

# **Maintenance Annex Guidance**

Between the

UK Civil Aviation Authority (UKCAA) of the

United Kingdom of Great Britain and Northern Ireland (UK)

and

Agência Nacional de Aviação Civil (ANAC) for the

Federative Republic of Brazil



**THE MAINTENANCE ANNEX GUIDANCE (MAG) APPROVAL:**



THIS MAINTENANCE ANNEX GUIDANCE COMES INTO OPERATION ON 1<sup>ST</sup> JANUARY 2021, SUBJECT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN ANAC AND THE UKCAA.  
THIS IS TO CERTIFY APPROVAL BY:

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Date: 16<sup>th</sup> June 2026

## Revision History

### Maintenance Annex Guidance

Revisions to this guidance will be approved by the designated representatives for UKCAA and ANAC.

Revisions become effective upon signature of the revised document.

Revision#	Revision Description	Signed on
Original	Original Edition of the Maintenance Annex Guidance	Dec/30/2020
Revision 1	<ul style="list-style-type: none"> <li>• Updated terminology from “CAA” to “UKCAA” and references to ANAC offices (GTOM, GTVA) (throughout the document).</li> <li>• Updated legal references (Introduction §2)</li> <li>• Removed content related to the transition period (Introduction §6)</li> <li>• Enhanced Sampling Inspection System procedures (S.A, II: 2.2(c), 2.4(b), 2.6(d), 2.7, 3.2(c), 3.6(f), 3.7)</li> <li>• Updated the definition of Line Station (S.A, III)</li> <li>• Replaced “statement of need” with “demonstration of need” (throughout the document)</li> <li>• Updated ANAC and UKCAA addresses and contact details (S.A, V, A.1)</li> <li>• Revised Q.18 in ANAC Visit Report UKCAA (S.A, V, A.4)</li> <li>• Clarified supplement approval letter expiry date (S.B: I, 3.5(b); II, 3.3; S.C, II, 4.3)</li> <li>• Clarified oversight at line stations and additional locations (S.B, II, 1.1; S.C, II, 2.1)</li> <li>• Detailed communication process in case of revocation (S.B, IV)</li> <li>• Revised accountable manager statement regarding CAA access to AMO facilities (S.B, V, A.2, 4)</li> <li>• Relocated note on single release for consistency (S.B, V, A.2, 10.8)</li> <li>• Added clarification note on standard parts (S.B, V, A.2, 10.13, Note 2)</li> <li>• Revised content considering the end of the Brexit transition (S.B, V, A.2, 10.15(c); S.C, II, 2.2)</li> <li>• Updated requirements for replacement components</li> </ul>	Jun/17/2026

	<p>(S.B, V, A.2: 10.15(e), 10.16)</p> <ul style="list-style-type: none"> <li>• Expanded product audit expectations (S.B, V, A.2: 13.4)</li> <li>• Added note on outsourced human factors training (S.B, V, A.2: 16.1)</li> <li>• Included new Audit Program example (S.B, V, A.3)</li> <li>• Updated fee payment instructions (S.C, II: 4.5, 4.6; III, 2.3, 3.2)</li> <li>• Updated ANAC supplement example for major repair register (S.C, V, A.2, 7)</li> <li>• Clarified acceptance of replacement parts (S.C, V, A.2, 7.4(b), (c))</li> <li>• Updated instructions for failure and SUP reporting in ANAC supplement example (S.C, V, A.2, 8)</li> <li>• Added note on subcontractor listing (S.C, V, A.2, 11.4(a))</li> <li>• Clarified approved data for major repairs and alterations (S.C, V, A.2, 12.1)</li> <li>• Clarified personnel qualification requirements for work on Brazilian-registered aircraft or components (S.C, V, A.2, 16 (b))</li> <li>• Revised CVA procedures in ANAC supplement example (S.C, V, A.2, 19)</li> </ul>	
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## Introduction

1. The Brazilian requirements for maintenance are contained in Brazilian Civil Aviation Regulations RBAC 43 and 145 and the guidance material in the respective Supplemental Instructions (IS).
2. The UK requirements for maintenance are contained in UK Regulation (EU) No 2018/1139 and in UK Regulation (EU) 1321/2014, Annex II Part 145, (hereafter referred to as Part 145) and the respective Acceptable Means of Compliance (AMC) and Guidance Material.
3. ANAC and the UKCAA have established the differences between Part-145 and RBAC 43 and 145. These differences are addressed on the Special Conditions listed in Section A, Part IV of this MAG. Any maintenance organisation of one Authority to this MAG that has been certified by the other Authority to perform maintenance functions will be required to have a supplement to its maintenance manual in order to comply with the Special Conditions outlined in the Annex II to the Memorandum of Understanding (MoU) between ANAC and the UKCAA. When it is satisfied that the supplement meets the Special Conditions, the competent authority for the respective Authority will issue an Approval attesting compliance with the applicable requirements subject to scope of ratings and limitations not exceeding that contained in its primary certification.
4. This Maintenance Annex Guidance (hereinafter referred to as the MAG) details ANAC, UKCAA and applicant actions required to be taken in order for a Part-145 approved maintenance organisation located in the UK to maintain civil aeronautical products under the jurisdiction of ANAC, in accordance with the MoU between ANAC and the UKCAA, and the conditions for an ANAC RBAC 145 certified maintenance organisation located in Brazil to obtain approval to maintain civil aeronautical products under the jurisdiction of the UKCAA.
5. The UKCAA and ANAC have decided to organise, as appropriate, reciprocal participation in each other's internal standardisation or quality control system.

# **Section A - Authority Interaction:**

(Not applicable to the Industry)

# **I. General**

## **1 Purpose**

The purpose of this Section of the MAG is to detail the interface procedures and activities between Agência Nacional de Aviação Civil (ANAC) and the Civil Aviation Authority (UKCAA) required to implement the MoU.

## **2 Communications**

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

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

## **3 Technical Consultations and Interpretations and Resolution of issues between ANAC and UKCAA**

**3.1** Technical Consultations:

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

**3.2** Interpretations and Resolution of issues between ANAC and UKCAA:

a) ANAC and the UKCAA will address interpretations and resolve issues through consultation or any other mutually acceptable means. Every effort will be made to resolve any issues at the lowest possible level.

## **4 MAG Periodical Review**

**4.1** The Authorities will meet at least annually, or as otherwise mutually decided, to ensure the effective functioning and implementation of this MAG by reviewing implementation issues and proposing changes to the document when required.

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

**4.3** Significant audit findings, reports and recommendations resulting from standardisation and Sampling Inspection System (SIS) activities will be shared between ANAC and the UKCAA. During the annual meeting, ANAC and UKCAA will present their intention for the next 12 (twelve) month period.

## **5 Revisions**

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

## II. Cooperation in Standardisation Activities

### 1 General

1.1 In order to ensure the effective functioning and implementation of the MoU, continued understanding and compatibility of each other's maintenance systems should be promoted by ANAC and the UKCAA.

1.2 To this end, ANAC and the UKCAA will consult and share information on standardisation activities and promote the participation in each other's inspections and audits.

1.3 These activities may include sampling inspections at each other's approved/certificated maintenance organisations to ensure each Authority is applying the procedures set out in this MAG.

### 2 Sampling Inspection System in Brazil (SIS)

2.1 **Introduction:** The UKCAA should establish a sampling visit schedule to check that this MAG is being implemented in Brazil in accordance with its terms.

#### 2.2 Objectives:

- a) To monitor ANAC application of this MAG, ensuring it is applied in a consistent manner such that any organisation approved by the ANAC in accordance with its provisions meets a standard equivalent to that required of a Part 145 organisation.
- b) To assist the ANAC and ANAC RBAC 145 Certified Maintenance Organisations (AMO) located in Brazil holding Part 145 approval in understanding their obligations under the terms of this MAG.
- c) The furthering of confidence and understanding in each of the other authorities' systems.

#### 2.3 Mode of Operation:

- a) The UKCAA's SIS Teams need to visit the ANAC and applicable RBAC 145 AMOs on a regular basis to satisfy the paragraph 2.2 objectives.
- b) When the UKCAA's SIS Teams perceive compliance problems with the MAG or the application of maintenance standards, such problems are to be reported on the applicable UKCAA Visit Report to be presented to ANAC at the conclusion of the visit.
- c) During the course of the visit, the SIS Teams may have cause to raise findings in accordance with the following:
  - i Findings with regards to UKCAA Special Conditions contained in this MAG.
  - ii Findings with regards to the equivalent Part 145 paragraph.
- d) The UKCAA should review the UKCAA Visit Reports and request ANAC to provide a corrective action plan in a timely manner but not later than 90 days after the visit. Findings can be raised at both ANAC and/or visited AMO. The ANAC SPO-GCAC must ensure the necessary follow up actions are taken by ANAC and/or AMO.

#### 2.4 UKCAA SIS Team Composition:

- a) Each SIS Team should consist of at least two UKCAA Airworthiness Civil Aviation Safety Inspectors. Each team may also include an inspector undergoing training.
- b) The personnel assigned by the ANAC Flight Standards Department - Continued Airworthiness Certification Branch (SPO – GCAC) will accompany the UKCAA SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation of maintenance regulations. A GCAC airworthiness inspector, who has sufficient previous experience with the particular organisation visited, should join the team for that visit in order to facilitate the on-site visit and provide

background information about the organisation visited, as required.

## **2.5 UKCAA SIS Team Visit Program:**

UKCAA SIS Teams will visit the ANAC and RBAC 145 AMOs holding a Part 145 approval at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The UKCAA should determine a visit schedule and provide it to ANAC. The final dates of a specific visit should be provided to ANAC Flight Standards Department – Continued Airworthiness Certification Branch (SPO-GCAC) at least 6 months in advance. ANAC is expected to make every effort to both receive and cooperate with the team.

## **2.6 UKCAA SIS Procedures:**

- a) SIS Teams normally visit Brazil for one week. The UKCAA Manager responsible for the visit must liaise with ANAC SPO-GCAC to organise the visit schedule. ANAC will make every effort to cooperate with the SIS team.
- b) At the start and end of each visit, ANAC will be briefed regarding the visit.
- c) The SIS Team should complete a UKCAA Visit Report ANAC (Section A of this MAG, Appendix 2) in respect of each ANAC visit and a UKCAA Visit Report AMO (Section A of this MAG, Appendix 3) for each organisation visited.
- d) The ANAC SPO-GCAC representative should also sign the UKCAA Visit Report ANAC to indicate that the report has been seen, adding any comment against each finding as applicable, and if necessary, notifying UKCAA of any disagreement with the non-compliance finding(s) and / or communicating any observations. Signature by the ANAC only means that the findings have been seen. The CAA SIS team leader will also sign the reports.
- e) The SIS Team may have cause with some organisations to raise non-compliance findings. In this case, use the UKCAA Visit Report AMO to record the finding(s). The ANAC must carry out the necessary follow up actions.
- f) The SIS Team may raise non-compliance Level 1 findings (as defined by Part 145) on sampled AMO. In this case, the UKCAA has to request ANAC to suspend the supplement approval letter of the AMO. The approval may be partially or totally suspended. The ANAC must carry out the necessary follow up actions.

## **2.7 Resolution of SIS Team Findings:**

- a) The UKCAA should review the UKCAA Visit Report ANAC and request ANAC to take the appropriate remedial actions in a timely manner. The ANAC GCAC must take action on all the UKCAA Visit Report ANAC Regional Office non-compliance findings raised following the visit. The UKCAA must be kept informed of the actions taken by ANAC.
- b) ANAC will take action on all the UKCAA Visit Report AMO non-compliance findings raised following the visit. Action should be taken directly with the affected organisation. UKCAA will be kept informed of the actions taken by ANAC. Based on the non-compliance findings UKCAA may request ANAC to suspend the supplement approval letter of the AMO. The approval may be partially or totally suspended.
- c) ANAC should review all observations contained in UKCAA Visit Reports to consider possible corrective measures to ensure standards compatible with Part 145. Follow up will be completed by ANAC and reported to UKCAA for closure.
- d) In the case of total suspension of the approval during SIS inspection, the affected AMO should provide a corrective action plan and close all Level 1 findings raised by SIS team and, after ANAC accepts all corrective actions, the AMO will submit a new SRG1779 asking for continuation. UKCAA will be kept informed of the actions taken by ANAC.
- e) The ANAC GTOM Office will issue a new supplement approval letter with the same expiry date

as previous one. If a supplement revision is submitted, it will update the revision number in the supplement approval letter, when the document is found to be acceptable. The ANAC Foreign 145 Group will forward the completed SRG1779 and supplement approval letter to the UKCAA (via email to: [apply@caa.co.uk](mailto:apply@caa.co.uk)).

### **3 Sampling Inspection System in the UK (SIS)**

**3.1 Introduction:** The ANAC Flight Standards Department - Continued Airworthiness Branch (SPO – GCAC) should establish a sampling visit schedule to check that this MAG is being implemented in the UK in accordance with its terms.

#### **3.2 Objectives:**

- a) To monitor UKCAA application of this MAG, ensuring it is applied in a consistent manner such that any organisation approved by the UKCAA in accordance with its provisions meets a standard equivalent to that required of a RBAC 145 organisation.
- b) To assist the UKCAA and Part-145 AMOs located in UK holding RBAC 145 Certificate in understanding their obligations under the terms of this MAG.
- c) The furthering of confidence and understanding in each of the other authorities' systems.

#### **3.3 Mode of Operation:**

- a) ANAC SIS Teams need to visit the UKCAA and applicable Part-145 AMOs on a regular basis to satisfy the paragraph 3.2 objectives.
- b) When the ANAC SIS Team perceives compliance problems with the MAG or the application of maintenance standards, such problems are to be reported on the applicable ANAC Visit Report to be presented to UKCAA at the conclusion of the visit.
- c) During the course of the visit, the SIS Team may have cause to raise findings in accordance with the following:
  - i Findings with regards to ANAC Special Conditions contained in this MAG.
  - ii Findings with regards to the equivalent paragraph of the RBAC 43 and 145 regulations.
- d) ANAC HQ should review the ANAC Visit Reports and request UKCAA to provide a corrective action plan in a timely manner but not later than 90 days after the visit. The UKCAA will ensure the necessary follow up actions are taken by the UKCAA and/or AMO.

#### **3.4 ANAC SIS Team Composition:**

- a) Each SIS Team should consist of two ANAC Civil Aviation Safety Inspectors from the Flight Standards Department – Continued Airworthiness Certification Branch (SPO-GCAC). Each team may also include an ANAC GCAC Inspector undergoing training.
- b) The personnel assigned by the UKCAA will accompany the ANAC SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation of maintenance regulations. The UKCAA responsible surveyor for the particular organisation visited should join the team for that visit in order to facilitate the on-site visit and provide background information about the organisation visited, as required.

#### **3.5 ANAC SIS Team Visit Program:**

ANAC SIS Teams will visit the UKCAA and Part-145 AMOs holding a RBAC 145 Certificate at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The ANAC Flight Standards Department - Continued Airworthiness Branch (SPO– GCAC) should determine a visit schedule and provide it to UKCAA. The final dates of a specific visit should be

provided to UKCAA at least 6 months in advance. UKCAA is expected to make every effort to both receive and cooperate with the team.

### **3.6 ANAC SIS Procedures:**

- a) SIS Teams normally visit the UK for one week. The ANAC Flight Standards Department - Continued Airworthiness Branch (SPO– GCAC) Manager responsible for Standardisation must liaise with the UKCAA. The UKCAA will make every effort to cooperate with the SIS team.
- b) At the start and end of each visit, the UKCAA will be briefed regarding the visit.
- c) The SIS Team should complete an ANAC Visit Report UKCAA (Section A of this MAG, Appendix 4) in respect of the UKCAA visit and an ANAC Visit Report AMO (Section A of this MAG, Appendix 5) in respect of each organisation visited.
- d) The UKCAA should also sign the ANAC Visit Report UKCAA to indicate that the report has been seen, adding any comment against each finding as applicable, and if necessary, notifying ANAC of any disagreement with the non-compliance finding(s) and / or communicating any observations. Signature by the UKCAA only means that the findings have been seen.
- e) The SIS Team may have cause with some organisations to raise non-compliance findings. In this case, the ANAC Visit Report AMO should be used to record the finding(s). The UKCAA will carry out the necessary follow up actions.
- f) The SIS Team may raise Critical findings (when there are unacceptable risks to the flight safety) on sampled AMO. In this case, ANAC has to request the UKCAA to suspend the supplement approval letter of the AMO. The approval may be partially or totally suspended. The UKCAA must carry out the necessary follow up actions.
- g) After each visit, the SIS Team must debrief the ANAC Flight Standards Department – Continued Airworthiness Branch (SPO-GCAC) Manager.

