



## Terms of Reference (ToR) for OEB Maintenance Subgroup

### 1. Objective and Scope

The objective is to integrate in the Operational Qualification process an evaluation of the aircraft maintenance training component required for the aircraft Maintenance Certifying Staff. The targeted outcome of this integration is to provide a systematic, consistent and uniform basis for the National Aviation Authority (NAA) approval of aircraft Type Rating Training (TRT) courses for Maintenance Certifying Staff (MCS).

To this end, the support of the Operational Evaluation Board (OEB) activity with a dedicated Maintenance Subgroup shall allow the assessment of the operational readiness of the aircraft and the release of the concluding recommendations regarding the Type Rating and the Minimum Syllabus of Maintenance Certifying Staff Type Rating Training.

Whenever the OEB is tasked with a Joint Evaluation activity in which EASA is not the Leading Authority, the same provisions of this Maintenance Subgroup ToR document shall be followed while allowing for the appropriate downsizing of required resources to be allocated and activities to be performed.

The Maintenance Subgroup activity and recommendations could be requested voluntary as part of the optional process of an OEB whenever an Applicant submits a Form 128 Application to EASA. This voluntary option is envisaged to be kept active, as a complementary process, beyond the mandatory compliance that will be requested by EASA starting with the date of entry into force and applicability of the implementing rules for Operational Suitability (OS) under the mandate stipulated by the Basic Regulation (EC) No 216/2008 in Article 5.(e)(iv).

### 2. Task

The task of the OEB Maintenance Subgroup is to evaluate and validate the Type Rating designation and Type Rating Maintenance Training Minimum Syllabus proposed by the Applicant and to document the EASA recommendation in the applicable OEB Report.

The task completion implies a harmonised process involving the aircraft Type Certificate Holder (TCH) and satisfying each NAA's legal requirements without any need of resorting to independent national activity or additional technical dealings between the NAA and the Applicant.

### 3. Deliverables

The final deliverable of the OEB Maintenance Subgroup is the Report detailing the Subgroup's activity and including a clear recommendation for the NAAs, aircraft OEMs, Part 147 Organisations, Part 145 Organisations and Operators regarding Maintenance Type Rating and Minimum Syllabus of Maintenance Certifying Staff Type Rating Training for the applicable aircraft. The Report shall be based on the series of interim



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working documents of the Maintenance Subgroup (as mentioned in the paragraph 5 “Working Method”) and shall be included as a section of or referred to (as an independent document) by the OEB Report.

### 4. Subgroup Composition

Team membership eligibility is open to qualified personnel from EASA, NAAs, Operators, Part147 Organisations, Part145 Organisations and Consultants.

The Maintenance Subgroup existence and size within the larger OEB team shall be decided on a case by case basis by the Head of EASA Certification Flight Standards on acceptance of the Application (EASA Form 128). The decision shall be made depending on the nature of the task and based on consultation with and proposal of the Maintenance Training Section Manager. This decision shall be accompanied by the nomination of a Subgroup Chairman and an EASA focal point for the Subgroup. Based on the appropriate qualification and experience for the position, as well as availability, the same person could be nominated to fulfil both functions.

The additional individual members of the Maintenance Subgroup, depending on the complexity of the task, shall be selected by the Maintenance Training Section Manager in agreement with the Subgroup Chairman and confirmed by the Head of EASA Certification Flight Standards based on proposals asked for and received from different NAAs or other Qualified Entities (QE).

Once the selection of the individual members is completed, the Agency shall ensure that the unsuccessful membership candidates and their NAAs are informed accordingly. The Agency shall also inform the Applicant about the composition of the OEB Maintenance Subgroup.

The Subgroup Chairman, subject to confirmation from the Maintenance Training Section Manager and to Applicant’s acceptance, could invite third party experts or observers to participate in the Maintenance Subgroup work sessions as needed.

### 5. Working Method

While seeking to complete its Minimum Syllabus evaluation and validation tasks in the most cost effective manner, the Maintenance Subgroup shall set-up an operational plan reviewed and agreed upon with the Applicant. The completion of each step shall be appropriately documented by Minutes of Meeting (MoM) and interim progress review Reports.

If needed, the Agency, in agreement with the Applicant, shall identify the best practices to be used and which shall be described in the Operational Review Items (ORI) that shall be generated to that scope and attached, in appendix, to the OEB Report.

The Applicant shall nominate his focal point to be used by the Maintenance Subgroup for any communication and/or interface required during the work proceedings.



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The working method that shall be employed is generally consisting of the following phases:

### **a. Opening Meeting**

This is a kick-off meeting for the Maintenance Subgroup during which the Applicant shall elaborate on his proposal included in the submitted Maintenance Type Training Course Minimum Syllabus Review and Approval Form (EASA FO.OEB.00003-001).

The Subgroup shall acknowledge the supporting documents and specify the resource allocation per tasks to be completed as well as the completion timeframe details.

### **b. Evaluation Activities**

The evaluation activities shall unfold per the number of meetings allocated and consist in an itemised review and analysis of the Applicant's proposal.

The number of Subgroup meetings shall be optimised with individual reviews performed and presented by team members and any additional expert whose participation is deemed necessary (see the end paragraph provision in "4. Subgroup Composition")

Any findings shall be brought to the attention of the Applicant and their closure shall be sought before the beginning of Validation Activities.

The end outcome of this evaluation shall be the pre-approval of the Maintenance Certifying Staff Type Rating Training Minimum Syllabus as to acknowledge its readiness for validation within a Maintenance Type Rating Training Course context and for final approval of all its applicable theoretical and practical components.

The Subgroup shall document the closure of this phase in an interim Report released to the OEB Chairman.

### **c. Validation Activities**

This phase is intended to validate the Maintenance Training Minimum Syllabus within a Type Rating Training Course (TRTC) context.

The Applicant shall support this phase by involving the Part 147 Training Organisation of his choice in the development and delivery of such a TRTC.

The Maintenance Subgroup Chairman, in agreement with the Maintenance Training Section Manager, shall designate the Subgroup member(s) who will attend and audit (by sampling or in full) the TRTC to validate the Maintenance Training Minimum Syllabus evaluated and pre-approved by the Subgroup.



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The validation team shall submit an interim Report to the Maintenance Subgroup Chairman to document the completion of the validation phase.

### **d. Interim and Final Reporting**

The members of the Subgroup are coordinated by the Maintenance Subgroup Chairman and report to the Maintenance Training Section Manager.

Following the completion of the evaluation and validation activities, the Subgroup Chairman shall consolidate the interim reports into a final Report and shall circulate the document within the Subgroup for a final review and the agreement of the Maintenance Training Section Manager before releasing it to the OEB Chairman.

## **6. Time Scale and Milestones**

The Maintenance Subgroup is part of the OEB team and shall control the duration of its activities in compliance with the time planning of the OEB process as agreed between the Agency and the Applicant.

The Subgroup Chairman shall bring-up in due time to the attention of the OEB Chairman any forecasted or experienced deviations from the initially accepted timeline together with the underlying causes and the proposed mitigating measures.

The Maintenance Subgroup activity commences with the submission by the Applicant of the duly completed application document EASA Form 128 shortly followed by EASA Form FO.OEB.00003-001.

The Subgroup activity is finalised by releasing the OEB Maintenance Subgroup Report that shall be agreed by the Maintenance Training Section Manager.