

Maintenance Annex Guidance

Between the
UK Civil Aviation Authority (CAA) for the Government of the
United Kingdom of Great Britain and Northern Ireland (UK)
and
Agência Nacional de Aviação Civil (ANAC) for the
Federative Republic of Brazil



THE MAINTENANCE ANNEX GUIDANCE (MAG) APPROVAL:



THIS MAINTENANCE ANNEX GUIDANCE COMES INTO OPERATION ON 1ST JANUARY 2021,
SUBJECT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN ANAC AND THE CAA.
THIS IS TO CERTIFY APPROVAL BY:

**Original signed by Carlo André Araripe
Ramalho Leite**

Deputy Head of the Department of Flight
Standards (SPO)
Agência Nacional de Aviação Civil

Date:

29/12/2020

Original signed by David Malins

Head Airworthiness, Safety and Airspace
Regulation Group
Civil Aviation Authority

Date:

30/12/2020

Revision History

Maintenance Annex Guidance

Revisions to this guidance will be approved by the designated representatives for CAA and ANAC.

Revisions become effective upon signature of the revised document.

Revision#	Revision Description	Signed on
Original	Original Edition of the Maintenance Annex Guidance	

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Introduction

1. The Brazilian requirements for maintenance are contained in Brazilian Civil Aviation Regulations RBAC 43 and 145 and the guidance material in the respective Supplemental Instructions (IS).
2. Following the United Kingdom (Withdrawal) Act 2018, the UK requirements for maintenance are contained in the regulation (EC) No 2018/1139 and in Commission Regulation No 1321/2014, Annex II Part 145, as amended by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (hereafter referred to as Part 145) and the respective Acceptable Means of Compliance (AMC) and Guidance Material.
3. ANAC and the CAA have established the differences between Part-145 and RBAC 43 and 145. These differences are addressed on the Special Conditions listed in Section A, Part IV of this MAG. Any maintenance organisation of one Authority to this MAG that has been certified by the other Authority to perform maintenance functions will be required to have a supplement to its maintenance manual in order to comply with the Special Conditions outlined in the Annex II to the Memorandum of Understanding (MoU) between ANAC and the CAA. When it is satisfied that the supplement meets the Special Conditions, the competent authority for the respective Authority will issue an Approval attesting compliance with the applicable requirements subject to scope of ratings and limitations not exceeding that contained in its primary certification.
4. This Maintenance Annex Guidance (hereinafter referred to as the MAG) details ANAC, CAA and applicant actions required to be taken in order for a Part-145 approved maintenance organisation located in the UK to maintain civil aeronautical products under the jurisdiction of ANAC, in accordance with the MoU between ANAC and the CAA, and the conditions for an ANAC RBAC 145 certified maintenance organisation located in Brazil to obtain approval to maintain civil aeronautical products under the jurisdiction of the CAA.
5. The CAA and ANAC have decided to organise, as appropriate, reciprocal participation in each other's internal standardisation or quality control system.
6. After 1 January 2021, the certificates issued under the terms of the MAG under the "Agreement between the government of the Federative Republic of Brazil and the European Union on civil aviation safety" for Brazilian and UK based maintenance organisations, will continue to be considered valid by ANAC and the CAA for up to 24 months after the original issue of the certificate, or the latest continuation recommendation. Prior to the expiration of the certificate, any maintenance organisation that intends to continue to work under the Brazil and UK agreement will have to apply for a continuation of the certificate pursuant to the terms of this MAG.

Section A - Authority Interaction:

(Not applicable to the Industry)

I General

1 Purpose

1.1 The purpose of this Section of the MAG is to detail the interface procedures and activities between Agência Nacional de Aviação Civil (ANAC) and the Civil Aviation Authority (CAA) required to implement the MoU.

2 Communications

2.1 Proposed significant revisions to the relevant laws, regulations, standards, acceptable means of compliance and guidance material which may affect the basis and the scope of this guidance, should be notified in a manner consistent with the terms of the MoU. Accordingly, upon notice of such changes ANAC or the CAA may request a meeting to review the need for amendments to this MAG.

2.2 The list of contact points for the various technical aspects of the MAG, including communication of urgent issues, is included in Appendix 1.

3 Technical Consultations and Interpretations and Resolution of issues between ANAC and CAA

3.1 Technical Consultations:

a) ANAC and the CAA will consult as necessary to provide input when requested on interpretations and technical issues. The frequency of these exchanges will depend upon the number and significance of the issues to be discussed.

