



ANTR 145 COMPLIANCE STATEMENT

Organisation Name:	ANTR 145 Approval Number:	
Address		
Contact Name:	Tel No:	
MOE Reference:		
Compiled by: (Org):	Date:	

This document comprises the compliance check list to record that the organisation complies with the requirements of ANTR 145 and any other additional BCAA requirements for the approval of maintenance management.

Name: _____

Signature: _____

Date: _____

Appointment: _____

ANTR 145	Requirement	Compliance	MOE Ref	CAA Use		Finding Ref Number
				Satis.		
				Yes	No	
145.A.1	<p>ANTR 145.A.1 General</p> <p>Organisations involved in the maintenance of all aircraft and components intended for fitment thereto, shall be approved in accordance with this Part.</p> <p>(b) Personnel qualified to carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components, on the basis of any standard recognised by the Authority may continue to carry out and/or control such tests subject to being employed by an organisation holding Authority approval.</p>					
145.A.15	<p>ANTR 145.A.15 Application</p> <p>An application for the issue or change of an approval shall be made to the Authority using application form ALD/AIR/F056.</p>					
145.A.20	<p>ANTR 145.A.20 Terms of approval</p> <p>The organisation shall specify the scope of work deemed to constitute approval in its exposition (Appendix II to this Part contains a table of all classes and ratings).</p>					
145.A.25	<p>ANTR 145.A.25 Facility requirements</p> <p>The organisation shall ensure that:</p> <p>(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.</p>					

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	<ol style="list-style-type: none"> 1. For base maintenance of aircraft, aircraft hangars are both available and large enough to accommodate aircraft on planned base maintenance; 2. For component maintenance, component workshops are large enough to accommodate the components on planned maintenance. <p>(b) Office accommodation is provided for the management of the planned work referred to in paragraph (a), and certifying staff so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards.</p> <p>(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:</p> <ol style="list-style-type: none"> 1. temperatures must be maintained such that personnel can carry out required tasks without undue discomfort. 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. 3. lighting is such as to ensure each inspection and maintenance task can be carried out in an effective manner. 					

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	<p>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.</p> <p>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.</p> <p>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 inspection tasks must be suspended until satisfactory conditions are re-established.</p> <p>(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.</p>					
145.A.30	ANTR 145.A.30 Personnel requirements					
	(a) The organisation shall appoint an accountable manager who has corporate Authority for ensuring that all maintenance required by the customer can be financed and carried out to					

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	<p>the standard required by this Part. The accountable manager shall:</p> <ol style="list-style-type: none"> 1. ensure that all necessary resources are available to accomplish maintenance in accordance with ANTR 145.A.65(b) to support the organisation approval. 2. establish and promote the safety and quality policy specified in ANTR 145.A.65(a). 3. demonstrate a basic understanding of this Part. <p>(b) The organisation shall nominate a person or group of persons, whose responsibilities include ensuring that the organisation complies with this Part. Such person(s) shall ultimately be responsible to the accountable manager.</p> <ol style="list-style-type: none"> 1. The person or persons nominated shall represent the maintenance management structure of the organisation and be responsible for all functions specified in this Part. 2. The person or persons nominated shall be identified and their credentials submitted using Form ALD/AIR/F018. 3. The person or persons nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of this Part. 4. Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person. 					

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	<p>(c) The accountable manager under paragraph (a) shall appoint a person with responsibility for monitoring the quality system, including the associated feedback system as required by ANTR 145.A.65(c). The appointed person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.</p> <p>(d) The organisation shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect and quality monitor the organisation in accordance with the approval. In addition the organisation shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.</p> <p>(e) The organisation shall establish and control the competence of personnel involved in any maintenance, management and/or quality audits in accordance with a procedure and to a standard agreed by the Authority. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of human factors and human performance issues appropriate to that person's function in the organisation. 'Human factors' means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration of human performance. 'Human performance' means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.</p> <p>(f) The organisation shall ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately</p>					

