



# EMAR Forms Document

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**MILITARY AIRWORTHINESS  
AUTHORITIES FORUM**

<b>DOCUMENT CONTROL</b>
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## DOCUMENT APPROVAL

The following table identifies the persons who have approved this document

Edition No:		MAWA Forum/TF	Authorised by	DATE
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## DOCUMENT CHANGE RECORD

<b>Edition Number</b>	<b>Edition Date</b>	<b>Status</b>	<b>Reason for change (detailed)</b>	<b>Sections or pages affected</b>
1.0	23 Sep 2014	Approved	Initial Issue	All

**EDITION**

Edition will have the following template: **Edition X.Y**

The value of **X** will change after a **major** modification of the document

The value of **Y** will change after a **minor** modification of the document

**NOTE:**

This EMAR Forms document has been assembled for use by organizations and personnel engaged in the production, maintenance and support of military aircraft and airborne equipment to provide a single, consolidated reference-source of all the approved EMAR Forms.

The format and content of each EMAR Form is clearly presented, together with the procedure for its completion and any associated AMC/GM if used. Each EMAR Form has a MAWA Task Force sponsor who are responsible for ensuring the Form is maintained at the correct amendment standard. (The date of approval of the EMAR from which the form was extracted is annotated at the bottom of each Form, enabling users to easily confirm that they are using the latest version.)

EDA are responsible for publishing this EMAR Forms document based upon input from the respective MAWA Task Force(s). It shall be available in both '.pdf' and 'MS word' versions for ease of reference and use.

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## EMAR Form 1 - Authorised Release Certificate

Sponsor: TF2/TF3

These instructions relate to the use of the EMAR Form 1. Attention is drawn to EMAR 21 and EMAR 145 which use the EMAR Form 1 for production and maintenance purposes respectively.

### 1. Purpose and use

1.1 The primary purpose of the certificate is to declare the airworthiness of new aviation products, parts and appliances or maintenance work undertaken on products, parts and appliances (hereafter referred to as 'item(s)').

1.2 Correlation must be established between the certificate and the item(s). The originator must retain a certificate in a form that allows verification of the original data.

1.3 For production purposes only - The certification is applicable to many NMAA, but may be dependent on bilateral agreements of the relevant NMAA. The 'approved design data' mentioned in this certificate then means approved by the NMAA of the country under whose approval the certificate was issued.

1.4 The certificate is not a delivery or shipping note.

1.5 Aircraft are not to be released using the certificate.

1.6 The certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness approval status.

1.7 A mixture of production released and maintenance released items is not permitted on the same certificate.

1.8 A mixture of items certified in conformity with "approved data" and to "non-approved data" is not permitted on the same certificate.

### 2. General format

2.1 The certificate must comply with the format attached including block numbers and the location of each block. The size of each block may however be varied to suit the individual application, but not to the extent that would make the certificate unrecognisable.

2.2 The certificate must be in 'landscape' format but the overall size may be significantly increased or decreased as long as the certificate remains recognisable and legible. If in doubt consult the NMAA.

2.3 The User/Installer responsibility statement can be placed on either side of the form.

2.4 All printing must be clear and legible to permit easy reading.

2.5 The certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.

2.6 The certificate shall be in English, and if appropriate, in the official language(s) of the pMS.

## EMAR Forms

2.7 The details to be entered on the certificate may be either machine/computer printed or handwritten using block letters and must permit easy reading.

2.8 The use of abbreviations must be kept to a minimum, to aid clarity.

2.9 The space remaining on the reverse side of the certificate may be used by the originator for any additional information but must not include any certification statement. Any use of the reverse side of the certificate must be referenced in the appropriate block on the front side of the certificate.

Note: The original certificate must accompany the items and correlation must be established between the certificate and the items. A copy of the certificate must be retained by the organisation that manufactured or maintained the item. Where the certificate format and data is entirely computer generated, subject to acceptance by the NMAA, it is permissible to retain the certificate format and data on a secure database.

Where a single certificate was used to release a number of items and those items are subsequently separated out from each other, such as through a parts distributor, then a copy of the original certificate must accompany such items and the original certificate must be retained by the organisation that received the batch of items. Failure to retain the original certificate could invalidate the release status of the items.

### 3. Copies

3.1 There is no restriction in the number of copies of the certificate sent to the customer or retained by the originator.

### 4. Error(s) on a certificate

4.1 If an end-user finds an error(s) on a certificate, he must identify it/them in writing to the originator. The originator may issue a new certificate only if the error(s) can be verified and corrected.

4.2 The new certificate must have a new tracking number, signature and date.

4.3 The request for a new certificate may be honoured without re-verification of the item(s) condition. The new certificate is not a statement of current condition and should refer to the previous certificate in Block 12 by the following statement;

'This certificate corrects the error(s) in block(s) [enter block(s) corrected] of the certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service'. Both certificates should be retained according to the retention period associated with the first.

### 5. Completion of the certificate by the originator

Block 1 Approving NMAA

State the name and country of the NMAA under whose approval the certificate was issued.

## EMAR Forms

Block 2 EMAR Form 1 header 'AUTHORISED RELEASE CERTIFICATE EMAR FORM 1'.

Block 3 Form Tracking Number

Enter the unique number established by the numbering system/procedure of the organisation identified in Block 4; this may include alphanumeric characters.

Block 4 Approved Organisation Name and Address

Enter the full name and address of the approved organisation (refer to EMAR Form 55 for production organisations or EMAR Form 3 for maintenance organisations) releasing the items covered by this certificate. Logos, etc., are permitted if the logo can be contained within the block.

Block 5 Work Order/Contract/Invoice

To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.

Block 6 Item

Enter line item numbers when there is more than one line item. This block permits easy cross-referencing to the Remarks Block 12.

Note: This block is used to accurately reference a number of parts which may be legitimised by a single EMAR Form 1. For example a single Form 1 has been generated to include 10 items with the same part number but different material batch numbers or serial numbers.

Block 7 Description

Enter the name or description of the item. Preference should be given to the term used in the instructions for continuing airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin, Component Maintenance Manual).

Block 8 Part Number

Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type designation may be used.

The part number as it appears on the item, is usually defined in the design data; however in the case of a kit of parts, media containing software or any other specific condition of supply may be defined in production data developed from design data. Information about the contents of the kit or media may be given in block 12 or in a separate document cross-referenced from block 12.

Block 9 Quantity

State the quantity of items.

Block 10 Serial Number

If the item is required to be identified with a serial number, enter it here. If there is no serial number identified on the item, enter 'N/A'.

## EMAR Forms

### Block 11 Status/Work

The following describes the permissible entries for Block 11 for production or maintenance purposes. Enter only one of these terms – where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article.

For production purposes, enter either 'PROTOTYPE' or 'NEW'.

Enter 'PROTOTYPE' for:

(i) the production of a new item in conformity with non-approved design data;

(ii) re-certification by the organisation identified in Block 4 of the previous certificate after alteration or rectification work on an item, prior to entry into service (e.g. after incorporation of a design change, correction of a defect, inspection or test, or renewal of shelf-life). Details of the original release and the alteration or rectification work are to be entered in Block 12.

Enter 'NEW' for:

(i) the production of a new item in conformity with the approved design data.

(ii) re-certification by the organisation identified in Block 4 of the previous certificate after alteration or rectification work on an item, prior to entry into service (e.g. after incorporation of a design change, correction of a defect, inspection or test, or renewal of shelf-life). Details of the original release and the alteration or rectification work are to be entered in Block 12.

(iii) re-certification by the product manufacturer or the organization identified in Block 4 of the previous certificate of items from "prototype" (conformity to non-approved data) to "new" (conformity to approved data and in a condition for safe operation), subsequent to approval of the applicable design data, provided that the design data has not changed. The following statement must be entered in Block 12:

RE-CERTIFICATION OF ITEMS FROM "PROTOTYPE" TO "NEW": THIS DOCUMENT CERTIFIES THE APPROVAL OF THE DESIGN DATA [INSERT MTC/MSTC NUMBER, REVISION LEVEL], DATED [INSERT DATE IF NECESSARY FOR IDENTIFICATION OF REVISION STATUS], TO WHICH THIS ITEM (THESE ITEMS) WAS (WERE) MANUFACTURED.

