

Part 145 Content for MOE Compliant with Regulation (EU) 2021/1963

The organisation shall establish and maintain a maintenance organisation exposition (MOE) that includes, directly or by reference, all of the following:

- A statement signed by the accountable manager confirming that the maintenance organisation will at all times work in accordance with this Annex, [Annex I \(Part-M\)](#) and [Annex Vb \(Part-ML\)](#), as applicable, and with the approved MOE.
- If the accountable manager is not the chief executive officer of the organisation, then the chief executive officer shall countersign the statement;
- The organisation's safety policy and the related safety objectives referred to in point [145.A.200\(a\)\(2\)](#);
- The duties and responsibilities of the persons nominated including the matters on which they may deal directly with the competent authority on behalf of the organisation;
- An organisation chart showing the accountability and associated lines of responsibility, between all the persons referred to
- A list of the certifying staff and, if applicable, support staff and airworthiness review staff with their scope of authorisation;
- A general description of the manpower resources and of the system that is in place to plan the availability of staff, as required by point [145.A.30\(d\)](#);
- A general description of the facilities at each approved location;
- A specification of the scope of work of the organisation that is relevant to the terms of approval as required by point [145.A.20](#);
- The procedure that sets out the scope of changes not requiring prior approval and that describes how such changes will be managed and notified to the competent authority, as required by point [145.A.85\(c\)](#);
- The procedure for amending the MOE;
- The procedures specifying how the organisation ensures compliance with this Annex;

- A list of the commercial operators to which the organisation provides regular aircraft maintenance services, and the associated procedures;
- Where applicable, a list of the subcontracted organisations referred to in point [145.A.75\(b\)](#);
- A list of the approved locations including, where applicable, line maintenance locations referred to in point [145.A.75\(d\)](#);
- A list of the contracted organisations;
- A list of the currently approved alternative means of compliance used by the organisation.

The initial issue of the MOE shall be approved by the competent authority.

- Amendments to the MOE shall be managed as set out in the procedures
- Any amendments that are not included in the scope shall be approved by the competent authority.
- Any amendments related to the changes listed in point [145.A.85\(a\)](#), shall be approved by the competent authority.

Ref ED Decision 2022/011/R - Personnel should be familiar with those parts of the MOE that are relevant to their tasks.

- The organisation should designate the person responsible for monitoring and amending the MOE, including associated procedures or manuals, in accordance with point [145.A.70\(c\)](#).
- The organisation may use electronic data processing (EDP) for the publication of the MOE. Attention should be paid to the compatibility of the EDP systems with the necessary dissemination, both internally and externally, of the MOE.
- When information is provided by reference (e.g. separate document, manual or electronic data file), the organisation should establish clear cross-reference to such documents or files in the MOE and have procedures for the management of these document or files.

The purpose of the MOE is to:

- Specify the scope of work and show how the organisation intends to comply with this Annex; and
- Provide all the necessary information and procedures for the personnel of the organisation to perform their duties.
- Complying with its contents will ensure that the organisation remains in compliance with [Part-145](#) and, as applicable, [Part-M](#) and/or [Part-ML](#).

ED Decision 2022/011/R - outline of the layout of an acceptable MOE.

Note - Where an organisation uses a different format, for example, to allow the exposition to serve for more than one approval within the scope of Regulation (EU) 2018/1139, then the exposition should contain an index that shows where the subject matter can be found in the exposition.

PART 1 GENERAL

- 1.1 Statement by the accountable manager
- 1.2 Safety policy and objectives
- 1.3 Management personnel
- 1.4 Duties and responsibilities of the management personnel
- 1.5 Management organisation chart
- 1.6 List of certifying staff, support staff and airworthiness review staff
- 1.7 Manpower resources
- 1.8 General description of the facilities at each address intended to be approved
- 1.9 Organisation's intended scope of work
- 1.10 Procedures for changes (including MOE amendment) requiring prior approval
- 1.11 Procedures for changes (including MOE amendment) not requiring prior approval
- 1.12 Procedure for alternative means of compliance (AltMoC)

PART 2 MAINTENANCE PROCEDURES

- 2.1 Supplier evaluation and subcontractor control procedure
- 2.2 Acceptance/inspection of aircraft components and material, and installation
- 2.3 Storage, tagging and delivery of components and material to maintenance
- 2.4 Acceptance of tools and equipment
- 2.5 Calibration of tools and equipment
- 2.6 Use of tooling and equipment by staff (including alternate tools)
- 2.7 Procedure for controlling working environment and facilities
- 2.8 Maintenance data and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
- 2.9 Acceptance, coordination and performance of repair works
- 2.10 Acceptance, coordination and performance of scheduled maintenance works
- 2.11 Acceptance, coordination and performance of airworthiness directives works
- 2.12 Acceptance, coordination and performance of modification works
- 2.13 Maintenance documentation development, completion and sign-off
- 2.14 Technical record control
- 2.15 Rectification of defects arising during maintenance
- 2.16 Release to service procedure
- 2.17 Records for the person or organisation that ordered maintenance
- 2.18 Occurrence reporting
- 2.19 Return of defective aircraft components to store
- 2.20 Defective components to outside contractors
- 2.21 Control of computer maintenance record systems
- 2.22 Control of man-hour planning versus scheduled maintenance work
- 2.23 Critical maintenance tasks and error-capturing methods
- 2.24 Reference to specific procedures such as:
 - Engine running procedures

- Aircraft pressure run procedures
- Aircraft towing procedures
- Aircraft taxiing procedures

2.25 Procedures to detect and rectify maintenance errors.

2.26 Shift/task handover procedures

2.27 Procedures for notification of maintenance data inaccuracies and ambiguities

2.28 Production planning and organising of maintenance activities

2.29 Airworthiness review procedures and records

2.30 Fabrication of parts

2.31 Procedure for component maintenance under aircraft or engine rating

2.32 Maintenance away from approved locations

2.33 Procedure for assessment of work scope as line or base maintenance

PART L2 ADDITIONAL LINE MAINTENANCE PROCEDURES

(Part L2 may complement where necessary, procedures established in Part 2)

L2.1 Line maintenance control of aircraft components, tools, equipment, etc.