### **3.7 Resolution of SIS Team Findings:**

- a) ANAC should review the ANAC Visit Report UKCAA and make a request to the UKCAA to take appropriate remedial actions in a timely manner. ANAC will be informed of the actions taken by the UKCAA.
- b) The UKCAA will take action on all the ANAC Visit Report AMO non-compliance findings raised following the visit. Action should be taken directly with the affected organisation. ANAC Flight Standards Department - Continued Airworthiness Branch (SPO– GCAC) must be kept informed of the actions taken by the UKCAA. Based on the non-compliance findings ANAC may request the UKCAA to suspend the supplement approval letter of the AMO. The approval may be partially or totally suspended.
- c) The UKCAA should review all observations contained in ANAC Visit Reports to consider possible corrective measures to ensure standards compatible with ANAC RBAC 145. Follow up will be completed by the UKCAA and reported to ANAC for closure.
- d) In the case of total suspension of the approval during SIS inspection, the affected AMO should provide a corrective action plan and close all critical findings raised by SIS team and, after UKCAA accepts all corrective actions, the AMO will submit a new ANAC Application Form F-143-17 asking for continuation. The ANAC will be kept informed of the actions taken by UKCAA.
- e) The UKCAA will issue a new supplement approval letter with the same expiry date as the previous one. If a supplement revision is submitted, it will update the revision number in the approval letter, when the document is found to be acceptable. The UKCAA will forward the completed ANAC Application Form F-143-17 and supplement approval letter to the ANAC Foreign 145 Group.

### III. Definitions

**Accountable Manager:** The accountable manager is normally intended to mean the chief executive officer of the organisation, who by virtue of position has overall [including in particular, financial] responsibility for running the organisation. When the accountable manager is not the chief executive officer, they must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation.

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

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

**ANAC Headquarters – ANAC HQ:** ANAC main office, located in Brasilia, where the agency's managerial decisions are made.

**ANAC Continuous Airworthiness Regional Offices:** The ANAC Department of Flight Standards (SPO) regional offices in Brasília, São Paulo, and Rio de Janeiro responsible for certification and surveillance of maintenance organisations and air operators' maintenance, certification of airworthiness, and surveillance of airworthiness accredited persons.

**Approved data:** Data in support of repairs or modifications approved by the competent authority, by an appropriately rated design organisation or accepted under the terms of the MoU and the TIP.

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

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

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

**GCAC:** The branch under the ANAC Department of Flight Standards (SPO) responsible for continued airworthiness of the operators, including certification and oversight of Maintenance Organisations.

**GTOM:** The branch under ANAC GCAC responsible for the certification of the Maintenance Organisations in accordance with the RBAC 145.

**GTVA:** The branch under ANAC GCAC responsible for the surveillance activities of air operators, general aviation and Maintenance Organisations.

#### **Line Station:**

For the UKCAA: A location where line maintenance is carried out that is identified in the relevant exposition.

For ANAC: a secondary base identified by the appropriate Operation Specifications. For ANAC and UKCAA definitions, the scope of work is limited to line maintenance as defined below.

**Note:** Line stations located outside the territory of both Parties are acceptable, provided they are identified in the relevant manual and are subject to oversight of a Competent Authority. Line stations located in each other's territory are not accepted under this MAG i.e. it is not possible to exercise the privileges received under this MAG in the territory of the other Authority.

**Line maintenance:** Limited maintenance for the aircraft suitable to be carried out whilst the aircraft remains in the air operation environment.

Line Maintenance may include:

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

**Note:** Where the organisation uses facilities both inside and outside the UK, such as additional fixed locations, sub-contractors, line stations etc., such facilities may be included in the approval without being identified on the approval certificate subject to the Maintenance Organisation Exposition (MOE) identifying the facilities and containing procedures to control such facilities and the competent authority being satisfied that they form an integral part of the approved maintenance organisation.

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

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

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

**Maintenance Organisation:** See Approved Maintenance Organisation.

**Special Condition:** Requirements in either Regulamento Brasileiro de Aviação Civil - RBAC 43 and 145 or in Commission Regulation (EC) No 1321/2014 Annex II (referred to as Part-145) that have been found, based on a comparison of the regulatory maintenance systems, not to be common to both systems and which are significant enough that they must be addressed.

**TIP – Technical Implementation Procedures:** Technical Procedures for airworthiness approval under the MoU between ANAC and the UKCAA.

## **IV. Special Conditions**

### **1 General**

**1.1** Pursuant to the MoU between ANAC and UKCAA, the recognition by one Authority of a maintenance organisation under the jurisdiction of the other Authority will be based upon the maintenance organisation incorporating into its procedures manual (MOE or MOM, according to the case), a supplement that addresses the additional requirements stated herein.

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

**1.3** The supplement will be produced in English language and will be approved by the Authority having primary jurisdiction over the maintenance organisation, on behalf of the other Authority.

**1.4** In order to be approved in accordance with Part 145 or with RBAC 145 pursuant to the terms of the MoU between ANAC and the UKCAA, the maintenance organisation located in Brazil and the AMOs in the UK will comply, respectively, with UKCAA Special Conditions applicable to Brazilian based maintenance organisations and ANAC Special Conditions applicable to UK based AMOs as outlined in the Annex II to the MoU.

### **2 UKCAA Special Conditions Applicable to Brazilian Based Maintenance Organisations**

**2.1** To be approved in accordance with Part 145, pursuant to the terms of the Annex II to the MoU, the maintenance organisation will comply with all of the following Special Conditions:

a) The maintenance organisation will submit an application in a form and a manner acceptable to the UKCAA. The application for both initial and continuation of the UKCAA approval will include a demonstration of need that UKCAA approval is necessary for maintaining or altering aeronautical products registered or designed in the United Kingdom or parts fitted thereon.

b) The maintenance organisation will provide a supplement to its Maintenance Organisation Manual that is verified and approved by the ANAC on behalf of the UKCAA. All revisions to the supplement must be approved by ANAC. The supplement will include the following:

- i. A statement by the accountable manager of the maintenance organisation, as defined in the current version of Part 145 which commits the maintenance organisation to compliance with this Annex and the Special Conditions as listed.
- ii. Detailed procedures for the operation of an independent quality monitoring system including oversight of all multiple facilities within the territory of the Federative Republic of Brazil and all applicable line stations.
- iii. Procedures for the release or approval for return to service that meet the requirements of Part 145 for aircraft and the use of the ANAC Form F-100-01 (also referred to as ANAC Form SEGV00 003) for aircraft components, and any other information required by the owner or operator as appropriate.
- iv. Procedures to ensure that all parts used to repair UK registered aircraft or components to be fitted thereto were manufactured or maintained by organisations acceptable to the UKCAA.
- v. Procedures to ensure that repairs and modifications as defined by UKCAA requirements are accomplished in accordance with data approved by the UKCAA.
- vi. A procedure for the maintenance organisation to ensure that ANAC approved initial and

- recurrent training programme and any revision thereto include human factors training.
- vii. Procedures for reporting non-airworthy conditions as required by Part 145 on civil aeronautical products to the UKCAA, aircraft design organisation, and the customer or operator.
  - viii. Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified UKCAA airworthiness directives and other notified mandatory instructions.
  - ix. Procedures in place to ensure that contractors meet the terms of these implementation procedures; that is, using a UKCAA approved Part 145 organisation or, if using an organisation which does not hold a Part 145 approval, the maintenance organisation returning the product to service is responsible for ensuring its airworthiness.
  - x. Procedures to permit work away from the fixed location on a recurring basis, when applicable.
  - xi. Procedures to ensure appropriate covered hangars are used when performing base maintenance on UK aircraft.
  - xii. Procedures to confirm that the AMO supervisors and employees responsible for final inspection and return to service are able to read, write, and understand English.

**2.2** To continue to be approved in accordance with Part 145, pursuant to the terms of the Annex II to the MoU, the relevant maintenance organisation will comply with the following, subject to ANAC verification:

- a) It will allow the UKCAA, or ANAC on behalf of the UKCAA, to inspect it for continued compliance with the requirements of the Brazilian Regulation RBAC 145 and these Special Conditions.
- b) It will accept that investigation and enforcement action may be taken by the UKCAA in accordance with any relevant United Kingdom regulations and UKCAA procedures.
- c) It will cooperate with any UKCAA investigation or enforcement action.
- d) It will continue to comply with Brazilian Regulation RBAC 145, and these Special Conditions.

### **3 ANAC Special Conditions Applicable to UK based Approved Maintenance Organisations**

**3.1** To be approved in accordance with Brazilian Regulation RBAC 145, pursuant to the terms of the Annex II to the MoU, the AMO will comply with all of the following Special Conditions:

- a) The AMO will submit an application in a form and a manner acceptable to ANAC. The application for both initial and renewed ANAC certification will include a demonstration of need that ANAC approval is necessary for maintaining or altering Brazilian registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian Regulations.
- b) The AMO will provide a supplement in English to its MOE that is approved by the UKCAA and maintained at the AMO. Once approved by the UKCAA, the supplement will be deemed accepted by the ANAC. All revisions to the supplement must be approved by the UKCAA. The ANAC supplement to the MOE will include the following:
  - i. A signed and dated statement by the accountable manager that obligates the organisation to comply with the Annex.
  - ii. A summary of its quality system which will also cover the ANAC special conditions.
  - iii. Procedures for approval for release or return to service that satisfy the requirements of

Brazilian Regulation RBAC 43 for aircraft and use of UKCAA Form 1 for components. This includes the information required by Brazilian regulations RBAC 43.9 and 43.11 and all information required to be made or kept by the owner or operator in English as appropriate.

- iv. Procedures for reporting to the ANAC failures, malfunctions, or defects, and Suspected Unapproved Parts (SUP) discovered, or intended to be installed, on Brazilian aeronautical products.
- v. Procedures to qualify and monitor additional fixed locations within the United Kingdom and EU Member States and all applicable line stations inside and outside the United Kingdom.
- vi. Procedures in place to verify that all contracted/sub-contracted activities include provisions for a non ANAC certificated source to return any article to the AMO for final inspection/testing and return to service.
- vii. Procedures to ensure that major repairs and major alterations/modifications (as defined in Brazilian Regulations RBAC) are accomplished in accordance with data approved by the ANAC.
- viii. Procedures to ensure compliance with air carrier's Continuous Airworthiness Maintenance Programme (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as Required Inspection Items (RII).
- ix. Procedures to ensure compliance with the manufacturer's maintenance manuals or instructions for continued airworthiness (ICAs) and handling of deviations.
- x. Procedures to ensure that all current and applicable airworthiness directives (ADs) published by the ANAC are available to maintenance personnel at the time the work is being performed.
- xi. Procedures for the AMO to guarantee its capability to clearly comprehend information presented in the Portuguese language.
- xii. Procedures to permit work away from fixed location on a recurring basis, when applicable.
- xiii. Procedures to maintain, at least for 5 (five) years, each Work Order with all attached supplementary forms and part certifications.
- xiv. Procedures to issue the Airworthiness Verification Certificate (CVA – *Certificado de Verificação de Aeronavegabilidade*) in form and manner established by ANAC, when an AMO is authorised to issue the CVA.

**3.2** To continue to be approved in accordance with Brazilian Regulations RBAC 43 and 145, pursuant to the terms of the Annex II to the MoU, the AMO will comply with the following, subject to verification by the UKCAA:

- a) It will allow ANAC, or the UKCAA on behalf of the ANAC, to inspect it for continued compliance with the requirements of Part 145 and these Special Conditions;
- b) it will accept that investigations and enforcement may be taken by the ANAC in accordance with ANAC rules and directives;
- c) it will cooperate with any investigation or enforcement action; and
- d) it will continue to comply with Part 145 and these Special Conditions.

## V. Appendices

### Appendix 1: UKCAA and ANAC contacts

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

For ANAC:

ANAC Foreign 145 Group.  
Continuing Airworthiness Certification Branch - GCAC  
Department of Flight Standards – SPO  
Setor Comercial Sul – Quadra 09 – Lote C – Edifício Parque Cidade Corporate – Torre A (1º ao 7º andar) – Brasília, DF – CEP 70308-200  
e-mails: [foreign145@anac.gov.br](mailto:foreign145@anac.gov.br); [gcac@anac.gov.br](mailto:gcac@anac.gov.br); [gtno.spo@anac.gov.br](mailto:gtno.spo@anac.gov.br)

For the UKCAA:

Civil Aviation Authority  
Safety & Airspace Regulation Group  
Aviation House  
Beehive Ringroad  
Crawley  
West Sussex  
RH6 0YR  
UK  
email: [BilateralSafetyArrangements@caa.co.uk](mailto:BilateralSafetyArrangements@caa.co.uk)

## Appendix 2: UKCAA Visit Report ANAC (SIS Form 10 BRA)

<b>UKCAA VISIT REPORT ANAC</b>		
<b>ANAC REGIONAL OFFICE IDENTIFIER:</b>	<b>REGION:</b>	<b>VISIT DATE:</b>
<b>Compliance Check List-General Issues</b>		
<small>( N/R ) = applicable but not reviewed; ( N/A ) not applicable; ( <input checked="" type="checkbox"/> ) = In compliance;            ( x ) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section .</small>		
Review ANAC REGIONAL OFFICE AMO files to verify:		
1.	Records of findings and corrective action meet ANAC requirements.	
2.	Records are retained for a 3 years period.	
3.	Records show corrective actions have been made in accordance with agreed timeframes.	
4.	Proper enforcement has been taken in accordance with ANAC requirements.	
Review ANAC Inspector Training records: (review several Inspectors records)		
5.	Have the inspectors completed the mandatory ANAC training program?	
6.	Has ANAC made the MAG guidance material available to the inspectors?	
7.	Interview inspectors to determine knowledge and experience in using the current guidance material.	
Frequency of ANAC Audits: (Review ANAC Audit schedule)		
8.	Does the schedule ensure each location has received ANAC surveillance within the 2 (two) year time frame specified in ANAC guidance?	
9.	Does the schedule accurately reflect the ANAC inspector's workload?	
10	Is the schedule followed?	
<b>Compliance Checklist with MAG Section B—Initial</b>		
11.	Does the ANAC office receive and review an Initial application for completeness and correctness and retain this record on file?	
12.	Does ANAC verify that the initial application includes a demonstration of need that the UKCAA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in UK or parts fitted thereon?	
13.	Does the ANAC office provide an applicant with the guidance material and SRG1779 (Section B of this MAG, Appendix 4).	

<b>UKCAA Special Conditions</b>	
14.	Does the ANAC office review the Supplement in accordance with MAG Section B Appendix 1 and does the supplement provide, as minimum, procedures that ensure compliance with UKCAA Special Conditions applicable to Brazilian based Maintenance Organisations outlined in Annex II of the MoU between ANAC and the UKCAA?
15.	Has the ANAC GTVA branch carried out surveillance on the AMO and any line stations for compliance with RBAC 145 and 43 and the Supplement conditions within the time specified in MAG? Is this surveillance recorded and findings managed in accordance with the applicable oversight program?
16.	Has the ANAC GTOM branch forwarded SRG1779 (Section B of the MAG, Appendix 4) to the ANAC Foreign 145 Group as required?
17.	Has the ANAC GTOM branch issued a supplement approval letter to the AMO stating that the supplement is approved? The supplement approval letter will also specify the UKCAA approval number and the scope of work that may be performed.
18.	Has the ANAC GTVA branch added the fact that the Maintenance Organisation is UKCAA-approved and added the additional surveillance requirements to its oversight surveillance system and is the Maintenance Organisation profile correct (web list)?
<b>Compliance Checklist with MAG Section B—Continuation</b>	
19.	Does the ANAC GTOM branch receive and review a continuation application for completeness and correctness and retain this record on file?
20.	Does ANAC verify that the continuation application includes a demonstration of need that the UKCAA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in UK or parts fitted thereon?
21.	Has the ANAC satisfied itself that the supplement is still compliant?
22.	Has the ANAC carried out the oversight surveillance requirements including any line stations during the previous 2 (two) year period and was the Maintenance Organisation in compliance with RBAC 145 and the UKCAA Special Conditions? Is this surveillance recorded and any findings tracked and closed?
23.	Has ANAC forwarded the SRG1779 (Section B of this MAG, Appendix 4) as required?
24.	Did ANAC have reason to advise the UKCAA of any serious non-compliance?
25.	Does ANAC have the most recent continuation documentation on file?
26.	Has ANAC added the fact that the Maintenance Organisation has continued its UKCAA approval to the file and retained the additional surveillance requirements of their oversight surveillance system, and does the AMO profile show the correct continuation date?
<b>Compliance Checklist with MAG Section B—Amendment to Approved Document(s).</b>	

27.	Where the facility accountable manager or company name has changed is it reflected in the supplement?	
28.	Has ANAC carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
29.	Does ANAC hold the most recent documentation i.e. Supplement on file?	
30.	Has ANAC added the fact that the Maintenance Organisation has amended its UKCAA approval to the file?	
31.	Has ANAC carried out enforcement procedures, and has ANAC advised UKCAA of any enforcement that may impact the UKCAA approval?	
<b>Approved Maintenance Organisations Visited</b> (only if applicable)		
(include a completed <b>UKCAA visit report AMO</b> for each organisation)		
	Name	UKCAA /ANAC approval number
1.		
2.		
3.		
4.		

