

# United Kingdom Overseas Territories Aviation Circular

OTAC 145-10

## Maintenance Organisation Approval & Approval of the Maintenance Organisation Exposition (MOE)

Issue 2.00  
25 February 2021

Effective: On Issue

### GENERAL

Overseas Territories Aviation Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order or provide practical guidance on meeting a requirement contained in the Overseas Territories Aviation Requirements.

### PURPOSE

This Circular provides information and guidance on developing a Maintenance Organisation Exposition in compliance with OTARs.

### RELATED REQUIREMENTS

This Circular relates to OTAR Part 145.

### CHANGE INFORMATION

Second issue. Updated to add UK CAA as an alternative NAA for an Option 1 approval. Added references to Engine and component maintenance in paragraphs 1 and 2, Engine and Components in the application Form in Appendix A, and in Appendix B for the MOE template.

### ENQUIRIES

Enquiries regarding the content of this Circular should be addressed to Air Safety Support International at the address on the ASSI website [www.airsafety.aero](http://www.airsafety.aero) or to the appropriate Overseas Territory Aviation Authority.

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## 1 Introduction

- 1.1 The objective of this document is to provide guidance on Approval of a Maintenance Organisation and the development and submission to the OTAA for approval of a Maintenance Organisation Exposition.
- 1.2 It is the responsibility of the OTAA to ensure that aircraft, engines and components on its register are effectively maintained in an airworthy condition. The OTAA approval of the Maintenance Organisation Exposition provides a mechanism to record minimum standards of maintenance that the owner/operator must comply with.
- 1.3 An Approved Maintenance Organisation Exposition will consider the scope and capability of the organisation ensuring that visibility of all functional activities is maintained.
- 1.4 Some of the subject material in this document may not be applicable to the capability and scope of every maintenance organisation; however, this can only be confirmed on a case by case basis by carrying out a detailed assessment. It may be possible that the aircraft or organisation may be affected by other parts of the OTARs. Caution should be exercised before assuming that a subject or subpart in this Circular is considered 'not applicable'.

## 2 Application

- 2.1 Initial application for approval of a Maintenance Organisation Approval should be made to the OTAA by letter, fax or e-mail requesting a formal application reference. Details to be provided include:
- (1) the applicable aircraft types; and
  - (2) scope of approval (including components and engines if applicable).
- 2.2 On receipt and acceptance of the application, the OTAA will provide a unique reference number. Any subsequent correspondence and supporting documentation requested in connection with an application as outlined in this document should quote the allocated reference number.
- 2.3 The applicant should review this guidance material, complete the application form at Appendix A and submit it together with the following in support of the application:
- (1) a draft Maintenance Organisation Exposition
  - (2) compliance document
  - (3) supporting documentation
  - (4) of the appropriate application fee.
- 2.4 The Maintenance Organisation Exposition may be submitted in either hard copy or electronic format.

## 3 Application Liaison

Throughout the application process, the applicant should provide name and contact details to the OTAA of the person or organisation that shall be responsible for the initial and subsequent development and control of the MOE; this should include ensuring that the Manual is kept suitably amended following regular and annual reviews.

## 4 Approval options

OTAR Part 145 has two approval options:

Option One - based on an existing capability defined by one of the following approvals: EASA Part 145, UK CAA 145, FAA FAR 145 or Transport Canada CAR Part V Subpart 73.

Option Two – in the event that an organisation does hold an existing capability under Option One above, approval will be via a direct approval granted by the OTAA after undertaking a full assessment against the requirements of OTAR Part 145 Subpart D.

## 5 Documents and templates

5.1 Appendix A is an application form for Approval of a Maintenance Organisation.

Appendix B is a full compliance cross reference document principally aimed at Option Two applications; however Option One applicants may find it helpful in identifying how their organisation documentation and records are in compliance with OTARs. It is therefore recommended that both Option One and Option Two applicants complete this compliance document.

5.2 Appendix C contains a supplement template that is aimed at EASA, FAA and TCCA approved organisations under Option One; therefore, Option One applicants need to complete this in order to establish the differences between the requirements under EASA, UK CAA, FAA, or TCCA and full compliance with OTARs.

