

Avistrata for EASA organizations

Part-145, Part-CAMO, Part-CAO and Part-ML maintenance in Avistrata, including dual FAA *+ EASA organizations*

Avistrata Authority Manual

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1. About this manual

This manual explains how Avistrata works for organizations under the European Union Aviation Safety Agency (EASA) rules: Part-145 maintenance organisations, CAMOs and CAOs, owners maintaining Part-ML aircraft, and US organizations that also hold an EASA approval (FAA + EASA).

It is written for organization administrators, quality managers, certifying staff, stores and planning. Each chapter says where to click and what Avistrata does for you.

At a glance

Area	What EASA organizations get
Releases	Part-145 / Part-ML release wording; EASA Form 1 and the Certificate of Release to Service
Certifying staff	Part-66 licences and 145.A.35 authorisations checked when a release is signed
Continuing airworthiness	ARC (Form 15a/b/c) with extensions; EASA AD feed
Engineering	Part-21 classification of changes and repairs
Safety	Mandatory occurrence reports, Regulation (EU) 376/2014, 72 hours
Billing	EU VAT with reverse charge and export
Language	English, German, French, Spanish, Italian or Swedish
FAA + EASA	Both statements printed; the EASA check warns instead of blocking

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2. Setting up your organization

An organization administrator sets the authority once. Everything else in Avistrata follows from it: the wording on releases, which licences are checked when someone signs, the documents you can issue, reminders, units, dates and VAT.

1. Sign in as an organization administrator and open **Admin → Manage Organization**.
2. Open the **Features** tab and scroll to **Regulatory authority**.
3. Choose **EASA** (or **FAA + EASA** for a dual organization).
4. Fill in the fields in the table below, then click **Save**.
5. Sign out and back in (or reload the page) so every screen picks up the new setting.

Regulatory authority	**EASA** for an EASA-only organization; **FAA + EASA** for an organization that holds both an FAA repair station certificate and an EASA Part-145 approval (US-EU agreement).
Approval number	Your Part-145 approval reference, e.g. DE.145.0123 or EASA.145.4567. The competent authority on EASA Form 1 is taken from its country prefix.
Organization type	Part-145, CAMO, CAO or Owner. Owner and CAO organizations get the Part-ML wording (ML.A.801 releases, pilot-owner maintenance).
CAMO approval number	Your CAMO or CAO approval reference, if you hold one. Printed on ARC-related documents.
Units and dates	Metric units and DD/MM/YYYY dates by default. Both can be changed in the same section.
CRS statement	Optional. Your organization's own release statement, printed instead of the standard wording on every release (see Chapter 4).
Language	Optional organization default language: English, German, French, Spanish, Italian or Swedish. Each person can choose their own in My Preferences.

> Sub-organizations (bases, hangars, client organizations) inherit the parent's authority, approval number and CRS statement unless they set their own. Records always follow the organization that owns the aircraft, so a record signed for a customer's aircraft uses the customer organization's rules.

> Changing the authority does not change records that are already signed. Each signed logbook entry, release and certificate keeps the authority and approval number it was signed under, and its seal covers them.

3. Certifying staff: licences and authorisations

An EASA release can only be signed by certifying staff with a valid Part-66 licence and your organization's certification authorisation (145.A.35). Avistrata keeps both on each person's record and checks them every time a release is signed.

Recording a person's licence and authorisation

1. Open **Admin → Users** and click the person.
2. Under **Certificates**, find **Part-66 licences and authorisations** and click **Add licence**. Choose **EASA (Part-66)** or **National CAA**, then enter the licence number, categories, type ratings, limitations, issue date and valid-until date.
3. Click **Add authorisation**. Enter your organization's authorisation number, the scope (categories, aircraft types and/or components), the valid-until date and the date recent experience was last confirmed.
4. Click **Save**. Only organization administrators can add or change licences and authorisations. The person who issued an authorisation, and when, is recorded automatically.

Licence categories

Category	What it covers
A1, A2, A3, A4	Category A: minor scheduled line maintenance and simple defect rectification (aeroplanes turbine / piston, helicopters turbine / piston)
B1.1, B1.2, B1.3, B1.4	Category B1: mechanical, by the same aircraft subcategories
B2	Avionics and electrical
B2L	Limited avionics (system ratings shown on the licence). Does not count as B2.
B3	Piston, non-pressurised aeroplanes of 2,000 kg MTOM and below
L1C, L1, L2C, L2, L3H, L3G, L4H, L4G, L5	Category L (sailplanes, powered sailplanes, balloons, airships). The limited forms (C, H, G) don't count as the full category.
C	Base maintenance: the aircraft as a whole

Licence validity	5 years (66.A.40). When no end date is entered, Avistrata uses the issue date plus 5 years.
Recent experience	At least 6 months of relevant experience in every 2 years (145.A.35(c)). Record the date it was last confirmed on the authorisation; it lapses 2 years after that date.
Aircraft type	The authorisation scope must cover the aircraft type or model. "PA-46" covers "PA-46-500TP"; "All", "*" and group ratings cover every type. A components-only scope does not cover aircraft.

