

The Compliance List is based on: UK REGULATION (EU) No 1321/2014 A on continuing airworthiness and related UK CAA AMC & GM

Organisation/Department/Unit Audited:

This compliance list has been checked on (date):

This compliance list has been checked by (name):

Contents of the compliance list:

This compliance checklist is a document of Sofema Aviation Services for compliance with the standards of UK Regulation (EU) No 1321/2014 Annex II Part-145. Each line contains reference to one or more Part-145 paragraph (or AMC and GM) to call the user's attention when determining and checking the organization's documented procedure reference.

The MOE and documented procedures must contain the requirements given in Annex II (Part-145) as applicable, which are introduced in the column REQUIREMENTS. The text in the REQUIREMENTS column can be only a short description of the original text stated in the Annex II (Part-145). The correlation between the standard requirements and Quality Manual or procedure shall be entered in the column "REFERENCE/COMMENTS", also used for notes and declarations if needed.

The columns OK, NC and N/A should be marked:

OK – if compliance is documented

NC - if compliance is not documented

N/A – if the requirement is not applicable to the audited Organisation/Department/Unit

All lines in this compliance list should have a remark either stating which MOE or procedure reference is concerned or N/A if not applicable.

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
145.A.10 Scope						
145.A.10	This Section establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval certificate for the maintenance of aircraft and components.	AMC1 145.A.10 GM1 145.A.10				
145.A.15 Application for an Organisation Certificate						
145.A.15(a)	An application for a certificate or an amendment to an existing certificate in accordance with this Annex shall be made in a form and manner established by the UK CAA, taking into account the applicable requirements of Annex I (Part-M), Annex Vb (Part-ML) and this Annex.	AMC1 145.A.15				
145.A.15(b)	Applicants for an initial certificate pursuant to this Annex must provide the CAA with: 1. The results of a pre-audit performed by the organisation against the applicable requirements provided for in Annex I (Part-M), Annex Vb (Part-ML) and this Annex; 2. Documentation demonstrating how they intend to ensure compliance with the requirements of this Regulation.	AMC2 145.A.15				
145.A.20 Terms of approval and scope of work						
145.A.20(a)	The organisation's scope of work must be specified in the maintenance organisation exposition (MOE) in accordance with point 145.A.70	AMC1 145.A.20 AMC2 145.A.20				
145.A.20(b)	The organisation must comply with the terms					

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	of the approval attached to the organisation certificate issued by the CAA, and within the scope of work specified within the MOE.					
145.A.25 Facility Requirements						
145.A.25(a)	Facilities are provided appropriate for all planned work, ensuring in particular, protection from the weather elements. Specialised workshops and bays are segregated as appropriate, to ensure that environmental and work area contamination is unlikely to occur.	AMC1 145.A.25(a)				
145.A.25(a)(1)	For base maintenance of aircraft, aircraft hangars are both available and large enough to accommodate aircraft on planned base maintenance;	AMC 1 145.A.25(a)				
145.A.25(a)(2)	For component maintenance, component workshops are large enough to accommodate the components on planned maintenance	AMC1 145.A.25(a)				
145.A.25(b)	Office accommodation is provided for the management of the planned work referred to in point (a), and certifying staff so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards.					
145.A.25(c)	The working environment including aircraft hangars, component workshops and office accommodation is appropriate for the task carried out and in particular special requirements observed. Unless otherwise dictated by the particular task environment, the working environment must be such that the effectiveness of personnel is not impaired.					

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145.A.25(c)(1)	temperatures must be maintained such that personnel can carry out required tasks without undue discomfort.					
145.A.25(c)(2)	dust and any other airborne contamination are kept to a minimum and not be permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident. Where dust/other airborne contamination results in visible surface contamination, all susceptible systems are sealed until acceptable conditions are re-established.					
145.A.25(c)(4)	noise shall not distract personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel are provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.					
145.A.25(c)(5)	where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions are observed. Specific conditions are identified in the maintenance data.					
145.A.25(c)(6)	the working environment for line maintenance is such that the particular maintenance or inspection task can be carried out without undue distraction. Therefore, where the working environment deteriorates to an unacceptable level in respect of temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination, the particular maintenance or					

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	inspection tasks must be suspended until satisfactory conditions are re-established.					
145.A.25(d)	Secure storage facilities are provided for components, equipment, tools and material. Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools. The conditions of storage are in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items. Access to storage facilities is restricted to authorised personnel.	AMC 145.A.25(d)				
145.A.30 Personnel Requirements						
145.A.30(a)	The organisation must appoint an accountable manager that has corporate authority to ensure that all maintenance activities of the organisation can be financed and carried out in accordance with Regulation (EU) 2018/1139.	AMC1 145.A.30(a)				
145.A.30(a)(1)	The accountable manager must ensure that all necessary resources are available to accomplish maintenance in accordance with this Annex, Annex I (Part-M) and Annex Vb (Part-ML), as applicable, to support the organisation certificate;					
145.A.30(a)(2)	The accountable manager must establish and promote the safety policy specified in point 145.A.200(a)(2);					
145.A.30(a)(3)	The accountable manager must demonstrate a basic understanding of this Regulation					

