



European Aviation Safety Agency

Guidance material for the
TCCA/EASA Administrative Arrangement
on Maintenance (AAM)

EASA AAM Guidance (AAM-G) (Superseding former JAA TGL 23)

Interim note

This procedure contains provisions relating to the fees and charges applicable to the respective certification activity. At the time of adoption of this procedure, these fees and charges are not in operation, because the required European Commission Regulation is not yet in force.

Therefore the fees and charges Regulation is not applicable until adopted. Once adopted all MROs will be notified of such fact including notification of any outstanding fees.

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Administrative Arrangement on Maintenance Guidance (AAM-G)

**EASA Part-145 APPROVAL OF TCCA CAR 573 APPROVED MAINTENANCE ORGANISATIONS (AMOs)
LOCATED IN CANADA**

Introduction

This Guidance details how a TCCA CAR 573 approved maintenance organisation primarily located in Canada and subject to the terms of the Administrative Arrangement on Maintenance concluded between the TCCA and EASA, may qualify to be approved in accordance with European Commission Regulation (EC) No 2042/2003 Annex II, EASA Part-145 (hereinafter referred to as 'EASA Part-145').

TCCA and EASA have established the differences between EASA Part-145 and CAR 573 and these differences are those as listed in the Administrative Arrangement on Maintenance as agreed between TCCA and EASA. As a result a Canadian based TCCA Certificated CAR 573 approved maintenance organisation, when in compliance with EASA published maintenance special conditions may apply for the grant of an EASA Part-145 Approval.

Section 1

EASA maintenance special conditions for the approval of maintenance from TCCA Certificated CAR 573 approved maintenance organisations in accordance with the TCCA/EASA AAM

1.1 EASA Special Conditions Applicable to Canadian based AMOs

EASA agrees that a Canadian TCCA approved AMO that applies to work on a civil aeronautical product under the regulatory control of EASA is eligible for an EASA approval certificate if TCCA endorses via EASA procedures that the AMO complies with all of the following Special Conditions:

- a) The AMO must hold a valid CAR 573 certificate issued by TCCA and be located in Canada. Part-145 approval by EASA will be based upon the CAR 573 certificate and therefore be limited to such scope.
- b) The AMO must have an EASA Part-145 Supplement (see Appendix 1) to the CAR 573 Maintenance Policy Manual (MPM) containing information and procedures showing that the AMO is working in accordance with CAR 573 and these additional conditions. In addition, procedures for the following subjects should also be included:
 - i) The AMO must use the TCCA Form 24-0078 as an aircraft component maintenance release document. The EASA Approval number should be included in block 13 of the form. The TCCA AMO approval number should appear in block 21.
 - ii) For the release to service of an European Community operators' aircraft, both the EASA approval number and the TCCA AMO number must be included in the release to service statement. The TCCA Form 24-0078 must not be used for the release to service of an aircraft.
 - iii) The accountable manager/chief executive officer should sign a statement at the front of the EASA Supplement that commits the AMO to compliance with CAR 573 and the EASA Special conditions and to a recognition of the consequence of failure to comply.
 - iv) The AMO should have an effective working independent quality monitoring (audit) system to ensure that the AMO remains in compliance with CAR 573 and the EASA Special conditions. Such internal audits must be carried out annually (or be carried out progressively over the one year period) and must cover the applicable CARs and the EASA Special conditions. In addition procedures for the following subjects should be included:
 - EASA airworthiness directives.
 - EASA approved/accepted major modifications and repairs.
 - Aircraft certificate of airworthiness validity periods (if appropriate).
 - Aircraft release certification (if appropriate).
 - Reporting of unairworthy conditions.
 - Maintenance record retention.
 - Approved spare parts.
 - v) The AMO must accept that TCCA/EASA staff may access the AMO during normal working hours to check for compliance and that it may be subjected to the occasional visit of an EASA Maintenance International Standards Team (MIST).