## 6 Human performance and fatigue management

Consideration should be given to human performance and fatigue management within the Maintenance Organisation Exposition; these are ICAO requirements and are a feature of OTAR Part 145.

## 7 Safety and quality policy

7.1 A quality system is a feature of OTAR Part 145 approvals. Achieving compliance under Option One will be wholly reliant on the organisation's quality system approved by EASA, UK CAA, FAA and TCCA. OTAR compliance will require the organisation's quality monitoring procedures to extend to the OTAR differences.

7.2 In the case of Option Two applicants which are structured as small organisations; independent quality oversight arrangements may be acceptable to the OTAA. OTAR Part 145 defines a small organisation as one with fewer than 15 personnel actively involved in maintenance. Therefore, it is recommended that close liaison is established with the applicable OTAA in order to identify specific requirements.

## 8 The accountable manager

A compliance statement which should be signed by the Accountable manager forms part of the MOE. This statement confirms that the Maintenance organisation's Exposition and any referenced manuals that form part of the compliance with OTAR 145 and 43, will be complied with at all times.

## 9 Safety Management Systems (SMS)

SMS is a feature of OTAR Part 145 Subpart B. It is recognised that the FAA has not fully implemented requirements for SMS. OTAR Part 145 Option One approvals issued against FAR 145 approvals will not require compliance with the requirement for an SMS.

**Appendix A Application for a Maintenance Organisation Approval**

Application for a Maintenance Organisation Approval in accordance with OTAR Part 145		[OTAA logo]		
1	Registered name of applicant (organisation or individual):			
2	Trading name if different from above:			
3	Company Registration Number:			
4	Name and contact details of person responsible for administering this application (principal point of contact):  Telephone: Facsimile: Email: Cellular:			
	OTAR Part 145 approval Option applied for:	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">*Option 1 (refer to item 5)</td> <td style="width: 50%;">Option 2</td> </tr> </table>	*Option 1 (refer to item 5)	Option 2
*Option 1 (refer to item 5)	Option 2			
5	*OTAR Part 145 Option 1 approval  Details of foreign approval EASA, FAA, TCCA as applicable:  Approval No.: Validity: Scope of Approval (aircraft types): Subpart I and applicable aircraft types:			
6	Address of site to be approved:			
7	Contact details: Telephone: Facsimile: Email:			
8	Scope of Approval:  Aircraft Type(s); Engine and Component ratings (if applicable)			
9	Principal Contract Details			
	Name of Operator			
	Type of Operation			

## Appendix B Maintenance Organisation Exposition template

### MAINTENANCE ORGANISATION EXPOSITION TEMPLATE OTAR PART 145 OPTION ONE AND TWO

The purpose of this Maintenance Organisation Exposition (MOE) Guidance Document is to assist applicants to ensure that MOEs submitted to the OTAA for approval have been developed in a standardised fashion, demonstrate compliance to OTARs and include the elements required to ensure that the subject aircraft can be effectively maintained in an airworthy condition.

This document offers a standardised format for an MOE; however in developing an MOE applicants will inevitably need to take account of the nature of included material, cater for operator related material and be dependent on other documentation with a consequence that this may alter the formatting from that suggested. Where the applicant has deviated from the suggested format, completing and maintaining this document will assist in demonstrating compliance with OTARs.

It is not intended that this document should constrain or prevent the applicant from including required information. In all cases where the applicant has included additional data or other means of compliance, the applicant should submit with the MOE an explanatory document detailing any such changes.

The columns titled '**MOE**' allow references to be entered where appropriate. Where it is determined that the subject is not applicable, is covered by a process in another document, or is dealt with in an alternative way, details of the variance including any cross references should be recorded in the 'Compliance Notes' column.

The column titled '**Section Interpretation**' is designed to assist the applicant to develop the text for a particular section/paragraph.

The column titled '**Compliance text**' is intended for the applicant to record the narrative to be utilised in the MOE. If the applicant has already identified this narrative, this document should be only used to identify the cross references to the compliance text in the accompanying MOE.

