



Maintenance Review Board	Doc #	PR.MRB.00001-001
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Maintenance Review Board

PR.MRB.00001-001

	Name	Validation	Date
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DOCUMENT CONTROL SHEET

Process Area Flight standards
Main Process Maintenance review board
Main Process Owner Francis JOUVARD

Reference documents**a) Contextual documents**

Commission Regulation (EC) 1049/2001 - Regarding public access to European Parliament, Council and Commission documents
 Commission Regulation (EC) 1356/2008 - Regulation amending Commission Regulation (EC) No 593/2007 on the fees and charges levied by the European Aviation Safety Agency. (OJ L 350, 30.12.2008).
 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
 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) 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
 Commission Regulation (EC) 45/2001 - Regulation of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data
 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)
 ED Decision 2003/19/RM - On AMC and GM to Commission Regulation (EC) 2042/2003 of 20 November 2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks
 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
 MB Decision 01-2004 - Decision of the Management Board concerning the arrangements to be applied by the Agency for public access to documents

b) Internal documents

EASA Form NR 124 - Statement of technical satisfaction EASA for MRB
 EASA Form NR 40 - Request for MRB report approval
 IC - Additional technical information for secondment letter
 IC - Approval letter for MRB task
 IC - MRB PM checklist
 IC - MRB approval reference list
 IC - MRB internal follow-up excel file
 IC - MRB proposal rejection letter
 IC - MRB quotation determination sheet
 IC - MRC STS checklist
 IC - Quote letter for MRB task
 WI.DRM.00033 - MRB section records management
 WI.MRB.00002 - Maintenance Review Board Team
 WI.MRB.00003 - Management Indirectly Controlled Documents for Product Safety Oversight
 WI.TC.00036 - Decisions and signatures for product safety oversight

Abbreviations/Definitions

ACO - Administrative Contract Officer within the Products Certification Department
 AMC - Acceptable Means of Compliance
 Applicant - Type Certificate / Supplemental Type Certificate Holder or applicant



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- C.3 - Flight Standards Department
- CS - Certification Specification
- GM - Guidance Material
- MRB PM - MRB Project Manager (previously referred to as MCO - MRB Coordinator)
- MRB - Maintenance Review Board
- MRBR - MRB Report
- MRC - MRB Chairman
- MRMP - Manufacturer Recommended Maintenance Programme
- MSM - MRB Section Manager
- MSG - Maintenance Steering Group
- NAA - National Aviation Authority
- A&P - Applications & Procurement Services Department – Organisations / Flight Standards Applications Management Section
- PN - Project Number
- PPH - Policy and Procedure Handbook
- STCH - Supplemental Type Certificate Holder
- TCH - Type Certificate Holder
- TM - Team Member
- CATS - EASA Time Tracking System

Involvement notification - E-mail sent out automatically by SAP to a project team member once his task assignment has been requested by the MRB Project Manager

Project Number - SAP Project Number or EASA Project Number for ongoing projects

Task assignment e-mail - E-mail sent out automatically by SAP to the MRB Project Manager once his task assignment has been requested by the MRB Section Manager

Purchase Order - a commercial document issued by EASA (byer) to a National Aviation Authority / UKCAA International (supplier) with which a Framework Service Contract has been signed to purchase their services (for MRB in particular staff secondment)

Technical closure notification - E-mail sent out automatically by SAP to all team members and MRB Project Manager to inform them that they should book their last hours against the project

Secondment - The assignment of an NAA / UKCAA International employee to perform certain technical tasks for the Agency on a temporary basis under the direct technical management of the Agency

Log of issues		
Issue	Issue date	Change description
001	16/06/2010	First issue, Migration of C.P005-01



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INTRODUCTION

Purpose and scope

This procedure describes how EASA will internally handle applications for acceptance of Maintenance Review Board Reports (MRBR) or Supplements to MRBR, Manufacturer Recommended Maintenance Programmes (MRMP), revisions thereto and related tasks.

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

The "MRB process" consists of all the activities performed to produce, review, accept and amend the Maintenance Review Board Report (MRBR), Supplement to MRBR, Manufacturer Recommended Maintenance Programme (MRMP). This procedure applies to the processing of applications to obtain approval of a MRBR, Supplement to MRBR, MRMP or revisions thereto.

This procedure is complemented by the EASA work instruction on Maintenance Review Board Team WI.MRB.00002, which explains the work done by the team in order to provide assistance to the Applicant when providing compliance to Certification Specification, CS XX.1529, through the MRB process.

Legal framework

1. EASA Acceptance of Maintenance Review Board Report

1.1. Pursuant to Article 20 of Regulation (EC) No. 216/20084 (hereinafter referred to as "the Basic Regulation"), the Agency shall carry out on behalf of the Member States the functions and tasks inter alia of the State of Design when related to design approval. In particular, according to its Article 20(1)(j), the Agency shall ensure the continuing airworthiness functions associated with the products, parts and appliances which are under its oversight.

Pursuant to Article 3 of Commission Regulation (EC) No 2042/2003, the continuing airworthiness of aircraft and components shall be ensured in accordance with the provisions of Annex 1 (Part M) to this Regulation.

Article M.A.302 of Annex 1 (Part M) to Commission Regulation (EC) No 2042/2003 establishes that every aircraft shall be maintained in accordance with a maintenance programme approved by the competent Authority and EASA Acceptable Means of Compliance to M.A. 302(c) makes reference to the possibility that the aircraft maintenance programme should normally be based on the Maintenance Review Board Report (MRBR) where applicable.

1.2. Under Article 44(1) of Regulation (EC) No. 1592/20025, replaced by Article 53(1) of Regulation (EC) No. 216/2008 as of 8 April 2008, the Management Board adopted Decision No 12/2007 of 01 October 2007 of the Management Board amending Decision No 07/2004 of the Management Board concerning the general principles related to the certification procedures to be applied by the Agency for the issuance of certificates for products, parts and appliances (hereinafter referred to as "MB Decision 12/2007"), including post certification activities, in accordance with the Basic Regulation and its implementing rules.

According to its Article 10(1), the Agency participates to the Maintenance Review Board set up by the Type Certificate Holder and aiming at developing the initial minimum scheduled maintenance requirements for derivative or newly type certificated aircraft.