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145.A.30(b)(1)	The accountable manager must nominate a person or group of persons representing the management structure for the maintenance functions and with the responsibility to ensure that the organisation works in accordance with the MOE and approved procedures. It must be made clear in the procedures who deputises for a particular person in the case of lengthy absence of that person.	AMC1 145.A.30(b)(1) GM1 145.A.30(b)				
145.A.30(b)(2)	The accountable manager must nominate a person or group of persons with the responsibility to manage the compliance monitoring function as part of the management system.	AMC1 145.A.30(b)(2)				
145.A.30(b)(3)	The accountable manager must nominate a person or group of persons with the responsibility to manage the development, administration and maintenance of effective safety management processes as part of the management system.	AMC1 145.A.30(b)(3) GM1 145.A.30(b)(3)				
145.A.30(c)	The person or group of persons nominated in accordance with points (b)(1), (2) and (3) must have a responsibility to the accountable manager and direct access to them to keep them properly informed on compliance and safety matters. Additionally, they must be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of this Regulation.	AMC1 145.A.30(c) GM1 145.A.30(c)				

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145.A.30(d)	The organisation must have a maintenance resource plan to ensure it has sufficient and appropriately qualified staff to plan, perform, supervise, inspect and monitor the organisation's activities in accordance with the terms of the approval. In addition, the organisation must have a procedure to reassess the work intended to be carried out when the actual staff availability is reduced compared to the planned staffing level for a particular work shift or period.	AMC1 145.A.30(d)				
145.A.30(e)	The organisation must establish and control the competency of the personnel involved in any maintenance, airworthiness reviews, safety management and compliance monitoring in accordance with a procedure and to a standard agreed with the CAA. In addition to the necessary expertise related to the job function, the competency of the personnel must include an understanding of the application of safety management principles, including human factors and human performance issues, which is appropriate to their function and responsibilities in the organisation.	AMC1 145.A.30(e) AMC2 145.A.30(e) AMC3 145.A.30(e) AMC4 145.A.30(e) AMC5 145.A.30(e) GM1 145.A.30(e) GM2 145.A.30(e) GM3 145.A.30(e) GM4 145.A.30(e) GM5 145.A.30(e)				
145.A.30(f)	The organisation shall ensure that personnel who carry out or control a continued-airworthiness non-destructive test of aircraft structures or components, or both, are appropriately qualified for the particular non-destructive test in accordance with the European or equivalent standard recognised by the CAA. Personnel who carry out any other specialised task shall be appropriately qualified in accordance with officially recognised standards. By	AMC 145.A.30(f)				

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	derogation from this point, personnel referred to in point (g), points (h)(1) and (h)(2), qualified in category B1, B3 or Lin accordance with Annex III (Part-66), may carry out and/or control colour contrast dye penetrant tests.					
145.A.30(g)	Any organisation maintaining aircraft, except where stated otherwise in point U), shall in the case of aircraft line maintenance, have appropriate aircraft-rated certifying staff qualified as category B1, B2, B2L, B3 and L, as appropriate, in accordance with Annex III (Part-66) and point 145.A.35. In addition, such organisations may also use appropriately task-trained certifying staff holding the privileges set out in points 66.A.20(a)(1) and 66.A.20(a)(3)(ii) and qualified in accordance with Annex III (Part-66) and point 145.A.35 to carry out minor scheduled line maintenance and simple defect rectification. The availability of such certifying staff shall not replace the need for category B1, B2, B2L, B3 and L certifying staff, as appropriate.	AMC.145.A.30(g)				
145.A.30(h)(1)	Any organisation maintaining aircraft, except where stated otherwise in point (j), shall: in the case of base maintenance of complex motor- powered aircraft, have appropriate aircraft-type-rated certifying staff, qualified as category C in accordance with Annex III (Part-66) and point 145.A.35. In addition, the organisation shall have sufficient aircraft-type-rated staff qualified as category 81 and 82, as appropriate, in accordance with Annex III (Part-66) and point 145.A.35 to support the category C certifying staff.	AMC1 145.A.30(h)				

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145.A.30(h)(1)(i)	Category B1 and B2 support staff shall ensure that all relevant tasks or inspections have been carried out to the required standard before the category C certifying staff issues the certificate of release to service.	AMC1 145.A.30(h)				
145.A.30(h)(1)(ii)	The organisation shall maintain a register of any such category B1 and B2 support staff.	AMC1 145.A.30(h)				
145.A.30(h)(1)(iii)	The category C certifying staff shall ensure that compliance with point (i) has been met and that all work required by the customer has been accomplished during the particular base maintenance check or work package, and shall also assess the impact of any work not carried out, with a view to either requiring its accomplishment or agreeing with the operator to defer such work to another specified check or time limit.	AMC1 145.A.30(h)				
145.A.30(i)	Component certifying staff shall be qualified in accordance with Article 5(6) and point 145.A.35.					
145.A.30(j)	By way of derogation from points (g) and (h), in relation to the obligation to comply with Annex III (Part-66), the organisation may use certifying staff and support staff that are qualified in accordance with the following provisions:					
145.A.30(j)(1)	For base maintenance carried out at a location outside the United Kingdom responsible under the Chicago Convention, the certifying staff and support staff may be qualified in accordance with the national aviation regulations of the State in which the					

