



ANYBODY'S MAINTENANCE ORGANISATION

Part 145 EXPOSITION

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THE SPECIMEN EXPOSITION

This specimen Exposition has been prepared for the guidance of those aircraft and component maintenance organisations wishing to obtain Part 145 approval. The contents relate directly to the requirements of Part 145 and are based on the example of Exposition contents shown in AMC 145.A.70(a).

The text of this guide, Part 1 has been arranged so that each subject is dealt with insofar as AMC material defines it. There then follow "Notes" which explain the recommended text and suggest ways in which the organisation might expand it to suit its own purposes. It will be appreciated that no single specimen Exposition can meet the needs of all types and sizes of organisation or, indeed, reflect the different organisational structures and corporate policies, which emerge as companies develop. The remainder of the document, Parts 2 to 5 inclusive, comprises subject and suggested paragraph headings, to form the basis of an acceptable document.

For example, in management "Duties and Responsibilities", the text given here reflects the specific requirements of Part 145 only, and does not attempt to deal with matters such as employment and the discipline of personnel, meeting work quotas or achieving output targets. These matters depend on the specific organisation and must, therefore, be included as appropriate by the applicant for approval.

The guidance given has been expanded by including a suitable text or procedure wherever possible. It must be appreciated that this is not the only method of compliance and may, in fact, be unsuitable for some organisations. Its purpose is only to illustrate the nature of the information required.

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AMENDMENT RECORD

Amendment Number	Amendment Date	Details	Incorporated By	Date Incorporated

DISTRIBUTION LIST

- Copy No. 1 Accountable Manager
- Copy No. 2 Engineering Director
- Copy No. 3 Aircraft Maintenance Manager
- Copy No. 4 Workshop Maintenance Manager
- Copy No. 5 Quality Manager
- Copy No. 6 Civil Aviation Authority (Regional Office)
- Copy No. 7
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PART 145 ***EXPOSITION***

PART 1
MANAGEMENT

1.1 CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER.

Part 145 MAINTENANCE ORGANISATION EXPOSITION.

This Exposition and any associated referenced manuals defines the organisation and procedures upon which the Civil Aviation Authority Part 145 approval is based as required by Part 145.A.70.

These procedures are approved by the undersigned and must be complied with, as applicable, when work/orders are being progressed under the terms of the Part 145 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the Civil Aviation Authority from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the Civil Aviation Authority will approve this organisation whilst the Civil Aviation Authority is satisfied that the procedures are being followed and work standards maintained. It is further understood that the Civil Aviation Authority reserves the right to suspend, limit or revoke the Part 145 approval of the organisation if the Civil Aviation Authority has evidence that procedures are not followed or standards not upheld

Signed.....

Dated.....

Accountable Manager and (quote position)

For and on behalf of..... (quote organisation's name)

NOTES :- (not for inclusion in the Exposition)

1. *This statement is a copy of the text given in GM 145.A.70(a).*
2. *Any modification to the statement must not alter its intent.*
3. *Whenever the Accountable Manager is changed it is important that the new Accountable Manager signs the statement at the earliest opportunity as part of his/her acceptance by the CAA.*

1.2 SAFETY AND QUALITY POLICY.

The Safety and Quality Policy should as a minimum include a statement committing the organisation to:

- Recognise safety as a prime consideration at all times
- Apply Human factors principles.
- Encourage personnel to report maintenance related errors/incidents to meet Part-145 requirements.
- Recognise that compliance with procedures, quality standards and regulations is the duty of all personnel.
- Recognise the need for all personnel to cooperate with the Quality Auditors

1.3 MANAGEMENT PERSONNEL

Accountable Manager

Engineering Director

Aircraft Maintenance Manager

Workshop maintenance Manager

Quality Manager

Nominated Level 3 for NDT.....

NOTES :- (not for inclusion in the Exposition)

1. This list comprises the minimum Senior Personnel in a medium to large organisation, for which the CAA would require an EASA Form 4 to be completed. Lesser posts could exist in a smaller company. This, in effect, is the "group of persons" referred to in Part 145.A.30(b) whose responsibilities include ensuring that the Part 145 approved maintenance organisation is in compliance with Part 145 requirements. These persons are ultimately directly responsible to the Accountable Manager for this function.
2. Other posts may be added if desired but it should be clearly shown whether or not they are considered as "management" for EASA Form 4 purposes. A marked separation (dividing line) would suffice with the text "no EASA Form 4 required" or, identify each post in this way.
3. The Engineering Director may be the Accountable Manager if it is a Corporate Board position and meets with the other requirements for that post. In a very small organisation where there is no Engineering Manager the accountable manager could be the Maintenance Manager (see AMC 145.A.30(b) item 2), alternatively the duties of the Quality Manager could be performed by the Accountable Manager (if he/she is appropriately qualified) but in that case he/she cannot also perform maintenance certification.
4. It is recommended that this list is included in the Exposition on a separate page so that it can be easily amended when changes occur.