Article 15 of MB Decision No. 12/2007 mandates the Executive Director to "establish the necessary associated detailed procedures for the implementation of this Decision [...]". This procedure has been adopted under this mandate.

1.3. The MRBR is a report containing the initial minimum maintenance requirements for derivative or newly type certified aircraft and rotorcraft and as such meets part of the requirement of CS 25.1529 and CS 25 Appendix H, CS 23.1529 and CS 23 Appendix G, CS29.1529 and CS 29 Appendix A, CS 27.1529 and CS 27 Appendix A.

This document provide guidelines for the development of the MRB process from which the aircraft maintenance programme specified in Annex 1 (Part M) to Commission Regulation (EC) No 2042/2003 can be produced. Introduction Maintenance Review Board Report, Manufacturer Recommended Maintenance Programme, Supplement to MRB and revisions thereto shall be accepted in accordance with the provisions of:



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* Regulation (EC) No. 216/2008, in particular its Annex 1

* Commission Regulation (EC) No 2042/2003 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, in particular its Annex 1 (Part M), and the related Acceptable Means of Compliance ("AMC") and Guidance Material ("GM")

* MB Decision No 12/2007

* WI.MRB.00002 Maintenance Review Board Team

* This Maintenance Review Board Procedure

Rights and obligations derived from applicable bilateral agreements as specified in Article 12 of the Basic Regulation shall not be affected.

2. Applicable Charges

Applicants for Approval of Maintenance Review Board Report, Supplement to Maintenance Review Board Report, Manufacturer Recommended Maintenance Programme or revision thereof will be 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 receipt of the signed and dated application by the Application and Procurement Services Department within the Finance and Business Services Directorate.

Further details on the applicable fees can be found on the EASA website as follows:
http://www.easa.europa.eu/ws_prod/g/rg_regulations_fnc.php.

Basic Principles

1. Outline MRB process

The process of developing maintenance programmes for new aircraft and power plants has evolved from one in which each operator proposed his own unique programme to one in which the EASA, other regulatory authorities and industry (type certificate applicant, air operator) work together to develop the initial minimum maintenance requirements for new aircraft and/or power plants.

The primary purpose of the MRB process is to assist the design organisation and the air operator in establishing an initial approved maintenance programme for aircraft and the regulatory authority in approving that programme.

The MRB supports, by active participation, the development of a proposal or a report containing the initial minimum maintenance requirements to be used in the development of an approved maintenance programme for a derivative or newly certificated aeroplane.

The State of Design should approve certain minimum maintenance requirements that will be used by an operator to establish the operator's maintenance programme.

The MRB process basically consists of a number of specialist working groups composed of selected specialists from regulatory authorities, operators, TCH/STH/OEM who use the MSG-3 logic to develop and propose maintenance tasks for a specific aircraft type. These working groups are working as per procedures and policies developed by the ISC. The Agency and other regulatory authorities (authorities of the States of the intended operators) may participate in these working groups in an advisory capacity. The MRB also ensures that the design organisation and manufacturer provide the necessary technical training to MRB, ISC and WG members. The MRB reviews reports, provides notification of potential problem areas and offers guidance and assistance to the ISC and WG.

The proposed tasks are presented to an Industry Steering Committee (ISC). The Agency and other regulatory authorities (the States of the intended operators) normally participate in the ISC and its individual WGs in an advisory capacity.

The ISC prepares, after considering the working group proposals, a draft MRBR. This draft is then reviewed by the MRB Chairperson and his/her advisors. Upon successful review, the Agency accepts the MRBR or its revision. It is then published as the MRBR.



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The MRBR outlines the initial minimum maintenance requirements to be used in the development of an approved maintenance programme for the aeroplane.

The MRBR becomes the basis for the first issue of an air operator's initial maintenance programme.

Note:

If the above process is launched by the Supplemental Type Certificate Holder, the final document is called Supplement to MRBR.

If the above process is launched by the applicant without the full involvement of air operators, as per MSG-3, then the document is called an MRMP.

2. Actors and responsibilities of EASA

2.1. Maintenance Review Board (MRB) Section

The MRB Section, in particular the MRB Section Manager, is responsible for the technical investigation. In addition thereto, the MRB Section is involved in the technical review of the applications for obtaining the approval of a MRBR, Supplement to MRBR, Manufacturer Recommended Maintenance Programme or revisions thereof. The hereafter listed tasks are performed by the MRB Section, further details can be found in the process chart:

- * technical review and acceptance of the application (EASA Form NR 40)
- * creation of a suitable team to carry out the technical work
- * establishment of quotation, issuance of Quote Letter, signature and dispatch thereof and negotiation with the applicant until its acceptance, if possible
- * issuance of Additional Technical Information for Secondment (ATIS) Letter following receipt copy Purchase Order issued by A&P and submittal copy ATIS to A&P
- * issuance of associated approval(s)
- * issuance of letters, signature and dispatch thereof, with the exception of the Purchase Order and invoices.

The process is coordinated by the MRB Section Manager.

2.2. Organisations / Flight Standards Applications Management Section (A&P)

The Applications and Procurement Services Department, in particular the Organisations / Flight Standards Applications Management Section is responsible for the hereafter listed administrative tasks associated with the processing of the applications to obtain the approval of a MRBR, Supplement to MRBR, Manufacturer Recommended Maintenance Programme or revisions thereof:

- * administrative review and acceptance of the application
- * registration of the application in SAP resulting in generation of EASA Project Number
- * review of the accepted Quote from a budgetary and contractual view and issuance of Purchase Order and/or task assignment and dispatch thereof
- * to ensure that all necessary steps for the administrative and financial closure of the project are performed, in close coordination with the MRB Project Manager
- * input of application related data in SAP and ensure their required analysis and monitoring

These tasks are performed in support of the core process.

2.3 Interaction with the Applications and Procurement Services Department (A&P) within the Finance and Business Services Directorate

Of great importance is the reciprocal communication during the life of a project of events with significant impact on the financial and administrative status of the project.

For each project that needs to be set up in SAP, the MSM / MRB Project Manager will provide A&P with a minimum of information necessary for the administrative handling of the project addressing set-up, recording of working time for team members, financial management and outsourcing management. For further details, please refer to Activity "Submit copy of written Quote Acceptance" of this procedure and work instruction WI.ASALL.00050 Terms of Reference for Task Allocation and Staff Secondment.

