



**GUERNSEY  
AVIATION  
REQUIREMENTS  
(GARs)**



**PART 145**



**AIRCRAFT  
MAINTENANCE  
ORGANISATION  
APPROVAL**

**BAILIWICK OF GUERNSEY**

Director of Civil Aviation

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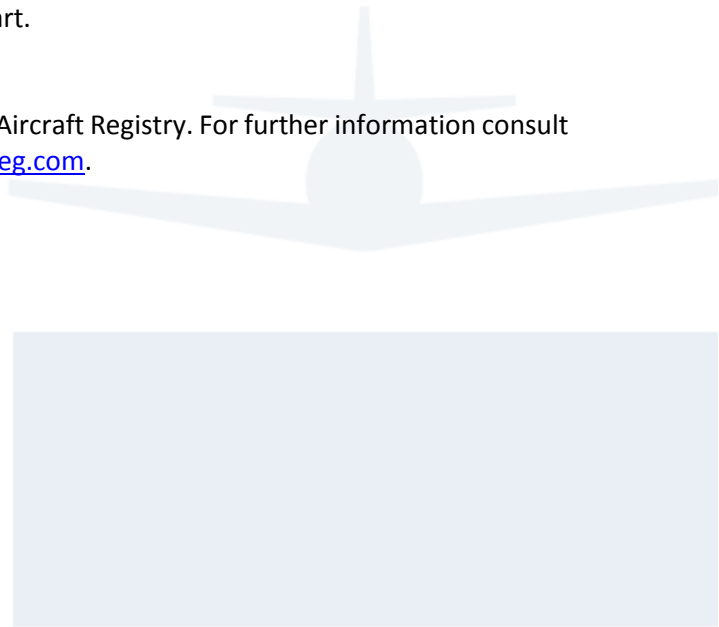
ICAO compliance:

This fourth issue incorporates ICAO standards of:

- Annex 6, Part I at amendment 42;
- Annex 6, Part III at amendment 21;
- Annex 19, first edition.

The definitive version of GARs is on the States of Guernsey website [www.cidca.aero](http://www.cidca.aero) which should be viewed to establish the latest issue of each Part.

Processing of applications will be done by the Guernsey Aircraft Registry. For further information consult <http://www.2-reg.com/> or send a message to [info@2-reg.com](mailto:info@2-reg.com).



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## Revisions

GAR Issue	Subject
Issue 1	First issue
Issue 2	<ul style="list-style-type: none"> <li>• Addition of option 2</li> <li>• Consequential changes</li> <li>• 145.9: MOE must be in English language</li> <li>• Editorial changes</li> </ul>
Issue 3	<ul style="list-style-type: none"> <li>• 145.19: Clarification on the acceptance of foreign aircraft maintenance engineer licences.</li> <li>• 145.59: Clarification of 'own aircraft' component maintenance.</li> <li>• 145.105: clarification of senior personnel responsibilities and deletion of the requirement for separate planning, procurement and production managers. Deletion of reference to OTAR 66 in 145.105(h).</li> <li>• 145.107: outline of the technical training requirements added. Deletion of reference to GAR 66 in 145.107(h).</li> <li>• 145.117: Clarification of the retention period of maintenance records.</li> <li>• 145.121: addition of the requirement to establish procedures for the issue of Permit Flight Release Certificates.</li> <li>• 145.125: Deleted</li> </ul>
Issue 4	<ul style="list-style-type: none"> <li>• 145.9 - Nomenclature: explanation that the term 'MOE' may refer to a document with a different name but the same purpose and may include the Supplement as required by this Part.</li> <li>• 145.11 – expansion of privileges of approval;</li> <li>• 145.105(e) – text added at end to comply with Annex 6, Part I, 8.7.6.4.</li> <li>• 145.121(b): deletion of duplication with 145.105(c)(1);</li> <li>• 145.121: deletion of the quality system in recognition of the fact that it is an element of the safety management system;</li> <li>• The MOE must be acceptable to the Director instead of subject to approval;</li> <li>• Editorial changes and corrections.</li> </ul>