For small organisations, and in the interests of simplicity, compliance sectional text should be combined where appropriate. In such cases cross referencing should be maintained in this guidance document.

#### Application Details

Name of Maintenance Organisation:	
Address/s of site/s to be approved:	
Other applicable approvals:	
Contracted OTAR Part 119 Operators:	
MOE Reference number:	
Supplement References:	
Application point of contact/technical author:	

<b>SECTION ONE</b> <b>Introduction, Document Control, Facilities, Resources and Organisation</b>																														
#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation																								
1	145.9				Contents Page	A list of the contents by title of; sections/parts and key paragraphs. These should also refer to the page number where they can be found in the MOE																								
OTAA Inspector Review																														
2	145.9				List of Effective Pages	A tabulated list of pages providing details of amendment status, Example: List of Effective Pages <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Page Number</th> <th>Revision</th> <th>Dated</th> <th>Page Number</th> <th>Revision</th> <th>Dated</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Page Number	Revision	Dated	Page Number	Revision	Dated	1						2						3					
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#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation														
3	145.55				Amendment Record	A method of identifying the control of amendments, an example:  Amendment Record														
						<table border="1"> <thead> <tr> <th>Amendment Number:</th> <th>Date</th> <th>Amendment Details</th> <th>Amended By</th> <th>Date of Inclusion</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Amendment Number:	Date	Amendment Details	Amended By	Date of Inclusion									
Amendment Number:	Date	Amendment Details	Amended By	Date of Inclusion																
OTAA Inspector Review																				
4	145.123(c)				Distribution List	The document should include a distribution list to ensure recorded distribution of the exposition that demonstrates to OTAA DCA that all personnel involved in continuing airworthiness have access to the relevant information. This does not mean that all personnel have to be in receipt of the MOE but that a reasonable amount of MOEs are distributed within the organisation(s) so that the appropriate personnel have quick and easy access to this MOE.														
						OTAA Inspector Review														



#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
5	145.123(a)(1)				Compliance statement	<p>The following is a suggested corporate statement for the accountable manager, any alterations to this statement must not affect the intent of this guidance:</p> <p>This Exposition defines the organisation and procedures upon which this OTAR 145 approval is based.</p> <p>These procedures are approved by the undersigned and must be complied with, as applicable, in order to ensure that all maintenance activities are carried out to an approved standard acceptable to the Governor.</p> <p>It is accepted that these procedures do not override the necessity of complying with any new or amended OTAR or AN(OT)O requirements where these new or amended requirements are in conflict with these procedures.</p> <p>It is understood that the Director of the OTAA will approve this organisation whilst he is satisfied that the procedures are being followed. It is further understood that the Director reserves the right to suspend, vary or revoke the OTAR Part 145 approval this organisation approval, as applicable, if he has evidence that procedures are not followed and the standards not upheld.</p> <p style="text-align: right;">Signed: ..... Date: .....</p> <p style="text-align: right;">Name:..... Title:..... Accountable Manager,</p>
OTAA Inspector Review						

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
6	145.7(c)				MOE OTAA Approval Reference	A section for the inclusion of the OTAA Approval letter and/or its reference.
						OTAA Inspector Review
7	145.123(a)(8)				Facilities	The prime facility also known as the principal place of business should be described identifying the resources made available to the technical and managerial personnel. For Option 2 approvals with Engine and Component maintenance in their scope, a description of the workshops shall be given.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
8	145.123(a)(14)				List of line stations	Where the organisation utilises other sites and or subcontracted organisations/individuals for the purpose of maintaining the capability and scope of the approval, these facilities should also be described and form the complete picture of available facilities.
OTAA Inspector Review						
9	145.123(a)(9)				Approval	Scope of approval, list of aircraft types, and any other ratings the OTAR approval is based on (including engines and components if applicable for Option 2).
OTAA Inspector Review						

