

Subsidiary Legislation made under s.34.

Operating (Part 145) Regulations 2025

LN.2025/282

Notice of Commencement - (LN.2026/029)

1.2.2026

ARRANGEMENT OF REGULATIONS

Regulation

1. Title.
2. Commencement.
3. Schedule.
4. Enforcement action by the Authority.

SCHEDULE

2024-06

Civil Aviation

2025/282

Operating (Part 145) Regulations 2025

In exercise of the powers conferred on him by section 34 of the Civil Aviation Act 2024, the Director General has made the following Regulations –

Title.

1. These Regulations may be cited as the Operating (Part 145) Regulations 2025.

Commencement.

2. These Regulations come into operation on the day appointed by the Director General by Notice in the Gazette.

Schedule.

3. The provisions in the Schedule have effect.

Enforcement action by the Authority.

4.(1) The Authority may, in accordance with the powers set out in section 25 (Suspension of an aviation document), section 26 (Revocation of an aviation document) and section 27 (Administrative penalties) of the Act, take enforcement action for breaches of the provisions in the Schedule.

- (2) The Authority may not impose an administrative penalty in respect of any conduct if –
 - (a) the person has been convicted of an offence in respect of that conduct; or
 - (b) criminal proceedings for an offence have been instituted against the person in respect of the conduct and the proceedings have not been concluded.

SCHEDULE**CHAPTER 1****GENERAL****145.1 Applicability**

These regulations are applicable to the approval of organisations involved in the maintenance of aircraft, engines, propellers and associated parts. Any approval granted will apply to the whole organisation headed by an Accountable Manager.

145.5 Acceptable Standards

The following standards apply to aircraft maintenance organisations;

- (a) Unless notified to the contrary, the Authority shall accept as an equivalent standard, an approval granted by the following National Aviation Authorities (NAA) in accordance with their applicable regulations, provided they meet, and continue to meet, the requirements of ICAO Annex 8, Chapter 6;
- (1) European Union Aviation Safety Agency (EASA), Regulation (EU) 1321/2014, Annex II (Part 145) and Annex Vd (Part-CAO);
 - (2) UAE General Civil Aviation Authority (GCAA), CAR 145;
 - (3) Civil Aviation Authority of Singapore (CAAS), Singapore Airworthiness Requirements SAR-145;
 - (4) Federal Aviation Administration (FAA), CFR Title 14, Chapter I, Subchapter H, Part 145
 - (5) Hong Kong Civil Aviation Department (HK CAD) HKAR-145;
 - (6) The United Kingdom (EU Retained) Regulation pursuant to the European Union Withdrawal Act 2018, Regulation EU 1321/2014, Annex II (Part 145) and Annex Vd (Part-CAO) from 01 January 2021; and
 - (7) Transport Canada Civil Aviation (TCCA) Directorate, CAR Part V, Standard 573 Approved Maintenance Organizations.
- (b) An organisation that does not hold a valid approval identified in paragraph (a), but holds an aircraft maintenance approval granted by a different NAA to that in (a) above,

may be approved upon application subject to that organisation demonstrating to the satisfaction of the Authority, compliance with;

- (1) the requirements of CAR 145; and
 - (2) the organisation's application for a rating and scope of approval does not exceed that of the valid approval granted by the applicable NAA; and
 - (3) the organisation complies with Chapters 1, 2 and 3 of this regulation and relevant requirements of CAR AIR 1; and
 - (4) provide to the Authority a copy of the NAA approved Maintenance Organisation Exposition (MOE), or equivalent document, together with a supplement demonstrating compliance with (1) and (3) above.
- (c) An organisation that does not hold a valid approval identified in CAR 145.5(a) or (b) above may be approved upon application subject to compliance with CAR 145.7 of this regulation.

