



C1-275/2-8956

Type C1 Special Publication

Approval of Aerospace Organizations for the Processing of Bundeswehr Aircraft and Aeronautical Equipment in Accordance with the Standard Procedure

Purpose of this General Publication:	This publication specifies the requirements for the approval of aerospace organizations in accordance with the General Publications A1-1525/0-8901 and A1-1525/0-8902 and the implementing provisions with regard to duties, rights and obligations of applicants for and holders of such approvals.
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1 Principles

1.1 Applicability

1001. The provisions apply to civilian organizations, developing, manufacturing or maintaining aircraft and aeronautical equipment for the Bundeswehr, as far as these activities are not subject to the DEMAR regulations, and to the Federal Office of the Bundeswehr for Military Aviation (Luftfahrtamt der Bundeswehr/ LufABw) and the Federal Office of Bundeswehr Equipment, Information Technology and In-Service Support (BAAINBw). BAAINBw shall incorporate the requirements specified in this special publication in the contracts established with the respective civilian organizations.

1.2 Amendment Proposals

1002. Amendments to this special publication shall be made in accordance with the provisions of General Publication A-550/1 "Regulation Management", Section 4.3 The form "Amendment Proposal for Regulations" shall be use for amendment proposals and they shall be submitted to the issuing authority through the chain of command:

Luftfahrtamt der Bundeswehr

Abteilung 2

Luftwaffenkaserne WAHN

Postfach 90 61 10 / 529

51127 KÖLN

Email: LufABw2@bundeswehr.org

1003. Amendment proposals by Bundeswehr agencies/units shall be routed as follows:

- Air Force units via Air Force Forces Command, (Luftwaffentruppenkommando Ustg 2 LtdIngLfzLw)

Email: LwTrKdo2LtdIng@bundeswehr.org

- Naval aviation units via Naval Support Command (Marineunterstützungskommando I C LtdIngLfzM)

Email: MUKdoICLtdIngLfzM@bundeswehr

- Army aviation units via Rapid Response Forces Division, (Division Schnelle Kräfte AbtFIBtrbH Grp BVV)

Email: DSKFIBtrbHGrpBVV@bundeswehr.org

- Agencies of the major organizational element Equipment, Information Technology and In-Service Support (AIN) via Federal Office of Bundeswehr Equipment, Information Technology and In-Service Support (BAAINBw), Air Directorate

Email: BAAINBwL@bundeswehr.org

1.3 Definitions

1.3.1 Aeronautical Equipment

1004. The definitions of the General Publications A1-1525/0-8901 “Airworthiness and Certification Rules for Aircraft and Aeronautical Equipment, Part 1” and A1-1525/0-8902 “Airworthiness and Certification Regulations for Aircraft and Aeronautical Equipment, Part 2” shall apply to aeronautical equipment.

1.3.2 Design Organization

1005. For the purpose of this special publication, a design organization is referred to as a civilian organization developing aircraft or aeronautical equipment in accordance with applicable airworthiness standards and/or developing modifications of certified aircraft or aeronautical equipment. As a rule, the design organization requires the approval of LufABw. An approval is also required, when the civilian organization develops test beds which are intended for direct use on the aircraft and interface with or affect aircraft systems and installations which are subject to inspection.

1.3.3 Production Organization

1006. For the purpose of this special publication, a production organization is referred to as a civilian organization manufacturing aircraft or aeronautical equipment in accordance with approved type records and demonstrating compliance with them. As a rule, the production organization requires the approval of LufABw. An approval is also required, when the civilian organization develops test beds which are intended for direct use on the aircraft and interface with or affect aircraft systems which are subject to inspection.

1.3.4 Maintenance Organization

1007. For the purpose of this special publication, a maintenance organization is referred to as a civilian organization performing maintenance on aircraft or aeronautical equipment in accordance with

applicable maintenance data and carrying out modifications in accordance with the approved documents. As a rule, the maintenance organization requires the approval of LufABw.

1.3.5 Qualified Organization

1008. Civilian organizations developing, manufacturing or maintaining aircraft or aeronautical equipment must obtain an approval as a Bundeswehr aerospace organization. In individual product-specific cases and under observation of strict standards LufABw may decide that an approval as a Bundeswehr aerospace organization for development, production or maintenance is not required for civilian organizations developing, manufacturing or maintaining equipment that is categorized as aeronautical equipment consisting exclusively of parts operated independently of the aircraft (e.g. not permanently installed rescue and safety equipment, harness and tiedown material). LufABw shall define graduated and adapted requirements of the standards for aerospace organizations for such civilian organizations - (e.g. with regard to organization, personnel, processes and quality management system (QMS)).

1009. A civilian organization developing, manufacturing or maintaining equipment that is categorized as aeronautical equipment and for which an approval as a Bundeswehr aerospace organization is not required IAW no.1008, is hereinafter referred to as a "Qualified Organization". LufABw will inform the civilian organization about the fact that an approval as a Bundeswehr aerospace organization is not required and on the institution of the proceedings for approval as a qualified organization.

1010. When developing, manufacturing and maintaining such equipment, the qualified organization shall ensure that the specific requirements and relevant technical standards, in particular the applicable regulations in accordance with the General Publications A1-1525/0-8901 and A1-1525/0-8902 are complied with.

1011. Compliance monitoring IAW no. 1010 may be conducted by other official authorities or by entities that are recruited for this purpose. The monitoring authority must be qualified to fulfill the requirements as defined in no. 1010. The monitoring authority shall be appointed and documented by mutual consent of BAAINBw and LufABw. The monitoring results will be reported to LufABw. This does not affect any necessary or mandatory product conformity and airworthiness reverification inspections, which shall be conducted in accordance with the applicable regulations.

1.3.6 Organization-Internal Certifying Staff

1012. For the purpose of this special publication, organization-internal certifying staff is referred to as personnel who are authorized by an approved aerospace organization in accordance with a LufABw approved procedure to issue certificates for aircraft and/or aeronautical equipment internally and/or for

submission to the Bundeswehr inspection personnel. The personnel is entitled to sign internal documents. This does not affect official product conformity and airworthiness reverification inspections conducted by Bundeswehr inspection personnel, unless the approved aerospace organization has been entrusted with the execution of airworthiness verification and certification tasks.

1013. Training and certification of organization-internal certifying staff in maintenance organizations shall be conducted in accordance with the provisions of Regulation (EU) No 1321/2014 Annex III, Part 66 and the requirements of the Federal Office of Civil Aviation for civilian aerospace organizations. For this purpose, the aerospace organization will establish a documented procedure which specifies details on selection, qualification, continuation training, documentation and scope of authorities of organization-internal certifying staff.

1.3.7 Delegation of Tasks IAW § 30 a of the German Aviation Act

1014. The options in accordance with § 30 a of the German Aviation Act and the statutory ordinance on the delegation of specific tasks in connection with military aircraft and aeronautical equipment to approved Bundeswehr aerospace organizations (entrustment) are not a subject of this special publication. The related requirements are specified in separate regulations.

1015. In contrast to the optional delegation of tasks to approved Bundeswehr aerospace organizations IAW no. 1014, a delegation of specific tasks in connection with aircraft/aeronautical equipment to other qualified organizations (entrustment) is not permissible.

2 Requirements to be met by Aerospace Organizations

2001. In order to obtain an approval, the civilian organization shall demonstrate among other things that it has established and maintains an independent quality management system (QMS) that is adequate in relation to the services to be performed. This includes a quality assurance system for the type of business for which an approval is requested in accordance with the requirements outlined below. The requirements depend on the scope of the requested approval. The decision to deviate from these requirements will be made by LufABw.

2002. Normally, the contractor shall agree with his subcontractors on a quality control system which authorizes the (main-) contractor to conduct inspections and give directions to the sub-contractor. The main contractor shall be bound by contract to ensure the adequate performance of these tasks.

2003. In extraordinary cases, LufABw may also approve sub-contractors as Bundeswehr aerospace organizations, if this is necessary in view of the importance of their (part) performance and/or with regard to the relevance for air safety. The decision will be at the discretion of LufABw. This does not affect the approval of the (main) contractor as a Bundeswehr aerospace organization.

2.1 Design Organizations

2.1.1 Scope of Application (1525.E.231)

2004. This paragraph establishes the requirements to be fulfilled by a civilian organization in order to acquire or retain an approval as a design organization with regard to its tasks, privileges and obligations.

2005. LufABw may authorize deviations from these requirements, if this is objectively justified with regard to the type and scope of the tasks to be performed by the respective organization.

2.1.2 Eligibility (1525.E.233)

2006. A civilian organization shall be eligible as an applicant for an approval under this paragraph if it performs or shall perform services for the Bundeswehr with regard to aircraft and aeronautical equipment within the meaning of this special publication. An approval is also required, when the civilian organization develops test beds which are intended for direct use on the aircraft and interface with or affect aircraft systems which are subject to inspection.

2.1.3 Application (1525.E.234)

2007. Applications for a design organization approval shall be submitted in a format as prescribed by LufABw and shall include a compilation of the data required IAW paragraph 2.1.6 and the terms of approval requested to be issued IAW paragraph 2.1.10.

2.1.4 Issuance of an Approval

2008. LufABw may issue a design organization approval to those organizations that have demonstrated compliance with the applicable requirements of paragraph 2.1.

2.1.5 Design Assurance Systems (1525.E.239)

2009. The respective design organization shall demonstrate that it has established and is able to maintain a design assurance system for the control and supervision of the design and of design changes, of aircraft and aeronautical equipment for which an approval is requested. This design assurance system shall be such to enable the organization:

- a) to ensure that the design of aircraft and aeronautical equipment or the design change repair solution comply with the applicable type certification basis and any required environmental protection requirements (where applicable), and
- b) to ensure that its responsibilities are properly discharged in accordance with the following provisions:

- (i) the appropriate provisions of General Publication A1-1525/0-8901 and of this regulation concerning aerospace organizations, as well as
 - (ii) the applicable provisions as specified under the terms of approval granted IAW section 2.1.10,
- c) to independently monitor the compliance with and adequacy of the documented procedures. This monitoring shall include a feed-back system to a person or group of persons having responsibility to ensure corrective actions.

2010. The design assurance system shall include an independent checking function of the showings of compliance on the basis of which the organization submits compliance statements and associated documentation to LufABw.

2011. The design organization shall specify the manner in which the design assurance system accounts for the acceptability of aircraft and aeronautical equipment designed or tasks performed by partners or subcontractors according to the methods which are the subject of written procedures.

2.1.6 Design Organization Exposition (1525.E.243)

2012. The design organization shall submit to LufABw a design organization exposition IAW annex 4.1 and 4.2 or an equivalent document describing directly or by cross reference the organization, the relevant procedures and the aircraft/aeronautical equipment or changes to aircraft/aeronautical equipment to be designed.

2013. If aircraft/aeronautical equipment or changes to these products are designed by partner organizations or subcontractors, the design organization exposition shall include a statement of how the design organization is able to give, for the design of the entire aircraft/aeronautical equipment the assurance of compliance required by no. 2010. It shall contain, directly or by cross-reference descriptions and information on the design activities and organization of those partner organizations or subcontractors, as necessary to establish this statement of compliance.

2014. The design organization exposition and its amendments/changes must be kept up to date and is subject to approval by LufABw.

2015. The design organization shall submit a statement of the qualifications and experience of the management staff and all other persons responsible for making decisions affecting airworthiness and environmental protection (as applicable) in the organization.

