



ANTR 145 Compliance Checklist

ANTR 145 COMPLIANCE CHECKLIST

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

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

Name: _____ Signature: _____ Date: _____

Appointment: _____



ANTR 145 COMPLIANCE CHECKLIST

This document is used to record that the organisation complies with the requirements of ANTR-145 and any other additional BCAA requirements for the approval of maintenance management.

I. The ANTR-145 compliance checklist is initiated by the maintenance organisation seeking approval (initial) and during the occasions listed below:

1. Enhancement to the scope / terms of approval (Relevant portions of the applicable regulation)
2. Enhancement to the capability and its approval, either direct or indirect method of approval (Relevant portions of the applicable regulation)
3. Changes to the facilities, equipment, tools, material (Relevant portions of the applicable regulation)
4. Changes and / or addition of locations (Relevant portions of the applicable regulation)
5. Changes to ANTR 21, 66, 145 & ANTR PART-M, as applicable (Relevant portions of the applicable regulation(s), based on the respective regulation(s) revised since last issue or renewal)
6. Changes to the expositions & procedures (Relevant portions of the applicable regulation)

The application for grant of approval/enhancement or variation to the existing scope of approval/terms of references and/or during any of the occasions mentioned above shall accompany the completed audit check list (ALD/AIR/168b) and all necessary supporting documents for examination by BCAA.



This compliance checklist contains the following parts:

1. Part-1, Organisation Details

To be submitted by the applicant seeking approval or renewal of approval under ANTR-145, regulation

2. Part-2, Preliminary Details (BCAA Use)

3. Part-3, Compliance Check List

To be submitted by the organisation to the BCAA duly filled in details at column 4 & 5 and countersigned at each page by the Quality Manage -Post Holder.

4. Signing of Compliance Check List is indicative that the respective AMCs / GMs related to the regulation are complied.

5. The organisation is privileged to develop and / or add details to this Check List to strengthen their activity. However, for the sake of uniformity, it is preferred to retain the same format.

6. Part-4, Finding Summary

If any findings require attention either by the organisation or BCAA, the same shall be reflected along with the corrective action plan of the organisation

The findings, rectification & corrective action by the organisation is recorded here and certified by the Quality Manger.

On submission by the organisation, the compliance checklist is verified by the BCAA during the audits and suitable remarks of acceptance is recorded by BCAA against the findings, rectification & corrective action of the organisation.

If any additional findings observed by BCAA during the audit the same may be recorded in the form attached as Audit checklist of ANTR-145 Organisation approval / renewal recommendation report”



PART-1 – Organisation Details (To be filled in by the applicant)

Registered Name of the Applicant	
Trading Name (if different)	
Address Requiring approval Telephone No. Fax No. Email address: Website details if any	
Approval Status	<input type="checkbox"/> 145 with CAMO <input type="checkbox"/> 145 without CAMO
Subpart-G Approval Number (If the approval is held)	
Is the organization holding AOC or a standalone ANTR 145 organisation	
AOC Number (If Applicable)	
Maintenance Organisation Exposition reference (If applicable)	
Scope of Approval sought:	Attach duly filled in form as per Appendix III Class & Ratings
Name & Position of Accountable Manager	
Contact details of Accountable Manager	
Name of Quality Manager	
Contact details of Quality Manager	
Name of Base Maintenance Manager	
Contact details of Base Maintenance Manager	
Name of Line Maintenance Manager	
Contact details of Line Maintenance Manager	
Details of other Post Holders if any	
Compiled by: Details of the responsible person / post holder compiled the compliance checklist: Name:	
Position: Signature:	
Date of Application	



Instructions for completion

When completing this document, it is important to make a positive statement showing how the organisation complies with any relevant part of the ANTR-145 requirement.

Column-1: ANTR-145 Reference Column-2: ANTR-145 requirements

Column-3: Mention Org's MOE & MOE procedure reference giving the details of compliance procedure

Column-4:

- (a) Give the status of applicability of the respective regulation. If applicable give the org's method of compliance.
- (b) If the status of the respective regulation is not applicable, mention N/A and give reason.
- (c) If certain functions are subcontracted, give references to the contract reference and interface manual references

Column-5: Reserved for BCAA's Use. Give the status of the Org's compliance action

Column-6: Reserved for BCAA's remarks / Finding References.

If additional information is required to demonstrate compliance, please attach an appropriately referenced continuation sheet.

Where the term 'The Owner' is used this also means 'The Operator'.

Once completed please submit this document to the Airworthiness Section of Aeronautical Licensing Directorate, Bahrain CAA.

When this Compliance Checklist has been completed and accepted by Bahrain CAA, a copy should be maintained by both the organisation and BCAA in their respective approval process file.

Additional Information if any: May attach additional sheets with the cross reference to the compliance checklist reference (Column-3 & 4) for any additional information with respect to the method of compliance by organisation.



