

EASA Competent Authority Rules

M.1

For the purpose of this Part, the competent authority shall be:

1. for the oversight of the continuing airworthiness of individual aircraft and the issue of airworthiness review certificates the authority designated by the Member State of registry.
2. for the oversight of a maintenance organisation as specified in M.A. Subpart F,
 - (i) the authority designated by the Member State where that organisation's principle place of business is located.
 - (ii) the Agency if the organisation is located in a third country.
3. for the oversight of a continuing airworthiness management organisation as specified in M.A. Subpart G,
 - (i) the authority designated by the Member State where that organisation's principle place of business is located if the approval is not included in an air operator's certificate.
 - (ii) the authority designated by the Member State of the operator if the approval is included in an air operator's certificate.
 - (iii) the Agency if the organisation is located in a third country.
4. for the approval of maintenance programmes,
 - (i) the authority designated by the Member State of registry.
 - (ii) in the case of commercial air transport, when the Member State of the operator is different from the State of registry, the authority agreed by the above two States prior to the approval of the maintenance programme.

SECTION B

PROCEDURE FOR COMPETENT AUTHORITIES

SUBPART A

GENERAL

M.B.101 Scope

This Section establishes the administrative requirements to be followed by the competent authorities in charge of the application and the enforcement of Section A of this Part.

M.B.102 Competent authority

(a) General

A Member State shall designate a competent authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of certificates and for the oversight of continuing airworthiness. This competent authority shall establish documented procedures and an organisational structure.

(b) Resources

The number of staff shall be appropriate to carry out the requirements as detailed in this Section B.

(c) Qualification and training

All staff involved in Part-M activities shall be appropriately qualified and have appropriate knowledge, experience, initial training and continuation training to perform their allocated tasks.

(d) Procedures

The competent authority shall establish procedures detailing how compliance with this Part is accomplished.

The procedures shall be reviewed and amended to ensure continued compliance.

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M.B.103 Acceptable means of compliance

The Agency shall develop acceptable means of compliance that the Member States may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

M.B.104 Record-keeping

(a) The competent authorities shall establish a system of record-keeping that allows adequate traceability of the process to issue, continue, change, suspend or revoke each certificate.

(b) The records for the oversight of Part-M approved organisations shall include as a minimum:

1. the application for an organisation approval.
2. the organisation approval certificate including any changes.
3. a copy of the audit program listing the dates when audits are due and when audits were carried out.
4. the competent authority continued oversight records including all audit records.
5. copies of all relevant correspondence.
6. details of any exemption and enforcement actions.
7. any report from other competent authorities relating to the oversight of the organisation.
8. organisation exposition or manual and amendments.
9. copy of any other document directly approved by the competent authority.

(c) The retention period for the paragraph (b) records shall be at least four years.

(d) The minimum records for the oversight of each aircraft shall include, at least, a copy of:

1. aircraft certificate of airworthiness,
2. airworthiness review certificates,
3. Section A Subpart G organisation recommendations,
4. reports from the airworthiness reviews carried out directly by the Member State,
5. all relevant correspondence relating to the aircraft,
6. details of any exemption and enforcement action(s),
7. any document directly approved by the competent authority as referred to in M.B. Subpart B.

(e) The records specified in paragraph (d) shall be retained until two years after the aircraft has been permanently withdrawn from service.

(f) All records specified in M.B.104 shall be made available upon request by another Member State or the Agency.

M.B.105 Mutual exchange of information

(a) In order to contribute to the improvement of air safety, the competent authorities shall participate in a mutual exchange of all necessary information in accordance with Article 11 of the basic Regulation.

(b) Without prejudice to the competencies of the Member States, in the case of a potential safety threat involving several Member States, the concerned competent authorities shall assist each other in carrying out the necessary oversight action.

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SUBPART B

ACCOUNTABILITY

M.B.201 Responsibilities

The competent authorities as specified in M.1 are responsible for conducting inspections and investigations in order to verify that the requirements of this Part are complied with.

SUBPART C

CONTINUING AIRWORTHINESS

M.B.301 Maintenance programme

- (a) The competent authority shall verify that the maintenance programme is in compliance with M.A.302.
- (b) Except where stated otherwise in M.A.302(e) the maintenance programme and its amendments shall be approved directly by the competent authority.
- (c) In the case of indirect approval, the maintenance programme procedure shall be approved by the competent authority through the continuing airworthiness management exposition.
- (d) In order to approve a maintenance programme according to paragraph (b), the competent authority shall have access

M.B.302 Exemptions

All exemptions granted in accordance with Article 10(3) of the basic Regulation shall be recorded and retained by the competent authority.