- vi) The AMO should understand that TCCA will provide copies of their audit executive summary to EASA in respect of the AMO and may visit the facility on behalf of EASA.
- vii) EASA will not issue an approval or recommend the continuation of an approval to an AMO under formal investigation by the TCCA for suspected non compliance that could result in revocation of the CAR 573 approval.
- c) Compliance with the EASA fees and charges Regulation must be demonstrated.

Section 2

Guidance for initial application for an EASA Part-145 Approval

Applicant actions

2.1 The AMO should complete the EASA Form 17 (See Appendix 2).

2.2 The AMO station should establish an EASA supplement based upon the example EASA supplement (see Appendix 1).

2.3 The EASA Form 17 plus the proposed EASA supplement should be sent to the Manager Approvals and Certifications at least 60 days prior to the date initial approval is required at the following address:

EASA
Manager Approvals and Certifications
Postfach 10 12 53
D-50452 Cologne
Germany
Fax: ++49 221 89990 999 or ++49 221 89990 99
(Use International direct dialling code)
E-Mail: foreign145@easa.europa.eu

2.4 Compliance with the EASA fees and charges Regulation should be demonstrated. The EASA fees and charges Regulation can be found at www.easa.europa.eu

EASA actions

2.5 When satisfied with the application and the EASA supplement EASA will request TCCA to confirm that there are no ongoing investigations and also request a copy of the last audit executive summary for the AMO.

2.6 On the satisfactory completion of the obligations defined in paragraph 2.5 and subject to satisfactory compliance with the EASA fees and charges Regulation, the Agency will issue an EASA Part-145 Approval Certificate to the AMO.

Section 3

Guidance for continuation of the EASA Part-145 Approval

Applicant actions

3.1 Every two year period the AMO should complete the EASA Form 17 and check that the EASA supplement reflects the AMO procedures and activities. Any changes will require amendment of the EASA supplement.

3.2 The EASA Form 17 plus any amendment to the EASA Supplement, if appropriate, should be sent to EASA at the address indicated in paragraph 2.3 to arrive at least 60 days prior to the end of the current two year continuation cycle of the EASA Part-145 approval.

3.3 Every two year period the repair station should demonstrate compliance with the EASA fees and charges Regulation. The EASA fees and charges Regulation can be found at www.easa.europa.eu

EASA actions

3.4 When satisfied with the Form 17 application, EASA will request TCCA to confirm that there are no ongoing investigations and also request a copy of the last audit executive summary for the AMO.

3.7 On the satisfactory completion of paragraph 3.4 and subject to compliance with the EASA fees and charges Regulation EASA will issue a letter verifying continuation of the approval for a further two year period subject to continued compliance with the terms of the TCCA/EASA AAM.

Section 4

Guidance for amendment to the EASA Part-145 Approval

4.1 Proceed as per paragraph 2, initial approval, except where stated otherwise in paragraphs 4.2 and 4.3.

4.2 No fees are required for the amendment of an existing EASA Part-145 Approval and therefore the fees section of the EASA Form 17 is not applicable.

4.3 When the only amendment to the AMO is a name change, it is only necessary to inform EASA of such fact in writing and supply an amended version of the EASA Supplement including copies of the amended TCCA approval documents and the accountable managers signed commitment statement.

4.4 Amendments to EASA Part-145 approvals will not change the two year continuation audit cycle of the approval.

Section 5

Revocation and suspension

An EASA Part-145 Approval shall be suspended or revoked by EASA if the certificate becomes invalid under the conditions specified in the TCCA/EASA AAM, or if the organisation fails to comply with EASA's fees and charges Regulation.

It should also be noted that TCCA revocation of the CAR 573 Certificate automatically invalidates the EASA Part-145 Approval Certificate. There is no right of appeal to EASA when TCCA revokes or limits any TCCA CAR 573 AMO certificate.

EASA shall notify the holder of an EASA Part-145 Approval in writing about any suspension or revocation including the option for the organisation to appeal against the decision in accordance with Article 35 of Regulation (EC) No 1592/2002.