145.7 Issue of approval

- (a) An organisation may be approved subject to its demonstrating to the satisfaction of the Authority compliance with;
- (1) the requirements of this regulation;
 - (2) applicable requirements in CAR AIR 1;
 - (3) the safety management system provisions contained in Chapter 2 of this regulation; and
 - (4) the application for approval is made in a form and manner acceptable to the Authority.
- (b) An approval granted by the Authority shall identify;
- (1) the issuing authority and the name, title and signature of the person issuing the certificate;
 - (2) the maintenance organisation name and registered address;
 - (3) the maintenance organisation approval reference number;

- (4) the date of current issue;
 - (5) in the case of certificates of limited duration, the expiration date;
 - (6) the scope of approval, in relation to aircraft, component and/or specialised maintenance, and to the type of aircraft and components covered by the approval; and
 - (7) the locations of the maintenance facilities, unless the information is included in a separate document referred to in the Certificate.
- (c) The continued validity of the approval shall depend upon the organisation remaining in compliance with these regulations.
 - (d) The maintenance organisation shall notify the Authority of any changes to the organisation's scope of work, location, nominated personnel specified in CAR 145.105 (a) and (b), and changes of certifying and support staff, which could affect the ability to perform work and certify maintenance under the approval of the organisation.
 - (e) Where the Authority accepts, in whole or in part, a maintenance organisation approval issued by the NAA of another Contracting State, it shall establish a process for the recognition of such approval and any subsequent changes.
 - (f) The Authority shall also establish a process for the recognition of such approval and successive changes. In such a case, the Authority shall build an adequate liaison with the Contracting State that initially issued the maintenance organisation approval.
 - (g) The approval certificate should follow the template in the Appendix to ICAO Annex 8 and contain the date of original issue if different from the date of current issue.

145.9 Maintenance organisation exposition (MOE)

- (a) An applicant for approval shall provide to the Authority a copy of the maintenance organisation exposition and all supporting documents in the English language.
- (b) The maintenance organisation exposition and all supporting documents shall demonstrate compliance with CAR 145.7(a).

145.11 Privileges of approval holder

The maintenance organisation exposition shall specify the capability and scope of approval and specify the scope of maintenance activity for each aircraft type for which approval has been granted.

145.13 Duration of approval

- (a) A maintenance organisation approval certificate may be granted or renewed for a period determined by the Authority up to a maximum of 24 months.
- (b) A maintenance organisation approval remains in force, providing the organisation remains in compliance with this regulation and the certificate has not expired, been surrendered, suspended or revoked.
- (c) The holder of a maintenance organisation approval that has been surrendered, suspended or revoked shall immediately return the certificate to the Authority.

145.15 Cessation of Maintenance Activity

- (a) Each holder of a maintenance organisation approval that ceases to provide maintenance services within the scope of this regulation shall notify the Authority in writing within 30 days of the date of cessation.
- (b) The notification required by CAR 145.15(a) shall clearly state that the maintenance organisation approval is being surrendered.

145.17 Renewal of approval

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

145.19 Licences and type ratings

Except in the case of task trained certifying staff in accordance with CAR 145.105(h), certifying staff issued with an authorisation to issue certificates of release to service in accordance with CAR 145.115 must hold a valid ICAO Annex 1 maintenance licence in the appropriate category that is acceptable to the Authority and is supported by a course of type training, examination and practical experience acceptable to the Authority.

CHAPTER 2**SAFETY MANAGEMENT SYSTEM****145.25 Applicability**

- (a) Each applicant for approval under this regulation shall establish a safety management system appropriate to the size and complexity of the operation, for the proactive management of safety, that integrates the management of operations and technical

systems with financial and human resource management, and that reflects quality assurance principles.

- (b) The Safety Management System (SMS) shall be established for the purpose of making continuous improvements to safety performance by identifying safety hazards, collecting and analysing data, and continuously assessing and managing safety risks.
- (c) The SMS shall include the essential elements specified in CAR SMS; and
- (d) The SMS of an approved aircraft maintenance organisation providing services to operators of aeroplanes or helicopters respectively shall be acceptable to the Authority.
- (e) The safety management system shall clearly define lines of safety accountability throughout the operator's organisation, including a direct accountability for safety on the part of senior management.
- (f) The safety management system shall include, as a minimum, the following:
 - (1) Safety policy establishing the principles, processes and methods of the organisation's SMS to achieve the desired safety outcomes. The policy shall establish senior management's commitment to incorporate and continually improve safety in all aspects of its activities; and
 - (2) processes to identify actual and potential safety hazards and assess the associated risks; and
 - (3) processes to develop and implement remedial action necessary to maintain an acceptable level of safety; and
 - (4) provision for continuous monitoring and regular assessment of the appropriateness and effectiveness of safety management activities; and
 - (5) quality assurance processes to:
 - (i) identify applicable requirements, regulations and standards and demonstrate compliance with them;
 - (ii) ensure technical manuals, checklists and other documentation are appropriately maintained and incorporate the latest amendments; and
 - (iii) ensure that training programmes maintain staff proficiency and competency.
- (g) The safety management system shall be described in relevant documentation and

procedures established in a Safety Management System Manual.