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	base maintenance facility is located,subject to the conditions specified in Appendix IV to this Annex.					
145.A.30(j)(2)	<p>For line maintenance carried out at a line station located outside a territory for which a Member State is responsible under the Chicago Convention, the certifying staff may be qualified, subject to the conditions specified in Appendix IV to this Annex, in accordance with the following alternative conditions:</p> <ul style="list-style-type: none"> - national aviation regulations of the State in which the line station is located, - national aviation regulations of the State in which the organisation's principal place of business is located. 					
145.A.30(j)(3)	<p>For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certification authorisation to the pilot on the basis of the flight crew licence held. In that case, the organisation shall ensure that the pilot has carried out sufficient practical training ensuring that the pilot can accomplish the airworthiness directive.</p>					
145.A.30(j)(4)	<p>If an aircraft is operated away from a supported location, the organisation may issue a limited certification authorisation to the pilot on the basis of the flight crew licence held, subject to being satisfied that the pilot has carried out sufficient practical training ensuring that the pilot can accomplish the</p>	AMC1 145.A.30(j)(4)				

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145.A.30(j)(5)	<p>specified task.</p> <p>In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the organisation contracted to provide maintenance support may issue a one-off certification authorisation:</p> <p>(i) to one of its employees holding equivalent type authorisations on aircraft of similar technology, construction and systems; or</p> <p>(ii) to any person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.</p> <p>All such cases as specified in this point must be reported to the competent authority within seven days after issuing such certification authorisation. The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is rechecked by an appropriately approved organisation.</p>	<p>AMC1 145.A.30(j)(5) AMC 145.A.30(j)(5)(i) AMC 145.A.30(j)(5)(ii)</p>				
145.A.30(k)	<p>If the organisation performs airworthiness reviews and issues the corresponding airworthiness review certificate in accordance with point ML.A.903 of Annex Vb (Part-ML), it shall have airworthiness review staff qualified and authorised in accordance with point 145.A.37.</p>					

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145.A.35 Certifying Staff and Support Staff						
145.A.35(a)	<p>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.</p> <p>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.</p> <p>2. 'Relevant aircraft and/or components', means those aircraft or components specified in the particular certification authorisation.</p> <p>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 release to service within the limitations stated in such authorisation on behalf of the approved organisation.</p>	AMC1 145.A.35(a) GM 145.A.35				
145.A.35(b)	<p>Except for the cases listed in points 145.A.300) and 66.A.20(a)3(ii), the organisation may only issue a certification authorisation to certifying staff in relation to the basic categories or subcategories and, except for the category A licence, any type rating listed on the aircraft maintenance licence as required by Annex III (Part-66), subject to the licence remaining valid throughout the validity period of the</p>	AMC 145.A.35(b)				

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	authorisation and to the certifying staff remaining in compliance with Annex III (Part-66).					
145.A.35(c)	The organisation shall ensure that all certifying staff and support staff are involved in at least 6 months of actual relevant aircraft or component maintenance experience in any consecutive 2-year period. For the purpose of this point 'involved in actual relevant aircraft or component maintenance' means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type or aircraft group systems specified in the particular certification authorisation.	AMC 145.A.35(c)				
145.A.35(d)	The organisation must ensure that all certifying staff and support staff receive sufficient recurrent training in each 2-year period to ensure that they have up to date knowledge of relevant technologies, organisation procedures and safety management, including human factor issues.	AMC1 145.A.35(d)				
145.A.35(e)	The organisation must establish a programme for recurrent training for certifying staff and support staff, including a procedure to ensure compliance with the relevant provisions of this point and a procedure to ensure compliance with Annex III (Part-66).	AMC1 145.A.35(e)				
145.A.35(f)	With the exception of the unforeseen cases specified in point 145.A.30U)(5), the organisation must assess all certifying staff for their competency, qualifications and capability to carry out their intended	AMC1 145.A.35(f)				

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	certifying duties in accordance with a procedure in the MOE prior to the issue or reissue of a certification authorisation under this Annex to such staff.					
145.A.35(g)	When the conditions of points (a), (b), (d), (f) and, where applicable, point (c) have been fulfilled by the certifying staff, the organisation shall issue a certification authorisation that clearly specifies the scope and limits of such authorisation. Continued validity of the certification authorisation is dependent upon continued compliance with points (a), (b), (d), and where applicable, (c).					
145.A.35(h)	The certification authorisation must be in a style that makes its scope clear to the certifying staff and any authorised person who may require to examine the authorisation. Where codes are used to define scope, the organisation must make a code translation readily available. "Authorised person" means an official of the CAA.					
145.A.35(i)	The person or group of persons nominated under point 145.A.30(b)(2) that are responsible for the compliance monitoring function must remain responsible for issuing certification authorisations to certifying staff, but may nominate other persons to effectively issue or revoke certification authorisations in accordance with a procedure in the MOE.					
145.A.35(j)	The organisation must provide certifying staff with a copy of their certification authorisation in either written or electronic format.	AMC 145.A.35(j)				
145.A.35(k)	Certifying staff must produce their certification authorisation to any authorised person within 24 hours of the request.					

