Maintenance Annex Guidance

Between the

European Aviation Safety Agency (EASA) for the European Union

and

Agência Nacional de Aviação Civil (ANAC) for Brazil

THE MAINTENANCE ANNEX GUIDANCE (MAG) APPROVAL:

THIS IS TO CERTIFY APPROVAL BY:

Original signed by Dino Ishikura
Airworthiness Superintendent
Agência Nacional de Aviação Civil
Date: 11 /06/2015

Original signed by Wilfried Schulze
Flight Standards Director (acting)
European Aviation Safety Agency
Date: 11 /06/2015

Revision History

Maintenance Annex Guidance

Revisions to this guidance shall be approved by the Joint Sectorial Committee on Maintenance. Revisions become effective upon signature of the revised document.

Revision#	Date	Revision Description	Signed on
Original		Original Edition of the Maintenance Annex Guidance	

Table of Contents

Introduction

1. The Brazilian requirements for maintenance are contained in Brazilian Civil Aviation Regulations (RBAC) 43 (Maintenance) and 145 (Approved Maintenance Organisations).
2. The European Union requirements for maintenance are contained in the regulation (EC) No 216/2008 of the European Parliament and of the Council-, Commission Regulation (EC) No 2042/2003, Annex II Part 145, as amended (hereafter referred to as EASA Part 145) and the respective EASA Acceptable Means of Compliance (AMC) and Guidance Material.
3. ANAC and EASA have established the differences between EASA Part-145 and RBAC 43 and 145. These differences led to the establishment of Special Conditions listed in Appendix B1 to Annex B to the Agreement. Any maintenance organisation of one Party that has been certified by a Competent Authority of that Party to perform maintenance functions shall be required to have a supplement to its maintenance manual in order to comply with the Specific Regulatory Requirements as per § 8 of Annex B. When it is satisfied that the supplement meets the Specific Regulatory Requirements and the Special Conditions set out in Appendix B1, the respective Competent Authority shall issue an approval attesting compliance with the applicable requirements of the other Party subject to scope of ratings and limitations not exceeding that contained in its own certificate.
4. This guidance, Maintenance Annex Guidance (hereinafter referred to as MAG), which is sub-divided into Sections A, B and C, details ANAC, EASA, Competent Authorities and applicant actions required to be taken in order for an ANAC Certificated RBAC 145 approved maintenance organisation (AMO) located in Brazil to maintain civil aeronautical products under the jurisdiction of a European Union Member State and for a EASA Part-145 approved maintenance organisation located in the EU to maintain civil aeronautical products under the jurisdiction of ANAC, in accordance with the Agreement on Civil Aviation Safety Between the European Union and Brazil and published in the Official Journal of the European Union.
5. Under the leadership of the Joint Sectorial Committee on Maintenance (JSCM), EASA and ANAC have agreed to organize, as appropriate, reciprocal participation in each other's internal standardization or quality control system.

Section A:
Authority Interaction

(Not applicable to the Industry)

I General

1. Purpose

The purpose of this Section of the Maintenance Annex Guidance (MAG) is to detail the interface procedures and activities between Agência Nacional de Aviação Civil (ANAC), the European Aviation Safety Agency (EASA) and National Aviation Authorities (hereafter "NAA") of the EU member states required to implement the Annex B to the Agreement.

NOTE: National Aviation Authority is the designation used in the EU system for the Competent Authority as defined in the Agreement.

2. Communications

2.1 Proposed significant revisions to the relevant laws, regulations, standards, acceptable means of compliance and guidance material which may affect the basis and the scope of this guidance, should be notified in a manner consistent with Article 8 of the Agreement. Accordingly, upon notice of such changes ANAC or EASA may request a meeting to review the need for amendment to this MAG.

2.2 The list of contact points for the various technical aspects of the MAG, including communication of urgent issues is included in Appendix 1.

3. Technical Consultations and Interpretations and Resolution of issues between ANAC and EASA

3.1 Technical Consultations

ANAC and EASA agree to consult as necessary to provide input when requested on interpretations and technical issues. The frequency of these exchanges will depend upon the number and significance of the issues to be discussed.

3.2 Interpretations and Resolution of issues between ANAC and EASA

3.2.1 ANAC and EASA agree to address interpretations and resolve issues through consultation or any other mutually agreed-upon means. Every effort shall be made to resolve the issues at the lowest possible level.

3.2.2 Issues that cannot be satisfactorily resolved between the ANAC Airworthiness Superintendent and EASA Flight Standards Director on an ad hoc basis shall be added to the agenda for the next formal Joint

Sectorial Committee on Maintenance (JSCM) meeting for further consideration.

3.2.3 Issues that cannot be resolved by the JSCM must be forwarded to the Joint Committee for resolution (the Joint Committee is a joint executive level group responsible for effective functioning of the Agreement).

4. Joint Sectorial Committee on Maintenance (JSCM)

4.1 The JSCM, under the leadership of the ANAC's Airworthiness Superintendent and EASA's Flight Standards Director shall meet at least annually to ensure the effective functioning and implementation of Annex B to the Agreement by reviewing the progress on implementation issues and propose changes to this MAG when required. Meeting attendees should include the officials responsible for the technical coordination of this guidance and additional officials of ANAC, EASA, and the NAAs as needed to address the meeting agenda items. At the discretion of the joint leadership, staff and representatives of other appropriate organisations may be invited to participate.

4.2 The host is responsible for the meeting minutes and action items that are centrally tracked.

4.3 Significant audit findings, reports and recommendations resulting from standardisation and Sampling Inspection System (SIS) activities will be submitted to the JSCM. During the JSCM, each party shall present its intention for the next 12 month period.

4.4 The JSCM shall report to the Joint Committee the issues resulting from differences the JS CM failed to resolve and shall ensure the implementation of any decisions reached by the Joint Committee.

4.5 The JSCM may setup a Joint Sectorial Maintenance Group (JSMG) comprised of representatives from both ANAC and EASA in charge of the review of the implementation of the Agreement and propose revision of this MAG to the JSCM.

4.6 The JSCM may sponsor subgroups to address specific technical issues and make recommendations for amendment to the Agreement or revisions to this guidance.

5. Revisions

The JSCM shall review this guidance as necessary. These revisions become effective upon approval by the JSCM and shall be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.

II Cooperation in Quality Assurance and Standardisation Activities

General

1. In order to ensure the effective functioning and implementation of Annex B to the Agreement, continued understanding and compatibility of each other's maintenance systems should be promoted by ANAC and EASA.

2. To this end, ANAC and EASA shall consult and share information on quality assurance and standardisation activities and promote the participation in each other's inspections and audits.

3. These activities may include sampling inspections at each other's approved maintenance organisations to ensure the Competent Authority is applying the procedures set forth in this MAG. ANAC and EASA may decide to conduct these visits on a scheduled or unscheduled basis.

1. Implementation of the EU-EASA Standardisation in EU Member States.

1.1 Access to Reports

The EASA Approvals and Standardisation Directorate shall, upon request of ANAC, provide reports to the ANAC to record the fact that the Standardisation Inspection Team visits are being conducted and show the status of achieved maintenance standards of the NAAs.

1.2 ANAC Involvement as Observers

ANAC Technical Agents have the right to participate as an observer in the Standardisation Inspection Team visit schedule. The annual schedule is going to be raised as required by Regulation (EC) No. 628/2013. Ad hoc inspections may also be called at short notice. The ANAC role is passive and as part of the Inspection Team the ANAC observer shall follow the appropriate working procedures.

1.3 Conduct of Inspections

1.3.1 The ANAC contact point will be provided with the EASA Standardisation Inspection Visit schedule of visits raised annually and as amended. EASA Flight Standards Directorate publish the guidance for team member qualification and the inspection procedures applicable to a team carrying out a standardisation inspection of an NAA.

1.3.2 In order to assist EASA in planning and managing the standardisation inspection visit schedule and teams, ANAC shall notify the EASA contact in writing two months in advance indicating which visits ANAC representatives wish to attend as observers.

1.4 EASA Verification of Annex B Specific Regulatory Requirements and ANAC Special Conditions

1.4.1 EASA monitors the NAAs of the Member States to ensure compliance with the terms of the Agreement namely the Specific Regulatory Requirements and ANAC Special Conditions contained in Appendix B1 to Annex B. The audit schedule may not be synchronized with the EASA standardisation inspection schedule and will take into account the ANAC SIS schedule in EU. Expected Visit frequency is normally once every 2 years.

1.4.2 During EASA verification of Annex B Specific Regulatory Requirements and ANAC Special Conditions of Member State NAAs the form / report contained in Appendix 5 shall be used by EASA.

1.4.3 The number of files to be sampled at the visited NAA should be proportional and statistically representative in relation to the number of AMOs holding a RBAC 145 supplement approval in the EU Member State.

2. EASA and Sampling Inspection System in Brazil (SIS)

The EASA Flight Standards directorate responsible for standardisation should establish a sampling visit schedule to check that the Agreement is being implemented in Brazil in accordance with its terms.

2.1 Objectives

2.1.1 To monitor ANAC's application of Annex B to the Agreement, ensuring that the Annex is applied in a consistent manner such that any organisation approved by ANAC in accordance with the provisions of the Agreement meets a standard equivalent to that required of an EASA Part-145 organisation.

2.1.2 To assist ANAC and the RBAC 145 Approved Maintenance Organizations (AMO) holding an EASA Part 145 Approval in understanding their obligations under the terms of the Agreement on Aviation Safety between the European Union and Brazil.

2.2 Mode of Operation

2.2.1 EASA SIS Teams need to visit selected ANAC Regional Offices and applicable Brazilian AMOs on a regular basis to satisfy the Section A Part II paragraph 2.1 objectives.

2.2.2 When the EASA SIS Team perceives compliance problems with the Agreement, this guidance or the application of maintenance standards, such problems are to be reported on the applicable EASA Visit Report to be presented to ANAC at the conclusion of the visit.

2.2.3 During the course of the visit, the SIS Team may have cause to raise findings in accordance with the following:

a) Non-compliance findings with regards to Specific Regulatory Requirements and EASA Special Conditions contained in Appendix B1 to Annex B

   In this case the EASA Flight Standards Directorate should review the EASA Visit Reports and request ANAC to take the appropriate remedial actions in a timely manner. Findings can be raised at both the ANAC Regional Office and / or visited AMO.

b) Observations

   In this case they must be communicated to the ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) during the visit. SAR - GGAC must ensure the necessary follow up actions are taken by the applicable ANAC Regional Office and / or AMO.

2.3 EASA SIS Team Composition

2.3.1 Each SIS Team should consist of two experienced maintenance surveyors, and can be selected from EASA staff with additional staff from NAAs when there is a shortage of experienced maintenance surveyors from EASA. Each team may include a third maintenance surveyor undergoing team familiarisation.

2.3.2 The personnel assigned by ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) shall accompany the SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation of maintenance regulations. The ANAC airworthiness inspector as focal point and responsible for the particular organisation visited should join the team for that visit in order to facilitate the on-site visit and provide background information about the organization, as required.

2.4 EASA SIS Team Visit Program

EASA SIS Teams will visit ANAC Regional Offices and Brazilian AMOs holding an EASA Part 145 Approval at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. EASA Flight Standards directorate should determine a visit schedule and provide it to ANAC. The final dates of a specific visit should be provided to ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) at least 2 months in advance. ANAC is expected to make every effort to both receive and cooperate with the team.

2.5 The Selection of ANAC Regional Offices (RO) to be visited

2.5.1 EASA Flight Standards directorate will determine the SIS visit schedule using objective criteria and risk analysis. The following list is not exhaustive but may illustrate the main criteria used to select a region / Regional Office to visit.

a) ROs that have large concentration of ANAC approved maintenance organisations may be used as an indication of business carried out in that area and a selection of approvals used to give a sample of that RO.

b) Where EASA has received a number of reports of non-compliance in relation to organisations from a RO, this could indicate a problem and need for a visit.

c) Previous EASA sampling inspections reports that indicate a particular RO may be of concern to EASA.

d) The scope of individual approvals may be used to carry out a risk analysis and indicate where safety could be most at risk.

2.5.2 In addition a review of occurrences reported to EASA may be used as an indicator of potential problem areas. Occurrence reports may be drawn from the following areas and used to make a selection:

a) EU Member States NAAs.

b) Operators within the EU.

c) Approved and unapproved organisations within the EU.

d) Approved organisations within Brazil

2.6 EASA SIS Procedures

2.6.1 SIS Teams normally visit Brazil for one week. The EASA Flight Standards coordinator responsible for International Standardisation must liaise with ANAC national and regional coordinators to organize the visit schedule. ANAC will make every effort to cooperate with the SIS team.

2.6.2 At the start and end of each visit, ANAC shall be briefed regarding the visit.

2.6.3 The SIS Team should complete an EASA Visit Report RO (Section A of this MAG, Appendix 3) in respect of each Regional Office visited and an EASA Visit Report AMO (Section A of this MAG, Appendix 4) in respect of each organisation visited. ANAC National or Regional Coordinator, as applicable, should also sign the EASA Visit Report RO to indicate that the report has been seen, adding any comment he/she wishes against each finding, and if necessary, disagreement with the non-compliance finding(s) and / or observations. Signature by ANAC National or Regional Coordinator only means that the findings have been seen.

2.6.4 The SIS Team may have cause with some organisations to raise non-compliance Level 1 findings as defined by EASA Part-145 Section B. In this case, use the EASA Visit Report AMO to record the finding(s). The ANAC Regional Office must carry out the necessary follow up actions.

2.6.5 After each visit, the International Standardisation Coordinator must debrief the EASA Manager responsible for Maintenance.

2.7 Resolution of SIS Team Findings

2.7.1 The EASA Flight Standards Directorate should review the EASA Visit Report RO and request ANAC to take the appropriate remedial actions in a timely manner.

2.7.2 The visited ANAC Regional Office must take action on all the EASA Visit Report AMO non-compliance findings raised following the visit. Action should be taken directly with the affected organisation. This may involve removing the organisation from the EASA list. EASA Flight Standards Directorate must be kept informed of the actions taken by ANAC.

2.7.3 Review general observations contained in EASA Visit Report with ANAC to consider possible corrective measures to ensure standards compatible with EASA Part-145. Follow-up will be accomplished by ANAC and reported to EASA for closure.

3. Surveillance Activities within ANAC

3.1 Access to Reports.

The ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) shall, upon request of EASA, provide reports related to surveillance activities to EASA.

3.2 EASA Involvement as Observers

EASA Technical Agents have the right to participate as an observer in the Surveillance activities conducted by ANAC. EASA shall notify the ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) in writing two month in advance indicating which activities EASA representatives wish to attend as observers.

3.3 Conduct of Inspections.

3.3.1 The EASA contact point will be provided with the ANAC surveillance plan raised annually.

3.3.2 In order to assist ANAC in planning and managing the surveillance plan and teams, EASA shall notify ANAC contact in writing two months in advance indicating which visits EASA representatives wish to attend as observers.

3.4 ANAC Verification of Specific Regulatory Requirements and EASA Special Conditions contained in Appendix B1 to Annex B

3.4.1 ANAC monitors the Regional offices to ensure compliance with the terms of the Agreement namely the Specific Regulatory Requirements and EASA Special Conditions contained in Appendix B1 to Annex B. The audit schedule may not be synchronized with the ANAC inspection schedule. Expected Visit frequency is normally once every 2 years.

3.4.2 During ANAC verification of Specific Regulatory Requirements and EASA Special Conditions contained in Appendix B1 to Annex B of the Regional Offices the form / report contained in Appendix 3 shall be used by ANAC.

3.4.3 The number of files to be sampled at the visited ANAC Regional Office should be proportional and statistically representative in relation to the number of AMOs holding an EASA Part-145 Approval.

4. ANAC and Sampling Inspection System in EU (SIS)

The ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) should establish a sampling visit schedule to check that the Agreement is being implemented in the European Union in accordance with its terms.

4.1 Objectives

4.1.1 To monitor EASA and NAAs application of Annex B to the Agreement, ensuring that the Annex is applied in a consistent manner such that any organisation approved by NAAs in accordance with the provisions of the Agreement meets a standard equivalent to that required of a RBAC 145 organisation.

4.1.2 To assist EASA, NAAs and Part-145 Approved Maintenance Organizations (AMO) holding RBAC 145 Approval in understanding their obligations under the terms of the Agreement on Aviation Safety between the European Union and Brazil.

4.2 Mode of Operation

4.2.1 ANAC SIS Teams need to visit selected NAAs and applicable Part-145 AMOs on a regular basis to satisfy the Section A Part II paragraph 4.1 objectives.

4.2.2 When the ANAC SIS Team perceives compliance problems with the Agreement, this guidance or the application of maintenance standards, such problems are to be reported on the applicable ANAC Visit Report to be presented to EASA at the conclusion of the visit.

4.2.3 During the course of the visit, the SIS Team may have cause to raise findings in accordance with the following:

a) non-compliance findings with regards to Specific Regulatory Requirements and EASA Special Conditions contained in Appendix B1 to Annex B.

   In this case the ANAC HQ should review the ANAC Visit Reports and request EASA/NAA to take the appropriate remedial actions in a timely manner. Findings can be raised at both the EASA/NAA or visited AMO.

b) Observations

   In this case they must be communicated to the EASA Flight Standards Directorate during the visit. The EASA Flight Standards Directorate must ensure the necessary follow up actions are taken by the applicable NAA and / or AMO.

