MAINTENANCE ORGANIZATION REQUIREMENTS

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145.1 GENERAL

This purpose of this military aviation directive is to facilitate comparison between the requirements established for military aviation related maintenance work and regulations issued by the civil aviation authority and foreign military aviation regulators. The structure of this directive and numbering of paragraphs contained therein are equivalent to those of Commission Regulation (EC) 2042/2003, Annex II (Part-145) where applicable. References to procedures, advisories, or directives of the Finnish Defense Forces are in [square brackets].

145.5 DEFINITIONS

Within the scope of this military aviation directive, the following definitions, which are listed in an alphabetical order, shall apply:

"Certificate of release to service" is a document or tag which shows that an aircraft or component is airworthy at the completion of a maintenance task or group of maintenance tasks.

"Certifying staff" means personnel approved by the maintenance organization to issue a certificate of release to service for an aircraft or component. [In the Finnish Defense Forces the approval of certifying staff is determined by a specific job description and/or rating.]

"Component" means any assembly, item of equipment, part, or system of an aircraft, including a complete power plant, mission specific equipment, aircrew and survival equipment, and ordnance.

"Line maintenance" [level I maintenance] means any inspection, replenishment, or simple defect rectification carried out on aircraft and aircraft materials in accordance with the applicable line maintenance data, and tasks called for in directives issued through the SI(T) system.

"LITS" means the logistic information technology strategy established within the aircraft maintenance branch.

"Location" means a place primarily used by the maintenance organization for aircraft maintenance work.

"Maintenance" means in this directive any inspection, maintenance, defect rectification, repair, or modification carried out on military aircraft or components.
"Maintenance organization" means in this directive any organization carrying out maintenance on military aircraft or components within the scope of an appropriate maintenance organization approval [certificate].

"Maintenance Organization Exposition (MOE)" means the document or documents containing the material specified under 145.70. A Maintenance Organization Exposition shows how the maintenance organization intends to comply with the requirements laid down by the competent authority.

"Maintenance unit level maintenance" [level II maintenance] means any scheduled maintenance, defect rectification, repair, or modification carried out on aircraft and aircraft materials in accordance with the applicable maintenance data (145.45), and tasks performed in accordance with directives issued through the SI(T) system.

"Major defect rectification" is any corrective action that is carried out on an aircraft and is of more comprehensive nature than a minor defect rectification, requiring the planning of a series of maintenance tasks and subsequent control of these tasks during an inspection, engine run-up, functional check flight, or equivalent.

"Military aviation authority" means the Finnish Military Aviation Authority (MAA).

"Minor defect rectification" means any corrective action that is carried out on an aircraft using onboard built-in test systems and that does not require an engine run-up or a functional check flight or downloading of software affecting airworthiness. Minor defect rectification can be done on a single component without a need for removal of other components.

"Ordnance" means ammunition for a gun, rockets, bombs, missiles, flare, chaff, and other like material.

"Part-145 Category A certifying staff" is in the Finnish Defense Forces comparable with any line maintenance rated staff.

"Part-145 Category B certifying staff" is in the Finnish Defense Forces comparable with any aircraft type rated staff.

"Part-145 Category C certifying staff" is in the Finnish Defense Forces comparable with any staff holding necessary privileges to release an aircraft to service after maintenance, defect rectification, repair, or modification.
"Repair" means the restoration to an airworthy condition of any failed or damaged component, item of equipment, system, or structure of an aircraft in accordance with the approved instructions.

"Safety and quality policy" means such procedures established by the maintenance organization that invoke good maintenance practices and aircraft that are safe to operate as well as continuous compliance of the organization with maintenance requirements.

"SI(T) system" means the special instructions (technical) system established within the aircraft maintenance branch for the oversight of modification, information, and reporting actions.

"Subcontracted organization" means any organization which is not approved by the military aviation authority to carry out maintenance work under this directive, yet carries out maintenance on military aircraft or components under arrangement with a maintenance organization approved by the military aviation authority.

145.10 SCOPE

This military aviation directive establishes the general requirements to be met by civil and military organizations carrying out maintenance on military aircraft.

The military aviation authority can approve the maintenance organization by recognizing a maintenance organization approval issued by a civil aviation authority or parts thereof.

The military aviation authority can approve a maintenance organization that is referred to in this directive and has its location outside the Finnish territory by recognizing an approval issued by the competent authority in the applicable country.

The maintenance organization can be granted an exemption of the requirements contained in this military aviation directive on the condition that the exemption has been approved by the military aviation authority.