1.4 DUTIES AND RESPONSIBILITIES OF MANAGEMENT PERSONNEL

1.4.1 ACCOUNTABLE MANAGER.

1. The Accountable Manager is responsible for ensuring that maintenance carried out by the approved organisation meets the standards required by the EASA.
2. He/she is responsible for ensuring that the necessary finance, manpower resources and facilities are available to enable the company to perform the maintenance to which it is committed for contracted operators, and any additional work which may be undertaken.
3. He/she is responsible for ensuring that any charges are paid, as prescribed by EASA or CAA in respect of Part 145 approval.
4. He/she is responsible for establishing and promoting the safety and quality policy specified in Part 145.A.65(a)
5. He/she is responsible for nominating the senior person for monitoring of the quality system.
6. He/she is responsible for ensuring the competence of all personnel including management personnel has been assessed.

NOTES :- (not for inclusion in the Exposition)

1. *Any additional duties and responsibilities within the organisation may be added provided they do not conflict with those above, which constitute the Accountable Manager's specific responsibilities under Part 145.*
2. *The organisation should decide who will be responsible for liaising and negotiating with the CAA and show this in his/her terms of reference. If more than one person is nominated it must be clearly shown what each person is responsible for with, as a general rule, no overlapping of responsibility.*

1.4.2. ENGINEERING DIRECTOR.

1. The Engineering Director is responsible for ensuring that the organisation has :-
 - facilities appropriate to the planned work
 - office accommodation appropriate to the management of the planned work
 - a working environment appropriate to the tasks being undertaken
 - storage facilities for parts, tools, equipment and materials
 - sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed
 - tools, equipment and materials to perform the planned tasks
 - all necessary maintenance data as required by Part 145.A.45
 - for notifying the Accountable Manager whenever deficiencies emerge which require his attention in respect of finance and the acceptability of standards.
2. The Engineering Director ensures that maintenance procedures are established and published within the organisation, to achieve good maintenance practices and compliance with EASA/CAA requirements, and for establishing a Quality System for the organisation to ensure that work is accomplished to the highest standards of airworthiness and workmanship.
3. The Engineering Director is responsible for ensuring that all maintenance is correctly certified and that records of maintenance carried out are retained safely and securely for the statutory period. Unless previously reported by the Operator the Engineering Director is responsible for reporting to the manufacturer and to the CAA any condition of the aircraft (or a component), which could hazard safety.

NOTES :- (not for inclusion in the Exposition)

1. *Any additional duties and responsibilities may be added provided that they do not conflict with those of the other management personnel.*
2. *Alternatively some of the above duties may be allocated to other management personnel, e.g. item 3 might be allocated to the Aircraft and /or Workshops Maintenance Manager.*
3. *In a very small organisation the Maintenance Manager/Chief Engineer may adopt all of the above responsibilities.*
4. *For overseas organisations the reporting of occurrences in paragraph 3 should be to EASA*

1.4.3 AIRCRAFT (and/or) WORKSHOPS MAINTENANCE MANAGER.

The Maintenance Manager is responsible for :-

- the satisfactory completion and certification of all work required by contracted operators/customers, in accordance with the work specification.
- ensuring that the organisation's procedures and standards are complied with when carrying out maintenance.
- ensuring, through the workforce under his/her control, that the quality of workmanship in the final product is to a standard acceptable to the organisation and EASA/CAA.
- ensuring the competence of all personnel engaged in maintenance by establishing a programme of training and continuation training using :-
 - internal and external sources.
 - on-the-job instruction and evaluation.
 - examination/testing as necessary, and:
 - keeping a record of all training and experience of maintenance-related personnel.
 - ensuring that all sub-contract orders are correctly detailed and that the requirements of the contract/order are fulfilled in respect of inspection and quality control.
 - responding to quality deficiencies in the area of activity for which he/she is responsible, which arise from independent quality audits.

NOTES :- *(not for inclusion in the Exposition)*

1. *Any additional duties and responsibilities may be added provided they do not conflict with those of other management personnel.*
2. *The combined Duties and Responsibilities of managers should illustrate the composition of the Quality System in the particular organisation by making it clear how quality standards are set and quality is controlled.*

1.4.4. QUALITY MANAGER.

1. The Quality Manager is responsible for establishing an independent quality system to monitor compliance with EASA requirements.
2. He/she is responsible for implementing a quality audit programme in which compliance with all maintenance procedures is reviewed at regular intervals, in relation to each type of aircraft (or component) maintained, and any observed non-compliances or poor standards are brought to the attention of the person concerned via his/her manager.
3. The Quality Manager has direct access to the Accountable Manager the event of any reported discrepancy not being adequately attended to by the relevant person, or in respect of any disagreement over the nature of a discrepancy.
4. With specific reference to the Part 145 approval, the Quality Manager is responsible for :-
 - managing and developing aircraft maintenance programmes where this function of airworthiness co-ordination has been delegated to the organisation by a contracted Commercial Air Transportation operator.
 - assessing sub-contractors for extension of the quality system, and maintaining the expertise necessary to be able to do so, to the satisfaction of EASA/CAA.
 - assessing external specialist services required to be used by the company in the performance of maintenance.
 - assessing suppliers of new and used components, and materials, for satisfactory product quality in relation to the needs of the organisation.
 - preparing standard practices and procedures for use within the organisation, derived from approved sources, and keeping them up to date.
 - defect analysis in respect of aircraft undergoing maintenance so that any adverse trends are identified and responded to promptly.