The box "approved design data and are in a condition for safe operation" should be marked in Block 13a

(iv) the examination of a previously released new item prior to entry into service in accordance with a specified standard or specification (details of which and of the original release are to be



## EMAR Forms

entered in Block 12) or to establish airworthiness (an explanation of the basis of release and details of the original release are to be entered in Block 12).

For maintenance purposes, enter either:

(i) OVERHAULED. Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the (Military) Type Certificate holder's, or equipment manufacturer's instructions for continuing airworthiness, or in the data which is approved or accepted by the NMAA. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.

(ii) REPAIRED. Rectification of defect(s) using an applicable standard (\*).

(iii) INSPECTED/TESTED. Examination, measurement, etc. in accordance with an applicable standard (\*) (e.g. visual inspection, functional testing, bench testing etc.).

(iv) MODIFIED. Alteration of an item to conform to an applicable standard (\*).

(\*) Applicable standard means a manufacturing/design/maintenance/quality standard, method, technique or practice approved by or acceptable to the NMAA. The applicable standard shall be described in block 12.

### Block 12 Remarks

Describe the work identified in Block 11, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main EMAR Form 1. Each statement must clearly identify which item(s) in Block 6 it relates to. If there is no statement, state 'none'.

For production purposes, examples of conditions which would necessitate statements in Block 12 are:

(i) the justification for release to non-approved design data (e.g. pending (Military) Type Certificate, for test only, pending approved data, etc), if applicable.

(ii) When the certificate is used for prototype purposes the following statement must be entered at the beginning of block 12:

'NOT ELIGIBLE FOR INSTALLATION ON IN-SERVICE TYPE-CERTIFICATED AIRCRAFT'.

(iii) For complete engines, a statement of compliance with the applicable emissions requirements current at the date of manufacture of the engine.

(iv) For EMTSO articles, state the applicable EMTSO number.

(v) Modification standard.

## EMAR Forms

- (vi) Compliance or non-compliance with airworthiness directives or Service Bulletins.
- (vii) Details of repair work carried out, or reference to a document where this is stated.
- (viii) Shelf life data, manufacture date, cure date, etc.
- (ix) Information needed to support shipment with shortages or re-assembly after delivery.
- (x) References to aid traceability, such as batch numbers.

For maintenance purposes, examples of information to be entered in Block 12 are:

- (i) Maintenance data used, including the revision status and reference.
- (ii) Compliance with airworthiness directives or service bulletins or national equivalent.
- (iii) Repairs carried out.
- (iv) Modifications carried out.
- (v) Replacement parts installed.
- (vi) Life limited parts status.
- (vii) Deviations from the customer work order.
- (viii) NOT APPLICABLE.
- (ix) Information needed to support shipment with shortages or re-assembly after delivery.
- (x) NOT APPLICABLE

Note: If printing the data from an electronic EMAR Form 1, any appropriate data not fit for other blocks should be entered in this block.

### Blocks 13a – 13e

Used for production release only:

Block 13a. Mark only one of the two boxes:

- (i) Mark the 'approved design data and are in a condition for safe operation' box if the item(s) was/were manufactured using approved design data and found to be in a condition for safe operation.
- (ii) Mark the 'non-approved design data specified in Block 12' box if the item(s) was/were manufactured using applicable non-approved design data. Identify the data in Block 12 (e.g. pending (military) type certificate, for test only, pending approved data).

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Mixtures of items released against approved and non-approved design data are not permitted on the same certificate.

### Block 13b. Authorised signature:

This space shall be completed with the signature of the authorised person. Only persons specifically authorised under the regulations of the NMAA are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.

### Block 13c. Approval/authorisation Number:

Enter the approval/authorisation number/reference. This number or reference is issued by the NMAA.

### Block 13d. Name:

Enter the name of the person signing block 13b in a legible form.

### Block 13e. Date:

Enter the date on which block 13b is signed, the date must be in the format dd = 2 digit day, mm = 2 digit month, yyyy = 4 digit year.

Blocks 13a – 13e are not used for maintenance release. For maintenance purposes, Blocks 13a – 13e should be shaded, darkened, or otherwise marked to preclude their inadvertent or unauthorised use.

## Blocks 14a – 14e

Used for maintenance release only:

### Block 14a Certification statement

For all maintenance carried out by maintenance organisations approved in accordance with EMAR 145, the certification statement 'unless otherwise specified in Block 12' is intended to address the following cases:

- (a) Where the maintenance could not be completed.
- (b) Where the maintenance deviated from the standard required by EMAR 145.
- (c) Where the maintenance was carried out in accordance with a requirement other than that specified in EMAR 145. In this case Block 12 shall specify the particular national regulation.

### Block 14b Authorised Signature

This space shall be completed with the signature of the authorised person. Only persons specifically authorised under the rules and policies of the NMAA are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.

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Note: This signature can be computer printed subject to the NMAA being satisfied that only the signatory can direct the computer and that a signature is not possible on a blank computer generated form.

### Block 14c Approval / Authorisation Number

The EMAR 145 Approved Maintenance Organisation Approval / Authorisation number given by the NMAA.

### Block 14d Name

Enter the name of the person signing Block 14b in a legible form.

### Block 14e Date

Enter the date on which Block 14b is signed, the date must be in the format dd = 2 digit day, mm = 2 digit month, yyyy = 4 digit year.

Blocks 14a – 14e are not used for production release. For production purposes, Blocks 14a – 14e should be shaded, darkened, or otherwise marked to preclude their inadvertent or unauthorised use.

### **User/Installer Responsibilities**

Place the following statement on the certificate to notify end users that they are not relieved of their responsibilities concerning installation and use of any item accompanied by the form:

'THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL.

WHERE THE USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OF AN NMAA DIFFERENT THAN THE NMAA SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER NMAA ACCEPTS ITEMS FROM THE NMAA SPECIFIED IN BLOCK 1.

STATEMENTS IN BLOCKS 13A AND 14A DO NOT CONSTITUTE INSTALLATION CERTIFICATION. IN ALL CASES AIRCRAFT MAINTENANCE RECORDS MUST CONTAIN AN INSTALLATION CERTIFICATION ISSUED IN ACCORDANCE WITH THE NATIONAL REGULATIONS BY THE USER/INSTALLER BEFORE THE AIRCRAFT MAY BE FLOWN.'

## EMAR Forms

1. Approving NMAA :	<b>2. AUTHORISED RELEASE CERTIFICATE EMAR FORM 1</b>			3. Form Tracking Number :	
4. Approved Organisation Name and Address:				5. Work Order/Contract/Invoice:	
6. Item :	7. Description :	8. Part No :	9. Qty :	10. Serial No. :	11. Status / Work :
12. Remarks :					
<b>13a. Certifies that the items identified above were manufactured in conformity to:</b>  <input type="checkbox"/> approved design data and are in condition for safe operation  <input type="checkbox"/> non-approved design data specified in block 12			<b>14a. Certification Statement</b> Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12, was accomplished in accordance with EMAR 145 and in respect to that work the items are considered ready for release to service.		
13b. Authorised Signature	13c. Approval / Authorisation Number		14b. Authorised Signature	14c. Approval / Authorisation Number	
13d. Name	13e. Date (dd/mm/yyyy)		14d. Name	14e. Date (dd/mm/yyyy)	
<b>USER/INSTALLER RESPONSIBILITIES</b> THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL. WHERE THE USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OF AN NMAA DIFFERENT THAN THE NMAA SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER NMAA ACCEPTS ITEMS FROM THE NMAA SPECIFIED IN BLOCK 1. STATEMENTS IN BLOCKS 13A AND 14A DO NOT CONSTITUTE INSTALLATION CERTIFICATION. IN ALL CASES AIRCRAFT MAINTENANCE RECORDS MUST CONTAIN AN INSTALLATION CERTIFICATION ISSUED IN ACCORDANCE WITH THE NATIONAL REGULATIONS BY THE USER/INSTALLER BEFORE THE AIRCRAFT MAY BE FLOWN.					

