|  |  |  |  |
| --- | --- | --- | --- |
| **Organization:**  |  | **Approval:** | [XX].145.01233 |
| **Date:** |  | **Name:** |  |

| **Step** | **Actions/References** | **Remarks/Support** | **Target Date** | **Status** |
| --- | --- | --- | --- | --- |
| **0** | Receive transition finding from the competent authority |  |  | Open |
| **1** | Finalize implementation plan | Sent to the competent authority |  | Open |
| **2** | Acceptance by the competent authority |  |  | Open |
| **3** | Perform Gap Analysis according to Part-145 changes from REGULATION (EU) 2021/1963 and applicable AMC |  |  | Open |
| **4** | Nominate a Safety Manager. Ensure the fulfilment of the qualification requirements and proper training | An on-site assessment is possible at the authority |  | Open |
| **5** | Adjustment of MOE considering all new requirements and the structure in compliance with AMC1 145.A.70(a) | Use a MOE template (word format or Webmanuals) for easy and time-saving implementation of the new Part 145 requirements |  | Open |
| **6** | Apply for Approval* MOE
* Compliance Manager
* Safety Manager
 | EASA Form 2 |  | Open |
| **7** | Conducting training in the following areas:* New Part-145 regulation
* New/revised MOE
* Safety management
* Compliance management
 |  |  | Open |
| **8** | Development and Integration of a management system, including safety and compliance | Implementation of the described requirements with AMAS.aero |  | Open |
| **9** | Perform an internal compliance audit | AMAS.aero |  | Open |
| **10** | Receive possible findings or required changes to MOE |  |  | Open |
| **11** | Close Findings and finalize MOE |  |  | Open |
| **12** | Acceptance by the Competent Authority |  |  | Open |
| **13** | Receive the approval (end of the implementation) |  |  | Open |
| **14** | Continuous maintenance of the approval through the procedures and processes defined in the MOE | Support from AeroEx and AMAS.aeroWebmanuals | **Ongoing, as long as the approval is valid** |