



JET SUPPORT

MAINTENANCE ORGANISATION

PART 145 EXPOSITION

UK.145.01306

Company Registration No. 5651555

<p>Reference: AXJS/145/MOE</p> <p>Issue / Amdt: 4 / 0</p> <p>Date: 02 January 2020</p>	<p>Copy Number:</p> <p>Holder:</p>
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This Maintenance Organization Exposition is based on:

Commission Regulation (EC) No. 1321/2014 Annex II Part 145.

Up to and including:

Commission Regulation (EC) No. 2019/1384

The contents of this manual do not supersede any provisions of the regulations of EASA or the United Kingdom Civil Aviation Authority.

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE	
		Issue/Amdt:	3 / 3	
TABLE OF CONTENTS		Page:	0.1	
		Date:	05 Oct 17	

0.1 TABLE OF CONTENTS

PART 0	Introduction	Page
0.1	Table of Contents	0.1
0.2	List of Effective Pages	0.4
0.3	List of Issues / Amendments	0.5
0.4	Distribution List	0.6
PART 1	Management	Page
1.1	Corporate Commitment by the Accountable Manager	1.2
1.2	Quality and Safety Policy	1.3
1.3	Management Personnel	1.4
1.4	Duties and Responsibilities of Management Personnel	1.5
1.5	Management Organisation Chart	1.8
1.6	List of Certifying Staff and B1 and B2 Support Staff	1.9
1.7	Manpower Resources	1.10
1.8	Facilities	1.12
1.9	Scope of Work	1.14
1.10	Notification Procedure to the Authority Regarding Changes to the Organisation's Activities / Approval / Location / Personnel	1.15
1.11	Exposition Amendment Procedures	1.16
PART 2	Maintenance Procedures	Page
2.1	Supplier Evaluation and Subcontract Control Procedure	2.2
2.2	Acceptance / Inspection of Aircraft Components and Materials from Outside Customers	2.5
2.3	Storage, Tagging and Release of Aircraft Components and Materials to Aircraft Maintenance	2.10
2.4	Acceptance of Tools and Equipment	2.12
2.5	Calibration of Tools and Equipment	2.14
2.6	Use of Tooling and Equipment by Staff (including alternate tools)	2.16
2.7	Cleanliness Standards of Maintenance Facilities	2.18
2.8	Maintenance Instructions and Relationship to Aircraft / Aircraft Component Manufacturer's Instructions including Updating and Availability to Staff	2.21
2.9	Repair Procedure	2.26

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE	
		Issue/Amdt:	3 / 3	
TABLE OF CONTENTS		Page:	0.2	
		Date:	05 Oct 17	

PART 2	Maintenance Procedures (continued)	Page
2.10	Aircraft Maintenance Programme Compliance	2.27
2.11	Airworthiness Directives Procedure	2.29
2.12	Optional Modification Procedure	2.31
2.13	Maintenance Documentation in use and its Completion	2.32
2.14	Technical Records Control	2.35
2.15	Rectification of Defects Arising During Base Maintenance	2.37
2.16	Release to Service Procedure	2.39
2.17	Records for the Operator	2.46
2.18	Reporting of Defects to the Competent Authority/Operator/Manufacturer	2.47
2.19	Return of Defective Aircraft Components to Store	2.50
2.20	Defective Components to Outside Contractors	2.51
2.21	Control of Computer Maintenance Records System	2.52
2.22	Control of Man-Hour planning versus Scheduled Maintenance Work	2.53
2.23	Control of Critical tasks	2.55
2.24	Reference to Specific Maintenance Procedures	2.57
2.25	Procedures to detect and rectify Maintenance Errors	2.59
2.26	Shift / Task Handover Procedures	2.62
2.27	Procedures for Notification of Maintenance Data Inaccuracies and Ambiguities to the Type Certificate Holder	2.63
2.28	Production Planning Procedures	2.64
PART L2	Additional Line Maintenance Procedures	Page
L2.1	Line Maintenance Control of Aircraft Components, Tools, Equipment etc.	L2.2
L2.2	Line Maintenance Procedures related to Servicing / Fuelling / De-Icing etc.	L2.3
L2.3	Line Maintenance Control of Defects and Repetitive Defects	L2.4
L2.4	Line Procedure for Completion of the Technical Log	L2.6
L2.5	Line Procedure for Pooled Parts and Loan Parts	L2.9
L2.6	Line Procedure for Return of Defective Parts Removed from Aircraft	L2.10
L2.7	Line Procedure Control of Critical Tasks	L2.11

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE	
		Issue/Amdt:	3 / 3	
TABLE OF CONTENTS		Page:	0.3	
		Date:	05 Oct 17	

PART	Section	Page
PART 3	Quality System Procedures	Page
3.1	Quality Audit of Organisation Procedures	3.2
3.2	Quality Audit of Aircraft (and / or equipment)	3.5
3.3	Quality Audit Corrective Action Procedure	3.7
3.4	Certifying Staff and B1/B2 Support Staff Qualification and Training Procedures	3.9
3.5	Certifying Staff and B1/B2 Support Staff Records	3.15
3.6	Quality Audit Personnel	3.18
3.7	Qualifying Inspectors	3.19
3.8	Qualifying Mechanics	3.20
3.9	Aircraft or Aircraft Component Maintenance Tasks Exemption Process Control	3.21
3.10	Concession Control for Deviation from the Organisation's Procedures	3.22
3.11	Qualification Procedure for Specialised Activities such as NDT, Welding etc.	3.23
3.12	Control of Manufacturer's and other Maintenance Working Teams	3.24
3.13	Human Factors Training Procedure	3.26
3.14	Competence Assessment of Personnel	3.28
3.15	On the Job Training	3.30
PART 4	Operator Procedures	Page
4.1	Contracting Operators	4.2
4.2	Operator Procedures and Paperwork	4.3
4.3	Operator Records Completion	4.4
PART 5	Appendices	Page
5.1	Sample of Documents	5.2
5.2	List of Subcontractors as per Part 145.A.75(b)	5.19
5.3	List of Line Maintenance Locations as per Part 145.A.75 (d)	5.20
5.4	List of Contracted organisations as per Part.145.A. 70(a)(16)	5.21

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amendt:	4 / 0
	LIST OF EFFECTIVE PAGES	Page:	0.4
		Date:	02 Jan 20

0.2 LIST OF EFFECTIVE PAGES

Page No.	Date						
0.1	05 Oct 17	2.15	05 Oct 17	2.65	05 Oct 17	3.31	02 Jan 20
0.2	05 Oct 17	2.16	07 Jan 19	2.66	05 Oct 17	3.32	02 Jan 20
0.3	05 Oct 17	2.17	07 Jan 19	2.67	02 Jan 20	3.33	02 Jan 20
0.4	02 Jan 20	2.18	07 Jan 19	2.68	05 Oct 17	3.34	02 Jan 20
0.5	02 Jan 20	2.19	05 Oct 17	2.69	01 Oct 19	3.35	02 Jan 20
0.6	02 Jan 20	2.20	05 Oct 17	2.70	01 Oct 19	3.36	02 Jan 20
0.7	02 Jan 20	2.21	05 Oct 17			3.37	02 Jan 20
0.8	02 Jan 20	2.22	05 Oct 17	L.2.1	02 Jan 20	3.38	02 Jan 20
0.9	02 Jan 20	2.23	05 Oct 17	L.2.2	02 Jan 20	3.39	02 Jan 20
0.10	02 Jan 20	2.24	05 Oct 17	L.2.3	02 Jan 20	3.40	02 Jan 20
0.11	02 Jan 20	2.25	05 Oct 17	L.2.4	02 Jan 20	3.41	02 Jan 20
0.12	02 Jan 20	2.26	05 Oct 17	L.2.5	02 Jan 20	3.42	02 Jan 20
		2.27	05 Oct 17	L.2.6	07 Jan 19	3.43	02 Jan 20
1.1	05 Oct 17	2.28	05 Oct 17	L.2.7	07 Jan 19	3.44	02 Jan 20
1.2	02 Jan 20	2.29	05 Oct 17	L.2.8	07 Jan 19		
1.3	05 Oct 17	2.30	05 Oct 17	L.2.9	05 Oct 17	4.1	07 Jan 19
1.4	05 Oct 17	2.31	05 Oct 17	L.2.10	05 Oct 17	4.2	07 Jan 19
1.5	05 Oct 17	2.32	05 Oct 17	L.2.11	05 Oct 17	4.3	07 Jan 19
1.6	05 Oct 17	2.33	12 Nov 18	L.2.12	05 Oct 17	4.4	07 Jan 19
1.7	05 Oct 17	2.34	12 Nov 18			4.5	07 Jan 19
1.8	02 Jan 20	2.35	12 Nov 18	3.1	02 Jan 20	4.6	07 Jan 19
1.9	05 Oct 17	2.36	05 Oct 17	3.2	02 Jan 20		
1.10	02 Jan 20	2.37	05 Oct 17	3.3	02 Jan 20	5.1	05 Oct 17
1.11	02 Jan 20	2.38	05 Oct 17	3.4	02 Jan 20	5.2	12 Nov 18
1.12	02 Jan 20	2.39	05 Oct 17	3.5	05 Oct 17	5.3	05 Oct 17
1.13	02 Jan 20	2.40	05 Oct 17	3.6	05 Oct 17	5.4	05 Oct 17
1.14	02 Jan 20	2.41	05 Oct 17	3.7	05 Oct 17	5.5	05 Oct 17
1.15	02 Jan 20	2.42	05 Oct 17	3.8	05 Oct 17	5.6	05 Oct 17
1.16	05 Oct 17	2.43	05 Oct 17	3.9	12 Nov 18	5.7	05 Oct 17
1.17	05 Oct 17	2.44	05 Oct 17	3.10	12 Nov 18	5.8	05 Oct 17
1.18	05 Oct 17	2.45	05 Oct 17	3.11	12 Nov 18	5.9	05 Oct 17
1.19	05 Oct 17	2.46	05 Oct 17	3.12	12 Nov 18	5.10	05 Oct 17
1.20	05 Oct 17	2.47	05 Oct 17	3.13	12 Nov 18	5.11	02 Jan 20
1.21	12 Nov 18	2.48	12 Nov 18	3.14	12 Nov 18	5.12	05 Oct 17
1.22	12 Nov 18	2.49	12 Nov 18	3.15	02 Jan 20	5.13	05 Oct 17
		2.50	12 Nov 18	3.16	02 Jan 20	5.14	05 Oct 17
2.1	05 Oct 17	2.51	12 Nov 18	3.17	02 Jan 20	5.15	05 Oct 17
2.2	05 Oct 17	2.52	12 Nov 18	3.18	05 Oct 17	5.16	05 Oct 17
2.3	05 Oct 17	2.53	12 Nov 18	3.19	05 Oct 17	5.17	02 Jan 20
2.4	05 Oct 17	2.54	05 Oct 17	3.20	05 Oct 17	5.18	05 Oct 17
2.5	05 Oct 17	2.55	05 Oct 17	3.21	05 Oct 17	5.19	05 Oct 17
2.6	05 Oct 17	2.56	05 Oct 17	3.22	05 Oct 17	5.20	05 Oct 17
2.7	05 Oct 17	2.57	05 Oct 17	3.23	05 Oct 17	5.21	05 Oct 17
2.8	05 Oct 17	2.58	05 Oct 17	3.24	05 Oct 17	5.22	05 Oct 17
2.9	05 Oct 17	2.59	12 Nov 18	3.25	05 Oct 17		
2.10	05 Oct 17	2.60	12 Nov 18	3.26	05 Oct 17		
2.11	05 Oct 17	2.61	12 Nov 18	3.27	05 Oct 17		
2.12	05 Oct 17	2.62	24 Oct 18	3.28	05 Oct 17		
2.13	05 Oct 17	2.63	24 Oct 18	3.29	05 Oct 17		
2.14	05 Oct 17	2.64	05 Oct 17	3.30	02 Jan 20		

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	4 / 0
	LIST OF EFFECTIVE PAGES	Page:	0.5
		Date:	02 Jan 20

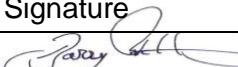
MOE INTERNAL REVIEW

Reviewed by:

MOE Issue/Amdt	Signature	Name	Position	Date
3/3		B Holloway	Quality Manager	05/10/17
3/4		B Holloway	Quality Manager	27/04/18
3/5		B Holloway	Quality Manager	05/09/18
3/5.2		B Holloway	Quality Manager	12/11/18
3/5.3		B Holloway	Quality Manager	28/01/19
3/6		B Holloway	Quality Manager	07/01/19
3/7		B Holloway	Quality Manager	01/10/19
3/7.1		B Holloway	Quality Manager	08/10/19
4/0		B Holloway	Quality Manager	02/01/20

MOE Approval (to be used only in case of indirect approval)

Indirectly approved by:

MOE Issue/Amdt	Signature	Name	Position	Date
3/5.1		Barry Holloway	Quality Manager	24 Oct 2018
3/5.2		Barry Holloway	Quality Manager	12 Nov 2018

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	LIST OF ISSUES / AMENDMENTS	Page:	0.6
		Date:	02 Jan 20

0.3 LIST OF ISSUES / AMENDMENTS

Issue Number	Amendment Number	Details	Reviewed By	Date Incorporated
2	0	Complete rewrite to reflect revised maintenance and quality procedures. Page number reformatted to allow improved configuration control.	B Holloway S Hood	Previously incorporated
2	1	1.3.1 Note added to clarify Quality Manager's limitations when deputising for Maintenance Manager; 1.6.5 revised to remove EASA F1 capability for C rating; 1.9.1 BD-100-1A10 capability revised to 2400 AFH and 2000 APUH; 3.1.4 Audit programme revised to include additional section of Part 145. Form MF 018 added in section 5.	B Holloway S Hood	Previously incorporated
2	2	Changes to following sections to reflect addition of Lear 45 Line Maintenance approval: 1.6 List of Certifying Staff; 1.7 manpower Resources; 1.9 Scope of Work; 3.5 Staff Records.	B Holloway S Hood	Previously incorporated
2	3	Change to section 1.8 to reflect change of location of facility.	B Holloway S Hood	31 July 2014
2	4	Additional B1 CRS section 1.7; Addition of EMB-145/135 to capability section 1.9; Addition of EMB-145/135 Codes section 3.5; Addition of contracted operator, section 4; Forms changed to reflect change of Company name section 5; all page headers changed to reflect change of Company name.	B Holloway S Hood	15 Mar 2015

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	LIST OF ISSUES / AMENDMENTS	Page:	0.7
		Date:	02 Jan 20

Issue Number	Amendment Number	Details	Reviewed By	Date Incorporated
2	5	Addition of 3200 and 48 month inspection for BD-100-1A10 scope of work. Addition of aircraft taxi procedure.	B Holloway S Hood	07 Dec 2015
2	6	Revision to continuation training procedure; inclusion of procedure for Reg. (EU) 376/2014	B Holloway S Hood	29 Apr 2016
3	0	Reissued in total as AXJS/145/ MOE due to name change from Hamlin Jet Support to Air X Jet Support	B Holloway	01 Sep 2016
3	1	Addition of CL600 2B19 (CF34) to scope of work. Reviewed and amended as required by Commission Regulation (EC) No. 2015/1536. Revised 1.3 Revised 1.6 Revised 1.7 Revised 1.10 Revised 1.11 Incorporated 1.12 into 1.9 Revised 2.14.6 Revised 3.3 Added Air X to 4.1 MF 019 added to 5.2	B Holloway	01 Nov 2016
3	2	1.6.1 & 1.11.5 Minor changes to Certifying Staff List procedure 3.15 Addition of OJT Procedures. 3.1.4 OJT audit added 5.1 Form MF 013 amended to reflect terminology in 145.A.48(b)	B Holloway	01 Apr 2017

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	LIST OF ISSUES / AMENDMENTS	Page:	0.8
		Date:	02 Jan 20

Issue Number	Amendment Number	Details	Reviewed By	Date Incorporated
3	3	0.2 MOE internal review and indirect approval boxes added. 1.1 New signatures added. 1.7 Minor amendments to Manpower Resources, total staff number added. 1.9 Changes to scope of work for CL-600-2B19 and Embraer 145. NDT Penetrant method deleted. 1.11 Minor change to MOE indirect approval procedure. 3.5 Addition of Base authorisation codes EMB135/145. 3.15 Changes to OJT procedure per CAP1530. Other minor typographical changes.	B Holloway	05 Oct 2017
3	4	Internal MOE review carried out. Amendments to LOEP etc. 1.1 Signatures updated 1.8 Facility layout changed to accommodate GDPR requirements and increase stores area. 2.26 Shift procedure added 5.2 QA forms list revised	B Holloway	01 May 18
3	5	Embraer 145/135 scope of work varied to include task 53-21-00-220-814-L00 and the associated CPCP basic task as per AMM for 9H-WFC one-off extension only.	B Holloway	05 Sep 18
3	5.1	2.24.2 Engine Running Authorisation amended.	B Holloway	24 Oct 18

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	LIST OF ISSUES / AMENDMENTS	Page:	0.9
		Date:	02 Jan 20

Issue Number	Amendment Number	Details	Reviewed By	Date Incorporated
3	5.2	1.8 Telephone number change, addition of GSE storage area. 1.11 SW2018/195 reference added. 2.13 Work pack form changes, addition of error capturing methods. 2.18 Internal Occurrence Report revised to reflect CAA accepted audit finding corrective action. 2.23 Clarification of critical tasks/independent inspection procedures. 3.4 Continuation Training revised to reflect CAA accepted audit finding corrective action. 5.2 Changes to forms.	B Holloway	12 Nov 18
3	5.3	1.9 Revision to scope of work for Engine and APU's installed in CL-600-2B16 (604 variant) and CL-600 -2B19 to allow completion of operator scheduled maintenance tasks.	B Holloway	28 Jan 19
3	6	1.7 Update of Manpower Resources. 1.9 Addition of Embraer ERJ-190 Line Rating. 2.6 Minor change to procedure. L2.4 ETOPS tech log procedure added 3.1 Changes to audit programme to include CDCCL/ETOPS procedures. 3.5 Addition of Embraer E-190 certification codes. 4.1 Addition of AIRX E190 4.2 Changes to operators' procedures.	B Holloway	07 Jan 19

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	4 / 0
	LIST OF ISSUES / AMENDMENTS	Page:	0.10
		Date:	02 Jan 20

Issue Number	Amendment Number	Details	Reviewed By	Date Incorporated
3	7	1.7 Revised to reflect recent manpoer changes. 1.9 Correction. Changes at Issue 3 Amdt 5.3 were omitted in error in Issue 3 Amdt 6 for CL-600-2B19 Engine and APU scope of work. 2.28.4 Addition of Fatigue considerations added. Pagination corrected as required.	B Holloway S Hood	01 Oct 19
3	7.1	1.9 Correction. Typo in Issue 3 Amdt 7 CL-600-2B19 APU scope of work (was) 200 APUH (is) 2000 APUH	B Holloway	08 Oct 2019
4	0	1.1 Updated corporate commitment 1.5 Changes to management organization chart 1.7 Changes to manpower resources 1.8 Changes to facilities 1.9 Changes to scope of work 2.26 Changes to shift structure L2.2-L2.2 Addition of Luton as line station 3.1 Changes to audit plan 3.15 Removal of LR45 from authorisation codes 3.15 Change of OJT Supervisor / Assessor 5.1 Change of address on EASA F1 and MF016 Repagination corrected as required.	B Holloway	02 Jan 20

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	DISTRIBUTION LIST	Page:	0.11
		Date:	02 Jan 20

0.4 DISTRUBUTION LIST

Copy No. 1	Office Copy
Copy No. 2	UK CAA (Regional Office – Electronic Copy)

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	4 / 0
	DISTRIBUTION LIST	Page:	0.12
		Date:	02 Jan 20

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 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MANAGEMENT	Page:	1.1
		Date:	05 Oct 17

PART 1

MANAGEMENT

airX JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION MANAGEMENT	Ref:	AXJS/145/MOE
		Issue/Amdt:	4 / 0
		Page:	1.2
		Date:	02 Jan 20

1.1 CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER.

Part 145.A.30 (a) (c) (e) (g) / AMC 145.A.30 (a) - Part 145.A.70 (a) / AMC 145.A.70 (a) GM 145.A.70 (a) - Part 145.A.90 (a)

This Exposition and any associated referenced manuals define the organization and procedures upon which the CAA Part 145 approval is based as required by Part 145.A.70.

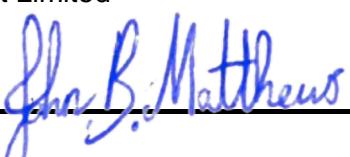
These procedures are approved by the undersigned and must be complied with at all time and when work/orders are being progressed under the terms of the Part 145 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by EASA from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the CAA will approve this organization whilst the CAA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the CAA reserves the right to suspend, limit or revoke the Part 145 approval of the organization if the CAA has evidence that procedures are not followed or standards not upheld.

Signed: _____ Date: 02 Jan 2020

Mr Stuart Hood
Accountable Manager
Air X Jet Support Limited

Signed:  Date: 02 Jan 2020

Mr John Matthews
Chairman
Air X Jet Support Limited

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	MANAGEMENT	Page:	1.3
		01 Sep 16	05 Oct 17

1.2 QUALITY AND SAFETY POLICY.

Part 145.A.30 (a) - Part 145.A.65 (a) / AMC 145.A.65 (a) - Part 145.A.70 (a) 2

The Organization will carry out aircraft and aircraft component maintenance activities for which it is approved in a manner to ensure compliance with Part 145. In performing these activities the following commitments are made:

- The principals of human factors with regards to the prevention of human error, accurate communication, teamwork and situational awareness shall be an integral part of the work process when work/orders are being progressed under the terms of the Part 145 approval
- A non-punitive maintenance error/incident reporting system is available to all personnel
- To ensure the economic success of the Organization, safety shall be the prime consideration at all times
- It is the duty of all personnel to comply with the necessary procedures, quality standards and regulations
- All personnel will co-operate with the Organization Quality Authority
- Personnel shall not allow commercial imperatives to reduce safety standards
- Personnel shall ensure good use of the provided resources. Particular attention shall be made to ensure maintenance work/orders are performed right the first time
- All personnel shall maintain an awareness of human factors via the organization's continuous training programme

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	MANAGEMENT	Page:	1.4
		Date:	05 Oct 17

1.3 MANAGEMENT PERSONNEL

Part 145.A.30 (b) 1, 2, 3, 4, (c) / AMC 145.A.30 (b) 1,2,7,8 - Part 145.A.70 (a) 3

1.3.1 Maintenance Management Personnel

Management Personnel List	Deputies
Accountable Manager	Deputy Accountable Manager
S Hood	B Holloway
List of Nominated Personnel	
Base Maintenance Manager	Deputy Maintenance Manager
S Hood *	P Martin
Line Maintenance Manager	Deputy Line Maintenance Manager
S Hood *	P Martin
Quality Manager	Deputy Quality Manager
B Holloway *	S Hood
List of Managers	N/A
NDT Level III	N/A

*EASA Form 4 Holder

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MANAGEMENT		Page:	1.5
		Date:	05 Oct 17

1.4 DUTIES AND RESPONSIBILITIES OF THE MANAGEMENT PERSONNEL

Part 145.A.30 (a) 1, 2, 3 (c) / AMC 145.A.30 (a) (b) 3,4,5,6 (c) - Part 145.A.35 (i) / AMC 145.A.35 (a) 2 - AMC 145.A.45 (d) - Part 145.A.65 (a) (c) 2 / AMC 145.A.65 (a) (c) (2) (4) - Part 145.A.70 (a) 1, 2 - Part 145.A.90 (a)

1.4.1 Accountable Manager

- On behalf of the Directors, assume the full corporate responsibility associated with the European Aviation Safety Agency (EASA), Part 145 and Air Navigation Order approvals. The Accountable Manager is responsible for ensuring that maintenance carried out by the approved Organization meets the standards required by EASA.
- Be responsible for ensuring that the necessary finance, manpower resources and facilities are available to enable the company to perform the maintenance to which it is committed for contracted operators and any additional work which may be undertaken.
- Be responsible for the supervision of the progress of the corrective actions/review of the overall results in terms of quality.
- Be responsible for ensuring the competence of all personnel including management personnel has been assessed.
- Be responsible for ensuring that any charges are paid, as prescribed by the CAA or EASA in accordance with the fees & charge regulation.
- Be responsible for establishing and promoting the safety and quality policy specified in Part 145.A.65(a)
- Be responsible for nominating management / senior persons as required by EASA Part 145.A.30(b).
- Liaise with the CAA on major changes to core business policies, facilities and management structure that are considered to affect the terms and conditions of the approvals.
- Liaise with customers on matters pertaining to contracted undertakings.
- Liaise with the Quality Manager on matters pertaining to projected undertakings to establish compliance with airworthiness and approval requirements.
- Has full responsibility for the active promotion of the safety and quality policy and procedures within all company activities.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	MANAGEMENT	Page:	1.6
		Date:	05 Oct 17

1.4.2 Quality Manager

- The Quality Manager is responsible for establishing an independent quality assurance system to monitor compliance of the Part 145 Organization with EASA requirements.
- He shall have direct access to the Accountable Manager on matters concerning the quality system.
- He is responsible for implementing a quality audit programme in which compliance with all maintenance procedures is reviewed at regular intervals in relation to each type of aircraft (or component) maintained (including the management and completion of audits and production of audit reports). He will ensure that any observed non-compliances or poor standards are brought to the attention of the Maintenance Manager.
- He is responsible for follow up and closure of any non-conformances identified.
- The Quality Manager will establish regular meetings with the Accountable Manager to apprise him of the effectiveness of the quality system. This will include details of any reported discrepancy not being adequately addressed by the relevant person or in respect of any disagreement concerning the nature of a discrepancy.
- He is responsible for preparing standard practices and procedures (MOE, including the associated procedure(s) for use within the organization and ensuring their adequacy regarding Part 145 and any amendments to the Regulation).
- He is responsible for submission of the MOE and any associated amendments, to the CAA for approval (which includes completion of and submission of EASA Form(s) 2, EASA Form(s) 4 or equivalent).
- He is responsible for assessing suppliers of new and used components and materials for satisfactory product quality in relation to the needs of the organization.
- He is responsible for issue/renewal/cancellation of certifying staff authorizations.
- He is responsible for defect analysis in respect of aircraft undergoing maintenance so that any adverse trends are identified and addressed effectively and promptly.
- He is responsible for establishing feedback from maintenance incidents/issues and feeding these back into the continuation training programme.
- He is responsible for assessing contractors working under the quality system and maintaining the expertise necessary to be able to do so, to the satisfaction of the CAA. He is also responsible for assessing external specialist services required to be used by the organization in the performance of maintenance.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MANAGEMENT	Page:	1.7
		Date:	05 Oct 17

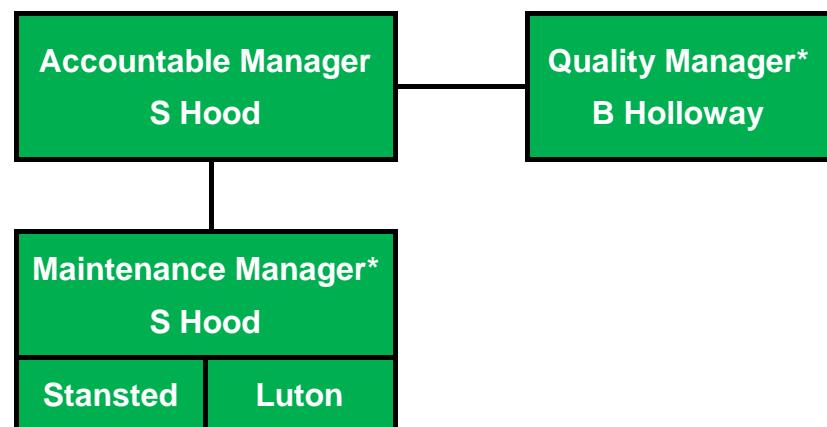
1.4.3 Maintenance Manager

- He is responsible for the satisfactory completion and certification of all work required by contracted operators/customers in accordance with the work specification (Work Order and approved MOE procedures).
- He is responsible for ensuring the competence of all personnel engaged in maintenance by establishing a programme of training and continuation training using internal and/or external sources.
- He is responsible for ensuring that all sub-contract orders are correctly detailed and that the requirements of the contract/order are fulfilled in respect of inspection and quality control.
- He is responsible for responding to quality deficiencies in the area of activity for which he is responsible, which arise from independent quality audits.
- He is responsible for ensuring, through the workforce under his control, that the quality of workmanship in the final product is in compliance with the applicable approved or accepted data.
- He is responsible for availability of facilities appropriate to the planned work including hangars, workshops office accommodation, stores as applicable for the planned work.
- He is responsible for availability of a working environment appropriate to the tasks being undertaken.
- He is responsible for availability of tools, equipment and materials to perform the planned tasks.
- He is responsible for availability of sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed.
- He is responsible for availability of all necessary maintenance data as required by Part 145.A.45.
- He is responsible for notifying the Accountable Manager whenever deficiencies emerge which require his attention in respect of finance and the acceptability of standards.
- He is responsible for the implementation of the safety policy and human factor issues as well as reporting of un-airworthy conditions.
- He is responsible for supplying the necessary technical documents for customers and storage of the organization's technical records.
- He is responsible for ensuring the competence of all personnel engaged in maintenance by establishing a programme of training and continuation training using internal and external sources.

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	MANAGEMENT	Page:	1.8
		Date:	02 Jan 20

1.5 MANAGEMENT ORGANISATION CHART

Part 145.A30 (b) (c) / AMC 145.A.30 (b) 2 - Part 145.A.70 (a) 5



*EASA Form 4 Holder

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MANAGEMENT	Page:	1.9
		Date:	05 Oct 17

1.6 LIST OF CERTIFYING STAFF AND B1 AND B2 SUPPORT STAFF

Part 145.A.30 (g) (h) - Part 145.A.35 (j) / AMC 145.A.35 (j) - Part 145.A.70 (a) 6 / GM 145.A.70 (a) 3

1.6.1 Certifying Staff List

A list of certifying staff is held and maintained by the Quality Manager. This list is approved by the Quality Manager and forwarded to the Authority as described in section 1.11 of this MOE.

1.6.2 Contracted Certifying Staff

When used, contracted certifying staff records are held by the Quality Manager and are available for review by the Authority.

1.6.3 Certifying Stamp Control

Certifying stamps are issued by the Quality Manager to authorised certifying staff and remain the property of Air X Jet Support Limited. The Quality Manager retains a record of all stamps issued.

Lost stamps must be reported to the Quality Manager as soon as possible. The Quality Manager will record the loss of the stamp in the Stamp Control register.

1.6.4 Certifying Codes

A listing of certifying codes used on the personal authorisation document is detailed in section 3.5.5 of this Exposition.

1.7 MANPOWER RESOURCES

Part 145.A30 (d) / AMC 145.A.30 (d) - Part 145.A.70 (a) / UG.CAO.00120-001

	Categories	Sub categories	Total by Sub categories	Total
1.1	Management Personnel	Accountable Manager	1	2
		Quality Manager	1*	
		Line Maintenance Manager	1	
		Base Maintenance Manager	1	
		Workshop Manager	N/A	
1.2	Technical Support Staff	Planners	2	2
		Librarians	0	
		Engineers	0	
		Technical Records Staff	2	
1.3	Safety, quality policy & quality systems staff	Safety & Quality Policy	Performed by Quality Manager	1
		Maintenance Procedure		
		Auditors		
		Quality control		
1.4	Certifying Staff Base	Aircraft "A" Category	6	6
		Aircraft "B1" Category	6	
		Aircraft "B2" Category	1	
		Aircraft "B3" Category	N/A	
		Aircraft "C" Category	3	
		Engine & APU	N/A	
		Component	N/A	
		Specialised Services	N/A	
		Commander or Flight Engineer holding a limited certification authorisation	0	
		Certifying Staff Line	Aircraft "B1" Category	1
1.5	B1 and B2 Support staff for base maintenance	"B1" Support staff	5	6
		"B2" Support staff	1	
1.6	Maintenance Technical staff	Aircraft	0	0
		Engine & APU	0	
		Component	0	
		Specialised service	0	
1.6.1	Stores and purchasing staff	Performed by storeman or certifying staff		2
1.6.2	Training staff			0
1.6.3	Certifying staff IAW 145.A.30 (g)			N/A
1.6.4	Contracted staff	On demand contract	4	4
		TOTAL STAFF		13

* Quality Manager is on demand contract to meet MOE requirements.

Available man-hours; Aircraft Maintenance

7,660 (permanent staff)

On demand (contract staff)

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	MANAGEMENT	Page:	1.11
		Date:	02 Jan 20

1.8 GENERAL DISCRIPTION OF THE FACILITIES

*Part 145.A.25 (a) (b) (c) 1, 2, 3,4,5,6, (d)/ AMC 145.A.25 (a) 1,2,3,4 (b) (d) 1,2,3 - Part 145.A.70 (a) 8,15
- Part 145.A.75 (d)*

1.8.1 Base / Line Maintenance Facilities

The Organizations' activities in relation to this Exposition are situated at:

Base and Line	Line
Diamond Hangar	Hangar 7/8
Long Boarder Road	Frank Lester Way
London Stansted Airport	London Luton Airport
Essex	Bedfordshire
CM24 1RE	LU2 9NQ

1.8.2 Stansted – Base / Line Maintenance

The facility consists of a shared hangar and dedicated offices and stores with Part 145 facilities under the management of Air X Jet Support Ltd. The hangar is also used by Diamond Hangar Limited for aircraft packing. Access to all areas is by ID card and code. A contract between Diamond Hangar and AirX provides proof of tenancy.

The hangar will accommodate the largest aircraft on the scope of work. The Company can utilise any available area within the eastern half of the hangar floor area subject to the terms of the tenancy contract between Air X and Diamond Hangar. Suitable electrical and compressed air supplies are available to meet maintenance requirements. A document control office is situated on the hangar floor. Line maintenance activities are carried out within the base hangar or within a blue line area (non-airside) outside the hangar.

Hangar lighting is by roof LED lights and heating by gas radiant units capable of maintaining an acceptable maintenance environment.