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

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

<b>Signatures</b>	Date of Signatures:
SIS TEAM (UKCAA)	ANAC Representative
Name:	Name:
Signature:	Signature:
Name:	
Signature:	
<b>Note: Signature by ANAC representative only means they have read the report. It does not constitute agreement with findings and comments raised in this report</b>	

### Appendix 3: UKCAA Visit Report AMO (SIS Form 8 BRA)

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

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

**Findings Debriefed to the Organisation; Findings Raised Formally by UKCAA**

Non-compliance with UKCAA special conditions/MAG	Reference to MAG
Observations to be raised with the equivalent Part 145 paragraph	Reference to Part 145

<b>Signatures</b>	Date of Signatures:
SIS TEAM (UKCAA)	ANAC Representative
Name:	Name:
Signature:	Signature:
Name:	
Signature:	

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

## Appendix 4: ANAC Visit Report UKCAA (SIS Form 10 UK)

ANAC VISIT REPORT UKCAA		
<b>UKCAA IDENTIFIER:</b>	<b>Office Visited:</b>	<b>VISIT DATE:</b>
<b>Compliance Check List General Issues*</b>		
<p>* (N/R) = applicable but not reviewed; (N/A) not applicable; ( <input checked="" type="checkbox"/> ) = In compliance;            ( x ) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section.</p>		
Review UKCAA Office Maintenance Organisations files to verify:		
1. Records of findings and corrective action meet UKCAA requirements.		
2. Records are retained for a 3 (three) years period.		
3. Records show corrective actions have been made in accordance with agreed timeframes.		
4. Proper enforcement has been taken in accordance with UKCAA requirements.		
5. Does the UKCAA have the most recent documentation i.e. Brazilian Supplement on file?		
Review UKCAA Inspector Training records: (review several Inspectors records)		
6. Have the inspectors completed the mandatory training program?		
7. Has the UKCAA made the MAG guidance material available to the inspectors?		
8. Interview inspectors to determine knowledge and experience in using the current guidance material.		
Frequency of UKCAA Audits: (Review UKCAA Audit schedule)		
9. Does the schedule ensure each fixed location has an UKCAA audit within the 2 (two) year time frame and sampling of line stations?		
10. Does the schedule accurately reflect the UKCAA inspector's workload?		
11. Is the schedule followed?		
<b>Compliance Checklist with MAG Section C—Initial</b>		
12. Has the UKCAA office received and reviewed an Initial application for completeness and correctness and retained this record on file?		
13. Has the UKCAA verified that the initial application included a demonstration of need that the ANAC certificate and/or rating is necessary for maintaining or altering Brazilian registered aeronautical products or foreign registered aeronautical products		

	operated under the provisions of the RBAC?	
14.	Has the UKCAA office checked if the applicant is using the guidance material and ANAC form F-143-17 ( <a href="https://www.gov.br/anac/pt-br/assuntos/regulados/manutencao-aeronautica/formularios-padronizados">https://www.gov.br/anac/pt-br/assuntos/regulados/manutencao-aeronautica/formularios-padronizados</a> )?	
ANAC Special Conditions		
15.	Has the UKCAA office reviewed the Supplement in accordance with MAG Section C Appendix 1 and does the supplement provide, as a minimum, procedures that ensure compliance with the ANAC Special Conditions applicable to UK-based maintenance organisations as outlined in Annex II of the MoU between ANAC and the UKCAA?	
16.	Has the UKCAA office carried out an audit on the AMO and any line stations for compliance with Part 145 and the Special Conditions within the time frame specified in MAG? Is this audit recorded and any findings tracked and closed?	
17.	Has the UKCAA office forwarded the ANAC F-143-17 <a href="https://www.gov.br/anac/pt-br/assuntos/regulados/manutencao-aeronautica/formularios-padronizados">https://www.gov.br/anac/pt-br/assuntos/regulados/manutencao-aeronautica/formularios-padronizados</a> ) to ANAC Foreign 145 Group as required?	
18.	Has the UKCAA office issued a supplement approval letter to the AMO stating that the supplement is approved? Were the Supplement revisions approved in accordance with the UKCAA internal procedures? The supplement approval letter will also specify the ANAC approval number, the scope of work that may be performed and the expiry date.	
19.	Has the UKCAA office added the fact that the AMO is ANAC approved and added the additional audit requirements to its oversight audits system?	
<b>Compliance Checklist with MAG Section C—Continuation</b>		
20.	Has the UKCAA office received and reviewed a continuation application for completeness and correctness and retained this record on file?	
21.	Does the UKCAA verify that a continuation application includes a demonstration of need that the ANAC certificate and/or rating is necessary for maintaining or altering aeronautical products registered in Brazil or parts fitted thereon?	
22.	Has the UKCAA carried out an oversight audit, including line stations, during the previous 2 (two) year period and was the AMO in compliance with Part 145 and ANAC special conditions? Is this audit recorded and any findings tracked and closed?	
23.	Has the UKCAA forwarded the ANAC Form F-143-17 ( <a href="https://www.gov.br/anac/pt-br/assuntos/regulados/manutencao-aeronautica/formularios-padronizados">https://www.gov.br/anac/pt-br/assuntos/regulados/manutencao-aeronautica/formularios-padronizados</a> ) as required?	
24.	Did the UKCAA have reason to advise the ANAC of any serious non-compliance?	
25.	Does the UKCAA have the most recent continuation documentation on file?	
26.	Has the UKCAA added the fact that the AMO has continued its ANAC approval to the file and retained the additional audit requirements of their oversight audits system, and does the AMO profile show the correct continuation date?	
<b>Compliance Checklist with MAG Section C — Amendment to Approved Document(s).</b>		

27.	Where the facility accountable manager or company name has changed is it reflected in the supplement?	
28.	Has the UKCAA carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
29.	If required was a new supplement approval letter issued by the UKCAA to reflect the amendment?	
30.	Has the UKCAA carried out enforcement procedures, and has the UKCAA advised ANAC of any enforcement that may impact the ANAC approval?	
<b>Approved Maintenance Organisations Visited by ANAC (only if applicable)</b>  (include a completed ANAC visit report AMO for each organisation) or  <b>UKCAA files reviewed by UKCAA during standardisation visit Verification of ANAC Special Conditions</b>		
	Name	UKCAA /ANAC approval number
1.		
2.		

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

Findings Raised Against the UKCAA office (non-compliance with MAG Section C)	Reference
1.	
2.	
3.	
Comments	
Signatures	Date of Signatures:
SIS TEAM Lead	UKCAA Representative (if applicable)
Name:	Name:
Signature:	Signature:

	UKCAA Representative
	Name:
	Signature:
<b>Note: Signature by UKCAA representatives only means they have read the report. It does not constitute agreement with findings and comments raised in this report</b>	

## Appendix 5: ANAC Visit Report AMO (SIS Form 8 UK)

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

3.	The UKCAA and ANAC are allowed access to AMO to inspect for continued compliance with Part-145 and ANAC Special Conditions?	
4.	The AMO cooperates with any regulatory investigation.	
5.	The AMO accepts that investigation and certificate action may be taken.	
The supplement to the Maintenance Organisation Exposition needs to include the following elements: (Verify that the AMO is applying the procedures correctly)		
6.	A statement from the Accountable Manager.	
7.	A summary of its quality system which will also cover the ANAC special conditions.	
8.	Procedures for approval for release or return to service that satisfy the requirements of RBAC 43 for aircraft and use of UKCAA Form 1 for components. This includes the information required by RBAC 43.9 and 43.11 and all information required to be made or kept by the owner or operator in English as appropriate.	
9.	Procedures for reporting to the ANAC failures, malfunctions, or defects, and Suspected Unapproved Parts (SUP) discovered, or intended to be installed, on Brazilian aeronautical products.	
10.	Procedures to qualify and monitor additional fixed locations and all applicable line stations (within and abroad UK)?	
11.	Procedures in place to verify that all contracted/sub contracted activities include provisions for a non-ANAC certificated source to return the Article to the AMO for final inspection/testing and return to service.	
12.	Procedures to ensure that major repairs and major alterations/modifications (as defined in the RBAC) are accomplished in accordance with data approved by the ANAC.	
13.	Procedures to ensure compliance with air carrier's Continuous Airworthiness Maintenance Programme (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as Required Inspection Items (RII).	
14.	Procedures to ensure compliance with the manufacturer's maintenance manuals or instructions for continued airworthiness (ICAs) and handling of deviations.	
15.	Procedures to ensure that all current and applicable airworthiness directives (ADs) published by the ANAC are available to maintenance personnel at the time the work is being performed.	
16.	Procedures for the AMO to guarantee its capability to clearly comprehend information presented in the Portuguese language.	
17.	Procedures to permit work away from fixed location on a recurring basis, when applicable.	
18.	Procedures to maintain, at least for 5 (five) years, each Work Order with all attached supplementary forms and part certifications.	
19.	If applicable, procedures to certify Airworthiness Verification (former Annual Maintenance Inspection IAM) in a form and manner established by ANAC, when an AMO is authorized to perform and issue the CVA.	
<b>Findings Debriefed to the Organisation; Findings Raised Formally by ANAC</b>		
Non-compliance with ANAC special conditions/MAG		Reference to MAG

Observations to be raised with the equivalent RBAC 145 paragraph	Reference to RBAC
<b>Signatures</b>	Date of Signatures:
ANAC SIS TEAM Leader	UKCAA Representative
Name:	Name:
Signature:	Signature:
	UKCAA Representative
	Name:
	Signature:
<p><b>Note: Signature by UKCAA representatives only means they have read the report. It does not constitute agreement with findings and comments raised in this report</b></p>	

# **Section B: Approval Process for Brazilian Based Maintenance Organisations**

## Introduction

This Guidance details how ANAC will implement the MoU between ANAC and UKCAA for RBAC 145 Maintenance Organisations located in Brazil.

## I. Initial Approval Process

### 1 ANAC Actions

Upon receipt of a request for supplement approval in accordance with this MAG, ANAC will ensure that the applicant has access to the most current revision of the MAG and the SRG1779 (see Appendix 4).

**Note:** SRG1779 is available to download at the UKCAA's website:

<https://www.caa.co.uk/our-work/publications/documents/forms/srg1779/>

### 2 Applicant Actions

**2.1** To apply for an approval under the provisions of the MoU and this MAG, an applicant AMO must:

- a) Be located in Brazil;
- b) hold a valid ANAC RBAC 145 certificate; and
- c) demonstrate that a Part 145 approval is necessary for maintaining or altering aircraft registered in the UK or civil aeronautical products intended for installation on such aircraft.

**Note:** The evidence for the demonstration of need may be in the form of a Letter of Intent (LOI), work order, or a contract with details of the relevant customer. A relevant customer may be an UK Part 145 Maintenance Organisation, an UK operator, a distributor, or lessor.

**2.2** The applicant will:

- a) Complete the SRG1779 (Section B of this MAG, see Appendix 4); and
- b) Establish a UKCAA Supplement to its Maintenance Organisation Manual in accordance with the supplement guidance material (see Appendix 1).

**2.3** The SRG1779, the proposed UKCAA Supplement and the demonstration of need will be sent to the supervising ANAC GTOM Office at least 90 days prior to the date initial approval is required.

**Note:** The above documents will not be sent to the UKCAA by the applicant.

### 3 ANAC/UKCAA actions

**3.1** The ANAC GTOM Office will send the SRG1779 to ANAC Foreign 145 Group.

**3.2** ANAC Foreign 145 Group will forward a copy of the SRG1779 to UKCAA (via email to: [apply@caa.co.uk](mailto:apply@caa.co.uk)). UKCAA will invoice the organisation based on the UKCAA Fees and Charges Scheme, as amended. The current UKCAA Fees and Charges Scheme can be found at the UKCAA website at: [www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)

**3.3** Once UKCAA has received the applicant's payment, it will notify ANAC Foreign 145 Group that the process can continue and identify (on the application Form SRG1779) the UKCAA approval number to be used in the process.

**3.4** ANAC Foreign 145 Group will forward the information to ANAC GTOM office review the UKCAA Supplement for compliance with Appendix 1.

**3.5** If the supplement is satisfactory, ANAC GTOM Office will issue a supplement approval letter to the Brazilian AMO quoting the UKCAA approval number to the AMO and attesting that the UKCAA supplement is approved. The supplement approval letter will specify:

**3.6** That the scope of ratings and limitations will not exceed that which is specified in the organisations RBAC 145 certificate and operation specification.

**3.7** The expiry date of the approval, calculated as the Supplement approval date plus 24 months.

**3.8** The ANAC GTOM office will inform ANAC Foreign 145 about the UKCAA supplement approval.

**3.9** Once approved, the UKCAA supplement and the privileges associated with it will remain in force for 24 months unless surrendered, suspended or cancelled by ANAC or the UKCAA.

**3.10** ANAC will ensure that activities conducted in accordance with the supplement are part of their oversight of the organisation.

**3.11** ANAC Foreign 145 Group will forward a copy of the supplement approval letter to the UKCAA (via email to: [apply@caa.co.uk](mailto:apply@caa.co.uk))

**3.12** The UKCAA will publish the list of AMOs located in Brazil on its website.

## II. Continuation Process

### 1 ANAC Action

**1.1** ANAC will ensure, every 24 months, that the conditions for approval continue to be met. The regular ANAC oversight should systematically include UKCAA special conditions verification at principal place of business, additional locations and line stations of the organizations. Where the conditions are not met, ANAC will take appropriate action and notify the UKCAA.

**1.2** An ANAC approval on behalf of UKCAA issued to a Brazilian based maintenance organisation under the terms of the MAG under the MoU between ANAC and the UKCAA will continue to be considered valid by the UKCAA for up to 24 months after the original issuance of the approval or issuance of the latest continuation recommendation. Prior to the expiration of the approval, any Brazilian based maintenance organisation that intends to continue to work on UK registered aircraft will have to apply for a continuation of the approval according to the terms of this MAG.

### 2 Applicant Actions

The applicant will submit the following to the ANAC GTOM Office:

- a) A Completed SRG1779 indicating continuation and/or change in Block 5 as required;
- b) a current copy of their UKCAA Supplement (only if the continuation is submitted together with a change), and
- c) evidence demonstrating that a Part 145 approval is necessary for maintaining or altering aircraft registered in the UK or civil aeronautical products intended for installation on such aircraft.

**Note:** The evidence for the demonstration of need for the continuation process may be a completed work order (dual release SEGVOO003 under this agreement) or release of an UK registered aircraft, a Letter of Intent (LOI) or a contract with details of the relevant customer. A relevant customer may be an UK Part 145 Maintenance Organisation, an UK operator, a distributor, or lessor.