NOTES : - *(not for inclusion in the Exposition)*

1. *The functions defined above are typical for a medium to small sized organisation where the Quality Manager also performs "airworthiness control" tasks in addition to those of quality assurance. The actual division of duties will vary with the particular organisation so that some tasks may be accomplished by, for example, Planning, Production or Technical Services etc.*
2. *It must be remembered that the quality system is required to be "independent" which will normally mean that the Quality Manager and the Quality Monitoring Staff are not directly involved in the maintenance process or with maintenance certification.*

1.4.5. OTHER PERSONNEL AS DETERMINED BY THE ORGANISATION.

NOTES :- (not for inclusion in the Exposition)

1. *This section can be continued with the terms of reference of additional management personnel, who report to the upper level of management, as necessary to fully describe the organisation.*
2. *These personnel would not normally be required to complete EASA Form 4. (to be agreed with the respective CAA Regional Office or responsible Department/Section)*
3. *This should include the nominated level 3 for NDT who does require to be nominated by an EASA Form 4.*

1.5 MANAGEMENT ORGANISATION CHART (S) Part 145.A.30

Organisation Chart to be included here

NOTES : - (not for inclusion in the Exposition)

1. *Quality audit personnel must remain independent of the Maintenance Manager. Release to Service personnel may report to the Quality Manager position.*
2. *Technical records personnel may report to the Aircraft (Workshop) Maintenance Manager.*

1.6 LIST OF CERTIFYING STAFF. Part 145.A.30

1.6.1 BASE CERTIFYING STAFF (CRS)

Category C

1.6.2 LINE CERTIFYING STAFF (Mechanical/Avionics)

Cat B1 Technicians
Cat B2 Technicians
Cat A Mechanics

1.6.3 COMPONENT CERTIFYING STAFF (EASA Form 1)

1.6.4 FIELD SERVICE ENGINEERS (if appropriate)

1.6.5 PERSONNEL WITH PROTECTED RIGHTS

1.6.6 BASE MAINTENANCE CATEGORY B1 AND B2 QUALIFIED SUPPORT STAFF

1.6.7 ANO/BCAR SIGNATORIES

NOTES :- (not for inclusion in the Exposition)

- 1. It is possible to cross-refer from this paragraph 1.6 to another record (including a computer record) where a list of the names is kept. If the organisation's individual staff authorisation records are referred to as the "list", they should be preceded by a summary listing all of the staff names included, thereby meeting the intent of the EASA requirement.*
- 2. EASA Form 1 will only be relevant if the organisation holds an approval with a Rating in group "B" or "C", i.e. for component maintenance. If the release is "internal", to an aircraft being maintained by the organisation under its "A" Rating approval, the work should be certified with a CRS and an EASA Form 1 is not necessary.*
- 3. Field Service Engineers would normally only be employed by manufacturers who hold a Part 145 approval to maintain their own products, which may require support in the field, together with certain major component maintenance organisations where the cost of transporting the component to the approved facility prompts the need for on-site maintenance. (e.g. Engines and APU)*

1.7 MANPOWER RESOURCES. Part 145.A.30

1.7.1 BASE MAINTENANCE / COMPONENT MAINTENANCE

Maintenance -- Aircraft / Workshops
Engineering
Technical Services
Planning
Administration
Quality Dept.
Quality Audit
(etc.)

1.7.2 LINE MAINTENANCE

Station Resources
En-Route arrangements

1.7.3 SUB-CONTRACTED SERVICES

Full-time
On-demand

1.7.4 SPECIALISED ACTIVITIES.

NOTES : - (not for inclusion in the Exposition)

1. *The resources described must justify the grant of approval as defined in paragraphs 1.8 (facilities to be approved) and 1.9 (scope of work) in sufficient detail to explain the support at each site and for each function as required by Part 145.A.30(d).*
2. *Numbers of personnel should be given in general terms so that a clear picture is given without the need for amendment as a result of routine staff fluctuations, but able to highlight any significant re-deployment or loss of staff.*
3. *Where the approval is sub-divided into sites or different major functions the resources should be related to each site and function. Resources do not only mean numbers, it also means qualifications and competence.*

1.8 FACILITIES. Part 145.A.25.

- 1.8.1 Base maintenance facilities.** -- Hangar accommodation
Specialised workshops
Environmental provisions
Office accommodation for:-
 planning
 technical records
 Quality
 technical reference area
 etc.
Storage

1.8.2 Line maintenance facilities (at each location) as appropriate, see Base facilities.

1.8.3 Component maintenance facilities

1.8.4 Layout of premises.

1.8.5 Work away from main base / workshop

NOTES :- (not for inclusion in the Exposition)

1. *This section should describe each of the facilities, in some detail, at which the organisation intends to carry out maintenance, thereby building up a picture of what the CAA is being asked to approve. All sites should be covered, however, a different emphasis can be placed on sites of different importance, for example, those sites mentioned in the approval document, will need detailed description. Other significant sites, such as principal (over-night) line stations must be clearly described while en-route stations at which minor line maintenance tasks are performed may be briefly covered. The level of detail required in each case will vary with the scope of work and should be discussed with the CAA Regional Office.*
2. *Refer to Part145.A.25 for details of what the organisation is expected to provide for facilities in terms of size, environmental conditions docking, storage etc.*
3. *Where the accommodation is not owned by the organisation, as in the case of a hangar where access is rented or shared, proof of tenancy/access may be required and the CAA may want this included in as an Appendix or Supplement to the Management part of the Exposition.*
4. *The CAA may also need to see the "hangar visit plan" for those Commercial Air Transportation operators supported by the organisation where the size of the accommodation gives rise to questions of adequacy. The hangar visit plan should include the Non Commercial Air Transport activity.*

