



OVERSEAS TERRITORIES AVIATION REQUIREMENTS (OTARs)

OTAR Part 145

**AIRCRAFT MAINTENANCE
ORGANISATION APPROVAL**

Published by Air Safety Support International Ltd

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First Issue - published for information	June 2004
Second Issue - published for information	April 2005
Third Issue – released for gazetting	July 2005
Fourth Issue	September 2009
Fifth Issue	April 2011
Sixth Issue	February 2015
Seventh Issue	August 2017
Eighth Issue	January 2019
Ninth Issue	February 2021

The definitive version of OTARs is that on the ASSI website www.airsafety.aero which should be viewed to establish the latest issue of each Part.

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Revisions

OTAR Issue	Subject
Issue 1	First issue published for information.
Issue 2	Second issue published for information. Editorial, typographical and formatting changes. Amendment to 145.21 that changes the requirement to identify 'any required' maintenance control manual.
Issue 3	Third issue released for gazetting. Requirements for approval under Option 2 specified in full within Subpart D. Other minor textual changes.
Issue 4	The introduction of SMS in Subpart B and requirements for the acceptability and control of parts in paragraph 145.59, general editorial amendments.
Issue 5	Identification of senior personnel and other minor textual changes.
Issue 6	<p>145.1(d): Changes associated with the 2013 Order. Specific article number deleted.</p> <p>145.11: clarification of the privileges of a Part 145 approved organisation.</p> <p>145.19: Clarification on the acceptance of foreign aircraft maintenance engineer licences.</p> <p>145.59: Clarification of 'own aircraft' component maintenance.</p> <p>145.105: clarification of senior personnel responsibilities and deletion of the requirement for separate planning, procurement and production managers. Deletion of reference to OTAR 66 in 145.105(h).</p> <p>145.107: outline of the technical training requirements added. Deletion of reference to OTAR 66 in 145.107(h).</p> <p>145.117: Clarification of the retention period of maintenance records.</p> <p>145.121: addition of the requirement to establish procedures for the issue of Permit Flight Release Certificates.</p> <p>145.125: Deleted.</p>
Issue 7	<p>145.7 added clarity on compliance requirements</p> <p>145.13(a): Deleted "up to a maximum of 24 months".</p> <p>145.25(a) and (b): Added new text to explain Option 1/Option 2 SMS.</p> <p>145.27: Added new SMS text.</p> <p>145.59(a): amended to apply to Option 2 Organisations only.</p> <p>Change of ASSI's address.</p>
Issue 8	<p>145.19(a) reference to OTAR 21.25(a)(1) amended to include new Part 21.25(a)(2) paragraph, Brazil ANAC Type Acceptance Certificates.</p> <p>145.59(b) Paragraph amended to clarify certificate of release to service procedure for maintenance of components when off the aircraft.</p> <p>145.59(f) New paragraph added to provide method for the issue of a certificate of release to serviceable components removed from aircraft no longer in service.</p> <p>145.105(b)(1) typographical error, reference to 145.121(c) corrected to 145.121(d).</p> <p>145.121: Permit Flight Release Certificates terminology changed to align with changes to Part 21 Subpart P.</p>

Issue 9	<p>Update to introduce Engine and Component Maintenance into Option 2 approvals.</p> <p>145.1 reference to Engine and Component Maintenance organisation approvals added.</p> <p>145.3 reference to Engine and Component Maintenance organisation approvals added.</p> <p>145.5 Addition of UK CAA approvals as a permissible Option 1.</p> <p>145.11(a)(1) reference to Engine and Component Maintenance organisation approvals added.</p> <p>145.51(e) reference to engines added.</p> <p>145.53 reference to engines added.</p> <p>145.59 Title changed to include engines.</p> <p>145.59(b) and (f) reference to OTAR 145.59 release certificate added.</p> <p>145.59(c), (d) and (f) reference to engines added.</p> <p>145.101 reference to engines and components in the scope of approval.</p> <p>145.107(a) reference to engines, components and component capability list added.</p> <p>145.107(b) "Aircraft Maintenance experience" changed to "Maintenance Experience". Engines and components added in last sentence.</p> <p>145.107(c) addition of "Initial training" to align with ICAO Annex 8.</p> <p>145.107(c)(1) reference to engines and components added.</p> <p>145.111(a) reference to engines added.</p> <p>145.115 (b) now 115 (c) and new 115(b) added.</p> <p>145.119(b) addition of reference to engine.</p> <p>145.123(a)(9) reference to component capability list added.</p> <p>145.127(a)(6) Changes to the scope of work added.</p> <p>Appendix A added which depicts the format and completion details of the OTAR 145.59 Release Certificate for Option 2 Approvals.</p>
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Subpart A - General

