

RA 4816 - Maintenance Organization Exposition (MRP 145.A.70) - Approved Maintenance Organizations only

Rationale

In order to ensure compliance with the RA 4800-4849 (MRP Part 145) series of Regulations and that employed personnel adhere to correct Maintenance practices, a Maintenance organization will consider creating their own set of procedures. Failure to fully define how an organization will meet the requirements of the RA 4800-4849 (MRP Part 145) series of Regulations could lead to incorrect Maintenance practices or Maintenance Occurrences, potentially compromising Air Safety. This RA details the requirements for contractor-run Maintenance organizations to submit a Maintenance Organization Exposition (MOE) to the MAA with a minimum level of detail that defines the scope of work and the procedures they will adhere to in order to comply with RA 4800-4849 (MRP Part 145) series of Regulations.

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Definitions

Definitions Relevant to this RA

1. **Tradesperson.** Suitably Competent and authorized staff¹ responsible for executing Air System Maintenance activities. This role may also be known as Support Staff within Approved Maintenance Organizations (AMOs).
2. **Supervisor.** Suitably Competent and Authorized staff¹ responsible for carrying out supervision of Tradespersons in the execution of their Maintenance activities. This role may also be known as Support Staff with supervisory responsibilities within AMOs.
3. **Coordinating / Certifying Staff.**² Staff holding authorization by the Maintenance organization to endorse the appropriate Certification of Air System Release and / or Component Release. This role may also be known as the Air System and / or Work Order Coordinator within military parlance.

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Content of a Maintenance Organization Exposition (MRP 145.A.70(a))

4816(1) The contractor-run organization **shall** provide the MAA with a MOE, containing the following information:

- a. A statement signed by the Accountable Manager (Maintenance) (AM(M)) confirming that the MOE and any referenced associated manuals define the organization's compliance with RA 4800-4849 series (MRP Part 145) and will be complied with at all times. When the AM(M) is not the

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

² Refer to RA 4801(1): Certifying Staff.

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Chief Executive Officer (CEO) of the organization, then such CEO **shall** countersign the statement.

- b. The organization's Safety and Quality Policy, as specified by RA 4815 (MRP 145.A.65)³.
- c. The title(s) and name(s) of the persons nominated under RA 4806(2) (MRP 145.A.30(b))⁴.
- d. The duties and responsibilities of the persons nominated under RA 4806(2) (MRP 145.A.30(b)), including matters on which they may deal directly with the MAA on behalf of the organization.
- e. An organization chart showing associated chains of responsibility between the persons nominated under RA 4806(2) (MRP 145.A.30(b)).
- f. A list of Coordinating / Certifying Staff, Tradespersons and Supervisors.
- g. A general description of workforce resources.
- h. A general description of the facilities located at each address specified in the organization's Approval certificate.
- i. A specification of the organization's scope of work relevant to the extent of Approval required by RA 4804 (MRP 145.A.20)⁵.
- j. The notification procedure of RA 4819 (MRP 145.A.85)⁶ for organization changes.
- k. The MOE amendment procedure.
- l. The procedures and Quality System established by the organization under RA 4805 (MRP 145.A.25) to RA 4821 (MRP 145.A.95).
- m. A list of operators, to which the organization provides an Air System Maintenance service.
- n. A list of Subcontracted⁷ organizations, where applicable, as specified in RA 4817(1)(b) (MRP 145.A.75(a)(b))⁸.
- o. A list of line stations, where applicable, as specified in RA 4817(1)(d) (MRP 145.A.75(a)(d)).

³ Refer to RA 4815 – Maintenance Procedures and Safety and Quality Policy (MRP 145.A.65).

⁴ Refer to RA 4806(2): Personnel Responsible to the Accountable Manager (Maintenance) (MRP 145.A.30(b)).

⁵ Refer to RA 4804 – Terms of Approval (MRP 145.A.20) – Approved Maintenance Organizations Only.

⁶ Refer to RA 4819 – Changes to the Organization (MRP 145.A.85) – Approved Maintenance Organizations Only.

