenance are contained in Brazilian Civil Aviation Regulations RBAC 43 and 145 and the guidance material in the respective Supplemental Instructions (IS).
2. Following the United Kingdom (Withdrawal) Act 2018, the UK requirements for maintenance are contained in the regulation (EC) No 2018/1139 and in Commission Regulation No 1321/2014, Annex II Part 145, as amended by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (hereafter referred to as Part 145) and the respective Acceptable Means of Compliance (AMC) and Guidance Material.
3. ANAC and the CAA have established the differences between Part-145 and RBAC 43 and 145. These differences are addressed on the Special Conditions listed in Section A, Part IV of this MAG. Any maintenance organisation of one Authority to this MAG that has been certified by the other Authority to perform maintenance functions will be required to have a supplement to its maintenance manual in order to comply with the Special Conditions outlined in the Annex II to the Memorandum of Understanding (MoU) between ANAC and the CAA. When it is satisfied that the supplement meets the Special Conditions, the competent authority for the respective Authority will issue an Approval attesting compliance with the applicable requirements subject to scope of ratings and limitations not exceeding that contained in its primary certification.
4. This Maintenance Annex Guidance (hereinafter referred to as the MAG) details ANAC, CAA and applicant actions required to be taken in order for a Part-145 approved maintenance organisation located in the UK to maintain civil aeronautical products under the jurisdiction of ANAC, in accordance with the MoU between ANAC and the CAA, and the conditions for an ANAC RBAC 145 certified maintenance organisation located in Brazil to obtain approval to maintain civil aeronautical products under the jurisdiction of the CAA.
5. The CAA and ANAC have decided to organise, as appropriate, reciprocal participation in each other's internal standardisation or quality control system.
6. After 1 January 2021, the certificates issued under the terms of the MAG under the "Agreement between the government of the Federative Republic of Brazil and the European Union on civil aviation safety" for Brazilian and UK based maintenance organisations, will continue to be considered valid by ANAC and the CAA for up to 24 months after the original issue of the certificate, or the latest continuation recommendation. Prior to the expiration of the certificate, any maintenance organisation that intends to continue to work under the Brazil and UK agreement will have to apply for a continuation of the certificate pursuant to the terms of this MAG.

Section A - Authority Interaction:

(Not applicable to the Industry)

I General

1 Purpose

1.1 The purpose of this Section of the MAG is to detail the interface procedures and activities between Agência Nacional de Aviação Civil (ANAC) and the Civil Aviation Authority (CAA) required to implement the MoU.

2 Communications

2.1 Proposed significant revisions to the relevant laws, regulations, standards, acceptable means of compliance and guidance material which may affect the basis and the scope of this guidance, should be notified in a manner consistent with the terms of the MoU. Accordingly, upon notice of such changes ANAC or the CAA may request a meeting to review the need for amendments to this MAG.

2.2 The list of contact points for the various technical aspects of the MAG, including communication of urgent issues, is included in Appendix 1.

3 Technical Consultations and Interpretations and Resolution of issues between ANAC and CAA

3.1 Technical Consultations:

a) ANAC and the CAA will consult as necessary to provide input when requested on interpretations and technical issues. The frequency of these exchanges will depend upon the number and significance of the issues to be discussed.

3.2 Interpretations and Resolution of issues between ANAC and CAA

a) ANAC and the CAA will address interpretations and resolve issues through consultation or any other mutually acceptable means. Every effort will be made to resolve any issues at the lowest possible level.

4 MAG Periodical Review

4.1 The Authorities will meet at least annually, or as otherwise mutually decided, to ensure the effective functioning and implementation of this MAG by reviewing the progress on implementation issues and proposing changes to the document when required.

4.2 The host is responsible for the meeting minutes and action items that are centrally tracked.

4.3 Significant audit findings, reports and recommendations resulting from standardisation and Sampling Inspection System (SIS) activities will be shared between ANAC and the CAA. During the annual meeting, ANAC and CAA will present their intention for the next 12 (twelve) month period.

5 Revisions

5.1 The Authorities will review this guidance as necessary. These revisions become effective upon approval by the Authorities and will be implemented, as applicable, within 90 (ninety) days after the change has been published, unless otherwise specified.

II Cooperation in Quality Assurance Activities

1 General

1.1 In order to ensure the effective functioning and implementation of the MoU, continued understanding and compatibility of each other's maintenance systems should be promoted by ANAC and the CAA.

1.2 To this end, ANAC and the CAA will consult and share information on quality assurance activities and promote the participation in each other's inspections and audits.

1.3 These activities may include sampling inspections at each other's approved/certificated maintenance organisations to ensure each Authority is applying the procedures set out in this MAG.

2 Sampling Inspection System in Brazil (SIS)

2.1 Introduction: The CAA should establish a sampling visit schedule to check that this MAG is being implemented in Brazil in accordance with its terms.

2.2 Objectives:

- a) To monitor ANAC application of this MAG, ensuring it is applied in a consistent manner such that any organisation approved by the ANAC in accordance with its provisions meets a standard equivalent to that required of a Part 145 organisation.
- b) To assist the ANAC and ANAC RBAC 145 Certified Maintenance Organisations (AMO) located in Brazil holding Part 145 approval in understanding their obligations under the terms of this MAG.

2.3 Mode of Operation:

- a) The CAA's SIS Teams need to visit the ANAC and applicable RBAC 145 AMOs on a regular basis to satisfy the paragraph 2.2 objectives.
- b) When the CAA's SIS Teams perceive compliance problems with the MAG or the application of maintenance standards, such problems are to be reported on the applicable CAA Visit Report to be presented to ANAC at the conclusion of the visit.
- c) During the course of the visit, the SIS Teams may have cause to raise findings in accordance with the following:
 - i Findings with regards to CAA Special Conditions contained in this MAG.
 - ii Findings with regards to the equivalent Part 145 paragraph.
- d) The CAA should review the CAA Visit Reports and request ANAC to provide a corrective action plan in a timely manner but not later than 90 days after the visit. Findings can be raised at both ANAC and/or visited AMO. The ANAC SPO-GCAC must ensure the necessary follow up actions are taken by ANAC and/or AMO.

2.4 CAA SIS Team Composition:

- a) Each SIS Team should consist of at least two CAA Airworthiness Civil Aviation Safety Inspectors. Each team may include an inspector undergoing training.
- b) The personnel assigned by the ANAC will accompany the CAA SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation of maintenance regulations. The ANAC responsible surveyor for the particular organisation visited should join the team for that visit in order to facilitate the on-site visit and provide background information about the organisation visited, as required.

2.5 CAA SIS Team Visit Program:

CAA SIS Teams will visit the ANAC and RBAC 145 AMOs holding a Part 145 approval at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The CAA should determine a visit schedule and provide it to ANAC. The final dates of a specific visit should be provided to ANAC at least 3 months in advance. ANAC is expected to make every effort to both receive and cooperate with the team.

2.6 CAA SIS Procedures:

- a) SIS Teams normally visit Brazil for one week. The CAA Manager responsible for the visit must liaise with ANAC. ANAC will make every effort to cooperate with the SIS team.
- b) At the start and end of each visit, ANAC will be briefed regarding the visit.
- c) The SIS Team should complete a CAA Visit Report ANAC (Section A of this MAG, Appendix 2) in respect of each ANAC visit and a CAA Visit Report AMO (Section A of this MAG, Appendix 3) for each organisation visited.
- d) The ANAC should also sign the CAA Visit Report ANAC to indicate that the report has been seen, adding any comment against each finding as applicable, and if necessary, notifying CAA of any disagreement with the non-compliance finding(s) and / or communicating any observations. Signature by the ANAC only means that the findings have been seen.
- e) The SIS Team may have cause with some organisations to raise non-compliance findings. In this case, use the CAA Visit Report AMO to record the finding(s). The ANAC must carry out the necessary follow up actions.

2.7 Resolution of SIS Team Findings:

- a) The CAA should review the CAA Visit Report ANAC and request ANAC to take the appropriate remedial actions in a timely manner. The CAA will be informed of the actions taken by ANAC.
- b) ANAC will take action on all the CAA Visit Report AMO non-compliance findings raised following the visit. Action should be taken directly with the affected organisation. CAA will be kept informed of the actions taken by ANAC. Based on the non-compliance findings CAA may suspend or cancel the AMO's Part 145 Approval.
- c) ANAC should review all observations contained in CAA Visit Reports to consider possible corrective measures to ensure standards compatible with Part 145. Follow up will be completed by ANAC and reported to CAA for closure.

3 Sampling Inspection System in the UK (SIS)

3.1 Introduction: The ANAC Flight Standards Department - Continued Airworthiness Branch (SPO – GCAC) should establish a sampling visit schedule to check that this MAG is being implemented in the UK in accordance with its terms.

3.2 Objectives:

- a) To monitor CAA application of this MAG, ensuring it is applied in a consistent manner such that any organisation approved by the CAA in accordance with its provisions meets a standard equivalent to that required of a RBAC 145 organisation.
- b) To assist the CAA and Part-145 AMOs located in UK holding RBAC 145 Certificate in understanding their obligations under the terms of this MAG.

3.3 Mode of Operation:

- a) ANAC SIS Teams need to visit the CAA and applicable Part-145 AMOs on a regular basis to satisfy the paragraph 3.2 objectives.
- b) When the ANAC SIS Team perceives compliance problems with the MAG or the application of maintenance standards, such problems are to be reported on the applicable ANAC Visit Report to be presented to CAA at the conclusion of the visit.
- c) During the course of the visit, the SIS Team may have cause to raise findings in accordance with the following:
 - i Findings with regards to ANAC Special Conditions contained in this MAG.
 - ii Findings with regards to the equivalent paragraph of the RBAC 43 and 145 regulations.
- d) ANAC HQ should review the ANAC Visit Reports and request CAA to provide a corrective action plan in a timely manner but not later than 90 days after the visit. The CAA will ensure the necessary follow up actions are taken by the CAA and/or AMO.

3.4 ANAC SIS Team Composition:

- a) Each SIS Team should consist of two ANAC Civil Aviation Safety Inspectors from the Flight Standards Department – Continued Airworthiness Certification Branch (SPO-GCAC). Each team may include an ANAC GCAC Inspector undergoing training.
- b) The personnel assigned by the CAA will accompany the ANAC SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation of maintenance regulations. The CAA responsible surveyor for the particular organisation visited should join the team for that visit in order to facilitate the on-site visit and provide background information about the organisation visited, as required.

3.5 ANAC SIS Team Visit Program:

ANAC SIS Teams will visit the CAA and Part-145 AMOs holding a RBAC 145 Certificate at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The ANAC Flight Standards Department - Continued Airworthiness Branch (SPO– GCAC) should determine a visit schedule and provide it to CAA. The final dates of a specific visit should be provided to CAA at least 3 months in advance. CAA is expected to make every effort to both receive and cooperate with the team.

3.6 ANAC SIS Procedures:

- a) SIS Teams normally visit the UK for one week. The ANAC Flight Standards Department - Continued Airworthiness Branch (SPO– GCAC) Manager responsible for Standardisation must liaise with the CAA. The CAA will make every effort to cooperate with the SIS team.
- b) At the start and end of each visit, the CAA will be briefed regarding the visit.
- c) The SIS Team should complete an ANAC Visit Report CAA (Section A of this MAG, Appendix 4) in respect of the CAA visit and an ANAC Visit Report AMO (Section A of

this MAG, Appendix 5) in respect of each organisation visited.

d) The CAA should also sign the ANAC Visit Report CAA to indicate that the report has been seen, adding any comment against each finding as applicable, and if necessary, notifying ANAC of any disagreement with the non-compliance finding(s) and / or communicating any observations. Signature by the CAA only means that the findings have been seen.

e) The SIS Team may have cause with some organisations to raise non-compliance findings. In this case, the ANAC Visit Report AMO should be used to record the finding(s). The CAA will carry out the necessary follow up actions.

f) After each visit, the SIS Team must debrief the ANAC Flight Standards Department – Continued Airworthiness Branch (SPO-GCAC) Manager.

3.7 Resolution of SIS Team Findings:

a) ANAC should review the ANAC Visit Report CAA and make a request to the CAA to take appropriate remedial actions in a timely manner. ANAC will be informed of the actions taken by the CAA.

b) The CAA will take action on all the ANAC Visit Report AMO non-compliance findings raised following the visit. Action should be taken directly with the affected organisation. ANAC Flight Standards Department - Continued Airworthiness Branch (SPO–GCAC) must be kept informed of the actions taken by the CAA. Based on the non-compliance findings ANAC may suspend or cancel the AMO's RBAC 145 Certificate.

c) The CAA should review all observations contained in ANAC Visit Reports to consider possible corrective measures to ensure standards compatible with ANAC RBAC 145. Follow up will be completed by the CAA and reported to ANAC for closure.

III Definitions

Accountable Manager: The accountable manager is normally intended to mean the chief executive officer of the organisation, who by virtue of position has overall [including in particular, financial] responsibility for running the organisation. When the accountable manager is not the chief executive officer, they must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation.

Approved Maintenance Organisation (AMO): Means a natural person, a legal person or part of legal person entitled to maintain any aircraft and / or component for which it is approved. For the purpose of this MAG Certified Maintenance Organisation, AMO and Maintenance Organisation are synonymous.

Aircraft: Any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface.

Airworthiness Approval: A finding that the design or change to a design of a civil aeronautical product meets standards established by the applicable legislation in force in either Brazil or UK or that a product conforms to a design that has been found to meet those standards and is in a condition for safe operation.

ANAC Headquarters – ANAC HQ: ANAC main office, located in Brasilia, where the agency's managerial decisions are made.

ANAC Continuous Airworthiness Regional Offices: The ANAC Department of Flight Standards (SPO) regional offices in Brasília, São Paulo, and Rio de Janeiro responsible for certification and surveillance of maintenance organisations and air operators' maintenance, certification of airworthiness, and surveillance of airworthiness accredited persons.

Approved data: Data in support of repairs or modifications approved by the competent authority, by an appropriately rated design organisation or accepted under the terms of the MoU and the TIP.

Civil Aeronautical Product: Any civil aircraft, aircraft engine, or aircraft propeller, or sub-assembly, appliance, part, or component installed or to be installed thereon.

Component: Any aircraft engine, aircraft propeller, part or appliance.

GCAC: The branch under the ANAC Department of Flight Standards (SPO) responsible for continued airworthiness of the operators, including certification and oversight of Maintenance Organisations.

GTOM: The branch under ANAC GCAC responsible for the certification of the Maintenance Organisations in accordance with the RBAC 145.

GTVA: The branch under ANAC GCAC responsible for the surveillance activities of air operators, general aviation and Maintenance Organisations.

Line Station:

For the CAA: A location where line maintenance is carried out that is identified in the relevant exposition.

For ANAC: a secondary base identified by the appropriate Operation Specifications.

For ANAC and CAA definitions, the scope of work is limited to line maintenance as defined below.

NOTE: Line stations located outside the territory of both Parties are acceptable, provided they are identified in the relevant manual and are subject to oversight of a Competent Authority. Line stations located in each other's territory are not accepted under this MAG i.e. it is not possible to exercise the privileges received under this MAG in the territory of the other Authority.

Line maintenance: Any maintenance that is carried out before flight to ensure that the aircraft is fit for the intended flight.

Line Maintenance may include:

- Trouble shooting.
- Defect rectification.
- Component replacement with use of external test equipment if required. Component replacement may include components such as engines and propellers.
- Scheduled maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in-depth inspection. It may also include internal structure, systems and power plant items which are visible through quick opening access panels/doors.
- Minor repairs and modifications which do not require extensive disassembly and can be accomplished by simple means.
- For temporary or occasional cases (AD's, SB's) the Quality Manager may accept base maintenance tasks to be performed by a line maintenance organisation provided all requirements are fulfilled as defined by the competent authority.
- Maintenance tasks falling outside these criteria are considered to be Base Maintenance.
- Aircraft maintained in accordance with 'progressive' type programmes should be individually assessed in relation to this paragraph. In principle, the decision to allow some 'progressive' checks to be carried out should be determined by the assessment that all tasks within the particular check can be carried out safely to the required standards at the designated line maintenance station.

NOTE: Where the organisation uses facilities both inside and outside the UK, such as additional fixed locations, sub-contractors, line stations etc., such facilities may be included in the approval without being identified on the approval certificate subject to the Maintenance Organisation Exposition (MOE) identifying the facilities and containing procedures to control such facilities and the competent authority being satisfied that they form an integral part of the approved maintenance organisation.

Maintenance: The performance of inspection, overhaul, repair, preservation, or the replacement of parts, appliances, or components with the exception of pre-flight inspection of a Civil Aeronautical Product to assure the continued airworthiness of that product; and includes the embodiment of Modifications; but does not include the design of Repairs and Modifications.

Modification: A change affecting the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.

Monitoring: Periodic surveillance by a Competent Authority to determine continuing compliance with the appropriate applicable standards.

