

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT

EASA FORM 6F

Part 1: General No. 1

Name of organisation and approval reference: XXXXXXXX

Requested approval rating: xxxxxxxxxx

EASA Form 3 dated*: dd.mm.yyyy

Other approvals held (if appl.): xxxx

Address of facility audited: xxxxxxxxxxxxxx

Audit period: From: dd.mm.yyyy to: dd.mm.yyyy.

Date(s) of audit and audit reference(s): dd.mm.yyyy- dd.mm.yyyy 4.5-19/xx/xxxx

Person(s) interviewed: xxxxxxxx – Accountable Manager
xxxxxxx – Maintenance Manager
xxxxxxx –Quality manager

Competent authority surveyor(s): xxxxxxxx, xxxxxxxx

Competent authority office: Estonian Transport Administration, Technical Department

Date of Form 6F Part 1 General 1 completion:

Part 1: General No. 2

Name of organisation and approval reference: XXXXXXXX

Requested approval rating: xxxxxxxxxx

EASA Form 3 dated*: dd.mm.yyyy

Other approvals held (if appl.): xxxx

Address of facility audited: xxxxxxxxxxxxxx

Audit period: From: dd.mm.yyyy to: dd.mm.yyyy.

Date(s) of audit and audit reference(s): dd.mm.yyyy- dd.mm.yyyy 4.5-19/xx/xxxx

Person(s) interviewed: xxxxxxxx – Accountable Manager
xxxxxxx – Maintenance Manager
xxxxxxx –Quality manager

Competent authority surveyor(s): xxxxxxxx, xxxxxxxx

Competent authority office: Estonian Transport Administration

Date of Form 6F Part 1 General 1 completion:

Part 1: General No. 3

Name of organisation and approval reference: XXXXXXXX

Requested approval rating: xxxxxxxxx

EASA Form 3 dated*: dd.mm.yyyy

Other approvals held (if appl.): xxxx

Address of facility audited: xxxxxxxxxxxxx

Audit period: From: dd.mm.yyyy to: dd.mm.yyyy.

Date(s) of audit and audit reference(s): dd.mm.yyyy- dd.mm.yyyy 4.5-19/xx/xxxx

Person(s) interviewed: xxxxxxxx – Accountable Manager
xxxxxxx – Maintenance Manager
xxxxxxx –Quality manager

Competent authority surveyor(s): xxxxxxxx, xxxxxxxx

Competent authority office: Estonian Transport Administration

_____ **Date of Form 6F Part 1 General 1 completion:**

Part 1: General No. 4

Name of organisation and approval reference: XXXXXXXXX

Requested approval rating: xxxxxxxxx

EASA Form 3 dated*: dd.mm.yyyy

Other approvals held (if appl.): xxxx

Address of facility audited: xxxxxxxxxxxxx

Audit period: From: dd.mm.yyyy to: dd.mm.yyyy.

Date(s) of audit and audit reference(s): dd.mm.yyyy- dd.mm.yyyy 4.5-19/xx/xxxx

Person(s) interviewed: xxxxxxxx – Accountable Manager
xxxxxxx – Maintenance Manager
xxxxxxx –Quality manager

Competent authority surveyor(s): xxxxxxxx, xxxxxxxx

Competent authority office: Estonian Transport Administration

_____ **Date of Form 6F Part 1 General 1 completion:**

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA FORM 6F**Part 2: M.A. Subpart F Compliance Audit Review**

The three columns may be labelled & used as necessary to record the approval class &/or product line reviewed.

Against each column used of the following M.A. Subpart F sub-paragraphs please complete the box with one of four indicators:

C, which means Compliance;

NA, which means the requirement is Not Applicable to the activity at the address audited;

No, which means Finding No, refer to corresponding paragraph in Part 4;

NR, which means the requirement is applicable but not reviewed;

IC, which means implementation check.