145.1 Purpose

- (a) The requirements of this OTAR Part cover the grant and renewal of aircraft, engine and component maintenance organisation approvals. There are two approval options under this OTAR Part:
 - (1) Option 1, acceptance of an approval granted by a foreign National Aviation Authority listed in 145.5 that are acceptable to the Governor.
 - (2) Option 2, the approval of an organisation that does not hold any maintenance approvals granted by a foreign National Aviation Authority acceptable to the Governor.
- (b) Throughout this Part reference is made to the options identified in paragraph 145.1(a)(1) and (2). The options are not at the discretion of an applicant but are routes that depend on the existing approval status of an organisation.
- (c) These Requirements are not in themselves Law. Failure to comply may not constitute an offence. However, the Requirements repeat or reproduce many of the provisions of the Air Navigation (Overseas Territories) Order (“the Order”). Therefore, failure to comply with these Requirements may:
 - (1) constitute a breach of the Order; and
 - (2) result in proceedings for breaches of the Order; or
 - (3) result in the refusal of an application for renewal of a certificate or licence; or
 - (4) result in action to suspend or revoke a certificate or licence.
- (d) The Order details the legal obligations governing the approval of maintenance organisations. The Order specifies these obligations in rather general terms, therefore there is a provision in the Order which requires the Governor to publish Requirements to augment, amplify and detail more precisely the manner in which these obligations shall be met. The Requirements are the means by which the approved organisation will be able to satisfy the Governor as to the fulfilment of the obligations in respect of the maintenance of an aircraft or the entitlement of the holder to hold and exercise the privileges of a certificate, licence or approval.
- (e) The issue of a certificate or approval indicates only that the holder is considered competent to secure the safe operation or maintenance of aircraft. The possession of such a document does not relieve the operator of an aircraft or the pilot-in-command, from the responsibility for compliance with the Order and any other legislation in force. Neither does it relieve them of their responsibility for the safe conduct of any particular flight, as the ultimate responsibility for the safety of flight operations always rests with the operator and the pilot-in-command.

- (f) Other OTAR Parts may impinge upon activities conducted under this Part. In particular, Part 1 contains definitions, which apply, unless otherwise stated, to all Parts. A full list of OTAR Parts, a description of the legislative structure and the place of OTARs and OTACs within it can be viewed on the ASSI website: www.airsafety.aero. OTACs relevant to this Part can be viewed at: <https://www.airsafety.aero/Requirements-and-Policy/OTACs.aspx>.
- (g) References to the Governor in this OTAR Part mean the regulator designated by the Governor of the Territory to exercise his functions under the Order.

145.3 Applicability

Organisations that wish to undertake maintenance of aircraft, engines or components registered in the Territories shall hold an appropriate approval granted by the Governor under the requirements of this Part.

145.5 Standards

- (a) Option 1: OTAR Part 145 maintenance requirements are European Aviation Safety Agency (EASA) or UK CAA equivalent Part 145 or Part CAO (maintenance privileges), Federal Aviation Administration (FAA) Federal Aviation Regulation 145 or Transport Canada Civil Aviation Canadian Aviation Regulation Part V Subpart 73.
- (b) Option 2: Organisations seeking approval under this option shall comply with the requirements of Subpart D.

145.7 Issue of approval

- (a) Option 1: an organisation holding an approval identified in paragraph 145.5(a) may be approved provided that:
 - (1) the accepted foreign NAA approval remains valid; and
 - (2) the organisation's application for a rating and scope of approval is based on that of the approval granted by the applicable foreign NAA; and
 - (3) the organisation is in compliance with:
 - (i) Subparts A, B and C of this OTAR Part; and
 - (ii) the applicable requirements of Subpart D of this OTAR Part as identified in the approved OTAA Supplement; and
 - (iii) OTAR Part 43.
- (b) Option 2: an organisation that does not hold a valid approval listed in paragraph 145.5(a) may be approved subject to its demonstrating to the satisfaction of the Governor compliance with:

- (1) the requirements of this OTAR Part; and
 - (2) applicable requirements in OTAR Part 43.
- (c) An approval granted by the Governor shall identify the scope of approval, validity and approved locations.

145.9 Maintenance Organisation Exposition (MOE)

- (a) An applicant for approval under Option 1 shall provide to the Governor a copy of the MOE or equivalent document. A document in the English language shall be submitted demonstrating compliance with paragraph 145.7(a)(3).
- (b) An applicant for approval under Option 2 shall provide to the Governor a copy of the MOE and all other submitted documents in the English language. The MOE shall demonstrate compliance with paragraph 145.7(b).

145.11 Privileges of the approved organisation

- (a) In accordance with the exposition, the organisation may be entitled to carry out the following tasks:
 - (1) maintain any aircraft, engine or component for which it is approved at the locations specified in the approval certificate and in the exposition; and
 - (2) issue certificates of release to service in respect of completion of maintenance in accordance with paragraph 145.115 and OTAR Part 43 Subpart C; and
 - (3) make arrangements for the maintenance of any aircraft, within the limitations specified in the Exposition, for which it is approved at another organisation that is working under the quality system of the OTAR Part 145 approved maintenance organisation; and
 - (4) maintenance of any aircraft 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 a procedure acceptable to the Governor and included in the approved maintenance organisation's exposition; and
 - (5) maintenance of any aircraft for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the approved maintenance organisation's exposition both permits such activity and lists such locations; and
 - (6) maintenance of an aircraft or aircraft component for which it is approved only when all necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.