EMAR Form 1 (EMAR 21 edition 1.1 and EMAR 145 edition 1.1)

## EMAR Forms

### AMC to EMAR Form 1 - Authorised Release Certificate

#### Use of the EMAR Form 1 for production or maintenance

1. The following formats of an issued EMAR Form 1 or equivalent certificate are acceptable:

- A paper certificate bearing a signature (both originals and copies are accepted);
- A paper certificate generated from an electronic system (printed from electronically stored data) when complying with the following subparagraph 2;
- An electronic EMAR Form 1 or equivalent when complying with the following subparagraph 2.

2. Electronic signature and electronic exchange of the EMAR Form 1

a) Submission to the NMAA

Any organisation intending to implement an electronic signature procedure to issue EMAR Form 1 and/or to exchange electronically such data contained on the EMAR Form 1, should document it and submit it to the NMAA as part of the documents attached to its Production Organisation Exposition or Maintenance Organisation Exposition.

b) Characteristics of the electronic system generating the EMAR Form 1

The electronic system should:

- guarantee secure access for each certifying staff;
- ensure integrity and accuracy of the data certified by the signature on the form and be able to show evidence of the authenticity of the EMAR Form 1 (recording and record keeping) with suitable security, safeguards and backups;
- be active only at the location where the part is being released with an EMAR Form 1;
- not permit a blank form to be signed;
- provide a high degree of assurance that the data has not been modified after signature (if a modification is necessary after issuance, e.g., re-certification of a part, a new form with a new number and reference to the initial issuance should be made);
- provide for a 'personal' electronic signature, identifying the signatory. The signature should be generated only in presence of the signatory.

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An electronic signature means data in electronic form which is attached to or logically associated with other electronic data and which serves as a method of authentication and should meet the following criteria:

- it is uniquely linked to the signatory;
- it is capable of identifying the signatory;
- it is created using means that the signatory can maintain under his sole control.

This electronic signature should be an electronically generated value based on a cryptographic algorithm and appended to data in a way to enable the verification of the data's source and integrity.

The electronic system should be based on a policy and management structure (confidentiality, integrity and availability), such as:

- Administrators, signatories;
- Scope of authorisation, rights;
- Password and secure access, authentication, protections, confidentiality;
- Track changes;
- Minimum blocks to be completed, completeness of information;
- Archives;
- etc.

The electronic system generating the EMAR Form 1 may contain additional data such as;

- Manufacturer code;
- Customer identification code;
- Workshop report;
- Inspection results;
- etc.

### c) Characteristics of the EMAR Form 1 generated from the electronic system

To facilitate understanding and acceptance of the EMAR Form 1 released with an electronic signature, the following statement should be in Block 14b: 'Electronic Signature on File'.

## EMAR Forms

In addition to this statement, it is accepted to print or display a signature in any form, such as a representation of the hand-written signature of the person signing (i.e. scanned signature) or a representation of their name.

When printing the electronic form, the EMAR Form 1 should meet the general format as specified in Appendix I to EMAR 21/145. A watermark-type 'PRINTED FROM ELECTRONIC FILE' should be printed on the document.

When the electronic file contains a hyperlink to data required to determine the airworthiness of the item(s), the data associated to the hyperlink, when printed, should be in a legible format and be identified as a reference from the EMAR Form 1.

Additional information not required by the EMAR Form 1 completion instructions may be added to the printed copies of EMAR Form 1, as long as the additional data does not prevent a person from filling out, issuing, printing, or reading any portion of the EMAR Form 1. This additional data should be provided only in Block 12 unless it is necessary to include it in another block to clarify the content of that block.

### d) Electronic exchange of the electronic EMAR Form 1

The electronic exchange of the electronic EMAR Form 1 should be accomplished on a voluntary basis. Both parties (issuer and receiver) should agree on electronic transfer of the EMAR Form 1.

For that purpose, the exchange needs to include:

- all data of the EMAR Form 1, including referenced data required by the EMAR Form 1 completion instructions;
- all data required for authentication of the EMAR Form 1.

In addition, the exchange may include:

- data necessary for the electronic format;
- additional data not required by the EMAR Form 1 completion instructions, such as manufacturer code, customer identification code.

The system used for the exchange of the electronic EMAR Form 1 should provide:

- A high level of digital security; the data should be protected, not altered or not corrupted;
- Traceability of data back to its source.



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Trading partners wishing to exchange EMAR Form 1 electronically should do so in accordance with this Acceptable Means of Compliance. It is recommended that they use an established, common, industry method such as Air Transport Association (ATA) Spec 2000 Chapter 16.

The organisations are reminded that additional national and/or European requirements may need to be satisfied when operating the electronic exchange of the electronic EMAR Form 1.

The receiver should be capable of regenerating the EMAR Form 1 from the received data without alteration; if not, the system should revert back to the paper system.

When the receiver needs to print the electronic form, refer to subparagraph c) here above.

### **GM to EMAR Form 1 - Authorised Release Certificate**

#### **Use of the EMAR Form 1 Block 12 'Remarks' for maintenance**

Examples of data to be entered in this block as appropriate:

- Maintenance documentation used, including the revision status, for all work performed and not limited to the entry made in Block 11. A statement such as 'in accordance with the Component Maintenance Manual (CMM)' is not acceptable.
- NDT methods with appropriate documentation used when relevant.
- Compliance with Airworthiness Directives or Service Bulletins.
- Repairs carried out.
- Modifications carried out.
- Replacement parts installed.
- Life-limited parts status.
- Shelf life limitations.
- Deviations from the CAMO's work order.
- Information needed to support shipment with shortages or re-assembly after delivery.
- References to aid traceability, such as batch numbers.

### **Electronic Signatures**

## EMAR Forms

Organisations are reminded that additional national and/or European requirements may need to be satisfied when operating electronic systems.

**EMAR Form 2 – Application for EMAR 145 Approval**

Sponsor: MAWA Task Force 3

<b>NMAA</b>	<b>Application for EMAR 145 Approval</b>	<b>initial grant*/ Change*</b>
<p>1. Name of organisation seeking approval:</p> <p>2. Trading name (if different):</p> <p>3. Location(s) requiring approval:</p> <p>4. Tel. .... Fax ..... E-mail .....</p> <p>5. Scope of approval relevant to this application: see EMAR 145 Appendix II table 1 for possibilities:</p>          <p>6. Position and name of the (proposed*) Accountable Manager: .....</p> <p>7. Signature of the (proposed*) Accountable Manager: .....</p> <p>8. Place: .....</p> <p>9. Date: .....</p>  <p>Note 1: State here the NMAA address to which the Form(s) should be sent. Note 2: State here any fees payable if applicable.</p> <p style="text-align: right;">* delete as applicable</p>		

**EMAR Form 3 – Maintenance Organisation Approval Certificate**

Sponsor: MAWA Task Force 3

**NMAA**  
**MAINTENANCE ORGANISATION**  
**APPROVAL CERTIFICATE**

Reference:

Pursuant to national regulation for the time being in force and subject to the conditions specified below, the NMAA hereby certifies

[NAME AND MAINTENANCE ORGANISATION ADDRESS]

**As an EMAR 145 maintenance organisation** approved to maintain the products listed in the attached approval schedule and issue related certificates of release to service using the above reference.