2.1.7 Approval Requirements (1525.E.245)

2016. The design organization shall demonstrate on the basis of the design organization exposition submitted IAW paragraph 2.1.6 that in addition to complying with the requirements of the design assurance system IAW paragraph 2.1.5

- a) the staff in all technical departments are of sufficient numbers and experience and have been given appropriate authority to be able to discharge their allocated responsibilities. Furthermore, the premises, facilities and equipment are adequate to enable the staff to achieve the objectives of the product, in particular with regard to airworthiness, operational suitability and environmental protection (as applicable).
- b) the qualification of the personnel responsible for design activities, administrative tasks and/or quality control is monitored in accordance with the procedures defined in the design organization exposition and approved by LufABw, thus ensuring the compliance with approved standards.
- c) there is full and efficient coordination between departments and within departments in respect of airworthiness and (where applicable) environmental protection matters.

2.1.8 Changes in the Design Assurance Systems (1525.E.239)

2017. After the issue of a design organization approval, each change to the design assurance system that is significant to the demonstration of compliance or to the airworthiness and environmental protection (where applicable) of the product, shall be approved by LufABw. Applications for approval of changes shall be submitted to LufABw in writing. The design organization shall demonstrate to LufABw on the basis of submission of proposed changes to the design organization exposition, and before implementation of the change that it will continue to comply with the requirements of the present regulation on aerospace organizations after implementation.

2.1.9 Transferability (1525.E.249)

2018. In principle, design organization approvals are not transferable. Exceptions may be approved by LufABw.

2.1.10 Terms of Approval (1525.E.251)

2019. The terms of approval shall identify:

- a) the types of design work,
- b) the categories of aircraft and aeronautical equipment for which the design organization holds the design organization approval, and

c) the functions and duties that the organization is approved to perform with regard to airworthiness of aircraft/aeronautical equipment.

2020. For the design organization approval, a list of aircraft and aeronautical equipment is part of the terms of approval.

2.1.11 Changes to the Terms of Approval (1525.E.253)

2021. Changes to the terms of approval shall be approved by LufABw. Any application for a change to the terms of approval shall be made in a form and manner established by LufABw. The design organization shall comply with the applicable requirements of this subparagraph.

2.1.12 Government Supervision (1525.E.257)

2022. The design organization shall make arrangements that allow LufABw to perform any audits, including audits of partners and subcontractors, necessary to determine compliance and continued compliance with the applicable requirements of the present regulation.

2023. The design organizations shall allow LufABw to review any reports and inspections and perform or witness any flight or ground tests necessary to check the validity of the compliance statements and other documentary records submitted by the applicants IAW no.2010.

2.1.13 Violations by Design Organizations (Findings) (1525.E.258)

2024. When objective evidence is found showing non-compliance of the holder of a design organization approval with the applicable requirements of this special publication, the finding shall be classified as follows:

- a) A level one finding is any non-compliance with the provisions of this special publication, which could lead to uncontrolled non-compliances with applicable requirements and which could affect the safety of the aircraft.
- b) A level two finding is any non-compliance with the provisions of this special publication, which is not classified as level one.

2025. After receipt of notification of findings

- a) In case of a level one finding, the holder of the design organization approval shall demonstrate corrective action to the satisfaction of LufABw within 21 working days after receipt of the discrepancy report.
- b) in case of a level 2 finding, the corrective action period granted by LufABw shall be appropriate to the nature of the finding. In any case, the period shall not exceed 3 months. Under certain

circumstances and depending on the nature of the finding, LufABw may extend the three months period subject to the provision of a satisfactory corrective action plan agreed by LufABw.

2026. In case of level one or level two findings, the design organization approval may be subject to a partial limitation or full suspension or revocation by LufABw.

2.1.14 Validity (1525.E.259)

2027. Generally, the Bundeswehr design organization approval is granted for a limited period of time. In individual cases it might be justified to grant it for an unlimited period, especially when the organization is known to be reliable. It will remain valid for the approved period of time. LufABw may completely or partially revoke an approval in the following cases:

- a) the design organization fails to demonstrate compliance with the applicable requirements of the present subparagraph, or
- b) LufABw is prevented by the holder or any of its partners or subcontractors to perform the investigations in accordance with paragraph **Fehler! Verweisquelle konnte nicht gefunden werden.**, or
- c) there is evidence that the design assurance system cannot maintain satisfactory control and supervision of the design of aircraft/aeronautical equipment or changes thereof under the approval.

2028. The organization may decide to renounce the approval (return the certificate).

2029. Other cases where the validity expires in accordance with the German administrative procedure legislation remain unaffected.

2030. In all cases where the validity expires, in particular upon surrender or revocation, the certificate shall be returned to LufABw.

2.1.15 Obligations of the Design Organizations (1525.E.265)

2031. The holder of a design organization approval shall:

- a) maintain the design organization exhibition in conformity with the design assurance system,
- b) ensure that this design organization exhibition is used as a basic working document within the organization,
- c) determine that the type design, or changes or repairs thereof, as applicable, comply with applicable design and airworthiness requirements,

2032. When LufABw has to issue an airworthiness directive stipulating the execution of measures on an aircraft for the purpose of restoring airworthiness, correcting unsafe conditions or performing an inspection, the holder of a design organization approval shall:

- a) propose adequate corrective action and/or required inspections and submit detailed information on these proposals to LufABw for approval, and
- b) upon approval of the proposals by LufABw, submit appropriate descriptive data and implementing instructions for aircraft/aeronautical equipment concerned.

2.1.16 Failures, Malfunctions and Defects (1525.E.3A)

2033. System for collection, investigation and analysis of failures, malfunctions and defects:

The holders of a design organization approval shall have a system for collecting, investigating and analyzing reports of and information related to failures, malfunctions, defects or other occurrences which cause or might cause adverse effects on the continuing airworthiness of aircraft/aeronautical equipment covered by the type certificate, major repair design approval or any other relevant approval deemed to have been issued under the present special publication. Information about this system shall be made available to all operators of the respective aircraft/aeronautical equipment and, on request, to any other persons and organizations entitled to receive it.

2034. Reporting to LufABw and to the holder of the military type certificate:

- a) The holders of a design organization approval shall take appropriate precautions for reporting to LufABw any failure, malfunction, defect or other occurrence of which it is aware related to aircraft/aeronautical equipment covered by the approval, or changes thereof, and which has resulted in or may result in an unsafe condition.
- b) These reports shall be made in a form and manner established by LufABw, as soon as practicable and in any case dispatched not later than 72 hours after the identification of the possible unsafe condition.

2035. Investigation of reported occurrences:

- a) When an occurrence reported under no. 2034 or IAW no. 2064 results from a deficiency in the design, or a manufacturing deficiency, the holder of the design organization approval, or the manufacturer as appropriate, shall investigate the reason for the deficiency and report to LufABw and the holder of the military type certificate the results of its investigation and any action it is taking or proposes to take to correct that deficiency.
- b) If LufABw or the holder of the military type certificate finds that an action is required to correct the deficiency, the holder of the design organization approval or the manufacturer as appropriate, shall submit the relevant data to LufABw.

2.1.17 Airworthiness Directive (1525.E.3B)

2036. Airworthiness directives are directives issued by LufABw, stipulating the actions to be performed on a type of aircraft/aeronautical equipment for the purpose of restoring an acceptable level of safety, if it is evident that the safety of the aircraft/aeronautical equipment could otherwise be compromised.

2037. LufABw shall issue airworthiness directives, when:

- a) LufABw determined the existence of an unsafe condition in an aircraft, as a result of a deficiency in the aircraft, or an engine, propeller, part or appliance installed on this aircraft; and
- b) that condition could also exist or occur in other aircraft.

2038. When an airworthiness directive is issued by LufABw to correct the unsafe condition referred to under no. 2037, or to require the performance of an inspection, the holder of the design organization approval shall:

- a) propose adequate corrective action and/or required inspections and submit details of these proposals to LufABw for approval, and
- b) following the approval of these proposals and/or the required inspections by LufABw, provide appropriate descriptive data and accomplishment instructions to all known operators of the aircraft/aeronautical equipment.

2039. Airworthiness directives shall contain at least the following information:

- a) an identification of the unsafe condition,
- b) an identification of the affected aircraft/types of aircraft and associated operating and maintenance documentation,
- c) the action(s) required,
- d) the compliance time for the required action(s),
- e) the date of entry into force.

2.1.18 Coordination between Design and Production (1525.E.4)

2040. When a design organization is entrusted with tasks relating to the continued airworthiness of aircraft/aeronautical equipment, it shall with regard to the type certificate, approval of changes to type design or approvals of repair design, ensure the collaboration between the design organization and the production organization as necessary to ensure:

- a) the satisfactory coordination of design and production required by no. 2042 or no. 2064 b) (ii) as appropriate, and
- b) the proper support of the continued airworthiness of the aircraft/aeronautical equipment in question.

2.2 Production Organizations

2.2.1 Scope of Application (1525.H.131)

2041. This paragraph establishes

- a) the requirements to be fulfilled by production organizations having demonstrated the conformity of aircraft and aeronautical equipment with the applicable design data, and
- b) the rules governing the obligations and privileges of applicants for, and holders of, such approvals.

2.2.2 Eligibility (1525.H.133)

2042. A civilian organization has the right to request an approval under this section if it performs or shall perform services for the Bundeswehr with regard to aircraft and aeronautical equipment within the meaning of this special publication. An approval is also required, when the civilian organization develops test beds which are intended for direct use on the aircraft and which interface with or affect aircraft systems which are subject to inspection. The applicants shall:

- a) justify that, for a defined scope of work, an approval under the present section is appropriate for the purpose of showing conformity with a specific design; and
- b) hold or have applied for the assignment of the development responsibility for that specific design, or are about to demonstrate its conformity, or
- c) have ensured, through an appropriate arrangement with the organization holding the development responsibility for that specific design, satisfactory coordination between production and design.

2.2.3 Application (1525.H.134)

2043. Applications for a design organization approval shall be submitted in a format as prescribed by LufABw and shall include a compilation of the data required IAW paragraph 2.2.6 and the terms of approval requested to be issued IAW paragraph 2.2.11.

2.2.4 Issuance of an Approval

2044. LufABw may issue a production organization approval to those civilian organizations that have demonstrated compliance with the applicable requirements under this paragraph.

2.2.5 Quality Assurance Systems (1525.H.139)

2045. The production organization shall demonstrate that it has established and is able to maintain a quality assurance system. The quality assurance system shall be documented. This quality assurance system shall be such as to enable the organization to ensure that each product, part or appliance, piece

of material or equipment produced by the organization or by its partners, or supplied by vendors and subcontractors, conforms to the applicable design data and is in condition for safe operation.

2046. The quality assurance system shall contain:

a) as required within the scope of approval, procedures for:

- (i) the control of document issue, approval, or change,
- (ii) quality audits and controls for assessment of vendors and subcontractors,
- (iii) verification that incoming products, parts, materials, and equipment, including items supplied new or used by buyers of products, are as specified in the applicable design data,
- (iv) identification and traceability,
- (v) manufacturing processes,
- (vi) inspection and testing, including production flight tests,
- (vii) calibration of tools, jigs, and test equipment,
- (viii) non-conforming item control and management,
- (ix) airworthiness coordination with the applicant for, or holder of, the design approval,
- (x) records completion and retention,
- (xi) personnel competence and qualification,
- (xii) issue of airworthiness release documents,
- (xiii) handling, storage and packing,
- (xiv) internal quality audits and resulting corrective actions,
- (xv) work within the terms of approval performed at any location other than the approved facilities,
- (xvi) work carried out after completion of production but prior to delivery, to maintain the aircraft in a condition for safe operation,

The control procedures need to include specific provisions for any critical parts as identified by the design organization.

b) An independent quality assurance function to monitor compliance with, and adequacy of, the documented procedures of the quality assurance system. This monitoring shall include a feedback system to the person or group of persons referred to in no. 2049 c) (ii) and ultimately to the manager referred to in no. 2049 c) (i) to ensure that corrective actions are carried out appropriately. The quality assurance function shall be independent of the verification of airworthiness.

