Notice of Proposed Amendment: NPA 26/23

Title of Proposal: Military Aviation Authority Regulatory Processes

RA(s) or Manual Chapter(s): MAA03

Summary of Proposed Amendment

Objective: To meet the MAA Strategy 26-29 requirements (MAA's Purposes, MAA's Mission, MAA's Vision, Strategic Outcome 1, Strategic Outcome 4, Strategic Objective 3, and MAA Principles).
The amendment process incorporates outstanding Requests For Change and updates terminology (references, terms, abbreviations, and obsolete phrases).

Changes made: The MAA has reviewed and amended MAA03, and the related AWE optional forms, to incorporate RFCs related to:

- Clarification of MRP publishing caveats,
- Updating the MRP change markings text,
- Update in Environmental Protection terminology, and
- AWE optional forms' Section 2 Nomenclatures and Postal Address.

Impact Assessment: The changes should not have any significant impacts on the RC.

RFC Reference(s): MAA/RFC/2024/044; 2025/120; 2026/038; 2026/126

Cross-references to Other Documents or Relevant Sources

Other MRP Amendments: N/A

Service Inquiry Recommendations: N/A

AAIB Recommendations: N/A

Other Investigation Recommendations: N/A

Any Other Document: MAA Strategy 2026-2029

Feedback Notes for the Regulated Community

The Regulated Community are invited to offer feedback about the proposed amendment in the following areas:

- Air or Flight Safety impact
- Operational impact
- Errors or omissions
- Timescale for implementation
- Cost of implementation
- Amendment to internal processes/orders
- Resourcing the outcome of change
- Contract amendments because of the change

The format for feedback is available within a single Excel Template file on both internal and external MAA websites; it is important to use this format to ensure that your responses are considered and answered correctly.

Consultation Period Ends: 25 November 2026

The consultation period for this proposed amendment ends on the stated date. Please send your feedback, using the Response Form, via email to DSA-MAA-MRPEnquiries@mod.gov.uk

Table 1 MAA Author

Post	Name	Rank	Signature
DSA-MAA-Reg-Eng-1000	Redacted	Redacted	Redacted - Original Signed

Table 2 MAA Independent

Post	Name	Rank	Signature
DSA-MAA-Reg-Fly2	Redacted	Redacted	Redacted - Original Signed

Table 3 MAA Supervisor

Post	Name	Rank	Signature
DSA-MAA-Reg-Eng	Redacted	Redacted	Redacted - Original Signed

Table 4 MAA LegAd

Post	Name	Rank	Signature
N/A	N/A	N/A	N/A

Table 5 MAA Approval

Post	Name	Rank	Signature
DSA-MAA-Reg-DepHd	Redacted	Redacted	Redacted - Original Signed

Defence
Safety
Authority

MAA03: Military Aviation Authority Regulatory Processes

Military
Aviation
Authority

Military Aviation Authority
MAA

Intentionally left blank for print pagination

Table of Contents

Scope of MAA03	
Introduction	4
MAA03 Construct	4
Review	5
Initial Point of Contact for MAA Regulatory Publications (MRP) Enquiries	5
Annexes	
Annex A – MAA Regulatory Publications Amendment	A-1 to A-8
Annex B – Air Safety Alternative Acceptable Means of Compliance, Waivers and Exemptions	B-1 to B-8
Annex C – Environmental Protection Alternative Acceptable Means of Compliance, Waivers and Exemptions	C-1 to C-8
Annex D – MAA Letter of Endorsement Application (Operating Centre Directors, Type Airworthiness Authorities, and Design Organisation Type Airworthiness Managers)	D-1 to D-4
Annex E – MAA Appeals	E-1 to E-4
Annex F – MAA Assurance	F-1 to F-2
Annex G – MAA Letter of Endorsement Application (Operating and Delivery Duty Holders)	G-1 to G-2

Scope of MAA03

Introduction

1. The MAA Regulatory Publications (MRP) has 3 overarching documents:

   a. **MAA01: MAA Regulatory Principles.** This document provides Director MAA's overarching principles. These principles are enabled and regulated through a number of standardised Regulatory Articles (RA), each of which is limited in scope to a specific topic. Each RA contains Rationale, Regulation, Acceptable Means of Compliance (AMC) and Guidance Material (GM) and may be supported by additional documents where appropriate (ie editable MRP Forms and Templates (held on the MAA websites)).

   b. **MAA02: MAA Master Glossary**. This document provides a single reference source for the definition of Air Safety terms as defined by the MAA. Environmental Protection (EP) terms are defined in JSP 418 and JSP 816.

   c. **MAA03: MAA Regulatory Processes**. This document is the third overarching document. It describes the processes that enable interaction between the Regulated Community (RC) and the MAA, including (but not limited to) the MRP amendment process, the process for submission / ratification of Alternative AMC (AAMC), Waivers and Exemptions.

MAA03 Construct

2. ►MAA03 establishes the MAA's process for managing changes to the MRP. It provides a coherent decision model that enables regulatory change to be identified, prioritised, assessed, developed, consulted upon and published in a proportionate and evidence-based manner.

3. The MAA seeks to maintain a regulatory portfolio that delivers the greatest benefit to Defence aviation Safety, capability, environmental protection and regulatory coherence. Regulatory activity is therefore prioritised to ensure finite regulatory capacity is focused on activities that deliver the greatest overall value to Defence and the Regulated Community.

4. Regulatory changes may arise from planned activities, such as the Programme of Work and Quinquennial review, or from dynamic drivers including Safety events, Assurance findings, Service Inquiries, Requests For Change (RFC), and the introduction of new capability. Regardless of source, candidate changes are considered in the context of strategic priorities, operational demand, anticipated benefit, implementation burden and available regulatory capacity before entering regulatory development.

5. The MAA internal Regulatory Impact Assessment (RIA) is the central mechanism throughout the process. It is not simply a record of activity, but the primary decision-support tool used to determine whether a proposed change is sufficiently justified, proportionate and affordable to proceed. The RIA assesses anticipated benefit, implementation burden, wider regulatory coherence and available regulatory capacity, and remains a live assessment at each decision gate. The RIA also informs prioritisation across the MRP, helping ensure regulatory effort remains focused on activities that deliver the greatest value and effect.

6. MAA03 reinforces the principle that Regulatory intervention must deliver benefits that outweigh the burden imposed on both the RC and the MAA. Authorising Officers reassess that balance at key decision points and may decide to proceed, amend, defer or stop a proposal as additional evidence becomes available. Consultation activities are conducted in proportion to the impact of the proposed change and are used to validate assumptions on benefit, burden and achievability.

7. The process concludes with publication, recording and Audit activities that ensure transparency, traceability and effective regulatory governance. Ultimately, MAA03 is designed to

ensure that MAA Regulation remains necessary, proportionate, coherent and aligned with strategic priorities while minimising unnecessary burden on the RC.◄

8. For clarity purposes, each of the key MAA processes (with associated forms) are detailed in individual Annexes.

Review

9. Each Annex will be reviewed by the sponsor on an annual basis. Changes to the Annexes will be endorsed by the relevant ►sponsor◄ before being forwarded to the MAA Regulatory Publications Team (MRPT) for publication.

Initial Point of Contact for MAA Regulatory Publications (MRP) Enquiries

10. All RFC, proposals for AAMCs, Regulatory Waivers, Regulatory Exemptions, and general MRP or MAA enquiries should be directed to DSA-MAA-MRPEnquiries@mod.gov.uk. Freedom Of Information enquiries should be directed to DSA-Enquiries@mod.gov.uk.

Intentionally left blank for print pagination

Annex A: MAA Regulatory Publications Amendment

Sponsor: DSA-MAA-Reg-DepHd

Introduction

1. Sponsorship of the MRP and the Authorisation of amendments are the Responsibility of the Director MAA[1].

2. The extant MRP may be subject to amendment following MAA routine review, MAA post-implementation review or because of[2]: policy change; capturing good practice; developing AAMC; Regulatory Waivers; Regulatory Exemptions; the need for new Regulation; the withdrawal of obsolete Regulation or Service Inquiry recommendations. Equally, the RC can submit a RFC where an error or omission has been identified, or to change or improve the wording of the MRP. The process for considering, developing and publishing changes to the MRP is detailed in this Annex.

Visual Change Convention ►This section has been completely re-written; for clarity change marks are for illustrative purposes – please read in its entirety.◄

3. **RAs and Manuals**. To ensure changes stand out, the following highlighting convention will be followed when updating or amending publications within the MRP.

a. Where a minor amendment has been made that does not change the meaning of the word / number / phrase (eg **P**aragraph being changed to **p**aragraph, the addition of a comma, a spelling correction, etc) change marks are **not** required.

b. Use ►red triangles◄ at the beginning and end of every amendment / addition / deletion. All information within the red triangles is also to be shown in red.

c. Sub paragraphs (a) and (b) apply to footnotes as well as text in the main body. Where a footnote number is added / removed in the main body, change marks need to be superscript.

d. Where a paragraph is deleted in toto, the sub paragraph identifier will be retained with both red triangles like so ►◄.

e. Where a paragraph is moved in toto, red triangles will be placed at the original location, and the original text should be coloured red with triangles at the new location.

f. At subsequent updates, previously red marked information will be returned to black, and the red triangles removed.

g. ~~Strikethrough~~ for deleted text will **not** be used, as the amended text should be clear.

h. If the number of amendments or additions mean that the document is becoming difficult to read:

(1) The following will be placed above the RA number and title line: ►This RA / Manual has been substantially re-written; for clarity no change marks are presented – please read [*insert RA / Manual*] in its entirety◄.

(2) Red triangles and text are **not** to be used in the rest of the document.

i. If an RA is withdrawn:

(1) The Rationale will be replaced with the reason the RA has been withdrawn.

---

[1] Authorisation Delegations exist within the MAA to ensure new and amended Regulation is approved by Suitably Qualified and Experienced Persons (SQEP) at an appropriate seniority level.
[2] This is not an exhaustive list.

(2) The RA number will be kept and the detail ►Withdrawn◄ will be added in place of the removed text.

(3) If the content of a Regulation, within a withdrawn RA, has been incorporated into another RA / Manual, the detail ►Withdrawn – Incorporated into [*insert RA / Manual*]◄ will be added in place of the moved Regulation text.

(4) If the content of a Regulation, within a withdrawn RA, has been deleted from the MRP, as it has been deemed not to be regulatory material, the detail ►Withdrawn – Not deemed regulatory material◄ will be added in place of the removed Regulation text.

(5) The RA number cannot be used again once an RA is withdrawn.

j. When a Sub-Regulation is withdrawn (eg RA 2315(6)) from an extant RA:

(1) If the content of the withdrawn Sub-Regulation has been incorporated into another RA / Manual or elsewhere in the same RA, the detail ►Withdrawn – Incorporated into [*insert RA / Manual*]◄ will be added in place of the moved Sub-Regulation text. The detail ►Withdrawn – Incorporated into [*insert RA / Manual*]◄ will also be added in place of the Regulation title in the RA Contents section, the AMC section, and the GM section.

(2) If the content of the withdrawn Sub-Regulation has been deleted from the MRP, as it has been deemed not to be regulatory material, the detail ►Withdrawn – Not deemed regulatory material◄ will be added in place of the moved Sub-Regulation text. The detail ►Withdrawn – Not deemed regulatory material◄ will also be added in place of the Sub-Regulation title in the RA Contents section, the AMC section, and the GM section.

(3) To remove or re-use a withdrawn Sub-Regulation, a minimum of 3 years must have elapsed since the withdrawal, and one of the following processes will be used to remove the withdrawn statements:

a. If a substantial re-write has occurred, the phrase ►This [*insert RA / Manual*] has been substantially re-written; for clarity no change marks are presented – please read [*insert RA / Manual*] in its entirety◄ will be placed above the RA number / Manual Title.

b. If other amendments have been made but not justifying a substantial re-write, the phrase ►This [*insert RA / Manual*] has been re-formatted for clarity and withdrawn Sub-Regulations / Chapters have been removed. Other amendments have been made and change marks presented◄ will be placed above the RA number / Manual Title.

c. If no other amendments have been made, the phrase ►This [*insert RA / Manual*] has been re-formatted for clarity, withdrawn Sub-Regulations / Chapters have been removed and no other amendments have been made◄ will be placed above the RA number / Manual Title.

(4) In all cases the RA / Manual will receive the next issue number and the NAA cover sheet annotated appropriately.

4. **Editable Forms and Templates**. Amendments will not be highlighted, except within “Instructions For Use” text where changes are highlighted in accordance with (iaw) paragraph 3**Error! Reference source not found.**.

5. **MOD Form 700 series Forms and Formats**. To avoid confusion, and to ensure that information is presented in a clear manner, amendments made to MOD Forms and Formats within the MOD Form 700 series will not be highlighted. Reference will be made to both the Form / Format and the associated Instructions For Use (IFU) to ensure users fully understand all requirements.

Instigating a Change

6. To instigate a change to the MRP, the MAA RFC form should be used except for amendments to the Manual of Airworthiness Maintenance – Documentation (MAM-D) and MOD Form 700 series of Forms, where a MOD Form 765 should be used[3]. The correct form to use for each of these requirements is depicted in Table A-1 below.

Table A-1: MRP Changes – Forms

Document	Form to use MOD Form 765	Form to use RFC
MAM-D	X	
MOD Form 700 series - Form amendments	X	
Remaining MRP		X

RFC Initial Action

7. The RC should use the RFC form to submit a proposal for change to the MRP (the RFC form is available on the MAA website[4] under Regulatory Publications / Related Documentation). To request clarification of MRP wording or meaning, routine correspondence methods such as email, letter and telephone may be used[5]. Notwithstanding that formal amendment may result from a clarification request, initial requests for clarification should not be submitted as an RFC. The RFC form can be submitted via email to the MRPT at DSA-MAA-MRPEnquiries@mod.gov.uk and MOD Form 765s can be emailed to ►◄ DSA-MAA-MAMP-Enquiries@mod.gov.uk ►or DSA-MAA-MAMD-Enquiries@mod.gov.uk depending on which manual it applies to.◄ If clarification is required regarding the need for submission of an RFC form, the RC should contact the MRPT in the first instance. When submitting an RFC form for a change to an editable MRP form or template (held on the MAA websites), the RC should ensure that the form / template name is provided in the 'MAA Document Set(s) Affected' section of the RFC form, and wherever possible the related RA number.