4.3 ANAC SIS Team Composition

4.3.1 Each SIS Team should consist of two ANAC Airworthiness Civil Aviation Safety Inspectors, and can be designated by ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC). Each team may include a third ANAC Airworthiness Inspector undergoing team familiarisation.

4.3.2 The personnel assigned by the EASA Flight Standards shall accompany the ANAC SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation of maintenance regulations. The NAA responsible surveyor for the particular organisation visited should join the team for that visit in order to facilitate the on-site visit and provide background information about the organization visited, as required.

4.4 ANAC SIS Team Visit Program

4.4.1 ANAC SIS Teams will visit NAAs and Part-145 AMOs holding a RBAC 145 Approval at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) should determine a visit schedule and provide it to EASA Flight Standards. The final dates of a specific visit should be provided to EASA Flight Standards at least 2 months in advance. EASA and applicable NAA are expected to make every effort to both receive and cooperate with the team.

4.5 The Selection of NAA’s to be visited

4.5.1 The ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) will determine the SIS visit schedule using objective criteria and risk analysis. The following list is not exhaustive but

may illustrate the main criteria used to select an EU Member State and NAA office to visit.

a) NAA's that have large concentrations of EASA approved maintenance organisations may be used as an indication of business carried out in that area and a selection of approvals used to give a sample of that NAA.

b) Where ANAC has received a number of reports of non-compliance in relation to organisations from an NAA, this could indicate a problem and need for a visit.

c) Previous ANAC sampling inspections reports that indicate a particular NAA may be of concern to ANAC.

d) The scope of individual approvals may be used to carry out a risk analysis and indicate where safety could be most at risk.

4.5.2 In addition a review of occurrences reported to ANAC may be used as an indicator of potential problem areas. Occurrence reports may be drawn from the following areas and used to make a selection:

a) ANAC Regional Offices

b) Operators within the Brazil.

c) Approved and unapproved organisations within the Brazil.

d) Approved organisations within EU.

4.6 ANAC SIS Procedures

4.6.1 SIS Teams normally visit Europe for one week. The ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) Manager responsible for Standardisation must liaise with EASA and the respective NAA. EASA and the NAA will make every effort to cooperate with the SIS team.

4.6.2 At the start and end of each visit, the EASA and NAA shall be briefed regarding the visit.

4.6.3 The SIS Team should complete a ANAC Visit Report NAA (Section A of this MAG, Appendix 5) in respect of each NAA visited and an ANAC Visit Report AMO (Section A of this MAG, Appendix 6) in respect of each organisation visited.

4.6.4 The NAA, as applicable, should also sign the ANAC Visit Report NAA to indicate that the report has been seen, adding any comment he/she wishes against each finding, and if necessary, disagreement with the non-compliance finding(s) and / or observations. Signature by the NAA only means that the findings have been seen.

4.6.5 The SIS Team may have cause with some organisations to raise non-compliance Level 1 findings as defined by ANAC Section C. In this

case, use the ANAC Visit Report AMO to record the finding(s). The NAA must carry out the necessary follow up actions.

4.6.6 After each visit, the SIS Team must debrief the ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) Manager.

4.7 Resolution of SIS Team Findings

4.7.1 The ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) should review the ANAC Visit Report NAA and request EASA to take the appropriate remedial actions in a timely manner.

4.7.2 The NAA must take action on all the ANAC Visit Report AMO non-compliance findings Level 1 raised following the visit. Action should be taken directly with the affected organisation. This may involve removing the organisation from the ANAC list. ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC) must be kept informed of the actions taken by EASA and respective NAA.

4.7.3 Review all observations contained in ANAC Visit Reports with EASA to consider possible corrective measures to ensure standards compatible with ANAC RBAC 145. Follow up will be completed by EASA and reported to ANAC for closure.

III Definitions

Accountable Manager
The accountable manager is normally intended to mean the chief executive officer of the organization, who by virtue of position has overall [including in particular, financial] responsibility for running the organization. When the accountable manager is not the chief executive officer, he must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation. Within a ANAC Approved Maintenance Organization this individual is also referred as the Accountable Executive.

Approved Maintenance Organisation (AMO)
Means a natural person, a legal person or part of legal person entitled to maintain any aircraft and / or component for which it is approved. For the purpose of this document Approved Maintenance Organisation (AMO) and **Repair Station** are synonymous.

Aircraft
Any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface.

Airworthiness Approval
A finding that the design or change to a design of a civil aeronautical product meets standards established by the applicable legislation in force in either Party or that a product conforms to a design that has been found to meet those standards and is in a condition for safe operation.

ANAC Regional Offices
The offices of ANAC in Brasília, São Paulo, and Rio de Janeiro responsible for certification and surveillance of maintenance organizations and air operators' maintenance, certification of airworthiness, and surveillance of airworthiness accredited persons.

Civil Aeronautical Product
Any civil aircraft, aircraft engine, or aircraft propeller, or sub-assembly, appliance, part, or component installed or to be installed thereon.

Competent Authority
A government agency or entity that is designated as a Competent Authority by a Party for the purpose of this Agreement, that exercises a legal right to assess conformity of, to monitor and to control the use or sale of Civil Aeronautical Products or services within a Party's jurisdiction

and that may take enforcement action to ensure that such products or services marketed within that Party's jurisdiction comply with applicable legal requirements.

NOTE: In this MAG, EU Member State Competent Authority is referred as NAA, the acronym used within EU to designate the National Aviation Authorities.

Component
Any aircraft engine, aircraft propeller, part or appliance.

Large Aircraft
An aircraft classified as an aeroplane with a maximum take-off mass of more than 5.700 Kg, or a multi-engine helicopter

Line Station
Accepted at locations that are identified in the relevant Approval/Manual and are subject to the oversight of a competent authority. Line stations located in each other's territory are not accepted under the Agreement i.e. you cannot exercise the privileges received under the Agreement in the territory of the other party.

Line maintenance
Line Maintenance should be understood as any maintenance that is carried out before flight to ensure that the aircraft is fit for the intended flight.
(a) Line Maintenance may include:
• Trouble shooting.
• Defect rectification.
• Component replacement with use of external test equipment if required. Component replacement may include components such as engines and propellers.
• Scheduled maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in depth inspection. It may also include internal structure, systems and power plant items which are visible through quick opening access panels/doors.
(a) Minor repairs and modifications which do not require extensive disassembly and can be accomplished by simple means.
(b) For temporary or occasional cases (AD's, SB's) the Quality Manager may accept base maintenance tasks to be performed by a line maintenance organisation provided all requirements are fulfilled as defined by the competent authority.
(c) Maintenance tasks falling outside these criteria are considered to be Base Maintenance.
(d) Aircraft maintained in accordance with 'progressive' type programmes should be individually assessed in relation to this paragraph. In principle,

the decision to allow some 'progressive' checks to be carried out should be determined by the assessment that all tasks within the particular check can be carried out safely to the required standards at the designated line maintenance station.
Where the organisation uses facilities both inside and outside the Member State, such as satellite facilities, sub-contractors, line stations etc., such facilities may be included in the approval without being identified on the approval certificate subject to the maintenance organisation exposition identifying the facilities and containing procedures to control such facilities and the competent authority being satisfied that they form an integral part of the approved maintenance organisation.

Maintenance
The performance of inspection, overhaul, repair, preservation, or the replacement of parts, appliances, or components with the exception of pre-flight inspection of a Civil Aeronautical Product to assure the continued airworthiness of that product; and includes the embodiment of Modifications; but does not include the design of Repairs and Modifications.

Modification
A change affecting the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.

Monitoring
Periodic surveillance by a Competent Authority to determine continuing compliance with the appropriate applicable standards.

NAA
See **Competent Authority**

Parties
Collectively reference to European Union and Brazil.

Party
For the purpose of the Agreement means either European Union or Brazil

Procedure for Maintenance
Annex B of the Agreement on Civil Aviation Safety between the European Community and Brazil.

Repair Station
See **Approved Maintenance Organisation.**

Technical Agent
For Brazil, Agência Nacional de Aviação Civil and for European Union, the European Aviation Safety Agency.

IV Specific Regulatory Requirements

General

1. Pursuant to this Agreement, the recognition by one Party of a maintenance organisation under the jurisdiction of the other Party shall be based upon the maintenance organisation incorporating into its maintenance manual, a supplement that addresses the additional requirements stated herein.

2. The manual shall contain a statement of commitment signed by the current Accountable Manager (Executive) confirming that the organisation will comply with the manual and the supplement, and shall, at a minimum, include the information specified in the appropriate annex to this document.

3. The supplement shall be produced in English language and shall be approved by the authority having primary jurisdiction over the maintenance organization, on behalf of the other party.

V Special Conditions

General

In order to be approved in accordance with EASA Part 145 or with RBAC 145 pursuant the terms of Annex B to the Agreement the repair station located in Brazil and the AMOs in EU shall comply, respectively, with EASA Special Conditions applicable to Brazilian based repair stations and ANAC Special Conditions applicable to EU based approved maintenance organisations (AMOs) as per Appendix B1 to Annex B.

1. EASA Special Conditions Applicable to Brazilian based Repair Stations

To be approved in accordance with EASA Part 145, pursuant to the terms of this Annex, the repair station shall comply with all of the following Special Conditions:

1.1. The repair station shall submit an application in a form and a manner acceptable to EASA.

a) The application for both initial and continuation of the EASA approval shall include a statement demonstrating that the EASA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in an EU Member State or parts fitted thereon.

b) The repair station shall provide a supplement in English to its Maintenance Organisation Manual that is verified and accepted by the ANAC on behalf of EASA. All revisions to the supplement must be accepted by the ANAC. The supplement shall include the following:

   i. A statement by the accountable manager of the repair station, as defined in the current version of EASA Part 145 which commits the repair station to compliance with this Annex and the Special Conditions as listed.

   ii. Detailed procedures for the operation of an independent quality monitoring system including oversight of all multiple facilities and line stations within the territory of the Federative Republic of Brazil.

   iii. Procedures for the release or approval for return to service that meet the requirements of EASA Part 145 for aircraft and the use of the ANAC Form F-100-01 (former Form SEGVOO 003)

for aircraft components, and any other information required by the owner or operator as appropriate.

iv. For airframe/aircraft rated facilities, procedures to ensure that the certificate of airworthiness and the Airworthiness Review Certificate are valid prior to the issue of a release to service document.

v. Procedures to ensure that repairs and modifications as defined by EASA requirements are accomplished in accordance with data approved by EASA.

vi. A procedure for the repair station to ensure that the ANAC approved initial and recurrent training programme and any revision thereto include human factors training.

vii. Procedures for reporting non-airworthy conditions as required by EASA Part 145 on civil aeronautical products to the EASA, aircraft design organisation, and the customer or operator.

viii. Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified EASA airworthiness directives and other notified mandatory instructions.

ix. Procedures in place to ensure that contractors meet the terms of these implementation procedures; that is, using an EASA approved Part 145 organisation or, if using an organisation which does not hold an EASA Part 145 approval, the repair station returning the product to service is responsible for ensuring its airworthiness.

x. Procedures to permit work away from the fixed location on a recurring basis, when applicable.

xi. Procedures to ensure appropriate covered hangars are available for base maintenance of aircraft.

1.2. To continue to be approved in accordance with EASA Part 145, pursuant to the terms of this Annex, the repair station shall comply with the following. The ANAC shall verify that the repair station:

a) Allow EASA, or the ANAC on behalf of EASA, to inspect it for continued compliance with the requirements of the Brazilian Regulation RBAC 145 and these Special Conditions (i.e., EASA Part 145).

b) Accept that investigation and enforcement action may be taken by EASA in accordance with any relevant EU regulations and EASA procedures.

c) Cooperate with any EASA investigation or enforcement action.

d) Continue to comply with Brazilian Regulation RBAC 145, and these Special Conditions.

2. ANAC Special Conditions Applicable to EU based Approved Maintenance Organisations

To be approved in accordance with Brazilian Regulation RBAC 145, pursuant to the terms of this Annex, the AMO shall comply with all of the following Special Conditions:

2.1. The AMO shall submit an application in a form and a manner acceptable to the ANAC.

a) The application for both initial and renewed ANAC certification shall include a statement demonstrating that the ANAC repair station certificate and/or rating is necessary for maintaining or altering Brazilian registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian Regulations RBAC.

b) The AMO must provide a supplement in English to its MOE that is approved by the Aviation Authority and maintained at the AMO. Once approved by the Aviation Authority, the supplement shall be deemed accepted by the ANAC. All revisions to the supplement must be approved by the Aviation Authority. The ANAC supplement to the MOE shall include the following:

i. A signed and dated statement by the accountable manager that obligates the organisation to comply with the Annex.

ii. A summary of its quality system which shall also cover the ANAC special conditions.

iii. Procedures for approval for release or return to service that satisfy the requirements of Brazilian Regulation RBAC 43 for aircraft and use of EASA Form 1 for components. This includes the information required by Brazilian regulations RBAC 43.9 and 43.11 and all information required to be made or kept by the owner or operator in English as appropriate.

iv. Procedures for reporting to the ANAC failures, malfunctions, or defects, and Suspected Unapproved Parts (SUP) discovered, or intended to be installed, on Brazilian aeronautical products.

v. Procedures to notify the ANAC regarding any changes to line stations that:

1. are located in an EU Member State;
2. maintain Brazilian registered aircraft; and
3. that will impact the ANAC Operations Specifications.

vi. Procedures to qualify and monitor additional fixed locations within the EU Member States list in Appendix 2 to this Annex.

vii. Procedures in place to verify that all contracted/sub contracted activities include provisions for a non- ANAC

certificated source to return the Article to the AMO for final inspection/testing and return to service.

viii. [Reserved]

ix. Procedures to ensure that major repairs and major alterations/modifications (as defined in Brazilian Regulations RBAC) are accomplished in accordance with data approved by the ANAC.

x. Procedures to ensure compliance with air carrier's Continuous Airworthiness Maintenance Programme (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as Required Inspection Items (RII).

xi. Procedures to ensure compliance with the manufacturer's maintenance manuals or instructions for continued airworthiness (ICAs) and handling of deviations. Procedures to ensure that all current and applicable airworthiness directives (ADs) published by the ANAC are available to maintenance personnel at the time the work is being performed.

xii. Procedures to confirm that the AMO contract a person, whenever necessary, who is able to read and plain understand the Brazilian Regulations. This requirement is also important regarding Maintenance Records in Portuguese.

xiii. Procedures to permit work away from fixed location on a recurring basis, when applicable.

xiv. Procedures to maintain, at least for 5 (five) years, each Work Order with all attached supplementary forms and part certifications.

xv. Procedures to certify Annual Maintenance Inspection (IAM) or Airworthiness Conformity Report (RCA) in form and manner established by ANAC, when an AMO is authorized to perform IAM or RCA.

2.2. To continue to be approved in accordance with Brazilian Regulations RBAC 43 and 145, pursuant to the terms of this Appendix, the AMO shall comply with the following. The Aviation Authority shall verify that the AMO:

a) Allow ANAC, or the Aviation Authority on behalf of the ANAC, to inspect it for continued compliance with the requirements of EASA Part 145 and these Special Conditions (i.e., RBAC 43 and 145);

b) Investigations and enforcement by the ANAC may be undertaken in accordance with ANAC rules and directives;

c) The AMO must cooperate with any investigation or enforcement action;

d) The AMO must continue to comply with EASA Part 145 and these Special Conditions;

e) When regulatory compliance is maintained, this permits the ANAC to renew the AMO’s certification every 24 months.