Maintenance Organisation: See Approved Maintenance Organisation.

Special Condition: Requirements in either Regulamento Brasileiro de Aviação Civil - RBAC 43 and 145 or in Commission Regulation (EC) No 1321/2014 Annex II (referred to as Part-

145) that have been found, based on a comparison of the regulatory maintenance systems, not to be common to both systems and which are significant enough that they must be addressed.

TIP – Technical Implementation Procedures: Technical Procedures for airworthiness approval under the MoU between ANAC and the CAA.

IV Special Conditions

1 General

- 1.1 Pursuant to the MoU between ANAC and CAA, the recognition by one Authority of a maintenance organisation under the jurisdiction of the other Authority will be based upon the maintenance organisation incorporating into its procedures manual (MOE or MOM, according to the case), a supplement that addresses the additional requirements stated herein.
- 1.2 The manual will contain a statement of commitment signed by the current Accountable Manager (Executive) confirming that the organisation will comply with the manual and the supplement, and will, at a minimum, include the information specified in the appropriate annex to this document.
- 1.3 The supplement will be produced in English language and will be approved by the Authority having primary jurisdiction over the maintenance organisation, on behalf of the other Authority.
- 1.4 In order to be approved in accordance with Part 145 or with RBAC 145 pursuant to the terms of the MoU between ANAC and the CAA, the maintenance organisation located in Brazil and the AMOs in the UK will comply, respectively, with CAA Special Conditions applicable to Brazilian based maintenance organisations and ANAC Special Conditions applicable to UK based AMOs as outlined in the Annex II to the MoU.

2 CAA Special Conditions Applicable to Brazilian Based Maintenance Organisations

- 2.1 To be approved in accordance with Part 145, pursuant to the terms of the Annex II to the MoU, the maintenance organisation will comply with all of the following Special Conditions:
 - a) The maintenance organisation will submit an application in a form and a manner acceptable to the CAA. The application for both initial and continuation of the CAA approval will include a statement demonstrating that CAA approval is necessary for maintaining or altering aeronautical products registered or designed in the United Kingdom or parts fitted thereon.
 - b) The maintenance organisation will provide a supplement to its Maintenance Organisation Manual that is verified and approved by the ANAC on behalf of the CAA. All revisions to the supplement must be approved by ANAC. The supplement will include the following:
 - i. A statement by the accountable manager of the maintenance organisation, as defined in the current version of Part 145 which commits the maintenance organisation to compliance with this Annex and the Special Conditions as listed.
 - ii. Detailed procedures for the operation of an independent quality monitoring system including oversight of all multiple facilities within the territory of the Federative Republic of Brazil and all applicable line stations.
 - iii. Procedures for the release or approval for return to service that meet the requirements of Part 145 for aircraft and the use of the ANAC Form F-100-01 (also referred to as ANAC Form SEGVOO 003) for aircraft components, and any other information required by the owner or operator as appropriate.

- iv. Procedures to ensure that all parts used to repair UK registered aircraft or components to be fitted thereto were manufactured or maintained by organisations acceptable to the CAA.
- v. Procedures to ensure that repairs and modifications as defined by CAA requirements are accomplished in accordance with data approved by the CAA.
- vi. A procedure for the maintenance organisation to ensure that ANAC approved initial and recurrent training programme and any revision thereto include human factors training.
- vii. Procedures for reporting non-airworthy conditions as required by Part 145 on civil aeronautical products to the CAA, aircraft design organisation, and the customer or operator.
- viii. Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified CAA airworthiness directives and other notified mandatory instructions.
- ix. Procedures in place to ensure that contractors meet the terms of these implementation procedures; that is, using a CAA approved Part 145 organisation or, if using an organisation which does not hold a Part 145 approval, the maintenance organisation returning the product to service is responsible for ensuring its airworthiness.
- x. Procedures to permit work away from the fixed location on a recurring basis, when applicable.
- xi. Procedures to ensure appropriate covered hangars are used when performing base maintenance on UK aircraft.
- xii. Procedures to confirm that the AMO supervisors and employees responsible for final inspection and return to service are able to read, write, and understand English.

2.2 To continue to be approved in accordance with Part 145, pursuant to the terms of the Annex II to the MoU, the relevant maintenance organisation will comply with the following, subject to ANAC verification:

- a) It will allow the CAA, or ANAC on behalf of the CAA, to inspect it for continued compliance with the requirements of the Brazilian Regulation RBAC 145 and these Special Conditions.
- b) It will accept that investigation and enforcement action may be taken by the CAA in accordance with any relevant United Kingdom regulations and CAA procedures.
- c) It will cooperate with any CAA investigation or enforcement action.
- d) It will continue to comply with Brazilian Regulation RBAC 145, and these Special Conditions.

3 ANAC Special Conditions Applicable to UK based Approved Maintenance Organisations

3.1 To be approved in accordance with Brazilian Regulation RBAC 145, pursuant to the terms of

the Annex II to the MoU, the AMO will comply with all of the following Special Conditions:

- a) The AMO will submit an application in a form and a manner acceptable to ANAC. The application for both initial and renewed ANAC certification will include a statement demonstrating that ANAC approval is necessary for maintaining or altering Brazilian registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian Regulations.
- b) The AMO will provide a supplement in English to its MOE that is approved by the CAA and maintained at the AMO. Once approved by the CAA, the supplement will be deemed accepted by the ANAC. All revisions to the supplement must be approved by the CAA. The ANAC supplement to the MOE will include the following:
 - i. A signed and dated statement by the accountable manager that obligates the organisation to comply with the Annex.
 - ii. A summary of its quality system which will also cover the ANAC special conditions.
 - iii. Procedures for approval for release or return to service that satisfy the requirements of Brazilian Regulation RBAC 43 for aircraft and use of CAA Form 1 for components. This includes the information required by Brazilian regulations RBAC 43.9 and 43.11 and all information required to be made or kept by the owner or operator in English as appropriate.
 - iv. Procedures for reporting to the ANAC failures, malfunctions, or defects, and Suspected Unapproved Parts (SUP) discovered, or intended to be installed, on Brazilian aeronautical products.
 - v. Procedures to qualify and monitor additional fixed locations within the United Kingdom and EU Member States and all applicable line stations inside and outside the United Kingdom.
 - vi. Procedures in place to verify that all contracted/sub-contracted activities include provisions for a non ANAC certificated source to return any article to the AMO for final inspection/testing and return to service.
 - vii. Procedures to ensure that major repairs and major alterations/modifications (as defined in Brazilian Regulations RBAC) are accomplished in accordance with data approved by the ANAC.
 - viii. Procedures to ensure compliance with air carrier's Continuous Airworthiness Maintenance Programme (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as Required Inspection Items (RII).
 - ix. Procedures to ensure compliance with the manufacturer's maintenance manuals or instructions for continued airworthiness (ICAs) and handling of deviations.
 - x. Procedures to ensure that all current and applicable airworthiness directives (ADs) published by the ANAC are available to maintenance personnel at the time the work is being performed.
 - xi. Procedures for the AMO to guarantee its capability to clearly comprehend information presented in the Portuguese language.

- xii. Procedures to permit work away from fixed location on a recurring basis, when applicable.
- xiii. Procedures to maintain, at least for 5 (five) years, each Work Order with all attached supplementary forms and part certifications.
- xiv. Procedures to issue the Airworthiness Verification Certificate (CVA – Certificado de Verificação de Aeronavegabilidade) in form and manner established by ANAC, when an AMO is authorised to issue the CVA.

3.2 To continue to be approved in accordance with Brazilian Regulations RBAC 43 and 145, pursuant to the terms of the Annex II to the MoU, the AMO will comply with the following, subject to verification by the CAA:

- a) It will allow ANAC, or the CAA on behalf of the ANAC, to inspect it for continued compliance with the requirements of Part 145 and these Special Conditions;
- b) it will accept that investigations and enforcement may be taken by the ANAC in accordance with ANAC rules and directives;
- c) it will cooperate with any investigation or enforcement action; and
- d) it will continue to comply with Part 145 and these Special Conditions.

V Appendices

Appendix 1: CAA and ANAC contacts

The designated offices for the technical implementation of this MAG are:

For ANAC:

ANAC Foreign 145 Group.
Continuing Airworthiness Certification Branch - GCAC
Department of Flight Standards – SPO
Avenida Presidente Vargas, 850, 14º andar
Centro Rio de Janeiro-RJ-Brasil
CEP: 20071-001

e-mails: foreign145@anac.gov.br
 gcac@anac.gov.br
 gtno.spo@anac.gov.br

For the CAA:

Civil Aviation Authority
Safety & Airspace Regulation Group
Aviation House
Beehive Ringroad
Crawley
West Sussex
RH6 0YR
UK
Telephone: +44 330 1383196

emails: BilateralSafetyArrangements@caa.co.uk

Appendix 2: Visit Report ANAC (SIS Form 10 BRA)

CAA VISIT REPORT ANAC		
ANAC REGIONAL OFFICE IDENTIFIER:	REGION:	VISIT DATE:
Compliance Check List-General Issues		
(N/R) = applicable but not reviewed; (N/A) not applicable; (<input checked="" type="checkbox"/>) = In compliance; (x) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section .		
Review ANAC REGIONAL OFFICE AMO files to verify:		
1.	Records of findings and corrective action meet ANAC requirements.	
2.	Records are retained for a 3 years period.	
3.	Records show corrective actions have been made in accordance with agreed timeframes.	
4.	Proper enforcement has been taken in accordance with ANAC requirements.	
Review ANAC Inspector Training records: (review several Inspectors records)		
5.	Have the inspectors completed the mandatory ANAC training program?	
6.	Has ANAC made the MAG guidance material available to the inspectors?	
7.	Interview inspectors to determine knowledge and experience in using the current guidance material.	
Frequency of ANAC Audits: (Review ANAC Audit schedule)		
8.	Does the schedule ensure each location has received ANAC surveillance within the 2 (two) year time frame specified in ANAC guidance?	
9.	Does the schedule accurately reflect the ANAC inspector's work load?	
10.	Is the schedule followed?	
Compliance Checklist with MAG Section B—Initial		
11.	Does the ANAC office receive and review an Initial application for completeness and correctness and retain this record on file?	

12.	Does ANAC verify that the initial application includes a statement demonstrating that the CAA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in UK or parts fitted thereon?	
13.	Does the ANAC office provide an applicant with the guidance material and SRG1779 (Section B of this MAG, Appendix 4).	
CAA Special Conditions		
14.	Does the ANAC office review the Supplement in accordance with MAG Section B Appendix 1 and does the supplement provide, as minimum, procedures that ensure compliance with CAA Special Conditions applicable to Brazilian based Maintenance Organisations outlined in Annex II of the MoU between ANAC and the CAA?	
15.	Has the ANAC GTVA branch carried out surveillance on the AMO and any line stations for compliance with RBAC 145 and 43 and the Supplement conditions within the time specified in MAG? Is this surveillance recorded and findings managed in accordance with the applicable oversight program?	
16.	Has the ANAC GTOM branch forwarded SRG1779 (Section B of the MAG, Appendix 4) to the ANAC Foreign 145 Group as required?	
17.	Has the ANAC GTOM branch issued a letter to the AMO stating that the supplement is approved? This letter will also specify the CAA approval number and the scope of work that may be performed.	
18.	Has the ANAC GTVA branch added the fact that the Maintenance Organisation is CAA-approved and added the additional surveillance requirements to its oversight surveillance system and is the Maintenance Organisation profile correct (web list)?	
Compliance Checklist with MAG Section B—Continuation		
19.	Does the ANAC GTOM branch receive and review a continuation application for completeness and correctness and retain this record on file?	
20.	Does ANAC verifies that the continuation application includes a statement demonstrating that the CAA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in UK or parts fitted thereon?	
21.	Has the ANAC satisfied itself that the supplement is still compliant?	
22.	Has the ANAC carried out the oversight surveillance requirements including any line stations during the previous 2 (two) year period and was the Maintenance Organisation in compliance with RBAC 145 and the CAA Special Conditions? Is this surveillance recorded and any findings tracked and closed?	
23.	Has ANAC forwarded the SRG1779 (Section B of this MAG, Appendix 4) as required?	
24.	Did ANAC have reason to advise the CAA of any serious non-compliance?	

25.	Does ANAC have the most recent continuation documentation on file?	
26.	Has ANAC added the fact that the Maintenance Organisation has continued its CAA approval to the file and retained the additional surveillance requirements of their oversight surveillance system, and does the AMO profile show the correct continuation date?	
Compliance Checklist with MAG Section B—Amendment to Approved Document(s).		
27.	Where the facility accountable manager or company name has changed is it reflected in the supplement?	
28.	Has ANAC carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
29.	Does ANAC hold the most recent documentation i.e. Supplement on file?	
30.	Has ANAC added the fact that the Maintenance Organisation has amended its CAA approval to the file?	
31.	Has ANAC carried out enforcement procedures, and has ANAC advised CAA of any enforcement that may impact the CAA approval?	
Approved Maintenance Organisations Visited (only if applicable) (include a completed CAA visit report AMO for each organisation)		
	Name	CAA /ANAC approval number
1.		
2.		
3.		
4.		

Note: The number of organisations visited will be determined by the applicable SIS Team.

Findings Raised Against the ANAC office (non-compliance with MAG Section B)	Reference
1.	
2.	
3.	

4.	
5.	
Comments	

Signatures	Date of Signatures:
SIS TEAM (CAA)	Coordinator
Name:	Name:
Signature:	Signature:
Name:	
Signature:	
NOTE: Signature by coordinators only means they have read the report. It does not constitute agreement, with findings and comments raised in this report	

Appendix 3: CAA Visit Report AMO (SIS Form 8 BRA)

CAA Visit Report AMO (APPROVED MAINTENANCE ORGANISATION)	
General Information	
NAME OF ORGANISATION: DETAILS AMO/MAINTENANCE ORGANISATION NO.: CAA ANAC	VISIT DATE:
STATUS AND REFERENCE OF MOM and Supplement:	
SENIOR PERSON(S) SEEN (NAMES & POSITIONS): ANAC inspector:	
SIZE OF ORGANISATION AND DESCRIPTION OF ACTIVITIES:	
DEPARTMENTS/SYSTEMS/ACTIVITIES SEEN:	
Compliance with CAA Special Conditions and MAG	
(N/R) = applicable but not reviewed; (N/A) not applicable; (<input checked="" type="checkbox"/>) = In compliance; (x) = if not in compliance, put consecutive numbering in the box and make finding in relevant section.	
1. Maintenance organisation holds a valid RBAC 145 approval.	
2. The Part 145 certifications do not exceed the scope and rating of the RBAC 145 approval.	

3.	CAA and ANAC are allowed access to Maintenance organisation to inspect for continued compliance with RBAC 145 and CAA Special Conditions.	
4.	The Maintenance organisation cooperates with any regulatory investigation.	
5.	The Maintenance organisation accepts that investigation and certificate action may be taken.	
The supplement to the Maintenance Organisation Manual needs to be in English and include the following elements: (Verify that the Maintenance organisation is applying the procedures correctly.)		
6.	Statement of Accountable Manager.	
7.	Detailed procedures for the operation of an independent quality monitoring system including oversight of all multiple facilities and line stations.	
8.	Procedures for the release or approval for return to service that meet the requirements of Part 145.A.50 for aircraft and the use of the ANAC Form F-100-01 (also referred as ANAC Form SEGVOO 003) for aircraft components, and any other information required by the owner or operator as appropriate.	
9.	Procedures to ensure that all parts used to repair UK registered aircraft or components to be fitted thereto were manufactured or maintained by organisations acceptable to the CAA.	
10.	Procedures to ensure that repairs and modifications as defined by CAA requirements are accomplished in accordance with data approved by CAA.	
11.	A procedure for the maintenance organisation to ensure that the ANAC approved initial and recurrent training programme and any revision thereto include human factors training.	
12.	Procedures for reporting non-airworthy conditions as required by Part 145 on civil aeronautical products to the CAA, aircraft design organisation, and the customer or operator.	
13.	Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified CAA airworthiness directives and other notified mandatory instructions.	
14.	Procedures in place to ensure that contractors meet the terms of these implementation procedures; that is, using a CAA approved Part 145 organisation or, if using an organisation which does not hold a Part 145 approval, the maintenance organisation returning the product to service is responsible for ensuring its airworthiness.	
15.	Procedures to permit work away from the fixed location on a recurring basis, when applicable.	
16.	Procedures to ensure appropriate covered hangars are used when performing base maintenance of UK registered aircraft.	
17.	Procedures to confirm that the AMO supervisors and employees responsible for final inspection and return to service are able to read, write, and understand English.	