2.2.6 Production Organization Exposition (1525.H.143)

2047. The organization shall submit to LufABw a production organization exposition or an equivalent document providing the following information:

- a) a confirmation signed by the accountable manager which states that the production organization exposition and associated manuals which define the approved organization's compliance with the present regulations will be complied with at all times,
- b) the titles and names of managers and staff members accepted by LufABw in accordance with no. 2049 c) (ii),
- c) the duties and responsibilities of the managers and staff members as required by no. 2049 c) (ii) including the scope of powers by which they may deal directly with LufABw on behalf of the organization.
- d) an organizational chart showing associated chains of responsibility of the managers and/or staff members as required by no. 2049 c) (i) and no. 2049 c) (ii),
- e) a list of organization-internal certifying staff,
- f) a general description of available manpower resources,
- g) a general description of the facilities located at each address specified in the production organization's certificate of approval,
- h) a general description of the production organization's scope of work for which an approval has already been granted or is envisaged,
- i) the procedure for the notification of organizational changes to LufABw,
- j) the amendment procedure for the production organization exposition,
- k) a description of the quality assurance system and the procedures as required by no. 2046 a), and
- l) a list of those partners, vendors and subcontractors referred to in no. 2045

2048. The production organization exposition shall be amended as necessary to remain up to date with the latest status of the organization description and be forwarded to LufABw for approval.

2.2.7 Approval Requirements (1525.H.145)

2049. The production organization shall demonstrate, on the basis of the information submitted in accordance with no. 2047 that:

- a) with regard to general approval requirements, facilities, working conditions, equipment and tools, processes and associated materials, number and competence of staff, and general organization are adequate to discharge obligations under no. 2.2.16,
- b) with regard to all necessary airworthiness data:
 - (i) the production organization is in receipt of such data from the competent agency, and from the holder of, or applicant for, the type-certificate, restricted type-certificate or other design or repair approval, to determine conformity with the applicable design data,
 - (ii) the production organization has established a procedure to ensure that these data are correctly incorporated in its production data, and

(iii) such data are kept up to date and made available to all personnel who need access to such data to perform their duties.

c) With regard to management and staff:

(i) a manager has been nominated by the production organization, and is accountable to LufABw. His or her responsibility within the organization shall consist of ensuring that all production is performed to the required standards and that the production organization is continuously in compliance with the data and procedures identified in the production organization exposition referred to in no 2.2.6,

(ii) a person or group of persons have been nominated by the production organization and given appropriate authority to ensure that the organization is in compliance with the requirements of the present regulation on aerospace organizations. Such persons shall act under the direct authority of the accountable manager. The persons nominated shall be able to show the appropriate knowledge, background and experience to discharge their responsibilities, and

(iii) staff at all levels have been given appropriate authority to be able to discharge their allocated responsibilities and that there is full and effective coordination within the production organization in respect of airworthiness matters.

d) the qualification of the personnel responsible for design activities, administrative tasks and/or quality control is monitored in accordance with the procedures defined in the production organization exposition and approved by LufABw, thus ensuring the compliance with approved standards.

2.2.8 Changes to the Approved Production Organizations (1525.H.147)

2050. After the issue of a production organization approval, each change to the approved production organization that is significant to the demonstration of conformity or to the verification airworthiness of aircraft/ aeronautical equipment and particularly changes to the quality assurance system, shall be approved by LufABw. An application for approval shall be submitted in writing to LufABw. The production organization shall demonstrate to LufABw before implementation of the change, that it will continue to comply with the present regulations on aerospace organizations.

2051. LufABw shall establish the conditions under which a production organization approved under the present regulations on aerospace organizations may operate during such changes unless LufABw determines that the approval should be suspended.

2.2.9 Changes of Location

2052. A change of the location of the manufacturing facilities of the approved production organization shall be considered as a significant change and therefore shall comply with the requirements of no. 2.2.8.

2.2.10 Transferability (1525.H.149)

2053. In principle, production organization approvals are not transferable. Exceptions may be approved by LufABw.

2.2.11 Terms of Approval (1525.H.151)

2054. The terms of approval shall identify the type designations of aircraft and aeronautical equipment and/or the categories of aircraft and aeronautical equipment for which the production organization approval has been issued as well as the respective scope of work.

2.2.12 Changes to the Terms of Approval (1525.H.153)

2055. Changes to the terms of approval shall be approved by LufABw. Any application for a change to the terms of approval shall be made in a form and manner established by LufABw. The applicant shall comply with the applicable requirements of this subparagraph.

2.2.13 Investigations (1525.H.157)

2056. The production organization shall make arrangements that allow LufABw to make any investigations, including investigations of partner organizations and subcontractors, necessary to determine compliance and continued compliance with the applicable requirements of the present regulation.

2.2.14 Violations by Production Organizations (Findings) (1525.H.158)

2057. When objective evidence is found showing non-compliance of the holder of a production organization approval with the applicable requirements of this special publication, the findings shall be classified as follows:

- a) A level one finding is any non-compliance with the provisions of this special publication, which could lead to uncontrolled non-compliances with applicable design data and which could affect the flight safety of the aircraft.
- b) A level two finding is any non-compliance with the provisions of this special publication, which is not classified as level one.

2058. After receipt of notification of findings IAW this special publication

- a) In case of a level one finding, the holder of the production organization approval shall demonstrate the completion of adequate corrective action to the satisfaction of LufABw within 21 working days after written notification of the finding.
- b) in case of a level 2 finding, the corrective action period granted by LufABw shall be appropriate to the nature of the finding but in any case initially shall not be more than three months. Under certain circumstances and depending on the nature of the finding, LufABw may extend the three months period subject to the provision of a satisfactory corrective action plan agreed by LufABw.

2059. In case of level one or level two findings, the production organization approval may be subject to a partial limitation or full suspension or revocation by LufABw. The holder of the production organization approval shall confirm the receipt of the notice of limitation, suspension or revocation of the approval without delay.

2.2.15 Validity (1525.H.159)

2060. The Bundeswehr production organization approval is generally granted for a limited period of time. In individual cases it might be justified to grant it for an unlimited period, especially when the organization is known to be reliable. It will remain valid for the approved period of time. LufABw may completely or partially revoke an approval in the following cases:

- a) The production organization fails to demonstrate compliance with the applicable requirements of the present paragraph 2.2, or
- b) LufABw is prevented by the holder or any of its partner organizations or subcontractors to perform the investigations in accordance with paragraph 2.2.1.3 **Fehler! Verweisquelle konnte nicht gefunden werden.**, or
- c) there is evidence that the production organization cannot maintain satisfactory control of its partner organizations and subcontractors with regard to the manufacture of aircraft/aeronautical equipment covered by the approval, or
- d) the production organization no longer meets the requirements of no. 2.2.2, or
- e) the production organization has not performed any production activities in accordance with the terms of approval for a period of five years.

2061. The organization may decide to renounce the approval (return the certificate)

2062. Other cases where the validity expires in accordance with the German administrative procedure legislation remain unaffected.

2063. In all cases where the validity expires, in particular upon surrender or revocation, the certificate shall be returned to LufABw.

2.2.16 Obligations of the Production Organizations (1525.H.165)

2064. The holder of a production organization approval shall:

- a) ensure that the production organization exposition furnished and the documents to which it refers, are used as basic and binding working documents within the organization,
- b) maintain the production organization in conformity with the data and procedures approved for the production organization approval, this means:
 - (i) determine that each completed aircraft conforms to the type design and is in condition for safe operation prior to submitting statements of conformity to the competent authority, or
 - (ii) determine that other aeronautical equipment is complete and conforms to the approved design data and is in a condition for safe operation before the items are presented to the competent authority for certification of system compatibility (product conformity inspection), or
 - (iii) determine that other aeronautical equipment conforms to the applicable design data before issuing a statement of conformity,
- c) record all details of work carried out,
- d) establish and maintain an internal occurrence reporting system in the interest of flight safety, to enable the collection and assessment of occurrence reports in order to identify adverse trends or to address deficiencies, and to extract reportable occurrences. This system shall include evaluation of relevant information relating to occurrences and the promulgation of related information, in order to:
 - (i) report to the holder of the military type-certificate or design approval, all cases where aircraft and aeronautical equipment have been released by the production organization and subsequently identified to have possible deviations from the applicable design data, and investigate with the holder of the type-certificate or design approval in order to identify those deviations which could lead to an unsafe condition,
 - (ii) report to LufABw the deviations identified according to no. 2064 d) (i) which could lead to an unsafe condition. Such reports shall be made in a form and manner established by LufABw, where the holder of the production organization approval is acting as a supplier to another production organization, report also to that other organization all cases where it has released aircraft and aeronautical equipment to that organization and subsequently identified them to have possible deviations from the applicable design data,
- e) provide assistance to the holder of the type-certificate or design approval in dealing with any continuing airworthiness actions that are related to the aircraft and aeronautical equipment produced,

- f) establish an archiving system incorporating requirements imposed on its partners, suppliers and subcontractors, ensuring conservation of the data used to demonstrate conformity of the aircraft/aeronautical equipment. Such data shall be held at the disposal of LufABw and be retained in order to provide the information necessary to ensure the continuing airworthiness of the aircraft/aeronautical equipment.

2.3 Maintenance Organizations

2.3.1 Scope of Application (1525.I.10)

2065. This section defines the requirements a civilian organization must fulfill in order to acquire or retain an approval for the maintenance of Bundeswehr aircraft and aeronautical equipment.

2.3.2 Application (1525.I.15)

2066. A civilian organization has the right to request an approval under this section if it performs or will perform services for the Bundeswehr with regard to aircraft and aeronautical equipment within the meaning of this special publication. A request for the issue or change of an approval must be submitted to LufABw by using the prescribed form provided by LufABw.

2.3.3 Scope of the Approval

2067. The civilian organization shall indicate the scope of work and the aircraft / aeronautical equipment which are supposed to be covered by the approval in accordance with the relevant organization exposition.

2.3.4 Requirements for Sites of the Organization (1525.I.25)

2068. The organization shall ensure the following;

- a) Appropriate infrastructure is available for all planned work, ensuring in particular protection from the weather elements. Specialized workshops and bays must be segregated in such a way that environmental and work area contamination cannot occur.
 - (i) For maintenance of aircraft, hangars are both available and large enough.
 - (ii) The workshops designed for the maintenance of parts must be sufficiently large.
- b) Office space is provided for the management of the planned work referred to in paragraph a) as well as for the organization-internal certifying staff so that they can carry out their assigned tasks in compliance with good aircraft maintenance standards.

- c) The work environment including aircraft hangars, component workshops and office space, is appropriate for the task carried out and will, in particular, fulfill the following requirements. Unless otherwise dictated by the particular task environment, the working environment shall be such that the effectiveness of personnel is not impaired:
- (i) The temperatures must not impair the personnel in executing the required work.
 - (ii) Dust and air pollution shall be minimized as much as possible and not be permitted to reach a level in the work task area where aircraft / aeronautical equipment surface contamination is evident. Where dust/ other airborne contamination cause visible surface contamination, all susceptible systems need to be sealed until acceptable conditions are re-established.
 - (iii) Lighting shall be such as to ensure that each inspection and maintenance task can be carried out in an effective manner.
 - (iv) Noise shall not distract personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel must be provided with the necessary personal protective equipment to stop excessive noise causing distraction during inspection tasks.
 - (v) Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions shall be controlled. These special conditions shall be specified in the maintenance data.
- d) Secure storage facilities shall be provided for components, equipment, tools and material. Storage conditions shall ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools. The conditions of storage shall at least be in accordance with the instructions of the manufacturer to prevent deterioration and damage of stored items. Access to the storage areas shall be restricted to authorized personnel that is required to access these areas.