### 3 ANAC/UKCAA Actions

- 3.1** The ANAC GTOM office will review the submitted SRG1779 for completeness and legibility.
- 3.2** The ANAC GTOM office will review the supplement for compliance with Appendix 1(if submitted).
- 3.3** The ANAC GTOM office will issue a new supplement approval letter with the new expiry date, calculated adding 24 months from the previous expiry date. Additionally, if a supplement revision is submitted, it will update the revision number in the supplement approval letter, when the document is found to be acceptable.
- 3.4** The ANAC GTOM office will forward the SRG1779 and supplement approval letter to ANAC Foreign 145 Group.
- 3.5** The ANAC Foreign 145 Group will forward the completed SRG1779 and the supplement approval letter to the UKCAA (via email to: [apply@caa.co.uk](mailto:apply@caa.co.uk)).

## **4 UKCAA Actions**

- 4.1** The UKCAA will invoice the organisation based on the UKCAA Fees and Charges scheme. The current UKCAA Fees and Charges Scheme can be found at the UKCAA website at: [www.caa.co.uk/ors5](http://www.caa.co.uk/ors5). In accordance with UKCAA Fees and Charges Scheme the applicable fee will be invoiced on an annual basis.
- 4.2** The UKCAA will notify ANAC Foreign 145 Group if the applicant has failed to make the fee payment within 60 days from invoice date.
- 4.3** If the applicant fails to pay the applicable continuation fee UKCAA will ask ANAC Foreign 145 Group to revoke the supplement approval letter.
- 4.4** Where the UKCAA has reason to recommend to ANAC not to continue the approval, the UKCAA should immediately inform ANAC Foreign 145 Group who will take appropriate action.
- 4.5** Late Applications: The applicant is expected to apply 60 days prior to their continuation due date. ANAC will accept late applications up to 30 days beyond the due date. If the applicant fails to apply for continuation within the above specified time frame, their approval cannot be continued, it will be rendered invalid and an initial application must be initiated by the applicant.

**Note:** After the expiry date of the supplement approval letter the organisation can no longer exercise the privileges of their UKCAA approval, i.e. not release components with a F-100-01 (also referred as ANAC Form SEGVOO003) dual or release aircraft registered in the UK.

## **5 Surrender of Approval**

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

# **III. Amendment process**

## **1 Applicant Actions**

The following changes to an organisation require the submission of a SRG1779 and associated amended supplement to ANAC |GTOM:

- a) Change of Address;
- b) change of Accountable Manager; and
- c) change of Organisation Name and/or Approval Number.

## **2 ANAC Actions**

- 2.1 The ANAC GTOM Office will review the submitted SRG1779 for completeness and legibility.
- 2.2 The ANAC GTOM office will review the supplement for compliance to Appendix 1.
- 2.3 The ANAC GTOM Office will issue a new supplement approval letter when the supplement is found acceptable and send it to the AMO.
- 2.4 The ANAC GTOM Office will send a copy of the SRG1779 and supplement approval letter to the ANAC Foreign 145 Group.
- 2.5 The ANAC Foreign 145 Group will send a copy of the completed SRG1779 and supplement approval letter to UKCAA (via email to: [apply@caa.co.uk](mailto:apply@caa.co.uk)).

## **3 UKCAA Actions**

The UKCAA will update the list of approved organisations on its website.

# **IV. Suspension or Revocation**

## **1 Suspension**

- 1.1 Suspension of the RBAC 145 certificate will automatically render the Part 145 approval letter invalid for the duration of the suspension. As a consequence of this suspension the AMO cannot exercise the privileges of their Part 145 approval in accordance with the MoU.
- 1.2 In case of suspension of the RBAC 145 certificate or Part 145 supplement approval letter, the ANAC GTVA or GTOM must inform the ANAC Foreign 145 group who will communicate the suspension to the UKCAA-UK (via email to: [apply@caa.co.uk](mailto:apply@caa.co.uk)).

## **2 Revocation**

- 2.1 Revocation of the RBAC 145 certificate will automatically render the Part 145 supplement approval letter invalid. As a consequence of this revocation all privileges of its Part 145 approval are permanently removed and cannot be re-instated.
- 2.2 In case of revocation of the RBAC 145 certificate or Part 145 supplement approval letter, ANAC GTOM must inform ANAC Foreign 145 group who will communicate the revocation to the UKCAA.

## **3 UKCAA and ANAC Actions**

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

## **4 Communication**

Each authority will immediately notify the other authority of any activities related to the aforementioned certificate action.

## **V. Appendices**

### **Appendix 1: UKCAA Supplement Contents**

In accordance with the MAG, each AMO maintaining aircraft registered in the UK or components intended for installation thereon, will include in its Maintenance Organisation Manual, a supplement in accordance with Annex II of the MoU between ANAC and the UKCAA entitled “UKCAA Special Conditions Applicable to Brazilian Based Maintenance Organisations”.

## Appendix 2: Example UKCAA Supplement

UKCAA SUPPLEMENT REFERENCE NO. ....

TO RBAC 145 MAINTENANCE Organisation MANUAL REF .....

**Company Name and Facility Address:**

**ANAC MAINTENANCE ORGANISATION NUMBER**

**Part 145 Approval Number:**

Compliance with the UKCAA approved Supplement together with the ANAC accepted Maintenance Organisation Manual forms the basis by which an AMO can exercise the maintenance privileges under the MoU and MAG.

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

**The cover page of the UKCAA Supplement should include the intent of the above statement**

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

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# **1 LIST OF EFFECTIVE PAGES**

(Self-Explanatory)

## **2 AMENDMENT PROCEDURE**

**2.1** This section should describe the procedures the organisation will use to ensure the UKCAA supplement remains current and should specify that amendments must be submitted to the ANAC for approval. The working practices and procedures must be reflected in the RBAC 145 Maintenance Organisation Manual and, if appropriate, in the UKCAA Supplement. In addition, this paragraph should identify who within the organisation is responsible for approving amendments and for ensuring that all amendments to the supplement are submitted to the ANAC for approval.

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

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

## **3 INTRODUCTION**

**3.1** This paragraph should address why the supplement is necessary. Part 145 is the UK requirement similar to RBAC 145.

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

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

**3.4** The supplement should help ensure that the organisation is working in accordance with the provisions of the MoU and that the differences between UK and ANAC regulations are taken into account.

## **4 ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT**

**4.1** This paragraph represents the agreement by the Accountable Manager that the organisation will comply with the conditions specified in the supplement whilst operating under its UKCAA Part 145 approval. It includes recognition of the consequences of failing to meet either requirements or standards.

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

**4.3** An acceptable statement for this paragraph would be:

*This supplement in conjunction with the accepted RBAC 145 Maintenance Organisation Manual [insert MOM reference here as applicable] defines the organisation and procedures upon which UKCAA approval is based.*

*These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being performed under the conditions of the UKCAA Part 145 approval.*

*This organisation will provide the UKCAA and ANAC personnel with access to our facilities to assess compliance with UKCAA requirements and UKCAA Special Conditions or to investigate specific problems.*

*It is accepted that the maintenance organisation's procedures do not override the necessity of complying with any additional requirements formally published by the UKCAA and notified to this organisation from time to time.*

*It is understood that the UKCAA lists this maintenance organisation in a UKCAA published list as long as the UKCAA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the UKCAA reserves the right to revoke the approval if the UKCAA considers that procedures are not followed or standards not upheld."*

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

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

## **5 APPROVAL BASIS AND LIMITATION**

**5.1** UKCAA approval is based upon compliance with RBAC 145 and 43 except where varied by the special conditions specified in the Maintenance Annex and associated guidance. However, this approval must not exceed the ratings permitted by Commission Regulation (EU) No. 1321/2014 (as applicable in UK law).

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

**5.3** The AMO certificated by ANAC that has more than one place of business (secondary bases) may exercise the same privileges as established in the ANAC certification at that bases for the UKCAA approval. If desired to restrict the UKCAA approval to a limited number of ANAC certificated secondary bases these should be clearly identified in this chapter of the supplement.

**Note 1:** All secondary bases used as UKCAA Line Stations must be properly identified. For UKCAA Line Stations check chapter 17 of this section.

**Note 2:** The AMO quality assurance system must include all the UKCAA approved facilities. Check detailed procedures in chapter 13.

## **6 ACCESS BY THE UKCAA AND ANAC**

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

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

**Note:** This section should be in accordance with the MoU, Annex II, paragraph 1.2.

## **7 WORK ORDERS/CONTRACTS**

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

- a) That the maintenance organisation will receive clearly stated work orders describing the scope of the work to be accomplished from the customer.
- b) How it ensures the work order specifies the inspections, repairs, alterations, overhaul, airworthiness directives and parts replacement required.
- c) How completeness of and compliance with the customers' work order is ensured.
- d) That the customer remains responsible for correctly informing the Maintenance Organisation by work order of all required maintenance and alterations.

## **8 APPROVED DESIGN AND REPAIR DATA**

### **8.1 Changes to the type design:**

Major Changes, Minor Changes, STCs. The UKCAA approved design engineering data is normally data supplied by an UKCAA Design Organisation Approval (DOA) holder, or data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by the UKCAA. In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and /or validation of ANAC approved changes to the type design by UKCAA are contained in the Technical Implementation Procedures (TIP).

**Note:** The UKCAA defines “design change” as a change to the type design. The UKCAA does not automatically accept alterations that affect type design.

### **8.2 Repairs:**

- a) ANAC will approve design data in support of major repairs in accordance with ANAC Procedures Manual (MPR) 900.04 entitled “Aircraft Equipment and Operational Authorizations”. Minor repairs are made in accordance with "acceptable" data, in accordance with RBAC 43.
- b) The UKCAA will approve design data in support of repairs in accordance with Part 21 Subpart M-Repairs and UKCAA's procedure Type Certificate Change and Repair Approval.

### **8.3 UKCAA Acceptance of ANAC Repair Design Data:**

#### a) Non-Critical Components:

(i) The UKCAA will accept data used in support of major repairs regardless of the State of Design of the product, part or appliance, if:

- I) The UKCAA has certificated/validated the product or appliance;
- II) ANAC is the authority of the State of Design for the repair design data; and
- III) The ANAC repair design data approval is substantiated via an ANAC letter or ANAC Form F-200-6, properly approved and executed ANAC Form F-400-04 (Also referred as also referred as Form SEGVOO 001), or a signed cover page of a repair specification.

(ii) The UKCAA will also accept data used in support of minor repairs when:

- I) The UKCAA has certificated/validated the product or appliance;
- II) ANAC is the authority of the State of Design for the repair design data; and
- III) the repair design data has been provided by a Brazilian TC/STC or TSOA holder; or
- IV) for minor repairs from other than a Brazilian TC/STC or TSOA holder, the determination that data are acceptable (under RBAC 43) has been made by a Brazilian maintenance organisation under ANAC's authorized system.

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

b) Critical Components:

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

(i) The UKCAA will accept any critical component repair design data from a TC/STC holder, regardless of the State of Design of the product, if:

I) The UKCAA has certificated/validated the product; and

II) ANAC is the authority of the State of Design for the repair design data.

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

(ii) Repair design data on critical components, developed by organisations/persons that are not the TC/STC Holder, will be submitted for approval, with an UKCAA Form 31. Applicants do not need to hold a DOA if the repair data has been approved by the ANAC (refer to the TIP for detailed procedure).

## 9 AIRWORTHINESS DIRECTIVES

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

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

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

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

## 10 RELEASE AND ACCEPTANCE OF COMPONENTS

**10.1** This section should describe the procedures the Maintenance Organisation will use to ensure that the release to service of components up to and including complete powerplants will be carried out in accordance with RBAC 43, except that Section B of this MAG, Appendix 2, Chapter 7 to 10 will also be taken into account. At the completion of maintenance, an ANAC Form F-100-01 (also referred as Form SEGVOO 003) will be issued as a maintenance release by the Maintenance Organisation.

**10.2** The ANAC Form F-100-01 (also referred as Form SEGVOO 003) should include the UKCAA Part 145 release to service certifying statement with the UKCAA Part 145 Approval Certificate number in block 12, and specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, PMA parts and quote the reference and issue/revision of the approved data used.

**10.3** An example completed ANAC Form F-100-01 (also referred as Form SEGVOO 003) dual release should be included by the Maintenance Organisation in the supplement. Instructions will be included in the supplement specifying that blocks 13 through 17 are not to be used by the Maintenance Organisation.

**10.4** The signature of the person returning the component to service should be in block 19 with the ANAC Maintenance Organisation Certificate number in block 20.

**10.5** The status of the component (repaired, inspected, overhauled, etc.) should appear in block 11 with any relevant comments including detailed references to approved data, airworthiness directives, etc., in block 12. Example: "Overhauled in accordance with CMM 111, Section X, Rev 2, S/B 23 and ANAC AD xyz complied with. Full details held on WO 456."

**10.6** Block 12 shall also contain the following statement:

*"Certifies that the work specified in block 11 was carried out in accordance with UKCAA Part 145 and in respect to that work the component is considered ready for release to service under UKCAA Part 145 Approval Number: "UKCAA 145....."*

**Note:** In the case of maintenance carried out by a Brazilian based Part 145 approved organisation subject to the MAG, UKCAA only recognises the dual release ANAC Form F-100-01 (also referred as Form SEGVOO 003) for component, engine, or propeller maintenance.

**10.7** In case of dual release select both boxes in block 18.

**10.8** Please note that the sub clause "except as otherwise specified" present in block 18 is intended for use with two types of deviations as follows:

a) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in Block 12 and/or attachments.

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

**Note:** In block 18 only check the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to RBAC 43.9. In block 12, the following text should be inserted:

*"Certifies that the work specified in Block 11 was carried out in accordance with CAA Part 145 and in respect to that work the component is considered ready for release to service under CAAUKCAA Part 145 approval no. \_\_\_\_\_.*

*This product/article meets RBAC 43 requirements, except for the following items, and therefore is not eligible to be installed on Brazilian-registered aircraft:"*

*(List the items)*

**10.9** The Maintenance Organisation will identify in the MOM roster staff authorized to issue the ANAC Form F-100-01 (also referred as Form SEGVOO 003) on behalf of the Maintenance Organisation.

**10.10** The supplement should include information regarding the acceptability of components authorised for use during maintenance that should comply with the following paragraphs.

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

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

**10.13 New Components:**

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

b) For Brazilian OEMs and PC holders, release will be on the ANAC Form F-100-01 (also referred as Form SEGV00 003) as a new part.

c) For all UK or EU OEMs and PC holders, release will be in accordance with UKCAA Form 1 or EASA Form 1 as a new part.

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

**Note 1:** UKCAA Standard Parts Definition: AMC1 M.A.501 (a)(4), “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”

**Note 2:** To designate a part as a standard part, the TC holder may issue a standard parts manual accepted by the competent authority of the original TC holder or may make reference in the parts catalogue to the specification to be met by the standard part. Documentation that accompanies standard parts should clearly relate to the particular parts and contain a conformity statement plus both the manufacturing and supplier source. Some materials are subject to special conditions, such as storage conditions or life limitation, etc., and this should be included in the documentation and/or the material’s packaging.

e) Replacement parts may only be accepted as detailed in Part 21 or in the TIP.

#### **10.14 Used Components:**

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

b) An ANAC Form F-100-01 (also referred as Form SEGV00 003) issued as a dual maintenance release (ANAC-UKCAA dual release) must accompany used components from UKCAA approved Brazilian based RBAC 145 Maintenance Organisations.

c) Used components from an RBAC 145 Maintenance Organisation not UKCAA approved will not be used even if accompanied by an ANAC Form F-100-01 (also referred as Form SEGV00 003), unless it was approved under the ANAC-EASA MAG. In such a case UKCAA accepts the F-100-01 (also referred to as Form SEGV00 003) ANAC-EASA dual release issued prior to 31<sup>st</sup> December 2022.

d) An UKCAA Form1 issued as a maintenance release will accompany used components from UKCAA Part 145 approved maintenance organisations not located in Brazil.

e) Acceptable components based on provisions of other bilateral agreements are not addressed in this guidance. Please, refer to the individual bilateral agreements.

#### **10.15 Possible Cases**

Please refer to the individual bilateral agreements or the summary table published on the UKCAA Web site: <https://www.caa.co.uk/commercial-industry/aircraft/airworthiness/approval-information-and-guidance/guidance-on-acceptance-of-components/>

## **11 RELEASE OF AIRCRAFT AFTER MAINTENANCE**

**11.1** The RBAC 43 release to service is acceptable to the UKCAA, provided additional information as described in chapters 7 to 10 of this supplement are

considered. This section should describe the procedures that the Maintenance Organisation will use to ensure that the release to service of UK registered aircraft will be carried out in accordance with RBAC 43, except that chapters 7 and 8 of this supplement must be taken into account. At the completion of maintenance, the AMO should make the following certification in the aircraft maintenance record.