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	<p>qualified for the particular non-destructive test in accordance with the European or equivalent Standard recognised by the Authority. Personnel who carry out any other specialised task shall be appropriately qualified in accordance with officially recognised Standards. By derogation to this paragraph those personnel specified in paragraphs (g) and (h)(1) and (h)(2), qualified in ANTR 66 category B1 may carry out and/or control colour contrast dye penetrant tests.</p> <p>(g) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j), shall in the case of aircraft line maintenance, have appropriately licensed certifying staff qualified as category B1 and B2 in accordance with ANTR 66 and ANTR 145.A.35. In addition such organisations may also use appropriately task trained certifying staff qualified as category A in accordance with ANTR 66 and ANTR 145.A.35 to carry out minor scheduled line maintenance and simple defect rectification. The availability of such category A certifying staff shall not replace the need for ANTR 66 category B1 and B2 certifying staff to support the category A certifying staff. However, such ANTR 66 category B1 and B2 staff need not always be present at the line station during minor scheduled line maintenance or simple defect rectification.</p> <p>(h) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j) shall:</p> <ol style="list-style-type: none"> 1. in the case of base maintenance of large aircraft, have appropriately licensed certifying staff qualified as category C in accordance with ANTR 66 and ANTR 145.A.35. In addition the organisation shall have sufficient licensed staff qualified as category B1 and B2 in accordance with ANTR 66 and ANTR 145.A.35 to support the category C certifying staff. 					

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	<p>(i) 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.</p> <p>(ii) The organisation shall maintain a register of any such B1 and B2 support staff.</p> <p>(iii) The category C certifying staff shall ensure that compliance with paragraph (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.</p> <p>2. in the case of base maintenance of aircraft other than large aircraft have either:</p> <p>(i) appropriately licensed certifying staff qualified as category B1 and B2 in accordance with ANTR 66 and ANTR 145.A.35 or,</p> <p>(ii) appropriately licensed certifying staff qualified in category C assisted by B1 and B2 support staff as specified in paragraph (1).</p> <p>(i) Component certifying staff shall comply with ANTR 66.</p>					

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	<p>(j) By derogation to paragraphs (g) and (h), the organisation may use certifying staff qualified in accordance with the following provisions:</p> <ol style="list-style-type: none"> 1. For organisation facilities located outside the State, certifying staff may be qualified in accordance with the national aviation regulations of the State in which the organisation facility is registered subject to the conditions specified in Appendix IV to this Part. 2. For line maintenance carried out at a line station of an organisation which is located outside the State, the certifying staff may be qualified in accordance with the national aviation regulations of the State in which the line station is based, subject to the conditions specified in Appendix III. 3. 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 aircraft commander and/or the flight engineer on the basis of the flight crew licence held. However, the organisation shall ensure that sufficient practical training has been carried out to ensure that such aircraft commander or flight engineer can accomplish the airworthiness directive to the required standard. 4. In the case of aircraft operating away from a supported location the organisation may issue a limited certification authorisation to the commander and/or the flight engineer on the basis of the flight crew licence held subject to being satisfied that 					

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	<p>sufficient practical training has been carried out to ensure that the commander or flight engineer can accomplish the specified task to the required standard. The provisions of this paragraph shall be detailed in an exposition procedure.</p> <p>5. 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 subparagraph shall be reported to the Authority within seven days of the issuance of such certification authorisation. The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation.</p>					

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145.A.35	<p>ANTR 145.A.35 Certifying staff and category B1 and B2 support staff</p> <p>(a) In addition to the appropriate requirements of ANTR 145.A.30(g) and (h), the organisation shall ensure that certifying staff and category B1 and B2 support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organisation procedures. In the case of certifying staff, this must be accomplished before the issue or re-issue of the certification authorisation.</p> <p>‘Category B1 and B2 support staff’ means those category B1 and B2 staff in the base maintenance environment who do not hold necessarily certification privileges. ‘Relevant aircraft and/or components’, means those aircraft or components specified in the particular certification authorisation. ‘Certification authorisation’ means the authorisation issued to certifying staff by the organisation and which specifies the fact that they may sign certificates of release to service within the limitations stated in such authorisation on behalf of the approved organisation.</p> <p>(b) Excepting those cases listed in ANTR 145.A.30(j) the organisation may only issue a certification authorisation to certifying staff in relation to the basic categories or subcategories and any type rating listed on the aircraft maintenance licence as required in Part 66, subject to the licence remaining valid throughout the validity period of the authorisation and the certifying staff remaining in compliance with Part 66.</p> <p>(c) The organisation shall ensure that all certifying staff and category B1 and B2 support staff are involved in at least six months of actual relevant aircraft or component maintenance experience in any consecutive two year period. For the</p>					