1.10 NOTIFICATION PROCEDURE TO THE CAA REGARDING CHANGES TO THE ORGANISATION'S ACTIVITIES / APPROVAL / LOCATION / PERSONNEL. Part 145.A.85

1.10.1 Accountable Manager

1.10.2 Senior nominated personnel (EASA Form 4 refers)

1.10.3 Changes of approved locations / maintenance bases.

1.10.4 Changes in company activities affecting :-

Schedule of Approval (EASA Form 3)

Scope of Work (Exposition subject 1.9)

Capability Lists

NOTES :- (not for inclusion in the Exposition)

CAA approval is based on the management, organisation, resources, facilities and scope of work described in this Part 1 of the Exposition. Any significant change therefore affects the conditions under which the approval was granted and has been allowed to continue. This part of the Exposition must show how the company would go about notifying the CAA of the following changes :-

- The Accountable Manager -- Prior to his / her appointment.*
- Senior nominated management personnel -- With EASA Form 4 and supporting Exposition amendment proposal in time to allow the CAA to "accept" the nominated person (see EASA Form 4) and approve the proposed Exposition amendment in good time with relation to the intended appointment.*
- Changes affecting the Schedule of Approval (EASA Form 3) -- By application to CAA Gatwick, (SRG - Aircraft Maintenance Standards Department), initially by letter or fax to enable the correct charge to be determined, and then by using the EASA Form 2 provided.*
- Changes affecting the approved facilities (addresses) and Scope of Work -- By notification to the responsible Regional Office or specialist Department / Section, enclosing the draft Exposition change.*

1.11 EXPOSITION AMENDMENT PROCEDURES

Part 145.A.70

1.11.1 Person responsible for amending the Exposition.

"The Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the CAA "

1.11.2 Sources of proposed amendments within the organisation

1.11.3 Definition of minor amendments to the Exposition that can be amended without the prior approval of the CAA.

1.11.4 Summary of documents, including "lower order" documents, constituting the total Exposition

1.11.5 Procedures for the control and amendment of capability list

NOTES :- (not for inclusion in the Exposition)

- 1. Exposition amendments may be initiated from any part of the organisation but must be monitored for compliance with Part 145 requirements by the Quality Manger who should also be the focal point for submitting amendments to the CAA. Amendments will only be accepted for approval from one source within each organisation.*
- 2. The summary of documents comprising the complete Exposition and "extended" Exposition may be by means of a list or descriptive text but should also, if possible, include a diagrammatic illustration to show their inter-relation.*
- 3. The effect of the text in this part of the document should be to clearly show how the Exposition is "managed" and the distinction between those parts under the control of the company and those parts for which amendments are required to receive prior CAA approval.*

Part 145 EXPOSITION

PART 2

MAINTENANCE PROCEDURES

NOTES :- *(not for inclusion in the Exposition)*

1. *In the remainder of this specimen Exposition the paragraph titles of AMC 145.A.70(a) are utilised to provide an acceptable path to compliance with the EASA requirements. In each case subject headings are suggested in which the particular nature of the organisation's actual procedures should be defined. Subject headings should be deleted if they do not apply and others may be included if that is the most suitable method of describing the particular organisation.*
2. *TO REDUCE THE SIZE OF THIS DOCUMENT THE REMAINING SUBJECTS ARE NOT ALLOCATED INDIVIDUAL PAGES AS IN PART 1. IT IS RECOMMENDED, HOWEVER, THAT THE FORMAT OF PART 1 IS ADOPTED FOR THE WHOLE EXPOSITION, IN ORDER TO FACILITATE FUTURE AMENDMENT.*

2.1 SUPPLIER EVALUATION AND SUBCONTRACT CONTROL PROCEDURE.

Suggested subject headings :

- Company Policy - (sources of supplies)
- Approved Suppliers
- Monitoring of Suppliers
- System for placing orders
- Control of Subcontractors

2.2 ACCEPTANCE / INSPECTION OF AIRCRAFT COMPONENTS AND MATERIALS FROM OUTSIDE CUSTOMERS. (See AMC 145.A.42(a))

Suggested subject headings :

- Component / Material acceptance procedures (sources, conformity with company requirements, records)
- Incoming inspection (required documentation, compliance with order, condition, "Quarantine" procedure)
- Acceptance of components from internal sources
- Components removed serviceable from aircraft
- Components received from customers for Repair and/or Overhaul etc.

2.3 STORAGE, TAGGING AND RELEASE OF AIRCRAFT COMPONENTS AND MATERIAL TO AIRCRAFT MAINTENANCE.

Suggested subject headings:

- Procedures for maintaining satisfactory storage conditions (rotables, perishables, flammable fluids, engines, bulky assemblies, special storage requirements)
- System for control of shelf life and modification standard
- Tagging / Labelling system (serviceable, unserviceable, robbery, scrap etc.)
- Issue of components to the maintenance process
- Free-issue dispensing of standard parts (control, identification, segregation)
- Disposal of unsalvageable components (see Part145.A.42(d)).

