



Alternative Method of Compliance (AMOC) with Airworthiness Directive (AD)	Doc #	PR.CAP.00008-001
	Approval Date	10/09/2010

Alternative Method of Compliance (AMOC)
with Airworthiness Directive (AD)

PR.CAP.00008-001

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DOCUMENT CONTROL SHEET

Process Area Continuing airworthiness
Main Process Continuing airworthiness of type design (CAP)
Main Process Owner Alain LEROY

Reference documents**a) Contextual documents**

Chicago Convention Annex 8 - Airworthiness of Aircraft (International Standards and Recommended Practices)
Commission Regulation (EC) 1356/2008 - Regulation of 23 December 2008 amending Regulation (EC) No 593/2007 on the fees and charges levied by the European Aviation Safety Agency
Commission Regulation (EC) 1702/2003 - Regulation of 24 September 2003 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations
Commission Regulation (EC) 2042/2003 - Regulation of 20 November 2003 laying down implementing rules for the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L315, 28.11.2003)
Commission Regulation (EC) 593/2007 - Regulation of 31 May 2007 on the fees and charges levied by the European Aviation Safety Agency Regulation (OJ L140, 01.06.2007)
Commission Regulation (EC) 859/2008 - Amending Council Regulation (EEC) No 3922/91 as regards common technical requirements and administrative procedures applicable to commercial transportation by aeroplane (OJ L 254, 20.09.2008)
ED Decision 2003/02 - On the implementation of airworthiness directives for products, parts and appliances designed in third countries and repealing ED Decision 1/2003
ED Decision 2003/1/RM - On AMC and GM for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations
ED Decision 2004/02/CF - On the acceptance of certification findings made by Transport Canada, Civil Aviation Department (TCCA) for products designed in Canada
ED Decision 2004/03/CF - On the acceptance of certification findings made by Departamento de Aviação Civil, Centro Técnico Aeroespacial (DAC/CTA) for products designed in Brazil
ED Decision 2004/04/CF - On the acceptance of certification findings made by the Federal Aviation Administration (FAA) for products designed in the United States of America and repealing Decision No 2004/01/RM
ED Decision 2009/009/E - On the delegation of powers of the Executive Director to certain staff members of the Certification Directorate, and repealing ED Decision 2008/001/E
ED Decision 2009/019/R - Amending ED Decision No 2003/12/RM of 5 November 2003 on general acceptable means of compliance for airworthiness of products, parts and appliances (« AMC-20 »)
MB Decision 04-2009 - Decision of the Management Board on guidelines for the allocation of certification tasks to National Aviation Authorities and Qualified Entities
MB Decision 12-2007 - Decision of 1 Oct 07 of the Management Board concerning the general principles related to the certification procedures to be applied by the Agency for the issuing of certificates for products parts and appliances (hereinafter referred to as PCP Decision)
PO.CAP.00016 - Airworthiness Directive Policy
Regulation (EC) 216/2008 - Regulation of European Parliament and of Council of 20 Feb. 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91/670/EEC, Regulation (EC) 1592/2002 and Directive 2004/36/EC
UG.TC.00002 - Certification general user guide

b) Internal documents

EASA Form NR 122 - Technical visa for AMOC
EASA Form NR 123 - AMOC with AD approval
EASA Form NR 42 - Application for approval of AMOC with AD
FO.ASALL.00022 - Assignment request - Fees and Charges project
WI.DRM.00040 - Records management within P&A section
WI.DRM.00041 - Rotorcraft section record management
WI.DRM.00042 - General aviation records management
WI.DRM.00043 - Propulsion section records management
WI.DRM.00044 - Large aeroplanes section records management
WI.DRM.00045 - Airworthiness directives section records management



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WI.TC.00036 - Decisions and signatures for product safety oversight