Section 6

Appeal and conflict resolution

If the EASA Part-145 Approval holder does not accept the suspension or revocation, he/she may request the Executive Director of EASA to initiate a conflict resolution process. The Executive Director shall, after consultation of the Panel of Experts in maintenance matters, provide his decision with respect to the suspension/revocation.

If the holder of the EASA Part-145 Approval still does not accept the EASA Executive Director decision about suspension/revocation, he/she may appeal according to the related appeal provisions of Regulation (EC) No 1592/2002.

EASA SUPPLEMENT REFERENCE NO.
TO CAR 573 AMO MAINTENANCE POLICY MANUAL REF

Company Name and Facility Address:

TCCA APPROVED MAINTENANCE ORGANISATION NUMBER

This EASA Supplement does not form part of the TCCA Approved Maintenance Policy Manual.

Compliance with the EASA approved Supplement together with the TCCA Approved Maintenance Policy Manual forms the basis of the EASA Part-145 Approval.

This supplement forms part of the applicant's obligations for EASA Part-145 Approval as specified in the EASA AAM Guidance.

The cover page of the EASA Supplement should include the intent of the above statement

Note: This example EASA Supplement gives guidance on the subjects which need to be addressed and translated into working procedures to ensure compliance with the EASA special conditions. The supplement must therefore be customised to satisfy the specific approved maintenance organisation procedures.

A. INDEX

1. LIST OF EFFECTIVE PAGES

Self explanatory.

2. AMENDMENT PROCEDURE

Self explanatory but this paragraph should identify by title, who within the AMO is responsible for amendment action.

3. INTRODUCTION

This paragraph should address why the supplement is necessary. EASA Part-145 is a European requirement similar to CAR 573.

The Administrative Arrangement on Maintenance agreed between Canada and EASA specifies the basic differences between EASA Part-145 and TCCA CAR 573 and identifies these differences as special conditions.

A TCCA CAR 573 AMO can be EASA Part-145 approved when the CAR 573 AMO complies with the maintenance special conditions as detailed in this procedure and in addition to complying with CAR 573.

This supplement is therefore intended to ensure that the organisation is working in accordance with the EASA Part-145 Approval Certificate and to identify the differences from CAR 573 that need to be taken into account.

4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

This paragraph represents the agreement by the Accountable Manager that the AMO will comply with the conditions specified in the Supplement.

The Accountable Manager is usually the AMO's Chief Executive Officer (CEO), Accountable Executive or President but can, in the largest organisation be the Vice President (Engineering) so long as he/she is on the corporate Board and has full financial authority.

An acceptable statement for this paragraph could be:

"This Supplement defines in conjunction with the TCCA Approved Maintenance Policy Manual Ref the organisation and procedures upon which EASA approval is based.

These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being progressed for any customer that operates under the EASA Part-145.

It is accepted that the organisation's procedures do not override the necessity of complying with any additional requirements formally published by EASA and notified to this organisation from time to time.

It is understood that EASA will issue an EASA Part-145 Approval certificate and list this organisation as an acceptable source of maintenance for Europe in an EASA published list whilst the EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that EASA reserves the right to revoke the approval certificate if EASA considers that procedures are not followed or standards not upheld.

Signed by the Accountable Manager (Signature, printed name and date)
For and on behalf of the AMO."

Please note that whenever the accountable manager is replaced the new Accountable Manager must sign the statement to ensure continuous EASA Part-145 Approval.

5. APPROVAL BASIS AND LIMITATION

EASA Part-145 Approval is based upon compliance with CAR 573 except where varied by the conditions specified in the TCCA/EASA AAM and associated EASA AAM-G.

The approval of maintenance is limited to the scope of work permitted under the current Certificate issued by TCCA to the AMO in accordance with CAR 573 for work carried out within Canada unless agreed otherwise on a case by case basis by the Agency.

6. ACCESS BY EASA AND TCCA

Identify the fact that EASA staff should be allowed access to the repair station for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems. The paragraph should also specify that TCCA staff may access the repair station to investigate on behalf of the EASA.

7. WORK ORDERS / CONTRACTS

The AMO should address the need for the AMO to ensure compliance with applicable EASA ADs by requesting the customer to identify and provide the relevant applicable ADs and by holding a copy of any such AD for 2 years after completion of the AD.