M.B.303 Aircraft continuing airworthiness monitoring

- (a) Every competent authority shall develop a survey programme to monitor the airworthiness status of the fleet of aircraft on its register.
- (b) The survey programme shall include sample product surveys of aircraft.
- (c) The programme shall be developed taking into account the number of aircraft on the register, local knowledge and past surveillance activities.
- (d) The product survey shall focus on a number of key risk airworthiness elements and identify any findings. Furthermore, the competent authority shall analyse each finding to determine its root cause.
- (e) All findings shall be confirmed in writing to the person or organisation accountable according to M.A.201.
- (f) The competent authority shall record all findings, closure actions and recommendations.
- (g) If during aircraft surveys evidence is found showing non-compliance to a Part-M requirement, the competent authority shall take actions in accordance with M.B.903.
- (h) If the root cause of the finding identifies a non-compliance with any Subpart or with another Part, the non-compliance shall be dealt with as prescribed by the relevant Part.

M.B.304 Revocation, suspension and limitation

The competent authority shall:

- (a) suspend an airworthiness review certificate on reasonable grounds in the case of potential safety threat, or;
- (b) suspend, revoke or limit an airworthiness review certificate pursuant to M.B.303(g).

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SUBPART D

MAINTENANCE STANDARDS

(to be developed as appropriate)

SUBPART E

COMPONENTS

(to be developed as appropriate)

SUBPART F

MAINTENANCE ORGANISATION

M.B.601 Application

Where maintenance facilities are located in more than one Member State the investigation and continued oversight of the approval shall be carried out in conjunction with the competent authorities designated by the Member States in whose territory the other maintenance facilities are located.

M.B.602 Initial Approval

(a) Provided the requirements of M.A.606(a) and (b) are complied with, the competent authority shall formally indicate its acceptance of the M.A.606(a) and (b) personnel to the applicant in writing.

(b) The competent authority shall establish that the procedures specified in the maintenance organisation manual comply with M.A Subpart F and ensure the accountable manager signs the commitment statement.

(c) The competent authority shall verify that the organisation is in compliance with the Part-M.A Subpart F requirements. A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the commitment of the organisation to compliance with the procedures specified in the manual.

(e) All findings shall be confirmed in writing to the applicant organisation.

(f) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.

(g) For initial approval all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued.

M.B.603 Issue of approval

(a) The competent authority shall issue to the applicant an EASA Form 3 approval certificate (Appendix V) which includes the extent of approval, when the maintenance organisation is in compliance with the applicable paragraphs of this Part.

(b) The competent authority shall indicate the conditions attached to the approval on the EASA Form 3 approval certificate.

(c) The reference number shall be included on the EASA Form 3 approval certificate in a manner specified by the Agency.

M.B.604 Continuing oversight

(a) The competent authority shall keep and update a program listing for each M.A Subpart F approved maintenance organisations under its supervision, the dates when audit visits are due and when such visits were carried out.

(b) Each organisation shall be completely audited at periods not exceeding 24 months.

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(c) All findings shall be confirmed in writing to the applicant organisation.

(d) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.

(e) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

M.B.605 Findings

(a) When during audits or by other means evidence is found showing non-compliance to the Part-M requirement, the competent authority shall take the following actions:

1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation.

2. For level 2 findings, the competent authority shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period and subject to the nature of the finding, the competent authority can extend the three month period subject to a satisfactory corrective action plan.

(b) Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority.

M.B.606 Changes

(a) In the case of direct approval of amendments of the maintenance organisation manual, the competent authority shall verify that the procedures specified in the manual are in compliance with Part-M before formally notifying the approved organisation of the approval.

(b) In the case of indirect approval of amendments of the maintenance organisation manual, the competent authority shall ensure that it has an adequate control over the approval of all manual amendments.

(c) The competent authority may prescribe the conditions under which the M.A. Subpart F approved maintenance organisation may operate during such changes unless it determines that the approval should be suspended.

B.607 Revocation, suspension and limitation of an approval

The competent authority shall:

(a) suspend an approval on reasonable grounds in the case of potential safety threat, or;

(b) suspend, revoke or limit an approval pursuant to M.B.605.