A bonded stores is located on the ground floor of the Hangar east wing occupying a total space of 27.1m by 5.3m, and is ventilated and heated to regulate temperature and humidity and closed to direct sunlight to provide a safe environment for the storage of aircraft parts. The stores office, goods in area, commercial parts area, quarantine area, bonded stores and tool stores are all segregated and can only be accessed by authorised personnel. Bulk POL products are stored in a secure purpose-built external store.

An office for certifying staff and maintenance planning is situated on the first floor comprising a space of 6.0m by 5.3m directly overlooking the Hangar floor. The office has suitable lighting, power and network points and portable heating to maintain an acceptable environment. Separate offices for maintenance management, administration and quality management are located on the second floor. The offices have suitable lighting, power and network points and portable heating to maintain an acceptable environment.

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	MANAGEMENT	Page:	1.12
		Date:	02 Jan 20

1.8.3 Luton Airport – Line Maintenance

The Luton Line Maintenance facility consists of offices and stores within a hangar used by Signature FBO for aircraft parking. Hangar space for required tasks is available when required in the Signature hangar.

The Company can utilise any available area within Hangar 7/8, which is of an area required to cope with an aircraft input. Aircraft undergoing hangar maintenance within this hangar are cordoned off to maintain Part 145 integrity.

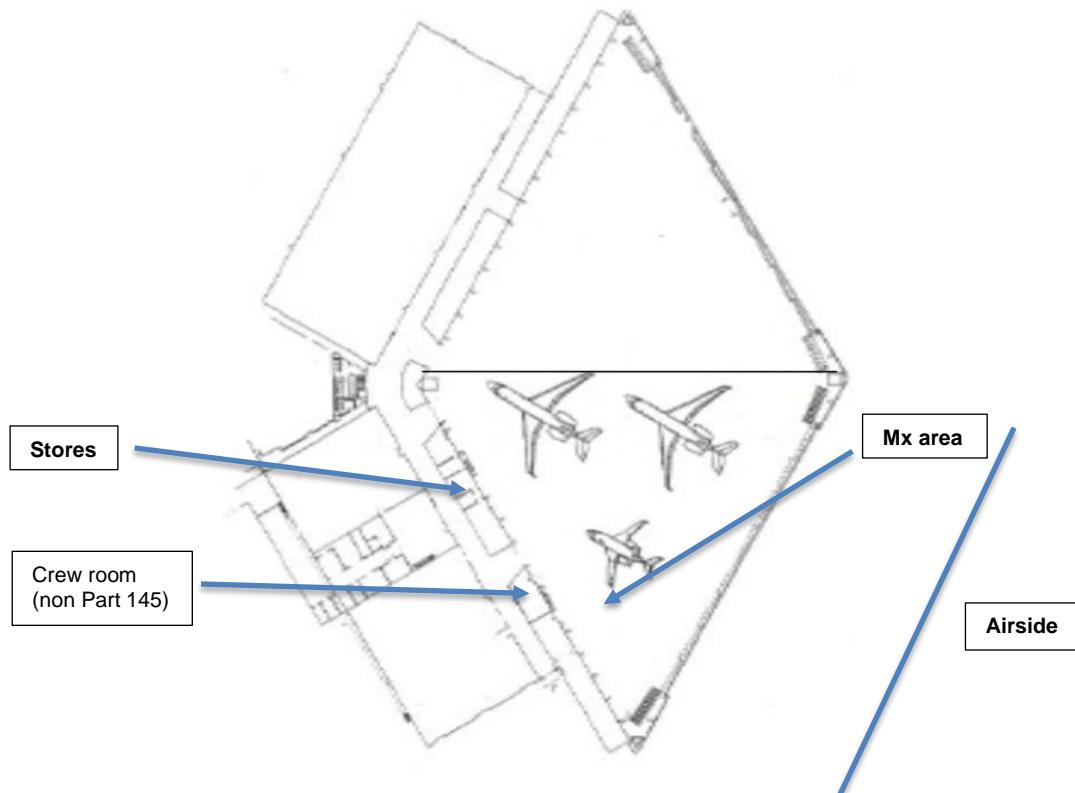
The hangar will accommodate aircraft up to the size of Embraer ERJ-190. Hangar Lighting is by halogen high bay lamps. Suitable electrical and compressed air supplies are available to meet maintenance requirements.

1.8.4 Temporary Line Maintenance Activity - Part 145.A.75 (c).

The Organization may maintain the 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.

When a remote maintenance requirement occurs the Maintenance Manager shall assess the location to verify that the planned work can take place in compliance with the procedures detailed in this Exposition.

1.8.5 Stansted Base / Line Plan



airX JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	MANAGEMENT		Page: 1.13
		Date:	02 Jan 20

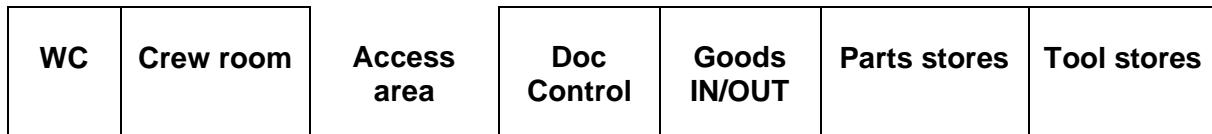
Second floor



First floor

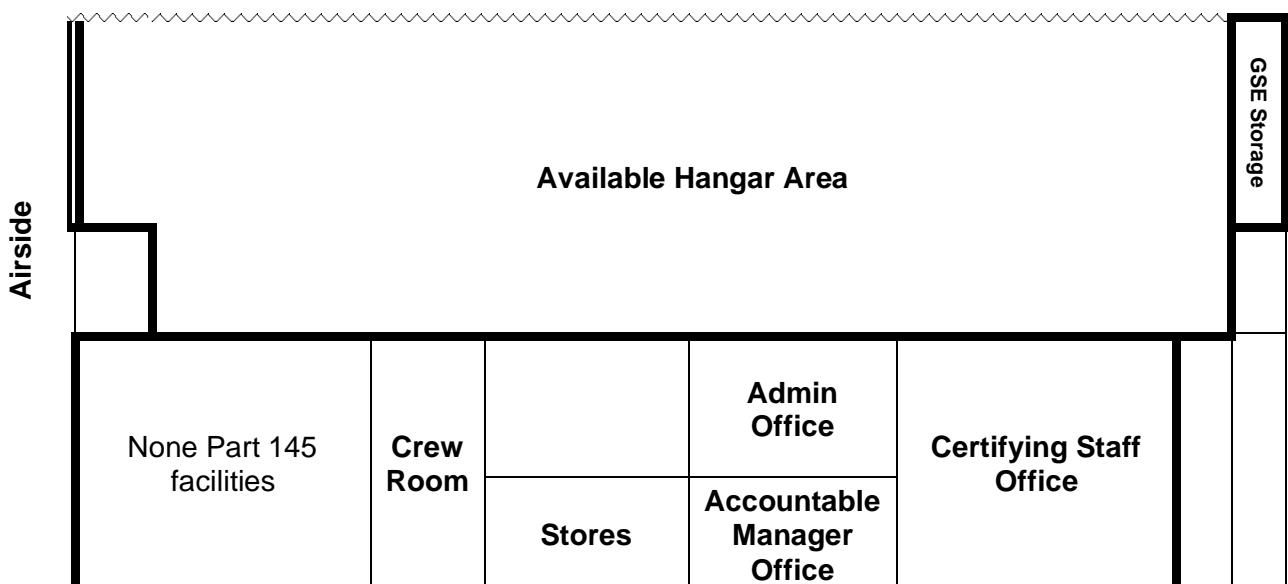


Hangar floor



1.8.6 Luton Line Plan

The Luton Line Maintenance facility consists of offices and stores within a hangar used by Signature FBO for aircraft parking. Hangar space for required tasks is available when required in the Signature hangar.



	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	MANAGEMENT		Page: 1.14
		Date:	02 Jan 20

1.9 SCOPE OF WORK

Part 145.A.20 / AMC 145.A.20 - Part 145.A.42 (c) - Part 145.A70 (a) 9 - Part 145.A.75 (a) (b) (c) (d) (e) - Part 145.A.80 / AMC 145.A.80

1.9.1 Aircraft Maintenance

Rating	TC Holder	Aircraft Model	Limitation	Maintenance Level	Base	Line*
A1	Bombardier	BD-100-1A10	Bombardier BD-100-1A10 (Honeywell AS907)	Airframe up to 3200 AFH/48M Engine up to 800 EH APU up to 2000 APUH	X	X
A1	Bombardier	CL-600-2B16 (CL604 Variant)	Bombardier CL600-2B16 (Variant 604) (GE-CF34)	Airframe up to 1600 AFH/24 M Engine up to 800 EH APU up to 1000 APUH	X	X
A1	Bombardier	CL-600-2B19	Bombardier CL600-2B19 (GE-CF34)	Airframe up to 20000 AFH/120 M Engine up to 3000 EH APU up to 2000 APUH (excluding HSI)	X	X
A1	Embraer	Embraer 145	145/135 (AE3007A)	Up to and including LU 144 and HU 144 Inspections	X	X
A1	Embraer	Embraer ERJ 190	ERJ 190 series (GE-CF34)	600 FH/12 M/300FC (M1 Inspection level)		X

1.9.2 Engine Maintenance

Nil

1.9.3 Component Maintenance

Nil

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	MANAGEMENT	Page:	1.15
		Date:	02 Jan 20

1.9.4 Specialised Services

1.9.4.1 NDT with D1 Rating

Not applicable at this time.

1.9.4.2 NDT without D1 Rating

Not applicable at this time

1.9.4.3 Other Specialised Activities

Nil

1.9.4.4 Maintenance Away from the Approved Locations per 145.A.75 (c)

The Organization may 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 procedure specified in section 2.24.1 of this Exposition;

1.9.4.5 Maintenance Away from the Approved Locations per 145.A.75 (d)

The Organization may 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; where established and approved by the Authority, these locations are detailed section 5.3 of this Exposition.

1.9.5 Fabrication of Parts i.a.w. Part 145.A.42 (c)

Not applicable at this time.

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MANAGEMENT	Page:	1.16
		Date:	05 Oct 17

1.10 NOTIFICATION PROCEDURE TO THE AUTHORITY REGARDING CHANGES TO THE ORGANISATION'S ACTIVITIES / APPROVAL / LOCATION / PERSONNEL

Part 145.A.15 (a) / AMC 145.A.15 - Part 145.A30 (a) (b) - Part 145.A.70 (a) 10 / GM 145.A.70 (a) 9 - Part 145.A.85 / AMC 145.A.85

It is a requirement under Part 145.A.85 to notify the Authority of any changes to the Organization which may affect its approvals.

1.10.1 Notification

The following table details the type of change to be notified to the CAA; the designated CAA Surveyor or that which may be approved via the Organisation's Indirect Approval process as allowed by section 1.11.3 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MANAGEMENT	Page:	1.17
		Date:	05 Oct 17

Type of Change	Examples of Change	MOE Approval Process (1.11)		Documentation to be provided	
		Major Amendment	Minor Amendment	To CAA	To CAA Surveyor
		Direct Approval (CAA Approval)	Indirect Approval (Organization approval and CAA Surveyor acknowledgment)	apply@caa.co.uk	To allocated CAA Surveyor
ADDRESSES	Change of Organization name	X		On line Form 2 plus certificate of incorporation	MOE and associated documents as applicable
	Change of postal address of the registered organization without any change of the maintenance site		X	-	MOE and associated documents as applicable
	Change to the location/facilities of the maintenance organization with or without amendment to the scope or capability	<ul style="list-style-type: none"> • Principal place of business (PPB) address change; • Address change of any maintenance site already approved; • Additional or cancellation of maintenance sites; • Modification, extension, reduction or reorganisation of an approved maintenance location (i.e. addition built working areas such as hangar, office or workshop within the approved facility) 	X	On line Form 2 plus certificate of incorporation in case of PPB change	MOE and associated documents as applicable
	Expansion or transfer of offices / storage facility layout		X		

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MANAGEMENT		Page: 1.18
		Date:	05 Oct 17

Type of Change		Examples of Change	MOE Approval Process (1.11)		Documentation to be provided	
			Major Amendment	Minor Amendment	To CAA	To CAA Surveyor
			Direct Approval (CAA Approval)	Indirect Approval (Organization approval and CAA Surveyor acknowledgment)	apply@caa.co.uk	To allocated CAA Surveyor
PERSONNEL	Change of Accountable Manager or Form 4 holders identified in MOE 1.3		X		<ul style="list-style-type: none"> • On line Form 2 • Form 4 	MOE and associated documents as applicable
	Reduction or increase of the staff numbers when the variation: <ul style="list-style-type: none"> • Is more than 10% of the total staff numbers declared in MOE 1.7, or; • Is impacting the fees to be paid to the CAA, or; • Is affecting the approval Note: Permanent and contract staff shall be considered	All certifying staff for a certain aircraft type approved under A1 rating leave the Organisation	X		On line Form 2	MOE and associated documents as applicable

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MANAGEMENT	Page:	1.19
		Date:	05 Oct 17

CAPABILITY	Type of Change	Examples of Change	MOE Approval Process (1.11)		Documentation to be provided	
			Major Amendment	Minor Amendment	To CAA	To CAA Surveyor
			Direct Approval (CAA Approval)	Indirect Approval (Organization approval and CAA Surveyor acknowledgment)	apply@caa.co.uk	To allocated CAA Surveyor
	Any change to the equipment, tools, material that could affect the approval under an A rating		X		On line Form 2	MOE and associated documents as applicable
	Reduction or increase of the scope of work or scope of approval under an A rating	<ul style="list-style-type: none"> • Addition / removal of an A rating • Addition of new aircraft type to the A rating scope of work • Extension of the scope of approval from line to base maintenance • Extension of the maintenance level check from daily to A check for an aircraft already included in the approval • Addition of an engine type associated to an aircraft type / model inside a rating A already approved 	X		On line Form 2	MOE and associated documents as applicable
	Addition of any specialised services under any rating in the course of maintenance	Addition of tap test	X		On line Form 2	MOE and associated documents as applicable

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MANAGEMENT		Page: 1.20
		Date:	05 Oct 17

PROCEDURES	Type of Change	Examples of Change	MOE Approval Process (1.11)		Documentation to be provided	
			Major Amendment	Minor Amendment	To CAA	To CAA Surveyor
			Direct Approval (CAA Approval)	Indirect Approval (Organization approval and CAA Surveyor acknowledgment)	apply@caa.co.uk	To allocated CAA Surveyor
	Any change to the procedures that could affect the approval under an A rating		X		On line Form 2	MOE and associated documents as applicable
	Change to the MOE and its associated procedures / lists called out in the MOE 1.11 that do not affect the approval	<ul style="list-style-type: none"> ● Certifying staff / support staff list ● Capability list ● List of contracted organisations ● List of subcontractors ● List of internal forms ● MOE typing errors 		X		MOE and associated documents as applicable

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
	MANAGEMENT	Page:	1.21
		Date:	12 Nov 18

1.11 EXPOSITION AMENDMENT PROCEDURES

Part 145.A.70 (a) 11, (b) (c) / GM 145.A.70 (a) 6, 7 - Part 145.A.85

1.11.1 Persons Responsible for Amending the Exposition

The Quality Manager is responsible for the amendment status of this Exposition including associated procedures, manuals and the submission of proposed amendments to the Authority.

The Exposition will be reviewed at least annually by the Maintenance Manager and Quality Manager to ensure currency with the Organizations' policy, establishment and procedures.

1.11.2 Sources of Proposed Amendments within the Organisation

Exposition amendments may be initiated from any part of the Organization. They will be monitored for compliance with Part 145 requirements and assessed for applicability by the Quality Manager. Revisions are made by replacement of the Exposition in its entirety. Each revised page is identified by an amendment number and a change bar in the left-hand margin opposite the text or diagram that has changed.

The holder is required to amend the Amendment Record sheet in the front of the Exposition. The Quality Manager will retain a record of Exposition amendments.

1.11.3 Minor Amendments (Indirect Approval Process)

Minor amendments to the Exposition may be made and approved by the Quality Manager without prior approval by the Authority. Minor amendments are detailed in section 1.10 of this Exposition. Indirect approval is recorded in section 0.2 of this Exposition.

1.11.4 Procedure for Control and Amendment of Capability List

At this time the Company does not have a capability list as no Part 145 C ratings are held.

1.11.5 Procedure for Control and Amendment of Certifying Staff List

The list of certifying staff is held and maintained by the Quality Manager. This list is approved by the Quality Manager and forwarded to the Authority for review and acknowledgement.

1.11.6 Submission of Exposition Amendments to the CAA (Ref. SW2018/195)

Submission by application online form – initial application or change to existing approval.

Submission to apply@caa.co.uk – any other exposition revision/amendment.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
	MANAGEMENT	Page:	1.22
		Date:	12 Nov 18

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 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.1
		Date:	05 Oct 17

PART 2

MAINTENANCE PROCEDURES

	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.2
		Date:	05 Oct 17

2.1 SUPPLIER EVALUATION AND SUBCONTRACT CONTROL PROCEDURES

Part 145.A.42 (a) / AMC 145.A.42 (a) - Part 145.A.70 (a) 12, 14, 16 - Part 145.A.75 (b) / AMC 145.A.75 (b)

2.1.1 Suppliers Company Policy

It is the policy of the Organization to obtain aeronautical spares from the following sources:

1. Original equipment manufacturers, type certificate holders
2. Part 145 approved maintenance organisations
3. EASA accepted FAR 145 repair stations
4. EASA accepted AM573 maintenance organisations
5. UK CAA approved organisations
6. Component and consumable distributors

These suppliers must have a capability to supply the required product and/or service and issue or provide traceability to an authorised release document or certificate of conformity for that product/service.

2.1.2 Subcontractors Company Policy

The Organization may source required services from Part 145 organizations or non-Part 145 organizations, dependent upon the release certification required.

2.1.3 Monitoring of Suppliers and Subcontractors

Selection Processes for Each Type of Suppliers and Authorizations of Subcontractors

Whenever material and parts have to be ordered or parts have to be maintained, the Organization shall assess the suitability of a supplier or contractor based on the criteria stated in paragraphs 2.1.1 and 2.1.2 of this Exposition. If they meet the criteria they may be used without further showing. The acceptable (required) airworthiness release will be specified on the purchase order.

Suppliers of 'commercial items', which have no impact on airworthiness, may be used as required.

Internal Acceptance Processes for Each Type of Suppliers and Authorization of Subcontractors

NAA certified suppliers and International Standard accredited suppliers would automatically be acceptable without further assessment. Unless requested otherwise by the customer, parts for aircraft shall be sourced from the OEM. Customer supplied parts shall be required to have the necessary authorized release.

Suppliers or potential suppliers of 'commercial items', which have no impact on airworthiness, will not be subject to formal evaluation or audit/surveillance. It will be the responsibility of the person placing the purchase order to ensure the supplier details are correct and that a description of the type of goods or service required from the supplier is recorded on the

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.3
		Date:	05 Oct 17

purchase order.

Monitoring of the Internal Authorizations

At this time a procedure for the monitoring of internal authorizations is not required as the details in section 2.1.1 of this Exposition are active.

Withdrawal of the Internal Authorizations

At this time a procedure for the withdrawal of internal authorizations is not required as the details in section 2.1.1 of this Exposition are active.

2.1.4 Monitoring of the List of Suppliers and Subcontractors Versus Internal Authorization

Incoming Inspection Results, Audit Results, Possible Internal Limitations

All purchased items that have an affect on continuing airworthiness shall be sourced from those suppliers detailed in section 2.1.1 of this Exposition.

Where problems are found during the incoming inspection, these shall be discussed between the Maintenance Manager and Quality Manager. Items received from suppliers other than the OEM, which do not pass incoming inspections, shall be returned to the supplier for a replacement item or refund. The Maintenance Manager shall assess the continued use of the supplier based on future incoming inspection results.

Updating of the List

At this time the Organization does not maintain a list of suppliers or subcontractors.

Internal Distribution of the List

At this time the Organization does not maintain a list of suppliers or subcontractors.

Assessment of the Service Provided

An assessment of parts supplied for fitment to aircraft shall be limited to an incoming inspection as detailed in section 2.2 of this Exposition.

An assessment of services supplied by another appropriately approved Part 145 or UK CAA approved organization shall consist of verification that their approval is valid, sufficient personnel are allocated to the task to meet the purchase order requirements, current approved data is used and tooling and equipment meets Part 145.A.40 requirements.

2.1.5 Monitoring of the Related Suppliers and Subcontractor's Files

At this time the Organization does not maintain suppliers and subcontractors' files.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE	
		Issue/Amdt:	3 / 3	
MAINTENANCE PROCEDURES		Page:	2.4	
		Date:	05 Oct 17	

2.1.6 Management of the Purchase Orders According to the Approved Suppliers/Subcontractors

Orders are placed using the Organization's purchase order template. It is important that when raising a purchase order on a supplier or subcontractor the following data is included:

- Required task/component including Part number/modification standard etc.
- Reference to appropriate approved data
- Required quality clauses included if necessary, the airworthiness release required

2.1.5 Records of Suppliers and Subcontractor's Information

Apart from the details recorded on the purchase order, the Organization does not retain supplier or subcontractor information.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.5
		Date:	05 Oct 17

2.2 ACCEPTANCE INSPECTION OF AIRCRAFT COMPONENTS AND MATERIALS FROM OUTSIDE CONTRACTORS

Part 145.A.42 (a) 1, 4, 5 (c) / AMC 145.A.42 (a) (b) (c) (d) (e) - Part 145.A.55 (a) - Part 145.A.70 (a) 12, 14, 16

2.2.1 Components / Materials Acceptance Procedures

Sources

All components / material shall be classified and appropriately segregated into the following categories:

1. Components that are in a satisfactory (serviceable) condition, released on an EASA Form 1 or equivalent and appropriately marked.
2. Unserviceable components received into the Organization for maintenance under an applicable Part 145 scope of work authorization held by the Organization.
3. Unsalvageable components which have reached their certified life limit or contain a non-repairable defect.
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.
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 statement to specification statement plus both the manufacturing and supplier source.

Conformity with Organization Requirements

Prior to acceptance into the maintenance process components / material shall meet the incoming inspection criteria detailed in section 2.2.2 of this Exposition.

Records

A record of the incoming inspection shall be entered into the Goods Inward Register detailing the PO number, authorized released document tracking number, if applicable, shelf life, if applicable, aircraft to be issued to and person performing the incoming inspection. A sequential batch number is generated and recorded.

The appropriate release document and other data such as tear down reports, remain with the material / component for insertion into the Part 145.A.55 maintenance records.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.6
		Date:	05 Oct 17

2.2.2 Incoming Inspection for Components / Materials

Required Documentation

Serviceable Components

Serviceable components shall be accompanied by

NOTE: A document equivalent to an EASA Form 1 may be:

- a release document issued by an organisation under the terms of a bilateral agreement signed by the European Community;
- a release document issued by an organisation approved under the terms of a JAA bilateral agreement until superseded by the corresponding agreement signed by the European Community;
- a JAA Form One issued prior to 28 November 2004 by a JAR 145 organisation approved by a JAA Full Member State;
- in the case of new aircraft components that were released from manufacturing prior to the Part-21 compliance date the component should be accompanied by a JAA Form One issued by a JAR 21 organisation approved by a JAA Full Member Authority and within the JAA mutual recognition system;
- a JAA Form One issued prior to 28 September 2005 by a production organisation approved by a competent authority in accordance with its national regulations.

Unserviceable Components

The receipt of unserviceable components is not applicable at this time as the Organization does not hold any component maintenance approvals.

Unsalvageable Components

Unsalvageable components removed from aircraft on maintenance shall be accompanied by an appropriate SCRAP tag and entered into the stores QUARANTINE register.

Standard Parts

Standard parts are parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification, which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements.

The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc...

To designate a part as a standard part the type certificate holder may issue a standard parts manual accepted by the competent authority of original type certificate holder or

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.7
		Date:	05 Oct 17

may make reference in the parts catalogue to a national/international specification (such as a standard diode/capacitor etc.) not being an aviation only specification for the particular part.

Items purchased in batches (fasteners etc.) should be supplied intact in the original equipment manufacturer (OEM) in a package. The packaging should state the applicable specification/standard, P/N, batch number and the quantity specified in the package of the items. The documentation accompanying the material should contain the applicable specification/standard, P/N, lot batch number, and the supplied quantity, and the manufacturing sources. If the material is acquired from different lots batches, acceptance documentation for each lot batch should be supplied.

Some material is subject to special conditions such as storage condition or life limitation etc. and this should be included on the documentation and / or material packaging. Life limits such as shelf life expiry dates for seals shall be entered into the goods receipt register as well as being clearly marked on the external packaging.

Material

Consumable material is any material which is only used once, such as lubricants, cements, compounds, paints, chemicals dyes and sealants etc.

Raw material is any material that requires further work to make it into a component part of the aircraft such as metals, plastics, wood, fabric etc.

Material both raw and consumable should only be accepted when satisfied that it is to the required specification. To be satisfied, the material and or its packaging should be marked with the specification and where appropriate the batch number.

Documentation accompanying all material should clearly relate to the particular material and contain a conformity statement plus both the manufacturing and supplier source. Some material is subject to special conditions such as storage condition or life limitation etc. and this should be included on the documentation and / or material packaging. Life limits such as shelf life expiry dates for seals shall be entered into the goods receipt register as well as being clearly marked on the external packaging. EASA Form 1 or equivalent is not normally issued for such material and therefore none should be expected. The material specification is normally identified in the type certificates holder's data.

Quarantine Procedure

Items that cannot satisfy the applicable goods receipt inspection requirements shall be held in the secure quarantine store until the discrepancy is resolved to the satisfaction of the certifying staff. Items placed in the quarantine store shall be identified with a quarantine label and entered in the quarantine register, stating relevant details and the reason for rejection. Only the Quality Manager or certifying staff may remove items from the quarantine store, recording the action in the quarantine register to provide a full record.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.8
		Date:	05 Oct 17

Modification Standard and AD Compliance

The EASA Form 1 or equivalent identifies the status of an aircraft component. Block 12 'Remarks' on the EASA Form 1 shall be checked by the certifying staff as in some cases it contains vital airworthiness related information that may need appropriate and necessary actions. The Organization shall be satisfied that the component in question is in satisfactory condition and has been appropriately released to service. In addition, the organization should ensure that the component meets the approved data/standard, such as the required design and modification standard. This may be accomplished by reference to the manufacturer's parts catalogue or other approved data (i.e. Service Bulletin). Care should also be taken in ensuring compliance with applicable airworthiness directives, the status of any life-limited parts fitted to the aircraft component as well as Critical Design Configuration Control Limitations.

Identification of Storage Limitations / Life Limits

Items that are subject to storage limitations / life limits i.e. shelf life, shall have that life clearly marked on the packaging and entered into the goods receipt record.

2.2.4 Acceptance and Incoming Inspection of Components from Internal Sources

Not applicable as no component maintenance approvals are held by the Organization.

2.2.5 Acceptance and Incoming Inspection of Internal Fabricated Parts in accordance with Part 145.A.42 (c)

Not applicable as the Organization is not approved for the fabrication of parts as detailed in Part 145.A.42 (c).

2.2.6 Components Removed Serviceable from Aircraft

If a requirement arises from an operator to remove a serviceable component from an aircraft, the component shall be labelled with a serviceable label stating the donor aircraft and hours and landings at removal. The item shall be appropriately protected and packed to await disposal instructions from the operator.

2.2.7 Procedure for Treatment of a Suspected Unapproved (Bogus) Part

Reference CAP 562 Leaflet B-1-130 unapproved parts include, but are not limited to:

- a) Parts specified in the illustrated parts catalogues (IPC) of a type certificated aircraft, but which have been manufactured, reclaimed or reworked and then marked by an unauthorised source and provided with documents which indicate falsely that the part(s) are genuine and conform to the approved type design, or meet a particular industry standard and are offered for use as conforming with an aircraft manufacturer's authorised IPC.
- b) Parts shipped directly to users by manufacturers, suppliers, or distributors who do not themselves hold appropriate production approvals for the parts, and have not been authorised to make direct shipments to users or stockists by the Type Certificate holder,

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.9
		Date:	05 Oct 17

who alone has production approval, e.g. production overruns. This is a particular phenomenon in the United States.

- c) Parts which have not been maintained, overhauled or repaired in accordance with the requirements of approved airworthiness data and/or statutory requirements, or that have been maintained, overhauled or repaired by persons not authorised to perform and certify these functions.

Suspected unapproved parts shall be reported using the MOR system as described in section 2.18 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.10
		Date:	05 Oct 17

2.3 STORAGE, TAGGING AND RELEASE OF AIRCRAFT COMPONENTS AND MATERIAL TO AIRCRAFT MAINTENANCE

Part 145.A.25 (d) 1, 2, 3 – Part 145.A.40 (a) – Part 145.A.42 (b) – Part 145.A.70 (a) 12

2.3.1 Procedures for Maintaining Satisfactory Storage Conditions (including segregation).

General

Aircraft components and materials will be stored in the designated stores area as defined in section 1.8 of this Exposition, in accordance with the storage conditions and limitations defined by the manufacturer. In the absence of any specific instructions the guidance laid down in CAP 562 Leaflet D-40, Storage Conditions for Aeronautical Supplies shall be applied.

Routable Components

Routable components are stores in their receiving packaging until required for use. Blanks, plugs and protective covers are to remain installed until fitment to the aircraft. The component shall be stored so as to prevent damage or contamination from other components in close proximity, e.g. oxygen components shall be stored remotely from components containing oil or grease.

Perishables, Raw Materials

Perishable items and material are stored in designated areas in accordance with the general conditions stated above.

Flammable Fluids

Flammable fluids are stored in a special storage cabinet that meets or exceeds HSG51, 1990 guidelines.

Engines

Engines may be stored in the hangar due to their size. They shall remain in their STC packaging until required for use.

Bulky Assemblies

Bulky assemblies may be stored in the hangar due to their size. They shall remain in their STC packaging until required for use.

Record of Position in Stores

Due to the small size of the store a shelf numbering system is not utilised. Items preloaded for an aircraft input are placed on a particular shelf and a temporary label with the registration affixed.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.11
		Date:	05 Oct 17

2.3.2 System and Procedure to Control Shelf Life / Life Limits and Modification Standard

Items that are subject to storage limitations / life limits i.e. shelf life, shall have that life clearly marked on the packaging and entered into the goods receipt record. On a monthly basis a check of items subject to a shelf life is carried out by the Maintenance Manager. Items which will expire during the next month will be removed from the store prior to or on their expiration date. The products will be discarded immediately (minor items) or they will be identified as expired and placed into quarantine waiting for final disposition.

The organization has no special requirement to control items subject to a life limit as all such records remain the responsibility of the operator.

The organization has no special requirements to control items that have a specific modification standard as all such records remain the responsibility of the operator.

2.3.3 Special Storage Requirements (condition and limitation)

The conditions specified in section 2.3.1 General of this Exposition shall be applied for items such as rubber (tyres), sheet rubber, sheet metal etc.

If possible ESD sensitive items shall remain in their special packaging during the incoming inspection process. If it is required to remove them from this packaging, staff shall wear an earth strap and place the item on the static mat in stores prior to disturbing the packaging. Storage of ESD sensitive devices shall be on a specially designated shelf which is earthed.

2.3.4 Tagging / Labelling System and Storage Areas

Parts and materials meeting the criteria of full compliance with the Purchase Order are identified with a serviceable label bearing a unique batch number and placed in the stores or, should the occasion demand, will be issued to the certifying staff for immediate use.

Parts and materials not in compliance with the Purchase Order, Certification Requirement or that fail Goods Inwards Inspection will have a quarantine label attached and then placed in the Quarantine Store pending further qualification or return to sender.

All parts removed from aircraft, will be identified by tagging, as serviceable or unserviceable.

Segregation of serviceable parts from unserviceable parts is achieved by placing any unserviceable items in a designated stores area.

Components or parts sent for repair/overhaul/calibration are referenced in the Purchase Order file prior to dispatch. Each component or part will have a fully completed unserviceable label attached.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.12
		Date:	05 Oct 17

2.4 ACCEPTANCE OF TOOLS AND EQUIPMENT

Part 145.A.40 (a) 1, 2, 3 (b) / AMC 145.A.40 (a) (b) - Part 145.A.70 (a) 12

2.4.1 Tools and Equipment Acceptance Procedure

Sources

Tools and equipment to be used for aircraft maintenance activities shall conform to standard industry practices and where detailed, to the specification indicated in the aircraft, engine or component manufacturer's maintenance manuals. Where the approved data states "or equivalent" then the tooling or equipment shall conform to industry standards. Tooling and equipment may be sourced from original equipment manufacturers or any other source that can meet the Organizations' requirements. This may be via an outright purchase or rental or lease agreement.

Conformity with Organization Requirements

Where required, tooling and equipment used in the certification process shall conform to the specification stated in the approved data or where an equivalent is allowed, conform to a recognized industry standard. The tooling or equipment shall be capable of performing the maintenance task to the required standard.

Records

In order to provide a level of control, special tools and equipment will be allocated a unique serial number. This number will be marked on the item and entered onto a tooling and equipment listing. The listing will provide details of serial numbers, period of calibration and servicing/inspections as required. Items of tooling and equipment that are subject to calibration or testing will have their original certification retained in a dedicated file held by the Maintenance Manager. This certification will be traceable to National Standards.

2.4.2 Incoming Inspection for Tools

Required Documentation

Tooling purchased or loaned for use in the certification process shall be accompanied by documentation to allow the organization to verify it complies with the purchase order conditions.

Compliance with Order / Conditions

Tooling purchased or loaned for use in the certification process shall be inspected on receipt for the following:

- Compliance with the purchase order and approved data requirements
- Any damage or missing items
- If necessary a current calibration certificate
- If applicable an appropriate airworthiness release

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.13
		Date:	05 Oct 17

Quarantine Procedure

Tooling which cannot meet the above requirements shall be quarantined in accordance with the procedure detailed in section 2.2 of this Exposition.

Internal Identification

An inventory number is assigned to all permanent tools, which is retained throughout its life. This inventory number shall be clearly marked on the tool.

Verification of Necessary Control / Calibration

As required by the tooling manufacturer's recommendations, the Maintenance Manager shall establish a servicing frequency for those items that may deviate from the specified standard over time. The control of tooling may be limited to a general visual inspection prior to use including where necessary a check that the equipment meet general health and safety regulations to ensuring that the item is within its specified calibration period. All tooling subject to a servicing programme shall be clearly labeled giving when the next servicing or calibration is due. The Maintenance Manager shall maintain a record of all tooling inspections.