Findings Debriefed to the Organisation; Findings Raised Formally by CAA	
Non-compliance with CAA special conditions/MAG	Reference to MAG
Observations to be raised with the equivalent Part 145 paragraph	Reference to Part 145
Signatures	Date of Signatures:
SIS TEAM (CAA)	Coordinator ANAC
Name:	Name:
Signature:	Signature:
Name:	
Signature:	
NOTE: Signature by ANAC coordinators only means they have read the report. It does not constitute agreement with findings and comments raised in this report	

Appendix 4: Visit Report CAA (SIS Form 10 UK)

ANAC VISIT REPORT CAA		
CAA IDENTIFIER:	Office Visited:	VISIT DATE:
Compliance Check List General Issues*		
<p>* (N/R) = applicable but not reviewed; (N/A) not applicable; (<input type="checkbox"/>) = In compliance; (x) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section.</p>		
Review CAA Office Maintenance Organisations files to verify:		
1. Records of findings and corrective action meet CAA requirements.		
2. Records are retained for a 3 (three) year period.		
3. Records show corrective actions have been made in accordance with agreed timeframes.		
4. Proper enforcement has been taken in accordance with CAA requirements.		
5. Does the CAA have the most recent documentation i.e. Brazilian Supplement on file?		
Review CAA Inspector Training records: (review several Inspectors records)		
6. Have the inspectors completed the mandatory training program?		
7. Has the CAA made the MAG guidance material available to the inspectors?		
8. Interview inspectors to determine knowledge and experience in using the current guidance material.		
Frequency of CAA Audits: (Review CAA Audit schedule)		
9. Does the schedule ensure each fixed location has an CAA audit within the 2 (two) year time frame and sampling of line stations?		
10. Does the schedule accurately reflect the CAA inspector's work load?		
11. Is the schedule followed?		
Compliance Checklist with MAG Section C—Initial		
12. Has the CAA office received and reviewed an Initial application for completeness and correctness and retained this record on file?		
13. Has the CAA verified that the initial application included a statement demonstrating that the ANAC certificate and/or rating is necessary for maintaining or altering Brazilian registered aeronautical products or foreign registered aeronautical products operated under the provisions of the RBAC?		

14.	Has the CAA office checked if the applicant is using the guidance material and ANAC form F-143-17 (http://www2.anac.gov.br/certificacao/Form/Form.asp)?	
ANAC Special Conditions		
15.	Has the CAA office reviewed the Supplement in accordance with MAG Section C Appendix 1 and does the supplement provide, as a minimum, procedures that ensure compliance with the ANAC Special Conditions applicable to UK-based maintenance organisations as outlined in Annex II of the MoU between ANAC and the CAA?	
16.	Has the CAA office carried out an audit on the AMO and any line stations for compliance with Part 145 and the Special conditions within the time frame specified in MAG? Is this audit recorded and any findings tracked and closed?	
17.	Has the CAA office forwarded the ANAC F-143-17 (http://www2.anac.gov.br/certificacao/Form/Form.asp) to ANAC Foreign 145 Group as required?	
18.	Has the CAA office issued a letter to the AMO stating that the supplement is approved? This letter will also specify the ANAC approval number, the scope of work that may be performed and the expiry date.	
19.	Has the CAA office added the fact that the AMO is ANAC approved and added the additional audit requirements to its oversight audits system?	
Compliance Checklist with MAG Section C—Continuation		
20.	Has the CAA office received and reviewed a continuation application for completeness and correctness and retained this record on file?	
21.	Does the CAA verify that a continuation application includes a statement demonstrating that the ANAC certificate and/or rating is necessary for maintaining or altering aeronautical products registered in Brazil or parts fitted thereon?	
22.	Has the CAA carried out an oversight audit, including line stations, during the previous 2 (two) year period and was the AMO in compliance with Part 145 and ANAC special conditions? Is this audit recorded and any findings tracked and closed?	
23.	Has the CAA forwarded the ANAC Form F-143-17 (http://www2.anac.gov.br/certificacao/Form/Form.asp) as required?	
24.	Did the CAA have reason to advise the ANAC of any serious non-compliance?	
25.	Does the CAA have the most recent continuation documentation on file?	
26.	Has the CAA added the fact that the AMO has continued its ANAC approval to the file and retained the additional audit requirements of their oversight audits system, and does the AMO profile show the correct continuation date?	
Compliance Checklist with MAG Section C — Amendment to Approved Document(s).		
27.	Where the facility accountable manager or company name has changed is it reflected in the supplement?	
28.	Has the CAA carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
29.	If required was a new supplement approval letter issued by the CAA to reflect the	

amendment?		
30.	Has the CAA carried out enforcement procedures, and has the CAA advised ANAC of any enforcement that may impact the ANAC approval?	
Approved Maintenance Organisations Visited by ANAC (only if applicable) (include a completed ANAC visit report AMO for each organisation) or CAA files reviewed by CAA during standardisation visit Verification of ANAC Special Conditions		
	Name	CAA /ANAC approval number
1.		
2.		

The number of organisations visited will be determined by the applicable SIS Team.

Findings Raised Against the CAA office (non-compliance with MAG Section C)	Reference
1.	
2.	
3.	
Comments	
Signatures	Date of Signatures:
SIS TEAM Lead	CAA Representative (if applicable)
Name:	Name:
Signature:	Signature:
	CAA Representative
	Name:

	Signature:
NOTE: Signature by CAA representatives only means they have read the report. It does not constitute agreement, with findings and comments raised in this report	

Appendix 5: ANAC Visit Report AMO (SIS Form 8 UK)

ANAC Visit Report AMO (PART-145 APPROVED MAINTENANCE ORGANISATION)	
General Information	
NAME OF ORGANISATION: DETAILS AMO/MAINTENANCE ORGANISATION NO.: CAA ANAC	VISIT DATE:
STATUS AND REFERENCE OF MAINTENANCE ORGANISATION EXPOSITION/SUPPLEMENT:	
SENIOR PERSON(S) SEEN (NAMES & POSITIONS): CAA Representative: CAA HQ Representative:	
SIZE OF ORGANISATION AND DESCRIPTION OF ACTIVITIES:	
DEPARTMENTS/SYSTEMS/ACTIVITIES SEEN:	
Compliance with ANAC Special Conditions and MAG	
(N/R) = applicable but not reviewed; (N/A) not applicable; (<input checked="" type="checkbox"/>) = In compliance; (x) = if not in compliance, put consecutive numbering in the box and make finding in relevant section.	
1. AMO Holds a valid Part 145 approval.	

2.	The RBAC 145 scope of approval does not exceed the scope and rating of the Part 145 approval.	
3.	The CAA and ANAC are allowed access to AMO to inspect for continued compliance with Part-145 and ANAC Special Conditions?	
4.	The AMO cooperates with any regulatory investigation.	
5.	The AMO accepts that investigation and certificate action may be taken.	
The supplement to the Maintenance Organisation Exposition needs to include the following elements: (Verify that the AMO is applying the procedures correctly)		
6.	A statement from the Accountable Manager.	
7.	A summary of its quality system which will also cover the ANAC special conditions.	
8.	Procedures for approval for release or return to service that satisfy the requirements of RBAC 43 for aircraft and use of CAA Form 1 for components. This includes the information required by RBAC 43.9 and 43.11 and all information required to be made or kept by the owner or operator in English as appropriate.	
9.	Procedures for reporting to the ANAC failures, malfunctions, or defects, and Suspected Unapproved Parts (SUP) discovered, or intended to be installed, on Brazilian aeronautical products.	
10.	Procedures to qualify and monitor additional fixed locations and all applicable line stations?	
11.	Procedures in place to verify that all contracted/sub contracted activities include provisions for a non-ANAC certificated source to return the Article to the AMO for final inspection/testing and return to service.	
12.	Procedures to ensure that major repairs and major alterations/modifications (as defined in the RBAC) are accomplished in accordance with data approved by the ANAC.	
13.	Procedures to ensure compliance with air carrier's Continuous Airworthiness Maintenance Programme (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as Required Inspection Items (RII).	
14.	Procedures to ensure compliance with the manufacturer's maintenance manuals or instructions for continued airworthiness (ICAs) and handling of deviations.	
15.	Procedures to ensure that all current and applicable airworthiness directives (ADs) published by the ANAC are available to maintenance personnel at the time the work is being performed.	
16.	Procedures for the AMO to guarantee its capability to clearly comprehend information presented in the Portuguese language.	
17.	Procedures to permit work away from fixed location on a recurring basis, when applicable.	
18.	Procedures to maintain, at least for 5 (five) years, each Work Order with all attached supplementary forms and part certifications.	
19.	If applicable, procedures to certify Airworthiness Verification (former Annual Maintenance Inspection IAM) in a form and manner established by ANAC, when an AMO is authorized to perform and issue the CVA.	

Findings Debriefed to the Organisation; Findings Raised Formally by ANAC	
Non-compliance with ANAC special conditions/MAG	Reference to MAG
Observations to be raised with the equivalent RBAC 145 paragraph	Reference to RBAC
Signatures	Date of Signatures:
ANAC SIS TEAM Leader	CAA Representative
Name:	Name:
Signature:	Signature:
	CAA Representative
	Name:
	Signature:
<p>NOTE: Signature by CAA representatives only means they have read the report. It does not constitute agreement with findings and comments raised in this report</p>	

Section B: Approval Process for Brazilian Based Maintenance Organisations

Introduction

This Guidance details how ANAC will implement the MoU between ANAC and CAA for RBAC 145 Maintenance Organisations located in Brazil.

I Initial Approval Process

1 ANAC Actions

Upon receipt of a request for supplement approval in accordance with this MAG, ANAC will ensure that the applicant has access to the most current revision of the MAG and the SRG1779 (see Appendix 4).

NOTE: SRG1779 is available to download at the CAA's website

<http://publicapps.caa.co.uk/modalapplication.aspx?catid=1&pagetype=65&appid=11&mode=list&type=subcat&id=20>

2 Applicant Actions

2.1 To apply for an approval under the provisions of the MoU and this MAG, an applicant AMO must:

- a) Be located in Brazil;
- b) hold a valid ANAC RBAC 145 certificate; and
- c) demonstrate that a Part 145 approval is necessary for maintaining or altering aircraft registered in the UK or civil aeronautical products intended for installation on such aircraft.

Note: The evidence for the demonstration of need may be in the form of a Letter of Intent (LOI), work order, or a contract with details of the relevant customer. A relevant customer may be an UK based Maintenance Organisation or an UK operator, distributor, or lessor.

2.2 The applicant will:

- a) Complete the SRG1779 (Section B of this MAG, see Appendix 4); and
- b) Establish a CAA Supplement to its Maintenance Organisation Manual in accordance with the supplement guidance material (see Appendix 1).

2.3 The SRG1779, the proposed CAA Supplement and the demonstration of need will be sent to the supervising ANAC GTOM Office at least 90 days prior to the date initial approval is required.

Note: The above documents will not be sent to the CAA by the applicant.

3 ANAC/CAA actions

3.1 The ANAC GTOM Office will send the SRG1779 to ANAC Foreign 145 Group.

3.2 ANAC Foreign 145 Group will forward a copy of the SRG1779 to CAA. CAA will invoice the organisation based on the CAA Fees and Charges Scheme, as amended. The current CAA Fees and Charges Scheme can be found at the CAA website at: www.caa.co.uk/ors5

3.3 Once CAA has received the applicant's payment, it will notify ANAC Foreign 145 Group that the process can continue and identify (on the application Form SRG1779) the CAA approval number to be used in the process.

3.4 ANAC Foreign 145 Group will forward the information to ANAC GTOM office review the CAA Supplement for compliance with Appendix 1.

3.5 If the supplement is satisfactory, ANAC GTOM Office will issue a letter to the Brazilian AMO quoting the CAA approval number to the AMO and attesting that the CAA supplement is approved. The letter will specify that the scope of ratings and limitations will not exceed that which is specified in the organisations RBAC 145 certificate and operation specification.

3.6 The ANAC GTOM office will inform ANAC Foreign 145 about the CAA supplement approval.

3.7 Once approved, the CAA supplement and the privileges associated with it will remain in force for 24 months unless surrendered, suspended or cancelled by ANAC or the CAA.

3.8 ANAC will ensure that activities conducted in accordance with the supplement are part of their oversight of the organisation.

3.9 ANAC Foreign 145 Group will forward a copy of the supplement approval letter to the CAA (via email to: apply@caa.co.uk)

3.10 The CAA will publish the list of AMOs located in Brazil on its website.

II Continuation Process

1 ANAC Action

1.1 ANAC will ensure, every 24 months, that the conditions for approval continue to be met. Where the conditions are not met, ANAC will take appropriate action and notify the CAA.

1.2 An ANAC approval on behalf of CAA issued to a Brazilian based maintenance organisation under the terms of the MAG under the MoU between ANAC and the CAA will continue to be considered valid by the CAA for up to 24 months after the original issuance of the approval or issuance of the latest continuation recommendation. Prior to the expiration of the approval, any Brazilian based maintenance organisation that intends to continue to work on UK registered aircraft will have to apply for a continuation of the approval according to the terms of this MAG.

Note: The approval granted to a Brazilian based maintenance organisation by EASA under the terms of the “Agreement between the government of the Federative Republic of Brazil and the European Union on civil aviation safety” will remain valid and accepted by the CAA for 24 months after the original issuance or issuance of the latest continuation recommendation, provided that it was issued before the entry into operation of the MoU between ANAC and the CAA.

2 Applicant Actions

2.1 The applicant will submit the following to the ANAC GTOM Office:

- a) A Completed SRG1779 indicating continuation and/or change in Block 5 as required;
- b) a current copy of their CAA Supplement (only if the continuation is submitted together with a change), and
- c) evidence demonstrating that a Part 145 approval is necessary for maintaining or altering aircraft registered in the UK or civil aeronautical products intended for installation on such aircraft.

Note: The evidence for the demonstration of need for the continuation process may be a completed work order (dual release SEGVOO003) or release of an UK registered aircraft, a Letter of Intent (LOI) or a contract with details of the relevant customer. A relevant customer may be an UK-based Maintenance Organisation or an UK operator, distributor, or lessor.

3 ANAC/CAA Actions

- 3.1** The ANAC GTOM office will review the submitted SRG1779 for completeness and legibility.
- 3.2** The ANAC GTOM office will review the supplement for compliance with Appendix 1 (if submitted).
- 3.3** The ANAC GTOM office will issue a new supplement approval letter with the new expiry date. Additionally, if a supplement revision is submitted, it will update the revision number in the approval letter, when the document is found to be acceptable.
- 3.4** The ANAC GTOM office will forward the SRG1779 and Supplement approval letter to ANAC Foreign 145 Group.
- 3.5** The ANAC Foreign 145 Group will forward the completed SRG1779 and supplement approval letter to the CAA.

4 CAA Actions

- 4.1** The CAA will invoice the organisation based on the CAA Fees and Charges scheme. The current CAA Fees and Charges Scheme can be found at the CAA website at: www.caa.co.uk/ors5. In accordance with CAA Fees and Charges Scheme the applicable fee will be invoiced on an annual basis.
- 4.2** The CAA will notify ANAC Foreign 145 Group if the applicant has failed to make the fee payment within 60 days from invoice date.
- 4.3** If the applicant fails to pay the applicable continuation fee CAA will ask ANAC Foreign 145 Group to revoke the supplement approval letter.
- 4.4** Where the CAA has reason to recommend to ANAC not to continue the approval, the CAA should immediately inform ANAC Foreign 145 Group who will take appropriate action.
- 4.5** Late Applications: The applicant is expected to apply 60 days prior to their continuation due date. ANAC will accept late applications up to 30 days beyond the due date. If the applicant fails to apply for continuation within the above specified time frame, their approval cannot be continued, it will be rendered invalid and an initial application must be initiated by the applicant.

Note: After the expiry date of the supplement approval letter the organisation can no longer exercise the privileges of their CAA approval, i.e. not release components with a F-100-01 (also referred as ANAC Form SEGVOO003) dual or release aircraft registered in the UK.

5 Surrender of Approval

- 5.1** Where a company surrenders its approval, ANAC will notify the CAA to remove the company from the list of approved companies on its website.

III Amendment process

1 Applicant Actions

- 1.1** The following changes to an organisation require the submission of a SRG1779 and associated amended supplement to ANAC airworthiness regional office:
- a) Change of Address;
 - b) change of Accountable Manager; and
 - c) change of Organisation Name and/or Approval Number.

2 ANAC Actions

- 2.1** The ANAC GTOM Office will review the submitted Form 18 for completeness and legibility.
- 2.2** The ANAC GTOM office will review the supplement for compliance to Appendix 1.
- 2.3** The ANAC GTOM Office will issue a new supplement approval letter when the supplement is found acceptable and send it to the AMO.
- 2.4** The ANAC GTOM Office will send a copy of the SRG1779 and supplement approval letter to the ANAC Foreign 145 Group.
- 2.5** The ANAC Foreign 145 Group will send a copy of the completed Form 18 and supplement approval letter to CAA.

3 CAA Actions

- 3.1** The CAA will update the list of approved organisations on its website.