2.3.5 Personnel Requirements (1525.I.30)

2069. The maintenance organization shall appoint an accountable manager who has corporate authority for ensuring that all maintenance activities are carried out in accordance with the standards required by this special publication. The accountable manager shall

- a) ensure that all necessary resources are available to accomplish maintenance in compliance with no. 2123 and in accordance with the maintenance organization approval;
- b) establish and promote the safety and quality strategy in accordance with no. 2122; and
- c) demonstrate his/her fundamental expertise on the regulation of Bundeswehr aerospace organizations.

2070. The organization shall nominate a person or a group of persons responsible for ensuring, within the framework of their duties, that the organization fulfills the requirements set out in this regulation for Bundeswehr aerospace organizations. This person / group of persons is directly reporting to the manager with regard to technical subject matters.

- a) The person or persons nominated shall represent the management structure of the maintenance organization and be responsible for all functions specified in this regulation for Bundeswehr aerospace organizations.
- b) The nominated person(s) shall be stated with their name(s), and their credentials must be submitted to LufABw in such a way as prescribed by it.
- c) The nominated person(s) shall have relevant knowledge, background and satisfactory experience related to maintenance of aircraft / aeronautical equipment and, moreover, shall be able to demonstrate detailed knowledge of this regulation for Bundeswehr aerospace organizations as well as confidence regarding its application.
- d) Procedures shall make clear who deputizes for any particular person in the case of absence of the said person.

2071. The accountable manager (as per no. 2069) shall appoint a person responsible for monitoring the quality management system and the feedback system required by no. 2124. The appointed person shall be granted an all-out right to directly refer to the organization management ensuring that the latter remains informed in terms of quality and compliance matters.

2072. The organization shall have a maintenance man-hour plan showing that the organization has sufficient staff to plan, perform, supervise, inspect and quality monitor the organization in accordance with the approval. In addition, the organization shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.

2073. In order to comply with the approved standards the organization shall, in accordance with the procedures defined in the maintenance organization exposition and approved by LufABw, monitor the competence of the personnel involved in any maintenance, management and/or quality control. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of human factors and human performance issues appropriate to that person's function in the organization. "Human factors" means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration of human performance. "Human performance" means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

2074. The organization shall ensure that the personnel who carry out and/or control non-destructive testing of aircraft structures and/or aircraft parts are appropriately qualified to do so in compliance with the European or equivalent standard recognized by LufABw. Personnel who carry out any other specialized tasks shall be appropriately qualified in accordance with the standards recognized by LufABw. Personnel who fulfills the requirements of EN 4179 “Aerospace series - Qualification and approval of personnel for non-destructive testing” is qualified to perform such testing.

2075. Any organization maintaining aircraft shall have in the case of minor scheduled tasks and simple defect rectification appropriately qualified organization-internal level B¹ certifying staff holding a type rating in accordance with no. 2073 and section 2.3.6.

In addition, such organizations may also use maintenance personnel who has gone through task-specific level A² training in accordance with no. 2073 and section 2.3.6 in cases where minor scheduled tasks and simple defect rectification are to be performed. The available level A maintenance staff is not a substitution for the required organization-internal level B certifying maintenance staff in accordance with section 2.3.6. In order to ensure the performance of military-specific maintenance measures the organization shall have a sufficient number of level B maintenance personnel with extensions relevant for military-specific activities in accordance with no. 2073 and section 2.3.6.

2076. Any organization maintaining aircraft shall

a) in the case of extensive scheduled tasks on aircraft have appropriately qualified organization-internal level C³ certifying maintenance staff in accordance with no. 2073 and section 2.3.6. . In addition, the organization shall have a sufficient number of maintenance personnel (level B, in accordance with no. 2073 and section 2.3.6) to support the level C personnel.

(i) Prior to the official inspection personnel confirming airworthiness, the organization-internal certifying staff shall ensure that all relevant tasks or inspections have been performed pursuant to the standard set out in this special publication.

(ii) The organization shall keep a list of the level B support staff.

(iii) The organization-internal level C certifying maintenance staff shall ensure that compliance with paragraph a) (i) of no. 2076 has been met and that all work has been accomplished in the framework of special testing or the work package. The level C personnel assesses the impact of any work not carried out with a view to either requiring its accomplishment or agreeing with the customer to defer such work to another specified check or time limit.

¹ A categorization pursuant to DEMAR 66 is recommended

² A categorization pursuant to DEMAR 66 is recommended

³ A categorization pursuant to DEMAR 66 is recommended

2077. The requirements of no. 2073 shall be fulfilled by organization-internal personnel who is authorized to certify components that are to be submitted to the official airworthiness reverification inspection personnel.

2.3.6 Organization-Internal Certifying Staff and Level B Support Staff (1525.I.35)

2078. In addition to the appropriate requirements of nos. 2075 and 2076 the organization shall ensure that the organization-internal certifying maintenance staff and the level B support staff has suitable technical knowledge of the relevant aircraft / aeronautical equipment to be maintained as well as of the associated operational procedures. In the case of organization-internal certifying maintenance staff this provision shall be fulfilled before an organization-internal certification authorization is granted, extended or reissued.

- a) Level B “support staff” means the level B maintenance personnel who is not necessarily authorized to sign organization-internal release certificates.
- b) “Relevant aircraft / aeronautical equipment” is used for aircraft or components specified in the respective certification authorization.
- c) The “certification authorization” mentioned here is the authority granted by the approved organization to issue an organization-internal release certificate (declaration of conformity), which shall be submitted to the official airworthiness reverification inspection personnel. The certification in accordance with aviation law issued by the official inspection personnel is the authority to certify aircraft for flight operations or parts for installation or to verify the completion of individual measures.

2079. The organization may issue an organization-internal certification authorization for personnel when this is justified by their qualification and experience as well as the weapon system authorizations in accordance with no. 2073. The organization-internal certifying maintenance staff shall fulfill the relevant provisions while the authorization is valid.

2080. The organization shall ensure that the entire organization-internal certifying maintenance staff and the level B support staff has performed relevant maintenance on aircraft or parts for at least six months within a period of two consecutive years. “Performed relevant maintenance on aircraft or parts” as used in this paragraph means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorization and/or has actually carried out maintenance work on at least one of the aircraft type systems specified in the particular certification authorization.

2081. The organization establishes a program for continuation training for the entire certifying maintenance staff and level B support staff. This program shall ensure for a period of two years that the

aforementioned personnel acquires or maintains the up-to-date knowledge of relevant technology and the state-of-the-art as well as organization procedures and human factors.

2082. The organization establishes a program for continuation training for the entire certifying maintenance staff and level B support staff including a procedure to ensure compliance with the relevant paragraphs of no. 2073 and section 2.3.6 as the basis for issuing organization-internal certification authorizations.

2083. The organization shall assess personnel with regard to their competence, qualification and capability for the intended organization-internal certification duties in accordance with a procedure defined in the maintenance organization exposition and before an organization-internal certification authorization is issued, reissued or extended in accordance with this regulation for aerospace organizations.

2084. When the organization-internal certifying maintenance staff fulfills the conditions of nos. 2078, 2079, 2081, 2083 and, where applicable, no. 2080 the organization may issue an organization-internal certification authorization that clearly specifies the scope and limits of the authorization. Continued validity of the certification authorization depends upon continued compliance with nos. 2078, 2079, 2081, 2083 and, if applicable, no. 2080.

2085. The certification authorization must be in a style that makes its scope clear to the organization-internal certifying maintenance staff and any authorized person who may require to examine the authorization. When codes are used to define scope, the organization shall make a code translation readily available. LufABw officials may also inspect this authorization.

2086. The accountable manager, on behalf of the maintenance organization, is responsible for granting organization-internal certification authorizations to organization-internal certifying staff. This person may nominate other persons who directly issue or revoke organization-internal certification authorizations in accordance with a procedure as specified in the maintenance organization exposition.

2087. The maintenance organization shall maintain a record of the entire certifying maintenance staff and the support staff which shall contain the following information:

- a) Maintenance licenses/authorizations for aircraft in accordance with no. 2073,
- b) All relevant training completed,
- c) Scope of the organization-internal certification authorizations issued, and
- d) Information on limits or one-off organization-internal certification authorizations.

2088. The maintenance organization shall keep the record for a period of at least three years from the end of employment of the certifying maintenance staff or the level B support staff. The maintenance

organization shall provide a copy of the certification authorization to the organization-internal certifying maintenance staff, either in written or electronic form.

2089. The organization-internal certifying maintenance staff shall produce their certification authorization to authorized persons within 24 hours.

2090. The minimum age for organization-internal certifying maintenance staff or level B support staff is 21 years.

2091. The holder of a license for organization-internal level A certifying maintenance staff may issue organization-internal release certificates only for specific aircraft types and after completion of the relevant task-specific level A training carried out by an aerospace organization that is approved in accordance with this special publication. This training shall include practical hands on training and theoretical training as appropriate for each task authorized. Satisfactory completion of the training shall be demonstrated by an examination or by workplace assessment carried out by the organization.

2092. Organization-internal level B certifying maintenance staff may issue organization-internal release certificates only after six months of documented practical experience covering the scope of the authorization to be issued.

The task training shall contain practical hands on training and theoretical training as appropriate for each work authorized. Satisfactory completion of the training shall be demonstrated by an examination or by workplace assessment. Task training and examination / workplace assessment shall be carried out by the maintenance organization that issues the organization-internal certification authorization. The practical experience shall also be obtained in such an organization.

2.3.7 Equipment, Tools and Material (1525.I.40)

2093. The organization shall have available and use the necessary equipment, tools and material to perform the approved scope of work.

- a) If the manufacturer prescribes the use of a particular tool or equipment, the organization shall use this tool or equipment unless LufABw approves the use of alternative tools or equipment. This shall be recorded in the maintenance organization exposition.
- b) Tools and equipment must be permanently available unless a tool or equipment is used so infrequently that its permanent availability is not necessary. Such cases shall be detailed in the maintenance organization exposition.
- c) An organization which has been granted the approval to perform maintenance measures shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft can be properly inspected.

2094. The organization shall ensure that all tools, equipment and, in particular, test equipment are controlled and calibrated in accordance with an officially recognized standard at a frequency to ensure serviceability and accuracy. Records of such calibrations and traceability to the standard used shall be kept by the maintenance organization.

2.3.8 Acceptance of Components (1525.I.42)

2095. All components shall be put into one of the following categories:

- a) Components in satisfactory condition which were released and marked in accordance with a document recognized by LufABw.
- b) Unserviceable components which shall be maintained in accordance with this special publication for aerospace organizations.
- c) Unsalvageable components classified in accordance with no. 2098.
- d) Standard parts used on an aircraft, engine, propeller or another aircraft component, when they are listed in the manufacturer`s illustrated parts catalog and/or in the maintenance data. These parts shall be accompanied by a manufacturer`s declaration of conformity.
- e) Raw and consumable material that can be used during maintenance if the organization is satisfied that the material meets the required specification and has appropriate traceability. All material shall be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.

2096. Prior to installation of a component, the maintenance organization shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable.

2097. The organization may fabricate a restricted range of parts to be used in the course of undergoing work within its own facilities or, if approved by LufABw, in other facilities, provided that applicable procedures are specified in the maintenance organization exposition and approved by LufABw.

2098. Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable. These parts shall be removed from the supply system with the participation of official Bundeswehr inspection personnel in accordance with Type A General Publication A-1540/5 "Disposal and recycling of material" (Aussonderung und Verwertung von Material) unless certified life limits have been extended or a repair solution for the correction of the defect has been approved. Procedures shall be established that prevent unsalvageable parts from being used and/or reinserted into the supply system nonetheless.

2.3.9 Maintenance Data (1525.I.45)

2099. The organization shall have access to and use applicable current maintenance data in the performance of maintenance. The maintenance data shall be available in full for each aircraft type, component or process specified in the organization exposition.