The customer remains responsible for specifying any AD compliance required during maintenance through the work order but the AMO should always remind the customer of the need

8. REPAIRS AND MODIFICATIONS

The AMO should establish that the customer has obtained or is in the process of obtaining any necessary approvals from EASA. The AMO should request the operator to provide such written proof from EASA.

9. RELEASE OF COMPONENTS AFTER MAINTENANCE

Release to service of components up to and including complete powerplants should be carried out in accordance with CAR 571 except that paragraphs 7 and 8 of this supplement should be taken into account and the Authorised Release Certificate (TCCA Form 24-0078) should be issued. A maintenance release made in accordance with this supplement constitutes a corporate release on behalf of the AMO as well as being a standard CAR 571.10 release.

For an EU customer the TCCA Form 24-0078 should always include the EASA approval number in block 13 and specify any overhaul, repairs, modifications, Airworthiness Directives, replacement parts and quote the issue of the approved data used.

The supplement should contain a copy of a completed example of a TCCA Form 24-0078 used by the AMO and instructions for completion by staff.

The instructions should include the information that:

The 24-0078 document should be signed by a person authorised to return the component to service on behalf of the organisation.

EASA requires a "corporate release" therefore a maintenance release made in accordance with this supplement constitutes a corporate release on behalf of the AMO as well as being a standard CAR 571.10 release. Block 21 must in all cases bear the TCCA number as well as the personal identification of the individual signing.

Block 3 of the 24-0078 Authorised Release Certificate should contain a unique number for each certificate for traceability purposes.(Not the TCCA Approval Number)

It is also an assistance from the point of view of company liability in that the company knows exactly how many forms have been issued and details of each release.

Block 12 of the form should show the status of the component e.g. repaired, overhauled etc.

Block 13 should contain details of the approved data used to perform the maintenance and reference to any ADs or SB's embodied during the maintenance e.g. overhauled in accordance with CMM xxx Section yy issue 3, AD xxxx96 and SB ??? rev x embodied. Full details held on work order 678.

Block 13 should also include the EASA Part-145 Approval number e.g. "EASA Approval No. EASA.145.XXXX."

The organisation must retain a copy of each form issued.

The AMO should also identify in the MPM/roster those staff that are authorised to issue the form on behalf of the AMO.

Note: The supplement should include information regarding the acceptability of components authorised for use during maintenance, which should meet the intent of the following:

1. Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.
2. Only the following new and used components may be fitted during maintenance:
 3. New Components
 - 3.1 New components should be traceable to the Original Equipment Manufacturer (OEM) as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for fitment. The new component should be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document should clearly state that it is issued under the approval of the relevant NAA under whose regulatory control the OEM or PC holder works.
 - 3.2 For USA OEMs and PC holders release should be on the FAA Form 8130-3 as a new part.
 - 3.3 For all EU States OEMs and PC holders release should be in accordance with EASA Part-21.
 - 3.4 For Canadian OEMs and PC holders release should be on the TC Form 24-0078 as a new part.
 - 3.5 Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for fitment.
 - 3.6 Production Manufacturing Approval (PMA) parts may only be accepted as detailed in EASA Part-21 or any EC/US bilateral agreement.
 4. Used Components
 - 4.1 Used components should be traceable to maintenance organisations and repair stations approved by the Authority who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used component should be in a satisfactory condition for fitment and be eligible for fitment as stated in the TC holders Parts Catalogue.
 - 4.2 Used components from EASA approved USA repair stations should be accompanied by an FAA Form 8130-3 issued as a maintenance release.
 - 4.3 Used components from a USA repair station not EASA approved should not be used even if accompanied by an FAA Form 8130-3
 - 4.4 Used components from EASA Part-145 approved maintenance organisations should be accompanied by an EASA Form 1 issued as a maintenance release.

10. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY

Whilst EC Operators' aircraft have indefinite C of A's the C of A's validity period is verified by means of an "airworthiness review certificate" (ARC). The EC Operator or owner is responsible for ensuring the C of A remains valid but the repair station should ensure that the C of A is valid from the expiry date as detailed on the ARC before issue of a release to service. If the ARC has expired, the customer should be informed before issue of a release to service.

This paragraph is only applicable to AMOs with airframe/aircraft and/or limited airframe rating.

11. RELEASE OF AIRCRAFT AFTER MAINTENANCE

Release to service of aircraft after maintenance shall be carried out in accordance with CAR 571 except

that paragraphs 7, 8 and 10 of this EASA Supplement shall also be taken into account and specify the aircraft maintenance check plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used. At the completion of maintenance the following certification should be made in the aircraft maintenance record.

Maintenance Release in Accordance with CAR 571.10:

"Certifies that except as otherwise specified the work described was carried out in accordance with Canadian Aviation Regulations and in respect to that work the aircraft is ready for release to service."

The subclause "except as otherwise specified" is intended for use with two types of deviation as follows:

(a) The case where not all of the required maintenance was carried out as agreed by the customer. The maintenance not carried out should be listed on the release.

(b) The case where the particular maintenance was only EASA approved and not TCCA approved. Example: an EASA AD not approved by TCCA.

Where the EC Operator requires his/her own paperwork to be used and signed the following certification can be made:

Release to Service in accordance with EASA Part-145.A.50:

"Certifies that the work specified except as otherwise specified was carried out in accordance with EASA Part-145 and in respect to that work the aircraft is considered ready for release to service."

or "Release to Service in accordance with EASA Part-145.50."

12 **QUALITY MONITORING SYSTEM (QMS)**

The primary objective of the QMS is to enable the organisation to satisfy itself that it can deliver a safe product and that it remains in compliance with CARs and the EASA Special conditions.

There are two elements to the QMS:

- (1) An independent audit system
- (2) A management/control and follow up system.

The independent audit system is a process of sample audits of all aspects of the AMO's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard nor does it replace any associated inspection/quality control system. Independence should be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure or product being audited.

It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with a procedure under this paragraph which defines the audit programme.

The process of sample audits may be carried out once per year as a single exercise or subdivided over a year period in accordance with an audit programme. All applicable CAR 573 & 571 paragraphs and the EASA special conditions of the AAM-G should be checked at least once per year against each primary product line.

AMOs with less than 10 people may contract the audit function to a person acceptable to EASA who is not employed by the repair station, but, in this case the audit of all applicable CAR 573 & 571 paragraphs and EASA AAM-G must be carried out twice per year.

A primary product line is any one aircraft or engine or avionic or mechanical product line where the systems and procedures are very similar throughout that product line.

The management control follow up system which must not be contracted to outside persons consists of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the Accountable Manager to remain informed of the state of compliance and any safety issues. The Accountable Manager should hold routine meetings to check the progress on clearing outstanding findings/discrepancies except that in the larger repair stations such meetings may be delegated on a day to day basis to the Quality Manager as long as the Accountable Manager meets at least once per year with the senior staff involved to review the overall performance.

Where the AMO performs maintenance at associated Air Carrier line stations the system should describe how these are integrated into the system and should specify the need to audit each line station at least once per year.

Note that in the EASA Supplement each line station and the associated capability should be listed.

One example of the particular product line should be used as the basis of each audit except in the case of stores audits when a random selection of parts should be used for the audit. It therefore follows that a repair station maintaining aircraft and engines and mechanical parts would need to carry out three audit sample checks each year with the particular product type changed each year. An example audit programme is attached.

A report should be raised for each audit carried out describing what was checked and any resulting findings/discrepancies. The report should be sent to the relevant department(s) for rectification action giving target rectification dates. The relevant department(s) are required to rectify the findings/discrepancies and inform the quality department.

An example of an audit programme which can be applied in the aircraft hangars, engine workshops and component workshops is included at the end of this example supplement. It should be understood that not all subjects will apply in all cases and the example audit programme should be used as a starting basis after which it can be altered to fit the particular type of repair station.