IV Suspension or Revocation

1 Suspension

- 1.1** Suspension of the RBAC 145 certificate will automatically render the Part 145 approval letter invalid for the duration of the suspension. As a consequence of this suspension the AMO cannot exercise the privileges of their Part 145 approval in accordance with the MoU.
- 1.2** In case of suspension of the RBAC 145 certificate or Part 145 approval letter, the ANAC GTVA Office must inform the ANAC Foreign 145 group who will communicate the suspension to the CAA-UK.

2 Revocation

- 2.1** Revocation of the RBAC 145 certificate will automatically render the Part 145 supplement approval letter invalid. As a consequence of this revocation all privileges of its Part 145 approval are permanently removed and cannot be re-instated.
- 2.2** In case of revocation of the RBAC 145 certificate or Part 145 approval letter, ANAC must communicate the revocation to the CAA.

3 CAA and ANAC Actions

- 3.1** Where the CAA has reason to request ANAC to revoke the supplement approval letter, ANAC should take immediate action.

4 Communication

- 4.1** Each authority will immediately notify the other authority of any activities related to the aforementioned certificate action.

V Appendices

Appendix 1: CAA Supplement Contents

In accordance with the MAG, each AMO maintaining aircraft registered in the UK or components intended for installation thereon, will include in its Maintenance Organisation Manual, a supplement in accordance with Annex II of the MoU between ANAC and the CAA entitled “CAA Special Conditions Applicable to Brazilian Based Maintenance Organisations”.

Appendix 2: Example CAA Supplement

CAA SUPPLEMENT REFERENCE NO.

TO RBAC 145 MAINTENANCE Organisation MANUAL REF

Company Name and Facility Address:

ANAC MAINTENANCE ORGANISATION NUMBER

Part 145 Approval Number:

Compliance with the CAA approved Supplement together with the ANAC accepted Maintenance Organisation Manual forms the basis by which an AMO can exercise the maintenance privileges under the MoU and MAG.

The Maintenance Organisation (MO) must always retain at its principal place of business a current copy of this CAA Supplement in English and provide it to CAA upon request.

The cover page of the CAA Supplement should include the intent of 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 Special Conditions and CAA Special Conditions. **The applicant must customise the supplement to reflect the specific maintenance organisation operation and related procedures.**

Table of Contents

<u>1 LIST OF EFFECTIVE PAGES</u>	Error! Bookmark not defined.
<u>2 AMENDMENT PROCEDURE</u>	44
<u>3 INTRODUCTION</u>	44
<u>4 ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT</u>	44
<u>5 APPROVAL BASIS AND LIMITATION</u>	45
<u>6 ACCESS BY CAA AND ANAC</u>	45
<u>7 WORK ORDERS/CONTRACTS</u>	46
<u>8 APPROVED DESIGN AND REPAIR DATA</u>	46
<u>9 AIRWORTHINESS DIRECTIVES</u>	47
<u>10 RELEASE AND ACCEPTANCE OF COMPONENTS</u>	47
<u>11 RELEASE OF AIRCRAFT AFTER MAINTENANCE</u>	51
<u>12 REPORTING OF UNAIRWORTHY CONDITIONS</u>	51
<u>13 QUALITY ASSURANCE SYSTEM (QAS)</u>	52
<u>14 PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE</u>	53
<u>15 CONTRACTED MAINTENANCE</u>	54
<u>16 HUMAN FACTORS</u>	55
<u>17 LINE STATIONS</u>	56
<u>18 WORK AWAY FROM FIXED LOCATIONS</u>	56
<u>19 ACCEPTABILITY OF MANUFACTURED/MAINTAINED PARTS</u>	56
<u>20 ENGLISH PROFICIENCY FOR FINAL INSPECTION AND RELEASE TO SERVICE PERSONNEL</u>	57

1 LIST OF EFFECTIVE PAGES

(Self-Explanatory)

2 AMENDMENT PROCEDURE

2.1 This section should describe the procedures the organisation will use to ensure the CAA supplement remains current and should specify that amendments must be submitted to the ANAC for approval. The working practices and procedures must be reflected in the RBAC145 Maintenance Organisation Manual and, if appropriate, in the CAA Supplement. In addition, this paragraph should identify who within the organisation is responsible for approving amendments and for ensuring that all amendments to the supplement are submitted to the ANAC for approval.

2.2 Failure to ensure that the RBAC 145 Maintenance Organisation Manual and this CAA Supplement are kept up to date in respect of regulatory changes and that the maintenance organisation staff comply with the procedures therein could invalidate the CAA Approval.

2.3 Changes to the MAG will be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.

3 INTRODUCTION

3.1 This paragraph should address why the supplement is necessary. Part 145 is the UK requirement similar to RBAC 145.

3.2 The Maintenance Annex agreed to by the ANAC and CAA specifies the basic differences between Part 145 and RBAC 145 and identifies these differences as special conditions.

3.3 A RBAC 145 Maintenance Organisation can be Part 145 approved when the maintenance organisation complies with the maintenance special conditions as detailed in this procedure in addition to complying with RBAC 145 and 43.

3.4 The supplement should help ensure that the organisation is working in accordance with the provisions of the MoU and that the differences between UK and ANAC regulations are taken into account.

4 ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

4.1 This paragraph represents the agreement by the Accountable Manager that the organisation will comply with the conditions specified in the supplement whilst operating under its CAA Part 145 approval. It includes recognition of the consequences of failing to meet either requirements or standards.

4.2 The accountable manager is normally intended to mean the chief executive officer of the organisation, who, by virtue of position, has overall responsibility (including appropriate financial authority) for running the organisation. When the accountable manager is not the chief executive officer, they 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 accepted RBAC 145 Maintenance Organisation Manual [insert MOM reference here as applicable] defines the organisation 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 CAA Part 145 approval.

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

“It is understood that the CAA lists this maintenance organisation 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 if the CAA considers that procedures are not followed or standards not upheld.”

4.4 This statement will be signed and dated by the Accountable Manager for and on behalf of the maintenance organisation.

4.5 Please note that whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous Part 145 Approval and provide the responsible ANAC inspector with the amendment of the supplement.

5 APPROVAL BASIS AND LIMITATION

5.1 CAA approval is based upon compliance with RBAC 145 and 43 except where varied by the special conditions specified in the Maintenance Annex and associated guidance. However, this approval must not exceed the ratings permitted by Commission Regulation (EU) No. 1321/2014 (as applicable in UK law).

5.2 The approval of maintenance work is limited to the scope of work permitted under the current certificate issued by ANAC to the Maintenance Organisation in accordance with RBAC 145 for work carried out within Brazil. Deviations have to be agreed on a case-by-case basis by the ANAC and the CAA.

5.3 The AMO certificated by ANAC that has more than one place of business (secondary bases) may exercise the same privileges as established in the ANAC certification at that bases for the CAA approval. If desired to restrict the CAA approval to a limited number of ANAC certificated secondary bases these should be clearly identified in this chapter of the supplement.

NOTE 1: All secondary bases used as CAA Line Stations must be properly identified. For CAA Line Stations check chapter 18 of this section.

NOTE 2: The AMO quality assurance system must include all the CAA approved facilities. Check detailed procedures in chapter 13.

6 ACCESS BY THE CAA AND ANAC

6.1 The supplement should confirm that the maintenance organisation agrees to provide access to the CAA and ANAC to ascertain compliance with RBAC 145, CAA Special Conditions, procedures and standards and to investigate specific problems.

6.2 The supplement should confirm that the organisation will accept investigation and enforcement action that may be taken by the CAA in accordance with any relevant UK regulations and CAA procedures and that the organisation will cooperate with these actions.

NOTE: This section should be in accordance with the MoU, Annex II, paragraph 1.2.

7 WORK ORDERS/CONTRACTS

7.1 This section should describe the procedures the Maintenance Organisation will use to ensure the following:

- a) That the maintenance organisation will receive clearly stated work orders describing the scope of the work to be accomplished from the customer.
- b) How it ensures the work order specifies the inspections, repairs, alterations, overhaul, airworthiness directives and parts replacement required.
- c) How completeness of and compliance with the customers' work order is ensured.
- d) That the customer remains responsible for correctly informing the Maintenance Organisation by work order of all required maintenance and alterations.

8 APPROVED DESIGN AND REPAIR DATA

8.1 Changes to the type design:

Major Changes, Minor Changes, STCs. The CAA approved design engineering data is normally data supplied by an CAA Design Organisation Approval (DOA) holder, or data approved by the National Aviation Authority 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 ANAC approved changes to the type design by CAA are contained in the Technical Implementation Procedures (TIP).

Note: The CAA defines “design change” as a change to the type design. The CAA does not automatically accept alterations that affect type design.

8.2 Repairs:

- a) ANAC will approve design data in support of major repairs in accordance with ANAC Procedures Manual (MPR) 900.04 entitled “Aircraft Equipment and Operational Authorizations”. Minor repairs are made in accordance with "acceptable" data, in accordance with RBAC 43.
- b) The CAA will approve design data in support of repairs in accordance with Part 21 Subpart M-Repairs and CAA's procedure Type Certificate Change and Repair Approval.

8.3 CAA Acceptance of ANAC Repair Design Data:

a) Non-Critical Components:

(i) The CAA will accept data used in support of major repairs regardless of the State of Design of the product, part or appliance, if:

I) The CAA has certificated/validated the product or appliance;

II) ANAC is the authority of the State of Design for the repair design data; and

III) The ANAC repair design data approval is substantiated via an ANAC letter or ANAC Form F-200-6, properly approved and executed ANAC Form F-400-04 (Also referred as also referred as Form SEGV00 001), or a signed cover page of a repair specification.

(ii) The CAA will also accept data used in support of minor repairs when:

I) The CAA has certificated/validated the product or appliance;

II) ANAC is the authority of the State of Design for the repair design data; and

- III) the repair design data has been provided by a Brazilian TC/STC or TSOA holder; or
- IV) for minor repairs from other than a Brazilian TC/STC or TSOA holder, the determination that data are acceptable (under RBAC 43) has been made by a Brazilian maintenance organisation under ANAC's authorized system.

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

b) Critical Components:

Note: A critical component is defined as a part identified as critical by the design approval holder during the validation process, or otherwise by the exporting authority. Typically, such components include parts for which a replacement time, inspection interval, or related procedure is specified in the Airworthiness Limitations section or certification maintenance requirements of the manufacturer's maintenance manual or Instructions for Continued Airworthiness.

(i) The CAA will accept any critical component repair design data from a TC/STC holder, regardless of the State of Design of the product, if:

I) The CAA has certificated/validated the product; and

II) ANAC is the authority of the State of Design for the repair design data.

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

(ii) Repair design data on critical components, developed by organisations/persons that are not the TC/STC Holder, will be submitted for approval, with an CAA Form 31. Applicants do not need to hold a DOA if the repair data has been approved by the ANAC (refer to the TIP for detailed procedure).

9 AIRWORTHINESS DIRECTIVES

9.1 This section should describe the procedures the Maintenance Organisation will use to address paragraphs below:

a) Explain how the organisation ensures it has all CAA ADs applicable to the work it is performing under the ratings it holds.

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

c) Include Maintenance Organisation procedures to ensure customer approval/request of the performance of applicable ADs. If the organisation does not comply with an applicable AD, its non-compliance must be recorded in the item's maintenance records. It should describe how this information would be recorded and transmitted to the customer.

10 RELEASE AND ACCEPTANCE OF COMPONENTS

10.1 This section should describe the procedures the Maintenance Organisation will use to ensure that the release to service of components up to and including complete powerplants will be carried out in

accordance with RBAC 43, except that Section B of this MAG, Appendix 2, Chapter 7 to 10 will also be taken into account. At the completion of maintenance, an ANAC Form F-100-01 (also referred as Form SEGVOO 003) will be issued as a maintenance release by the Maintenance Organisation.

10.2 The ANAC Form F-100-01 (also referred as Form SEGVOO 003) should include the CAA Part 145 release to service certifying statement with the CAA Part 145 Approval Certificate number in block 12, and specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, PMA parts and quote the reference and issue/revision of the approved data used.

10.3 An example completed ANAC Form F-100-01 (also referred as Form SEGVOO 003) dual release should be included by the Maintenance Organisation in the supplement. Instructions will be included in the supplement specifying that blocks 13 through 17 are not to be used by the Maintenance Organisation.

10.4 The signature of the person returning the component to service should be in block 19 with the ANAC Maintenance Organisation Certificate number in block 20.

10.5 The status of the component (repaired, inspected, overhauled, etc.) should appear in block 11 with any relevant comments including detailed references to approved data, airworthiness directives, etc., in block 12. Example: "Overhauled in accordance with CMM 111, Section X, Rev 2, S/B 23 and ANAC AD xyz complied with. Full details held on WO 456."

10.6 Block 12 shall also contain the following statement:

"Certifies that the work specified in block 11 was carried out in accordance with CAA Part 145 and in respect to that work the component is considered ready for release to service under CAA Part 145 Approval Number: "CAA 145....."

Note: In the case of maintenance carried out by a Brazilian based Part 145 approved organisation subject to the MAG, CAA only recognises the dual release ANAC Form F-100-01 (also referred as Form SEGVOO 003) for component, engine, or propeller maintenance.

10.7 In case of dual release select both boxes in block 18.

10.8 Please note that the sub clause "except as otherwise specified" present in block 18 is intended for use with two types of deviations 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 attachments.
- b) The case where the particular maintenance requirement was only CAA approved and not ANAC approved. Example: an CAA Airworthiness Directive not approved by the ANAC.

10.9 The Maintenance Organisation will identify in the MOM roster staff authorized to issue the ANAC Form F-100-01 (also referred as Form SEGVOO 003) on behalf of the Maintenance Organisation.

10.10 The supplement should include information regarding the acceptability of components authorised for use during maintenance that should comply with the following paragraphs.

10.11 Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.

10.12 Only the following new and used components may be fitted during maintenance.

10.13 New Components:

- a) New components will be traceable to the OEM as specified in the Type Certificate (TC) holder's Parts Catalogue and be in a satisfactory condition for installation. A release document issued by the OEM or Production Certificate (PC) holder will accompany the new component. The release document will clearly state that it is issued under the approval of the relevant AA under whose regulatory control the OEM or PC holder works.

b) For Brazilian OEMs and PC holders, release will be on the ANAC Form F-100-01 (also referred as Form SEGVOO 003) as a new part.

c) For all UK or EU OEMs and PC holders, release will be in accordance with CAA Form 1 or EASA Form 1 as a new part.

d) Standard parts are exempt from the forgoing provisions, except that such parts will be accompanied by a conformity statement and be in a satisfactory condition for installation.

Note: CAA Standard Parts Definition: AMC M.A.501(c), "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..."

e) Replacement parts may only be accepted as detailed in Part 21 or in the TIP.

10.14 Used Components:

a) Used components will be traceable to Maintenance Organisations approved by the authority who certified the previous maintenance, and in the case of life limited parts, certified the life used. The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the TC holders Parts Catalogue.

b) An ANAC Form F-100-01 (also referred as Form SEGVOO 003) issued as a dual maintenance release (ANAC-CAA dual release) must accompany used components from CAA approved Brazilian based RBAC 145 Maintenance Organisations.

c) Used components from an RBAC 145 Maintenance Organisation not CAA approved will not be used even if accompanied by an ANAC Form F-100-01 (also referred as Form SEGVOO 003), unless it is approved under the ANAC-EASA MAG In such acase CAA accepts the ANAC-EASA dual release as per item (f) below provided the release was issued by an organisation that had a valid EASA approval on 31 December 2020 or the EASA approval was valid before such date.

d) An CAA Form1 issued as a maintenance release will accompany used components from CAA Part 145 approved maintenance organisations not located in Brazil.

e) An EASA Form1 issued as a maintenance release will accompany used components from an EU Part 145 approved maintenance organisation not located in Brazil.

f) An ANAC Form F-100-01 (also referred as Form SEGVOO 003) issued as a dual maintenance release under the ANAC-EASA MAG (ANAC-EASA dual release) are accepted by the CAA, and must accompany used components, except engines and propellers, from EASA approved Brazilian based RBAC 145 Maintenance Organisations.