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	<p>purpose of this paragraph '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 systems specified in the particular certification authorisation.</p> <p>(d) The organisation shall ensure that all certifying staff and category B1 and B2 support staff receive sufficient continuation training in each two year period to ensure that such staff has up-to-date knowledge of relevant technology, organisation procedures and human factor issues.</p> <p>(e) The organisation shall establish a programme for continuation training for certifying staff and category B1 and B2 support staff, including a procedure to ensure compliance with the relevant paragraphs of ANTR 145.A.35 as the basis for issuing certification authorisations under this Part to certifying staff, and a procedure to ensure compliance with Part 66.</p> <p>(f) Except where any of the unforeseen cases of ANTR 145.A.30(j)(5) apply, the organisation shall assess all prospective certifying staff for their competence, qualification and capability to carry out their intended certifying duties in accordance with a procedure as specified in the exposition prior to the issue or re-issue of a certification authorisation under this Part.</p> <p>(g) When the conditions of paragraphs (a), (b), (d), (f) and, where applicable, paragraph (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 paragraphs (a), (b), (d), and where applicable, paragraph (c).</p>					

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	<p>(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 shall make a code translation readily available. 'Authorised person' means the officials of the Authority who has responsibility for the oversight of the maintained aircraft or component.</p> <p>(i) The person responsible for the quality system shall also remain responsible on behalf of the organisation for issuing certification authorisations to certifying staff. Such person may nominate other persons to actually issue or revoke the certification authorisations in accordance with a procedure as specified in the exposition.</p> <p>(j) The organisation shall maintain a record of all certifying staff and category B1 and B2 support staff, which shall contain:</p> <ol style="list-style-type: none"> 1. the details of any aircraft maintenance licence held under ANTR 66; 2. all relevant training completed 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 two years staff referred to in this paragraph have ceased employment with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organisation shall furnish certifying staff with a copy of their record on leaving the organisation.</p>					

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	<p>The certifying staff referred to in this paragraph shall be given access on request to their personal records as detailed above.</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>(l) Certifying staff shall produce their certification authorisation to any authorised person within 24 hours.</p> <p>(m) The minimum age for certifying staff and category B1 and B2 support staff is 21 years.</p>					
145.A.40	<p>ANTR 145.A.40 Equipment, tools and material</p> <p>(a) The organisation shall have available and use the necessary equipment, tools and material to perform the approved scope of work.</p> <ol style="list-style-type: none"> 1. 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 Authority via procedures specified in the exposition. 2. 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. 3. An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft can be properly inspected. 					

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	(b) 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.					
145.A.42	<p>ANTR 145.A.42 Acceptance of components</p> <p>(a) All components shall be classified and appropriately segregated into the following categories:</p> <ol style="list-style-type: none"> 1. Components which are in a satisfactory condition, released on a BCAA Form 1 or equivalent and marked in accordance with ANTR 21 Subpart Q. 2. Unserviceable components which shall be maintained in accordance with this section. 3. Unsalvageable components which are classified in accordance with ANTR 145.A.42(d). 4. Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data. 5. 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 must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source. 					