- (b) Another organisation working under the quality system of the appropriately approved OTAR Part 145 maintenance organisation is limited to the scope of work permitted by the procedures identified in the Exposition and may not carry out a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module.

145.13 Duration of approval

- (a) A maintenance organisation approval may be granted or renewed for a period determined by the Governor.
- (b) A maintenance organisation approval remains in force until it expires or is suspended or revoked.
- (c) The holder of a maintenance organisation approval that is revoked or suspended shall forthwith surrender the certificate to the Governor.

145.15 Notification of ceasing maintenance

- (a) Each holder of a maintenance organisation approval that ceases to offer maintenance services shall notify the Governor in writing within 30 days of the date of cessation.
- (b) The notification required by paragraph 145.15(a) shall include a request for revocation of the maintenance organisation approval.

145.17 Renewal of approval

The holder of the approval shall make an application for the renewal of a maintenance organisation approval to the Governor not less than 30 days before the approval expires.

145.19 Licences and type ratings

- (a) A person working under the authorisation system of an organisation approved under Option 1 and holding a licence issued by an NAA listed in OTAR Part 21.25(a) is not required to hold a licence issued under OTAR Part 66.
- (b) A person working under the approval system of an organisation approved under Option 2 is not required to hold a licence issued under OTAR Part 66, provided that the holder:
 - (1) holds a valid licence from an ICAO contracting state acceptable to the Governor, which includes the appropriate categories and type ratings; and
 - (2) has completed an OTAR training module to the satisfaction of the Governor.

Subpart B – Safety Management System (SMS)

145.25 Applicability

- (a) An organisation approved under Option 1 shall comply with the requirement for an SMS set by the respective NAA on whose approval the OTAR Part 145 approval is based.
- (b) An organisation approved under Option 2 shall comply with the requirement for an SMS set out in this Subpart.

145.27 SMS

- (a) An applicant for the granting of a certificate/approval shall establish, to the satisfaction of the Governor, a SMS which is commensurate with the size of the organisation and the complexity of its operation.
- (b) The SMS shall include:
 - (1) a safety policy and objectives signed by the accountable manager which reflects an organisational commitment towards safety throughout the organisation and sets out:
 - (i) management commitment; and
 - (ii) safety accountability and responsibilities within the SMS; and
 - (iii) appointment of key safety personnel including a safety manager who is responsible for the implementation and maintenance of an effective SMS; and
 - (iv) SMS documentation; and
 - (v) coordination of emergency response planning; and
 - (2) provision for safety risk management including:
 - (i) hazard identification based on reactive and proactive methods; and
 - (ii) safety reporting and investigation processes; and
 - (iii) safety risk assessment and mitigation; and
 - (3) provision for safety assurance including:
 - (i) safety performance monitoring and measurement; and
 - (ii) the management of change; and
 - (iii) continuous improvement; and
 - (4) safety promotion including:
 - (i) training and education, appropriate to each individual's involvement in the SMS, to ensure that personnel are trained and competent to perform their duties; and
 - (ii) safety communication; and
 - (5) a quality management system that as a minimum:

- (i) identifies applicable requirements, regulations and standards and demonstrate compliance with them; and
 - (ii) ensures technical manuals, checklists and other documentation is appropriately maintained and incorporates the latest amendments; and
 - (iii) ensures that training programmes maintain staff proficiency and competency.
- (c) The SMS shall be described in the relevant documentation and shall be acceptable to the Governor. |

Subpart C - Approval Requirements

145.51 Continued compliance

Each holder of a maintenance organisation approval shall:

- (a) hold at least one complete and current copy of its MOE at each work location specified in its MOE; and
- (b) comply with all procedures detailed in its MOE; and
- (c) make each applicable section of its MOE available to personnel who require those sections to carry out their duties; and
- (d) continue to meet the standards and comply with the requirements of Subpart B; and
- (e) determine that each aircraft, engine or component released to service by the approval holder is in an airworthy condition.

145.53 Privileges and limitations of authorisation holders

An authorised person shall only release to service an aircraft, engine or component within the scope of the maintenance organisation approval issued by the Governor.