8. When the MAA receives an RFC, it will be allocated a reference number by the MRPT; this reference number will be forwarded to the originator, thus confirming receipt. The MAA will consider the submission and decide on an outcome (Accepted, Partially Accepted, Not Accepted, or Noted) and inform the originator. It is expected that from the time of receipt of all the required information[6] to deciding an outcome and releasing a response back to the originator should take no longer than 30 working days. RFC outcomes are detailed below:

a. **Accepted** – When the MAA agrees with the RFC subject, and with the proposed amendment.

b. **Partially Accepted** – When the MAA agrees with the RFC subject, and agrees that a change is required, but that the proposed amendment does not resolve the issue identified, and the MAA will provide an alternative amendment.

c. **Not Accepted** – When the MAA rejects the RFC subject, for reasons such as: a misunderstanding or misinterpretation of extant MRP wording, unintended consequences to the wider MRP or RC, or the change is contrary to MAA principles or strategic direction.

d. **Noted** – When the MAA considers that there is a valuable proposal from the RC, but one that requires wider consideration either as part of an existing or new work package. For Noted RFCs, when drafting the response to the originator, the MAA will be clear how the proposed change should be managed and why it has not been Accepted / Partially Accepted / Not Accepted, including the likely timescale in which it will be considered further.

---

[3] The "Manual of Airworthiness Maintenance – Process" (MAM-P) is not a part of the MRP as it is owned by the Military Commands.
[4] https://www.gov.uk/government/collections/maa-regulatory-publications.
[5] The MAA may still request a completed RFC form, depending on the nature of the enquiry.
[6] The MAA may determine that additional justification and / or supporting evidence is required following the submission of an RFC submission. The originator may be invited to discussions to ensure full understanding of the issue.

RFC Closure Action

9. The progression of the RFC will be managed by a Desk Officer, who can be contacted in the event of queries regarding the response to the RFC. Once an outcome has been agreed, the ►◄ completed and authorised RFC form ►will be sent◄ to the originator. Accepted or Partially Accepted RFCs will be incorporated into the MRP at an appropriate time[7], following the process detailed below.

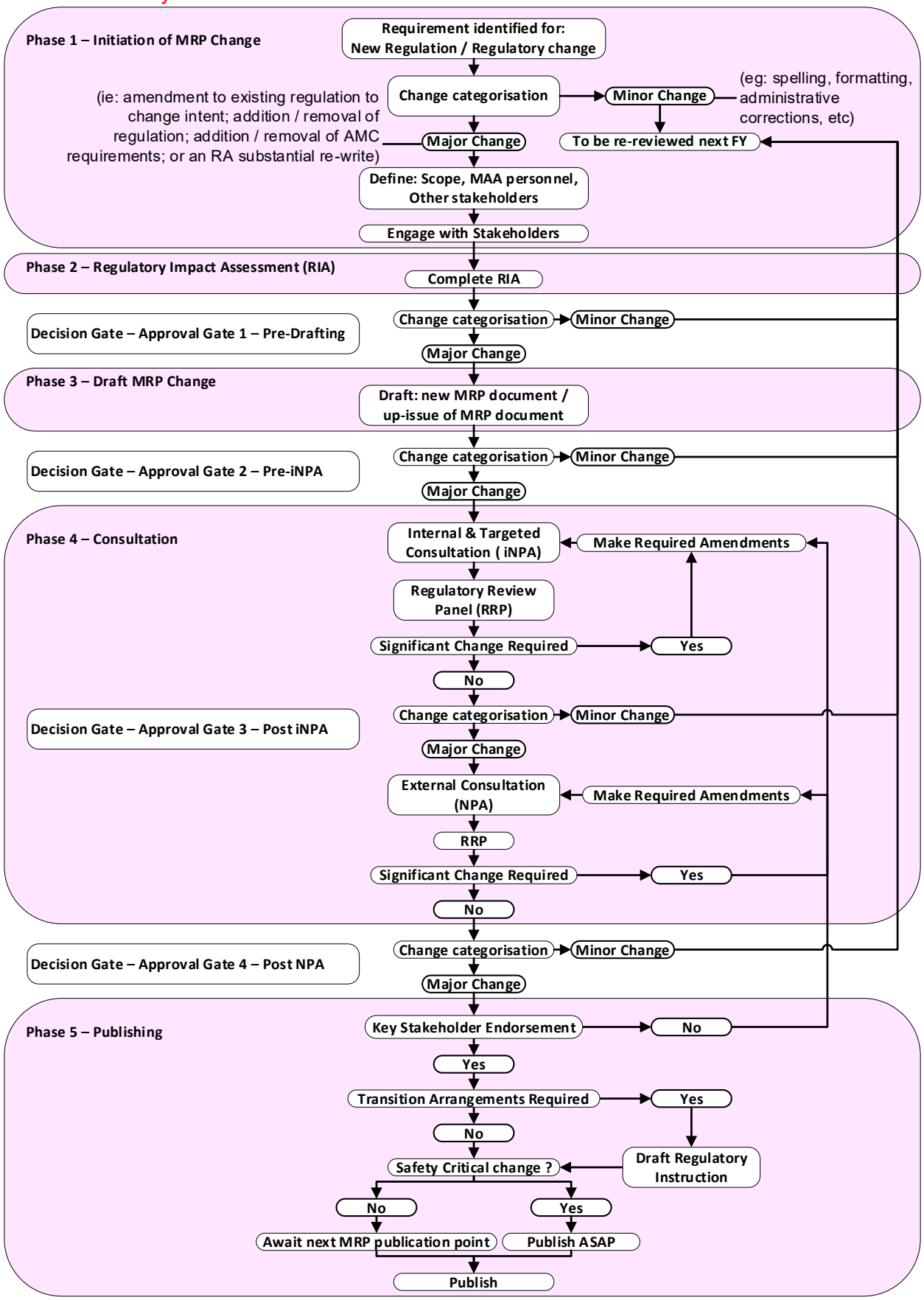
MRP Change Process

10. The process for making changes to the MRP is both collaborative and scalable. Importantly, it will commence with the completion of a RIA, before drafting of the regulatory change commences. Engagement and feedback are important throughout the process, as is Key Stakeholder Endorsement ahead of publication. The process followed is depicted in Figure A-1 ►◄:

[7] Embodiment of changes will be prioritised, based on an assessment of risk, complexity and resource.

Figure A-1: MRP Change Process

►This Figure has been substantially re-written; for clarity no change marks are presented – please read in its entirety◄



Consultation

11. Other than when the RC has been invited to assist with the drafting of Regulation or in the review of developing Regulation, consultation will be co-ordinated through the Notice of Proposed Amendment (NPA) process. The NPA will explain the rationale behind the amendment, the possible impact on the RC and set the deadline for comment / feedback; feedback is important to further develop the MRP wording and to highlight any unforeseen impact on the RC.

12. NPAs are published on the MAA websites[4], under 'Regulatory Amendments' and will remain open to comments for a period of between 4 weeks and 3 months, depending on the complexity of the change. The RC can subscribe to automatically receive e-mail alerts through the MAA Internet site[8], to ensure that NPAs are not missed.

13. Should significant changes be made following NPA, it may be necessary to repeat the consultation process.

Transitional Arrangements

14. Should Transitional Arrangements be required, these will be communicated to the RC through a Regulatory Instruction (RI), sufficiently ahead of Notice of Authorised Amendment (NAA), such that the RC can comply at the point of publication.

Publishing

15. Following development and consultation, approved changes will be published following the NAA process. The NAA will provide an overview of the changes, along with the revised Regulation. Unless specifically detailed through published Transitional Arrangements, the change will be effective at the point of publishing. Regulation will be published iaw Table A-2 below:

Table A-2: MRP Publication Cycle►◄

Mar	May	Sep	Nov
RA 1000 Series	RA 1000 Series	RA 1000 Series	RA 1000 Series
RA 2000 Series	RA 4000 Series	RA 2000 Series	RA 4000 Series
RA 3000 Series	RA 5000 Series	RA 3000 Series	RA 5000 Series

16. ►MAA01, MAA02, MAA03, and Manuals (not listed in the table above) will continue to be published as soon as practicable.

17. Safety Critical updates (to the RAs listed in the table above) will continue to be published as soon as practicable.

18. Although the table above provides the ability for RAs to be published on the last working day of the specified months, it does not mandate that the RAs will be published every time.

19. If a transitional period is required to enable the RC to implement an MRP change, the MAA will publish a RI along with / ahead of the Regulatory change being published.

20. Once an MRP document has been published, unless there is a Safety Critical amendment required, it will not be amended again for a minimum of 6 months.◄

21. The extant MRP will be subject to Routine Review, which will not automatically trigger a change. The MAA will review all MRP documents no later than 5 years after publication. ►This◄ conducts a root and branch review to ensure that MRP documents remain current, fit for purpose and are written in line with the current MRP writing guidance.

[8] https://www.gov.uk/government/news/maa-email-alert-guide.

AAMCs, Regulatory Waivers, and Regulatory Exemptions (AWE)

22. ►Non-compliance of the MRP can be mitigated via an AWE – see Annexes B and C.◄

Intentionally left blank for print pagination

Annex B: Air Safety Alternative Acceptable Means of Compliance, Waivers and Exemptions

Sponsor: DSA-MAA-Reg-DepHd

Introduction

1. AMC represent the preferred means by which the MAA expects the intent of the Regulation to be met. AMCs contain the permissive verb "**should**", highlighted in bold for visual impact, to indicate that another approach may be acceptable.

2. If the Regulated Entity believes it can better achieve the intent of the Regulation / AMC by using an AAMC, and there is no increase in the Risk to Life (RtL), it will formally apply to the MAA to have this alternative means approved. Such approval will only be given where the accountable person[9] has endorsed the AAMC and the Regulated Entity can produce evidence that the AAMC can maintain the equivalent level of Air Safety.

3. If the Regulated Entity believes it cannot achieve the intent of the Regulation / AMC or the RtL associated with an AAMC proposal is greater than following the AMC, it will formally apply to the MAA to have a temporary Waiver, for a specified period, or permanent Exemption approved. Such approval will only be given where the accountable person[9] has endorsed the Waiver / Exemption and the Regulated Entity can produce evidence that the Waiver / Exemption can deliver a level of Air Safety that is acceptable to the ADH / AM(MF)[10].

4. After MAA Approval has been given, the applicant is responsible for ensuring that the activities defined in the AWE are promulgated, understood, and followed appropriately.

5. For EP related AWEs, see Annex C.

Process

6. An AWE application flowchart is available at Appendix 1, and an optional MAA AWE application form template is available for use on the MAA websites ►(gov.uk website has the template on the same page as MAA03; the MOD's DefNet has the template in the Regulatory Related Documents list).

Note:

Where the form is used, but sections say "see attachment", "see attached email", etc a summary has to be provided on the form.◄

7. Any application letter or email must, as a minimum, contain:

a. Originator's name and unit / organisation.

b. Originator's post title.

c. Originator's contact details.

d. The person to whom the MAA's ►Authorisation / rejection letter should be addressed to (if not the named individual at paragraph 7j).◄

e. The MAA Regulation Affected.

[9] This could be an Aviation Duty Holder (ADH), an Accountable Manager (Military Flying) (AM(MF)), an Accountable Manager (AM), a Sponsor, Heads of Establishment (HoE), the Head of an ADH-Facing Organisation (eg Air System Delivery Team Leaders (DTL), Commodity DTLs, Military Continuing Airworthiness Managers (Mil CAMs), etc), or the Head of an AM(MF)-Facing Organisation.

[10] HoE submissions related to the provision of a Safe Operating Environment (SOE) are to provide evidence that the Waiver / Exemption can still provide a SOE and the HoE will be required to declare that a SOE remains. Where the Waiver / Exemption could affect an Air System Safety Case (ASSC) the HoE must inform the relevant ADH / AM(MF).

f. Proposal text:

(1) For AAMC submissions, the proposal text for the AAMC will be in the same format as an AMC (ie a short statement in the format: “The (responsible person or organisation) **should** (take this action)”).

(2) For Waiver and Exemption submissions, the Regulation / AMC text that cannot be complied with and the solution the Waiver / Exemption submission is proposing.

Note:

Waivers are time bound with an intention for eventual compliance with the RA, whilst Exemptions are for the remaining life of the Air System or identified RA non-compliance. Thus Waivers require a validity period.

g. ►Justification for the AWE.◄

h. Safety Assessment. The Safety Assessment must include as a minimum:

(1) ►◄

(2) Details of any relevant AWEs (extant, expired, rejected, or other).

(3) A detailed Risk Assessment and appropriately detailed Risk mitigation.

(4) Appropriate supporting comments annotated as references. Historical evidence is useful, but only as support to the Risk mitigation plans.

Notes:

1. AAMCs will have no increase in the RtL. Waivers and Exemptions may have an increase in the RtL. Waivers and Exemptions supporting comments must include acceptance of the associated / mitigated Risk(s), as being As Low As Reasonably Practicable (ALARP) by the person responsible for ensuring that the task, that is the subject of the AWE, is undertaken. They must also ensure that the ADH / AM(MF) accepts the associated / mitigated Risk(s) as Tolerable.

2. Head of Establishment (HoE) submissions related to the provision of a SOE. Supporting comments do not always require ADH / AM(MF) acceptance but must instead include comment from the Aerodrome Operator, acceptance of the associated / mitigated Risk(s) being ALARP by the HoE and confirmation from the HoE that a SOE remains. Additionally, the HoE must confirm that permanently based Aerodrome users have been appropriately consulted and outline how all potential Aerodrome users will be made aware of the information, that is the subject of the AWE.