2.4 ACCEPTANCE OF TOOLS AND EQUIPMENT

Suggested subject headings:

- Process for acceptance - (identification, certification, control, calibration)
- Procedure for use of non-manufacturer recommended (i.e. alternative) tools and equipment

2.5 CALIBRATION OF TOOLS AND EQUIPMENT

Suggested subject headings:

Inspection, servicing and calibration programme / equipment register
Establishment of inspection, servicing and calibration time periods and frequencies
Identification of servicing / calibration due dates

2.6 USE OF TOOLING AND EQUIPMENT BY STAFF (including alternate tools)

Suggested subject headings:

Issue of tools - (record of user and location)
Determining tool serviceability prior to issue
Training and control of personnel in the use of tools and equipment -(records of training)
Personal (own) instrument / tool control
Loan tool control and audit
Control of alternate tools

2.7 CLEANLINESS STANDARDS OF MAINTENANCE FACILITIES

Suggested subject headings

"Foreign Object" exclusion programme
Cleaning programme - individual responsibilities - Timescales
Waste material disposal

2.8 MAINTENANCE INSTRUCTIONS AND RELATIONSHIP TO AIRCRAFT / COMPONENT
MANUFACTURER'S INSTRUCTIONS INCLUDING UPDATING AND AVAILABILITY TO STAFF

Suggested subject headings:

Control of information - Technical library (information held, control, issue)
Technical information amendment procedures - Manuals - Service Information (AD - SB -
SIL etc.)
Uncontrolled copies of manuals
Company Technical Procedures / Instructions
Awareness of Technical Publications, Instructions and Service Information
Maintenance documentation - (preparation from approved sources - amendment control)
CAA acceptance of organisation's transfer of airworthiness data
Review and identification of amendment status of maintenance instructions
Distribution of airworthiness data - access by maintenance personnel
The verification and validation of new procedures where practicable
Incorporation of best practice and human factors principles
Control of customer supplied maintenance data

2.9 REPAIR PROCEDURE

Suggested subject headings:

Company policy - (internal/external - sources of repair approval)
Company approval - scope of work - limitations and conditions
Control system for parts manufacture, processing and inspection in accordance with Part.145.A.42(c)

2.10 AIRCRAFT MAINTENANCE PROGRAMME COMPLIANCE

Suggested subject headings:

Maintenance programme development for JAR OPS Operator(s) (if applicable)
Maintenance programme variations if applicable
Control of programme and amendments
Reliability monitoring and reporting
Corrosion control programme reporting
Maintenance Programme Inspection Standards

2.11 AIRWORTHINESS DIRECTIVES PROCEDURE

Suggested subject headings:

Airworthiness Directive response procedure - (terminating action / inspection)
Records of AD compliance and certification
Repetitive AD requirements - (inspection control)

2.12 OPTIONAL MODIFICATION PROCEDURE

Suggested subject headings:

Continued Airworthiness Information - (assessment procedure and methods of response)
Modification control - (requirements and approval)

2.13 MAINTENANCE DOCUMENTATION IN USE AND ITS COMPLETION

Suggested subject headings:

Worksheets for non-routine tasks
Assembly of work packages for issue to maintenance activity
Worksheet / work card completion - Maintenance sign-off
Assembly of completed work package for certification
Recording of test results and dimensions (AMC 145.A.50(d))
Control and use of customer supplied work card/worksheets

2.14 TECHNICAL RECORDS CONTROL

Suggested subject headings:

System for control, storage and retrieval (paper or computer based)
Control of access to records - (paper and / or computer based records)
Record-keeping systems - (essential records)
Turbine engines - module records
Disposal of records - transfer of aircraft
Lost or destroyed records (reconstruction and CAA acceptance)
Provision of records (CRS) to operator
Retention of records (periods - methods and security)

2.15 RECTIFICATION OF DEFECTS ARISING DURING BASE MAINTENANCE

Suggested subject headings:

Recording and sign-off of base maintenance defects
Carrying forward defects to future maintenance Inputs - (control and accountability)
Analysis of defects and rectification - human factors - maintenance programme implications
- reliability

2.16 RELEASE TO SERVICE PROCEDURE

Suggested subject headings:

Company procedures - (C R S statement)
Issue of CRS after Base Maintenance
Issue of CRS after Line Maintenance
Issue of CRS after Defect Rectification - Base - Line. (inc. Mechanic self-certifying, if applicable)
Issue of a CRS with incompleting work
Issue of a CRS by flight crew
Issue of a one off certification authorisation CRS
Sign off after maintenance task completion (see AMC 145.A.65 (b)(3))
Issue of EASA Form 1.
Certification - identity - qualified staff
Cross-reference to work packs
Re-release of components removed serviceable from aircraft (AMC 145.A.50(a))

2.17 RECORDS FOR AN OPERATOR

Suggested subject headings:

Contracted record keeping - specific operators
Arrangements for processing and retention of Operator's maintenance records

2.18 REPORTING OF DEFECTS TO CAA / EASA / OPERATOR / MANUFACTURER

Suggested subject headings:

Methods of Reporting to - CAA / EASA
 - Manufacturer
 - Operator

Persons Responsible for Reporting
Reports must contain pertinent and evaluation results (where known)
Defects Reported by Subcontractors and lessees
Permitted Reporting Periods and Retention of Data
Reportable Defects Investigation procedure and follow-up system
Reporting timescale

Note: for overseas organisations reports should be submitted to EASA

2.19 RETURN OF DEFECTIVE AIRCRAFT COMPONENTS TO STORE

Suggested subject headings:

Labelling and identification (required information)
Handling and movement of components
Storage of defective components
Components "on hold" (pending determination of serviceability status)

2.20 DEFECTIVE COMPONENTS TO OUTSIDE CONTRACTORS

Suggested subject headings:

Dispatch of components for repair / overhaul / calibration
Control of dispatch, location and return
Identification of required work
Return of unserviceable loan parts

2.21 CONTROL OF COMPUTER MAINTENANCE RECORDS SYSTEM

Suggested subject headings

Information retrieval
Back-up systems and second site storage
Security and safeguards to unauthorised access

2.22 CONTROL OF MAN HOURS PLANNING VERSUS SCHEDULED MAINTENANCE WORK

Suggested subject headings:

Company Planning v Time available procedure
Complexity of work
Organisation of shifts
Account of human performance limitations

2.23 CONTROL OF CRITICAL TASKS

Suggested subject headings:

Duplicate inspection procedures
Critical task procedures and control
Critical task list

2.24 SPECIFIC MAINTENANCE PROCEDURES

Suggested subject headings:

Engine running
Aircraft pressure run
Aircraft towing
Aircraft taxiing.
Handling and control of waste materials
Flight under the "A" Conditions - Certification of Fitness for Flight
Scrapping of parts
Working away from main base / workshop
ANO/BCAR privilege procedures
Etc.

2.25 PROCEDURES TO DETECT AND RECTIFY MAINTENANCE ERRORS

Suggested subject headings:

Aims and objectives of error management system
- The encouragement of reporting
- A code of practice
Description of process that reports occurrences
Description of process that investigates occurrences
Description of process that records occurrences
The analysis of occurrence data
Management actions in response to occurrence findings
Feedback to staff
Sharing information from investigations

2.26 SHIFT/TASK HANDOVER PROCEDURES

Suggested subject headings:

Aims and objectives of the shift handover
Training of personnel in shift/task handover processes
Recording of shift/task handover
Description of shift handover process
- Facility status
- Work status
- Manning status
- Outstanding issues
- Other information

2.27. PROCEDURES FOR NOTIFICATION OF MAINTENANCE DATA INACCURACIES AND AMBIGUITIES TO THE TYPE CERTIFICATE HOLDER

Suggested subject headings:

- Definitions of maintenance data ambiguities
- Responsible person for coordination of reporting and remedial actions
- Method of internal reporting of maintenance data ambiguities
- Method of external reporting of maintenance data ambiguities to the authors of that data
- Feedback to staff and implementation of TC Holder/Manufacturer corrections

2.28 PRODUCTION PLANNING PROCEDURES

Suggested subject headings:

- Establishment of a clear work order or contract
- Procedures for establishing all necessary resources are available before commencement of work
- Procedures for organising maintenance personnel and providing all necessary support during maintenance.
- Consideration of human performance limitations
- Planning of critical tasks

Part 145 EXPOSITION

PART L2

ADDITIONAL LINE MAINTENANCE PROCEDURES

NOTES :- (not for inclusion in the Exposition)

- 1. This part need not be included in the Exposition if the organisation's Schedule of Approval does not include the performance of Line Maintenance in Ratings "A1", "A2" or "A3".*

L2.1 LINE MAINTENANCE CONTROL OF AIRCRAFT COMPONENTS, TOOLS, EQUIPMENT, ETC.

Component / Material acceptance - (required documentation, condition, "Quarantine" procedure)
Components removed serviceable from aircraft
Procedures for maintaining satisfactory storage conditions - (rotables, perishables, flammable fluids, engines, bulky assemblies, special storage requirements)
System for control of shelf life and modification standard
Tagging / Labelling system (serviceable, unserviceable, robbery, scrap etc.)
Issue of components to the maintenance process
Free-issue dispensing of standard parts (control, identification, segregation)
Tools and Test Equipment, servicing and calibration programme / equipment register
Identification of servicing / calibration due dates

L2.2 LINE MAINTENANCE PROCEDURES RELATED TO SERVICING / FUELLING / DE-ICING etc.

Suggested subject headings:

Maintenance documentation - (control and amendment)
Airworthiness data - (control and amendment)
Fuel supply quality monitoring - bulk storage
- aircraft re-fuelling
Ground de-icing - procedures
- Monitoring of sub-contractors
Maintenance carried out in the open - (limitations)
Maintenance of ground support equipment
Monitoring of sub-contracted ground handling and servicing
Care and maintenance of ULD and cargo loading systems / retention equipment

L2.3 LINE MAINTENANCE CONTROL OF DEFECTS AND REPETITIVE DEFECTS

Suggested subject headings:

Reportable defects - PIREPS - Engineering entries - Cabin
Deferred defect classification system
Rules for deferring (periods - review - permitted personnel - conformity with MEL provisions)
Certification of defect rectification - Transfer of defects to worksheets / cards
Awareness of deferred defects carried by aircraft - monitoring of repetitive defects
Communication with main base