- (h) The approved organisation shall ensure that the current version of the Safety Management System Manual is made available to personnel at all locations where access to this documentation may be required,

CHAPTER 3

APPROVAL REQUIREMENTS

145.51 Continued compliance

Each holder of a maintenance organisation approval shall;

- (a) hold at least one complete and current copy of its maintenance organisation exposition at each work location specified in its maintenance organisation exposition;
- (b) comply with all procedures detailed in its maintenance organisation exposition;
- (c) make each applicable section of its maintenance organisation exposition available to personnel who require those sections to carry out their duties; and
- (d) continue to meet the standards and comply with the requirements of Chapter 2;
- (e) determine that each aircraft released to service by the approval holder is in an airworthy condition.

145.53 Privileges and limitations of authorisation holders

An authorised person shall only release to service an aircraft within the scope of the maintenance organisation approval issued by the Authority.

145.55 Changes to certificate holder's organisation

- (a) Each holder of a maintenance organisation approval shall ensure that its maintenance organisation exposition contains the current description of the organisation, its approved capability and supporting procedures.
- (b) The approval holder shall;
 - (1) ensure any amendments to its exposition meets the applicable requirements of this or any other CAR; and

- (2) comply with the amendment procedures contained in its exposition.
- (c) The exposition shall be amended as necessary to remain an up-to-date description of the organisation.
- (d) The exposition and any subsequent amendment shall be approved by the Authority.
- (e) Notwithstanding sub-paragraph (c) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).
- (f) Where an approval holder proposes to make a change to any of the following, before such changes take place to enable the Authority to determine continued compliance and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest opportunity:
 - (1) the name of the organisation;
 - (2) the location of the organisation;
 - (3) additional sites of the organisation;
 - (4) the accountable manager;
 - (5) any of the senior persons specified in CAR 145.105(b) or the safety manager responsible for the implementation and maintenance of the SMS;
 - (6) the scope of work ;
 - (7) the locations at which maintenance is carried out;
 - (8) the procedure for authorising persons to certify maintenance; or
 - (9) the facilities, equipment, tools, material, and certifying staff that could affect the continuing ability to perform and certify maintenance in accordance with the approved scope of work.
- (g) The Authority may amend the approval certificate and, if necessary, prescribe conditions under which the organisation may operate during such changes or determine that the approval should be suspended.
- (h) The Authority may prescribe conditions under which an approval holder may operate during or following any of the changes specified in CAR 145.55(d) and the approval

holder shall comply with any such conditions.

- (i) The approval holder shall make such amendments to its exposition as the Authority may consider necessary in the interests of aviation safety.

145.57 Access to Operator Manuals

Each holder of a maintenance organisation approval shall:

- (a) have arrangements to hold copies of any applicable Operator's Continuing Airworthiness Management Exposition (CAME); and
- (b) establish procedures for ensuring the up to date manuals are available to personnel at all locations where they need access to such documentation.

145.59 Aircraft and aircraft parts

- (a) All components and parts to be installed on an aircraft shall be supported by an acceptable serviceable release certificate in accordance with CAR 21, Chapter 7.
- (b) Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the maintenance data and accompanied by evidence of conformity traceable to the applicable standard.
- (c) Material, both raw and consumable, used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material shall be accompanied by documentation clearly relating to the particular material, its conformity to specification as well as the manufacturing and supplier source.
- (d) The organisation may fabricate a restricted range of parts to be used in the course of undergoing work within its own facilities, provided procedures are identified in the exposition.
- (e) Where a part is identified as unapproved it should be reported to the Authority in a manner prescribed in CAR 145.119 and any applicable known agencies that maintain records of unapproved parts should also be notified.
- (f) Unserviceable and unsalvageable components shall be segregated from serviceable components, standards parts and materials.
- (g) Where a part, major assembly or complete aircraft is to be permanently removed from aviation use, the owner of the assembly or part shall be responsible to ensure that it is

scrapped and disposed of in a manner to prevent any unauthorised return to service.