SUBPART G

CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

M.B.701 Application

(a) For commercial air transport the competent authority shall receive for approval with the initial application for the air operator's certificate and where applicable any variation applied for and for each aircraft type to be operated:

1. the continuing airworthiness management exposition;

2. the operator's aircraft maintenance programmes;

3. the aircraft technical log;

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4. where appropriate the technical specification of the maintenance contracts between the operator and Part-145 approved maintenance organisation.

(b) Where facilities are located in more than one Member State the investigation and continued oversight of the approval shall be carried out in conjunction with the competent authorities designated by the Member States in whose territory the other facilities are located.

M.B.702 Initial approval

(a) Provided the requirements of M.A.706(a), (c), (d) and M.A.707 are complied with, the competent authority shall formally indicate its acceptance of the M.A.706(a), (c), (d) and M.A.707 personnel to the applicant in writing.

(b) The competent authority shall establish that the procedures specified in the continuing airworthiness management exposition comply with Part-M.A. Subpart G and ensure the accountable manager signs the commitment statement.

(c) The competent authority shall verify the organisation's compliance with M.A. Subpart G requirements.

(d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organisation to compliance with the procedures specified in the continuing airworthiness management exposition.

(e) All findings shall be confirmed in writing to the applicant organisation.

(f) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.

(g) For initial approval all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued.

M.B.703 Issue of approval

(a) The competent authority shall issue to the applicant an EASA Form 14 approval certificate (Appendix VI) which includes the extent of approval, when the continuing airworthiness management organisation is in compliance with M.A. Subpart G.

(b) The competent authority shall indicate the validity of the approval on the EASA Form 14 approval certificate.

(c) The reference number shall be included on the Form 14 approval certificate in a manner specified by the Agency.

(d) In the case of commercial air transport, the information contained on an EASA Form 14 will be included on the air operator's certificate.

B.704 Continuing oversight

(a) The competent authority shall keep and update a program listing for each M.A. Subpart G approved continuing airworthiness organisations under its supervision, the dates when audit visits are due and when such visits were carried out.

(b) Each organisation shall be completely audited at periods not exceeding 24 months.

(c) A relevant sample of the aircraft managed by the M.B. Subpart G approved organisation shall be surveyed in every 24 month period. The size of the sample will be decided by the competent authority based on the result of prior audits and earlier product surveys.

(d) All findings shall be confirmed in writing to the applicant organisation.

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(e) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.

(f) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

M.B.705 Findings

(a) When during audits or by other means evidence is found showing non-compliance to the Part-M requirement, the competent authority shall take the following actions:

1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the continuing airworthiness management organisation approval, until successful corrective action has been taken by the organisation.

2. For level 2 findings, the competent authority shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period, and subject to the nature of the finding the competent authority can extend the three month period subject to a satisfactory corrective action plan.

(b) Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority.

M.B.706 Changes

(a) In the case of direct approval of the amendments of continuing airworthiness management exposition, the competent authority shall verify that the procedures specified in the exposition are in compliance with Part-M before formally notifying the approved organisation of the approval.

(b) In the case of indirect approval of amendments of the continuing airworthiness management exposition, the competent authority shall ensure that it has an adequate control over the approval of all exposition amendments.

(c) The competent authority shall prescribe the conditions under which M.A. Subpart G approved continuing airworthiness management organisation may operate during such changes.

M.B.707 Revocation, suspension and limitation of an approval

The competent authority shall:

(a) suspend an approval on reasonable grounds in the case of potential safety threat, or;

(b) suspend, revoke or limit an approval pursuant to M.B.705.

SUBPART H

CERTIFICATE OF RELEASE TO SERVICE — CRS

(to be developed as appropriate)

B.901 Assessment of recommendations

Upon receipt of an application and associated airworthiness review certificate recommendation in accordance with M.A.902(d):

1. Appropriate qualified personnel from the competent authority shall verify that the compliance statement contained in the recommendation demonstrates that a complete M.A.710 airworthiness review has been carried out.

2. The competent authority shall investigate and may request further information to support the assessment of the recommendation.

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M.B.902 Airworthiness review by the competent authority

(a) When the competent authority decides to carry out the airworthiness review and issue the airworthiness review certificate EASA Form 15a (Appendix III), the competent authority shall carry out an airworthiness review in accordance with the prescriptions of M.A.710.

(b) The competent authority shall have appropriate airworthiness review staff to carry out the airworthiness reviews.

These staff shall have acquired:

1. at least five years experience in continuing airworthiness, and;
2. an appropriate Part-66 licence or an aeronautical degree or equivalent, and;
3. formal aeronautical maintenance training, and;
4. a position with appropriate responsibilities.