| Para | Subject | Date: Kuupäeva sisestamiseks klõpsake siin. | Date: Kuupäeva sisestamiseks klõpsake siin. | Date: Kuupäeva sisestamiseks klõpsake siin. | Date: Kuupäeva sisestamiseks klõpsake siin. |
|--|---|---|---|---|---|
| M.A.603 | Extent of approval | - | - | - | - |
| M.A.604 | Maintenance Organisation Manual (see Part 3) | - | - | - | - |
| M.A.605 | Facilities | - | - | - | - |
| M.A.606 | Personnel requirements | - | - | - | - |
| M.A.607 | Certifying Staff and airworthiness review staff | - | - | - | - |
| M.A.608 | Components, Equipment and tools | - | - | - | - |
| M.A.609 | Maintenance Data | - | - | - | - |
| M.A.610 | Maintenance work orders | - | - | - | - |
| M.A.611 | Maintenance standards | - | - | - | - |
| M.A.612 | Aircraft certificate of release to service | - | - | - | - |
| M.A.613 | Component certificate of release to service | - | - | - | - |
| M.A.614 | Maintenance records | - | - | - | - |
| M.A.615 | Privileges of the organisation | - | - | - | - |
| M.A.616 | Organisational review | - | - | - | - |
| M.A.617 | Changes to the approved maintenance organisation | - | - | - | - |
| M.A.619 | Findings | - | - | - | - |
| Competent surveyor(s): | | - | - | - | - |
| Competent authority office: Estonian Transport Administration | | | | | |

Part 3: Compliance with M.A.Subpart F Maintenance organisation manual (MOM)

Please complete each box with one of four indicators:

C , which means Compliance;

NA, which means the requirement is Not Applicable to the activity at the address audited;

No, which means finding number, refer to corresponding paragraph in part 4;

NR, which means the requirement is applicable but not reviewed.

IC, which means implementation check.

MOM reference:**MOM amendment:**

| | | | | |
|--|---|---|---|---|
| Competent surveyor(s): | - | - | - | - |
| Competent authority office: Estonian Transport Administration | | | | |

Implementation Checks No. 1:

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Implementation Checks No. 2:

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Implementation Checks No. 3:

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Implementation Checks No. 4:

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Part A General

| Ch | Title | Date :Kuupäeva sisestamisek s klõpsake siin. | Date :Kuupäeva sisestamisek s klõpsake siin. | Date :Kuupäeva sisestamisek s klõpsake siin. | Date :Kuupäeva sisestamisek s klõpsake siin. |
|-----|---------------------------------|--|--|--|--|
| 1.1 | Table of content | - | - | - | - |
| 1.2 | List of effective pages | - | - | - | - |
| 1.3 | Record of amendments | - | - | - | - |
| 1.4 | Amendment procedure | - | - | - | - |
| 1.5 | Distribution | - | - | - | - |
| 1.6 | Accountable manager's statement | - | - | - | - |

Part B Description

| | | | | | |
|-----|---|---|---|---|---|
| 2.1 | Organisation's scope of work | - | - | - | - |
| 2.2 | General presentation of the organisation | - | - | - | - |
| 2.3 | Name and title of management personnel | - | - | - | - |
| 2.4 | Organisation chart | - | - | - | - |
| 2.5 | Certifying staff and airworthiness review staff | - | - | - | - |
| 2.6 | Personnel | - | - | - | - |
| 2.7 | General description of the facility | - | - | - | - |
| 2.8 | Tools, equipment and material | - | - | - | - |
| 2.9 | Maintenance data | - | - | - | - |

Part C General procedures

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|-----|--|---|---|---|---|
| 3.1 | Organisational review | - | - | - | - |
| 3.2 | Training | - | - | - | - |
| 3.3 | Subcontracting of specialised services | - | - | - | - |
| 3.4 | One time authorisations | - | - | - | - |

Part D Working Procedures

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|-----|---------------------------------------|---|---|---|---|
| 4.1 | Work order acceptance | - | - | - | - |
| 4.2 | Preparation and issue of work package | - | - | - | - |
| 4.3 | Logistics | - | - | - | - |
| 4.4 | Execution | - | - | - | - |
| 4.5 | Release to service – Certifying staff | - | - | - | - |
| 4.6 | Release to service – Supervision | - | - | - | - |

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|------|---|---|---|---|---|
| 4.7 | Release to service – Certificate of release to service | - | - | - | - |
| 4.8 | Records | - | - | - | - |
| 4.9 | Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations | - | - | - | - |
| 4.10 | Procedures for the development and approval processing for maintenance programmes for ELA2 aircraft not involved in commercial operations | - | - | - | - |
| 4.11 | Special procedures | - | - | - | - |
| 4.12 | Occurrence reporting | - | - | - | - |
| 4.13 | Management of indirect approval of the manual | - | - | - | - |