10.15 Possible Cases

To be installed on UK registered aircraft or parts to be installed on it				
Component coming from AMO or PAH located in:	Brazil	NEW	SEGVOO 003 (F-100-01) NEW	
		USED	SEGVOO 003 (F-100-01) SINGLE [only CAA-UK] (*)	SEGVOO 003 (F-100-01) DUAL [ANAC & CAA-UK or ANAC & EASA]
	UK	NEW	CAA-UK Form 1 NEW	
		USED	CAA Form 1 DUAL [CAA-UK & ANAC]	CAA Form 1 SINGLE, DUAL [CAA-UK & any other]
	EU	NEW	EASA Form 1 NEW	
		USED	CAA Form 1	EASA Form 1
	US	NEW	FAA Form 8130-3 NEW	
		USED	FAA Form 8130-3 DUAL [FAA & CAA-UK]	FAA Form 8130-3 DUAL [FAA & EASA]
	Canada	NEW	TCCA Form One NEW	
		USED	TCCA Form One DUAL [TCCA & EASA]	TCCA Form One SINGLE TCCA
	Other third country	NEW	Other ARC from authorities with whom CAA-UK has a bilateral agreement on product certification	
		USED	CAA-UK Form 1 SINGLE	Other ARC from authorities with whom CAA-UK has a bilateral agreement on maintenance
	<p>(*) ANAC Form F-100-01 (also referred as SEGVOO 003) dual release NOT possible (one or more products/articles used accompanied by a Form containing only an CAA release statement). In block 18 only check the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to RBAC 43.9. In block 12, the following text should be inserted: "Certifies that the work specified in Block 11 was carried out in accordance with CAA Part 145 and in respect to that work the component is considered ready for release to service under CAA Part 145 approval no. _____." This product/article meets RBAC 43 requirements, except for the following items, and therefore is not eligible to be installed on Brazilian-registered aircraft." (List the items)</p>			

Table 1: Acceptability of used components

11 RELEASE OF AIRCRAFT AFTER MAINTENANCE

11.1 The RBAC 43 release to service is acceptable to the CAA, provided additional information as described in chapters 7 to 10 of this supplement are considered. This section should describe the procedures that the Maintenance Organisation will use to ensure that the release to service of UK registered aircraft will be carried out in accordance with RBAC 43, except that chapters 7 and 8 of this supplement must be taken into account. At the completion of maintenance, the AMO should make the following certification in the aircraft maintenance record.

11.2 Return to Service in accordance with RBAC 43 and the following:

"Certifies that the work specified; except as otherwise specified, was carried out in accordance with ANAC airworthiness regulations and additional CAA Special Conditions, and in respect to that work the aircraft is considered ready for release to service."

11.3 Please note that the sub-clause "except as otherwise specified" is intended for use with two types of deviations as follows:

- a) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out on the RBAC 43 Return to Service and/or attachments.
- b) The case where the particular maintenance requirement was only CAA approved and not ANAC approved. Example: an CAA Airworthiness Directive not approved by the ANAC.

11.4 Where the customer operator requires its paperwork to be signed, the following alternate certification can be made. The following is only applicable to Maintenance Organisations with airframe rating.

11.5 Release to Service in Accordance with Part 145.A.50:

"Certifies that the work specified, except as otherwise specified, was carried out in accordance with Part145 and in respect to that work the aircraft is considered ready for release to service."

Note: This release statement is acceptable only to UK registered aircraft.

11.6 In all cases, the Maintenance Organisation 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 and the Operator informed.

11.7 Quote the Part145 Approval Certificate Number and the ANAC RBAC 145 Certificate Number in all cases.

12 REPORTING OF UNAIRWORTHY CONDITIONS

12.1 This section should describe the procedures the Maintenance Organisation will use to ensure that, when serious defects are found in UK registered aircraft or components received from a UK customer, the defects must be reported to the CAA, to the aircraft/component design organisation, to the state of registry authority and to 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.

- a) Explain the procedures the organisation will use to ensure that it will submit a report in a form and manner acceptable to the CAA containing the information required by Part 145 in English through:
 - (i) The CAA online platform (preferred) under <https://www.caa.co.uk/Our-work/Make-a-report-or-complaint/MOR/Occurrence-reporting/> ;
 - (ii) ANAC Service Difficulty Report; or

(iii) ANAC SUP report.

b) Submit this form in accordance with the timeframe specified in Part 145, when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of the CAA.

12.2 Responsibility: Include the title of each person responsible for completing and submitting reports of unairworthy conditions to the CAA.

Note: Part 145 occurrence reporting requirements include SUP reporting requirements.

13 QUALITY ASSURANCE SYSTEM (QAS)

13.1 This section should describe the detailed procedures the Maintenance Organisation will use for the operation of an independent QAS and should include the following items.

13.2 The primary objective of the QAS is to enable the organisation to satisfy itself that it can deliver a safe product and that it remains in compliance RBAC 43, RBAC 145 and the CAA Special Conditions.

13.3 The QAS should include all the contracted work in accordance with guidance given in Item 15 of the Supplement.

13.4 There are two elements to the system:

a) An independent audit system

(i) The independent audit system is a process of sample audits of all aspects of the Maintenance Organisation'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.

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

I) 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 airworthy aircraft/aircraft components.

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

(iii) 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.

(iv) 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 RBAC 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.

(v) 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.

(vi) Maintenance Organisations with fewer than 10 employees may contract the audit function to a person acceptable to CAA who is not employed by the Maintenance Organisation. But in this case the audit of all applicable RBAC 43 and 145 provisions and CAA Special Conditions as detailed in this guidance must be carried out twice per year.

b) A management/control and follow up system

(i) The management control follow up system, which must not be contracted to outside persons, consists of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the accountable manager to remain informed of the state of compliance and any safety issues. The accountable manager should hold routine meetings to check the progress on clearing outstanding findings/discrepancies, except that in the larger Maintenance Organisations such meetings may be delegated on a day-to-day basis to the Quality Manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.

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

13.6 Where applicable, 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 Maintenance Annex should be listed giving its location and the basic maintenance capability at each such location.

13.7 The QAS as specified in this paragraph must be extended to include the need for the approved maintenance organisation to audit the listed line station and/or additional fixed locations.

13.8 One example of the particular product line will be used as the basis of each audit, except in the case of stores audits when a random selection of parts should be used for the audit. It therefore follows that a Maintenance Organisation 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 is attached in Appendix 3.

13.9 A report will 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.

13.10 A product should be selected in each hangar and each workshop and the sample audit program conducted at least once per year (twice per year in the case of a Maintenance Organisation with fewer than 10 employees and which chooses to contract the audit to an outside person except that in the case of procedures which are common throughout the Maintenance Organisation, the procedures need only be audited once per year if there are no problems.)

14 PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

14.1 This section must describe the procedures the Maintenance Organisation will use to ensure that covered hangar space is used for the base maintenance of aircraft operated under the regulatory control of UK undergoing maintenance and/or alteration. When the customer and Maintenance Organisation sign a contract for maintenance, the agreement must confirm that hangar space will be available and will be used at the time of maintenance and alterations.

Note: This section is only applicable to Maintenance Organisations and with airframe rating.

15 CONTRACTED MAINTENANCE

15.1 This section should describe the procedures the Maintenance Organisation will use to ensure that the items to be contracted are specified and that the contract meets the terms of the implementation procedures.

Note 1: When part of the maintenance is contracted to another organisation, the Maintenance Organisation must ensure that the other organisation is approved to Part 145 for the maintenance they carry out (contracting). If maintenance is contracted to a non-CAA-approved organisation (subcontracting), then this is considered to be a non-certificated facility. In such a case, the Maintenance Organisation returning the product to service is fully responsible for ensuring its airworthiness.

Note 2: To prevent duplication with the ANAC Maintenance Organisation Manual and the CAA supplement, it is permissible to make a cross reference to the MOM procedures in the CAA supplement making a clear reference to where the information is to be found.

15.2 List of Contractors. The CAA recognises RBAC 145 requirements for the Maintenance Organisation Manual to contain a list of all contracted functions utilised by the Maintenance Organisation and accepted by the ANAC as part of the Maintenance Organisation Manual. CAA can accept to use this list also for the purpose of the CAA approval when the list identifies, by an asterisk or other means of identification, those contractor(s) the Maintenance Organisation will use to support maintenance activities for aircraft registered in UK or aeronautical products to be installed on such aircraft. The list should identify the contractors that hold an Part 145 certificate and must also be made available to the CAA on request.

15.3 Qualifying and Auditing Contractor.

a) Describe those procedures the Maintenance Organisation will use to both qualify and audit contractors.

b) Contracting to non-CAA approved Sources (subcontracting). If the Maintenance Organisation contracts a maintenance work to a non-CAA certificated source, the Maintenance Organisation must be appropriately rated itself to perform the work. This section should:

(i) Explain that the Maintenance Organisation 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-CAA approved contractor to which work is contracted must be under the control of the Maintenance Organisation's QAS. Additionally, the Maintenance Organisation must inspect each item on which contracted work has been performed for compliance with this supplement.

(iii) Explain that if the Maintenance Organisation cannot determine the quality of contracted work, the work can only be contracted to an CAA approved 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 Maintenance Organisation to determine the quality of the work performed, then it should not be contracted to a non-CAA approved source.

c) Contracting to CAA approved Facilities. This subsection should:

(i) Explain that if the Maintenance Organisation contracts functions to another organisation that is CAA approved, the contractor is responsible for approving the return to service for each item on which it has worked.

(ii) Describe the procedures the Maintenance Organisation will use to determine that the CAA approved Maintenance Organisation to which work is contracted is properly certificated to perform that work.

d) Receiving Inspections. This subsection should:

- (i) Describe the Maintenance Organisation's procedures for inspecting the work performed by a contractor on an item that has been returned to service.
- (ii) Describe the procedures the Maintenance Organisation uses to provide technical training for receiving inspection personnel who inspect contracted work.
- (iii) Explain the procedures the Maintenance Organisation will use to ensure that items on which contracted work has been performed are properly processed through the organisation'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.

e) Audits. This subsection should:

- (i) Describe the procedures the Maintenance Organisation 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 Maintenance Organisation will use to ensure that contractors comply with operators' manuals, manufacturers' manuals, and Instructions for Continued Airworthiness.
- (iii) Describe how contractors are informed of any changes to these manuals and procedures.

16 HUMAN FACTORS

16.1 This section should describe the procedures the Maintenance Organisation will use to ensure the detection and rectification of maintenance errors that may endanger the safe operation of aircraft. The procedures will ensure that the ANAC approved initial and recurrent training program and any revision thereto includes human factors training, addressing resources, human performance limitations, shift changeover and how personnel are trained, to ensure an understanding of the application of human factors principles. The following topics should be covered as a minimum:

- a) General/Introduction to human factors
- b) Safety Culture/Organisational 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
- j) Organisation's Human Factors program

NOTE: The recurrent human factors training should not be a simple repetition of the initial training. Instead, it must be built upon errors/lessons learnt and the experiences within the organisation (or

group of organisations). This will help ensure that the results of internal quality audits and occurrence reports are brought to the attention of all staff.

17 LINE STATIONS

17.1 The CAA supplement procedures must clearly demonstrate that the quality system covers all facilities where the organisation performs Line Maintenance. It will be shown how control by the main facility is ensured, that the other facilities operate under the same CAA supplement as the main facility, and the ratings do not exceed those of the main facility. All line stations exercising the privileges of the Part 145 approval must be listed in the CAA supplement together with associated operator, aircraft type, location, and contract specifying the scope of work for that particular operator. A copy of the relevant page of the supplement must also be supplied to CAA as part of the package for initial or change (affecting the list of line stations) to the approval.

18 WORK AWAY FROM FIXED LOCATIONS

18.1 If a Maintenance Organisation is requested to perform maintenance on a UK-registered aircraft or article located outside its facilities, the Maintenance Organisation may work away from its fixed location in the following cases:

a) **For a one-time Special Circumstance:** If the CAA supplement or the Maintenance Organisation Manual does not have a written procedure for work away from its fixed location, the Maintenance Organisation must apply to the CAA 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 CAA that the Maintenance Organisation will follow all existing procedures in its current Maintenance Organisation Manual and CAA supplement. The application is to be sent to: apply@caa.co.uk. The CAA will review the application and answer the organisation in writing, copying in ANAC and either accepting or rejecting the application. If the application is rejected, the reasons will be specified in the letter.

b) **On a Recurring Basis:** This occurs when necessary and is subject to ANAC acceptance of the procedures described on the Maintenance Organisation Manual being in place for this work and only to perform non routine maintenance, to be defined in this guidance as urgent defect rectification, on a UK-registered aircraft or articles intended for installation on UK-registered aircraft. The ANAC Maintenance Organisation Manual (MOM) defines the procedural requirements that the Maintenance Organisation should use. It is permissible to prevent duplication to make a cross reference to the MOM procedures in the CAA supplement for this aspect. Within Brazil, the responsible inspector will be informed and notification to the CAA is not required. Outside Brazil, the responsible inspector will be informed and notification to the CAA will be sent to the following e-mail address: apply@caa.co.uk.

Note: This paragraph is not applicable to line stations addressed in Section B, Appendix 2, paragraph 17 of this MAG.

19 ACCEPTABILITY OF MANUFACTURED/MAINTAINED PARTS

19.1 Please refer to paragraph 10 of this Appendix 2 for details. . Further information about parts acceptability under UK regulations and various international agreements or arrangements (e.g. US, Canada) has been published on the CAA website: <https://www.caa.co.uk/Commercial-industry/Aircraft/Airworthiness/Organisation-and-maintenance-programme-approvals/Bilateral-agreements/What-is-a-bilateral-agreement/>

20 ENGLISH PROFICIENCY

20.1 This section will include procedures for the maintenance organisation to ensure that all supervising staff and all staff releasing components and/or complete aircraft to service have the capability to read, write and communicate in English language. This procedure will also ensure that all other personnel working under the CAA approval fully comprehend the technical information, e.g. TC holder manuals, repair instructions, log book entries, Airworthiness Directives and others, whenever these are presented in the English language.

Appendix 3: Sample Audit Program, CAA supplement, Brazilian Maintenance Organisations

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
RBAC 43.7 Persons authorized to return to service												
RBAC 43.9 Contents of Maintenance and Alteration Records												
RBAC 43.12 Falsification of Records												
RBAC 43.13 Standards												
RBAC 43.15 Additional Standards												
CAA Supplement 4 Accountable Manager Statement												
CAA Supplement 7 Customer Work Order												
CAA Supplement 8 Approved Design and Repair Data												
CAA Supplement 9 Airworthiness Directives												
CAA Supplement 10 Release and Acceptance of Components												
CAA Supplement 11 Aircraft Release or Return to Service												

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CAA Supplement 12 Reporting Unairworthy Conditions												
CAA Supplement 13 Quality Assurance System												
CAA Supplement 14 Hangar Space												

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CAA Supplement 15 Contracted Maintenance												
CAA Supplement 16 Human Factors												
CAA Supplement 17 Line Stations												
CAA Supplement 18 Work away from Fixed Location												
CAA Supplement 19 Acceptability of Manufactured/Maintained Parts												
CAA Supplement 20 English proficiency												

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 4: Application form (SRG1779)

<http://publicapps.caa.co.uk/modalapplication.aspx?catid=1&pagetype=65&appid=11&mode=list&type=subcat&id=20>

Appendix 5: Supplement Approval Letter Template

Place of issue, MM-DD-YYYY

Subject: ANAC-CAA MoU – Supplement Approval Letter

Dear Sir or Madam,

1. Considering the maintenance procedures covered by the MoU between ANAC and the CAA, and MAG (Maintenance Annex Guidance), this is to inform you that [Organisation Name] [ANAC approval number xxx], CAA supplement [revision xx], dated [__/__/____] is hereby approved by ANAC

2. The Part 145 approval reference is:

[Organisation Name]

Part 145 Approval Reference number: XXXX

Valid until: [--/--/----]

3. This supplement approval allows performing maintenance services on UK registered aircraft and components intended to be installed thereon subject to compliance with the Brazilian regulation RBAC 43 and 145 and the CAA special conditions as detailed in the Maintenance Annex Guidance (MAG).

4. Please be reminded that the CAA approved scope of ratings and limitations must not exceed the ones specified in your ANAC RBAC 145 Certificate and Operations Specifications.

5. You are reminded that you will be required to submit your next application for renewal 60 days prior to the expiration date indicated in paragraph 2 of this letter your continuation date in accordance with MAG Section B which is available on the ANAC web site at:

<https://sistemas.anac.gov.br/certificacao/Acordos/AcordosPais.asp?PaisCodi=0082>

[NAME of ANAC Responsible]
Position of ANAC Responsible

Section C: Approval process for UK Based Maintenance Organisations

Introduction

This Guidance details how the CAA will implement the MoU and this MAG between the CAA and ANAC for Part 145 Approved Maintenance Organisations located in the UK.

I Initial Certification Process

1 Introduction

1.1 Any maintenance organisation that has been approved by the CAA to perform maintenance functions which is willing to be certified in accordance with RBAC 145 will be required to have a supplement to its MOE that complies with the requirements of this MAG. When it is satisfied that the supplement meets the requirements, the CAA will issue an approval letter on behalf of ANAC for the scope of tasks that the maintenance organisation can perform on aircraft registered or operated under the provisions of Brazilian regulations. Such scope of ratings and limitations will not exceed that contained in its own certificate.

