ANNEX B
TO TAA ADVISORY 2013-02
DATED 15 JULY 2020
REVISED 27 DECEMBER 2023

Sample Table of Contents for an EPM of an ADO/ATO (Note 1)

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Notes

Note 1 – This Table of contents meets the requirements of reference 3.2.a and combines the contents of an ATO and an ADO APM. The table of contents can be tailored to the type of organization, as well as the scope and depth of the engineering support provided.

Note 2 – Annex B of reference 3.2.s (TAA Advisory 2017-04 – *Contract Requirements for Airworthiness Related In-Service Support (ISS) Services*) provides a sample of an Airworthiness Scope of Authority Table which may be used for defining the scope of authority for an ATO/ADO, as applicable.

Note 3 – The description of facilities (i.e., location, size, capabilities) should also include any satellite locations (i.e., Field Service Office (FSO), Contractor Field Office (CFO), TCH facility etc.), if applicable.

Note 4 – Organizational structure, including internal lines of communication and authority, and their relationship to the TCH/TAA, is normally depicted in an organizational chart, with additional content linking to the responsibilities of key positions within the structure. If the organization also has satellite locations, additional organizational charts/responsibilities should be included, as applicable.

Note 5 – Reference 3.2.b (TAA Advisory 2019-02 – *Indirect Recognition of Acceptable Maintenance Organizations*) provides details that may be helpful in developing a support arrangement process for the evaluation and selection of maintenance service providers, for addition to the TCH's WSSN.

Note 6 – Reference 3.2.c (TAA Advisory 2013-04 – *Assignment of Technical Airworthiness Authority – Airworthiness Management Roles*) provides guidance on the TAA process to be followed for the assignment of authority of a SDE.

Note 7 – Reference 3.2.m (TAA Advisory 2019-03 – *Design Change Categorization – Major or Minor*) provides guidance related to categorizing major and minor design changes.

Note 8 – Normally, the organization is contractually required to develop a Configuration Management Plan (CMP) that describes how configuration management (CM) activities will be conducted in-service. An organization's EPM should describe the scope of the CM system and leverage the CMP for amplifying details. Examples of the CMP contents can be found at reference 3.2.a (Advisory Material 3.3.3.2).

Note 9 – An organization's EPM should cover the requirements for issuing Specific Purpose Flight Permits (SPFPs) and Experimental Flight Permits (EFPs) for in-service aircraft. References 3.2.n and 3.2.o provide guidance on the requirements and documentation necessary for issuing SPFPs and EFPs, respectively.

Note 10 – If within scope, an organization's EPM should cover the requirements for Aircraft Mechanical Systems Monitoring. Details regarding the requirements for a Mechanical Systems Monitoring Program (MSMP) can be found at reference 3.2.p.

Note 11 – If within scope, an organization's EPM should cover the requirements for Engine Integrity Monitoring. Details regarding the requirements for an Engine Structural Integrity Monitoring (ESIMP) can be found at reference 3.2.q.

Note 12 – If applicable, an organization's EPM should cover Integrity Monitoring Requirements for Aircraft Electrical Wiring Interconnection Systems (EWIS). Details regarding the requirements for an Aircraft Electrical Wiring Interconnection System Plan is provided at reference 3.2.r.

Note 13 – Reference 3.2.t defines Aerospace Equipment Program Management (AEPM) roles, activities and responsibilities associated with the Airworthiness Review Board (ARB), as they relate to the annual review of the airworthiness clearance of all in-service aircraft types. For organizations contracted to support the TCH organization with ARB preparation, reference 3.2.t can be provided to the contractor organization for information.

Note 14 – As part of an organization's Engineering Support System, the EPM will need to describe how support is provided to the fleet Maintenance Organization(s). Effective and efficient communication between the TCH organization (or supporting prime ATO) and the AMO is typically established through the use of a Technical Problem Management System (TPMS). While the established TPMS provides a common means for the AMO to query the ATO to obtain technical and engineering guidance, it can also be used by the ATO to reach back to the ADO for supporting data.

Note 15 – Guidance on the requirements for Electronic Record Keeping Systems (ERKS) and Electronic Signatures is provided at reference 3.2.d. Where the master data defined in the Approved Maintenance Program (i.e., approved parts structure and maintenance planning data) is managed centrally by the TCH organization (ATO), the organization will need to describe how configuration is maintained against the Approved Maintenance Program. The ERKS must meet the requirements for an aircraft technical record, as defined in Part 5, Chapter 5, of reference 3.2.a.

Note 16 – Documentation requirements could be split among the TCH and the prime contracted organization. This is particularly true for the aircraft Type Records. The organization's APM must be clear on which organization will be the primary one and responsible for the safe-keeping of these documents.

Note 17 – Reference 3.2.e (TAA Advisory 2007-02 – *Technical Publication Management*) provides details regarding responsibilities associated with maintaining technical publication libraries.

Note 18 – It is expected that an organization's coverage for the internal audit schedule will include an audit of the EPM and all associated governing procedures.