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## **Subpart A – General**

### **145.1 Purpose**

- (a) The requirements of this GAR Part cover the grant or validation and renewal of aircraft maintenance organisation approvals. There are three approval options under this GAR Part:
- (1) Option 1: validation of an approval granted to a standard listed in 145.5(a)
  - (2) Option 2: validation of an approval granted to a standard listed in 145.5(b).
  - (3) Option 3: the approval of an organisation that does not hold any maintenance approvals granted to the standards listed in either 145.5(a) or 145.5(b).
- (b) These requirements are not in themselves Law. Failure to comply may not constitute an offence. However, the Requirements repeat or reproduce many of the provisions of the Air Navigation (Bailiwick of Guernsey) Law 2012 (“the Law”). Therefore, failure to comply with these Requirements may:
- (1) constitute a breach of the Law; and
  - (2) result in proceedings for breaches of the Law; or
  - (3) result in the refusal of an application for renewal of a certificate; or
  - (4) result in action to suspend or revoke a certificate.
- (c) The Law details the legal obligations governing the approval or validation of maintenance organisations. The Law specifies these obligations in rather general terms, therefore there is a provision in Section 135 (Publication of Requirements) to the Law which requires the Director to publish Requirements to augment, amplify and detail more precisely the manner in which these obligations shall be met. The Requirements are the means by which the approved organisation will be able to satisfy the Director as to the fulfilment of the obligations in respect of the maintenance of an aircraft or the entitlement of the holder to hold and exercise the privileges of a certificate, licence or approval.
- (d) The issue of a certificate or approval indicates only that the holder is considered competent to secure the safe operation or maintenance of aircraft. The possession of such a document does not relieve the operator of an aircraft or the pilot-in-command, from the responsibility for compliance with the Law and any other legislation in force. Neither does it relieve them of their responsibility for the safe conduct of any particular flight, as the ultimate responsibility for the safety of flight operations always rests with the operator and the pilot-in-command.

### **145.2 Definitions**

Definitions, in the context of this Part of the GARs shall have the meanings listed in GAR Part 1 (Definitions, Abbreviations and Units of Measurement).

### **145.3 Applicability**

Organisations that wish to undertake maintenance of aircraft registered in Guernsey shall hold an appropriate approval granted by the Director under the requirements of this Part.

### **145.5 Standards**

- (a) Option 1: maintenance organisation requirements of EASA (EASA Part 145), United States of America (FAA FAR Part 145) or Canada (TCCA CAR Part V Subpart 73).
- (b) Option 2: maintenance organisation requirements of other states which are equivalent to any of those listed in 145.5(a), subject to acceptance by the Director of Civil Aviation.
- (c) Option 3: Organisations seeking approval under this option shall comply with the requirements of this GAR Part, all subparts.

### **145.7 Issue of approval or validation**

- (a) Option 1 and option 2: an organisation holding an approval identified in paragraph 145.5(a) or 145.5(b) may have its approval validated provided that:
  - (1) the accepted foreign authority approval remains valid; and
  - (2) the organisation's application for a rating and scope of approval does not exceed that of the approval granted by the applicable foreign authority; and
  - (3) the organisation is in compliance with Subparts A and C and relevant requirements of GAR Part 43.
- (b) Option 3: an organisation that does not hold a valid approval to the standards listed in paragraph 145.5(a) or 145.5(b) may be approved subject to its demonstrating to the satisfaction of the Director compliance with:
  - (1) the requirements of this GAR Part; and
  - (2) relevant requirements in GAR Part 43.
- (c) A maintenance organisation approval or validation granted by the Director shall identify the scope of approval, validity and approved locations.

### **145.9 Maintenance organisation exposition (MOE)**

- (a) An applicant for validation under Option 1 or Option 2 shall provide to the Director a copy of the foreign authority MOE or equivalent document in the English language. A supplement shall be submitted demonstrating compliance with paragraph 145.7(a)(3). References in this Part to 'MOE' in the context of an option 1 or option 2 organisation include the foreign authority MOE or equivalent document and the 2-REG supplement.



- (b) An applicant for approval under Option 3 shall provide to the Director a copy of the MOE and all other submitted documents in the English language. The MOE shall meet the provisions of paragraph 145.123 and demonstrate compliance with paragraph 145.7(b).