**CONDITIONS**

1. This approval is limited to that specified in the scope of work section of the EMAR 145 Approved Maintenance Organisation's exposition, and
2. This approval requires compliance with the procedures specified in the EMAR 145 Approved Maintenance Organisation's exposition, and
3. This approval is valid whilst the Approved Maintenance Organisation remains in compliance with EMAR 145.
4. Subject to compliance with forgoing conditions, this approval shall remain valid for an unlimited duration unless the approval has been surrendered, superseded, suspended or revoked.

Date of original issue:

Date of this revision:

Revision No:

Signed:

For the NMAA

EMAR Form 3 (EMAR 145 edition 1.1)

# MAINTENANCE ORGANISATION APPROVAL SCHEDULE

Organisation name :

Reference :

CLASS	RATING	LIMITATION
AIRCRAFT (**)	(***)	(***)
	(***)	(***)
	(***)	(***)
	(***)	(***)
ENGINES (**)	(***)	(***)
	(***)	(***)
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs (**)	(***)	(***)
	(***)	(***)
	(***)	(***)
	(***)	(***)
	(***)	(***)
	(***)	(***)
SPECIALISED SERVICES	(***)	(***)
	(***)	(***)

This approval schedule is limited to those products, parts and appliances and to the activities specified in the scope of work section contained in the EMAR 145 Approved Maintenance Organisation's exposition.

MOE Reference:

Date of original issue:

Date of last revision approved:

Revision no:

Signed

For the NMAA

EMAR Form 3 (EMAR 145 edition 1.1)

(\*\*) Delete as appropriate if the organisation is not approved.

(\*\*\*) Complete with the appropriate rating and limitation.

**EMAR Form 4 – NMAA Acceptance of Nominated Management Personnel**

Sponsor: MAWA Task Force 2/Task Force 3

**NATIONAL MILITARY AIRWORTHINESS AUTHORITY**

Details of Management Personnel required to be accepted as specified in EMAR-.....

- 1. Name:
- 2. Position:
- 3. Qualifications relevant to the item (2) position:

4. Work experience relevant to the item (2) position:

Signature: ..... Date: .....

On completion, please send this form under confidential cover to the NMAA

NMAA use only

Name and signature of authorised NMAA staff member accepting this person:

Signature: ..... Date: .....

Name: ..... Office: .....

EMAR Form 4 (EMAR 21 edition 1.1 and EMAR 145 Section B AMC edition 1.1)

EMAR Forms

**EMAR Form 6 – EMAR 145 Approval Recommendation Report**

Sponsor: MAWA Task Force 3

EMAR 145 APPROVAL RECOMMENDATION REPORT	EMAR FORM 6
<b>Part 1: General</b>	
Name of organisation:	
Approval reference:	
Requested approval rating/	
EMAR Form 3 dated*:	
EASA Part-145 Cert No (if applicable):	
Address of Facility Audited:	
Audit period: From	to
Date(s) of Audit:	
Audit reference(s):	
Persons interviewed:	
NMAA surveyor:	Signature(s):
NMAA office:	
Date of Form 6 part 1 completion:	
*delete where applicable	

EMAR Form 6 (EMAR 145 Section B AMC edition 1.1)

## EMAR Forms

<b>EMAR 145 APPROVAL RECOMMENDATION REPORT</b>		<b>EMAR FORM 6</b>				
<p><b>Part 2: EMAR 145 Compliance Audit Review</b></p> <p>The five columns may be labelled and used as necessary to record the approval class and/or product line reviewed. Against each column used of the following EMAR 145 sub-paragraphs please either tick (√) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.</p>						
Para	Subject					
145.A.25	Facility requirements					
145.A.30	Personnel requirements					
145.A.35	Certifying Staff and Category B1, B2 and B mil support staff					
145.A.40	Equipment, Tools and material					
145.A.42	Acceptance of Components					
145.A.45	Maintenance Data					
145.A.47	Production Planning					
145.A.50	Certification of Maintenance					
145.A.55	Maintenance Records					
145.A.60	Occurrence Reporting					
145.A.65	Safety and Quality Policy, maintenance procedures and Quality System					
145.A.70	Maintenance Organisation Exposition (See Part 3)					
145.A.75	Privileges of the organisation					
145.A.80	Limitations on the organisation					
145.A.85	Changes to the organisation					
145.A.95	Findings					
Competent surveyor(s):		Signature(s):				
NMAA office:		Date of Form 6 part 2 completion:				

EMAR Form 6 (EMAR 145 Section B AMC edition 1.1)



# EMAR Forms

## EMAR 145 APPROVAL RECOMMENDATION REPORT

## EMAR FORM 6

### **PART 3: Compliance with EMAR 145.A.70 Maintenance Organisation Exposition**

*Please either tick (√) the box if satisfied with compliance; or cross (X) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.*

Part 1	Management	
1.1	<input type="checkbox"/>	Corporate commitment by the Accountable Manager
1.2	<input type="checkbox"/>	Safety and Quality Policy
1.3	<input type="checkbox"/>	Management personnel
1.4	<input type="checkbox"/>	Duties and responsibilities of the management personnel
1.5	<input type="checkbox"/>	Management Organisation Chart
1.6	<input type="checkbox"/>	List of Certifying staff and B1, B2 and B mil support staff (Note: a separate document may be referenced)
1.7	<input type="checkbox"/>	Manpower resources
1.8	<input type="checkbox"/>	General description of the facilities at each address intended to be approved
1.9	<input type="checkbox"/>	Organisation's intended scope of work
1.10	<input type="checkbox"/>	Notification procedure to the NMAA regarding changes to the organisation's activities/approval/location/personnel
1.11	<input type="checkbox"/>	Exposition amendment procedures including, if applicable, delegated procedures.
Part 2	Maintenance Procedures	
2.1	<input type="checkbox"/>	Supplier evaluation and subcontract control procedure
2.2	<input type="checkbox"/>	Acceptance/inspection of aircraft components and material from outside contractors
2.3	<input type="checkbox"/>	Storage, tagging, and release of aircraft components and material to aircraft maintenance
2.4	<input type="checkbox"/>	Acceptance of tools and equipment
2.5	<input type="checkbox"/>	Calibration of tools and equipment
2.6	<input type="checkbox"/>	Use of tooling and equipment by staff (including alternative tools)
2.7	<input type="checkbox"/>	Cleanliness standards of maintenance facilities
2.8	<input type="checkbox"/>	Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
2.9	<input type="checkbox"/>	Repair procedures
2.10	<input type="checkbox"/>	Aircraft maintenance programme compliance
2.11	<input type="checkbox"/>	Airworthiness Directives procedure
2.12	<input type="checkbox"/>	Optional modification procedure
2.13	<input type="checkbox"/>	Maintenance documentation in use and completion of same

EMAR Form 6 (EMAR 145 Section B AMC edition 1.1)

## EMAR Forms

<b>EMAR 145 APPROVAL RECOMMENDATION REPORT</b>		<b>EMAR FORM 6</b>
<b>Part 3: Compliance with EMAR 145.A.70 Maintenance Organisation Exposition</b>		
2.14		Technical record control
2.15		Rectification of defects arising during base maintenance
2.16		Release to service procedure
2.17		Maintenance records for the CAMO
2.18		Reporting of defects to the NMAA/CAMO/(military) TC/STC holder
2.19		Return of defective aircraft components to store
2.20		Management of defective components with outside contractors/organisations
2.21		Control of computer maintenance record systems
2.22		Control of man-hour planning versus scheduled maintenance work
2.23		Control of critical tasks
2.24		Reference to specific maintenance procedures
2.25		Procedures to detect and rectify maintenance errors
2.26		Shift/task handover procedures
2.27		Procedures for notification of maintenance data inaccuracies and ambiguities to the NMAA/ (military) TC/STC holder
2.28		Production planning procedures
<b>Part L2 Additional Line Maintenance Procedures</b>		
L2.1		Line maintenance control of aircraft components, tools, equipment, etc.
L2.2		Line maintenance procedures related to servicing/fuelling/de-icing, etc.
L2.3		Line maintenance control of defects and repetitive defects
L2.4		Line procedure for completion of technical log
L2.5		Line procedure for pooled parts and loan parts
L2.6		Line procedure for return of defective parts removed from aircraft
L2.7		Line procedure for control of critical tasks
<b>Part 3 Quality System Procedures</b>		
3.1		Quality audit of organisation procedures
3.2		Quality audit of aircraft and components
3.3		Quality audit remedial action procedure
3.4		Certifying staff and category B1, B2 and B mil support staff qualification and training procedures
3.5		Certifying staff records
3.6		Procedure(s) for qualifying of quality audit personnel