2.4.3 Procedure for the Use of Non-Manufacturer Recommended (i.e. alternate) Tools and Equipment

Where a requirement is identified to locally design and fabricate an item of tooling or equipment for use in the certification process the following checks shall be undertaken by the Maintenance Manager:

- The tooling or equipment shall be able to perform the same task as that specified in the approved data
- The tooling or equipment shall meet the same design standards as that specified in the approved data
- As required, a servicing and calibration schedule shall be established. If required the tooling or equipment shall be calibrated to a Nationally recognised standard prior to use as detailed in section 2.5 of this Exposition.
- An approval to use the locally designed and fabricated tooling or equipment shall be obtained from the CAA. Justification for the request shall also be provided to the CAA.

Where the approved data states that a locally procured alternate may be used, this procedure is not necessary.

2.4.4 Monitoring of Tools Suppliers and Subcontractors

Where possible special tooling and equipment shall be sourced from the aircraft manufacturer on a loan order. Other non-special tooling or equipment shall be sourced from recognised industry manufacturers and suppliers.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.14
		Date:	05 Oct 17

2.5 CALIBRATION OF TOOLS AND EQUIPMENT

Part 145.A.40 (a) 1, 2, 3 (b) / AMC 145.A.40 (a) (b) 1, 2 - Part 145.A.70 (a) 12

2.5.1 Inspection, Servicing and Calibration Programme/Equipment and Calibrated Tool Register

Items of tooling and equipment that have an effect on the quality of maintenance activities shall be maintained in a serviceable condition. Where these items may be subject to variations in the indications they give, a programme of test and calibration shall be applied. A record of the tooling and equipment requiring periodic calibration is maintained on the calibrated tooling list. All calibration records shall be traceable to National Standards.

2.5.2 Establishment of Inspection, Servicing and Calibration Time Periods and Frequencies

Calibration and testing frequency is initially based on the tooling or equipment manufacturers' recommendations. Where records show that calibration is producing no significant variations, the Quality Manager may vary the calibration period. A documentary authorization for this variation will be retained in the tooling and equipment file.

2.5.3 Person / Department Responsible for the Calibration Programme

The Maintenance Manager is responsible for the procurement of all tooling and equipment. When an item of tooling or equipment is subject to a calibration programme, the Maintenance Manager shall enter the details into the calibration programme listing.

The Quality Manager will ensure through the audit programme that calibrated items of tooling and equipment are being controlled in accordance with the programme.

2.5.4 Identification of Servicing / Calibration Due Dates

All items of tooling and equipment that are subject to calibration are individually identified with an adhesive label indicating the next calibration due date. If an item is too small for a label, an alternative type of label showing the next calibration due date will be attached to the item.

A regular check of the calibration due listing is performed by the Maintenance Manager who will arrange for an item to be calibrated if required.

2.5.5 Management of Personnel or Loaned Calibrated Tools

Personal items of tooling or equipment that are subject to testing or calibration requirements may be used in aircraft maintenance performed under the Organization's Part 145 approval, provided the controls required under section 2.5 of this Exposition are adhered to.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.15
		Date:	05 Oct 17

Loaned items of calibrated tooling or equipment shall be checked during the incoming inspection for an acceptable calibration certificate and tooling or equipment identification.

2.5.6 Calibration Deviation

In order to ensure that tasks that might have been completed using an item of tooling or equipment that has varied from its calibrated standard can be traced, details of that tooling or equipment shall be entered onto the work sheet. This requirement shall also be applied with loaned calibrated tooling or equipment.

On receipt of a calibration report, the Maintenance Manager shall review the report for any deviations identified that could have affected previously certified work. As required the Maintenance Manager will liaise with the aircraft operator to have the certified work re-inspected.

2.5.7 Ground Equipment

All Ground Equipment and specific items of tooling are subject to regular inspection, maintenance and servicing by allocated facility maintenance persons. General condition checks, servicing and maintenance of tooling and ground equipment is also be undertaken by maintenance personnel to perform such tasks. In general this type of work will be undertaken during operationally quiet times. Equipment manufacturers or service agents will be contracted to perform maintenance/repair tasks on more complex items of equipment or any such equipment requiring insurance certification.

All maintenance personnel are responsible to ensure that any measuring tool or test equipment being issued to them is checked for completeness, condition and valid calibration as appropriate, prior to being used. Should any measuring tool or test equipment become overdue, it must be removed from service and quarantined.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 6
MAINTENANCE PROCEDURES		Page:	2.16
		Date:	07 Jan 19

2.6 USE OF TOOLING AND EQUIPMENT BY STAFF (INCLUDING ALTERNATE TOOLS)

Part 145.A.40 (a) 1, 2, 3 (b) / AMC 145.A.40 (a) (b) 1, 2.

2.6.1 Distribution of Tools

Tools for use on aircraft are kept in the hangar tool store, (special to type and high value tools) and individual engineers' tool boxes (general hand tools).

The tools in the hangar stores are the property of the Organization and supplied for use on maintained aircraft and aircraft components.

Tools issued from Stores shall be replaced with a tool tag traceable to an individual. The tag shall only be removed when the tool is returned.

All Organization tools are purchased with the authority of the Maintenance Manager.

2.6.2 Determining Tool Serviceability Prior to Issue

It is the responsibility of the user of a tool to check that prior to use it is in a fit condition for the intended use. This check will include the following criteria:

- Tool is within calibration date as applicable
- Tool is not damaged in any way which will affect its use
- All items that make up the tool are accounted for
- All items that make up the tool are of the approved type
- The tool is in such a condition so as not to cause personal injury to the user

If any of the above checks cannot be met the deficiency must be reported to Maintenance Manager who will arrange for the repair or replacement of the tool.

2.6.3 Training and Control of Personnel in the Use of Tools and Equipment

Where a tool or items of equipment is considered by the Maintenance Manager to require a degree of training in its use, then the Maintenance Manager shall arrange for specific training to be carried out by the equipment manufacturer or other training source as required. The tool or equipment training source shall be acceptable to the Quality Manager.

A record of an individual's training for the specific tool or equipment shall be retained in the individual training records.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 6
MAINTENANCE PROCEDURES		Page:	2.17
		Date:	07 Jan 19

2.6.4 Personal Instrument / Tool Control

Personal instruments and / or tools are allowed to be used for aircraft maintenance and the owner of the tools is responsible for their condition and control.

Personnel instruments / tools that are subject to possible variations in their indications shall be presented to the Maintenance Manager for inclusion on the Organization's calibrated tooling listing.

Each engineer's toolbox shall have a full inventory to allow a tool check to be performed prior to the release of an aircraft to service. Prior to the closing of an area after maintenance a loose article check shall be carried out by the person performing the closure. Any signature on a maintenance record for area closing will automatically imply a loose article inspection in that area.

2.6.5 Loan Tool Control and Audit

Where an item of tooling or equipment is rarely used, the Maintenance Manager may request it is loaned from another Part 145 maintenance organization or manufacturer.

Prior to the use of the loan tooling or equipment, it shall be inspected to ensure that similar requirements to those detailed in sections 2.4; 2.5 and 2.6 of this Exposition can be met. When the loan item is subject to a calibration programme, a copy of the latest calibration certificate shall be requested and retained on file by the Quality Manager for audit purposes.

Each defective equipment and / or irregularity must be reported to the responsible person immediately in order to have the item(s) where they were utilized to be re-inspected using a replacement tool and/or equipment which are serviceable. Where a situation of a missing tool is identified, a Task Card must be raised to re-inspect the aircraft for the lost tool prior to release to service. The responsible technician shall fill out and sign an "SAFETY OCCURRENCE REPORT" per section 2.18 of this Exposition.

2.6.6 Control of Alternate Tools

An alternate tool is defined as a tool that is a different part number to a tool specified in the appropriate approved data, but fulfils the same function. General hand tools and equipment are not considered alternate tools.

Where a specific maintenance procedure identifies a specific tool to be used, then every effort shall be made to obtain that tool. If the tool is unavailable or uneconomical to procure, then an alternate tool may be sourced providing that the following criteria are met:

- The alternate tool can perform the same task as the original tool
- The results from using the alternate tool can be verified as meeting the original tool results
- A record of the above shall be retained by the Quality Manager

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 6
	MAINTENANCE PROCEDURES	Page:	2.18
		Date:	07 Jan 19

Alternate tools shall be subject to the same procedures as detailed in sections 2.4; 2.5 and 2.6 of this Exposition.

Note that when a maintenance procedure states “Use tool item number XXXX or local equivalent” then this alternate tool procedure is not required.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.19
		Date:	05 Oct 17

2.7 CLEANLINESS STANDARDS OF MAINTENANCE FACILITIES

Part 145.A.48 (a)

2.7.1 Organisation of the Cleaning of the Facilities

Foreign Object Exclusion Programme

This section establishes the maintenance facility cleanliness programme for the prevention of foreign object damage during performance of work by the Organizations' personnel. This programme shall be considered as fully integrated with all other maintenance activities.

The Air X Jet Support facility reflects the corporate image of the Organization and will be maintained in a clean, tidy and organised condition at all times.

Definitions

<i>Foreign Object (FO)</i>	A substance or article alien to the aircraft or an assembly that has been allowed to invade the product.
<i>Critical FO</i>	Foreign objects in the immediate area of or in areas from which migration is possible.
<i>Non-Critical FO</i>	Any foreign object not classified as critical.
<i>Foreign Object Damage (FOD)</i>	Any damage attributed to a foreign object that can be expressed in physical or economic terms that may or may not degrade the products required safety and performance characteristics.
<i>Potential FO</i>	The as found condition where a foreign object is in a position to cause damage should the product be put into use, i.e. tools and other objects left in the vicinity of engine inlets etc.

Cleaning Programme

The requirements for the control of FO during maintenance operations shall include but not be limited to the following:

- All material and components upon receipt and prior to movement around the facility shall be inspected for the correct fitment of protective coverings and blanks, to prevent any foreign object damage or contamination.
- On completion of assembly operations, components shall be cleaned or flushed and inspected to ensure freedom from debris, prior to applying protective covers, blanks etc.
- Prior to installation components will be checked for foreign object ingress before installing in the aircraft.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.20
		Date:	05 Oct 17

- All tooling and equipment, including access equipment, will be checked to ensure they are clean, undamaged and free from foreign material, prior to use in the maintenance process.

Individual Responsibilities

- During all stages of maintenance, all personnel shall maintain their areas of work in a clean and FO free condition.
- After completion of maintenance a general verification is carried out by the person performing the maintenance task 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 and signed for on the MF018 Panel Equipment Removal form.

Timescales

Prior to the commencement of maintenance an area inspection shall be carried out to ensure freedom of FO which could impact the maintenance tasks being performed.

Post maintenance and prior to area closure an inspection shall be carried out to ensure freedom from FO.

Waste Material Disposal

Waste material disposal shall comply with the airport environmental rules.

Special Procedures

Prevention of FOD during Engine Running Activities

When engine-running duties are being performed, the following additional requirements are applicable:

- A thorough inspection of the engine run area to eliminate any potential FO and a detailed inspection of engine intakes, exhausts and cowling areas to eliminate any potential FO.
- The removal by personnel involved in engine run activities of all loose articles of clothing i.e. pens, badges, caps etc., which could cause damage during engine runs.

Prevention of FOD during Flight Line Activities

The FOD prevention measures to be observed by personnel during flight line maintenance are as follows:

- All personnel involved in flight line maintenance activities will be made aware of the need to keep these areas clean
- Personnel will pick up all loose objects and foreign objects and properly secure/dispose of them.
- Personnel will report all potential FOD conditions to the Maintenance Manager or Quality Manager

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.21
		Date:	05 Oct 17

- The inspection and control of all maintenance stands and ground support equipment, to ensure they are free from FO.
- Compliance with local FOD control procedures.

Investigation and Reporting of Foreign Object Damage Incidents

Damage to components or aircraft caused by FOD incidence shall be reported to the Maintenance Manager and Quality Manager. It is the responsibility of the Quality Manager to investigate FOD incidents and recommend preventative action as necessary to avoid re-occurrence. Where necessary the Maintenance Manager may submit a Mandatory Occurrence Report, see Exposition section 2.18.

Foreign Object Damage Prevention Training

All personnel involved in aircraft servicing will undergo FOD awareness training during continuation training periods. This training will be recorded in personnel training files. Training will be by the use of videos concerned with FOD prevention.

Foreign Object Damage Prevention Focal Point

The Maintenance Manager shall be the focal point of all FOD prevention activities.

Tool Accountability and Hardware Control

Tool control is as described in section 2.6 of this Exposition. Personnel misplacing, loosing or dropping any tools, equipment or hardware, such as filaments, nuts, bolts, cleaning materials etc., will immediately carry out a search in the area to recover the item. If this search is unsuccessful, he will report this to the Maintenance Manager who will conduct his own search. If this is also unsuccessful, the Maintenance Manager will raise a work card calling for a further search to be carried out. This work card will become part of the aircraft's records and will only be cleared by a certifying engineer when he is positive that the area where the incident occurred is free from FO.

Dress Policy for Working on Aircraft

The Organization operates a dress policy for personnel working on aircraft. This is to minimise risks associated with FO inadvertently falling from pockets and the potential personal injury of wearing personal jewellery. All personnel working on aircraft must be dressed appropriately and wear appropriate footwear.

All personnel working on aircraft must avoid having articles in open pockets that may inadvertently be dropped into or on the aircraft. All personnel working on aircraft must maintain their hair short or restrained to avoid the possibility of personal injury should it get caught in confined spaces or mechanisms.

The wearing of personal jewellery can create hazards to the wearer and the aircraft. It is strongly advised to remove rings and chains before commencing maintenance activities on aircraft.

Personnel shall wear Organization supplied PPE appropriate to the work being performed.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.22
		Date:	05 Oct 17

2.8 MAINTENANCE INSTRUCTIONS AND RELATIONSHIP TO AIRCRAFT/AIRCRAFT COMPONENT MANUFACTURERS' INSTRUCTIONS INCLUDING UPDATING AND AVAILABILITY TO STAFF

Part 145.A.45 (a) (b) (c) (d) (e) (f) (g) / AMC 145.A.45 (b) 1, 2, 3, 4, 5, 6 (e) - AMC 145.A.45 (c) 1, 2 (d), (f) 1, 2 (g) 1, 2, 3 - Part 145.A.70 (a) 12

2.8.1 Control of Information

Technical Library

Technical data such as Aircraft Maintenance Manuals; Illustrated Parts Catalogues and Wiring Diagram Manuals are electronic and accessed via the aircraft manufacturer's website. Regulatory data is also accessed electronically from the various authority websites. Management and maintenance computers have Internet capability to access this data as required.

Subscription Control

Access to aircraft manufacturer's website is via operator's / customer's account. No subscription control is required by the Organization.

Information Held / Need Regarding the Scope of Work

The Organization holds and uses applicable current maintenance data relevant to the aircraft specified in section 1.9 of this Exposition. Manufacturers data for the scope of work is via the Bombardier CIC and engine manufacturers' websites with individual log in access.

Issue / Amendment Control

The originator performs the issue and amendment control of maintenance and regulatory data as the Organization access this data on line.

2.8.2 Technical Information Amendment Procedure

Manuals

The Organization access's technical data from the various manufacturers' websites. This access is via account log in provided by the operator. Access log in data is a pre-requisite of acceptance of a work order.

Service Information (AD – SB – SIL, etc.)

Airworthiness Directives are accessed via the various regulatory authority websites, e.g. FAA, EASA, Transport Canada and UK CAA. Service Bulletins and similar data is access via the various manufacturers' websites.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.23
		Date:	05 Oct 17

Distribution: Access to the Staff

Staff are able to access required maintenance instructions from their computers via the manufacturers' websites or regulatory authority websites.

Where maintenance data is required for a specific maintenance task, that data shall be attached to the work card.

Changes to maintenance data or other data, which the Maintenance Manager deems necessary to have verification that staff are aware of, shall be entered into the Engineer's Reading Log held in the office area.

2.8.3 Company Technical Procedures / Instructions

Issue / Amendment Control

Technical procedures / instructions issued by the Organization, are treated as controlled data. At this time these procedures / instructions are limited to this Exposition and ground equipment servicing instructions. The Organization does not produce their own maintenance procedures / instructions, these are obtained from the original equipment manufacturer data sources.

The Quality Manager controls this Exposition and issues an electronic copy to all certifying staff.

The Maintenance Manager produces and controls ground equipment servicing procedures and controls them electronically on his computer. When a procedure is required this is printed.

2.8.4 Maintenance Documentation

Preparation form Approved Sources

The organization utilises maintenance work sheets from two sources, dependent on the aircraft owner or operator's arrangements.

Aircraft that are registered on a propriety maintenance tracking system, such as CAMP, shall have maintenance work sheets generated from that system, supported by a common work sheet generated by the Organization.

Where a maintenance tracing system does not provide a work sheet, such as for replenishments, then the Organization's common work sheet, MF 013, shall be generated detailing the instructions from the owner / operator's work order.

Aircraft that do not subscribe to a propriety maintenance tracking system shall use the work sheet generated by the Organization's computer system.

The necessary approved data shall be attached to the work card.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.24
		Date:	05 Oct 17

When an operator has requested an approved maintenance programme task, the operator shall provide the necessary information to allow the Organization to complete that task in accordance with the maintenance programme.

Work Cards

The Organization formats a common work card allocated the control number MF 013.

When performing work against a specific work order, work sheets shall be collated under work sheet index card MF 014. This document list all the work sheets raised against a particular work order. When certifying the Part 145.A.50 certificate of release to service, the certifying staff shall ensure that all work sheets are accounted for.

Work sheets are collated into a work pack consisting of form MF 012, Work Order Cover Sheet; Form MF 014, MF 015, Specimen Signature Sheet; Work Sheet Index and form MF 013, Worksheets. For base maintenance work orders form MF 016, Base Release for Aircraft above 5700 kg, is including in the work pack. For line maintenance work orders form MF 017, Technical Log Book Entry is included in the work pack. An example of all of these forms is detailed in section 5 of this Exposition. Form MF 016 and MF 017 provide the required Part 145.A.50 release to service.

Amendment Control

The work sheets in use by the Organization are controlled by the Maintenance Manager and approved by the Quality Manager. Amendment control of these work sheets is by inclusion in the Exposition.

Transfer of Airworthiness Data

Airworthiness data used in the certification of maintenance process shall be obtained from the following sources:

- Proprietary maintenance tracking system (CAMP)
- Airworthiness data held by the Organization
- Maintenance programme data provided by the operator

Individual work sheets for maintenance tasks shall quote the specific amendment or revision status of the approved data. It is the responsibility of the certifying staff to ensure that when certifying a Part 145.A.50 certificate of release to service, the latest revision of airworthiness data has been used. Copies of the approved data shall be included with the work sheet.

Review and Identification of Amendment Status of Maintenance Data

The review of the amendment status of maintenance data is controlled in accordance with section 2.8.2 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.25
		Date:	05 Oct 17

Distribution: Access to the Staff

All airworthiness data used by the Organization is available to all staff via the various Internet sources as detailed in section 2.8.1 of this Exposition.

2.8.5 Verification and Validation of New Procedures where Practicable

At this time the Organization does not produce new procedures used in the certification process. Maintenance procedures from the sources detailed in section 2.8.1 of this Exposition are utilised without change.

2.8.6 Incorporation of Best Practice and Human Factors Principles

In the case of a lengthy maintenance task that may include disassembly, accomplishment of task, reassembly and testing, the task shall be broken down into manageable stages to allow a continuity of maintenance and inspection responsibility to be achieved. This stage clearance will mitigate errors from actions such as change of personnel, distractions and waiting time for spares. Task planning shall:

- Ensure procedures are accurate, appropriate and usable, and reflect best practice
- Take account the level of expertise and experience of the user; where appropriate provide an abbreviated version of the procedure for use by experienced technicians
- Take account of the environment in which they are to be used
- Ensure that all key information is included without the procedure being unnecessarily complex
- Where appropriate, explain the reason for the procedure
- The order of tasks and steps should reflect best practice, with the procedure clearly stating where the order of steps is critical, and where the order is optional.
- Ensure consistency in the design of procedures and use of terminology, abbreviations, references, etc.
- Provide training on the use of technology to access and print procedures and maintenance data.
- Ensure that printing and copy quality is good, and that there are enough printers, copiers, etc.

2.8.7 Control of Customer Supplied Maintenance Data

Where the Organisation provides a maintenance service to an aircraft operator who requires their worksheet system to be used then such worksheet system may be used. In this case, the Organization shall obtain appropriate training from the aircraft operator to ensure correct completion of the aircraft operators' worksheets.

In the case of operator/customer controlled and provided maintenance data, the Organisation shall request 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.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.26
		Date:	05 Oct 17

2.8.8 Incorporation of FTS Concepts on Maintenance Documentation

The Organization shall pay particular attention to possible adverse effects of any wiring change to the aircraft, even a change not specifically associated with the fuel tank system. It shall be considered common practice to identify segregation of fuel gauging system wiring as a Critical Design Configuration Control Limitation. All work on aircraft wiring shall be performed in accordance with the standard practices or other procedures specified by the aircraft manufacturer in the appropriate approved data.

2.8.9 Incorporation of CDCCL Concept

Compliance with CDCCL Instructions

Critical Design Configuration Control Limitations (CDCCL) are airworthiness limitations and cannot be modified by the Organization. CDCCL tasks shall be carried out strictly in accordance with the approved data. No deviation is permitted.

Traceability of CDCCL Completion

Where the maintenance data specifies a task as a CDCCL task this shall be recorded on the work sheet and a record provided to the operator for entry into his Part M.A.305 Continuing Airworthiness Record System records.

2.8.10 Awareness of Technical Publications, Instructions and Service Information by the Staff

Maintenance personnel shall be made aware of the location and availability of technical publications, instructions and service information by the Maintenance Manager.

Changes to technical publications, instructions and service information shall be entered into the Engineer's Reading Log as detailed in section 2.8.2 of this Exposition when deemed necessary by the Maintenance Manager.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.27
		Date:	05 Oct 17

2.9 REPAIR PROCEDURE

Part 145.A.45 (a) (b) (c) (d) (e) (f) (g) / AMC 145.a.45 (b) (c) (d) (f) (g); Part 145.A.48 (d); - Part 145.A.70 (a) 12

2.9.1 Company Policy

Sources of Repair Approval

Repairs outside the published approved data limits shall be in accordance with an appropriately approved repair instructions from the type certificate (TC) holder or EASA Part-21 design organization approval holder.

Repairs outside the scope or capability of the Organization shall be contracted to a suitably authorized / experienced organization that can issue a Part 145 release to service for the work they have carried out.

Internal Repairs

Internal repairs are limited to minor structural repairs and repairs to interior cabin fixtures and furnishings.

External Repairs

External repairs are limited to minor structural repris.

Work Order

Operators contacting the Organization to perform a repair shall provide the full details of the approved repair data. The Maintenance Manager shall assess the repair against the capability of the Organization prior to acceptance.

Maintenance Instructions

The work sheet shall provide full reference to the approved data. In the case of a lengthy repair task, the task shall be broken down into manageable stages to allow a continuity of maintenance and inspection responsibility to be achieved

2.9.2 Control of Scope of Work

The repair capability of the Organization is limited to minor structural repairs and repairs to interior cabin fixtures and furnishings. The Maintenance Manager shall assess a proposed repair against the capability of the Organization prior to commencement.

2.9.3 Control System for the Fabrication of Parts, Processing and Inspection in accordance with Part 145.A.42 (c)

At this time the Organization does not fabricate parts under Part 145.A.42 (c) privileges.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.28
		Date:	05 Oct 17

2.10 AIRCRAFT MAINTENANCE PROGRAMME COMPLIANCE

Part 145.A.65 (b) 1.

2.10.1 Maintenance Programme Variations

The Organization does not issue any maintenance programme variations.

2.10.2 Corrosion Control Programme Reporting

When the Organization performs tasks from an owner / operator's corrosion control programme, the results of those tasks, including nil defects, shall be reported to the owner / operator. The format of the corrosion control programme report shall be defined by the owner / operator.

2.10.3 Structurally Significant Items (SSI) Reporting

When the Organization performs SSI tasks from an owner / operator's SSI programme, the results of those tasks, including nil defects, shall be reported to the owner / operator. The format of the SSI programme report shall be defined by the owner / operator.

2.10.4 Reliability Reporting

When required by a specific Part M.A.708(c) maintenance contract the Organization shall collect and provide specified reliability data and forward to the owner / operator.

To assist the aircraft owner / operators to meet their responsibilities under Part M.A.302, the Organization shall provide details of all inspections and defects found during maintenance to the owner / operator.

2.10.5 Maintenance Preparation

Prior to the acceptance of a work order from an operator, the Maintenance Manager shall :

- Review the work order to ensure it provides clear and concise details for the work requested, including aircraft type, registration, references to approved data such as maintenance manuals, airworthiness directives, maintenance programmes etc.
- Review the work order to ensure it is within the capability of the Organization
- Check for access to the approved data such as maintenance manuals; parts catalogues; supplemental maintenance etc. from custom STC's.
- Ensure that for the requested downtime there is sufficient personnel, appropriate tooling and equipment (loaned and owned) and sufficient floor loading capability.

2.10.6 Aircraft Maintenance Programme Certificate of Release to Service

A certificate of release to service for work carried out to an owner / operator in accordance with their maintenance programme shall be issued by the Organizations' appropriately approved certifying staff when it has been verified that all maintenance

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.29
		Date:	05 Oct 17

ordered has been properly carried out in accordance with the procedures specified in this Exposition and that there are no known non-compliances that present a flight safety hazard or would result in an illegal operation.

Where the Organization is unable to complete any of the owner / operator work order items, then the Maintenance Manager shall bring this to the attention of the aircraft owner / operator for the specific purpose of obtaining the owner / operator's agreement to release the aircraft to service with the missing elements of the maintenance work order.

If the owner / operator grant their permission, the Organization may issue a certificate of release to service. The Organization shall enter details of the incomplete maintenance programme items on the aircraft certificate of release to service prior to the issue of certificate of release to service.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.30
		Date:	05 Oct 17

2.11 AIRWORTHINESS DIRECTIVE (AD) PROCEDURE

2.11.1 Company Policy

Studying ADs According to the Scope of Work of the Organization

All Airworthiness Directives issued by EASA and the competent airworthiness authorities responsible for the aircraft types on the Organization's scope of work, are available to the Organization via the various airworthiness authority websites.

The operator's continuing airworthiness management organization is responsible for tasking an AD compliance on to a work order for action by the Organization.

Selection of ADs According to the Scope of Work of the Organization

The Maintenance Manager shall perform a regular review of ADs issued by the competent airworthiness authorities for the aircraft on the Organization's scope of work.

Recording ADs According to the Scope of Work of the Organization

A record of ADs carried out shall be made on a maintenance work sheet, including a record of results and if of a repetitive nature, when the next compliance is due.

Internal or External AD Embodiment

At this time there is no other requirement to record the embodiment of AD except on a maintenance work sheet, which is forwarded to the operator at the completion of the maintenance work order.

2.11.2 Checking and Enforcement of Aircraft and Equipment ADs on the Equipment Managed by the Organization

At this time the Organization does not manage aircraft or equipment.

2.11.3 Accomplishment of Aircraft or Equipment ADs

After embodiment, the certifying engineer carrying out the requirements of the AD will complete a maintenance record entry stating that the AD has been complied with and record any findings or measurements requested. All ADs require a release to service by appropriately authorised certifying staff unless complied with during a scheduled base maintenance inspection. If a type specific AD is not applicable by aircraft, engine or component serial number or modification status, then a statement to that effect is still required to be entered in the maintenance records.

Repetitive AD requirements are treated as new requirements and will be actioned as detailed in this section.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.31
		Date:	05 Oct 17

2.11.4 Awareness of the Mandatory Character of the Associated Maintenance Data

Where an AD specifies associated maintenance data, such as a service bulletin, the Organization shall treat that data as mandatory.

2.11.5 Identification of the Mandatory Requirements in the Maintenance Documentation

Where an AD associated maintenance data specifies a reporting or checking requirement that requirement need only be complied with if requested by the AD. For example, SB may require a report be submitted to the manufacturer, but unless the AD specifies this it is not classed as a mandatory action.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.32
		Date:	05 Oct 17

2.12 OPTIONAL MODIFICATION PROCEDURE

2.12.1 Company Policy

Sources of Modification Approval

In order to comply with Part 145.A.45 the Organization may only embody optional airworthiness modifications from the aircraft and engine manufacturers or an approved EASA Part 21 design organization. This includes but is not limited to service bulletins, aircraft service changes and notices to owner / operators. Some of these may be categorised as recommended or mandatory by the manufacturer. The decision to embody an optional modification is the responsibility of the operator.

Where the owner / operator provide the optional airworthiness data, this shall be filed with the appropriate work pack.

Parts required for the optional modification shall comply with section 2.2 of this Exposition.

Internal Modification

The Organization does not have the capability to produce modifications.

External Modification

Service bulletins and equivalent data may usually be embodied on the aircraft without further reference to the Authority, however if the modification affects data detailed in the aircraft or engine type certificate data sheet or approved flight manual, advice should be sought from the owner / operator, in case additional approval is required.

Minor changes or repairs not supported by approved data must be submitted to a Part 21 organization for approval.

2.12.2 Control of the Scope of Work

The optional modification capability of the Organization is limited to minor structural and system modifications. The Maintenance Manager shall assess a proposed optional modification against the capability of the Organization prior to commencement.

2.12.3 Control System for Fabrication of Parts Processing and Inspection in accordance with Part 145.A.42 (c)

At this time the Organization does not fabricate parts under Part 145.A.42 (c) privileges

2.12.4 Control of the Fabrication, Inspection Assembly and Test of Fabricated Parts

At this time the Organization does not fabricate parts under Part 145.A.42 (c) privileges

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 5.2
MAINTENANCE PROCEDURES		Page:	2.33
		Date:	12 Nov 18

2.13 MAINTENANCE DOCUMENTATION IN USE AND ITS COMPLETION

Part 145.A.45 (e) / AMC 145.A.45 (f) – AMC 145.A.48(c) - Part 145.A.55 (a) - Part 145.A.70 (a) 12

2.13.1 Assembly of Work Packages for Issue to Maintenance Activities

The receipt of an owner / operators work order generates a unique Organization work order number.

The Maintenance Manager or other certifying staff can generate and assemble a work package for maintenance activities.

2.13.2 List of Maintenance Documents that build up a Standard Work Package

The following document constitute a work package:

- MF 012 Cover Sheet – provides details of work order number; planned start and end date; location; aircraft details; customer; warranty / parts programme information; AD status; maintenance programme reference; other related information.
- MF 015 Specimen signature sheet
- MF 014 Work sheet index
- MF 013 Work sheet – provides details of defect / task; records action taken; parts used; space for critical or independent inspection; signature block.
- MF 016 Base Release for aircraft above 5700 kg, or
- MF 017 Line Release or copy of technical log sector record page entry
- MF 018 Panel Equipment Removal form
- Other forms as required by certifying staff

2.13.3 Work Sheets for Non Routine Tasks

Form MF 013 work sheet is used for non-routine tasks.

2.13.4 Work Sheet Completion and Maintenance Sign Off

For certification activities under the Organization's Part 145 authorization, the certifying staff's personal signature and stamp will be used for certification of individual work items. The following requirements shall be complied with when completing maintenance documentation:

- All entries will be made in black ink.
- The certifying staff will apply their signature, stamp and date to all items and sub-items.
- It is not acceptable to bracket items or sub-items together.
- Signatures or statements, if entered incorrectly, must not be erased or altered (the use of Tippex, Snopake or similar is forbidden). They are to be correctly voided as follows:

~~Mainwheel replaced~~ Void Joe Bloggs 10/12/2010

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
MAINTENANCE PROCEDURES		Page:	2.34
		Date:	12 Nov 18

- All work carried out must be signed for progressively.
- All batch numbers must be recorded.
- All serial numbers 'off' and 'on' are to be recorded and if applicable the location if more than one of the same item is fitted.
- Any supporting documentation must be attached to the relevant work sheet.
- Maintenance tasks shall be carried out in accordance with approved data.
- Certification of ADs must clearly state that the AD has been complied with or sections therein as required.
- Certification of optional modifications shall quote the revision number of the data used. Consideration shall be given as to whether additional work, such as a change to the weight and balance report, is required.
- Authorised release documents and tear down reports for parts used shall be filed with the relevant work sheet.
- The person performing the task shall sign and date the work sheet once completed.

2.13.5 Assembly of Completed Work Packs for Certification

Once all maintenance activities have been completed the certifying staff will assemble all maintenance documentation and verify the following:

- All scheduled work sheets are accounted for and signed correctly
- All replaced components have the necessary part numbers and serial numbers off and on recorded and the authorised release certificate plus tear down reports as applicable are attached to the appropriate work card
- All other tasks have been correctly certified and accounted for
- The forms that constitute a work package have been correctly completed
- All items on the owner / operators work order have been completed

Once all the above requirements have been met a base or line certificate of release to service may be certified as detailed in section 2.16 of this Exposition

2.13.6 Recording of Test Results and Dimensions

When a requirement is necessary to record a dimension or test figure as a specific tolerance, the test figure will be recorded on the appropriate maintenance document relating to the task, unless the use of a GO/NOT GO gauge is permitted.

2.13.7 Control and Use of Owner / Operator Supplied Work Cards / Work Sheets

Where an owner / operator supplies their own work card / work sheets, the Maintenance Manager shall review them to ensure that all items on the owner / operator work order have an owner / operator supplied work card / work sheet for those items.

The Maintenance Manager shall ensure that the data provided on the owner / operator supplied work card / work sheet reflects the latest revision of the detailed airworthiness data. Any discrepancies shall be brought to the attention of the owner / operator for correction.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
	MAINTENANCE PROCEDURES	Page:	2.35
		Date:	12 Nov 18

If considered necessary by the Maintenance Manager the owner / operator will provide appropriate training to the Organization for the completion of the owner / operator supplied work cards / work sheets.

Owner / Operator supplied work cards / work sheets shall be entered onto the Form MF 014 Work sheet index.

2.13.8 Error Capturing Procedures

The following error capturing procedures are aimed at minimising multiple errors and preventing omissions.