(5) When the AWE is not submitted by an ADH / AM(MF), a statement of acceptance from all applicable ADHs / AM(MF)s is required. For HoE submissions related to the provision of a SOE, a statement of confirmation that a SOE remains is required from the HoE.

i. Promulgation and Control. A brief description of where and how the AWE activities will be promulgated. This must explain how the chosen method of promulgation will ensure that all affected, or potentially affected, stakeholders will be informed of the AWE. This should include any monitoring and control of the AWE’s intended processes.

j. AWE application and Safety Assessment endorsement. The AWE application and its Safety Assessment must be endorsed by the individuals responsible:

(1) **Type Airworthiness-related**. This should be Type Airworthiness Authority (with an appropriate Letter of Airworthiness Authority), the Type Airworthiness Manager (with an appropriate Letter of Appointment (LoA)), or the Commodity Chief Engineer (with an appropriate Letter of Airworthiness Authority).

(2) **Continuing Airworthiness-related**. This should be the Military Continuing Airworthiness Manager.

(3) **For all other subjects**. This must be specifically approved by the person responsible for ensuring that the task, that is the subject of the AWE, is undertaken.

k. Waiver / Exemption Risk acceptance. Waiver and Exemption applications where there is an increased Risk, must be accepted and held by the appropriate individual(s). The appropriate Risk holder(s) will be identified within the Safety Assessment and listed as part of paragraph ►7j◄ above. For guidance, consideration of the Risk holder will be dependent upon whether the Risk is Type Airworthiness-related, Continuing Airworthiness-related or Operating Environment-related:

(1) **Type Airworthiness-related**. Consideration should include Operating Centre Director and / or Sponsor along with the appropriate Delivery Duty Holder (DDH) and / or AM(MF).

(2) **Continuing Airworthiness-related**. Consideration should include Accountable Manager (Maintenance) along with the appropriate DDH and / or AM(MF).

(3) **Operating Environment-related**. Consideration should include the HoE for Risks in providing a SOE, Heads of relevant ►ADH◄-Facing Organisations ►and Heads of relevant AM(MF)-Facing Organisations◄ for Risks in providing aviation support and / or facilities, and ADHs and / or AM(MF)s where there is an increased RtL.

Note:

Against the requirements in paragraphs ►7.j◄ and ►7.k◄, except for the specific cases detailed in paragraphs ►7.j(1), 7.j(2), 7.k(1), and 7.k(2)◄, a degree of judgement needs to be exercised by the applicant. If the applicant does not feel well placed to exercise this judgement, then they should pass the application upwards to a more senior applicant. Equally if there are too many permutations of application and interested parties for the applicant to define, early engagement with the MAA, even before formal submission, is encouraged. For civilian-owned and / or Civilian Operated Air Systems, where the AWE impacts the Sponsor's governance requirements as set out in the RA 1160 series, the Sponsor's endorsement is required by the MAA.

8. An Air Safety AWE application should be made to DSA-MAA-MRPEnquiries@mod.gov.uk.

Initial Action

9. When the MAA receives an application, it will be allocated a reference number by the MRPT; this reference number will be forwarded to the originator, thus confirming receipt. The MAA will then establish if the AWE contains the required information to progress the application[11]. It is expected that from the time of receipt of all the required information[12] to releasing a response back to the originator should take no longer than 30 working days. If it is likely that the 30 working day timescale will not be met, the originator will be informed by the Desk Officer dealing with the application and regularly updated until the AWE is approved and issued, or rejected[13].

10. If information is missing from the application, or further clarity is required from the applicant, the MAA will pause the application's progress. The 30 working day countdown will be paused until the information or clarity is received and the process is able to resume. If the required additional information or clarity has not been received within 2 months, starting from the date the application

[11] Key to this will be the justification and / or supporting evidence for the AWE and completion of the mandatory fields at paragraph ►7◄.
[12] The MAA may determine that additional justification and / or supporting evidence is required following the submission of an AWE application. The originator may be invited to discussions to ensure full understanding of the issue.
[13] Management of Mass / Short Notice AWE requests. Situations may, from time to time, dictate that the RC moves to submit large numbers of AWEs for the same platform at the same time. In such cases, prior discussion with the MAA is required to ensure capacity for timely progression of the application(s).

was paused, the application will be reviewed and if no clear path to provision agreed, may be cancelled and the applicant informed accordingly.

11. Submission of an AWE request does not constitute compliance nor guarantee that it will be approved.

Closure Action

12. The AWE will ultimately be approved or rejected at the appropriate level iaw the MAA Authorisation Matrix[14]. Once completed, the MAA's response will be sent to the originator, under cover of a letter[15] with details of the agreement and any conditions such as enhanced recording or monitoring activity. Copies of the AWE will also be forwarded to relevant stakeholders to ensure the Audit and Assurance process is kept informed.

Validity of AWEs

13. AWEs are to be reviewed, by the applicant, upon amendment of the related RA to ensure continued validity of the AWE. If the RA amendment negates the need for the AWE, the applicant should inform the MAA that the AWE is no longer required. If the RA amendment invalidates some of the conditions / requirements specified in the application (and MAA response), then the applicant should resubmit the application for MAA reassessment.

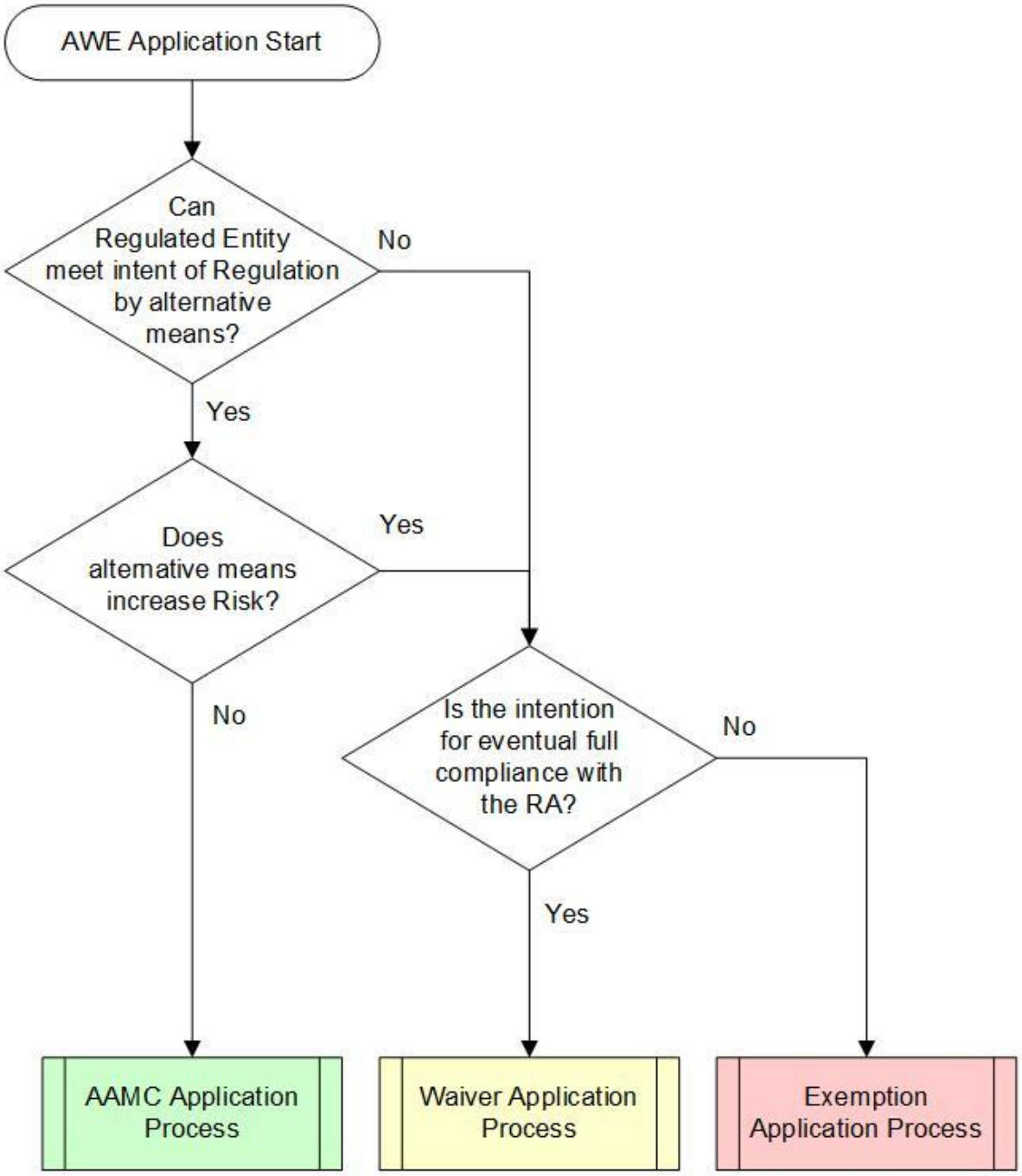
14. AAMCs and Exemptions will remain valid unless the conditions / requirements specified in the application (or the MAA's response) change.

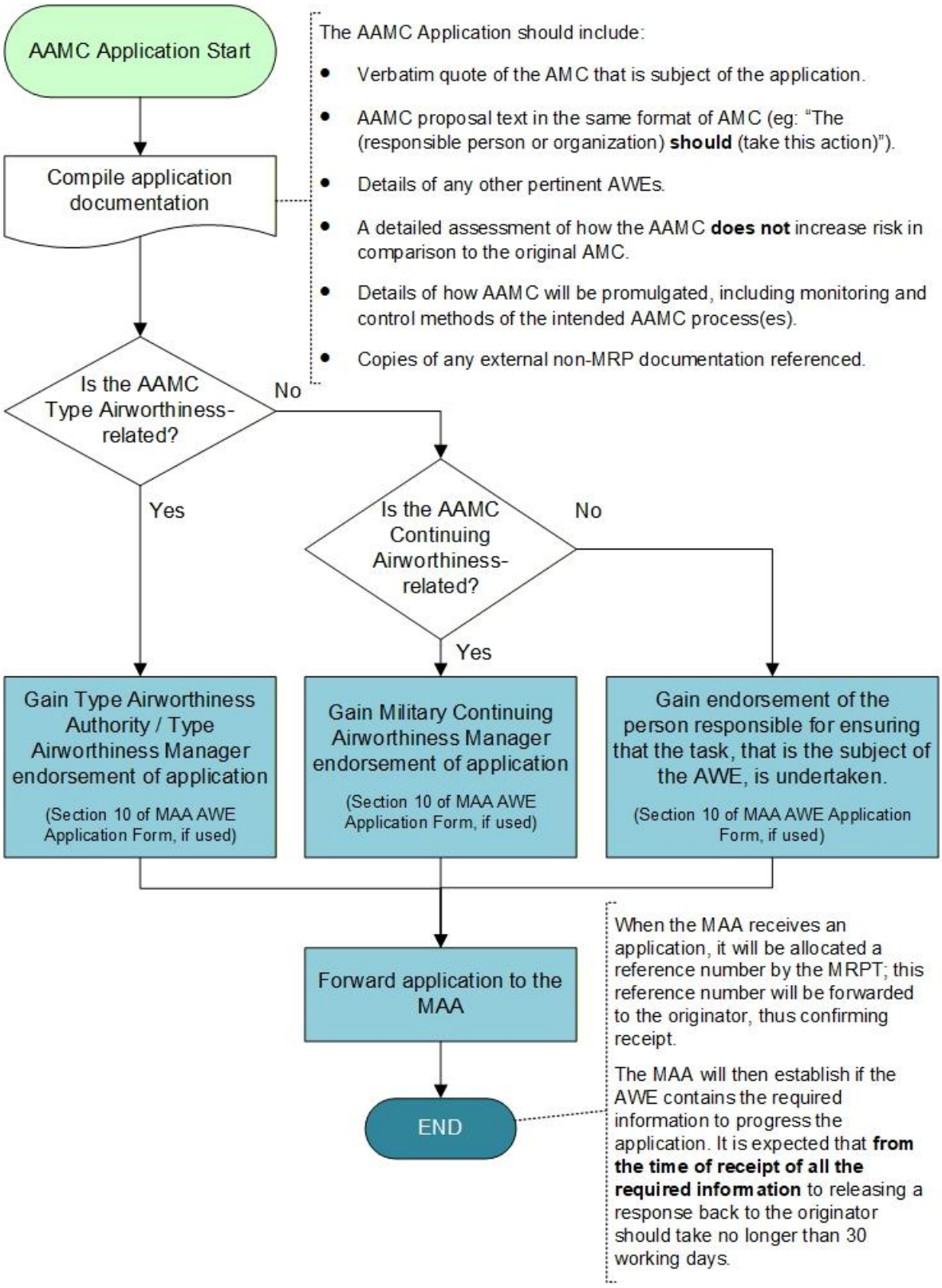
15. In addition to the conditions-based validity criteria described in paragraph 13 above, Waivers will also have a stipulated end date, beyond which they will be invalid. Any request for use of a Waiver after the stipulated end date should be submitted (including any changes to the requirements detailed above in paragraph 7) at least 30 working days in advance of the stipulated end date to enable the MAA time to process the request (so that there is no gap in Waiver coverage), although early engagement with the MAA is helpful where an extension request can be foreseen. The originating organisation should provide a statement from the person who approved the Safety Assessment, or their replacement if the originator is no longer in post, that says that the Safety Assessment remains valid and they accept the Risk associated with the Waiver. If this is not the case, then a new Waiver application is required. If a Waiver is required after the stipulated end date, but the originating organisation has not requested an extension prior to the stipulated end date, the originating organisation should assume the Waiver has expired and submit a request for a new Waiver.