Once the task assignment decision process (i.e. EASA staff and/or NAA seconded staff / UKCAA International seconded staff) is complete and the MRB Project Manager for the task identified, A&P will send a task assignment e-mail to the selected internal MRB Project Manager or issue a Purchase Order for NAA seconded staff / UKCAA International seconded staff.

During the technical investigation, the MRB Project Manager should ensure the correctness of all project team composition and workload data. Based on the team member's feedback, the team composition, the team member's



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involvement and the workload may be revised by the MRB Project Manager at any time. The MRB Project Manager should communicate changes to team composition and workload to A&P by e-mail.

Until the definition of roles in the SAP system will allow staff of the Certification Directorate to independently access planning and financial data, the MSM and the MRB Project Manager will receive on a regular basis from A&P all financial information on project related costs and revenues to enable them to substantiate and document any core activity management decision and perform the appropriate project management.

The expected content of the financial status report will include the project start date, dates / amounts / payment status of all sent invoices and any due invoices.

Additionally, the Accounting Department will notify the Head of Certification Flight Standards Department, MSM and responsible MRB Project Manager whenever the due fee remains unpaid after receipt of the second reminder and invite them to take part in related discussions in the Debt Recovery Committee (DRC). Further to these discussions the DRC will recommend follow-up actions to the Certification Director and to the Finance and Business Services Directorate.

3. Application

Before sending to the Agency an application for approval of a MRBR, MRBR Supplement, MRMP, or revision thereto, the Applicant may contact the MRB Section or appropriate MRB Project Manager, preferably by email requesting review of the proposed process (i.e. proposed scope/content EASA Form NR 40). There is no dedicated pre-application form available. The outcome of this review will be communicated to the Applicant by the MRB Project Manager.

Once the MRB Project Manager has agreed to the proposed scope/content, the Applicant shall send a signed and dated application for Approval of a MRBR, MRBR Supplement, MRMP, and revisions thereto (EASA Form NR 40) to the Applications & Procurement Services Department as indicated on the application form. The signed and dated application form becomes valid and official on the date of its receipt by the Applications & Procurement Services Department.

The application form can be found on the EASA website as follows:
http://www.easa.europa.eu/ws_prod/c/c_app_forms.php.

4. Attribution of technical investigation tasks

After eligibility has been fully assessed and the application has been accepted by the Agency, the MRB Project Manager will determine a suitable team to carry out the technical investigation. In principle, the technical investigation is performed by the Flight Standards Department – Maintenance Review Board Section, using EASA staff and NAA seconded staff, UKCAA International seconded staff under appropriate contractual arrangements between the NAA / UKCAA International and the Agency.

The selected team members and respective NAA / UKCAA International will be informed by A&P in writing of their selection together with the reasons thereto and the total individual estimate. A tolerance of 30% overbooking of the total estimated number of working hours is provided for EASA staff. For NAA / UKCAA International seconded staff, no tolerance is provided regarding the maximum number of working hours specified in the Purchaser Order. Where more work is required by the NAA / UKCAA International seconded staff member to complete the task than specified, the staff member must request an amendment of the Purchase Order before proceeding with the task.

The selected team member and respective NAA / UKCAA International will be provided with any necessary information needed for the effective performance of the technical investigation tasks.

All investigations, irrespective whether they are performed by EASA staff or by seconded NAA staff / UKCAA International staff, shall be executed following the provisions of this EASA Maintenance Review Board procedure and the work instruction WI.MRB.00002 Maintenance Review Board Team.

For further details, please refer to Work Instruction WI.ASALL.00050 Terms of Reference for Task Allocation and Staff Secondment.

5. MRB Team

The MSM will nominate a MRB Project Manager for the review of the proposal from the Applicant (draft EASA Form NR 40). The MRB Project Manager will determine a suitable team to carry out the technical investigation, in consultation with the nominated MRB Chairperson. The MRB Project Manager may request the assistance of EASA staff members of the Products Department or Expert Department, if the investigation requires their involvement for the assessment of the application.



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When the work has been seconded to NAA / UKCAA International staff members, these staff members will act as described above.

6. MRBR Approval Procedure

For further details, refer to Work Instruction WI.MRB.00002 Maintenance Review Board Team

7. Issuance of MRBR Approval

Upon completion of the technical investigation and acceptance of the MRBR, the MRC will submit the statement of technical satisfaction and data package to the MRB Project Manager. The MRB Project Manager is responsible to generate the MRBR Approval. The MSM is responsible to sign the MRBR Approval.

8. Content of the MRB project file

The management of records related to the MRB process (including list of records, naming convention and file plan) is described in WI.DRM.00033 MRB section records management.

9. Communication and Publication

Significant decisions affecting the result of the MRBR, Supplement to MRBR or MRMP acceptance process shall be communicated by EASA to the Applicant in writing, including a reference to the possibility for appeal according to Articles 44 to 50 of the Basic Regulation, as established in MB Decision 12/2007.

EASA decisions related to the acceptance of MRBR, Supplement to MRBR or MRMP and revisions thereto are published in the EASA Official Publication.

The following list(s) are published on the EASA website:

- List of EASA approved Maintenance Review Board Reports (MRBRs)