145.55 Changes to certificate holder's organisation

- (a) Each holder of a maintenance organisation approval shall ensure that its MOE is amended so as to remain a current description of the organisation, its approved capability and supporting procedures.
- (b) The approval holder shall:
 - (1) ensure any amendments to its exposition meets the applicable requirements of this or any other OTAR Part; and
 - (2) comply with the amendment procedures contained in its exposition.
- (c) The approval holder shall provide the Governor with a copy of each amendment to its exposition as soon as practicable after it has incorporated the amendment into the exposition.
- (d) Where an approval holder proposes to make a change to any of the following, prior application to and acceptance by the Governor is required:
 - (1) the Accountable Manager; or
 - (2) the listed senior personnel; or
 - (3) the scope of the maintenance ratings; or

- (4) the locations at which maintenance is carried out; or
- (5) the procedure for authorising persons to certify maintenance.
- (e) The Governor may prescribe conditions under which an approval holder may operate during or following any of the changes specified in paragraph 145.55(d) and the approval holder shall comply with any such conditions.
- (f) The approval holder shall make such amendments to its exposition as the Governor may consider necessary in the interests of aviation safety.

145.57 Maintenance Control Manual

Each holder of a maintenance organisation approval shall:

- (a) have arrangements to hold copies of any applicable operator's Maintenance Control Manual; and
- (b) establish procedures for ensuring current issues are available to personnel at all locations where they need access to such documentation.

145.59 Aircraft Components and Engines

- (a) For the purposes of paragraph 145.59, 'own aircraft' is a Territory-registered aircraft maintained by the operator's own OTAR Part 145 Option 2 organisation, or an aircraft maintained by an OTAR Part 145 Option 2 organisation under a formal maintenance contract with the particular operator.
- (b) Notwithstanding the requirements of OTAR Part 21.303, components and engines maintained off the aircraft may be installed on an aircraft registered in the Territory, when supported by an OTAR 145.59 Release Certificate issued by an Option 2 approved organisation with privileges in accordance with paragraph 145.11 and the organisation's procedures defined in its maintenance exposition. The OTAR 145.59 Release Certificate shall be in the form of that given in Appendix A.
- (c) When an organisation maintains a component or engine for its own aircraft, the internal component release procedure shall be defined in the maintenance exposition.
- (d) Where a component or engine is identified as unapproved it should be reported to the Governor in a manner prescribed in OTAR Part 13. Any applicable known agencies that maintain records of unapproved components should also be notified.
- (e) Where a component, engine, major assembly or complete aircraft is to be permanently removed from aviation use, it should be scrapped and disposed of in a manner acceptable to the Governor to prevent any unauthorised return to service.
- (f) Serviceable aircraft components or engines removed from a Territory registered aircraft that has been withdrawn from service may be issued an OTAR 145.59 Release Certificate in accordance with the organisation's procedures defined in the maintenance exposition.

Subpart D – Option 2 requirements

145.101 Applicability

This Subpart prescribes Option 2 requirements to be met by organisations undertaking maintenance of Territory-registered aircraft, engines and components. Any approval granted will apply to the whole organisation, headed by an accountable manager.

An applicant for an Option 2 approval may apply for a scope of ratings to maintain aircraft, engines and components provided the requirements of this Subpart D are complied with.

145.103 Facilities requirements

- (a) Appropriate facilities shall be provided for all planned work, ensuring in particular, protection from the weather elements. Any required specialised workshops and bays shall be segregated, as appropriate; to ensure that environmental and work area contamination is unlikely to occur.
- (b) Appropriate office accommodation shall be provided for management staff involved in the planned work including, in particular, the management of quality, planning and technical records.
- (c) The working environment shall be appropriate for the task to be carried out and any special requirements observed. The working environment shall be such that the effectiveness of personnel is not impaired.
- (d) If the particular task environment may affect the performance of personnel, then additional measures acceptable to the Governor, shall be taken to ensure the control and effectiveness of task completion.
- (e) Secure storage facilities shall be provided for aircraft engines, components, equipment, tools and materials. Storage conditions shall ensure segregation of serviceable aircraft components and material from unserviceable aircraft components, materials, equipment and tools. The conditions of storage shall be in accordance with the manufacturers' instructions to prevent deterioration and damage to stored items. Access to storage facilities shall be restricted to authorised personnel.
- (f) Storage of life-limited items shall be in accordance with a procedure acceptable to the Governor.

145.105 Personnel requirements

- (a) The accountable manager and senior persons, whose responsibilities include ensuring that the organisation is in compliance with the requirements of OTAR Parts 145 and 43, shall be readily identified in the organisation's MOE. The person nominated as accountable manager shall be acceptable to the Governor.