### **145.11 Privileges of approval or validation holder**

- (a) The Part 145 approved or validated maintenance organisation may only carry out the following as permitted by and in accordance with the MOE:
- (1) maintenance of any aircraft for which it is approved at the locations identified in the approval certificate and/or in the MOE.
  - (2) make arrangements for the maintenance of any aircraft for which it is approved at another organisation that is working under the quality or safety management system of the Part 145 approved or validated maintenance organisation.
  - (3) maintenance of any aircraft for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance subject to the conditions specified in a procedure acceptable to the Director and included in the MOE.
  - (4) maintenance of any aircraft for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the MOE both permits such activity and lists such locations.
  - (5) the issue of certificates of release to service on completion of maintenance in accordance with:
    - (i) In case of an option 1 or option 2 organisation: the procedures in the MOE;
    - (ii) in case of an option 3 organisation: the provisions of paragraph 145.123.
  - (6) maintenance of an aircraft or aircraft component for which it is approved only when all necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.
- (b) Another organisation working under the safety management system of an appropriately approved Part 145 maintenance organisation is limited to the work scope permitted by the procedures identified in the MOE and may not carry out a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module.

### **145.13 Duration of approval or validation**

- (a) A maintenance organisation approval or validation may be granted or renewed for a period determined by the Director up to a maximum of 24 months.

- (b) A maintenance organisation approval or validation remains in force until it expires or is suspended or revoked.
- (c) The holder of a maintenance organisation approval or validation that is revoked or suspended shall forthwith surrender the certificate to the Director.

### **145.15 Notification of ceasing maintenance**

- (a) Each holder of a maintenance organisation approval or validation that ceases to offer maintenance services shall notify the Director in writing within 30 days of the date of cessation.
- (b) The notification required by paragraph 145.15(a) shall include a request for revocation of the maintenance organisation approval.

### **145.17 Renewal of approval or validation**

The holder of the approval or validation shall make an application for the renewal of a maintenance organisation approval or validation to the Director not less than 30 days before the approval or validation expires.

### **145.19 Licences and type ratings**

- (a) A person working under the authorisation system of an organisation approved under option 1 or option 2 and holding a licence issued by an authority listed in GAR Part 21.25(a)(1) is not required to hold a licence issued under GAR Part 66.
- (b) A person working under the approval system of an organisation approved under Option 3 is not required to hold a licence issued under GAR Part 66, provided that the holder:
  - (1) holds a valid licence from an ICAO contracting state acceptable to the Director, which includes the appropriate categories and type ratings; and
  - (2) has completed a GAR training module to the satisfaction of the Director.
- (c) A person performing maintenance on piston-engined aircraft below 2,700 kg MTOM and not operated for commercial air transport is required to hold a GAR Part 66 licence if not working under the authorisation.

## **Subpart B – Safety Management System**

### **145.25 Applicability**

- (a) Each applicant for approval under GAR 145.5(c) shall establish a safety management system appropriate to the size and complexity of the operation, for the proactive management of safety, that integrates the management of operations and technical systems with financial and human resource management, and that reflects quality assurance principles.
- (b) The safety management system shall be for the purpose of making continuous improvement to the overall level of safety.
- (c) The safety management system shall clearly define lines of safety accountability throughout the maintenance organisation, including a direct accountability for safety on the part of senior management.
- (d) The safety management system shall include, as a minimum, the following:
  - (1) processes to identify actual and potential safety hazards and assess the associated risks; and
  - (2) processes to develop and implement remedial action necessary to maintain an acceptable level of safety; and
  - (3) provision for continuous monitoring and regular assessment of the appropriateness and effectiveness of safety management activities; and
  - (4) compliance monitoring processes to:
    - (i) identify applicable requirements, regulations and standards and demonstrate compliance with them;
    - (ii) ensure technical manuals, checklists and other documentation are appropriately maintained and incorporate the latest amendments; and
    - (iii) ensure that training programmes maintain staff proficiency and competency.
- (e) The safety management system shall be described in relevant documentation, and shall be acceptable to the Director.