VI Appendices

Appendix 1: EASA and ANAC contacts

The designated offices for the technical implementation of this MAG are:

For ANAC:

Superintendência de Aeronavegabilidade – SAR
Setor Comercial Sul – Quadra 09 – Lote C
Ed. Parque Cidade Corporate – Torre A
70.308-200 Brasília/DF - Brazil

e-mails: air.agreements@anac.gov.br
foreign145@anac.gov.br
gcvc@anac.gov.br

For EASA:

Flight Standards
International Standardisation
D-50679 Köln
Ottoplatz 1
Germany

e-mail: luis.pires@easa.europa.eu

Appendix 2: Technical contacts of Aviation Authorities:

EASA:

www.easa.europa.eu

E-mail: foreign145@easa.europa.eu

ANAC:

www.anac.gov.br

E-mail: foreign145@anac.gov.br

gcvc@anac.gov.br

Appendix 3: EASA Visit Report ANAC Regional Office (RO) (SIS Form 10 BRA)

EASA VISIT REPORT ANAC Regional Office (RO)			
ANAC RO IDENTIFIER:		**REGION:**	**VISIT DATE:**
Maintenance Annex Guidance (MAG) The Agreed upon procedures the ANAC, EASA, and NAA must follow to comply with the Agreement.			
Compliance Check List-General Issues			
(N/R) = applicable but not reviewed; (N/A) not applicable; (☑□) = In compliance; (xy) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section .			
Review ANAC RO AMO files to verify:			
1.	Records of findings and corrective action meet ANAC requirements.		
2.	Records are retained for a 3 year period.		
3.	Records show corrective actions have been made in accordance with agreed timeframes.		
4.	Proper enforcement has been taken in accordance with ANAC requirements.		
Review ANAC Inspector Training records: (review several Inspectors records)			
5.	Have the inspectors completed the mandatory ANAC training program?		
6.	Has the ANAC made the MAG guidance material available to the inspectors?		
7.	Interview inspectors to determine knowledge and experience in using the current guidance material.		
Frequency of ANAC Audits: (Review ANAC Audit schedule)			
8.	Does the schedule ensure each location has received ANAC surveillance within the two-year time frame specified in ANAC guidance?		
9.	Does the schedule accurately reflect the ANAC inspector's work load?		
10	Is the schedule followed?		
Compliance Checklist with MAG Section B—Initial			
12.	Does the ANAC office receive and review an Initial application for completeness and correctness and retain this record on file?		
	Does ANAC verifies that the initial application includes a statement		

	demonstrating that the EASA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in an EU Member State or parts fitted thereon?	
12.	Does the ANAC office provide an applicant with the guidance material and EASA form 18 (Section B of this MAG, Appendix 3).	
Specific Regulatory Requirements		
13.	Does the ANAC office review the Supplement iaw MAG Section B Appendix 1 and does the supplement provide, as minimum, the following:	
	a. A statement of commitment signed by the current accountable manager that the organisation shall comply with the manual and its supplement;	
	b. That the organisation shall comply with the customer work order, taking particular note of requested airworthiness directives, Modifications and repairs and of the requirement that any parts used were manufactured or maintained by organisations acceptable to EASA;	
	c. That the customer issuing the work order has established the approval of the appropriate Competent Authority for any design data for alterations and repairs;	
	d. That the release of Civil Aeronautical Product is in conformity with applicable legislative and regulatory requirements;	
	e. That any Civil Aeronautical Product under the jurisdiction of the other Party found any serious defects or un- airworthy condition shall be reported to the other Party and customer.	
	f. Compliance with EASA Special Conditions Applicable to Brazilian based Repair Stations stated on **Appendix B1** to Annex B **paragraph 1.1.1. b)**	
14.	Has the ANAC regional office (RO) carried out surveillance on the AMO and any line stations for compliance with RBAC145 and 43 and the Supplement conditions within the time specified in MAG? Is this surveillance recorded and findings managed in accordance with the applicable oversight program?	
15.	Has the ANAC regional office (RO) forwarded the EASA Form 18 (Section B of the MAG, Appendix 3) to ANAC HQ as required?	
16.	Has the ANAC regional office (RO) issued a letter to the AMO stating that the supplement is approved. This letter shall also specify the EASA approval number and the scope of work that may be performed?	
17.	Has the ANAC regional office (RO) added the fact that the Repair Station is EASA-approved and added the additional surveillance requirements to its oversight surveillance system and is the Repair Station profile correct (web list)?	

Compliance Checklist with MAG Section B—Continuation		
18.	Does the ANAC regional office (RO) receive and review a continuation application for completeness and correctness and retain this record on file?	
	Does ANAC verifies that the continuation application includes a statement demonstrating that the EASA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in an EU Member State or parts fitted thereon?	
19.	Has the ANAC satisfied itself that the supplement is still in compliance?	
20.	Has the ANAC carried out the oversight surveillance requirements including any line stations during the previous 2 year period and was the Repair Station in compliance with RBAC 145, Specific Regulatory Requirements and the EASA Special Conditions? Is this surveillance recorded and any findings tracked and closed?	
21.	Has the ANAC forwarded the EASA Form 18 (Section B of this MAG, Appendix 3) as required?	
22.	Did the ANAC have reason to advise the EASA of any serious non- compliance?	
23.	Does the ANAC have the most recent continuation documentation on file?	
24.	Has the ANAC added the fact that the Repair Station has continued its EASA approval to the file and retained the additional surveillance requirements of their oversight surveillance system, and does the AMO profile show the correct continuation date?	
Compliance Checklist with MAG Section B—Amendment to Approved Document(s).		
25.	Where the facility accountable manager or company name has changed is this reflected in the supplement?	
26.	Has the ANAC carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
27.	Has the ANAC the most recent documentation i.e. Supplement on file?	
28.	Has the ANAC added the fact that the Repair Station has amended its EASA approval to the file?	
29.	Has the ANAC carried out enforcement procedures, and has the ANAC advised EASA of any enforcement that may impact the EASA approval?	

Approved Maintenance Organisations Visited (include a completed **EASA visit report AMO** for each organisation)		
	Name	EASA /ANAC approval number
1.		
2.		
3.		
4.		

Note: The number of organisations visited will be determined by the applicable SIS Team.

Findings Raised Against the ANAC office (non-compliance with MAG Section B)	Reference
1.	
2.	
3.	
4.	
5.	
Comments	

Signatures	Date of Signatures:
SIS TEAM (EASA/NAA)	ANAC Coordinator
Name:	Name:

Signature:	Signature:
Name:	
Signature:	
NOTE: Signature by ANAC coordinators only means they have read the report. It does not constitute agreement, with findings and comments raised in this report	

Appendix 4: EASA Visit Report AMO (SIS Form 8 BRA)

EASA Visit Report AMO (APPROVED MAINTENANCE ORGANISATION)	
General Information	
NAME OF ORGANISATION: DETAILS AMO/REPAIR STATION NO.: EASA ANAC	VISIT DATE:
STATUS AND REFERENCE OF MOM and Supplement:	
SENIOR PERSON(S) SEEN (NAMES & POSITIONS): ANAC inspector:	
SIZE OF ORGANISATION AND DESCRIPTION OF ACTIVITIES:	
DEPARTMENTS/SYSTEMS/ACTIVITIES SEEN:	
Compliance with Specific Regulatory Requirements, EASA Special Conditions and MAG	
(N/R) = applicable but not reviewed; (N/A) not applicable; (☑) = In compliance; (x) = if not in compliance, put consecutive numbering in the box and make finding in relevant section.	
1. Maintenance organisation holds valid RBAC 145 approval.	
2. The EASA Part 145 certifications do not exceed the scope and rating of the RBAC 145 approval.	

3.	EASA and ANAC are allowed access to Maintenance organisation to inspect for continued compliance with RBAC 145, Specific Regulatory Requirements and EASA Special Conditions.	
4.	The Maintenance organisation cooperates with any regulatory investigation.	
5.	The Maintenance organisation accepts that investigation and certificate action may be taken.	
The supplement to the Maintenance organisation Manual needs to be in English and include the following elements: (Verify that the Maintenance organisation is applying the procedures correctly.)		
6.	Statement of Accountable Manager.	
7.	Detailed procedures for the operation of an independent quality monitoring system including oversight of all multiple facilities and line stations.	
8.	Procedures for the release or approval for return to service that meet the requirements of EASA Part 145.A.50 for aircraft and the use of the Brazilian F-100-01 (former Form SEGVOO 003) for aircraft components, and any other information required by the owner or operator as appropriate.	
9.	For airframe/aircraft rated facilities, procedures to ensure that the certificate of airworthiness and the Airworthiness Review certificate are valid prior to the issue of a release to service document.	
10.	Procedures to ensure that repairs and modifications as defined by EASA requirements are accomplished in accordance with data approved by EASA.	
11.	A procedure for the maintenance organisation to ensure that the ANAC approved initial and recurrent training programme and any revision thereto include human factors training.	
12.	Procedures for reporting non-airworthy conditions as required by EASA Part 145 on civil aeronautical products to the EASA, aircraft design organisation, and the customer or operator.	
13.	Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified EASA airworthiness directives and other notified mandatory instructions.	
14.	Procedures in place to ensure that contractors meet the terms of these implementation procedures; that is, using an EASA approved Part 145 organisation or, if using an organisation which does not hold an EASA Part 145 approval, the maintenance organisation returning the product to service is responsible for ensuring its airworthiness.	
15.	Procedures to permit work away from the fixed location on a recurring basis, when applicable.	
16.	Procedures to ensure appropriate covered hangars are available for base maintenance of aircraft.	

Findings Debriefed to the Organisation; Findings Raised Formally by EASA	
Non-compliance with specific regulatory requirements/special conditions/MAG	Reference to MAG
Findings to be raised with the equivalent Part 145 paragraph	Reference to Part 145

Signatures	Date of Signatures:
SIS TEAM (EASA/NAA)	Coordinator ANAC
Name:	Name:
Signature:	Signature:
Name:	
Signature:	

NOTE: Signature by ANAC coordinators only means they have read the report. It does not constitute agreement with findings and comments raised in this report

Appendix 5: ANAC Visit Report Member State NAA (SIS Form 10 EU)

ANAC VISIT REPORT Member State NAA			
NAA IDENTIFIER:	**Office Visited:**	**VISIT DATE:**	
Maintenance Annex Guidance (MAG) The Agreed upon procedures the ANAC, EASA, and NAA must follow to comply with the Agreement.			
Compliance Check List General Issues*			
* (N/R) = applicable but not reviewed; (N/A) not applicable; (☑) = In compliance; (xy) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section.			
Review NAA Office Maintenance Organizations files to verify:			
1.	Records of findings and corrective action meet EASA requirements.		
2.	Records are retained for a 3 year period.		
3.	Records show corrective actions have been made in accordance with agreed timeframes.		
4.	Proper enforcement has been taken in accordance with EASA requirements.		
Review NAA Inspector Training records: (review several Inspectors records)			
5.	Have the inspectors completed the mandatory training program?		
6.	Has the NAA made the MAG guidance material available to the inspectors?		
7.	Interview inspectors to determine knowledge and experience in using the current guidance material.		
Frequency of NAA Audits: (Review NAA Audit schedule)			
8.	Does the schedule ensure each location has an NAA audit within the two-year time frame specified in EASA guidance?		
9.	Does the schedule accurately reflect the NAA inspector's work load?		
10	Is the schedule followed?		
Compliance Checklist with MAG Section C—Initial			
11.	Does the NAA office receive and review an Initial application for completeness and correctness and retain this record on file?		

	Does NAA verifies that the initial application includes a statement demonstrating that the ANAC certificate and/or rating is necessary for maintaining or altering Brazilian registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian Regulations RBHA?	
12.	Does the NAA office provide an applicant with the guidance material and ANAC form F-900-73 (http://www2.anac.gov.br/certificacao/Form/Form.asp)	
Specific Regulatory Requirements		
13.	Does the NAA office review the Supplement iaw MAG Section C Appendix 1 and does the supplement provide, as minimum, the following:	
	a. A statement of commitment signed by the current accountable manager that the organisation shall comply with the manual and its supplement;	
	b. That the organisation shall comply with the customer work order, taking particular note of requested airworthiness directives, Modifications and repairs and of the requirement that any parts used were manufactured or maintained by organisations acceptable to EASA;	
	c. That the customer issuing the work order has established the approval of the appropriate Competent Authority for any design data for alterations and repairs;	
	d. That the release of Civil Aeronautical Product is in conformity with applicable legislative and regulatory requirements;	
	e. That any Civil Aeronautical Product under the jurisdiction of the other Party found any serious defects or un- airworthy condition shall be reported to the other Party and customer.	
	f. Compliance with ANAC Special Conditions Applicable to Brazilian based Maintenance organisation s stated on Appendix B1 to Annex B paragraph 2.1.1. b)	
	Has the NAA office carried out an audit on the AMO and any line stations for compliance with EASA Part 145 and the Supplement conditions within the time frame specified in MAG? Is this audit recorded and any findings tracked and closed?	
	Has the NAA office forwarded the ANAC F-900-73 (http://www2.anac.gov.br/certificacao/Form/Form.asp) to ANAC HQ as required?	
	Has the NAA office issued a letter to the AMO stating that the supplement is approved? This letter shall also specify the ANAC approval number and the scope of work that may be performed?	
17.	Has the NAA office added the fact that the AMO is ANAC approved and added the additional audit requirements to its oversight audits system?	
Compliance Checklist with MAG Section C—Continuation		
18.	Does the NAA office receive and review a continuation application for completeness and correctness and retain this record on file?	
	Does the NAA verifies that the continuation application includes a statement demonstrating that the ANAC certificate and/or rating is necessary for	

	maintaining or altering aeronautical products registered or designed in an EU Member State or parts fitted thereon?	
19.	Has the NAA satisfied itself that the supplement is still in compliance?	
20.	Has the NAA carried out the oversight audit requirements including any line stations during the previous 2 year period and was the AMO in compliance with EASA Part 145 and the ANAC supplement conditions? Is this audit recorded and any findings tracked and closed?	
21.	Has the NAA forwarded the ANAC Form F-900-73 (http://www2.anac.gov.br/certificacao/Form/Form.asp)as required?	
22.	Did the NAA have reason to advise the ANAC of any serious non- compliance?	
23.	Does the NAA have the most recent continuation documentation on file?	
24.	Has the NAA added the fact that the AMO has continued its ANAC approval to the file and retained the additional audit requirements of their oversight audits system, and does the AMO profile show the correct continuation date?	
Compliance Checklist with MAG Section C — Amendment to Approved Document(s).		
25.	Where the facility accountable manager or company name has changed is this reflected in the supplement?	
26.	Has the NAA carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
27.	Has the NAA the most recent documentation i.e. Brazilian Supplement on file?	
28.	Has the NAA added the fact that the AMO has amended its ANAC approval to the file?	
29.	Has the NAA carried out enforcement procedures, and has the NAA advised EASA of any enforcement that may impact the ANAC approval?	

Approved Maintenance Organisations Visited by ANAC

(include a completed **ANAC visit report AMO** for each organisation)
or

NAA files reviewed by EASA during standardisation visit

Verification of specific regulatory requirements and ANAC Special Conditions

	Name	EASA /ANAC approval number
1.		
2.		

The number of organisations visited will be determined by the applicable SIS Team.

Findings Raised Against the NAA office (non-compliance with MAG Section C)	Reference
1.	
2.	
3.	
4.	
5.	
Comments	

Signatures	Date of Signatures:
ANAC SIS TEAM Lead	EASA Representative
Name:	Name:
Signature:	Signature:
	NAA Representative
	Name:
	Signature:

NOTE: Signature by EASA and NAA representatives only means they have read the report. It does not constitute agreement, with findings and comments raised in this report

Appendix 6: ANAC Visit Report AMO (SIS Form 8 EU)

ANAC Visit Report AMO (EASA PART-145 APPROVED MAINTENANCE ORGANIZATION)	
General Information	
NAME OF ORGANIZATION: DETAILS AMO/MAINTENANCE ORGANISATION NO.: EASA ANAC	VISIT DATE:
STATUS AND REFERENCE OF MAINTENANCE ORGANISATION EXPOSITION/SUPPLEMENT:	
SENIOR PERSON(S) SEEN (NAMES & POSITIONS): EASA Representative: NAA HQ Representative:	
SIZE OF ORGANIZSATION AND DESCRIPTION OF ACTIVITIES:	
DEPARTMENTS/SYSTEMS/ACTIVITIES SEEN:	
Compliance with Specific Regulatory Requirements, ANAC Special Conditions and MAG	
(N/R) = applicable but not reviewed; (N/A) not applicable; (☑) = In compliance; (x) = if not in compliance, put consecutive numbering in the box and make finding in relevant section.	
1. . AMO Holds valid EASA Part 145 approval.	
2. . The RBAC 145 scope of approval does not exceed the scope and rating of the EASA Part 145 approval.	

3. .	EASA and ANAC are allowed access to AMO to inspect for continued compliance with EASA Part-145, Specific Regulatory Requirements and ANAC Special Conditions?.	
4. .	The AMO cooperates with any regulatory investigation.	
5. .	AMO accepts that investigation and certificate action may be taken.	
The supplement to the AMO Manual needs to include the following elements: (Verify that the AMO is applying the procedures correctly.)		
6.	Statement of Accountable Manager.	
7.	A summary of its quality system which shall also cover the ANAC special conditions.	
8.	Procedures for approval for release or return to service that satisfy the requirements of Brazilian Regulation RBAC 43 for aircraft and use of EASA Form 1 for components. This includes the information required by Brazilian regulations RBAC 43.9 and 43.11 and all information required to be made or kept by the owner or operator in English as appropriate.	
9.	Procedures for reporting to the ANAC failures, malfunctions, or defects, and Suspected Unapproved Parts (SUP) discovered, or intended to be installed, on Brazilian aeronautical products.	
10.	Procedures to notify the ANAC regarding any changes to line stations that: (1) are located in an EU Member State; (2) maintain Brazilian registered aircraft; and (3) that will impact the ANAC Operations Specifications.	
11.	Procedures to qualify and monitor additional fixed locations within the EU Member States list in Appendix 2 to Annex B.	
12.	Procedures in place to verify that all contracted/sub contracted activities include provisions for a non- ANAC certificated source to return the Article to the AMO for final inspection/testing and return to service.	
13.	Procedures for submitting, every 24 months, utilization reports to the ANAC identifying the list of the Technical Personnel assigned to return to service a Brazilian aeronautical product.	
14.	Procedures to ensure that major repairs and major alterations/modifications (as defined in Brazilian Regulations RBAC) are accomplished in accordance with data approved by the ANAC.	
15.	Procedures to ensure compliance with air carrier's Continuous Airworthiness Maintenance Programme (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as Required Inspection Items (RII).	
16.	Procedures to ensure compliance with the manufacturer's maintenance manuals or instructions for continued airworthiness (ICAs) and handling of deviations. Procedures to ensure that all current and applicable airworthiness directives (ADs) published by the ANAC are available to maintenance personnel at the time the work is being performed.	
17.	Procedures to confirm that the AMO contract a person, whenever necessary, who is able to read and plain understand the Brazilian Regulations. This requirement is also important regarding Maintenance Records in Portuguese.	
18.	Procedures to permit work away from fixed location on a recurring basis, when applicable.	
19.	Procedures to maintain, at least for 5 (five) years, each Work Order with all attached supplementary forms and part certifications.	
20.	Procedures to certify Annual Maintenance Inspection (IAM) or Airworthiness Conformity Report (RCA) in form and manner established by ANAC, when an AMO is authorized to perform IAM or RCA.	