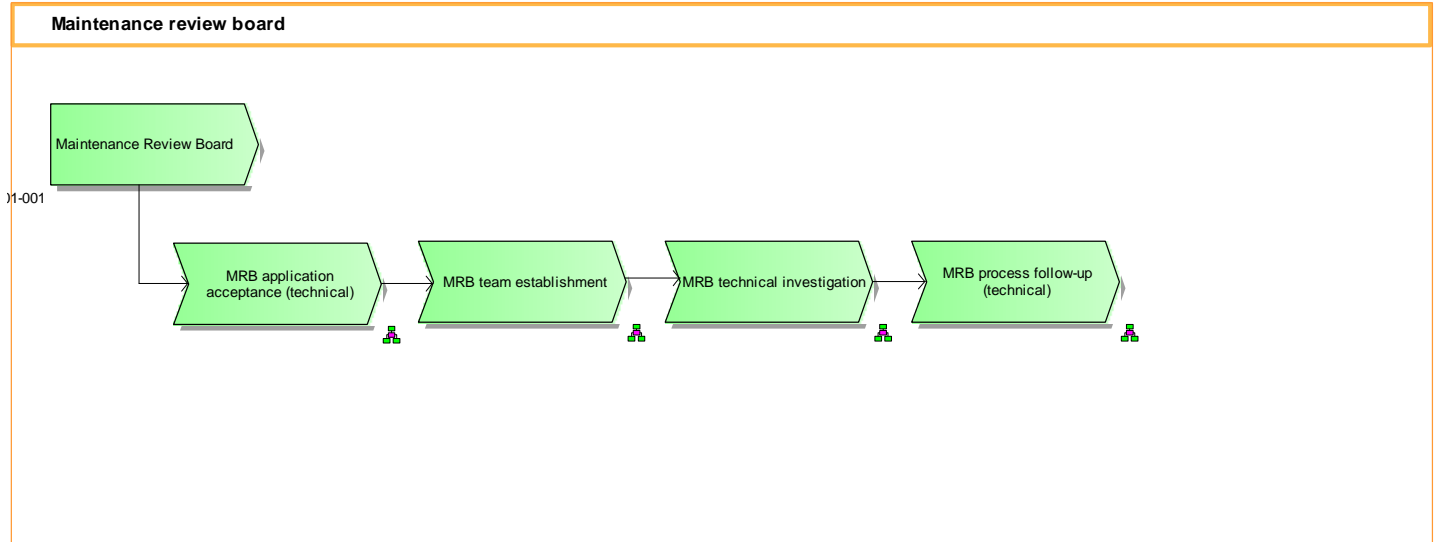
10 Confidentiality of documents

All documents and information received and held by EASA related to the certification procedure which originates from the Approval Holder/Applicant or a third party will be handled in accordance with:

1. the Basic Regulation,
2. Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents,
3. Decision No 1/2004 of 3 February 2004 of the Management Board concerning the arrangements to be applied by the Agency for public access to documents and
4. Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

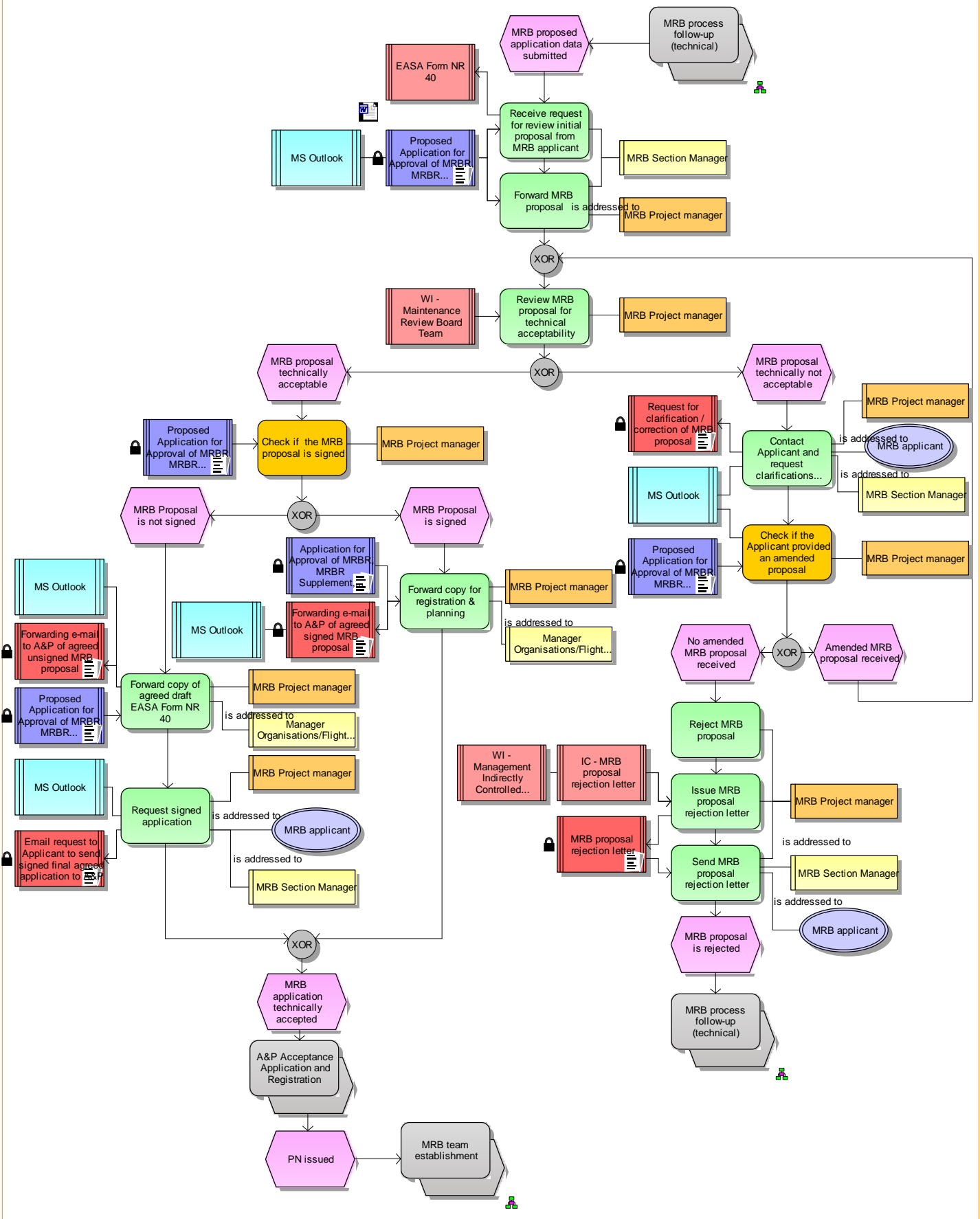


Structure of process charts





MRB application acceptance (technical)