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

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

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

- a) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out on the RBAC 43 Return to Service and/or attachments.
- b) The case where the particular maintenance requirement was only UKCAA approved and not ANAC approved. Example: an UKCAA Airworthiness Directive not approved by the ANAC.

**11.4** Where the customer operator requires its paperwork to be signed, the following alternate certification can be made. The following is only applicable to Maintenance Organisations with airframe rating.

**11.5** Release to Service in Accordance with Part 145.A.50:

*"Certifies that the work specified, except as otherwise specified, was carried out in accordance with Part145 and in respect to that work the aircraft is considered ready for release to service."*

**Note:** This release statement is acceptable only to UK registered aircraft.

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

**11.7** Quote the Part145 Approval Certificate Number and the ANAC RBAC 145 Certificate Number in all cases.

## **12 REPORTING OF UNAIRWORTHY CONDITIONS**

**12.1** This section should describe the procedures the Maintenance Organisation will use to ensure that, when serious defects are found in UK registered aircraft or components received from a UK customer, the defects must be reported to the UKCAA, to the aircraft/component design organisation, to the state of registry authority and to the customer or operator within 72 hours. When reporting to the UKCAA, the identity of the customer must be included to allow follow up action.

- a) Explain the procedures the organisation will use to ensure that it will submit a report in a form and manner acceptable to the UKCAA containing the information required by Part 145 in English through:
  - (i) The UKCAA online platform (preferred) under <https://www.caa.co.uk/Our-work/Make-a-report-or-complaint/MOR/Occurrence-reporting/> ;
  - (ii) ANAC Service Difficulty Report; or
  - (iii) ANAC SUP report.

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

**12.2** Responsibility: Include the title of each person responsible for completing and submitting reports of unairworthy conditions to the UKCAA.

**Note:** Part 145 occurrence reporting requirements include SUP reporting requirements.

## **13 QUALITY ASSURANCE SYSTEM (QAS)**

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

**13.2** The primary objective of the QAS is to enable the organisation to satisfy itself that it can deliver a safe product and that it remains in compliance RBAC 43, RBAC 145 and the UKCAA Special Conditions.

**13.3** The QAS should include all the contracted work in accordance with guidance given in Item 15 of the Supplement.

**13.4** There are two elements to the system:

a) An independent audit system

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

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

I) Procedural audits. The audits should monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components.

II) Product audits. A product audit is the direct observation of a primary product line sample where the auditor observes key steps in the work flow process, from entering the repair station until release to service and shipping. Key steps may include generation and or review of the work order, incoming inspection, AD compliance review, maintenance data, tools and equipment used for the repair, and the witnessing of any relevant processing, testing, and inspection steps used during the repair and final return to service of the product. The sample check should not involve additional disassembly or testing, but should follow the normal process steps that are used by the organization to inspect/repair a product/component.

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

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

(v) A primary product line is any one aircraft, engine, avionic, or mechanical product line where the systems and procedures are very similar throughout that product line. A product line includes any rating as specified in the approval. It therefore follows for example that a maintenance organisation with a capability to maintain aircraft, repair engines, brakes and autopilots would need, as a minimum, to carry out four complete product audit sample checks each year. Depending on the complexity and scope of the individual rating the organisation might need to perform additional product audits on additional components within the same rating. For example: on the accessories rating for wheels and brakes, it is expected that at least one product audit for the brake shop and the

wheel shop will be performed. If the brake shop performs repairs on steel brakes and carbon brakes, there might even be the necessity for two separated products audits.

For base maintenance it is expected that one product audit for each hangar, or one product audit for narrow body and wide body bays is performed. Different locations under the same organisation approval might require additional product audits. Therefore, the total number of required product audits is not a straightforward arithmetical exercise but depends on the individual activity of the organisation.

(vi) Maintenance Organisations with fewer than 10 employees may contract the audit function to a person acceptable to UKCAA who is not employed by the Maintenance Organisation. But in this case the audit of all applicable RBAC 43 and 145 provisions and UKCAA Special Conditions as detailed in this guidance must be carried out twice per year.

b) A management/control and follow up system

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

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

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

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

**13.8** One example of the particular product line will be used as the basis of each audit, except in the case of stores audits when a random selection of parts should be used for the audit. It therefore follows that a Maintenance Organisation maintaining aircraft and engines (off aircraft) and mechanical parts (off aircraft) would need to carry out three audit sample checks each year with the particular product type changed each year. A sample audit program is attached in Appendix 3.

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

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

## **14 PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE**

This section must describe the procedures the Maintenance Organisation will use to ensure that covered hangar space, capable of enclosing the entire aircraft is used for the base maintenance of aircraft operated

under the regulatory control of UK undergoing maintenance and/or alteration. When the customer and Maintenance Organisation sign a contract for maintenance, the agreement must confirm that hangar space will be available and will be used at the time of maintenance and alterations.

**Note:** This section is only applicable to Maintenance Organisations and with airframe rating.

## **15 CONTRACTED MAINTENANCE**

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

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

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

**15.2** List of Contractors. The UKCAA recognises RBAC 145 requirements for the Maintenance Organisation Manual to contain a list of all contracted functions utilised by the Maintenance Organisation and accepted by the ANAC as part of the Maintenance Organisation Manual. UKCAA can accept to use this list also for the purpose of the UKCAA approval when the list identifies, by an asterisk or other means of identification, those contractor(s) the Maintenance Organisation will use to support maintenance activities for aircraft registered in UK or aeronautical products to be installed on such aircraft. The list should identify the contractors that hold an Part 145 certificate and must also be made available to the UKCAA on request.

### **15.3 Qualifying and Auditing Contractor.**

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

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

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

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

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

c) Contracting to UKCAA approved Facilities. This subsection should:

(i) Explain that if the Maintenance Organisation contracts functions to another organisation that is UKCAA approved, the contractor is responsible for approving the return to service for each item on which it has worked.

(ii) Describe the procedures the Maintenance Organisation will use to determine that the UKCAA approved Maintenance Organisation to which work is contracted is properly certificated to perform that work.

d) Receiving Inspections. This subsection should:

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

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

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

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

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

e) Audits. This subsection should:

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

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

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

## **16 HUMAN FACTORS**

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

- a) General/Introduction to human factors
- b) Safety Culture/Organisational factors
- c) Human Error
- d) Human performance and limitations
- e) Environment
- f) Procedures, information, tools and practices
- g) Communication
- h) Teamwork

- i) Professionalism and integrity
- j) Organisation's Human Factors program

**Note 1:** The recurrent human factors training should not be a simple repetition of the initial training. Instead, it must be built upon errors/lessons learnt and the experiences within the organisation (or group of organisations). This will help ensure that the results of internal quality audits and occurrence reports are brought to the attention of all staff.

**Note 2:** In case the organization outsources the human factors training it has to ensure that such training contains the relevant content as specified above.

## 17 LINE STATIONS

The UKCAA supplement procedures must clearly demonstrate that the quality system covers all facilities where the organisation performs Line Maintenance. It will be shown how control by the main facility is ensured, that the other facilities operate under the same UKCAA supplement as the main facility, and the ratings do not exceed those of the main facility. All line stations exercising the privileges of the Part 145 approval must be listed in the UKCAA supplement together with associated operator, aircraft type, location, and contract specifying the scope of work for that particular operator. A copy of the relevant page of the supplement must also be supplied to UKCAA as part of the package for initial or change (affecting the list of line stations) to the approval.

## 18 WORK AWAY FROM FIXED LOCATIONS

If a Maintenance Organisation is requested to perform maintenance on a UK-registered aircraft or article located outside its facilities, the Maintenance Organisation may work away from its fixed location in the following cases:

a) **A Maintenance Organisation Not Holding an Authorized Written Procedure (For a one-time Special Circumstance):** If the UKCAA supplement or the Maintenance Organisation Manual does not have a written procedure for work away from its fixed location, the Maintenance Organisation must apply to the UKCAA in advance of doing the work. This application must describe the work to be performed, the date of the work, the customer, and certify to the UKCAA that the Maintenance Organisation will follow all existing procedures in its current Maintenance Organisation Manual and UKCAA supplement. The application is to be sent to: [apply@caa.co.uk](mailto:apply@caa.co.uk). The UKCAA will review the application and answer the organisation in writing, copying in ANAC and either accepting or rejecting the application. If the application is rejected, the reasons will be specified in the letter.

b) **A Maintenance Organisation Holding an Authorized Written Procedure (On a Recurring Basis):** This occurs when necessary and is subject to ANAC acceptance of the procedures described on the Maintenance Organisation Manual being in place for this work and only to perform non routine maintenance, to be defined in this guidance as urgent defect rectification (i.e AOG situations), on a UK-registered aircraft or articles intended for installation on UK-registered aircraft. The ANAC Maintenance Organisation Manual (MOM) defines the procedural requirements that the Maintenance Organisation should use. It is permissible to prevent duplication to make a cross reference to the MOM procedures in the UKCAA supplement for this aspect. Within Brazil, the responsible inspector will be informed and notification to the UKCAA is not required. Outside Brazil, the responsible inspector will be informed and notification to the UKCAA will be sent prior to commencing the work to the following e-mail address: [apply@caa.co.uk](mailto:apply@caa.co.uk).

**Note:** This paragraph is not applicable to line stations addressed in Section B, Appendix 2, paragraph 17 of this MAG.

## **19 ACCEPTABILITY OF MANUFACTURED/MAINTAINED PARTS**

Please refer to paragraph 10 of this Appendix 2 for details. Further information about parts acceptability under UK regulations and various international agreements or arrangements (e.g. US, Canada) has been published on the UKCAA website: <https://www.caa.co.uk/Commercial-industry/Aircraft/Airworthiness/Organisation-and-maintenance-programme-approvals/Bilateral-agreements/What-is-a-bilateral-agreement/>

## **20 ENGLISH PROFICIENCY**

This section will include procedures for the maintenance organisation to ensure that all supervising staff and all staff releasing components and/or complete aircraft to service have the capability to read, write and communicate in English language. This procedure will also ensure that all other personnel working under the UKCAA approval fully comprehend the technical information, e.g. TC holder manuals, repair instructions, log book entries, Airworthiness Directives and others, whenever these are presented in the English language.

### Appendix 3: Sample Audit Program, UKCAA supplement, Brazilian Maintenance Organisations (audit matrix and audit plan)

Audit matrix (Subject matter- Regulatory reference- Reference to manuals- Functional areas)								
Subject Matter	Regulation/User Guide reference	Reference to Supplement and other manuals	FUNCTIONAL AREAS					
			Base Maintenance	Line Maintenance	Quality	Receiving and Storage	Subcontracting	...
Facilities	RBAC 145.103- Facilities	MOM section 1.8	X	X		X	X	...
Personnel	RBAC 43.7 - Return to service	MOM section 1.4	X	X	X	X	X	...
Personnel	RBAC 145.151- Personnel requirements	MOM section 1.7, 2.22	X	X	X	X	X	...
Record Keeping	RBAC 43.9- Maintenance records	MOM section 1.4	X	X			X	...
Maintenance Standards	RBAC 43.13- Maintenance Standards	MCQ section 1.3	X		X		X	...
...	...	...	...	...	...	...	...	...
...INCLUDE ADDITIONAL ITEMS IN ACCORDANCE WITH THE ORGANIZATION EVALUATION...								
Personnel	UKCAA SC (b)(i)	UKCAA Supplement chapter 3			X			...
Quality System	UKCAA SC (b)(ii)	UKCAA Supplement chapter 13			X		X	...
Maintenance Release	UKCAA SC (b)(iii)	UKCAA Supplement chapter 10 and 11	X	X			X	...
Maintenance Standards	UKCAA SC (b)(iv)	UKCAA Supplement chapter 10	X	X			X	...
Maintenance Standards	UKCAA SC (b)(v)	UKCAA Supplement chapter 8	X	X	X		X	...
Human Factors	UKCAA SC (b)(vi)	UKCAA Supplement chapter 16	X	X	X	X	X	...
Reporting	UKCAA SC (b)(vii)	UKCAA Supplement chapter 12			X			...
Work order	UKCAA SC (b)(viii)	UKCAA Supplement chapter 7	X	X			X	...
Contracted Maintenance	UKCAA SC (b)(ix)	UKCAA Supplement chapter 15			X			...
Work Away	UKCAA SC (b)(x)	UKCAA Supplement chapter 18			X		X	...
Facilities	UKCAA SC (b)(xi)	UKCAA Supplement chapter 14	X				X	...
Personnel	UKCAA SC (b)(xii)	UKCAA Supplement chapter 20	X	X	X	X	X	...
...								

**Note:** The table above is a non-exhaustive example of the applicable requirements, and the AMO must customize it. The audit matrix permits the AMO to identify **all the regulatory requirements**, guidance material applicable to the activity and scope of work under consideration, to allow the audit plan to focus on the relevant subject matters. Each subject matter (e.g. facilities, personnel etc.) should be cross-referred with the relevant requirement and the related organisation procedure in the manuals (MOM, MCQ, Supplement), where the particular subject matter is described. All functional areas of the AMO in which RBAC No 145/Part 145 functions are intended to be carried out, including subcontracting, need to be listed with the objective of identifying the applicability of any subject matter in each functional area.

Annual Audit Plan				
Operational area	Funcional area	Planned	Completed	Remarks
Base Maintenance Hangar 1	Base Maintenance	dd mm yyyy	dd mm yyyy	
Base Maintenance Hangar 2	Base Maintenance	dd mm yyyy		
Secondary Base	Base Maintenance	dd mm yyyy		
Wheel and brake repair (Line 1 - Composite)	Shop Maintenance	dd mm yyyy		
Wheel and brake repair (Line 2 - Steel)	Shop Maintenance	dd mm yyyy		
Battery shop	Shop Maintenance	dd mm yyyy		
Line Maintenance location 1	Line Maintenance	dd mm yyyy		
Line Maintenance location 2 (or secondary base)	Line Maintenance	dd mm yyyy		
Quality	Quality	dd mm yyyy		
Store 1,2,3	Receiving and Storage	dd mm yyyy	dd mm yyyy	
Receiving Inspection	Receiving and Storage	dd mm yyyy		
Subcontractor 1	Subcontracting	dd mm yyyy		
Aircraft Base Product audit A320	Base Maintenance	dd mm yyyy	dd mm yyyy	during night shift
<b>...INCLUDE ADDITIONAL ITENS IN ACCORDANCE WITH THE ORGANIZATION EVALUATION...</b>				

**Note 1:** The annual audit plan is a simplified schedule, showing the operational areas of the AMO against a timetable to indicate when the area is scheduled for audit and when the audit was completed.

**Note 2:** The audit schedule shall be prepared by the Quality Department (or equivalent) and formally accepted by the Accountable Manager (date and sign). The audit report must be prepared to record the audits activities performed.

**Appendix 4: Application form (SRG1779)**

<https://www.caa.co.uk/our-work/publications/documents/forms/srg1779/>

## Appendix 5: Supplement Approval Letter Template

*Place of issue, MM-DD-YYYY*

Subject: ANAC-UKCAA MoU – Supplement Approval Letter

Dear Sir or Madam,

1. Considering the maintenance procedures covered by the MoU between ANAC and the UKCAA, and MAG (Maintenance Annex Guidance), this is to inform you that [Organisation Name] [ANAC approval number xxx], UKCAA supplement [revision xx], dated [\_\_/\_\_/\_\_\_\_] is hereby approved by ANAC

2. The Part 145 approval reference is:

[Organisation Name]

Part 145 Approval Reference number: XXXX

Valid until: [--/--/----]

3. This supplement approval allows performing maintenance services on UK registered aircraft and components intended to be installed thereon subject to compliance with the Brazilian regulation RBAC 43 and 145 and the UKCAA special conditions as detailed in the Maintenance Annex Guidance (MAG).

4. Please be reminded that the UKCAA approved scope of ratings and limitations must not exceed the ones specified in your ANAC RBAC 145 Certificate and Operations Specifications.