Findings Debriefed to the Organization; Findings Raised Formally by ANAC	
Non-compliance with specific regulatory requirements/special conditions/MAG	Reference to MAG
Findings to be raised with the equivalent RBAC 145 paragraph	Reference to RBAC

Signatures	Date of Signatures:
ANAC SIS TEAM Leader	EASA Representative
Name:	Name:
Signature:	Signature:
	NAA Representative
	Name:
	Signature:

NOTE: Signature by EASA and NAA representatives only means they have read the report. It does not constitute agreement with findings and comments raised in this report

Section B:

Approval process for Brazilian Based Approved Maintenance Organisations

Introduction

This Guidance details how ANAC will implement the Bilateral Agreement and Annex B between the European Union and Brazil for RBAC 145 Maintenance Organizations located in Brazil.

I. Initial Approval Process

1. ANAC Actions

Upon receipt of a request for supplement approval in accordance with this Agreement, ANAC shall ensure that the applicant has access to the most current revision of the MAG and the EASA Form 18 (see Appendix 3).

2. Applicant Actions

2.1. To apply for an approval under the provisions of the Agreement Annex B, an applicant AMO must:

a) Be located in Brazil; and
b) Hold a ANAC RBAC 145 approval.

2.2. The applicant shall:

1. Complete the EASA Form 18 (Section C of this MAG,see Appendix 3); and
2. Establish an EASA Supplement to its Maintenance Organisation Manual in accordance with the supplement guidance material (see Appendix 1).

2.3. The EASA Form 18 plus the proposed EASA Supplement shall be sent to the supervising ANAC regional office at least 90 days prior to the date initial approval is required.

NOTE: The above documents shall not be sent to EASA by the applicant.

3. ANAC/EASA actions

a) The ANAC regional office shall send the EASA Form 18 to ANAC HQ

b) ANAC HQ shall forward a copy of the EASA Form 18 to EASA. EASA shall invoice the organisation based on the EASA Fees and Charges Regulation, as amended. The current EASA Fees and Charges Regulation can be found at the EASA website at: www.easa.europa.eu

c) Once EASA has received the applicant's payment, it shall notify ANAC that the process can continue and identify (on the application Form 18) the EASA approval number to be used in the process.
d) ANAC shall review the EASA Supplement for compliance with Appendix 1.

e) Where the supplement is found satisfactory, ANAC shall issue a letter quoting the EASA approval number to the AMO and attesting that the EASA supplement is approved. The letter shall specify that the scope of ratings and limitations shall not exceed that which is specified in the organizations RBAC 145 certificate and operation specification.

f) Once approved, the EASA supplement and the privileges associated with it shall remain in force until surrendered, suspended or cancelled by ANAC or EASA.

g) ANAC will ensure that activities conducted in accordance with the supplement are part of their oversight of the organization.

h) ANAC shall forward a copy of the supplement approval letter to EASA.

i) EASA will publish the list of Approved Maintenance Organizations located in Brazil on its website.

II. Continuation Process

1. ANAC Action

ANAC ensures every 24 months that the conditions for approval continue to be met. Where the conditions are not met, ANAC shall take appropriate action and notify EASA.

2. Applicant Actions

The applicant shall submit the following to ANAC;

(1) A Completed EASA Form 18 indicating continuation and/or change in Block 5 as required, and
(2) A current copy of their EASA Supplement (only if the continuation is submitted together with a change)

3. ANAC/EASA Actions

a) ANAC Regional office (RO) will review the submitted Form 18 for completeness and legibility.

b) The ANAC Regional office will review the supplement for compliance to Appendix 1(if submitted).

c) The ANAC Regional office will issue a new supplement approval letter when the supplement is found acceptable(if submitted).

d) The ANAC Regional office will forward the EASA Form 18 and Supplement approval letter (if issued) to ANAC HQ.

e) The ANAC HQ will forward the completed Form 18 and supplement approval letter (if issued) to EASA.

4. EASA Actions

a) EASA shall invoice the organisation based on the EASA Fees and Charges Regulation, as amended. The current EASA Fees and Charges Regulation can be found at the EASA website at: www.easa.europa.eu. In accordance with EASA Fees and Charges Regulation the applicable fee will be invoiced on an annual basis.

b) EASA shall notify ANAC if the applicant has failed to make the fee payment within 90 days from invoice date.

c) If the applicant fails to pay the applicable continuation fee EASA shall ask ANAC to revoke the supplement approval letter.

d) Where EASA has reason to recommend to ANAC not to continue the approval, EASA should immediately inform ANAC who will take appropriate action.

e) Late Applications: The applicant is expected to apply 60 days prior to their continuation due date. ANAC will accept late applications up to 30 days beyond the due date. If the applicant fails to apply for continuation within the above specified time frame, their approval cannot be continued, it shall be rendered invalid and an initial application must be initiated by the applicant.

5. Surrender of Approval

Where a company surrenders its approval, ANAC will notify EASA to remove the company from the list of approved companies on its website. ANAC will also remove the company from its website.

III Amendment process

1. Applicant Actions

a) The following changes to an organisation require the submission of an EASA Form 18 and associated amended supplement to ANAC regional office:

(1) Change of Address;
(2) Change of Accountable Manager;
(3) Change of Organisation Name and/or Approval Number.

2. ANAC Actions

a) ANAC Regional office will review the submitted Form 18 for completeness and legibility.
b) The ANAC Regional office will review the supplement for compliance to Appendix 1.
c) The ANAC Regional office will issue a new supplement approval letter when the supplement is found acceptable.

d) The ANAC Regional office will forward the EASA Form 18 and Supplement approval letter to ANAC HQ.
e) The ANAC HQ will forward the completed Form 18 and supplement approval letter to EASA.

3. EASA Actions

EASA will update the list of approved companies on its website.

IV Suspension or Revocation

1. Suspension

Suspension of the RBAC 145 certificate will automatically render the EASA Part 145 supplement approval letter invalid for the duration of the suspension. As a consequence of this suspension the AMO cannot exercise the privileges of their EASA Part 145 approval in accordance with the Agreement.

2. Revocation

Revocation of the RBAC 145 certificate will automatically render the EASA Part 145 supplement approval letter invalid. As a consequence of this revocation all privileges of their EASA Part 145 approval are permanently removed and cannot be re-instated.

3. EASA Actions

Where EASA has reason to request the ANAC to revoke the supplement approval letter, ANAC should take immediate action.

4. Communication

Each party shall immediately notify the other party of any activities related to the aforementioned certificate action.

V Appendices

Appendix 1: EASA Supplement Contents

In accordance with the Agreement on Aviation Safety between the European Union and Brazil, each AMO maintaining aircraft registered in an EU Member State or components intended for installation thereon, shall include in its Maintenance Organisation Manual a supplement in accordance with Annex B Appendix B1 Section 1 "*EASA* Special Conditions Applicable to Brazilian Based Repair stations".

Appendix 2: Example EASA Supplement

EASA SUPPLEMENT REFERENCE NO. …….

TO RBAC 145 MAINTENANCE Organisation MANUAL REF …….

Company Name and Facility Address:

ANAC MAINTENANCE ORGANISATION NUMBER

EASA Part 145 Approval Number:

Compliance with the EASA approved Supplement together with the ANAC accepted Maintenance Organisation Manual forms the basis by which an AMO can exercise the maintenance privileges under the Agreement.

The Maintenance Organisation (MO) must always retain at its principal place of business a current copy of this EASA Supplement in English and provide it to EASA upon request.

The cover page of the EASA Supplement should include the intent of the above statement

NOTE: This Sample EASA Supplement gives guidance on the subjects that need to be addressed and translated into working procedures to ensure compliance with the specific regulatory requirements and EASA Special Conditions. **The applicant must customise the supplement to reflect the specific maintenance organisation operation and related procedures.**

A. INDEX

1. LIST OF EFFECTIVE PAGES (Self-Explanatory)

2. AMENDMENT PROCEDURE

2.1 This section should describe the procedures the organization shall use to ensure the EASA supplement remains current and should specify that amendments must be submitted to the ANAC for acceptance. The working practises and procedures must be reflected in the RBAC145 Maintenance Organisation Manual and, if appropriate, in this EASA Supplement. In addition, this paragraph should identify who within the organization is responsible for approving amendments and for ensuring that all amendments to the supplement are submitted to the ANAC for acceptance.

2.2 Failure to ensure that the RBAC 145 Maintenance Organisation Manual and this EASA Supplement are kept up to date in respect of regulatory changes and that the maintenance organisation staff comply with the procedures therein could invalidate the EASA Approval.

2.3 Changes to the MAG shall be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.

3. INTRODUCTION

3.1 This paragraph should address why the supplement is necessary. EASA Part 145 is the European requirement similar to RBAC145

3.2 The Maintenance Annex agreed to by the ANAC and EASA specifies the basic differences between EASA Part-145 and RBAC 145 and identifies these differences as special conditions.

3.3 A RBAC 145 Maintenance Organisation can be EASA Part-145 approved when the maintenance organisation complies with the maintenance special conditions as detailed in this procedure in addition to complying with RBAC 145 and 43.

3.4 The supplement should help ensure that the organization is working in accordance with the provisions of their EASA Part-145 Approval Certificate and to ensure that the differences between the EASA and ANAC regulations are taken into account.

4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

4.1 This paragraph represents the Agreement by the Accountable Manager that the organization will comply with the conditions specified in the supplement whilst operating in accordance with the EASA Part-145 approval. It includes recognition of the consequences of failing to meet either requirements or standards.

4.2 The accountable manager is normally intended to mean the chief executive officer of the organization, who, by virtue of position, has overall responsibility (including appropriate financial authority) for running the organization. When the accountable manager is not the chief executive officer, he must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation.

4.3 An acceptable statement for this paragraph would be:

> "This supplement in conjunction with the approved RBAC145 Maintenance Organisation Manual *[insert MOM reference here as applicable]* defines the organization and procedures upon which EASA approval is based.
>
> "These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being performed under the conditions of the EASA Part-145 approval.
>
> "It is accepted that the maintenance organisation's procedures do not override the necessity of complying with any additional requirements formally published by the EASA and notified to this organization from time to time.
>
> "It is understood that the EASA shall issue an Approval Certificate and list this maintenance organisation in an EASA published list as long as the EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that EASA reserves the right to revoke the Approval Certificate if EASA considers that procedures are not followed or standards not upheld."

4.4 This statement shall be signed and dated by the Accountable Manager for and on behalf of the maintenance organisation.

4.5 Please note that whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous EASA Part-145 Approval and provide the responsible ANAC inspector with the amendment of the supplement.

5. APPROVAL BASIS AND LIMITATION

5.1 EASA approval is based upon compliance with RBAC 145 and 43 except where varied by the special conditions specified in the Maintenance Annex and associated guidance. However, this approval must not exceed the ratings permitted by Commission Regulation (EC) No. 2042/2003.

5.2 The approval of maintenance work is limited to the scope of work permitted under the current certificate issued by the ANAC to the Maintenance Organisation in accordance with RBAC 145 for work carried out within Brazil. Deviations have to be agreed on a case-by-case basis by the JSCM.

6. ACCESS BY EASA AND ANAC

(In accordance with the Agreement, Annex B, Appendix B1, paragraph 1.2)

6.1 The supplement should confirm that the maintenance organisation agrees to provide access to EASA and ANAC to ascertain compliance with RBAC 145, the EASA Special Conditions, procedures and standards and to investigate specific problems.

6.2 The supplement should confirm that the organization will accept investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures and that the organization will cooperate with these actions.

7. WORK ORDERS/CONTRACTS

This section should describe the procedures the Maintenance Organisation shall use to ensure the following:

a) That the maintenance organisation shall receive clearly stated work orders describing the scope of the work to be accomplished from the customer.

b) How it ensures the work order specifies the inspections, repairs, alterations, overhaul, airworthiness directives and parts replacement required.

c) How completeness of and compliance with the customers' work order is ensured.

d) That the customer remains responsible for correctly informing the Maintenance Organisation by work order of all required maintenance and alterations.

8. APPROVED DESIGN AND REPAIR DATA

8.1 Changes to the type design: Major Changes, Minor Changes, STCs. The EASA-approved design engineering data is normally data supplied by an EASA Design Organization Approval (DOA) holder, or data approved by the National

Aviation Authority of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by the EASA. In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and /or validation of ANAC approved changes to the type design by EASA are contained in Annex A to the Agreement and in the Technical Implementation Procedures (TIP).

NOTE: EASA defines "design change" as a change to the type design. EASA *does not* automatically accept alterations that affect type design.

8.2 Repairs

a) ANAC shall approve design data in support of major repairs in accordance with ANAC Procedures Manual (MPR) 900.04, Aircraft Equipment and Operational Authorizations; ANAC MPR 110, Designation of Representatives. Minor repairs are made in accordance with "acceptable" data, in accordance with RBAC 43.

b) EASA shall approve design data in support of repairs in accordance with EASA Part 21 Subpart M-Repairs and EASA's procedure Type Certificate Change and Repair Approval.

8.3 EASA Acceptance of ANAC Repair Design Data.

8.3.1 Non-Critical Components

a) EASA shall accept data used in support of major repairs regardless of the State of Design of the product, part or appliance, if:

   i. EASA has certificated/validated the product or appliance;

   ii. The ANAC is the authority of the State of Design for the repair design
   data; and

   iii. The ANAC repair design data approval is substantiated via an ANAC letter or ANAC Form F-200-6, properly approved and executed ANAC Form F-400-04 (Former Form SEGVOO 001), or a signed cover page of a repair specification.

b) EASA shall also accept data used in support of minor repairs when:

   i. EASA has certificated/validated the product or appliance;

   ii. The ANAC is the authority of the State of Design for the repair design data; and

   iii. The repair design data has been provided by a Brazilian TC/STC or TSOA holder; or

   iv. For minor repairs from other than a Brazilian TC/STC or TSOA holder, the determination that data are acceptable (under RBAC 43) has been made by a Brazilian maintenance organization under ANAC's authorized system.

NOTE: An EU company must use EASA Part 21 for the approval of repair data for use on an EU-registered aircraft. Unless the minor repair data has been previously used on an Brazilian-registered aircraft, an EU company cannot determine any data to be acceptable data under RBAC 43 for use on an EU-registered aircraft.

c) In these circumstances, repair design data are considered to be EASA-approved following its approval or acceptance under ANAC's system. This process does not require application to EASA or compliance findings to the EASA certification basis.

8.3.2 Critical Components

NOTE: A critical component is defined as a part identified as critical by the design approval holder during the validation process, or otherwise by the exporting authority. Typically, such components include parts for which a replacement time, inspection interval, or related procedure is specified in the Airworthiness Limitations section or certification maintenance requirements of the manufacturer's maintenance manual or Instructions for Continued Airworthiness.

a) EASA shall accept any critical component repair design data from a TC/STC holder, regardless of the State of Design of the product, if:

   i. EASA has certificated/validated the product; and

   ii. The ANAC is the authority of the State of Design for the repair design data.

   iii. In these circumstances, repair design data are considered to be EASA-approved following its approval under ANAC's system. This process does not require application to EASA or compliance findings to the EASA certification basis.

b) Repair design data on critical components, developed by organizations/persons that are not the TC/STC Holder, shall be submitted to the Agency for approval following the standard application procedure, with an EASA Form 31. Applicants do not need to hold a DOA if the repair data has been approved by the ANAC.

9. AIRWORTHINESS DIRECTIVES

This section should describe the procedures the Maintenance Organisation will use to address paragraphs below:

a) Explain how the organization ensures it has all EASA ADs applicable to the work it is performing under the ratings it holds.

b) State how the organization will manage and control the distribution and use of ADs. It also should identify how the organization will ensure that it makes the applicable EASA ADs available to its personnel when they perform work under its EASA approval and rating.

c) Include Maintenance Organisation procedures to ensure customer approval/request of the performance of applicable ADs. If the organization does not comply with an applicable AD, its non-compliance must be recorded in the item's maintenance records. It should describe how this information would be recorded and transmitted to the customer.

10. RELEASE AND ACCEPTANCE OF COMPONENTS

10.1 This section should describe the procedures the Maintenance Organisation will use to ensure that the Release to service of components up to and including complete powerplants will be carried out in accordance with RBAC 43, except that Section B of this MAG, Appendix 1, paragraphs9 and10 shall also be taken into account. At the completion of maintenance, an ANAC FormF-100-01 (former Form SEGVOO 003) shall be issued as a maintenance release by the Maintenance Organisation.

10.2 The ANAC Form F-100-01 (former Form SEGVOO 003) should include the EASA Part-145 release to service certifying statement with the EASA Part-145 Approval Certificate number in block 13, and specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, PMA parts and quote the reference and issue/revision of the approved data used.

10.3 An example completed ANAC Form F-100-01 (former Form SEGVOO 003) dual release shall be included by the Maintenance Organisation in the supplement. Instructions shall be included in the supplement specifying that blocks 14 through 18 are not to be used by the Maintenance Organisation.

10.4 The signature of the person returning the component to service shall be in block 20 with the ANAC Maintenance Organisation Certificate number in block 21.

10.5 The status of the component (repaired, inspected, overhauled, etc.) shall appear in block 12 with any relevant comments including detailed references to approved data, Ads, etc., in block 13. Example: "Overhauled in accordance with CMM 111, Section X, Rev 2, S/B 23 and ANAC AD xyz complied with. Full details held on WO 456."