CHAPTER 4

REQUIREMENTS

145.103 Facilities requirements

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

145.105 Personnel requirements

- (a) The accountable manager and senior persons, whose responsibilities include ensuring that the organisation is in compliance with the requirements of CAR 145 and CAR AIR

- 1, shall be readily identified in the organisation's MOE. The person nominated as accountable manager shall be acceptable to the Authority.
- (b) The accountable manager shall nominate senior personnel, who are directly responsible to the accountable manager and shall be acceptable to the Authority, whose responsibilities include ensuring compliance with the requirements of this e regulation, including as a minimum the following;
- (1) a quality manager responsible for a quality system specified in CAR 145.121(c). This person shall have right of direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.
 - (2) a planning manager responsible for ensuring a clear work order contract is in place, that maintenance instructions are developed in line with human factors taking account of available human resources facilities, tooling and the coordination and scheduling of tasks.
 - (3) a procurement manager responsible for ensuring that available tooling is controlled, calibrated where required and maintained in a serviceable condition, that aircraft parts and materials are supplied and controlled taking account of the need for segregation and environmental conditions and documented evidence of approved release certification.
 - (4) a production manager responsible for managing human resources taking account of human factors, the facilities, work task orientation, logistics and general coordination including the liaison with the operator and applicable maintenance organisation and for documentation of the maintenance activities.
- (c) The nominated senior personnel shall be each responsible for no more than one of the identified functions unless otherwise acceptable to the Authority as a consequence of the size and expected scope of the applicant's organisation.
- (d) The accountable manager is responsible for establishing and promoting the safety and quality policy specified in CAR 145.121(a).
- (e) The organisation shall have a maintenance man-hour plan that ensures the organisation has sufficient staff to plan, perform, supervise, inspect and release the maintenance work to be performed as well as quality monitor the organisation in accordance with the requirements of the approval. In addition the organisation shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.

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- (f) The competence of personnel involved in maintenance, management and quality audits shall be established and controlled in accordance with a procedure acceptable to the Authority. In addition to the necessary expertise related to the job function, personnel shall have awareness of the application of human factors and human performance issues appropriate to that person's function in the organisation.
- (g) Personnel who carry out or control a continued airworthiness non-destructive test of aircraft structures or aircraft
- (1) establish procedures for ensuring current issues are available to personnel at all locations where they need access to such documentation; and
 - (2) shall be appropriately qualified for the particular non-destructive test in accordance with:
 - (i) European Standard EN 4179; or
 - (ii) Aerospace Industries Association NAS 410; or
 - (iii) American Society for Non-Destructive Testing (ASTN) and have arrangements and procedures acceptable to the Authority.
- (h) In the case of aircraft maintenance, the organisation shall have appropriate aircraft type rated certifying staff qualified in accordance with CAR 145.19 and 145.107. In addition, the organisation may also use appropriate task trained certifying staff qualified in accordance with CAR 145.107(f) to carry out minor tasks and simple defect rectification in accordance with a procedure approved or accepted by the Authority.
- (i) For limited line maintenance carried out by another organisation under the quality system of a CAR 145 maintenance organisation, a CAR 145 organisation may use certifying staff qualified in accordance with the national aviation regulations of the State where the organisation's facility is located subject to the Authority being satisfied appropriate arrangements are contained in the approved MOE.
- (j) For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited CAR 145 authorisation to a pilot and/or the flight engineer subject to being satisfied that sufficient practical training has been carried out to ensure that the pilot or flight engineer can accomplish the airworthiness directive to the required standard and correctly interpret the results.
- (k) For the unforeseen case of an aircraft grounded at a location not having an appropriately approved maintenance organisation, the CAR 145 organisation

contracted to provide maintenance support may issue a one-off authorisation to a person with not less than 5 years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification subject;

- (1) the CAR 145 maintenance organisation obtaining and holding on file evidence of the individual's experience and licence; and
 - (2) all such cases being reported to the Authority within 7 days of the issue of such an authorisation.
- (l) The maintenance organisation shall ensure that all maintenance personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training programme established by the maintenance organisation shall include training in knowledge and skills related to human performance, including coordination with other maintenance personnel and flight crew.