Sl. No.	Documents Requirement	Status / Remarks Sat / Un-sat / N/A
1	Receipt of application and is it complete in all respect?	
2	Receipt of requisite fees	
3	Approval Certificate in the case of variation to the existing approval.	
4	Submitted - Draft Maintenance Organisation Exposition (MOE) along with associated procedures / relevant amendments to MOE procedures.	
5	Whether the format and the contents of the Maintenance Organisation Exposition (MOE) along with associated procedures / relevant amendments to MOE procedures are consistent with the requirements of ANTR- 145 and the extent of approval sought?	
6	Submitted - Compliance report of ANTR-145 and relevant supporting documents (as applicable).	
7	Details of the post holder present during the audit / surveillance	
8	Submitted - Form for acceptance of nominated post holders (as applicable)- 1. Base Maintenance Manager(s) 2. Line Maintenance Manager(s) 3. Quality Manager 4. Other Post Holders if any	
9	Whether the nominated post holders meet the requirements?	
10	Submitted - Organisation's internal assessment report and recommendation along with its supporting document.	
11	Interaction with the proposed / nominated Accountable Manager.	
12	Application Reviewed by (BCAA USE): Name: Position: Signature with Date:	

PART-2 (BCAA USE)

Instruction to the BCAA Inspector:

1. This check list is used to collect all preliminary documents and data related to the application filed by an organisation.
2. Give status of the application and the supporting documents as listed in the remarks column.

Use the recommendation report form (ALD/AIR/F015) after the compliance checklist for filing the findings and rectification actions and final recommendations.



PART-3 Compliance Checklist (Once duly completed, Submit to BCAA along with Part-1)

ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
145.1	<p>ANTR 145.1 General</p> <p>For the purpose of this ANTR-145, the competent authority shall be BCAA for organisations having their principal place of business either in Bahrain or located in a third country</p> <p>Organisations involved in the maintenance of aircraft and components for installation thereon, shall be approved, upon their request, by BCAA in accordance with the requirements of ANTR.</p>					
145.A.15	<p>ANTR 145.A.15 Application</p> <p>An application for the issue or change of an approval shall be made to the BCAA using application form ALD/AIR/F056. Applications should be accompanied by a compliance checklist to ANTR 145 (See Appendix-7 to CAP 14).</p>					
145.A.20	<p>ANTR 145.A.20 Terms of approval</p> <p>The organisation shall specify the scope of work deemed to constitute approval in its exposition (Appendix II to this Part contains a table of all classes and ratings).</p>					
145.A.25	<p>ANTR 145.A.25 Facility requirements</p> <p>The organisation shall ensure that:</p> <p>(a) Facilities are provided appropriate for all planned work, ensuring in particular, protection from the weather elements. Specialised workshops and bays are segregated as appropriate, to ensure that environmental and work area contamination is unlikely to occur.</p> <ol style="list-style-type: none"> 1. For base maintenance of aircraft, aircraft hangars are both available and large enough to accommodate aircraft on planned base maintenance; 2. For component maintenance, component workshops are large enough to accommodate the components on planned maintenance. 					



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	<p>(b) Office accommodation is provided for the management of the planned work referred to in paragraph (a), and certifying staff so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards.</p> <p>(c) The working environment including aircraft hangars, component workshops and office accommodation is appropriate for the task carried out and in particular special requirements observed. Unless otherwise dictated by the particular task environment, the working environment must be such that the effectiveness of personnel is not impaired:</p> <ol style="list-style-type: none"> 1. temperatures must be maintained such that personnel can carry out required tasks without undue discomfort. 2. dust and any other airborne contamination are kept to a minimum and not be permitted to reach a level in the work task area where visible aircraft/components surface contamination is evident. Where dust/other airborne contamination results in visible surface contamination, all susceptible systems are sealed until acceptable conditions are re-established. 3. lighting is such as to ensure each inspection and maintenance task can be carried out in an effective manner. 4. noise shall not distract personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel are provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks. 5. where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions are observed. Specific conditions are identified in the maintenance data. 6. the working environment for line maintenance is such that the particular maintenance or inspection task can be carried out without undue distraction. Therefore, the working environment for line maintenance is such 					



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	<p>that the particular maintenance or inspection task can be carried out without undue distraction. Therefore, where the working environment deteriorates to an unacceptable level in respect of temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination, the particular maintenance, or inspection tasks must be suspended until satisfactory conditions are re-established.</p> <p>(d) Secure storage facilities are provided for components, equipment, tools, and material. Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment, and tools. The conditions of storage are in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items. Access to storage facilities is restricted to authorised personnel.</p>					
145.A.30	<p>ANTR 145.A.30 Personnel requirements</p> <p>(a) The organisation shall appoint an accountable manager who has corporate Authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part. The accountable manager shall:</p> <ol style="list-style-type: none"> 1. ensure that all necessary resources are available to accomplish maintenance in accordance with ANTR 145.A.65(b) to support the organisation approval. 2. establish and promote the safety and quality policy specified in ANTR 145.A.65(a). 3. demonstrate a basic understanding of this ANTR 145 <p>(b) The organisation shall nominate a person or group of persons, whose responsibilities include ensuring that the organisation complies with this Part. Such person(s) shall ultimately be responsible to the accountable manager.</p> <ol style="list-style-type: none"> 1. The person or persons nominated shall represent the maintenance management structure of the organisation and be responsible for all functions specified in this ANTR 145. 					