Abbreviations/Definitions

a) Abbreviations

- AD
- Airworthiness Directive
- AMOC
- Alternative Method of Compliance
- CM
- EASA Certification Manager for the product
- EASA
- European Aviation Safety Agency
- EU
- European Union
- F.1
- Applications and Procurement Services Department
- F.1.1
- Applications Management Section
- F.1.3
- Certificates & Approvals Section
- PCM
- Project Certification Manager (EASA or NAA staff under appropriate contractual arrangements)
- SOR
- State of Registry
- STC
- Supplemental Type Certificate
- TM
- Team Member

b) Definitions

Certificate Holder

In accordance with Part 21A.3 (a) and (b), the Certificate Holder is the holder of a TC, restricted TC, STC, ETSO authorisation, major repair design approval or any other relevant approval deemed to have been issued under Part 21

EU applicant

Applicant from EU Member State, Norway, Iceland, Switzerland or Liechtenstein

PCM

Wherever the term PCM is used in this procedure, the term PCM means "the PCM in coordination with his/her team, as appropriate"

Log of issues

Issue	Issue date	Change description
001	10/09/2010	First issue, Migration of C.P006-001



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INTRODUCTION

Purpose and scope

This document describes how the Certification Directorate of the European Aviation Safety Agency (EASA) internally handles Applications for Approval of Alternative Methods of Compliance (AMOC) with Airworthiness Directives (AD) and related tasks.

This procedure shall be followed in order to achieve standardised processes within the Agency.

This procedure describes all technical aspects related to the approval of AMOCs with ADs; it excludes the purely administrative aspects as processing the applications from an administrative point of view and determination of fees.

This procedure also includes the approval of AMOCs with foreign ADs.

Basic Principles

1. Definition

An AD is issued by the Agency and becomes a mandatory part of the relevant design approval.

An Alternative Method of Compliance (AMOC) is an EASA approved deviation to an AD, and is as such basically a new AD. It is a different way, other than the one specified in an AD, to address an unsafe condition on products, parts and appliances. An AMOC must provide a level of safety equivalent to the level of safety intended to be restored by compliance with the original AD.

When an AMOC is of general applicability ("generic AMOC"), i.e. of same applicability as the AD it should normally be followed by a corresponding AD revision. It is EASA policy to issue AD revisions, when possible, rather than approval of generic AMOCs.

Where an application for an AMOC is being processed concurrently with an application for minor/major change or STC, the responsible PCM(s) need to coordinate his/their activities in order that the minor/major change or STC approval is granted prior to or at the same time as the AMOC approval.

If the AD subject of an approved AMOC is revised, the AMOC remains valid.

If the AD subject of an approved AMOC is superseded, the AMOC is no longer valid.

2. Application

The Certificate Holder (to which the AD is addressed) or any operator / owner of EU registered aircraft may apply for approval of an Alternative Method of Compliance to the AD. Applications for approval of an Alternative Method of Compliance shall be sent to EASA using EASA Form NR 42 which can be found on the EASA website.

The application for the approval of AMOC with an AD is subject to verification and approval by EASA.

3. Applicable charges

Applicants for AMOCs with ADs are charged in accordance with the Commission Regulation on the fees and charges levied by the European Aviation Safety Agency in force at the time of the application.

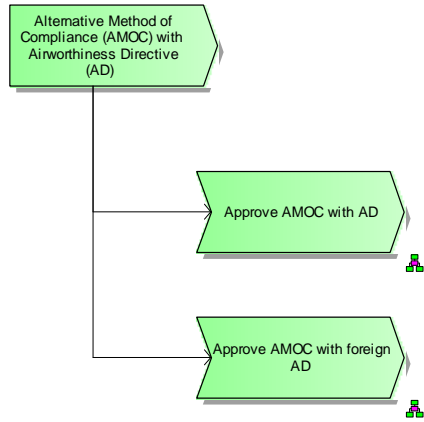
Further details on the applicable fees can be found on the Agency's website as follows:

Regulations | Fees and charges regulation
ses.