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145.A.35(l)	The minimum age for certifying staff and support staff is 21 years.					
145.A.35(m)	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 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 must include practical hands-on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training must be demonstrated by an examination or by workplace assessment carried out by the organisation.					
145.A.35(n)	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: the relevant category A aircraft task training; and 6 months of proven practical experience covering the scope of the authorisation to be issued.	AMC 145.A.35(n)				
145.A.35(o)	The task training referred to in point (n)(i) must include practical hands-on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training must be demonstrated by an examination or by workplace assessment. Task training and examination or assessment must be carried out by the maintenance	AMC 145.A.35(o)				

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	organisation issuing the certifying staff authorisation. The practical experience must also be obtained within that maintenance organisation.					
145.A.37 Airworthiness Review Staff						
145.A.37(a)	<p>In order to be approved to carry out airworthiness reviews and to issue the corresponding airworthiness review certificates (ARC) for aircraft covered by Annex Vb (Part-ML), the organisation must have airworthiness review staff that comply with all of the following requirements:</p> <ul style="list-style-type: none"> they have acquired experience in continuing airworthiness of at least 1 year for sailplanes and balloons and of at least 3 years for all other aircraft. they hold a certifying staff authorisation for the corresponding aircraft. they have acquired knowledge of Annex I (Part-M), Subpart C, or of Annex Vb (Part-ML), Subpart C. they have acquired knowledge of the procedures of the maintenance organisation relevant to the airworthiness review and issue of the airworthiness review certificate. 	AMC1 145.A.37 GM 145.A.37				
145.A.37(b)	Before the organisation issues an airworthiness review authorisation to a candidate, that candidate must perform an airworthiness review under the supervision of the CAA or under the supervision of a person that is already authorised as airworthiness review staff by the organisation. If this airworthiness review under supervision is satisfactory, the CAA may formally accept that candidate to become airworthiness review staff.	GM1 145.A.37(b)				
145.A.37(c)	The organisation must ensure that the airworthiness review staff can demonstrate					

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	appropriate recent continuing airworthiness experience.					
145.A.40 Equipment and tools						
145.A.40(a)	<p>The organisation shall have available and use the necessary equipment and tools to perform the approved scope of work.</p> <p>(i) Where the manufacturer specifies a particular tool or equipment, the organisation shall use that tool or equipment, unless the use of alternative tooling or equipment is agreed by the CAA via procedures specified in the exposition.</p> <p>(ii) Equipment and tools must be permanently available, except in the case of any tool or equipment that is so infrequently used that its permanent availability is not necessary. Such cases shall be detailed in an exposition procedure.</p> <p>(iii) An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking as required for the proper inspection of the aircraft.</p>					
145.A.40(b)	<p>The organisation shall ensure that all tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated according to an officially recognised standard at a frequency to ensure serviceability and accuracy. Records of such calibrations and traceability to the standard used shall be kept by the organisation.</p>	AMC 145.A.40(b)				
145.A.42 Components						
145.A.42(a)	<p>Classification of components. All components shall be classified into the following categories:</p> <p>(i) Components which are in a satisfactory</p>	<p>AMC1 145.A.42(a)(i)</p> <p>GM1 145.A.42(a)(i)</p> <p>AMC1 145.A.42(a)(ii)</p> <p>AMC1 145.A.42(a)(iii)</p>				

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	<p>condition, released on a CAA Form 1 or equivalent and marked in accordance with Subpart Q of the Annex I (Part 21) to Regulation (EU) No 748/2012, unless otherwise specified in point 21.A.307 of Annex I (Part 21) to Regulation (EU) No 748/2012 in point M.A.502 of Annex I (Part-M), in point ML.A.502 of Annex Vb (Part-ML), or in this Annex (Part-145).</p> <p>(ii) Unserviceable components which shall be maintained in accordance with this Regulation.</p> <p>(iii) Components categorised as unsalvageable because they have reached their mandatory life limitation or contain a non-repairable defect.</p> <p>(iv) Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the maintenance data and accompanied by evidence of conformity traceable to the applicable standard.</p> <p>(v) Material, both raw and consumable, used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material shall be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement as well as the manufacturing and supplier source</p>	<p>AMC1 145.A.42(a)(iv) AMC2 145.A.42(a)(iv) AMC1 145.A.42(a)(v)</p>				
145.A.42(c)	<p>Segregation of components</p> <p>(i) Unserviceable and unsalvageable components shall be segregated from serviceable components, standard parts and materials.</p>	<p>AMC1 145.A.42(c) GM1 145.A.42(c)(i)</p>				

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	(ii) Unsalvageable components shall not be permitted to re-enter the component supply system, unless mandatory life limitation have been extended or a repair solution has been approved in accordance with Regulation (EU) No 748/2012.					
145.A.45 Maintenance Data						
145.A.45(a)	The organisation must hold and use applicable current maintenance data which is necessary in the performance of maintenance, including modifications and repairs. "Applicable" means relevant to any aircraft, component or process specified in the organisation's terms of approval and in any associated capability list. In the case of maintenance data provided by the person or organisation requesting the maintenance, the organisation must hold such data when the work is in progress, with the exception of the need to comply with point 145.A.55(c).					
145.A.45(b)	Applicable maintenance data is the data specified in point M.A.401(b) of Annex I (Part-M) or in point ML.A.401(b) of Annex Vb (Part-ML), as applicable.	AMC 145.A.45(b)				
145.A.45(c)	The organisation must establish procedures to ensure that if inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction is found in the maintenance data used by maintenance personnel, it is recorded as part of the internal safety reporting scheme referred to in point 145.A.202 and notified to the author of the maintenance data.	AMC1 145.A.45(c)				
145.A.45(d)	The organisation may only modify maintenance instructions in	AMC1 145.A.45(d)				