(c) The competent authority shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training.

(d) The competent authority shall have access to the applicable data as specified in M.A.305, M.A.306 and M.A.401 in the performance of the airworthiness review.

M.B.903 Findings

If during aircraft surveys or by other means evidence is found showing non-compliance to a Part-M requirement, the competent authority shall take the following actions:

1. for level 1 findings, the competent authority shall require appropriate corrective action to be taken before further flight and immediate action shall be taken by the competent authority to revoke or suspend the airworthiness review certificate.
2. for level 2 findings, the corrective action required by the competent authority shall be appropriate to the nature of the finding.

SECTION B

PROCEDURE FOR COMPETENT AUTHORITIES

145.B.01 Scope

This section establishes the administrative procedures which the competent authority shall follow when exercising its tasks and responsibilities regarding issuance, continuation, change, suspension or revocation of Part-145 maintenance organisation approvals.

145.B.10 Competent authority

1. General

The Member State shall designate a competent authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of a maintenance approval. This competent authority shall establish documented

2. Resources

The number of staff must be appropriate to carry out the requirements as detailed in this section.

3. Qualification and training

All staff involved in Part-145 approvals must:

(a) be appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks.

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(b) have received training/continuation training on Part-145 where relevant, including its intended meaning and standard.

4. Procedures

The competent authority shall establish procedures detailing how compliance with this Section B is accomplished.

The procedures must be reviewed and amended to ensure continued compliance.

145.B.15 Organisations located in several Member States

Where maintenance facilities are located in more than one Member State the investigation and continued oversight of the approval must be carried out in conjunction with the competent authorities from the Member States in whose territory the other maintenance facilities are located.

145.B.17 Acceptable means of compliance

The Agency shall develop acceptable means of compliance that the Member States may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

145.B.20 Initial approval

1. Provided the requirements of 145.A.30(a) and (b) are complied with, the competent authority shall formally indicate its acceptance of the personnel, specified in 145.A.30(a) and (b), to the applicant in writing.
2. The competent authority shall verify that the procedures specified in the maintenance organisation exposition comply with Part-145 and verify that the accountable manager signs the commitment statement.
3. The competent authority shall verify that the organisation is in compliance with the requirements of Part-145.
4. A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organisation to compliance with the procedures specified in the exposition.
5. All findings must be confirmed in writing to the organisation.
6. The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations
7. For initial approval all findings must be corrected before the approval can be issued.

145.B.25 Issue of approval

1. The competent authority shall formally approve the exposition and issue to the applicant a Form 3 approval certificate, which includes the approval ratings. The competent authority shall only issue a certificate when the organisation is in compliance with Part-145.
2. The competent authority shall indicate the conditions of the approval on the Form 3 approval certificate.
3. The reference number shall be included on the Form 3 approval certificate in a manner specified by the Agency.

145.B.30 Continuation of an approval

The continuation of an approval shall be monitored in accordance with the applicable 'initial approval' process under 145.B.20. In addition:

1. The competent authority shall keep and update a program listing the approved maintenance organisations under its supervision, the dates when audit visits are due and when such visits were carried out.

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2. Each organisation must be completely reviewed for compliance with Part-145 at periods not exceeding 24 months.

3. A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

145.B.35 Changes

1. The competent authority shall receive notification from the organisation of any proposed change as listed in 145.A.85.

The competent authority shall comply with the applicable elements of the initial process paragraphs for any change to the organisation.

2. The competent authority may prescribe the conditions under which organisation may operate during such changes unless it determines that the approval should be suspended.

145.B.40 Maintenance organisation exposition (MOE) amendments

1. In the case of direct approval of the amendments of the exposition, the competent authority shall verify that the procedures specified in the exposition are in compliance with Part-145 before formally notifying the approved organisation of the approval.

2. In the case of indirect approval of amendments of the exposition, the competent authority shall ensure that it has an adequate control over the approval of all exposition amendments.

145.B.45 Revocation, suspension and limitation of approval

The competent authority shall:

(a) suspend an approval on reasonable grounds in the case of potential safety threat; or

(b) suspend, revoke or limit an approval pursuant to 145.B.50.

145.B.50 Findings

(a) When during audits or by other means evidence is found showing non-compliance with the requirements of Part 145, the competent authority shall take the following actions:

1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation.

2. For level 2 findings, the corrective action period granted by the competent authority must be appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the finding the competent authority may extend the three month period subject to a satisfactory corrective action plan agreed by the competent authority.