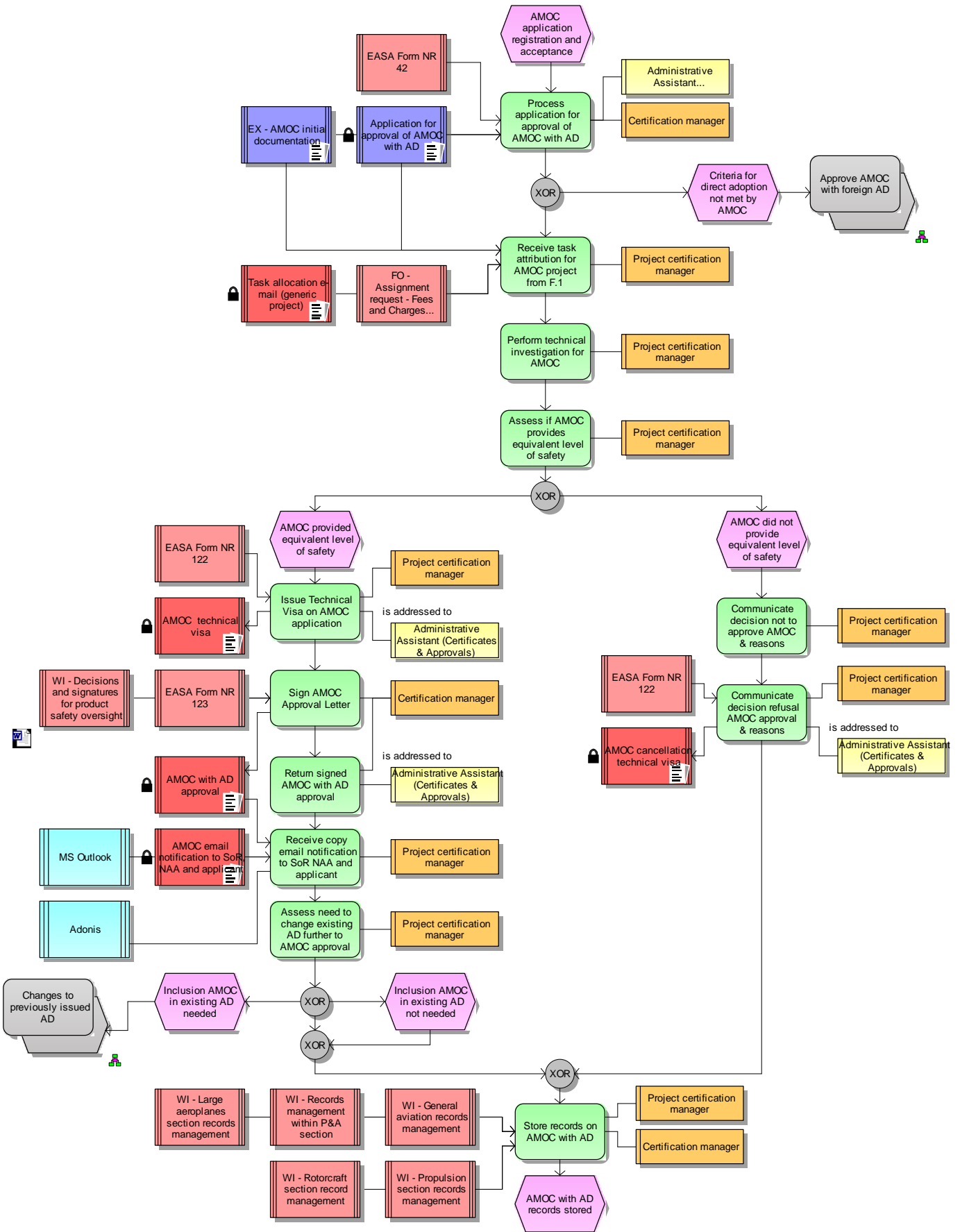
Structure of process charts

Alternative Method of Compliance (AMOC) with Airworthiness Directive (AD)