What happens when someone signs

Every time a release is signed (a logbook entry, a task card final sign-off, the EASA signature on a dual card), Avistrata checks the signer. The check runs in the browser, in the phone apps and again in the database itself, so it cannot be bypassed.

Situation	Result
EASA organization: valid licence and authorisation	Signed. The authorisation and licence used are recorded on the release.
EASA organization: no authorisation, expired, wrong category or type, recency lapsed	**Refused**, with the reason.
EASA organization: signed under an FAA certificate type (A&P, IA, repairman ...)	**Refused.** An EASA release needs a Part-66 licence or an authorisation.
Pilot-owner (ML.A.803)	Allowed only for Owner and CAO organizations working under Part-ML; refused otherwise.
FAA + EASA organization: any failure	The signer is warned and may sign anyway (the FAA side may still apply). The result is recorded on the release for audits.
FAA-only organization	No change: no Part-66 check.

Typical messages the signer sees:

- *Can't sign this release: No certification authorisation (145.A.35) is on file for you in this organization.*
- *Can't sign this release: Licence SE.66.1234 has no category B2 (it has B2L).*
- *Can't sign this release: Authorisation 145-017: recent experience was last confirmed 02/03/2024, more than 2 years ago (145.A.35(c)).*
- *Can't sign this release: An EASA release must be signed under a Part-66 licence or a certification authorisation; "A&P mechanic" is not one.*

The certifying staff list

Admin → Classifications → Certifying staff lists everyone with a licence or authorisation, with a status pill: Valid Expiring (within 60 days) Expired. Use it before an audit.

Expiry reminders

Every day Avistrata checks licences, authorisations and recent experience. The person gets a reminder 30, 14 and 7 days before expiry and on the day. The quality manager, the maintenance managers and the organization administrators get one summary of their people. Messages go by email or text, following each person's choice.

4. Releasing an aircraft

Logbook entries

In **Logbook**, a new entry for an aircraft of your organization uses EASA wording automatically:

Kind of certificate	Part-66 Cat A, B1, B2, B3, L, C; Part-145 certifying staff authorisation; Pilot-owner (ML.A.803).
Release statement	*Certifies that the work specified, except as otherwise specified, was carried out in accordance with Part-145 and in respect to that work the aircraft is considered ready for release to service.*
Approval number	Printed with the statement, from Manage Organization → Regulatory authority.
Approved data	An approved data reference field. Reference the maintenance data used (AMM chapter, AMP task, repair data).
AD statement	States compliance with applicable EASA airworthiness directives (and FAA ADs for US-designed products). Owner and CAO organizations get the Part-ML wording.
Dates	DD/MM/YYYY, from the organization setting.

Sign with your PIN as usual. The entry is numbered, sealed (SHA-256) and chained to the aircraft's previous entry. The seal now also covers the authority and approval number. A signed entry can only be voided with a reason and corrected by a new entry.

Task card final sign-off

On a task card, the final sign-off shows the EASA release statement and your approval number above the signature. The certifying staff check (Chapter 3) runs before the signature is accepted.

The Certificate of Release to Service for a work order

1. Close or void every task card on the work order. The CRS can't be issued while a card is still open; Avistrata lists the open cards.
2. Open the work order and click **Certificate of Release to Service** (next to Logbook sticker).
3. Check the aircraft, work summary, approved data and any deferred defects, then sign with the signature pad (draw, PIN or biometric).

4. The CRS is numbered for your organization (CRS-00001, CRS-00002 …), stamped with your approval number and sealed. Print or download the PDF.

> Issued certificates can't be edited. If something is wrong, void it with a reason (the signer or an organization administrator) and issue a new one. Both stay on file.

Your own CRS statement

The standard wording is shown above. If your exposition (MOE) or your authority requires different wording, enter it in **Manage Organization → Regulatory authority → CRS statement**. It is then printed instead of the standard statement on logbook entries, the logbook sticker, task card sign-off, the CRS, the records package and new drafts in the phone apps. Leave it empty to use the standard wording.

> FAA + EASA organizations: logbook entries and the CRS print both the FAA 14 CFR part 43 statement and the EASA statement.