The maintenance data are generally provided by the Customer and shall be used for performing the maintenance. The maintenance data shall be complied with unless the requirements of this special publication for aerospace organization, no. 2117 in particular, were to be violated in doing so.

2100. For the purpose of this special publication for aerospace organization, applicable maintenance data are

- a) Any applicable requirements, procedures, operational directives or information issued or provided by LufABw;
- b) Any applicable airworthiness directives published by LufABw;
- c) Instructions for continuing airworthiness issued by (military) type certificate holders, (military) supplementary type certificate holders and other organizations required to publish such data by this special publication for aerospace organizations and in the case of aircraft or components from third countries the airworthiness data mandated by the Authority responsible for the oversight of the aircraft or component;
- d) Any applicable standards, including but not limited to maintenance standard practices recognized by LufABw; and
- e) Any applicable data issued in accordance with no. 2102.

2101. The organization shall establish procedures that ensure the recording and reporting of possibly inaccurate, incomplete or ambiguous procedures, practices, information or maintenance instructions contained in the maintenance data used by maintenance personnel. These reports shall be transmitted to the Customer, the holder of the military type certificate, LufABw and all other agencies operating or maintaining this aircraft type.

2102. The organization may modify maintenance instructions only in accordance with a procedure specified in the maintenance organization exposition. With regard to such changes, the organization shall demonstrate that they result in equivalent or improved maintenance standards, and the organization shall inform the holder of the military type certificate of such changes. For the purposes of this paragraph, maintenance instructions means instructions on how to carry out the particular maintenance task. They exclude the engineering design of repairs and modifications.

2103. The organization shall provide a common work card or a worksheet system to be used throughout all relevant parts of the maintenance organization. In addition, the organization shall either transcribe accurately the maintenance data of nos. 2100 and 2102 onto such work cards or worksheets or make precise reference to the particular maintenance tasks contained in such maintenance data. Work cards and worksheets can be prepared in electronic form and held on a database if they are secured in an appropriate manner against changes by unauthorized persons and saved in the form of a security copy of the database that shall be updated within 24 hours after any entry has been made in the electronic main database. Complex maintenance tasks shall be transcribed onto the work cards or worksheets and be subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task. Where the maintenance organization provides a maintenance service to an armed service responsible for continuing airworthiness, it is permissible that the armed service demand the use of its work cards or worksheet system. In this case the organization shall establish a procedure to ensure that the prescribed work cards or worksheets are filled out correctly.

2104. The organization shall ensure that all applicable maintenance data are readily available for use when required by maintenance personnel.

2105. The organization shall establish a procedure to ensure that maintenance data published by it are kept up to date.

2.3.10 Maintenance Planning (1525.I.47)

2106. The organization shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.

2107. The planning of maintenance tasks, and the organizing of shifts, shall take into account human performance limitations.

2108. When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel.

2.3.11 Certification of Maintenance (1525.I.50)

2109. The personnel who is authorized to issue an organization-internal release certificate on behalf of the organization may only do so when it has verified that the organization has properly carried out all tasked maintenance work in accordance with the procedures specified in paragraph 2.3.15 taking into account the maintenance data given in paragraph 2.3.9, and when no noncompliance is known that might pose a danger to flight safety. Subsequently, Bundeswehr personnel shall conduct the official

airworthiness reverification, provided that no tasks were transferred/entrusted to the respective organization.

2110. Before taking the aircraft to the air for the first time, the Contractor shall demonstrate in the form of an organization-internal release certificate that the function and the performance limit as well as airworthiness are restored. The Bundeswehr will perform own airworthiness reverification flights within the scope of airworthiness reverification, if Bundeswehr inspection personnel is to perform the airworthiness reverification. The airworthiness reverification certificate shall be issued after all measures regarding the determination of airworthiness have been completed.

2111. New defects or incomplete maintenance work orders identified in the course of the aforementioned maintenance shall be reported to the Customer in order to obtain consent for rectifying such defects or completing the missing elements of the maintenance work order. In the case where the Customer declines to have such maintenance carried out under this paragraph, no. 2113 is applicable.

2112. An organization-internal release certificate for aeronautical equipment shall be issued at the completion of any maintenance on a component whilst off the aircraft.. The manner of the organization-internal release certificate shall be approved by LufABw. The official airworthiness reverification conducted by Bundeswehr personnel determines the airworthiness of the aeronautical equipment. If an organization maintains aeronautical equipment for its own use, a pertaining document might not be required, depending on the organization-internal certification procedures specified in the maintenance organization exposition.

2113. By derogation to no. 2109 the organization can issue an organization-internal release certificate within the approved aircraft limitations if the organization cannot perform all maintenance orders. The organization shall record this matter in the organization-internal release certificate of the aircraft for flight operation purposes before issuing such a certificate. The Bundeswehr inspection personnel shall record the details regarding incomplete maintenance work in the aircraft technical log.

2.3.12 Maintenance Records (1525.I.55)

2114. The organization shall record all details regarding the maintenance work performed. The organization shall at least keep the records, including all certification documents, that are required to prove that all requirements necessary for issuing a release certificate are fulfilled.

2115. The organization shall provide a copy of each release certificate to the Customer together with a copy of all approved repair/modification data that were used for the repair/modification.

2116. The organization shall retain a copy of all detailed maintenance records and all related maintenance data for a period of three years from the date the aircraft / aeronautical equipment to which the work relates was released from the organization.

- a) Records under this paragraph shall be stored in a manner that ensures protection against damage, alteration and theft.
- b) Electronically prepared backups shall be stored in a different place than the work data, meaning in an environment that ensures they remain in good condition.
- c) If an aerospace organization approved under this special publication terminates its operation, the Customer shall be presented with all retained maintenance records covering the last three years, and they shall be stored for another three years.

2.3.13 Occurrence Reporting (1525.I.60)

2117. The organization shall report to LufABw, the holder of the military type certificate, the organization responsible for the design of the aircraft / aeronautical equipment and the Customer any conditions of the aircraft / aeronautical equipment that have resulted in or might result in an unsafe condition that hazards flight safety.

2118. The organization shall establish an internal occurrence reporting system as detailed in the maintenance organization exposition in order to enable the collection and evaluation of reports, including the assessment and extraction of those occurrences to be reported as per no. 2117. This procedure shall identify adverse trends and corrective actions taken or to be taken by the organization to address deficiencies; it shall also include the evaluation of all known relevant information relating to such occurrences and, if applicable, a method to circulate such information.

2119. The organization shall prepare such reports in a form and manner defined by LufABw, and ensure that they contain all pertinent information on the condition and the evaluation results known to the organization. The provisions of Type A2 General Publication A2-1024/0-0-1 "Complaints, Lessons Learned Reports as well as Suspensions of/Restrictions on Use of Products during their Service Life" (Beanstandungen, Erfahrungsberichte, sowie Sperrungen/Nutzungseinschränkungen von Produkten in Nutzung) shall be observed.

2120. If a maintenance organization is tasked or contracted to carry out maintenance, the organization shall also report to the Customer any such condition affecting the aircraft / aeronautical equipment.

2121. The maintenance organization shall produce and submit such reports without delay, however not later than 72 hours after identifying the condition to which the report relates.

2.3.14 Safety and Quality Policy, Maintenance Procedures and Quality Assurance System (1525.I.65)

2122. The organization shall develop a “safety and quality policy”, which is to be included in the maintenance organization exposition in accordance with section 2.3.15.

2123. The organization shall establish its procedures in coordination with LufABw while also taking into account the human factors in order to ensure good maintenance practices as well as the fulfillment of the provisions in accordance with this special publication for aerospace organizations, including clear work orders. This must be done so that aircraft / aeronautical equipment can be organization-internal released for submission to the official inspection personnel in accordance with section **Fehler! Verweisquelle konnte nicht gefunden werden..**

- a) The maintenance procedures under this paragraph apply to sections 2.3.4 to 2.3.17.
- b) The maintenance procedures established or to be established by the organization under this paragraph shall cover all aspects of carrying out the maintenance activity, including the provision and control of specialized services, and lay down the standards to which the organization intends to work.
- c) The organization shall establish procedures regarding aircraft maintenance in order to minimize the risk of multiple errors and inadvertent errors on critical systems caused by habitual, reflexive behavior or inattentiveness, and to ensure that no person is required to carry out and inspect in relation to a maintenance task involving some element of disassembly/reassembly of several components of the same type fitted to more than one system on the same aircraft during a particular maintenance check. If, however, only one person is available to carry out such tasks, then the organization’s work card or worksheet shall include an additional stage for re-inspection of the work by this person after completion of all the same tasks.
- d) The maintenance procedures shall be established in such a way that deficiencies are recorded and assessed first; then the required modifications and repairs are performed using data that were approved by LufABw.

2124. The organization shall establish a quality assurance system that comprises the following:

- a) Independent audits in order to monitor the adequacy of the procedures and the compliance with the aircraft / aeronautical equipment standards required by this special publication for Bundeswehr aerospace organizations to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aeronautical equipment and

b) A quality feedback reporting system to the person or group of persons specified in no. 2070 and ultimately to the Accountable Manager, that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet paragraph a).

2125. The organization shall ensure that its personnel have access to the quality assurance system documentation and are well informed of the procedures relevant to their function.

2.3.15 Maintenance Organization Exposition (1525.I.70)

2126. The maintenance organization exposition or equivalent comprises a document or several documents containing information on the scope of work, which is subject of the approval, as well as on the maintenance organization's intended manner of complying with them. The organization shall provide LufABw with a maintenance organization exposition containing the following information:

- a) A confirmation statement signed by the Accountable Manager confirming that the maintenance organization exposition and all referenced associated manuals define the organization's compliance with the requirements contained in this special publication for Bundeswehr aerospace organizations and will be complied with at all times. If the Accountable Manager of a trade and industry company is not the executive director of the approved maintenance organization, the latter shall countersign the statement;
- b) The organization's safety and quality policy in accordance with paragraph 2.3.14;
- c) The titles and names of the persons nominated in accordance with no. 2070;
- d) The duties and responsibilities of the persons nominated in accordance with no. 2070, including the authorizations by which they may directly contact LufABw on behalf of the organization;
- e) An organization chart showing associated chains of responsibility between the persons nominated in accordance with no. 2070;
- f) A list of certifying maintenance staff and level B and level C support staff;
- g) A general description of manpower resources;
- h) A general description of the facilities located at each address specified in the organization's approval certificate;
- i) Information on the organization's scope of work relevant to the extent of the approval;
- j) Information on the notification procedure for reporting organization changes;
- k) Information on the maintenance organization exposition amendment procedure;
- l) Information on the procedures and the quality assurance system established by the organization in accordance with sections 2.3.4 to 2.3.17;
- m) If applicable, a list of operators for which the organization performs aircraft maintenance;
- n) If applicable, a list of subcontractors in accordance with no. 2130 b);

- o) If applicable in accordance with no. 2130 d), a list of airfields on which maintenance measures are performed; and
- p) If applicable, a list of partner organizations.

2127. The maintenance organization exposition shall be amended to remain up to date with the latest status of the organization description. The maintenance organization exposition and each subsequent amendment shall be approved by LufABw.

2128. Notwithstanding the provisions of no. 2127, minor amendments of the maintenance organization exposition can be performed in the framework of a simplified approval procedure.

2129. If a maintenance organization holds an existing approval in accordance with Commission Regulation (EU) No 1321/2014 Annex II, the relevant parts of the organization exposition generally satisfy the provisions of this special publication for aerospace organizations (maintenance organization) in accordance with the Commission Regulation (EU) and can thus be recognized by LufABw as equivalent in respect of the maintenance organization exposition.