3.2 Interpretations and Resolution of issues between ANAC and CAA

a) ANAC and the CAA will address interpretations and resolve issues through consultation or any other mutually acceptable means. Every effort will be made to resolve any issues at the lowest possible level.

4 MAG Periodical Review

4.1 The Authorities will meet at least annually, or as otherwise mutually decided, to ensure the effective functioning and implementation of this MAG by reviewing the progress on implementation issues and proposing changes to the document when required.

4.2 The host is responsible for the meeting minutes and action items that are centrally tracked.

4.3 Significant audit findings, reports and recommendations resulting from standardisation and Sampling Inspection System (SIS) activities will be shared between ANAC and the CAA. During the annual meeting, ANAC and CAA will present their intention for the next 12 (twelve) month period.

5 Revisions

5.1 The Authorities will review this guidance as necessary. These revisions become effective upon approval by the Authorities and will be implemented, as applicable, within 90 (ninety) days after the change has been published, unless otherwise specified.

II Cooperation in Quality Assurance Activities

1 General

1.1 In order to ensure the effective functioning and implementation of the MoU, continued understanding and compatibility of each other's maintenance systems should be promoted by ANAC and the CAA.

1.2 To this end, ANAC and the CAA will consult and share information on quality assurance activities and promote the participation in each other's inspections and audits.

1.3 These activities may include sampling inspections at each other's approved/certificated maintenance organisations to ensure each Authority is applying the procedures set out in this MAG.

2 Sampling Inspection System in Brazil (SIS)

2.1 Introduction: The CAA should establish a sampling visit schedule to check that this MAG is being implemented in Brazil in accordance with its terms.

2.2 Objectives:

- a) To monitor ANAC application of this MAG, ensuring it is applied in a consistent manner such that any organisation approved by the ANAC in accordance with its provisions meets a standard equivalent to that required of a Part 145 organisation.
- b) To assist the ANAC and ANAC RBAC 145 Certified Maintenance Organisations (AMO) located in Brazil holding Part 145 approval in understanding their obligations under the terms of this MAG.

2.3 Mode of Operation:

- a) The CAA's SIS Teams need to visit the ANAC and applicable RBAC 145 AMOs on a regular basis to satisfy the paragraph 2.2 objectives.
- b) When the CAA's SIS Teams perceive compliance problems with the MAG or the application of maintenance standards, such problems are to be reported on the applicable CAA Visit Report to be presented to ANAC at the conclusion of the visit.
- c) During the course of the visit, the SIS Teams may have cause to raise findings in accordance with the following:
 - i Findings with regards to CAA Special Conditions contained in this MAG.
 - ii Findings with regards to the equivalent Part 145 paragraph.
- d) The CAA should review the CAA Visit Reports and request ANAC to provide a corrective action plan in a timely manner but not later than 90 days after the visit. Findings can be raised at both ANAC and/or visited AMO. The ANAC SPO-GCAC must ensure the necessary follow up actions are taken by ANAC and/or AMO.

2.4 CAA SIS Team Composition:

- a) Each SIS Team should consist of at least two CAA Airworthiness Civil Aviation Safety Inspectors. Each team may include an inspector undergoing training.
- b) The personnel assigned by the ANAC will accompany the CAA SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation of maintenance regulations. The ANAC responsible surveyor for the particular organisation visited should join the team for that visit in order to facilitate the on-site visit and provide background information about the organisation visited, as required.

2.5 CAA SIS Team Visit Program:

CAA SIS Teams will visit the ANAC and RBAC 145 AMOs holding a Part 145 approval at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The CAA should determine a visit schedule and provide it to ANAC. The final dates of a specific visit should be provided to ANAC at least 3 months in advance. ANAC is expected to make every effort to both receive and cooperate with the team.

2.6 CAA SIS Procedures:

- a) SIS Teams normally visit Brazil for one week. The CAA Manager responsible for the visit must liaise with ANAC. ANAC will make every effort to cooperate with the SIS team.
- b) At the start and end of each visit, ANAC will be briefed regarding the visit.
- c) The SIS Team should complete a CAA Visit Report ANAC (Section A of this MAG, Appendix 2) in respect of each ANAC visit and a CAA Visit Report AMO (Section A of this MAG, Appendix 3) for each organisation visited.
- d) The ANAC should also sign the CAA Visit Report ANAC to indicate that the report has been seen, adding any comment against each finding as applicable, and if necessary, notifying CAA of any disagreement with the non-compliance finding(s) and / or communicating any observations. Signature by the ANAC only means that the findings have been seen.
- e) The SIS Team may have cause with some organisations to raise non-compliance findings. In this case, use the CAA Visit Report AMO to record the finding(s). The ANAC must carry out the necessary follow up actions.