5. Releasing a component: EASA Form 1

EASA Form 1 is the Authorised Release Certificate for a part or component released after maintenance. Avistrata produces it in the official layout (blocks 1 to 14e).

1. From a task card: in the parts table click **Tag** to open the Part Release Tag window, then **EASA Form 1**. From Stores: open the stock unit, click **Actions**, then **EASA Form 1**.
2. Avistrata fills in the blocks from the part: description, part number, serial or batch, quantity and status (overhauled, repaired, inspected, tested, modified). Check block 12 (remarks) and add the work order and approved data.
3. Sign with the signature pad. The certificate gets a tracking number (F1-00001 …), your approval number, and a seal.
4. Print it, or attach the PDF to the part. It is kept with the part and the task card.

Block 1	The competent authority, from the country prefix of your approval number (e.g. DE → LBA / Germany). Can be changed on the form.
Block 13	Left blank on a Part-145 maintenance release (it is for new parts under Part-21).
Block 14	Your release statement, approval reference, signature, name, date and the certificate tracking number.
FAA + EASA	Dual release: the 14 CFR part 43 statement is added to block 12 and "Other regulation specified in block 12" is ticked in 14a.
Incoming parts	Stores records the certificate a part arrived with: EASA Form 1, FAA Form 8130-3 or TCCA Form One.

6. Continuing airworthiness: the ARC and ADs

Airworthiness review certificates (ARC)

Open an aircraft and find **Airworthiness review (ARC)** under Maintenance Due.

1. Click **New ARC / review**. Choose the form: **15b** (issued by a CAMO), **15a** (issued by the competent authority) or **15c** (Part-ML aircraft: CAMO, CAO or independent certifying staff).
2. Enter the ARC reference, issue date (valid 12 months), who issued it, the reviewer and their authorisation, hours and cycles, and the physical survey date and place.
3. Work through the document review and physical survey checklist, and attach the review report from Files.
4. Save. Print the Airworthiness review report as a PDF if you need one.

Extensions	Click **Extend** on a valid ARC to record an extension (12 months each, at most twice). After the second extension a new review is due. Once recorded, an extension can only be changed by an organization administrator.
Maintenance Due	The current ARC is one item in Maintenance Due, due on its expiry date. It turns amber 60 days before and blocks dispatch when overdue. It can't be signed off there: record a new review or an extension in the ARC section.
Expiry	An ARC is marked Expired automatically the day after it runs out. The director of maintenance and maintenance control get reminders 60, 30 and 7 days before and on the day.
Suspended / revoked	Set the status with a reason. The Maintenance Due item becomes overdue from that day.

Airworthiness directives

The **AD / SB** tab (Records) matches ADs to your fleet by type certificate holder, model and serial number. For products designed in the EU (and Switzerland) the EASA AD is used; for US-designed products the FAA AD is used, which the EU adopts as the state-of-design AD.

EASA ADs come from the EASA Safety Publications Tool (ad.easa.europa.eu) as RSS feeds. The AD / SB tab shows whether the EASA feed is connected and explains how to add the feeds for your fleet's type certificates. Once connected, new EASA ADs are read and matched automatically.

Engineering: changes and repairs (Part-21)

In **Engineering**, EASA organizations classify work as **minor / major change** (21.A.91) and **minor / major repair** (21.A.435). Approved data can be the TC holder's data, an EASA STC, DOA-approved data (Part-21J), an EASA repair approval or CS-STAN. A major change or repair can't be closed without its approval reference (EASA or DOA approval). The date recorded in the aircraft records (M.A.305 / ML.A.305) is kept on the record.

7. Dual FAA + EASA organizations

Choose **FAA + EASA** when you hold an FAA repair station certificate and an EASA Part-145 approval under the US-EU agreement (Maintenance Annex Guidance).

- **Releases.** Logbook entries, stickers and the CRS print both the FAA 14 CFR part 43 statement and the EASA statement.
- **EASA Form 1.** Issued as a dual release (block 12 and 14a).
- **Task cards.** A card can be signed off for FAA and EASA separately; the EASA signature is checked against the Part-66 records.
- **Certifying staff check.** Warns instead of blocking, because the FAA side may still apply. The result is stored on the release.
- **Certificates.** Both FAA (A&P, IA, repairman) and EASA (Part-66) certificate types are offered on logbook entries.
- **Units and dates.** Stay imperial and MM/DD/YYYY unless you change them.

8. Occurrence and defect reporting

EASA organizations report occurrences under Regulation (EU) No 376/2014 and (EU) 2015/1018 within 72 hours of becoming aware (Art. 4(7)).