In such case it is permissible that only those regulations that are military specific need be addressed in the maintenance organization exposition pursuant to this special publication. Those provisions that are covered by way of referencing the relevant sections of the EASA manual shall be marked, and the relevant paragraph in the EASA document shall be referenced.

2.3.16 Privileges of the Maintenance Organization (1525.I.75)

2130. In accordance with the exposition, the organization has the right to carry out the following tasks:

- a) Maintenance of all aircraft / aeronautical equipment covered by its approval, at the locations specified in the approval certificate and the maintenance organization exposition;
- b) Arrange for maintenance work regarding aeronautical equipment covered by its approval to be carried out by another company that is working under the quality management system of the maintenance organization awarding the work. This refers to the work of an organization that is not sufficiently authorized for the performance of maintenance activities in accordance with this special publication for aerospace organizations, and it is restricted to the scope of work that is permissible in the framework of the procedures in accordance with no. 2124. This scope of work does not include the inspection of an aircraft or a complete workshop maintenance check or the overhaul of an engine or an engine module or a propeller;
- c) Maintenance of aircraft / aeronautical equipment covered by its approval, at every location subject to the need for such maintenance arising from the unserviceability of the aircraft , or when it is

- necessary to offer support in the framework of minor planned maintenance and simple repairs in line with the conditions specified in the maintenance organization exposition;
- d) Maintenance of aircraft / aeronautical equipment covered by its approval, at a location designated for the performance of minor planned maintenance and simple repairs and which is suitable for such maintenance work, provided that such activities are permissible in accordance with the maintenance organization exposition and such locations are specified therein;
- e) Issuance of organization-internal release certificates to be submitted to the official inspection personnel after completion of maintenance in accordance with section **Fehler! Verweisquelle konnte nicht gefunden werden..**

2.3.17 Limitations on the Organization (1525.I.80)

2131. The organization may maintain aircraft / aeronautical equipment covered by its approval only when all necessary facilities, equipment, tooling, material, maintenance data and organization-internal certifying staff are available.

2.3.18 Changes to the Organization (1525.I.85)

2132. The organization shall notify LufABw of any proposal to carry out any of the following changes before such changes take place to enable LufABw to determine continued compliance with the provisions of this special publication, and to amend, if necessary, the approval certificate. The only exception are change proposals with regard to the personnel which were not known to the management before and for which a report must be made at the earliest possible time:

- a) The name of the organization,
- b) The main location of the organization,
- c) Additional locations of the organization,
- d) The Accountable Manager and all appointed deputies,
- e) All persons and their deputies nominated in accordance with no. 2069,
- f) The facilities, equipment, tools, material, procedures, scopes of work and certifying staff that could affect the approval, and
- g) The ownership of the organization or its parent company.

2.3.19 Validity of the Approval (1525.I.90)

2133. The approval as Bundeswehr aerospace organization is generally granted for a limited period of time. In individual cases it might be justified to grant it for an unlimited period, especially when the organization is known to be reliable.

2134. The approval shall be withdrawn when

- a) the organization does not fulfill or no longer fulfills the provisions of this special publication, in particular regarding the provisions for handling the findings in accordance with section 2.3.20; or
- b) LufABw is denied access to the organization, which it would require for checking whether the provisions of this special publication are complied with.

2135. Instead of being withdrawn entirely, the approval can be restricted in terms of content or suspended for a limited period of time when provisions of this special publication are violated to a lesser degree. The organization shall also be urged to correct the violations within a period set by LufABw.

2136. The approval expires if its holder declares that they waive the approval (return). The declaration shall be given in writing.

2137. Furthermore, the general regulations of the administrative procedure legislation apply regarding the effectiveness of the approval.

2138. When the approval has been withdrawn or has become invalid for other reasons, its holder shall return the certificate of approval to LufABw.

2.3.20 Violations by Maintenance Organizations (Findings) (1525.I.95)

2139. A level 1 finding is any significant non-compliance with the requirements of this special publication which lowers the safety standard and hazards the flight safety.

2140. A level 2 finding is any non-compliance with the requirements of this special publication which might lower the safety standard and possibly hazards flight safety.

2141. After receiving a notification of findings in accordance with section 3.10 the holder of the maintenance organization approval shall define a corrective action plan and demonstrate within a period set by LufABw that the corrective actions were performed to the satisfaction of LufABw.

3 Procedures Applied by LufABw as Supervising Authority

3001. This section describes the administrative procedures that LufABw applies in exercising its tasks and responsibilities regarding issuance, continuation, change, restriction, suspension or revocation of aerospace organization approvals.

3.1 General

3002. LufABw is the authority in charge of the issuance, continuation, change, restriction, suspension or revocation of Bundeswehr aerospace organization approval.

3003. A preliminary check will be undertaken to determine whether there is a need for an approval as Bundeswehr aerospace organization. To this end, the requested scope of approval will be reviewed and a decision on whether to initiate an approval procedure will be made. If the requested scope of approval does not require a Bundeswehr aerospace organization approval procedure, the requesting applicant shall be tasked as “qualified organization” in accordance with the relevant standards including the required technical standards. The qualified organization will receive an administrative decision notice informing it about the fact that this status is granted.

3.1.1 Procedures

3004. LufABw will draw up procedural descriptions detailing how compliance with Section 3 is to be accomplished.

3005. The procedures will have to be reviewed and modified regularly in order to ensure continuous compliance with the requirements.

3.1.2 Modifications to this Special Publication

3006. LufABw will inform about modifications to this special publication early enough to allow an effective implementation.

3.2 Supervisory Function

3007. For each applicant or holder of an approval as aerospace organization, LufABw will appoint an audit team to conduct all relevant tasks related to issuance or continuation of aerospace organization approvals. Each team will consist of a team leader and, if required, one or several team members.

3008. LufABw will carry out audits in order to gain information justifying the issuance, continuation, change, restriction, suspension or revocation of an approval.

3009. LufABw will issue procedural descriptions for the investigation of aerospace organizations, which will at least cover the following aspects:

- a) Evaluation of applications received,
- b) Appointment of the audit team in charge of issuing or maintaining an approval as Bundeswehr aerospace organization,
- c) Preparation and planning of the audits,
- d) Evaluation of the documentation (organization exposition, procedures etc.),
- e) Execution of the audits,
- f) Follow up corrective actions,

- g) Issuance, continuation, change, restriction, suspension or revocation of an approval as aerospace organization, and
- h) Continued surveillance.

3.3 Initial Approval Procedure

3010. LufABw will check whether the procedures stated in the organization exposition are in accordance with the provisions of this special publication and whether the Accountable Manager has signed the commitment statement.

3011. LufABw will check whether the organization complies with the requirements of this special publication.

3012. A meeting between LufABw and the Accountable Manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the organization's commitment statement in the exposition to comply with the procedures specified in the exposition.

3013. The applicant must be informed in written form of any findings.

3014. LufABw will document all findings, closure actions (actions required to close a finding) and recommendations.

3015. For initial approval all findings must be corrected before the approval can be issued.

3.4 Issue of Approval

3016. LufABw will approve the organization exposition or an equivalent and will issue an approval certificate specifying the authorizations covered by the approval. LufABw is only allowed to issue an approval certificate if the respective organization complies with the requirements laid down in section 2.1.7 for a design organization, in section 2.2.7 for a production organization or in section 2.3 for a maintenance organization.

3017. The approval certificate must show a unique reference number.

3.5 Continued Surveillance of Design Organizations

3018. For the purpose of maintaining an approval as design organization, LufABw shall perform continued surveillance in order to

- a) determine whether the design assurance system applied by the holder of a design organization approval complies with the requirements of section 2.1,

- b) determine whether the design organization works in accordance with the provisions of the design organization exposition,
- c) determine the effectiveness of the procedures/processes laid down in the design organization exposition, and
- d) check the information from the approval process of design data, making use of LufABw's discretionary power.

3019. Continued surveillance shall be performed in accordance with section 2.1.12.

3020. LufABw shall ensure through planned continued surveillance that a design organization approval is completely reviewed for compliance with this special publication during a period of 36 months. The continued surveillance may be made up of various audits during this period. The number of audits may vary, depending on the complexity of the organization, the number of sites of the organization and the significance of the design measures. The holder of a design organization approval shall be audited by LufABw at least once every year in the framework of continued surveillance.

3.6 Continued Surveillance of Production Organizations

3021. For the purpose of maintaining an approval as production organization, LufABw shall perform continued surveillance in order to

- a) determine whether the quality management system applied by the holder of a production organization approval complies with the requirements of section 2.2,
- b) determine whether the production organization works in accordance with the provisions of the production organization exposition,
- c) determine the effectiveness of the procedures/processes laid down in the production organization exposition, and
- d) monitor by sample the standards of the aircraft and/or aeronautical equipment.

3022. Continued surveillance shall be performed in accordance with section 2.2.13.

3023. LufABw shall ensure through planned continued surveillance that a production organization approval is completely reviewed for compliance with this special publication during a period of 24 months. The continued surveillance may be made up of various audits during this period. The number of audits may vary, depending on the complexity of the organization, the number of sites of the organization and the criticality of the production. The holder of a production organization approval shall be audited by LufABw at least once every year in the framework of continued surveillance.

3.7 Continued Surveillance of Maintenance Organizations

3024. The continuation of an approval shall be monitored in accordance with the applicable “initial approval” process described in Section 2.3. Furthermore, the following provisions apply:

- a) LufABw will maintain a list of all approved aerospace organizations under its supervision, including the dates when audits are due and when such visits were carried out.
- b) Every maintenance organization must be reviewed at maximum intervals of 24 months for compliance with the requirements of this special publication.
- c) At least once within 24 months a meeting with the Accountable Manager has to be arranged in order to ensure that he/she is informed of significant issues arising during the audits.

3.8 Amendments or Supplements to Approvals

3025. LufABw shall monitor any minor changes through the continued surveillance activities.

3026. If major modifications come into effect regarding the approval as Bundeswehr aerospace organization or if the holder of an approval forwards a request for the amendment of that approval as aerospace organization with respect to scope and terms, LufABw will carry out investigations in accordance with sections 2.1.8, 2.1.11, 2.2.8, 2.2.9, 2.2.12 and 2.3.18. LufABw will apply the initial approval procedures in the event of modifications.

3027. LufABw may prescribe the conditions under which organizations may operate during such changes or it may suspend the approval.

3028. When LufABw is satisfied that the requirements of Section 2.1, as applicable, continue to be complied with, it will amend the Bundeswehr aerospace organization approval accordingly.

3.9 Organization Exposition Amendments

3029. For any amendment to the organization exposition, the following provisions have to be observed:

- a) In the case of a direct approval of the amendments of the organization exposition, LufABw will check whether the procedures described in the organization exposition are in compliance with this special publication before formally notifying the approved organization of the approval of the amendment.
- b) In the case of a simplified approval of amendments to an organization exposition, LufABw will ensure that it retains adequate control with respect to the amendments in question in order to be able to determine whether the exposition still complies with the requirements of this special publication,

3.10 Findings and Restriction / Suspension/ Revocation of the Approval

3030. Level 1 and level 2 findings may result in a complete or partial restriction, suspension or revocation of the approval as aerospace organization by LufABw. The procedure is as follows:

- a) A level 1 finding leads to an immediate restriction or suspension of the approval as Bundeswehr aerospace organization. If the holder of the approval does not comply with the requirements imposed by LufABw in the specific case, the approval as Bundeswehr aerospace organization will be revoked. Design organizations and production organizations will be given up to 21 working days' time to correct the deficiencies.
- b) In case of a level 2 finding, LufABw will decide about restrictions on the scope of approval. This may be a temporary or partial suspension of the approval as aerospace organization. If the holder of the approval does not comply with the requirements imposed by LufABw in the specific case, the approval as aerospace organization will be revoked. In case of a level 2 finding, LufABw will set a reasonable deadline, depending on the type of finding, for correction of the deficiencies, which will in no case exceed three months, however. Under certain circumstances and depending on the type of finding, LufABw may prolong this deadline, if the holder of the approval presents a conclusive remedial action plan that is approved by LufABw.