2.7 Resolution of SIS Team Findings:

- a) The CAA should review the CAA Visit Report ANAC and request ANAC to take the appropriate remedial actions in a timely manner. The CAA will be informed of the actions taken by ANAC.
- b) ANAC will take action on all the CAA Visit Report AMO non-compliance findings raised following the visit. Action should be taken directly with the affected organisation. CAA will be kept informed of the actions taken by ANAC. Based on the non-compliance findings CAA may suspend or cancel the AMO's Part 145 Approval.
- c) ANAC should review all observations contained in CAA Visit Reports to consider possible corrective measures to ensure standards compatible with Part 145. Follow up will be completed by ANAC and reported to CAA for closure.

3 Sampling Inspection System in the UK (SIS)

3.1 Introduction: The ANAC Flight Standards Department - Continued Airworthiness Branch (SPO – GCAC) should establish a sampling visit schedule to check that this MAG is being implemented in the UK in accordance with its terms.

3.2 Objectives:

- a) To monitor CAA application of this MAG, ensuring it is applied in a consistent manner such that any organisation approved by the CAA in accordance with its provisions meets a standard equivalent to that required of a RBAC 145 organisation.
- b) To assist the CAA and Part-145 AMOs located in UK holding RBAC 145 Certificate in understanding their obligations under the terms of this MAG.

3.3 Mode of Operation:

- a) ANAC SIS Teams need to visit the CAA and applicable Part-145 AMOs on a regular basis to satisfy the paragraph 3.2 objectives.
- b) When the ANAC SIS Team perceives compliance problems with the MAG or the application of maintenance standards, such problems are to be reported on the applicable ANAC Visit Report to be presented to CAA at the conclusion of the visit.
- c) During the course of the visit, the SIS Team may have cause to raise findings in accordance with the following:
 - i Findings with regards to ANAC Special Conditions contained in this MAG.
 - ii Findings with regards to the equivalent paragraph of the RBAC 43 and 145 regulations.
- d) ANAC HQ should review the ANAC Visit Reports and request CAA to provide a corrective action plan in a timely manner but not later than 90 days after the visit. The CAA will ensure the necessary follow up actions are taken by the CAA and/or AMO.

3.4 ANAC SIS Team Composition:

- a) Each SIS Team should consist of two ANAC Civil Aviation Safety Inspectors from the Flight Standards Department – Continued Airworthiness Certification Branch (SPO-GCAC). Each team may include an ANAC GCAC Inspector undergoing training.
- b) The personnel assigned by the CAA will accompany the ANAC SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation of maintenance regulations. The CAA responsible surveyor for the particular organisation visited should join the team for that visit in order to facilitate the on-site visit and provide background information about the organisation visited, as required.

3.5 ANAC SIS Team Visit Program:

ANAC SIS Teams will visit the CAA and Part-145 AMOs holding a RBAC 145 Certificate at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The ANAC Flight Standards Department - Continued Airworthiness Branch (SPO– GCAC) should determine a visit schedule and provide it to CAA. The final dates of a specific visit should be provided to CAA at least 3 months in advance. CAA is expected to make every effort to both receive and cooperate with the team.

3.6 ANAC SIS Procedures:

- a) SIS Teams normally visit the UK for one week. The ANAC Flight Standards Department - Continued Airworthiness Branch (SPO– GCAC) Manager responsible for Standardisation must liaise with the CAA. The CAA will make every effort to cooperate with the SIS team.
- b) At the start and end of each visit, the CAA will be briefed regarding the visit.
- c) The SIS Team should complete an ANAC Visit Report CAA (Section A of this MAG, Appendix 4) in respect of the CAA visit and an ANAC Visit Report AMO (Section A of

this MAG, Appendix 5) in respect of each organisation visited.

d) The CAA should also sign the ANAC Visit Report CAA to indicate that the report has been seen, adding any comment against each finding as applicable, and if necessary, notifying ANAC of any disagreement with the non-compliance finding(s) and / or communicating any observations. Signature by the CAA only means that the findings have been seen.

e) The SIS Team may have cause with some organisations to raise non-compliance findings. In this case, the ANAC Visit Report AMO should be used to record the finding(s). The CAA will carry out the necessary follow up actions.

f) After each visit, the SIS Team must debrief the ANAC Flight Standards Department – Continued Airworthiness Branch (SPO-GCAC) Manager.