- (b) The accountable manager shall nominate senior personnel, acceptable to the Governor, who are directly responsible to the accountable manager and hold responsibility for ensuring compliance with the requirements of this Part, including, as a minimum, the following:
 - (1) a quality manager responsible for a quality system specified in paragraph 145.121(d). This person shall have right of direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters; and
 - (2) a maintenance manager responsible for the control and management of the maintenance activities within the scope of approval.
- (c) Responsibility for the following tasks shall be allocated to appropriate nominated senior personnel:
 - (1) ensuring a clear work order contract is in place, that maintenance instructions are developed in line with human factors taking account of available human resources facilities, tooling and the coordination and scheduling of tasks; and
 - (2) ensuring that available tooling is controlled, calibrated where required and maintained in a serviceable condition, that aircraft parts and materials are supplied and controlled taking account of the need for segregation and environmental conditions and documented evidence of approved release certification; and
 - (3) managing human resources taking account of human factors, the facilities, work task orientation, logistics and general coordination including the liaison with the operator and applicable OTAR Part 39 organisation and for documentation of the maintenance activities.
- (d) The accountable manager is responsible for establishing and promoting the safety and quality policy specified in paragraph 145.121(a).
- (e) The organisation shall have a maintenance man-hour plan that ensures the organisation has sufficient staff to plan, perform, supervise, inspect and quality-monitor the organisation in accordance with the requirements of 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.
- (f) The competence of personnel involved in maintenance, management and quality audits shall be established and controlled in accordance with a procedure approved by the Governor. In addition to the necessary expertise related to the job function, personnel shall have awareness of the application of human factors and human performance issues appropriate to that person's function in the organisation.
- (g) Personnel who carry out or control, a continued airworthiness non-destructive test of aircraft structures or aircraft components shall be appropriately qualified for the particular non-destructive test in accordance with:
 - (1) European Standard EN 4179; or

- (2) American Society for Non-Destructive Testing (ASTN) and have arrangements and procedures acceptable to the Governor.
- (h) In the case of aircraft maintenance, the organisation shall have appropriate certifying staff qualified in accordance with paragraph 145.107. In addition, the organisation may also use appropriate, task-trained, certifying staff qualified in accordance with paragraph 145.107(f) to carry out minor tasks and simple defect rectification.
- (i) For limited line maintenance carried out by another organisation under the quality system of an OTAR Part 145 maintenance organisation, an OTAR Part 145 organisation may use certifying staff qualified in accordance with the national aviation regulations of the State of the location, subject to the Governor being satisfied and approving appropriate arrangements contained in the organisation exposition.
- (j) 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 authorisation to a pilot and/or the flight engineer subject to being satisfied that sufficient practical training has been carried out to ensure that the pilot or flight engineer can accomplish the airworthiness directive to the required standard.
- (k) In the event of an unforeseen case where an aircraft becomes grounded at a location which does not have an appropriately-approved OTAR Part 145 maintenance organisation, the contracted, approved OTAR Part 145 organisation may issue a one-off authorisation to a person with not less than 5 years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification, subject to:
- (1) the OTAR Part 145 maintenance organisation obtaining and holding on file evidence of the individual's experience and licence; and
 - (2) all such cases being reported to the Governor within 7 days of the issue of such an authorisation.

145.107 Certifying staff

- (a) Certifying staff shall have an adequate understanding of the relevant aircraft, engines and components to be maintained within the scope of their approval, together with the associated organisation procedures before the issue or re-issue of the certification authorisation. Relevant aircraft means those applicable aircraft, engines and components specified in the approved exposition and associated component capability lists. The training standards shall be acceptable to the Governor.
- (b) The OTAR Part 145 approved maintenance organisation shall ensure that all certifying staff are involved in at least 6 months of actual maintenance experience in any 2 year period. Actual maintenance means the person has worked in an aircraft, engine or component maintenance environment and has either exercised the privileges of the authorisation and/or has actually carried out maintenance on at least some of the aircraft type systems, engines or components specified in the particular certification authorisation.

- (c) The organisation shall ensure that all certifying staff receive initial training, and sufficient continuation training in each 2 year period to ensure that such certifying staff have applicable up to date technical knowledge and are familiar with current organisation procedures. Continuation training shall include the following:
 - (1) technical training on the aircraft type(s), engines and components for which the individual is authorised; and
 - (2) training on general topics such as SMS, Human Factors, Fuel Tank Safety, EWIS, composite materials and corrosion protection, as applicable to the authorisation granted.
- (d) The organisation shall establish a programme for continuation training appropriate for the approved scope of approval. Procedures shall ensure compliance with the relevant paragraphs of paragraph 145.107 as the basis for issue of Part 145 authorisations to certifying staff.
- (e) All prospective certifying staff shall be assessed by the Part 145 approved maintenance organisation for their competence, qualification and capability to carry out their intended certifying duties in accordance with a procedure approved by the Governor before the issue or re-issue of a Part 145 authorisation.
- (f) The organisation shall issue a certification authorisation that clearly specifies the scope and limitations of authorisations to those staff that it authorises as certifying staff, when satisfied that such staff are in compliance with paragraphs 145.107(a), (b), (c) and (d) as applicable.
- (g) The manager or person responsible for the quality system shall also remain responsible on behalf of the organisation for issuing certification authorisations to certifying staff.
- (h) The organisation shall maintain a record of all certifying staff that shall include details of any aircraft maintenance licence held, all training completed and the scope of their certification authorisation. The record shall include those with limited or one-off authorisations.
- (i) Certifying staff shall be provided with a copy of their certification authorisation in a form acceptable to the Governor.
- (j) Certifying staff shall produce their certification authorisation to any authorised person within a reasonable time.