## **Subpart C - Option 1 and Option 2 requirements**

### **145.51 Continued compliance**

Each holder of a maintenance organisation approval or validation shall:

- (1) hold at least one complete and current copy of its MOE at each work location specified therein; and
- (2) comply with all procedures detailed in its MOE; and
- (3) make each applicable section of its MOE, available to personnel who require those sections to carry out their duties; and
- (4) continue to meet the applicable standards; and
- (5) determine that each aircraft or component released to service by the approval holder is in an airworthy condition.

### **145.53 Privileges and limitations of authorisation holders**

An authorised person shall only release to service an aircraft or aircraft component within the scope of the maintenance organisation approval or validation issued by the Director.

### **145.55 Changes to approval or validation holder's organisation**

- (a) Each holder of a maintenance organisation approval or validation shall ensure that its MOE is amended so as to remain a current description of the organisation, its approved capability and supporting procedures.
- (b) The approval or validation holder shall:
  - (1) ensure any amendment of its MOE meets the applicable requirements of this or any other GAR Part; and
  - (2) comply with the amendment procedures contained in its MOE.
- (c) The approval or validation holder shall provide the Director with a copy of each amendment of the MOE as soon as practicable after it has incorporated the amendment.
- (d) Where an approval or validation holder proposes to make a change to any of the following, prior application to and acceptance by the Director is required:
  - (1) the Accountable Manager; or
  - (2) the listed senior persons; or
  - (3) the scope of the maintenance ratings; or
  - (4) the locations at which maintenance is carried out; or
  - (5) the procedure for authorising persons to certify maintenance.
- (e) The Director may prescribe conditions under which an approval or validation holder may operate during or following any of the changes specified in paragraph 145.55(d) and the approval or validation holder shall comply with any such conditions.

- (f) The approval or validation holder shall make such amendments to its MOE as the Director may consider necessary in the interests of aviation safety.

### **145.57 Maintenance Control Manual**

Each holder of a maintenance organisation approval or validation shall:

- (a) have arrangements to hold copies of any applicable Maintenance Control Manual or equivalent; and
- (b) establish procedures for ensuring current issues are available to personnel at all locations where they need access to such documentation.

### **145.59 Aircraft and aircraft parts**

- (a) For the purposes of paragraph 145.59, 'own aircraft' is an aircraft maintained by an operator's own GAR Part 145 organisation, or an aircraft maintained by a GAR Part 145 organisation under a formal maintenance contract with a particular operator.
- (b) Notwithstanding the requirements of GAR Part 21.303, components maintained off the aircraft may be installed on an aircraft registered in Guernsey when supported by a Certificate of Release to Service issued by a suitably approved GAR Part 145 organisation maintaining such a component for release to its own aircraft.
- (c) When an organisation maintains a component for its own aircraft, the internal component release procedure shall be defined in the MOE.
- (d) Where a component is identified as unapproved it should be reported to the Director in a manner prescribed in GAR Part 13. Any applicable known agencies that maintain records of unapproved components should also be notified.
- (e) Where a component, major assembly or complete aircraft is to be permanently removed from aviation use, it should be scrapped and disposed of in a manner acceptable to the Director to prevent any unauthorised return to service.

## **Subpart D – Option 3 requirements**

### **145.101 Applicability**

This Subpart prescribes Option 3 requirements to be met by organisations seeking approval to undertake maintenance of Guernsey registered aircraft. Any approval granted will apply to the whole organisation headed by an accountable manager.

### **145.103 Facilities requirements**

- (a) Facilities shall be provided appropriate for all planned work, ensuring in particular, protection from the weather elements. Any required specialised workshops and bays shall be segregated as appropriate; to ensure that environmental and work area contamination is unlikely to occur.
- (b) Appropriate office accommodation shall be provided for management staff required for the planned work including in particular, the management of quality, planning and technical records.
- (c) The working environment shall be appropriate for the task to be carried out and in particular special requirements observed. The working environment shall be such that the effectiveness of personnel is not impaired.
- (d) If the particular task environment may affect the performance of personnel, then additional measures acceptable to the Director shall be taken to ensure the control and effectiveness of task completion.
- (e) Secure storage facilities shall be provided for aircraft components, equipment, tools and materials. Storage conditions shall ensure segregation of serviceable aircraft components and material from unserviceable aircraft components, materials, equipment and tools. The conditions of storage shall be in accordance with the manufacturers' instructions to prevent deterioration and damage of stored items. Access to storage facilities shall be restricted to authorised personnel.
- (f) Storage of life-limited items shall be in accordance with a procedure acceptable to the Director.