(b) Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority

145.B.55 Record-keeping

1. The competent authority shall establish a system of record-keeping with minimum retention criteria that allows adequate traceability of the process to issue, continue, change, suspend or revoke each individual organisation approval.

2. The records shall include as a minimum:

(a) the application for an organisation approval, including the continuation thereof.

(b) the competent authority continued oversight program including all audit records.

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- (c) the organisation approval certificate including any change thereto.
- (d) a copy of the audit program listing the dates when audits are due and when audits were carried out.
- (e) copies of all formal correspondence including Form 4 or equivalent.
- (f) details of any exemption and enforcement action(s).
- (g) any other competent authority audit report forms.
- (h) maintenance organisation expositions.

3. The minimum retention period for the above records shall be four years.

4. The competent authority may elect to use either a paper or computer system or any combination of both subject to appropriate controls.

145.B.60 Exemptions

All exemptions granted in accordance with Article 10(3) of the basic Regulation shall be recorded and retained by the competent authority

SECTION B

PROCEDURE FOR COMPETENT AUTHORITIES

SUBPART A

GENERAL

66.B.05 Scope

This section establishes the administrative requirements to be followed by the competent authorities in charge of the application and the enforcement of Section A of this Part.

66.B.10 Competent authority

(a) General

A Member State shall designate a competent authority with allocated responsibilities for the issuance, continuation, amendment, suspension or revocation of licences. This competent authority shall establish documented procedures and an organisational structure.

(b) Resources

The competent authority shall be appropriately staffed to carry out the requirements of this Part.

(c) Procedures

The competent authority shall establish procedures detailing how compliance with this Part is accomplished.

The procedures shall be reviewed and amended to ensure continued compliance.

66.B.15 Acceptable means of compliance

The Agency shall develop acceptable means of compliance that the Member States may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

66.B.20 Record-keeping

(a) The competent authority shall establish a system of record-keeping that allows adequate traceability of the process to issue, revalidate, amend, suspend or revoke each aircraft maintenance licence.

(b) The records for the oversight of the Part shall include:

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1. the application for an aircraft maintenance licence or change to that licence, including all supporting documentation;
2. a copy of the aircraft maintenance licence including any changes;
3. copies of all relevant correspondence;
4. details of any exemption and enforcement actions;
5. any report from other competent authorities relating to the aircraft maintenance licence holder;
6. records of examinations conducted by the competent authority;
7. aircraft maintenance licence conversion reports;
8. examination credit reports.

(c) Records referred to in paragraph (b), 1. to 5. shall be kept at least five years after the end of the licence validity.

(d) Records referred to in paragraph (b), 6. shall be kept at least five years.

(e) Records referred to in paragraph (b), 7. and 8. shall be kept for an unlimited period.

66.B.25 Mutual exchange of information

(a) In order to contribute to the improvement of air safety, the competent authorities shall participate in a mutual exchange of all necessary information in accordance with Article 11 of the basic Regulation.

(b) Without prejudice to the competencies of the Member States, in the case of a potential safety threat involving several Member States, the concerned competent authorities shall assist each other in carrying out the necessary oversight

66.B.30 Exemptions

All exemptions granted in accordance with Article 10, 3. of the basic Regulation shall be recorded and retained by the competent authority.

SUBPART B

ISSUE OF AN AIRCRAFT MAINTENANCE LICENCE

This Subpart provides the procedures to be followed by the competent authority to issue or vary or to permit continuity of the aircraft maintenance licence.

66.B.100 Procedure for the issue of an aircraft maintenance licence by the competent authority

(a) On receipt of EASA Form 19 and any supporting documentation, the competent authority shall verify EASA Form 19 for completeness and ensure that the experience claimed meets the requirement of this Part.

(b) The competent authority shall verify an applicant's examination status and/or confirm the validity of any credits to ensure that all required modules of Appendix 1 have been met as required by this Part.

(c) When satisfied that the applicant meets the standards of knowledge and experience required by this Part, the competent authority shall issue the relevant aircraft maintenance licence to the applicant. The same information shall be kept on competent authority file.

66.B.105 Procedure for the issue of an aircraft maintenance licence via the Part-145 approved maintenance organisation

(a) A Part-145 maintenance organisation which has been authorised to carry out this activity by the competent

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authority may prepare the aircraft maintenance licence on behalf of the competent authority or make recommendations to the competent authority regarding the application from an individual for a aircraft maintenance licence so that the competent authority may prepare and issue such licence.

