

EASA Part 145 EASA Part 145 Maintenance & Airworthiness Review Records - EASA.145.A.55	
Name of Auditee	
Date of Audit	
Name of Auditor	
Audit Standard EASA Part 145 IR, AMC & GM	
<i>Additional Guidance is shown in Bold Italics – Basic Questions include Management & Oversight –Ownership of Procedures - Competence & Training “as required” Completeness, Compliance & Validity of Procedures. In all cases identify the reference of MOE and Associated Procedure</i>	
Audit Criteria	Compliant Y or N – Provide MOE /Associated Procedure Reference for Compliance or detail Corrective Action Request & Reference
<p>145.A.55 Maintenance and airworthiness review records <i>Regulation (EU) 2015/1088</i></p> <p>(a) The organisation shall record all details of maintenance work carried out. As a minimum, the organisation shall retain records necessary to prove that all requirements have been met for the issue of the certificate of release to service, including subcontractor's release documents, and for the issue of any airworthiness review certificate and recommendation.</p> <p>(b) The organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific repair/modification data used for repairs/modifications carried out.</p> <p>(c) The organisation shall retain a copy of all detailed maintenance records and any associated maintenance data for three years from the date the aircraft or component to which the work relates was released from the organisation. In addition, it shall retain a copy of all the records related to the issue of airworthiness review certificates and recommendations for three years from the date of issue and shall provide a copy of them to the owner of the aircraft.</p>	

1. The records under this point shall be stored in a manner that ensures protection from damage, alteration and theft.
2. Computer backup discs, tapes etc. shall be stored in a different location from that containing the working discs, tapes etc., in an environment that ensures they remain in good condition.
3. Where an organisation approved under this Annex (Part-145) terminates its operation, all retained maintenance records covering the last three years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the competent authority.

GM 145.A.55(a) Maintenance and airworthiness review records
ED Decision 2015/029/R

1. Properly executed and retained records provide owners, operators and maintenance personnel with information essential in controlling unscheduled and scheduled maintenance, and trouble-shooting to eliminate the need for re-inspection and rework to establish airworthiness.

The prime objective is to have secure and easily retrievable records with comprehensive and legible contents. The aircraft record should contain basic details of all serialised aircraft components and all other significant aircraft components installed, to ensure traceability to such installed aircraft component documentation and associated maintenance data as specified in 145.A.45.

2. Some gas turbine engines are assembled from modules and a true total time in service for a total engine is not kept. When owners and operators wish to take advantage of the modular design, then total time in service and maintenance records for each module is to be maintained. The maintenance records

as specified are to be kept with the module and should show compliance with any mandatory requirements pertaining to that module.

3. Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics etc. When these things have been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service.

The reconstructed records should be submitted to the competent authority for acceptance.

Note: Additional maintenance may be required.

4. The maintenance record can be either a paper or computer system or any combination of both.

5. Paper systems should use robust material which can withstand normal handling and filing. The record should remain legible throughout the required retention period.

6. Computer systems may be used to control maintenance and/or record details of maintenance work carried out. Computer systems used for maintenance should have at least one backup system which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

AMC 145.A.55(c) Maintenance and airworthiness review records
ED Decision 2015/029/R

Associated maintenance data is specific information such as repair and modification data. This does not necessarily require the retention of all Aircraft Maintenance Manual, Component Maintenance Manual, IPC etc issued by the TC holder or STC holder. Maintenance records should refer to the revision status of the data used.

All Audit Findings have been transferred to corrective action requests

Signature

Name

Audit Closed QM Signature

Date