3031. LufABw shall take measures to suspend the approval wholly or partially if the requirements are not met within the deadline set by LufABw; furthermore, the holder of the contract (BAAINBw) will be notified of level 1 findings identified in the course of continued surveillance.

3032. The holder of an approval will be given written notice of a restriction, suspension or revocation of said approval as Bundeswehr aerospace organization. To this end, LufABw will issue an administrative decision notice including a justification together with information on legal remedies.

3033. Once an approval as Bundeswehr aerospace organization has been suspended, it will only be put into effect again after it has been ascertained that the requirements of this special publication are met again.

3.11 Record-keeping

3034. LufABw will establish a record-keeping system, including criteria for minimum storage, that allows for adequate traceability of the process for the issuance, continuation, change, restriction, suspension or revocation of each individual approval of an aerospace organization.

3035. The records shall at least contain:

- a) the request for approval as aerospace organization within the terms of this special publication, including prolongation(s) of that approval,
- b) the program of continued surveillance to be performed by LufABw including all audit records,
- c) a copy of the respective organization`s approval certificate, including changes, if any,
- d) a copy of the audit program showing the dates of both the scheduled and the completed audits,
- e) copies of all official letters, including acceptance of personnel, or a corresponding document,
- f) details on any exemptions and enforcements measures,
- g) all other audit report forms of LufABw, and
- h) organization expositions.

3036. The minimum storage requirement for the above-listed records is four years for maintenance organizations and six years for design and production organizations.

3.12 Exemptions

3037. LufABw will keep and store records on any exemptions granted.

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4.1 Design Organization Exposition Requirements

The design organization exposition should provide the following information for each product covered by the design organization approval:

1. A description of the tasks that can be performed under the approval, according to the following classification:
 - a) General areas such as turbojet engine and turbo-propeller aircraft, small aircraft, unmanned aerial vehicles and rotary-wing aircraft;
 - b) Technologies used by the design organization (composite, wood or metallic construction, electronic systems etc.);
 - c) A list of the types and models for which the design approval has been granted and for which privileges may be exercised, supplemented by a short description of each product;
 - d) For activities in the context of repair design, the classification of repairs and (where applicable) repair design approvals it is necessary to specify the scope of activity with respect to structures, systems, engines etc.
2. A general description of the organization, its main departments and their functions plus the names of those in charge; a description of line management and the functional relationships between the various departments.
3. A description of assigned tasks and delegated authority of all parts of the design organization that, taken together, form the design assurance system of the design organization, together with a chart showing the functional and hierarchical relationships between the design assurance system and the management as well as other parts of the design organization; furthermore, the chains of responsibility within the design assurance system and the control of the work performed by all partner organizations and sub-contractors.
4. A general description of the way the design organization performs all the design functions in relation to airworthiness-related approvals and environmental protection related approvals (where applicable). This comprises:
 - the procedures and forms used in the type inspection process in order to ensure that the design or change to the design of the product as applicable is identified and documented and that it complies with the applicable airworthiness and environmental protection requirements (where applicable), including specific requirements for import by importing authorities;
 - the procedures for the classification of design changes as “major” or “minor” and for the approval of minor changes;

- the procedures for the classification and approval of unintentional deviations from the approved design data that occur in the course of production (concessions or nonconformances); and
 - the procedure for classifying repairs and obtaining approval for repairs.
5. A general description of the way the design organization performs its functions in relation to continuing airworthiness of the product, component or appliance it designs, including cooperation with the production organization regarding any continuing airworthiness actions that, depending on the requirements, are related to the production of the respective product, component or appliance.
 6. A description of the human resources, facilities and equipment that form the basis for design and, if applicable, ground and flight testing.
 7. A brief description of a system used for recording and monitoring current changes with respect to engineering drawings, specifications and design assurance procedures and for ensuring that the personnel of the design organization are kept informed about such changes.
 8. A description of the recording system for
 - the type design, including relevant design information, drawings and test reports, including inspection records of test specimens,
 - the means of compliance, and
 - the compliance documentation (compliance checklist, reports ...).
 9. A description of the compliance system for recording any modification to which the applicant is required to keep available all necessary design information, drawings and tests reports - including examination/test reports regarding the aircraft or aeronautical equipment affected by the modification - for presentation to LufABw on request. Furthermore, the above-mentioned documents have to be kept in a way that allows presenting at any time any information that is related to the aircraft or aeronautical equipment affected by the modification and that serves to ensure the continued airworthiness, the validity of the data concerning the operational suitability and compliance with environmental protection requirements (if applicable).
 10. Unless determined otherwise by LufABw, the records must be stored for at least two years beyond the date of de-commissioning of the last aircraft affected by the modification. The holder of the military type certification shall ensure compliance with this requirement.
 11. A description of the procedures used by the design organization to monitor problems with an impact on the airworthiness of its product, component or appliance during design, production and in-service use and to respond appropriately to such problems.

12. The names of the authorized signatories of the design organization. Names of persons nominated for special tasks should be listed as well.
13. A clear definition of tasks, competences and areas of responsibility of the Office of Airworthiness.
14. A description of the procedures for the establishment and control of maintenance and operating instructions.
15. A description of the means for performing a continuing evaluation (system monitoring) of the design assurance system in order to ensure the continued effectiveness of that system.

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4.2 Design Organization Exposition: Model Table of Contents

Part 1 - Organization

- 1.1 Objective of the design organization exposition and binding statement
- 1.2 Responsible person for administration of the design organization exposition
- 1.3 Amendment procedure
- 1.4 List of effective pages
- 1.5 Distribution list
- 1.6 Presentation of design organization (including locations)
- 1.7 Scope of work (with identification type and models of products)
- 1.8 Organization charts
- 1.9. Human resources
- 1.10 Management staff
- 1.11 Certifying staff
- 1.12 Independent system monitoring

Part 2 - Procedures

- 2.1 Management of changes to a type design; planning of repair designs
 - a) Configuration control
 - b) Classification
 - c) Approval of minor changes to a type design or minor repairs (if applicable)
- 2.2 Supervision of subcontractors in charge of design (development) tasks
- 2.3 Collection/investigation of failures, malfunctions and defects
- 2.4 Coordination with the production organization
- 2.5 Documentation control
 - a) In relation to changes and repairs
 - b) In relation to failures/malfunctions and defects (i.e. maintenance instructions)
- 2.6 Record-keeping

4.3 Statement of Qualifications and Experience

1. Purpose

This Annex provides guidance on the following points:

- a) Who are the persons covered by no. 2015?
- b) What are the requirements to be met by the applicant as far as these persons are concerned?

2. What are the persons of interest?

The requirements of this special publication name or implicitly identify three different types of functions to be manned with qualified and experienced personnel:

- a) The responsible executive director and other management staff:
 - + the head of the design organization,
 - + the head of the office of airworthiness, or
 - + the head of the independent monitoring function for the design assurance system.
- b) The personnel making decisions with an impact on airworthiness and environmental protection (where applicable):
 - + type inspection engineers (compliance verification engineers), and
 - + personnel of the office of airworthiness who make decisions with an impact on airworthiness and environmental protection (where applicable).

3. Type of statement

3.1. Responsible executive director

He/she should provide the resources needed for ensuring the proper functioning of the design organization.

A statement on his/her qualification and experience will normally not be required.

3.2 Other management staff

The person or persons nominated should represent the management structure of the design organization and should be responsible through the head of the design organization to the executive director for the execution of all functions as specified in section 2.1. Depending on the size of the organization, the functions may be subdivided among individual managers.

The nominated managers should be identified and their personnel data submitted to LufABw in order to determine whether they are appropriate in terms of their relevant knowledge and satisfactory experience related to the nature of the organization's design activities.

The responsibilities and tasks of each individual manager should be clearly defined in order to prevent uncertainties about the relations within the organization. Responsibilities of the managers should be defined in such a way that all responsibilities are covered.

3.3 Personnel making decisions affecting airworthiness and environmental protection (where applicable)

No individual statement is required for this personnel. The applicant should provide proof to LufABw of the fact that a system exists for the selection, initial and advanced training of these persons and for the identification of all tasks to be performed by them.

The following guidelines are proposed for such a system:

- a) The personnel in question should be identified by name in the design organization exposition or in a document linked with the latter. This and the corresponding procedures should enable the personnel to perform their assigned tasks and meet the related obligations properly.
- b) The organization should lay down the specific number of personnel needed to sustain the design activities.
- c) These personnel should be selected on the basis of their knowledge, background and experience.
- d) If necessary, complementary training should be established in order to ensure sufficient background knowledge and an adequate proficiency for their authorized scope of tasks. The minimum standards for the qualification of new personnel in the respective functions should be defined. The training should achieve a satisfactory level of proficiency concerning the procedures that are relevant for the particular role.
- e) Training policy forms part of the design assurance system and its adequacy is one subject of inspection by LufABw within the design organization approval process and subsequent surveillance of the persons proposed by the organization.
- f) This training should be adapted in response to the experience gained within the organization.
- g) The organization should maintain a record of this personnel, including details of the scope of their authorization. The personnel concerned should receive a certificate listing of the scope of authorizations. For a possibly necessary evaluation of personal data in the context of approval procedures, applicants for a design organization approval have to gather personal data of the respective individuals. These individuals must be informed about the fact that their personal data are gathered.
- h) As a minimum, the following information should be listed for each person:
 - + Name,
 - + Date of birth,
 - + Experience and training,

- + Position in the organization,
- + Scope of the authorization,
- + Date of first issue of authorization,
- + If appropriate, date of expiry of the authorization, and
- + Identification number of the authorization.

The record may be kept in any format and should be controlled.

- i) The number of persons with access to the system should be kept to the minimum possible in order to ensure that the records cannot be modified in an unauthorized way or that such confidential records do not become accessible to unauthorized persons.
- j) The persons having access to the system must, when they start work in their functions, enter into an obligation not to gather, process or use personal data in an unauthorized way, even after their work in that function has ended.
- k) Personnel should be granted access to their own record.
- l) Under the provisions of section 2.1.12 LufABw has a right of access to the data stored in such a system.
- m) The organization should keep the records over a period of at least two years after a person has ceased employment with the organization or after the authorization has been withdrawn, whichever occurs first.

This copy is not subject to an updating service

4.4 Data Requirements- Statement of the Qualifications and Experiences - Organizations Designing Minor Changes to Type Design or Minor Repairs on Aircraft/Aeronautical Equipment

For organizations designing minor changes to type design or minor repairs to aircraft / aeronautical equipment the statement of qualifications and experiences required in accordance with no. 2015 should be addressed as follows:

- a) The nominated managers should be identified and their personnel data be submitted to LufABw in an appropriate document in order to determine whether they are suited in terms of their relevant know-how and satisfactory experiences regarding the organization's design activities.
- b) The persons who are responsible for
 - + classifying changes to type design or repairs and
 - + verifying the fulfillment of requirements (no. 2010)

should be selected by the organization according to a procedure and criteria agreed with LufABw.

4.5 Requirements with Respect to the Production Organization Exposition

The purpose of the production organization exposition is to specify the organizational relationships, responsibilities, task areas and related authorizations, procedures, means and methods of the organization in a concise and succinct manner.

The information to be provided is specified in section 2.2.6. When this information is documented and integrated in manuals, procedures and instructions, the production organization exposition should provide a summary of such information as well as an appropriate cross reference.

The production organization exposition shall offer a precise definition and description of the production organization.

If changes occur with respect to the organization, the production organization exposition is required to be kept up to date in line with a procedure specified therein. Significant changes to the organization should be approved by LufABw prior to update of the production organization exposition.