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	<p>2. The person or persons nominated shall be identified and their credentials submitted using Form ALD/AIR/F018 (Appendix IV to ANTR 145).</p> <p>3. The person or persons nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of this ANTR 145.</p> <p>4. Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.</p> <p>(c) The accountable manager under paragraph (a) shall appoint a person with responsibility for monitoring the quality system, including the associated feedback system as required by ANTR 145.A.65(c). The appointed person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.</p> <p>(d) The organisation shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect and quality monitor the organisation in accordance with the approval. In addition, the organisation shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.</p> <p>(e) The organisation shall establish and control the competence of personnel involved in any maintenance, development of maintenance programmes, airworthiness reviews, management and/or quality audits in accordance with a procedure and to a standard agreed by the Authority. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of human factors and human performance issues appropriate to that person's function in the organisation. 'Human factors' means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration of human performance.</p>					



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	<p>'Human performance' means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.</p> <p>(f) The organisation shall ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non-destructive test in accordance with the International or equivalent Standard recognised by the Authority. Personnel who carry out any other specialised task shall be appropriately qualified in accordance with officially recognised Standards. By derogation to this paragraph those personnel specified in paragraphs (g) and (h)(1) and (h)(2), qualified under ANTR 66 in category B1 or B3 in accordance with ANTR 66, may carry out and/or control colour contrast dye penetrant tests (See AMC 145.A.30 f)).</p> <p>(g) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j), shall in the case of aircraft line maintenance, have appropriate aircraft type rated certifying staff qualified as category B1 and B2, and B3 certifying staff in accordance with ANTR 66 and ANTR 145.A.35. In addition, such organisations may also use appropriately task trained certifying staff holding the privileges described in ANTR 66.A.20(a)(1) and ANTR 66.A.20(a)(3)(ii) and qualified in accordance with ANTR 66 and 145.A.35 to carry out minor scheduled line maintenance and simple defect rectification. The availability of such certifying staff shall not replace the need for category B1, B2 and B3 certifying staff as appropriate (See AMC 145 A.30(g)).</p> <p>(h) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j) shall:</p> <p>1. in the case of base maintenance of large aircraft, have appropriately licensed certifying staff qualified as category C in accordance with ANTR 66 and ANTR 145.A.35. In addition, the organisation shall have sufficient licensed staff qualified as category B1 and B2 in accordance with ANTR 66 and ANTR 145.A.35 to support the category C certifying staff.</p> <p>(i) B1 and B2 support staff shall ensure that all relevant tasks or inspections have been carried out to the</p>					



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	<p>required standard before the category C certifying staff issues the certificate of release to service.</p> <p>(ii) The organisation shall maintain a register of any such B1 and B2 support staff.</p> <p>(iii) The category C certifying staff shall ensure that compliance with paragraph (i) has been met and that all work required by the customer has been accomplished during the particular base maintenance check or work package and shall also assess the impact of any work not carried out with a view to either requiring its accomplishment or agreeing with the operator to defer such work to another specified check or time limit.</p> <p>2. in the case of base maintenance of aircraft other than large/complex motor-powered aircraft have either:</p> <p>(i) appropriate aircraft type rated certifying staff qualified as category B1 and B2 as appropriate in accordance with ANTR 66 and ANTR 145.A.35 or,</p> <p>(ii) appropriate aircraft type rated certifying staff qualified in category C assisted by B1 and B2, support staff as specified in paragraph 145.A.35.(a)(i).</p> <p>(i) Component certifying staff shall comply with ANTR 66 and 145.A.35.</p> <p>(j) By derogation to paragraphs (g) and (h), in relation to the obligation to comply with ANTR 66, the organisation may use certifying staff qualified in accordance with the following provisions:</p> <p>1. For organisation facilities located outside the State, certifying staff may be qualified in accordance with the national aviation regulations of the State in which the organisation facility is registered subject to the conditions specified in Appendix IV to this ANTR 145.</p> <p>2. For line maintenance carried out at a line station of an organisation which is located outside the State, the certifying staff may be qualified in accordance with the</p>					



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	<p>national aviation regulations of the State in which the line station is based, subject to the conditions specified in Appendix IV to ANTR 145.</p> <p>3. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certification authorisation to the aircraft commander and/or the flight engineer on the basis of the flight crew licence held. However, the organisation shall ensure that sufficient practical training has been carried out to ensure that such aircraft commander or flight engineer can accomplish the airworthiness directive to the required standard.</p> <p>4. In the case of aircraft operating away from a supported location the organisation may issue a limited certification authorisation to the commander and/or the flight engineer on the basis of the flight crew licence held subject to being satisfied that sufficient practical training has been carried out to ensure that the commander or flight engineer can accomplish the specified task to the required standard. The provisions of this paragraph shall be detailed in an exposition procedure.</p> <p>5. In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the organisation contracted to provide maintenance support may issue a one-off certification authorisation:</p> <p>(i) to one of its employees holding equivalent type authorisations on aircraft of similar technology, construction, and systems; or</p> <p>(ii) to any person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.</p>					