1.2 For maintenance organisations in the UK certificated in accordance with the UK regulatory system, the ANAC maintenance organisations certificate may not be mandatory. In accordance with the provisions of paragraph 43.17 (b) -I of the Brazilian Civil Aviation Regulation n° 43 (RBAC 43), a foreign maintenance organisation not certificated by ANAC may perform maintenance, preventive maintenance, rebuilding, alterations and approve the return to service of aeronautical parts (not included complete aircraft, engine and propeller) to be installed on Brazilian registered aircraft as the conditions specified in the referenced requirement are met. ANAC has recognized that the regulatory system of aircraft maintenance functions maintained by the UK CAA is compatible with the system maintained by ANAC in Brazil. The maintenance performed by maintenance organisation according to paragraph 43.17(b)-I imposes on the responsible for the airworthiness control of the aircraft the obligation to ensure compliance with the RBAC 43.

2 CAA Action

2.1 Upon receipt of a request for RBAC 145 certification in accordance with this MAG, the CAA will ensure that the applicant has access to its most current revision and the ANAC Application Form F-143-17 (<http://www2.anac.gov.br/certificacao/Form/Form.asp>).

3 Applicant Action

3.1 To apply for approval under the provisions of this MAG, an applicant AMO must:

- a) Be located in the UK;
- b) hold a Part 145 approval;
- c) demonstrate a need to maintain or alter Brazilian registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian regulations;

Note 1: The evidence for the demonstration of need may be in the form of a Letter of Intent (LOI), work order, or a contract with details of the relevant customer. A relevant customer may be a Brazilian based Maintenance Organisation or a Brazilian operator, distributor, or lessor.

Note 2: The ANAC form F-143-17 is available at the following website: <https://sistemas.anac.gov.br/certificacao/Form/Form.asp>

3.2 The applicant will:

- a) Complete the ANAC Application Form F-143-17.
- b) Pay the applicable fee according to the instruction contained in the website (<https://www.anac.gov.br/assuntos/setor-regulado/aeronaves/how-to-obtain-the-certification-of-foreign-maintenance-organization-in-brazil-except-canada-and-eu-member-states>).
- c) Establish an ANAC Supplement to the MOE in accordance with the supplement guidance material (see Appendix 1 and Appendix 2 of this Section).

3.3 The ANAC Application Form F-143-17, the proposed ANAC Supplement, the proof of the fee payment and the demonstration of need should be sent to the CAA at least 90 days prior to the required initial approval date.

Note 1: The above documents will not be sent to ANAC by the applicant.

Note 2: The ANAC form F-143-17 is available at the following website:
<https://sistemas.anac.gov.br/certificacao/Form/Form.asp>

4 CAA/ANAC Actions

4.1 The CAA will send the completed ANAC Form F-143-17 along with the proof of the fee payment to ANAC Foreign 145 Group by email (foreign145@anac.gov.br).

4.2 ANAC Foreign 145 Group will, after confirming receipt of the applicable fee, notify the CAA, by e-mail that the process can continue and identify the ANAC provisional certificate number.

4.3 The CAA will review the ANAC Supplement for compliance with Appendix 1 and Appendix 2 of this Section.

4.4 Where the supplement is found to be satisfactory, the CAA will issue a letter attesting that the ANAC supplement is approved. It should also include the following information:

- a) The ANAC approval number to the AMO;
- b) the expiry date of the approval calculated as the supplement approval date plus 24 months; and
- c) explicitly specify that the scope of ratings and limitations will not exceed the ones specified in the organisations Part 145 certificate and scope of approval.

Note: A template to be used in the approval letter can be found in Section C Appendix 3.

4.5 Once approved, the ANAC supplement and the privileges associated with it will remain in force for 24 months unless surrendered, suspended or cancelled by the CAA or ANAC.

4.6 The CAA will ensure that activities conducted in accordance with the supplement are part of their oversight of the organisation.

4.7 The CAA will forward a copy of the supplement approval letter to ANAC Foreign 145 Group.

4.8 ANAC in turn will publish the approval on the ANAC website:
<https://sistemas.anac.gov.br/certificacao/AvGeral/AIR145BasesEstrg.asp>

II Continuation Process

1 Introduction

1.1 To continue to be certified in accordance with RBAC 145, pursuant to the terms of this MAG, the AMO will comply with the following, subject to verification by the CAA:

- a) Allow ANAC, or the CAA on behalf of the ANAC, to inspect it for continued compliance with the requirements of Part 145 the ANAC Special Conditions included in the MoU and this MAG;
- b) accept that investigations and enforcement may be undertaken by the ANAC in accordance with ANAC rules and directives;
- c) cooperate with any investigation or enforcement action; and
- d) continue to comply with Part 145 and the ANAC Special Conditions.

2 CAA Actions

2.1 The CAA will ensure, every 24 months, that the conditions for approval continue to be met. Where the conditions are not met, the CAA will take appropriate action and notify ANAC.

2.2 A CAA approval on behalf of ANAC issued to a UK based maintenance organisation under the terms of the MAG under the MoU between ANAC and the CAA, will continue to be considered valid by ANAC for 24 months after the original issuance of the certificate, or latest continuation recommendation. Prior to the expiration of the certificate, any UK based maintenance organisation that intends to continue to work on Brazilian registered aircraft will have to apply for a continuation of the certificate according to the terms of this MAG.

Note: The approval granted to a UK based maintenance organisation by ANAC under the terms of the “Agreement between the government of the Federative Republic of Brazil and the European Union on civil aviation safety” will remain valid and accepted by the ANAC for 24 months after the original issuance or issuance of the latest continuation recommendation, provided that it was issued before the coming into operation of the MoU between ANAC and the CAA.

3 Applicant Actions

3.1 The applicant will submit the following to the CAA:

- a) A completed ANAC Application Form F-143-17 indicating continuation and/or change as required.
- b) Pay the applicable fee according to the instruction contained in the website (<https://www.anac.gov.br/assuntos/setor-regulado/aeronaves/how-to-obtain-the-certification-of-foreign-maintenance-organization-in-brazil-except-canada-and-eu-member-states>).
- c) Demonstrate the need to maintain or alter aeronautical products registered or operated under the provisions of Brazilian Regulations RBAC.
- d) If the continuation is submitted together with a change, a current copy of their ANAC MOE supplement.

Note: The evidence for the demonstration of need for the continuation process may be a completed work order (dual release ANAC/CAA in the CAA Form 1) or release of a Brazilian registered aircraft or a contract with Brazilian operator or AMO.

4 CAA and ANAC actions

4.1 The CAA will review the submitted ANAC Form F-143-17 for completeness and legibility.

4.2 The CAA will review the supplement for compliance to Appendices of this Section (if submitted).

4.3 The CAA will issue a new supplement approval letter with the new expiry date. Additionally, if submitted a supplement revision, the CAA will update the revision number in the approval letter when the document is found acceptable.

4.4 The CAA will forward the ANAC Form F-143-17 , the proof of the fee payment and approval letter to ANAC Foreign 145 Group.

4.5 The ANAC will, after confirming receipt of applicable fee, update the approval expire date on the ANAC website.

4.6 Where ANAC has reason to recommend to the CAA not to continue the approval, ANAC should immediately inform the CAA who will take appropriate actions.

5 Late Applications

5.1 The applicant is expected to apply 60 days prior to their continuation due date. The CAA will accept late applications up to 30 days beyond the continuation due date.

5.2 If the applicant fails to apply for continuation within the above specified time frame, their approval cannot be continued, it will be rendered invalid and an initial application must be initiated by the applicant.

Note: After the expiry date of the supplement approval letter the organisation can no longer exercise the privileges of their ANAC approval, i.e. do not release components with a CAA Form 1 dual or release aircraft registered in Brazil or products to be installed thereon.

6 Surrender of approval

Where a company surrenders its approval, the CAA will notify ANAC Foreign 145 Group to remove the company from the list of approved companies on its website.

III Amendment process

1 Applicant actions

1.1 The following changes to an organisation require the submission of ANAC Form F-143-17 and associated amended supplement to the CAA:

- a) Change of Address;
- b) change of Accountable Manager; or
- c) change of Organisation Name and/or Approval Number.

1.2 The applicant will also pay the applicable fee according to the instruction contained in the website (<https://www.anac.gov.br/assuntos/setor-regulado/aeronaves/how-to-obtain-the-certification-of-foreign-maintenance-organization-in-brazil-except-canada-and-eu-member->
Original version

states)

2 CAA/ANAC actions

2.1 The CAA will review the submitted ANAC Form F-143-17 for completeness and legibility.

2.2 The CAA will send the Form F-143-17 and the proof of the fee payment by e-mail to ANAC Foreign 145 Group (foreign145@anac.gov.br).

2.3 ANAC Foreign 145 Group will, after confirming receipt of applicable fee, send back the Form F-143-17 to CAA authorising or not the approval continuation.

2.4 The CAA will review the supplement for compliance with the Appendices of this Section.

2.5 The CAA will issue a new supplement approval letter when the supplement is found acceptable and send it to the applicant.

2.6 The CAA will send a copy of the supplement approval letter to ANAC Foreign 145 Group.

3 ANAC Actions

3.1 ANAC Foreign 145 Group will update the list of approved companies on its website accordingly.

IV Suspension or Revocation

1 Suspension

1.1 Suspension of the Part 145 Approval will automatically render the Brazilian RBAC 145 supplement approval letter invalid for the duration of the suspension. As a consequence of this suspension the AMO cannot exercise the privileges of their RBAC 145 approval in accordance with the MoU and MAG.

1.2 In case of suspension of the Part 145 approval or ANAC RBAC 145 approval letter, the Authority undertaking the suspension must inform other Authority.

2 Revocation

2.1 Revocation of the Part 145 approval will automatically render the Brazilian RBAC 145 supplement approval letter invalid. As a consequence of this revocation all privileges of its RBAC 145 approval are permanently removed and cannot be re-instated.

2.2 In case of revocation of the Part 145 Approval or ANAC RBAC 145 approval letter, the Authority undertaking the revocation must inform the other Authority.

3 ANAC and CAA Actions

3.1 Where ANAC has reason to request the CAA to revoke the supplement approval letter, the CAA should take immediate action.

4 Communication

4.1 Each Authority will immediately notify the other Authority of any activities related to the aforementioned certificate action.

V Appendices

Appendix 1: ANAC Supplement Contents

In accordance with the MoU between ANAC and the CAA, each AMO willing to maintain or alter Brazil registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian regulations, will include in its MOE a supplement in accordance with Annex II of the MoU, item 2: “ANAC Special Conditions Applicable to United Kingdom Based AMOs”.

The Appendix 2, in the following pages, contain an example of the ANAC Supplement to be used as guidance. It should be noted that:

a) The AMOs will develop the supplement in accordance with the existing organisation structure, procedures and policies. The example included in this appendix is provided only for the purpose of providing general guidance on the subjects, which need to be addressed and translated into working procedures to ensure compliance with ANAC Special Conditions. It is not acceptable to submit a supplement which has been plainly copied and pasted from this guidance, any other supplement or any other source. The supplement must therefore be customised to satisfy the specific approved maintenance organisation procedures.

b) The supplement should be written in English.

c) The supplement should be available to the certifying staff at all locations where work under this MAG is performed.

Appendix 2: Example ANAC Supplement

ANAC SUPPLEMENT to a Part 145 Maintenance Organisation

Exposition Company Name and Facility Address:

.....

ANAC Approved Maintenance Organisation Number:

Part 145 Approval Number:

Compliance with the CAA approved MOE together with the ANAC approved supplement forms the basis by which an AMO can exercise the maintenance privileges under the MoU between ANAC and the CAA.

The Approved Maintenance Organisation (AMO) must always retain at its principal place of business a current copy of this ANAC Supplement in English and provide it to ANAC upon request.

The cover page of the ANAC Supplement should include the intent of the above statement

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

Contents of the ANAC Supplement to the manual (MOE) should include at least the following sections as applicable.

Note: If any or all items identified below are already contained in English in the MOE, then all that is needed is to reference the appropriate MOE manual, section, and pages to meet the supplement requirements.

Table of content

1	<u>LIST OF EFFECTIVE PAGES</u>	71
2	<u>AMENDMENT PROCEDURES</u>	71
3	<u>INTRODUCTION</u>	71
4	<u>ACCOUNTABLE MANAGER'S STATEMENT</u>	71
5	<u>APPROVAL BASIS, SCOPE AND LIMITATION</u>	72
6	<u>SUMMARY OF THE QUALITY SYSTEMS</u>	73
7	<u>APPROVAL FOR RELEASE AND RETURN TO SERVICE AFTER MAINTENANCE OR ALTERATION</u>	73
8	<u>REPORTING OF FAILURES, MALFUNCTIONS OR DEFECTS AND SUSPECTED UNAPPROVED PARTS (SUP) TO ANAC</u>	78
9	<u>ADDITIONAL OPERATING LOCATIONS INCLUDING LINE STATIONS</u>	78
10	<u>WORK AWAY FROM FIXED LOCATIONS</u>	79
11	<u>CONTRACTING / SUBCONTRACTING</u>	80
12	<u>MAJOR REPAIRS AND MAJOR ALTERATIONS</u>	82
13	<u>COMPLIANCE WITH BRAZILIAN AIR CARRIER'S CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)</u>	83
14	<u>COMPLIANCE WITH MANUFACTURERS' MAINTENANCE MANUALS OR INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA)</u>	84
15	<u>ANAC AIRWORTHINESS DIRECTIVES (AD)</u>	84
16	<u>QUALIFICATIONS OF PERSONNEL</u>	85
17	<u>CAPABILITY TO COMPREHEND THE PORTUGUESE LANGUAGE</u>	85
18	<u>RECORD KEEPING</u>	85
19	<u>AIRWORTHINESS VERIFICATION CERTIFICATE - CVA (FORMER ANNUAL MAINTENANCE INSPECTION - IAM)</u>	85
20	<u>FORMS</u>	87

1 LIST OF EFFECTIVE PAGES

(Self Explanatory)

2 AMENDMENT PROCEDURES

2.1 The amendment procedures section should describe the procedures the organisation will use to ensure that the ANAC supplement remains current. It should identify, by title, the person responsible for revising the ANAC supplement. It also should describe the procedures the organisation will use to ensure that copies of any revision to the supplement are provided to the CAA before implementation. ANAC requires that at least one copy of the supplement be retained by the CAA. The procedures to ensure keeping the supplement updated should be part of the organisation's management system. All revisions must be incorporated into the internal quality system (QS), including the audit system. Changes to the MAG will be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.

3 INTRODUCTION

3.1 The introduction section should address the following:

- a) Indicate that the ANAC supplement, together with other chapters of the approved CAA manual of exposition (MOE), defines the organisation and procedures that comply with applicable regulation.
- b) State that the MoU between ANAC and the CAA and the related Maintenance Annex Guidance (MAG) permits the maintenance organisation in the UK to be approved as a foreign Maintenance Organisation under RBAC 145 to perform work on aeronautical products operated under the Brazilian regulations.
- c) A Part 145 AMO can be approved as a RBAC 145 Maintenance Organisation when the AMO complies with Part 145 in conjunction with the ANAC Special Conditions as detailed in the Annex II to the MoU between ANAC and the CAA.
- d) State that the ANAC Supplement describes the methods and procedures the organisation will use to ensure compliance with the ANAC Special Conditions.

4 ACCOUNTABLE MANAGER'S STATEMENT

4.1 The accountable manager is the person designated by the certificated Maintenance Organisation who is responsible for and has the authority over all Maintenance Organisation operations that are conducted under RBAC 145, including ensuring that Maintenance Organisation personnel follow the regulations and serving as the primary contact with ANAC.

4.2 The accountable manager is the individual responsible for the organisation's compliance with RBAC 43 and 145. Such compliance is demonstrated by adhering to CAA regulations, requirements, and associated material and the ANAC Special Conditions contained in the Annex II to the MoU between ANAC and CAA. This section must contain the signed statement by the accountable manager.

4.3 With this statement, the Accountable Manager agrees that the organisation will comply with the Special Conditions specified in the ANAC Supplement while operating under its ANAC Maintenance Organisation approval.

4.4 An acceptable statement for this section would be:

I understand that this organisation, [name of company], when performing maintenance or alteration on Brazil registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian regulations, must perform that work under the terms of the Annex II to the MoU between ANAC and the CAA, ANAC Special Conditions, UK regulations and associated guidance material, and the ANAC supplement to the Maintenance Organisation Exposition.

As the person with overall control of [name of company], I have reviewed the relevant UK regulations, and the ANAC Special Conditions. This organisation fully understands that by complying with these documents, it will be complying with the corresponding sections of RBAC 43 and 145, and other applicable regulations. I understand that failure to comply with the requirements of RBAC 43 or 145 may result in the amendment, suspension, or revocations of the ANAC certification, or enforcement action by the CAA or ANAC. I also understand that loss of CAA approval will require ANAC enforcement action that may result in the suspension or revocation of the organisation's RBAC 145 Maintenance Organisation certificate.

