

Maintenance Organisation  
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## 0.3 List of issues/revisions


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Reading sample/excerpt from the manual

## 0.4 Distribution List

Distributed to	Media type of Document
COMPETENT AUTHORITY	Digital
Compliance Manager	Digital (company network)
Safety Manager	Digital (company network)
Accountable Manager	Digital (company network)
Maintenance Manager	Digital (company network)
Part 145/M Office	Digital (company network)

## 0.5 Definitions and Abbreviations

	<b>Your input needed!</b>
Refer to a definitions and abbreviations manual or insert a list of definitions and abbreviations. In Webmanuals the Module 'Abbreviation' can be used to create an automated list of abbreviations defined in the document.	

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Reading sample/excerpt from the manual

**Additional information:**

AMC1 145.A.70(a)(1) Maintenance organisation exposition (MOE)

**ACCOUNTABLE MANAGER STATEMENT**

Part 1 of the MOE should include a statement signed by the accountable manager (and countersigned by the chief executive officer, if different), confirming that the MOE and any associated manuals will be complied with at all times.

**Your input needed!**

Enter your competent authority in the statement below and customize signature section.

## 1.1 Statement by the accountable manager

'This exposition and any associated referenced manuals define the organisation and procedures upon which the Part-145 approval certificate is issued by (COMPETENT AUTHORITY\*).

These procedures are endorsed by the undersigned and must be complied with, as applicable, when contracts or work orders are being progressed under the organisation approval certificate.

These procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the approval of the organisation is based on the continuous compliance of the organisation with Part-145, Part-M and Part-ML, as applicable, and with the organisation's procedures described in this exposition.

The competent authority\* is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by Part-145, Part-M and Part-ML, as applicable, or any conditions according to which the approval was issued.

Signed .....

Dated .....

Accountable Manager and..... (quote position).....

Chief Executive Officer ...



For and on behalf of..... (quote organisation's name).....'

Whenever the accountable manager changes it is important to ensure that the new accountable manager signs this statement at the earliest opportunity.

Failure to carry out this action could invalidate the Part-145 approval.

Reading sample/excerpt from the manual

## 1.2 Safety policy and objectives

	Additional information:
	<p><b>AMC1 145.A.200(a)(2)</b> SAFETY POLICY AND OBJECTIVES</p> <p>(a) The safety policy should:</p> <ul style="list-style-type: none"><li>(1) reflect organisational commitments regarding safety, and its proactive and systematic management, including the promotion of a positive safety culture;</li><li>(2) include internal reporting principles, and encourage personnel to report maintenance-related errors, incidents and hazards;</li><li>(3) recognise the need for all personnel to cooperate with the compliance monitoring and internal investigations referred to under point (c) of AMC1 145.A.200(a)(3);</li><li>(4) be endorsed by the accountable manager;</li><li>(5) be communicated, with visible endorsement, throughout the organisation; and</li><li>(6) be periodically reviewed to ensure it remains relevant and appropriate for the organisation.</li></ul> <p>(b) The safety policy should include a commitment to:</p> <ul style="list-style-type: none"><li>(1) comply with all the applicable legislation, to meet all the applicable requirements, and adopt practices to improve safety standards;</li><li>(2) provide the necessary resources for the implementation of the safety policy;</li><li>(3) apply human factors principles, including giving due consideration to the aspect of fatigue;</li><li>(4) enforce safety as a primary responsibility of all managers; and</li><li>(5) apply 'just culture' principles to internal safety reporting and the investigation of occurrences and, in particular, not to make available or use the information on occurrences:<ul style="list-style-type: none"><li>(i) to attribute blame or liability to front-line personnel or other persons for actions, omissions or decisions taken by them that are commensurate with their experience and training; or</li><li>(ii) for any purpose other than maintaining or improving aviation safety.</li></ul></li></ul>
	<b>Your input needed!</b>
	Formulate your safety policy including the commitments above.