### **145.105 Personnel requirements**

- (a) The accountable manager and senior persons, whose responsibilities include ensuring that the organisation is in compliance with the requirements of GAR Parts 145 and 43, shall be readily identified in the organisation's MOE. The person nominated as accountable manager shall be acceptable to the Director.
- (b) The accountable manager shall nominate senior personnel, directly responsible to the accountable manager, with responsibility for ensuring compliance with the requirements of this Part, including as a minimum the following:

- (1) a manager responsible for the safety management system specified in Subpart B. This person shall have right of direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.
- (2) a maintenance manager responsible for the control and management of the maintenance activities within the scope of approval.
- (c) Responsibility for the following particular tasks shall be allocated to appropriate nominated senior personnel:
  - (1) ensuring a clear work order contract is in place, that maintenance instructions are developed in line with human factors taking account of available human resources facilities, tooling and the coordination and scheduling of tasks; and
  - (2) ensuring that available tooling is controlled, calibrated where required and maintained in a serviceable condition, that aircraft parts and materials are supplied and controlled taking account of the need for segregation and environmental conditions and documented evidence of approved release certification; and
  - (3) managing human resources taking account of human factors, the facilities, work task orientation, logistics and general coordination including the liaison with the operator and applicable GAR Part 39 person or organisation and for documentation of the maintenance activities.
- (d) The organisation shall have a maintenance man-hour plan that ensures the organisation has sufficient staff to plan, perform, supervise, inspect and quality monitor the organisation in accordance with the requirements of the approval. In addition the organisation shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.
- (e) The competence of personnel involved in maintenance, management and quality audits shall be established and controlled in accordance with a procedure acceptable to the Director. In addition to the necessary expertise related to the job function, personnel shall have awareness of the application of human factors and human performance issues appropriate to that person's function in the organisation, including coordination with other maintenance personnel and crew.
- (f) Personnel who carry out or control a continuing airworthiness non-destructive test of aircraft structures or aircraft components shall be appropriately qualified for the particular non-destructive test in accordance with:
  - (1) European Standard EN 4179; or
  - (2) American Society for Non-Destructive Testing (ASTN) and have arrangements and procedures acceptable to the Director.

- (g) In the case of aircraft maintenance, the organisation shall have appropriate certifying staff qualified in accordance with paragraph 145.107. In addition the organisation may also use appropriate task trained certifying staff qualified in accordance with paragraph 145.107(f) to carry out minor tasks and simple defect rectification.
- (h) For limited line maintenance carried out by another organisation under the quality or safety management system of a GAR Part 145 maintenance organisation, a GAR Part 145 organisation may use certifying staff qualified in accordance with the national aviation regulations of the State of the location, subject to the Director being satisfied and approving appropriate arrangements contained in the organisation's MOE.
- (i) For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited Part 145 authorisation to a pilot and/or the flight engineer subject to being satisfied that sufficient practical training has been carried out to ensure that the pilot or flight engineer can accomplish the airworthiness directive to the required standard.
- (j) For the unforeseen case of an aircraft grounded at a location not having an appropriately approved Part 145 maintenance organisation, the contracted approved Part 145 organisation may issue a one-off authorisation to a person with not less than 5 years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification subject to:
  - (1) the Part 145 maintenance organisation obtaining and holding on file evidence of the individual's experience and licence; and
  - (2) all such cases being reported to the Director within 7 days of the issue of such an authorisation.