EMAR Form 6 (EMAR 145 Section B AMC edition 1.1)

## EMAR Forms

<b>EMAR 145 APPROVAL RECOMMENDATION REPORT</b>		<b>EMAR FORM 6</b>
<b>Part 3: Compliance with EMAR 145.A.70 Maintenance Organisation Exposition</b>		
3.7		Procedure(s) for qualifying of inspectors
3.8		Procedure(s) for qualifying of maintenance personnel
3.9		Aircraft/aircraft component maintenance tasks exemption process control
3.10		Concession control for deviation from organisation's procedures
3.11		Qualification procedure for specialised activities such as NDT, welding etc.
3.12		Control of manufacturers' and other maintenance working teams
3.13		Human Factors training procedure
3.14		Competence assessment of personnel
Part 4		
4.1		Contracting/tasking CAMO
4.2		CAMO procedures/paperwork
4.3		CAMO record completion
Part 5      Appendices		
5.1		Sample Documents
5.2		List of subcontractors
5.3		List of Line maintenance locations
5.4		List of EMAR 145 organisations
MOE Reference:		MOE Amendment:
NMAA audit staff:		Signature(s):
NMAA office:		Date of Form 6 part 3 completion:

EMAR Form 6 (EMAR 145 Section B AMC edition 1.1)

# EMAR Forms

<b>EMAR 145 APPROVAL RECOMMENDATION REPORT</b>				<b>EMAR FORM 6</b>	
<p><b>Part 4: Findings EMAR 145 Compliance status</b>                      Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross-reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.</p>					
Part 2 or 3 ref.	Audit reference(s): <i>Findings</i>	L e v e l	Corrective action		
			Date Due	Date Closed	Reference

EMAR Form 6 (EMAR 145 Section B AMC edition 1.1)

**EMAR 145 APPROVAL RECOMMENDATION REPORT**

**EMAR FORM 6**

**Part 5: EMAR 145 Approval or continued approval or change recommendation\***

Name of organisation:

Approval reference:

Audit reference(s):

The following EMAR 145 scope of approval is recommended for this organisation:

Or, it is recommended that the EMAR 145 scope of approval specified in EMAR Form 3 referenced..... be continued.

Name of recommending NMAA surveyor:

Signature of recommending NMAA surveyor:

NMAA office:

Date of recommendation:

EMAR Form 6 review (quality check):

Date:

\* delete where applicable

EMAR Form 6 (EMAR 145 Section B AMC edition 1.1)

**EMAR Form 11 – Maintenance Training Organisation Approval**

Sponsor: MAWA Task Force 3

**NMAA  
MAINTENANCE TRAINING AND EXAMINATION  
ORGANISATION APPROVAL CERTIFICATE**

Reference: \*\*.EMAR 147.\*\*\*\*\*

Pursuant to national regulation and subject to the conditions specified below, the NMAA hereby certifies:

[NAME AND MAINTENANCE TRAINING ORGANISATION ADDRESS]

as a Maintenance Training Organisation in compliance with Section A of EMAR 147 approved to provide training and conduct examinations listed in the attached approval schedule and issue related certificates of recognition to students using the above references.

**CONDITIONS**

1. This approval is limited to that specified in the scope of work section of the approved Maintenance Training Organisation Exposition as referred to in the Section A of EMAR 147, and
2. This approval requires compliance with the procedures specified in the EMAR 147 approved Maintenance Training Organisation Exposition, and
3. This approval is valid whilst the approved Maintenance Training Organisation remains in compliance with EMAR 147.
4. Subject to compliance with the forgoing conditions, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue:

Date of this revision:

Revision No:

Signed:

For the NMAA

EMAR Form 11 (EMAR 147 Edition 1.1)

## EMAR Forms

<b>MAINTENANCE TRAINING AND EXAMINATION ORGANISATION APPROVAL SCHEDULE</b>				
Reference: **.EMAR 147.*****				
Organisation name:		[MAINTENANCE TRAINING ORGANISATION]		
CLASS	MAML CATEGORY	LIMITATION		
<b>BASIC</b> <sup>(note 2)</sup>	<b>B1</b> <sup>(note 2)</sup>	TB 1.1 <sup>(note 2)</sup>	AEROPLANES TURBINE <sup>(note 2)</sup>	
		TB 1.2 <sup>(note 2)</sup>	AEROPLANES PISTON <sup>(note 2)</sup>	
		TB 1.3 <sup>(note 2)</sup>	HELICOPTERS TURBINE <sup>(note 2)</sup>	
		TB 1.4 <sup>(note 2)</sup>	HELICOPTERS PISTON <sup>(note 2)</sup>	
		TB1 MIL <sup>(note 2)</sup>	MODULES 50-55 (OR SUB-MODULES) <sup>(note 1)(note 2)</sup>	
	<b>B2</b> <sup>(note 2)</sup>	TB2 <sup>(note 2)</sup>	AVIONICS <sup>(note 2)</sup>	
		TB2 MIL <sup>(note 2)</sup>	MODULES 50-55 (OR SUB-MODULES) <sup>(note 1)(note 2)</sup>	
	<b>A</b> <sup>(note 2)</sup>	TA 1 <sup>(note 2)</sup>	AEROPLANES TURBINE <sup>(note 2)</sup>	
		TA 2 <sup>(note 2)</sup>	AEROPLANES PISTON <sup>(note 2)</sup>	
		TA 3 <sup>(note 2)</sup>	HELICOPTERS TURBINE <sup>(note 2)</sup>	
		TA 4 <sup>(note 2)</sup>	HELICOPTERS PISTON <sup>(note 2)</sup>	
		TA MIL <sup>(note 2)</sup>	MODULES 50-55 (OR SUB-MODULES) <sup>(note 1)(note 2)</sup>	
	<b>TYPE/TASK</b> <small>(note 2)</small>	<b>C</b> <sup>(note 2)</sup>	T4 <sup>(note 2)</sup>	[Quote aircraft type] <sup>(note 3)</sup>
		<b>B1</b> <sup>(note 2)</sup>	T1 <sup>(note 2)</sup>	[Quote aircraft type] <sup>(note 3)</sup>
		<b>B2</b> <sup>(note 2)</sup>	T2 <sup>(note 2)</sup>	[Quote aircraft type] <sup>(note 3)</sup>
<b>A</b> <sup>(note 2)</sup>		T3 <sup>(note 2)</sup>	[Quote aircraft type] <sup>(note 3)</sup>	

EMAR Form 11 (EMAR 147 Edition 1.1)

Note 1: Military-specific systems modules/sub-modules that are within the scope of the approval shall be listed.

Note 2: Delete as appropriate if the organisation is not approved

Note 3: Complete with the appropriate rating and limitation

## EMAR Forms

This approval schedule is limited to the training and examinations specified in the scope of work of the approved Maintenance Training Organisation Exposition as referred to in section A of EMAR 147.

MTOE Reference:

Date of original issue:

Date of last revision approved:

Revision No:

Signed:

For the NMAA:

EMAR Form 11 (EMAR 147 Edition 1.1)



## EMAR Forms

### **AMC to EMAR Form 11 - Maintenance Training Organisation Approval**

The following fields on the “Maintenance Training Organisation and Examination Approval Certificate” and the “Maintenance Training Organisation and Examination Approval Schedule” should be completed as follows:

Date of original issue: It refers to the date of the original issue of the MTOE.

