

EASA Part 145 EASA Part 145 Record keeping - 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
145.A.55 Record-keeping Regulation (EU) 2021/1963 (a) Maintenance records (1) The organisation shall record the details of the maintenance work that is carried out within the scope of its approval. As a minimum, the organisation shall retain all the records that are necessary to prove that all the requirements have been met for the issue of the certificate of release to service, including, if any, subcontractor's release documents. (2) The organisation shall provide a copy of each certificate of release to service to the operator or customer, together with copies of the detailed maintenance records that are associated with the work carried out and that are necessary to demonstrate compliance with point M.A.305 of Annex I (Part-M) or ML.A.305 of Annex Vb (Part-ML), as applicable. (3) The organisation shall retain a copy of all detailed maintenance records (including certificates of release to service) and of any associated maintenance data for 3 years from the date when the aircraft or component to which the work relates was issued with a certificate of release to service. (4) If an organisation terminates its	

operation, it shall transfer all the retained maintenance records that cover the last 3 years to the last customer or owner of the respective aircraft or component, or shall store them in the manner specified by the competent authority.

(b) Airworthiness review records

(1) If an organisation has the privilege referred to in point 145.A.75(f), it shall retain a copy of each airworthiness review certificate that it has issued, together with all the supporting documents, and shall make those records available, upon request, to the owner of the aircraft.

(2) The organisation shall retain a copy of all the records referred to in point (1) for 3 years after the issue of the airworthiness review certificate.

(3) If an organisation terminates its operation, it shall transfer all the retained airworthiness review records that cover the last 3 years to the last owner or operator of the respective aircraft, or shall store them in the manner specified by the competent authority.

(c) Management system, contracting and subcontracting records The organisation shall ensure that the following records are retained for a minimum period of 5 years:

- (i) records of management system key processes referred to in point 145.A.200;
- (ii) contracts, both for contracting and subcontracting, referred to in point 145.A.205.

(d) Personnel records

(1) The organisation shall ensure that the following records are retained:

- (i) records of the qualifications, training and experience of the personnel involved in maintenance, compliance monitoring and safety management;
- (ii) records of the qualifications, training and experience of all airworthiness review staff.

(2) The records of all airworthiness review staff shall include details of any appropriate qualifications held, together with a summary of their relevant continuing airworthiness experience and training, and a copy of the airworthiness review authorisation issued to that staff by the organisation.

(3) The records of all the certifying staff and support staff shall include the following:

- (i) the details of any aircraft maintenance licence held under Annex III (Part-66) or equivalent;
- (ii) the scope of the certification authorisations that were issued to that staff, where relevant;
- (iii) the particulars of the staff that held limited or one-off certification authorisations referred to in point 145.A.30(j).

(4) Personnel records shall be kept for as long as a person works for the organisation, and shall be retained for at least 3 years after the person has left the organisation, or after an authorisation issued to that person has been withdrawn.

(5) The organisation shall give to the staff referred to in points (2) and (3), upon their request, access to their personnel records as detailed in those points. In addition, upon their request, the maintenance organisation shall furnish each of them with a copy of their personnel records on leaving the organisation.

(e) The organisation shall establish a record-keeping system that allows adequate storage and reliable traceability of all its activities.

(f) The format of the records shall be specified in the organisation's procedures.

(g) The records shall be stored in a manner that ensures that they are protected from damage, alteration and theft.

AMC1 145.A.55 Record-keeping
ED Decision 2022/011/R
GENERAL

<p>(a) The record-keeping system should ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organised in a manner that ensures their traceability and retrievability throughout the required retention period.</p> <p>(b) Records should be kept in paper form, or in electronic format, or a combination of the two. Records that are stored on microfilm or in optical disc formats are also acceptable. The records should remain legible throughout the required retention period. The retention period starts when the record is created or was last amended.</p> <p>(c) Paper systems should use robust materials which can withstand normal handling and filing. Computer record systems should have at least one backup system, which should be updated within 24 hours of any new entry. Computer record systems should include safeguards to prevent unauthorised personnel from altering the data.</p> <p>(d) All computer hardware that is used to ensure the backup of data should be stored in a different location from the one that contains the working data, and in an environment that ensures that the data remains in a good condition. When hardware or software changes take place, special care should be taken to ensure that all the necessary data continues to be accessible through at least the full period specified in the relevant provision. In the absence of any such indications, all records should be kept for a minimum period of 3 years.</p>	
<p>GM1 145.A.55 Record-keeping ED Decision 2022/011/R RECORDS Microfilming or optical storage of records may be carried out at any time. The records should be as legible as the original record, and remain so for the required retention period.</p>	

GM1 145.A.55(a)(1) Record-keeping

ED Decision 2022/011/R

MAINTENANCE RECORDS

1. Properly executed and retained maintenance records provide:

- (i) owners and persons or organisations responsible for aircraft continuing airworthiness with information essential in establishing the airworthiness status of aircraft or component, and in particular, in controlling unscheduled and scheduled maintenance;
- (ii) maintenance personnel with information essential for troubleshooting eliminating the need for re-inspection and rework.

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 during the maintenance performed, to ensure traceability to such installed aircraft component documentation, associated maintenance data and data for modifications and repairs.

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

AMC1 145.A.55(a)(3) Record-keeping

ED Decision 2022/011/R

‘Associated maintenance data’ refers to specific information such as data pertaining to embodiment of a repair or modification data. This does not necessarily require the retention of all Aircraft Maintenance

<p>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.</p>	
<p>AMC1 145.A.55(d) Record-keeping ED Decision 2022/011/R</p> <p>RECORDS OF CERTIFYING STAFF AND SUPPORT STAFF</p> <p>1. The following minimum information, as applicable, should be kept on record in respect of certifying staff or support staff:</p> <ul style="list-style-type: none"> (a) Name; (b) Date of birth; (c) Basic training; (d) Task training or product/type training; (e) Recurrent training; (f) Experience; (g) Qualifications relevant to the authorisation; (h) Scope of the authorisation (role, product, level of maintenance, etc.); (i) Date of first issue of the authorisation; (j) Expiry date of the authorisation (if appropriate); and (k) Identification number of the authorisation. <p>2. The record may be kept in any format but should be controlled by the organisation's compliance monitoring function. This does not mean that the compliance monitoring manager should run the record system.</p> <p>3. The number of persons authorised to access the system should be kept to a minimum to ensure that records cannot be altered in an unauthorised manner, and that such confidential records do not become accessible to any unauthorised persons.</p> <p>4. The competent authority is authorised to access personal records when investigating the records system for initial certification and oversight, or when the competent authority has cause to doubt the competency of a particular person</p>	

AMC2 145.A.55(d) Record-keeping
ED Decision 2022/011/R

**RECORDS OF AIRWORTHINESS
REVIEW STAFF**

The following minimum information,
as applicable, should be kept on
record in respect of each
airworthiness review staff:

- (a) Name;
- (b) Date of birth;
- (c) Certifying staff authorisation;
- (d) Experience as certifying staff on
aircraft covered by Part-ML;
- (e) Qualifications relevant to the
approval (knowledge of relevant
parts of Part-ML, and knowledge of
the relevant airworthiness review
procedures);
- (f) Scope of the airworthiness review
authorisation and personal
authorisation reference;
- (g) Date of the first issue of the
airworthiness review authorisation;
and
- (h) Expiry date of the airworthiness
review authorisation (if appropriate).

All Audit Findings have been transferred to corrective action requests

Signature

Name

Audit Closed QM Signature

Date