1. Open **Quality → Safety (SMS) → Investigations** and open (or create) the investigation.
2. Tick **Mandatory occurrence report**.
3. Enter when your organization became aware. The deadline is worked out from that time and counts down on the investigation.
4. Fill in the occurrence details: date and time (UTC), location, registration, aircraft type and serial, phase of flight, what happened and the risk.
5. When you have sent the report, record the authority it went to, its reference and when it was sent. The person who sent it is recorded automatically.

Category	The 2015/1018 annex: aircraft operations (I), technical (II), air navigation services (III), aerodrome and ground (IV).
Deadline	72 hours after awareness.
Follow-up	Avistrata tracks the 30-day follow-up and the 3-month final report from the day you sent it (Art. 13(4)).
Once sent	A report that was sent to the authority stays a mandatory occurrence report.

Reminders go out to the quality manager 48 hours and 72 hours after awareness while the report is still unsent. Print the report as a PDF, or export reported occurrences as CSV.

9. Billing and VAT

Invoices, estimates and sales orders of your organization use VAT automatically (EU VAT). Set it up once in **Billing → Settings**:

Your tax number	Your VAT number and country (format-checked for every EU country, plus GB/XI, CH and NO).
VAT rates	Default rates for labour, parts and other lines. A line can have its own rate.
Customers	Enter each business customer's tax number and country on the customer record.
How VAT is decided	Standard VAT in your own country and for EU customers without a valid VAT number. **Reverse charge** (0 VAT and the Article 196 statement) for EU business customers in another member state with a valid VAT number. **Export** (0 VAT) outside the EU. A document can be marked exempt.

Each document gets one VAT line per rate. The rates and tax numbers are copied when the document is made, so a later change in Settings never alters a document already sent. To turn VAT off, set VAT to **Off** in Billing → Settings.

10. Records, audit trail and retention

- **Seal.** Signed logbook entries, CRSs and component certificates are sealed with SHA-256 over everything printed, the signer, the time and the approval number. **Logbook → Check seals** recomputes them.
- **Certifying staff result.** Every release records the result of the certifying staff check (which authorisation and licence were used) on the record itself.
- **Who and when.** Signer, time, issuer and status changes are set by the server from the signed-in person, never from the browser.
- **Retention.** Keep maintenance records as long as your exposition requires (Part-145: at least 3 years after release; Part-M / Part-CAMO records longer). Avistrata never deletes signed records; voided records stay on file with the reason.
- **Records package.** Records → Change History → **Records package** exports an aircraft's records as a ZIP (PDF, spreadsheets, attached files and a checksum manifest) for a sale, lease or audit. You can also give an auditor read-only access there.

11. The phone apps

Avistrata comes in five flavors of the mobile app (Admin, Pilot, Mechanic, Student and FAA). The Mechanic and Admin apps use EASA wording on logbook entries and task card sign-off, show the approval reference, check the certifying staff before signing (FAA + EASA: "Sign anyway / Cancel"), and show Part-21 names in Engineering. Owner and CAO organizations get the Part-ML wording.

12. Before you go live: check with your quality manager

Avistrata supports compliance; it does not replace your exposition (MOE / CAME), your procedures or your authority's acceptance. Before you use it for releases, check these points against your approved procedures:

- The release statement matches your MOE. If not, enter yours as the CRS statement.
- Every certifying staff member has their Part-66 licence and authorisation on file, with the recent experience date.
- Your approval number and organization type are correct in Manage Organization.
- The EASA AD feeds for your fleet are connected (the AD / SB tab shows the status).
- VAT rates and your VAT number are set in Billing → Settings.

> If anything differs, tell Avistrata support (support@avistrata.com). Wording can usually be changed for your organization alone, through the CRS statement, without waiting for an update.

13. Regulation references

Topic	Reference
Maintenance organisation	Regulation (EU) 1321/2014 Annex II (Part-145)
Certifying staff authorisation	145.A.35; recent experience 145.A.35(c)
Licences	Annex III (Part-66); validity 66.A.40
Continuing airworthiness	Annex I (Part-M), Annex Vb (Part-ML), Annex Vc (Part-CAMO), Annex Vd (Part-CAO)
Pilot-owner maintenance	ML.A.803
ARC	M.A.901 / ML.A.903; EASA Form 15a, 15b, 15c
Changes and repairs	Regulation (EU) 748/2012 Annex I (Part-21): 21.A.91, 21.A.435
Occurrence reporting	Regulation (EU) 376/2014; (EU) 2015/1018
VAT reverse charge	Council Directive 2006/112/EC, Article 196

References are to the regulations as published by the authority. Always use the current amendment.