L2.4 LINE PROCEDURE FOR COMPLETION OF TECHNICAL LOG

Suggested subject headings:

Explanation of Technical Log system - completion of Sector Record Page - Distribution of copies
Certification / Sign-off - Maintenance, Pre-flight / Transit, ETOPS - Duplicate Inspections
Maintenance control systems - Special Inspections, Out-of-Phase maintenance.
Retention of records
Maintenance Statements

L2.5 LINE PROCEDURE FOR POOLED PARTS AND LOAN PARTS

Suggested subject headings:

Verification of approved sources of parts - Modification Standard and AD compliance
Compliance with loan and contract requirements - Tracking and control
Required documentation
Processing removed loan parts for return to source - service record
Robbery system - control procedures, authority

L2.6 LINE PROCEDURE FOR RETURN OF DEFECTIVE PARTS REMOVED FROM AIRCRAFT

Suggested subject headings:

Required documentation - service record
Processing advice of removal and dispatch to Technical Records
Dispatch to rectification

L2.7 LINE PROCEDURE FOR CONTROL OF CRITICAL TASKS (Per AMC 145.A.65 (b)(3))

Suggested subject headings:

Follow guidance as per the above AMC.

Part 145 EXPOSITION

PART 3

QUALITY SYSTEM PROCEDURES

3.1 QUALITY AUDIT OF ORGANISATION PROCEDURES

Suggested subject headings :

Company Audit Policy

Definition of the Quality System

- independence
- access to Accountable Manager
- composition and functions of management quality group

Annual Review of Maintenance Procedures

Audit programme

- Adequate and satisfactory facilities
- Compliance with approved procedures
- Dates and timescales
- Audit of suppliers and Subcontractors

3.2 QUALITY AUDIT OF AIRCRAFT (and / or EQUIPMENT)

Suggested subject headings:

System description and initiation of corrective action (see 3.3)

Audit programme- Auditing of standards

- Product samples (aircraft and / or components)
- Dates and timescales

Auditing methods - Sampling - "Trail" audits.

3.3 QUALITY AUDIT REMEDIAL ACTION PROCEDURE

Suggested subject headings:

Quality audit report feedback system

Accountable Manager / senior management review meeting

Corrective action and timescale

- remedial action
- disciplinary action

Management responsibilities for corrective action and follow-up

Quality audit and feedback records

3.4 CERTIFYING STAFF AND B1/B2 SUPPORT STAFF QUALIFICATION AND TRAINING PROCEDURES

Suggested subject headings:

Experience, training and competence requirements

Examination, test and assessment procedures

Continuation training - programme

- Procedures

Qualifying subcontractor's personnel (if applicable)

Authorisations issue and renewal procedures - recency

- licence validity

One off certification authorisation

Flight crew limited certification authorisation

3.5 CERTIFYING STAFF AND B1/B2 SUPPORT STAFF RECORDS

Suggested subject headings:

List of certifying personnel and B1/B2 support staff
Minimum information of staff particulars
Control of certifying staff records
Access to staff records - authorised persons
 - CAA / EASA personnel
 - Authorised managers

Retention of records
Format of authorisation document and authorisation codes

3.6 QUALITY AUDIT PERSONNEL

Suggested subject headings:

Nominated personnel
Allocated man-hours (if not full-time)
Independence of quality audit personnel
Experience, training and competence of quality audit personnel

3.7 QUALIFYING INSPECTORS

Suggested subject headings:

Experience (duration and technical), training and competence requirements
Assessment procedures - (Examination - test)
Continuation training - programme
 - procedures

3.8 QUALIFYING MECHANICS

Suggested subject headings:

Experience (duration and technical), training and competence requirements
Assessment procedures - (Examination - test)
Continuation training - programme
 - procedures

3.9 AIRCRAFT OR COMPONENT MAINTENANCE TASKS, EXEMPTION PROCESS CONTROL

Suggested subject headings:

System for control and processing with CAA

3.10 CONCESSION CONTROL FOR DEVIATION FROM THE ORGANISATION'S PROCEDURES

Suggested subject headings:

System for approval and control of concession
Concession criteria
Request procedure
Evaluation, response and approval

3.11 QUALIFICATION PROCEDURE FOR SPECIALISED ACTIVITIES SUCH AS NDT, WELDING ETC.

Suggested subject headings:

Experience, Training and Examination
Continuation training and testing
Auditing of staff and system

3.12 CONTROL OF MANUFACTURER'S AND OTHER MAINTENANCE WORKING TEAMS

Suggested subject headings:

Source of work - authorisation of personnel
System for control of materials, working instructions and procedures
Control of documentation - drawings - modification - repair instructions
Certification - repair - replacement - modification - overhaul - inspection
Environmental conditions
Final certification by the company

3.13 HUMAN FACTORS TRAINING PROCEDURE

Suggested subject headings:

Aims and objectives
Categories of staff to be trained
Duration
Requirements for trainers
Training methods and syllabus
Continuation training

3.14 COMPETENCE ASSESSMENT OF PERSONNEL

Suggested subject headings:

Personnel to be assessed iaw Part 145.A.30(e)
Assessment procedures – training, qualifications, supervision, assessors
Management competence assessment
Assessment records

Part 145 EXPOSITION

PART 4

NOTES : (not for inclusion in the Exposition)

- 1. This Part need not be included if the organisation is not directly contracted to provide maintenance support for an operator. Such contracts are only likely to be found for the provision of aircraft or engine / APU maintenance.*
- 2. Where this Part is not used it should be shown in the Exposition as Not Applicable*

4.1 CONTRACTED OPERATORS

Suggested subject headings:

List those operators for whom maintenance is provided, with details of the types of aircraft (and/or engines/APU) and the scope of work undertaken, e.g. Base maintenance, Line maintenance, Defect rectification etc., with any limitations.