- Every maintenance task is signed off only after completion;
- Tasks shall be grouped or staged to allow sign-off of critical steps to be clearly identified; and
- Work performed by personnel under supervision (i.e. temporary staff, trainees) is checked and signed off by an authorised person;

Minimising the possibility of an error being repeated in identical tasks and, therefore, compromising more than one system or function by no one person is required to perform a maintenance task involving removal/installation or assembly/disassembly of several components of the same type fitted to more than one system, a failure of which could have an impact on safety, on the same aircraft or component during a particular maintenance check. However, in unforeseen circumstances when only one person is available, the use of reinspection procedure as described in section 2.23.3.5 of this Exposition may be utilised.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.36
		Date:	05 Oct 17

2.14 TECHNICAL RECORDS CONTROL

2.14.1 System for Control, Storage and Retrieval

The Maintenance Manager collects records of completed aircraft maintenance activities performed at the Luton base.

A scanned copy of completed work packs is taken and retained by the Organization on a computer hard drive that is regularly backed up. The Maintenance Manager stores a back up medium remotely. The original work pack is forwarded to the owner / operator or as specified in an appropriate M.A.708(c) maintenance contract.

Maintenance records can be retrieved from the computer system as necessary.

2.14.2 Control of Access to Records

Access to scanned aircraft maintenance records is limited to the Maintenance Manager, aircraft engineers, and Quality Manager. Access is password protected.

2.14.3 Record Keeping System

Each aircraft has a dedicated computer file for scanned completed maintenance work packs.

2.14.4 Lost or Destroyed Records

In the event that the records required by Part 145.A.55 are lost or destroyed within three (3) years that the aircraft or aircraft component was released to service, the Maintenance Manager will contact the owner / operator to ascertain the possibility of copying the original work pack that was forwarded to the owner / operator in accordance section 2.14.1 of this Exposition. The Quality Manager shall notify the Authority of any requirement to reconstitute the maintenance records required by Part 145.A.55

2.14.5 Provision of Records to the Operator

At the completion of the a maintenance work order, the Organization shall provide to the operator the original work package which includes that data detailed in section 2.13.2 of this Exposition.

2.14.6 Retention of Records

Periods

Aircraft maintenance records are retained for a minimum of three (3) years after the date of the release to service of the particular maintenance record. If the Organisation terminates its operation, all retained maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the Authority.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.37
		Date:	05 Oct 17

Method and Security

A scanned copy of completed work packs is taken and retained by the Organization on a computer hard drive that is regularly backed up via a Drop Box application. Access to stored data is password protected. Changes to completed maintenance documentation are not possible due to the file structure of the scanned records.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.38
		Date:	05 Oct 17

2.15 RECTIFICATION OF DEFECTS ARISING DURING BASE MAINTENANCE

2.15.1 Base Maintenance Procedure

Records of Base Maintenance Defects

The B1/B2 support staff (or for aircraft other than large aircraft; appropriate aircraft type rated certifying staff qualified as B1 and B2 in accordance with Part 66 and Part 145.A.35) performing the inspection or task will list aircraft defects found during base maintenance on a work sheet at the time of discovery. They will assess the work, time scale and whether the rectification is within the capability of the Organization. If the work is found to be within the capability of the Organization and is able to be completed within the time allocated for the base maintenance input, they will organise the rectification to be carried out at this time. If the work required is either considered to be too large to be carried out at this time or beyond the capability of the Organization, the owner / operator will be contacted for a decision to either extend the downtime, carry forward the defect to a future maintenance input, contract in a specialised approved organization or send the aircraft to a contracted maintenance facility for rectification.

NOTE: Defects that affect the airworthiness of the aeroplane must be rectified prior to a certificate of release to service being certified.

Sign Off of Base Maintenance Defects

All base maintenance defects will be signed for by B1/B2 support staff (or for aircraft other than large aircraft; appropriate aircraft type rated certifying staff qualified as B1 and B2 in accordance with Part 66 and Part 145.A.35).

The completed work sheets will form part work pack as detailed in section 2.13.5 of this Exposition and submitted to the base maintenance certifying staff for the Part 145.A.50 release to service certification.

2.15.2 Analysis of Defects and Rectification

As part of the normal base maintenance defect rectification procedure, the Organization will analyse defects found and rectifications carried out and if in the opinion of the Organization, those defects and / or rectifications could affect the airworthiness of the aircraft and / or have implications that could affect the approved maintenance programme, the Maintenance Manager will notify the owner / operator.

2.15.3 Notification Process (when necessary) to the Customer, Manufacturer and Authority

The notification process of defects to the customer; manufacturer and Authority shall be in accordance with section 2.18 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.39
		Date:	05 Oct 17

2.15.4 Report to the Operator / Approval of the Customer to launch the Rectification According to the Contract

The Maintenance Manager shall provide a regular update of defects found during base maintenance and request permission to proceed with the required rectification.

Carried forward defects (Deferred Defects) will only be allowed with the permission of the owner / operator and within the restrictions of the owner / operators' Minimum Equipment List.

The Maintenance Manager will assess the agreed Deferred Defect and advise the owner / operator and the crew on any operational limitations.

The Certifying Staff are authorised to enter Deferred Defects in the appropriate section of the Aircraft Technical Log. The Deferred Defect sheet in the Technical Log must be completed in accordance with the instructions in the owner / operator's technical log.

Details of any deferred defects shall be entered on the base maintenance release to service.

ON NO ACCOUNT WILL A DEFERRED DEFECT THAT AFFECTS THE SAFETY OF FLIGHT BE RELEASED TO SERVICE BY THE ORGANIZATION.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.40
		Date:	05 Oct 17

2.16 RELEASE TO SERVICE PROCEDURE

2.16.1 Company Procedures (CRS Statement)

Part 145.A.30 (g) (h) (i) (j) / AMC 145.A.30 (e) 3, (g) (h) (j) - Part 145.A.35 (a) to (m)/ AMC 145.A.35 (a) (b) (e) (f) (g) - Part 145.A.50 (a) (b) (d) (e) (f) / AMC 145.A.50 (a) 1, 2 (b) 1, 2, 3, 4, 5 / AMC 145.A.50 (d) (e) 1, 2, 3 (f) 1, 2 - Part 145.A.55 (a) (b) (c) / AMC 145.A.55 (c) - Part 145.A.70 (a) 12 - Part 145.A.75 (e)

A certificate of release to service shall be issued by appropriately authorised certifying staff on behalf of the Organization when it has been verified that all maintenance ordered has been properly carried out by the Organization in accordance with the procedures in this Exposition and using the appropriately approved maintenance data and there are no non-compliances which are known to endanger flight safety.

A certificate of release to service shall be issued before flight at the completion of any maintenance. The certificate of release to service statement shall be as follows:

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

The Part 145.A.50 Certificate of Release to Service for completed maintenance is a certification for completion of the programmed work package, together with additional work arising. This certification is a declaration of satisfactory work clearance in each applicable category, signifying that all work required has been actioned. This permits the aircraft to be released to service. The certifying staff must ensure that all appropriate certifications have been duly completed prior to releasing the aircraft to service.

It follows that if incidents or maintenance malpractice arise from completion of a defined work task, which necessitates investigations and possible disciplinary action in respect of an individual, such action shall be limited to the responsibility discharged by that individual. Occurrences arising from failure of management systems or services supporting the individual become subject to separate and wider investigation, particularly where they could jeopardise the Organization's Part 145 approval.

The following regulation shall apply when performing certification actions:

- All work will be carried out in accordance with and cross referenced to data approved or accepted by the Authority or by an organisation approved or accepted by the Authority.
- All items used in the maintenance activity must have been released to the requirements of the Authority and as detailed in section 2.2 of this Exposition.
- All Parts must be traceable by the GRN, which must be recorded on the maintenance document.
- Under no circumstances may an item affecting safety of flight be carried forward.
- No fabricated Parts may be made to pattern; reference must be made to the approved data.
- The application of a certifying staff signature, authorization number and date of an authorised engineer in the certification block on any maintenance document, for an

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.41
		Date:	05 Oct 17

aircraft or aircraft component, is an authorization that the work detailed has been carried out to approved data and in accordance with the procedures in this Exposition. Each person completing and certifying any work activity is therefore accountable by legalisation for the adequacy of the task performed against defined standards.

- Part 145 require that a certificate of release to service shall be issued by appropriately qualified and authorised persons as an indication that the work has been completed to an airworthiness standard. A certifying signature and stamp in the certification block on the appropriate maintenance documentation provides this requirement.
- In signing for any work completed to an airworthiness standard, an authorised person contributes to the issue of the Part 145.A.50 Certificate of Release to Service by another authorised person. This system accepting both individual and collective responsibility provides that the airworthiness assurances required in Part 145 are met.
- All work shall be completed to a standard suitable for the issue of a certificate of release to service. Signing for items shall be interpreted to this effect.
- All work tasks performed shall be completed in accordance with authorised data, by authorised methods, using approved materials, and recommended tooling and, where applicable, test equipment which is currently calibrated and shall be signed for by authorised persons and certified by appropriately authorised certifying staff.
- When extracts from approved data are not provided with the work cards, the persons signing for the work are responsible for ensuring that the requirements in the current approved data are satisfied. They must also review any appropriate temporary revisions and ensure that any relevant requirements are satisfied.
- When extracts from approved data are indicated on the work cards, the persons certifying the work are responsible for ensuring that the requirements contained in the extracts are satisfied. This includes requirements specified in other sections of the approved data; other sources of approved data or diagrams referred to in the extracts. They must comply with any temporary revisions highlighted in the extracts and check and comply with any relevant temporary revisions that have been issued since the extracts were printed.
- All recorded maintenance actions performed shall be appropriate to the recorded task, maintenance instruction or defect and shall be fully descriptive including remaining life for lified components, dimensions, pressures and tolerances and must refer to the approved data.
- All conditional work arising generated by work sheet tasks e.g. functional checks, leak checks, duplicate inspections, replacement Part and serial numbers, GRN's and/or tag numbers, shall be performed, recorded and signed for as applicable.
- Personnel initiating such requirements or completing the maintenance action required are responsible for ensuring that these are adequate to restore an aircraft to an airworthiness standard and provide cross reference to any supplementary certifications or information.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.42
		Date:	05 Oct 17

2.16.2 Issue of Certificate of Release to Service after Base Maintenance

The certificate of release to service after base maintenance will only be certified when the appropriately authorised certifying staff are satisfied that all required maintenance has been completed and all documentation has been accounted for.

In order to ensure traceability of maintenance documentation, reference shall be made on each document to the applicable works order number, aircraft registration and type of scheduled inspection carried out.

Where an aircraft is required to perform a maintenance check flight as part of a base maintenance task, a certificate of release to service may be certified by appropriately authorised certifying staff even though all of the maintenance ordered has not been completed. The certifying staff will assess any open work sheets to ensure that flight safety is not compromised.

2.16.3 Issue of Certificate of Release to Service after Line Maintenance

The certificate of release to service after line maintenance will only be certified when the appropriately authorised certifying staff are satisfied that all required maintenance has been completed and all documentation has been accounted for.

In order to ensure traceability of maintenance documentation, reference shall be made on each document to the applicable works order number, aircraft registration and type of scheduled inspection or technical log page serial number as required.

Temporary Fit of Components without Appropriate Release Certificate

In the situation when an aircraft is grounded at a location other than Luton 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 an owner / operator designated Part 145 maintenance organization, 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 time limit prescribed above unless an appropriate release certificate has been obtained in the meantime.

A suitable release certificate means a certificate which clearly states that the aircraft component is serviceable, that clearly specifies the organisation releasing the said component together with details of the authority under whose approval the organisation works including the approval or authorisation reference.

In compliance with all applicable maintenance and operational requirements means checking for compliance with type design standards, modifications, repairs, airworthiness directives, life limitations and condition of the aircraft component.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.43
		Date:	05 Oct 17

An appropriate entry shall be made in the aircraft technical log including all relevant details such as where, when and why the aircraft was grounded.

2.16.4 Issue of Certificate of Release to Service after Defect Rectification (Base / Line)

The certificate of release to service after defect rectification will only be certified when the appropriately authorised certifying staff is satisfied that the defect has been rectified in accordance with approved data and the aircraft is returned to an airworthy condition.

In addition to certifying the defect rectification on the Organization's work sheet, where a defect has been entered in the aircraft technical log (incoming defect), a certification entry clearing that defect shall be made in the aircraft technical log, quoting the action taken, the approved data and any other relevant information.

2.16.5 Issue of Certificate Release to Service with Incomplete Work

In accordance with Part 145.A.50 (e) a certificate of release to service may be issued when the Organization is unable to complete all maintenance ordered within the approved aircraft limitations. This fact shall be clearly annotated on the Certificate of Release to Service before the issue of such certificate.

NOTE: If for whatever reason it is not possible to carry out the complete work instructions then this must be reported to the aircraft owner / operator who will determine within the procedural limitation agreed between the owner / operator and their competent authority the deferment of such incomplete work. Such deferment must be specified on the certificate of release to service identifying the authority for such deferment.

When defects are identified during maintenance, such information should be brought to the attention of the aircraft owner / operator who, dependent upon the procedural authority granted by the Authority of the state of registry, may determine that some defects can be deferred. The certificate of release to service must identify the defects not rectified and specify the owner / operators authority for such action. The aircraft owner / operator in conjunction with their competent authority will define whether or not the aircraft can be flown with outstanding maintenance.

The owner / operator may not operate the aircraft other than in accordance with the MEL for that aircraft. All Deferred Defects must be recorded in the owner / operator's aircraft Technical Log and in their Deferred Defects Log.

The one exception to the foregoing paragraph occurs when the defect is considered a hazard to flight safety. In this case a certificate of release to service is not to be issued until the defect is rectified. However, if the owner / operator elects to have the defect rectified elsewhere without the aircraft having to fly, a certificate of release to service may be issued for the work carried out by the Organization, clearly referencing the outstanding defect and cross referring to a new work order for the outstanding defect.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.44
		Date:	05 Oct 17

2.16.6 Sign Off after Maintenance Task Completion

In order to prevent omissions, every maintenance task or group of tasks should be signed-off. To ensure the task or group of tasks is completed; it should only be signed-off after completion. Work by unauthorised personnel (i.e. temporary staff, trainee) should be checked by authorised personnel before they sign-off. When formatting work sheets with multiple stages, the grouping of tasks for the purpose of signing-off shall allow critical steps to be clearly identified.

Note: A “sign-off” is a statement by the competent person performing or supervising the work, that the task or group of tasks has been correctly performed. A sign-off relates to one step in the maintenance process and is therefore different to the release to service of the aircraft. “Authorised personnel” mean personnel formally authorised by the Organisation approved under Part 145 to sign-off tasks.

2.16.7 Cross Reference to Work Packs

In order to ensure traceability of maintenance documentation, the certificate of release to service shall include a cross reference to the Organization's work order number. When certifying aircraft technical log entries a cross-reference to the maintenance work sheet and work order number shall be entered in the defect rectification column.

2.16.8 Issue of EASA Form 1

An EASA Form 1 may be raised and certified by the Organization for component maintenance carried out under the terms of its Part 145 approval.

Only those staff that have been approved by the Quality Manager and detailed in section 1.6.4 of this Exposition may certify an EASA Form 1.

An example of the Organization's EASA Form 1 is detailed in section 5 of this Exposition.

2.16.9 Release of Components Removed Serviceable from Aircraft

Issuance of and EASA Form 1 for Components Removed Serviceable from EU Registered Aircraft

Serviceable aircraft components removed from an EU registered aircraft may be issued an EASA Form 1 by the Organisation subject to compliance with the following requirements:

- a) The Organisation will ensure that the component was removed from the aircraft by an appropriately qualified person.
- b) The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component/related system.
- c) The aircraft component shall be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional manufacturer's maintenance instructions.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.45
		Date:	05 Oct 17

- d) The donor aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may an EASA Form 1 be issued in accordance with this paragraph if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion, which could affect its operation.
- e) A maintenance history record should be available for all used serialised aircraft components.
- f) Compliance with known modifications and repairs should be established.
- g) The flight hours/cycles/landings as applicable of any service life limited parts including time since overhaul should be established.
- h) Compliance with known applicable airworthiness directives should be established.
- i) Subject to satisfactory compliance with this subparagraph an EASA Form 1 may be issued and should contain the information:
 - When the last maintenance was carried out and by whom.
 - If the component is unused, when the component was manufactured and by whom with a cross reference to any original documentation which should be included with the Form 1.
 - A listing of all airworthiness directives, repairs and modifications known to have been incorporated on the component. If no airworthiness directives or repairs or modifications are known to be incorporated then this should be so stated.
 - Detail of life used for service life limited parts being any combination of fatigue, overhaul or storage life.
 - For any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 13. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the EASA Form 1.
 - The donor aircraft details.
 - Block 11 of the EASA Form 1 should state "Inspected".

Personnel authorised to certify an EASA Form 1 for the re-release of components removed serviceable from aircraft are detailed in section 1.6 of this Exposition.

Swap / Change Over Serviceable Components between EU Registered Aircraft

The swap / change over of serviceable components between EU registered aircraft is permissible in accordance with the following provisos:

- The permissions of the owner / operator of the donor and target aircraft are obtained in writing.
- The condition specified in 2.16.9 "Issuance of and EASA Form 1 for Components Removed Serviceable from EU Registered Aircraft: is complied with.

Issuance of an EASA Form 1 for Components Removed Serviceable for a Non EU Registered Aircraft

Serviceable aircraft components removed from a non EASA Member State registered aircraft may only be issued an EASA Form 1 if the components was leased or loaned from the Organisation and the Organisation has retained control of the airworthiness

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.46
		Date:	05 Oct 17

status of the components. An EASA Form 1 may be issued and should contain the information as specified in the above paragraphs.

Swap / Change Over Serviceable Components between non EU Registered Aircraft

The swap / change over of serviceable components between non EU registered aircraft is permissible when allowed by the respective aircraft controlling regulations.

2.16.10 Issue of a One-Off Certification Authorisation Certificate of Release to Service

In an unforeseen case, where an aircraft is grounded at a location other than Luton where no appropriate certifying staff are available, the Organisation may issue a one-off certification authorisation to:

- a) one of its employees holding equivalent type authorisations on aircraft of similar technology, construction and systems; or
- b) 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 Part 145 at that location

The Quality Manager shall retain a record of all such authorisations and obtain and hold on file evidence of the experience and the licence of that person to whom the one-off authorisation has been granted.

All such cases as specified above shall be reported to the Authority within seven (7) days of the issuance of such certification authorisation. The Maintenance Manager shall liaise with the owner / operator to ensure that any maintenance performed under the one-off authorisation that could affect flight safety is re-checked by an appropriately approved organisation at the earliest opportunity.

2.16.11 Certification Authorisation

All certifying staff are issued with an Authorisation Document that clearly specifies the scope and limits of such authorisation. An example of the Authorisation Document is detailed in section 5 of this Exposition.

The Quality Manager shall issue each authorised certifying staff with a unique identification number and a stamp bearing that number.

Stamps remain the property of the Organization and shall be surrendered to the Quality Manager at the termination of employment or cessation of certifying staff privileges.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.47
		Date:	05 Oct 17

2.17 RECORDS FOR THE OPERATOR

Part 145.A.55 (b) - Part 145.A.70 (a) 12

2.17.1 Contracted Record Keeping for Operators

Applicable records for owner / operators shall include but not be limited to the following:

- Certificates of Release to Service for the work carried out
- Inspection records (Work Packs) - original
- Component Life records
- Overhaul record.
- Repair records
- Authorised release documents

Other records for contracted owner / operators shall be in accordance with the specific Part M.A.708(c) contract.

2.17.2 Arrangements for Processing and Retention of Operators' Maintenance Records

The Organization retains an electronic (scanned) copy of all detailed maintenance records and any associated maintenance data for three years from the date the aircraft or component to which the work relates was released from the Organization.

Computer backup discs, etc. shall be stored in accordance with section 2.14.6 of this Exposition.

Should the Organization terminates its operation, all retained hard copy maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the CAA.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 5.2
MAINTENANCE PROCEDURES		Page:	2.48
		Date:	12 Nov 18

2.18 REPORTING OF DEFECTS TO CAA / OPERATOR / MANUFACTURER

Part 145.A.48 (c) (AMC 145.A.50 (a) - Part 145.A.60 (a) (b) (c) (d) (e) / AMC 145.A.60 (b) / GM 145.A.60 (a) (c) - Part 145.A.70 (a) 1

2.18.1 Mandatory Occurrence Reporting Regulatory Basis

Regulation (EU) No 376/2014 art 4(1) requires an occurrence reporting systems to be established at CAA and organisation levels, in view for all relevant civil aviation safety information to be reported, collected, stored, protected, exchanged, disseminated, analysed and followed-up.

The first subparagraph of Article 4(5) of Regulation (EU) No 376/2014 requires the Commission to adopt a list classifying occurrences to be referred to when reporting occurrences, under mandatory reporting systems set out in that Regulation, and which fall within the categories of Article 4(1) of that Regulation. For Continuing Airworthiness and Maintenance Activities these are defined in Commission Implementing Regulation (EU) 2015/1018 Annex II and listed in 1.33.2

2.18.2 Occurrences Related to Technical Conditions, Maintenance and Repair of the Aircraft

- (1) Serious structural damage (for example: cracks, permanent deformation, delamination, debonding, burning, excessive wear, or corrosion) found during maintenance of the aircraft or component.
- (2) Serious leakage or contamination of fluids (for example: hydraulic, fuel, oil, gas or other fluids).
- (3) Failure or malfunction of any part of an engine or powerplant and/or transmission resulting in any one or more of the following:
 - (a) non-containment of components/debris;
 - (b) failure of the engine mount structure.
- (4) Damage, failure or defect of propeller, which could lead to in-flight separation of the propeller or any major portion of the propeller and/or malfunctions of the propeller control.
- (5) Damage, failure or defect of main rotor gearbox/attachment, which could lead to in-flight separation of the rotor assembly and/or malfunctions of the rotor control.
- (6) Significant malfunction of a safety-critical system or equipment including emergency system or equipment during maintenance testing or failure to activate these systems after maintenance.
- (7) Incorrect assembly or installation of components of the aircraft found during an inspection or test procedure not intended for that specific purpose.
- (8) Wrong assessment of a serious defect, or serious non-compliance with MEL and Technical logbook procedures.
- (9) Serious damage to Electrical Wiring Interconnection System (EWIS).
- (10) Any defect in a life-controlled critical part causing retirement before completion of its full life.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 5.2
MAINTENANCE PROCEDURES		Page:	2.49
		Date:	12 Nov 18

- (11) The use of products, components or materials, from unknown, suspect origin, or unserviceable critical components.
- (12) Misleading, incorrect or insufficient applicable maintenance data or procedures that could lead to significant maintenance errors, including language issue.
- (13) Incorrect control or application of aircraft maintenance limitations or scheduled maintenance.
- (14) Releasing an aircraft to service from maintenance in case of any non-compliance which endangers the flight safety.
- (15) Serious damage caused to an aircraft during maintenance activities due to incorrect maintenance or use of inappropriate or unserviceable ground support equipment that requires additional maintenance actions.
- (16) Identified burning, melting, smoke, arcing, overheating or fire occurrences.
- (17) Any occurrence where the human performance, including fatigue of personnel, has directly contributed to or could have contributed to an accident or a serious incident.
- (18) Significant malfunction, reliability issue, or recurrent recording quality issue affecting a flight recorder system (such as a flight data recorder system, a data link recording system or a cockpit voice recorder system) or lack of information needed to ensure the serviceability of a flight recorder system.

2.18.3 Mandatory Reporting Procedure

To comply with Regulation (EU) No 376/2014 art 4(1) all occurrences falling under 1.8.7.2 subjects shall be reported to the Quality Manager using the Safety Occurrence Report Form.

Personnel shall report occurrences within 72 hours of becoming aware of the occurrence, unless exceptional circumstances prevent this.

Following notification of an occurrence, the Quality Manager shall report to the CAA the details of occurrences collected as soon as possible and in any event no later than 72 hours after becoming aware of the occurrence.

2.18.4 Voluntary Reporting System (VOR)

To comply with Regulation (EU) No 376/2014 art 5(1), Air X Jet Support has adopted a voluntary reporting system to facilitate the collection of:

- (a) details of occurrences that may not be captured by the mandatory reporting system;
- (b) other safety-related information which is perceived by the reporter as an actual or potential hazard to aviation safety.

VORs may be reported directly to the authority by an individual via the CAA website portal. However, as part of Air X Jet Support's ongoing safety system the organisation would encourage the use of the Safety Occurrence Report Form for all occurrences

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 5.2
	MAINTENANCE PROCEDURES	Page:	2.50
		Date:	12 Nov 18

Voluntary reports shall be reported on the Safety Occurrence Report Form. The Quality Manager shall, in a timely manner, report to the CAA the details of voluntarily reported occurrences and other safety-related information which have been collected and which may involve an actual or potential aviation safety risk.

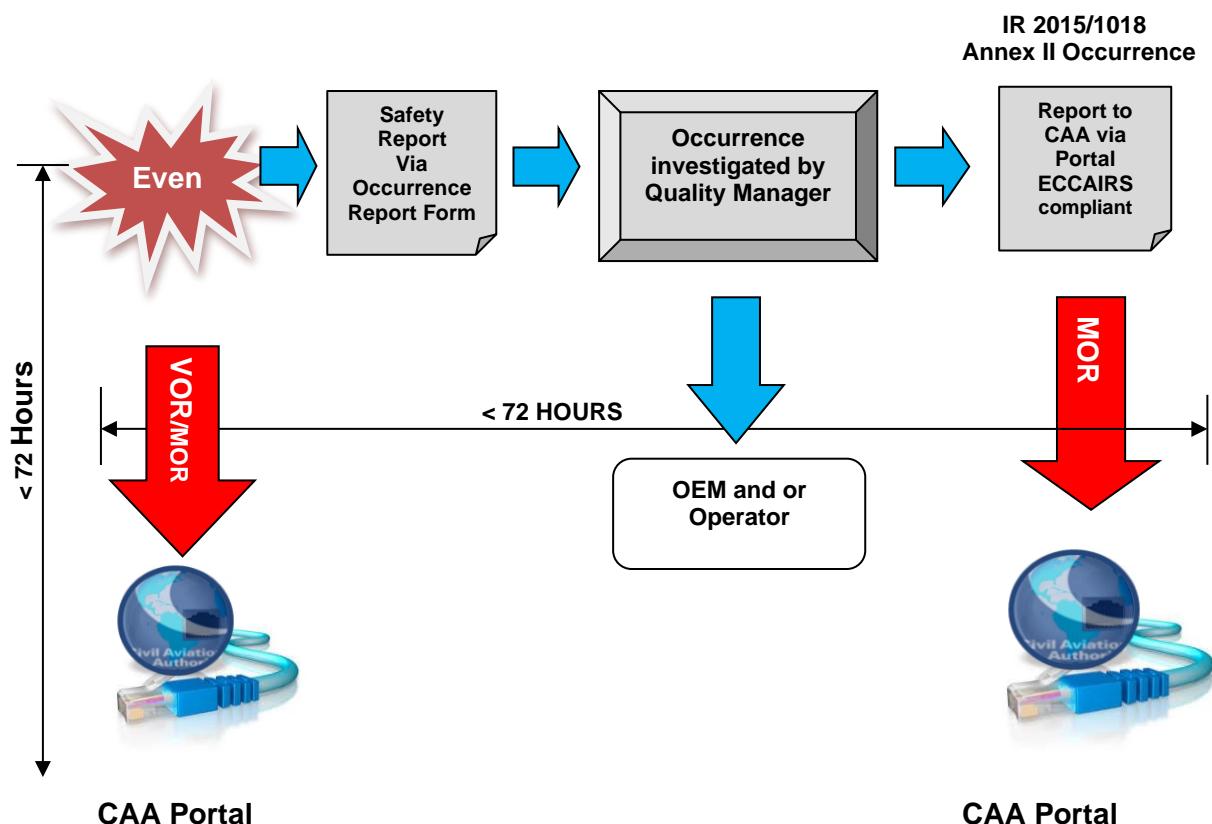
2.18.5 Independence of Occurrence Processing

The Quality Manager is the person responsible for processing Safety Occurrence Report Form received from personnel. The handling of the reports shall be done with a view to preventing the use of information for purposes other than safety and shall appropriately safeguard the confidentiality of the identity of the reporter and of the persons mentioned in occurrence reports, with a view to promoting a ‘just culture’.

2.18.6 Occurrence Database

The Quality Manager will maintain a record of Safety Occurrence Report forms received. As Air X Jet Support is a small organization, all occurrences defined in Commission Implementing Regulation (EU) 2015/1018 Annex II and listed in 1.33.2 will be reported to the CAA via the CAA Portal.

2.18.7 Process Diagram



 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
	MAINTENANCE PROCEDURES		Page: 2.51
			Date: 12 Nov 18

2.18.8 Safety Occurrence Report Form

 PART A		SAFETY OCCURRENCE REPORT FORM							
		<i>Part A to be completed by the person identifying the occurrence</i>							
Date Location Local Time									
Name of Reporter (Optional)		Department/Organization							
Aircraft Registration				Aircraft Serial Number					
Engine Type		Ground Phase (✓)		Maintenance					
Component Part				Ground Handling					
Part No.				Unattended					
Serial No.				Not Applicable					
References: MM/IPC/SRM									
Report									
Once complete submit to Quality Manager									
PART B		<i>Part B to be completed by Quality Manager</i>							
		Reference IR 2015/1018 Annex II		Mandatory Report		Yes (✓)	No (✓)		
		Date submitted to CAA							
		Date entered on database							
		Quality Manager Comments							
Utilisation - Aircraft				Utilisation – Engine/Component					
	Total	Since OH/Repair	Since Inspection		Total	Since OH/Repair	Since inspection		
Hours				Hours					
Landings				Cycles					
Quality Manager Investigation (✓)				No	Open	Closed			

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 5.2
MAINTENANCE PROCEDURES		Page:	2.52
		Date:	12 Nov 18

2.18.9 Internal Occurrence Reporting

The Encouragement of Reporting

The aim of the Organization's internal occurrence reporting system is to encourage the free and frank reporting of hazards and risks by not covered by Regulation (EU) No 376/2014 or Regulation (EU) 2015/1018, with the objective of identifying the factors contributing to those hazards and risks and initiate mitigating actions to reduce the risk to as low as reasonably practicable.

A **Hazard** is defined as any condition, event, or circumstance which could induce an accident.

Risk is a combination of the likelihood of a hazard occurring and the severity of the accident that could result; e.g. the higher the risk, the more likely the accident will occur and/or the more severe will be the consequence

A Code of Practice

The following procedures represent the code of practice to reduce hazards and risks within the Organization.

The Organization operates a confidential internal reporting system to allow personnel to report hazard and risk issues that may warrant further attention. Personnel may anonymously report hazards using the Safety Occurrence Report form in section 2.18.8 of this Exposition, completing any fields necessary to describe the hazard or risk. This reporting system facilitates the collection of event data to assist in the identification of the "root causes" so that appropriate mitigating actions (e.g. training, new procedures) can be implemented.

No Reprisal Policy

To ensure compliance with the Organizations Safety and Quality Policy detailed in section 1.2 of this Exposition, there will be no discrimination against any employee who reports unsafe conditions or hazards. Indeed, personnel are encouraged and required to do so.

2.18.10 Description of Process to Report Occurrences

Personnel are required to immediately report any hazard or risk that they discover in the work place to the Maintenance Manager or the Quality Manager if an anonymous report is required. The Safety Occurrence Report Form is provided for this purpose, see section 2.18.8

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
	MAINTENANCE PROCEDURES	Page:	2.53
		Date:	12 Nov 18

2.18.11 Description of Process to Investigate Internal Occurrences

The Quality Manager shall review any reports received and inform the Maintenance Manager of the details of the hazard or risk and request an investigation be carried out and details of any mitigating actions to reduce the risk to an acceptable level.

2.18.12 Description of Process to Record Occurrences

The Quality Manager retains all internal occurrence reports on file. If requested by the report instigator, the Quality Manager will edit the report to make it anonymous.

2.18.13 The Analysis of Occurrence Data

The Quality Manager will analyse internal occurrence reports and provide details of factors within those reports. Hazards and risks will be analysed for causation factors and trends.

2.18.14 Management Actions in Response to Occurrence Findings

The Maintenance Manager will review the Quality Manager's report and perform the recommended actions to prevent a re-occurrence of the maintenance error.

2.18.15 Feedback to Staff

The Quality Manager will provide a written response to the instigator of the internal occurrence report providing details of mitigating actions or otherwise to be taken by the Maintenance Manager to minimise the risk.

A summary of internal occurrence reports will also be discussed at the continuation training sessions as detailed in section 3.4.7 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.54
		Date:	05 Oct 17

2.19 RETURN OF DEFECTIVE AIRCRAFT COMPONENTS TO STORE

Part 145.A.40 - Part 145.A.42 (d) / AMC 145.A.42 (d) 1, 2 - Part 145.A.70 (a) 12

NOTE: A “defective component” means a component removed from an aircraft for any reason.

2.19.1 Labelling and Identification of Defective Components

When a component is removed from an aircraft for any reason, its status shall be clearly identified. This identification shall be by the attachment of a label as detailed in section 5 of this Exposition. The person removing the component shall annotate the following information on the label:

- Part Number and Serial Number (if applicable)
- Description, time in service, TSO and TSN (if known)
- Aircraft Registration and date of removal
- Reason for Removal
- Defect if applicable

Any information missing from the label will be filled in by reference to available aircraft records. The component will be returned to the dispatch area in stores and placed on the appropriate shelf or if too large, on the floor adjacent to stores, to await dispatch paperwork.

2.19.2 Handling and Movement of Components

The Maintenance Manager will review the returned component and request disposal instructions from the owner / operator.

2.19.3 Storage of Defective Components

During storage of unserviceable components the following actions will be performed:

- Components must be properly blanked
- ESD requirements shall be complied with as required
- Fire bottle cartridges will be made safe
- Nitrogen and oxygen bottles will be discharged to the minimum specified pressure
- Shock struts will be discharged of gaseous contents
- Requirements of the aircraft/engine component maintenance manual to be complied with
- Components protected as necessary
- Wheel and tyre assemblies will be stored at a pressure not to exceed 50 psi

2.19.4 Components “On Hold”

Components “on hold” shall be processed as detailed in this section.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.55
		Date:	05 Oct 17

2.20 DEFECTIVE COMPONENTS TO OUTSIDE CONTRACTORS

Part 145.A.40 - Part 145.A.42 - Part 145.A.70 (a) 12, 14, 16

2.20.1 Despatch of Components for Repair/Overhaul/Calibration

When a component is required to be sent to an outside contractor for repair, overhaul or calibration, a purchase order will be raised against the exchange/repair/overhaul supplier and a copy placed with the item. The item will be shipped with all necessary paperwork to enable the recipient to perform the required work on the component.

