

**Acceptable Means of Compliance (AMC) and Guidance Material (GM)
to Annex II (Part-145) to UK Regulation (EU) No 1321/2014**

The text of the amendment is arranged to show deleted text, new or amended text as shown below:

- (a) Text to be deleted is shown ~~struck through~~;
- (b) **New text is highlighted in grey;**
- (c) Text to be deleted is shown ~~struck through~~ followed by the replacement text which is highlighted in grey.
- (d) an ellipsis '[...]' indicates that the rest of the text is unchanged.

SECTION A - TECHNICAL REQUIREMENTS

[...]

AMC 145.A.30(f) Personnel requirements

[...]

3. Notwithstanding the fact that Level 3 personnel may be qualified via EN 4179 to establish and authorise methods, techniques, etc., this does not permit such personnel to deviate from methods and techniques published in the maintenance data by the type certificate holder/manufacturer in the form of continued airworthiness data, such as in non-destructive test manuals or service bulletins, unless the maintenance data manual or service bulletin expressly permits such deviation.

[...]

AMC1 145.A.42(a)(i) Components

CAA FORM 1 OR EQUIVALENT

A document equivalent to an [CAA Form 1](#) may be:

[...]

- (i) a 'declaration of maintenance accomplished' issued by the person or organisation that performed the maintenance, as specified in point M.A.502(e) or in point ML.A.502(c).

GM1 145.A.42(a)(i) Components

Point (b) of 21.A.307 specifies the new components that do not need a CAA Form 1 or equivalent to be eligible for installation. Point (c) of 21.A.307 specifies the conditions for the document accompanying the component.

GM1 145.A.42(b)(ii) Components

INSTALLATION OF COMPONENTS

Components, standard parts and materials should only be installed when they are specified in the applicable maintenance data as specified in 145.A.45(b). This could include parts catalogue (IPC), service bulletins (SBs), aircraft maintenance manual (AMM), component maintenance manual (CMM) etc. So, the installation of a component, standard part or material can only be done after checking the applicable maintenance data.

This check should ensure that the part number, modification status, limitations, etc., of the component, standard part or material are the ones specified in the applicable maintenance data of the particular aircraft or component (i.e. IPC, SB, AMM, CMM, etc.) where the component, standard part or material is

going to be installed. The organisation should establish procedures to ensure that this check is performed before installation.

AMC 145.A.45(b) Maintenance data

1. Except as specified in sub-paragraph 5, each maintenance organisation approved under Part 145 should hold and use the following minimum maintenance data relevant to the organisation's approval class rating. All maintenance related Implementing Rules and associated AMCs, approval specifications and Guidance Material, all applicable national maintenance requirements and notices which have not been superseded by a CAA requirement, procedure or directive and all applicable CAA airworthiness directives plus any non-national airworthiness directive supplied by a contracted non-UK operator or customer as well as Critical Design Configuration Control Limitations.
2. In addition to sub-paragraph 1, an organisation with an approval class rating in category A – Aircraft, should hold and use the following maintenance data where published. The appropriate sections of the operator's aircraft maintenance programme, aircraft maintenance manual, repair manual, supplementary structural inspection document, corrosion control document, service bulletins, service letters, service instructions, modification leaflets, NDT manual, parts catalogue, type certificate data sheet and any other specific document issued by the type certificate or supplementary type certificate holder as maintenance data.
3. In addition to subparagraph 1, an organisation with an approval class rating in category B – Engines/APUs, should hold and use the following maintenance data where published. The appropriate sections of the engine/APU maintenance and repair manual, service bulletins, service letters, modification leaflets, non-destructive testing (NDT) manual, parts catalogue, type certificate data sheet and any other specific document issued by the type certificate holder as maintenance data.
4. In addition to sub-paragraph 1, an organisation with an approval class rating in category C – Components other than complete engines/APUs, should hold and use the following maintenance data where published. The appropriate sections of the vendor maintenance and repair manual, service bulletins and service letters plus any document issued by the type certificate holder as maintenance data on whose product the component may be fitted when applicable.
5. Appropriate sections of the sub-paragraphs 2 to 4 additional maintenance data means in relation to the maintenance work scope at each particular maintenance facility. For example, a base maintenance facility should have almost complete set(s) of the maintenance data whereas a line maintenance facility may need only the maintenance manual and the parts catalogue.
6. An organisation only approved in class rating category D – Specialised services, should hold and use all applicable specialised service(s) process specifications.

GM1 145.A.45(b) Maintenance data

The provisions of GM1 M.A.401(b)(3) and (b)(4), GM1 M.A.401(b)(4) and GM1 ML.A.401(b) apply.