Date of last revision approved: It refers to the date of the last revision of the MTOE affecting the content of the certificate. Changes to the MTOE which do not affect the content of the certificate do not require the reissuance of the certificate.

Revision No: It refers to the revision No of the last revision of the MTOE affecting the content of the certificate. Changes to the MTOE which do not affect the content of the certificate do not require the reissuance of the certificate.

EMAR Forms

**EMAR Form 12 – Application for EMAR 147 Initial/Change of Approval**

Sponsor: MAWA Task Force 3

<p><b>EMAR Form 12</b></p>	<p><b>Application for EMAR 147 Initial* / Change* of approval</b></p>
<p>Registered name and address of applicant:</p> <p>Trading name (if different):</p> <p>Addresses requiring approval:</p> <p>Tel. .... Fax ..... E-mail .....</p>	
<p>Scope of EMAR 147 approval relevant to this initial*/change of* application (see EMAR Form 11 for training course designators to be used):</p> <p>Basic Training:</p> <p>Military Aircraft Type Training:</p> <p>State here any existing approvals:</p> <p style="text-align: right;">*delete as applicable</p>	
<p>Name &amp; position of Accountable Manager:</p> <p>Signature of Accountable Manager:</p> <p>Date of application:</p> <p>Note 1: State here the NMAA address to which the Form(s) should be sent.</p> <p>Note 2: State here any fees payable if applicable.</p>	<p style="text-align: center;">Space for official use</p>

EMAR Form 12 (EMAR 147 AMC & GM edition 1.1)

## EMAR Forms

### EMAR Form 18a – Flight Conditions for a Military Permit to Fly

Sponsor: MAWA Task Force 2

<b>FLIGHT CONDITIONS FOR A MILITARY PERMIT TO FLY – APPROVAL FORM</b>	
<b>1. Applicant:</b> <b>Approval No:</b> <i>[Name and organisation approval number of organisation providing the flight conditions and associated substantiations]</i>	<b>2. Approval form No:</b> <b>Issue:</b> <i>[number and issue, for traceability purpose]</i>
<b>3. Aircraft manufacturer/type</b>	<b>4. Serial number(s)</b>
<b>5. Purpose</b>  <i>[Purpose in accordance with EMAR 21.A.701]</i>	
<b>6. Aircraft configuration</b> The above aircraft for which a military permit to fly is requested is defined in <i>[add reference to the document(s) identifying the detailed configuration of the aircraft]</i> <i>[For change(s) affecting the initial approval form: description of change(s). This form must be re-issued]</i>	
<b>7. Substantiations</b> <i>[References to the document(s) justifying that the aircraft (as described in 5.) can perform the intended flight(s) safely under the defined conditions or restrictions.]</i> <i>[For change(s) affecting the initial approval form: reference(s) to additional substantiation(s). This form must be re-issued]</i>	
<b>8. Conditions/Restrictions</b> The above aircraft must be used with the following conditions or restrictions: <i>[Details of these conditions/restrictions, or reference to relevant document, including specific maintenance instructions and conditions to perform these instructions]</i>	
<b>9. Statement</b> The determination of the flight conditions has been made in accordance with the relevant MDOA procedure agreed by the Authority. The aircraft as defined in block 6 above has no features and characteristics making it unsafe for the intended operation under the identified conditions and restrictions.  <i>[strikethrough what is not applicable]</i>	
<b>10a. Approved under the authority of MDOA ref. [3-letter designation of country].[Military Authority].21J.XXXX</b> <i>[when privilege of EMAR 21.A.263(c)(6) applies]</i> <b>10b. Submitted under the authority of MDOA ref. [3-letter designation of country].[Military Authority].21J. XXXX</b> <i>[when privilege of EMAR 21.A.263(c)(6) MDOEs not apply]</i>	
<b>11. Date of issue</b>	<b>12. Name and signature</b> <i>[Authorised signatory]</i>
<b>13. Authority approval and date</b> <i>[when privilege of EMAR 21.A.263(c)(6) MDOEs not apply]</i>	

EMAR Form 18a (EMAR 21 AMC & GM edition 1.1)

When the privilege of EMAR 21.A.263(c)(6) is not applicable, the signed form should be presented by the office of airworthiness (or equivalent) to the Authority.

## EMAR Forms

### EMAR Form 18b – Flight Conditions for a Military Permit to Fly

Sponsor: MAWA Task Force 2

<b>FLIGHT CONDITIONS FOR A MILITARY PERMIT TO FLY – APPROVAL FORM</b>	
<b>1. Applicant</b> <i>[Name of organisation providing the flight conditions and associated substantiations]</i>	<b>2. Approval form No:</b> <b>Issue:</b> <i>[number and issue, for traceability purpose]</i>
<b>3. Aircraft manufacturer/type</b>	<b>4. Serial number(s)</b>
<b>5. Purpose</b>  <i>[Purpose in accordance with EMAR 21.A.701]</i>	
<b>6. Aircraft configuration</b> The above aircraft for which a military permit to fly is requested is defined in <i>[add reference to the document(s) identifying the configuration of the aircraft]</i> <i>[For change(s) affecting the initial approval form: description of change(s). This form must be re-issued]</i>	
<b>7. Substantiations</b> <i>[References to the document(s) justifying that the aircraft (as described in 5.) can perform the intended flight(s) safely under the defined conditions or restrictions.]</i> <i>[For change(s) affecting the initial approval form: reference(s) to additional substantiation(s). This form must be re-issued]</i>	
<b>8. Conditions/Restrictions</b> The above aircraft must be used with the following conditions or restrictions: <i>[Details of these conditions/restrictions, or reference to relevant document, including specific maintenance instructions and conditions to perform these instructions]</i>	
<b>9. Statement</b> The flight conditions have been established and justified in accordance with EMAR 21A.708. The aircraft as defined in block 6 above has no features and characteristics making it unsafe for the intended operation under the identified conditions and restrictions. <i>[when approved under a privilege of an approved organisation]</i>	
<b>10. Approved under [ORGANISATION APPROVAL NUMBER]</b>	
<b>11. Date of issue</b>	<b>12. Name and signature</b> <i>[Authorised signatory]</i>
<i>[when not approved under a privilege of an approved organisation]</i> <b>13. Approval and date</b> <i>the appropriate approval: NMAA]</i>	

EMAR Form 18b (EMAR 21 AMC & GM edition 1.1)

When the flight conditions are approved under a privilege, this form should be used by the approved organisation to document the approval.

EMAR Forms

**EMAR Form 19 – Military Aircraft Maintenance Licence Application Form**

Sponsor: MAWA Task Force 3

<b>APPLICATION FOR INITIAL ISSUE/AMENDMENT OF EMAR 66 MILITARY AIRCRAFT MAINTENANCE LICENCE (MAML)</b>	<b>EMAR FORM 19</b>
APPLICANT'S DETAILS:  Full name:  Service number/State ID Number:  Rank and service (if applicable):  Personal address:   Nationality:  Date and Place of Birth:	
EXISTING EMAR 66 MAML OR EASA PART-66 LICENCE DETAILS (if applicable):  Licence No: .....Date of Issue: .....	
EMPLOYER'S (OR MILITARY UNIT'S) DETAILS:  Name:   Address:   Approved Maintenance Organisation Approval Reference:.....   Tel: ..... Fax/E-mail: .....	

EMAR Form 19 (EMAR 66 edition 1.0)

## EMAR Forms

APPLICATION FOR: (Tick relevant boxes)

Initial MAML       Amendment of MAML

<b>Rating</b>	<b>A</b>	<b>B1</b>	<b>B2</b>	<b>C</b>
Aeroplane Turbine	<input type="checkbox"/>	<input type="checkbox"/>		
Aeroplane Piston	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter Turbine	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter Piston	<input type="checkbox"/>	<input type="checkbox"/>		
Avionics			<input type="checkbox"/>	
Aircraft				<input type="checkbox"/>

Military Aircraft Type Rating endorsement / Limitation removal / Extension addition:

.....