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
10	145.123(a)(3)				Management Personnel	<p>Management positions should be identified with details of key responsibilities. All personnel including technical who have a responsibility of maintaining compliance in part or total to the requirements of OTAR Part 145 should be referred to.</p> <p>Cross-referencing to the organisational chart is advisable.</p>
						OTAA Inspector Review
11	145.123(a)(5)				Organisational Chart	<p>The organisational chart should replicate the description of the management personnel in item 10, show reporting lines of accountability and any coordinated functionality.</p>
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
12	145.123(a)(7)				Manpower Resources	Resources can be made from a combination of permanent and contracted personnel. This section should identify measures that are utilised to control an effective resources/workload balance ensuring that the organisation can demonstrate adequate resources to meet the demands of workload. Where contracted personnel are utilised this section should identify the organisations policy and control of contracted personnel.
						OTAA Inspector Review
13	145.123(a)(6) 145.107				Certifying Staff	There should be a list of certifying staff that identifies each of their authorisations.  Competence and continuation training including the process of granting authorisations to issue a CRS shall be identified in suitable procedures.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
14	145.121				Quality and safety policy	The organisation shall establish policy and procedures for a quality and safety system taking account of the size of the organisation and any contractual arrangement.
						OTAA Inspector Review
15	145.105				Personnel Training Policy	Competency of personnel is the key to ensuring that the corporate responsibilities can be discharged. This section should identify the organisations training policy and any competency verification. Developing areas of technology, human factors and safety management systems should feature in the training policy and programme.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
16	145.123(a)(10)				Organisation Changes	Changes to Organisation notification procedures
OTAA Inspector Review						
17	145.123(a)(1)				MOE Review	To maintain the effectiveness of the policies and procedures contained in the MOE, to develop a process of continued improvement and to address any adverse indicators, a regular and formal review of the MOE should take place. It is expected that such a review would not exceed a period of twelve months. This section should identify the organisations policy for such a review and who has the responsibility for managing the process.
OTAA Inspector Review						

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
18	145.123(b)				Computer Systems	<p>It is likely that computer systems are utilised in the process of maintenance. This paragraph should describe the system/s utilised, measures of protection, security, data backup, manual redundancy and technical support.</p> <p>Procedures should also be in place for the management control and security of aircraft software.</p>
						OTAA Inspector Review
19	145.111				Technical Library and Maintenance Data	<p>The scope and capability of the approved organisation is dependant of maintaining an adequate technical library. This section should identify the library, the control and distribution of technical data.</p> <p>Where data is acquired from contracted operators, the process of validating this data should be described.</p> <p>Any inaccurate data should be readily identified and reported to the applicable author.</p>
						OTAA Inspector Review



#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
20	145.111(a)				Data Subscription Services	Data subscription services are considered part of the technical library, access to this data by the technical personnel should be controlled and managed to ensure ready access at all times, the data is accurate and representative and of the correct revision. This paragraph should identify the process of controls.
	OTAA Inspector Review					
21	145.109				Equipment and Tools	The scope and capability of the approval is dependent on a minimum provision of equipment and tooling. This section should provide a listing and the necessary controls to ensure that appropriate levels and serviceability is maintained.
	OTAA Inspector Review					

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
22	145.117				Maintenance Records	Detailed procedures shall be incorporate in compliance with OTAR Part 43 and 39.
						OTAA Inspector Review
23	145.119				Occurrence Reporting	Suitable procedures and systems should be established in conformance with OTAR Part 13 OTAC 13-1 refers
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
24	145.113				Production Planning	The organisation shall have appropriate procedures and arrangements to manage work orders and contracts taking account of human factors and fatigue management
						OTAA Inspector Review
25	145.59				Aircraft Parts	The control of aircraft parts including suitable reporting functions for identified bogus parts shall be established. Appropriate procedures identifying reporting lines and accountabilities for the control of aircraft parts should be identified in this section.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
26	145.105				Personnel Requirements	The MOE should identify personnel requirements covering the requirements of 145.105 taking account of human factors and fatigue management.
						OTAA Inspector Review
27	145.105(f)				Personnel Requirements	Procedures should be established to ensure personnel competence is established and maintained.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
28	145.115				Certification of Maintenance	Detailed procedures shall be established to ensure certifying staff have the appropriate resources and protocols to certify maintenance activities in conformance with OTAR Part 43.105. For Option 2 approvals that wish to undertake engine and component maintenance, procedures shall be established for the completion and signing of the "OTAR 145.59 Release Certificate". Procedures should also address the compliance with any applicable airworthiness directives, the status of any life-limited parts fitted to the aircraft component as well as Critical Design Configuration Control Limitations.
						OTAA Inspector Review
29	145.57				MCM	Procedures shall be established for holding copies of the applicable operators MCM and have arrangements for compliance with operator specific requirements.
						OTAA Inspector Review