⁷ AMOs may subcontract Maintenance activities to a non-MRP Part 145 organization but in doing so the Subcontracted organization's facilities, personnel and procedures involved with the AMO's Products, Parts and Appliances undergoing Maintenance is effectively subsumed into the AMO in that it works under the contracting AMO's Quality System, and the AMO's MRP Part 145 approval is extended to include the subcontractor. It therefore follows that those parts of the subcontractor's facilities, personnel and procedures **shall** meet MRP Part 145 requirements for the duration of that Maintenance. It remains the contracting AMO's responsibility to ensure such requirements are satisfied, as it retains accountability for all actions and outputs of the Subcontracted organization in the Maintenance of the AMO's Products, Parts and Appliances. All Subcontracted organizations **shall** be listed within the contracting AMO's Maintenance Organization Exposition.

⁸ Refer to RA 4817 – Privileges of the Organization (MRP 145.A.75).

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- p. A list of Contracted⁹ organizations, where applicable.

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Content of a Maintenance Organization Exposition (MRP 145.A.70(a))

4. If the MOE is split into several documents or data files, as detailed in the Guidance Material below, the management part of said Exposition **should** contain a clear cross-reference to such documents or electronic data files.
5. The Exposition **should** contain the information, as applicable, specified in Annex A. The information may be presented in any subject order so long as all applicable subjects are covered. Where an organization uses a different format, for example, to allow the Exposition to serve for more than one Approval, then the Exposition **should** contain an Annex to explain where in the Exposition the subject matter can be found. Small Maintenance organizations may combine the various items to form a simple Exposition more relevant to their needs.
6. While Electronic Data Processing (EDP) may be used for publication of the MOE, the MOE **should** be made available to the MAA in a form acceptable to the MAA. Attention **should** be paid to the compatibility of EDP publication systems with the necessary dissemination of the MOE, both internally and externally.
7. Where a separate procedures manual is used to support the MOE, the organization **should** specify in the MOE who is responsible for amending the manual, particularly in the case where there are several parts. A copy of the procedures manual **should** be provided in a format agreed with the MAA¹⁰.
8. If an organization has existing MAA Approval against a different part of the MRP, and that Approval required the submission of an Exposition, the submission of a supplement to detail the differences required for RA 4800-4849 series (MRP Part 145) Approval will suffice; however, that supplement **should** have an index showing where those parts missing from the supplement are covered.

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Content of a Maintenance Organization Exposition (MRP 145.A.70(a))

9. The MOE is the document or documents that contain the material specifying the scope of work deemed to constitute Approval and showing how the organization intends to comply with RA 4800-4849 series (MRP Part 145). In producing the MOE the organization will be aware of the meaning of Rationale, Regulation, Acceptable Means of Compliance (AMC) and Guidance Material (GM) as defined within MAA01¹¹, and understand the exceptions process described in MAA03¹².
10. RA 4816(1)(a) to (k) (MRP 145.A.70(a)(a) to (k)), constitutes the 'management' part of the MOE and therefore may be produced as one document and made available to the person(s) specified under RA 4806(2) (MRP 145.A.30(b)), in order for them to be familiar with its contents.
11. RA 4816(1)(f) (MRP 145.A.70 (a)(f)), list of Coordinating / Certifying Staff, Tradespersons and Supervisors, may be produced as a separate document.
12. RA 4816(1)(l) (MRP 145.A.70 (a)(l)), constitutes the working procedures of the organization and therefore may be produced as any number of separate procedures manuals provided they are cross-referenced from the management MOE.
13. Personnel are expected to be familiar with those parts of the manuals that are relevant to the Maintenance work they carry out.
14. The AM(M)'s Exposition statement as specified under RA 4816(1)(a) (MRP 145.A.70 (a)(a)), will embrace the intent of the following clause; this statement

⁹ AMOs may contract Maintenance works to other MRP Part 145 organizations whose Approval covers the scope of the required works. Contracted Maintenance Organizations carry out works under their own Approval and Quality Management System and retain accountability of their actions and outputs. A list of Contracted organizations is to be held within the contracting AMO's MOE.

¹⁰ Preferably MS Word or PDF. Contact DSA-MAA-OA-ACC@mod.gov.uk for further information.