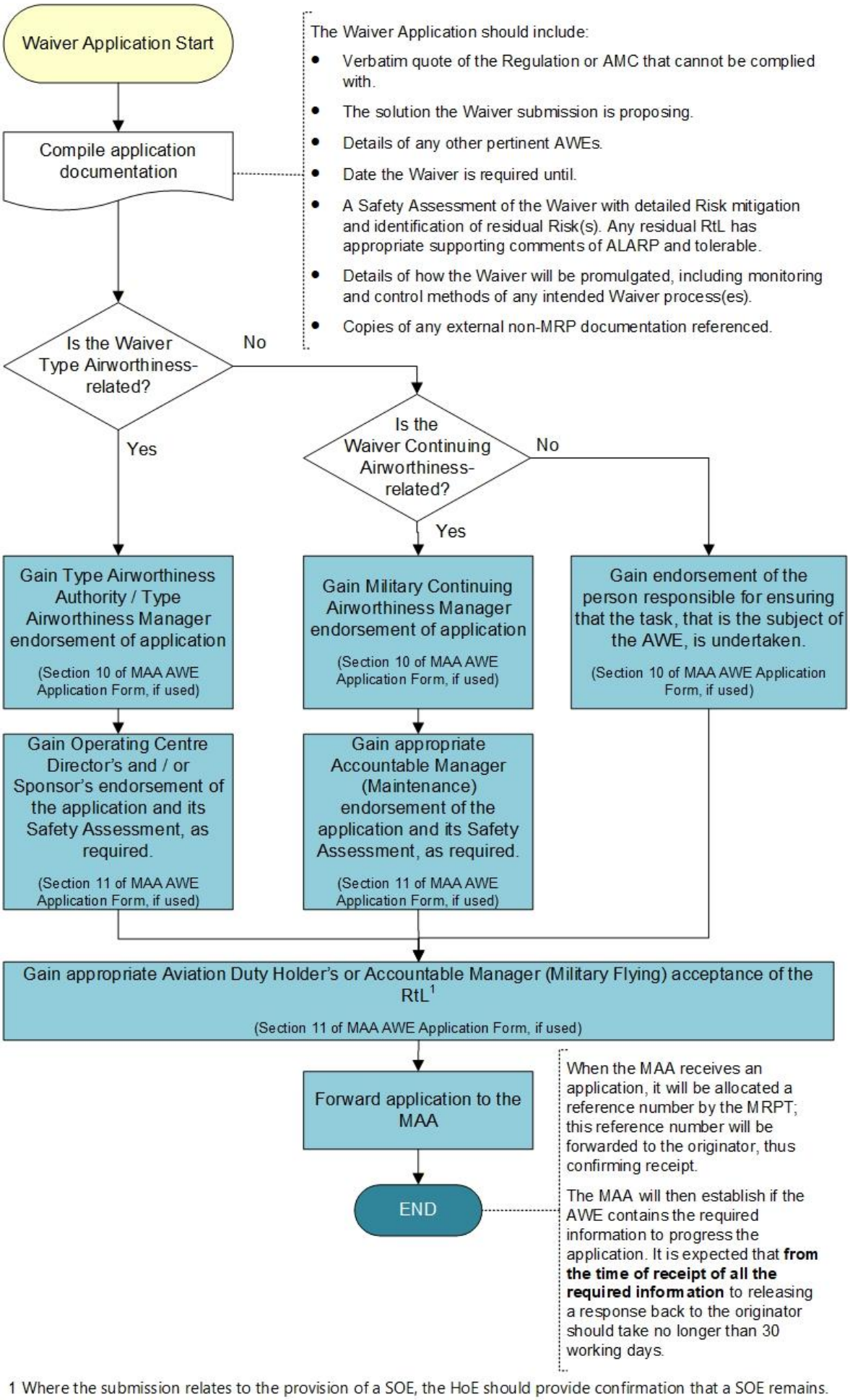
16. MAA activity may include the review of valid AWEs, and if the review highlights that valid AWEs are no longer required (eg due to an amendment to the RA the AWE relates to), the MAA will either expire the AWE or discuss the activity the applicant needs to take.

[14] An internal MAA framework that outlines the levels of authority for decision making in each of the MAA's functional areas.
[15] For rejections, the reasons for rejection will be included in any correspondence.

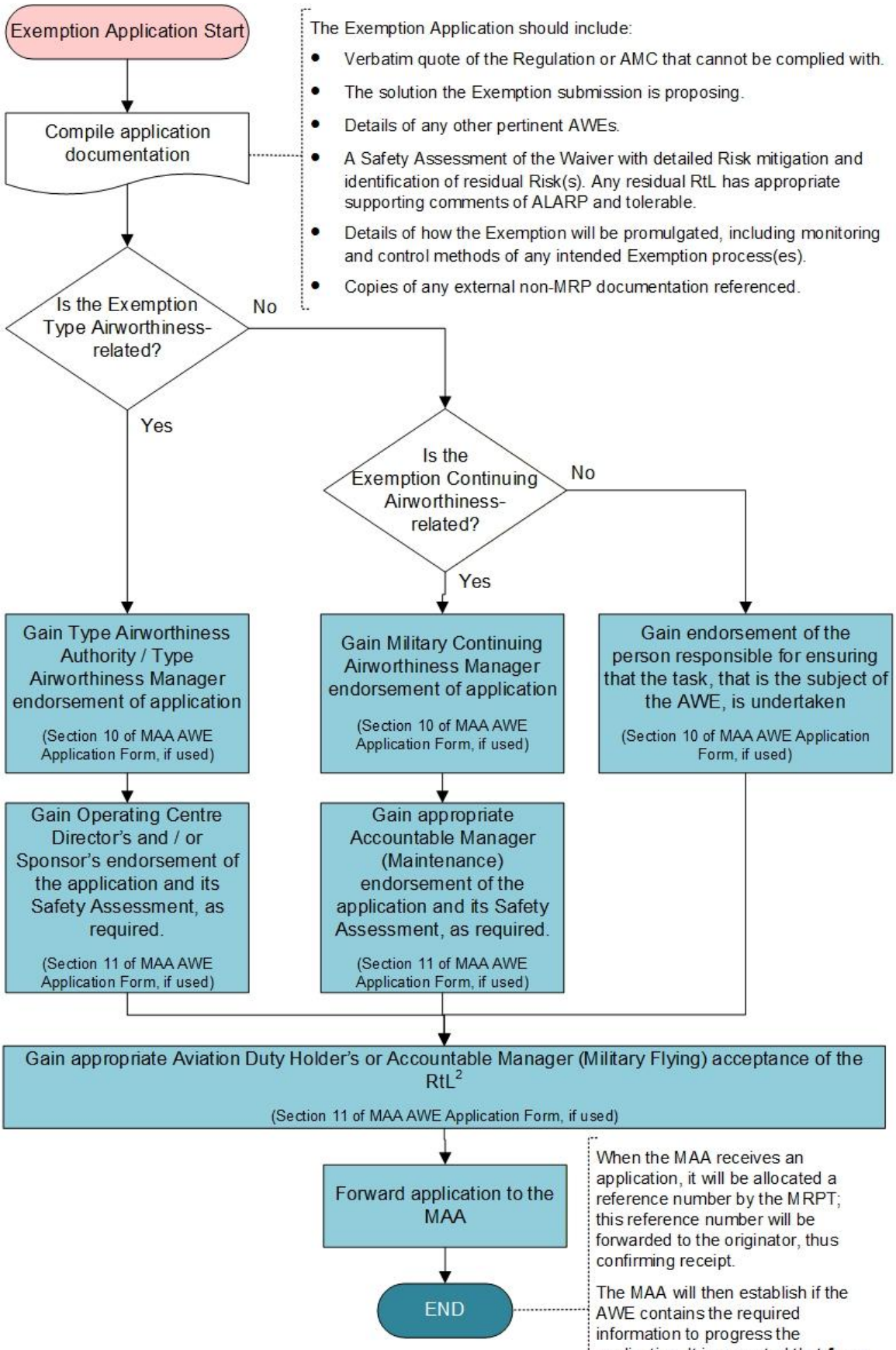
Appendix 1
AWE Application flowchart




AAMC Application Start
Compile application documentation
The AAMC Application should include:
Verbatim quote of the AMC that is subject of the application.
AAMC proposal text in the same format of AMC (eg: "The (responsible person or organization) should (take this action)").
Details of any other pertinent AWEs.
A detailed assessment of how the AAMC does not increase risk in comparison to the original AMC.
Details of how AAMC will be promulgated, including monitoring and control methods of the intended AAMC process(es).
Copies of any external non-MRP documentation referenced.
Is the AAMC Type Airworthiness-related?
No
Yes
Is the AAMC Continuing Airworthiness-related?
No
Yes
Gain Type Airworthiness Authority / Type Airworthiness Manager endorsement of application
(Section 10 of MAA AWE Application Form, if used)
Gain Military Continuing Airworthiness Manager endorsement of application
(Section 10 of MAA AWE Application Form, if used)
Gain endorsement of the person responsible for ensuring that the task, that is the subject of the AWE, is undertaken.
(Section 10 of MAA AWE Application Form, if used)
Forward application to the MAA
END
When the MAA receives an application, it will be allocated a reference number by the MRPT; this reference number will be forwarded to the originator, thus confirming receipt.
The MAA will then establish if the AWE contains the required information to progress the application. It is expected that from the time of receipt of all the required information to releasing a response back to the originator should take no longer than 30 working days.



1 Where the submission relates to the provision of a SOE, the HoE should provide confirmation that a SOE remains.



2 Where the submission relates to the provision of a SOE, the HoE should provide confirmation that a SOE remains.

Annex C: Environmental Protection Alternative Acceptable Means of Compliance, Waivers and Exemptions

Sponsor: DSA-MAA-Reg-DepHd

Introduction

1. AMC represent the preferred means by which the MAA expects the intent of the Regulation to be met. AMCs contain the permissive verb "**should**", highlighted in bold for visual impact, to indicate that another approach may be acceptable.

2. If the Regulated Entity believes it can better achieve the intent of the Regulation / AMC by using an EP AAMC, and there is no increase in adverse environmental impacts or environmental Risks, it will formally apply to the MAA to have this alternative means approved. Such Approval will only be given where the accountable person[16] has endorsed the EP AAMC and the Regulated Entity can produce evidence that the EP AAMC can maintain the equivalent level of EP.

3. If the Regulated Entity believes it cannot achieve the intent of the Regulation / AMC or the increase in adverse environmental impacts or environmental Risks associated with an EP AAMC proposal is greater than following the AMC, it will formally apply to the MAA to have a temporary EP Waiver, for a specified period, or permanent EP Exemption approved. Such approval will only be given where the accountable person[16] has endorsed the EP Waiver / EP Exemption and the Regulated Entity can produce evidence that the EP Waiver / EP Exemption can deliver a level of EP that is acceptable to the ADH / AM(MF) / Senior Responsible Owner (SRO).

4. After MAA Approval has been given, the applicant is responsible for ensuring that the activities defined in the EP AWE are promulgated, understood, and followed appropriately.

5. For non-EP related AWEs, see Annex B.

Process

6. An EP AWE application flowchart is available at Appendix 1, and an optional MAA EP AWE application form template is available for use on the MAA websites ►(gov.uk website has the template on the same page as MAA03; the MOD's DefNet has the template in the Regulatory Related Documents list).

Note:

Where the form is used, but sections say "see attachment", "see attached email", etc a summary has to be provided on the form.◄

7. Any application letter or email must, as a minimum, contain:

a. Originator's name and unit / organisation.

b. Originator's post title.

c. Originator's contact details.

d. The person to whom the MAA's ►Authorisation / rejection letter should be addressed to (if not the named individual at paragraph 7j).◄

e. The MAA Regulation Affected.

[16] This could be an ADH, an AM(MF), an AM, a Sponsor, HoE, the Head of an ADH-Facing Organisation (eg Air System DTLs, Commodity DTLs, Mil CAMs, etc), or the Head of an AM(MF)-Facing Organisation.

f. Proposal text:

(1) For EP AAMC submissions, the proposal text for the EP AAMC will be in the same format as an AMC (ie a short statement in the format: “The (responsible person or organisation) **should** (take this action)”).

(2) For EP Waiver and EP Exemption submissions, the Regulation / AMC text that cannot be complied with and the solution the EP Waiver / EP Exemption submission is proposing.

Note:

EP Waivers are time bound with an intention for eventual compliance with the RA, whilst EP Exemptions are for the remaining life of the Air System or identified RA non-compliance. Thus EP Waivers require a validity period.

g. ►Justification for the EP AWE.◄

h. Environmental assessment. The Environmental assessment must include as a minimum:

(1) ►◄

(2) Details of any relevant ►◄ AWEs (extant, expired, rejected, or other).

(3) A detailed impact and Risk Assessment and appropriately detailed impact and Risk mitigation.

(4) Appropriate supporting comments annotated as references of how the environmental impacts and Risks are being assessed and managed using the ►Sound Environmental Performance.◄ Historical evidence is useful, but only as support to the Risk mitigation plans.

(5) When the EP AWE is not submitted by an ADH / AM(MF) / SRO, a statement of acceptance from all applicable ADHs / AM(MF)s / SROs is required.

i. Promulgation and Control. A brief description of where and how the EP AWE activities will be promulgated. This must explain how the chosen method of promulgation will ensure that all affected, or potentially affected, stakeholders will be informed of the EP AWE. This should include any monitoring and control of the EP AWE’s intended processes.

j. EP AWE application and Environmental assessment endorsement. The EP AWE application and its Environmental assessment must be endorsed by the individuals responsible. The application for an EP AWE must be specifically approved by the person responsible for ensuring that the task, that is the subject of the EP AWE, is undertaken.

k. EP Waiver / EP Exemption increase adverse EP impacts and / or Risk acceptance. EP Waiver and EP Exemption applications where there is an increased adverse environmental impact or Risk, must be accepted and held by the appropriate individual(s). The ►person(s) responsible for managing environmental impacts and Risks◄ will be identified within the Environmental assessment and listed as part of paragraph ►7j◄ above.

Note:

Against the requirements in paragraphs ►7.j ◄and ►7.k◄, a degree of judgement needs to be exercised by the applicant. If the applicant does not feel well placed to exercise this judgement, then they should pass the application upwards to a more senior applicant. Equally if there are too many permutations of application and interested parties for the applicant to define, early engagement with the MAA, even before formal submission, is encouraged. For Civilian-Owned and / or Civilian Operated Air Systems, where the EP AWE impacts the Sponsor’s governance requirements as set out in the RA 1160 series, the Sponsor’s endorsement is required by the MAA.