2.10.2 Identification of Required Work

The purchase order will clearly and unambiguously detail the required work to be undertaken by the sub-contractor. Where a component has a fault and the required work is not known, a full description of defect must be stated. The required airworthiness release must also be stated. For components such as actuators and computers a tear down report may be requested.

2.20.3 Control of Despatch, Location and Return

Components despatched for repair/overhaul/calibration will be forwarded to the Organization approved suppliers as detailed in section 2.1 of this Exposition. Receipt of components from outside contractors shall be as detailed in section 2.2 of this Exposition.

2.20.4 Return of Unserviceable Loan Parts

The Organization does not operate a loan parts service.

2.20.5 Management of the Packaging and Special Transportation Conditions

Components subject to special packaging and transportation conditions shall comply with the following requirements:

- Where required the component will be transported in its special to type container
- Components must be properly blanketed to prevent leakage or contamination
- ESD components shall be packaged with ESD packaging and labelled accordingly
- Shock struts will be discharged of gaseous contents
- Requirements of the aircraft/engine component maintenance manual to be complied with
- Components protected as necessary
- Wheel and tyre assemblies will be stored at a pressure not to exceed 50 psi

Components such as pressure vessels, fire extinguisher cartridges and all other components classified as hazardous material shall be packaged by a company approved for the packaging of hazardous material.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.56
		Date:	05 Oct 17

2.21 CONTROL OF COMPUTER MAINTENANCE RECORDS SYSTEM

Part 145.A.45 / AMC 145.A.45 (g) 3 - AMC 145.A.50 (b) 5 - Part 145.A.55 (c) 2 / AMC 145.a.55 (a) 4, 6, (c) 2

2.21.1 Information Retrieval

Operator's Data

Most of the Organizations' customers have contracted the maintenance and control of their aircraft's status to third party companies specialized on computerized maintenance tracking such as CAMP.

This responsibility for information retrieval lies with the customer together with their contracted maintenance tracking companies.

An operator may wish to give the Company direct access to his maintenance data. This is generally through electronic access. This access may be limited in time and/or to "read only" or "read and update" access. The operator must give his instructions in writing to these companies before they will allow the Organization access to the data of their aircraft.

Organization's Computerized records

No software programmes are currently used by the Organization, all work-packs are scanned on completion on to the maintenance computer.

2.22.2 Backup Systems

The Maintenance Manager will back up records data on a regular basis and stored as detailed in section 2.14.6 of this Exposition.

2.22.3 Security and Safeguards to Unauthorized Access

Access to the scanned maintenance records on the computer is via password. As the records are scanned copies it is not possible to change a scanned image.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.57
		Date:	05 Oct 17

2.21 CONTROL OF MAN – HOURS PLANNING VERSUS SCHEDULED MAINTENANCE WORK

Part 145.A.30 (d) / AMC 145.a.30 (d) 1, 2, 3, 4, 5, 7, 8 - Part 145.A.70 (a) 12 (b)

2.22.1 Management System of Organization Planning Versus Time Available

A continuous review of any provided owner / operators aircraft fleet maintenance forecasts is carried out and reviewed against available manpower resources. Where actual staff availability is less than required, discussions are held with the Owner / operator to reschedule the maintenance inputs to ensure sufficient manpower is available. Use may also be made of contract B1 or B2 support staff.

Unplanned line maintenance such as defect rectification is only accepted when sufficient and appropriate manpower is available.

2.22.2 Type of Planning

Due to the ad-hoc nature of the work performed by the Organization a formal man-hours plan against planned work is not possible.

2.22.3 Types of Factors Taken into Account in the Planning

Human Performance Limitations

The Maintenance Manager shall make every effort to minimise human performance limitation risks when scheduling maintenance work inputs by the following mitigating actions:

Limitation	Mitigating Action
Fatigue	Adequate maintenance input periods, complex tasks not performed at end of shift, awareness of staff health, circadian rhythms
Stressors	Adequate planning, additional staff as required, minimum interruptions, availability of required tools and equipment
Experience	Use of appropriately trained personnel
Environmental	Adequate lighting, heating, minimum noise, space
Communication	Clear and concise instructions, communications not rushed
Safety Awareness	Maximum information, interpretation of data, adequate checks, situational awareness
Personalities and Attitudes	Complementary maintenance teams, personal development

Complexity of Work

Where the planned maintenance task involves work in numerous areas of the aircraft, such as a scheduled maintenance inspection, the Maintenance Manager shall take the following factors into account during the planning process:

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.58
		Date:	05 Oct 17

- Sufficient downtime has been allowed by the operator
- Sufficient manpower is available to ensure continuity of maintenance and inspection responsibility
- Appropriate certifying and support staff are available when required to ensure planned release to service dates can be met
- Contracted work such as NDI tasks are planned to integrate with critical path progress

Additional Factors

The Maintenance Manager shall be aware of additional factors during the input planning process that may affect allocated downtime or the ability of the Organization to complete the tasks. These include but are not limited to:

- Aircraft arrival and departure slots
- Availability of spares
- Time required for component servicing at subcontractors
- Incoming fuel loading if tank access is required
- Safety considerations if working at height or in confined spaces
- Availability of hangar space
- Availability of ramp space for engine runs etc.
- Unavailability of staff due to holiday, training etc.

2.22.4 Planning Revision Process

In the event that the operator requests a revision to the planned input, a revised work order shall be requested from the operator. The Maintenance Manager shall review the revised work order and assess whether the previously planned input is still achievable. Any concerns shall be discussed with the operator.

2.22.5 Organisation of Shifts

At this time, the Organization does not operate a shift system.

2.22.6 Notification to the Accountable Manager of Deviations Exceeding 25% Between the Work Load and the Man Hour Availability

Where the planned workload varies in excess of 25% of the available man-hours during a calendar month the Accountable Manager shall be made aware. A decision will be made by the Accountable Manager and Maintenance Manager to use contracted staff or to revise the floor-loading plan for the duration of the exceedance.

The Accountable Manager and Maintenance Manager shall be aware of the AMC 145.A.30 (d) requirement which states that at least half of the staff that perform maintenance should be employed by the Organization. When this requirement cannot be met for a specific operational necessity, the Maintenance Manager shall contact the CAA to request a temporary increase. This request shall include the reason for the request and the additional safety precautions being taken to ensure adequate Organization stability.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 5.2
MAINTENANCE PROCEDURES		Page:	2.59
		Date:	12 Nov 18

2.23 CONTROL OF CRITICAL TASKS

Part 145.A.48 (c) / AMC4 145.A.48(b) - Part 145.A.65 (b) 3 / AMC 145.A.65 (b) 3 - Part 145.A.70 (a) 12 (b)

2.23.1 Critical Task Procedure and Control

Where a maintenance task involves some element of disassembly / re-assembly of several aircraft components of the same type fitted to more than one system of the same aircraft, wherever possible, the tasks shall not be carried out by the same person. The purpose of this requirement is to minimise a maintenance error being repeated on identical aircraft components thereby compromising more than one aircraft system.

Where only one person is available to carry out and certify these tasks then that person shall perform a separate re-inspection after task completion of all the same tasks. An entry on the work card stating "CRITICAL TASK INSPECTION" shall be entered and certified.

Where the integrity of a critical task can be verified by a subsequent check or independent inspection, i.e. an engine run to check for leaks or inspection by a person described in section 2.23.3 of this Exposition, then the critical task inspection requirement can be waived.

2.23.2 Critical Task List

A critical task includes but is not limited to the following:

- Inspection of chip detectors on multi-engine aircraft
- S.O.A.P. checks on multi-engine aircraft
- Refitting of oil filler caps on multi-engine aircraft
- Refitting of more than one wheel and tyre assemblies on an axle and/or brake units
- Refitting of crew seats

2.23.3 Independent Inspection Procedure

An independent inspection shall be carried out after any flight safety sensitive maintenance task has been carried out.

The manufacturers instructions for continued airworthiness should be followed when determining the need for an independent inspection.

In the absence of maintenance and inspection standards published by organisation responsible for the type design, maintenance tasks that involve the assembly or any disturbance of a control system that, if errors occurred, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft should be considered as flight safety sensitive maintenance tasks needing an independent inspection. A control system is an aircraft system by which the flight path, attitude, or propulsive force of the aircraft is changed, including the flight, engine and propeller controls, the related system controls and the associated operating mechanisms.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 5.2
MAINTENANCE PROCEDURES		Page:	2.60
		Date:	12 Nov 18

2.23.3.1 Definitions

Independent Inspection - is an inspection performed by an 'independent qualified person' of a task carried out by an 'authorised person'.

Authorised Person - is the person who performs the task or supervises the task and they assume the full responsibility for the completion of the task in accordance with the applicable maintenance data. The authorised person issues the certificate of release to service or signs off the completion of the task after the independent inspection has been carried out satisfactorily

Independent Qualified Person - is the person who performs the independent inspection and attests the satisfactory completion of the task and that no deficiencies have been found. The 'independent qualified person' does not issue a certificate of release to service, therefore they are not required to hold certification privileges;

2.23.3.2 Work Card Recording of Independent Inspection

The authorised person requiring an independent check of work they have carried out shall check (✓) the Independent Check Box on work card (MF013). On completion of the independent check both the authorised person and the independent qualified person shall record their identification in the designated box of MF013 before the certificate of release to service or sign-off for the completion of the task is issued.

2.23.3.3 Qualifications of persons performing independent inspections

The 'independent qualified person' shall be:

- a. Staff holding a certifying staff or support staff or sign-off authorisation or equivalent necessary to release or sign off the critical maintenance task; or
- b. Staff holding a certifying staff or support staff or sign-off authorisation or equivalent necessary to release or sign off similar task in a product of similar category and having received specific practical training in the task to be inspected; or
- c. An aircraft commander holding a limited certification authorisation in accordance with 145.A.30(j)(4) and having received adequate practical training and having enough experience in the specific task to be inspected and on how to perform independent inspection. This qualification shall be subject to acceptance by the Quality Manager.

2.23.3.4 How to perform an independent inspection

An independent inspection should ensure correct assembly, locking and sense of operation. When inspecting control systems that have undergone maintenance, the independent qualified person should consider the following points independently:

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
MAINTENANCE PROCEDURES		Page:	2.61
		Date:	12 Nov 18

- a. all those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking;
- b. the system as a whole should be inspected for full and free movement over the complete range;
- c. cables should be tensioned correctly with adequate clearance at secondary stops;
- d. the operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense;
- e. if different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls; and
- f. software that is part of the critical maintenance task should be checked, for example: version, compatibility with aircraft configuration.

2.23.3.5 Reinspection Procedure

Reinspection, as an error-capturing method, should only be performed in unforeseen circumstances when only one person is available to carry out the task and perform the independent inspection. The circumstances cannot be considered unforeseen if the person or organisation has not assigned a suitable ‘independent qualified person’ to that particular line station or shift.

Reinspection is an error-capturing method subject to the same conditions as an independent inspection is, except that the ‘authorised person’ performing the maintenance task is also acting as ‘independent qualified person’ and performs the inspection.

The certificate of release to service is issued after the task has been performed by the ‘authorised person’ and the reinspection has been carried out satisfactorily. The work card (MF013) shall record the identification and the details of the reinspection before the certificate of release to service for the task is issued.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.1
MAINTENANCE PROCEDURES		Page:	2.62
		Date:	24 Oct 18

2.24 REFERENCE TO SPECIFIC MAINTENANCE PROCEDURES

Part 145.A.70 (a) 12

2.24.1 Work Away from Base Including Occasional Line Maintenance as per 145.A.75

When a requirement arises to perform maintenance away from base the procedures detailed in section 2 of this Exposition shall be applied. A work pack will be raised and provided to the certifying staff.

Any spares, materials or tooling required shall be controlled as per section 2 of this Exposition.

Certifying staff performing work away from base shall assess the facility and environmental conditions to ensure that they can complete the requested task in compliance with the approved data and this Exposition.

2.24.2 Engine Run Up

Engine run-up shall be performed in accordance with the approved data for the particular airframe / engine type by an appropriately trained engineer.

Appropriate training shall consist of performing engine running training in a type specific ground or flight simulator training device and/or being trained by a type rated line training captain of the specific aircraft owner/operator.

Personnel performing engine-running tasks shall be aware of local airport rules and procedures.

Prior to running an aircraft engine, personnel shall inspect the intake and exhaust for FO and damage; the area in the vicinity of the aircraft for FO and that all work carried out on an engine has been signed for; correct oil levels; serviceable fire detection and extinguishing systems and aircraft is secure (panels secure, cowlings secure, aircraft chocked).
chocked).

2.24.3 Aircraft Pressure Run

Aircraft pressure runs using either engines or external rigs shall be performed in accordance with the approved data for the particular aircraft.

Prior to performing an aircraft pressure run, personnel shall inspect the aircraft pressure hull for security (panels secure; doors secure; safety nets fitted if required; area around aircraft designated a No Go zone and suitable warning posters prominently displayed).

If using the engines to pressurize the hull, personnel inside the aircraft shall be medically fit and not be suffering from any condition that could jeopardise their health. Communication with a person outside the aircraft shall be maintained.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 5.1
MAINTENANCE PROCEDURES		Page:	2.63
		Date:	24 Oct 18

2.24.4 Aircraft Towing

Not currently performed by the Organization.

2.24.5 Aircraft Taxying

Taxying of aircraft shall only be performed by personnel approved by the Maintenance Manager and with written authorisation by the aircraft owner/operator. The authority to taxi will be indicated on the individual certifying staff's authorisation form.

2.24.6 Technical Wash

Not currently performed by the Organization.

If an aircraft has an input to the Organization after a wash, the certifying staff shall be aware of the risk of installed blanking tapes and plugs, which could have been left on the aircraft.

2.24.7 Control / Supervision of De-Icing Systems

Not currently performed by the Organization.

2.24.8 Handling and Control of Waste Materials

The handling and control of waste material shall be in accordance with COSHH regulations and local environmental rules. Waste materials shall be disposed of securely so as to prevent FO risks, particularly in the ramp area.

2.24.9 Scrapping of Parts

The Maintenance Manager is responsible for ensuring that all aircraft components or equipment deemed Unsalvageable, Scrap or Beyond Economical Repair (BER) is correctly labeled as Unserviceable and placed on the unserviceable shelf in stores until disposition instructions are received from the operator.

2.24.10 Reduced Vertical Separation Minimum (RVSM) Procedures

RVSM maintenance requirements are detailed in the operator's continuing airworthiness programme.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.64
		Date:	05 Oct 17

2.25 PROCEDURES TO DETECT AND RECTIFY MAINTENANCE ERRORS

Part 145.A.48 (b) (c) - Part 145.A.60 (a) (b) (c) (d) / AMC 145.A.60 (b) - Part 145.A.65 (b) 3 /AMC145.A.65 (b) 3 - Part 145.

2.25.1 Aims and Objectives of Error Management System

The Encouragement of Reporting

The aim of the Organization's error management system is to encourage the free and frank reporting of maintenance errors by personnel with the objective of identifying the factors contributing to maintenance errors and to make the system resistant to similar errors.

A Code of Practice

The following procedures represent the code of practice to reduce hazards and risks from maintenance errors.

The Organization operates a confidential reporting system to allow personnel to identify specific maintenance safety issues that warrant further attention. Personnel may anonymously report hazards using the same report. This reporting system facilitates the collection of event data to assist in the identification of the "root causes" so that appropriate mitigating actions (e.g. training, new procedures) can be implemented.

No Reprisal Policy

To ensure compliance with the Organizations Safety and Quality Policy detailed in section 1.2 of this Exposition, there will be no discrimination against any employee who reports unsafe conditions or hazards. Indeed, personnel are encouraged and required to do so.

2.25.2 Description of Process to Report Occurrences

Personnel are required to immediately report and unsafe condition or hazard that they discover in the work place to the Maintenance Manager or the Quality Manager. The Safety Occurrence Report Form is provided for this purpose, see section 2.18.8

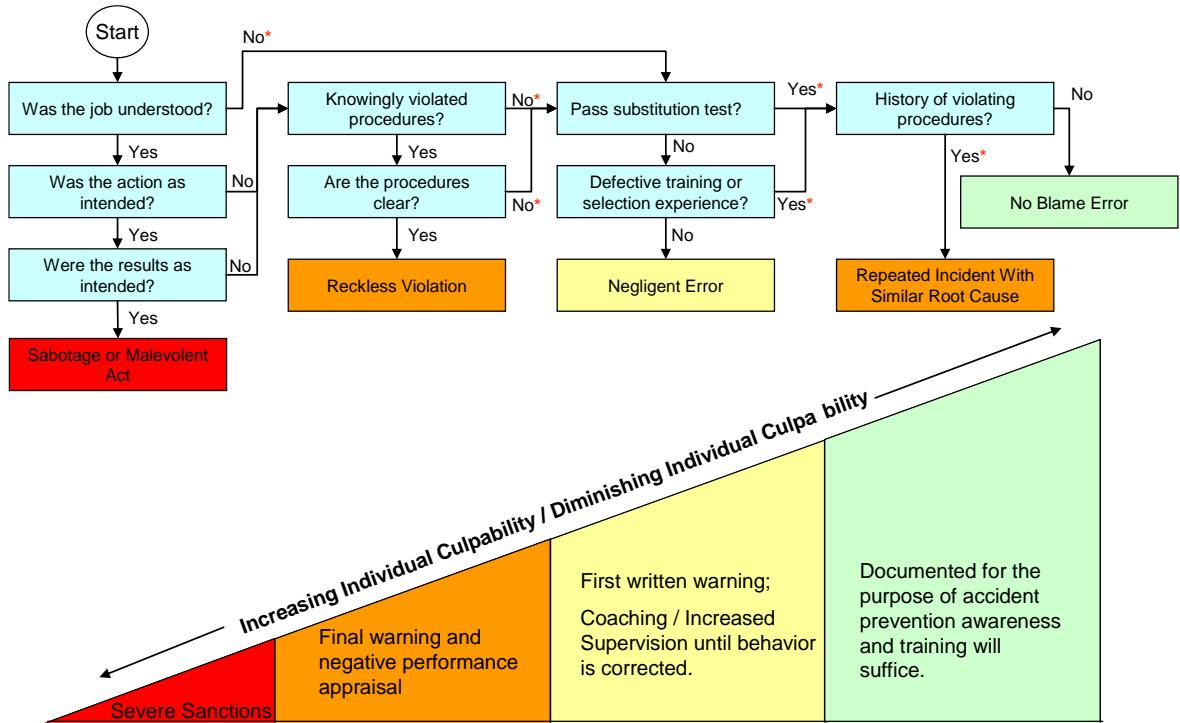
2.25.3 Description of Process to Investigate Occurrences

The Quality Manager shall investigate maintenance error occurrences and provide a written report to the Accountable Manager and Maintenance Manager.

The report shall include a brief summary, details of the maintenance error occurrence, root cause analysis, corrective action and recommended preventative action.

The Quality Manager will make use of the following chart to determine culpability.

airX JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.65
		Date:	05 Oct 17



* Indicates a 'System' induced error. Manager/supervisor must evaluate what part of the system failed and what corrective and preventative action is required. Corrective and preventative action shall be documented for management review.

2.25.4 Description of Process to Record Occurrences

The Quality Manager retains all maintenance error occurrence reports on file. If requested by the report instigator, the Quality Manager will edit the report to make it anonymous.

2.25.5 The Analysis of Occurrence Data

The Quality Manager will analyse maintenance error occurrence reports and provide details of factors within those reports. Maintenance error occurrences will be analysed for causation factors, examples of which are:

- Non-compliance with procedures
- Fatigue
- Environmental
- Availability of data
- Availability of parts, tooling and materials
- Training
- Sufficient downtime
- Competence

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	MAINTENANCE PROCEDURES	Page:	2.66
		Date:	05 Oct 17

2.25.6 Management Actions in Response to Occurrence Findings

The Maintenance Manager will review the Quality Manager's report and perform the recommended actions to prevent a re-occurrence of the maintenance error.

2.25.7 Feedback to Staff

The Quality Manager will provide a written response to the instigator of the internal occurrence report by providing a copy of the investigation report and the actions to be taken by the Maintenance Manager to prevent a re-occurrence of the maintenance error.

2.25.8 Sharing Information from Investigations

Where the results of an investigation of a maintenance error occurrence could be repeated on an aircraft of the same type design, the procedure detailed in section 2.18 of this Exposition shall be initiated.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 /0
	MAINTENANCE PROCEDURES	Page:	2.67
		Date:	02 Jan 20

2.26 SHIFT / TASK HANDOVER PROCEDURES

Part 145.A.47 (c) / AMC 145.A.47 (c) - Part 145.A.70 (a) 12

2.26.1 Shift Structure

The shift structure is designed to ensure an overlap of personnel to assure continuity of maintenance responsibility and awareness.

Stansted Base

The Organisation operates the following shift pattern in addition to a standard working week:

- 1 engineer on one shift comprising of one B1 Engineer
- Shift time of 07.00 – 19.00
- Each shift is rostered 7 days on and 7 days off

- 2 engineers on one shift comprising of one B1 Engineer + 1 Mechanic
- Shift time is 07.00 – 19.00
- Each shift is rostered 4 days on and 4 days off

- 1 engineer on one shift comprising one B1 Engineer (ERJ-190 support)
- Shift time is as variable depending on ERJ-190 operations
- Each shift is rostered 14 days on and 14 days off

Luton Line

The Organisation operates the following shift pattern:

- 1 engineer on each shift comprising of one B1 Engineer plus 1 mechanic
- Shift time of 07.00 – 19.00
- Each shift is rostered 7 days on and 7 days off

The above resources may be varied by the Maintenance Manager depending on work loads at each location.

2.26.2 Handover Procedure

When a task is required to be handed over from one shift to the oncoming shift, the shift engineer handing over the task shall ensure that, as required, all work that has been accomplished on the off going shift has been signed for or certified on the maintenance records. This assures continuity of inspection responsibility. Any outstanding work for specific tasks is to be recorded in a specific "Handover Email" to the oncoming shift engineer. The engineer coming on shift shall reply with questions if any handover information requires to be clarified. The same e-mail string is used for each handover but shall a new email shall be generated at each weekly handover.

This email shall provide a record of the shift handover tasks.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
MAINTENANCE PROCEDURES		Page:	2.68
		Date:	05 Oct 17

2.27 PROCEDURE FOR THE NOTIFICATION OF MAINTENANCE DATA INACCURACIES AND AMBIGUITIES TO THE TYPE CERTIFICATE HOLDER

Part 145.A.45 (c) / AMC 145.A.45 (c) 1, 2 - Part 145.A.70 (a) 12

2.27.1 Definition of Maintenance Data Ambiguities

A maintenance data ambiguity is defined as maintenance information that is inaccurate, incorrect and incomplete or could be interpreted in a manner that if complied with, could result in an aircraft or aircraft component not being in compliance with its type design or properly altered condition.

2.27.2 Method of Internal Reporting of Maintenance Data Ambiguities

Any maintenance data ambiguities may be reported to the Maintenance Manager using the Internal Occurrence Report form QF 013.

2.27.3 Method of External Reporting of Maintenance Data Ambiguities to the Authors of that Data

Any maintenance data ambiguities may be reported to the author of that data using their prescribed method in a maintenance manual for example. Where no such method is described, the Maintenance Manager will contact the data author by email, providing all necessary details of the ambiguity or inaccuracy.

2.27.4 Feedback to Staff and Implementation of TC Holder / Manufacturer Corrections

On the receipt of a response from the author resulting from a notification of a maintenance data ambiguity or inaccuracy, the Maintenance Manager will inform the person who initiated the query neither by an email or verbally.

2.27.5 Impact of the Data Ambiguity on the On Going Maintenance Task

Where a maintenance data ambiguity or inaccuracy is identified during an on going maintenance task, the certifying staff will not certify that task until a response has been received from the author to the maintenance data error report.

When a documented response has been received from the data author and the response indicates a change to the approved data, a reference to that data change shall be recorded on the work sheet and a copy of the response filed with the maintenance record.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 7
MAINTENANCE PROCEDURES		Page:	2.69
		Date:	01 Oct 19

2.28 PRODUCTION PLANNING PROCEDURES

2.28.1 Establishment of a Clear Work Order of Contract

Maintenance requirements are received from the aircraft owner / operator and are reviewed by the Maintenance Manager for clarity of requirements, references to approved data, available downtime any other conditions that may affect the Organization's ability to satisfy the requirement.

2.28.2 Procedure for Establishing All Necessary Resources are Available Before Commencement of Work

The Maintenance Manager is responsible for reviewing the maintenance request for the Organization's ability to comply. An assessment of the following is carried out:

- Availability of appropriately authorized certifying staff
- Availability of required equipment and tooling
- Availability of material and parts
- Availability of approved data

When the Maintenance Manager is satisfied that the maintenance task(s) can be performed in the allocated downtime, a work pack containing all required maintenance is compiled.

2.28.3 Procedures for Organizing Maintenance Personnel and Providing all Necessary Support During Maintenance

The Maintenance Manager shall review the required personnel for the planned maintenance task. He shall ensure that personnel are allocated maintenance tasks that are within their capability and experience whenever possible.

Where a task is particularly complex, the Maintenance Manager will ensure expert assistance is available such as on-site assistance from the manufacturer or other organizations.

Any additional necessary support required during maintenance shall be provided to maintenance personnel to ensure the completion of tasks without undue time pressure or unnecessary distractions.

2.28.4 Consideration of Human Performance Limitations

The Maintenance Manager, certifying and planning staff shall be aware of human performance limitations when approving planned work inputs. In particular they will consider the following:

- Time of day / night for planned work
- Time period of planned work (e.g. remote working shall consider travelling time)
- Manpower availability
- Experience of allocated maintenance personnel
- Environmental conditions

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 7
	MAINTENANCE PROCEDURES	Page:	2.70
		Date:	01 Oct 19

- Fatigue of task nominated staff with relation to hours worked, time spent in different time zones etc.
- Consideration of allocating support or monitoring staff when fatigue of certifying staff is a consideration.

2.28.5 Planning of Critical Tasks

The Maintenance Manager will, whenever possible, not plan for critical maintenance tasks to be performed at the end of a workday when maintenance personnel could be tired.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	4 / 0
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.1
		Date:	02 Jan 20

PART L2

ADDITIONAL LINE MAINTENANCE PROCEDURES

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	4 / 0
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.2
		Date:	02 Jan 20

L2.1 LINE MAINTENANCE CONTROL OF AIRCRAFT COMPONENTS, TOOLS, EQUIPMENT ETC.

Part 145.A.70 (a) 12, 15 - Part 145.A.75 (b), (c), (d)

L2.1.1 Controls

The Organization does not have specific line maintenance procedures for the control of components, tools, equipment etc. at Stansted or Luton. The procedures detailed in Part 2 of this Exposition are to be complied with when performing line maintenance activities.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.3
		Date:	02 Jan 20

L2.2 LINE MAINTENANCE PROCEDURES RELATING TO SERVICING / FUELLING / DE-ICING ETC.

Part 145.A.70 (a) 12, 15 – Part 145.A.75 (b), (c), (d)

L2.2.1 Technical and Maintenance Documentation Management (control and amendment)

The Organization does not have specific line maintenance procedures for the control of technical and maintenance documentation management at Stansted or Luton. The procedures detailed in Part 2 of this Exposition are to be complied with for the management and control of technical and maintenance documentation.

L2.2.2 Company Technical Procedures / Instructions Management

The Organization does not have specific line maintenance technical procedures / instructions for line maintenance tasks at Stansted or Luton. Where the Organization identifies a requirement to perform temporary line maintenance activities at a location other than Stansted or Luton as per 145.A.75 (d), specific local procedures shall be compiled as an approved technical procedure by the Maintenance Manager to supplement the procedures detailed in this Exposition.

L2.2.3 Fuel Supply Quality Monitoring

The Stansted or Luton Airport Authority approved fuelling organisation carries out all fuelling of aircraft. The organization does not perform quality monitoring of the fuel supply bulk storage as this is considered the responsibility of the aircraft operator.

At all times, however, if a fuelling activity is being performed as part of a maintenance task, maintenance personnel shall be vigilant that the fuel being uplifted is the correct grade for the aircraft and that the aircraft is properly earthed.

To prevent fuelling related maintenance errors, maintenance personnel shall be aware of aircraft type specific fuelling procedures as detailed in the aircraft maintenance manual.

L2.2.4 Ground De-icing (procedures / monitoring of sub-contractors)

Ground de-icing activities are not performed by the Organization.

L2.2.5 Maintenance of Ground Support Equipment

The Organization does not have specific line maintenance procedures for the maintenance of ground support equipment at Stansted or Luton. The procedures detailed in Part 2 of this Exposition are to be complied with when performing maintenance activities on ground support equipment.

L2.2.6 Monitoring of Sub-Contracted Ground Handling and Servicing

The Organization does not sub-contract ground handling or servicing.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	4 / 0
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.4
		Date:	02 Jan 20

L2.3 LINE MAINTENANCE CONTROL OF DEFECTS AND REPETITIVE DEFECTS

Part 145.A.70 (a) 12, 15 – Part 145.A.75 (b), (c), (d)

L2.3.1 Reportable Defects

Line maintenance defects arise from two sources, pilots' reports (technical log entries) and defects resulting from scheduled line maintenance inspections (maintenance entries).

In addition, an owner / operator may utilise a cabin defect log where items of a non-airworthiness nature are entered.

Defects from pilots' reports (technical log entries) shall be investigated and rectified as necessary using the appropriate approved data when requested by the operator in the form of a work order or contract clause. A certificate of release to service shall be certified in the owner / operator's aircraft technical log and in accordance with the procedures detailed therein. In the absence of such procedures, advice shall be sought from the owner / operator's flight crew or continuing airworthiness management organization or reference shall be made to section L2.4 of this Exposition. In addition, defects from pilots' reports shall be entered onto the Organization work sheets under an applicable work order number to provide compliance with section 2.13 of this Exposition.

Defects found during scheduled line maintenance inspections shall be actioned as detailed in section 2.13 of this Exposition. As required by the owner / operator, defects found during scheduled line maintenance inspection that result in a component change shall also be entered in the owner / operator technical log.

Cabin defects that do not require a certificate of release to service shall be signed for by certifying staff in the owner operators cabin defect log and shall be entered onto the Organization work sheets under an applicable work order number to provide compliance with section 2.13 of this Exposition.

Note: Items such as seats and toilet ashtrays are classified as airworthiness items and must not be entered in the cabin defect log.

L.2.3.2 Rules for Deferring

The classification of deferrable defects shall be in accordance with the owner / operator's competent authority approved Minimum Equipment List. The rules for the deferment of line defects shall be as detailed in section 2.15.2 of this Exposition.

The written authority of the operator shall be obtained prior to the Organization's certifying staff releasing an aircraft to service with a deferred defect.

Personnel shall be aware of the maintenance and placarding requirements of an MEL item and ensure they are complied with.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.5
		Date:	02 Jan 20

L2.3.3 Awareness of Deferred Defects Carried by Aircraft

When processing a deferred defect in accordance with this section of the Exposition of this Exposition, the certifying staff shall review all deferred defects that the aircraft is carrying. Where the certifying staff notices a conflict of deferred defects that could result in an unsafe condition or the defect being processed has multiple previous entries, then this shall be brought to the attention of the owner / operator.

The responsibility to accept an aircraft with multiple deferred defects remains with the operator. The Organization may only certify a release to service for the work it has performed as defined in the release to service statement in section 2.16.1 of this Exposition.

L2.3.4 Analysis of Tech Log

The Organization does not perform an analysis of the tech log. This is the responsibility of the operator.

L2.3.5 Co-ordination with the Operator

The Maintenance Manager will ensure that the operator is kept fully briefed on the status of defect rectification. This is to allow the operator to properly plan flights and crew flight time limitation duties.

The Maintenance Manager will ensure the original maintenance records are forwarded to the operator as detailed in section 2.14.5 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 6
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.6
		Date:	07 Jan 19

L2.4 LINE PROCEDURE FOR COMPLETION OF TECHNICAL LOG

Part 145.A.70 (a) 12, 15 - Part 145.A.75 (b), (c), (d) – AMC 20-6

L2.4.1 Technical Log System

The owner / operators technical log is designed to allow recording of defects, malfunctions and maintenance performed on the aircraft to which it applied whilst the aircraft is operating between scheduled maintenance inspections. In addition it includes maintenance information required by the operating crew and is used for recording operating information relevant to flight safety. The maintenance information includes but may not be limited to:

- The operating crews observations and remarks as a result of aircraft operation in service including the aircraft, engines, components and systems technical status
- Defects or incidents having effect on airworthiness
- Results of technical inspections requested by the maintenance organisation
- Maintenance performed by the Part 145 maintenance organisation which details:
 - Defect rectification action taken and associated responses to crews requests and/or remarks
 - Scheduled maintenance inspections performed
 - Next due scheduled maintenance inspections
 - Where applicable, any M.E.L. technical limitations proposed by the owner / operators Part 145 maintenance organisation

The aircraft technical log format is the responsibility of the owner / operator.