3.7 Resolution of SIS Team Findings:

a) ANAC should review the ANAC Visit Report CAA and make a request to the CAA to take appropriate remedial actions in a timely manner. ANAC will be informed of the actions taken by the CAA.

b) The CAA will take action on all the ANAC Visit Report AMO non-compliance findings raised following the visit. Action should be taken directly with the affected organisation. ANAC Flight Standards Department - Continued Airworthiness Branch (SPO–GCAC) must be kept informed of the actions taken by the CAA. Based on the non-compliance findings ANAC may suspend or cancel the AMO's RBAC 145 Certificate.

c) The CAA should review all observations contained in ANAC Visit Reports to consider possible corrective measures to ensure standards compatible with ANAC RBAC 145. Follow up will be completed by the CAA and reported to ANAC for closure.

III Definitions

Accountable Manager: The accountable manager is normally intended to mean the chief executive officer of the organisation, who by virtue of position has overall [including in particular, financial] responsibility for running the organisation. When the accountable manager is not the chief executive officer, they must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation.

Approved Maintenance Organisation (AMO): Means a natural person, a legal person or part of legal person entitled to maintain any aircraft and / or component for which it is approved. For the purpose of this MAG Certified Maintenance Organisation, AMO and Maintenance Organisation are synonymous.

Aircraft: Any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface.

Airworthiness Approval: A finding that the design or change to a design of a civil aeronautical product meets standards established by the applicable legislation in force in either Brazil or UK or that a product conforms to a design that has been found to meet those standards and is in a condition for safe operation.

ANAC Headquarters – ANAC HQ: ANAC main office, located in Brasilia, where the agency's managerial decisions are made.

ANAC Continuous Airworthiness Regional Offices: The ANAC Department of Flight Standards (SPO) regional offices in Brasília, São Paulo, and Rio de Janeiro responsible for certification and surveillance of maintenance organisations and air operators' maintenance, certification of airworthiness, and surveillance of airworthiness accredited persons.

Approved data: Data in support of repairs or modifications approved by the competent authority, by an appropriately rated design organisation or accepted under the terms of the MoU and the TIP.

Civil Aeronautical Product: Any civil aircraft, aircraft engine, or aircraft propeller, or sub-assembly, appliance, part, or component installed or to be installed thereon.

Component: Any aircraft engine, aircraft propeller, part or appliance.

GCAC: The branch under the ANAC Department of Flight Standards (SPO) responsible for continued airworthiness of the operators, including certification and oversight of Maintenance Organisations.

GTOM: The branch under ANAC GCAC responsible for the certification of the Maintenance Organisations in accordance with the RBAC 145.

GTVA: The branch under ANAC GCAC responsible for the surveillance activities of air operators, general aviation and Maintenance Organisations.

Line Station:

For the CAA: A location where line maintenance is carried out that is identified in the relevant exposition.

For ANAC: a secondary base identified by the appropriate Operation Specifications.

For ANAC and CAA definitions, the scope of work is limited to line maintenance as defined below.

NOTE: Line stations located outside the territory of both Parties are acceptable, provided they are identified in the relevant manual and are subject to oversight of a Competent Authority. Line stations located in each other's territory are not accepted under this MAG i.e. it is not possible to exercise the privileges received under this MAG in the territory of the other Authority.

Line maintenance: Any maintenance that is carried out before flight to ensure that the aircraft is fit for the intended flight.

Line Maintenance may include:

- Trouble shooting.
- Defect rectification.
- Component replacement with use of external test equipment if required. Component replacement may include components such as engines and propellers.
- Scheduled maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in-depth inspection. It may also include internal structure, systems and power plant items which are visible through quick opening access panels/doors.
- Minor repairs and modifications which do not require extensive disassembly and can be accomplished by simple means.
- For temporary or occasional cases (AD's, SB's) the Quality Manager may accept base maintenance tasks to be performed by a line maintenance organisation provided all requirements are fulfilled as defined by the competent authority.
- Maintenance tasks falling outside these criteria are considered to be Base Maintenance.
- Aircraft maintained in accordance with 'progressive' type programmes should be individually assessed in relation to this paragraph. In principle, the decision to allow some 'progressive' checks to be carried out should be determined by the assessment that all tasks within the particular check can be carried out safely to the required standards at the designated line maintenance station.