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	<p>(b) Prior to installation of a component, the organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable.</p> <p>(c) The organisation may fabricate a restricted range of parts to be used in the course of undergoing work within its own facilities provided procedures are identified in the exposition.</p> <p>(d) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved according to ANTR 21.</p>					
145.A.45	<p>ANTR 145.A.45 Maintenance data</p> <p>(a) The organisation shall hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs. 'Applicable' means relevant to any aircraft, component or process specified in the organisation's approval class rating schedule and in any associated capability list.</p> <p>In the case of maintenance data provided by an operator or customer, the organisation shall hold such data when the work is in progress, with the exception of the need to comply with ANTR 145.A.55(c).</p> <p>(b) For the purposes of this Part, applicable maintenance data shall be any of the following:</p> <ol style="list-style-type: none"> 1. Any applicable requirement, procedure, operational directive or information issued by the Authority, TC or STC holder; 					

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	<p>2. Any applicable airworthiness directive issued by the Authority, TC or STC holder;</p> <p>3. Instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders, any other organisation required to publish such data by ANTR 21 or an acceptable Part 21 organisation;</p> <p>4. Any applicable standard, such as but not limited to, maintenance standard practices recognised by the Authority as a good standard for maintenance;</p> <p>5. Any applicable data issued in accordance with paragraph (d).</p> <p>(c) The organisation shall establish procedures to ensure that if found, any inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.</p> <p>(d) The organisation may only modify maintenance instructions in accordance with a procedure specified in the maintenance organisation's exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards and shall inform the type-certificate holder of such changes. Maintenance instructions for the purposes of this paragraph means instructions on how to carry out the particular maintenance task: they exclude the engineering design of repairs and modifications.</p> <p>(e) The organisation shall provide a common work card or worksheet system to be used throughout relevant parts of the</p>					

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	<p>organisation. In addition, the organisation shall either transcribe accurately the maintenance data contained in paragraphs (b) and (d) onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data. Work cards and worksheets may be computer generated and held on an electronic database subject to both adequate safeguards against unauthorised alteration and a back-up electronic database which shall be updated within 24 hours of any entry made to the main electronic database. Complex maintenance tasks shall be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.</p> <p>Where the organisation provides a maintenance service to an aircraft operator who requires their work card or worksheet system to be used then such work card or worksheet system may be used. In this case, the organisation shall establish a procedure to ensure correct completion of the aircraft operators' work cards or worksheets.</p> <p>(f) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.</p> <p>(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.</p>					

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145.A.47	<p>ANTR 145.A.47 Production planning</p> <p>(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.</p> <p>(b) The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.</p> <p>(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.</p>					
145.A.50	<p>ANTR 145.A.50 Certification of maintenance</p> <p>(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 ANTR 145.A.70, taking into account the availability and use of the maintenance data specified in ANTR 145.A.45 and that there are no non-compliances which are known to endanger flight safety.</p> <p>(b) A certificate of release to service shall be issued before flight at the completion of any maintenance.</p> <p>(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</p>					

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	<p>case where the aircraft operator declines to have such maintenance carried out under this paragraph, paragraph (e) is applicable.</p> <p>(d) A certificate of release to service shall be issued at the completion of any maintenance on a component whilst off the aircraft. The authorised release certificate BCAA Form 1 in Appendix I to this Part constitutes the component certificate of release to service. When an organisation maintains a component for its own use, an BCAA Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the exposition.</p> <p>(e) By derogation to paragraph (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.</p> <p>(f) By derogation to paragraph (a) and ANTR 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 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 paragraph (a) and ANTR 145.A.42.</p>					

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145.A.55	<p>ANTR 145.A.55 Maintenance records</p> <p>(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 issuance of the certificate of release to service, including subcontractor's release documents.</p> <p>(b) The organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.</p> <p>(c) The organisation shall retain a copy of all detailed maintenance records and any associated maintenance data for two years from the date the aircraft or component to which the work relates was released from the organisation.</p> <ol style="list-style-type: none"> 1. Records under this paragraph shall be stored in a manner that ensures protection from damage, alteration and theft. 2. Computer backup discs, tapes etc. shall be stored in a different location from that containing the working discs, tapes etc., in an environment that ensures they remain in good condition. 3. Where an organisation approved under this Part terminates its operation, all retained maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the Authority. 					