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Activity	Description to the process activity
Receive request for review initial proposal from MRB applicant	<p>Before sending to the Agency an application for approval of a MRBR, MRBR Supplement, MRMP, or revision thereto, the Applicant may contact the MRB Section or appropriate Maintenance Review Board Project Manager (MRB PM), preferably by email requesting review of the proposed process (i.e. proposed scope/content EASA Form NR 40). There is no dedicated pre-application form available. The outcome of this review will be communicated to the Applicant by the MRB PM. Once the MRB PM has agreed to the proposed scope/content, the Applicant shall send a signed and dated application for Approval of a MRBR, MRBR Supplement, MRMP, and revisions thereto (EASA Form NR 40) to the Applications & Procurement Services Department as indicated on the application form. The signed and dated application form becomes valid and official on the date of its receipt by the Applications & Procurement Services Department. The application form can be found on the EASA website as follows: http://www.easa.europa.eu/ws_prod/c/c_app_forms.php.</p>
Check if the MRB proposal is signed	Only a duly dated and signed application (EASA Form NR 40) is acceptable
Forward MRB proposal	<p>The Maintenance Review Board Section Manager (MSM) will nominate a MRB PM using EASA MRB staff only.</p> <p>In principle, the proposal shall be forwarded to the MRB PM assigned to the Applicant with a request to conduct the review of the proposal (initial technical need) and to coordinate the technical investigation, except where the responsible MRB Section Manager or Head of Flight Standards Department decides otherwise, for example in the event of time-constraints.</p>
Review MRB proposal for technical acceptability	<p>Upon receipt of the proposal, the proposal must be reviewed for technical acceptability.</p> <p>If the proposed process does not comply with the mandatory requirements laid down in Work Instruction WI.MRB.00002 Maintenance Review Board Team, the scope of the proposal is deemed unacceptable.</p> <p>When receiving advanced information for an EASA Form NR 40 from a TC or STC holder or applicant, the EASA MRB PM should check the following items:</p> <ol style="list-style-type: none"> 1. Data provided should be coherent (e.g. application concerns the approval of an MRBR and not another manual) 2. The activity technical justifies the revision and approval of the MRBR 3. The revision of the MSG-3 document (e.g. rev 2, rev 2003.1, rev 2007.1 ...) used for the exercise should be consistent with the date of the initial MRBR 4. The applicant should be confirmed as a valid TC or STC holder or applicant (it should not be e.g. a major supplier) 5. The activity planning is detailed enough to develop a quotation and is consistent with the technical activity. 6. Any other reasoned ground <p>If one of these items is not clear or missing, the MRB PM must get back to the applicant and request for a required correction of the application before proceeding.</p>
Forward copy of agreed draft EASA Form NR 40	Once the proposal is deemed acceptable from a technical point of view, and in the event that the proposal has been submitted by means of a draft EASA Form NR 40, not signed and not dated by the Applicant, the MRB PM will forward to



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	A&P a copy of the draft EASA Form NR 40, as agreed between the Applicant and the MRB PM for registration and planning purposes.
Forward copy for registration & planning	Once the proposal is deemed acceptable from a technical point of view, and on the condition that the proposal has been submitted by means of a draft EASA Form NR 40, signed and dated by the Applicant, the MRB PM will forward to A&P a copy of the signed and dated draft EASA Form NR 40, as agreed between the Applicant and the MRB PM for registration and planning purposes.
Request signed application	<p>Once the proposal is deemed acceptable from a technical point of view, and in the event that the proposal has been submitted by means of a draft EASA Form NR 40, not signed and not dated by the Applicant, the MRB PM will request the Applicant to send a signed and dated application (EASA Form NR 40) to the generic Applications & Procurement Services Department e-mail box MRBApplications@easa.europa.eu. The MRB PM will send a copy of this request to the MSM.</p> <p>The MRB PM will request the Applicant to submit, as part of the afore-mentioned application form and if not previously done, a duly completed Third Party Financial Identification Form.</p>
Contact Applicant and request clarifications and/or corrections	<p>Where incorrect or incomplete information is supplied, the MRB PM shall provide feedback to the Applicant as soon as possible, by letter or e-mail, to inform the Applicant on the intended negative decision (being the unacceptability of the proposal and reasons thereto), and to invite the Applicant to provide an amended proposal or to make comments before the negative decision is adopted. (Reference to Article 18.2 of the Code of Good Administrative Practice for the staff of the European Aviation Safety Agency in their relations with the public). The MRB PM will send a copy of this notification to the MSM.</p> <p>Archive proof of information notice.</p>
Check if the Applicant provided an amended proposal	The process cannot be continued until an amended proposal has been received from the Applicant by the MRB PM.
Reject MRB proposal	Adopt decision to refuse the proposal and send decision to Applicant, copy to MSM.
Issue MRB proposal rejection letter	<p>In case of rejection of an application, the MRB PM will 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, copy to MSM.</p> <p>The negative decision template approved by the Legal Department shall be used. Any time the user deviates from the template already approved, the Legal Department shall be consulted again.</p> <p>The MRB PM will send a copy of this negative decision to the MSM.</p> <p>Archive proof</p>
Send MRB proposal rejection letter	The MRB PM will send the original of the MRB proposal rejection letter to the Applicant, copy MSM.

Internal Process Interfaces

MRB process follow-up (technical)
A&P Acceptance Application and Registration
MRB team establishment



MRB team establishment





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Activity	Description to the process activity
Receive PN for MRB project	Receive from A&P PN and copy application for electronic filing and paper archiving
Select MRB team	<p>The technical review, in particular with regard to the available resources and associated workload will be made upon receipt of the formal application or draft EASA Form NR 40 signed and dated by the Applicant and its related PN from A&P.</p> <p>Based on the scope of the application, the required team will be selected by MRB PM in consultation with the appointed MRB Chairman (MRC).</p> <p>During the process of selecting the team the following points need to be considered; the need of specialists, appropriate level of participation such that the correct level of input and control is ensured, and the cost to the Applicant.</p> <p>The MRB PM must ensure that the selected team members have suitable availability to participate in the project at their selected level, and that they have the necessary experience, training and knowledge.</p> <p>In the event that the team composition includes staff from outside of EASA, i.e. seconded NAA or UKCAA International staff, it is the responsibility of the MSM to inform A&P on the selection of a new team member for review of the contractual arrangements.</p> <p>In the event that the team composition includes EASA staff members from the Products Department or Experts Department within the Certification Directorate, it is the responsibility of the MSM to verify with the responsible Head of Department or Certification Manager his/her agreement with the participation of his/her staff member in the MRB task(s).</p>
Check if the MRB team composition is confirmed	---
Record MRB project data	During the process each step must be recorded in the MRB internal follow-up excel file, stored in the MRB Folder – Flight Standards.
Establish quote for MRB task	<p>The quote is based on the planning proposed by the Applicant, and the level of involvement in the MRBR Approval Process requested by the Applicant.</p> <p>Once the Team Members (TM) have been selected by the MRB PM in coordination with the MRC, the MRB PM together with the MRC will establish a quote for the MRB task using the dedicated excel Quotation Determination Sheet. This quote should detail times of each meeting, office review as well as EASA management time and the participation of the MRB Chairman (MRC) in EASA harmonisation meetings once each year.</p>
Issue quote letter for MRB task	<p>This quote will then be submitted to the Applicant using the quote letter (MRB task standard letter 01).</p> <p>The quote letter, approved by the Legal Department shall be used. Any time the user deviates from the standard letter already approved, the process owners and the Legal Department shall be consulted again.</p> <p>The MRB PM will check that he has received the necessary delegation of powers in accordance with the latest applicable ED Decision on the delegation of powers</p>