.....

.....

---

I wish to apply for the initial issue/ amendment of an EMAR 66 MAML as indicated and confirm that the information contained in this form was correct at the time of application.

I herewith confirm that:

1. I have never held an EMAR 66 MAML issued in another pMS which was revoked or suspended in any other pMS.

and

2. I have never held an EASA Part-66 Aircraft Maintenance Licence which was revoked or suspended.

I also understand that any incorrect information could disqualify me from holding an EMAR 66 MAML.

Signed: ..... Full Name: .....

Date: .....

EMAR Form 19 (EMAR 66 edition 1.0)

# EMAR Forms

I wish to claim the following credits (if applicable):

.....  
.....  
.....

Experience credit for EMAR 147 training:

.....  
.....  
.....

Experience credit for equivalent exam certificates:

.....  
.....  
.....

Please enclose all relevant certificates and licences (if applicable)

Recommendation by EMAR 145 AMO (if applicable): it is hereby certified that the applicant has met the relevant maintenance knowledge and experience requirements of EMAR 66 and it is recommended that the NMAA grants or endorses the EMAR 66 MAML.

Signed: ..... Full Name: .....

Position: ..... Date: .....

EMAR Form 19 (EMAR 66 edition 1.0)





## EMAR Forms

<b>EMAR 147 APPROVAL RECOMMENDATION REPORT</b>		<b>EMAR FORM 22</b>				
<p><b>Part 2: EMAR 147 Compliance Audit Review</b></p> <p>The five columns may be labelled and used as necessary to record the approved training/examinations, facility, including subcontractor's, reviewed. Against each column used of the following EMAR 147 subparagraphs please either tick (√) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.</p>						
Para	Subject					
147.A.100	Facility requirements					
147.A.105	Personnel requirements					
147.A.110	Records of instructors, examiners and assessors					
147.A.115	Instructional Equipment					
147.A.120	Maintenance training material					
147.A.125	Records of students					
147.A.130	Training procedures and quality system					
147.A.135	Examinations					
147.A.145	Privileges of the Maintenance Training Organisation					
147.A.150	Changes to the Maintenance Training Organisation					
147.A.160	Findings of non-compliance					
147.A.200	Approved basic training course					
147.A.205	Basic knowledge examinations					
147.A.210	Basic practical assessment					
147.A.300	Aircraft type/task training					
147.A.305	Aircraft type examinations and task assessments					
NMAA surveyor(s):		Signature(s):				
NMAA office:		Date of EMAR Form 22 Part 2 completion:				

EMAR Form 22 (EMAR 147 AMC & GM edition 1.1)

## EMAR Forms

### EMAR 147 APPROVAL RECOMMENDATION REPORT

### EMAR FORM 22

#### **PART 3: Compliance with EMAR 147 Maintenance Training Organisation Exposition (MTOE)**

Please either tick (√) the box if satisfied with compliance, or cross (X) if not satisfied with compliance and specify the reference of the Part 4 finding, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Part 1	Management	
1.1	<input type="checkbox"/>	Corporate commitment by Accountable Manager
1.2	<input type="checkbox"/>	Management personnel
1.3	<input type="checkbox"/>	Duties and responsibilities of the management personnel, instructors, knowledge examiners and practical assessors
1.4	<input type="checkbox"/>	Management personnel organisation chart
1.5	<input type="checkbox"/>	List of instructional and examination staff
1.6	<input type="checkbox"/>	List of approved addresses
1.7	<input type="checkbox"/>	List of subcontractors as per EMAR 147.A.145(d)
1.8	<input type="checkbox"/>	General description of facilities at paragraph 1.6 addresses
1.9	<input type="checkbox"/>	Specific list of courses and type examinations approved by the NMAA
1.10	<input type="checkbox"/>	Notification procedures regarding changes to MTO
1.11	<input type="checkbox"/>	Exposition and associated manuals amendment procedure
Part 2	Training and Examination Procedures	
2.1	<input type="checkbox"/>	Organisation of courses
2.2	<input type="checkbox"/>	Preparation of course material
2.3	<input type="checkbox"/>	Preparation of classrooms and equipment
2.4	<input type="checkbox"/>	Preparation of workshops/maintenance facilities and equipment
2.5	<input type="checkbox"/>	Conduct of theoretical training & practical training (during basic knowledge training and type/task training)
2.6	<input type="checkbox"/>	Records of training carried out
2.7	<input type="checkbox"/>	Storage of training records
2.8	<input type="checkbox"/>	Training at locations not listed in paragraph 1.6
2.9	<input type="checkbox"/>	Organisation of examinations

EMAR Form 22 (EMAR 147 AMC & GM edition 1.1)

## EMAR Forms

<b>EMAR 147 APPROVAL RECOMMENDATION REPORT</b>		<b>EMAR FORM 22</b>
<b>PART 3: Compliance with EMAR 147 Maintenance Training Organisation Exposition (MTOE)</b>		
2.10		Security and preparation of examination material
2.11		Preparation of examination rooms
2.12		Conduct of examinations (basic knowledge examinations, type/task training examinations and type examinations)
2.13		Conduct of practical assessments (during basic knowledge training and type/task training)
2.14		Marking and record of examinations
2.15		Storage of examination records
2.16		Examinations at locations not listed in paragraph 1.6
2.17		Preparation, control & issue of basic training course certificates
2.18		Control of subcontractors
Part 3	Training System Quality Procedures	
3.1		Audit of training
3.2		Audit of examinations
3.3		Analysis of examination results
3.4		Audit and analysis remedial action
3.5		Accountable Manager annual review
3.6		Qualifying the instructors
3.7		Qualifying the examiners and the assessors
3.8		Records of instructors, examiners and assessors
Part 4	Appendices	
4.1		Example of documents and forms used
4.2		Syllabus of each training course
4.3		Cross-reference index - if applicable
MTOE Reference:		MTOE amendment:
NMAA audit staff:		Signature(s):
NMAA office:		Date of EMAR Form 22 Part 3 completion:

EMAR Form 22 (EMAR 147 AMC & GM edition 1.1)

# EMAR Forms

<b>EMAR 147 APPROVAL RECOMMENDATION REPORT</b>				<b>EMAR FORM 22</b>	
<p><b>Part 4: Findings regarding EMAR 147 compliance status</b>                      Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross-reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.</p>					
Part 2 or 3 ref.	Audit reference(s): <i>Findings</i>	L e v e l	Corrective action		
			Date Due	Date Closed	Reference

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**EMAR 147 APPROVAL RECOMMENDATION REPORT**

**EMAR FORM 22**

**Part 5: EMAR 147 approval or continued approval or change recommendation\***

Name of organisation:

Approval reference:

Audit reference(s):

Applicable EMAR 147 amendment status:

The following EMAR 147 scope of approval is recommended for this organisation:

Or, it is recommended that the EMAR 147 scope of approval specified in EMAR Form 11 referenced..... be continued.