NOTE: Where the organisation uses facilities both inside and outside the UK, such as additional fixed locations, sub-contractors, line stations etc., such facilities may be included in the approval without being identified on the approval certificate subject to the Maintenance Organisation Exposition (MOE) identifying the facilities and containing procedures to control such facilities and the competent authority being satisfied that they form an integral part of the approved maintenance organisation.

Maintenance: The performance of inspection, overhaul, repair, preservation, or the replacement of parts, appliances, or components with the exception of pre-flight inspection of a Civil Aeronautical Product to assure the continued airworthiness of that product; and includes the embodiment of Modifications; but does not include the design of Repairs and Modifications.

Modification: A change affecting the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.

Monitoring: Periodic surveillance by a Competent Authority to determine continuing compliance with the appropriate applicable standards.

Maintenance Organisation: See Approved Maintenance Organisation.

Special Condition: Requirements in either Regulamento Brasileiro de Aviação Civil - RBAC 43 and 145 or in Commission Regulation (EC) No 1321/2014 Annex II (referred to as Part-

145) that have been found, based on a comparison of the regulatory maintenance systems, not to be common to both systems and which are significant enough that they must be addressed.

TIP – Technical Implementation Procedures: Technical Procedures for airworthiness approval under the MoU between ANAC and the CAA.

IV Special Conditions

1 General

- 1.1 Pursuant to the MoU between ANAC and CAA, the recognition by one Authority of a maintenance organisation under the jurisdiction of the other Authority will be based upon the maintenance organisation incorporating into its procedures manual (MOE or MOM, according to the case), a supplement that addresses the additional requirements stated herein.
- 1.2 The manual will contain a statement of commitment signed by the current Accountable Manager (Executive) confirming that the organisation will comply with the manual and the supplement, and will, at a minimum, include the information specified in the appropriate annex to this document.
- 1.3 The supplement will be produced in English language and will be approved by the Authority having primary jurisdiction over the maintenance organisation, on behalf of the other Authority.
- 1.4 In order to be approved in accordance with Part 145 or with RBAC 145 pursuant to the terms of the MoU between ANAC and the CAA, the maintenance organisation located in Brazil and the AMOs in the UK will comply, respectively, with CAA Special Conditions applicable to Brazilian based maintenance organisations and ANAC Special Conditions applicable to UK based AMOs as outlined in the Annex II to the MoU.

2 CAA Special Conditions Applicable to Brazilian Based Maintenance Organisations

- 2.1 To be approved in accordance with Part 145, pursuant to the terms of the Annex II to the MoU, the maintenance organisation will comply with all of the following Special Conditions:
 - a) The maintenance organisation will submit an application in a form and a manner acceptable to the CAA. The application for both initial and continuation of the CAA approval will include a statement demonstrating that CAA approval is necessary for maintaining or altering aeronautical products registered or designed in the United Kingdom or parts fitted thereon.
 - b) The maintenance organisation will provide a supplement to its Maintenance Organisation Manual that is verified and approved by the ANAC on behalf of the CAA. All revisions to the supplement must be approved by ANAC. The supplement will include the following:
 - i. A statement by the accountable manager of the maintenance organisation, as defined in the current version of Part 145 which commits the maintenance organisation to compliance with this Annex and the Special Conditions as listed.
 - ii. Detailed procedures for the operation of an independent quality monitoring system including oversight of all multiple facilities within the territory of the Federative Republic of Brazil and all applicable line stations.
 - iii. Procedures for the release or approval for return to service that meet the requirements of Part 145 for aircraft and the use of the ANAC Form F-100-01 (also referred to as ANAC Form SEGVOO 003) for aircraft components, and any other information required by the owner or operator as appropriate.

- iv. Procedures to ensure that all parts used to repair UK registered aircraft or components to be fitted thereto were manufactured or maintained by organisations acceptable to the CAA.
- v. Procedures to ensure that repairs and modifications as defined by CAA requirements are accomplished in accordance with data approved by the CAA.
- vi. A procedure for the maintenance organisation to ensure that ANAC approved initial and recurrent training programme and any revision thereto include human factors training.
- vii. Procedures for reporting non-airworthy conditions as required by Part 145 on civil aeronautical products to the CAA, aircraft design organisation, and the customer or operator.
- viii. Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified CAA airworthiness directives and other notified mandatory instructions.
- ix. Procedures in place to ensure that contractors meet the terms of these implementation procedures; that is, using a CAA approved Part 145 organisation or, if using an organisation which does not hold a Part 145 approval, the maintenance organisation returning the product to service is responsible for ensuring its airworthiness.
- x. Procedures to permit work away from the fixed location on a recurring basis, when applicable.
- xi. Procedures to ensure appropriate covered hangars are used when performing base maintenance on UK aircraft.
- xii. Procedures to confirm that the AMO supervisors and employees responsible for final inspection and return to service are able to read, write, and understand English.