An owner / operators Aircraft Technical Log should contain five sections:

Section 1 This section details the owner / operators registered address, the aircraft type and the complete registration

Section 2 This section details when the next scheduled maintenance is due, including, if relevant, any out of phase inspections or component changes due before the next maintenance check. In addition this section contains the current scheduled maintenance inspection certificate of release to service, issued at the end of the last maintenance check

Section 3 This section details all information considered necessary to ensure continued flight safety. This information includes:

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 6
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.7
		Date:	07 Jan 19

- The aeroplane type and registration mark
- The date and place of take-off and landing
- The times at which the aeroplane took off and landed
- The running total of flying hours, such that the hours to the next scheduled maintenance can be determined
- Details of any aeroplane defects affecting airworthiness or safe operation, including emergency systems that are known to the commander.
- Provisions are made for the commander to date and sign such entries, including, where appropriate, the “Nil” defect state for the continuity of the record. A provision is also made for a certificate of release to service following rectification of a defect or any deferred defect or maintenance check carried out. The certificate of release to service readily identifies the defect(s) to which it relates or the maintenance checks as appropriate.
- Details of the quantity of fuel and oil uplifted and the quantity of fuel available in each tank or combination of tanks, at the beginning of each flight; details of, in the same units of quantity, both the amount of fuel planned to be uplifted and the amount of fuel actually uplifted; details of the time when ground de-icing was started and the type of fluid applied, including mixture ratio fluid/water
- Flight cycles
- The pre-flight inspection signature

Section 4 This section contains details of all deferred defects that affect or may affect the safe operation of the aeroplane and should therefore be known to the aeroplane commander. Provisions are made for the following information:

- A cross reference for each deferred defect such that the original defect can be identified in the Particular Section 3 Sector Record page
- The original date of the occurrence of the defect
- Brief details of the defect
- Details of the eventual rectification carried out and its certificate of release to service or a clear cross-reference to the document that contains details of the eventual rectification

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 6
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.8
		Date:	07 Jan 19

Also included is the Cabin Defect Log, used to record details of cabin defects that do not constitute an airworthiness hazard. Note that items such as seats and toilet ashtrays are classified as airworthiness items and must not be entered in the cabin defect log.

Section 5 This section contains details of any necessary maintenance support information that the aeroplane commander needs to know including maintenance support contact numbers

L2.4.2 Certification / Sign Off

Instructions for using the aircraft technical log are contained in the aircraft technical log or advice shall be sought from the owner / operators' flight crew.

Defects recorded in the tech log and rectified by the Organization shall be certified with a stamp, signature, approval reference number and date. Details of work carried out, approved data reference and other maintenance results shall be entered as required.

The provision of a maintenance statement is the responsibility of the owner / operator's Part MG Continuing Airworthiness Management Organization.

L2.4.3 Maintenance Independent Inspection

Independent inspection shall be carried out in accordance with section 2.23 of this Exposition.

L2.4.4 ETOPS Certification

ETOPS certifications shall be performed in accordance with the specific training provided by the aircraft operator and as detailed in section 4.2.3 of this Exposition.

L2.4.5 Retention of Records

The retention of maintenance records shall be in accordance with section 2.17 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.9
		Date:	05 Oct 17

L2.5 LINE PROCEDURE FOR POOLED PARTS AND LOAN PARTS

The Organization does not operate a pooled part or loan part procedure.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.10
		Date:	05 Oct 17

L2.6 LINE PROCEDURE FOR RETURN OF DEFECTIVE PARTS REMOVED FROM AIRCRAFT

The procedure for the return of defective components removed from aircraft shall be as detailed in sections 2.13, 2.19 and 2.20 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.11
		Date:	05 Oct 17

L2.7 LINE PROCEDURE CONTROL OF CRITICAL TASKS

The line procedure for the control of critical tasks shall be as defined in section 2.23 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	ADDITIONAL LINE MAINTENANCE PROCEDURES	Page:	L2.12
		Date:	05 Oct 17

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 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.1
		Date:	02 Jan 20

PART 3

QUALITY SYSTEM PROCEDURES

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.2
		Date:	02 Jan 20

3.1 QUALITY AUDIT OF ORGANISATION PROCEDURES

Part 145.A.65 (a) - Part 145.A.65 (c) (1), (2) / AMC 145.A.65 (c) (1)

3.1.1 Definition of the Quality System

Independence

The Quality Manager operates independently of all maintenance functions.

Access to the Accountable Manager

The Quality Manager reports directly to the Accountable Manager.

Composition and Function of Management Quality Group

The Organisation will carry out a systematic review of procedures and activities to determine compliance with Part 145 in an efficient and effective manner. This review, or audit, performed by the Quality Manager, will provide confidence of compliance to the Accountable Manager and the Authority.

Due to the size of the Organization, the Management Quality Group consists of the Quality Manager only.

3.1.2 Company Audit Policy Including Compliance Audit

Scheduled Audits and Random Audits

The Quality Manager will perform scheduled audits that assess the Organizations compliance with Part 145 and this Exposition. Where a national rules also applies this shall be included in the audit programme.

Unscheduled audits shall also be carried out as product audits.

Audit Notification

The Quality Manager will contact the Maintenance Manager by email to arrange an audit visit to the facility, both for compliance audits and product audits. One audit per year will be unannounced.

Audit Reports

Audits are recorded on form QF 004. This form is a combination checklist and narrative of findings. Any non-compliance reports are recorded on form QF 030.

Validation / Internal Approval of the Audit Programme

The validation and internal approval of the audit programme is given by the Accountable Manager by his signature on section 1.1 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.3
		Date:	02 Jan 20

3.1.3 Annual Review of Maintenance Procedures

Part 145.A.65 (a) - Part 145.A.65 (c) (1), (2) / AMC 145.A.65 (c) (1)

Principals of Annual Audit Planning

The quality audit plan is specific to Part 145 and details those areas to be audited in a 12 month period. This plan represents the minimum acceptable level of audit functions.

Independence of the Auditors

Personnel performing audits shall be independent of the maintenance function that is being audited.

Audits During the Performance of Work

Product audits shall be carried out on an unscheduled basis. A product audit shall include all of the processes from initial receipt of an operator's work order through to release to service, including but not limited to personnel approvals, retention of maintenance records and acceptance of parts etc.

Grouping of Audits

The scheduled audit of the Organization's compliance with Part 145 and this Exposition is grouped into two audits, one occurring in March and the other in September.

3.1.4 Audit Programme

Quality Audit Procedures

Quality Assurance embraces elements of auditing and verification. The audit function must help to confirm that the Organizations procedures remain relevant to the Part 145 Organization and are effective in maintaining standards required by Part 145. This is performed through a sampling programme and verification check to prove that established procedures are followed during observed events and that the required standard is achieved.

The audit and verification processes must examine all the functional activities of the maintenance organisation to ensure compliance with the requirements of Part 145 and the Authority. Furthermore, random verification of compliance with procedures must cover all shifts (if operated) of the maintenance organisation.

The primary objective of the quality system should be to ensure that aircraft and aircraft components are maintained in an airworthy condition and can be safely operated. Other issues such as Health and Safety and Environmental must not detract from the primary objective.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.4
		Date:	02 Jan 20

Compliance with Approved Procedures

The audit programme provides an independent assessment of the Organization's compliance or otherwise with Part 145 and this Exposition.

In addition to the scheduled annual audit programme, product audit audits are carried out on an opportunity basis and will check compliance with Part 145 and this Exposition during the performance of actual maintenance tasks.

Dates and Timescales

The scheduled annual audit is grouped into two audits, one in April and one carried out in September each year at each facility. Each audit is scheduled to last one day.

Month	Scope	Month	Scope
Apr. (Stn/Ltn)	145.A.20 Terms of approval 145.A.25 Facility requirements 145.A.30 Personnel requirements 145.A.35 Certifying staff 145.A.40 Equipment, tools and material 145.A.42 Acceptance of components including ETOPS procedures 145.A.45 Maintenance data 145.A.47 Production planning Part 66 Appendix III OJT procedures and records	Sept. (Stn/Ltn)	145.A.50 Certification of maintenance including CDCL /ETOPS procedures 145.A.55 Maintenance records including CDCL/ETOPS procedures 145.A.60 Occurrence reporting 145.A.65 Safety and quality policy 145.A.70 MOE 145.A.75 Privileges of the Organization 145.A.80 Limitations of the Organization 145.A.85 Changes to the Organization 145.A.90 Continued Validity 145.A.95 Findings

Product audits shall be performed on an opportunity basis during an aircraft input of an aircraft type shown on the scope of work. This may be during a base or line maintenance input.

Audits of Subcontractors and Evaluation of Suppliers

At this time the Organization does not make use of subcontractors or supplier

3.1.5 Quality Audit Reports Retention

Duration

The Organization shall retain quality audits report for 2 years. Audit reports are retained by the Quality Manager and on the network..

Types of Documents

Audit documents consist of the audit report / checklist (QF 004) and a non-compliance report (QF 030).

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	QUALITY SYSTEM PROCEDURES	Page:	3.5
		Date:	05 Oct 17

3.2 QUALITY AUDIT OF AIRCRAFT (and/or equipment)

Part 145.A.65 (c) (1), (2) / AMC 145.A.65 (c) (1)

3.2.1 Company Audit Policy

It is important that the auditor is fair in his assessment when audits are carried out. Results must be accurately recorded. Discrepancies found but not reported will cause complete failure of the audit programme.

The auditor must observe what takes place, ask appropriate questions and verify the answers. Auditors must verify by objective evidence the existence, adequacy and application of documented procedures and standards to satisfy the requirements of this Exposition, Part 145 and the Authority.

When conducting audits using a Quality Audit checklist, then these requirements are to be regarded as the minimum level of investigation. It is the responsibility of the auditor to verify the accuracy of any references on the Quality Audit Record Sheet as a change in a particular reference may necessitate a change to the audit procedure.

All discrepancies found during an audit must be recorded as detailed in section 3.3 of this Exposition.

3.2.2 Audit Programme

The audit programme is as detailed in section 3.1.4 of this Exposition.

Unplanned audits may be carried out to monitor maintenance standards. These will include the witnessing of any relevant testing and visual inspection of components after maintenance has been completed. The audit should not involve repeat disassembly or testing unless the sample audit identifies findings requiring such action.

Audits must include but not be limited to an examination of all maintenance practices and documentation, including procedures, inspections, training, process controls and certifications performed in each area.

3.2.3 Auditing Method

Sampling

Quality audits of aircraft, including line maintenance, are carried out by the Quality Manager in accordance with the audit plan in this Exposition.

The objective of the quality audit of aircraft is to ensure that through highly visible frequent visits to the work area, aircraft and aircraft components are verified to be maintained in an airworthy condition and operated safely and released to service in accordance with this Exposition and Part 145.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	QUALITY SYSTEM PROCEDURES	Page:	3.6
		Date:	05 Oct 17

Trial / Investigation Audits

Where a situation arises that signifies a significant deviation from Part 145 regulations, the Quality Manager shall perform an in depth audit to determine the cause of deviation and assist the Maintenance Manager to implement a corrective and preventative action plan.

3.2.4 Records of Quality Audit Reports Retention

Duration

The Organization shall retain quality audits report for 2 years. Audit reports are retained in the main office facility.

Types of Documents

Audit documents consist of the audit report / checklist (QF004) and a non-compliance report (QF030).

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	QUALITY SYSTEM PROCEDURES	Page:	3.7
		Date:	05 Oct 17

3.3 QUALITY AUDIT CORRECTIVE ACTION PROCEDURE

Part 145.A.65 (c) (2) / AMC 145.A.65 (c) (2)

3.3.1 Description of the Quality Audit Report Feedback System

Quality audit data is discussed during general meetings between the Accountable Manager, Maintenance Manager and Quality Manager.

Non compliance reports are discussed with the Maintenance Manager to ensure the discrepancies are understood and an acceptable response timescale agreed.

3.3.2 Corrective Action and Timescale

Corrective Action Planning and Follow Up

The quality audit remedial action procedure shall ensure that corrective action is accomplished in a timely manner.

Where an audit is found to be unsatisfactory, the Quality Manager will request the Maintenance Manager to instigate the necessary corrective action. If this can be carried out during the audit, details of the action taken are recorded and accepted on the audit check form.

If the deficiency is of a more serious nature and cannot be rectified immediately, the deficiency will be recorded on Form QF 030 Non Compliance Report which will detail the required response time.

The Quality Manager maintains an awareness of the response times for non-conformity reports to ensure they are answered on time.

Corrective Actions

Form QF 030 requires that the Maintenance Manager details the root cause, corrective action and preventative action for each identified non conformity.

When assessing the root cause of a non conformity the Maintenance Manager will, as required, utilise a decision making process based upon an in-depth understanding of the processes and conditions where the non conformity occurred using the 5 Whys technique.

The 5 Whys technique is most effective when the answers come from people who had hands-on experience of the non conformity being examined to determine the true root cause(s). When a non conformity has occurred, its nature and source shall be determined by asking "why" no fewer than five times.

This method of response will try to ensure the non conformity is not repeated and a continuous improvement of compliance is maintained.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	QUALITY SYSTEM PROCEDURES	Page:	3.8
		Date:	05 Oct 17

Procedure for Extension to Response Periodicity for a Non Compliance Report

When a response to a non compliance report has not been received by the allocated date the Quality Manager shall inform the Accountable Manager, who will instruct the Maintenance Manager to respond with no further delay.

Where a satisfactory timely response to a non conformity report cannot be provided by the Maintenance Manager due to factors outside his control, a written request shall be made to the Quality Manager for an extension to the response time. This request must provide full details of the reasons for a late response and a revised timescale for when the response shall be provided. The Quality Manager shall review this information and advise the Maintenance Manager of his decision whether to allow the delay or otherwise.

The Quality Manager will annotate his records with any late responses or requests for extensions to non compliance report periods.

3.2.3 Quality Audit and Feedback Records Retention

The Organization shall retain non compliance report records for 2 years. Non compliance reports are retained in the main office facility.

3.2.4 Review of the Quality System Overall Results

Meeting with the Accountable Manager

The Quality Manager shall prepare an annual report for the Accountable Manager. The report shall detail the status of the audit programme, results of audits, non conformity reports including any variations to the response times and recommendations for improvements.

The Accountable Manager, Quality Manager and other management personnel shall review this report and agree on any actions required. Minutes of this review meeting shall be retained by the Quality Manager.

Regular Meetings to check the progress of Corrective Actions

The Maintenance Manager and Quality Manager shall maintain regular communication to ensure timely responses to non conformity reports. Due to the size of the Organization this may be via email, telephone or by face to face contact.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
QUALITY SYSTEM PROCEDURES		Page:	3.9
		Date:	12 Nov 18

3.4 CERTIFYING STAFF AND B1/B2 SUPPORT STAFF QUALIFICATION AND TRAINING PROCEDURES

Part 145.A.30 (c), (e), (g), (j) (1, 3, 4, 5) - Part 145.A.35 (a) to (i) and (m) / AMC 145.A.35 (b), (e) - Appendix IV

3.4.1 Issue of Authorisations

This section specifies the categories and requirements for the issuing of Part 145 authorizations as defined in Part 145.30 and Part 145.35 to personnel employed in civil aircraft maintenance activities under the Organisation Part 145 approval. This section also identifies the privileges and limitations of such.

The minimum age for the Organization's certifying staff and B1 and B2 support staff shall be 21 years.

3.4.2 Categories

Certifying staff are categorised as follows:

- Line Maintenance Certifying Mechanic

A person who is the holder of a Part 66 Category A Aircraft Maintenance Licence and a Certification Authorization issued under the Organization's Part 145 approval.

- Line Maintenance Certifying Technician / Base Maintenance B1/B2 Support Staff

A person who is the holder of a Part 66 Category B1 and/or B2 Aircraft Maintenance Licence and a Certification Authorization issued under the Organization's Part 145 approval.

- Base Maintenance Certifying Technician

A person who is holder of a Part 66 Category C Aircraft Maintenance Licence and a Certification Authorization issued under the Organization's Part 145 approval.

3.4.3 Line Maintenance Certifying Mechanic

Requirements

For a person to be granted a Line Maintenance Certifying Mechanic authorization, the requirements are that they:

- Be the holder of a Part 66 Category A Aircraft Maintenance Licence.
- Have completed appropriate task training for minor scheduled line maintenance or simple defect rectification. This training may be carried out by the

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
	QUALITY SYSTEM PROCEDURES	Page:	3.10
		Date:	12 Nov 18

Organization or a Part 147 organisation. Satisfactory completion of training shall be demonstrated by an examination and/or workplace assessment.

- Be trained on the Organizations' Part 145 maintenance organisation procedures.
- Be recommended by the Maintenance Manager.

Training

The task training referenced in section 3.8.2 of this Exposition shall be a combination of theoretical and practical training on each aircraft type and component that an authorization is sought and training on the Organisation procedures applicable to the authorization sought. Records of all training shall be made and held by the Quality Manager as required by section 3.5 of this Exposition.

Qualification

The qualification process for a person to be granted a Line Maintenance Certifying Mechanic authorization consists of:

- A review by the Maintenance Manager that the requirements of sections 3.4.3.1 and 3.4.3.2 have been met.
- A review by the Quality Manager that the requirements of Part 145.A.30, Part 145.A.35 and this Exposition have been satisfied.
- The person attending an Authorization Board. The Authorization Board shall consist of the Maintenance Manager and Quality Manager. The person attending the Authorization Board shall be assessed for competence, qualification and capability relevant to the intended certifying duties.

Privileges

A person granted a Line Maintenance Certifying Mechanic authorization may only certify a Part 145.50 certificate of release to service for those tasks specified on their Part 145 authorization document issued by the Organization.

Limitations

A person granted a Line Maintenance Certifying Mechanics authorization shall not certify any task that is not specified on their Part 145 authorization document issued by the Organisation. A Line Maintenance Certifying Mechanic authorization is not valid for base maintenance activities.

3.4.4 Line Maintenance Certifying Technician and Base Maintenance B1/B2 Support Staff

Requirements

For a person to be granted a Line Maintenance Certifying Technician authorization, the requirements are that they:

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
	QUALITY SYSTEM PROCEDURES	Page:	3.11
		Date:	12 Nov 18

- Be the holder of a Part 66 Category B1 or B2 Aircraft Maintenance Licence with an appropriate type rating.
- Be trained on the Organizations' Part 145 maintenance organisation procedures.
- Be recommended by the Maintenance Manager.

Training

Training on the Organizations' Part 145 maintenance organisation procedures shall be applicable to the authorization sought. Records of all training shall be made and held by the Quality Manager as required by section 3.5 of this Exposition.

Qualification

The qualification process for a person to be granted a Line Maintenance Certifying Technician authorization consists of:

- A review by the Maintenance Manager that the requirements of sections 3.4.4.1 and 3.4.4.2 have been met.
- A review by the Quality Manager that the requirements of Part 145.30, Part 145.35 and this Exposition have been satisfied.
- The person attending an Authorization Board. The Authorization Board shall consist of the Maintenance Manager and Quality Manager. The person attending the Authorization Board shall be assessed for competence, qualification and capability relevant to the intended certifying duties.

Privileges

A person granted a Line Maintenance Certifying Technician authorization may only certify a Part 145.50 certificate of release to service for those tasks specified on their Part 145 authorization document issued by the Organization. A Line Maintenance Certifying Technician authorization is a prerequisite for the authorization of staff acting as B1/B2 Support Staff within a base maintenance environment in support of a Part 66 Base Maintenance Certifying Technician.

Limitations

A person granted a Line Maintenance Certifying Technicians authorization shall not certify any task that is not specified on their Part 145 authorization document issued by the Organisation.

3.4.5 Base Maintenance Certifying Technician

Requirements

For a person to be granted a Base Maintenance Certifying Technician authorization, the requirements are that they:

- Be the holder of a Part 66 Category C Aircraft Maintenance Licence type rated in the appropriate category.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
	QUALITY SYSTEM PROCEDURES	Page:	3.12
		Date:	12 Nov 18

- Be trained on the Organizations' Part 145 maintenance organisation procedures.
- Be recommended by the Maintenance Manager.

Training

Training on the Organizations' Part 145 maintenance organisation procedures shall be applicable to the authorization sought. Records of all training shall be made and held by the Quality Manager as required by section 3.5 of this Exposition.

Qualification

The qualification process for a person to be granted a Base Maintenance Certifying Technician authorization consists of:

- A review by the Maintenance Manager that the requirements of sections 3.4.4.1 and 3.4.4.2 have been met.
- A review by the Quality Manager that the requirements of Part 145.30, Part 145.35 and this Exposition have been satisfied.
- The person attending an Authorization Board. The Authorization Board shall consist of the Maintenance Manager and Quality Manager. The person attending the Authorization Board shall be assessed for competence, qualification and capability relevant to the intended certifying duties.

Privileges

A person granted a Base Maintenance Certifying Technician authorization may only certify those tasks specified on their Part 145 authorization document issued by the Organization. A Base Maintenance Certifying Technician authorization is valid for the issue of a certificate of release to service from base maintenance.

Limitations

A person granted a Base Maintenance Certifying Technicians authorization shall not certify any task that is not specified on their Part 145 authorization document issued by the Organization.

3.4.6 Validity of Authorizations

3.4.6.1 General

A Part 145 maintenance organisation certifying staff authorization document shall remain valid for two (2) years providing the following criteria can be met:

- The Part 66 licence held by the engineer is still valid.
- Personnel can demonstrate an adequate understanding of the relevant aircraft and/or component to be maintained.
- Personnel can demonstrate an adequate understanding of the relevant Organization procedures as defined in this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
	QUALITY SYSTEM PROCEDURES	Page:	3.13
		Date:	12 Nov 18

- Personnel shall have been involved in at least 6 months of actual aircraft maintenance experience in the last 2 year period. For the purpose of this sub paragraph, involved in actual aircraft maintenance means the person has worked in an aircraft maintenance environment and has either exercised the privileges of the Part 145 certification authorization and/or has actually carried out the maintenance on at least some of the aircraft type systems specified in the particular Part145 authorization document.
- Personnel shall have received sufficient continuation training in each 2 year period to ensure that such personnel have up to date knowledge of relevant technology, organisation procedures, current regulations and human factors issues.

The Quality Manager will assess the above criteria as part of the competency assessment of personnel as defined in section 3.14 of this Exposition.

3.4.7 Training

Initial Type Training

Initial aircraft/engine type training shall be carried out by Part 147 organisations or an organisation accepted by the Authority.

Initial Procedural Training

Initial training on the Organizations' procedures and regulatory procedures shall be carried out by the Quality Manager. Maintenance human factors, EWIS, CDCL and fuel tank safety training shall be carried out by an external organisation acceptable to the Quality Manager.

Continuation Training

Continuation training is a two-way process that ensures certifying staff remain current in terms of procedures, human factors and technical knowledge and that the Organization receives feedback on the adequacy of its procedures and maintenance instructions.

Continuation training shall also include maintenance human factors, EWIS, and fuel tank safety training. This training may be carried out by an external organisation acceptable to the Quality Manager

Continuation training requirements shall be compiled and reviewed by the Maintenance Manager and Quality Manager and shall be of sufficient duration in each 2-year period to meet the intent of Part 145.A.35(d).

The Continuation Training programme shall be carried out annually. Attendances is mandatory for all certifying, support staff and other staff such as planning and stores personnel. A record of attendance shall be retained in the staff records as required by section 3.5 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 5.2
	QUALITY SYSTEM PROCEDURES	Page:	3.14
		Date:	12 Nov 18

The Continuation Training syllabus shall consist of:

- Regulation amendments (Part 145, Part M, Part 66)
- Changes to the Exposition
- Changes to Organization Procedures
- Applicable Airworthiness Directives
- Review of Recorded Maintenance Errors
- Review of Quality Audit Findings
- Feedback from Staff on Adequacy of Procedures and Recommended Changes
- Any other source of data that the Maintenance Manager or Quality Manager considers for continuation training

3.4.8 One-Off Certification Authorization

A one-off certification authorization may be granted by the Quality Manager as detailed in section 2.16.10 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
	QUALITY SYSTEM PROCEDURES	Issue/Amndt:	4 / 0
		Page:	3.15
		Date:	02 Jan 20

3.5 CERTIFYING STAFF and B1 AND B2 SUPPORT STAFF RECORDS

Part 145.A.35 (j), (k), (l) / AMC 145.A.35 (j) - Part 145.A.70 (a)

3.5.1 List of Certifying Staff and B12/B2 Support Staff

A listing of certifying staff and B1/B2 support staff is detailed in section 1.6 of this Exposition.

3.5.2 Constitution of Certifying Staff Records

Certifying Staff Records Contents

Records will contain as a minimum the following information:

- Name*
- Date of birth
- Basic training
- Type training
- Continuation training
- Experience
- Qualifications relevant to the approval
- Scope of the authorization*
- Date of first issue of the authorization
- If appropriate – expiry date of the authorization*
- Identification number of the authorization*
- Signature of authorised person*
- Results of competency assessment
- Recent photograph

(*Contained on authorization document)

Certifying staff are issued with personal authorization forms by the Quality Manager. A copy of this document will be retained in the certifying staff records.

Types of Records

Certifying staff records are hard copy records.

3.5.3 Management of Certifying Staff Records

The Quality Manager manages certifying staff records.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.16
		Date:	02 Jan 20

3.5.4 Retention of Records

Duration/Location

Records of certifying staff shall be retained for a minimum period of two years from the date the certifying person has left the employment of the Organization. Certifying staff leaving the employment of the Organization may be furnished with a copy of their training and authorization records on request.

Certifying staff records are retained in a dedicated file in the facility office.

Type of Documents

The following types of documents constitute Certifying staff records:

- * Part 66 licence
- * Part 147 training
- * Internal training
- * External training
- * Competency assessments
- * Other applicable records that provide evidence of training

3.5.5 Format of Authorization Document and Authorisation Codes

The authorization document format is QF 001, a copy is detailed in section 5.1 of this Exposition.

Line Maintenance Certifying Technician, Base Maintenance Certifying Technician and Base Maintenance B1/B2 Support Staff (SS) Codes are allocated as follows:

	Part 66 B1	Part 66 B2	Part 66 B1 SS	Part 66 B2 SS	Part 66 C
BD-100-1A10	CL300 B1	CL300 B2	CL300 B1SS	CL300 B2SS	CL300 C
CL-600-2B16	CL604 B1	CL604 B2	CL604 B1SS	CL604 B2SS	CL604 C
CL-600-2B19	CL850 B1	CL850 B2	CL850 B1SS	CL850 B2SS	CL850 C
EMB-145/135	EMB145 B1	EMB145 B2	EMB145 B1SS	EMB 145 B2SS	EMB 145 C
EMB E190*	EMB190 B1	EMB190 B2	-	-	-

- * Those maintenance personnel who have complied with ETOPS training procedures detailed in this MOE section 4.2.3 shall have that ETOPS authorisation specified in the Comments column of their authorization document.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.17
		Date:	02 Jan 20

Line Maintenance Certifying Mechanic Codes

Task Code	Task
CM01	Daily Maintenance Pre-flight Inspection (Aircraft type stated in comments)
CM02	Replacement of wheel and tyre assemblies
CM03	Replacement of wheel brake units
CM04	Replacement of emergency equipment
CM05	Replacement of ovens, boilers and beverage makers
CM06	Replacement of internal and external lights, filament and beacon/strobe units
CM07	Replacement of passenger seats, passenger seat belts and passenger seat harnesses
CM08	Closing of cowlings and re-fitment of quick access inspection panels
CM09	Replacement of toilet internal system components
CM10	Simple repairs and replacement of internal doors and placard but excluding doors forming part of a pressure structure
CM11	Simple repairs and replacement of cabin furnishing items
CM12	Replacement of static wicks
CM13	Replacement of main and emergency aircraft batteries
CM14	Replacement of in-flight entertainment system components but excluding PA
CM15	Routine lubrication and replenishment of all system fluids and gasses
CM16	Not used
CM17	Download DEEC's and APU hours
CM18	Ground run APU

3.5.6 Control of Certifying Staff Records

Access to certifying staff records is limited to the following personnel:

- Certifying staff (own records only)
- CAA / EASA personnel when on official duty
- Accountable Manager, Maintenance Manager and Quality Manager

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	QUALITY SYSTEM PROCEDURES	Page:	3.18
		Date:	05 Oct 17

3.6 QUALITY AUDIT PERSONNEL

Part 145.A.30 (e)

3.6.1 Nominated Personnel

The audit personnel resources at the Organization's facility are limited to the Quality Manager. The Quality Manager allocates approximately 8 hours per month including performance of audits.

3.6.2 Required Experience, Training and Competence of Quality Audit Personnel Including Continuation Training

Quality audit personnel shall be acceptable to the Quality Manager and provide evidence of:

- at least 5 years' experience of work in a maintenance or continuing airworthiness management environment
- relevant knowledge of Part 145 and Part M
- relevant quality auditing training preferably in an aviation maintenance or continuing airworthiness management discipline

3.6.3 Examination, Test and Assessment Procedure

At this time, as the Quality Manager, performs all audits, he shall be acceptable to the Organization by virtue of an EASA Form 4 signed by the CAA.

3.6.4 Independence of Quality Audit Personnel other than Quality Department Personnel

Not applicable to the Organization at this time.

3.6.5 Retention of Records

Duration/Location

Records of quality audit personnel shall be retained for a minimum period of two years from the date the quality audit person has left the employment of the Organization. Quality audit staff records are retained in a dedicated file in the facility office.

Type of Documents

The following types of documents constitute quality audit staff records:

- Quality audit training
- Competence records
- EASA Form 4 (as applicable)
- Other relevant training documents

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	QUALITY SYSTEM PROCEDURES	Page:	3.19
		Date:	05 Oct 17

3.7 QUALIFYING INSPECTORS

AMC 145.A.30 (e)

The Organization does not utilise personnel designated as inspectors. Inspection and certification responsibilities are vested in the certifying staff.

Line maintenance certifying technicians are used as B1 and B2 Support Staff when the Organization performs large aircraft scheduled base maintenance inspections or B1 and B2 certifying staff when performing base maintenance on aircraft other than large aircraft.

The scope of their authorization for inspecting and signing for base maintenance items is the same as their work scope as a line certifying technician.

Goods inwards inspections functions are vested in the certifying staff.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
QUALITY SYSTEM PROCEDURES		Page:	3.20
		Date:	05 Oct 17

3.8 QUALIFYING MECHANICS

Part 145.A.30 (e), (g) - Part 145.A.35 (a), (m)

3.8.1 Required Experience, Training and Competence Requirements

Certifying mechanics qualification requirements are detailed in section 3.4.3 of this Exposition.

3.8.2 Examination, Test and Assessment Procedures

Certifying mechanics examination, test and assessment requirements are detailed in section 3.4.3 of this Exposition.

3.8.3 Continuation Training Procedures

Certifying mechanics continuation training procedures are detailed in section 3.4.3 of this Exposition.

3.8.4 Retention of Records

Duration / Location

Certifying mechanics records shall be retained for a minimum period of two years from the date the certifying person has left the employment of the Organization.

Certifying mechanics records are retained in a dedicated file in the facility office.

Type of Documents

The following types of documents constitute Certifying mechanics records:

- * Part 66 licence
- * Part 147 training
- * Internal training
- * External training
- * Competency assessments
- * Other applicable records that provide evidence of training

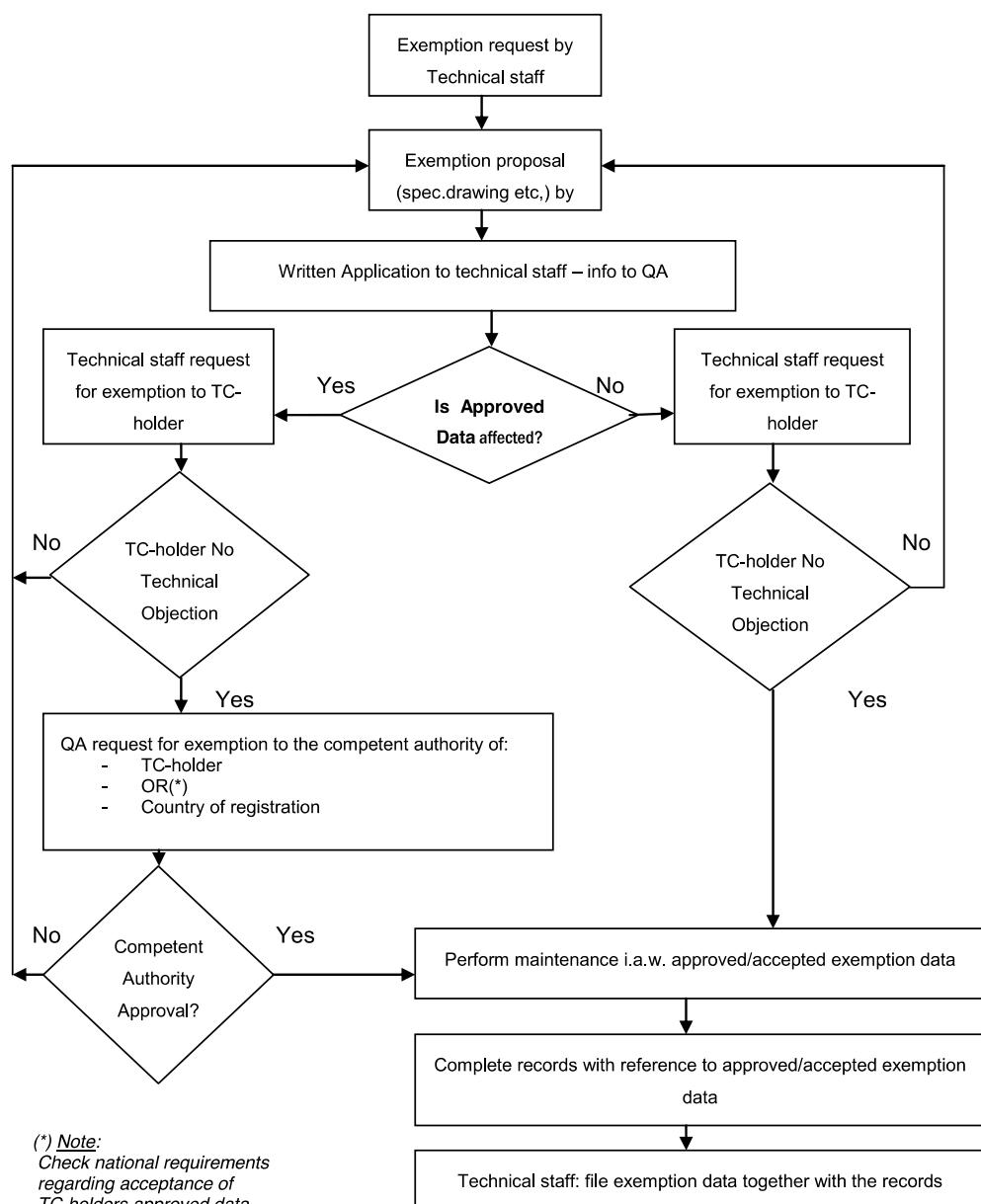
 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
QUALITY SYSTEM PROCEDURES		Page:	3.21
		Date:	05 Oct 17

3.9 AIRCRAFT OR AIRCRAFT COMPONENT MAINTENANCE TASKS VARIATION PROCESS CONTROL

3.9.1 System for Control and Processing with the CAA

Aircraft or aircraft component maintenance tasks variation process control is performed by the owner / operators under their own Part M approval in accordance with the flow chart detailed below.