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				Satisfactory		
				Yes	No	
	All such cases as specified in this subparagraph shall be reported to the Authority within seven days of the issuance of such certification authorisation. The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation.					
145.A.35	<p>ANTR 145.A.35 Certifying staff and support staff</p> <p>(a) In addition to the appropriate requirements of ANTR 145.A.30(g) and (h), the organisation shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organisation procedures. In the case of certifying staff, this must be accomplished before the issue or re-issue of the certification authorisation.</p> <p>(i) 'Support staff' means those staff holding ANTR-66 aircraft maintenance licence in category B1, B2 with the appropriate aircraft ratings, working in a base maintenance environment while not necessarily holding certifications privileges.</p> <p>(ii) Relevant aircraft and/or components', means those aircraft or components specified in the particular certification authorisation.</p> <p>(iii) 'Certification authorisation' means the authorisation issued to certifying staff by the organisation and which specifies the fact that they may sign certificates of release to service within the limitations stated in such authorisation on behalf of the approved organisation.</p> <p>(b) Excepting those cases listed in ANTR 145.A.30(j) and ANTR 66.A.20(a)3(ii) the organisation may only issue a certification authorisation to certifying staff in relation to the basic categories or subcategories and except for the category A license and any type rating listed on the aircraft maintenance licence as required in ANTR 66, subject to the licence remaining valid throughout the validity period of the authorisation and the certifying staff remaining in compliance with ANTR 66.</p>					



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				Yes	No	
	<p>(c) The organisation shall ensure that all certifying staff and category B1 and B2 support staff are involved in at least six months of actual relevant aircraft or component maintenance experience in any consecutive two-year period. For the purpose of this paragraph 'involved in actual relevant aircraft or component maintenance' means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type systems specified in the particular certification authorisation.</p> <p>(d) The organisation shall ensure that all certifying staff and support staff receive sufficient continuation training in each two-year period to ensure that such staff has up-to-date knowledge of relevant technology, organisation procedures and human factor issues.</p> <p>(e) The organisation shall establish a programme for continuation training for certifying staff and support staff, including a procedure to ensure compliance with the relevant requirements of ANTR 145.A.35 as the basis for issuing certification authorisations under this ANTR 145 to certifying staff, and a procedure to ensure compliance with ANTR 66.</p> <p>(f) Except where any of the unforeseen cases of ANTR 145.A.30(j)(5) apply, the organisation shall assess all prospective certifying staff for their competence, qualification, and capability to carry out their intended certifying duties in accordance with a procedure as specified in the exposition prior to the issue or re-issue of a certification authorisation under this ANTR 145.</p> <p>(g) When the conditions of paragraphs (a), (b), (d), (f) and, where applicable, paragraph (c) have been fulfilled by the certifying staff, the organisation shall issue a certification authorisation that clearly specifies the scope and limits of such authorisation. Continued validity of the certification authorisation is dependent upon continued compliance with paragraphs (a), (b), (d), and where applicable, paragraph (c).</p> <p>(h) The certification authorisation must be in a style that makes its scope clear to the certifying staff and any authorised person who may require to examine the authorisation. Where codes</p>					



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				Satisfactory		
				Yes	No	
	<p>are used to define scope, the organisation shall make a code translation readily available. 'Authorised person' means the officials of the Authority who has responsibility for the oversight of the maintained aircraft or component.</p> <p>(i) The person responsible for the quality system shall also remain responsible on behalf of the organisation for issuing certification authorisations to certifying staff. Such person may nominate other persons to actually issue or revoke the certification authorisations in accordance with a procedure as specified in the exposition.</p> <p>(j) The organisation shall maintain a record of all certifying staff and support staff, which shall contain:</p> <ol style="list-style-type: none"> 1. the details of any aircraft maintenance licence held under ANTR 66; and 2. all relevant training completed and 3. the scope of the certification authorisations issued, where relevant, and 4. particulars of staff with limited or one-off certification authorisations. <p>The organisation shall retain the record for at least three years after the certifying staff or support staff have ceased employment with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organisation shall furnish staff referred to in this point with a copy of their personal record on leaving the organisation.</p> <p>The certifying staff referred to in this paragraph shall be given access on request to their personal records as detailed above.</p> <p>(k) The organisation shall provide certifying staff with a copy of their certification authorisation in either a documented or electronic format.</p> <p>(l) Certifying staff shall produce their certification authorisation to any authorised person within 24 hours.</p>					