2.2 To continue to be approved in accordance with Part 145, pursuant to the terms of the Annex II to the MoU, the relevant maintenance organisation will comply with the following, subject to ANAC verification:

- a) It will allow the CAA, or ANAC on behalf of the CAA, to inspect it for continued compliance with the requirements of the Brazilian Regulation RBAC 145 and these Special Conditions.
- b) It will accept that investigation and enforcement action may be taken by the CAA in accordance with any relevant United Kingdom regulations and CAA procedures.
- c) It will cooperate with any CAA investigation or enforcement action.
- d) It will continue to comply with Brazilian Regulation RBAC 145, and these Special Conditions.

3 ANAC Special Conditions Applicable to UK based Approved Maintenance Organisations

3.1 To be approved in accordance with Brazilian Regulation RBAC 145, pursuant to the terms of

the Annex II to the MoU, the AMO will comply with all of the following Special Conditions:

- a) The AMO will submit an application in a form and a manner acceptable to ANAC. The application for both initial and renewed ANAC certification will include a statement demonstrating that ANAC approval is necessary for maintaining or altering Brazilian registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian Regulations.
- b) The AMO will provide a supplement in English to its MOE that is approved by the CAA and maintained at the AMO. Once approved by the CAA, the supplement will be deemed accepted by the ANAC. All revisions to the supplement must be approved by the CAA. The ANAC supplement to the MOE will include the following:
 - i. A signed and dated statement by the accountable manager that obligates the organisation to comply with the Annex.
 - ii. A summary of its quality system which will also cover the ANAC special conditions.
 - iii. Procedures for approval for release or return to service that satisfy the requirements of Brazilian Regulation RBAC 43 for aircraft and use of CAA Form 1 for components. This includes the information required by Brazilian regulations RBAC 43.9 and 43.11 and all information required to be made or kept by the owner or operator in English as appropriate.
 - iv. Procedures for reporting to the ANAC failures, malfunctions, or defects, and Suspected Unapproved Parts (SUP) discovered, or intended to be installed, on Brazilian aeronautical products.
 - v. Procedures to qualify and monitor additional fixed locations within the United Kingdom and EU Member States and all applicable line stations inside and outside the United Kingdom.
 - vi. Procedures in place to verify that all contracted/sub-contracted activities include provisions for a non ANAC certificated source to return any article to the AMO for final inspection/testing and return to service.
 - vii. Procedures to ensure that major repairs and major alterations/modifications (as defined in Brazilian Regulations RBAC) are accomplished in accordance with data approved by the ANAC.
 - viii. Procedures to ensure compliance with air carrier's Continuous Airworthiness Maintenance Programme (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as Required Inspection Items (RII).
 - ix. Procedures to ensure compliance with the manufacturer's maintenance manuals or instructions for continued airworthiness (ICAs) and handling of deviations.
 - x. Procedures to ensure that all current and applicable airworthiness directives (ADs) published by the ANAC are available to maintenance personnel at the time the work is being performed.
 - xi. Procedures for the AMO to guarantee its capability to clearly comprehend information presented in the Portuguese language.

- xii. Procedures to permit work away from fixed location on a recurring basis, when applicable.
- xiii. Procedures to maintain, at least for 5 (five) years, each Work Order with all attached supplementary forms and part certifications.
- xiv. Procedures to issue the Airworthiness Verification Certificate (CVA – Certificado de Verificação de Aeronavegabilidade) in form and manner established by ANAC, when an AMO is authorised to issue the CVA.

3.2 To continue to be approved in accordance with Brazilian Regulations RBAC 43 and 145, pursuant to the terms of the Annex II to the MoU, the AMO will comply with the following, subject to verification by the CAA:

- a) It will allow ANAC, or the CAA on behalf of the ANAC, to inspect it for continued compliance with the requirements of Part 145 and these Special Conditions;
- b) it will accept that investigations and enforcement may be taken by the ANAC in accordance with ANAC rules and directives;
- c) it will cooperate with any investigation or enforcement action; and
- d) it will continue to comply with Part 145 and these Special Conditions.