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

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

I agree to ensure that this ANAC supplement will be maintained and kept current by this organisation 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."

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

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

5 APPROVAL BASIS, SCOPE AND LIMITATION

5.1 This paragraph must address the approval basis, scope and limitation of the respective Maintenance Organisation.

5.2 An acceptable statement for this paragraph could be:

"ANAC AMO Approval is based upon compliance with Part 145 except where varied by the conditions specified in the MoU and associated MAG.

The approval of maintenance is limited to the scope of work permitted under the current approval issued by the CAA to the Maintenance Organisation in accordance with Part 145."

6 SUMMARY OF THE QUALITY SYSTEMS

6.1 The management and quality systems section will include a version in English of the organisation's management system and a summary of its quality system covering the main site, additional fixed locations, and Line Stations. The summary will contain an overview of how the AMO will include ANAC Special Conditions in its QS.

Note: If the Maintenance Organisation has this section in its MOE and that section is available in English, this same process can be referenced in this section, provided the process is in English and can be made available to the ANAC upon request.

7 APPROVAL FOR RELEASE AND RETURN TO SERVICE AFTER MAINTENANCE OR ALTERATION

7.1 Return to Service of a Brazilian-Registered Aircraft:

- a) This paragraph, if applicable, must contain a procedure for return to service of Brazilian - registered aircraft, in accordance with the requirements of RBAC 43.
- b) A maintenance release in accordance with RBAC 43, includes the following elements:
 - I. A description (or reference to the data acceptable to ANAC) of the work performed;
 - II. the date of completion of the work;
 - III. the name of the person who performed the service, if that person is different from the person specified in paragraph (b) (IV) of this section;
 - IV. the signature of the person authorized by the Maintenance Organisation to return the aircraft to service;
 - V. the ANAC RBAC 145 Maintenance Organisation approval number; and
 - VI. additional requirements specified by the operator.
- c) When making use of ANAC RBAC 145 approval, the organisation will quote the Part 145 approval number and the ANAC RBAC 145 approval number in all cases.
- d) Procedures for approval for return to service should describe the procedures for the use of acceptable release documents for components and parts.
- e) For major repairs and major alterations, the procedures will specify that the ANAC Form F-400-04 (also referred to as SEGV00 001) will be filled.

Note 1: ANAC Form F-400-04 is available at the website:

<https://sistemas.anac.gov.br/certificacao/Form/Form.asp>

Note 2: Instructions to complete the ANAC Form F-400-04 (SEGV00 001) are available at the ANAC Supplementary Instruction IS 43.9-001, that can be accessed at the following ANAC website: <https://www.anac.gov.br/assuntos/legislacao/legislacao-1/iac-e-is/is>

7.2 Return to Service for Components:

Note: This section may not be required. Check MAG Section C I 1.2 and section 7.3 of this supplement example for information about ANAC direct acceptance of CAA, EASA, FAA and TCCA maintenance release for components except complete engine and propeller.

- a) This section, if applicable, will describe procedures for the release to service of components (example below), that meets the ANAC Special Conditions and the use of CAA Form 1 with a dual release.

b) Maintenance, alteration, and modification entries required by the Special Conditions (reference to approved/acceptable data) and the entries required by the operator's maintenance program will be in the English language.

c) Use of a CAA Form 1 with dual release:

- I. For a CAA Form 1 issued as a dual release, both statements in block 14a indicating compliance with Part 145.A.50 "Release to service" from Commission Regulation (EU) 1321/2014 Annex II, Part 145 and "other regulation specified in block 12" are checked. The AMO should include the following or equivalent language in block 12:

"The work identified in Block 11 and described herein has been accomplished in accordance with RBAC 43 and in respect to that work, the items are approved for return to service under approval no. [ANAC approval number]."

[Include copies of any attachments.]

- II. In case a CAA Form 1 dual release is NOT possible (one or more products/articles used accompanied by a Form containing only an ANAC or ANAC accepted release statement).

In block 14a, check only the box mentioning "Other regulation specified in block 13." Do not check box that states compliance to CAA 145.A.50. In block 13, the following text should be inserted:

"Certifies that the work specified in Block 11 was carried out in accordance with RBAC 43.9 and in respect to that work the component is considered ready for release to service under RBAC 145 approval no. _____.

This product/article meets Part 145 requirements, except for the following items, and therefore is not eligible to be installed on UK-registered aircraft:"

(List the items)

- III. The person approving the product for return to service will sign block 14b of the form. This signature approves the component for return to service with respect to the work performed. The form must contain a description of the work performed, which also includes the following:

- (I) Maintenance manual reference and revision status;
- (II) the date of completion;
- (III) the name of the person who performed the service, if that person is different from the person specified in paragraph (IV) of this section;
- (IV) the name/signature of the person returning the component to service;
- (V) the ANAC RBAC 145 Maintenance Organisation approval number; and
- (VI) additional requirements specified by the operator (if any).

d) Other documents, such as work orders or shop travellers, may be used by the organisation 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.

e) 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, etc.

f) Maintenance and alteration records required by the ANAC operation regulations, must be provided to the operator in English if requested.

g) For major repairs and major alterations, the procedures will specify that the ANAC Form F-400-04 (also referred as SEGV00 001) will be filled.

Note 1: ANAC Form F-400-04 is available at the website:

<https://sistemas.anac.gov.br/certificacao/Form/Form.asp>

Note 2: Instructions to complete the ANAC Form F-400-04 (SEGV00 001) are available at the ANAC Supplementary Instruction IS 43.9-001, that can be accessed at the following ANAC website: <https://www.anac.gov.br/assuntos/legislacao/legislacao-1/iac-e-is/is>

7.3 ANAC Acceptance of Maintenance for Components (except complete Engine and Propeller):

a) For the release of components other than complete engine and complete propellers, an AMO has two options:

(i) to issue a CAA Form 1 dual release under the ANAC approval, using the procedures described in item **Error! Reference source not found.** above; or

(ii) to issue a CAA Form 1 single release under the CAA approval, using the applicable MOE procedures, subject to acceptance of the Brazilian operators.

Note 1: According to RBAC 43.17(c)-I, the Brazilian operator will verify:

- 1) In the case of major repairs or major alterations, that the work performed was based on the technical data considered approved by ANAC.
- 2) Compliance with other RBAC 43 requirements.

Note 2: ANAC also accepts EASA Form 1 single release from Maintenance Organisations in Europe, FAA Form 8130-3 single release from a Maintenance Organisations in United States, and TCCA Form One single release from an AMO in Canada, for components (except complete Engine and Propeller) under the same conditions described in Note 1 above.

7.4 Replacement Parts intended to be installed on Brazilian products:

Replacement Parts means parts that will be assembled on the Brazilian aircraft or parts to be installed thereon. These parts usually come from a pool of parts, exchange of parts, and import of part. The part installed is different from the part removed.

Describe procedures regarding the acceptability of components authorised for use during maintenance, which should comply with the following requirement. Only the following new and used components may be fitted during maintenance.

a) New Components:

(i) New components should be traceable to the Original Equipment Manufacturer (OEM) as specified in the Type Certificate (TC) holders Parts Catalogue or other approved data and be in a satisfactory condition for installation. A release document issued by the OEM or Production Certificate (PC) holder should accompany the new component. The release document should clearly state that it is issued under the approval of the relevant Authority under whose regulatory control the OEM or PC holder works.

(ii) For Brazilian OEMs and PC holders, release should be on the ANAC Form F-100-01 (also referred as Form SEGV00 003) as a new part.

(iii) For all UK OEMs and PC holders, release should be in accordance with Part 21.

(iv) Other ARCs from authorities with whom ANAC has a bilateral agreement on product certification. In the absence of agreement, the component may be imported following procedures established by ANAC.

Note: To access ANAC-Brazil bilateral agreements on Airworthiness Certification in place with other authorities, check the following website:
<https://sistemas.anac.gov.br/certificacao/Acordos/AcordosE.asp>

(v) Standard parts are exempt from the foregoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for installation.

(vi) Replacement parts are acceptable as detailed in the TIP under the ANAC-CAA MoU.

Note: The term replacement part, as used in the TIP, assumes a general meaning of a part intended to be installed in the place of a part specified in the design of a civil aeronautical product.

(vii) New components provided by a Brazilian Air Operator will have documentation in accordance with the Brazilian Air Operator's Continuous Airworthiness Maintenance Program (CAMP).

b) Used Components:

Used components should be traceable to maintenance organisations approved by the authority who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used component should be in a satisfactory condition for installation and be eligible for installation as stated in the TC holders Parts Catalogue or other approved data. The following traceability documents are acceptable by ANAC for replacement parts to be installed on Brazilian products:

I) A CAA Form 1 issued, as a dual maintenance release (CAA+ANAC) from UK based RBAC 145 maintenance organisations.

II) Used components provided by a Brazilian Air Operator will have documentation in accordance with the Brazilian Air Operator's CAMP.

III) A foreign form issued as a maintenance release that accompany used components from a foreign country territory based AMO, in accordance with an agreement between Brazil and that country. In the absence of an agreement, the component may be installed following the procedures established by ANAC.

Note: To access ANAC-Brazil bilateral agreements on Airworthiness Certification in place with other authorities, check the following website:
<https://sistemas.anac.gov.br/certificacao/Acordos/AcordosE.asp>

IV) A maintenance release FORM from an AMO certificate/approved by a country that have a system for aeronautical maintenance considered equivalent by ANAC. For example, CAA Form 1, EASA Form 1, FAA 8130-3, TCCA Form One are acceptable for replacement parts. The maintenance organisation responsible for the final Brazilian release must be certified (approved) by the ANAC.

c) Possible Cases:

Table 1 presents the possible cases for acceptance of parts and the necessary documentation:

Note: in case of questions about replacement of parts acceptable by Brazil, contact ANAC by using the e-mails indicated in Section A, Part VI, of this MAG.

To be installed on Brazilian registered aircraft or parts to be installed on it				
Component coming from AMO or PAH located in:	Brazil	NEW	SEGVOO 003 (F-100-01) NEW	
		USED (*)	SEGVOO 003 (F-100-01) Single SEGVOO 003 (F-100-01) DUAL ANAC & EASA or ANAC & FAA or ANAC & TCCA or ANAC & CAA]	
	UK	NEW	CAA Form 1 NEW	
		USED	CAA Form 1 DUAL CAA & ANAC	CAA Form 1 SINGLE, or DUAL [CAA & any other] (**) or (***)
	EU	NEW	EASA Form 1 NEW	
		USED	EASA Form 1 DUAL [EASA & ANAC] (*)	EASA Form 1 SINGLE, or DUAL[EASA & any other] (**) or (***)
	US	NEW	FAA Form 8130-3 NEW	
		USED	FAA Form 8130-3 DUAL [FAA & ANAC] (*)	FAA Form 8130-3 SINGLE, or DUAL[FAA & any other] (**) or (***)
	Canada	NEW	TCCA Form One NEW	
		USED	TCCA Form One DUAL [TCCA & ANAC] (*)	TCCA Form One SINGLE, or DUAL[TCCA & any other] (**) or (***)
	Other third country	NEW	Other ARC from authorities with whom ANAC has a bilateral agreement on product certification or, in absence of an agreement, imported in a way acceptable by ANAC	
		USED	SEGVOO 003 (F-100-01) Single (*)	Authorized Release Certificate from the country (***)
	(*) Direct Maintenance on Brazilian components under Brazilian RBAC 145 Certificate.			
	(**) Direct Maintenance in accordance with RBAC 43.17. Currently ANAC accepts direct maintenance in components (NOT complete engine and propeller) from AMO EASA certified in EU, AMO FAA certified in USA, from AMO TCCA certified in Canada and AMO certified in UK that follows the CAA system.			
(***) Replacement/Spare parts (used parts from Pool, Exchange, Import). ANAC accepts the authorized release certificate (ARC) from countries with whom ANAC has a bilateral agreement addressing import/export of parts. In the absence of an agreement, the component may be installed following the procedures established by ANAC.				

Table 1: Necessary documentation for replacement parts.

8 REPORTING OF FAILURES, MALFUNCTIONS OR DEFECTS AND SUSPECTED UNAPPROVED PARTS (SUP) TO ANAC

8.1 Procedures: Explain the procedures that the organisation will use to ensure that reports are sent to ANAC, type certificate holder, supplementary type certificate holder, or the holder of a Brazilian Attestation of Approved Aeronautical Product (Brazilian equivalent to PMA) when serious defects are found in Brazilian registered aircraft or components received from a Brazilian customer. Submit this information, in English, in accordance with the timeframe specified in Part 145 using the email pac@anac.gov.br. A copy of this report should be sent to the customer.

8.2 Report content: The report should contain the following information:

- a) nationality and registration marks of the aircraft
- b) type, manufacturer, model and serial number or batch of the article
- c) date of the event identification
- d) the nature of the event
- e) time since last overhaul, if applicable
- f) Apparent cause of the event
- g) Other pertinent information necessary for complete determination of severity or corrective action required.

8.3 Responsibility: Include the title of each person responsible for completing and submitting reports of unairworthy conditions to the ANAC.

8.4 Suspected Unapproved Parts Program (SUP) Reporting Requirements: The SUP reporting requirements section should:

- a) Describe the organisation's procedures to report all SUPs.
- b) This section should include the title of each person responsible for completing and submitting suspected unapproved parts notifications to the ANAC.
- c) Part 145 requirements include SUP reporting requirements under their unairworthy conditions reporting requirements. The ANAC recognizes this system; therefore, an AMO need only identify the appropriate section by reference in this supplement, provided the procedures are in English and can be made available to the ANAC upon request. A duplicate copy of the form submitted to the CAA must be submitted in English to ANAC. Part 145.A.60 meets the intent of the SUP program when a copy of the report is forwarded to the ANAC in English.
- d) The report should be sent to the email pac@anac.gov.br.

9 ADDITIONAL OPERATING LOCATIONS INCLUDING LINE STATIONS

9.1 Additional Fixed Locations within EU Member States and the UK: If the AMO has additional fixed locations, located in EU Member States and the UK operating under one CAA approval, the sites can operate under one ANAC approval. This section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and ANAC Supplement as the main facility. The procedure must demonstrate how each separate location is under the full control and QS of the main facility. The additional fixed locations must be located within an EU Member States and the UK.

9.2 Line Stations: If the AMO has line stations, this section of the supplement must address the procedures the AMO will use to ensure each line station operates under the same MOE and ANAC supplement as the main facility. The procedure must demonstrate how each line station is under the full control of the main facility and QS. The ANAC supplement must contain a list of line stations that maintain Brazilian or foreign registered aeronautical products operated under the provisions of Brazilian regulations with the details of the operators.

NOTE: Line stations located in each other's territory are not accepted under the MoU and MAG, i.e., the organisation cannot exercise the privileges received under the MoU in the territory of the other Authority.

10 WORK AWAY FROM A FIXED LOCATION

10.1 This section describes the procedures for conducting work away from the maintenance organisation to ensure compliance with the MAG. The section should also state that the maintenance organisation is authorized to perform work away from its facilities as specified in this section but the performance of such work must not exceed the scope approved to ANAC (not exceed the CAA rating).

10.2 The procedures should address how a maintenance organisation will perform work at a place other than its fixed location 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 maintenance organisation's fixed location must not occur without the appropriate approval.

10.3 If the maintenance organisation manual does not have a written procedure for work away from station, then the maintenance organisation must notify the ANAC and the CAA 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 ANAC and the CAA that the maintenance organisation will follow all existing procedures in their current MOE and ANAC supplement.

NOTE: A maintenance organisation may perform work away from its fixed location on a recurring basis when necessary, such as to perform mobile field services. This will allow work away from the maintenance organisation's fixed location as a part of everyday business rather than under special circumstances only. Once the CAA accepts procedures in the ANAC supplement to the MOE allowing the work away from fixed location, this eliminates the requirement for notifying the ANAC in advance.

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

10.5 The AMO should make reference to the applicable MOE procedures describing work away from a fixed location, provided they are in English language, or include the following in the ANAC Supplement:

- I. Describe the procedures used to ensure that ANAC technical data, such as manufacturers' manuals, service bulletins, and letters, are current and accessible at the location where the work is performed.
- II. Describe the procedures used by the organisation to control tools and ensure proper equipment calibration when away from the maintenance organisation's fixed location.
- III. Describe how the organisation will ensure that records for work performed away from the maintenance organisation will be maintained in the same manner as at the maintenance organisation's fixed location.
- IV. Describe how the organisation will ensure that personnel performing work away from the maintenance organisation's fixed location will be trained and qualified to perform the required work.