145.109 Equipment tools and material

- (a) The organisation shall have the necessary equipment, tools and material to perform the approved scope of work.
- (b) Where necessary, tools, equipment and particularly test equipment shall be controlled and calibrated to standards acceptable to the Governor at a frequency to ensure serviceability and accuracy. Records of such calibrations and the standard used shall be kept by the organisation.

145.111 Maintenance data

- (a) The organisation shall use the applicable current and approved maintenance data relevant to the aircraft, engines, aircraft component or process specified in the organisation's approved capability list in the performance of maintenance, including modifications and repairs.
- (b) The organisation shall establish procedures that ensure that if found, any inaccurate, incomplete or ambiguous procedures, practices, information or maintenance instructions contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.
- (c) The organisation shall establish a procedure to ensure that appropriate assessment is undertaken in the case of damage and that only approved repair data is used.
- (d) The Part 145 approved maintenance organisation shall provide a common workcard or worksheet system for use throughout the relevant parts of the organisation and shall either:
 - (1) transcribe accurately the approved maintenance data on to such workcards or worksheets; or
 - (2) make precise reference to the particular maintenance task(s) contained in such maintenance data.
- (e) Where the organisation provides a maintenance service to an aircraft operator who requires their workcard or worksheet system to be used then such workcard or worksheet system may be used. In this case the organisation shall establish a procedure to ensure maintenance personnel fully understand the completion requirements of the aircraft operator's workcards or worksheets.
- (f) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.
- (g) The organisation shall ensure that maintenance data controlled by the organisation is kept up to date. In the case of maintenance data controlled and provided by the operator or customer, the organisation shall have written confirmation from the operator or customer that all such maintenance data is up to date.

145.113 Production planning

- (a) The organisation shall have a system, appropriate to the amount and complexity of work to be undertaken, 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.
- (b) The planning of maintenance tasks and the organising of shifts shall take into account human performance limitations.

- (c) When it is required to hand over the continuation or completion of a maintenance action for reasons of a shift or personnel changeover, relevant information shall be recorded between outgoing and incoming personnel in accordance with a procedure acceptable to the Governor.

145.115 Certification of maintenance

- (a) A certificate of release to service shall be issued by appropriately authorised certifying staff on behalf of the OTAR Part 145 approved maintenance organisation when satisfied that:
 - (1) all required maintenance has been properly carried out; and
 - (2) that all maintenance tasks have been carried out in accordance with the procedures specified in the approved MOE; and
 - (3) all maintenance tasks have been accomplished in accordance with maintenance data specified in paragraph 145.111.
- (b) A certificate of release to service shall be issued at the completion of any maintenance on a component whilst off the aircraft. The OTAR 145.59 Release Certificate constitutes the component or engine certificate of release to service (Appendix A refers). When an organisation maintains a component for its own use, an OTAR 145.59 Release Certificate may not be necessary depending upon the organisation's internal release procedures defined in the exposition.
- (c) A certificate of release to service issued by appropriately authorised certifying staff shall be required for the fitment of an aircraft component which may be fitted temporarily when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of an aircraft component with the appropriate release certificate, subject to:
 - (1) evidence that the appropriate release certificate will be made available; and
 - (2) the component having a suitable serviceable tag; and
 - (3) the fitment being limited to 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; and
 - (4) the aircraft component being replaced by the specified time unless an appropriate release certificate has been obtained in the meantime.

145.117 Maintenance records

- (a) The organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of all supporting documentation and any approved repair or modification data used.

- (b) The OTAR Part 145 approved maintenance organisation must retain a copy of all detailed maintenance records and any associated maintenance data referred to in paragraph 145.117(a) for two years from the date the aircraft or aircraft component to which the work relates was released to service or until the information contained therein is superseded by new information.
- (c) Records shall be retained in a manner that protects them from environmental damage and hazards such as fire, floods and sabotage. Additionally, in the case of electronic coded records, suitable and verifiable back up storage arrangements and safeguards, including data alteration traceability features, should be made which are acceptable to the Governor.

145.119 Occurrence reporting

- (a) The organisation shall establish an occurrence reporting system acceptable to the Governor and in compliance with OTAR Part 13.
- (b) Where the organisation is contracted by an operator to carry out maintenance, the OTAR Part 145 approved maintenance organisation shall report to the operator any condition affecting the operator's aircraft, engine or aircraft component.

145.121 Maintenance procedures and quality system

- (a) The organisation shall establish a safety and quality policy for the organisation which shall be included in the organisation's exposition.
- (b) The organisation shall establish procedures acceptable to the Governor taking into account human factors and human performance to ensure good maintenance practices and compliance with all relevant requirements that shall include:
 - (1) a clear work order or contract; and
 - (2) that aircraft shall be released to service in accordance with paragraph 145.115.
- (c) The organisation shall establish procedures, as appropriate, for the issue of a Special Flight Permit Release Certificate (SFPRC) to support Special Flight Permits issued by the Governor.
- (d) The organisation shall establish a quality system that includes independent audits with associated feedback systems in order to monitor:
 - (1) compliance with required aircraft maintenance standards; and
 - (2) the adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices.
- (e) The organisation shall have a quality feedback reporting system to the person or group of persons specified in paragraph 145.105(a) and ultimately to the accountable manager.