10.6 Block 13 shall also contain the following statement:

> "Certifies that the work specified in block 12 was carried out in accordance with EASA Part-145 and in respect to that work the component is considered ready for release to service under EASA Part-145 Approval Number: "EASA 145……."

NOTE: In the case of maintenance carried out by a Brazilian based EASA Part-145 approved organization subject to the Agreement, EASA only recognises the dual release ANAC Form F-100-01 (former Form SEGVOO 003) for component, engine, or propeller maintenance.

10.7 Please note that the sub clause "except as otherwise specified" is intended for use with two types of deviations as follows:

a) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in Block 13 and/or attachments.

b) The case where the particular maintenance requirement was only EASA-approved and not ANAC-approved. Example: an EASA Airworthiness Directive not approved by the ANAC.

10.8 The Maintenance Organisation will identify in the MOM roster staff authorized to issue the ANAC Form F-100-01 (former Form SEGVOO 003) on behalf of the Maintenance Organisation.

10.9 The supplement should include information regarding the acceptability of components authorized for use during maintenance that should comply with the next following paragraphs.

10.10 Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.

10.11 Only the following new and used components may be fitted during maintenance.

10.12 New Components

10.12.1 New components should be traceable to the OEM as specified in the Type Certificate (TC) holder's Parts Catalogue and be in a satisfactory condition for installation. A release document issued by the OEM or Production Certificate (PC) holder should accompany the new component. The release document should clearly state that it is issued under the approval of the relevant AA under whose regulatory control the OEM or PC holder works.

10.12.2 For Brazilian OEMs and PC holders, release should be on the ANAC Form F-100-01 (former Form SEGVOO 003) as a new part.

10.12.3 For all EU Member States, OEMs, and PC holders, release should be in accordance with EASA Part-21 on EASA Form 1 as a new part.

10.12.4 For US and Canadian OEMs and PC holders release should be respectively on the FAA Form 8130-3 or Canadian Form One as a new part.

10.12.5 Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for installation.

NOTE: EASA Standard Parts Definition: Per AMC M.A.501(c), "Standard Parts are: parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering

Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc…"

10.12.6 Replacement parts may only be accepted as detailed in EASA Part-21 or in Annex A of the Agreement and TIP.

10.13 Used Components

10.13.1 Used components shall be traceable to Maintenance Organisations approved by the authority who certified the previous maintenance, and in the case of life limited parts, certified the life used. The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the TC holders Parts Catalogue.

10.13.2 An ANAC Form F-100-01 (former Form SEGVOO 003) issued as a dual maintenance release must accompany used components from EASA-approved Brazilian based RBAC 145 Maintenance Organisations.

10.13.3 Used components from a RBAC 145 Maintenance Organisation not EASA-approved will not be used even if accompanied by an ANAC Form F-100-01 (former Form SEGVOO 003).

10.13.4 An EASA Form1 issued as a maintenance release shall accompany used components from EASA Part-145 approved maintenance organizations not located in Brazil.

10.13.5 A foreign form issued as a maintenance release (even as a dual/triple release) should accompany used components from that foreign country territory based AMO, in accordance with agreement between EU and that country.

NOTE: Canadian and US EASA-approved maintenance organizations will specify the EASA release statement and their EASA approval number in the remarks block.

10.14 Possible Cases

The following table is a summary of possible cases:

<table>
<tr><td colspan="4">Privileges of the dual EASA and ANAC certificated maintenance organisation</td></tr>
<tr><td colspan="2">Brazil</td><td colspan="2">Europe</td></tr>
<tr><td colspan="2">Release Document of Final Assembly:
F-100-01 (Former Form SEGVOO 003) Dual Release</td><td colspan="2">Release Document of Final Assembly:
EASA Form 1 Dual Release</td></tr>
<tr><td colspan="2">Acceptable New Products/Articles:

EASA Form 1 NEW
F-100-01 NEW
C of C Standard Parts</td><td colspan="2">Acceptable New Components:

EASA Form 1 NEW
F-100-01 NEW
C of C Standard Parts</td></tr>
<tr><td>USED Products/Articles:

Acceptable Used Products/Articles Release Document (input)</td><td>Final Assembly Release document (output)</td><td>USED Components:

Acceptable Used Components Release Document (input)</td><td>Final Assembly Release document

(output)</td></tr>
<tr><td>F-100-01 Single</td><td>F-100-01 Single</td><td>Form 1 Single</td><td>Form 1 Single</td></tr>
<tr><td>F-100-01 Dual</td><td>F-100-01 Dual</td><td>Form 1 Dual*</td><td>Form 1 Dual*</td></tr>
<tr><td>Form 1 Dual*</td><td>F-100-01 Dual</td><td>F-100-01 Dual</td><td>Form 1 Dual*</td></tr>
<tr><td>Form 1 Single</td><td>F-100-01
(see below Brazil)</td><td>F-100-01 Single</td><td>Form 1
(see below Europe)</td></tr>
</table>

* For the purpose of the table above, triple release (US and Canada) mentioned in subparagraph vi above has the same status as EASA Form 1 Dual release.

Brazil

No ANAC Form F-100-01 (former SEGVOO 003) dual release possible (one or more products/articles used accompanied by Form 1 single release).

In block 19 only check the box mentioning "Other regulation specified in block 13." Do not check box that states compliance to RBAC 43.9.
In block 13, the following text should be inserted:
"Certifies that the work specified in Block 12 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval no._____.
This product/article meets RBAC 43 requirements, except for the following items, and therefore is not eligible to be installed on Brazilian-registered aircraft:"
(List the items)

Europe

No EASA Form 1 dual release possible (one or more components used accompanied by ANAC Form F-100-01 (Former Form SEGVOO 003) single release).
In block 14a, check only the box mentioning "Other regulation specified in block 12." Do not check the box that states compliance to 145.A.50.
In block 12, include the following release statement:
"The work identified in Block 11 and described herein has been accomplished in accordance with RBAC 43 and in respect to that work, the items are approved for return to service under certificate no._____."
This product/article meets 145.A.50 requirements, except for the following items, and therefore is not eligible to be installed on an EU-registered aircraft:"
(List the items, i.e., the items accompanied by Form F-100-01 single release)

11. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY

This section should describe the procedures the Maintenance Organisation will use to ensure that the Certificate of Airworthiness and the Airworthiness Review Certificate are valid prior to the issue of a release to service document. This paragraph is only applicable to Maintenance Organisations with an airframe/aircraft and/or limited airframe rating.

NOTE: Although EU aircraft have indefinite C of As, the C of A's validity period is verified by means of an "Airworthiness Review Certificate" (ARC). The EASA Operator or owner is responsible for ensuring the C of A remains valid but the Maintenance Organisation should ensure that the C of A is valid from the expiry date as detailed on the ARC before issue of a release to service as specified in Section B Appendix 1 paragraph 12. If the ARC has expired, inform the customer before issue of a release to service as specified in paragraph 12.

12. RELEASE OF AIRCRAFT AFTER MAINTENANCE

12.1 This section should describe the procedures the Maintenance Organisation will use to ensure that the Release to service of EU registered aircraft will be carried out in accordance with RBAC 43 except that paragraphs7, 8 and11 of this supplement must be taken into account. At the completion of maintenance, make the following certification in the aircraft maintenance record.

12.2 Return to Service in accordance with RBAC 43 and the following:

> "Certifies that the work specified; except as otherwise specified, was carried out in accordance with ANAC airworthiness regulations, and in respect to that work the aircraft is considered ready for release to service."

12.3 Please note that the sub clause "except as otherwise specified" is intended for use with two types of deviations as follows:

a) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out on the RBAC 43 Return to Service and/or attachments.

b) The case where the particular maintenance requirement was only EASA-approved and not ANAC-approved. Example: an EASA Airworthiness Directive not approved by the ANAC.

12.4 Where the customer Operator requires his/her paperwork to be signed, the following alternate certification can be made. The following is only applicable to Maintenance Organisations with airframe and/or limited airframe rating.

12.5 Release to Service in Accordance with EASA Part-145.A.50:

> "Certifies that the work specified, except as otherwise specified, was carried out in accordance with EASA Part-145 and in respect to that work the aircraft is considered ready for release to service."

12.6 In all cases, the Maintenance Organisation must issue the certification when all required maintenance has been carried out, except that if it was not possible to complete all maintenance actions requested, then details of the work not performed must be endorsed on the Release to Service and the Operator informed.

12.7 Quote the EASA Part-145 Approval Certificate Number and the ANAC RBAC 145 Certificate Number in all cases, whether it is an ANAC Approval for Return to Service or an EASA Part-145 Release to Service.

13. REPORTING OF UNAIRWORTHY CONDITIONS

13.1 This section should describe the procedures the Maintenance Organisation will use to ensure that, when serious defects are found in EU-registered aircraft or components received from an EU customer, the defects must be reported to EASA, the aircraft/component design organization, and the customer or Operator within 72 hours. When reporting to the EASA, the identity of the customer must be included to allow follow up action.

a) Explain the procedures the organization will use to ensure that it will submit a report in a form and manner acceptable to EASA containing the information required by EASA Part-145 in English through:
   i. EASA online platform;
   ii. Occurrence Reporting Form;
   iii. FAA Service Difficulty Report; or
   iv. FAA SUP report.

b) Submit this form in accordance with the timeframe specified in EASA Part-145, when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of EASA.

13.2 Responsibility. Include the title of each person responsible for completing and submitting reports of unairworthy conditions to EASA.

NOTE: EASA Part-145 occurrence reporting requirements include SUP reporting requirements.

14. QUALITY ASSURANCE SYSTEM (QAS)

14.1 This section should describe the detailed procedures the Maintenance Organisation will use for the operation of an independent QAS and should include the following items.

14.2 The primary objective of the QAS is to enable the organization to satisfy itself that it can deliver a safe product and that it remains in compliance RBAC 43, RBAC 145 and the EASA Special conditions.

14.3 The QAS should include all the contracted work in accordance with guidance given in Item 16 of the Supplement.

14.4 There are two elements to the system:

a) An independent audit system.

The independent audit system is a process of sample audits of all aspects of the Maintenance Organisation's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard nor does it replace any associated inspection/quality control system. Independence shall be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure, or product being audited.

The audit system shall cover the oversight of all multiple facilities and line stations under the approval and must contain as a minimum the following:

i. Procedural audits. The audits should monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components.
ii. Product audits. The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.

It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with a procedure under this paragraph, which defines the audit program.

The process of sample audits may be carried out once per year as a single exercise or conducted in segments during a period of one year in accordance with the audit program contained in the Supplement. All applicable RBAC 43 and 145 provisions and the EASA Special Conditions as detailed in this guidance should be checked at least once per year against each primary product line.

A primary product line is any one aircraft, engine, avionic, or mechanical product line where the systems and procedures are very similar throughout that product line.

Maintenance Organisations with fewer than 10 employees may contract the audit function to a person acceptable to EASA who is not employed by the Maintenance Organisation. But in this case the audit of all

applicable RBAC 43 and 145 provisions and EASA Special Conditions as detailed in this guidance must be carried out twice per year.

b) A management/control and follow up system.

The management control follow up system, which must not be contracted to outside persons, consists of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the accountable manager to remain informed of the state of compliance and any safety issues. The accountable manager should hold routine meetings to check the progress on clearing outstanding findings/discrepancies, except that in the larger Maintenance Organisations such meetings may be delegated on a day-to-day basis to the Quality Manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.

14.5 Where the Maintenance Organisation has associated line stations and/or additional fixed locations, the system should describe how these are integrated into the system and shall specify the need to audit each line station and/or additional fixed location at least once per year.

14.6 Where applicable, each line station that is used by an aircraft operated under the regulatory control of an EU Operator in accordance with the conditions of the Maintenance Annex should be listed giving its location and the basic maintenance capability at each such location.

14.7 The QAS as specified in this paragraph must be extended to include the need for the approved maintenance organization to audit the listed line station and/or additional fixed locations.

14.8 One example of the particular product line shall be used as the basis of each audit, except in the case of stores audits when a random selection of parts should be used for the audit. It therefore follows that a Maintenance Organisation maintaining aircraft and engines (off aircraft) and mechanical parts (off aircraft) would need to carry out three audit sample checks each year with the particular product type changed each year. A sample audit program is attached.

14.9 A report shall be prepared for each audit carried out describing what was checked and any resulting findings/discrepancies. The report should be sent to the relevant departments for rectification action giving target rectification dates. The relevant departments are required to rectify the findings/discrepancies and inform the quality department.

14.10 A product should be selected in each hangar and each workshop and the sample audit program conducted at least once per year (twice per year in the case of a Maintenance Organisation with fewer than 10 employees and which chooses to contract the audit to an outside person except that in the case of procedures which are common throughout the Maintenance Organisation, the procedures need only be audited once per year if there are no problems.)

15. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

This section must describe the procedures the Maintenance Organisation will use to ensure that covered hangar space is available for the Base maintenance of aircraft operated under the regulatory control of an EU Member State undergoing maintenance and/or alteration. When the customer and Maintenance Organisation sign a contract for maintenance, the agreement must confirm that hangar space will be available at the time of maintenance and alterations.

NOTE: This section is only applicable to Maintenance Organisations with airframe and/or limited airframe ratings.

16. CONTRACTED MAINTENANCE

16.1 This section should describe the procedures the Maintenance Organisation shall use to ensure that the items to be contracted are specified and that the contract meets the terms of the implementation procedures.

NOTE 1: When part of the maintenance is contracted to another organization, the Maintenance Organisation must ensure that the other organization is approved to EASA Part-145 for the maintenance they carry out (contracting). If maintenance is contracted to a non-EASA-approved organization (subcontracting), then this is considered to be a Non–certificated Facility. In such a case, the Maintenance Organisation returning the product to service is fully responsible for ensuring its airworthiness.

NOTE 2: To prevent duplication with the ANAC Maintenance Organisation Manual and the EASA Supplement, it is permissible to make a cross reference to the MOM procedures in the EASA Supplement making a clear reference to where the information is to be found.

16.2 List of Contractors. EASA recognizes RBAC 145 requirements for the Maintenance Organisation Manual to contain a list of all contractors utilized by the Maintenance Organisation and approved by the ANAC as part of the Maintenance Organisation Manual. The list contains the name, address, and certificate and rating if applicable. EASA can accept this practice when the list identifies, by an asterisk or other means of identification, those contractor(s) the Maintenance Organisation will use to support maintenance activities for aircraft registered in EU or aeronautical products to be installed on such aircraft. The list should identify the contractors that hold an EASA Part-145 certificate and must also be made available to EASA on request.

16.3 Qualifying and Auditing Contractor.

16.3.1 Describe those procedures the Maintenance Organisation will use to both qualify and audit contractors.

16.3.2 Contracting to non-EASA- approved Sources (subcontracting). If the Maintenance Organisation contracts a maintenance work to a non-EASA-certificated source, the Maintenance Organisation must be appropriately rated itself to perform the work. This section should:

a) Explain that the Maintenance Organisation is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.

b) Indicate that any non-EASA- approved contractor to which work is contracted must be under the control of the Maintenance Organisation's QAS. Additionally, the Maintenance Organisation must inspect each item on which contracted work has been performed for compliance with this supplement.

c) Explain that if the Maintenance Organisation cannot determine the quality of contracted work, the work can only be contracted to an EASA- approved facility that is able to test and/or inspect the work performed and issue a return to service for the work performed. If the contracted item must be disassembled by the Maintenance Organisation to determine the quality of the work performed, then it should not be contracted to a non-EASA-approved source.

16.3.3 Contracting to EASA-approved Facilities. This subsection should:

a) Explain that if the Maintenance Organisation contracts functions to another organization that is EASA-approved, the contractor is responsible for approving the return to service for each item on which it has worked.

b) Describe the procedures the Maintenance Organisation will use to determine that the EASA-approved Maintenance Organisation to which work is contracted is properly certificated to perform that work.

16.3.4 Receiving Inspections. This subsection should:

a) Describe the Maintenance Organisation's procedures for inspecting the work performed by a contractor on an item that has been returned to service.

b) Describe the procedures the Maintenance Organisation uses to provide technical training for receiving inspection personnel who inspect contracted work.

c) Explain the procedures the Maintenance Organisation will use to ensure that items on which contracted work has been performed are properly processed through the organization's receiving inspection procedures.

d) Explain receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item

received based on a technical review of the contractor's source documentation.

e) Describe the method of recording contractor's work and the record retention period.

16.3.5 Audits. This subsection should:

a) Describe the procedures the Maintenance Organisation uses when auditing contractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record-retention period for the results of each audit.

b) Describe the procedures the Maintenance Organisation will use to ensure that contractors comply with operators' manuals, manufacturers' manuals, and Instructions for Continued Airworthiness.

c) Describe how contractors are informed of any changes to these manuals and procedures.

17. HUMAN FACTORS

This section should describe the procedures the Maintenance Organisation will use to ensure the detection and rectification of maintenance errors that may endanger the safe operation of aircraft. The procedures shall ensure that the ANAC-approved initial and recurrent training program and any revision thereto includes human factors training, addressing resources, human performance limitations, shift changeover and how personnel are trained, to ensure an understanding of the application of human factors principles. The following topics should be covered:

a) General/Introduction to human factors

b) Safety Culture/Organizational factors

c) Human Error

d) Human performance and limitations

e) Environment

f) Procedures, information, tools and practices

g) Communication

h) Teamwork

i) Professionalism and integrity

j) Organization's Human Factors program

18. LINE STATIONS

18.1 Maintenance Organisations with line maintenance authorization: EASA uses the term line stations, while the ANAC uses the term line maintenance authorization in RBAC 145. These terms are synonymous when applied under the terms of the Agreement.