A product should be selected in each hangar and each workshop and the example audit programme applied at least once per year (twice per year in the case of a repair station with less than 10 people and which chooses to contract the audit to an outside person) except that in the case of procedures which are common throughout the organisation the procedure need only be audited once per year if there are no problems.

13. REPORTING OF UNAIRWORTHY CONDITIONS

When serious defects are found in EC operated aircraft or aircraft components then such fact must be reported to EASA and the customer within 3 days of discovery. When reporting to EASA the identity of the customer must be included to allow follow up action.

The existing TCCA Service Difficulty Report (SDR) form should be used.

This paragraph should address this issue.

14. LINE STATIONS

Each CAR 573 line station subject to the terms of this agreement that is used by an aircraft operated under the regulatory control of an EU Member State in accordance with the conditions of AAM-G should be listed giving its location and the basic maintenance capability at each location.

Any line station process or procedure that differs from the processes or procedures specified in the CAR 573 Maintenance Policy Manual or is not referenced in the Manual needs to be specified in this Appendix.

In addition the quality monitoring system must be extended to include the need to audit the listed line station locations.

15. AUDIT PROGRAMME

In addition to the relevant CAR 573 paragraphs, the audit programme must address the EASA special conditions. One method highlighting the supplementary conditions is shown below. The example would need modifying to include the CARs.

AUDIT PROGRAMME

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUNE	JULY	ETC
EASA Supplement paragraph 4 Current Acc. Manager Statement Signature								
EASA Supplement paragraph 5 Use of customer EASA Approved Data								
EASA Supplement paragraph 7 Airworthiness Directives								
EASA Supplement paragraph 8 EASA Approved Major Repairs & Alterations								
EASA Supplement paragraph 9 Component Release on TCCA Form 24-0078								
EASA Supplement paragraph 10 Aircraft C of A validity								
EASA Supplement paragraph 11 Aircraft Release or Return to Service								
EASA Supplement paragraph 12 Reporting Defects to EASA & Customer								
EASA Supplement paragraph 13 Quality Audit System								
EASA Supplement paragraph 14 Stations								

Key:

See associated audit reports for details



European Aviation Safety Agency Canadian AMO application for initial / continuation / amendment of EASA Part-145 approval in accordance with the TCCA/EASA AAM agreement.	EASA Form 17
1. CAR 573 AMO name: _____ CAR 573 certificate number: _____ 2. Address of AMO: _____ 3. Mailing Address (if different from 2 above): _____ 4. Tel: _____ Fax: _____ E-Mail: _____	
5. Please select the type of application and complete the appropriate section of the Form 17 a. Initial <input type="checkbox"/> b. Continuation <input type="checkbox"/> c. Amendment <input type="checkbox"/>	
5a. Initial application (Please give a brief summary of the organisation history, work capability and number of staff employed associated with the approval.) 	
5b. Continuation EASA Part-145 approval certificate No: _____	
5c. Amendment (Please detail the reason for amendment) EASA Part-145 approval certificate No: _____ 	

6. Position and name of the (proposed*) accountable manager

I wish to apply on behalf of this AMO for approval by the European Aviation Safety Agency as an EASA Part-145 approved maintenance organisation in accordance with the AAM concluded between EASA and TCCA.

I understand that when certifying work for a European Union customer, the repair station is required to work in accordance with relevant CARs except where varied by the EASA special conditions specified in the EASA-AAM Guidance and accept that failure to comply could result in EASA enforcement action against this AMO.

7. Signature of the (proposed*) accountable manager

Place

Date

(* Applicable only in the case of an initial EASA Part-145 application)

Note 1-address to which the application form should be sent:

European Aviation Safety Agency
Manager Applications and Certifications
Postfach 10 12 53
D-50452 Cologne
Germany
Fax: ++49 221 89990 999 or ++49 221 89990 99
(Use International direct dialling code)
E-Mail: foreign145@easa.europa.eu

Note 2-information on fees and charges

For information regarding the current fees and charges please refer to the EASA fees and charges regulation which can be found on the EASA web site www.easa.europa.eu