- V. List by title the persons who are authorized to approve an item for return to service when working away from the maintenance organisation's fixed location.
- VI. List by title the persons responsible for organizing and supervising work away from the maintenance organisation's fixed location.
- VII. Describe how the organisation will ensure that all required personnel, equipment, materials, and parts will be made available at the place where the work is to be performed.
- VIII. State the organisation's responsibility to maintain a record of work performed away from the maintenance organisation, both within the country and outside the country. Any record of this work should include:
- A description of the work performed;
 - the date and location where the work was performed; and
 - the work order number (total time in service if required).
 - The records should be retained for 5 years after the performance of the work.
- IX. If required to perform maintenance on a Brazilian registered aircraft or a component of such aircraft located within the territory of the Federative Republic of Brazil and operated under the RBACs, the AMO must request ANAC approval before performing the work. ANAC will evaluate each request on a case by case basis. The CAA should be informed by the AMO about the outcome of the ANAC evaluation.

11 CONTRACTING / SUBCONTRACTING

11.1 An ANAC RBAC 145 approved Maintenance Organisation may subcontract a maintenance function pertaining to a component to an outside source. Contracting is different from subcontracting. For the purposes of this section, the term subcontracting does not include contracting.

11.2 Contracted maintenance service will be under approval for return to service of another ANAC approved contracted AMO.

11.3 Subcontracted maintenance service will be returned to service under the approval of the ANAC approved AMO.

11.4 There are two elements to the subcontracting provisions to be included in the Supplement:

a) List of Subcontractors:

ANAC accepts Part 145 requirements for the MOE to contain a list of all subcontractors 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. ANAC can accept this practice when the list identifies, by an asterisk or other means of identification, those subcontractor(s) the AMO will use to support maintenance activities for Brazilian

registered aircraft or aeronautical products to be installed on such aircraft. Make the list of subcontractor(s) available to the ANAC in the English language on request.

b) Qualifying and Auditing Subcontractor

(i) ANAC recognizes Part 145 QS and requirements to qualify and audit subcontractors when the QS includes the ANAC Special Conditions. If the AMO's summary of its quality and audit procedures includes a description of inclusion of the ANAC Special Conditions, there is no need to provide additional supplement procedures. However, If the AMO elects to have a separate QS for the ANAC special condition the following procedures should be addressed in the supplement:

I) Describe those procedures the organisation will use to both qualify and audit subcontractors.

II) Subcontracting to non ANAC Approved Sources. If the AMO subcontracts a function to a non ANAC approved source, the AMO must be appropriately rated to perform the work. This section should:

a. Explain that the AMO is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.

b. Indicate that any non ANAC approved subcontractor to which work is subcontracted must be under the control of the AMO's QAS. Additionally, the AMO must inspect each item on which subcontracted work has been performed for compliance with this supplement.

c. Explain that if the AMO cannot determine the quality of subcontracted work, the work can only be subcontracted to an ANAC certificated facility that is able to test and/or inspect the work performed and issue a return to service for the work performed.

III) Contracting to ANAC Approved AMO. This subsection should:

a. Explain that, if the AMO contracts functions to another organisation that is ANAC approved, the contractor is responsible for approving the return to service for each item on which it has worked and the AMO is responsible for approving the return to service the major assembly or aircraft, which this item is part of.

b. Describe the procedures the organisation will use to determine that the ANAC approved organisation, to which the work is contracted, is properly approved to perform that work.

IV) Receiving Inspections. This subsection should:

a. Describe the organisation's procedures for inspecting the work performed by a subcontractor on an item that has been returned to service.

b. Describe the procedures the organisation uses to provide technical training for receiving inspection personnel who inspect subcontracted work.

c. Explain the procedures the organisation will use to ensure that items on which subcontracted work has been performed are properly processed through the organisation's receiving inspection procedures.

d. 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 subcontractor's source documentation.

- e. Describe the method of recording subcontractor's work and the record retention period.

V) Audits. This subsection should:

- a. Describe the procedures the organisation uses when auditing subcontractors 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. Describe the procedures the organisation will use to ensure that subcontractors comply with operators' manuals, manufacturers' manuals, and ICA.
- c. Describe how subcontractors are informed of any change to these manuals and procedures.

12 MAJOR REPAIRS AND MAJOR ALTERATIONS

12.1 Automatically Approved Data:

All repair designs are considered ANAC approved data when approved by the CAA and/or organisations/persons approved under Part 21 for use on aircraft and related components where the CAA is the primary authority responsible for design approval. This also applies to repair design data developed by organisations or persons that are the type certificate (TC) / supplemental type certificate (STC) holder and other civil aviation authorities that are the primary authority responsible for design approval of the aeronautical product.

12.2 Procedures for data that is not automatically approved:

a) For repair design data that is not automatically approved the AMO needs to describe the procedures to ensure that the major repair and/or alteration/modification data being used to perform work on a Brazilian customer's product is approved by the ANAC. The following should be described:

- (i) Procedures the organisation will use to determine when ANAC approved data are required (procedures for determining what is a major repair or a major alteration as detailed in RBAC 43 Appendix A).

- (ii) Procedures for obtaining ANAC approved data for major repairs and/or major alterations; and

b) Include procedures the organisation will follow to ensure that an English version of ANAC F-400-04 (Also referred as Form SEGVOO 001) is provided directly to the ANAC to obtain an approval of major repair/modification via "field 3", when required.

c) Include the title of each person responsible for completing and submitting ANAC F-400-04 (Also referred as Form SEGVOO 001) to the ANAC.

12.3 Recording of major repair and alteration

a) Describe forms used for recording major repairs and/or alterations (i.e., ANAC Form F-400-04 also referred as Form SEGVOO 001, customer's work order, or any records required by an air carrier).

Note: Instructions to complete the ANAC Form F-400-04 (SEGVOO 001) are available at the ANAC Supplementary Instruction IS 43.9-001, that can be accessed at the following ANAC website: <https://www.anac.gov.br/assuntos/legislacao/legislacao-1/iac-e-is/is>

13 COMPLIANCE WITH BRAZILIAN AIR CARRIER'S CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

13.1 Procedures:

- a) Describe that the organisation will comply with appropriate portions of a Brazilian RBAC 121 or 135 certified air carrier's Continuous Airworthiness Maintenance Program (CAMP) as provided by the operator, manufacturers' manuals, ICA, and the Brazilian operator's instructions to the organisation.
- b) Describe the procedures the AMO uses to ensure that its personnel have been properly trained and qualified to perform work in accordance with air carrier requirements.
- c) State that the AMO understands that any deviation from these manuals or instructions will require documented approval from the air carrier.
- d) The AMO's maintenance procedures that are different from the air carrier's CAMP procedure will be identified in a written agreement.

NOTE: Under RBAC 145, § 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 receive and retain copies of the written agreement from the air carrier and have it available for review by the CAA or ANAC.

- e) If applicable, describe the aircraft inspection requirements for Brazilian registered aircraft operating under RBAC 91 § 91.409 aircraft inspection requirements. This section should describe how the AMO will meet the operator's requirements. (The AMO should request the operator to provide them with the appropriate section of the inspection program).

13.2 Required Inspection Items (RII):

- a) State that the inspection of RIIs identified in the RBAC 121 or RBAC 135 Operator's Manual must be accomplished by authorized personnel who are not involved in performing the work on the item to be inspected.
- b) The RII-qualified inspectors must work under the quality control system/inspection organisation of the Maintenance Organisation.
- c) Under this subsection of the manual, the Maintenance Organisation will state how the separation between maintenance and inspection is managed.
- d) State that the maintenance department of the AMO or from the air carrier cannot overrule the findings of the RII-qualified inspector.
- e) Include the organisation's procedures to ensure that any person performing RIIs inspection is trained, qualified, and authorized by the air carrier for which the RII inspection is being conducted.

14 COMPLIANCE WITH MANUFACTURERS' MAINTENANCE MANUALS OR INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA)

14.1 Compliance with manufacturers' maintenance manuals or ICA section will:

- a) Describe how the organisation will comply with manufacturers' maintenance manuals or ICA.
- b) Include procedures that the organisation will use when an air carrier's manual deviates from the procedures specified in the corresponding manufacturer's manual.
- c) If an air carrier deviates from the procedures specified in the corresponding manufacturer's manual, it is the air carrier's obligation to acquire prior ANAC approval for that deviation.
- d) 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 in 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 will keep an English copy of the technical data at the AMO's main base as identified on the ANAC certificate and make it available to the ANAC on sampling inspections or investigation.
- e) State that all maintenance performed for a Brazilian air carrier, including all major repairs and major alterations, must be recorded in accordance with that air carrier's manual. Major repairs performed for a Brazilian air carrier must be recorded on ANAC F-400-04 (Also referred as Form SEGVOO 001), or on a work order signed and dated by the Maintenance Organisation. Major alterations performed for anyone other than a Brazilian air carrier, (i.e., Brazilian registered general aviation aircraft) must be recorded on an ANAC F-400-04 (Also referred as Form SEGVOO 001). 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 ANAC upon request. However, any deviation from procedures as stated above in section 13 must be addressed in this section to show compliance with ANAC approved data.

15 ANAC AIRWORTHINESS DIRECTIVES (AD)

15.1 Explain how the organisation will ensure access to all ANAC ADs, applicable to the work being performed under the ratings it holds.

15.2 State how the organisation will manage and control the distribution and use of ADs. It also should identify how the organisation will ensure that the applicable ANAC ADs will be made available to its personnel when they perform work under its ANAC certificate and rating.

15.3 Include Maintenance Organisation procedures to ensure customer approval/request to perform applicable ADs. If the organisation does not comply with an applicable AD, record its non-compliance in the item's maintenance records. This section should describe how this information would be recorded and transmitted to the customer.

Note: Any applicable Brazilian airworthiness directives can be verified at <https://sistemas.anac.gov.br/certificacao/DA/DAE.asp>. Additionally, ADs issued by the civil aviation authority of the state responsible for type design of the product being maintained are also applicable.

16 QUALIFICATIONS OF PERSONNEL

16.1 The personnel requirements section will include the following:

- a) The name, title, telephone number, and mail of the person who will act as the liaison between the organisation and the CAA. This liaison will ensure compliance with the provisions of the supplement.
- b) The procedures the organisation uses to ensure that its personnel have been properly trained and qualified to perform work in accordance with the customer or air carrier requirements (procedures such as RII). It is the responsibility of the Maintenance Organisation to assure that these requirements are met.

17 CAPABILITY TO COMPREHEND THE PORTUGUESE LANGUAGE

17.1 This section will include procedures for the maintenance organisation to guarantee it will have capability to clearly comprehend the technical information and documents whenever they are presented in the Portuguese language. Such documents may include: Brazilian regulations, maintenance records, aircraft placards, forms, among others.

17.2 The organisation will ensure that it achieves the expected capability to comprehend the technical documents presented in Portuguese. For example, the organisation may:

- I. Hire a person who will be part of the organisation's technical staff; or
- II. contract an external consultant; or
- III. interact with the customer involved to obtain adequate comprehension.

18 RECORD KEEPING

18.1 Procedures to maintain, at least for 5 (five) years, each work order with all attached supplementary forms and part certifications.

18.2 A copy of each work order with all attached supplementary forms and parts certification will be maintained in the technical records office of the AMO for a period of at least 5 (five) years in accordance with the applicable regulations of the ANAC (RBAC 145.219).

19 AIRWORTHINESS VERIFICATION CERTIFICATE - CVA (FORMER ANNUAL MAINTENANCE INSPECTION - IAM)

Note: As per the Brazilian Regulation RBAC 91, which replaced the RBHA 91, Annual Maintenance Inspection – IAM was replaced by the performance of evaluations for the issuance of the Airworthiness Verification Certificate – CVA.

19.1 This section only applies in those cases where the AMO is willing to, and capable of, performing the activities to issue the Airworthiness Verification Certificate – CVA (former IAM).

19.2 To issue the CVA for a Brazilian registered aircraft, it is required that the AMO has the aircraft type/model in the scope of approval and procedures in the supplement to perform the airworthiness verification. When an AMO does not maintain aircraft (AMO without airframe rating), this section should specify "Not applicable".

19.3 According to RBAC 91, section 91.403, the airworthiness verification and the respective issuance

of the CVA must be performed:

- I. every 3 years, for aircraft operating in accordance with RBAC 121 or RBAC 135 engaged in scheduled transportation; and
- II. annually for the aircrafts operating under the remaining operational regulation.

19.4 To address any customer requests for the AMO to perform the airworthiness verification and issue the CVA for an aircraft, the organisation will develop procedures to evaluate the following:

- I. All required documentation for the aircraft is in accordance with RBAC 91, sections 91.203 and 91.417, including the updated information of the owner/operator in the Brazilian Aeronautical Registry;
- II. The aircraft is in accordance with Brazilian type certificate as well as with Supplementary Type Certificate - STC incorporated in the aircraft, if any;
- III. All major repairs and major alterations were performed in accordance with approved technical data;
- IV. All applicable Brazilian Airworthiness Directives were verified and/or accomplished;
- V. The aircraft complies with the inspections from a maintenance program as established in Subpart "E" from RBAC 91;
- VI. The accomplishment of the last required scheduled maintenance tasks or inspections were performed and the aircraft was approved for return to service by authorised persons as prescribed by sections 43.3 and 43.7 of RBAC 43, respectively;
- VII. All discrepancies found for the aircraft were rectified or appropriately deferred;
- VIII. The aircraft is marked and identified as required by regulation RBAC 45, including its engines, propellers and critical components;
- IX. There are records available proving the total flight hours of the airframe, engines, propellers and rotors, as well as the total cycles, landings or other parameters eventually required to determine the airworthiness condition of the airframe, engines, propellers, rotors or critical components, as applicable;
- X. The aircraft has a flight manual or aircraft operation manual (AOM), for aircraft in which a flight manual is required;
- XI. The aircraft was weighed and had its weight and balance report updated and recalculated as required; and
- XII. The aircraft complies with all the requirements present in the operational rules applicable to the type of authorized operation, related to technical or documentary aspects of the aircraft.

19.5 In order to carry out the Airworthiness Verification, the procedures in the Supplement will guarantee the AMO will have access to the necessary aircraft maintenance records, including logbooks from airframe, engine and propellers (if applicable), overhaul forms, authorized release certificates, primary records for compliance of airworthiness directives, among others. During the Airworthiness Verification, fill the form "Airworthiness Verification Certificate" as a guide for the evaluations that will be performed.

Note: Form "Airworthiness Verification Certificate" (Form F-145-27) is available at ANAC website: <http://www2.anac.gov.br/certificacao/Form/Form.asp>

19.6 After the airworthiness verification is completed, the CVA form filled, dated and signed will be sent to ANAC Foreign 145 Group either by e-mail or physically. One copy will be delivered to the operator and another copy retained by the AMO for 5 years.

19.7 In the event of any verification indicating that the aircraft is not in airworthy condition, a list of discrepancies must be submitted to the aircraft owner or operator.

19.8 In case the operator has not authorized or provided for its correction, a CVA marked “Non-Airworthy” (“CVA Não aeronavegável”) will be sent to ANAC.

19.9 In the aircraft, engine and propeller logbooks, insert, date and sign the CVA stamp (“Etiqueta CVA” – Form F-145-28), available in the ANAC website: <http://www2.anac.gov.br/certificacao/Form/Form.asp>

19.10 The ANAC Supplementary Instruction IS 91.403-001 provides the guidance and the procedures for carrying out the Airworthiness Verification and issuing the Airworthiness Verification Certificate (CVA).

Note: IS 91.403-001 is available only in Portuguese in the ANAC website <https://www.anac.gov.br/assuntos/legislacao/legislacao-1/iac-e-is/is>

20 FORMS

20.1 The forms section may include copies, or the way to access them, of all forms referred to in the supplement, (e.g. ANAC F-100-01 (referred as Form SEGVOO 003), ANAC F-400-04 (referred as Form SEGVOO 001)), 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 ANAC upon request.

Appendix 3: Approval Letter Template

Place of issue, MM-DD-YYYY

Subject: ANAC / CAA MoU - Approval of ANAC Supplement

Dear Sir or Madam,

1. Considering the maintenance procedures covered by Annex II to the Memorandum of Understanding between ANAC and the CAA and related MAG (Maintenance Annex Guidance), this is to inform you that [Organisation Name] [CAA approval number] ANAC Supplement [revision xx], dated [/ /] is hereby approved by the [CAA].
2. The ANAC RBAC 145 approval reference is:

[Organisation Name]

ANAC RBAC 145 Approval Reference number: XXXX

Valid until: [--/--/----]

3. This supplement approval allows performing maintenance services on Brazilian registered aircraft and components intended to be installed thereon subject to compliance with Part-145 requirements and ANAC special conditions as detailed in Annex II to the MoU and the Maintenance Annex Guidance (MAG).
4. Please be reminded that the ANAC scope of ratings and limitations must not exceed the ones specified in your Part 145 approval certificate.
5. You are reminded that you will be required to submit your next application for renewal 60 days to the expiration date indicated in paragraph 2 of this letter in accordance with MAG Section C which is available on the CAA web site at: <https://www.caa.co.uk/>

Best Regards,

[NAME of CAA Responsible]

Position of CAA Responsible