18.2 EASA Certificate. The EASA certificate shall cover line stations under the surveillance of the ANAC.

18.3 Air Carrier. Where the Maintenance Organisation is also RBAC 121 air carrier and holds a RBAC 145 certificate, the procedure shall ensure that at least one of its main maintenance facilities is rated for the aircraft type(s) and the scope of work is relevant to the line station(s).

18.4 Maintenance Organisation. The procedure must specify that a RBAC 145 Maintenance Organisation can only be accepted if the Operations Specifications authorizes the certificate holder to perform line maintenance.

18.5 For Each of the Above. The EASA supplement procedure must clearly demonstrate that the quality system covers the air carrier certificate (if applicabale), the RBAC 145 certificate and the line stations and all stated activities. It shall be shown how control by the parent facility is ensured, that the line station(s) operate under the same EASA supplement as the parent facility, and the ratings do not exceed those of the parent facility. All line stations exercising the privileges of the EASA Part-145 approval must be listed in the EASA supplement together with associated operator, aircraft type, location, and contract specifying the scope of work for that particular operator. A copy of the relevant page of the supplement must also be supplied to EASA as part of the package for initial, renewal, or change (affecting the list of line stations) to the approval.

19. WORK AWAY FROM FIXED LOCATIONS

If a Maintenance Organisation is requested to perform maintenance on an EU-registered aircraft or article located outside the territory of Brazil, the Maintenance Organisation may work away from its fixed location in the following cases.

a) **For a One-time Special Circumstance.** If the EASA supplement or the Maintenance Organisation Manual does not have a written procedure for work away from its fixed location, the Maintenance Organisation must apply to EASA in advance of doing the work. This application must describe the work to be performed, the date of the work, the customer, and certify to EASA that the Maintenance Organisation will follow all existing

procedures in its current Maintenance Organisation Manual and EASA Supplement. (The application is to be sent to foreign145@easa.europa.eu.) EASA will review the application and answer the organization in writing, with a copy to the ANAC, either accepting or rejecting the application. If the application is rejected, the reasons will be specified in the letter.

b) **On a Recurring Basis.** This occurs when necessary subject to the ANAC acceptance of the procedures described on the Maintenance Organization Manual being in place for this work and only to perform non-routine maintenance, to be defined for this guidance as urgent defect rectification, on an EU-registered aircraft or articles intended for installation on EU-registered aircraft. The ANAC Maintenance Organisation Manual (MOM) defines the procedural requirements that the Maintenance Organisation should use. It is permissible to prevent duplication to make a cross reference to the MOM procedures in the EASA supplement for this aspect. Within Brazil, the responsible inspector shall be informed and notification to EASA is not required. Outside Brazil, the responsible inspector shall be informed and notification to EASA shall be sent to the following e-mail address: foreign145@easa.europa.eu

NOTE: This paragraph is not applicable to line stations addressed in Section B, Appendix 1, paragraph 18 of this MAG.

Sample Audit Program, EASA Supplement
Brazilian Maintenance Organisations

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
RBAC 43.7 Persons authorized to return to service												
RBAC 43.9 Contents of Maintenance and Alteration Records												
RBAC 43.12 Falsification of Records												
RBAC 43.13 Standards												
RBAC 43.15 Additional Standards												
EASA Supplement 4 Accountable Manager Statement												
EASA Supplement 7 Customer Work Order												
EASA Supplement 8 Approved Design and Repair Data												
EASA Supplement 9 Airworthiness Directives												
EASA Supplement 10 Release and Acceptance of Components												
EASA Supplement 12 Aircraft Release or Return to Service												

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
EASA Supplement 13 Reporting Unairworthy Conditions												
EASA Supplement 14 Quality Assurance System												
EASA Supplement 15 Hangar Space												

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
EASA Supplement 16 Contracted Maintenance												
EASA Supplement 17 Human Factors												
EASA Supplement 18 Line Stations												
EASA Supplement 19 Work away from Fixed Location												

Audit details are contained in the associated audit report
Table KEY: / = planned, X = performed

Prepared: Date, sign Quality Manager

Accepted: Date, sign Accountable Manager

Appendix 3: Application form (EASA Form 18)

European Aviation Safety Agency
Brazilian MO application for initial / continuation of a Maintenance Approval in accordance with the Bilateral Agreement between the European Union and Brazil on Civil Aviation Safety. EASA Form 18

Page 1 of 2

For the Applicant:

1. RBAC 145 MO name: RBAC 145 certificate number:

2. Address of MO:

3. Mailing Address (if different from 2 above):

4. Tel: Fax: Main Contact E-mail:

3. Please select the type of application and complete the section 6 of the Form 18

a. Initial □ b. Continuation □ c. Change □

(in case of continuation and or change) EASA Part 145 approval number: EASA.145._____

6. Application:

I wish to apply on behalf of this MO for an approval to perform maintenance on EU products in accordance with the Agreement concluded between the European Union and Brazil on Civil Aviation Safety.

I understand that a maintenance approval granted under the terms and conditions of the bilateral agreement between the European Union and Brazil is subject to the fees described in the European

Commission Regulation (EU) No 319/2014[(1)] and that failure to demonstrate continued compliance to Fees and Charges regulation may result in the invalidity of an initial application or in the revocation of an existing maintenance approval.

I additionally understand that no technical investigation in relation with an initial application to a maintenance approval will be carried out until payment of applicable fees has been honoured [(2)].

Date:

Name & Signature of the MO Accountable Executive:

Note: **This application form shall be addressed to the MO's ANAC** ANAC Airworthiness Department - Continued Airworthiness Branch (SAR – GGAC), together **with documents supporting the application, and in particular the EASA Supplement to the Maintenance Organisation Manual.**

For ANAC Inspector: Please process this application in accordance with ANAC internal procedures

For EASA:

8a.Initial Application

EASA hereby confirms that the applicant: ANAC MO #_____, has paid the fees in relation with the above described application, and therefore EASA authorises the granting by ANAC of the EASA Part 145 approval:

EASA.145.XXXX

to perform maintenance on EU products once it has been satisfied compliance of the MO to applicable regulatory requirements.

8b.Continuation/Change

EASA hereby grants continuation/accepts the change (strike through as required) submitted by ANAC MO #_____/ EASA.145.XXXX.

Name:

Date:

Please forward this acknowledgement to:

ANAC

e-mail: foreign145@anac.gov.br and gcvc@anac.gov.br

9.

To be filled by EASA in case of non-compliance

EASA hereby informs ANAC that the applicant has failed to demonstrate compliance with the fees and charges and that the application/ continuation of the EASA Approval is rendered invalid.

(This information is to be forwarded to ANAC at the above mentioned address)

Name

Date:

Note on fees and charges

1. For information regarding the current fees and charges please refer to the EASA fees and charges regulation which can be found on the EASA web site www.easa.europa.eu
2. Upon receipt of an application Form 18 for initial approval, EASA will address to the applicant an invoice containing details related to payment methods.
3. For continuation of EASA approval, EASA will invoice the applicant on an annual basis.

Section C:

Approval process for EU Based Maintenance Organizations

Introduction

This Guidance details how EASA and NAAs will implement the Bilateral Agreement and Annex B between the European Union and Brazil for EASA Part 145 Approved Maintenance Organisations located in the European Union.

I Initial Approval Process

1. Introduction

Any maintenance organisation that has been certified by a NAA to perform maintenance functions willing to be approved in accordance with Brazilian Regulation RBAC 145 shall be required to have a supplement to its maintenance organisation manual in order to comply with the requirements set out in Section 8 of Annex B to the EU / Brazil Agreement and its Appendix. When it is satisfied that the supplement meets the requirements set out in Section 8 of Annex B and its Appendix, the said NAA shall issue an approval attesting compliance with the applicable Brazilian requirements and specifying the scope of tasks that the maintenance organisation can perform on aircraft registered or operated under the provisions of Brazilian Regulations. Such scope of ratings and limitations shall not exceed that contained in its own certificate.

2. NAA Action

Upon receipt of a request for supplement approval in accordance with this Agreement, NAA shall ensure that the applicant has access to the most current revision of the MAG and the ANAC Application Form F-900-73 (http://www2.anac.gov.br/certificacao/Form/Form.asp).

3. Applicant Action

3.1 To apply for approval under the provisions of the Agreement Annex B, an applicant AMO must:

a) Be located in the one of the EU Member States;

b) Hold an EASA Part-145 approval;

c) Demonstrate a need to maintain or alter Brazil registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian Regulations RBAC;

d) The applicant must pay the fees required in accordance with procedures that can be found at: http://www2.anac.gov.br/empresas/certificado.asp, directly to ANAC upon receipt of the invoice.

3.2 The applicant shall:

a) Complete the ANAC Application Form F-900-73 (http://www2.anac.gov.br/certificacao/Form/Form.asp); and

b) Establish a ANAC Supplement to the Maintenance Organisation Exposition in accordance with the supplement guidance material (see Appendix 1).

3.3 The ANAC Application Form F-900-73 (http://www2.anac.gov.br/certificacao/Form/Form.asp) plus the proposed ANAC Supplement should be sent to the NAA at least 90 days prior to the date initial approval is required.

NOTE: The above documents shall not be sent to ANAC by the applicant.

4. NAA/ANAC Actions

a) The NAA shall send the ANAC Form F-900-73 (http://www2.anac.gov.br/certificacao/Form/Form.asp) to ANAC HQ.

b) ANAC shall notify the NAA that the process can continue and identify (on the ANAC Form F-900-73) the ANAC approval number to be used in the process.

c) The NAA shall review the ANAC Supplement for compliance with Appendix 1.

d) Where the supplement is found satisfactory, the NAA shall issue a letter quoting the ANAC Approval Number to the AMO and attesting that the ANAC supplement is approved. The letter shall specify that the scope of ratings and limitations shall not exceed the ones specified in the organisations Part 145 certificate and scope of approval.

e) Once approved, the ANAC supplement and the privileges associated with it shall remain in force until surrendered, suspended or cancelled by the NAA or ANAC.

f) The NAA will ensure that activities conducted in accordance with the supplement are part of their oversight of the organization.

g) The NAA shall forward a copy of the supplement approval letter to ANAC.

h) ANAC in turn will publish the approval on the ANAC website: http://www2.anac.gov.br/certificacao/AvGeral/AIR145Bases.asp. ANAC approval will be made by means of a Maintenance Organization Acceptance Certificate (*Certificado de Aceitação de Organização de Mautenção* - CAOM) where the AMO´s EASA Part 145 Approval (Certificate, Scope of Approval, Capability List, with ratings and limitations) will be accepted completely by ANAC.

II Continuation Process

1. Introduction

1.1 To continue to be approved in accordance with Brazilian Regulations RBAC 43 and 145, pursuant to the terms of Appendix to Annex B, the AMO shall comply with the following. The NAA shall verify that the AMO:

a) Allow ANAC, or the NAA on behalf of the ANAC, to inspect it for continued compliance with the requirements of EASA Part 145, the Specific Regulatory Requirements and ANAC Special Conditions included in section 8 of Annex B and its Appendix;

b) Investigations and enforcement by the ANAC may be undertaken in accordance with ANAC rules and directives;

c) The AMO must cooperate with any investigation or enforcement action;

d) The AMO must continue to comply with EASA Part 145, the Specific Regulatory Requirements and ANAC Special Conditions.

1.2 When regulatory compliance is maintained, this permits the ANAC to renew the AMO's certification every 24 months.

2. NAA Actions

The NAA ensures every 24 months that the conditions for approval continue to be met. Where the conditions are not met, the NAA shall take appropriate action and notify ANAC with copy to EASA Flight Standards, Maintenance and Production Department.

3. Applicant Actions

The applicant shall submit the following to the NAA:

a) A completed the ANAC Application Form F-900-73 indicating continuation and/or change as required; and

b) A current copy of their EASA MOE supplement (only if the continuation is submitted together with a change).

4. NAA/ANAC actions

a) The NAA will review the submitted ANAC Form F-900-73 for completeness and legibility;

b) The NAA will review the supplement for compliance to Appendix 1 of MAG Section C (if submitted);

c) The NAA will issue a new supplement approval letter when the supplement is found acceptable (if submitted);

d) The NAA will forward the ANAC Form F-900-73 and Supplement approval letter (if issued) to ANAC HQ.

5. ANAC actions

5.1 ANAC will not charge any fee to the EU based AMOs willing to be certified or renewed in accordance with RBAC 145 under the provisions of the EU / Brazil Agreement Annex B;

NOTE: During a future review of the Brazilian Fees & Charge regulation this situation might change and a fee, similar to the one charged by EASA to the Brazilian repair stations willing to have an EASA Part 145 approval, could accrue for the organisations willing to be certified or have their ANAC RBAC 145 certificate renewed.

5.2 Where ANAC has reason to recommend to NAA not to continue the approval, ANAC should immediately inform EASA Flight Standards Maintenance and Production department and the NAA who will take appropriate action.

6. Late Applications

6.1 The applicant is expected to apply 60 days prior to their continuation due date. The NAA will accept late applications up to 30 days beyond the due date.

6.2 If the applicant fails to apply for continuation within the above specified time frame, their approval cannot be continued, it shall be rendered invalid and an initial application must be initiated by the applicant.

7. Surrender of approval

Where a company surrenders its approval, the NAA will notify ANAC to remove the company from the list of approved companies on its website.

III Amendment process

1. Applicant actions

The following changes to an organisation require the submission of a ANAC Form F-900-73 and associated amended supplement to the NAA:

a) Change of Address.

b) Change of Accountable Manager; or

c) Change of Organisation Name and/or Approval Number.

2. NAA actions

a) The NAA will review the submitted ANAC Form F-900-73 for completeness and legibility.

b) The NAA will review the supplement for compliance to Appendix 1.

c) The NAA will issue a new supplement approval letter when the supplement is found acceptable.

d) The NAA will forward the ANAC Form F-900-73 and Supplement approval letter to ANAC GGAC.

3. ANAC Actions

ANAC will update the list of approved companies on its website accordingly.

IV Suspension or Revocation

1. Suspension

Suspension of the EASA Part 145 Approval will automatically render the Brazilian RBAC 145 supplement approval letter invalid for the duration of the suspension. As a consequence of this suspension the AMO cannot exercise the privileges of their RBAC 145 approval in accordance with the Agreement.

2. Revocation

Revocation of the EASA Part 145 Approval will automatically render the Brazilian RBAC 145 supplement approval letter invalid. As a consequence of this revocation the AMO all privileges of their RBAC 145 approval are permanently removed and cannot be re-instated.

3. ANAC Actions

Where ANAC has reason to request the NAA to revoke the supplement approval letter, the NAA should take immediate action and inform EASA Flight Standards, Maintenance and Production department.

4. Communication

Each party shall immediately notify the other party of any activities related to the aforementioned certificate action.

V Appendices

Appendix 1: ANAC Supplement Contents

1. In accordance with the Agreement on Aviation Safety between the European Union and Brazil, each AMO willing to maintain or alter Brazil registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian Regulations RBAC, shall include in its Maintenance Organisations Exposition a supplement in accordance with Annex B Appendix B1, Section 2. *"ANAC Special Conditions Applicable to EU Based Approved Maintenance Organisations (AMOs)"*.

2. The following pages contain an example of the ANAC Supplement to be used as guidance. It should be noted that:

a) The AMOs shall develop the supplement in accordance with the existing organisation structure, procedures and policies. The example included in this appendix is only for the purpose of providing general guidance on the subjects, which need to be addressed and translated into working procedures to ensure compliance with the Specific Regulatory Requirements and ANAC Special Conditions. It is not acceptable to submit a supplement based on a purely copy and paste exercise. The supplement must therefore be customised to satisfy the specific approved maintenance organisation procedures.

b) The supplement should be written in English.

c) The supplement should be available to the certifying staff at all locations where work under Annex B is performed.

Appendix 2: Example ANAC Supplement

ANAC SUPPLEMENT to Part 145 Maintenance Organisation Exposition

Company Name and Facility Address:
…….

ANAC Approved Maintenance Organisation Number: …….

EASA Part 145 Approval Number: …….

Compliance with the EASA Approved MOE together with the ANAC approved Supplement forms the basis by which an AMO can exercise the maintenance privileges under the EU / Brazil Agreement Annex B.

The Approved Maintenance Organisation (AMO) must always retain at its principal place of business a current copy of this ANAC Supplement in English and provide it to ANAC upon request.

The cover page of the ANAC Supplement should include the intent of the above statement

Maintenance, alterations, or modifications performed in accordance with the Maintenance Organisation Exposition (MOE),(hereinafter referred to as manual) including this Supplement, are considered to be in compliance with RBAC 43 and 145.

Revision No. contents of the ANAC Supplement to the manual (MOE) should include at least the following sections as applicable.

NOTE: If any or all items identified below are already contained in English in the MOE, then all that is needed is to reference the appropriate MOE manual, section, and pages to meet the supplement requirements.

Table of content

The contents of each section of an ANAC Supplement to the manual are explained in further detail below.

1. LIST OF EFFECTIVE PAGES (LEP)

The ANAC Supplement to the manual will begin with a list of the sections it contains, the page number of each section, and the current revision date of each section. This section may reference other appropriate sections of the AMO's manual if that part is submitted with the supplement and contains the page number and current revision date of the sections required by the supplement.