(b) The Part-145 maintenance organisation shall ensure compliance with 66.B.100 (a) and (b). In all cases, the competent authority shall issue the aircraft maintenance licence to the applicant.

66.B.110 Procedure for the amendment of an aircraft maintenance licence to include an additional basic category or subcategory

(a) In addition to the documents required under 66.B.100 or 66.B.105, as appropriate, the applicant for additional basic categories or subcategories to an aircraft maintenance licence shall submit his/her current original aircraft maintenance licence to the competent authority together with EASA Form 19.

(b) At the completion of the procedure as specified in 66.B.100 or 66.B.105, the competent authority shall endorse the additional basic category or subcategory on the aircraft maintenance licence by stamp and signature or reissue the licence. The competent authority file shall be amended accordingly.

(c) Where the applicant for amendment of the basic categories qualifies for such variation via 66.B.100 in a Member State other than the Member State in which he/she first qualified, the application shall be sent to the Member State of first qualification.

(d) Where the applicant for amendment of the basic categories qualifies for such variation via 66.B.105 in a Member State other than the Member State in which he/she first qualified, the Part-145 approved maintenance organisation shall send the aircraft maintenance licence together with EASA Form 19 to the Member State of first qualification for Member State stamp and signature of the amendment or reissue of the licence.

66.B.115 Procedure for the amendment of an aircraft maintenance licence to include an aircraft type or group

On receipt of a satisfactory EASA Form 19 and any supporting documentation demonstrating compliance with the applicable type rating and/or group rating requirements and the accompanying aircraft maintenance licence, the competent authority shall either endorse the applicant's aircraft maintenance licence with the aircraft type or group or reissue the said licence to include the aircraft type or group. The competent authority file shall be amended accordingly.

66.B.120 Procedure for the renewal of an aircraft maintenance licence validity

(a) The holder of an aircraft maintenance licence shall complete the relevant parts of EASA Form 19 and submit it with the holder's copy of the licence to the competent authority that issued the original aircraft maintenance licence, unless the Part-145 approved maintenance organisation has a procedure in its exposition whereby such organisation may submit the necessary documentation on behalf of the aircraft maintenance licence holder.

(b) The competent authority shall compare the holder's aircraft maintenance licence with the competent authority file and verify any pending revocation, suspension or variation action pursuant to 66.B.500. If the documents are identical and no action is pending pursuant to 66. B.500, the holder's copy shall be renewed for five years and the file endorsed accordingly.

(c) If the competent authority file is different from the aircraft maintenance licence held by the licence holder:

1. the competent authority shall investigate the reasons for such differences and may choose not to renew the aircraft maintenance licence.
2. the competent authority shall inform both the licence holder and any known Part-145 or Part-M approved maintenance organisation affected of such fact and shall, if necessary, take action under paragraph 66.B.155 to revoke, suspend or amend the licence in question.

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SUBPART C

EXAMINATIONS

This Subpart provides the procedure for examinations conducted by the competent authority.

66.B.200 Examination by the competent authority

(a) All examination questions shall be kept in a secure manner prior to an examination, to ensure that candidates will not know which particular questions will form the basis of the examination. The competent authority shall nominate those persons who control the questions to be used for each examination.

(b) The competent authority shall appoint examiners who shall be present during all examinations to ensure the integrity of the examination.

(c) Basic examinations shall follow the standard specified in Appendix I and II to this Part.

(d) Type examinations must follow the standard specified in Appendix III to this Part.

(e) New essay questions shall be raised at least every six months and used questions withdrawn or rested from use. A record of the questions used shall be retained in the records for reference.

(f) All examination papers shall be handed out at the start of the examination to the candidate and handed back to the examiner at the end of the allotted examination time period. No examination paper may be removed from the examination room during the allotted examination time period.

(g) Apart from specific documentation needed for type examinations, only the examination paper may be available to the candidate during the examination.

(h) Examination candidates shall be separated from each other so that they cannot read each other's examination papers.

They may not speak to any person other than the examiner.

(i) Candidates who are proven to be cheating shall be banned from taking any further examination within 12 months of the date of the examination in which they were found cheating.

SUBPART D

CONVERSION OF NATIONAL QUALIFICATIONS

This Subpart provides the requirements for converting national qualifications to aircraft maintenance licences.

66.B.300 General

(a) The competent authority may only perform the conversion specified in 66.A.70 in accordance with a conversion report prepared pursuant to paragraph 66.B.305 or 66.B.310, as applicable.