V Appendices

Appendix 1: CAA and ANAC contacts

The designated offices for the technical implementation of this MAG are:

For ANAC:

ANAC Foreign 145 Group.
Continuing Airworthiness Certification Branch - GCAC
Department of Flight Standards – SPO
Avenida Presidente Vargas, 850, 14º andar
Centro Rio de Janeiro-RJ-Brasil
CEP: 20071-001

e-mails: foreign145@anac.gov.br
gcac@anac.gov.br
gtno.spo@anac.gov.br

For the CAA:

Civil Aviation Authority
Safety & Airspace Regulation Group
Aviation House
Beehive Ringroad
Crawley
West Sussex
RH6 0YR
UK
Telephone: +44 330 1383196

emails: BilateralSafetyArrangements@caa.co.uk

Appendix 2: Visit Report ANAC (SIS Form 10 BRA)

CAA VISIT REPORT ANAC		
ANAC REGIONAL OFFICE IDENTIFIER:	REGION:	VISIT DATE:
Compliance Check List-General Issues		
(N/R) = applicable but not reviewed; (N/A) not applicable; (☒) = In compliance; (x) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section .		
Review ANAC REGIONAL OFFICE AMO files to verify:		
1.	Records of findings and corrective action meet ANAC requirements.	
2.	Records are retained for a 3 years period.	
3.	Records show corrective actions have been made in accordance with agreed timeframes.	
4.	Proper enforcement has been taken in accordance with ANAC requirements.	
Review ANAC Inspector Training records: (review several Inspectors records)		
5.	Have the inspectors completed the mandatory ANAC training program?	
6.	Has ANAC made the MAG guidance material available to the inspectors?	
7.	Interview inspectors to determine knowledge and experience in using the current guidance material.	
Frequency of ANAC Audits: (Review ANAC Audit schedule)		
8.	Does the schedule ensure each location has received ANAC surveillance within the 2 (two) year time frame specified in ANAC guidance?	
9.	Does the schedule accurately reflect the ANAC inspector's work load?	
10	Is the schedule followed?	
Compliance Checklist with MAG Section B—Initial		
11.	Does the ANAC office receive and review an Initial application for completeness and correctness and retain this record on file?	

12.	Does ANAC verify that the initial application includes a statement demonstrating that the CAA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in UK or parts fitted thereon?	
13.	Does the ANAC office provide an applicant with the guidance material and SRG1779 (Section B of this MAG, Appendix 4).	
CAA Special Conditions		
14.	Does the ANAC office review the Supplement in accordance with MAG Section B Appendix 1 and does the supplement provide, as minimum, procedures that ensure compliance with CAA Special Conditions applicable to Brazilian based Maintenance Organisations outlined in Annex II of the MoU between ANAC and the CAA?	
15.	Has the ANAC GTVA branch carried out surveillance on the AMO and any line stations for compliance with RBAC 145 and 43 and the Supplement conditions within the time specified in MAG? Is this surveillance recorded and findings managed in accordance with the applicable oversight program?	
16.	Has the ANAC GTOM branch forwarded SRG1779 (Section B of the MAG, Appendix 4) to the ANAC Foreign 145 Group as required?	
17.	Has the ANAC GTOM branch issued a letter to the AMO stating that the supplement is approved? This letter will also specify the CAA approval number and the scope of work that may be performed.	
18.	Has the ANAC GTVA branch added the fact that the Maintenance Organisation is CAA-approved and added the additional surveillance requirements to its oversight surveillance system and is the Maintenance Organisation profile correct (web list)?	
Compliance Checklist with MAG Section B—Continuation		
19.	Does the ANAC GTOM branch receive and review a continuation application for completeness and correctness and retain this record on file?	
20.	Does ANAC verify that the continuation application includes a statement demonstrating that the CAA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in UK or parts fitted thereon?	
21.	Has the ANAC satisfied itself that the supplement is still compliant?	
22.	Has the ANAC carried out the oversight surveillance requirements including any line stations during the previous 2 (two) year period and was the Maintenance Organisation in compliance with RBAC 145 and the CAA Special Conditions? Is this surveillance recorded and any findings tracked and closed?	
23.	Has ANAC forwarded the SRG1779 (Section B of this MAG, Appendix 4) as required?	
24.	Did ANAC have reason to advise the CAA of any serious non-compliance?	