GM 145.A.65(b)(1) Safety and quality policy, maintenance procedures and quality system

Appendix XI to AMC M.A.708(c) or Appendix ~~IV~~ to AMC1 CAMO.A.315(c) provide guidance on the elements that need to be considered for the maintenance contract between the CAMO and the maintenance organisation. The Part-145 organisation should take into account these elements to ensure that a clear contract or work order has been concluded before providing maintenance services.

GM1 145.A.65(c)(1) and 145.B.30 Safety and quality policy, maintenance procedures and quality system, and Continuation of an approval

THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) FOR PERFORMING REMOTE AUDITS

This GM provides technical guidance on the use of remote information and communication technologies (ICT) to support:

- competent authorities when overseeing regulated organisations;
- regulated organisations when conducting internal audits / monitoring compliance of their organisation with the relevant requirements, and when evaluating vendors, suppliers and subcontractors.

In the context of this GM:

- ‘remote audit’ means an audit that is performed with the use of any real-time video and audio communication tools instead of the physical presence of the auditor on-site; the specificities of each type of approval need to be considered in addition to the general overview (described below) when applying the ‘remote audit’ concept;
- ‘auditing entity’ means the competent authority or organisation that performs the remote audit;
- ‘auditee’ means the entity being audited/inspected (or the entity audited/inspected by the auditing entity via a remote audit);

It is the responsibility of the auditing entity to assess whether the use of remote ICT constitutes a suitable alternative to the physical presence of an auditor on-site in accordance with the applicable requirements.

The conduct of a remote audit

The auditing entity that decides to conduct a remote audit should describe the remote audit process in its documented procedures and should consider at least the following elements:

- The methodology for the use of remote ICT is sufficiently flexible and non-prescriptive in nature to optimise the conventional audit process.

- Adequate controls are defined and are in place to avoid abuses that could compromise the integrity of the audit process.
- Measures to ensure that the security and confidentiality are maintained throughout the audit activities (data protection and intellectual property of the organisation also need to be safeguarded).

Examples of the use of remote ICT during audits may include but are not limited to:

- meetings by means of teleconference facilities, including audio, video and data sharing;
- assessment of documents and records by means of remote access, in real time;
- recording, in real time during the process, of evidence to document the results of the audit, including non-conformities, by means of exchange of emails or documents, instant pictures, video or/and audio recordings;
- visual (livestream video) and audio access to facilities, stores, equipment, tools, processes, operations, etc.

An agreement between the auditing entity and the auditee should be established when planning a remote audit, which should include the following:

- determining the platform for hosting the audit;
- granting security and/or profile access to the auditor(s);
- testing platform compatibility between the auditing entity and the auditee prior to the audit;
- considering the use of webcams, cameras, drones, etc. when the physical evaluation of an event (product, part, process, etc.) is desired or is necessary;
- establishing an audit plan which will identify how remote ICT will be used and the extent of their use for the audit purposes to optimise their effectiveness and efficiency while maintaining the integrity of the audit process;
- if necessary, time zone acknowledgement and management to coordinate reasonable and mutually agreeable convening times;
- a documented statement of the auditee that they shall ensure full cooperation and provision of the actual and valid data as requested, including ensuring any supplier or subcontractor cooperation, if needed; and
- data protection aspects.

The following equipment and set-up elements should be considered:

- the suitability of video resolution, fidelity, and field of view for the verification being conducted;
- the need for multiple cameras, imaging systems, or microphones, and whether the person that performs the verification can switch between them, or direct them to be switched and has the possibility to stop the process, ask a question, move the equipment, etc.;
- the controllability of viewing direction, zoom, and lighting;
- the appropriateness of audio fidelity for the evaluation being conducted; and
- real-time and uninterrupted communication between the person(s) participating to the remote audit from both locations (on-site and remotely).

When using remote ICT, the auditing entity and the other persons involved (e.g. drone pilots, technical experts) should have the competence and ability to understand and utilise the remote ICT tools employed to achieve the desired results of the audit(s)/assessment(s). The auditing entity should also be aware of the risks and opportunities of the remote ICT used and the impacts they may have on the validity and objectivity of the information gathered.

Audit reports and related records should indicate the extent to which remote ICT have been used in conducting remote audits and the effectiveness of remote ICT in achieving the audit objectives, including any item that has not been able to be completely reviewed.

Appendices to AMC to Annex II (Part-145)

Appendix IV to AMC 145.A.30(e) and 145.B.10(3) — Fuel Tank Safety Training

[...]

E) Guidelines for preparing the content of Phase 2 courses.

[...]

Paragraphs a), b) and c) above should be introduced in the training programme addressing the following issues:

[...]

- v) Where relevant information can be found and how to use and interpret this information in the applicable maintenance data as defined in 145.A.45(b) ~~instructions for continuing airworthiness (aircraft maintenance manuals, component maintenance manual, etc.),~~