Approve AMOC with AD





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Process application for approval of AMOC with AD	<p>Applications for approval of an Alternative Method of Compliance shall be sent to the EASA Applications and Procurement Services Department Manager of the Products Applications Management Section (amoc@easa.europa.eu), using EASA Form NR 42 which can be found on the EASA website.</p> <p>F.1.1 processes the application. An automated e-mail (Notification of Application Received) is sent to the functional mailbox of the technical operational department when an application is registered and the responsible CM identified.</p> <p>Where incorrect or incomplete information is supplied, F.1.1 shall notify the applicant as soon as possible by a letter detailing the omissions and errors. For any technical issue, F.1.1 shall consult the responsible PCM or CM.</p> <p>In case of refusal of an application, F.1.1 shall notify this decision in writing to the applicant together with the reasons thereto, including a reference to the possibility for appeal as specified in Articles 44 to 50 of the Basic Regulation.</p> <p>(*The request for the AMOC is subject to verification by EASA and may qualify as a separate application for a respective certificate subject to the payment of fees according to Commission Regulation (EC) on the fees and charges levied by the European Aviation Safety Agency, in force at the time of receipt of the application.</p> <p>There is no need for the CM or a designated PCM to review the AMOC applications at the morning meeting. The technical investigation is directly assigned by F.1 to the PCM for the product type (EASA or NAA seconded staff) or allocated to the NAAs in accordance with Decision No 04-2009 of 10 February 2009 of the Management Board on guidelines for the allocation of certification tasks to national aviation authorities and qualified entities.</p>
Receive task attribution for AMOC project from F.1	<p>When the PCM has been identified and the project total work volume has been entered in SAP, an e-mail is sent to the appointed PCM.</p> <p>The appointed PCM receives the task attribution by e-mail together with the following documents:</p> <ol style="list-style-type: none"> 1. EASA Form NR 42 2. EASA Application Process Sheet 3. Initial documentation 4. EASA Form NR 122 prefilled, and assignment request form - fees and charges projects that contains the planned working hours for the project.
Perform technical investigation for AMOC	<p>If requested and appropriately substantiated the responsible CM may accept AMOCs with an AD.</p> <p>The PCM shall check if the proposed solution can be accepted as an AMOC. If the proposed AMOC comprises changes to the approved type design, those changes must be approved separately following the applicable certification procedures.</p> <p>Extensions of compliance time, changes of inspection intervals or time limitations due to urgent operational needs may fall under the competence of the State of Registry using flexibility provisions of the Basic Regulation.</p>
Issue Technical Visa on AMOC application	<p>Upon completion of the technical investigation, the PCM shall fill in the Technical Visa, EASA Form NR 122, sign and forward it to F.1.3.</p> <p>The Technical Visa is the EASA approved document on the basis of which an approval or certificate is issued and is also used to report, for budgetary and planning purposes, the hours worked by the PCM and, where necessary, missions undertaken. This document constitutes the formal closure of the technical investigation and enables the administrative closure of the project.</p> <p>The Technical Visa is also forwarded to the departments supporting the administrative and financial follow-up of the projects and used, as appropriate, in the processing of invoices, the verification of payments, and at a higher level, in</p>