- (f) The organisation shall ensure proper and timely corrective action is taken in response to reports resulting from the independent audits; and
- (g) In small organisations that have fewer than 15 personnel actively involved in maintenance, the independent audit part of the quality system may be contracted to another OTAR Part 145 approved maintenance organisation or a person with appropriate technical knowledge and proven satisfactory audit experience, in a manner acceptable to the Governor.

145.123 Maintenance Organisation Exposition (MOE)

- (a) The Part 145 approved maintenance organisation shall provide a MOE for use by the organisation, containing the following information:
 - (1) a statement signed by the accountable manager confirming that the MOE and any referenced associated manuals that defines the organisation's compliance with OTAR Parts 145 and 43 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; and
 - (2) the organisations safety and quality policy; and
 - (3) the title(s) and name(s) of the senior personnel referenced in paragraph 145.105(b) that are approved by the Governor; and
 - (4) the duties and responsibilities of the senior personnel specified in paragraph 145.123(a)(3) including matters on which they may deal directly with the Governor on behalf of the organisation; and
 - (5) an organisation chart showing associated lines of responsibility of the senior personnel specified in paragraph 145.105(b); and
 - (6) a list of certifying staff; and
 - (7) a general description of manpower resources; and
 - (8) a general description of the facilities located at each address specified in the approved maintenance organisation's approval certificate; and
 - (9) a specification of the organisation's scope of work relevant to the extent of approval including for Option 2 component maintenance, reference to a component capability list; and
 - (10) the notification procedure required by paragraph 145.55(d) and 145.127(a) for changes made to the approved maintenance organisation; and
 - (11) the maintenance organisation exposition amendment procedure encompassing paragraph 145.123 that constitutes the management part of the MOE; and
 - (12) the organisation's procedures and quality system as required by paragraphs 145.103 to 145.127 inclusive; and

- (13) a list of organisations, if appropriate, as specified in paragraph 145.11(a)(3); and
 - (14) a list of line stations, if appropriate, as specified in paragraph 145.11(a)(5).
- (b) The information specified in paragraphs 145.123(a)(6) and 145.123(a) (12) to (14) inclusive, whilst a part of the maintenance organisation exposition, may be kept as separate documents or on separate electronic data files subject to the management part of said exposition containing a clear cross reference to such documents or electronic data files.
- (c) The MOE and any subsequent amendments shall be approved by the Governor and made available to those that are required to hold it.

145.127 Changes to the organisation

- (a) The organisation shall notify the Governor of any proposal to carry out any of the following changes before such changes take place to enable the Governor to determine continued compliance with OTAR Part 145:
- (1) the name of the organisation; or
 - (2) the location of the organisation; or
 - (3) additional sites of the organisation; or
 - (4) the accountable manager; or
 - (5) any of the senior persons specified in paragraph 145.105(b).
 - (6) Changes to the scope of work
- (b) The Governor may amend the approval certificate and, if necessary, prescribe conditions under which the organisation may operate during such changes or determine that the approval should be suspended.

Appendix A – OTAR 145.59 Release Certificate (Form 71) for Option 2 Approvals.

1. Purpose and Use

- 1.1 The primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as “item(s)”.
- 1.2 Correlation must be established between the Certificate and the item(s). The originator must retain a Certificate in a form that allows verification of the original data.
- 1.3 The Certificate is acceptable to some airworthiness authorities but may be dependent on the existence of bilateral agreements and/or the policy of the airworthiness authority. The “approved design data” mentioned in this Certificate then means approved by the airworthiness authority of the importing country.
- 1.4 The Certificate is not a delivery or shipping note.
- 1.5 Aircraft are not to be released using the Certificate.
- 1.6 The Certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine the component airworthiness approval status.
- 1.7 The certificate shall not be used as a dual release document in conjunction with another NAAs maintenance requirements.
- 1.8 Another NAA’s release certificate shall not be used as a dual release for an OTAR 145 release.

2. General Format

- 2.1 The certificate template shall be in the format given below to ensure standardisation across the OTs.
- 2.2 The Certificate must be in “landscape” format.
- 2.3 The User/Installer responsibility statement shall be placed at the bottom the of the form.
- 2.4 All printing shall be clear and legible to permit easy reading.
- 2.5 The Certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
- 2.6 The Certificate shall be in English, and if appropriate, in one or more other languages.
- 2.7 The details to be entered on the Certificate may be either machine/computer printed or hand-written using block letters and must permit easy reading.
- 2.8 Limit the use of abbreviations to a minimum, to aid clarity.