5. You are reminded that you will be required to submit your next application for renewal 60 days prior to the expiration date indicated in paragraph 2 of this letter your continuation date in accordance with MAG Section B which is available on the ANAC web site at:

<https://sistemas.anac.gov.br/certificacao/Acordos/AcordosPais.asp?PaisCodi=0082>

[NAME of ANAC Responsible]

*Position of ANAC Responsible*

# **Section C: Approval process for UK Based Maintenance Organisations**

## Introduction

This Guidance details how the UKCAA will implement the MoU and this MAG between the UKCAA and ANAC for Part 145 Approved Maintenance Organisations located in the UK.

## I. Initial Certification Process

### 1 Introduction

**1.1** Any maintenance organisation that has been approved by the UKCAA to perform maintenance functions which is willing to be certified in accordance with RBAC 145 will be required to have a supplement to its MOE that complies with the requirements of this MAG. When it is satisfied that the supplement meets the requirements, the UKCAA will issue a supplement approval letter on behalf of ANAC for the scope of tasks that the maintenance organisation can perform on aircraft registered or operated under the provisions of Brazilian regulations. Such scope of ratings and limitations will not exceed that contained in its own certificate.

**1.2** For maintenance organisations in the UK certificated in accordance with the UK regulatory system, the ANAC maintenance organisations certificate may not be mandatory. In accordance with the provisions of paragraph 43.17 (b) -I of the Brazilian Civil Aviation Regulation n° 43 (RBAC 43), a foreign maintenance organisation not certificated by ANAC may perform maintenance, preventive maintenance, rebuilding, alterations and approve the return to service of aeronautical parts (not included complete aircraft, engine and propeller) to be installed on Brazilian registered aircraft as the conditions specified in the referenced requirement are met. ANAC has recognized that the regulatory system of aircraft maintenance functions maintained by the UKCAA is compatible with the system maintained by ANAC in Brazil. The maintenance performed by maintenance organisation according to paragraph 43.17(b)-I imposes on the responsible for the airworthiness control of the aircraft the obligation to ensure compliance with the RBAC 43.

### 2 UKCAA Action

Upon receipt of a request for RBAC 145 certification in accordance with this MAG, the UKCAA will ensure that the applicant has access to its most current revision and the ANAC Application Form F-143-17.

### 3 Applicant Action

**3.1** To apply for approval under the provisions of this MAG, an applicant AMO must:

- a) Be located in the UK;
- b) hold a Part 145 approval;
- c) demonstrate a need to maintain or alter Brazilian registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian regulations;

**Note 1:** The evidence for the demonstration of need may be in the form of a Letter of Intent (LOI), work order, or a contract with details of the relevant customer. A relevant customer may be a Brazilian RBAC 145 Maintenance Organisation, a Brazilian operator, a distributor, or lessor.

**Note 2:** The ANAC form F-143-17 is available at the following website: <https://www.gov.br/anac/pt-br/assuntos/regulados/manutencao-aeronautica/formularios-padronizados>

**3.2** The applicant will:

- a) Complete the ANAC Application Form F-143-17.
- b) Pay the applicable fee according to the instruction contained in the website (<https://www.gov.br/anac/en/topics/aircraft/f0a7-certificacao-anac-de-organizacao-de-manutencao-om-fora-do-brasil-anac-maintenance-organization-certification-outside-brazil>).
- c) Establish an ANAC Supplement to the MOE in accordance with the supplement guidance material (see Appendix 1 and Appendix 2 of this Section).

**3.3** The ANAC Application Form F-143-17, the proposed ANAC Supplement, the proof of the fee payment and the demonstration of need should be sent to the UKCAA at least 90 days prior to the required initial approval date.

**Note 1:** The above documents will not be sent to ANAC by the applicant.

**Note 2:** The ANAC form F-143-17 is available at the following website: <https://www.gov.br/anac/pt-br/assuntos/regulados/organizacoes-de-manutencao/formularios-padronizados>

## 4 UKCAA/ANAC Actions

**4.1** The UKCAA will send the completed ANAC Form F-143-17 along with the proof of the fee payment to ANAC Foreign 145 Group by email ([foreign145@anac.gov.br](mailto:foreign145@anac.gov.br)).

**4.2** ANAC Foreign 145 Group will, after confirming receipt of the applicable fee, notify the UKCAA, by e-mail ([apply@caa.co.uk](mailto:apply@caa.co.uk)) that the process can continue and identify the ANAC provisional certificate number.

**4.3** The UKCAA will review the ANAC Supplement for compliance with Appendix 1 and Appendix 2 of this Section.

**4.4** Where the supplement is found to be satisfactory, the UKCAA will issue a supplement approval letter attesting that the ANAC supplement is approved. It should also include the following information:

- a) The ANAC approval number to the AMO;
- b) the expiry date of the approval calculated as the supplement approval date plus 24 months; and
- c) explicitly specify that the scope of ratings and limitations will not exceed the ones specified in the organisations Part 145 certificate and scope of approval.

**Note:** A template to be used in the supplement approval letter can be found in Section C Appendix 3.

**4.5** Once approved, the ANAC supplement and the privileges associated with it will remain in force for 24 months unless surrendered, suspended or cancelled by the UKCAA or ANAC.

**4.6** The UKCAA will ensure that activities conducted in accordance with the supplement are part of their oversight of the organisation.

**4.7** The UKCAA will forward a copy of the supplement approval letter to ANAC Foreign 145 Group.

**4.8** ANAC in turn will publish the approval on the ANAC website: <https://www.gov.br/anac/painel145>

## II. Continuation Process

### 1 Introduction

To continue to be certified in accordance with RBAC 145, pursuant to the terms of this MAG, the AMO will comply with the following, subject to verification by the UKCAA:

- a) Allow ANAC, or the UKCAA on behalf of the ANAC, to inspect it for continued compliance with the requirements of Part 145 the ANAC Special Conditions included in the MoU and this MAG;

- b) accept that investigations and enforcement may be undertaken by the ANAC in accordance with ANAC rules and directives;
- c) cooperate with any investigation or enforcement action; and
- d) continue to comply with Part 145 and the ANAC Special Conditions.

## **2 UKCAA Actions**

**2.1** The UKCAA will ensure, every 24 months, that the conditions for approval continue to be met. The regular UKCAA oversight should systematically include ANAC special conditions verification at principal place of business, additional locations and line stations of the organizations. Where the conditions are not met, the UKCAA will take appropriate action and notify ANAC.

**2.2** A UKCAA approval on behalf of ANAC issued to a UK based maintenance organisation under the terms of the MAG under the MoU between ANAC and the UKCAA, will continue to be considered valid by ANAC for 24 months after the original issuance of the certificate, or latest continuation recommendation. Prior to the expiration of the certificate, any UK based maintenance organisation that intends to continue to work on Brazilian registered aircraft will have to apply for a continuation of the certificate according to the terms of this MAG.

## **3 Applicant Actions**

The applicant will submit the following to the UKCAA:

- a) A completed ANAC Application Form F-143-17 indicating continuation and/or change as required.
- b) Pay the applicable fee according to the instruction contained in the website (<https://www.gov.br/anac/en/topics/aircraft/f0a7-certificacao-anac-de-organizacao-de-manutencao-om-fora-do-brasil-anac-maintenance-organization-certification-outside-brazil>).
- c) Demonstrate the need to maintain or alter aeronautical products registered or operated under the provisions of Brazilian Regulations RBAC.
- d) If the continuation is submitted together with a change, a current copy of their ANAC MOE supplement.

**Note:** The evidence for the demonstration of need for the continuation process may be a completed work order (dual release ANAC/UKCAA in the UKCAA Form 1) or release of a Brazilian registered aircraft or a contract with Brazilian operator or AMO.

## **4 UKCAA and ANAC actions**

**4.1** The UKCAA will review the submitted ANAC Form F-143-17 for completeness and legibility.

**4.2** The UKCAA will review the supplement for compliance to Appendices of this Section (if submitted).

**4.3** The UKCAA will issue a new supplement approval letter with the new expiry date, 24 months from the previous expiry date. Additionally, if a supplement revision is submitted, the UKCAA will approve it in accordance with its internal procedures.

**4.4** The UKCAA will forward the ANAC Form F-143-17, and the supplement approval letter to ANAC Foreign 145 Group.

**4.5** The ANAC Foreign 145 Group will send to the organization instructions for the fee payment. After

payment confirmation, the ANAC Foreign 145 Group will update the approval expiry date on the ANAC website.

**4.6** ANAC will notify the UKCAA if the applicant has failed to make the fee payment within 90 days from the invoice date.

**4.7** Where ANAC has reason to recommend to the UKCAA not to continue the approval, ANAC should immediately inform the UKCAA who will take appropriate actions.

## **5 Late Applications**

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

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

**5.3** Note: After the expiry date of the supplement approval letter the organisation can no longer exercise the privileges of their ANAC approval, i.e. do not release components with a UKCAA Form 1 dual or release aircraft registered in Brazil or products to be installed thereon.

## **6 Surrender of approval**

Where a company surrenders its approval, the UKCAA will notify ANAC Foreign 145 Group to remove the company from the list of approved companies on its website.

### **III. Amendment process**

#### **1 Applicant actions**

**1.1** The following changes to an organisation require the submission of ANAC Form F-143-17 and associated amended supplement to the UKCAA:

- a) Change of Address;
- b) change of Accountable Manager; or
- c) change of Organisation Name and/or Approval Number.

**1.2** The applicant will also pay the applicable fee according to the instruction contained in the website (<https://www.gov.br/anac/en/topics/aircraft/f0a7-certificacao-anac-de-organizacao-de-manutencao-om-fora-do-brasil-anac-maintenance-organization-certification-outside-brazil>)

#### **2 UKCAA/ANAC actions**

**2.1** The UKCAA will review the submitted ANAC Form F-143-17 for completeness and legibility.

**2.2** The UKCAA will send the Form F-143-17 by e-mail to ANAC Foreign 145 Group (foreign145@anac.gov.br).

**2.3** ANAC Foreign 145 Group will send back the Form F-143-17 to UKCAA authorising or not the approval continuation.

**2.4** The UKCAA will review the supplement for compliance with the Appendices of this Section.

**2.5** When required the UKCAA will issue a new supplement approval letter when the supplement is found acceptable and send it to the applicant.

**2.6** When issued a new supplement approval letter the UKCAA will send a copy to ANAC Foreign 145 Group.

### **3 ANAC Actions**

- 3.1** ANAC Foreign 145 Group will update the list of approved companies on its website accordingly.
- 3.2** ANAC will send to the organisation instructions for the fee payment in case of change of Address, Organisation Name and/or Approval Number.

## **IV. Suspension or Revocation**

### **1 Suspension**

- 1.1** Suspension of the Part 145 Approval will automatically render the Brazilian RBAC 145 supplement approval letter invalid for the duration of the suspension. As a consequence of this suspension the AMO cannot exercise the privileges of their RBAC 145 approval in accordance with the MoU and MAG.
- 1.2** In case of suspension of the Part 145 approval or ANAC RBAC 145 supplement approval letter, the Authority undertaking the suspension must inform other Authority.

### **2 Revocation**

- 2.1** Revocation of the Part 145 approval will automatically render the Brazilian RBAC 145 supplement approval letter invalid. As a consequence of this revocation all privileges of its RBAC 145 approval are permanently removed and cannot be re-instated.
- 2.2** In case of revocation of the Part 145 Approval or ANAC RBAC 145 supplement approval letter, the Authority undertaking the revocation must inform the other Authority.

### **3 ANAC and UKCAA Actions**

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

### **4 Communication**

Each Authority will immediately notify the other Authority of any activities related to the aforementioned certificate action.

## V. Appendices

### Appendix 1: ANAC Supplement Contents

In accordance with the MoU between ANAC and the UKCAA, each AMO willing to maintain or alter Brazil registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian regulations, will include in its MOE a supplement in accordance with Annex II of the MoU, item 2: “ANAC Special Conditions Applicable to United Kingdom Based AMOs”.

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

- a) The AMOs will develop the supplement in accordance with the existing organisation structure, procedures and policies. The example included in this appendix is provided only for the purpose of providing general guidance on the subjects, which need to be addressed and translated into working procedures to ensure compliance with ANAC Special Conditions. It is not acceptable to submit a supplement which has been plainly copied and pasted from this guidance, any other supplement or any other source. The supplement must therefore be customised to satisfy the specific approved maintenance organisation procedures.
- b) The supplement should be written in English.
- c) The supplement should be available to the certifying staff at all locations where work under this MAG is performed.

## Appendix 2: Example ANAC Supplement

ANAC SUPPLEMENT to a Part 145 Maintenance Organisation Exposition

Company Name and Facility Address:

.....

**ANAC Approved Maintenance Organisation Number: .....**

**Part 145 Approval Number: .....**

Compliance with the UKCAA approved MOE together with the ANAC approved supplement forms the basis by which an AMO can exercise the maintenance privileges under the MoU between ANAC and the UKCAA.

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

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

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

Contents of the ANAC Supplement to the manual (MOE) should include at least the following sections as applicable.

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

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# 1 LIST OF EFFECTIVE PAGES

(Self Explanatory)

# 2 AMENDMENT PROCEDURES

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

# 3 INTRODUCTION

The introduction section should address the following:

- a) Indicate that the ANAC supplement, together with other chapters of the approved UKCAA manual of exposition (MOE), defines the organisation and procedures that comply with applicable regulation.
- b) State that the MoU between ANAC and the UKCAA and the related Maintenance Annex Guidance (MAG) permits the maintenance organisation in the UK to be approved as a foreign Maintenance Organisation under RBAC 145 to perform work on aeronautical products operated under the Brazilian regulations.
- c) A Part 145 AMO can be approved as a RBAC 145 Maintenance Organisation when the AMO complies with Part 145 in conjunction with the ANAC Special Conditions as detailed in the Annex II to the MoU between ANAC and the UKCAA.
- d) State that the ANAC Supplement describes the methods and procedures the organisation will use to ensure compliance with the ANAC Special Conditions.

# 4 ACCOUNTABLE MANAGER'S STATEMENT

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

**4.2** The accountable manager is the individual responsible for the organisation's compliance with RBAC 43 and 145. Such compliance is demonstrated by adhering to UKCAA regulations, requirements, and associated material and the ANAC Special Conditions contained in the Annex II to the MoU between ANAC and UKCAA. This section must contain the signed statement by the accountable manager.

**4.3** With this statement, the Accountable Manager agrees that the organisation will comply with the Special Conditions specified in the ANAC Supplement while operating under its ANAC Maintenance Organisation approval.

**4.4** An acceptable statement for this section would be:

*I understand that this organisation, [name of company], when performing maintenance or alteration on Brazil registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian*

*regulations, must perform that work under the terms of the Annex II to the MoU between ANAC and the UKCAA, ANAC Special Conditions, UK regulations and associated guidance material, and the ANAC supplement to the Maintenance Organisation Exposition.*

*As the person with overall control of [name of company], I have reviewed the relevant UK regulations, and the ANAC Special Conditions. This organisation fully understands that by complying with these documents, it will be complying with the corresponding sections of RBAC 43 and 145, and other applicable regulations. I understand that failure to comply with the requirements of RBAC 43 or 145 may result in the amendment, suspension, or revocations of the ANAC certification, or enforcement action by the UKCAA or ANAC. I also understand that loss of UKCAA approval will require ANAC enforcement action that may result in the suspension or revocation of the organisation's RBAC 145 Maintenance Organisation certificate.*

*This organisation will provide the UKCAA and ANAC personnel with access to our facilities to assess compliance with UKCAA requirements and ANAC Special Conditions or to investigate specific problems.*

*I understand that this organisation may be subject to ANAC enforcement procedures. I understand that investigation and enforcement by the ANAC regarding suspected violations of RBAC by this organisation will be undertaken in accordance with ANAC rules and directives, and that this organisation must cooperate with any investigation or enforcement action.*

*I agree to ensure that this ANAC supplement will be maintained and kept current by this organisation and be accessible to all personnel. I further agree to submit revisions to this supplement to the UKCAA for approval before implementing any such revisions.*

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

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

## **5 APPROVAL BASIS, SCOPE AND LIMITATION**

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

**5.2** An acceptable statement for this paragraph could be:

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

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

## **6 SUMMARY OF THE QUALITY SYSTEMS**

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

**Note:** If the Maintenance Organisation has this section in its MOE and that section is available in English, this same process can be referenced in this section, provided the process is in English and can be made available to the ANAC upon request.