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				Satisfactory		
				Yes	No	
	<p>(m) The minimum age for certifying staff and support staff is 21 years.</p> <p>(n) The holder of a category A aircraft maintenance licence may only exercise certification privileges on a specific aircraft type following the satisfactory completion of the relevant category A aircraft task training carried out by an organisation appropriately approved in accordance with ANTR 145 or ANTR 147. This training shall include practical hands on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment carried out by the organisation.</p> <p>(o) The holder of a category B2 aircraft maintenance licence may only exercise the certification privileges described in ANTR 66.A.20(a)(3)(ii) following the satisfactory completion of,</p> <p>(i) the relevant category A aircraft task training and</p> <p>(ii) 6 months of documented practical experience covering the scope of the authorisation that will be issued. The task training shall include practical hands on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment. Task training and examination/assessment shall be carried out by the maintenance organisation issuing the certifying staff authorisation. The practical experience shall be also obtained within such maintenance organization.</p>					
ANTR 66 / CAP 09	Has the AMO defined the procedure for ensuring compliance to the requirement of ANTR 66 / CAP 09 for issue / renewal of AML of their employees?					
ANTR 66 / CAP 09	Has the AMO defined the procedure for ensuring compliance to fulfil the OJT requirement in accordance with ANTR 66 / CAP 09 of their employees? If not in-house, how do they administer the OJT tasks for their employees					
CAP 09	Has the organisation established procedures to utilise the AML issued by other ICAO contracting states under BCAA validation as provisioned in CAP-09 and the requirements stipulated therein?					



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				Satisfactory		
				Yes	No	
Annex IV to ANTR 145	<p>Has the foreign AMOs defined the procedure to utilise the privileges of the AML issued by their national regulation (not qualified under ANTR66 of BCAA) and additional requirement stipulated under Annex IV to ANTR-145 for certification of aircraft registered under BCAA and components installed therein?</p> <p>Has the AMO defined the procedure for training, qualifying, authorising a support / certifying staff for conducting taxiing operation of aircraft?</p> <p>Has the AMO defined the procedure for training, qualifying, authorising a support / certifying staff for conducting weighment of aircraft and subsequent weight balance document preparation?</p> <p>Has the AMO defined the procedure for utilising the certifying personnel of manufacturers and/or other AMOs in the case of unforeseen situations and/or for any specific repairs / modifications etc.?</p>					
145.A.36	<p>ANTR 145.A.36 Records of airworthiness review staff</p> <p>The organisation shall record all details concerning the airworthiness review staff and maintain a current list of all the airworthiness review staff together with their scope of approval as part of the organisation's exposition pursuant to point 145.A.70(a)6.</p> <p>The organisation shall retain the record for at least three years after the staff referred to in this point have ceased employment (or engagement as a contractor or volunteer) with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organisation shall provide the staff referred to in this point with a copy of their personal record on leaving the organisation.</p> <p>The staff referred to in this point shall be given access on request to their personal records.</p>					
145.A.40	<p>ANTR 145.A.40 Equipment and tools</p> <p>(a) The organisation shall have available and use the necessary equipment, tools, and material to perform the approved scope of work.</p> <p>1. Where the manufacturer specifies a particular tool or equipment, the organisation shall use that tool or</p>					



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	<p>equipment, unless the use of alternative tooling or equipment is agreed by the Authority via procedures specified in the exposition.</p> <p>2. Equipment and tools must be permanently available, except in the case of any tool or equipment that is so infrequently used that its permanent availability is not necessary. Such cases shall be detailed in an exposition procedure.</p> <p>3. 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.</p> <p>(b) The organisation shall ensure that all tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated according to an officially recognised standard at a frequency to ensure serviceability and accuracy. Records of such calibrations and traceability to the standard used shall be kept by the organisation.</p>					
145.A.42	<p>ANTR 145.A.42 Components</p> <p>(a) All components shall be classified and appropriately segregated into the following categories:</p> <p>1. Components which are in a satisfactory condition, released on a BCAA Form 1 or equivalent and marked in accordance with ANTR 21 Subpart Q.</p> <p>2. Unserviceable components which shall be maintained in accordance with this section.</p> <p>3. Unsalvageable components which are classified in accordance with ANTR 145.A.42 (c).</p> <p>4. Standard parts used on an aircraft, engine, propeller, or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data and accompanied by evidence of conformity traceable to the applicable standard.</p>					