When an organization is approved against any other implementing rule containing a requirement for an exposition, a supplementary document specifying the differences may suffice to fulfill the requirements of this special publication. The supplementary document shall then feature an index identifying where such exposition deals with the parts missing in the supplementary document. In such cases these parts will officially become part of the production organization exposition. In any combined documents the production organization exposition is to be easily identifiable.

4.6 Requirements with Respect to the Maintenance Organization Exposition

1. The purpose of the maintenance organization exposition is to detail the procedures, means and methods of the organization.
2. By observing its contents the fulfillment of the requirements of section 2.3 is ensured, which is the prerequisite for obtaining and retaining a maintenance organization approval certificate.
3. No. 2126 a) to k) constitutes the "Management" part of the maintenance organization exposition and could thus be prepared as one single document and provided to the person(s) given in no. 2070, who has/have to be reasonably familiar with its contents. The list mentioned at no. 2126 f) of organization-internal certifying staff and level B support staff can be produced as a separate document.
4. No. 2126 l) is the basis for the organization's working procedures, and these can thus be prepared as any number of separate procedural manuals, as specified in the requirement. It must be considered that cross-references to the "Management" part of the maintenance organization exposition have to be included in these documents.
5. It is expected that the staff is familiar with those parts of the exposition/manuals that are relevant to the maintenance work they perform.
6. The organization shall indicate in the maintenance organization exposition the persons responsible for amending the exposition, in particular where there are several parts.
7. Unless otherwise agreed with LufABw, the quality manager will be responsible for monitoring the amendments to the maintenance organization exposition, including associated procedural manuals, and for submitting the proposed amendments to LufABw. However, LufABw can agree via a procedure stated in the amendment section of the maintenance organization exposition that some defined class of amendments may be incorporated without prior approval by LufABw.
8. The maintenance organization exposition shall cover four main parts:
 - a) The maintenance organization exposition for the management section including the parts specified earlier;

- b) The maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft will be maintained in accordance with the required standard, including airworthiness reverification;
 - c) The quality management procedures including the procedures for the qualification of mechanics as well as personnel for non-destructive testing, organization-internal certifying staff and quality audit personnel, and
 - d) Contractual procedures and documents.
9. The confirmation in accordance with no. 2126 a) signed by the Accountable Manager shall reflect the intent of the following paragraph. The following statement may be used for the confirmation without amendment. Changes of the wording of the following statement must not have any impact on the intent.

The wording of the statement is presented in the following:

“This maintenance organization exposition and any associated referenced manuals define the organization and its procedures which serve as the basis for the approval as per special publication C1-275/2-8956 “Approval of Aerospace Organizations for the Processing of Bundeswehr Aircraft and Aeronautical Equipment in Accordance with the Standard Procedure” by LufABw in accordance with section 2.3.15. These procedures are approved by the undersigned and must be complied with, as applicable, when work orders within the meaning of the approval are handled in accordance with this special publication.

It is accepted that these procedures do not take precedence over the necessity of complying with new or amended regulations published by LufABw from time to time, when these new or amended regulations are in conflict with the procedures.

It is understood that LufABw will approve this maintenance organization whilst LufABw is satisfied that the procedures are being followed and work standards maintained. Furthermore, it is understood that LufABw reserves the right to temporarily suspend, limit or revoke the approval of the organization when LufABw has grounds to assume that procedures are not followed or standards not upheld.”

Signed:

Dated:

Accountable Manager and

(position)

For and on behalf of

(organization's name)

Whenever the Accountable Manager changes, it is important to ensure that the new Accountable Manager sign the statement at paragraph 9 at the earliest opportunity.

Failure to carry out this action could invalidate the approval as maintenance organization.

When an organization is approved on the grounds of a different paragraph of this special publication containing a requirement for an exposition, it is sufficient to provide a supplementary organization exposition specifying the differences in accordance with section 2.3 in order to fulfill the requirement; however, this organization exposition should contain an index referencing the parts that are missing therein.

This copy is not subject to an updating service

4.7 Notes on Preparing a Maintenance Organization Exposition

The information of subparagraphs f) and l) to p) of section 2.3.15 form a part of the maintenance organization exposition; however, they can also be kept as separate documents or saved in separate electronic files, provided that the part of the exposition relevant for the management contains a clear cross reference to such documents or electronic files.

The exposition should (as applicable) contain the information specified in this special publication. The information may be presented in any subject order as long as all applicable subjects are covered. If an organization prepares its exposition in a different format, e.g. for using it for more than one approval, the exposition shall feature a cross reference annex in which this list is contained as an index, including an explanation where to find the respective topic in the exposition.

If applicable, the exposition shall contain information detailing on how the maintenance organization fulfills the instructions regarding Critical Design Configuration Control Limitations (CDCCL) (if applicable).

Smaller maintenance organizations can combine different subjects in order to prepare a “simple” exposition that is more suitable to their needs.

The maintenance organization may use electronic data processing (EDP) systems to publish its maintenance organization exposition. The maintenance organization exposition shall be presented to LufABw in an acceptable form. It must be considered that the publishing systems based on data processing systems have to be compatible with the way the maintenance organization exposition is internally and externally distributed.

The maintenance organization exposition should contain the following information:

PART 0 - GENERAL ORGANIZATION

This section applies to:

1. maintenance organizations that request an approval in accordance with this special publication and, additionally, are part of a currently operating organization;
2. original equipment manufacturers (OEM) seeking approval as a maintenance organization in accordance with this special publication. For these organizations, among other organizational aspects, this section should illustrate how the maintenance organization is independent from other organizational functions (e.g. design and production / engineering tasks, operations).

PART 1 - MANAGEMENT

- 1.1 Statement of commitment of the organization by the Accountable Manager
- 1.2 Safety and quality policy
- 1.3 Management personnel
- 1.4 Duties and responsibilities of the management personnel
- 1.5 Management organization chart
- 1.6 List of organization-internal certifying staff and level B support staff
- 1.7 Manpower resources
- 1.8 General description of the facilities to be approved, which are located at the given addresses
- 1.9 Intended scope of work of the organization
- 1.10 Notification procedures to LufABw regarding changes to the organization's activities/approval/location/personnel
- 1.11 Procedures for amending the exposition including delegated procedures (if applicable)

PART 2 - MAINTENANCE PROCEDURES

- 2.1 Procedures for evaluating suppliers and monitoring subcontracts
- 2.2 Acceptance/inspection of aircraft components and aircraft material from other contractors
- 2.3 Storage, tagging and release of aircraft components and aircraft material for aircraft maintenance
- 2.4 Acceptance of tools and equipment
- 2.5 Calibration of tools and equipment
- 2.6 Use of tooling and equipment by staff (including alternative tools)
- 2.7 Cleanliness standards of maintenance facilities
- 2.8 Maintenance instructions and their relation to aircraft / aeronautical component manufacturer's instructions including updating and availability to staff
- 2.9 Repair procedures
- 2.10 Compliance with the aircraft maintenance program
- 2.11 Procedures related to airworthiness directives
- 2.12 Optional modification procedure
- 2.13 Maintenance documentation in use and completion of the documentation
- 2.14 Technical record control
- 2.15 Rectification of defects identified during **base maintenance**
- 2.16 Release to service procedures
- 2.17 Maintenance records for the organization for maintaining the continuing airworthiness by LufABw
- 2.18 Reporting of defects to LufABw and the holder of the military type certification / supplement to the type certification
- 2.19 Return of defective aircraft components to storage

2.20 Management of defective components with outside contractors/organizations

2.21 Control of computer-based maintenance data recording systems

2.22 Control of manhour planning versus scheduled maintenance work

2.23 Control of critical tasks

2.24 Reference to specific maintenance procedures, such as:

- Engine running procedures
- Aircraft pressure run procedures
- Aircraft towing procedures
- Aircraft taxiing procedures

2.25 Procedures for detecting and rectifying maintenance errors

2.26 Procedures for shift/task handover

2.27 Procedures for reporting maintenance data inaccuracies and ambiguities to LufABw / the holder of the (military) type certification / supplement to the type certification

2.28 Procedures for maintenance planning

PART L2 - ADDITIONAL LINE MAINTENANCE PROCEDURES

L2.1 Control of **line maintenance** for aircraft components, tools, equipment, etc.

L2.2 **Line maintenance** procedures regarding servicing/fuelling/de-icing, including inspections for/removal of deicing/anti-icing fluid residues, etc.

L2.3 **Line maintenance** control of defects and repetitive defects

L2.4 Procedures for completion of the aircraft technical log

L2.5 Procedures for pooled parts and loan parts

L2.6 Procedures for returning defective parts removed from the aircraft

L2.7 Procedures for controlling critical tasks

PART 3 - PROCEDURES OF THE QUALITY ASSURANCE SYSTEM

- 3.1 Quality audit of organization procedures
- 3.2 Quality audit of aircraft and components
- 3.3 Quality audit remedial action procedure
- 3.4 Qualification and training procedures for organization-internal certifying staff and level B support staff
- 3.5 Organization-internal certifying staff and level B support staff records
- 3.6 Procedures for qualifying quality audit personnel
- 3.7 Procedures for qualifying superiors
- 3.8 Procedures for qualifying maintenance personnel
- 3.9 Process control in connection with exemptions for maintenance tasks on aircraft / aeronautical equipment
- 3.10 Concession control for deviations from the organization's procedures
- 3.11 Qualification procedures for specialized activities, e.g. non-destructive testing (NDT), welding, etc.
- 3.12 Control of manufacturer's maintenance teams or other maintenance teams
- 3.13 Human factors training procedures
- 3.14 Competence assessment of personnel

PART 4

This section deals with the description of procedures, records and certification documents to be submitted to the official Bundeswehr inspection personnel.

- 4.1 Agency that provides official inspection personnel for conducting the official inspection regarding the measures that were performed by the organization
- 4.2 Procedures/documents of the organization for demonstrating quality assurance with respect to the product
- 4.3 Preparing certification documents to be submitted to the official Bundeswehr inspection personnel

PART 5

- 5.1 Sample of documents
- 5.2 List of subcontractors in accordance with section 2.3.16
- 5.3 List of **line maintenance** locations in accordance with section 2.3.16
- 5.4 List of contracted organizations in accordance with no. 2126 p)

PART 6 - MAINTENANCE PROCEDURES OF THE CONTRACTED ORGANIZATIONS

This section deals with the subcontractors that currently perform work for and are monitored by the organization approved in accordance with this special publication.

4.8 Forms

The Annexes 4.8.1 to 4.8.7 are available as single documents in the task bar on the left of the this special publication (paper clip icon). ONLY AVAILABLE IN THE GERMAN VERSION

4.8.1 Form 1 - Request for Approval as Aerospace Organization

4.8.2 Form 2 - Self-Declaration of the Organization

4.8.3 Form 3 - Request for Changing the Annex of the Approval

4.8.4 Form 4 - Product Data Sheet

4.8.5 Form 5 - Certificate of Approval (Sample)

4.8.6 Form 6 - Annex to the Certificate of Approval

4.8.7 Form 7 - Cover Sheet of the Organization Exposition

4.9 List of References

(No.) Reference Documents	Title
1. A-550/1	Regulation Management
2. A1-1525/0-8901	Airworthiness and Certification Regulations for Aircraft and Aeronautical Equipment, Part 1
3. A1-1525/0-8902	Airworthiness and Certification Regulations for Aircraft and Aeronautical Equipment, Part 2
4. A-1540/5	Disposal and Recycling of Material
5. A2-1024/0-0-1	Complaints, Lessons Learned Reports as well as Suspensions of/Restrictions on Use of Products during their Service Life

4.10 List of Changes

Version	In effect from	Changed Content
1	23 January 2018	<ul style="list-style-type: none"> • First publication