2. AMENDMENT PROCEDURES

The amendment procedures section should describe the procedures the organisation will use to ensure that the ANAC Supplement remains current. It should identify, by title, the person responsible for revising the ANAC Supplement. It also should describe the procedures the organisation will use to ensure that copies of any revision to the supplement are provided to the NAA before implementation. The ANAC requires that at least one copy of the supplement be retained by the NAA, however the NAA may require a second copy in the national language. The procedures to ensure currency should be a part of the organization's management system. All revisions must be incorporated into the internal quality system (QS), including the audit system. Changes to the MAG shall be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.

3. INTRODUCTION

The introduction section will address the following:

a) It should indicate that the ANAC Supplement, in conjunction with other chapters of the approved NAA manual of exposition (MOE), defines the organisation and procedures upon which compliance with applicable regulations are based.

b) State that the Maintenance Annex permits the organisation to obtain certification and renewal as a foreign repair station under RBAC 145 for performing work on aeronautical products operated under the provisions of Brazilian Regulations RBAC. Certification or renewal as a repair station is obtained after the ANAC's review and acceptance of the inspection, surveillance, and evaluation of the organisation by the NAA.

c) An EASA Part 145 AMO can be approved as a RBAC 145 repair station when the AMO complies with EASA Part-145 in conjunction with the Specific Regulatory Requirements and ANAC special conditions as detailed in these procedures.

d) State that the ANAC Supplement describes the methods and procedures the organisation will use to ensure compliance with the ANAC Special Conditions. These conditions are specified in the Annex B Appendix B1 section 2 to the Agreement.

4. ACCOUNTABLE MANAGER'S STATEMENT

4.1 Accountable manager means the person designated by the certificated repair station who is responsible for and has the authority over all repair station operations that are conducted under RBAC 145, including ensuring that repair station personnel follow the regulations and serving as the primary contact with the ANAC.

4.2 The accountable manager is the individual responsible for the organization's compliance with RBAC 43 and 145. Such compliance is demonstrated by adhering to EASA regulations, requirements, and associated material, the Specific Regulatory Requirements and the ANAC Special Conditions in the Annex B Appendix section 2. This section must contain the signed statement by the accountable manager.

4.3 This statement agrees that the organisation will comply with the Special Conditions specified in the ANAC Supplement while operating under its ANAC repair station certificate issued under the procedures specified in the Annex B.

4.4 The accountable manager's statement should contain the following or equivalent language:

> "I understand that this organisation, *[name of company]*, when performing maintenance or alteration on Brazil registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian Regulations RBAC, must perform that work under the terms of the Annex B to the Agreement agreed between the Republic of Brazil and the European Union, *[NAA]* regulations, requirements, and associated guidance material, as well as Specific Regulatory Requirements and ANAC Special Conditions set forth in the Annex B and described in this organisation 's ANAC Supplement to its Manual.
>
> "As the person with overall control of *[name of company]*, I have reviewed the NAA regulations, the Specific Regulatory requirements and the ANAC Special Conditions. This organisation fully understands that by complying with these documents, it will be complying with the corresponding sections of RBAC 43 and 145, and other applicable regulations. I understand that failure to comply with the requirements of RBAC 43 or145 may result in the amendment, suspension, or revocations of the ANAC certification, or enforcement action by the *[NAA]* or ANAC. I also understand that loss of *[NAA]* approval will require ANAC enforcement action that may result in the suspension or revocation of the organisation's RBAC 145 repair station certificate.
>
> "This organisation will provide *[NAA]*, EASA and ANAC personnel with access to our facilities to assess compliance with *[NAA]* requirements and ANAC Special Conditions or to investigate specific problems.
>
> "I understand that this organisation may be subject to ANAC enforcement procedures. I understand that investigation and enforcement by the ANAC regarding suspected violations of RBAC by this organisation will be undertaken in

accordance with ANAC rules and directives, and that this organisation must cooperate with any investigation or enforcement action.

"I agree to ensure that this ANAC Supplement will be maintained and kept current by this organisation and be accessible to all personnel. I further agree to submit revisions to this Supplement to [*NAA*] for acceptance before implementing any such revisions."

4.5 The statement must be signed and dated by the accountable manager.

4.6 Whenever the organisation's accountable manager is replaced, the new accountable manager must sign and date a new accountable manager's statement. The organisation will forward a copy of the newly signed statement to the NAA.

5. APPROVAL BASIS, SCOPE AND LIMITATION

5.1 This paragraph must address the approval basis, scope and limitation of the respective Maintenance Organization.

5.2 An acceptable statement for this paragraph could be:

"ANAC AMO Approval is based upon compliance with EASA Part 145 except where varied by the conditions specified in the Agreement and associated MAG.

The approval of maintenance is limited to the scope of work permitted under the current approval issued by the NAA to the Maintenance Organization in accordance with Part 145."

6. SUMMARY OF THE QUALITY SYSTEMS

The management and quality systems section will include a version in English of the organisation's management system and a summary of its quality system covering the main site, additional fixed locations, and ANAC Line Maintenance authorizations. The summary will contain an overview of how the AMO will include ANAC Special Conditions in its QS.

NOTE: If the repair station has this section in its MOE and that section is available in English, this same process can be referenced in this section, provided the process is in English and can be made available to the ANAC upon request.

7. APPROVAL FOR RELEASE AND RETURN TO SERVICE AFTER MAINTENANCE OR ALTERATION

7.1 Return to Service of a Brazilian-Registered Aircraft

7.1.1 This paragraph, if applicable, must contain a procedure for return to service of Brazilian - registered aircraft, in accordance with the requirements of EASA Part 145 and the additional requirements specified in appendix B1 of the agreement and explained further in the Maintenance Annex Guidance (MAG).

7.1.2 Maintenance Release in Accordance with RBAC 43, includes the following elements:

a) A description (or reference to the data acceptable to ANAC) of the work performed;

b) The date of completion of the work;

c) The signature of the person authorized by the repair station to return the aircraft to service;

d) The ANAC repair station certificate number;

e) Additional requirements specified by the operator; and

f) Specify the recordkeeping requirements for major repairs and major alterations.

NOTE: Quote the EASA Part-145 Approval Certificate Number and the ANAC RBAC 145 Certificate Number in all cases.

7.1.3 Procedures for approval for return to service should describe the procedures for the use of acceptable release documents for components and parts.

7.2 For Components:

7.2.1 Describe acceptable release statements (example below), that meets the ANAC Special Conditions and the use of EASA Form 1 with a dual release.

7.2.2 State that the maintenance, alteration, and modification entries required by the Special Conditions (reference to approved/acceptable data) and the entries required by the operator's maintenance program will be in the English language.

7.2.3 For an EASA Form 1 issued as a dual release, both Statements in block 14a indicating compliance with Regulation (EC) 2042/2003 Annex II, EASA Part-145 and "other regulation specified in block 12" are checked. The AMO should include the following or equivalent language in block 12:

> "The work identified in Block 11 and described herein has been accomplished in accordance with RBAC 43 and in respect to that work, the items are approved for return to service under certificate no._____."
>
> [Include copies of any attachments.]

7.2.4 The person approving the product for return to service shall sign block 14b of the form. This signature approves aircraft components for return to service with respect to the work performed. The form must contain a description of the work performed, which also includes the following:

a) Maintenance manual reference and revision status;

b) The date of completion;

c) The name/signature of the person returning the component to service; and

d) The ANAC repair station certificate number.

7.2.5 Other documents, such as work orders or shop travellers, may be used by the organisation to comply with the operator's requirements. If this is the case, these documents should be referenced specifically in block 12 and appropriately cross-referenced.

7.2.6 Indicate that block 12 will reference the data used to perform maintenance (i.e., maintenance manual reference including revision status). The data referenced must meet the requirements of the Special Conditions. The referenced data may consist of an attachment to the form, such as a work order, air carrier record, etc.

7.2.7 Maintenance and alteration records required by the operating regulations of RBAC for operators of aircraft under the provisions of Brazilian regulations RBAC, must be provided to the operator in English if requested.

7.3 Acceptability of Component

Describe procedures regarding the acceptability of components authorized for use during maintenance, which should comply with the following requirement. Only the following new and used components may be fitted during maintenance.

7.3.1 New Components

7.3.1.1 New components should be traceable to the OEM as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for installation. A release document issued by the OEM or Production Certificate (PC) holder should accompany the new component. The release document should clearly state that it is issued under the approval of the relevant NAA under whose regulatory control the OEM or PC holder works.

7.3.1.2 For Brazilian OEMs and PC holders, release should be on the ANAC Form F-100-01 (former Form SEGVOO 003) as a new part.

7.3.1.3 For all EU States OEMs and PC holders, release should be in accordance with EASA Part-21.

7.3.1.4 For Canadian OEMs and PC holders, release should be on the Canadian Form One as a new part.

7.3.1.5 For U.S OEMs and PC holders, release should be on the FAA Form 8130-3 as a new part.

7.3.1.6 Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for installation.

7.3.1.7 Replacement parts are acceptable as detailed in RBAC 21 or in Annex A of the Agreement and TIP.

7.3.1.8 New components provided by a Brazilian Air Operator shall have documentation in accordance with the Brazilian Air Operator's Continuous Airworthiness Maintenance Program (CAMP).

7.3.2 Used Components

7.3.2.1 Used components should be traceable to maintenance organisations and repair stations approved by the authority who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used component should be in a satisfactory condition for installation and be eligible for installation as stated in the TC holders Parts Catalogue.

7.3.2.2 An EASA Form 1 issued as a dual maintenance release should accompany used components from EU based RBAC 145 repair stations.

7.3.2.3 Used components from an EASA approved part 145 AMO not ANAC approved should not be used even if accompanied by an EASA Form 1.

7.3.2.4 An ANAC F-100-01 (former Form SEGVOO 003) issued as a maintenance release should accompany used components from a RBAC 145 Repair Station.

7.3.2.5 Used components provided by a Brazilian Air Operator shall have documentation in accordance with the Brazilian Air Operator's CAMP.

7.3.2.6 A foreign form issued as a maintenance release (even as a dual/triple release) should accompany used components from that foreign country territory based AMO, in accordance with agreement between Brazil and that country.

7.3.3 Possible Cases

The following table is a summary of possible cases:

<table>
<tr><td colspan="4">Privileges of the dual EASA and ANAC certificated maintenance organisation</td></tr>
<tr><td colspan="2">Brazil</td><td colspan="2">Europe</td></tr>
<tr><td colspan="2">Release Document of Final Assembly:
F-100-01 (Former Form SEGVOO 003) Dual Release</td><td colspan="2">Release Document of Final Assembly:
EASA Form 1 Dual Release</td></tr>
<tr><td colspan="2">Acceptable New Products/Articles:
EASA Form 1 NEW
F-100-01 NEW
C of C Standard Parts</td><td colspan="2">Acceptable New Components:
EASA Form 1 NEW
F-100-01 NEW
C of C Standard Parts</td></tr>
<tr><td>USED Products/Articles:

Acceptable Used Products/Articles Release Document (input)</td><td>Final Assembly Release document (output)</td><td>USED Components:

Acceptable Used Components Release Document (input)</td><td>Final Assembly Release document

(output)</td></tr>
<tr><td>F-100-01 Single</td><td>F-100-01 Single</td><td>Form 1 Single</td><td>Form 1 Single</td></tr>
<tr><td>F-100-01 Dual*</td><td>F-100-01 Dual</td><td>Form 1, Dual*</td><td>Form 1 Dual</td></tr>
<tr><td>Form 1 Dual*</td><td>F-100-01 Dual</td><td>F-100-01 Dual*</td><td>Form 1 Dual</td></tr>
<tr><td>Form 1 Single</td><td>F-100-01 (see below Brazil)</td><td>F-100-01 Single</td><td>Form 1
(see below Europe)</td></tr>
</table>

* For the purpose of the table above, triple release mentioned in subparagraph vii above has the same status as EASA Form 1 Dual.

Europe

No EASA Form 1 dual release possible (one or more components used accompanied by F-100-01, Former Form SEGVOO 003, single release).
In block 14a, check only the box mentioning "Other regulation specified in block 12." Do not check the box that states compliance to 145.A.50.
In block 12, include the following release statement:
"The work identified in Block 11 and described herein has been accomplished in accordance with RBAC 43 and in respect to that work, the items are approved for return to service under certificate no._____.
This product/article meets 145.A.50 requirements, except for the following items, and therefore is not eligible to be installed on an EU-registered aircraft:"
(List the items, i.e., the items accompanied by Form F-100-01, Former Form SEGVOO 003, single release)

Brazil

No ANAC Form F-100-01 (former SEGVOO 003) dual release possible (one or more products/articles used accompanied by EASA Form 1 single release).

In block 19 only check the box mentioning "Other regulation specified in block 13." Do not check box that states compliance to RBAC 43.9.
In block 13, the following text should be inserted:
"Certifies that the work specified in Block 12 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval no._____.
This product/article meets RBAC 43.9 requirements, except for the following items, and therefore is not eligible to be installed on Brazilian registered aircraft:"
(List the items)

8. REPORTING OF FAILURES, MALFUNCTIONS OR DEFECTS AND SUSPECTED UNAPPROVED PARTS (SUP) TO ANAC

This section should:

8.1 Procedures

8.1.1 Explain the procedures that the organisation will use to ensure that it will submit an NAA Malfunction Defect Report, or EASA Form 44 or in a form and manner acceptable to ANAC containing the information required by RBAC 145 in English. Submit this form in accordance with the timeframe specified in EASA Part-145, when reportable problems are found on aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of the FAA.

8.1.2 Alternatively, the on-line report of the General Management of Aeronautical Product Certification - GGCP (ANAC - Brazil) can be filled directly on the website:

http://www.anac.gov.br/certificacao/SDA/Default_old.asp.

8.1.3 Once completed online, an electronic receipt will be sent with proof of service.

8.2 Responsibility

Include the title of each person responsible for completing and submitting reports of unairworthy conditions to the ANAC.

8.3 Suspected Unapproved Parts Program (SUP) Reporting Requirements

The SUP reporting requirements section should:

8.3.1 Describe the organisation's procedures to report all SUPs. The organisation should submit reports to the ANAC under the ANAC RBAC 145.221.

8.3.2 In addition, this section should include the title of each person responsible for completing and submitting suspected unapproved parts notifications to the ANAC.

NOTE: EASA Part-145 requirements include SUP reporting requirements under their unairworthy conditions reporting requirements. The ANAC recognizes this system; therefore, an AMO need only to identify the appropriate section by reference in this supplement, provided the procedures are in English and can be made available to the ANAC upon request. A duplicate copy of the form submitted to the NAA must be submitted in English to the ANAC. EASA Part-145.A.60 meets the intent of the SUP program when a copy of the report is forwarded to the ANAC in English.

9. ADDITIONAL OPERATING LOCATIONS INCLUDING LINE STATIONS

9.1 Additional Fixed Locations within EU Member States

If the AMO has additional fixed locations, located in the EU Member States listed in Appendix 2 of the EU / Brazil Agreement, and operating under one NAA approval certificate, the sites can operate under one ANAC certificate and operation specifications. This section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and ANAC Supplement as the main facility. The procedure must demonstrate how each separate location is under the full control and QS of the main facility. The additional fixed locations must be located within an EU Member State listed in Appendix 2 to the Agreement, and each location must be listed on ANAC Operations Specifications. The AMO must provide the name of the organisation and mailing address, including post code, for inclusion on the ANAC Operation Specifications. The AMO must also address how it will submit a completed ANAC Form F-900-73 (http://www2.anac.gov.br/certificacao/Form/Form.asp) (application) through the NAA to the ANAC when adding or deleting additional fixed locations.

9.2 Line Stations

If the AMO has line stations that meet the requirements set forth in the initial certification section, (Section C, Part I, paragraph 3; of this MAG), this section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and ANAC supplement as the main facility. The AMO must also address how it will submit a completed ANAC Form F-900-73 (http://www2.anac.gov.br/certificacao/Form/Form.asp) (application) through the NAA to the ANAC when adding or deleting line stations. The procedure must demonstrate how each separate location is under the full control of the main facility and QS. The ANAC supplement must contain a list of line stations that maintain Brazilian or foreign registered aeronautical products operated under the provisions of Brazilian Regulations RBAC with the details of the operators.

9.3 Work Away from a Fixed Location

9.3.1 This subsection describes the procedures for conducting work away from the repair station to ensure compliance with the Agreement. The subsection should also state that the repair station is authorized to perform work away from its facilities as specified in this subsection but the performance of such work must not exceed the scope of its ANAC rating.

9.3.2 The procedures should address how a repair station will perform work at a place other than its fixed location when the occasion or the need arises, by moving, material, equipment, and technical personnel to perform specific maintenance functions. This process cannot be used to establish a permanent

location. Continuous operation at a permanent facility other than the repair station's fixed location must not occur without the appropriate authorization.

9.3.3 If the repair station is required to perform maintenance on a Brazilian registered or component located within the territory of the Republic of Brazil and operated under RBAC 121,135 or 125, the repair station must meet the procedures described in Section C, Appendix 1, next paragraphs of this MAG.

9.3.4 A repair station may perform work away from its fixed location for a one-time special circumstance or recurring basis. If the repair station manual does not have a written procedure for work away from station, then the repair station must notify the ANAC in advance of doing the work. The notification must describe the work to be performed, the date of the work, the customer, and certify to the ANAC that the repair station will follow all existing procedures in their current MOE and ANAC supplement.

9.3.5 If the repair station has approved procedures in the ANAC Supplement, it may be authorized to perform work away from station. The ANAC will issue operations specification accordingly.