145.12 ENTRY INTO FORCE AND PERIOD OF TRANSITION

Maintenance organizations that carry out maintenance on military aircraft and components and issue certificates of release to service shall comply with the requirements contained in this directive within six months from the date of issue of this directive.
145.15 APPLICATION FOR MAINTENANCE ORGANIZATION APPROVAL

An application for the issue, amendment, or continuation of a maintenance organization approval [certificate] shall be made to the military aviation authority in writing. The applying maintenance organization shall submit a Maintenance Organization Exposition specified under 145.70 to the military aviation authority for assessment. If deemed necessary, the military aviation authority will carry out an audit as specified in 145.65.1 to the extent it considers appropriate. [In the Finnish Defense Forces, a certificate of approval is issued to indicate compliance with requirements.]

145.20 SCOPE OF APPROVAL

The organization applying for the issue or amendment of a maintenance organization approval [certificate] shall specify the scope of work deemed to constitute approval in its Maintenance Organization Exposition. Unless directed otherwise by the military aviation authority, the scope of work can be established as applicable using the aircraft and component type classification contained in the LITS/SI(T) system or in accordance with Part-145 Appendix II Table 1.

145.25 FACILITY REQUIREMENTS

a. The maintenance organization shall ensure that work areas are available and appropriate for maintenance work. The cleanliness of work areas must be such that no adverse effects on aircraft undergoing maintenance are created and the effectiveness of maintenance personnel is not impaired by any contaminants. Any discrepancies in the facility shall be reported to the organization in charge of the facilities.

b. Appropriate office accommodation consistent with the maintenance of high standards of quality shall be provided for the planning of the work, quality control, and maintenance recording purposes. A specific area for the study and completion of maintenance data shall be provided for maintenance personnel. In cases where maintenance data is provided in an electronic format or equivalent, this area must be furnished with appropriate systems and equipment.

c. Secure storage facilities shall be provided for tools, material, and components and equipment of aircraft. Storage conditions shall ensure segregation of serviceable components, equipment, and material from unserviceable components, equipment, and material. The conditions of storage shall be in accordance with the manufacturer’s instructions and directives issued by the Air Materiel Command to prevent deterioration and damage of stored
items. Access to storage facilities shall be restricted to authorized personnel only.

d. The same standard of quality as is achieved for maintenance work carried out in an approved location shall be ensured for maintenance work performed by the maintenance organization outside its approved locations (e.g., on remote operating bases). Facilities existing on remote operating bases for line maintenance, defect rectification, or repairs are not subject to separate approval. The maintenance organization shall establish procedures for deployed operations and provide a list of locations that the organization intends to utilize, and the applicable instructions or references to instructions shall be entered in the Maintenance Organization Exposition.

e. Although an aircraft hangar is not necessarily required for line maintenance, the work areas and working environment shall be such that maintenance and inspections tasks can be carried out without undue distraction to personnel and undue adverse effects on aircraft.

145.30 PERSONNEL REQUIREMENTS

a. The maintenance organization shall appoint an accountable manager [in the Finnish Defense Forces, Functional Area Manager Aircraft and Weapon Systems using a chain of command within the appropriate branch]. The accountable manager shall primarily:

1. Ensure that the maintenance organization has available necessary resources to accomplish maintenance to support the organization approval.

2. Establish and promote the safety and quality policy specified in 145.65.

3. Demonstrate a basic understanding of this directive.

4. [Make decisions pertaining to airworthiness.]

b. The maintenance organization shall nominate persons whose responsibilities include ensuring that the organization complies with the maintenance requirements established for military aviation and other requirements established by the military aviation authority. Such persons shall ultimately be responsible to the accountable manager.
c. The maintenance organization shall appoint a person [in the Finnish Defense Forces, Quality Manager Aircraft and Weapon Systems] with responsibility for monitoring the safety and quality policy specified in 145.65. The appointed person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.

d. The maintenance organization shall establish procedures that make clear who deputizes for persons listed under a, b, and c.

e. The maintenance organization shall have a man-hour plan showing that the organization has sufficient trained and qualified staff to perform, plan, and quality monitor maintenance work. In addition, the organization shall have procedures to reassess work intended to be carried out when actual staff availability is less than the planned staffing level.

f. The maintenance organization shall establish a procedure for the registering and control of training and competence of personnel involved in maintenance and repair tasks, management tasks within the organization, and quality monitoring as specified in 145.35d.

g. The organization shall ensure that personnel who carry out inspection and maintenance on aircraft structures or components using special procedures are appropriately qualified and/or certified for such tasks, and that personnel who carry out maintenance on ordnance are appropriately qualified for such tasks.

h. Any maintenance organization maintaining military aircraft shall have:

1. For line maintenance [level I maintenance], type rated line maintenance staff qualified to ensure that all relevant maintenance tasks have been carried out, and staff qualified to sign certificates of release to service for aircraft.

   [The maintenance organization may assign scheduled line maintenance work to staff with limited line maintenance rating provided that the work is carried out under supervision of a fully line maintenance rated staff member.]