(b) The conversion report shall be either developed by the competent authority or approved by the competent authority.

66.B.305 Conversion report for national qualifications

The report shall describe the scope of each type of qualification and show to which aircraft maintenance licence it will be converted, which limitation will be added and the Part-66 module/subjects on which examination is needed to ensure conversion to the aircraft maintenance licence without limitation, or to include an additional (sub-) category. The report shall include a copy of the existing regulation defining the licence categories and scopes.

66.B.310 Conversion report for approved maintenance organisations authorisations

For each approved maintenance organisation concerned, the report shall describe the scope of each type of authorisation and show to which aircraft maintenance licence it will be converted, which limitation will be

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added and the module/subjects on which examination is needed to convert to the licence, or to include an additional (sub-)category. The report shall include a copy of the relevant approved maintenance organisation's procedures for the qualification of certifying staff, on which the conversion process is based.

SUBPART E

EXAMINATION CREDITS

This Subpart provides the requirements for granting examination credits in accordance with 66.A.25(b).

66.B.400 General

(a) The competent authority may only grant examination credit on the basis of an examination credit report prepared in accordance with 66.B.405.

(b) The examination credit report must be either developed by the competent authority or approved by the competent authority.

66.B.405 Examination credit report

(a) For each technical qualification concerned the report shall identify the subject matter and knowledge levels contained in Appendix I to this Part relevant to the particular category being compared.

(b) The report shall include a statement of compliance against each subject stating where, in the technical qualification, the equivalent standard can be found. If there is no equivalent standard for the particular subject, the report shall state such facts.

(c) Based upon paragraph (b) comparison, the report shall indicate for each technical qualification concerned the Appendix I subject matters subject to examination credits.

(d) Where the national qualification standard is changed, the report shall be amended as necessary.

SUBPART F

REVOCAION, SUSPENSION OR LIMITATION OF THE AIRCRAFT MAINTENANCE LICENCE

66.B.500 Revocation, suspension or limitation of the aircraft maintenance licence

The competent authority shall suspend, limit or revoke the aircraft maintenance licence where it has identified a safety issue or if it has clear evidence that the person has carried out or been involved in one or more of the following activities:

1. obtaining the aircraft maintenance licence and/or the certification privileges by falsification of submitted documentary evidence.
2. failing to carry out requested maintenance combined with failure to report such fact to the organisation or person who requested the maintenance.
3. failing to carry out required maintenance resulting from own inspection combined with failure to report such fact to the organisation or person for whom the maintenance was intended to be carried out.
4. negligent maintenance.
5. falsification of the maintenance record.
6. issuing a certificate of release to service knowing that the maintenance specified on the certificate of release to service has not been carried out or without verifying that such maintenance has been carried out.
7. carrying out maintenance or issuing a certificate of release to service when adversely affected by alcohol or drugs.

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8. issuing certificate of release to service while not in compliance with this Part

Appendix I

Basic knowledge requirements

1. KNOWLEDGE LEVELS — CATEGORY A, B1, B2 AND C AIRCRAFT MAINTENANCE LICENCE

Basic knowledge for categories A, B1 and B2 are indicated by the allocation of knowledge levels indicators (1, 2 or 3) against each applicable subject. Category C applicants must meet either the category B1 or the category B2 basic knowledge levels.

The knowledge level indicators are defined as follows:

LEVEL 1

A familiarisation with the principal elements of the subject.

Objectives: The applicant should be familiar with the basic elements of the subject.

The applicant should be able to give a simple description of the whole subject, using common words and examples.

The applicant should be able to use typical terms.

LEVEL 2

A general knowledge of the theoretical and practical aspects of the subject.

An ability to apply that knowledge.

Objectives: The applicant should be able to understand the theoretical fundamentals of the subject.

The applicant should be able to give a general description of the subject using, as appropriate, typical examples.

The applicant should be able to use mathematical formulae in conjunction with physical laws describing the subject.

The applicant should be able to read and understand sketches, drawings and schematics describing the subject.

The applicant should be able to apply his knowledge in a practical manner using detailed procedures.

LEVEL 3

A detailed knowledge of the theoretical and practical aspects of the subject.

A capacity to combine and apply the separate elements of knowledge in a logical and comprehensive manner.

Objectives: The applicant should know the theory of the subject and interrelationships with other subjects.

The applicant should be able to give a detailed description of the subject using theoretical fundamentals and specific examples.