#	OTAR AN(OT)O Reference	MOE/MPM other Reference	Supplement Reference	Compliance Text	Subject	Section Interpretation
30	145.121(c)(1)				Fuelling Policy	Control of Aircraft Refuelling, Quantity/Quality, Contamination Checks, safety procedures should be established and secured with the operator
OTAA Inspector Review						
31	145.103				Environmental Protection	Control of Snow, Ice, Dust and Sand Contamination and any noise certificate should be reflected in the organisation's procedures
OTAA Inspector Review						

<b>SECTION TWO Forms and Appendices</b>
Maintenance Contracts
Forms
List of Certifying Staff
MOE amendment
Contracts
Mass Balance
Any other applicable document

**Appendix C MOE Option One Supplement Template**

**(Company)**

**Policy & Procedures Supplement**

**Name and address of the FAR Certificated Repair Station / EASA Part 145/UK CAA/  
TCCA Approved Maintenance Organisation**

**TCCA/EASA/FAA PART 145 Maintenance Organisation**

**Approval No.: EASA/UK CAA/FAA/TCCA.**

**Date of Supplement:**

**OTAA Approval No.:**

**Date of Approval:**



## Table of contents

**List of effective pages**

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3	1	0	
4	1	0	
5	1	0	
6	1	0	
7	1	0	
8	1	0	
9	1	0	

This Exposition defines the organisation and procedures upon which this OTAR 145 approval is based.

These procedures are approved by the undersigned and must be complied with, as applicable, in order to ensure that all maintenance activities are carried out to an approved standard acceptable to the Governor.

It is accepted that these procedures do not override the necessity of complying with any new or amended OTAR or AN(OT)O requirements where these new or amended requirements are in conflict with these procedures.

It is understood that the Director of the OTAA will approve this organisation whilst he is satisfied that the procedures are being followed. It is further understood that the Director reserves the right to suspend, vary or revoke the OTAR Part 145 approval of this organisation, as applicable, if he has evidence that procedures are not followed and the standards not upheld.

Signed:.....

Date:

Name: .....

Title: Accountable Manager

## 1. General

This supplement is provided to meet the requirements of the Overseas Territories Aviation Requirements (OTAR) Part 145 Option1 approval issued by [OTAA].

The OTAR Part 145 approval is based on a valid (*EASA/UK CAA/FAA/TC*) approval reference *xxxxxxxxxx* and supplements the approved *Maintenance Organisation Exposition (MOE)/Repair Station Manual (RSM)(Reference No. EASA/UK CAA/FAA/TCCA)*. This maintenance organisation will perform and certify maintenance on [OT] registered aircraft in accordance with the procedures defined in the approved *MOE/RSM together* with this supplement.

When maintenance is performed and certified in accordance with the referenced *MOE/RSM* and this supplement, it is accepted this meets the requirements of [OTAA] OTAR Part 145 subpart A, B & C and the relevant requirements of OTAR Part 43.

## 2. Applicability

This supplement stipulates the conditions under which (*this organisation*) undertakes maintenance of aircraft registered in the [OT]

## 3. Standards

The standards and procedures used are based on (*EASA/UK CAA/FAA/TCCA*) approval together with this supplement.

## 4. Maintenance Organisation Exposition (MOE)

A copy of (*this organisation's*) approved (*MOE/RSM*) together with this supplement are supplied to [OTAA] in the English language to demonstrate compliance with OTAR 145.7(a)(3).

## 5. Changes To The Approved Maintenance Organisation

(*This organisation*) shall notify the [OTAA] of any proposal to carry out any of the following changes before such change take place to enable the [OTAA] to determine continued compliance with OTAR Part 145.