A record of any owner / operator approved variation for a specific maintenance task shall be entered onto the work sheet for that task and noted on the certificate of release to service.



 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
QUALITY SYSTEM PROCEDURES		Page:	3.23
		Date:	05 Oct 17

3.10 CONCESSION CONTROL FOR DEVIATION FROM THE ORGANIZATION PROCEDURES

3.10.1 Deviation Criteria

Deviations may be requested against any of the Organizations' procedures, either due to enhancing productivity, operational requirements or other reason. Deviations shall not be granted for the purpose of allowing a deviation from regulations or allowing work that is not in accordance with approved data, to be accepted and released to service.

Deviations are considered to be of a temporary status, the time period being determined by the Quality Manager, usually not longer than 6 months. Where a deviation is for a longer period is required a change to the Organizations procedures will be made.

3.10.2 Concession Management Procedure

Internal Evaluation

The Quality Manager shall evaluate deviation requests from the Organizations' procedures detailed in this Exposition.

Drafting Procedure

Upon identifying a requirement for a deviation from the Organization procedures, the applicant will complete a deviation application form QF 007. The application must give a full description of the deviation required, the reason, the required time period and all additional safeguards to ensure an equivalent level of safety and airworthiness.

Response

The Quality Manager shall evaluate the deviation request and complete the response section as required, either approving or not approving the deviation request. The completed form QF 005 shall be returned to the originator.

Internal Validation Process and Follow Up

The Quality Manager maintains a register of all deviations and shall ensure that the deviation requested is performed as approved.

3.10.3 System of Approval and Control of Concession

Internal concessions are approved by the Quality Manager signed the deviation application form QF 007. The deviation request register shall detail the periodicity of the approval. On reaching the expiry date, the Quality Manager shall withdraw the deviation approval and inform the Maintenance Manager of the withdrawal.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
QUALITY SYSTEM PROCEDURES		Page:	3.24
		Date:	05 Oct 17

3.11 QUALIFICATION PROCEDURE FOR SPECIALISED ACTIVITIES SUCH AS NDT, WELDING ETC.

Part 145.A.30 (f), EN 4179

The Organization does not hold any specialised approvals under Part 145.

Where a maintenance task requirement arises for a specialised service, the Maintenance Manager shall source an appropriately approved supplier in accordance with the requirements detailed in section 2.1 of this Exposition.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
QUALITY SYSTEM PROCEDURES		Page:	3.25
		Date:	05 Oct 17

3.12 CONTROL OF MANUFACTURERS' AND OTHER MAINTENANCE WORKING TEAMS

3.12.1 Source of Work

When, for reasons such as assistance in fault diagnosis, repair or modifications, representatives from the manufacturer or other approved organisations may perform maintenance activities in support of maintenance activities to be certified and/or released to service by the Organization. Work carried out and certified on an EASA Form 1 or an individual logbook certificate by other approved organizations shall form part of the Organization's work pack.

The Organization does not issue Organization approval to outside working teams.

3.12.2 System for Control of Material, Working Instructions and Procedures

All equipment and parts fitted by outside working teams must be released to the Organization on an authorised airworthiness release note or a certificate of conformity, dependent on the equipment or parts classification, unless the outside working team is certifying that work under their own approval.

When performing work at the Organizations premises and that work is being released to service by the outside working team, they shall comply with their own approved instructions and procedures.

3.12.3 System for Control of Documentation such as Drawings, Modification, Repair Instructions

All documentation such as drawings, modification and repair instructions used by outside working teams certifying that work under their own approval shall be controlled under their own approved procedures.

When an outside working team is performing work at the Organizations premises and that work is being released to service by the Organization, the procedures detailed in section 2.9 and 2.13 of this Exposition shall be complied with.

3.12.4 Management of the Progress of Work

The Maintenance Manager will maintain oversight of the progress of outside working teams performing work at the Organization's facility. He shall maintain a close liaison with the outside working team to ensure the work being performed will enable the Organization to meet their planned output date and will integrate with the work being performed by the Organization.

Where an installation is broken down to enable work to be carried out, the Organizations' certifying staff must be notified and an appropriate maintenance record entry made on a work sheet.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
QUALITY SYSTEM PROCEDURES		Page:	3.26
		Date:	05 Oct 17

3.12.5 Certification Procedure for Work Performed by Outside Working Teams

Outside working teams work shall be certified on an EASA Form 1 or an individual logbook certificate under their own approved organizations procedures. Those documents shall form part of the Organization's work pack.

On completion of such work all serial numbered items fitted must be shown on a log book certificate, authorised release note or certificate of conformity, dependent upon the status of the organisation performing the work. The representative must present this document to the Organizations' certifying staff.

Ground or flight checks, if carried out, must be clearly shown on the above document. Any restrictions must also be clearly identified.

Should any item of avionics or other equipment require to be returned to the manufacturer, at all times the appropriate documentation must be completed.

The Organization does not issue Organization approval to outside working teams.

3.12.6 Environmental Conditions

The Maintenance Manager shall be aware of the possibility that work performed by outside working teams may require special environmental conditions. In this situation he shall liaise with the outside working team to ensure those conditions can be met

3.12.7 Final Certification

Before issuing a release to service for the aircraft in accordance with section 2.16 of this Exposition, the Organizations' certifying staff shall ensure that the work performed by an outside working team has been released to service as detailed in section 3.12.5 of this Exposition.

3.12.8 Training on Internal Procedures to External Staff

As the Organization does not issue authorizations to outside working teams, training to external staff shall be limited to generic health and safety briefings.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	QUALITY SYSTEM PROCEDURES	Page:	3.27
		Date:	05 Oct 17

3.13 HUMAN FACTORS TRAINING PROCEDURE

Part 145.A.30 (e) / AMC 145.A.30 (e) 6, 8, 9, 10 - Part 145.A.35 (d) - Part 145.A.65 (b)

3.13.1 Aims and Objectives

Inaccuracies, ambiguities, ignorance, lack of attention, distractions etc. while performing maintenance tasks under the Organization approval may lead to maintenance errors. Indirectly most of these may also encourage or give reasons to maintenance personnel to deviate from given instructions. The development of human factors (HF) related skills and knowledge in the Organization is improved through training of all personnel in the awareness of human factors and how those factors may affect the performance of maintenance activities.

The aim of HF training is to:

- Improve safety
- Reduce errors & risks
- Increase productivity & reliability
- Give knowledge on HF and safety to the employees
- Give details of how the company HF program works
- Develop skills, where appropriate
- Influence people's attitudes
- Influence behavior

3.13.2 Categories of Staff to be Trained

HF Training is targeted for all Company certifying staff and quality staff. New starters shall be trained on HF within six months of joining the Organization unless they have completed satisfactory HF training at a previous organization.

3.13.3 Training Methods and Syllabus

Initial Training

Initial HF training is carried out using an online provider acceptable to the Quality Manager. The Quality Manager will review the syllabus and ensure it meets the content of GM145.A.30 (e).

Continuation Training

In addition to completing initial training the Quality Manager will provide data relating to incidents and accidents attributable to human errors with the aim recognizing day-to-day actions which have led to maintenance errors.

3.13.4 Validation of the Training Courses

The HF training course is validated by the Quality Manager who will ensure it meets the requirements of GM145.A.30 (e). This will include but not be limited to:

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
QUALITY SYSTEM PROCEDURES		Page:	3.28
		Date:	05 Oct 17

1. General / Introduction to human factors: Need to address human factors; Statistics; Incidents
2. Safety Culture / Organizational factors
3. Human Errors: Error models and theories; Types of errors in maintenance tasks; Violations; Implications of errors; Avoiding and managing errors; Human reliability
4. Human performance & limitations Vision; Hearing; Information-processing; Attention and perception; Situational awareness; Memory; Claustrophobia and physical access; Motivation; Fitness/Health; Stress; Workload management; Fatigue; Alcohol, medication, drugs; Physical work; Repetitive tasks / complacency Environment: Peer pressure; Stressors; Time pressure and deadlines; Workload; Shift Work; Noise and fumes; Illumination; Climate and temperature; Motion and vibration; Complex systems; Hazards in the workplace; Lack of manpower; Distractions and interruptions
5. Procedures: information, tools and practices Visual Inspection; Work logging and recording; Procedure – practice / mismatch / norms; Technical documentation – access and quality
6. Communication: Shift / Task handover; Dissemination of information; Cultural differences
7. Teamwork: Responsibility; Management, supervision and leadership; Decision making
8. Professionalism and integrity Keeping up to date; currency; Error provoking behaviours; Assertiveness
9. Organization's HF program Reporting errors; Disciplinary policy; Error investigation; Action to address problems; Feedback

3.13.5 Requirements for Trainers

As the HF training is performed via an on-line provider, this section is not applicable.

3.13.6 Training Records

Duration/Location

Records of HF training shall be retained for a minimum period of two years from the date the quality audit person has left the employment of the Organization. HF training records are retained in the staff records in a dedicated file in the facility office.

Type of Documents

The following types of documents constitute HF training records:

- Certificates of Completion

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	QUALITY SYSTEM PROCEDURES	Page:	3.29
		Date:	05 Oct 17

3.14 COMPETENCE ASSESSMENT OF PERSONNEL

Part 145.A.30 (e) / AMC 145.A.30 (e) 2

3.14.1 Personnel to be Assessed in Accordance with Part 145.A.30 (e)

The Organization shall establish and control competency of the following personnel when employed or contracted by the Organization.

- Maintenance Manager
- Quality Manager
- Certifying Staff
- Mechanics
- Planning/Technical Records/Stores Staff

3.14.2 Assessment Procedure

The following personnel will carry out the competency assessment

Position	Carried out by
Maintenance Manager	Quality Manager
Quality Manager	Accountable Manager
Certifying Staff	Maintenance Manager or Quality Manager
Mechanics	Maintenance Manager or Quality Manager
Planning/Technical Records/Stores Staff	Maintenance Manager or Quality Manager

An assessment of a person's competency with their terms of reference and trade standards is undertaken as detailed above every two (2) years and recorded on form QF 020. Where an understanding of human factors and human performance and OJT Supervision/Assessment is required for their job function, this shall be assessed also. For aircraft maintenance personnel, the Aircraft Maintenance Engineer's work record shall be reviewed to ensure that sufficient continuation training / courses and relevant aircraft and/or aircraft component maintenance experience for authorizations held has been documented and verified.

3.14.3 Assessment Records

Duration/Location

Records of competency assessment shall be retained for a minimum period of two years from the date the person has left the employment of the Organization. Competency assessment records are retained in the staff records in a dedicated file in the facility office.

Type of Documents

Completed Form QF 020 constitutes competency assessment records.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
QUALITY SYSTEM PROCEDURES		Page:	3.30
		Date:	02 Jan 20

3.15 ON THE JOB TRAINING

Part 66 Appendix III; CAP1530

3.15.1 On The Job training (OJT)

The objective of OJT is to allow trainees to gain the required competence and experience in performing safe maintenance.

Once the student's OJT has been completed the associated training records, consisting of detailed worksheets/logbook and a compliance report demonstrating how the OJT meets the requirement of Part 66 Appendix III, can be used to support the application to the CAA by the student for a first endorsement of an aircraft type rating within a given category / sub-category on their aircraft maintenance licence.

The use of simulators in OJT should not be allowed, as the overall objective is to gain experience of conducting safe maintenance on live aircraft (AMC to section 6 of Appendix III to Part-66 item 3).

The procedures in this Exposition may only be used when the UK CAA has issued the students Part 66 licence and the student is able to converse proficiently in the English language.

3.15.2 OJT Supervisor/Assessor Responsibilities

As allowed by Part 66 Appendix III to AMCs, Air X Jet Support has combined the roles of OJT Supervisor and Assessor.

The OJT Supervisor/ Assessor shall be responsible for:

- Performing as close as practical, the total supervision of the student during the performance of maintenance tasks by personally observe the work being performed to ensure the safe and airworthy completeness of those tasks and being readily available for consultation, if needed during the OJT performance.
- Ensuring the student's record of tasks references the aircraft maintenance work card prior to countersigning.
- Countersigning the OJT tasks on associated aircraft maintenance documentation performed by the student and release the maintenance tasks as the trainee is still not qualified to do so.
- That a task by task or group of tasks assessment and a final assessment is carried out to:
 - Verify observable criteria has been met as detailed in Part 66 Appendix III to AMCs
 - Ensure that the student is aware of any areas of improvement required.
 - Ensure the assessment evaluates the performance of the task(s).
 - Ensure the student is competent as defined in Part 66 Appendix III to AMCs.
- Conducting a final assessment of the completed OJT. This assessment should include confirmation of the completion of the required diversity and quantity of OJT and should be based on any supervisory reports and feedback.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.31
		Date:	02 Jan 20

3.15.3 OJT Supervisor/Assessor Qualifications

To be nominated as an OJT Supervisor/Assessor the nominee shall:

- have certifying staff or support staff privileges relevant to the practical tasks;
- be aware of human performance and safety culture;
- understand the objective and content of the OTJ training that is being assessed.

Qualification of Training Personnel shall be by the issue of a qualification letter from the Quality Manager subject to a satisfactory competence assessment as detailed in section 3.14 of this Exposition.

The following personnel have been nominated for the role of Supervisor/Assessor for Air X Jet Support

Name	Part 66 Licence No.	Air X Authorisation	Scope
P Martin	UK.66.458012E	AirX 06	CL-600-2B19 B1
F Kachoka	UK.66.422060J	AirX 04	CL-600-2B19 B2

3.15.4 OTJ Training Content and Assessment

For OJT the training shall have started and completed within the three years preceding the application for a type rating endorsement. Up to 50% of the required OJT may be undertaken before the aircraft theoretical type training starts. The OTJ Training Instructor shall instruct the student in as many of the indicated tasks as possible subject to aircraft / access availability and record each individual training in the OJT Training Log Book. The following classifications detail the importance of the tasks for completion of the OTJ Training:

REQUIRED (R)	At least 70% shall be completed (equates to at least 50% of relevant tasks)
DESIRABLE (D)	Indicates that the task is desirable and WHERE 4 or less tasks appear in a single ATA chapter at least 1 task should be completed.
OPPORTUNISTIC (O)	This indicates that the task is opportunistic and where possible should be completed on an opportunity basis.

REQUIRED tasks represent subjects that are important for OTJ training purposes to ensure that the operation, function, installation and safety significance of key maintenance tasks is adequately addressed; particularly where these cannot be fully explained by theoretical training alone. Tasks completed shall be representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex tasks shall also be incorporated and undertaken as appropriate to the aircraft type.

When performing an assessment of the OJT the assessor shall pay particular attention to the troubleshooting and analysis aspects of the tasks performed when these are recorded as defects.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.32
		Date:	02 Jan 20

3.15.5 OJT Log Book

OJT LOG BOOK

AIRCRAFT TYPE:

Name of Student

Date of Birth

Approved
Maintenance
Organisation

Location

Aircraft Rating
Applied for

OJT Start Date

OJT End Date

Name(s) of
Supervisor(s)

Air X Jet Support UK.145.01306

Luton Airport

Licence No.	Stamp No.	Scope/Limitations	Signature

Glossary of the training log:

Abbreviation	Designation
LOC	Location
FOT	Functional / Operational Test
SGH	Service and Ground Handling
RI	Removal / Installation
MEL	Minimum Equipment List
TS	Trouble Shooting

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.33
		Date:	02 Jan 20

ITEM	MM REF.	TASK CODE	SUBJECT	B1	B2	STUDENT INITIAL	A/C REG/JOB # DATE	SUPERVISOR
INTRODUCTION								
01-1	AMP	SGH	Maintenance Pre-Flight Inspection	R	R			
ATA CHAPTER 05 – TIME LIMITS AND MAINTENANCE PRACTICES								
05-1	05-11-00	LOC	Component Time Limits	R	R			
ATA CHAPTER 06 – DIMENSIONS AND AREAS								
06-1	06-10-00	LOC	Principle dimensions and areas	R	R			
ATA CHAPTER 07 – LIFTING AND SHORING								
07-1	07-01-01	SGH	Lifting – Maintenance Practices	R	R			
07-2	07-10-02	LOC	Emergency Lifting	R	D			
07-3	07-10-03	SGH	Shoring	R	D			
ATA CHAPTER 08 – LEVELLING AND WEIGHING								
08-1	08-10-00	SGH	Levelling – Maintenance Practices	R	N/A			
08-2	08-20-00	LOC	Aircraft Weighing	R	N/A			
ATA CHAPTER 09 – TOWING AND TAXIING								
09-1	09-10-00	LOC	Towing Maintenance Procedures	R	R			
09-2	09-20-00	SGH	Taxiing Maintenance Procedures	R	R			
ATA CHAPTER 10 – PARKING AND MOORING								
10-1	10-10-00	SGH	Parking – Maintenance Practices	R	R			
10-2	10-20-00	SGH	Mooring – Maintenance Practices	D	D			
ATA CHAPTER 11 – PARKING AND MOORING								
11-1	11-00-00	LOC	Mandatory Placards in all aircraft zones	R	R			
ATA CHAPTER 12 – SERVICING								
12-1	12-11-01	SGH	Fuel Servicing	R	N/A			
12-2	12-11-02	SGH	Engine Oil System Servicing	R	D			
12-3	12-11-03	LOC	On-board APU Servicing	R	N/A			
12-4	12-12-01	LOC	Hydraulic Power System Servicing	R	N/A			
12-5	12-12-02	LOC	Brake Reservoir Servicing	R	N/A			
12-6	12-13-01	LOC	Gear & Brake Pneumatic System Servicing	R	N/A			
12-7	12-13-02	LOC	Brake Accumulator Servicing	R	N/A			
12-8	12-13-03	SGH	Tires Servicing	R	R			
12-9	12-14-00	SGH	Landing Gear Strut & Oleo Servicing	R	N/A			
12-10	12-15-00	SGH	Toilet Servicing	R	N/A			
12-11	12-15-02	LOC	Vanity Water Supply Servicing	R	N/A			
12-12	12-16-00	LOC	Oxygen System Servicing	R	R			
12-13	12-19-02	LOC	Environmental & Pressurization Servicing	R	N/A			
12-14	12-21-01	LOC	Flight Controls Servicing	R	N/A			

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION						Ref:	AXJS/145/MOE
							Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES						Page:	3.34
							Date:	02 Jan 20

ITEM	MM REF.	TASK CODE	SUBJECT	B1	B2	STUDENT INITIAL	A/C REG/JOB # DATE	SUPERVISOR
12-15	12-21-02	LOC	Landing Gear Servicing	R	N/A			
12-16	12-21-05	LOC	Thrust Reverser Servicing	R	N/A			
12-17	12-31-00	LOC	De-icing / Anti-Icing Servicing	R	N/A			
12-18	12-90-20	SGH	Scheduled Lubrication Servicing	R	N/A			
ATA CHAPTER 20 – STANDARD PRACTICES								
20-1	20-20-05	LOC	ESDS Components	R	R			
20-2	20-21-02	SGH	Electrical Bonding	R	R			
ATA CHAPTER 21 – AIR CONDITIONING								
21-1	21-11-00	FOT	Environmental Control Unit Maintenance Practices	R	R			
21-2	21-12-00	FOT	Emergency Pressurization System	R	R			
21-3	21-21-00	LOC	Cool Air Distribution	R	R			
21-4	21-22-00	LOC	Warm Air Distribution	R	R			
21-5	21-23-00	LOC	Condition Air Distribution	R	R			
21-6	21-24-00	LOC	Instrument Panel Cooling	D	R			
21-7	21-25-00	LOC	Nose Avionics Cooling	D	R			
21-8	21-30-00	LOC	Pressurization Control	R	R			
21-9	21-31-05	LOC	Cabin Altitude Pressure Switch	R	R			
21-10	21-51-00	LOC	Environmental Control System	R	R			
21-11	21-52-00	LOC	Vapor Cycle Cooling System	R	D			
21-12	21-61-00	LOC	Cabin/Cockpit Temperature Control System	R	R			
ATA CHAPTER 22 – AUTO PILOT								
22-1	22-11-01	LOC	Auto Pilot Servo	R	R			
22-2	22-11-03	LOC	Auto Pilot Controller	R	R			
22-3	22-13-00	LOC	AFCS	R	R			
22-4	22-15-00	FGS		R	R			
ATA CHAPTER 23 – COMMUNICATIONS								
23-1	23-00-01	LOC	Radio & Cockpit Communications Equipment Components	R	R			
23-2	23-11-00	LOC	Radio System(s)	N/A	R			
23-3	23-12-05	LOC	HF System	N/A	R			
23-4	23-13-00	LOC	VHF System	N/A	R			
23-6	23-15-01	LOC	Flight Telephone System – if fitted	N/A	R			
23-8	23-15-07	LOC	Broadband System – if fitted	N/A	R			
23-9	23-15-09	LOC	Sat Comms. Sys if fitted	N/A	R			
23-10	23-15-10	LOC	Weather System	N/A	R			
23-11	23-20-01	LOC	Global AFIS	N/A	R			
23-12	23-30-00	MEL	Passenger Address & Entertainment	R	R			

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION						Ref:	AXJS/145/MOE
							Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES						Page:	3.35
							Date:	02 Jan 20

ITEM	MM REF.	TASK CODE	SUBJECT	B1	B2	STUDENT INITIAL	A/C REG/JOB # DATE	SUPERVISOR
23-13	23-50-01	LOC	Audio Integrating System	N/A	R			
23-14	23-52-00	LOC	Collins Dual Audio System	N/A	R			
23-15	23-60-00	MEL	Static Discharging	R	R			
23-16	23-70-00	FOT	Cockpit Voice Recorder	N/A	R			
23-17	23-80-01	LOC	Radio System	N/A	R			
ATA CHAPTER 24 – ELECTRICAL POWER								
24-1	24-00-00	LOC	Electrical Power	R	R			
24-2	24-20-00	LOC	AC Generation	R	R			
24-3	24-21-01	MEL	Inverter	R	R			
24-4	24-31-01	TS	DC Generation	R	R			
24-5	24-32-00	SGH	Main Battery	R	R			
24-6	24-32-02	OT	Overheat Warning System	N/A	R			
24-7	24-32-03	FOT	Battery Temp. Gauge	N/A	R			
24-8	24-41-00	SGH	External Power System	R	R			
24-9	24-50-03	TS	Power Junction Box	N/A	O			
24-10	24-50-04	RI	Thrust Reverser Junction Box	N/A	O			
24-11	24-50-05	RI	Interior Junction Box	N/A	O			
24-12	24-50-06	RI	Nose Avionics Junction Box	N/A	O			
24-13	24-51-01 / 07	LOC	PCB Assemblies	N/A	R			
ATA CHAPTER 25 – EQUIPMENT AND FURNISHINGS								
25-1	25-11-01	RI	Flight Crew Seats	R	N/A			
25-2	25-21-01	RI	Passenger Seats	R	N/A			
25-3	25-21-02	RI	Side Facing Seats	R	N/A			
25-4	25-21-03	RI	Couches	R	N/A			
25-5	25-60-00	RI	Life Preservers	R	R			
25-6	25-61-04	RI	Emergency Locator	N/A	R			
25-7	25-90-60	RI	Life Raft Inspection	R	N/A			
ATA CHAPTER 26 – FIRE PROTECTION								
26-1	26-00-00	LOC	Fire Protection Controls & Indications in the Cockpit	R	R			
26-2	26-10-02	FOT	Smoke Detector System	R	D			
26-3	26-11-02	FOT	APU Fire Detection	R	R			
26-3	26-21-00	LOC	Extinguishing System	R	R			
26-4	26-22-00	RI	Portable Extinguishing	R	R			
ATA CHAPTER 27 – FLIGHT CONTROLS								
27-1	27-10-00	LOC	Aileron and Tab System	R	N/A			
27-2	27-10-02	RI	Cockpit Fairing Aileron Control Cables	R	N/A			
27-3	27-10-03	RI	Wing Aileron Control Cables	R	N/A			
27-4	27-11-01	RI	Aileron Trim Tab Control Cables	R	N/A			
27-5	27-11-02	RI	Aileron/Rudder Trim Control Assembly	R	N/A			
27-6	27-11-03	LOC	Aileron Trim Tab and Actuator	R	N/A			
27-7	27-20-00	LOC	Rudder and Tab System	R	N/A			
27-8	27-20-03	RI	Fairing/Tail Cone Rudder Control Cables	R	N/A			
27-9	27-20-05	MEL	Rudder Bias System	R	N/A			
27-10	27-21-02	RI	Rudder Trim Tab Control Cables	R	N/A			
27-11	27-31-00	LOC	Elevator and Tab System	R	N/A			

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION						Ref:	AXJS/145/MOE
							Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES						Page:	3.36
							Date:	02 Jan 20

ITEM	MM REF.	TASK CODE	SUBJECT	B1	B2	STUDENT INITIAL	A/C REG/JOB # DATE	SUPERVISOR
27-12	27-31-02	LOC	Control Column	R	N/A			
27-13	27-31-03	RI	Elevator Control Cables	R	N/A			
27-14	27-33-00	TS	Stall Warning Stick Shaker	R	N/A			
27-15	27-40-00	LOC	Two-Position Horizontal Stabilizer System	R	N/A			
27-16	27-51-00	LOC	Flaps System	R	R			
27-17	27-61-00	LOC	Speed Brake System	R	R			
27-18	27-70-00	LOC	Control Lock System	R	R			
27-19	27-71-04	TS	Throttle Lock Assembly	D	N/A			
ATA CHAPTER 28 – FUEL								
28-1	28-00-00	SGH	General	R	R			
28-2	28-10-00	TS	Fuel Storage	D	N/A			
28-3	28-20-00	LOC	Fuel Distribution	R	R			
28-4	28-21-01	MEL	Electric Boost Pump	R	R			
28-5	28-21-03	LOC	Scavenge Ejector Pumps	D	D			
28-6	28-22-00	LOC	Single Point Defuel System	D	D			
28-7	28-41-00	FOT	Fuel Quantity Gauging System	R	R			
28-8	28-42-00	TS	Low Fuel Warning Gauging System	D	D			
ATA CHAPTER 29 – HYDRAULIC POWER								
29-1	29-00-00	SGH	Hydraulic Power	R	R			
29-2	29-11-03	LOC	Hydraulic Pumps	R	R			
29-3	29-11-04	RI	Hydraulic Filter	D	N/A			
29-4	29-11-06	LOC	Hydraulic Manifold	D	N/A			
29-5	29-11-07	SGH	Ground Power Connection	R	N/A			
29-6	29-31-00	SGH	Hydraulic System Indicating	R	D			
ATA CHAPTER 30 – ICE AND RAIN PROTECTION								
30-1	30-11-00	LOC	Wing Leading Edge Anti-Ice Bleed Air System	R	R			
30-2	30-12-00	FOT	Pneumatic De-Ice	R	R			
30-3	30-20-01	FOT	Auto Pilot Servo Anti-Ice	R	R			
30-4	30-21-00	FOT	Engine Air Inlet Anti-Ice	R	D			
30-5	30-31-00	FOT	Pitot / Static Anti-Ice System	R	R			
30-6	30-32-00	FOT	Total Air Temperature Probe Anti-Ice	D	R			
30-7	30-33-00	FOT	Angle of Attack Transmitter Probe Anti-Ice	D	R			
30-8	30-40-00	FOT	Windshield Rain Removal	R	N/A			
30-9	30-41-00	FOT	Electric Heated Glass Windshield / Side Windows Anti - Ice	D	R			
30-10	30-70-00	FOT	Heated Drains	R	R			
ATA CHAPTER 31 – HYDRAULIC POWER								
31-1	31-10-00	LOC	Instrument Panel	R	R			
31-2	31-11-00	FOT	Rotary Test Switch	R	R			
31-3	31-13-00	FOT	Switch / lights	D	R			
31-4	31-30-00	MEL	FDR System	D	R			
31-5	31-30-07	MEL	Quick Access Recorder	N/A	R			

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION							Ref:	AXJS/145/MOE
								Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES							Page:	3.37
								Date:	02 Jan 20

ITEM	MM REF.	TASK CODE	SUBJECT	B1	B2	STUDENT INITIAL	A/C REG/JOB #	SUPERVISOR
							DATE	
31-6	31-30-08	MEL	Data Logger	N/A	R			
31-7	31-40-00	LOC	Aerospace Optic Switches	N/A	R			
31-8	31-40-00	TS	Master Warning & Annunciator Panel Lights	R	R			
31-9	31-50-10	LOC	Engine Indication & Crew Alerting System (EICAS)	R	R			
ATA CHAPTER 32 –LANDING GEAR								
32-1	32-10-00	LOC	Landing Gear Operation	R	R			
32-2	32-20-01	TS	Shimmy Damper	R	N/A			
32-3	32-30-00	SGH	Extension & Retraction	R	R			
32-4	32-30-09	LOC	Emergency (Auxiliary) Pneumatic Bottle	R	R			
32-5	12-21-02	FOT	Landing Gear Lubrication	R	N/A			
32-6	32-40-00	RI	Wheels & Brakes	R	N/A			
32-7	32-42-00	TS	Antiskid Brake System	D	D			
32-8	32-42-06	LOC	Hydraulic Pack Assembly	R	R			
32-9	32-42-09	LOC	Emergency Brake System	D	N/A			
32-10	32-50-00	LOC	Steering System	D	N/A			
ATA CHAPTER 33 –LIGHTS								
33-1	33-10-00	LOC	Lights, cockpit controls and indications	R	R			
33-2	33-10-04	RI	Windshield Ice Detection Light	D	D			
33-3	33-20-00	TS	Passenger Compartment lights operational test	N/A	R			
33-4	33-40-00	MEL	Exterior Lights	R	R			
33-5	33-50-00	FOT	Emergency Lighting	R	R			
ATA CHAPTER 34 –NAVIGATION								
34-1	34-00-00	LOC	Navigation System, cockpit controls and Indications	R	R			
34-2	34-11-01	TS	Pitot Static System	N/A	R			
34-3	34-11-05	LOC	Air Data Systems	N/A	R			
34-4	34-11-07	MEL	Radio Altimeter	N/A	R			
34-5	34-13-01	LOC	Total Air Temperature Probe	N/A	D			
34-6	34-14-01	FOT	Angle of Attack System	R	R			
34-7	34-20-00	LOC	Attitude & Directional Instruments	D	D			
34-8	34-21-05	FOT	Attitude Heading Reference System (AHRS)	N/A	R			
34-9	34-22-01	LOC	Secondary Flight Display System	N/A	R			
34-10	34-22-02	LOC	Electronic Standby Instrument System	N/A	R			
34-11	34-24-01	FOT	Magnetic (Standby) Compass	R	R			
34-12	34-25-01	LOC	Electronic Flight Information System	D	R			
34-13	34-32-00	LOC	Enhanced Vision System	N/A	D			
34-14	34-41-01	TS	Weather Radar	N/A	D			
34-15	34-41-02	MEL	EGPWS	N/A	R			
34-16	34-44-00	FOT	TCAS Computer BITE Test	N/A	R			

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION						Ref:	AXJS/145/MOE
							Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES						Page:	3.38
							Date:	02 Jan 20

ITEM	MM REF.	TASK CODE	SUBJECT	B1	B2	STUDENT INITIAL	A/C REG/JOB # DATE	SUPERVISOR
34-17	34-51-00	RI	LF Navigation Systems	N/A	D			
34-18	34-51-01	RI	ADF System	N/A	D			
34-19	34-52-00	RI	VHF Navigation Systems	D	D			
34-20	34-53-01	RI	DME System	N/A	D			
34-21	34-53-04	RI	Transponder System	N/A	D			
34-22	34-54-00	FOT	Satellite Navigation	N/A	D			
34-23	34-60-01	MEL	Flight Management System	N/A	R			
34-24	34-62-00	LOC	Integrated Avionics Processor System	N/A	D			
34-25	34-62-00	LOC	Integrated Flight Information System	N/A	D			
34-26	34-90-20	LOC	Standby Battery	N/A	D			
ATA CHAPTER 35 -OXYGEN								
35-1	35-00-00	LOC	Oxygen System	R	R			
35-2	35-01-01	RI	Oxygen Cylinder & Pressure Regulator	D	N/A			
35-3	35-10-00	SGH	Crew Oxygen System	R	R			
35-4	35-10-01	RI	Flight Crew Mask Regulator Test	R	R			
35-5	35-20-00	TS	Pax. Oxygen System	D	N/A			
35-6	35-90-20	FOT	Pax. Mask Drop Out Box Inspection	D	D			
ATA CHAPTER 36 –PNEUMATIC								
36-1	36-00-00	LOC	Pneumatic System	R	R			
36-2	36-11-00	TS	Trouble shooting Pneumatic System	D	D			
36-3	36-11-02	LOC	Pre-cooler Inspection Check	R	N/A			
36-4	36-12-00	LOC	APU Bleed Air Distribution	R	N/A			
36-5	36-15-00	FOT	Service Air System	R	N/A			
ATA CHAPTER 38 –WATER / WASTE								
38-1	38-00-00	LOC	Water /Waste General	R	R			
38-2	38-10-00	LOC	Potable Water	R	R			
38-3	38-30-00	RI	Water/Waste Disposal	R	N/A			
38-4	38-30-02	SGH	Externally Flush Toilet	R	D			
ATA CHAPTER 45 –CENTRAL MAINTENANCE SYSTEM								
45-1	45-05-00	LOC	Maintenance Diagnostics Computer	N/A	D			
ATA CHAPTER 51 –STRUCTURES								
51-1	51-05-00	SGH	Corrosion Severity Maps	O	O			
51-2	51-10-00	SGH	Corrosion Description & Operation	O	N/A			
51-3	51-20-00	SGH	Corrosion Inhibiting	O	N/A			
ATA CHAPTER 52 -DOORS								
52-1	52-10-00	LOC	Entry Door	R	R			
52-2	52-20-00	RI	Emergency Exit Door	R	N/A			
52-3	52-30-00	LOC	Baggage Door	R	R			
52-4	52-40-00	LOC	Service Doors	R	R			
52-5	52-70-00	FOT	Door Warning System	R	R			
ATA CHAPTER 53 -FUSELAGE								
53-1	53-10-01	LOC	Radome	R	R			
ATA CHAPTER 54 –NACELLES / PYLONS								
54-1	54-00-00	LOC	Nacelle	R	R			
54-2	54-50-10	LOC	Engine Beam Structure	R	N/A			