8. An EP AWE application should be made to DSA-MAA-MRPEnquiries@mod.gov.uk.

Initial Action

9. When the MAA receives an application, it will be allocated a reference number by the MRPT; this reference number will be forwarded to the originator, thus confirming receipt. The MAA will then establish if the EP AWE contains the required information to progress the application[17]. It is expected that from the time of receipt of all the required information[18] to releasing a response back to the originator should take no longer than 30 working days. If it is likely that the 30 working day timescale will not be met, the originator will be informed by the Desk Officer dealing with the application and regularly updated until the EP AWE is approved and issued, or rejected[19].

10. If information is missing from the application, or further clarity is required from the applicant, the MAA will pause the application's progress. The 30 working day countdown will be paused until the information or clarity is received and the process is able to resume. If the required additional information or clarity has not been received within 2 months, starting from the date the application was paused, the application will be reviewed and if no clear path to provision agreed, may be cancelled and the applicant informed accordingly.

11. Submission of an EP AWE request does not constitute compliance nor guarantee that it will be approved.

Closure Action

12. The EP AWE will ultimately be approved or rejected at the appropriate level iaw the MAA Authorisation Matrix[20]. Once completed, the MAA's response will be sent to the originator, under cover of a letter[21] with details of the agreement and any conditions such as enhanced recording or monitoring activity. Copies of the EP AWE will also be forwarded to relevant stakeholders to ensure the Audit and Assurance process is kept informed.

Validity of EP AWEs

13. EP AWEs are to be reviewed, by the applicant, upon amendment of the related RA to ensure continued validity of the EP AWE. If the RA amendment negates the need for the EP AWE, the applicant should inform the MAA that the EP AWE is no longer required. If the RA amendment invalidates some of the conditions / requirements specified in the application (and MAA response), then the applicant should resubmit the application for MAA reassessment.

14. EP AAMCs and EP Exemptions will remain valid unless the conditions / requirements specified in the application (or the MAA's response) change.

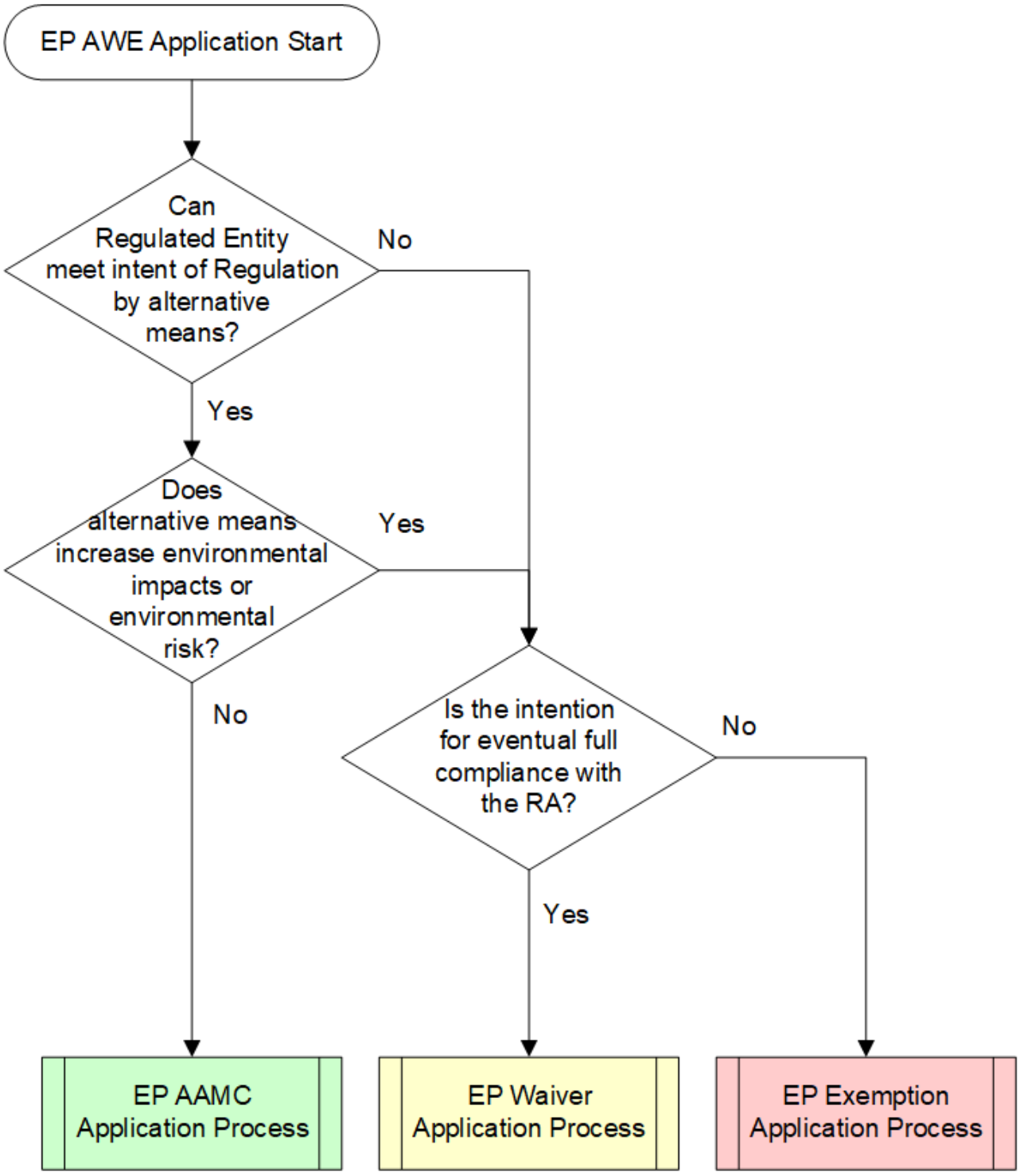
15. In addition to the conditions-based validity criteria described in paragraph 13 above, EP Waivers will also have a stipulated end date, beyond which they will be invalid. Any request for use of an EP Waiver after the stipulated end date should be submitted (including any changes to the requirements detailed above in paragraph 7) at least 30 working days in advance of the stipulated end date to enable the MAA time to process the request (so that there is no gap in EP Waiver coverage), although early engagement with the MAA is helpful where an extension request can be foreseen. The originating organisation should provide a statement from the person who approved the Environmental assessment, or their replacement if the originator is no longer in post, that says that the Environmental assessment remains valid and they accept the adverse environmental impact and environmental risk associated with the EP Waiver. If this is not the case, then a new EP Waiver application is required. If an EP Waiver is required after the stipulated end date, but the originating organisation has not requested an extension prior to the stipulated end date, the

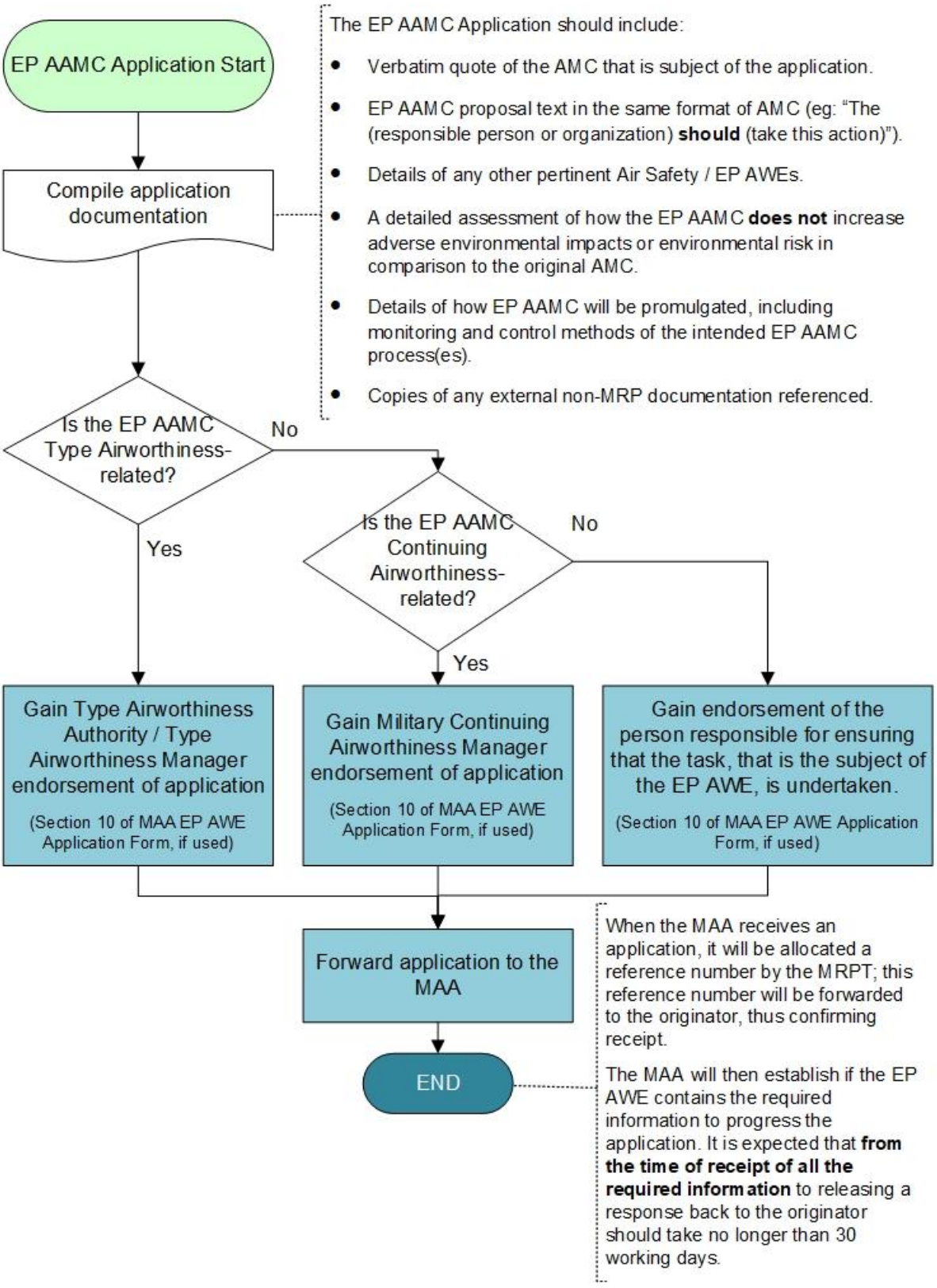
[17] Key to this will be the justification and / or supporting evidence for the EP AWE and completion of the mandatory fields at paragraph 7.
[18] The MAA may determine that additional justification and / or supporting evidence is required following the submission of an EP AWE application. The originator may be invited to discussions to ensure full understanding of the issue.
[19] Management of Mass / Short Notice EP AWE requests. Situations may, from time to time, dictate that the RC moves to submit large numbers of EP AWEs for the same platform at the same time. In such cases, prior discussion with the MAA is required to ensure capacity for timely progression of the application(s).
[20] An internal MAA framework that outlines the levels of authority for decision making in each of the MAA's functional areas.
[21] For rejections, the reasons for rejection will be included in any correspondence.

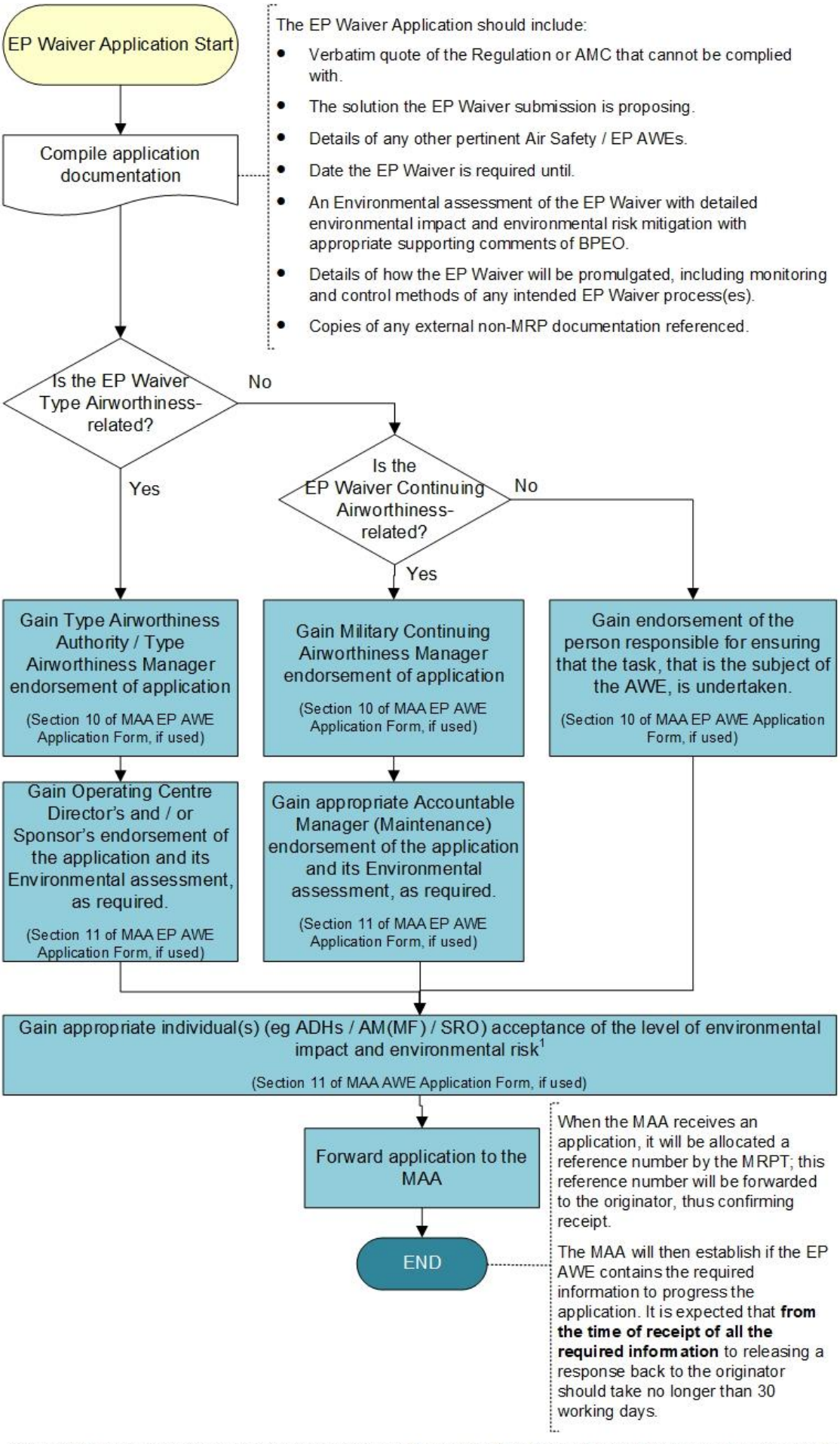
originating organisation should assume the EP Waiver has expired and submit a request for a new EP Waiver.

