

RA 4801 – Certifying Staff

Rationale

A Maintenance organization will appoint individuals with a specific responsibility to certify the completion of military registered Air System Maintenance and / or component Maintenance in accordance with (iaw) MRP Part 145. If such individuals were to be authorized as certifying staff without a minimum level of qualification and experience, Airworthiness may be compromised. ► This RA ◀ defines the qualification and experience criteria to be met by Maintenance personnel in order to be eligible for Authorization as certifying staff, subject to meeting other applicable requirements¹.

Contents

► Definitions Relevant to this RA ◀

4801(1): Certifying Staff

Definitions

► Definitions Relevant to this RA

1. **Tradesperson.** Suitably Competent and authorized staff² responsible for executing Air System and Air System component Maintenance activities. This role may also be known as Support Staff within Approved Maintenance Organizations (AMOs).
2. **Supervisor.** Suitably Competent and authorized staff² responsible for carrying out supervision of Tradespersons in the execution of their Maintenance activities
3. **Coordinating / Certifying Staff.** Staff holding Authorization by the Maintenance organization to endorse the appropriate Certification of Air System Release and / or Component Release³. In Military Maintenance Organizations (MMOs) this role may be referred to as the 3rd Signature. This term will not be confused with the term certifying staff used uncapitalised or on its own, this is the collective noun for Maintenance personnel with responsibilities for signing Maintenance documentation as either Tradesperson, Supervisor or Coordinating / Certifying Staff. ◀

Regulation 4801(1)

Certifying Staff

- 4801(1) For the purpose of MRP Part 145, staff **shall** meet one of the following eligibility criteria to be qualified as ‘certifying staff’:
- a. Be appropriately experienced and have completed, as a minimum, MOD Phase 2 technical training;
 - b. Hold an appropriate category A, B1, B2 or C licence in compliance with United Kingdom (UK) Civil Aviation Authority (CAA) Annex III (Part 66) ►◀; or
 - c. Be appropriately experienced and have completed suitable civilian training (civilian Contractors only) ►◀⁴.

Acceptable Means of Compliance 4801(1)

Certifying Staff

Common AMC

4. Nil.

Additional AMC –MMOs only

5. Military staff within an MMO will meet the eligibility criteria by virtue of their trade and rank. In this respect, the relevant single-Service eligibility criteria **should** be met.

¹ Refer to RA 4806 – Personnel Requirements (MRP 145.A.30) and RA 4807 – Certifying Staff and Support Staff (MRP 145.A.35).

² ► Refer to RA 4807 – Certifying Staff and Support Staff (MRP 145.A.35).

³ Refer to RA 4812 – Certification of Air System Release and Component Release (MRP 145.A.50).

⁴ For non-CAA Air Systems, an European Aviation Safety Agency (EASA) Part 66 licence may be used as evidence of training and Competence in trade. ◀

**Acceptable
Means of
Compliance
4801(1)**

Additional AMC –AMOs only

6. The qualification of an individual as certifying staff **should** be categorized according to the scope of Certification privileges available and the trade boundaries within which these privileges may be exercised.

**Guidance
Material
4801(1)**

Certifying Staff

Common GM

7. This Regulation does not seek to regulate the process to issue Certification privileges or any other engineering Authorizations⁵.

8. ► **Coordinating / Certifying Staff** ◀ are only those individuals with the specific responsibility of endorsing the 'Certification of Air System Release and / or Component Release'⁶, with the exception of where the MOD Form 700 is used as the technical log and will be completed iaw the relevant Instructions for Use. ► ◀

9. The term 'MOD Phase 2 technical training' denotes initial MOD provided aviation specialist training that prepares Service personnel for their first employment in the Defence Air Environment.

10. In derogation to this Regulation, non-engineering staff may also be granted Maintenance Authorizations⁷.

11. Table 1 below further clarifies the terms used for signing Air System Maintenance documentation in an AMO or MMO whilst also highlighting that they are not equivalent terms due to their use in each Maintenance organization and their applicable Maintenance environment.

Table 1. Maintenance personnel terms.

► MRP Terms used in RA 4800 Series ◀	Terms used in Part 145	Terms used in MMOs and MOD Form 700 series documentation
► Coordinating / Certifying Staff ◀	Certifying Staff	3 rd signature
► Supervisor ◀	Support Staff with Supervisory Responsibilities	2 nd signature
► Tradesperson ◀	Support Staff	1 st signature



Additional GM - MMOs only

12. Within MMOs, MOD Form 700 documentation⁸ associated with a Maintenance task is signed at 3 key stages and MMOs ► **will** ◀ promulgate instructions to identify the specific responsibilities of these signatories:

- 1st signature – completed by the ► **Tradesperson** ◀ / operator.
- 2nd signature – completed by the ► **Supervisor**. ◀
- 3rd signature – completed by the ► **Coordinator / Certifying Staff**. ◀

13. At each stage the individual who has carried out the work detailed will sign for that work. When one or more individuals are involved with a Maintenance task, each person will identify and sign for the work that they have carried out themselves.

14. For the purposes of MRP Part 145, personnel that assume the Responsibilities of both the 1st and 2nd Signatory are known as 'self-supervisors' who can undertake such activity unless restricted by Technical Information.

⁵ Refer to RA 4806 – Personnel Requirements (MRP 145.A.30) and RA 1006 – Delegation of Engineering Authorizations.

⁶ Refer to RA 4812 – Certification of Air System Release and Component Release (MRP 145.A.50).

⁷ Refer to RA 4806(10): Non-engineering Staff (MRP 145.A.30(j)).

⁸ Refer to RA 4813 – Maintenance Records (MRP 145.A.55).

**Guidance
Material
4801(1)**

15. When signing for an activity as a self-supervisor, the individual certifying the Maintenance documentation accepts the responsibilities of both the 1st and 2nd signature. On Maintenance documentation that has space for only one signature, it is implicit on signing that the individual is accepting both 1st and 2nd signature responsibilities.

Additional GM - AMOs only

16. ▶◀

17. When an individual does not hold an appropriate Category A, B1, B2 or C licence in compliance with UK CAA Annex III (Part 66) ▶◀⁴, a suitable level of experience and qualification ▶will◀ be demonstrated before the individual can be employed and authorized as certifying staff. In addition to the Authorization requirements⁹, it is incumbent on the person granting a Certification Authorization to such an individual to assess their basic experience and qualification level in the absence of a recognized Part 66 licence.

⁹ Refer to of RA 4807(2): Certification and Supervisory Authorizations (MRP 145.A.35(b)).

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