Name of recommending NMAA surveyor:

Signature of recommending NMAA surveyor:

NMAA office:

Date of recommendation:

EMAR Form 22 review (quality check):

Date:

\* delete where applicable

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## **EMAR Form 26 - Military Aircraft Maintenance Licence (MAML)**

Sponsor: MAWA Task Force 3

1. An example of a MAML can be found on the following pages.
2. The document shall be printed in the standardised form shown but may be reduced in size to accommodate its computer generation if desired. When the size is reduced care should be exercised to ensure sufficient space is available in those places where official seals/stamps are required. Computer generated documents need not have all the boxes incorporated when any such box remains blank so long as the document can clearly be recognised as a MAML issued in accordance with EMAR 66.
3. The document shall be printed in both English and the official language of the pMS.
4. Each MAML holder shall have a unique licence number starting with the two-letter ISO 3166 country code, followed by "EMAR66", followed by an alpha-numeric designator (Field III).
5. NOT APPLICABLE.
6. The document may be prepared by:
  - (i) the NMAA or;
  - (ii) any EMAR 145 AMO if the NMAA agrees and subject to a procedure developed as part of the MOE referred to in [EMAR 145.A.70](#), except that the NMAA will issue the MAML.
7. The preparation of any change to an existing MAML may be carried out by:
  - (i) the NMAA or;
  - (ii) any EMAR 145 AMO if the NMAA agrees and subject to a procedure developed as part of the MOE referred to in [EMAR 145.A.70](#), except that the NMAA will change the document.
8. Once issued, the MAML is required to be kept in good condition by the holder. He/she shall remain accountable for ensuring that no unauthorised entries are made.
9. Failure to comply with paragraph 8 may invalidate the document and could lead to the holder not being permitted to hold any certification privilege and may result in disciplinary action and / or prosecution under national law.
10. Before granting an authorisation to certify aircraft maintenance, an EMAR 145 AMO needs to be satisfied that the person holds a valid EMAR 66 MAML (AMC EMAR 145.A.35(b)). This shall be confirmed with the NMAA that granted the EMAR 145 approval to the AMO, and that NMAA shall verify with the issuing NMAA that the licence is valid.

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11. The annex to EMAR Form 26 (Field XV) is optional and may only be used to include national privileges, where such privileges are covered by the national military airworthiness regulations outside the scope of EMAR 66.

12. NOT APPLICABLE.

13. With regard to Military Aircraft Type Ratings page (Field XII), the NMAA may choose not to issue this page until the first Military Aircraft Type Rating needs to be endorsed. It may issue more than one Military Aircraft Type Rating page or refer to a supplementary annex.

14. NOT APPLICABLE.

15. The MAML shall clearly indicate that:

a. The limitations are exclusions from the certification privileges. If there are no limitations applicable, the LIMITATIONS page (Field XIII) will be issued stating "No limitations".

b. The extensions are additional certification privileges. If there are no extensions applicable, the EXTENSIONS page (Field XIV) will be issued stating "No extensions".

16. Where a pre-printed format is used, any category, subcategory or Military Aircraft Type Rating box which does not contain a rating entry shall be marked to show that the rating is not held.

17. NOT APPLICABLE.

## EMAR Forms

I.  
[participating Member State]  
[NMAA NAME & LOGO]

II.  
EMAR 66  
MILITARY AIRCRAFT  
MAINTENANCE LICENCE

III.  
MAML No. [participating Member State  
Code].EMAR66.[XXXXXX]

EMAR FORM 26 (EMAR 66 edition 1.0)

IVa. Full name of holder:
IVb. Date and place of birth:
V. Service Number/State ID Number
VI. Nationality of holder:
VII. Signature of holder:
III. MAML No:

**VIII. CONDITIONS:**

This MAML shall be signed by the holder and be accompanied by an identity document containing a photograph of the MAML holder.

Endorsement of any categories on the page(s) titled EMAR 66 CATEGORIES only, does not permit the MAML holder to issue a 'certificate of release to service for aircraft'.

The privileges of the holder of this MAML are described within EMAR 66.

This MAML remains valid for an unlimited duration subject to the holder remaining in compliance with the requirements of EMAR 66 and the MAML not being suspended, surrendered or revoked.

The privileges of this MAML may only be exercised with the certification authorisation of an EMAR 145 AMO and may not be exercised unless in the preceding two year period the holder has had either six months of maintenance experience in accordance with the privileges granted by the licence, or met the provision for the issue of the appropriate privileges.

III. MAML No:

IX. EMAR 66 CATEGORIES				
VALIDITY	A	B1	B2	C
Aeroplanes Turbine				
Aeroplanes Piston				
Helicopters Turbine				
Helicopters Piston				
Avionics				
Aircraft				

X. Signature of issuing officer & date:

XI. Seal or stamp of issuing NMAA:

III. MAML No:



## EMAR Forms

XII. MILITARY AIRCRAFT TYPE RATINGS		
Military Aircraft Type Rating	Category	Stamp & Date
III. MAML No:		

XIII. EMAR 66 LIMITATIONS
III. MAML No:

XIV. EMAR 66 EXTENSIONS
III. MAML No:

<b>Annex to EMAR FORM 26</b>
XV. NATIONAL PRIVILEGES outside the scope of EMAR 66 in accordance with [National Military Airworthiness Regulations] (Valid only in [participating Member State])
Official Stamp & Date
III. MAML No:

**EMAR Form DDP – Declaration of Design and Performance**

Sponsor: MAWA Task Force 2

**STANDARD FORM**

**DDP No.** .....

**ISSUE No.** .....

1. Name and address of manufacturer.
2. Description and identification of article including:  
Type No .....  
Modification Standard  
Master drawing record  
Weight and overall dimensions
3. Specification reference, i.e., EMTSO No. and Manufacturer’s design specification.
4. The rated performance of the article directly or by reference to other documents.
5. Particulars of approvals held for the equipment.
6. Reference to qualification test report.
7. Service and Instruction Manual reference number.
8. Statement of compliance with appropriate EMTSO and any deviations thereof.
9. A statement of the level of compliance with the EMTSO in respect of the ability of the article to withstand various ambient conditions or to exhibit various properties.

The following are examples of information to be given under this heading depending on the nature of the article and the requirements of the EMTSO.

- a) Environmental Qualification
  - i. Temperature and Altitude
  - ii. Temperature Variation
  - iii. Humidity
  - iv. Operational Shocks and Crash Safety
  - v. Vibration
  - vi. Explosion Proofness
  - vii. Waterproofness
  - viii. Fluids Susceptibility
  - ix. Sand and Dust
  - x. Fungus Resistance
  - xi. Salt Spray
  - xii. Magnetic Effect
  - xiii. Power Input
  - xiv. Voltage Spike
  - xv. Audio Frequency Conducted Susceptibility – Power Inputs

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- xvi. Induced Signal Susceptibility
- xvii. Radio Frequency Susceptibility (Radiated and Conducted)
- xviii. Emission of Radio Frequency Energy
- xix. Lightning Induced Transient Susceptibility
- xx. Lightning Direct Effects
- xxi. Icing
- xxii. Electrostatic Discharge
- xxiii. Fire, Flammability

(NOTE: The manufacturer should list environmental categories for each of the sections of the issue of EUROCAE ED-14/RTCA DO-160 that was used to qualify the article.)

- b) For radio transmitters the transmitting frequency band, maximum transmitting power, and emission designator.
- c) Working and ultimate pressure loads.
- d) Time rating (e.g., continuous, intermittent) or duty cycle.
- e) Limits of accuracy of measuring instruments.
- f) Any other known limitations which may limit the application in the aircraft e.g., restrictions in mounting attitude.

(NOTE: The “categories” referred to are those listed in the current issue of EUROCAE ED-14/RTCA document DO-160).

10. A statement of criticality of software or “None” if not applicable.

(NOTE: Software levels are those defined in the current issue of EUROCAE ED-12C/RTCA document DO-178C.)

11. A statement of design assurance level for complex hardware or a statement indicating whether complex hardware is embedded or not in the product.

(NOTE: Complex hardware design assurance levels are those defined in the applicable issue of EUROCAE ED-80/RTCA document DO-254.)

12. The declaration in this document is made under the authority of

.....(name of Manufacturer)

(Manufacturer’s name) cannot accept responsibility for equipment used outside the limiting conditions stated above without their agreement.

Date: .....Signed.....(Manufacturer’s authorised representative)

EMAR Form DDP (EMAR 21 AMC & GM edition 1.1)

Note: the EMAR Form DDP is intended to be a Declaration of Design and Performance for EMTSO requirements only. It is not configured for use for other purposes where a DDP may be required.