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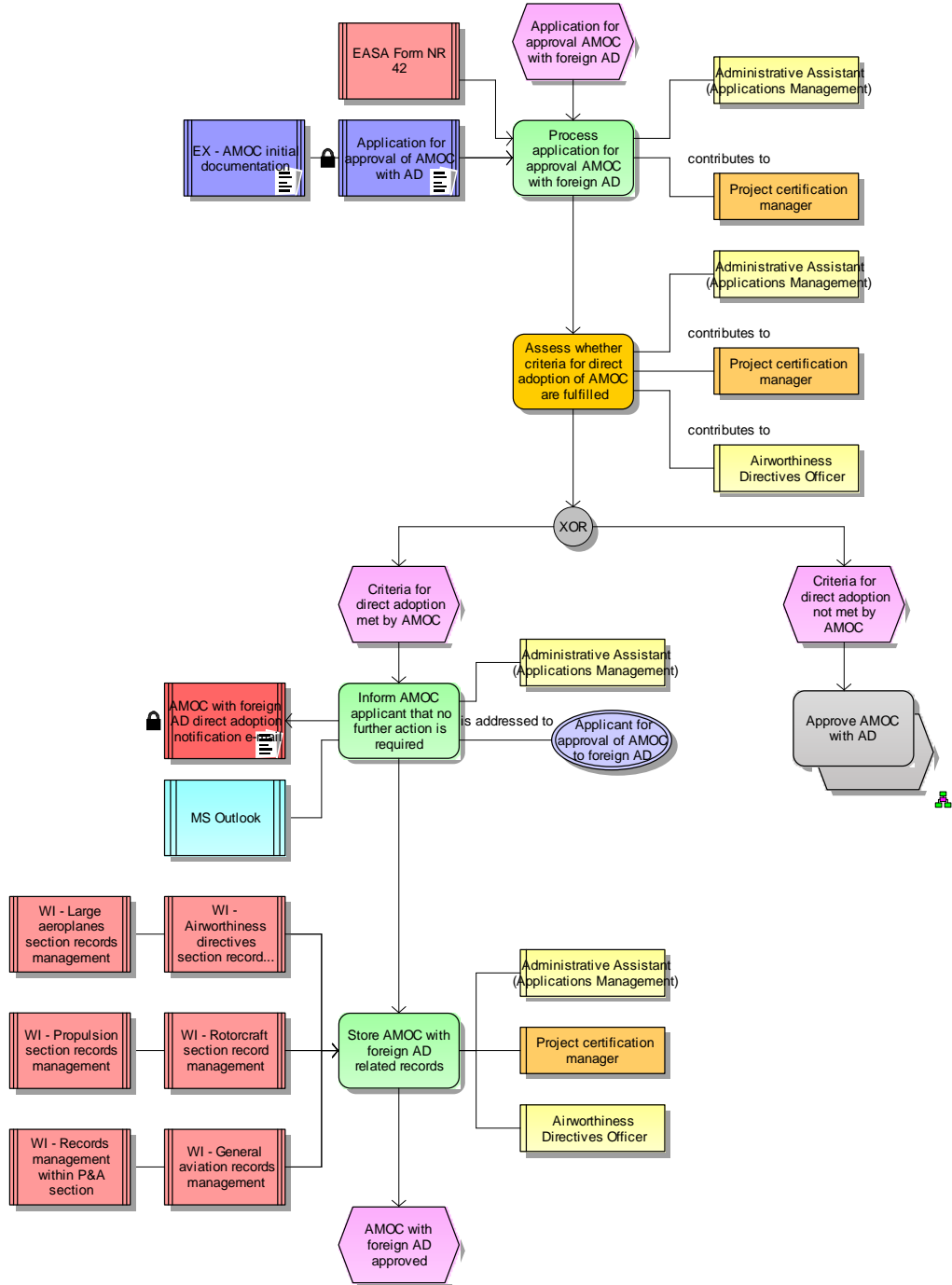
	<p>the budget planning/execution and closure activities.</p> <p>In the event where the accounting information is not available at the time of completion of the technical investigation, the PCM shall issue the Technical Visa and provide the project related accounting information to F.1.3 as soon as it becomes available.</p> <p>Upon receiving the completed Technical Visa from the PCM, F.1.3 shall ensure that all necessary steps for the administrative and financial closure are performed.</p>
Assess if AMOC provides equivalent level of safety	---
Sign AMOC Approval Letter	<p>The responsible CM receives the AMOC approval (EASA Form NR 123), prepared by F.1.3, for signature.</p> <p>For AMOC signature delegation see Work Instruction WI.TC.00036 – Decisions & Signatures for Product Safety Oversight.</p>
Return signed AMOC with AD approval	<p>The CM who signed the AMOC with AD approval (in accordance with EASA Work Instruction WI.TC.00036 - Decisions and signatures for product safety oversight) shall return the signed AMOC with AD approval to F.1.3 for mailing it to the applicant and SoR NAA, copy to PCM.</p> <p>F.1.3 will send the original AMOC with AD approval to the applicant by regular mail.</p>
Receive copy email notification to SoR NAA and applicant	F.1.3 shall notify the AMOC by e-mail to the applicant, copy to the PCM as well as to the NAA of the State of Registry (SoR) of the affected aircraft and, at the same time, send the original Approval Letter by regular mail.
Communicate decision not to approve AMOC & reasons	<p>If the proposal does not provide an acceptable [equivalent] level of safety, the approval of AMOC with AD shall be refused.</p> <p>The PCM shall communicate this decision in writing with reasons thereto to the applicant and request an amended proposal and the applicant shall be informed accordingly by the PCM.</p>
Assess need to change existing AD further to AMOC approval	<p>Depending on the nature of the AMOC, the AD may need to be changed to include the alternative method of compliance.</p> <p>The steps to be followed for changing an existing AD are described in Process Chart Change to previously issued AD.</p>
Communicate decision refusal AMOC approval & reasons	In the event the applicant decides to cancel his application for approval of AMOC with AD, the PCM shall issue a Cancellation Technical Visa (EASA Form NR 122) to F.1.3 to allow F.1.3 to proceed with the financial and administrative closure of the project.
Store records on AMOC with AD	<p>Archiving of paper records and/or filing of electronic records is ensured through Work Instructions:</p> <p>WI.DRM.00040, WI.DRM.00041, WI.DRM.00042, WI.DRM.00043, WI.DRM.00044 on records management.</p>