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145.A.60	<p>ANTR 145.A.60 Occurrence reporting</p> <p>(a) The organisation shall report to the Authority, 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.</p> <p>(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 paragraph (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 and a method to circulate the information as necessary.</p> <p>(c) The organisation shall make such reports in accordance with BCAA Occurrence Report requirements and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation.</p> <p>(d) Where the organisation is contracted by an operator to carry out maintenance, the organisation shall also report to the operator any such condition affecting the operator's aircraft or component.</p> <p>(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.</p>					

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145.A.65	<p>ANTR 145.A.65 Safety and quality policy, maintenance procedures and quality system</p> <p>(a) The organisation shall establish a safety and quality policy for the organisation to be included in the exposition under ANTR 145.A.70.</p> <p>(b) The organisation shall establish procedures agreed by the Authority taking into account human factors and human performance to ensure good maintenance practices and compliance with this Part which shall include a clear work order or contract such that aircraft and components may be released to service in accordance with ANTR 145.A.50.</p> <ol style="list-style-type: none"> 1. The maintenance procedures under this paragraph apply to ANTR 145.A.25 to ANTR 145.A.95. 2. The maintenance procedures established or to be established by the organisation under this paragraph shall cover all aspects of carrying out the maintenance activity, including the provision and control of specialised services and lay down the standards to which the organisation intends to work. 3. With regard to aircraft line and base maintenance, the organisation shall establish procedures to minimise the risk of multiple errors and capture errors on critical systems, and to ensure that no person is required to carry out and inspect in relation to a maintenance task involving some element of disassembly/reassembly of several components of the same type fitted to more than one system on the same aircraft during a particular maintenance check. However, when only one person is available to carry out these tasks then the organisation's work card or worksheet shall include an additional stage for re-inspection of the 					

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				Satis.		
				Yes	No	
	<p>work by this person after completion of all the same tasks.</p> <p>4. Maintenance procedures shall be established to ensure that damage is assessed and modifications and repairs are carried out using data approved by the Authority or by an approved ANTR 21 or approved acceptable Part 21 design organisation, as appropriate.</p> <p>(c) The organisation shall establish a quality system that includes the following:</p> <p>1. Independent audits in order to monitor compliance with required aircraft/aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. In the smallest organisations the independent audit part of the quality system may be contracted to another organisation approved under this Part or a person with appropriate technical knowledge and proven satisfactory audit experience; and</p> <p>2. A quality feedback reporting system to the person or group of persons specified in ANTR 145.A.30(b) and ultimately to the accountable manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet paragraph (1).</p> <p>(d) From 1 January 2011, as part of their safety programme, a maintenance organisation shall implement a safety management system acceptable to the Authority that, as a minimum:</p>					

ANTR 145	Requirement	Compliance	MOE Ref	CAA Use		Finding Ref Number
				Satis.		
				Yes	No	
	<p>(1) identifies safety hazards;</p> <p>(2) ensures that remedial action necessary to maintain an acceptable level of safety is implemented;</p> <p>(3) provides for continuous monitoring and regular assessment of the safety level achieved; and</p> <p>(4) aims to make continuous improvement to the overall level of safety.</p> <p>(e) A safety management system shall clearly define lines of safety accountability throughout a maintenance organisation, including a direct accountability for safety on the part of senior management.</p>					
145.A.70	<p>ANTR 145.A.70 Maintenance organisation exposition</p> <p>(a) 'Maintenance organisation exposition' means the document or documents that contain the material specifying the scope of work deemed to constitute approval and showing how the organisation intends to comply with this Part. The organisation shall provide the Authority with a maintenance organisation exposition, containing the following information:</p> <ol style="list-style-type: none"> 1. A statement signed by the accountable manager confirming that the maintenance organisation exposition and any referenced associated manuals define the organisation's compliance with this Part and will be complied with at all times. When the accountable manager is not the chief executive officer of the organisation then such chief executive officer shall countersign the statement; 2. the organisation's safety and quality policy as specified by ANTR 145.A.65; 					