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	<p>accordance with a procedure that is specified in the MOE. With respect to changes to maintenance instructions, the organisation must demonstrate that they result in equivalent or improved maintenance standards, and must inform the author of the maintenance instructions of such changes. For the purposes of this point, "maintenance instructions" means instructions on how to carry out a particular maintenance task; they exclude the engineering design of repairs and modifications.</p>					
145.A.45(e)	<p>The organisation must provide a common work card or worksheet system to be used throughout the relevant parts of the organisation. In addition, the organisation must either accurately transcribe the maintenance data referred to in points (b) and (d) onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in that maintenance data.</p> <p>Work cards and worksheets may be computer generated and held in an electronic database that is adequately protected against unauthorised alteration, and for which there is a backup electronic <input type="checkbox"/> I database which must be updated within 24 hours after an entry is made to the main electronic database. Complex or long maintenance tasks must be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure that there is a record of the accomplishment of the complete maintenance task. When the</p>	AMC1 145.A.45(e)				

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	organisation provides maintenance services to an aircraft operator which requires its own work card or worksheet system to be used, then such work card or worksheet system may be used. In that case, the organisation must establish a procedure to ensure that those work cards or worksheets are correctly completed.					
145.A.45(f)	The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.	AMC 145.A.45(f)				
145.A.45(g)	The organisation shall establish a procedure to ensure that maintenance data it controls is kept up to date. In the case of operator/customer controlled and provided maintenance data, the organisation shall be able to show that either it has written confirmation from the operator/customer that all such maintenance data is up to date or it has work orders specifying the amendment status of the maintenance data to be used or it can show that it is on the operator/customer maintenance data amendment list.	AMC1 145.A.45(g)				
145.A.47 Production Planning						
145.A.47(a)	The organisation shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.	AMC 145.A.47(a)				
145.A.47(b)	As part of the management system described in 145.A.200, the planning and organisation of maintenance	AMC1 145.A.47(b) GM1 145.A.47(b)				

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	tasks must take into account human performance limitations, including the threat of fatigue for maintenance personnel during shifts					
145.A.47(c)	When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel.	AMC 145.A.47(c)				
145.A.47(d)	The organisation must ensure that aviation safety hazards associated with external working teams carrying out maintenance at the organisation's facilities are considered by the organisation's management system.	GM1 145.A.47(d)				
145.A.48 Performance of Maintenance						
145.A.48(a)	The organisation may only carry out maintenance on an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and personnel are available.	GM 145.A.48 AMC1 145.A.48(a)				
145.A.48(b)	The organisation must be responsible for the maintenance that is performed within the scope of its approval.					
145.A.48(c)	The organisation must ensure that: 1. after the completion of the maintenance, a general verification is carried out to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels that were removed have been refitted. 2. an error capturing method is implemented after the performance of any critical maintenance task.	GM1 145.A.48(c) AMC1145.A.48(c)(2) AMC2145.A.48(c)(2) AMC3145.A.48(c)(2) AMC4145.A.48(c)(2) AMC1145.A.48(c)(3) GM1 145.A.48(c)(3)				

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	<p>3. the risk of errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised.</p> <p>4. damage is assessed, and modifications and repairs are carried out using the data specified in point M.A.304 of Annex I (Part-M) or point ML.A.304 of Annex Vb (Part-ML), as applicable.</p> <p>5. the assessment of aircraft defects is carried out in accordance with point M.A.403(b) of Annex I (Part-M) or point ML.A.403(b) of Annex Vb (Part-ML), as applicable.</p>					
145.A.50 Certification of Maintenance						
145.A.50(a)	A certificate of release to service shall be issued by appropriately authorised certifying staff on behalf of the organisation when it has been verified that all maintenance ordered has been properly carried out by the organisation in accordance with the procedures specified in point 145.A.70, taking into account the availability and use of the maintenance data specified in point 145.A.45 and that there are no non-compliances which are known to endanger flight safety.	AMC 145.A.50 GM1 145.A.50(a)				
145.A.50(b)	A certificate of release to service shall be issued before flight at the completion of any maintenance.	AMC 145.A.50(b)				
145.A.50(c)	New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order. In the case where the aircraft operator declines to have such maintenance					

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	carried out under this point, point (e) is applicable.					
145.A.50(d)	A certificate of release to service shall be issued after the required maintenance on a component whilst off the aircraft has been carried out. The authorised release certificate 'CAA Form 1' referred to in Appendix II of Annex I (Part M) constitutes the component certificate of release to service except if otherwise specified in point M.A.502 of Annex I (Part-M) or ML.A.502 of Annex Vb (Part-ML), as applicable. When an organisation maintains a component for its own use, a CAA Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the exposition.	AMC1 145.A.50(d) AMC2 145.A.50(d) GM 145.A.50(d)				
145.A.50(e)	By derogation to point (a), when the organisation is unable to complete all maintenance ordered, it may issue a certificate of release to service within the approved aircraft limitations. The organisation shall enter such fact in the aircraft certificate of release to service before the issue of such certificate.	AMC1 145.A.50(e)				
145.A.50(f)	By derogation to points (a) and 145.A.42, when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of a component with the appropriate release certificate, it is permissible to temporarily fit a component without the appropriate release certificate for a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner, subject to the aircraft operator agreement and said component having a suitable release	AMC1 145.A.50(f)				