16. MAA activity may include the review of valid EP AWEs, and if the review highlights that valid EP AWEs are no longer required (eg due to an amendment to the RA the EP AWE relates to), the MAA will either expire the EP AWE or discuss the activity the applicant needs to take.

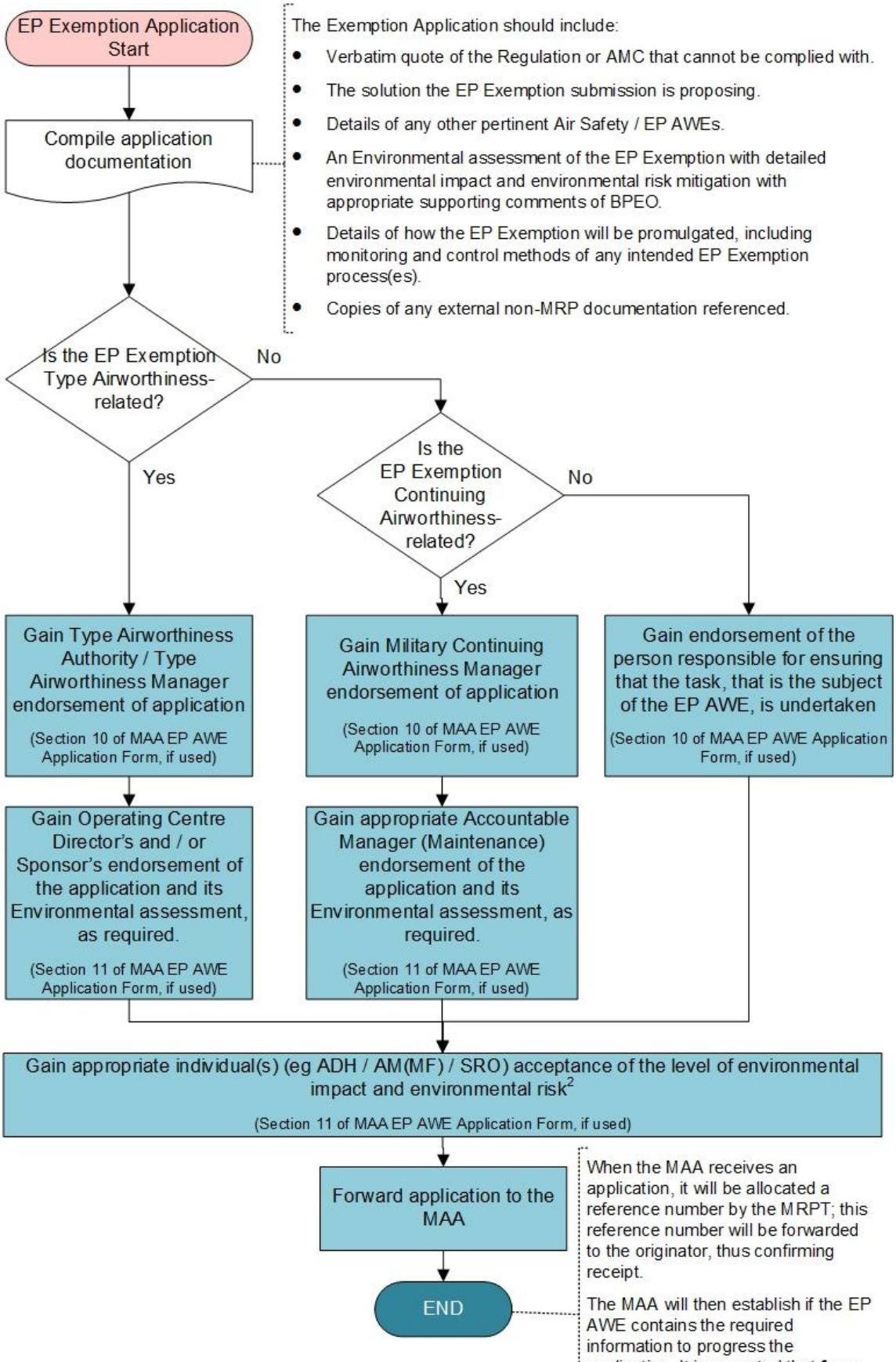
Appendix 1
Environmental Protection AWE Application flowchart




EP AAMC Application Start
Compile application documentation
The EP AAMC Application should include:
Verbatim quote of the AMC that is subject of the application.
EP AAMC proposal text in the same format of AMC (eg: "The (responsible person or organization) should (take this action)").
Details of any other pertinent Air Safety / EP AWEs.
A detailed assessment of how the EP AAMC does not increase adverse environmental impacts or environmental risk in comparison to the original AMC.
Details of how EP AAMC will be promulgated, including monitoring and control methods of the intended EP AAMC process(es).
Copies of any external non-MRP documentation referenced.
Is the EP AAMC Type Airworthiness-related?
No
Yes
Is the EP AAMC Continuing Airworthiness-related?
No
Yes
Gain Type Airworthiness Authority / Type Airworthiness Manager endorsement of application
(Section 10 of MAA EP AWE Application Form, if used)
Gain Military Continuing Airworthiness Manager endorsement of application
(Section 10 of MAA EP AWE Application Form, if used)
Gain endorsement of the person responsible for ensuring that the task, that is the subject of the EP AWE, is undertaken.
(Section 10 of MAA EP AWE Application Form, if used)
Forward application to the MAA
END
When the MAA receives an application, it will be allocated a reference number by the MRPT; this reference number will be forwarded to the originator, thus confirming receipt.
The MAA will then establish if the EP AWE contains the required information to progress the application. It is expected that from the time of receipt of all the required information to releasing a response back to the originator should take no longer than 30 working days.



1 Where the submission relates to the provision of a SOE, the HoE should provide confirmation that a SOE remains.



2 Where the submission relates to the provision of a SOE, the HoE should provide confirmation that a SOE remains.

Annex D: MAA Letter of Endorsement Application (Operating Centre Directors, Type Airworthiness Authorities, and Design Organisation Type Airworthiness Managers)

Sponsor: DSA-MAA-OpAssure-Eng-DepHd

Introduction

1. In accordance with the MRP[22], Defence Equipment and Support (DE&S) Operating Centre Directors (OCD), DE&S intermediate Line Managers, Type Airworthiness Authorities (TAA), Design Organisation (DO) Type Airworthiness Managers (TAM)[23], and Commodity Chief Engineers (CE)[24] should apply to the MAA for endorsement of their suitability to hold an LoAA or LoA. The MAA will review this application and, if content, issue an appropriate Letter of Endorsement (LoE) recognising the suitability of the applicant. As part of the MAA's Responsibility to the Secretary of State ►for Defence (SofS)◄ for providing an independent end-to-end Assurance of Air Safety Standards, the MAA is charged with assuring the suitability of nominated OCDs, intermediate Line Managers, TAAs, TAMs, and Commodity CEs.

2. ►The LoE process utilises a category-based endorsement construct, whereby LoEs shall be awarded for endorsement across Air System categories rather than specific Air System types. This will improve efficiency and reduce administrative burden associated with Air System-specific endorsements, whilst maintaining appropriate levels of Airworthiness Assurance through the Airworthiness Competence Set (ACS)-based assessment. This process also recognises breadth and transferability of Competence for each applicant.

3. For the purposes of this process the following categories will be used when applying for a LoE:

   a. Uncrewed Air System (UAS): Open Category (Visual Line Of Sight (VLOS)) and Specific S1 sub-category (Beyond VLOS up to 2 km).

   b. UAS: Specific S2 sub-category and Certified Category[25].

   c. Rotary Wing.

   d. Fixed Wing.

Table 1 - ACS Action Summary

Applicability	Initial LoE for Selected Category	Inclusion of additional Air System same category on LoE	Change of Category
LoAA Holders	Submission of ACS required	Refer to MAA. Submission of revised ACS may be required	Submission of revised ACS required
LoA Holders	Submission of ACS required – Air System specific	N/A to LoA holders	N/A to LoA holders

Note:

For the inclusion of additional Air Systems on a LoE, the applicant should seek advice and guidance from the MAA through DSA-MAA-OA-ACC@mod.gov.uk. As a minimum,

[22] Refer to RA 1003(1): Delegation of Airworthiness Authority within DE&S.
[23] The assessment of the TAM will only be undertaken in response to a request by the Sponsor, as detailed within RA 1003(3): Delegation of Airworthiness Authority within a Design Organisation holding Type Airworthiness Management Responsibilities.
[24] The assessment of a Commodity CE will only be undertaken if they are to hold a Letter of Airworthiness Authority (LoAA) to amend the Air System Document Set.
[25] ►Refer to the RA 1600 Series – Uncrewed Air Systems.◄

the MAA will require an understanding of the new Air System and any specific conditions that may differ from the Air System(s) that are listed on the applicants current LoE.◄

Process

4. The following process ►expands on the guidance at Table 1 and◄ describes the steps required to receive a LoE.

a. **Nomination**. Once nominated for a LoAA / LoA post that requires a LoE, the applicant must complete a self-assessment against the ACS. The ACS is hosted on the MAA internet site[26, ►27◄].

b. ►**Scope**. The applicant should:

(1) Demonstrate experience within the category the applicant is seeking endorsement within.

(2) Provide evidence of relevant transferable Airworthiness Competence.

(3) Demonstrate Competence commensurate with the complexity and Risk profile of the category.◄

c. **Submission**. The applicant should forward copies of the following to the MAA Operating Assurance Group at DSA-MAA-OA-ACC@mod.gov.uk.

(1) A completed ACS self-assessment aided by the MAA ACS Assessment Tool[26, ►27◄].

(2) A current Curriculum Vitae (CV) based on the generic template at Appendix 1.

(3) The post profile and Terms of Reference for their appointment including any specific additions or exclusions.

d. **MAA Recommendation**. The MAA will formally review the submission and make a recommendation to the endorser, who will also conduct an independent review of the application. If the application does not provide sufficient evidence, the applicant may be asked for additional information or invited to attend an interview to discuss their experience and Competence.

e. ►**Assessment**. The submission will:

(1) Be reviewed at category level, rather than platform-specific level.

(2) Continue to utilise the ACS self-assessment framework.

(3) Be subject to Authorising Officer Approval, including the application of limitations where required.◄

f. **Issuing of the LoE**. Following the assessment of the application, the following options are available:

(1) **Fully Evidenced Application**. When an applicant is deemed to meet all required criteria, the endorser will issue a LoE to the relevant OCD / Sponsor and send a copy to the applicant. For OCD applications, the endorser will issue a LoE to Director General (Air) (DG(Air)) and send a copy to the applicant.

(2) **LoE with Limitations**. When an applicant is not deemed to meet all required criteria, the endorser will make a recommendation to the MAA Head of the ►Regulation and Certification Group (RCG)◄ that the LoE requires either temporary or permanent limitations, or the applicant requires enhanced

[26] https://www.gov.uk/government/publications/letter-of-endorsement-loe-airworthiness-competence.
[27] ►For the entirety of MAA03 Annex D, references to ACS also include the use of any MoD equivalent tool covering the scope of the MAA ACS, in a similar format to the current MAA ACS, and including all competencies within it. This aids the MAA review of LoE applications.◄

supervision / mentoring. For 1*, TAA, TAM, and Commodity CE applications, the MAA Head of the ►RCG◄ will then approve issue of a LoE to the relevant OCD / Sponsor and send a copy to the applicant, detailing the limitations and / or required supervision / mentoring. For OCD applications, the MAA Technical Director will then issue a LoE to DG(Air) and send a copy to the applicant, detailing the limitations and / or required supervision / mentoring.

(3) **Rejection**. Where a 1*, TAA, TAM, or Commodity CE applicant is assessed as not suitable to hold Airworthiness responsibilities, the MAA Head of the ►RCG◄ will inform the appropriate OCD / Sponsor and applicant of the reason(s). Where an OCD is assessed as not suitable to hold Airworthiness responsibilities, the MAA Technical Director will inform DG(Air) and applicant of the reason(s).

g. **Validity**. The LoE remains valid only for the duration of the applicant's current assignment and will require re-assessment if the job role changes. ►An example of this is moving to a different category type, or if the change in role involves an Air System with a more complex / novel Certification strategy, outside of the experience demonstrated within the applicant's extant ACS.

h. **Change of role within the same category** (addition of a new Air System to the portfolio, but within the same category). Upon inclusion of a new Air System type within the same category, and that Air System will be included under the remit of the applicant, the applicant will inform the MAA at DSA-MAA-OA-ACC@mod.gov.uk. This provides awareness to the MAA of new additions to category portfolios and tracking within the MAA regulatory processes. If the new Air System has a more complex / novel Certification Strategy then this should be articulated in the same Notification, supported by any further relevant ACS evidence and will be re-assessed by the MAA.

i. **Expansion / Change of role to a different category (up-issuing the LoE).** On requirement to expand / change the category that an applicant currently endorsed for by the MAA. The applicant will submit an amended ACS demonstrating any additional Competence for consideration against the new category of Air System(s) in line with the requirements of paragraph 4.◄

Appendix 1

Model Template for the completion of a CV

Rank / Grade / Title	
Initials	
Name	
Post Nominals	
Branch / Organisation	
Post	

Experience to Date

1. This section should include all relevant previous experience by date and post and should include as much detail and supporting evidence as possible. Applicants should focus on those elements of their previous experience that are most relevant to the post, including any previous LoAA ►or LoA◄ held. For a TAM this includes Airworthiness Delegation within a DO.