¹¹ Refer to MAA01: MAA Regulatory Principles.

¹² Refer to MAA03: MAA Regulatory Processes.

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may be used without amendment. Any Modification to the statement will not alter the intent:

This Exposition and any associated referenced manuals defines the organization and procedures upon which the MAA RA 4800-4849 (MRP Part 145) Approval is based as required by RA 4816 (MRP 145.A.70). These procedures are approved by the undersigned and should be complied with, as applicable, when work / orders are being progressed under the terms of the RA 4800-4849 (MRP Part 145) Approval.

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

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

Signed

Dated

Accountable Manager (Maintenance) and [quote position]

For and on behalf of [quote organization's name]

15. Whenever the AM(M) changes it is important to ensure that the new AM(M) signs the statement detailed at Paragraph 14 (or alternative) at the earliest opportunity. Failure to carry out this action could invalidate the RA 4800-4849 series (MRP Part 145) Approval.

16. The compliance matrix detailed at Annex A paragraph 3.15 is an essential part of the MOE that will be presented in the format contained within Annex B to this Regulation.

**Regulation
4816(2)**

Amendment of a Maintenance Organization Exposition (MRP 145.A.70(b))

4816(2) The Exposition **shall** be amended as necessary to remain an up-to-date description of the AMO. The Exposition and any subsequent amendment **shall** be approved by the MAA, with one exception stated at RA 4816(3) (MRP 145.A.70(c)).

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Amendment of a Maintenance Organization Exposition (MRP 145.A.70(b))

17. The Quality Manager (QM) **should** be responsible for monitoring the amendment of the MOE (unless otherwise agreed by the MAA), including associated procedures manuals and submission of the proposed amendments to the MAA.

18. The QM **should** submit an MAA MAOS Form 2¹³ to request Approval by the MAA of amendments to the MOE.

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4816(2)**

Amendment of a Maintenance Organization Exposition (MRP 145.A.70(b))

19. Nil

¹³ MAA MAOS Form 2: Application for MRP Part 145 Approval can be found at the following link: <https://www.gov.uk/government/publications/maintenance-approved-organization-scheme-maos>.

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4816(3)**

Minor Amendment of a Maintenance Organization Exposition (MRP 145.A.70(c))

4816(4) In derogation to RA 4816(2) (MRP 145.A.70(b)), minor amendments to the MOE might be approved without specific MAA Approval; the process for incorporating such amendments **shall** be detailed in the MOE.

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Minor Amendment of a Maintenance Organization Exposition (MRP 145.A.70(c))

20. This procedure, if required, **should** be contained within the amendment section of the MOE and define the type of amendments to which it might be applied.

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Minor Amendment of a Maintenance Organization Exposition (MRP 145.A.70(c))

21. The Approval of amendments to the MOE through an Exposition procedure is known as 'Indirect Approval'.

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4816(4)**

Exemption to Content of a Maintenance Organization Exposition due to Civil Aviation Authority Part 145 Approval (MRP 145.A.70(d))

4816(4) A Maintenance organization with extant Civil Aviation Authority (CAA) Part 145 Approval, which wishes to be granted an exemption to specific MOE content, **shall** cross-reference the appropriate sections of their CAA Exposition document in their MOE.

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Exemption to Content of a Maintenance Organization Exposition due to Civil Aviation Authority Part 145 Approval (MRP 145.A.70(d))

22. MOE content covered by the read across of sections from the CAA Exposition document **should** be identified in the MOE, with reference to the corresponding CAA document Clause.

23. All military-specific content **should** be addressed in the MOE, as required by RA 4816(1) (MRP 145.A.70(a)).

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4816(4)**

Exemption to Content of a Maintenance Organization Exposition due to Civil Aviation Authority Part 145 Approval (MRP 145.A.70(d))

24. Where a Maintenance organization has an extant CAA Part 145 Approval, those parts of the organization's CAA Part 145 Exposition that are equally applicable to satisfy the RA 4800-4849 series (MRP Part 145) requirements will generally be accepted by the MAA as equivalent in respect of the RA 4800-4849 series (MRP Part 145) Exposition.