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	<p>of the Executive Director to certain staff members of the Certification Directorate.</p> <p>Where required to speed up the administrative process of submitting the quote letter, the responsible MRB PM will send an advance copy of the quote letter by e-mail (PDF) or fax to the Applicant.</p>
Check if quote for MRB task is accepted by Applicant	<p>The task cannot be further progressed without formal acceptance of the quote unless further negotiation is possible.</p> <p>If no formal acceptance of the quote, go to EPC MRB Team Establishment --> Assess if negotiation is possible or quote accepted within delay.</p> <p>If formal acceptance of the quote, go to EPC MRB Team Establishment --> Forward copy of countersigned quote letter for MRB task.</p>
Forward copy of countersigned quote letter for MRB task	<p>From EPC MRB Team Establishment - Check if quote for MRB task is accepted by Applicant --> Quote for MRB task is accepted by Applicant</p> <p>Upon receipt in writing of the formal acceptance of the quote for the MRB task, the MRB PM will send an electronic copy of the countersigned quote letter for MRB task to A&P and MSM. A copy is sent to A&P for recording of the assumed workload in SAP, for recording of the quote acceptance in SAP and for establishment of the necessary contractual arrangements.</p>
Record project data for MRB task	<p>During the process each step must be recorded in the MRB internal follow-up excel file, stored in the MRB Folder – Flight Standards.</p>
Update of MRB approval reference list	<p>The MRB PM to ensure that the updated MRB Approval Reference List will be communicated to the Web Master for publication.</p>
Assess if negotiation is possible or quote accepted within delay	<p>From EPC MRB Team Establishment - Check if quote for MRB task is accepted by Applicant --> Quote for MRB task is not accepted by the Applicant.</p> <p>In the event there is no room for negotiation or the deadline for accepting the quote for the MRB task is exceeded, go to EPC MRB Team Establishment - Inform MRB applicant.</p> <p>In the event there is room for negotiation and/or the quote has been refused within the deadline, go to EPC MRB Team Establishment - Reconsider planning, MRB team member's and involvement.</p>
Inform MRB applicant	<p>From EPC MRB Team Establishment – Assess if negotiation is possible and if quote for MRB task is accepted within delay --> Negotiation is not possible or delay exceeded</p> <p>In the event the quote cannot be further negotiated or in the event that the quote has not been accepted by the Applicant within the delay stated in the quote letter for MRB task, the MRB PM will inform the applicant accordingly, copy to MSM, MRC and A&P.</p> <p>The negative decision template approved by the Legal Department shall be used. Any time the user deviates from the template already approved, the Legal Department shall be consulted again.</p> <p>The MRB PM will send a copy of this negative decision to the MSM.</p>



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	Archive proof
Reconsider planning, MRB team member(s) and involvement	<p>From EPC MRB Team Establishment – Assess if negotiation is possible and if quote for MRB task is accepted within delay --> Negotiation is possible</p> <p>In case of disagreement with the estimated cost by the Applicant, the MRB PM will contact the Applicant in an effort to try and resolve these issues. The process cannot be continued until the MRB PM has received the by the applicant countersigned quote letter.</p> <p>Return to EPC MRB Team Establishment --> Select MRB Team.</p>

Internal Process Interfaces

- MRB Set up a project (administrative)
- MRB application acceptance (technical)
- MRB technical investigation
- MRB process follow-up (technical)



MRB technical investigation





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Activity	Description to the process activity
Update the MRB internal follow-up excel file with actual data vs planned data	<p>In parallel, the MRB Secretary receives and collects on a regular basis relevant data (working hours, mission information) through CATS and the NAA / UK CAA International invoices provided for review to MSM by A&P.</p> <p>The MRB Secretary updates the MRB internal follow-up file with the relevant data and verifies that the actual data are in line with the quote and planning for the MRB task.</p> <p>The MRB Secretary then submits the related NAA / UK CAA International invoices to MSM for verification and approval "conforme aux faits" before returning them to A&P.</p>
Approve NAA invoice "conforme aux faits"	<p>The MSM will approve the relevant NAA invoice "conforme aux faits" and return the invoice to A&P within 5 working days following receipt of the invoice by the MRB Section.</p> <p>The MRB PM will check that he has received the necessary delegation of powers in accordance with the latest applicable ED Decision on the delegation of powers of the Executive Director to certain staff members of the Certification Directorate.</p>
Receive involvement notification / purchase order	<p>Involvement notification e-mail for EASA team members</p> <p>Purchase order for NAA/UKCAA International team members (seconded staff) through administrative focal point at NAA / UKCAA International</p> <p>If the involvement notification / purchase order is not accepted by the addressee, the MRB PM in coordination with the MRC and MSM will review again the available resources and select other team members.</p> <p>If the involvement notification / purchase order is not rejected by its addressee within the time limits specified, the involvement notification / purchase order is deemed accepted by the addressee.</p>
Issue ATIS letter for MRB task to team members	<p>The MRB PM will draft, sign and distribute the ATIS letter by e-mail to each selected team member and Project Certification Manager (PCM) for the product type.</p> <p>No copy shall be sent to the Applicant.</p> <p>The Applicant is informed about the further processing of his application and about his technical contact points through the quote letter for the MRB task.</p>
Perform MRB task	<p>If the involvement notification is accepted by the EASA staff member or if the Purchase Order is accepted by the concerned NAA or UK CAA International, the agreed team is formally nominated and will work under the control of the MRB Chairman (MRC) as laid down in Work Instruction WI.MRB.00002 - Maintenance Review Board Team.</p> <p>Only a major change to the project that could have a significant impact on the cost should require a revision to the quote by the MRB PM.</p>