NOTE: A repair station may perform work away from its fixed location on a recurring basis when necessary, such as to perform mobile field services. This will allow work away from the repair station's fixed location as a part of everyday business rather than under special circumstances only. Once the NAA accepts the work away from station procedures in the ANAC supplement to the MOE the ANAC can issue ANAC Operation Specifications for work away from station, which eliminates the requirement for notifying the ANAC in advance.

9.3.6 This subsection should also describe how work will be accomplished in the same manner as work performed at the repair station's fixed location. The repair station should acknowledge that these procedures apply only to work performed at other locations.

9.3.7 In practice this subsection should:

a) Describe the procedures used to ensure that ANAC technical data, such as manufacturers' manuals, service bulletins, and letters, are current and accessible at the location where the work is performed.

b) Describe the procedures used by the organisation to control tools and ensure proper equipment calibration when away from the repair station's fixed location.

c) Describe how the organisation will ensure that records for work performed away from the repair station will be maintained in the same manner as at the repair station's fixed location.

d) Describe how the organisation will ensure that personnel performing work away from the repair station's fixed location will be trained and qualified to perform the required work.

e) List by title the persons who are authorized to approve an item for return to service when working away from the repair station's fixed location.

f) List by title the persons responsible for organizing and supervising work away from the repair station's fixed location.

g) Describe how the organisation will ensure that all required personnel, equipment, materials, and parts will be made available at the place where the work is to be performed.

h) State the organisation's responsibility to maintain a record of work performed away from the repair station, both within the country and outside the country. Any record of this work should include:

   i. A description of the work performed;

   ii. The date and location where the work was performed; and

   iii. The work order number (total time in service if required).

i) Retain these records for 3 years after the performance of the work.

9.3.8 A repair station may perform work away from its fixed location for extended periods of time provided it does not establish permanency at the location. ANAC recognizes that this type of operation involves contracted work that may require several months to complete. This type of operation is temporary in nature and must not be used to circumvent obtaining a RBAC 145 certificate at that location. After the contracted maintenance is completed, the repair station must transport its tools, equipment, and personnel back to its fixed location. The certificate holder must request this type of operation directly to ANAC. ANAC will evaluate each request on a case by case basis.

a) The contracted maintenance must be for at least 60 days but not exceed 1 year;

b) The repair station must furnish its own tools and equipment, unless it has procedures for leasing or contracting tools and equipment that comply with the regulations and procedures in the MOE and ANAC supplement.

c) The request to the ANAC must include the aircraft (make/model/series), the project to be accomplished, the duration of the work, the location of the work, and a statement that the temporary facilities are suitable for the repair station's work.

10. SUBCONTRACTING

10.1 An ANAC RBAC 145 certified repair station may subcontract a maintenance function pertaining to a component to an outside source. (Contracting is different from subcontracting. For the purposes of this section, the term subcontracting does not include contracting).

10.2 Subcontracted work is necessarily seen as a part of a maintenance service scope which will be under AMO approval for return to service. Contracted maintenance service will be under approval for return to service of another AMO (under another contract)

10.3 There are two elements to the subcontracting provisions to be included in the Supplement:

10.4 List of Subcontractors

ANAC accepts EASA Part 145 requirements for the MOE to contain a list of all subcontractors utilized by the AMO and approved by the NAA as part of the MOE. The list contains the name, address, and certificate and rating if applicable. ANAC can accept this practice when the list identifies, by an asterisk or other means of identification, those subcontractor(s) the AMO will use to support maintenance activities for Brazilian registered aircraft or aeronautical products to be installed on such aircraft. Make the list of subcontractor(s) available to the ANAC in the English language on request.

10.5 Qualifying and Auditing Subontractor

10.5.1 ANAC recognizes EASA Part 145 QS and requirements to qualify and audit subcontractors when the QS includes the ANAC Special Conditions. If the AMO's summary of its quality and audit procedures includes a description of inclusion of the ANAC Special Conditions, there is no need to provide additional supplement procedures. However, If the AMO elects to have a separate QS for the ANAC special condition the following procedures should be addressed in the supplement:

10.5.2 Describe those procedures the organisation will use to both qualify and audit subcontractors.

10.5.3 Subontracting to non ANAC Certificated Sources. If the AMO subcontracts a function to a non ANAC certificated source, the AMO must be appropriately rated to perform the work. This section should:

a) Explain that the AMO is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.

b) Indicate that any non ANAC-certificated subcontractor to which work is subcontracted must be under the control of the AMO's QAS. Additionally,

the AMO must inspect each item on which subcontracted work has been performed for compliance with this supplement.

c) Explain that if the AMO cannot determine the quality of subcontracted work, the work can only be subcontracted to an ANAC-certificated facility that is able to test and/or inspect the work performed and issue a return to service for the work performed. If the csubontracted item must be disassembled by the AMO to determine the quality of the work performed, then it should not be subcontracted to a non-ANAC-certificated source.

10.5.4 Subontracting to ANAC Certificated OMA. This subsection should:

a) Explain that, if the AMO subcontract functions to another organisation that is ANAC certificated, the subcontractor is responsible for approving the return to service for each item on which it has worked and the AMO is responsible for approving the return to service the major assembly or aircraft, which this item is part of.

b) Describe the procedures the organisation will use to determine that the ANAC certificated organisation, to which the work is subcontracted, is properly certificated to perform that work.

10.5.5 Receiving Inspections. This subsection should:

a) Describe the organisation's procedures for inspecting the work performed by a subcontractor on an item that has been returned to service.

b) Describe the procedures the organisation uses to provide technical training for receiving inspection personnel who inspect subcontracted work.

c) Explain the procedures the organisation will use to ensure that items on which subcontracted work has been performed are properly processed through the organisation's receiving inspection procedures.

d) Explain receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item received based on a technical review of the subcontractor's source documentation.

e) Describe the method of recording subcontractor's work and the record retention period.

10.5.6 Audits. This subsection should:

a) Describe the procedures the organisation uses when auditing subcontractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record-retention period for the results of each audit.

b) Describe the procedures the organisation will use to ensure that subcontractors comply with operators' manuals, manufacturers' manuals, and ICA.

c) Describe how subcontractors are informed of any change to these manuals and procedures.

11. MAJOR REPAIRS AND MAJOR ALTERATIONS

11.1 Automatically Approved Data

All repair design are considered ANAC approved data when approved by EASA and/or organisations/persons approved under EASA Part 21 for use on aircraft and related components where EASA is the primary authority responsible for design approval. This does also apply to repair design data developed by organisation s/persons that are the type certificate (TC) / supplemental type certificate (STC) holder and other civil aviation authorities (CAA) that are the primary authority responsible for design approval of the aeronautical product.

11.2 Procedures

11.2.1 For repair design data that is not automatically approved, the AMO needs to describe the procedures to ensure that the major repair and/or alteration/modification data being used to perform work on a Brazilian customer's product is approved by the ANAC.

11.2.2 Describe the Following:

a) Procedures the organisation will use to determine when ANAC approved data are required (procedures for determining what is a major repair or a major alteration as detailed in RBAC 43 Appendix A).

b) Procedures for obtaining ANAC approved data for major repairs and/or major alterations; and

c) Forms used for recording major repairs and/or major alterations (i.e., ANAC Form F-400-04 (Former Form SEGVOO 001), customer's work order, or any records required by an air carrier).

11.2.3 Include procedures the organisation will follow to ensure that an English version of ANAC F-400-04 (Former Form SEGVOO 001) is provided directly to the ANAC when required.

11.2.4 Include the title of each person responsible for completing and submitting ANAC F-400-04 (Former Form SEGVOO 001) to the ANAC.

12. COMPLIANCE WITH BRAZILIAN AIR CARRIER'S CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

12.1 Procedure

12.1.1 This procedure will describe that the organisation will comply with appropriate portions of a Brazilian RBAC 121 or 135 certified air carrier's Continuous Airworthiness Maintenance Program (CAMP) as provided by the operator, manufacturers' manuals, ICA, and the Brazilian operator's instructions to the organisation; and

12.1.2 The procedures the AMO uses to ensure that its personnel have been properly trained and qualified to perform work in accordance with air carrier requirements.

12.1.3 State that the AMO understands that any deviation from these manuals or instructions will require documented approval from the air carrier.

12.1.4 The AMO's maintenance procedures that are different from the air carrier's CAMP procedure shall be identified in a written agreement.

NOTE: Under RBAC 145, § 145.205, the AMO is required to comply with the air carrier's CAMP. This requires the AMO to comply with the air carrier's requirements; for example, approval for return to service procedures, parts, tagging, shelf life of expendable materials, tool and equipment calibration intervals, etc., in accordance with the air carrier's CAMP. This is normally accomplished by the air carrier auditing the AMO and providing the AMO with a written agreement accepting the AMO's processes and procedures as meeting or exceeding the air carrier's requirements. It is imperative that the AMO receive and retain copies of the written agreement from the air carrier and have it available for review by the NAA or ANAC.

12.1.5 If applicable, describe the aircraft inspection requirements for Brazilian registered aircraft operating under RBAC 91 § 91.409 aircraft inspection requirements. This section should describe how the AMO will meet the operator's requirements. (The AMO should request the operator to provide them with the appropriate section of the inspection program).

12.2 Required Inspection Items (RII). This subsection must:

12.2.1 State that RIIs identified in the RBAC 121 ou RBAC 135 Operator's Manual must be accomplished by authorized personnel who are not involved in performing the work on the item to be inspected.

12.2.2 The RII-qualified inspectors must work under the quality control system/inspection organisation of the repair station.

12.2.3 Under this subsection of the manual, the repair station will state how the separation between maintenance and inspection is managed.

12.2.4 State that the repair station organisation or the maintenance department of the air carrier cannot overrule the findings of the RII-qualified inspector.

12.2.5 Include the organisation ’s procedures to ensure that any person performing RIIs is trained, qualified, and authorized by the air carrier for which the RII is being conducted.

13. COMPLIANCE WITH MANUFACTURERS’ MAINTENANCE MANUALS OR INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA)

13.1 Compliance with manufacturers’ maintenance manuals or ICA section will:

a) Describe how the organisation will comply with manufacturers’ maintenance manuals or ICA.

b) Include procedures that the organisation will use when an air carrier’s manual deviates from the procedures specified in the corresponding manufacturer’s manual.

c) If an air carrier deviates from the procedures specified in the corresponding manufacturer’s manual, it is the air carrier’s obligation to acquire prior ANAC approval for that deviation.

d) State that the AMO will retain an English language copy of the technical data from which the AMO’s internal documents were developed. However, the AMO may convert technical data (i.e., ICA, manufacturers’ maintenance manuals, or type certificate holders’ continued airworthiness data) into internal documents such as work cards, work sheets, and shop travellers in a language other than English. The AMO also will establish procedures to ensure that its English language copy of technical data and any internal documents developed from this technical data are current and complete. Keep an English copy of the technical data at the AMO’s main base as identified on the ANAC certificate and make it available to the ANAC on sampling inspections or investigation.

e) State that all maintenance performed for a Brazilian air carrier, including all major repairs and major alterations, must be recorded in accordance with that air carrier’s manual. Major repairs performed for a Brazilian air carrier must be recorded on ANAC F-400-04 (Former Form SEGVOO 001), or on a work order signed and dated by the repair station. Major alterations performed for anything other than a Brazilian air carrier, (i.e., Brazilian registered general aviation aircraft) must be recorded on an ANAC F-400-04 (Former Form SEGVOO 001). EASA part 145 requires the AMO to follow the operators’ work orders and manuals; therefore, a reference to the section of the manual that addresses this issue is acceptable, provided that section is written in English and can be made available to the ANAC upon request. However, any deviation from procedures as stated above in paragraph 12 must be addressed in this section to show compliance with ANAC approved data.

13.2 ANAC Airworthiness Directives (AD)

13.2.1 The ANAC AD section will:

a) Explain how the organisation will ensure it has all ANAC ADs applicable to the work it is performing under the ratings it holds.

b) State how the organisation will manage and control the distribution and use of ADs. It also should identify how the organisation will ensure that the applicable ANAC ADs will be made available to its personnel when they perform work under its ANAC certificate and rating.

c) List by title each person responsible for compliance with these requirements.

d) Include repair station procedures to ensure customer approval/request of the performance of applicable ADs. If the organisation does not comply with an applicable AD, record its non-compliance in the item's maintenance records. This section should describe how this information would be recorded and transmitted to the customer.

e) In compliance with RBAC 39 requirements, review of any applicable Brazilian airworthiness directives can be verified at http://www.anac.gov.br/certificacao/DA/DAE.asp. Additionally, ADs issued by the civil aviation authority of the state responsible for type design of the product being maintained are also applicable.

14. QUALIFICATIONS OF PERSONNEL

14.1 The personnel requirements section will include the following:

a) The name, title, telephone number, and facsimile number of the person who will act as the liaison between the organisation and the NAA. This liaison will ensure compliance with the provisions of the supplement.

b) The procedures the organisation uses to ensure that its personnel have been properly trained and qualified to perform work in accordance with the customer or air carrier requirements (procedures such as RII). It is the responsibility of the repair station to assure that these requirements are met.

c) The procedures to ensure that the AMO contract a person, whenever necessary, who is able to read and plain understand the Brazilian Regulations.

d) The procedures the organisation will use to ensure that the following personnel can read, and understand the language used in the work instructions and procedures.

15. RECORD KEEPING

15.1 Procedures to maintain, at least for 5 (five) years, each Work Order with all attached supplementary forms and part certifications.

15.2 A copy of each work order with all attached supplementary forms and parts certification shall be maintained in the technical records office of the AMO for a period of at least 5 (five) years in accordance with the applicable regulations of the ANAC (RBAC 145.219).

16. ANNUAL MAINTENANCE INSPECTION (IAM)

16.1 Procedures to certify Annual Maintenance Inspection (IAM) in form and manner established by ANAC, when an AMO has airframe rating.

16.2 According to RBHA 91 section 91.409, an IAM must be performed in the following cases:

a) general aviation aircraft; and

b) aircraft operated according to RBAC 135 without an approved inspection program.

16.3 In the event a customer requests the AMO to perform an annual maintenance inspection (IAM) on an aircraft, reference shall be made to RBAC/RBHA 91.403 (i). This sections states that "performing an IAM" means that:

a) All required documentation are in accordance with RBHA 91, section 91.203;

b) The aircraft is in accordance with type certificate;

c) All major repairs and major alterations are in accordance with approved technical data;

d) All Airworthiness Directives were verified and/or accomplished;

e) The aircraft have been maintained in accordance with an approved maintenance program.

16.4 The following forms must be filled after IAM:

a) FIAM - IAM Report – two copies, one to operator and other to the AMO;

b) A checklist containing at least the items listed on the form F-100-82; and

c) Approved IAM FORM or NON Approved IAM FORM – three copies, one copy must be sent to ANAC Airworthiness office in Rio de Janeiro, one copy to operator and another to the AMO.

NOTE: All forms are available on the ANAC website (http://www2.anac.gov.br/certificacao/Form/Form.asp).

16.5 In the event a customer requests the AMO to perform an IAM on an aircraft, reference shall be made to RBAC/RBHA 91.409 (e).

16.6 The QA inspector will review the aircraft log books from previous IAM and list any overdue inspections, discrepancies, ADs (Brazilian directives as well the ones issued by the product State of Design), Brazilian TCDS conformity and life limited or overhaulable components and inform the operator. The operator will then approve or disapprove the maintenance work scope required to be performed. If the operator "Does not approve" the inspector will fill out the DIAM form**,** check off its "Reprovada" (Not Approved) box, and send such form to the ANAC. DIAM - "Declaração de Inspeção Anual de Manutenção (Não-Aeronavegável)" (http://www2.anac.gov.br/certificacao/Form/Form.asp).

16.7 After approval of such scope, depending on the discrepancies raised during the inspections, a DIAM ("Declaração de Inspeção Anual de Manutenção") (http://www2.anac.gov.br/certificacao/Form/Form.asp) is also filled, in case the aircraft cannot be returned to service due to an unairworthy condition;

16.8 Placards in English may be supplied to Brazilian registered aircraft.
However, placards in Portuguese must be supplied, whenever required, to comply with Brazilian TCDS and RBAC 21.

16.9 The AMO may contract a person, whenever necessary, who is able to read and plain understand the Brazilian Regulations and previous maintenance records of some Brazilian item to work on.

16.10 Additionally, these aircraft IAM forms can be filled as needed (http://www2.anac.gov.br/certificacao/Form/Form.asp):

a) IAM report, airplane - "Ficha de Inspeção Anual de Manutenção - Asa Fixa" ("FIAM - Asa Fixa");

b) IAM report, helicopters - "Ficha de Inspeção Anual de Manutenção - Asa Rotativa" ("FIAM - Asa Rotativa");

c) IAM record on airframe logbook, as applicable - "Etiqueta para Registro de IAM em caderneta".

16.11 When an AMO does not maintain aircraft (AMO without airframe rating), this paragraph should specify "Not applicable".

17. FORMS

The forms section may include copies, or the way to access then, of all forms referred to in the supplement, (e.g., EASA Form 1, ANAC F-100-01 (Former Form SEGVOO 003), ANAC F-400-04 (Former Form SEGVOO 001), procedures for completing the forms, and the title of any person authorized to execute such forms. It is acceptable to refer to other sections of the supplement or to other English language sections of the manual where the copies and procedures for completing the forms are located and can be provided to the ANAC upon request.