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# MAINTENANCE ORGANISATION EXPOSITION (MOE)

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Issue 1, Revision 0  
(DATE)

*(Organisation Name)*

*(add. Name)*

*(Address)*

*(Address)*

Reading sample/excerpt from the manual

## 0 INTRODUCTION

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**Reading sample/excerpt from the manual**

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## 0.2 List of effective pages

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|---------|------|----------------------|------|---------|------|----------------------|------|
| 0       | 1    | <i>Next revision</i> |      | 0       | 2    | <i>Next revision</i> |      |

**Reading sample/excerpt from the manual**

### 0.3 List of issues/revisions

| Revision Number | Revision Date |
|-----------------|---------------|
|-----------------|---------------|

**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



### Your input needed!


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.


## 1 GENERAL

### 1.0 List of Chapters Part-1 General

- 1.0 List of Chapters Part-1 General
- 1.1 Statement by the accountable manager
- 1.2 Safety policy and objectives
- 1.3 Management personnel
- 1.4 Duties and responsibilities of the management personnel
  - 1.4.1 Accountable Manager
  - 1.4.2 Compliance Monitoring Manager
  - 1.4.3 Maintenance Manager
  - 1.4.4 Responsible NDT Level 3
  - 1.4.5 Safety Manager
- 1.5 Management organisation chart
- 1.6 List of certifying staff, support staff and airworthiness review staff
- 1.7 Manpower resources
- 1.8 General description of the facilities
  - 1.8.1 Principal Place of Business (PPB)
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- 1.9 Organisation's intended scope of work
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  - 1.9.6 Parts Fabrication
  - 1.9.7 Component maintenance under aircraft or engine rating
- 1.10 Procedures for changes (including MOE amendment) requiring prior approval
- 1.11 Procedures for changes (including MOE amendment) not requiring prior approval
- 1.12 Procedure for alternative means of compliance (AltMoC)



|   |                                |
|---|--------------------------------|
|    | <b>Additional information:</b> |
| <p>AMC1 145.A.70(a)(1) Maintenance organisation exposition (MOE)<br/> <b>ACCOUNTABLE MANAGER STATEMENT</b><br/>                 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.</p> |                                |

|   |                           |
|---|---------------------------|
|              | <b>Your input needed!</b> |
| <p>Enter your competent authority in the statement below and customize signature section.</p> |                           |

**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.

## 1.2 Safety policy and objectives



### Additional information:

#### AMC1 145.A.200(a)(2)

#### SAFETY POLICY AND OBJECTIVES

(a) The safety policy should:

- (1) reflect organisational commitments regarding safety, and its proactive and systematic management, including the promotion of a positive safety culture;
- (2) include internal reporting principles, and encourage personnel to report maintenance-related errors, incidents and hazards;
- (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);
- (4) be endorsed by the accountable manager;
- (5) be communicated, with visible endorsement, throughout the organisation; and
- (6) be periodically reviewed to ensure it remains relevant and appropriate for the organisation.

(b) The safety policy should include a commitment to:

- (1) comply with all the applicable legislation, to meet all the applicable requirements, and adopt practices to improve safety standards;
- (2) provide the necessary resources for the implementation of the safety policy;
- (3) apply human factors principles, including giving due consideration to the aspect of fatigue;
- (4) enforce safety as a primary responsibility of all managers; and
- (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:
  - (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
  - (ii) for any purpose other than maintaining or improving aviation safety.



### Your input needed!

Formulate your safety policy including the commitments above.

### 1.3 Management personnel



#### Additional information:

AMC1 145.A.30(b) Personnel requirements

#### MANAGEMENT STRUCTURE FOR MAINTENANCE

The person or group of persons nominated under point 145.A.30(b), with the responsibility to ensure that the organisation works in accordance with the MOE and approved procedures (i.e. responsibility for ensuring compliance) should represent the management structure of the organisation and be responsible for the daily operation of the organisation, in respect of all maintenance-related functions.

*For further details, please refer to the official publication of the regulation text.*



#### Your input needed!

*Modify the Paragraphs and Table below to match your company's management structure.*

COMPANY PART-145 ORGANISATION has appointed an Accountable Manager who has corporate authority to ensure that all maintenance activities of the organisation can be financed and carried out in accordance with applicable regulations. The accountable manager has nominated the following persons representing the management structure for the maintenance functions, compliance monitoring function and safety management:

| Title                         | Name   | Deputy |
|-------------------------------|--------|--------|
| Accountable Manager           | (Name) | (Name) |
| Compliance Monitoring Manager | (Name) | (Name) |
| Safety Manager                | (Name) | (Name) |
| Maintenance Manager           | (Name) | (Name) |
| Workshop Manager              | (Name) | (Name) |
| Responsible NDT Level 3       | (Name) | (Name) |
| Store Manager                 | (Name) | (Name) |

In the case of substitution, the designated deputies take over all tasks of the responsible persons at short notice.

All nominated persons and, in case of substitution, the respective deputy report directly to the Accountable Manager. They have direct access to him/her to keep him/her properly informed on compliance and safety matters.

