



**REPUBLIC of SAN MARINO
CIVIL AVIATION AUTHORITY**

TEL: +378 (0549) 941539 | FAX: +378 (0549) 970525 | EMAIL: registration@smar.aero

*APPLICATION FOR A CAR 145 MAINTENANCE ORGANISATION APPROVAL
ISSUE OR VARIATION*

A vertical line in the margin indicates an amendment to the previous version.

1. PURPOSE OF APPLICATION			
Issue	<input type="checkbox"/>	Variation	<input type="checkbox"/>
2. MAINTENANCE ORGANISATION DETAILS			
Name of Maintenance Organisation:			
Trading Name, if applicable:			
Mailing Address:			
Address of main site to be approved:			
Address of any additional sites to be approved:			
Telephone No.:		Fax No.:	
Current NAA Approvals issued by:	NAA:	Approval Certificate No:	
3. ACCOUNTABLE MANAGER DETAILS			
Name:			
Telephone:			
Email:			
4. QUALITY MANAGER DETAILS			
Name:			
Telephone:			
Email:			
5. NAMES AND POSITIONS OF KEY MANAGEMENT AND SENIOR STAFF APPROPRIATE TO THE APPROVAL Ref CAR 145.105, Appendix to CAR 145.25 and Associated AMCs			



6. SUPPORTING DOCUMENTATION (to be submitted with the application)

Each Appendix is to be used as a checklist to assist Organisations in their compliance with the applicable requirements pertaining to an approval for initial issue or variation:

Appendix 1	Checklist for the Submission of an Initial CAR 145 Approval Based on an Existing NAA Approval
Appendix 2	Checklist for the Submission of an Initial Stand-Alone CAR 145 Approval
Appendix 3	Checklist for the Submission of a Variation to a CAR 145 Approval Based on an Existing NAA Approval
Appendix 4	Checklist for the Submission of a Variation to a Stand-Alone CAR 145 Approval

7. SCOPE OF WORK APPLIED FOR

--

8. PRINCIPLE POINT OF CONTACT

Details of person responsible for administering this application

Date:		Position:	
Telephone No.:		Email:	
Name:		Signature:	



APPENDIX 1 TO FORM SM 61

CHECKLIST FOR THE SUBMISSION OF AN INITIAL CAR 145 APPROVAL BASED ON AN EXISTING NAA APPROVAL

This checklist is applicable to an organisation that holds an aircraft maintenance approval granted by a National Aviation Authority (NAA) and wished to apply for a rating and scope of approval that does not exist in their NAA approval.

Note: The Comments field is to enable a more detailed description of the status of the item, i.e. intended date of submission, if required for clarification.

No.	Item	if included,	Tick	Comments
1	Completed Application for CAR 145 Maintenance Organisation Approval for Initial (Form SM 61)			
2	Maintenance Organisation's NAA approval certificate			
3	NAA approved Maintenance Organisation Exposition (MOE) or equivalent document			
4	Any documents referenced in the MOE necessary for the approval e.g. a separate Safety and Quality Manual, if applicable			
5	List of certifying staff			
6	Completed Form SM 54A _ Management Personnel Nomination for CAR 145; Personnel resume (CVs) and qualifications should be presented			
7	Any supporting documents related to the nominated personnel competence (i.e. licence, training certificates etc...)			
8	Completed Form SM 102C _ Application for Acceptance of a CAR 145 SMS Manual along with a copy of SMS Manual			
9	San Marino MOE Supplement (a template will be provided after submission of Form SM 61)			
	Other supporting documentation included with application (<i>list</i>):			
10				
11				
12				
13				



APPENDIX 2 TO FORM SM 61

CHECKLIST FOR THE SUBMISSION OF AN INITIAL STAND-ALONE CAR 145 APPROVAL

This checklist is applicable to an organisation that does not hold a valid aircraft maintenance approval and wished to apply for a stand-alone approval.

Note: The Comments field is to enable a more detailed description of the status of the item, i.e. intended date of submission, if required for clarification.

No.	Item	if included,	Tick	Comments
1	Completed Application for CAR 145 Maintenance Organisation Approval for Initial (Form SM 61)			
2	Maintenance Organisation's NAA approval certificate			
3	Maintenance Organisation Exposition (MOE) in accordance with CAP 26			
4	Any documents referenced in the MOE necessary for the approval e.g. a separate Safety and Quality Manual, if applicable			
5	Copy of the list of certifying staff;			
6	Completed Form SM 54A _ Management Personnel Nomination for CAR 145; Personnel resume (CVs) and qualifications should be presented			
7	Any supporting documents related to the nominated personnel competence (i.e. licence, training certificates etc...)			
8	Completed Form SM 102C _ Application for Acceptance of a CAR 145 SMS Manual along with a copy of SMS Manual			
	Other supporting documentation included with application (<i>list</i>):			
9				
10				
11				
12				



APPENDIX 3 TO FORM SM 61

CHECKLIST FOR THE SUBMISSION OF A VARIATION TO A CAR 145 APPROVAL BASED ON AN EXISTING NAA APPROVAL

Note: The Comments field is to enable a more detailed description of the status of the item, i.e. intended date of submission, if required for clarification.

No.	Item	if included,	Tick	Comments
1	Completed Application for CAR 145 Maintenance Organisation Approval for Variation (Form SM 61)			
2	Management of Change documented records addressing the Variation of CAR 145 Approval			
3	Completed Form SM 61A _ Application for CAR 145 MOE Amendment Approval			
4	Amended MOE			
5	Amendment to any documents referenced in the MOE necessary for the approval e.g. a separate Safety and Quality Manual, if applicable			
6	Completed Form SM 102C _ Application for Acceptance of a CAR 145 SMS Manual for amendment/revision along with amended SMS Manual, if applicable			
7	Completed Form SM 54A _ Management Personnel Nomination for CAR 145; if any change in personnel			
8	Any supporting documents related to the new nominated personnel competence (i.e. licence, training certificates etc...)			
	Other supporting documentation included with application (<i>list</i>):			
9				
10				
11				
12				



APPENDIX 4 TO FORM SM 61

CHECKLIST FOR THE SUBMISSION OF A VARIATION TO A STAND-ALONE CAR 145 APPROVAL

Note: The Comments field is to enable a more detailed description of the status of the item, i.e. intended date of submission, if required for clarification.

No.	Item	if included,	Tick	Comments
1	Completed Application for CAR 145 Maintenance Organisation Approval for Variation (Form SM 61)			
2	Management of Change documented records addressing the Variation of CAR 145 Approval			
3	Completed Form SM 61A _ Application for CAR 145 MOE Supplement Amendment Approval			
4	Amended MOE Supplement			
5	Amendment to any documents referenced in the MOE necessary for the approval e.g. a separate Safety and Quality Manual, if applicable			
6	Completed Form SM 102C _ Application for Acceptance of a CAR 145 SMS Manual for amendment/revision along with amended SMS Manual, if applicable			
7	Completed Form SM 54A _ Management Personnel Nomination for CAR 145; if any change in personnel			
8	Any supporting documents related to the new nominated personnel competence (i.e. licence, training certificates etc...)			
	Other supporting documentation included with application (<i>list</i>):			
9				
10				
11				
12				