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				Satisfactory		
				Yes	No	
	<p>5. Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.</p> <p>(b) Components, standard parts, and materials for installation</p> <p>1. The organisation shall establish procedures for the acceptance of components, standard parts, and materials for installation to ensure that components, standard parts, and materials are in satisfactory condition and meet the applicable requirements of point (a).</p> <p>2. The organisation shall establish procedures to ensure that components, standard parts, and materials shall only be installed on an aircraft or a component when they are in satisfactory condition, meet the applicable requirements of point (a) and the applicable maintenance data specifies the particular component, standard part, or material.</p> <p>3. Prior to installation of a component, the organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable [See AMC 145.A.42 (a) & (b)] and components referred to in point ANTR 21.A.307(c) [21.A.307(c) of the EASA Part-21] shall only be installed if considered eligible for installation by the aircraft owner on its own aircraft.</p> <p>4. 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 (See AMC 145.A.42(c)).</p> <p>(c) Segregation of components</p> <p>(i) Unserviceable and unsalvageable components shall be segregated from serviceable components, standards parts, and materials.</p>					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	(ii) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved according to ANTR 21 or an approved equivalent organisation (See AMC 145.A.42 (a)(3))..					
145.A.45	<p>ANTR 145.A.45 Maintenance data</p> <p>(a) The organisation shall hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs. 'Applicable' means relevant to any aircraft, component or process specified in the organisation's approval class rating schedule and in any associated capability list.</p> <p>In the case of maintenance data provided by an operator or customer, the organisation shall hold such data when the work is in progress, with the exception of the need to comply with ANTR 145.A.55(c).</p> <p>(b) For the purposes of this Part, applicable maintenance data shall be any of the following:</p> <ol style="list-style-type: none"> 1. Any applicable requirement, procedure, operational directive, or information issued by the Authority of country of manufacturer, manufacturer, TC or STC holder, BCAA; 2. Any applicable airworthiness directive issued by the Authority, of country of manufacturer, TC or STC holder, BCAA; 3. Instructions for continuing airworthiness, issued by Authority of country of manufacturer, type certificate holders, supplementary type certificate holders, manufacturer and any other organisation required to publish such data by ANTR 21 and in the case of aircraft or components from third countries the airworthiness data mandated by BCAA. 4. Any applicable standard, such as but not limited to, maintenance standard practices recognised by BCAA/the Authority as a good standard for maintenance; 					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	<p>5. Any applicable data issued in accordance with paragraph (d).</p> <p>(c) The organisation shall establish procedures to ensure that if found, any inaccurate, incomplete, or ambiguous procedure, practice, information, or maintenance instruction contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.</p> <p>(d) The organisation may only modify maintenance instructions in accordance with a procedure specified in the maintenance organisation's exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards and shall inform the type-certificate holder of such changes. Maintenance instructions for the purposes of this paragraph means instructions on how to carry out the particular maintenance task: they exclude the engineering design of repairs and modifications.</p> <p>(e) The organisation shall provide a common work card or worksheet system to be used throughout relevant parts of the organisation. In addition, the organisation shall either transcribe accurately the maintenance data contained in paragraphs (b) and (d) onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data. Work cards and worksheets may be computer generated and held on an electronic database subject to both adequate safeguards against unauthorised alteration and a back-up electronic database which shall be updated within 24 hours of any entry made to the main electronic database. Complex maintenance tasks shall be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.</p> <p>Where the organisation provides a maintenance service to an aircraft operator who requires their work card or worksheet system to be used then such work card or worksheet system may be used. In this case, the organisation shall establish a procedure to ensure correct completion of the aircraft operators' work cards or worksheets.</p>					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	<p>(f) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.</p> <p>(g) The organisation shall establish a procedure to ensure that maintenance data it controls is kept up to date. In the case of operator/customer controlled and provided maintenance data, the organisation shall be able to show that either it has written confirmation from the operator/customer that all such maintenance data is up to date, or it has work orders specifying the amendment status of the maintenance data to be used or it can show that it is on the operator/customer maintenance data amendment list.</p>					
145.A.47	<p>ANTR 145.A.47 Production planning</p> <p>(a) The organisation shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.</p> <p>(b) The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.</p> <p>(c) When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel.</p>					
145.A.48	<p>Performance of maintenance</p> <p>The organisation shall establish procedures to ensure that:</p> <p>(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;</p> <p>(b) an error capturing method is implemented after the performance of any critical maintenance task;</p> <p>(c) the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised; and,</p>					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	(d) damage is assessed, and modifications and repairs are carried out using data specified in ANTR. M.A.304.					