25. RA 4816(4) (MRP 145.A.70(d)) does not apply to those cases where the MAA has agreed for an organization to apply for an MRP Part 145 Approval in accordance with the MRP Part 145 Supplement - Requirements Document¹⁴.

¹⁴ Refer to RA 4800 – General Requirements (MRP Part 145).

**Regulation
4816(5)**

Distribution of Approved Maintenance Organization Exposition

4816(5) AMOs **shall** provide the Type Airworthiness Authority (TAA)¹⁵ and the Military Continuing Airworthiness Manager (Mil CAM) with a current and up to date copy of the approved MOE.

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26. Following Approval of the MOE the AMO **should** distribute an up to date copy of the MOE to the TAA▶◀ and Mil CAM within 10 working days.

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Distribution of Approved Maintenance Organization Exposition

27. Distribution of the MOE ensures the TAA▶◀ and Mil CAM are aware of the scope of an AMO's Approval and the procedures to which they will adhere to in order to meet the requirements set by the RA 4800-4849 (MRP Part 145) series of Regulations.

28. Where there are Commercial In Confidence considerations the AMO may provide a redacted copy to protect its commercial interests.

¹⁵ Where the Air System is ▶not UK MOD-owned, Type Airworthiness (TAW) management◀ regulatory responsibility by either the TAA or Type Airworthiness Manager (TAM) needs to be agreed within the Sponsor's approved model ▶◀; refer to RA 1162 – Air Safety Governance Arrangements for Civilian Operated (Development) and (In-Service) Air Systems, or refer to RA 1163 – Air Safety Governance Arrangements for Special Case Flying Air Systems. Dependent on the agreed delegation of TAW responsibilities TAM may be read in place of TAA as appropriate throughout this RA.

ANNEX A**MAINTENANCE ORGANIZATION EXPOSITION (MOE) CONTENT****Part 0 – General Organization**

This section is reserved for:

0.1 A Maintenance organization seeking Approval under RA 4800-4849 series (MRP Part 145), which is also an operator (eg in the case of a 'line' Maintenance organization).

0.2 An Original Equipment Manufacturer (OEM) seeking Approval as a Maintenance organization under RA 4800-4849 series (MRP Part 145). Among other organizational aspects, the OEM **should** also illustrate how the Maintenance organization will be independent from the OEM's design and production / engineering organizations.

Part 1 – Management

1.1 Corporate commitment by the Accountable Manager (Maintenance).

1.2 Safety and Quality Policy.

1.3 Management personnel.

1.4 Duties and responsibilities of the management personnel.

1.5 Management organization chart.

1.6 List of Coordinating / Certifying Staff, Tradespersons and Supervisors.

1.7 Workforce resources.

1.8 General description of the facilities at each address intended to be approved.

1.9 Organization's intended scope of work.

1.10 Notification procedure to the MAA regarding changes to the organization's activities / Approval / location / personnel.

1.11 Exposition amendment procedures including, if applicable, delegated procedures.

Part 2 – Maintenance Procedures

2.1 Supplier¹⁶ evaluation and subcontract control procedure.

2.2 Acceptance / inspection of Air System components and material from outside Contractors.

2.3 Storage, tagging and release of Air System components and material to Air System Maintenance.

2.4 Acceptance of tools and equipment.

2.5 Calibration of tools and equipment.

2.6 Use of tooling and equipment by staff (including alternate tools).

2.7 Cleanliness standards of Maintenance facilities.

2.8 Maintenance instructions and relationship to Air System / Air System component manufacturers' instructions, including updating and availability to staff.

2.9 Repair procedure.

2.10 Air System Maintenance programme compliance.

2.11 Procedure for complying with Special Instructions (Technical) and Airworthiness Directives, as applicable.

2.12 Optional Modification procedure.

2.13 Maintenance documentation in use and completion of same.

2.14 Technical record control.

2.15 Rectification of Faults arising during Maintenance.

¹⁶ Within the boundaries of MRP Part 145 Regulations a supplier is defined as any source providing components or materials to be used for Maintenance. The list of suppliers is not considered an MOE associated list and can be managed under direct control of the Quality Department. Services are Contracted / Subcontracted as appropriate but not supplied.