145.107 Certifying staff

- (a) Certifying staff shall have an adequate understanding of the relevant aircraft to be maintained together with the associated organisation procedures before the issue or re-issue of the CAR 145 certification authorisation. Relevant aircraft means those aircraft specified in the approved exposition.
- (b) The CAR 145 approved maintenance organisation shall ensure that all aircraft certifying staff are involved in at least 6 months of actual aircraft maintenance experience in any 2-year period. Actual aircraft maintenance means the person has worked in an aircraft maintenance environment and has either exercised the privileges of the CAR 145 authorisation and/or has actually carried out maintenance on at least some of the aircraft type systems specified in the particular CAR 145 authorisation.
- (c) The organisation shall ensure that all certifying staff receive sufficient continuation training in each 2 year period to ensure that such certifying staff have applicable up to date knowledge of relevant technology, organisation procedures and human factors issues
- (d) The organisation shall establish a programme for continuation training appropriate for the approved scope of approval. Procedures shall ensure compliance with the relevant paragraphs of CAR 145.107 as the basis for issue of CAR 145 authorisations to certifying staff.
- (e) Except in the case specified CAR 145.105(k), all prospective certifying staff shall be assessed by the CAR 145 approved maintenance organisation for their competence, qualification and capability to carry out their intended certifying duties in accordance

with a procedure approved by the Authority before the issue or re-issue of a CAR 145 authorisation.

- (f) The organisation shall issue a CAR 145 authorisation that clearly specifies the scope and limitations of authorisations to those staff that it authorises as certifying staff, when satisfied that such staff are in compliance with CARs 145.107 (a), (b), (c) and (d) as applicable.
- (g) The person responsible for the quality system shall also remain responsible on behalf of the organisation for issuing CAR 145 authorisations to certifying staff.
- (h) The organisation shall maintain a record of all certifying staff that shall include details of any aircraft maintenance licence held, all training completed and the scope of their CAR 145 authorisation. The record shall include those with limited or one-off CAR 145 authorisations.
- (i) Certifying staff shall be provided with a copy of their CAR 145 authorisation in a form acceptable to the Authority.
- (j) Certifying staff shall produce their CAR 145 certification authorisation to any authorised person within a reasonable time.
- (k) The minimum age for certifying staff and support staff is 21 years.

145.109 Equipment, tools and material

- (a) The maintenance organisation shall have the necessary technical data, equipment, tools and material to perform the work for which it is approved.
- (b) Where necessary, tools, equipment and particularly test equipment shall be controlled and calibrated to standards acceptable to the Authority at a frequency to ensure serviceability and accuracy. Records of such calibrations and the standard used shall be kept by the organisation.
- (c) An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking as required for the proper inspection of the aircraft.

145.111 Maintenance data

- (a) The organisation shall use the applicable current and approved maintenance data relevant to the aircraft, aircraft component or process specified in the organisation's approved capability list in the performance of maintenance, including modifications

and repairs.

- (b) The organisation shall establish procedures that ensure that if found, any inaccurate, incomplete or ambiguous procedures, practices, information or maintenance instructions contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.
- (c) The organisation may only modify maintenance instructions in accordance with a procedure specified in the maintenance organisation's exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards and shall inform the type-certificate holder of such changes. Maintenance instructions for the purposes of this sub-paragraph means instructions on how to carry out the particular maintenance task: they exclude the engineering design of repairs and modifications.
- (d) The organisation shall establish a procedure to ensure that appropriate assessment is undertaken in the case of damage and that only approved repair data is used.
- (e) The CAR 145 approved maintenance organisation shall provide a common work card or worksheet system for use throughout the relevant parts of the organisation and shall either:
 - (1) transcribe accurately the approved maintenance data on to such work cards or worksheets; or
 - (2) make precise reference to the particular maintenance task(s) contained in such maintenance data.
- (f) Where the organisation performs maintenance for an aircraft operator who requires their work card or worksheet system to be used then such work card or worksheet system may be used. In this case, the organisation shall establish a procedure to ensure maintenance personnel fully understand the completion requirements of the aircraft operator's work cards or worksheets.
- (g) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.
- (h) The organisation shall ensure that maintenance data controlled by the organisation is kept up to date. In the case of maintenance data controlled and provided by the operator or customer, the organisation shall have written confirmation from the operator or customer that all such maintenance data is up to date.

145.113 Production planning

- (a) The organisation shall have a system, appropriate to the amount and complexity of work to be undertaken, to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.
- (b) The planning of maintenance tasks and the organising of shifts shall take into account human performance limitations.
- (c) When it is required to hand over the continuation or completion of a maintenance action for reasons of a shift or personnel changeover, relevant information shall be recorded between outgoing and incoming personnel in accordance with a procedure acceptable to the Authority.