145.A.50	<p>ANTR 145.A.50 Certification of maintenance</p> <p>(a) A certificate of release to service shall be issued by appropriately authorised certifying staff on behalf of the organisation when it has been verified that all maintenance ordered has been properly carried out by the organisation in accordance with the procedures specified in ANTR 145.A.70, taking into account the availability and use of the maintenance data specified in ANTR 145.A.45 and that there are no non-compliances which are known to endanger flight safety.</p> <p>(b) A certificate of release to service shall be issued before flight at the completion of any maintenance.</p> <p>(c) New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order. In the case where the aircraft operator declines to have such maintenance carried out under this paragraph, paragraph (e) is applicable.</p> <p>(d) A certificate of release to service shall be issued at the completion of any maintenance on a component whilst off the aircraft. The authorised release certificate BCAA Form 1 referred to in Appendix I to ANTR 145 constitutes the component certificate of release to service except if otherwise specified in point M.A.502 of ANTR M. When an organisation maintains a component for its own use, an BCAA Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the exposition.</p> <p>(e) By derogation to paragraph (a), when the organisation is unable to complete all maintenance ordered, it may issue a certificate of release to service within the approved aircraft limitations. The organisation shall enter such fact in the aircraft certificate of release to service before the issue of such certificate.</p>					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	(f) By derogation to paragraph (a) and ANTR 145.A.42, when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of a component with the appropriate release certificate, it is permissible to temporarily fit a component without the appropriate release certificate for a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner, subject to the aircraft operator agreement and said component having a suitable release certificate but otherwise in compliance with all applicable maintenance and operational requirements. Such components shall be removed by the above prescribed time limit unless an appropriate release certificate has been obtained in the meantime under paragraph (a) and ANTR 145.A.42.					
145.A.55	ANTR 145.A.55 Maintenance and Airworthiness Review records (a) The organisation shall record all details of maintenance work carried out. As a minimum, the organisation shall retain records necessary to prove that all requirements have been met for issuance of the certificate of release to service, including subcontractor's release documents and for the issue of any airworthiness review certificate. (b) The organisation shall provide a copy of each certificate of release to service to the aircraft owner or operator, together with a copy of any detailed maintenance record associated with the work carried out and necessary to demonstrate compliance with point M.A.305 of ANTR M. (c) The organisation shall retain a copy of all detailed maintenance records and any associated maintenance data for three years from the date on which the aircraft or component to which the work relates was issued with a certificate of release to service. In addition, it shall retain a copy of all the records to the issue of airworthiness review certificates for three years from the date of issue and shall provide a copy of them to the owner of the aircraft. 1. The records under this paragraph shall be stored in a manner that ensures protection from damage, alteration, and theft.					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	<p>2. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data, in an environment that ensures they remain in good condition.</p> <p>3. When an organisation approved under this ANTR-145 terminates its operations, all retained maintenance records from the period of three years preceding the termination of operations of the organisation shall be distributed to the last owner or customer of respective aircraft or component or shall be stored in a way specified by BCAA [AMC 145.A.55 & GM 145.A.55].</p>					
145.A.60	<p>ANTR 145.A.60 Occurrence reporting</p> <p>(a) The organisation shall report to the Authority, the state of registry and the organisation responsible for the design of the aircraft or component any condition of the aircraft or component identified by the organisation that has resulted or may result in an unsafe condition that hazards seriously the flight safety.</p> <p>(b) The organisation shall establish an internal occurrence reporting system as detailed in the exposition to enable the collection and evaluation of such reports, including the assessment and extraction of those occurrences to be reported under paragraph (a). This procedure shall identify adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences and a method to circulate the information, as necessary.</p> <p>(c) The organisation shall make such reports in accordance with BCAA Occurrence Report requirements and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation.</p> <p>(d) Where the organisation is contracted by an operator to carry out maintenance, the organisation shall also report to the operator any such condition affecting the operator's aircraft or component.</p>					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	(e) The organisation shall produce and submit such reports as soon as practicable but, in any case, within 72 hours of the organisation identifying the condition to which the report relates.					
145.A.65	<p>ANTR 145.A.65 Safety and quality policy, maintenance procedures and quality system</p> <p>(a) The organisation shall establish a safety and quality policy for the organisation to be included in the exposition under ANTR 145.A.70.</p> <p>The organisation shall establish procedures agreed by Bahrain CAA taking into account human factors and human performance to ensure good maintenance practices and compliance with the applicable requirements established in 145.A.25 to 145.A.95. The procedure under this requirement shall:</p> <ol style="list-style-type: none"> ensure that a clear work order or contract has been agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out so that aircraft and components may be released to service in accordance with 145.A.50; [see AMC 145.A.65(b)] and, cover all aspects of carrying out the maintenance activity, including the provision and control of specialised services and lay down the standards to which the organisation intends to work. <p>(c) The organisation shall establish a quality system that includes the following:</p> <ol style="list-style-type: none"> Independent audits in order to monitor compliance with required aircraft/aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. In the smallest organisations the independent audit part of the quality system may be contracted to another organisation approved under this Part or a person with appropriate technical knowledge and proven satisfactory audit experience; and 					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	<p>2. A quality feedback reporting system to the person or group of persons specified in ANTR 145.A.30(b) and ultimately to the accountable manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet paragraph (1).</p> <p>(d) A maintenance organisation shall implement a safety management system acceptable to the Authority that, as a minimum:</p> <ol style="list-style-type: none"> 1. identifies safety hazards; 2. ensures that remedial action necessary to maintain an acceptable level of safety is implemented; 3. provides for continuous monitoring and regular assessment of the safety level achieved; and 4. aims to make continuous improvement to the overall level of safety. <p>(e) A safety management system shall clearly define lines of safety accountability throughout a maintenance organisation, including a direct accountability for safety on the part of senior management.</p>					