- 2.16 The procedure for endorsing the Certification of Air System / Component Release or issuing a Certificate of Maintenance.
- 2.17 Records for the MOD.
- 2.18 Reporting of Faults to the TAA / Mil CAM.
- 2.19 Return of faulty Air System components to store.
- 2.20 Faulty components to outside Contractors.
- 2.21 Control of computer Maintenance record systems.
- 2.22 Control of working hours planning versus Preventive Maintenance work.
- 2.23 Control of critical tasks.
- 2.24 Reference to specific Maintenance procedures such as:
 - 2.24.1 Engine running procedures.
 - 2.24.2 Aircraft pressure run procedures.
 - 2.24.3 Aircraft towing procedures.
 - 2.24.4 Aircraft taxiing procedures.
- 2.25 Procedures to detect and rectify Maintenance errors.
- 2.26 Shift / task handover procedures.
- 2.27 Procedures for notification of Technical Information / Maintenance data inaccuracies and ambiguities, to the TAA / Mil CAM.
- 2.28 Maintenance planning procedures.

Part L2 – Additional Line Maintenance Procedures

- L2.1 Line Maintenance control of Air System components, tools, equipment etc.
- L2.2 Line Maintenance procedures related to servicing / fuelling / de-icing etc.
- L2.3 Line Maintenance control of Faults and repetitive Faults.
- L2.4 Line procedure for completion of technical log.
- L2.5 Line procedure for pooled parts and loan parts.
- L2.6 Line procedure for return of faulty parts removed from Air System.
- L2.7 Line procedure control of critical tasks.

Part 3 –Quality Management System Procedures

- 3.1 Quality Audit of organization procedures.
- 3.2 Quality Audit of Air System and / or components.
- 3.3 Quality Audit remedial action procedure.
- 3.4 Coordinating / Certifying Staff, Tradespersons and Supervisors qualification and training procedures.
- 3.5 Coordinating / Certifying Staff, Tradespersons and Supervisors records.
- 3.6 Quality Audit personnel.
- 3.7 Qualifying inspectors.
- 3.8 Qualifying Tradespersons.
- 3.9 Air System or Air System component Maintenance tasks exemption process control.
- 3.10 Concession control for deviation from organization's procedures.
- 3.11 Qualification procedure for specialized activities such as None Destructive Testing, welding, etc.
- 3.12 Control of manufacturers' and other Maintenance working teams.
- 3.13 Human Factors training procedure.

3.14 Competence assessment of personnel.

3.15 Compliance matrix.

Part 4

4.1 Contracted operators.

4.2 Operator procedures and paperwork.

4.3 Operator record completion.

Part 5

5.1 Sample of documents.

5.2 List of subcontractors⁷ as per RA 4817(1)(b) (MRP 145.A.75(a)(b)).

5.3 List of Line Maintenance locations as per RA 4817(1)(d) (MRP 145.A.75(a)(d)).

5.4 List of Contracted⁹ organizations as per RA 4816(1)(p) (MRP 145.A.70(a)(p)).

Part 6 – Operator’s Maintenance Procedures

This section is reserved for those Maintenance organizations approved under RA 4800-4849 (MRP Part 145) who are also operators.

Part 7 – Not used

Part 8 – Not used

ANNEX B

MANDATORY MOE COMPLIANCE MATRIX FORMAT

1. The following matrix is a tool to assist the Contractor to demonstrate compliance with the RA 4800 series (MRP Part 145), including evidence of the MAA acceptance of any Alternative Acceptable Means of Compliance (AAMC), Waiver or Exemption and will be populated as follows:

- (a) MOE Reference: Detail the article(s) within the organization's MOE that pertain to the RA and / or sub RAs that, when followed, ensure full compliance with the Regulations.
- (b) Applicable Procedures: Where the MOE refers to a procedure, the procedure ►will◀ be listed.
- (c) AMC Compliance Status: State whether the AMC has been adopted to demonstrate compliance with the Regulation. If an AAMC / Waiver / Exemption has been granted ensure it is listed.

Table 1. Compliance Matrix Mandatory Format.