145.114 Performance of Maintenance

The organisation shall establish procedures to ensure that:

- (a) after completion of maintenance a general verification is carried out to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted;
- (b) an error capturing method is implemented after the performance of any critical maintenance task;
- (c) the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised; and,
- (d) damage is assessed and modifications and repairs are carried out using data specified in CAR 21, Chapter 3 or Chapter 13 as appropriate.

145.115 Certification of maintenance

A maintenance release shall be completed and signed to certify that the maintenance work performed has been completed satisfactorily and in accordance with approved data and the procedure described in the maintenance organisation's exposition.

- (a) A certificate of release to service shall be completed as required by CAR AIR 1, Chapter 3 and signed to certify that the maintenance work performed has been completed satisfactorily in accordance with approved data and the procedures described in the maintenance organisation exposition.
- (b) A certificate of release to service shall be issued by appropriately authorised certifying

staff on behalf of the CAR 145 approved maintenance organisation when satisfied that:

- (1) all required maintenance has been properly carried out;
 - (2) that all maintenance tasks have been carried out in accordance with the procedures specified in the approved maintenance organisation exposition; and
 - (3) all maintenance tasks have been accomplished in accordance with maintenance data specified in CAR 145.111.
- (c) A certificate of release to service issued by appropriately authorised certifying staff shall be required for the fitment of an aircraft component which may be fitted temporarily when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of an aircraft component with the appropriate release certificate, subject to:
- (1) evidence that the appropriate release certificate will be made available; and
 - (2) the component having a suitable serviceable tag; and
 - (3) the fitment being limited to a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner; and
 - (4) the aircraft component being replaced by the specified time unless an appropriate release certificate has been obtained in the meantime.

145.117 Maintenance records

- (a) The maintenance organisation shall retain detailed maintenance records in the English language to show that all requirements for issuing a Certificate of Release to Service have been met.
- (b) The organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of all supporting documentation and any approved repair or modification data used.
- (c) The CAR 145 approved maintenance organisation must retain a copy of all detailed maintenance records and any associated maintenance data referred to in CAR 145.117(a) for a minimum period of three years from the date the aircraft or aircraft component to which the work relates was released to service.
- (d) Records shall be maintained in a form and format that ensures readability, security and

integrity of the records at all times.

Note: The form and format of the records may include, for example, paper records, film records, electronic records or any combination thereof.

- (e) Records shall be retained in a manner that protects them from environmental damage and hazards such as fire, floods and sabotage.
- (f) In the case of electronic coded records, suitable and verifiable back up storage arrangements and safeguards, including data alteration traceability features, should be made which are acceptable to the Authority.

145.119 Mandatory occurrence reporting

- (a) The organisation shall establish an occurrence reporting system.
- (b) The organisation shall report, to the Authority and the organisation responsible for the design of the aircraft or component, any condition of the aircraft or component identified by the organisation that has resulted or may result in an unsafe condition that seriously hazards flight safety.
- (c) Where the organisation is contracted by an operator to carry out maintenance, the CAR 145 approved maintenance organisation shall also report to the operator any condition affecting the operator's aircraft or aircraft component.

145.121 Maintenance procedures and quality system

- (a) The organisation shall establish a safety and quality policy for the organisation which shall be included in the organisation's exposition.
- (b) The organisation shall establish procedures acceptable to the Authority taking into account human factors and human performance to ensure good maintenance practices and compliance with all relevant requirements that shall include:
 - (1) a clear work order or contract; and
 - (2) that aircraft shall be released to service in accordance with CAR 145.115.
- (c) The organisation shall ensure compliance with (b) above by either establishing an independent quality assurance system to monitor compliance with, and an adequacy of, the maintenance procedures or by providing a system of inspection to ensure that all maintenance is properly performed:

- (d) The organisation shall have a quality feedback reporting system to the person or group of persons specified in CAR 145.105(a) and ultimately to the accountable manager to ensure appropriate and timely corrective action is taken in response to reports produced when carrying out activities specified in CAR 145.121(c).
- (e) The organisation shall ensure proper and timely corrective action is taken in response to reports resulting from the independent audits; and
- (f) In small organisations that have fewer than 15 personnel actively involved in maintenance, the independent audit part of the quality system may be contracted to another CAR 145 approved maintenance organisation or a person with appropriate technical knowledge and proven satisfactory audit experience, in a manner acceptable to the Authority.