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	certificate but otherwise in compliance with all applicable maintenance and operational requirements. Such components shall be removed by the above prescribed time limit unless an appropriate release certificate has been obtained in the meantime under points (a) and 145.A.42.					
145.A.55 Maintenance and airworthiness review records						
145.A.55(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.	GM 145.A.55 GM1 145.A.55(a)				
145.A.55(b)	The organisation shall provide a copy of each certificate of release to service to the aircraft owner or operator, together with a copy of any detailed maintenance record associated with the work carried out and 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.					
145.A.55(c)	<p>The organisation shall retain a copy of all detailed maintenance records and any associated maintenance data for three years from the date on which the aircraft or component to which the work relates was issued with a certificate of release to service.</p> <p>In addition, it shall retain a copy of all the records related to the issue of airworthiness review certificates for three years from the date of issue and shall provide a copy of them to the owner</p>	AMC1 145.A.55(c)				

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	<p>of the aircraft.</p> <p>1. The records under this point shall be stored in a manner that ensures protection from damage, alteration and theft.</p> <p>2. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.</p> <p>3. When an organisation approved under this Annex terminates its operations, all retained maintenance records from the period of three years preceding the termination of operations of the organisation shall be distributed to the last owner or customer of respective aircraft or component or shall be stored in a way specified by the CAA.</p>					
145.A.60 Occurrence Reporting						
145.A.60(a)	The organisation shall report to the CAA, the state of registry and the organisation responsible for the design of the aircraft or component any condition of the aircraft or component identified by the organisation that has resulted or may result in an unsafe condition that hazards seriously the flight safety.	AMC 145.A.60 GM 145.A.60(a)				
145.A.60(b)	The organisation shall establish an internal occurrence reporting system as detailed in the exposition to enable the collection and evaluation of such reports, including the assessment and extraction of those occurrences to be reported under point (a). This procedure shall identify adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences	AMC 145.A.60(b)				

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	and a method to circulate the information as necessary.					
145.A.60(c)	The organisation shall make such reports in a form and manner established by the CAA and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation.	GM 145.A.60(c)				
145.A.60(d)	Where the organisation is contracted by a commercial operator to carry out maintenance, the organisation shall also report to the operator any such condition affecting the operator's aircraft or component.					
145.A.60(e)	The organisation shall produce and submit such reports as soon as practicable but, in any case, within 72 hours of the organisation identifying the condition to which the report relates.					
145.A.61 Management system - additional occurrence reporting procedures						
145.A.61(a)	As part of its management system referred to in point 145.A.200, the internal occurrence reporting system must include voluntary reporting. A single system may be established to meet the requirements of Regulation (EU) No 376/2014 and Regulation (EU) 2018/1139.	AMC 145.A.61 GM 145.A.61				
145.A.61(b)	The organisation must report any event that affects an aircraft to the person or organisation that is responsible for the continuing airworthiness of that aircraft in accordance with point M.A.201 of Annex I (Part-M) or point ML.A.201 of Annex Vb (Part ML), as applicable. For events that affect aircraft components, the organisation must report to the person or organisation that requested the maintenance.					
145.A.61(c)	For organisations that do not have their principal place of business in the United					

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	<p>Kingdom, the initial mandatory reports must:</p> <ol style="list-style-type: none"> 1. appropriately safeguard the confidentiality of the identity of the reporter and of the persons mentioned in the report. 2. be made as soon as practicable, but in any case, within 72 hours after the organisation has become aware of the occurrence unless exceptional circumstances prevent this. 3. be made in a form and manner established by the CAA; and contain all pertinent information about the event known to the organisation. 					
145.A.61(d)	<p>Where relevant, organisations referred to in point (c) must make a follow-up report that provides details of the actions the organisation intends to take to prevent similar occurrences in the future as soon as those actions have been identified. Those follow-up reports must:</p> <ol style="list-style-type: none"> 1. be sent to the entities referred to in point (b) to which the initial report was sent; and be made in a form and manner established by the CAA 					
145.A.65 Maintenance procedures						
145.A.65(a)	<p>The organisation must 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</p>	<p>AMC1 145.A.65 GM1 145.A.65</p>				

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	applicable requirements of this Annex, Annex I (Part-M) and Annex Vb (Part-ML). Such procedures must be agreed with the CAA.					
145.A.65(b)	<p>The maintenance procedures established under this point must:</p> <ol style="list-style-type: none"> 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. <p>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.</p>	GM2 145.A.65(b)(1) AMC1 145.A.65(b)(2)				
145.A.70 Maintenance organisation exposition						
145.A.70(a)	<p>The organisation must establish and maintain a maintenance organisation exposition ("MOE") that includes, directly or by reference, all of the following:</p> <ol style="list-style-type: none"> 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 must countersign the statement. the organisation's safety policy and the related safety objectives referred 	AMC1 145.A.70 GM 145.A.70 AMC1145.A.70(a) AMC1 145.A.70(a)(1)				