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION						Ref:	AXJS/145/MOE
							Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES						Page:	3.39
							Date:	02 Jan 20

ITEM	MM REF.	TASK CODE	SUBJECT	B1	B2	STUDENT INITIAL	A/C REG/JOB # DATE	SUPERVISOR
ATA CHAPTER 55 -STABILISERS								
55-1	55-10-00	LOC	Two Position Stabilizer	R	R			
ATA CHAPTER 57 -WINGS								
57-1	57-00-00	LOC	Wings	R	R			
57-2	57-20-03	LOC	Wing Vortex Generators	R	N/A			
57-3	57-30-01	LOC	Wing Tips	R	N/A			
57-4	57-40-00	RI	Wing Leading Edge Devices	R	N/A			
57-5	57-50-00	RI	Flight Surfaces	R	N/A			
ATA CHAPTER 71 -POWER PLANT								
71-1	71-11-00	LOC	Engine Cowling	R	R			
71-2	71-22-00	LOC	Engine Mounts	R	N/A			
71-3	71-30-01	SGH	Oil Chip Detector	R	N/A			
71-4	71-51-00	LOC	Engine Electrical Harness	R	R			
71-5	71-60-00	LOC	Engine Nacelle Inlet	R	N/A			
71-6	71-90-00	LOC	Engine & Pylon	R	N/A			
ATA CHAPTER 73 -ENGINE FUEL & CONTROL								
73.1	73-00-00	LOC	Engine Fuel & Control	R	R			
73-2	73-30-00	TS	Engine Fuel Indicating	D	D			
73-3	73-30-02	TS	Fuel Pressure Switch	D	D			
ATA CHAPTER 74 -ENGINE FUEL & CONTROL								
74-1	74-00-01	LOC	Engine Ignition System	R	R			
74-2	74-31-00	FOT	Engine Ignition Switching	R	R			
ATA CHAPTER 76 -ENGINE CONTROLS								
76-1	76-00-00	LOC	Engine Control General	R	R			
76-2	76-12-00	LOC	Electronic Engine Control (EEC)	R	R			
76-3	76-14-00	LOC	Engine Synchronizer	R	R			
76-4	76-16-00		Full Authority Digital Engine Control (FADEC)	R	R			
76-5	76-20-00	LOC	Emergency Shutdown	R	R			
ATA CHAPTER 77 -ENGINE INDICATING								
77-1	77-10-00	LOC	Engine Indicating General	R	R			
77-2	77-10-01	FOT	Engine Turbine Speed Indicating	R	R			
77-3	77-20-00	FOT	Inter turbine Temperature Indicating	R	R			
77-4	77-30-00	LOC	Engine Vibration Monitoring	R	R			
77-5	77-40-00	LOC	Integrated Engine Instruments	R	R			
ATA CHAPTER 78 -EXHAUST								
78-1	78-00-00	LOC	Exhaust General	R	R			
78-2	78-30-00	FOT	Thrust Reverser System	R	R			
78-3	78-31-01	LOC	Thrust Reverser Hydraulics	R	N/A			
78-4	78-31-02	FOT	Thrust Reverser Electrical	D	R			
ATA CHAPTER 79 -OIL								
79-1	79-00-00	LOC	Engine Oil Indicating	R	R			
ATA CHAPTER 80 -STARTING								
80-1	80-00-00	LOC	Engine Starting General	R	R			
80-2	80-10-02	LOC	Starter Generator Cooling	R	N/A			
80-3	80-10-00	FOT	Engine Cranking	R	N/A			
80-4	80-10-03	FOT	APU Start System	R	R			

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.40
		Date:	02 Jan 20

Supervisors Report and Feedback to Student

Supervisors Comments

The above comments have been fed back to the student

Supervisors name:

Signature:

Date:

Assessment of Tasks to be completed as required for either B1 or B2 OJT

ASSESSMENT OF TASKS RECORD

B1 R	A Total B1 (R) Tasks in Logbook	B Total B1 (R) Tasks completed in Log book	Total Mandatory Tasks Completed (%) (B/A)*100	B2 R	C Total B2 (R) Tasks in Log book	D Total No of B2 (R) Tasks completed in Log Book	Total Mandatory Tasks completed (%) (D/C)*100
B1 D	A Total B1 (D) Tasks in Logbook	B Total B1 (D) Tasks completed in Log book	Total Mandatory Tasks Completed (%) (B/A)*100	B2 D	C Total B2 (D) Tasks in Log book	D Total No of B2 (D) Tasks completed in Log Book	Total Mandatory Tasks completed (%) (D/C)*100
B1 O	A Total B1 (O) Tasks in Logbook	B Total B1 (O) Tasks completed in Log book	Total Mandatory Tasks Completed (%) (B/A)*100	B2 O	C Total B2 (O) Tasks in Log book	D Total No of B2 (O) Tasks completed in Log Book	Total Mandatory Tasks completed (%) (D/C)*100

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
QUALITY SYSTEM PROCEDURES		Page:	3.41
		Date:	02 Jan 20

ASSESSOR REMARKS / COMMENTS

INDICATE AND IDENTIFY THE NUMBER OF TASKS SELECTED DURING THE ASSESSMENT PHASE

Note: The amount of tasks selected for assessment can be dependent on the individual's previous experience and competency displayed during instruction and is at the discretion of the Assessor.

ITEM ID REF	MM REF	TASK CODE	SUBJECT	B1	B2	A/C REG	ASSESSMENT COMMENTS AND DATE JOB No
----------------	-----------	--------------	---------	----	----	------------	--

Assessors name:

Signature: _____ **Date:** _____

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.42
		Date:	02 Jan 20

3.15.6 Certificate of Completion



CERTIFICATE OF COMPLETION (Compliance Report)

This certificate is issued to:

Date of birth:

Place of birth:

AIRX JET SUPPORT LIMITED
 Diamond Hangar, Long Boarder Road
 Stansted Airport, Essex
 CM24 1RE

Reference: UK.145.01306

A maintenance organization approved to provide On the Job Training (OJT) in accordance with Annex III (Part 66) Appendix III of regulation (EC) No. 1321/2014

This certificate confirms that the above named person has completed the OJT course of training stated below and complies with the following.

(TYPE RATING AS PER PART 66 LIST)

Requirement	Confirmed
OJT completed at an approved Part 145 Organization	YES / NO
Completed OJT covers a representative cross section of tasks from Appendix 2, Part 66	YES / NO
Minimum 50% of applicable tasks to the category completed and are representative in nature	YES / NO
No more than 50% of the OJT completed before the completion of the Part 147 Type Training	YES / NO
OJT Logbook assessed including Supervisors comments	YES / NO

Compliance Statement:

The competence of the delegate has been assessed together with the contents of this logbook, which contains the sufficient variety and complexity of tasks to meet the requirements of Part 66 for the first type rating as per AMC to section 6 of Appendix III to Part 66, (item 4).

Signed:

Quality Manager

Date:

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.43
		Date:	02 Jan 20

3.15.7 Submission of OJT Data to CAA

For the endorsement of the first type rating in each Part 66 aircraft maintenance licence category or subcategory, the following OJT data in addition to required licence application data shall be submitted to the CAA:

- Certificate of Completion signed by the Quality Manager
- A letter / statement of confirmation of completion signed by the Quality Manager
- The completed approved OJT log book.

Note: If submitting an electronic copy of the OJT log book, the Quality Manager shall append the OJT log book front page with the following signed statement: "*I have seen the original document and I certify that this is a complete and accurate copy of the original*".

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	4 / 0
	QUALITY SYSTEM PROCEDURES	Page:	3.44
		Date:	02 Jan 20

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 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 6
	CONTRACTED OPERATORS	Page:	4.1
		Date:	07 Jan 19

PART 4

CONTRACTED OPERATORS

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 6
	CONTRACTED OPERATORS	Page:	4.2
		Date:	07 Jan 19

4.1 CONTRACTED OPERATORS

4.1.1 List of Contracted Operators

The following owner / operators have their maintenance performed by the organisation in accordance with the procedures defined in this Exposition:

Operator	Certificate No.	Aircraft Types	Limitations
LEA	GB2070	BD-100-1A10 EMB135BJ	Challenger 300 Legacy 600/650
Air X	MT-23	EMB135BJ CL-600-2B19 Embraer E190	Legacy 600 Challenger 850 Lineage 1000

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 6
	CONTRACTED OPERATORS	Page:	4.3
		Date:	07 Jan 19

4.2 OPERATOR PROCEDURES AND PAPERWORK

Part 145.A.70 (a) 13; AMC 145.A.45(d); AMC 145.A.45(e); AMC 20-6

4.2.1 General

The procedures and paperwork used during the performance of maintenance activities for owner / operators are defined in sections 2 and L2 of this Exposition unless required otherwise by a specific owner / operator.

4.2.2 Operator CDCCL Procedures

AirX Jet Support personnel performing maintenance tasks on operators' aircraft subject to Critical Design Configuration Control Limitations (CDCCL) shall comply with that operators' specific procedures to ensure the approved design configuration of the aircraft fuel system.

In addition to operator specific procedures, the CDCCL procedures detailed in this Exposition shall be adhered to. CDCCL procedures are referenced in:

MOE Ref.	Subject	Regulation/AMC/GM
2.8.9	Incorporation of CDCCL Concepts; Compliance with CDCCL Instructions; Traceability of CDCCL Completion	AMC 145.A.45(d) AMC 145.A.45(e) GM 145.A.48(d)
3.4.7	CDCCL Training	AMC3 145.A.30(e) Appendix IV to AMC 145.A.30(e)

AirX Jet Support shall ensure that when performing maintenance, the CDCCL are not compromised. AirX Jet Support shall pay particular attention to possible adverse effects of any change to the wiring of the aircraft, even of a change not specifically associated with the fuel tank system. For example, it should be common practice to identify segregation of fuel gauging system wiring as a CDCCL.

4.2.3 Operator ETOPS Procedures

AirX Jet Support personnel performing maintenance tasks on operators' aircraft subject to Extended Range Twin Operations approval shall comply with that operators' specific procedures to ensure the ETOPS maintenance tasks are properly accomplished.

4.2.3.1 ETOPS Definition

An extended Range Twin Operations approval (ETOPS) permits twin-engine aeroplanes to operate over a route that contains a point further than one hour flying time at the approved one-engine inoperative cruise speed. This is applicable to flights under standard conditions in still air from an adequate aerodrome.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
	CONTRACTED OPERATORS	Issue/Amndt:	3 / 6
		Page:	4.4
		Date:	07 Jan 19

In order to be granted an ETOPS approval an operator will have:

- An AOC (Air Operator Certificate)
- demonstrated that the necessary airworthiness, maintenance and operational requirements are in place

4.2.3.2 Maintenance Training

The responsibility for the training of AirX Jet Support maintenance personnel rests with the ETOPS approved operator's CAMO.

This training will focus on the special nature of ETOPS. The goal of this programme is to ensure that all AirX jet Support personnel involved in ETOPS are provided the necessary training so that the ETOPS maintenance tasks are properly accomplished and to emphasise the special nature of ETOPS maintenance requirements.

Qualified AirX Jet Support maintenance personnel are those that have completed the operator's extended range training programme and have satisfactorily performed extended range tasks under supervision, within the framework of the operator's approved procedures for Personnel Authorisation.

4.2.3.3 Example of Operator's ETOPS Training Programme

The operator's ETOPS training programme should provide initial and recurrent training for as follows:

1. INTRODUCTION TO ETOPS REGULATIONS
 1. Contents of AMC 20-6
 2. ETOPS Type Design Approval – a brief synopsis
2. ETOPS OPERATIONS APPROVAL
 1. Maximum approved diversion times and time-limited systems capability
 2. Operator's Approved Diversion Time
 3. ETOPS Area and Routes
 4. ETOPS MEL
3. ETOPS CONTINUING AIRWORTHINESS CONSIDERATIONS
 1. ETOPS significant systems
 2. CMP and ETOPS aircraft maintenance programme
 3. ETOPS pre-departure service check
 4. ETOPS reliability programme procedures
 1. Engine/ APU oil consumption monitoring
 2. Engine/APU Oil analysis
 3. Engine conditioning monitoring
 4. APU in-flight start programme
 5. Verification programme after maintenance
 6. Failures, malfunctions and defect reporting
 7. Propulsion System Monitoring/Reporting
 8. ETOPS significant systems reliability
 5. Parts and configuration control programme
 6. CAMO additional procedures for ETOPS
 7. Interface procedures between Part-145 organisation and CAMO

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 6
	CONTRACTED OPERATORS	Page:	4.5
		Date:	07 Jan 19

4.2.3.4 ETOPS Parts Control

The operator will provide details of their parts control programme to AirX Jet Support to ensure that the proper parts and configuration are maintained for ETOPS. The programme includes verification that parts placed on ETOPS aircraft during parts borrowing or pooling arrangements as well as those parts used after repair or overhaul, maintain the necessary ETOPS configuration for that aircraft.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 6
	CONTRACTED OPERATORS	Page:	4.6
		Date:	07 Jan 19

4.3 OPERATOR RECORDS COMPLETION

Part 145.A.55 – Part 145.A.70 (a) 13

The procedures for the completion of records after the performance of maintenance activities for owner / operators are as defined in sections 2 and L2 of this Exposition or in specific maintenance contracts.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	APPENDICES	Page:	5.1
		Date:	05 Oct 17

PART 5

APPENDICES

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 5.2
	APPENDICES	Page:	5.2
		Date:	12 Nov 18

5.1 SAMPLE OF DOCUMENTS

5.1.1 General

Documents referenced in this Exposition but not included in this section are maintained by the Quality Manager on the Company Network and available for review by the Authority.

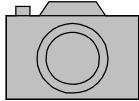
5.1.2 Form Listing

Form No.	Quality Forms
QF 001	Authorization document
QF 003	Authorization application form
QF 004	Part 145 Audit check
QF 005	Product Audit report
QF 011	Safety occurrence report form
QF 014	One off authorization assessment
QF 020	Competence Assessment form
QF 030	Non Compliance Report
QF 032	Capability Extension Evaluation

Form No.	Maintenance Forms
MF 001	Serviceable tag
MF 002	Unserviceable tag
MF 003	Quarantine tag
MF 004	EASA Form One
MF 005	Not used
MF 006	Not used
MF 007	Monthly anti-static mat check
MF 008	Monthly GPU check
MF 009	Monthly jack inspection
MF 010	GSE re-test date
MF 011	Not used
MF 012	Work pack cover sheet
MF 013	Work pack work sheet
MF 014	Work pack index sheet
MF 015	Work pack specimen signature sheet
MF 016	Base Maintenance Release to Service
MF 017	Line Maintenance Release to Service
MF 018	Panel Equipment Removal
MF 019	Tool Check Signatory Sheet
MF 020	Post Base Maintenance Check Sheet
MF 021	Post Input APU and EGR Function and Leak Checks Sheet
MF 022	Base Maintenance Arrival Check Sheet

airX JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	APPENDICES	Page:	5.3
		Date:	05 Oct 17

QF 001 Authorization Document

1. AIR X JET SUPPORT LIMITED PART 145 APPROVAL REF. UK.145.01306	11. CONDITIONS		
2. CERTIFYING STAFF AUTHORIZATION FORM	1. The holder using this authorization is responsible to the Quality Manager of AIR X Jet Support Limited. The granting of this authorization denotes that the holder has satisfied the requirements of the AXJS Maintenance Organisation Exposition and Quality Procedures for the issue of this authorization.		
3. Name:	2. Where an authorization is granted to the holder of an EASA licence and that licence is the basis of the authorization, it is the holder's responsibility to maintain that licence. Should the holder's licence become invalid for any reason, this authorization is also invalid.		
	3. AXJS authorization numbers are issued by the Quality Manager and may only be used by the holder.		
4. Licence No:	4. With reference to the ANO Art. 33(8), the holder shall <u>not</u> exercise the privileges of this authorization if they know or suspects that their physical or mental condition renders them unfit to exercise such privileges. The holder shall <u>not</u> , when exercising the privileges of this authorization, be under the influence of drink or of a drug to such an extent as to impair their capacity to exercise such privileges.		
5. AXJS Authorization No:	5. The holder of this authorization must be satisfied that all technical and regulatory requirements are satisfied prior to exercising the privileges of this authorization. The holder must keep himself current on regulations and AXJS requirements at all times.		
6. Signature of Holder:	6. The holder of this authorization is responsible for bringing to the attention of the Quality Manager any occurrences that may affect continuing airworthiness.		
7. Date of Issue:	12. PRIVILEGES OF AUTHORIZATION		
8. Issued in accordance with the provisions of the AIR X JET SUPPORT Limited Maintenance Organisation Exposition	1. The holder of this authorization may certify work on behalf of AXJS within the scope of authorizations listed in section 13 of this document.		
9. AXJS Quality Manager:			
10. Date:			
13. LICENCES AND AUTHORIZATIONS			
Code	Description	Valid Until	Comments

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	APPENDICES	Page:	5.4
		Date:	05 Oct 17

QF 003 Authorization Application Form Page 1 of 2



JET SUPPORT

AUTHORISATION APPLICATION FORM

All applications for a certifying authorisation under Air X Jet Support's Part 145 approval UK.145.01306 shall be made on this form prior to being given to the Maintenance Manager. If the application is accepted the Maintenance Manager will sign the form and pass it to the Quality Manager for assessment and examination as required.

Ref MOE 3.4

Parts A, B and C shall be completed by the applicant.

PART A	APPLICANTS DETAILS	
	Name	
	Authorisation Location	
	Name of Employer	

PART B	DETAILS OF APPROVAL CATEGORY AND AIRCRAFT TYPE APPLIED FOR		
	Category	(<input checked="" type="checkbox"/>)	Aircraft Type and Scope / Task
	C Certifying Staff		
	B1 Support Staff		
	B2 Support Staff		
	B1 Certifying Staff		
	B2 Certifying Staff		
	A Certifying Staff		
Other Approval (State)			

PART C	APPLICANTS LICENCE DETAILS	
	Licence Number	
	Date of Expiry	
	Applicable Type Rating	
	Limitations	

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	APPENDICES	Page:	5.5
		Date:	05 Oct 17

QF 003 Authorization Application Form Page 2 of 2



AUTHORISATION APPLICATION FORM

Part D shall be completed by the Maintenance Manager

MAINTENANCE MANAGER ASSESSMENT per MOE 3.4						
Item	Details					
Licence check						
Experience						
Training (check records)	MHF		EWIS		FTS	
Competency Assessment						
Personal Log Book check						
Integrity and Safety Attitude						
As the responsible manager for the above named person, I have assessed them for the required qualifications, experience and training for the authorisation requested.						
Name	Signature			Date		

Part E shall be completed by the Quality Manager

QUALITY MANAGER ASSESSMENT		
Examination as required		
Knowledge of MOE		
Understanding of privileges		
Understanding of limitations		
Authorisation Document		
Stamp Number		
Comments		
B Holloway		
Name	Signature	Date

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	APPENDICES	Page:	5.6
		Date:	05 Oct 17

QF 020 Competency Assessment Form Page 1 of 3



JET SUPPORT

PERSONNEL COMPETENCY ASSESSMENT RECORD

Section 3.14 of the Company Exposition requires that an assessment of a person's competency with their terms of reference and trade standards is undertaken every two (2) years. Where an understanding of human factors and human performance is required for their job function, this shall be assessed also. This Form QF 020 constitutes a record of that assessment and shall be completed during the competency interview.

PERSONAL DETAILS

Candidate's Name

Candidate's Title

ASSESSORS DETAILS

Assessor's Name

Assessor's Title

COMPETENCY ASSESSMENT RECORD

Comments

I certify that I have carried out a competency assessment of the above name person in accordance with the procedure detailed in section 3.14 of the Exposition.

Signature

Date

Next Due Date

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	APPENDICES	Page:	5.7
		Date:	05 Oct 17

QF 020 Competency Assessment Form Page 2 of 3



JET SUPPORT

Competence Assessment Guide

PERSONNEL COMPETENCY ASSESSMENT RECORD

The assessor shall consider the following areas during the competency assessment interview.

	Managers	Planners	Certifying staff and support staff	Mechanics	Quality audit staff
Knowledge of applicable officially recognised standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of auditing techniques: planning, conducting and reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of human factors, human performance and limitations	<input checked="" type="checkbox"/>				
Knowledge of logistics processes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of organisation capabilities, privileges and limitations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of Part-M, Part-145 and any other relevant regulations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of relevant parts of the maintenance organisation exposition and procedures	<input checked="" type="checkbox"/>				
Knowledge of occurrence reporting system and understanding of the importance of reporting occurrences, incorrect maintenance data and existing or potential defects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of safety risks linked to the working environment	<input checked="" type="checkbox"/>				
Knowledge on CDCCL when relevant	<input checked="" type="checkbox"/>				
Knowledge on EWIS when relevant	<input checked="" type="checkbox"/>				
Understanding of professional integrity, behaviour and attitude towards safety	<input checked="" type="checkbox"/>				
Understanding of conditions for ensuring continuing airworthiness of aircraft and components	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understanding of his/her own human performance and limitations	<input checked="" type="checkbox"/>				
Understanding of personnel authorisations and limitations	<input checked="" type="checkbox"/>				
Understanding of critical task	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to compile and control completed work cards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to consider human performance and limitations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to determine required qualifications for task performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to identify and rectify existing and potential unsafe conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to manage third parties involved in maintenance activity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to confirm proper accomplishment of maintenance tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	APPENDICES	Page:	5.8
		Date:	05 Oct 17

QF 020 Competency Assessment Form Page 3 of 3



PERSONNEL COMPETENCY ASSESSMENT RECORD

	Managers	Planners	Certifying staff and support staff	Mechanics	Quality audit staff
Ability to identify and properly plan performance of critical task	<input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to prioritise tasks and report discrepancies	<input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to process the work requested by the operator	<input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to promote the safety and quality policy	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to properly process removed, uninstalled and rejected parts	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Ability to properly record and sign for work accomplished	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Ability to recognise the acceptability of parts to be installed prior to fitment	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Ability to split complex maintenance tasks into clear stages	<input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to understand work orders, work cards and refer to and use applicable maintenance data	<input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>
Ability to use information systems	X <input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>
Ability to use, control and be familiar with required tooling and/or equipment	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Adequate communication and literacy skills	X <input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>	X <input type="checkbox"/>
Analytical and proven auditing skills (for example, objectivity, fairness, open-mindedness, determination, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Maintenance error investigation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Resources management and production planning skills	X <input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork, decision-making and leadership skills	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	APPENDICES	Page:	5.9
		Date:	05 Oct 17

Form QF 030 Non Compliance Report Page 1 of 2



JET SUPPORT

NON COMPLIANCE REPORT

APPROVAL UK.145.01306

ORIGINAL AUDIT REFERENCE Ref.
Insert regulatory ref. as applicable

DEPARTMENT Date

TO: REPORT NO.

COPY TO: AUDITOR

DISCREPANCY

LEVEL 1 2 Reply to Auditor within days

Level 1 – A non-conformity with a specific requirement that is likely to result in an illegal operation or a catastrophic or hazardous event.

Note: If answer cannot be completed with specified number of days, inform the Quality Manager

Level 2 – A non-conformity with a specific requirement that does not constitute a level 1 finding.

ROOT CAUSE
(What was the root cause of the discrepancy?)

CORRECTIVE ACTION
(What action has been taken to correct the discrepancy?)

PREVENTITIVE ACTION
(What action has been taken to prevent a reoccurrence of the discrepancy?)

NAME SIGNATURE DATE

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	APPENDICES	Page:	5.10
		Date:	05 Oct 17

Form QF 030 Non Compliance Report Page 2 of 2



NON COMPLIANCE REPORT

QUALITY AUDITORS COMMENTS

FOLLOW UP ACTION (if applicable)

QUALITY MANAGER'S COMMENTS

QDR CLOSED BY

DATE

airX JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	APPENDICES	Page:	5.11
		Date:	02 Jan 20

EASA Form 1 Authorized Release Certificate

1. Approving Competent Authority/Country CIVIL AVIATION AUTHORITY UNITED KINGDOM	2. AUTHORISED RELEASE CERTIFICATE EASA FORM ONE	3. Form Tracking Number			
4. Approved Organisation Name and Address	Air X Jet Support Limited Diamond Hangar, Long Boarder Road London Stansted Airport, Essex, CM24 1RE UK	5. Work/Order/Contract/Invoice			
6. Item	7. Description	8. Part No.	9. Quantity	10. Serial No.	11. Status/Work
12. Remarks					
13a. Certifies that the items above were manufactured in conformity to: [] approved design data and are in condition for safe operation [] non-approved design data specified in block 13		14a. [] Part-145A.50 Release to Service [] Other Regulation specified in block 13 Certificates that unless otherwise specified in block 13, the work identified in block 12 and described in block 13 was accomplished in accordance with Part-145 and in respect to that work the items are considered ready for release to service			
13b. Authorised Signature	13c. Approval/Authorisation Number	14b. Authorised Signature	14c. Certificate/Approval Ref No.		
13d. Name	13e. Date (dd mmm yyyy)	14d. Name	14e. Date (dd mmm yyyy)		
USER/INSTALLER RESPONSIBILITIES This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different from the airworthiness authority specified in block 1 it is essential that the user/installer ensure that his/her airworthiness authority accepts parts/components/assemblies from the airworthiness authority specified in block 1. Statements in 13a and 14a do not constitute installation certification. In all cases aircraft maintenance record must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.					
*Installer must cross-check eligibility with applicable technical data MF004 02 Jan 2020					

EASA Form 1 Issue 2

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	APPENDICES	Page:	5.12
		Date:	05 Oct 17

Form MF 001 Serviceable Tag

	JET SUPPORT	SERVICEABLE TAG
ITEM DESCRIPTION.....	SERIAL NO.....	
PART NO.....	SERIAL NO.....	
GRN NO.....	QUANTITY.....	
CONDITION: INSPECTED, MODIFIED, NEW, OVERHAULED, REPAIRED, TESTED.....		
SHELF LIFE.....	HOURS/CYCLES.....	DESIGNATED FOR.....
INSPECTOR.....	DATE.....	W/O NO.....
Form MF001 Sep 16		

Form MF 002 Unserviceable Tag

	JET SUPPORT	UNSERVICEABLE TAG
ITEM DESCRIPTION.....	SERIAL NO.....	
PART NO.....	SERIAL NO.....	
REASON FOR SERVICEABILITY.....		
.....	
REMOVED FROM.....	HOURS/CYCLES.....	
INSPECTOR.....	DATE.....	W.O NO.....
MF002 Sep 16		

Form MF 003 Quarantine Tag

	JET SUPPORT	QUARANTINE TAG
ITEM DESCRIPTION.....	SERIAL NO.....	
PART NO.....	SERIAL NO.....	
GRN NO.....	W/O NO.....	
CUSTOMER SUPPLIER.....		
REASON FOR QUARANTINE.....		
.....	
INSPECTOR.....	DATE.....	
MF003 Sep 16		

airX JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	APPENDICES	Page:	5.13
		Date:	05 Oct 17

Form MF 012 Work Pack Cover Sheet

airX JET SUPPORT
 REG# A/C#
 S/N

<input type="checkbox"/> WORK ORDER <input type="checkbox"/>	COVER SHEET <input type="checkbox"/>
	<input type="checkbox"/> DUE MAINTENANCE <input type="checkbox"/>

WORK ORDER <input type="text"/>	WORK PERFORMED <input type="text"/>
WORK STARTING <input type="text"/>	A/C HOURS <input type="text"/>
PLANNED WORK END <input type="text"/>	CYCLES <input type="text"/>
LANDINGS <input type="text"/>	
CUSTOMER <input type="text"/>	
CONTACT PERSON <input type="text"/> OWNER <input type="text"/>	
<input type="text"/> PHONE <input type="text"/>	
<input type="text"/> FAX <input type="text"/>	
<input type="checkbox"/> PRINTED BY <input type="text"/>	
<input type="checkbox"/>	
AD STATUS <input type="text"/> COMMENT <input type="text"/> WARRANTY INFORMATION <input type="text"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
MAINTENANCE PROGRAM <input type="text"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
OTHER AIRCRAFT RELATED INFORMATION <input type="text"/>	
<input type="checkbox"/>	
SERIALISED ELEMENTS and AIRCRAFT MAIN DATA <input type="text"/>	
<input type="checkbox"/>	
Element <input type="text"/> Description <input type="text"/> Serial No. <input type="text"/> Flight Hours <input type="text"/> Cycles <input type="checkbox"/>	
Eng #1 <input type="text"/>	
<input type="checkbox"/>	
Eng #2 <input type="text"/>	
<input type="checkbox"/>	
APU <input type="text"/>	
<input type="checkbox"/>	
CUSTOMER REMARKS <input type="text"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
WORK ORDER REMARKS <input type="text"/>	
<input type="checkbox"/>	

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	APPENDICES	Page:	5.14
		Date:	05 Oct 17

Form MF 013 Work Pack Work Sheet

 JET SUPPORT LTD REG – _____ AIRCRAFT – _____ SERIAL No. – _____		WORK ORDER No.	WORKSHEET No. 01				
DUE MAINTENANCE <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">DEFECT/TASK</th> <th style="text-align: center; padding: 2px;">ACTION TAKEN</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">1.</td> <td style="padding: 2px;">1.</td> </tr> </tbody> </table>				DEFECT/TASK	ACTION TAKEN	1.	1.
DEFECT/TASK	ACTION TAKEN						
1.	1.						
		I.A.W.	AMM <input type="checkbox"/>	LMM <input type="checkbox"/>	CMM <input type="checkbox"/>	SMM <input type="checkbox"/>	
PARTS INFORMATION		REV _____					
QTY	LOCATION	PART NAME	P/N ON/OFF	S/N OFF	S/N ON	GRN NO.	
CRITICAL/INDEPENDENT INSPECTION (Sign and stamp as appropriate)				CRITICAL/INDEPENDENT INSPECTION REQUIRED <div style="text-align: right; margin-top: -10px;"> YES <input type="checkbox"/> NO <input type="checkbox"/> </div>			
Technician Signature _____ Inspection Signature _____ Authorization _____ Date _____ <i>CRS – CERTIFIES THE WORK SPECIFIED EXCEPT AS OTHERWISE SPECIFIED, WAS CARRIED OUT IN ACCORDANCE WITH PART-145 AND IN RESPECT OF THAT WORK THE AIRCRAFT/AIRCRAFT COMPONENT IS CONSIDERED READY FOR RELEASE TO SERVICE.</i> Part-145 Approval No. UK.145.01306							

MF013 Apr 17

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	4 / 0
	APPENDICES	Page:	5.15
		Date:	02 Jan 20

Form MF 014 Work Pack Index Sheet



WORKSHEET INDEX

REG	A/C SERIAL NO.	A/C TYPE	A/C HOURS	A/C LANDINGS	WORK ORDER
TASK NO.	RAISED BY	DATE RAISED	DATE CLOSED	STAMP/SIG	DATE CLOSED BY PLANNING
00001					
00002					
00003					
00004					
00005					
00006					
00007					
00008					
00009					
00010					
00011					
00012					
00013					
00014					
00015					
00016					
00017					
00018					
00019					
00020					
00021					
00022					
00023					
00024					

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	4 / 0
	APPENDICES		Page: 5.16
		Date:	02 Jan 20

Form MF 015 Work Pack Specimen Signature Sheet



REGISTRATION	A/C SERIAL NO	A/C TYPE	A/C HOURS	A/C LANDINGS	WORK ORDER

SPECIMAN SIGNATURE SHEET

Persons having authority to sign or stamp worksheets must record their name, category, signature, initials and stamp below.				
Name	Category	Signature	Initials	Stamp
Checked (Print Name)		Signature	Stamp	Date

MF 015 Sep 16

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	4 / 0
	APPENDICES	Page:	5.17
		Date:	02 Jan 20

Form MF 016 Base Maintenance Release to Service



Diamond Hangar, Long Boarder Road, London Stansted Airport,
 Essex CM24 1RE
 Approval reference UK.145.01306

BASE RELEASE FOR AIRCRAFT ABOVE 5700kg

AIRCRAFT TYPE:	INSPECTION REFERENCE:	W/O:
REGISTRATION MARK:	SERIAL NO:	LOCATION:

SCHEDULED MAINTENANCE INSPECTION REF:

COMPLETED ON: AT AIRFRAME HOURS: LANDINGS:

TO MAINTENANCE PROGRAM REFERENCE:

CERTIFICATE OF RELEASE TO SERVICE

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

SIGNATURE:..... AUTHORITY:..... DATE:.....

MF 016 JAN 20

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amndt:	3 / 3
	APPENDICES	Page:	5.18
		Date:	05 Oct 17

Form MF 017 Line Maintenance Release to Service

TECHNICAL LOG BOOK ENTRY	
A/C Type	A/c Hours
A/C Reg	A/c Landings
A/C S/N	Work order
Work started	Work finished
Page 1	
<i>CRS - Certifies the work specified except as otherwise specified, was carried out in accordance with part 145 and in respect of that work the aircraft/aircraft component is considered ready for release to service</i>	
Date:	Signature:
License:	Name:
Company:	
Page 1 of 1	

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	APPENDICES	Page:	5.19
		Date:	05 Oct 17

Form MF 018 Panel List and Removed Items



PANEL LIST & REMOVED ITEMS

REG	A/C SERIAL NUMBER	A/C TYPE	A/C HOURS	A/C LANDING	WORK ORDER

PAGE OF

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	APPENDICES	Page:	5.20
		Date:	05 Oct 17

5.2 LIST OF SUBCONTRACTORS AS PER PART 145.A.75(b)

There are no sub-contracted activities at present.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	APPENDICES	Page:	5.21
		Date:	05 Oct 17

5.3 LIST OF LINE MAINTENANCE LOCATIONS AS PER PART 145.A.75(d)

There are no line maintenance locations at present.

 JET SUPPORT	MAINTENANCE ORGANISATION EXPOSITION	Ref:	AXJS/145/MOE
		Issue/Amdt:	3 / 3
	APPENDICES	Page:	5.22
		Date:	05 Oct 17

5.4 LIST OF CONTRACTED PART 145 ORGANISATIONS PER PART 145.A.70(a)(16)

There are no Part 145 organizations contracted at present.

When the services of another Part 145 organization are required a purchase order will be raised for the services required.