### **145.107 Certifying staff**

- (a) Certifying staff shall have an adequate understanding of the relevant aircraft to be maintained within the scope of their approval, together with the associated organisation procedures before the issue or re-issue of the certification authorisation. Relevant aircraft means those applicable aircraft specified in the MOE. The aircraft training standards shall be acceptable to the Director.
- (b) The Part 145 approved maintenance organisation shall ensure that all aircraft certifying staff are involved in at least 6 months of actual aircraft maintenance experience in any two year period. Actual aircraft maintenance means the person has worked in an aircraft maintenance environment and has either exercised the privileges of the Part 145 authorisation and/or has actually carried out maintenance on at least some of the aircraft type systems specified in the particular Part 145 authorisation.
- (c) The organisation shall ensure that all certifying staff receives sufficient continuation training in each two year period to ensure that such certifying staff



have applicable up to date technical knowledge and are familiar with current organisation procedures. Continuation training shall include the following:

- (1) technical training on the aircraft type(s) for which the individual is authorised; and
  - (2) training on general topics such as SMS, Human Factors, Fuel Tank Safety, EWIS, composite materials and corrosion protection, as applicable to the authorisation granted.
- (d) The organisation shall establish a programme for continuation training appropriate for the approved scope of approval. Procedures shall ensure compliance with the relevant sections of paragraph 145.107 as the basis for issue of Part 145 authorisations to certifying staff.
- (e) All prospective certifying staff shall be assessed by the Part 145 approved maintenance organisation for their competence, qualification and capability to carry out their intended certifying duties in accordance with a procedure acceptable to the Director before the issue or re-issue of a Part 145 authorisation.
- (f) The organisation shall issue a Part 145 authorisation that clearly specifies the scope and limitations of authorisations to those staff that it authorises as certifying staff, when satisfied that such staff is in compliance with paragraphs 145.107 (a), (b), (c) and (d) as applicable.
- (g) The manager or person responsible for the safety management system shall also remain responsible on behalf of the organisation for issuing Part 145 authorisations to certifying staff.
- (h) The organisation shall maintain a record of all certifying staff that shall include details of any aircraft maintenance licence held, all training completed and the scope of their certification authorisation. The record shall include those with limited or one-off authorisations.
- (i) Certifying staff shall be provided with a copy of their Part 145 authorisation in a form acceptable to the Director.
- (j) Certifying staff shall produce their Part 145 certification authorisation to any authorised person within a reasonable time.

### **145.109 Equipment tools and material**

- (a) The organisation shall have the necessary equipment, tools and material to perform the approved scope of work.
- (b) Where necessary, tools, equipment and particularly test equipment shall be controlled and calibrated to standards acceptable to the Director at a frequency to ensure serviceability and accuracy. Records of such calibrations and the standard used shall be kept by the organisation.

**145.111 Maintenance data**

- (a) The organisation shall use the applicable current and approved maintenance data relevant to the aircraft, aircraft component or process specified in the organisation's approved capability list in the performance of maintenance, including modifications and repairs.
- (b) The organisation shall establish procedures that ensure that if found, any inaccurate, incomplete or ambiguous procedures, practices, information or maintenance instructions contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.
- (c) The organisation shall establish a procedure to ensure that appropriate assessment is undertaken in the case of damage and that only approved repair data is used.
- (d) The Part 145 approved maintenance organisation shall provide a common workcard or worksheet system for use throughout the relevant parts of the organisation and shall either:
  - (1) transcribe accurately the approved maintenance data on to such workcards or worksheets; or
  - (2) make precise reference to the particular maintenance task(s) contained in such maintenance data.
- (e) Where the organisation provides a maintenance service to an aircraft operator who requires their workcard or worksheet system to be used then such workcard or worksheet system may be used. In this case the organisation shall establish a procedure to ensure maintenance personnel fully understand the completion requirements of the aircraft operator's workcards or worksheets.
- (f) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.
- (g) The organisation shall ensure that maintenance data controlled by the organisation is kept up to date. In the case of maintenance data controlled and provided by the operator or customer, the organisation shall have written confirmation from the operator or customer that all such maintenance data is up to date.

**145.113 Production planning**

- (a) The organisation shall have a system, appropriate to the amount and complexity of work to be undertaken, to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.
- (b) The planning of maintenance tasks and the organising of shifts shall take into account human performance limitations.
- (c) When it is required to hand over the continuation or completion of a maintenance action for reasons of a shift or personnel changeover, relevant

information shall be recorded between outgoing and incoming personnel in accordance with a procedure acceptable to the Director.

