

EASA Part 145.A.35 Certifying Staff and Support Staff Audit	
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
145.A.35 Certifying Staff and Support Staff <i>Regulation (EU) 2018/1142</i> (a) In addition to the requirements of points 145.A.30(g) and (h), the organisation shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft or components, or both, to be maintained and of the associated organisation procedures. In the case of certifying staff, this shall be accomplished before the issue or reissue of the certification authorisation. 1. ‘Support staff’ means those staff holding an aircraft maintenance licence under Annex III (Part-66) in category B1, B2, B2L, B3 and/or L with the appropriate aircraft ratings, working in a base maintenance environment while not necessarily holding certification privileges. 2. ‘Relevant aircraft and/or components’, means those aircraft or components specified in the particular certification authorisation. 3. ‘Certification authorisation’ means the authorisation issued to certifying staff by the organisation and which specifies the fact that those staff may sign certificates of	

<p>release to service within the limitations stated in such authorisation on behalf of the approved organisation.</p> <p>nominate other persons to actually issue or revoke the certification authorisations in accordance with a procedure as specified in the exposition.</p>	
<p><i>Regulation (EU) No 1321/2014</i></p> <p>(j) The organisation shall maintain a record of all certifying staff and support staff, which shall contain:</p> <ol style="list-style-type: none"> 1. the details of any aircraft maintenance licence held under Annex III (Part-66); and 2. all relevant training completed; and 3. the scope of the certification authorisations issued, where relevant; and 4. particulars of staff with limited or one-off certification authorisations. <p>The organisation shall retain the record for at least three years after the staff referred to in this point have ceased employment with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organisation shall furnish the staff referred to in this point with a copy of their personal record on leaving the organisation.</p> <p>The staff referred to in this point shall be given access on request to their personal records as detailed above.</p>	
<p><i>Regulation (EU) No 1321/2014</i></p> <p>(k) The organisation shall provide certifying staff with a copy of their certification authorisation in either a documented or electronic format.</p> <p><i>Regulation (EU) No 1321/2014</i></p>	

<p>(l) Certifying staff shall produce their certification authorisation to any authorised person within 24 hours.</p> <p><i>Regulation (EU) No 1321/2014</i></p> <p>(m) The minimum age for certifying staff and support staff is 21 years.</p> <p><i>Regulation (EU) No 1321/2014</i></p> <p>(n) The holder of a category A aircraft maintenance licence may only exercise certification privileges on a specific aircraft type following the satisfactory completion of the relevant category</p> <p>A aircraft task training carried out by an organisation appropriately approved in accordance with Annex II (Part-145) or Annex IV (Part-147). This training shall include practical hands on training and theoretical training as appropriate for each task authorised.</p> <p>Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment carried out by the organisation.</p>	
<p><i>Regulation (EU) No 1321/2014</i></p> <p>(o) The holder of a category B2 aircraft maintenance licence may only exercise the certification privileges described in point 66.A.20(a)(3)(ii) of Annex III (Part-66) following the satisfactory completion of</p> <p>(i) the relevant category A aircraft task training and</p> <p>(ii) 6 months of documented practical experience covering the scope of the authorisation that will be issued.</p> <p>The task training shall include practical hands on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment.</p>	

<p>Task training and examination/assessment shall be carried out by the maintenance organisation issuing the certifying staff authorisation. The practical experience shall be also obtained within such maintenance organisation.</p>	
<p>AMC 145.A.35(a) Certifying staff and support staff <i>ED Decision 2015/029/R</i></p> <p>1. Holding a Part-66 licence with the relevant type/group rating, or a national qualification in the case of components, does not mean by itself that the holder is qualified to be authorised as certifying staff and/or support staff.</p> <p>The organisation is responsible for assessing the competency of the holder for the scope of the maintenance to be authorised.</p> <p>2. The sentence 'the organisation shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organisation procedures' means that the person has received training and has been successfully assessed on:</p> <ul style="list-style-type: none"> — the type of aircraft or component; — the differences on: — the particular model/variant; — the particular configuration. <p>The organisation should specifically ensure that the individual competencies have been established with regard to:</p> <ul style="list-style-type: none"> — relevant knowledge, skills and experience in the product type and configuration to be maintained, taking into account the differences between the generic aircraft type rating training that the person received and the specific 	

<p>configuration of the aircraft to be maintained.</p> <ul style="list-style-type: none"> — appropriate attitude towards safety and observance of procedures. — knowledge of the associated organisation and operator procedures (i.e. handling and identification of components, MEL use, Technical Log use, independent checks, etc.). <p>3. Some special maintenance tasks may require additional specific training and experience, including but not limited to:</p> <ul style="list-style-type: none"> — in-depth troubleshooting; — very specific adjustment or test procedures; — rigging; — engine run-up, starting and operating the engines, checking engine performance characteristics, normal and emergency engine operation, associated safety precautions and procedures; — extensive structural/system inspection and repair; — other specialised maintenance required by the maintenance programme. <p>For engine run-up training, simulators and/or real aircraft should be used.</p> <p>4. The assessment of the competency of the holder should be conducted in accordance with a procedure approved by the competent authority (item 3.9 of the MOE, as described in AMC1 145.A.70(a)).</p> <p>5. The organisation should hold copies of all the documents that attest to the competency and recent experience of the holder for the period described in point 145.A.55(d)(4). Additional information is provided in AMC 66.A.20(b)3.</p>	
<p>AMC 145.A.35(b) Certifying staff and support staff <i>ED Decision 2015/029/R</i></p>	

The organisation issues the certification authorisation when satisfied that compliance has been established with the appropriate paragraphs of Part-145 and Part-66. In granting the certification authorisation the maintenance organisation approved under Part-145 needs to be satisfied that the person holds a valid Part-66 aircraft maintenance licence and may need to confirm such fact with the competent authority of the Member State that issued the licence.