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

### 7.1 Return to Service of a Brazilian-Registered Aircraft:

- a) This paragraph, if applicable, must contain a procedure for return to service of Brazilian registered aircraft, in accordance with the requirements of RBAC 43.
- b) A maintenance release in accordance with RBAC 43, includes the following elements:
  - I. A description (or reference to the data acceptable to ANAC) of the work performed;
  - II. the date of completion of the work;
  - III. the name of the person who performed the service, if that person is different from the person specified in paragraph (b) (IV) of this section;
  - IV. the signature of the person authorized by the Maintenance Organisation to return the aircraft to service;
  - V. the ANAC RBAC 145 Maintenance Organisation approval number; and
  - VI. additional requirements specified by the operator.
- c) When making use of ANAC RBAC 145 approval, the organisation will quote the Part 145 approval number and the ANAC RBAC 145 approval number in all cases.
- d) Procedures for approval for return to service should describe the procedures for the use of acceptable release documents for components and parts.
- e) For major repairs and major alterations, the procedures will specify that the ANAC Form F-400-04 (also referred to as SEGVOO 001) will be completed in two copies, one to the aircraft owner/operator and the other copy kept at AMO for at least 5 years.

**Note 1:** ANAC Form F-400-04 is available at the website:

<https://www.gov.br/anac/pt-br/assuntos/regulados/manutencao-aeronautica/formularios-padronizados>

**Note 2:** Instructions to complete the ANAC Form F-400-04 (SEGVOO 001) are available at the ANAC Supplementary Instruction IS 43.9-001, that can be accessed at the following ANAC website: <https://www.anac.gov.br/assuntos/legislacao/legislacao-1/iac-e-is/is>

### 7.2 Return to Service for Components:

**Note:** This section may not be required. Check MAG Section C I 1.2 and section 7.3 of this supplement example for information about ANAC direct acceptance of UKCAA, EASA, FAA and TCCA maintenance release for components except complete engine and propeller.

- a) This section, if applicable, will describe procedures for the release to service of components (example below), that meets the ANAC Special Conditions and the use of UKCAA Form 1 with a dual release.
- b) Maintenance, alteration, and modification entries required by the Special Conditions (reference to approved/acceptable data) and the entries required by the operator's maintenance program will be in the English language.
- c) Use of a UKCAA Form 1 with dual release:
  - I. For a UKCAA Form 1 issued as a dual release, both statements in block 14a indicating compliance with Part 145.A.50 "Release to service" from Commission Regulation (EU) 1321/2014 Annex II, Part 145 and "other regulation specified in block 12" are checked. The AMO should include the following or equivalent language in block 12:

“The work identified in Block 11 and described herein has been accomplished in accordance with RBAC 43 and in respect to that work, the items are approved for return to service under approval no. [ANAC approval number].”

[Include copies of any attachments.]

- II. In case a UKCAA Form 1 dual release is NOT possible (one or more products/articles used accompanied by a Form containing only an ANAC or ANAC approved release statement).

In block 14a, check only the box mentioning “Other regulation specified in block 13.” Do not check box that states compliance to UKCAA 145.A.50. In block 13, the following text should be inserted:

*“Certifies that the work specified in Block 11 was carried out in accordance with RBAC 43.9 and in respect to that work the component is considered ready for release to service under RBAC 145 approval no. \_\_\_\_\_.”*

*This product/article meets Part 145 requirements, except for the following items, and therefore is not eligible to be installed on UK-registered aircraft.”*

*(List the items)*

- III. The person approving the product for return to service will sign block 14b of the form. This signature approves the component for return to service with respect to the work performed. The form must contain a description of the work performed, which also includes the following:
- (I) Maintenance manual reference and revision status;
  - (II) the date of completion;
  - (III) the name of the person who performed the service, if that person is different from the person specified in paragraph (IV) of this section;
  - (IV) the name/signature of the person returning the component to service;
  - (V) the ANAC RBAC 145 Maintenance Organisation approval number; and
  - (VI) additional requirements specified by the operator (if any).
- d) Other documents, such as work orders, shop travellers and ANAC Form F-400-04 (also referred as SEGVOO 001), may be used by the organisation to comply with the operator’s requirements. If this is the case, these documents should be referenced specifically in block 12 and appropriately cross referenced.
- e) Indicate that block 12 will reference the data used to perform maintenance (i.e., maintenance manual reference including revision status). The data referenced must meet the requirements of the Special Conditions. The referenced data may consist of an attachment to the form, such as a work order, air carrier record, etc.
- f) Maintenance and alteration records required by the ANAC operation regulations, must be provided to the operator in English if requested.
- g) For major repairs and major alterations, the procedures will specify that the ANAC Form F-400-04 (also referred as SEGVOO 001) will be filled.

**Note 1:** ANAC Form F-400-04 is available at the website:

<https://www.gov.br/anac/pt-br/assuntos/regulados/manutencao-aeronautica/formularios-padronizados>

**Note 2:** Instructions to complete the ANAC Form F-400-04 (SEGVOO 001) are available at the ANAC Supplementary Instruction IS 43.9-001, that can be accessed at the following ANAC website:

<https://www.anac.gov.br/assuntos/legislacao/legislacao-1/iac-e-is/is>

### 7.3 ANAC Acceptance of Maintenance for Components (except complete Engine and Propeller):

a) For the release of components other than complete engine and complete propellers, an AMO has two options:

- (i) to issue a UKCAA Form 1 dual release under the ANAC approval, using the procedures described in item **Erro! Fonte de referência não encontrada.** above; or
- (ii) to issue a UKCAA Form 1 single release under the UKCAA approval, using the applicable MOE procedures, subject to acceptance of the Brazilian operators.

**Note 1:** According to RBAC 43.17(c)-I, the Brazilian operator will verify:

- 1) In the case of major repairs or major alterations, that the work performed was based on the technical data considered approved by ANAC.
- 2) Compliance with other RBAC 43 requirements.

**Note 2:** ANAC also accepts EASA Form 1 single release from Maintenance Organisations in Europe, FAA Form 8130-3 single release from a Maintenance Organisations in United States, and TCCA Form One single release from an AMO in Canada, for components (except complete Engine and Propeller) under the same conditions described in Note 1 above.

#### 7.4 Replacement Parts intended to be installed on Brazilian products:

Replacement Parts means parts that will be assembled on the Brazilian aircraft or parts to be installed thereon. These parts usually come from a pool of parts, exchange of parts, and import of part. The part installed is different from the part removed.

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

##### a) New Components:

- (i) New components should be traceable to the Original Equipment Manufacturer (OEM) as specified in the Type Certificate (TC) holders Parts Catalogue or other approved data and be in a satisfactory condition for installation. A release document issued by the OEM or Production Certificate (PC) holder should accompany the new component. The release document should clearly state that it is issued under the approval of the relevant Authority under whose regulatory control the OEM or PC holder works.
- (ii) For Brazilian OEMs and PC holders, release should be on the ANAC Form F-100-01 (also referred as Form SEGVOO 003) as a new part.
- (iii) For all UK OEMs and PC holders, release should be in accordance with Part 21.
- (iv) Other ARCs from authorities with whom ANAC has a bilateral agreement on product certification. In the absence of agreement, the component may be imported following procedures established by ANAC.

**Note:** To access ANAC-Brazil bilateral agreements on Airworthiness Certification in place with other authorities, check the following website:

<https://sistemas.anac.gov.br/certificacao/Acordos/AcordosE.asp>

- (v) Standard parts are exempt from the foregoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for installation.
- (vi) Replacement parts are acceptable as detailed in the TIP under the ANAC-UKCAA MoU.

**Note:** The term replacement part, as used in the TIP, assumes a general meaning of a part intended to be installed in the place of a part specified in the design of a civil aeronautical product.

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

## b) Used Components:

Used components should be traceable to maintenance organisations approved by the authority who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used component should be in a satisfactory condition for installation and be eligible for installation as stated in the TC holders Parts Catalogue or other approved data. The following traceability documents are acceptable by ANAC for replacement parts to be installed on Brazilian products:

I) A UKCAA Form 1 issued, as a dual maintenance release (UKCAA+ANAC) from UK based RBAC 145 maintenance organisations.

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

II) A foreign form issued as a maintenance release accompanying used components from a foreign AMO, provided it is based in a country that has an agreement with Brazil. In the absence of an agreement, the component may be installed following the procedures established by ANAC, available upon request from ANAC (Foreign145@anac.gov.br).

**Note:** To access ANAC-Brazil bilateral agreements on Airworthiness Certification in place with other authorities, check the following website: <https://sistemas.anac.gov.br/certificacao/Acordos/AcordosE.asp> A maintenance release FORM from an AMO certificate/approved by a country that have a system for aeronautical maintenance considered equivalent by ANAC. For example, UKCAA Form 1, EASA Form 1, FAA 8130-3, TCCA Form One are acceptable for replacement parts. The maintenance organisation responsible for the final Brazilian release must be certified (approved) by the ANAC.

## c) Possible Cases:

Updated information regarding Authorized Release Certificates (ARC) acceptable for installing a component (on aircraft or on a higher assembly) and releasing associated maintenance under ANAC RBAC 145 regulation are available at the following website:

<https://www.gov.br/anac/en/topics/aircraft/perguntas-frequentes-de-organizacoes-de-manutencao-estrangeiras-foreign-maintenance-organizations-frequently-asked-questions-faq>

**Note:** in case of questions about replacement of parts acceptable by Brazil, contact ANAC by using the e-mails indicated in Section A, Part V, of this MAG.

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

**8.1 Procedures:** Explain the procedures that the organisation will use to ensure that reports are sent to ANAC, type certificate holder, supplementary type certificate holder, or the holder of a Brazilian Attestation of Approved Aeronautical Product (Brazilian equivalent to PMA) when serious defects are found in Brazilian registered aircraft or components received from a Brazilian customer. Submit this information, in English through the Unified Notification Portal (*Portal Único de Notificações*), available in the following website:

[https://santosdumont.anac.gov.br/menu/r/api/portal\\_unico\\_notificacao/selecao-do-tipo-de-notificacao](https://santosdumont.anac.gov.br/menu/r/api/portal_unico_notificacao/selecao-do-tipo-de-notificacao).

**8.2** The ANAC Resolution No. 714 of April 26<sup>th</sup>, 2023, establishes the situations in which a communication must be sent on a mandatory basis. In this Resolution, it is possible to consult the list of mandatory reporting events for each type of regulated entity. They apply to both individuals and organizations. The Resolution No 714 of Abril 26<sup>th</sup>, 2023 is available in the following website:

**8.3** <https://www.anac.gov.br/assuntos/legislacao/legislacao-1/resolucoes/2023/resolucao-714>

**Note 1:** Reports submitted through the Unified Notification Portal must always be submitted using the login

credentials of an individual, who also may act as a representative of an organization. Keep in mind that to report on behalf of an organization, you must be authorized to represent it.

**Note 2:** More information about ANAC's Service Difficulties System can be found on the IS 00-001, available at website: <https://www.anac.gov.br/assuntos/legislacao/legislacao-1/iac-e-is/is>.

**Note 3:** More information about ANAC's Unified Notification Portal can be found on the website: <https://www.gov.br/anac/pt-br/assuntos/seguranca-operacional/informacoes-de-seguranca-operacional/portal-unico>.

**8.4 Suspected Unapproved Parts Program (SUP) Reporting Requirements:** The SUP reporting requirements section should:

- a) Describe the organisation's procedures to report all SUPs.
- b) Part 145 requirements include SUP reporting requirements under their unairworthy conditions reporting requirements. The ANAC recognizes this system; therefore, an AMO need only identify the appropriate section by reference in this supplement, provided the procedures are in English and can be made available to the ANAC upon request. A duplicate copy of the form submitted to the UKCAA must be submitted in English to ANAC. Part 145.A.60 meets the intent of the SUP program when a copy of the report is forwarded to the ANAC in English.
- c) The report should be sent to the email [pac@anac.gov.br](mailto:pac@anac.gov.br).

**8.5 Responsibility:** Include the title of each person responsible for completing and submitting reports of unairworthy conditions and SUP to the ANAC.

## 9 ADDITIONAL OPERATING LOCATIONS INCLUDING LINE STATIONS

**9.1 Additional Fixed Locations within EU Member States and the UK:** If the AMO has additional fixed locations, located in EU Member States and the UK operating under one UKCAA approval, the sites can operate under one ANAC approval. This section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and ANAC Supplement as the main facility. The procedure must demonstrate how each separate location is under the full control and QS of the main facility. The additional fixed locations must be located within an EU Member States and the UK.

**9.2 Line Stations:** If the AMO has line stations, this section of the supplement must address the procedures the AMO will use to ensure each line station operates under the same MOE and ANAC supplement as the main facility. The procedure must demonstrate how each line station is under the full control of the main facility and QS. The ANAC supplement must contain a list of line stations that maintain Brazilian or foreign registered aeronautical products operated under the provisions of Brazilian regulations with the details of the operators.

**Note:** Line stations located in each other's territory are not accepted under the MoU and MAG, i.e., the organisation cannot exercise the privileges received under the MoU in the territory of the other Authority.

## 10 WORK AWAY FROM A FIXED LOCATION

**10.1** This section describes the procedures for conducting work away from the maintenance organisation to ensure compliance with the MAG. The section should also state that the maintenance organisation is authorized to perform work away from its facilities as specified in this section but the performance of such work must not exceed the scope approved to ANAC (not exceed the UKCAA rating).

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

location. Continuous operation at a permanent facility other than the maintenance organisation's fixed location must not occur without the appropriate approval.

**10.3** If the maintenance organisation manual does not have a written procedure for work away from station, then the maintenance organisation must notify the ANAC and the UKCAA in advance of doing the work. The notification must describe the work to be performed, the date of the work, the customer, and certify to the ANAC and the UKCAA that the maintenance organisation will follow all existing procedures in their current MOE and ANAC supplement.

**Note:** A maintenance organisation may perform work away from its fixed location on a recurring basis when necessary, such as to perform mobile field services. This will allow work away from the maintenance organisation's fixed location as a part of everyday business rather than under special circumstances only. Once the UKCAA accepts procedures in the ANAC supplement to the MOE allowing the work away from fixed location, this eliminates the requirement for notifying the ANAC in advance.

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

**10.5** The AMO should make reference to the applicable MOE procedures describing work away from a fixed location, provided they are in English language, or include the following in the ANAC Supplement:

- a) Describe the procedures used to ensure that ANAC technical data, such as manufacturers' manuals, service bulletins, and letters, are current and accessible at the location where the work is performed.
  - b) Describe the procedures used by the organisation to control tools and ensure proper equipment calibration when away from the maintenance organisation's fixed location.
  - c) Describe how the organisation will ensure that records for work performed away from the maintenance organisation will be maintained in the same manner as at the maintenance organisation's fixed location.
  - d) Describe how the organisation will ensure that personnel performing work away from the maintenance organisation's fixed location will be trained and qualified to perform the required work.
  - e) List by title the persons who are authorized to approve an item for return to service when working away from the maintenance organisation's fixed location.
  - f) List by title the persons responsible for organizing and supervising work away from the maintenance organisation's fixed location.
  - g) Describe how the organisation will ensure that all required personnel, equipment, materials, and parts will be made available at the place where the work is to be performed.
  - h) State the organisation's responsibility to maintain a record of work performed away from the maintenance organisation, both within the country and outside the country. Any record of this work should include:
    - I. A description of the work performed;
    - II. the date and location where the work was performed; and
    - III. the work order number (total time in service if required).
- IV. The records should be retained for 5 years after the performance of the work.
- i) If required to perform maintenance on a Brazilian registered aircraft or a component of such aircraft located within the territory of the Federative Republic of Brazil and operated under the RBACs, the AMO must request ANAC approval before performing the work. ANAC will evaluate each request on a case by case basis. The UKCAA should be informed by the AMO about the outcome of the ANAC evaluation.

## 11 CONTRACTING / SUBCONTRACTING

**11.1** An ANAC RBAC 145 approved Maintenance Organisation may subcontract a maintenance function pertaining to a component to an outside source. Contracting is different from subcontracting. For the purposes of this section, the term subcontracting does not include contracting.

**11.2** Contracted maintenance service will be under approval for return to service of another ANAC approved contracted AMO.

**11.3** Subcontracted maintenance service will be returned to service under the approval of the ANAC approved AMO.

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

**a) List of Subcontractors:**

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

**Note:** The UKCAA approved MoE, Section 5.2, regarding the list of subcontractors is considered equivalent to the requirements of ANAC regulation RBAC 145.217(a)(1).