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	During the process, the required communication channels, as detailed in the Additional Technical Information for Secondment letter, will be established between the MRC and the MRB PM.
Check if there is need for an approval of MRB task	<p>If need for an MRB task approval, go to EPC MRB Technical investigation --> Issue statement of technical satisfaction & MRC checklist.</p> <p>If no need for MRB task approval, go to EPC MRB Process follow-up --> Check if process is done as per the quote for MRB task.</p>
Issue statement of technical satisfaction & MRC checklist	<p>From EPC MRB Technical investigation - Check if there is need for an approval of MRB task --> Need for an approval of MRB task.</p> <p>or</p> <p>Back from EPC MRB Technical investigation - Review approval file for MRB task --> MRB approval file not satisfactory.</p> <p>If there is a need for an approval of an MRB task, the MRC will fill in the Statement of Technical Satisfaction (STS) to the European Aviation Safety Agency for Maintenance Review Board Activity (EASA Form NR 124) and MRC Checklist and send them to the MRB PM, together with all supporting documentation.</p>
Review approval file for MRB task	<p>The MRB task approval file consists of MRC STS, MRC STS checklist and supporting documentation.</p> <p>The Approval Letter for the MRB task will be prepared by MRB PM.</p> <p>If approval file is satisfactory, go to EPC MRB technical investigation --> Prepare approval letter for MRB task</p> <p>If approval file is not satisfactory, return to EPC MRB technical investigation --> Issue statement of technical satisfaction & MRC checklist.</p>
Prepare approval letter for MRB task	<p>From EPC MRB Technical investigation - Review approval file for MRB task --> MRB approval satisfactory.</p> <p>The approval letter for the MRB activity will be prepared by MRB PM (using MRB standard letter 03)</p>
Sign MRB task approval letter	<p>The Head of Certification Flight Standards will sign the MRB task approval letter for initial approvals. MRB task approval letters for revisions will be signed by the MSM.</p> <p>The Head of Certification Flight Standards or MSM will check that he has received the necessary delegation of powers in accordance with the latest applicable ED Decision on the delegation of powers of the Executive Director to certain staff members of the Certification Directorate.</p>
Send MRB task Approval Letter (PDF or fax)	<p>This Approval Letter will be registered in Adonis and then be sent to the Applicant.</p> <p>Copy of the MRB task Approval Letter is sent to A&P to update SAP.</p> <p>Where required to speed up the administrative process of issuing the MRB task Approval Letter, the responsible MRB PM will send an advance copy of the MRB task Approval Letter by e-mail (PDF) or fax to the Applicant, copy to A&P.</p>



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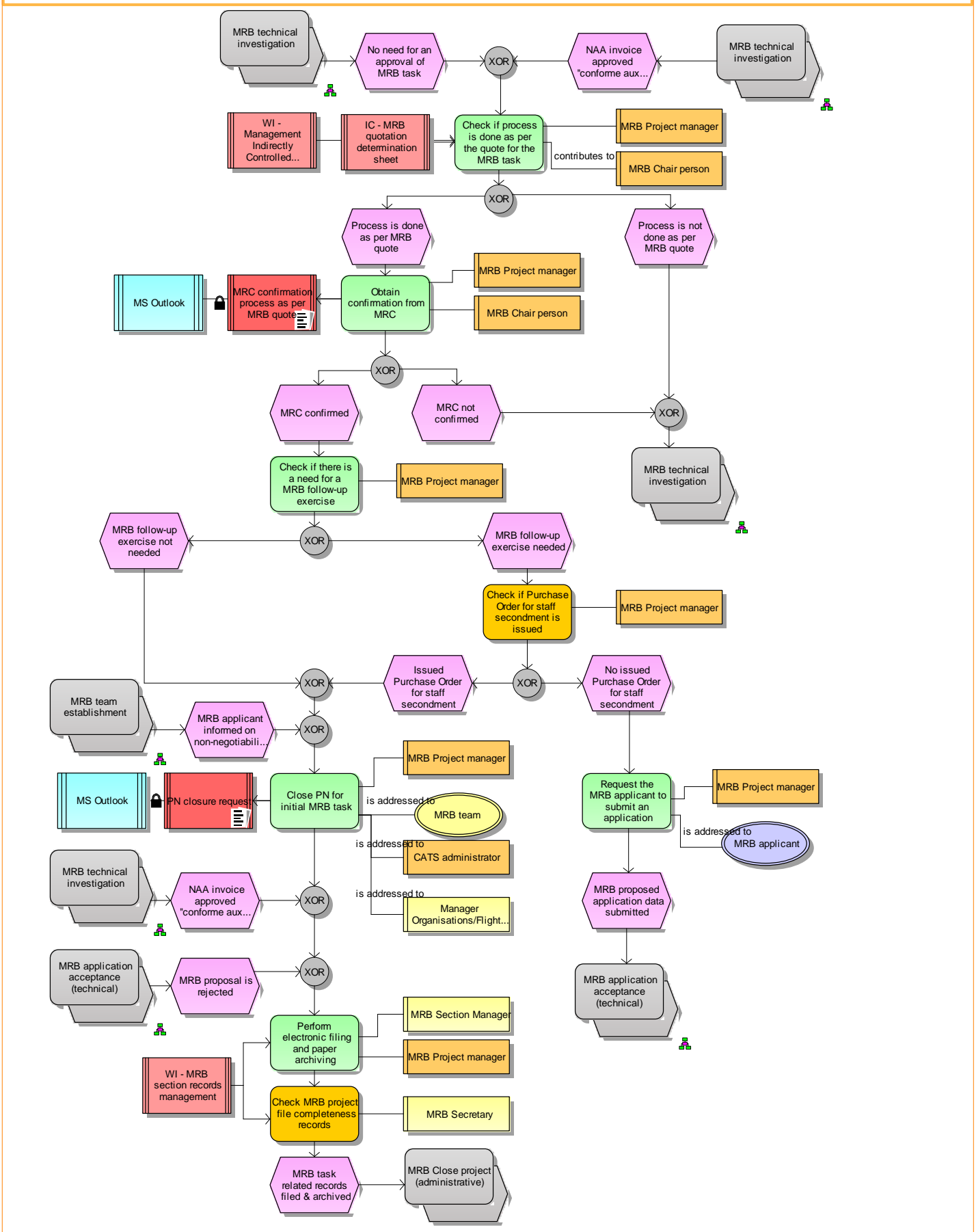
Update of MRB approval reference list	The MRB PM to ensure that the updated MRB Approval Reference List will be communicated to the Web Master for publication.
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Internal Process Interfaces