Qualifications

Degree	
Technical / Functional	
Any Other (specifically include dates of attendance at the Airworthiness of Military Aircraft Course – Practitioner (AMAC-P))	

Experience Pertinent to Post

2. This section should focus on attributes pertinent to the post; for example, applying a systems approach, applying strategic direction, managing performance and business and product awareness. This list is not exhaustive, and applicants should carefully consider this element of the CV and provide as much supporting evidence as possible for relevant attributes.

Additional Information

3. The applicant should include any relevant information or supporting evidence, which may not have fitted into the previous CV elements.

Candidate's Statement

4. CVs are to include the following candidate statement:

"I certify that the information supplied above is accurate to the best of my knowledge. I believe that the courses attended and my training, together with my relevant experience, enable me to accept Responsibility as …… within the …… Delivery Team / DO."

Signature_____ Date _____

Annex E: MAA Appeals

Sponsor: DSA-MAA-Reg-DepHd

Introduction

1. The MAA Enforcement policy is laid out in MAA01[28] and includes a brief summary of the appeals process against MAA Enforcement Action. This Annex details the process for lodging an appeal against MAA Enforcement Action.

Principles

2. The MAA Enforcement policy is founded on the following 2 principles:

   a. **Principle 1**: Enforcement Action may be taken in the event of regulatory non-compliance.

      (1) The MAA will provide guidance and information on regulatory compliance matters; it will encourage early engagement with the Regulator and compliance with the MRP.

      (2) Where necessary, the MAA's Enforcement policy, supported by appropriate Enforcement Action, will aim to secure regulatory compliance.

   b. **Principle 2**: Enforcement Action shall be fair and proportionate.

      (1) Full details of the nature of non-compliance will be given.

      (2) The response to non-compliance will be proportionate.

      (3) There is an appeals process to ensure that individuals and organisations are able to challenge decisions.

      (4) The Enforcement policy will be reviewed periodically.

      (5) Enforcement Action will relate directly to the non-compliance and associated Risks.

      (6) A programme to verify compliance will be initiated following Enforcement Action.

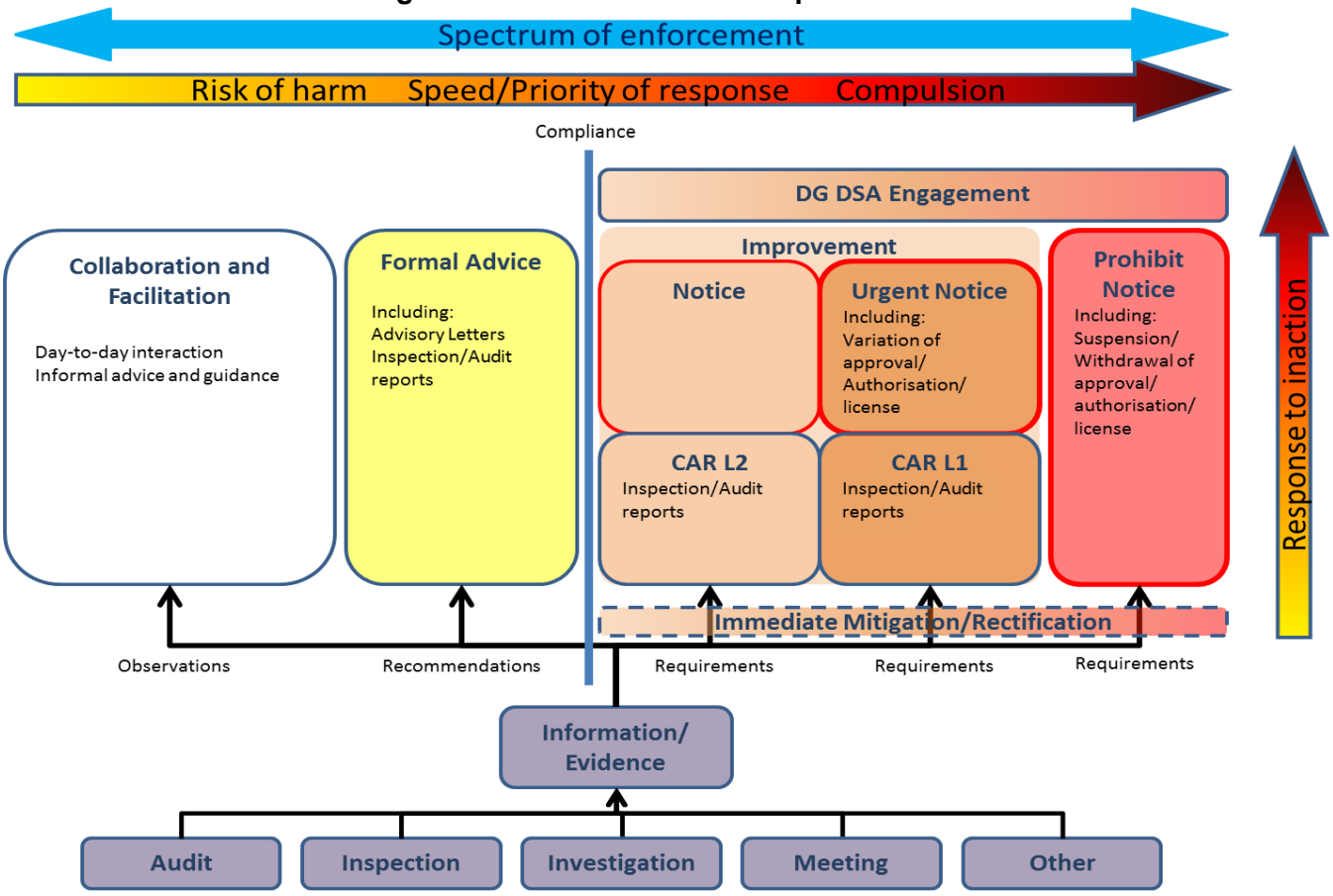
      (7) Details of Enforcement Action may be disclosed to relevant stakeholders and, where appropriate, the wider public.

3. These principles are consistent with the engaged Air Safety Culture that underpins continual improvement in Air Safety, as defined in the Manual of Air Safety. These principles also align with JSP 816 Volume 1 Defence Environmental Management System Framework; Expectation 4.5 promoting continual improvement in environmental Risk Management.

4. The range of Enforcement Action is summarised in Figure E-1.

[28] Refer to MAA01 – Military Aviation Authority Regulatory Policy.

Figure E-1: The Enforcement Spectrum



Handling Appeals

5. There may be occasions where the accountable person does not agree with the Enforcement Action being taken by the MAA, either on the basis of the evidence used or the process followed. In such cases, informal engagement between the accountable person and the MAA should be used in the first instance, preferably before the Enforcement notice is served. The MAA standards for handling appeals against MAA Enforcement Action are as follows:

a. The MAA will accept appeals by email or letter.

b. The MAA will treat all appeals seriously.

c. The MAA will treat appellants fairly and courteously.

d. The MAA will deal with appeals promptly.

Appeals Process

6. If disagreement remains, there are 2 stages to the MAA's appeals process.

Stage 1 – Initial Review

7. The accountable person should raise a formal appeal in writing, usually within 10 working days of the Enforcement notice being served, to MAA Enforcement Action Appeals (see contact details at paragraph 10 below):

a. Stating their appeal (providing the detail of the Enforcement Action they are appealing).

b. Providing details of who issued the MAA Enforcement Action.

c. Including any documents or correspondence in support of the appeal.

8. The MAA will identify a member of staff with suitable authority to review the case and acknowledge initial receipt of an appeal within 5 working days of receipt. This individual will

conduct an independent examination of the Enforcement Action which will be reviewed by the MAA Director (DSA-MAA-D) prior to release. A response will be issued to the accountable person within 20 working days of the appeal being received. It is anticipated that most appeals will be resolved at this stage.

9. In the case of an appeal against a Prohibit Notice, the requirement to cease activity remains extant while the appeal is being considered, unless an Operational Imperative exists, as defined in DSA01.3 Enforcement.

10. Appellants are to provide the formal appeal by email to DSA-MAA-MRPEnquiries@mod.gov.uk, or by letter to:

MAA Enforcement Action Appeals

Military Aviation Authority MRP Team

Juniper, Wing 3, Floor 1, #5102

MOD Abbey Wood North

BS34 8QW

Stage 2 – Further Review

11. If the accountable person is not satisfied with the result of Stage 1, they may escalate the appeal up their command / management chain to appeal to the DSA Director General (DSA-DG) via the DSA Secretariat Team (see contact details at paragraph 13 below). In such cases, the appeal should be raised by email or letter within 20 working days of the response to the original appeal being received by the accountable person. DSA-DG ►will◄ investigate the appeal and respond within 20 working days of the appeal being received iaw DSA01.3 Enforcement.

12. In the case of an appeal against a Prohibit Notice, the requirement to cease activity remains extant while the appeal is being considered, unless an Operational Imperative exists, as defined in DSA01.3 Enforcement.

13. Appellants are to provide the formal appeal by email to DSA-Enquiries@mod.gov.uk, or letter to:

DSA Enforcement Action Appeals

DSA Secretariat Team

Juniper, Wing 3, Floor 1, #5004

MOD Abbey Wood North

BS34 8QW

Intentionally left blank for print pagination

Annex F: MAA Assurance

Sponsor: DSA-MAA-OpAssure-Eng-DepHd

Introduction

1. The MAA conducts Assurance of the RC iaw the DSA Charter[29]. These Assurance activities range from informal surveillance of routine meetings, through to formal Audits of an organisation[30].

Assurance Activity outputs

2. Each of the Assurance activities can lead to the MAA raising Corrective Action Requirements (CAR)[31].

3. A CAR can be either a Non-Compliance against the MRP, or a Non-Conformance against local processes or single-Service policies. A CAR can either be categorised as a Level 1 or Level 2 as defined below:

a. Non-Compliance:

(1) Level 1: A failure to meet Regulation that could lead to a major Risk to Air Safety.

(2) Level 2: Any non-compliance that is not judged to be Level 1.

b. Non-Conformance:

(1) Level 1: A deviation from or omission of a requirement that may contribute to a major Air Safety Risk.

(2) Level 2: Any non-conformity that is judged not to be a Level 1.

4. During Audits, the MAA may also note Positive or Negative Observations as detailed below:

a. Positive Observation: This is for good practice that warrants sharing with the wider RC (subject to commercial sensitivities).

b. Negative Observation: This is for shortcomings which do not yet justify a CAR, but which raise concern of a trend towards a potential future Non-Compliance or Non-Conformance. Negative Observations will be monitored during future MAA Assurance activities.

5. The MAA produce a report from each Audit in addition to issuing CARs and Observations. The report should be issued within 20 working days from completion of the final on-site Audit activity, noting that an Audit may cover multiple sites. Specific details of the reporting process will be briefed by the MAA at the Audit out-brief for each organisation. The report will be issued by the MAA to the audited organisation plus MOD organisations identified by the MAA as being key stakeholders. Further copies should be requested from the audited organisation if required.

Timescales

6. Each CAR requires a Corrective Action Plan (CAP) to be agreed with the MAA to provide Assurance that the specific issue will be corrected and prevented from recurring. The required timings are as follows:

a. Level 1: The CAP must be sent to the MAA within 10 working days of the CAR dispatch date. The specific time allowed for CAR closure, as described in the CAP, should be agreed with the MAA, noting that the provisional target is within 20 working days from CAR dispatch date.

---

[29] Which is hosted on the DSA website https://www.gov.uk/government/organisations/defence-safety-authority/about.
[30] The MAA Audit process is based upon ISO 19011 – Guidelines for Auditing Management Systems.
[31] The full DSA Enforcement Policy is described in MAA01: MAA Regulatory Principles.

b. Level 2: The CAP must be sent to the MAA within 20 working days of the CAR dispatch date. The specific time allowed for CAR closure, as described in the CAP, should be agreed with the MAA, noting that the provisional target is within 120 working days from CAR dispatch date.

CAP Extensions

7. Extension of CAP timings must be agreed by the MAA, but will be considered on a case by case basis, subject to the provision of suitable justification.

Feedback

8. The MAA provide an online feedback mechanism for each Audit and details are provided during the initial on-site Audit briefings.

Annex G: MAA Letter of Endorsement Application (Operating and Delivery Duty Holders)

Sponsor: DSA-MAA-D

Introduction

1. In accordance with the MRP[32], each Service Chief will be a Senior Duty Holder (SDH) by virtue of position, and will personally appoint by name Operating Duty Holders (ODH) and Delivery Duty Holder (DDH). It is the SDH's Responsibility to ensure that the ODHs and DDHs that they appoint are SQEP. The Service career management agencies should apply to the MAA for endorsement of the ODH or DDH suitability to hold the Duty Holder posting. The MAA will review this application and, if content, issue an appropriate LoE recognising the suitability of the applicant. As part of the MAA's Responsibility to the SofS for providing an independent end-to-end Assurance of Air Safety Standards, the DSA-MAA-D is charged with assuring the suitability of nominated Duty Holders.

Process

2. The following process describes the steps to receive a LoE.

a. **Nomination**. Service career management agencies are to submit supporting evidence detailing individual competencies, training and experience for endorsement no later than 3 months prior to the individual assuming their appointment.

b. **Submission**. Service career management agencies should forward completed copies of the template at Appendix 1 to the DSA-MAA-D at DSA-MAA-D@mod.gov.uk.

c. **MAA Recommendation**. The MAA Operating Assurance Group will formally review the submission and make a recommendation to the DSA-MAA-D. Exceptionally, the applicant may be invited to interview to inform the MAA's assessment.

d. **Issuing of the LoE**. Following Approval by the MAA, the Service career management agency will be issued with a personal LoE for the nominated individual no later than 2 months prior to the appointment date. The LoE should be held as a record by the Service career management agency and a copy issued to the successful Duty Holder. Should the MAA judge that further professional or experiential development is required to enable the nominee to hold Duty Holder Responsibilities, or that the nominee is not suitable to hold Duty Holder Responsibilities, the respective Service career management agency will be informed of the reasoning no later than 2 months prior to the appointment date.

e. **Limitations and Surveillance**. The MAA may judge that the LoE requires temporary or permanent limitations or that the nominee requires continuing surveillance.

f. **Validity**. The LoE remains valid only for the duration of the nominee's specified assignment and cannot be transferred between platforms / Stations / roles.