The applicant should understand and be able to use mathematical formulae related to the subject.

The applicant should be able to read, understand and prepare sketches, simple drawings and schematics describing the subject.

The applicant should be able to apply his knowledge in a practical manner using manufacturer's instructions.

The applicant should be able to interpret results from various sources and measurements and apply corrective action where appropriate Type training examination standard

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Where aircraft type training is required, the examination must be written and comply with the following:

1. Format of the examination is of the multiple-choice type. Each multiple-choice question must have three alternative answers of which only one must be the correct answer. The time for answering is based upon a nominal average of 120 seconds per level 3 question and 75 seconds per level 1 or 2 question.
 2. The examination must be of the closed book type. No reference material is permitted. An exception will be made for the case of examining a B1 or B2 candidate's ability to interpret technical documents.
 3. The number of questions must be at least one question per hour of instruction subject to a minimum of two questions per Syllabus subject. The competent authority of the Member State will assess number and level of questions on a sampling basis when approving the course.
 4. The examination pass mark is 75 %.
 5. Penalty marking is not to be used to determine whether a candidate has passed.
 6. End of module phase examinations cannot be used as part of the final examination unless they contain the correct number and level of questions required.
12. For information the actual Part-66 aircraft maintenance licence issued by the competent authority of the Member State may have the pages in a different order and may not have the divider lines.

SUBPART C

THE APPROVED BASIC TRAINING COURSE

147.A.200 The approved basic training course

- (a) The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a **practical assessment**.
- (b) The knowledge training element shall cover the subject matter for a category or subcategory A, B1 or B2 aircraft maintenance licence as specified in Part-66.
- (c) The knowledge examination element shall cover a representative cross section of subject matter from the paragraph (b) training element.
- (d) **The practical training element shall cover the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular Part-66 complete module.**
- (e) **The practical assessment element shall cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.**
- (f) The duration of basic training courses shall be in accordance with Appendix I.
- (g) The duration of conversion courses between (sub)categories shall be determined through an assessment of the basic training syllabus and the related practical training needs.

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SECTION B

PROCEDURE FOR COMPETENT AUTHORITIES

SUBPART A

GENERAL

147.B.05 Scope

This section establishes the administrative requirements to be followed by the competent authorities in charge of the application and the enforcement of Section A of this Part.

147.B.10 Competent Authority

(a) General

The Member State shall designate a competent authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of Part-147 certificates. This competent authority shall establish documented procedures and an organisational structure.

(b) Resources

The competent authority shall be appropriately staffed to carry out the requirements of this Part.

(c) Procedures

The competent authority shall establish procedures detailing how compliance with this Part is accomplished.

The procedures shall be reviewed and amended to ensure continued compliance.

147.B.15 Acceptable means of compliance

The Agency shall develop acceptable means of compliance that the competent authority may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

147.B.20 Record-keeping

(a) The competent authority shall establish a system of record-keeping that allows adequate traceability of the process to issue, renew, continue, vary, suspend or revoke each approval.

(b) The records for the oversight of maintenance training organisations shall include as a minimum:

1. the application for an organisation approval.
2. the organisation approval certificate including any changes.
3. a copy of the audit program listing the dates when audits are due and when audits were carried out.
4. continued oversight records including all audit records.
5. copies of all relevant correspondence.
6. details of any exemption and enforcement actions.
7. any report from other competent authorities relating to the oversight of the organisation.
8. organisation exposition and amendments.

(c) The minimum retention period for the paragraph (b) records shall be four years.

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147.B.25 Exemptions

(a) The competent authority may exempt a State education department school from:

1. being an organisation as specified in 147.A.10.
2. having an accountable manager, subject to the limitation that the department appoint a senior person to manage the training organisation and such person has a budget sufficient to operate the organisation to the standard of Part-147.
3. having recourse to the independent audit part of a quality system subject to the department operating an independent schools inspectorate to audit the maintenance training organisation at the frequency required by this Part.

(b) All exemptions granted in accordance with Article 10(3) of the basic Regulation shall be recorded and retained by the competent authority.

Appendix I

Basic Training Course Duration

Minimum duration of complete basic courses

Basic Course	Duration (in hours)	Theoretical training ratio (in %)
A1	800	30 to 35
A2	650	30 to 35
A3	800	30 to 35
A4	800	30 to 35
B1.1	2400	50 to 60
B1.2	2000	50 to 60
B1.3	2400	50 to 60
B1.4	2400	50 to 60
B2	2400	50 to 60