RA Number	RA Description	SUB RA	MOE REFERENCE	APPLICABLE PROCEDURES	AMC adopted YES / NO or AAMC / WAIVER / EXEMPTION Ref
RA 4800	General Requirements (MRP Part 145)	RA 4800(1) RA 4800(2)			
RA 4801	Certifying Staff	RA 4801(1)			
RA 4802	Scope of the MRP Part 145 (MRP 145.A.10) – Approved Maintenance Organizations only	RA 4802(1)			
RA 4803	Method of Application for Approval (MRP 145.A.15) - Approved Maintenance Organizations only	RA 4803(1)			
RA 4804	Terms of Approval (MRP 145.A.20) - Approved Maintenance Organizations only	RA 4804(1)			
RA 4805	Facility Requirements (MRP 145.A.25)	RA 4805(1) RA 4805(2) RA 4805(3) RA 4805(4)			

RA Number	RA Description	SUB RA	MOE REFERENCE	APPLICABLE PROCEDURES	AMC adopted YES / NO or AAMC / WAIVER / EXEMPTION Ref
RA 4806	Personnel Requirements (MRP 145.A.30)	RA 4806(1) RA 4806(2) RA 4806(3) RA 4806(4) RA 4806(5) RA 4806(6) RA 4806(7) RA 4806(8) RA 4806(9) RA 4806(10)			
RA 4807	Certifying Staff and Support Staff (MRP 145.A.35)	RA 4807(1) RA 4807(2) RA 4807(3) RA 4807(4) RA 4807(5) RA 4807(6) RA 4807(7) RA 4807(8) RA 4807(9) RA 4807(10) RA 4807(11) RA 4807(12)			
RA 4808	Equipment Tools and Material (MRP 145.A.40)	RA 4808(1) RA 4808(2) RA 4808 (3)			
RA 4809	Acceptance of Components (MRP 145.A.42)	RA 4809(1) RA 4809(2) RA 4809(3) RA 4809(4)			
RA 4810	Technical Information (MRP 145.A.45)	RA 4810(1) RA 4810(2) RA 4810(3) RA 4810(4) RA 4810(5) RA 4810(6) RA 4810(7)			
RA 4811	Maintenance Planning (MRP 145.A.47)	RA 4811(1) RA 4811(2) RA 4811(3)			

RA Number	RA Description	SUB RA	MOE REFERENCE	APPLICABLE PROCEDURES	AMC adopted YES / NO or AAMC / WAIVER / EXEMPTION Ref
RA 4812	Certification of Air System Release and Component Release (MRP 145.A.50)	RA 4812(1) RA 4812(2) RA 4812(3) RA 4812(4) RA 4812(5) ▶ RA 4812(6) ◀			
RA 4813	Maintenance Records (MRP 145.A.55)	RA 4813(1) RA 4813(2) RA 4813(3) RA 4813(4)			
RA 4814	Occurrence Reporting (MRP 145.A.60)	RA 4814(1) RA 4814(2) RA 4814(3)			
RA 4815	Maintenance Procedures and Safety and Quality Policy (MRP 145.A.65)	RA 4815(1) RA 4815(2) RA 4815(3)			
RA 4816	Maintenance Organization Exposition (MRP 145.A.70) – Approved Maintenance Organizations only	RA 4816(1) RA 4816(2) RA 4816(3) RA 4816(4) RA 4816(5)			
RA 4817	Privileges of the Organization (MRP 145.A.75)	RA 4817(1)			
RA 4818	Limitations on the Organization (MRP 145.A.80) – Approved Maintenance Organizations only	RA 4818(1)			
RA 4819	Changes to the Organization (MRP 145.A.85) – Approved Maintenance Organizations only	RA 4819(1)			

RA Number	RA Description	SUB RA	MOE REFERENCE	APPLICABLE PROCEDURES	AMC adopted YES / NO or AAMC / WAIVER / EXEMPTION Ref
RA 4820	Continued Validity of Approval (MRP 145.A.90) – Approved Maintenance Organizations only	RA 4820(1) RA 4820(2)			
RA 4821	Findings (MRP 145.A.95) – Approved Maintenance Organizations only	RA 4821(1)			

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