L2.2 Line maintenance procedures related to servicing/fuelling/de-icing, including inspection for/removal of de-icing/anti-icing fluid residues, etc.

L2.3 Line maintenance control of defects and repetitive defects

L2.4 Line procedure for completion of technical logs

L2.5 Line procedure for pooled parts and loaned parts

L2.6 Line procedure for return of defective parts removed from aircraft

L2.7 Line procedure for critical maintenance tasks and error-capturing methods

PART 3 MANAGEMENT SYSTEM PROCEDURES

3.1 Hazard identification and safety risk management schemes

- 3.2 Internal safety reporting and investigations
- 3.3 Safety action planning
- 3.4 Safety performance monitoring
- 3.5 Change management
- 3.6 Safety training (including human factors) and promotion
- 3.7 Immediate safety action and coordination with the operator's emergency response plan (ERP)
- 3.8 Compliance monitoring
 - 3.8.1 Audit plan and audit procedures
 - 3.8.2 Product audit and inspections
 - 3.8.3 Audit findings — corrective action procedure
- 3.9 Certifying staff and support staff qualifications, authorisation and training procedures
- 3.10 Certifying staff and support staff records
- 3.11 Airworthiness review staff qualification, authorisation and records
- 3.12 Compliance monitoring and safety management personnel
- 3.13 Independent inspection staff qualification
- 3.14 Mechanics qualification and records
- 3.15 Process for exemption from aircraft/aircraft component maintenance tasks
- 3.16 Concession control for deviations from the organisation's procedures
- 3.17 Qualification procedure for specialised activities such as NDT, welding, etc.
- 3.18 Management of external working teams
- 3.19 Competency assessment of personnel
- 3.20 Training procedures for on-the-job training as per Section 6 of [Appendix III to Part-66](#) (limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same).
- 3.21 Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 licence in accordance with point [66.B.105](#) (limited to the case where

the competent authority for the Part-145 approval and for the Part-66 licence is the same).

3.22 Management system record-keeping

PART 4 RELATIONSHIP WITH CUSTOMER/OPERATORS

4.1 List of the commercial operators to which the organisation provides regular aircraft maintenance services

4.2 Customer interface procedures and paperwork

4.3 [Reserved]

PART 5 SUPPORTING DOCUMENTS

5.1 Sample documents

5.2 List of subcontractors as per point [145.A.75\(b\)](#)

5.3 List of line maintenance locations as per point [145.A.75\(d\)](#)

5.4 List of contracted organisations as per point [145.A.70\(a\)\(16\)](#)

5.5 List of used AltMoC as per point [145.A.70\(a\)\(17\)](#)

PART 6 RESERVED

PART 7 FAA SUPPLEMENTARY PROCEDURES FOR A TITLE 14 CFR PART 145

REPAIR STATION

This section is reserved for those EASA Part-145 approved maintenance organisations that are also certificated as an FAA Title 14 CFR Part 145 repair station.

The contents of this Part should be based on the Maintenance Annex Guidance (MAG) issued by EASA and the FAA following the agreement between the United States of America and the European Union on cooperation in the regulation of civil aviation safety.

PART 8 TRANSPORT CANADA CIVIL AVIATION (TCCA) SUPPLEMENTARY PROCEDURES FOR A CAR 573 MAINTENANCE ORGANISATION

This section is reserved for those EASA Part-145 approved maintenance organisations holding a CAR 573 approval.

- The content of this Part should be based on the Maintenance Annex Guidance (MAG) issued by EASA and the TCCA following the agreement on civil aviation safety between the European Union and Canada.

PART 9 ANAC SUPPLEMENTARY PROCEDURES FOR AN RBAC 145 MAINTENANCE ORGANISATION

- This section is reserved for those EASA Part-145 approved maintenance organisations that hold an RBAC 145 approval.
- The contents of this Part should be based on the Maintenance Annex Guidance (MAG) issued by EASA and ANAC following the agreement on civil aviation safety between the European Union and Brazil.

ACCOUNTABLE MANAGER STATEMENT

Part 1 of the MOE should include a statement signed by the accountable manager (and countersigned by the chief executive officer, if different), confirming that the MOE and any associated manuals will be complied with at all times.

- The accountable manager's exposition statement as specified under point [145.A.70\(a\)\(1\)](#) should embrace the intent of the following paragraph, and in fact, this statement may be used without amendment.
- Any modification to the statement should not alter the intent.

'This exposition and any associated referenced manuals define the organisation and procedures upon which the Part-145 approval certificate is issued by (competent authority*).

These procedures are endorsed by the undersigned and must be complied with, as applicable, when contracts or work orders are being progressed under the organisation approval certificate.

These procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the approval of the organisation is based on the continuous compliance of the organisation with Part-145, Part-M and Part-ML, as applicable, and with the organisation's procedures described in this exposition. The competent authority* is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by Part-145, Part-M and Part-ML, as applicable, or any conditions according to which the approval was issued.

Signed

Dated

Accountable Manager and..... (quote position).....

Chief Executive Officer ...

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

Note: Where it states ('competent authority*'), please insert the actual name of the competent authority, for example, EASA, the LBA, the DGAC, etc.

Whenever the accountable manager changes, it is important that the new accountable manager signs the statement at the earliest opportunity.