ANTR 145	Requirement	Compliance	MOE Ref	CAA Use		Finding Ref Number
				Satis.		
				Yes	No	
	<ol style="list-style-type: none"> 3. the title(s) and name(s) of the persons nominated under ANTR 145.A.30(b); 4. the duties and responsibilities of the persons nominated under ANTR 145.A.30(b), including matters on which they may deal directly with the Authority on behalf of the organisation; 5. an organisation chart showing associated chains of responsibility between the persons nominated under ANTR 145.A.30(b); 6. a list of certifying staff and B1 and B2 support staff; 7. a general description of manpower resources; 8. a general description of the facilities located at each address specified in the organisation's approval certificate; 9. a specification of the organisation's scope of work relevant to the extent of approval; 10. the notification procedure of ANTR 145.A.85 for organisation changes; 11. the maintenance organisation exposition amendment procedure; 12. the procedures and quality system established by the organisation under ANTR 145.A.25 to ANTR 145.A.90; 13. a list of operators to which the organisation provides an aircraft maintenance service; 					

ANTR 145	Requirement	Compliance	MOE Ref	CAA Use		Finding Ref Number
				Satis.		
				Yes	No	
	<p>14. a list of subcontracted organisations, where applicable, as specified in ANTR 145.A.75(b);</p> <p>15. a list of line stations, where applicable, as specified in ANTR 145.A.75(d);</p> <p>16. a list of contracted organisations, where applicable.</p> <p>(b) The exposition shall be amended as necessary to remain an up-to-date description of the organisation The exposition and any subsequent amendment shall be approved by the Authority.</p> <p>(c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure provided the amendment process is approved by the Authority.</p>					
145.A.75	<p>ANTR 145.A.75 Privileges of the organisation</p> <p>In accordance with the exposition, the organisation shall be entitled to carry out the following tasks:</p> <p>(a) Maintain any aircraft and/or component for which it is approved at the locations identified in the approval certificate and in the exposition;</p> <p>(b) Arrange for maintenance of any aircraft or component for which it is approved at another organisation that is working under the quality system of the organisation. This refers to work being carried out by an organisation not itself appropriately approved to carry out such maintenance under this Part and is limited to the work scope permitted under ANTR 145.A.65(b) procedures. This work scope shall not include a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module;</p>					

ANTR 145	Requirement	Compliance	MOE Ref	CAA Use		Finding Ref Number
				Satis.		
				Yes	No	
	<p>(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;</p> <p>(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;</p> <p>(e) Issue certificates of release to service in respect of completion of maintenance in accordance with ANTR 145.A.50.</p>					
145.A.80	<p>ANTR 145.A.80 Limitations on the organisation</p> <p>The organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.</p>					
145.A.85	<p>ANTR 145.A.85 Changes to the organisation</p> <p>The organisation shall notify the Authority of any proposal to carry out any of the following changes before such changes take place to enable the Authority 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> <p>1. the name of the organisation;</p>					

ANTR 145	Requirement	Compliance	MOE Ref	CAA Use		Finding Ref Number
				Satis.		
				Yes	No	
	2. the main location of the organisation; 3. additional locations of the organisation; 4. the accountable manager; 5. any of the persons nominated under ANTR 145.A.30(b); 6. the facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval.					
145.A.90	ANTR 145.A.90 Continued validity (a) An approval once issued shall remain valid for the period specified in the approval certificate subject to: <ol style="list-style-type: none"> 1. the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under ANTR 145.A.B.50; and 2. the Authority being granted access to the organisation to determine continued compliance with this Part; and 3. the certificate not being surrendered or revoked. (b) Upon surrender or revocation, the approval shall be returned to the Authority.					
145.A.95	ANTR 145.A.95 Findings (a) A level 1 finding is any significant non-compliance with ANTR 145 requirements which lowers the safety standard and hazards seriously the flight safety.					

ANTR 145	Requirement	Compliance	MOE Ref	CAA Use		Finding Ref Number
				Satis.		
				Yes	No	
	<p>(b) A level 2 finding is any non-compliance with the ANTR 145 requirements which could lower the safety standard and possibly hazard the flight safety.</p> <p>(c) After receipt of notification of findings, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the Authority within a period agreed with this Authority.</p>					

RECOMMENDATIONS

CONCLUSION

AIRWORTHINESS INSPECTOR COMMENTS

Date: _____

Sign: _____