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	<p>to in point 145.A.200(a)(2).</p> <p>3. the title and name of any person nominated under points 145.A.30(b)(1), (2) and (3).</p> <p>4. the duties and responsibilities of any person nominated under points 145.A.30(b) (1), (2) and (3), including the matters on which they may deal directly with the CAA on behalf of the organisation.</p> <p>5. an organisation chart showing the accountability and associated lines of responsibility, established in accordance with point 145.A.200(a)(1), between all the persons referred to in points 145.A.30(a) and (b)(1), (2) and (3).</p> <p>6. a list of the certifying staff and, if applicable, support staff and airworthiness review staff with their scope of authorisation.</p> <p>7. a general description of the workforce resources and of the system that is in place to plan the availability of staff, as required by point 145.A.30(d).</p> <p>8. a general description of the facilities at each approved location.</p> <p>9. 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.</p> <p>10. 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 CAA, as required by point 145.A.85(c).</p> <p>11. the procedure for amending the MOE.</p> <p>12. the procedures specifying how the organisation ensures compliance with this Annex.</p>					

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	<p>13. a list of the commercial operators to which the organisation provides regular aircraft maintenance services, and the associated procedures.</p> <p>14. where applicable, a list of the subcontracted organisations referred to in point 145.A.75(b).</p> <p>15. a list of the approved locations including, where applicable, line maintenance locations referred to in point 145.A.75(d).</p> <p>16. a list of the contracted organisations.</p> <p>17. a list of the currently approved alternative means of compliance used by the organisation.</p>					
145.A.70(b)	The initial issue of the MOE must be approved by the CAA. It must be amended as necessary so that it remains an up-to-date description of the organisation.	AMC1 145.A.70(b)				
145.A.70(c)	Amendments to the MOE must be managed as set out in the procedures referred to in points (a)(10) and (a)(11). Any amendments that are not included in the scope of the procedure referred to in point (a)(10), as well as any amendments related to the changes listed in point 145.A.85(a), must be approved by the CAA.					
145.A.75 Privileges of the organisation						
145.A.75	In accordance with the MOE, the organisation shall be entitled to carry out the following tasks:					
145.A.75(a)	Maintain any aircraft or component for which it is approved at the locations identified in the certificate and in the MOE.					
145.A.75(b)	Arrange for the maintenance of any aircraft or component for which it is approved at another subcontracted	AMC1 145.A.75(b)				

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	organisation that works under the management system of the organisation. This is limited to the work permitted under the procedures established in accordance with point 145.A.65 and it must not include a base maintenance check of an aircraft, or a complete workshop maintenance check or overhaul of an engine or an engine module.					
145.A.75(c)	Maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in the exposition.					
145.A.75(d)	Maintain any aircraft and/or component for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the organisation exposition both permits such activity and lists such locations.					
145.A.75(e)	Issue certificates of release to service in respect of completion of maintenance in accordance with point 145.A.50;					
145.A.75(f)	If specifically approved to do so for aircraft covered by Annex Vb (Part-ML) and if it has its principal place of business in the United Kingdom, the organisation may perform airworthiness reviews and issue the corresponding airworthiness review certificates under the conditions specified in point ML.A.903 of Annex Vb (Part-ML).					
145.A.85 Changes to the organisation						
145.A.85	The organisation shall notify the CAA of any proposal to carry out any of the following changes before	AMC1 145.A.85 AMC2 145.A.85 GM1 145.A.85 GM1				

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	<p>such changes take place to enable the CAA to determine continued compliance with this Part and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest opportunity:</p> <ol style="list-style-type: none"> 1. the name of the organisation. 2. the main location of the organisation. 3. additional locations of the organisation. 4. the accountable manager. 5. any of the persons nominated under point 145.A.30(b). <p>the facilities, equipment, tools, material, procedures, work scope, certifying staff and airworthiness review staff that could affect the approval.</p>	<p>145.A.85(1) GM1 145.A.85(5)</p>				
145.A.90 Continued validity						
145.A.90(a)	<p>The organisation's certificate must remain valid, subject to compliance with all of the following conditions:</p> <ol style="list-style-type: none"> 1. the organisation remaining in compliance with Regulation (EU) 2018/1139, taking into account the provisions of point 145.8.350 of this Annex related to the handling of findings. 2. the CAA being granted access to the organisation as specified in point 145.A.140. <p>the certificate not being surrendered by the organisation or suspended or revoked by the CAA under point 145.8.355.</p>					
145.A.90(b)	<p>Upon surrender or revocation, the certificate must be returned to the CAA without delay.</p>					