**b) Qualifying and Auditing Subcontractor**

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

- I) Describe those procedures the organisation will use to both qualify and audit subcontractors.
- II) Subcontracting to non ANAC Approved Sources. If the AMO subcontracts a function to a non ANAC approved source, the AMO must be appropriately rated to perform the work. This section should:
  - a. Explain that the AMO is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.
  - b. Indicate that any non ANAC approved subcontractor to which work is subcontracted must be under the control of the AMO's QAS. Additionally, the AMO must inspect each item on which subcontracted work has been performed for compliance with this supplement.
  - c. Explain that if the AMO cannot determine the quality of subcontracted work, the work can only be subcontracted to an ANAC certificated facility that is able to test and/or inspect the work performed and issue a return to service for the work performed.
- III) Contracting to ANAC Approved AMO. This subsection should:
  - a. Explain that, if the AMO contracts functions to another organisation that is ANAC approved, the contractor is responsible for approving the return to service for each item on which it has worked and the AMO is responsible for approving the return to service the major assembly or aircraft, which this item is part of.
  - b. Describe the procedures the organisation will use to determine that the ANAC approved

organisation, to which the work is contracted, is properly approved to perform that work.

IV) Receiving Inspections. This subsection should:

- a. Describe the organisation's procedures for inspecting the work performed by a subcontractor on an item that has been returned to service.
- b. Describe the procedures the organisation uses to provide technical training for receiving inspection personnel who inspect subcontracted work.
- c. Explain the procedures the organisation will use to ensure that items on which subcontracted work has been performed are properly processed through the organisation's receiving inspection procedures.
- d. Explain receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item received based on a technical review of the subcontractor's source documentation.
- e. Describe the method of recording subcontractor's work and the record retention period.

V) Audits. This subsection should:

- a. Describe the procedures the organisation uses when auditing subcontractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record retention period for the results of each audit.
- b. Describe the procedures the organisation will use to ensure that subcontractors comply with operators' manuals, manufacturers' manuals, and ICA.
- c. Describe how subcontractors are informed of any change to these manuals and procedures.

## 12 MAJOR REPAIRS AND MAJOR ALTERATIONS

### 12.1 Automatically Approved Data:

All repair designs are considered ANAC approved data when approved by the UKCAA and/or organisations/persons approved under Part 21 for use on aircraft and related components where the UKCAA is the primary authority responsible for design approval. This also applies to repair design data developed by organisations or persons that are the type certificate (TC) / supplemental type certificate (STC) holder and other civil aviation authorities that are the primary authority responsible for design approval of the aeronautical product. In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and/or validation of UKCAA-approved changes to the type design by ANAC are contained in Annex A to the Agreement and in the associated Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP).

### 12.2 Procedures for data that is not automatically approved:

- a) For repair design data that is not automatically approved the AMO needs to describe the procedures to ensure that the major repair and/or alteration/modification data being used to perform work on a Brazilian customer's product is approved by the ANAC. The following should be described:
  - (i) Procedures the organisation will use to determine when ANAC approved data are required (procedures for determining what is a major repair or a major alteration as detailed in RBAC 43 Appendix A).
  - (ii) Procedures for obtaining ANAC approved data for major repairs and/or major alterations; and
- b) Include procedures the organisation will follow to ensure that an English version of ANAC F-400-04 (Also referred as Form SEGVOO 001) is provided directly to the ANAC to obtain an approval of major repair/modification via "field 3", when required.

- c) Include the title of each person responsible for completing and submitting ANAC F-400-04 (Also referred as Form SEGVOO 001) to the ANAC.

### **12.3 Recording of major repair and alteration**

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

**Note:** Instructions to complete the ANAC Form F-400-04 (SEGVOO 001) are available at the ANAC Supplementary Instruction IS 43.9-001, that can be accessed at the following ANAC website: <https://www.anac.gov.br/assuntos/legislacao/legislacao-1/iac-e-is/is>

## **13 COMPLIANCE WITH BRAZILIAN AIR CARRIER'S CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)**

### **13.1 Procedures:**

- a) Describe that the organisation will comply with appropriate portions of a Brazilian RBAC 121 or 135 certified air carrier's Continuous Airworthiness Maintenance Program (CAMP) as provided by the operator, manufacturers' manuals, ICA, and the Brazilian operator's instructions to the organisation.
- b) Describe the procedures the AMO uses to ensure that its personnel have been properly trained and qualified to perform work in accordance with air carrier requirements.
- c) State that the AMO understands that any deviation from these manuals or instructions will require documented approval from the air carrier.
- d) The AMO's maintenance procedures that are different from the air carrier's CAMP procedure will be identified in a written agreement.

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

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

### **13.2 Required Inspection Items (RII):**

- a) State that the inspection of RIIs identified in the RBAC 121 or RBAC 135 Operator's Manual must be accomplished by authorized personnel who are not involved in performing the work on the item to be inspected.
- b) The RII-qualified inspectors must work under the quality control system/inspection organisation of the Maintenance Organisation.
- c) Under this subsection of the manual, the Maintenance Organisation will state how the separation between maintenance and inspection is managed.
- d) State that the maintenance department of the AMO or from the air carrier cannot overrule the findings of the RII-qualified inspector.
- e) Include the organisation's procedures to ensure that any person performing RIIs inspection is

trained, qualified, and authorized by the air carrier for which the RII inspection is being conducted.

## **14 COMPLIANCE WITH MANUFACTURERS' MAINTENANCE MANUALS OR INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA)**

Compliance with manufacturers' maintenance manuals or ICA section will:

- a) Describe how the organisation will comply with manufacturers' maintenance manuals or ICA.
- b) Include procedures that the organisation will use when an air carrier's manual deviates from the procedures specified in the corresponding manufacturer's manual.
- c) If an air carrier deviates from the procedures specified in the corresponding manufacturer's manual, it is the air carrier's obligation to acquire prior ANAC approval for that deviation.
- d) State that the AMO will retain an English language copy of the technical data from which the AMO's internal documents were developed. However, the AMO may convert technical data (i.e., ICA, manufacturers' maintenance manuals, or type certificate holders' continued airworthiness data) into internal documents such as work cards, work sheets, and shop travellers in a language other than English. The AMO also will establish procedures to ensure that its English language copy of technical data and any internal documents developed from this technical data are current and complete. The AMO will keep an English copy of the technical data at the AMO's main base as identified on the ANAC certificate and make it available to the ANAC on sampling inspections or investigation.
- e) State that all maintenance performed for a Brazilian air carrier, including all major repairs and major alterations, must be recorded in accordance with that air carrier's manual. Major repairs performed for a Brazilian air carrier must be recorded on ANAC F-400-04 (Also referred as Form SEGVOO 001), or on a work order signed and dated by the Maintenance Organisation. Major alterations performed for anyone other than a Brazilian air carrier, (i.e., Brazilian registered general aviation aircraft) must be recorded on an ANAC F-400-04 (Also referred as Form SEGVOO 001). Part 145 requires the AMO to follow the operator's work orders and manuals. Therefore, a reference to the section of the manual that addresses this issue is acceptable, provided that section is written in English and can be made available to ANAC upon request. However, any deviation from procedures as stated above in section 13 must be addressed in this section to show compliance with ANAC approved data.

## **15 ANAC AIRWORTHINESS DIRECTIVES (AD)**

**15.1** Explain how the organisation will ensure access to all ANAC ADs, applicable to the work being performed under the ratings it holds.

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

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

**Note:** Any applicable Brazilian airworthiness directives can be verified at <https://sistemas.anac.gov.br/certificacao/DA/DAE.asp> . Additionally, ADs issued by the civil aviation authority of the state responsible for type design of the product being maintained are also applicable.

## **16 QUALIFICATIONS OF PERSONNEL**

The personnel requirements section will include the following:

- a) The name, title, , and e-mail of the person who will act as the liaison between the organisation and the UKCAA. This liaison will ensure compliance with the provisions of the supplement.
- b) The procedures the organisation uses to ensure that its personnel have been properly trained and qualified to perform work in accordance with the customer or air carrier requirements (procedures such as RII). It is the responsibility of the Maintenance Organisation to assure that these requirements are met.
- c) The procedures the organisation uses to ensure that its personnel working on Brazilian registered aircraft or components to be release under the Brazilian regulation have received the required supplement training before starting the work.

## **17 CAPABILITY TO COMPREHEND THE PORTUGUESE LANGUAGE**

**17.1** This section will include procedures for the maintenance organisation to guarantee it will have capability to clearly comprehend the technical information and documents whenever they are presented in the Portuguese language. Such documents may include: Brazilian regulations, maintenance records, aircraft placards, forms, among others.

**17.2** The organisation will ensure that it achieves the expected capability to comprehend the technical documents presented in Portuguese. For example, the organisation may:

## **18 RECORD KEEPING**

**18.1** Procedures to maintain, at least for 5 (five) years, each work order with all attached supplementary forms and part certifications.

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

## **19 AIRWORTHINESS VERIFICATION CERTIFICATE - CVA (FORMER ANNUAL MAINTENANCE INSPECTION - IAM)**

**Note:** As per the Brazilian Regulation RBAC 91, which replaced the RBHA 91, Annual Maintenance Inspection – IAM was replaced by the performance of evaluations for the issuance of the Airworthiness Verification Certificate – CVA.

**19.1** This section only applies in those cases where the AMO is willing to, and capable of, performing the activities to issue the Airworthiness Verification Certificate – CVA (former IAM).

**19.2** To issue the CVA for a Brazilian registered aircraft, it is required that the AMO has the aircraft type/model in the scope of approval and procedures in the supplement to perform the airworthiness verification. When an AMO does not maintain aircraft (AMO without airframe rating), this section should specify "Not applicable".

**19.3** According to RBAC 91, section 91.403, the airworthiness verification and the respective issuance of the CVA must be performed:

- I. every 3 years, for aircraft maintained in accordance with a Continuing Airworthiness Maintenance Program (CAMP), as established in RBAC No. 121 or in paragraph 135.411(a)(2) of RBAC No. 135; and
- II. annually for the aircrafts not included in the criteria of item I above.

**19.4** To address any customer requests for the AMO to perform the airworthiness verification and issue the CVA for an aircraft, the organisation will develop procedures to evaluate the following:

- I. All required documentation for the aircraft is in accordance with RBAC 91, sections 91.203 and 91.417, including the updated information of the owner/operator in the Brazilian Aeronautical Registry;
- II. The aircraft is in accordance with Brazilian type certificate as well as with Supplementary Type Certificate - STC incorporated in the aircraft, if any;
- III. All major repairs and major alterations were performed in accordance with approved technical data;
- IV. All applicable Brazilian Airworthiness Directives were verified and/or accomplished and, in the case of a Light Sport Aircraft (LSA) holding a Special Airworthiness Certificate issued on the basis of Section 21.190 of RBAC 21, in accordance with the applicable safety directives;
- V. The aircraft complies with the inspections from a maintenance program as established in Subpart "E" from RBAC 91;
- VI. The accomplishment of the last required scheduled maintenance tasks or inspections were performed and the aircraft was approved for return to service by authorised persons as prescribed by sections 43.3 and 43.7 of RBAC 43, respectively;
- VII. All discrepancies found for the aircraft were rectified or appropriately deferred;
- VIII. The aircraft is marked and identified as required by regulation RBAC 45, including its engines, propellers and critical components;
- IX. There are records available proving the total flight hours of the airframe, engines, propellers and rotors, as well as the total cycles, landings or other parameters eventually required to determine the airworthiness condition of the airframe, engines, propellers, rotors or critical components, as applicable;
- X. The aircraft has a flight manual or aircraft operation manual (AOM), for aircraft in which a flight manual is required or, alternatively, if a flight manual is not required by section 21.5 of RBAC 21, an approved flight manual (or an AOM) kept current, approved manual material, approved markings and placards, or any combination thereof, in accordance with paragraph 91.9(b) of RBAC 91;
- XI. The aircraft was weighed and had its weight and balance report updated and recalculated as required;
- XII. The aircraft complies with all the requirements present in the operational rules applicable to the type of authorized operation, related to technical or documentary aspects of the aircraft;
- XIII. The aircraft has been inspected and found to be in a condition for safe operation, including the powerplant, accessories, and instruments; and
- XIV. Maintains its Emergency Locator Transmitter (ELT), Personal Locator Beacon (PLB), or Satellite Positioning and Tracking (SPOT) registration, as applicable, current with the Brazilian COSPAS–SARSAT Mission Control Center (BRMCC), in accordance with paragraph 91.207(g)(2) of RBAC 91.

**Note:** For the cases provided for in RBAC 91, section 91.207(a)(5), the SPOT device is permitted as a device similar to a PLB, in accordance with Ordinance No. 8,795/SPO, dated August 9, 2022. The device may be associated with more than one aircraft registration. Therefore, it must be demonstrated that the operator has at least one device that meets the requirements and is associated with the registration of the aircraft subject to the verification.

XV. For aircraft with conventional engine(s) (piston engine(s)), when such engine(s) are subject to a trend monitoring program, such as that established by IS No. 91.409-002 (or another program established by the manufacturer or accepted/approved by ANAC), it has been verified that the engine parameter records are up to date and in compliance with the established monitoring program.

**19.5** In order to carry out the Airworthiness Verification, the procedures in the Supplement will guarantee the AMO will have access to the necessary aircraft maintenance records, including logbooks from airframe, engine and propellers (if applicable), overhaul forms, authorized release certificates, primary records for compliance of airworthiness directives, among others. During the Airworthiness Verification, fill the form “Airworthiness Verification Certificate” as a guide for the evaluations that will be performed.

**Note:** Form “Airworthiness Verification Certificate” (Form F-145-27) is available at ANAC website: <https://www.gov.br/anac/pt-br/assuntos/regulados/manutencao-aeronautica/formularios-padronizados>

**19.6** After the airworthiness verification is completed, the CVA form filled, dated and signed will be sent to ANAC via SEI protocol or to Foreign 145 Group by e-mail. One copy will be delivered to the operator and another copy retained by the AMO for 5 years.

**19.7** In the event of any verification indicating that the aircraft is not in airworthy condition, a list of discrepancies must be submitted to the aircraft owner or operator.

**19.8** In the aircraft, engine and propeller logbooks, insert, date and sign the CVA stamp (“Etiqueta CVA” – Form F-145-28), available in the ANAC website: <https://www.gov.br/anac/pt-br/assuntos/regulados/manutencao-aeronautica/formularios-padronizados>

**19.9** The ANAC Supplementary Instruction IS 91.403-001 provides the guidance and the procedures for carrying out the Airworthiness Verification and issuing the Airworthiness Verification Certificate (CVA).

**Note:** IS 91.403-001 is available only in Portuguese in the ANAC website: <https://www.anac.gov.br/assuntos/legislacao/legislacao-1/iac-e-is/is>

## **20 FORMS**

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

### Appendix 3: Supplement Approval Letter Template

*Place of issue, MM-DD-YYYY*

**Subject: ANAC / UKCAA MoU - Approval of ANAC Supplement**

Dear Sir or Madam,

1. Considering the maintenance procedures covered by Annex II to the Memorandum of Understanding between ANAC and the UKCAA and related MAG (Maintenance Annex Guidance), this is to inform you that [Organisation Name] [UKCAA approval number] ANAC Supplement is hereby approved by the [UKCAA].
2. The revisions to the supplement will be approved by the UKCAA, in accordance with its internal procedures.
3. The ANAC RBAC 145 approval reference is:

[Organisation Name]

ANAC RBAC 145 Approval Reference number: XXXX

Valid until: [--/--/----]

4. This supplement approval allows performing maintenance services on Brazilian registered aircraft and components intended to be installed thereon subject to compliance with Part-145 requirements and ANAC special conditions as detailed in Annex II to the MoU and the Maintenance Annex Guidance (MAG).
5. Please be reminded that the ANAC scope of ratings and limitations must not exceed the ones specified in your Part 145 approval certificate.
6. You are reminded that you will be required to submit your next application for renewal 60 days to the expiration date indicated in paragraph 3 of this letter in accordance with MAG Section C which is available on the UKCAA web site at: <https://www.caa.co.uk/>

Best Regards,

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[NAME of UKCAA Responsible]  
*Position of UKCAA Responsible*