AMC 145.A.35(c) Certifying staff and support staff

ED Decision 2015/029/R

For the interpretation of '6 months of actual relevant aircraft maintenance experience in any consecutive 2-year period', the provisions of AMC 66.A.20(b)2 are applicable.

AMC1 145.A.35(d) Certifying staff and support staff

ED Decision 2022/011/R

1. Recurrent training is a two-way process to ensure that certifying staff and support staff remain current in terms of the necessary technical knowledge, procedures, and safety management (including human factors), and that the organisation receives feedback on the adequacy of its procedures and maintenance instructions. Due to the interactive nature of this training, consideration should be given to involving the compliance monitoring staff and the key safety management personnel in this training to provide a consistent presence and facilitate feedback.

2. Recurrent training should cover changes made to the modification standard of the products being maintained, to the relevant requirements such as Part-145, to the organisation's procedures, safety policy and objectives, as well as human factors and safety issues identified from internal or external analysis of incidents and compliance monitoring results. It should also address instances in which staff failed to follow the procedures,

and the reasons why particular procedures were not always followed. In many cases, the recurrent training will reinforce the need to follow the procedures and will ensure that incomplete or incorrect procedures are identified to the company so that they can be corrected. It may be necessary to carry out an audit of these procedures.

3. Recurrent training should be of sufficient duration in each 2-year period to meet the intent of point 145.A.35(d) and may be split into a number of separate elements. Point 145.A.35(d) requires such a training to keep certifying staff and support staff updated in terms of relevant technology, procedures, safety management and human factors issues which means it is one part of ensuring compliance. Therefore, sufficient duration should be related to relevant audit findings and other internal / external sources of information available to the organisation on human errors and safety issues in maintenance. This means that in the case of an organisation that maintains aircraft with limited relevant audit findings, hazards and related safety risks identified, recurrent training could be limited to days rather than weeks, whereas in the case of a similar organisation with a number of relevant audit findings, hazards and related safety risks identified, such a training may take several weeks. For an organisation that maintains aircraft components, the duration of recurrent training would follow the same philosophy but should be scaled down to reflect the more limited nature of the activity. For example, certifying staff who release hydraulic pumps may only require a few hours of recurrent training, whereas those who release turbine engines may only require a few days of such a training. The content of recurrent training should be related to relevant audit findings, hazards and related safety risks identified. It is recommended that such training is reviewed at least once in every 24-month period.

4. The method of training is intended to be a flexible process, and this training could, for example, be provided by a Part-147 organisation, an aeronautical college, the

Part-145 organisation, or another training or maintenance organisation. The elements, general content and length of such training should be specified in the MOE	
AMC1 145.A.35(e) Certifying staff and support staff ED Decision 2022/011/R The programme for recurrent training should list all certifying staff and support staff and when the training will take place, the elements of such a training, and an indication that it was carried out on time as planned. Such information should subsequently be transferred to the certifying staff and to the support staff records as required by point 145.A.55(d)(3).	
AMC1 145.A.35(f) Certifying staff and support staff ED Decision 2022/011/R As stated in point 145.A.35(f), except where any of the unforeseen cases of point 145.A.30(j)(5) applies, all prospective certifying staff and support staff should be assessed for their competency related to their intended duties. Said assessment should be conducted in accordance with AMC 1, 2, 3, 4 and 5 to point 145.A.30(e), as applicable.	
AMC1 145.A.35(m) Certifying staff and support staff ED Decision 2022/011/R 1. It is the responsibility of the Part-145 organisation issuing the category A certifying staff authorisation to ensure that the task training received by this person covers all the tasks to be authorised. This is particularly important in those cases where the task training has been provided by a Part-147 organisation or by a Part-145 organisation different from the one issuing the authorisation. 2. 'Appropriately approved in accordance with Annex IV (Part-147)' means an organisation holding an approval to provide category A task training for the corresponding aircraft type. 3. 'Appropriately approved in accordance with Annex II (Part-145)' means an organisation holding a maintenance organisation approval for the corresponding aircraft type	
AMC1 145.A.35(n) Certifying staff and support staff ED Decision 2022/011/R	

1. The privilege for a B2 licence holder to release minor scheduled line maintenance and simple defect rectification in accordance with 66.A.20(a)(3)(ii) can only be granted by the Part-145 approved organisation where the licence holder is employed/contracted after meeting all the requirements specified in 145.A.35(o). This privilege cannot be transferred to another Part-145 approved organisation.

2. When a B2 licence holder already holds a certifying staff authorisation containing minor scheduled line maintenance and simple defect rectification for a particular aircraft type, new tasks relevant to category A can be added to that type without requiring another 6 months of experience. However, task training (theoretical plus practical hands-on) and examination/assessment for these additional tasks is still required.

3. When the certifying staff authorisation intends to cover several aircraft types, the experience may be combined within a single 6-month period.

4. For the addition of new types to the certifying staff authorisation, another 6 months should be required unless the aircraft is considered similar per AMC 66.A.20(b)(2) to the one already held.

5. The term '6 months of experience' may include full-time employment or part-time employment. The important aspect is that the person has been involved during a period of 6 months (not necessarily every day) in those tasks which are going to be part of the authorisation.

All Audit Findings have been transferred to corrective action requests

Signature

Name

Audit Closed QM Signature

Date