3. Copies

- 3.1 There is no restriction on the number of copies of the Certificate sent to the customer or retained by the originator.

4. Error(s) on a Certificate

- 4.1 If an end-user finds an error(s) on a Certificate, he/she must identify it/them in writing to the originator. The originator may issue a new Certificate only if the error(s) can be verified and corrected.
- 4.2 The new Certificate must have a new tracking number, signature and date.
- 4.3 The request for a new Certificate may be honoured without re-verification of the item(s) condition. The new Certificate is not a statement of current condition and should refer to the previous Certificate in block 13 by the following statement; "This Certificate corrects the error(s) in block(s) [enter block(s) corrected] of the Certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service". Both Certificates should be retained according to the retention period associated with the first.

5. Completion of the Certificate by the Originator

Block 1 - Approving UK Overseas Territory State

Specify the name and country of the OTAA under whose jurisdiction this Certificate is issued.

Block 2 - Certificate header

"OTAR 145.59 RELEASE CERTIFICATE"

Block 3 - Form Tracking Number

Enter the unique number established by the numbering system/procedure of the organisation identified in block 4; this may include alpha/numeric characters.

Block 4 - Organisation Name and Address

Enter the full name and address of the approved organisation releasing the work covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the block.

Block 5 - Work Order/Contract/Invoice

To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.

Block 6 - Item

Enter line item numbers when there is more than one-line item. This block permits easy cross-referencing to the Remarks in block 13.

Block 7 - Description

Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin, Component Maintenance Manual).

Block 8 - Part Number

Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type designation may be used.

Block 9 - Quantity

State the quantity of items.

Block 10 - Serial Number

If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter "N/A".

Block 11 - Status/Work

The following describes the permissible entries for block 11. Enter only one of these terms – where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article.

Overhauled: Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holder's, or equipment manufacturer's instructions for continued airworthiness, or in the data which is approved or accepted by the OTAA. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.

Repaired: Rectification of defect(s) using an applicable standard (*).

Inspected/Tested: Examination, measurement, etc. in accordance with an applicable standard (*) (e.g. visual inspection, functional testing, bench testing etc.).

Modified: Alteration of an item to conform to an applicable standard (*).

(* Applicable standard means a maintenance/quality standard, method, technique or practice approved by or acceptable to the OTAA. The applicable standard should be described in block 13.

Block 12 – Maintenance Documentation Reference

Specify the documentation used in maintaining or overhauling the component or Engine, including the revision status and reference.

Block 13 - Remarks

Describe the work identified in Block 11, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main OTAA Form 71 expanding on the information provided on the form. Each statement must clearly identify which item(s) in Block 6 it relates to. Examples of information to be entered in block 13 are:

- (i) Compliance with airworthiness directives or service bulletins.
- (ii) Repairs carried out.
- (iii) Modifications carried out.
- (iv) Replacement parts installed.
- (v) Life limited parts status.

- (vi) Deviations from the customer work order.
- (viii) Information needed to support shipment with shortages or re-assembly after delivery.

Block 14

For all maintenance carried out by maintenance organisations approved in accordance with OTAR Part 145, the certification statement “unless otherwise specified in block 13” is intended to address the following cases:

- (i) Where the maintenance could not be completed.
- (ii) Where the maintenance deviated from the standard required by OTAR Part 145.

Block 15a - Authorised Signature

This space shall be completed with the signature of the authorised person. Only persons specifically authorised under the rules and policies of the OTAA and as specified in the organisation’s procedures are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added in the absence of other instructions within the organisation’s MOE and procedures.

Block 15b - Certificate/Approval Number

Enter the OTAR 145 Certificate/Approval number/reference. This number or reference is issued by the OTAA.

Block 15c - Name

Enter the name of the person signing block 15a in a legible form.

Block 15d - Date

Enter the date on which block 15a is signed, the date shall be in the format DD= 2 digit day, MMM=first 3 letters of the month, YYYY=4 digit year.

1. Approving UK Overseas Territory State:		2. OTAR 145.59 RELEASE CERTIFICATE			3. Form Tracking Number	
4. Organisation Name and Address:					5. Work Order/Contract/Invoice	
6. Item	7. Description	8. Part No.	9. Qty.	10. Serial No.		11. Status/Work
12. Maintenance Documentation Reference						
13. Remarks						
14. OTAR Part-145 Release to Service Certifies that unless otherwise specified in block 13, the work recorded has been carried out in accordance with the Air Navigation (Overseas Territories) Order as amended and in respect of that work the engine or component is fit for release to service				15a. Authorised Signature		15b. Certificate/Approval Ref No
				15c. Name		15d. Date (dd mm yyyy)
USER/INSTALLER RESPONSIBILITIES <ol style="list-style-type: none"> This certificate does not automatically constitute authority to install the item(s). Components(s), Engine(s) is (are) intended for installation in OT Registered aircraft only. Statement in block 14 does not constitute an installation certification. In all cases the aircraft maintenance record must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown. 						

OTAA Form 71