145.A.70	<p>ANTR 145.A.70 Maintenance organisation exposition</p> <p>(a) 'Maintenance organisation exposition' means the document or documents that contain the material specifying the scope of work deemed to constitute approval and showing how the organisation intends to comply with this Part. The organisation shall provide the Authority with a maintenance organisation exposition, containing the following information:</p> <ol style="list-style-type: none"> 1. A statement signed by the accountable manager confirming that the maintenance organisation exposition and any referenced associated manuals define the organisation's compliance with this Part and will be complied with at all times. When the accountable manager is not the chief executive officer of the organisation then such chief executive officer shall countersign the statement; 					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	2. the organisation's safety and quality policy as specified by ANTR 145.A.65; 3. the title(s) and name(s) of the persons nominated under ANTR 145.A.30(b); 4. the duties and responsibilities of the persons nominated under ANTR 145.A.30(b), including matters on which they may deal directly with the Authority on behalf of the organisation; 5. an organisation chart showing associated chains of responsibility between the persons nominated under ANTR 145.A.30(b); 6. a list of certifying staff support staff and if applicable, airworthiness review staff, with their scope of approval; 7. a general description of manpower resources; 8. a general description of the facilities located at each address specified in the organisation's approval certificate; 9. a specification of the organisation's scope of work relevant to the extent of approval; 10. the notification procedure of ANTR 145.A.85 for organisation changes; 11. the maintenance organisation exposition amendment procedure; 12. the procedures and quality system established by the organisation under ANTR 145.A.25 to ANTR 145.A.90 and any additional procedure followed in accordance with ANTR M; 13. a list of operators to which the organisation provides an aircraft maintenance service; 14. a list of subcontracted organisations, where applicable, as specified in ANTR 145.A.75(b);					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	<p>15. a list of line stations, where applicable, as specified in ANTR 145.A.75(d);</p> <p>16. a list of contracted organisations, where applicable.</p> <p>(b) The exposition shall be amended as necessary to remain an up-to-date description of the organisation The exposition and any subsequent amendment shall be approved by the Authority.</p> <p>(c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure provided the amendment process is approved by the Authority.</p>					
145.A.75	<p>ANTR 145.A.75 Privileges of the organisation</p> <p>In accordance with the exposition, the organisation shall be entitled to carry out the following tasks:</p> <p>(a) Maintain any aircraft and/or component for which it is approved at the locations identified in the approval certificate and in the exposition;</p> <p>(b) Arrange for maintenance of any aircraft or component for which it is approved at another organisation that is working under the quality system of the organisation. This refers to work being carried out by an organisation not itself appropriately approved to carry out such maintenance under this Part and is limited to the work scope under procedures laid down in ANTR 145.A.65(b). This work scope shall not include a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module;</p> <p>(c) Maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in the exposition;</p> <p>(d) Maintain any aircraft and/or component for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the organisation exposition both permits such activity and lists such locations;</p>					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	(e) Issue certificates of release to service in respect of completion of maintenance in accordance with ANTR 145.A.50.					
145.A.80	ANTR 145.A.80 Limitations on the organisation The organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.					
145.A.85	ANTR 145.A.85 Changes to the organisation The organisation shall notify the Authority of any proposal to carry out any of the following changes before such changes take place to enable the Authority to determine continued compliance with this Part and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest opportunity: 1. the name of the organisation; 2. the main location of the organisation; 3. additional locations of the organisation; 4. the accountable manager; 5. any of the persons nominated under ANTR 145.A.30(b); 6. the facilities, equipment, tools, material, procedures, work scope, certifying staff and airworthiness review staff that could affect the approval.					
145.A.90	ANTR 145.A.90 Continued validity (a) An approval once issued shall remain valid for the period specified in the approval certificate subject to: 1. the organisation remaining in compliance with this ANTR in accordance with the provisions related to the handling of findings as specified under ANTR 145.A.B.50; and 2. the BCAA being granted access to the organisation to determine continued compliance with this ANTR, and					



ANTR 145 1	Requirement 2	MOE / MOE Procedures Ref 3	Compliance / comments / remarks by org. 4	BCAA Use 5		BCAA Remarks / Finding Ref Number 6
				Satisfactory		
				Yes	No	
	3. the certificate not being surrendered or revoked. (b) Upon surrender or revocation, the approval shall be returned to the Authority.					
145.A.95	ANTR 145.A.95 Findings (a) A level 1 finding is any significant non-compliance with ANTR 145 requirements which lowers the safety standard and hazards seriously the flight safety. (b) A level 2 finding is any non-compliance with the ANTR 145 requirements which could lower the safety standard and possibly hazard the flight safety. (c) After receipt of notification of findings, according to ANTR 145.B.50, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the Authority within a period agreed with this Authority.					



PART-4 Finding Summary

ANTR 145 Requirement Ref.	Detailed Findings	Level	Clearance	
			Date	Rep. Ref.



RECOMMENDATIONS

CONCLUSION

AIRWORTHINESS INSPECTOR COMMENTS

Date: _____

Sign: _____