



European Aviation Safety Agency

The Quality Manager

Cologne, 03 November 2010

Ref. Letter: EASA D (2010)/MGR/BEP/ALL FOREIGN 145/ 55201

**Subject: Information letter to all EASA Foreign Part 145 approval holders:
Generic mailbox - New EASA working procedures – EASA Form 2 - Fuel Tank
Safety training – EASA Form 1.**

Dear Sir or Madam,

Communication problems between EASA and Foreign Part 145 approval holders/applicants can in many cases be attributed to changes in contact persons and their related e-mail addresses. Therefore we kindly request all EASA Foreign Part 145 approval holders/applicants to create a generic email box for the Quality Assurance Department if not already existing. This will ensure an efficient and stable communication channel between EASA and the Foreign Part 145 approval holders/applicants, even when the acting persons change. As soon as this new generic e-mail address is ready for use, please inform EASA about the change by using the following mailbox foreign145@easa.europa.eu (please do not forget to provide also a copy to your assigned team leader). EASA will update its related database accordingly and use the functional e-mail address for all future correspondence to the Quality manager/department.

In addition we would like to remind you of the following news/changes applicable to all Foreign Part 145 approval holders/ applicants:

- **New EASA working procedure:**

New EASA working procedures for Foreign Part 145 approval holders/Applicants have been designed, approved and implemented by EASA. They have been made available on EASA Web site in late July 2010. Detailed information and documents relevant to these new working procedures such as "User Guide for Applicants" and "User guide for MOE" can be found on the following EASA web page:

<http://easa.europa.eu/approvals-and-standardisation/organisation-approvals/CAO-related-to-regulation-2042-2003-part-145.php>.

Please be also informed that by the beginning of 2011, EASA will revise the Applicant user guide referenced "UG.CAO.00006-001" to provide filling instructions for the EASA Form 2 and EASA Form 4. Be also aware that as soon as published any foreign Part 145 approval / applicant will have to use the EASA Form 2 annexed to this revised guidance.

- **Form 2 for initial and change / Foreign 145 mailbox**

For an ease and efficient management of application, **all** EASA Forms 2 (including EASA Form 2 for change) should be sent to the following mailbox foreign145@easa.europa.eu.

- **Fuel Tank Safety Training Level 2:**

By letter referenced WSC/CMU/EASA.145.xxxx/00120 dated 25 January 2008, EASA informed Foreign EASA Part 145 approval holders about the revised time scales for the implementation of the Fuel Tank Safety (FTS) Training requirements. Moreover, be reminded that according to ED Decision 2007-002/R dated 13 March 2007 and ED Decision 2009/006/R dated 24 March 2009 related to Fuel Tank Safety Training, the relevant* staff working on the EASA Part 145 approvals must be trained by the **31 December 2010 at the latest**.

**Relevant staff Personnel in aircraft and component shop maintenance organisations involved in maintenance task planning, all personnel carrying maintenance tasks on aircraft or components classified as Fuel Tank Safety items, support staff and certifying staff.*

For FTS training details please refer to the Appendix IV to AMC to Part 145:

http://easa.europa.eu/ws_prod/g/doc/Agency_Mesures/Agency_Decisions/2007/R/2007-002-R-%20Fuel%20Tank%20Safety%20Part-145.pdf

Due to recent events EASA would like to take this opportunity to also remind all EASA approval holders/applicants that to be eligible for installation under EASA approval used/repaired components/engines must be released to service on an EASA Form 1 or equivalent as detailed in EASA Part-145.A.42. The associated AMC details acceptable equivalents:

For instance, in the case of an approval holder located in the USA, the component / engine must have been released on a FAA Form 8130-3 "dual release" issued by an organisation having been granted an FAA repair station approval and an EASA Part-145 approval. This is confirmed by the FAA Order 8900.10 for "U.S.-Based Repair Station with European Aviation Safety Agency (EASA) Part 145 Approvals".

Please acknowledge receipt of this letter by sending a message to foreign145@easa.europa.eu including a status regarding the above various requests (Generic mailbox, New EASA working procedures, EASA Form 2, Fuel Tank Safety training, EASA Form 1).

Yours faithfully,



Marc GRAGNOLI
Maintenance Oversight Coordinator

Copy: Accredited NAAs / EASA Team Leaders
EASA Rulemaking Department
EASA Standardisation Department