Internal Process Interfaces

Approve AMOC with foreign AD
Changes to previously issued AD



Approve AMOC with foreign AD





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Activity	Description to the process activity
Process application for approval AMOC with foreign AD	Criteria are defined in ED Decisions No 2004/02/CF, No 2004/03/CF or No 2004/04/CF, as applicable.
Assess whether criteria for direct adoption of AMOC are fulfilled	Criteria are defined in ED Decisions No 2004/02/CF, No 2004/03/CF or No 2004/04/CF, as applicable.
Inform AMOC applicant that no further action is required	If the AMOC fulfils the requirements established in EASA ED Decision No 2004/02/CF, No 2004/03/CF or No 2004/04/CF, as applicable, the applicant is informed that no further action is required. In all other cases, the general procedure for approval of AMOC applies.
Store AMOC with foreign AD related records	Archiving of paper records and/or filing of electronic records is ensured through Work Instructions WI.DRM.00040, WI.DRM.00041, WI.DRM.00042, WI.DRM.00043, WI.DRM.00044, WI.DRM.00045 on records management.

Internal Process Interfaces
Approve AMOC with AD



RECORDS

Appendix A : Operational Documents

Approve AMOC with AD	
Record	Activity
AMOC technical visa	- Issue Technical Visa on AMOC application
AMOC cancellation technical visa	- Communicate decision refusal AMOC approval & reasons
AMOC with AD approval	- Sign AMOC Approval Letter

Approve AMOC with foreign AD	
Record	Activity
AMOC with foreign AD direct adoption notification e-mail	- Inform AMOC applicant that no further action is required

Appendix B : External Documents

Approve AMOC with AD	
Record	Activity
Application for approval of AMOC with AD	- Process application for approval of AMOC with AD - Receive task attribution for AMOC project from F.1

Approve AMOC with foreign AD	
Record	Activity
Application for approval of AMOC with AD	- Process application for approval AMOC with foreign AD