[32] Refer to RA 1020(2): Aviation Duty Holder Nomination.

Appendix 1

ODH / DDH Submission Template

Post	
Assignment Dates – From	
Assignment Dates – To	
Rank	
Initials	
Name	
Service Number	
Post Nominals	
Branch	

Terms of Reference	Detail to include: - Scope of activity - Units - Aircraft - Role (specifically RA 2370 – Test & Evaluation endorsement requirement) - Planned and endorsed Duty Holder changes

Evidence Based SQEP Argument	Detail to include: - Relevant operator qualification - Operator experience: o Unit Command Experience o Station / DDH Experience (ODH nominees) o Test & Evaluation Experience (if applicable to role[33]) o Air Operations Command Experience - Additional relevant experience: o Specifically relevant Air Safety training
Duty Holders Air Safety Course (DHASC)	
Submitted by (name of Service career management staff)	
Service career management staff email	
Submitted by	
Date	

[33] A separate Test and Evaluation Endorsement will be required iaw RA 2370 – Test and Evaluation.

MAA Regulatory Air Safety Alternative Acceptable Means of Compliance, Waiver or Exemption Application Form

Completion of this form should be done in reference to MAA03 Annex B. Attachments may be included in lieu of full completion of individual sections, but in doing so you should make cross reference to Section 9 where you can provide full attachment details.

Once completed, this AWE[1] application and supporting attachments are to be sent to the MAA Regulatory Publications Team (MRPT), by email to DSA-MAA-MRPEnquiries@mod.gov.uk.

1	**Originator Name:**	
	Post / Position:	
	Unit / Organisation:	
	Email:	
	Telephone:	
	Your reference(s):	

2	**The person to whom the MAA's Authorisation / rejection letter should be addressed to (if not the named individual at Section 10):**	**Name:**	
		Nomenclatures:	
		Post / Position:	
		Unit / Organisation:	
		Postal Address:	
		Email:	

3	**Application Type:** (tick as appropriate)	☐ AAMC	☐ Waiver	☐ Exemption

[1] For clarification the abbreviation AAMC refers to Alternative Acceptable Means of Compliance; the abbreviation AWE refers to AAMCs, Waivers and Exemptions.

4	**MAA Regulation Affected:**	RA Number - Title - Issue Number – Regulation / AMC Quote verbatim the Regulation and / or AMC which is the subject of this AWE
		[ ]

5	**Proposal Text:**	For AAMC submissions, the proposal text for the AAMC in the same format as an AMC (ie a short statement in the format: "The (responsible person or organisation) **should** (take this action)"). For Waiver and Exemption submissions, the Regulation / AMC text that cannot be complied with and the solution the Waiver / Exemption submission is proposing. **NB.** Waivers are time bound with an intention for eventual compliance with the RA, whilst Exemptions are for the remaining life of the Air System or identified RA non-compliance. Thus Waivers require a validity period. **NB.** If originators wish to use attachments, a summary of the attachment(s) will need to be included here.
		Date required until (Waivers only): [ ]
		[ ]

6	**Justification for the AWE:**	**NB.** If originators wish to use attachments, a summary of the attachment(s) will need to be included here.

7	**Safety Assessment:**	The Safety Assessment must include as a minimum: ☐ Details of any relevant AWEs (extant, expired, rejected or other). ☐ A detailed Risk Assessment and appropriately detailed Risk Mitigation. ☐ Appropriate supporting comments annotated as references. Historical evidence is useful, but only as support to the Risk mitigation plans. ☐ When the AWE is not submitted by an Aviation Duty Holder (ADH) / Accountable Manager (Military Flying) (AM(MF)), a statement of acceptance from all applicable ADHs / AM(MF)s is required. For Head of Establishment (HoE) submissions related to the provision of a Safe Operating Environment (SOE), a statement of confirmation that a SOE remains is required from the HoE.

8	**Promulgation and Control:**	A brief description of where and how the AWE activities will be promulgated. This must explain how the chosen method of promulgation will ensure that all affected, or potentially affected, stakeholders will be informed of the AWE. This should include any monitoring and control of the AWE's intended processes.

9	**Attachments:**	Where the application refers to non-MRP documentation, detail the documents including any appropriate issue number / amendment state in the box below and ensure copies are attached to the AWE application email or letter.

10 **AWE APPLICATION AND SAFETY ASSESSMENT ENDORSEMENT**

The AWE application and its Safety Assessment must be endorsed by the individuals responsible:

Type Airworthiness-related. This should be Type Airworthiness Authority (with an appropriate Letter of Airworthiness Authority (LoAA)), the Type Airworthiness Manager (with an appropriate Letter of Appointment (LoA)), or the Commodity Chief Engineer (with an appropriate LoAA).

Continuing Airworthiness-related. This should be the Military Continuing Airworthiness Manager.

For all other subjects. This must be specifically approved by the person responsible for ensuring that the task, that is the subject of the AWE, is undertaken.

AAMC Declaration	☐ *Tick this box if applying for an AAMC* I have considered this application in full and declare that the AAMC proposed meets, as a minimum, the same level of Air Safety as provided by the original Regulation / AMC.
Waiver / Exemption Declaration	☐ *Tick this box if applying for a Waiver or Exemption* I have considered this application in full and declare that the associated / mitigated Risk(s) of the proposed Waiver / Exemption are As Low As Reasonably Practicable (ALARP) and Tolerable. The Risk holder(s) have been positively identified as (by post details, see section 11 for guidance): [ ] [ ] [ ] [ ] [ ]
Name: [ ]	**Date:** [ ]
Post / Position: [ ]	
Email: [ ]	
Signature: [ ]	

11 **WAIVER / EXEMPTION RISK ACCEPTANCE**

Waiver and Exemption applications where there is an increased Risk, must be accepted and held by the appropriate individual(s). The appropriate Risk holder(s) will be identified within the Safety Assessment and listed within Section 10 above.

For guidance, consideration of the Risk holder will be dependent upon whether the Risk is Type Airworthiness-related, Continuing Airworthiness-related or Operating Environment-related:

Type Airworthiness-related. Consideration should include Operating Centre Director and / or Sponsor along with the appropriate Delivery Duty Holder (DDH) and / or AM(MF).

Continuing Airworthiness-related. Consideration should include Accountable Manager (Maintenance) along with the appropriate DDH and / or AM(MF).

Operating Environment-related. Consideration should include the HoE for Risks in providing a SOE, Heads of relevant ADH-Facing Organisations and Heads of AM(MF)-Facing Organisations for Risks in providing aviation support and / or facilities, and ADHs and / or AM(MF)s where there is an increased RtL.

Declaration	I have considered this application in full and agree and accept the associated / mitigated Risk(s), as detailed within Safety Assessment, as being ALARP and Tolerable.		
Name:		**Date:**	
Post / Position:			
Email:			
Signature:			
Declaration	I have considered this application in full and agree and accept the associated / mitigated Risk(s), as detailed within Safety Assessment, as being ALARP and Tolerable.		
Name:		**Date:**	
Post / Position:			
Email:			
Signature:			

	Declaration	I have considered this application in full and agree and accept the associated / mitigated Risk(s), as detailed within Safety Assessment, as being ALARP and Tolerable.		
	Name:		**Date:**	
	Post / Position:			
	Email:			
	Signature:			
	Declaration	I have considered this application in full and agree and accept the associated / mitigated Risk(s), as detailed within Safety Assessment, as being ALARP and Tolerable.		
	Name:		**Date:**	
	Post / Position:			
	Email:			
	Signature:			
	Declaration	I have considered this application in full and agree and accept the associated / mitigated Risk(s), as detailed within Safety Assessment, as being ALARP and Tolerable.		
	Name:		**Date:**	
	Post / Position:			
	Email:			
	Signature:			

MAA Regulatory Environmental Protection Alternative Acceptable Means of Compliance, Waiver or Exemption Application Form

Completion of this form should be done in reference to MAA03 Annex C. Attachments may be included in lieu of full completion of individual sections, but in doing so you should make cross reference to Section 9 where you can provide full attachment details.

Once completed, this EP AWE[1] application and supporting attachments are to be sent to the MAA Regulatory Publications Team (MRPT), by email to DSA-MAA-MRPEnquiries@mod.gov.uk.

1	**Originator Name:**	
	Post / Position:	
	Unit / Organisation:	
	Email:	
	Telephone:	
	Your reference(s):	

2	**The person to whom the MAA's Authorisation / rejection letter should be addressed to (if not the named individual at Section 10):**	**Name:**	
		Nomenclatures:	
		Post / Position:	
		Unit / Organisation:	
		Postal Address:	
		Email:	

3	**Application Type:** (tick as appropriate)	☐ AAMC	☐ Waiver	☐ Exemption

[1] For clarification the abbreviation AAMC refers to Alternative Acceptable Means of Compliance; the abbreviation AWE refers to AAMCs, Waivers and Exemptions.

4	**MAA Regulation Affected:**	RA Number - Title - Issue Number – Regulation / AMC Quote verbatim the Regulation and / or AMC which is the subject of this EP AWE
		[ ]

5	**Proposal Text:**	For EP AAMC submissions, the proposal text for the EP AAMC will be in the same format as an AMC (ie a short statement in the format: "The (responsible person or organisation) should (take this action)"). For EP Waiver and EP Exemption submissions, the Regulation / AMC text that cannot be complied with and the solution the EP Waiver / EP Exemption submission is proposing. **NB.** EP Waivers are time bound with an intention for eventual compliance with the RA, whilst EP Exemptions are for the remaining life of the Air System or identified RA non-compliance. Thus EP Waivers require a validity period. **NB.** If originators wish to use attachments, a summary of the attachment(s) will need to be included here.
		Date required until (EP Waivers only): [ ]
		[ ]

6	**Justification for the EP AWE:**	**NB.** If originators wish to use attachments, a summary of the attachment(s) will need to be included here.

7	**Environmental assessment:**	The environmental assessment must include as a minimum: ☐ Details of any relevant AWEs (extant, expired, rejected or other). ☐ A detailed impact and Risk assessment and appropriately detailed impact and Risk mitigation. ☐ Appropriate supporting comments annotated as references of how the environmental impacts and Risks are being assessed and managed using the Sound Environmental Performance (SEP). Historical evidence is useful, but only as support to the Risk mitigation plans. ☐ When the EP AWE is not submitted by an Aviation Duty Holder (ADH) / Accountable Manager (Military Flying) (AM(MF)) / Senior Responsible Owner (SRO), a statement of acceptance from all applicable ADHs / AM(MF)s / SROs is required.

8	**Promulgation and Control:**	A brief description of where and how the EP AWE activities will be promulgated. This must explain how the chosen method of promulgation will ensure that all affected, or potentially affected, stakeholders will be informed of the EP AWE. This should include any monitoring and control of the EP AWE's intended processes.

9	**Attachments:**	Where the application refers to non-MRP documentation, detail the documents including any appropriate issue number / amendment state in the box below and ensure copies are attached to the EP AWE application email or letter.

10	**EP AWE APPLICATION AND ENVIRONMENTAL ASSESSMENT ENDORSEMENT** The EP AWE application and its environmental assessment must be endorsed by the individuals responsible. The application for an EP AWE must be specifically approved by the person responsible for ensuring that the task, that is the subject of the EP AWE, is undertaken.			
	AAMC Declaration	☐ *Tick this box if applying for an EP AAMC* I have considered this application in full and declare that the EP AAMC proposed meets, as a minimum, the same level of environmental impact and environmental Risk as provided by the original Regulation / AMC.		
	Waiver / Exemption Declaration	☐ *Tick this box if applying for an EP Waiver or EP Exemption* I have considered this application in full and declare that the associated / mitigated environmental impacts and environmental Risks of the proposed EP Waiver / EP Exemption are the SEP. The Accountable person(s) for managing environmental impacts and Risk holders have been positively identified as (by post details, see section 11 for guidance): [ ] [ ] [ ] [ ] [ ]		
	Name:	[ ]	**Date:**	[ ]
	Post / Position:	[ ]		
	Email:	[ ]		
	Signature:	[ ]		

11

EP WAIVER / EP EXEMPTION ENVIRONMENTAL ACCEPTANCE

EP Waiver and EP Exemption applications where there is an increased level of environmental impact or Risk, must be accepted and held by the appropriate individual(s). The person(s) responsible for managing environmental impacts and Risks will be identified and listed within Section 10.

For guidance, consideration of the person(s) responsible will be dependent upon which RA, or which part of an RA, the EP Waiver / EP Exemption refers to.

Consideration should include: Head of Establishment, ADH, AM(MF), Delivery Team Leaders, Front Line Command, and / or SRO.

Declaration	I have considered this application in full and agree and accept the associated environmental impacts and mitigated Risks, as detailed within the environmental assessment, as the SEP.		
Name:		**Date:**	
Post / Position:			
Email:			
Signature:			
Declaration	I have considered this application in full and agree and accept the associated environmental impacts and mitigated Risks, as detailed within the environmental assessment, as the SEP.		
Name:		**Date:**	
Post / Position:			
Email:			
Signature:			
Declaration	I have considered this application in full and agree and accept the associated environmental impacts and mitigated Risks, as detailed within the environmental assessment, as the SEP.		
Name:		**Date:**	
Post / Position:			

	Email:			
	Signature:			
	Declaration	I have considered this application in full and agree and accept the associated environmental impacts and mitigated Risks, as detailed within the environmental assessment, as the SEP.		
	Name:		**Date:**	
	Post / Position:			
	Email:			
	Signature:			
	Declaration	I have considered this application in full and agree and accept the associated environmental impacts and mitigated Risks, as detailed within the environmental assessment, as the SEP.		
	Name:		**Date:**	
	Post / Position:			
	Email:			
	Signature:			