### **145.115 Certification of maintenance**

- (a) A certificate of release to service shall be issued by appropriately authorised certifying staff on behalf of the Part 145 approved maintenance organisation when satisfied that:
  - (1) all required maintenance has been properly carried out; and
  - (2) that all maintenance tasks have been carried out in accordance with the procedures specified in the approved maintenance organisation exposition; and
  - (3) all maintenance tasks have been accomplished in accordance with maintenance data specified in paragraph 145.111.
- (b) A certificate of release to service issued by appropriately authorised certifying staff shall be required for the fitment of an aircraft component which may be fitted temporarily when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of an aircraft component with the appropriate release certificate, subject to:
  - (1) evidence that the appropriate release certificate will be made available; and
  - (2) the component having a suitable serviceable tag; and
  - (3) the fitment being limited to a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner; and
  - (4) the aircraft component being replaced by the specified time unless an appropriate release certificate has been obtained in the meantime.

### **145.117 Maintenance records**

- (a) The organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of all supporting documentation and any approved repair or modification data used.
- (b) The Part 145 approved maintenance organisation must retain a copy of all detailed maintenance records and any associated maintenance data referred to in paragraph 145.117(a) for two years from the date the aircraft or aircraft component to which the work relates was released to service or until the information contained therein is superseded by new information.
- (c) Records shall be retained in a manner that protects them from environmental damage and hazards such as fire, floods and sabotage. Additionally, in the case of electronic coded records, suitable and verifiable back up storage arrangements and safeguards, including data alteration traceability features, should be made which are acceptable to the Director.

**145.119 Occurrence reporting**

- (a) The organisation shall establish an occurrence reporting system acceptable to the Director and in compliance with GAR Part 13.
- (b) Where the organisation is contracted by an operator to carry out maintenance, the Part 145 approved maintenance organisation shall report to the operator any condition affecting the operator's aircraft or aircraft component.

**145.123 Maintenance organisation exposition (MOE)**

- (a) The Part 145 approved maintenance organisation shall provide a maintenance organisation exposition (MOE) for use by the organisation, containing the following information:
  - (1) a statement signed by the accountable manager confirming that the maintenance organisation exposition and any referenced associated manuals that defines the organisation's compliance with GAR Parts 145 and 43 will be complied with at all times. When the accountable manager is not the chief executive officer of the organisation then such chief executive officer shall countersign the statement; and
  - (2) the organisations safety and quality policy; and
  - (3) the title(s) and name(s) of the senior person(s) referenced in paragraph 145.105(b) that are approved by the Director; and
  - (4) the duties and responsibilities of the senior person(s) specified in paragraph 145.123(a)(3) including matters on which they may deal directly with the Director on behalf of the organisation; and
  - (5) an organisation chart showing associated lines of responsibility of the senior person(s) specified in paragraph 145.105(b); and
  - (6) a list of certifying staff; and
  - (7) a general description of manpower resources; and
  - (8) a general description of the facilities located at each address specified in the approved maintenance organisation's approval certificate; and
  - (9) a specification of the organisation's scope of work relevant to the extent of approval; and
  - (10) the notification procedure required by paragraph 145.55 and 145.127 for changes made to the approved maintenance organisation; and
  - (11) the MOE amendment procedure encompassing paragraph 145.123 that constitutes the management part of the MOE; and
  - (12) the organisation's procedures as required by paragraphs 145.103 to 145.127 inclusive; and
  - (13) a description of the safety management system as required by Subpart B;

(14) a list of organisations, if appropriate, as specified in paragraph 145.11(b);  
and

(b) Selected information as specified in paragraphs 145.123(a) may be kept as separate documents or on separate electronic data files subject to the management part of the MOE containing a clear cross reference to such documents or electronic data files.

(c) The MOE and any subsequent amendments shall be acceptable to the Director and made available to those that are required to hold it.

### **145.127 Changes to the organisation**

(a) The organisation shall notify the Director of any proposal to carry out any of the following changes before such changes take place to enable the Director to determine continued compliance with GAR Parts 145:

(1) the name of the organisation; or

(2) the location of the organisation; or

(3) additional sites of the organisation; or

(4) the accountable manager; or

(5) any of the senior persons specified in paragraph 145.105(b).

(b) The Director may amend the approval certificate and, if necessary, prescribe conditions under which the organisation may operate during such changes or determine that the approval should be suspended.

**END**