The name of the organisation

The location of the organisation

Additional sites of the organisation

Any of the nominated senior persons specified in the Exposition/Manual

The responsible person for notifying the [OTAA] within the approved maintenance organisation is (xxx xxxxx).

The procedures for amendments are specified in (*MOE/RSM* reference Part *xxxxxxxxxxxxxx*).

## 6. Duration of Approval

[OTAA] approval is valid for 12 months from date of issue providing (*EASA/UK CAA/FAA/TCCA*) approval reference (*xxxxxxxxxx*) remains in force is valid and current. This approval will be reviewed on an annual basis with a certificate renewal. A survey will be carried out every 24 months to ensure compliance.

Should the [OTAA] approval be revoked or suspended by the [OTAA] the approval certificate will be returned.

## **7. Notification of ceasing maintenance**

Should *(this organisation)* cease to offer maintenance services it will notify the [OTAA] in writing within 30 days of the date of cessation and request revocation of the maintenance approval.

## **8. Renewal of approval**

*(This organisation)* shall make an application to [OTAA] for the renewal of the maintenance organisation approval not less than 30 days before the approval expires.

## **9. Safety Management Systems *(This is Optional until implemented by EASA/UK CAA/FAA)***

*(This organisation)* has established a safety management system for the proactive management of safety, that integrates the management of operations and technical systems with financial and human resource management which reflects quality assurance principles.

## **10. Continued Compliance**

One complete and current copy of *(this organisation's MOE/RSM)* and this supplement are located at each work location and are available to personnel who require the documents to carry out their duties.

*(This organisation)* shall determine that each aircraft released to service by it is in an airworthy condition.

## **11. Major and Minor repairs**

*(This organisation)* will carry out all repairs in accordance with the requirements of OTAR Part 21 Subpart M.

## **12. Major and Minor Modifications**

*(This organisation)* will install all modifications in accordance with OTAR Part 21 Subpart C.

## **13. Release to Service Certificates**

*(This organisation)* will only issue a certificate of release to service (CRS) for [OT] registered aircraft listed on the approved certificate schedule of approval in accordance with OTAR 43 Subpart C.

All Components fitted or installed to [OT] registered aircraft by *(this organisation)* will be supported by a suitable serviceable release certificate in accordance with OTAR 21 Subpart K.

## **14. Mandatory Occurrence reporting**

*(This organisation)* has established a Mandatory Occurrence Reporting system in compliance with OTAR 13 reference *(MOE/RSM part...)* and will report to the operator, type certificate holder and [OTAA] any condition affecting the safety of the operator's aircraft.

## **15. Duplicate Inspections**

The requirement for Duplicate or Required Inspection Items as detailed in OTAR 43 Subpart C shall be complied with - see *(MOE/RSM reference xxxxxx)* and appendix 5 for guidance.

## **16. Initial and Continuation Training**

*(This organisation)* will ensure certifying staff receive initial and continuation training in each 2 year period to ensure they have up to date knowledge of the relevant technology and organisation procedures including the contents of this supplement.

## **17. Continued Validity**

Continued validity of the approval is dependent upon:

*(This organisation)* remaining in compliance with *EASA/UK CAA/FAA/TCCA* Part 145 and this supplement.

[OTAA] being granted access to the organisation at a mutually agreed time.

The approval certificate not being surrendered or revoked.

## **18. Communications with [OTAA]**

The responsible person for communicating with [OTAA] within the approved maintenance organisation is *(xxxxxxxxxx)*

## **19. Down Route Aircraft Recovery**

For the unforeseen case of an aircraft grounded at a location not having an appropriately approved Part 145 maintenance organisation, *( this organisation)* may issue a one-off authorisation in accordance with OTAR Part 145.105(k).

## **20. [OTAA] Requirements and Aircraft Product audits**

*(This organisation)* will include the requirements of this supplement and carry out planned [OTAA] aircraft product audits in its quality assurance programme.

## **21. Related Documents**

OTAR Aircraft Certificate of Release to Service

[OTAA] Certificate of Approval

## **22. Related Documents**

## **23. OTAR Aircraft Certificate of Release to Service**