25.	Does ANAC have the most recent continuation documentation on file?	
26.	Has ANAC added the fact that the Maintenance Organisation has continued its CAA approval to the file and retained the additional surveillance requirements of their oversight surveillance system, and does the AMO profile show the correct continuation date?	
Compliance Checklist with MAG Section B—Amendment to Approved Document(s).		
27.	Where the facility accountable manager or company name has changed is it reflected in the supplement?	
28.	Has ANAC carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
29.	Does ANAC hold the most recent documentation i.e. Supplement on file?	
30.	Has ANAC added the fact that the Maintenance Organisation has amended its CAA approval to the file?	
31.	Has ANAC carried out enforcement procedures, and has ANAC advised CAA of any enforcement that may impact the CAA approval?	
Approved Maintenance Organisations Visited (only if applicable) (include a completed CAA visit report AMO for each organisation)		
	Name	CAA /ANAC approval number
1.		
2.		
3.		
4.		

Note: The number of organisations visited will be determined by the applicable SIS Team.

Findings Raised Against the ANAC office (non-compliance with MAG Section B)	Reference
1.	
2.	
3.	

4.	
5.	
Comments	

Signatures	Date of Signatures:
SIS TEAM (CAA)	Coordinator
Name:	Name:
Signature:	Signature:
Name:	
Signature:	
NOTE: Signature by coordinators only means they have read the report. It does not constitute agreement, with findings and comments raised in this report	

Appendix 3: CAA Visit Report AMO (SIS Form 8 BRA)

CAA Visit Report AMO (APPROVED MAINTENANCE ORGANISATION)	
General Information	
NAME OF ORGANISATION: DETAILS	VISIT DATE:
AMO/MAINTENANCE ORGANISATION NO.: CAA ANAC	
STATUS AND REFERENCE OF MOM and Supplement:	
SENIOR PERSON(S) SEEN (NAMES & POSITIONS):	
ANAC inspector:	
SIZE OF ORGANISATION AND DESCRIPTION OF ACTIVITIES:	
DEPARTMENTS/SYSTEMS/ACTIVITIES SEEN:	
Compliance with CAA Special Conditions and MAG	
(N/R) = applicable but not reviewed; (N/A) not applicable; (☒) = In compliance; (x) = if not in compliance, put consecutive numbering in the box and make finding in relevant section.	
1. Maintenance organisation holds a valid RBAC 145 approval.	
2. The Part 145 certifications do not exceed the scope and rating of the RBAC 145 approval.	

3.	CAA and ANAC are allowed access to Maintenance organisation to inspect for continued compliance with RBAC 145 and CAA Special Conditions.	
4.	The Maintenance organisation cooperates with any regulatory investigation.	
5.	The Maintenance organisation accepts that investigation and certificate action may be taken.	
The supplement to the Maintenance Organisation Manual needs to be in English and include the following elements: (Verify that the Maintenance organisation is applying the procedures correctly.)		
6.	Statement of Accountable Manager.	
7.	Detailed procedures for the operation of an independent quality monitoring system including oversight of all multiple facilities and line stations.	
8.	Procedures for the release or approval for return to service that meet the requirements of Part 145.A.50 for aircraft and the use of the ANAC Form F-100-01 (also referred as ANAC Form SEGVOO 003) for aircraft components, and any other information required by the owner or operator as appropriate.	
9.	Procedures to ensure that all parts used to repair UK registered aircraft or components to be fitted thereto were manufactured or maintained by organisations acceptable to the CAA.	
10.	Procedures to ensure that repairs and modifications as defined by CAA requirements are accomplished in accordance with data approved by CAA.	
11.	A procedure for the maintenance organisation to ensure that the ANAC approved initial and recurrent training programme and any revision thereto include human factors training.	
12.	Procedures for reporting non-airworthy conditions as required by Part 145 on civil aeronautical products to the CAA, aircraft design organisation, and the customer or operator.	
13.	Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified CAA airworthiness directives and other notified mandatory instructions.	
14.	Procedures in place to ensure that contractors meet the terms of these implementation procedures; that is, using a CAA approved Part 145 organisation or, if using an organisation which does not hold a Part 145 approval, the maintenance organisation returning the product to service is responsible for ensuring its airworthiness.	
15.	Procedures to permit work away from the fixed location on a recurring basis, when applicable.	
16.	Procedures to ensure appropriate covered hangars are used when performing base maintenance of UK registered aircraft.	
17.	Procedures to confirm that the AMO supervisors and employees responsible for final inspection and return to service are able to read, write, and understand English.	