It should be shown whether the contract is solely for carrying out maintenance or also for performing the Operator's maintenance management tasks.

4.2 OPERATOR PROCEDURES AND PAPERWORK

Suggested subject headings:

All maintenance management tasks should be described, which are performed by the maintenance organisation on behalf of the operator. Such tasks could include: (for example)

Spares management procedures
Engine management programme
Reliability monitoring
Control of maintenance between Base maintenance inputs
Sector record page analysis
Deferred and repetitive defect control
Aircraft external damage control identification and control
Reporting of unairworthy conditions (MOR)
Etc.

4.3 OPERATOR RECORDS COMPLETION

Suggested subject headings

Completing operator's log books
Keeping the Operator's technical records
Retention of records on behalf of operators

*NOTE :Part 4 of the Exposition links the Part 145 approval to the Commercial Air Transportation operators for whom maintenance is performed and should complement the operator's own Maintenance Management Exposition. The two documents, together, will define how the Operator achieves safe operation by airworthy aircraft.
See also Part M.G1*

Part 145 EXPOSITION

PART 5

APPENDICES

5.1 SAMPLE OF DOCUMENTS

Suggested contents:

Request to CAA for approval of an Exposition amendment
Request to CAA for acceptance of a Capability List change
Goods Inwards Inspection Record (GRN)
Serviceable, Unserviceable, Robbery and Scrap labels
Register (or Card) of Precision Equipment and Tools
Test Equipment "Calibration Due" Tag
Controlled Manual / Service Information Identification
AD control card / record
Continued Airworthiness information (SB etc.) assessment record
Maintenance Task Card (Scheduled Maintenance)
Maintenance Task Card (Additional Defects)
Lifed Component / Out-of-Phase Work or Inspection - Record Card
Base Maintenance CRS
Line Maintenance CRS and / or Technical Log Sector Record Page
EASA Form 1
Unairworthy Conditions Report Form (inc. MOR)
Quality Audit Report Form
Quality Audit Remedial Action Report Form
Personnel Training Record
Certifying Staff Authorisation Record
Certifying Staff Personal Authority
Concession Application and Approval

NOTE : (Not for inclusion in the Exposition) This is a typical List of company Forms and is not intended to be exhaustive or to represent the forms required for any particular organisation. The approved organisation must include those Forms with which it controls and records its maintenance work and procedures. Alternatively, if the Forms are contained with the respective procedure, to which cross-reference is made in the Exposition it may be possible, by agreement with the CAA, to include here only the minimum of Forms needed to define the Approval conditions and limitations.

5.2 LIST OF SUBCONTRACTORS as per Part 145.A.75 (b)

(if approval for the control of subcontractors is held by the organisation - see Part 1, item 1.9)

5.3 LIST OF LINE MAINTENANCE LOCATIONS as per 145.A.75 (d)

(if line maintenance locations are established by the organisation - see Part 1, item 1.8)

5.4 LIST OF CONTRACTED Part 145 ORGANISATIONS as per 145.A.70(a)(16)

(NDT contractors etc)

NOTE : The two lists shown in 5.2, 5.3 and 5.4 may be kept separate from the Exposition and may be kept on a computer data base as long as an adequate cross-reference is included in the Exposition.

Part 145 EXPOSITION

PART 6

**OPERATOR
MAINTENANCE PROCEDURES**

-----ANYBODY'S MAINTENANCE ORGANISATION LIMITED-----

This section is reserved for those Part 145 approved maintenance organisations who are also operators of commercial Air transport aircraft..

The details of such procedures can be found in JAR OPS Sub part M or Part M

Part 145 EXPOSITION

PART 7

**FAA SUPPLEMENTARY PROCEDURES
FOR A FAR PART 145 REPAIR STATION**

-----ANYBODY'S MAINTENANCE ORGANISATION LIMITED-----

This section is reserved for those Part-145 approved maintenance organisations who are also certificated as a FAA FAR Part 145 repair station.

The content of this Part reflects the differences between EASA Part -145 and FAR parts 43/145.

FAA Advisory Circular 145-7a Appendix 2 contains details of the Part 7 contents.

Part 145 EXPOSITION

PART 8

**TRANSPORT CANADA CIVIL AVIATION
(TCCA)
SUPPLEMENTARY PROCEDURES FOR A
TCCA AM573 MAINTENANCE
ORGANISATION**

This section is reserved for those Part-145 approved maintenance organisations who are also approved as a TCCA AM 573 maintenance organisation.

The content of this Part reflects the differences between EASA Part -145 and AM 573.

TCCA Aircraft maintenance and Manufacturing Staff Instruction MSI 10 Appendix A contains details of the Part 8 contents.