

EASA Part 145.A.65 Maintenance Procedures	
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.65 Maintenance procedures Regulation (EU) 2021/1963 (a) The organisation shall establish procedures which ensure that human factors and good maintenance practices are taken into account during maintenance, including subcontracted activities, and which comply with the applicable requirements of this Annex, Annex I (Part-M) and Annex Vb (Part-ML). Such procedures shall be agreed with the competent authority. (b) The maintenance procedures established under this point shall: (1) ensure that a clear maintenance work order or contract has been agreed between the organisation and the person or organisation that requests the maintenance, to clearly establish the maintenance to be carried out so that the aircraft and components may be released to service in accordance with point 145.A.50; (2) cover all the aspects of carrying out the maintenance, including the provision and control of specialised services, and lay down the standards according to which the organisation intends to work.	
AMC1 145.A.65 Maintenance procedures ED Decision 2022/011/R GENERAL	

1. Maintenance procedures should be kept up to date such that they reflect the current best practices within the organisation, while being compliant with the Regulation. All organisation's employees should report differences via their organisation's internal safety reporting scheme.

2. All procedures, and changes to those procedures, should be verified and validated before use where practicable and applicable.

3. All procedures should be designed and presented in accordance with good human factors principles.

GM1 145.A.65 Maintenance procedures
ED Decision 2022/011/R
HUMAN FACTORS PRINCIPLES

The following key points should be considered when designing and presenting technical procedures in accordance with good human factors principles:

(a) The design of procedures and changes should involve maintenance personnel who have a good working knowledge of the tasks;

(b) Ensuring that the procedures are accurate, appropriate and usable, and reflect best practices;

(c) Taking account of the level of expertise and experience of the user;

(d) Taking account of the environment in which the procedures are to be used;

(e) Ensuring that all the key information is included without the procedure being unnecessarily complex;

(f) Where appropriate, explaining the reasons for the procedure;

(g) The order of the tasks and the steps should reflect best practices, with the procedure clearly stating where the order of steps is critical, and where changes to the order are acceptable;

(h) Ensuring consistency in the design of procedures and the use of terminology, abbreviations, references, etc.

(i) For documents produced in the English language, using 'simplified English'

<p>GM2 145.A.65(b)(1) Maintenance procedures ED Decision 2022/011/R</p> <p>Appendix XI to AMC M.A.708(c) or Appendix IV to AMC1 CAMO.A.315(c) provide guidance on the elements that need to be considered for the maintenance contract between the CAMO and the maintenance organisation. The Part-145 organisation should take into account these elements to ensure that a clear contract or work order has been concluded before providing maintenance services.</p>	
<p>AMC1 145.A.65(b)(2) Maintenance procedures ED Decision 2022/011/R</p> <p>Specialised services include any specialised activity, such as, but not limited to, non-destructive testing requiring particular skills and/or qualification. Point 145.A.30(f) covers the qualification of personnel but, in addition, there is a need to establish maintenance procedures that cover the control of any specialised process.</p>	
<p>All Audit Findings have been transferred to corrective action requests</p>	
<p>Signature</p>	<p>Name</p>
<p>Audit Closed QM Signature</p> <p>Date</p>	