MRB team establishment
MRB process follow-up (technical)



MRB proces follow-up (technical)





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Activity	Description to the process activity
Obtain confirmation from MRC	<p>If confirmed, go to EPC Process follow-up (technical) - Check if there is a need for a MRB follow-up exercise</p> <p>If not confirmed, return to EPC Technical investigation - Perform MRB task</p>
Check if process is done as per the quote for the MRB task	<p>From EPC MRB Technical investigation - Check if there is need for an approval of MRB task --> No need for approval of MRB task</p> <p>or</p> <p>From EPC MRB Technical investigation - NAA invoice approved "conforme aux faits".</p> <p>or</p> <p>From EPC MRB Technical investigation - Update of MRB approval reference list.</p> <p>The MRB PM to check with the MRC if all activities (meetings, reviews) have been accomplished as planned in the quote for the MRB task.</p> <p>If yes, go to EPC MRB Process follow-up (technical) - Obtain confirmation from MRC.</p> <p>If no, return to EPC MRB Technical investigation - Perform MRB task.</p>
Check if there is a need for a MRB follow-up exercise	<p>If no need for MRB follow-up exercise, go to EPC MRB Process follow-up (technical) - Close PN for initial MRB task</p> <p>If need for MRB follow-up exercise, go to EPC MRB Process follow-up (technical) - Check if PO for staff secondment is issued.</p>
Check if Purchase Order for staff secondment is issued	<p>From EPC MRB Process follow-up (technical) - Check if there is a need for a MRB follow-up exercise --> MRB follow-up exercise is needed.</p> <p>The MRB PM must ensure that a new Purchase Order for the seconded NAA / UK CAA International staff is issued for the following exercise.</p> <p>If yes, go to EPC MRB Process follow-up (technical) - Close PN for initial MRB task.</p> <p>If no, go to EPC MRB Process follow-up (technical) - Request the MRB applicant to submit an application.</p>
Close PN for initial MRB task	<p>From EPC MRB Process follow-up (technical) - Check if there is a need for a MRB follow-up exercise --> MRB follow-up exercise not needed.</p> <p>or</p> <p>From EPC MRB Process follow-up (technical) - Check if PO for staff secondment is issued --> Issued PO for staff secondment.</p> <p>The MRB PM will request A&P to close the project number for the initial MRB task in SAP/CATS and notify ACO (A&P), MSM and TM on PN closure.</p>
Request the MRB applicant to submit an application	<p>From EPC MRB Process follow-up (technical) - Check if PO for staff secondment is issued --> No issued PO for staff secondment.</p>



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	The MRB PM will launch a new exercise; will ask the Applicant for a new application and A&P for a new PN.
Perform electronic filing and paper archiving	File and archive project related records as detailed in work instruction Managing Records within the MRB Section.
Check MRB project file completeness records	List of records is detailed in work instruction Records Management within the MRB Section.

Internal Process Interfaces

- MRB technical investigation
- MRB team establishment
- MRB application acceptance (technical)
- MRB Close project (administrative)

**RECORDS****Appendix A : Operational Documents**

MRB application acceptance (technical)	
Record	Activity
Forwarding e-mail to A&P of agreed unsigned MRB proposal[Forwarding e.MRB.00009-000]	- Forward copy of agreed draft EASA Form NR 40
Forwarding e-mail to A&P of agreed signed MRB proposal[Forwarding e.MRB.00010-000]	- Forward copy for registration & planning
MRB proposal rejection letter	- Issue MRB proposal rejection letter
Request for clarification / correction of MRB proposal	- Contact Applicant and request clarifications and/or corrections
Email request to Applicant to send signed final agreed application to A&P	- Request signed application

MRB team establishment	
Record	Activity
MRB quotation determination sheet as accepted by applicant	- Check if quote for MRB task is accepted by Applicant
Quote letter for MRB task	- Issue quote letter for MRB task
Notification on non-negotiability quote or exceeded delay for quote acceptance	- Inform MRB applicant
Confirmation e-mail MRB task quote acceptance	- Forward copy of countersigned quote letter for MRB task

MRB technical investigation	
Record	Activity
Additional technical information for secondment	- Issue ATIS letter for MRB task to team members
E-mail transmitting advance copy approval letter MRB task	- Send MRB task Approval Letter (PDF or fax)
MRB PM checklist	- Prepare approval letter for MRB task
MRB task approval letter	- Sign MRB task approval letter - Send MRB task Approval Letter (PDF or fax)
MRC STS checklist	- Review approval file for MRB task
MRC STS	- Issue statement of technical satisfaction & MRC checklist - Review approval file for MRB task

MRB proces follow-up (technical)	
Record	Activity
PN closure request	- Close PN for initial MRB task
MRC confirmation process as per MRB quote	- Obtain confirmation from MRC

Appendix B : External Documents

MRB application acceptance (technical)	
Record	Activity
Proposed Application for Approval of MRBR, MRBR Supplement, MRMP and revisions thereto	- Check if the Applicant provided an amended proposal - Receive request for review initial proposal from MRB applicant - Forward copy of agreed draft EASA Form NR 40 - Check if the MRB proposal is signed



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	- Forward MRB proposal
Application for Approval of MRBR, MRBR Supplement, MRMP and revisions thereto	- Forward copy for registration & planning

MRB team establishment	
Record	Activity
MRC agreement to MRB team	- Establish quote for MRB task
Countersigned quote letter for MRB task	- Forward copy of countersigned quote letter for MRB task - Check if quote for MRB task is accepted by Applicant
Application for Approval of Maintenance Review Board Report (MRBR), Manufacturer Recommended Maintenance Program, Supplement to MRBR and revisions thereto	- Receive PN for MRB project

MRB technical investigation	
Record	Activity
Request for approval of MRB task	- Check if there is need for an approval of MRB task
NAA invoice	- Update the MRB internal follow-up excel file with actual data vs planned data - Approve NAA invoice "conforme aux faits"
MRB Documentation	- Issue statement of technical satisfaction & MRC checklist - Review approval file for MRB task