145.123 Maintenance organisation exposition

- (a) The maintenance organisation shall provide for the use and guidance of maintenance personnel concerned, a Maintenance Organisation Exposition which may be issued in separate parts containing the following information;
 - (1) a statement signed by the accountable manager confirming that the maintenance organisation exposition and any referenced associated manuals that defines the organisation's compliance with CAR 145 and CAR AIR 1 will be complied with at all times. When the accountable manager is not the chief executive officer of the organisation, then such chief executive officer shall countersign the statement;
 - (2) the organisations safety and quality policy specified in CAR 145.21(a);
 - (3) the title(s) and name(s) of the senior person(s) referenced in CAR 145.105(b) that are approved by the Authority;
 - (4) the duties and responsibilities of the senior person(s) specified in CAR 145.123(a)(3) including matters on which they may deal directly with the Authority on behalf of the organisation;
 - (5) an organisation chart showing associated lines of responsibility of the senior person(s) specified in CAR 145.105(b);
 - (6) a list of certifying staff;
 - (7) a general description of manpower resources; and

- (8) a general description of the facilities located at each address specified in the approved maintenance organisation's approval certificate;
- (9) a specification of the organisation's scope of work relevant to the extent of approval; and
- (10) the notification procedure required by CAR 145.55 for changes made to the approved maintenance organisation;
- (11) the maintenance organisation exposition amendment procedure encompassing CAR 145.123 that constitutes the management part of the maintenance organisation exposition;
- (12) the organisation's procedures and quality system as required by CAR 145.103 to 145.125 inclusive;
- (13) a list of organisations, if appropriate, as specified in CAR 145.125(a)(2);
- (14) a list of line stations, if appropriate, as specified in CAR 145.125(a)(4).
- (15) a general description of the scope of work authorised under the organisation's terms of approval;
- (16) a description of the procedures used to establish the competence of the maintenance certifying staff;
- (17) a description of the method used for the completion and retention of the maintenance records required by 145.117;
- (18) a description of the procedures for preparing the maintenance release and the circumstances under which the release is to be signed;
- (19) the personnel authorised to sign the maintenance release and the scope of their authorisation;
- (20) a description, when applicable, of contracted activities;
- (21) a description, when applicable, of the additional procedures for complying with an operator's maintenance procedures and requirements;
- (22) a description of the procedures for providing and complying with the information reporting requirements of CAR AIR 1.125(c) and (d);

- (23) a description of the procedure for receiving, assessing, amending and distributing within the maintenance organisation all necessary airworthiness data from the organisation responsible for the type design; and
- (24) a description of the procedures for implementing changes affecting the approval of the maintenance organisation.
- (b) The information specified in CAR 145.123(a)(6) and 145.123(a) (12) to (14) inclusive, whilst a part of the maintenance organisation exposition, may be kept as separate documents or on separate electronic data files subject to the management part of said exposition containing a clear cross reference to such documents or electronic data files.
- (c) The maintenance organisation exposition, and any subsequent amendments, shall be approved by the Authority and furnished promptly to all organisations or persons to whom the manual has been issued.
- (d) The maintenance organisation shall ensure that the maintenance organisation exposition is amended as necessary to keep the information contained therein up to date.

145.125 Privileges of the approval

- (a) The CAR 145 approved maintenance organisation may only carry out the following as permitted by and in accordance with the approved maintenance organisation exposition:
 - (1) maintenance of any aircraft for which it is approved at the locations identified in the approval certificate and/or in the approved maintenance organisation exposition.
 - (2) make arrangements for the maintenance of any aircraft within the limitations of CAR 145.125(a)(1) and 145.125(b) for which it is approved at another organisation that is working under the quality system of the CAR 145 approved maintenance organisation.
 - (3) maintenance of any aircraft for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in a procedure acceptable to the Authority and included in the approved maintenance organisation exposition.
 - (4) maintenance of any aircraft for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance, only if the

approved maintenance organisation exposition both permits such activity and lists such locations.

- (5) the issue of certificates of release to service in respect of CAR 145.125(a) (1) to (4) on completion of maintenance in accordance with CAR 145.115.
 - (6) maintenance of an aircraft for which it is approved only when all necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.
- (b) Another organisation working under the quality system of an appropriately approved CAR 145 maintenance organisation is limited to the work scope permitted by the procedures identified in CAR 145.121 and may not carry out a base maintenance check of an aircraft or a complete workshop maintenance check.