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
145.A.95 Findings and observations						
145.A.95(a)	<p>After the receipt of a notification of findings in accordance with point 145.8.350, the organisation must:</p> <ol style="list-style-type: none"> 1. identify the root cause of, and any contributing factors to, the non-compliance. 2. define a corrective action plan. demonstrate the implementation of corrective action to the satisfaction of the CAA. 	<p>AMC1 145.A.95 AMC2 145.A.95 GM1 145.A.95</p>				
145.A.95(b)	The actions referred to in point (a) must be performed within the period agreed with the CAA in accordance with point 145.8.350.					
145.A.95(c)	The observations received in accordance with point 145.8.350(e) must be given due consideration by the organisation. The organisation must record the decisions taken in respect of those observations.					
145.A.120 Means of compliance						
145.A.120(a)	An organisation may use any alternative means of compliance to establish compliance with this Regulation.	<p>GM1 145.A.120 GM2 145.A.120</p>				
145.A.120(b)	If an organisation wishes to use an alternative means of compliance, it must, prior to using it, provide the CAA with a full description. The description must include any revisions to manuals or procedures that may be relevant, as well as an explanation indicating how compliance with this Regulation is achieved. The organisation may use those alternative means of compliance subject to prior approval from the CAA.	<p>AMC1 145.A.120(b)</p>				
145.A.140 Access						
145.A.140	For the purpose of determining compliance with the relevant requirements of Regulation (EU) 2018/1139, the organisation must ensure					

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	that access to any facility, aircraft, document, records, data, procedures or to any other material relevant to its activity subject to certification, whether it is subcontracted or not, is granted to any person authorised by the CAA.					
145.A.155 Immediate reaction to a safety problem						
145.A.155	The organisation must implement: (a) any safety measures mandated by the CAA in accordance with point 145.B.135. any relevant mandatory safety information issued by the CAA.					
145.A.200(a)	The organisation must establish, implement and maintain a management system that includes: 1. clearly defined accountability and lines of responsibility throughout the organisation, including a direct safety accountability of the accountable manager. 2. a description of the overall philosophies and principles of the organisation with regard to safety ("the safety policy"), and the related safety objectives. 3. the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of the associated risks, including taking actions to mitigate the risks and verify their effectiveness. 4. maintaining personnel trained and competent to perform their tasks; documentation of all management system key processes, including a	GM1 145.A.200 AMC1145.A.200(a)(1) GM1 145.A.200(a)(1) GM2 145.A.200(a)(1) AMC1145.A.200(a)(2) GM1 145.A.200(a)(2) AMC1145.A.200(a)(3) GM1 145.A.200(a)(3) GM2 145.A.200(a)(3) AMC1 145.A.200(a)(4) GM1 145.A.200(a)(4) GM1 145.A.200(a)(5) AMC1 145.A.200(a)(6) AMC2 145.A.200(a)(6) AMC3 145.A.200(a)(6) AMC4 145.A.200(a)(6) GM1 145.A.200(a)(6) GM2 145.A.200(a)(6) GM1 145.A.200(a)(6) & 145.B.300				

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	<p>5. process for making personnel aware of their responsibilities and the procedure for amending that documentation;</p> <p>6. a function to monitor the compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure the effective implementation of corrective actions as necessary.</p>					
145.A.200(b)	<p>The management system must correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and the associated risks inherent in those activities.</p>					
145.A.200(c)	<p>If the organisation holds one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139, the management system may be integrated with that required under the additional certificates held.</p>					
145.A.202 Internal safety reporting scheme						
145.A.202(a)	<p>As part of its management system, the organisation must establish an internal safety reporting scheme to enable the collection and evaluation of occurrences that are required to be</p>	<p>AMC1 145.A.202 GM1 145.A.202</p>				

Part 145 Reference	Part 145 Requirements	Related GM/AMC Material	OK	NC	N/A	REFERENCE / COMMENTS
	reported under point 145.A.60.					
145.A.202(b)	The scheme must also enable the collection and evaluation of those errors, near misses and hazards reported internally that do not fall under point (a).					
145.A.202(c)	Through that scheme, the organisation must: <ol style="list-style-type: none"> 1. identify the causes of, and contributing factors to, the errors, near misses and hazards reported, and address them as part of its safety risk management process in accordance with point 145.A.200(a)(3). ensure an evaluation of all known, relevant information relating to errors, near misses, hazards and the inability to follow procedures, and a method to circulate the information as necessary. 					
145.A.202(d)	The organisation must make arrangements to ensure the collection of safety issues related to subcontracted activities.					
145.A.205						
145.A.205(a)	The organisation must ensure that when contracting or subcontracting any part of its maintenance activities: <ol style="list-style-type: none"> 1. the maintenance conforms to the applicable requirements. any aviation safety hazard associated with such contracting or subcontracting is considered as part of the organisation's management system. 	GM1 145.A.205 GM2 145.A.205				
145.A.205(b)	If the organisation subcontracts any part of its maintenance activities to another organisation, the subcontracted organisation must work under the scope of approval of the subcontracting organisation.					

Audit Summary

Audit Date: _____
Auditor(s): _____
Auditee(s): _____
Audit Location/Department: _____

Auditor's Declaration

I confirm that this audit was conducted in accordance with the applicable standards and procedures, and the findings accurately reflect the state of compliance for the audited area.

Name of Auditor(s): _____
Signature(s): _____
Date: _____

Auditee's Declaration

I acknowledge the findings of this audit and commit to addressing any non-compliance as per the corrective action plan (if applicable).

Name of Auditee: _____
Position: _____
Signature: _____
Date: _____