Part E Appendices

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|-----|--|---|---|---|---|
| 5.1 | Sample of all documents used | - | - | - | - |
| 5.2 | List of subcontractors | - | - | - | - |
| 5.3 | List of maintenance locations | - | - | - | - |
| 5.4 | List of Part-145 or M.A. Subpart F organisations | - | - | - | - |

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA FORM 6F

Part 4: Findings regarding M.A. Subpart F Compliance Status No. 1

Each level 1 and 2 finding must be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

| No | M.A. Subpart F ref. | MOE ref. | Finding | Level | Corrective Action Due Date | Date Closed | Reference |
|----|---------------------|----------|---------|-------|----------------------------|-------------|-----------|
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Notes and proposals:

This administrative act may be challenged by sending a challenge to Estonian Transport Administration (Valge 4, Tallinn 11413, phone +372 620 1200) within 30 days starting from the date of becoming aware of the administrative act

Part 4: Findings regarding M.A. Subpart F Compliance Status No. 2

Each level 1 and 2 finding must be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

| No | M.A. Subpart F ref. | MOE ref. | Finding | Level | Corrective Action Due Date | Date Closed | Reference |
|----|---------------------|----------|---------|-------|----------------------------|-------------|-----------|
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Notes and proposals:

This administrative act may be challenged by sending a challenge to Estonian Transport Administration (Valge 4, Tallinn 11413, phone +372 620 1200) within 30 days starting from the date of becoming aware of the administrative act

Part 4: Findings regarding M.A. Subpart F Compliance Status No. 3

Each level 1 and 2 finding must be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

| No | M.A. Subpart F ref. | MOE ref. | Finding | Level | Corrective Action Due Date | Date Closed | Reference |
|----|---------------------|----------|---------|-------|----------------------------|-------------|-----------|
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Notes and proposals:

This administrative act may be challenged by sending a challenge to Estonian Transport Administration (Valge 4, Tallinn 11413, phone +372 620 1200) within 30 days starting from the date of becoming aware of the administrative act

Part 4: Findings regarding M.A. Subpart F Compliance Status No. 4

Each level 1 and 2 finding must be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

| No | M.A. Subpart F ref. | MOE ref. | Finding | Level | Corrective Action Due Date | Date Closed | Reference |
|----|---------------------|----------|---------|-------|----------------------------|-------------|-----------|
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Notes and proposals:

This administrative act may be challenged by sending a challenge to Estonian Transport Administration (Valge 4, Tallinn 11413, phone +372 620 1200) within 30 days starting from the date of becoming aware of the administrative act

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT EASA FORM 6F

Part 5: M.A. Subpart F Approval or continued approval or change recommendation No. 1

Name of organization and approval reference:

Audit reference:

The following M.A. Subpart F scope of approval is recommended for this organisation:

-

Or, it is recommended that the M.A. Subpart F scope of approval specified in EASA Form 3 referenced be continued.

Name of recommending competent authority surveyor.

Signature of recommending competent authority surveyor: Signed digitally

Competent authority office: Estonian Transport Administration

Date of recommendation:

Form 6F review (quality check):

Signed digitally

Date:

Part 5: M.A. Subpart F Approval or continued approval or change recommendation No. 2

Name of organization and approval reference:

Audit reference:

The following M.A. Subpart F scope of approval is recommended for this organisation:

-

Or, it is recommended that the M.A. Subpart F scope of approval specified in EASA Form 3 referenced be continued.

Name of recommending competent authority surveyor.

Signature of recommending competent authority surveyor: Signed digitally

Competent authority office: Estonian Transport Administration

Date of recommendation:

Form 6F review (quality
check):

Date:

**Part 5: M.A. Subpart F Approval or continued approval or change
recommendation No. 4**

Name of organization and approval reference:

Audit reference:

The following M.A. Subpart F scope of approval is recommended for this organisation:

-

Or, it is recommended that the M.A. Subpart F scope of approval specified in EASA Form 3
referenced be continued.

Name of recommending competent authority surveyor.

Signature of recommending competent authority surveyor: Signed digitally

Competent authority office: Estonian Transport Administration

Date of recommendation:

Date of recommendation:

Form 6F review (quality
check):

Form 6F review (quality check):