**Your input needed!**

*In case of compliance monitoring function and safety management by the same person.*

If the same person is designated to manage both the compliance monitoring function and safety management-related processes and tasks, the Accountable Manager will ensure that sufficient resources are allocated to both functions, taking into account the size of the organisation, and the nature and complexity of its activities.

## 1.4 Duties and responsibilities of the management personnel

### 1.4.1 Accountable Manager

The Accountable Manager is the responsible company manager appointed by COMPANY PART-145 ORGANISATION. He/she ensures that the management system including safety management and compliance monitoring and all maintenance activities are implemented and financed and carried out in accordance with Regulation (EU) 2018/1139 and delegated and implementing acts adopted on the basis thereof, including Part-145 and Part-M/-ML as applicable. He/she is responsible to establish and promote the safety policy.

He/she nominates the senior management team (Nominated Persons) for maintenance as well as Safety Management and Compliance Monitoring and applies for their acceptance by the COMPETENT AUTHORITY.

The Accountable Manager has a direct safety accountability for all operations and activities of COMPANY PART-145 ORGANISATION. He is accountable to promote the Safety Culture within COMPANY PART-145 ORGANISATION.

The Accountable Manager ensures within the operation of COMPANY PART-145 ORGANISATION that regular audits take place and that any deficiencies are corrected in a timely manner.

This position is subject to acceptance by the COMPANY PART-145 ORGANISATION. He/she must demonstrate a basic understanding of this Regulation.

### 1.4.2 Compliance Monitoring Manager

The Compliance Monitoring Manager is responsible for the compliance monitoring process as part of the management system of the Part-145 approved Maintenance Organisation. He/she is independent from all technical departments and reports directly to the Accountable Manager. The Compliance Monitoring Manager is the nominated person in accordance with 145.A.30(c). He/she has access to all parts of the organisation, and as necessary, any subcontracted organization.

It is the responsibility of the Compliance Monitoring Manager to ensure that:



#### Your input needed!

*Update of this chapter is required to complete your company's specific MOE. Describe the responsibilities of the Compliance Monitoring Manager:*

*Example with responsibilities from Part-145:*


- the activities of the maintenance organisation are monitored for compliance with the applicable requirements and the defined procedures.
- these activities are carried out properly under the supervision of the nominated persons.
- any contracted activity is monitored for compliance with the contract.
- an audit plan is properly implemented, maintained, and continually reviewed and improved.
- corrections and corrective actions are requested as necessary.

The duties of the Compliance Monitoring Manager include also:

- Monitoring of corrective measures
- Monitoring and amending the MOE
- Monitoring of subcontracted activities\*
- Monitoring of the compliance of recurrent trainings

*\* if applicable*

Qualification:

|  | <b>Additional information:</b>  |
|---|---|
|   | <p>AMC1 145.A.30(cc) (applies to all of the nominated persons)</p> <p><b>KNOWLEDGE, BACKGROUND AND EXPERIENCE OF NOMINATED PERSON(S)</b></p> <p>The person or persons to be nominated in accordance with points (b), (c) and (ca) of point 145.A.30 should have:</p> <ul style="list-style-type: none"><li>(a) practical experience and expertise in the application of aviation safety standards and safe operating practices;</li><li>(b) knowledge of:<ul style="list-style-type: none"><li>(1) human factors principles;</li><li>(2) EU management system requirements and their application (including safety management systems and compliance monitoring);</li></ul></li><li>(c) 5 years of relevant work experience, of which at least 2 years should be from the aeronautical industry in an appropriate position;</li><li>(d) a relevant engineering or technical degree, or an aircraft technician or maintenance engineer qualification with additional education that is acceptable to the competent authority [..].</li><li>(e) thorough knowledge of the organisation's MOE and safety policy;</li><li>(f) knowledge of a relevant sample of the type(s) of aircraft or components gained through a formalised training course[..].</li><li>(g) knowledge of the relevant maintenance methods (and how they are applied in the organisation) and/or specific knowledge relevant to the area for which the person will be nominated;</li><li>(h) knowledge of the applicable regulations;</li><li>(i) adequate language and communication skills.</li></ul> |

Reading sample/ex

### 1.4.3 Safety Manager

The Safety Manager is responsible for managing the development, administration, and maintenance of effective safety management processes as part of the management system of the Part-145 approved Maintenance Organisation. He/she is independent from all technical departments and reports directly to the Accountable Manager. The Safety Manager is the nominated person in accordance with 145.A.30(c).

Responsibilities of the Safety Manager:



#### Your input needed!

*Update of this chapter is required to complete your company's specific MOE. Describe the responsibilities of the Safety Manager:*

- facilitate hazard identification, risk assessment and management.
- monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan, unless action follow-up is addressed by the Compliance Monitoring Manager.
- provide periodic reports on safety performance to the safety review board.
- ensure the maintenance of safety management documentation.
- ensure that there is safety training available, and that it meets acceptable standards.
- provide advice on safety matters.
- ensure the initiation and follow-up of internal occurrence investigations.