2. For maintenance unit level maintenance [level II maintenance], aircraft type rated staff, and staff qualified to ensure that all relevant maintenance tasks have been carried out
In addition, the maintenance organization shall have staff qualified to sign certificates of release to service for aircraft at the completion of maintenance, defect rectification, repair, or modification. The maintenance organization may assign minor defect rectification and maintenance tasks to be carried out on aircraft systems or components to staff with partial or component-specific ratings for such tasks.

[The maintenance organization may assign level II maintenance tasks to non-type rated staff provided that these tasks are carried out under supervision of a staff member possessing an aircraft type rating, component-specific rating, or partial rating.]

i. Staff carrying out maintenance on military aircraft and components shall comply with requirements issued by the military aviation authority pertaining to training and certification of aircraft maintenance personnel.

j. The military aviation authority may approve that the maintenance organization complies with the requirements of the national civil aviation authority, the European Commission, or the European Aviation Safety Agency, for the qualification requirements of personnel.

145.35 CERTIFYING STAFF

a. The maintenance organization shall have certifying staff for line maintenance [level I maintenance] and maintenance unit level maintenance [level II maintenance]. The maintenance organization shall ensure that certifying staff have adequate understanding of aircraft and/or components to be maintained together with the associated organization procedures.

b. The maintenance organization shall establish a training and continuation training program for its certifying staff to ensure that such staff have up-to-date knowledge of relevant technology and procedures. The phases of such training program, general contents, and duration shall be established in the Maintenance Organization Exposition. Training received by individual member of certifying staff is to be entered in their personal records. The scope of continuation training is dependent upon the experiences of the internal audit carried out as defined in 145.65 and human errors occurring during maintenance work.

c. The maintenance organization shall issue for persons nominated as certifying staff a certification authorization that clearly specifies the scope and limits of such authorization. The maintenance organization shall assess the competence,
qualifications, and ability of each person to be nominated as certifying staff before issuing a certification authorization. Members of certifying staff are nominated by the quality manager of the maintenance organization. [In the Finnish Defense Forces, certification authorizations are issued by the Functional Area Manager Aircraft and Weapon Systems.]

d. Data of all members of certifying staff shall be entered in the Maintenance Organization Exposition [in the Finnish Defense Forces, training and rating tracking database for aircraft maintenance personnel]. Such data of certifying staff shall include details of job experience, training, and scope of certification authorization.

e. The military aviation authority may approve that the maintenance organization complies with the requirements of the national civil aviation authority, the European Commission, or the European Aviation Safety Agency, for the qualification requirements of personnel.

145.40 EQUIPMENT, TOOLS, AND MATERIAL

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

b. Tools and equipment, particularly test and measuring equipment, shall be controlled, maintained, and calibrated at an adequate frequency to ensure their serviceability and accuracy. Such maintenance and control actions shall be carried out at a frequency consistent with continuing serviceability and accuracy of tools and equipment.

c. Records of calibrations and traceability to the standards used shall be kept by the maintenance organization. The organization shall be capable of showing, with reference to such records, that the control, maintenance, or calibration cycles of tools and equipment are not exceeded. Records can be either in a documented or electronic format or any combination thereof.

d. Time-controlled special tools and equipment shall be identified by use of appropriate tags showing the date of the next control, maintenance, or calibration of the tool or item of equipment or its unserviceability if applicable.

e. Maintenance tools and equipment shall be approved for a specific maintenance task. Maintenance tools and equipment shall
be stowed and identified in such a manner that they can be readily accounted for at the completion of a maintenance task.

145.42 SPARE PARTS, COMPONENTS, AND MATERIAL

a. All components and material shall conform to airworthiness requirements, they shall be traceable as individual items or items belonging to a specific manufacturing lot, and they shall carry a serial number or any other identifying feature to enable traceability. Individually tracked components shall be accompanied by a component data card or equivalent clearly relating to the particular component, its life limit where applicable, and serviceability.

b. Prior to installation of a component in an aircraft, the maintenance organization shall ensure that the particular component incorporates any modifications and/or airworthiness directive standards that may be applicable.

c. The maintenance organization may fabricate a restricted range of parts to be used in the course of undergoing work within its own facility. Procedures for restricted fabrication of parts shall be provided in the Maintenance Organization Exposition.

d. Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system.

145.45 MAINTENANCE DATA

a. The maintenance organization shall hold current maintenance data applicable to the maintenance of aircraft types and components specified in the maintenance organization approval [certificate of approval] and the Maintenance Organization Exposition. Such maintenance data includes:

1. Requirements, procedures, airworthiness directives, operational directives, and bulletins issued by the military aviation authority or a civil aviation authority.

2. Airworthiness directives, operational directives, and bulletins issued by the Air Materiel Command (Continued Airworthiness Management Organisation)

3. Approved maintenance and repair instructions

4. Service bulletins issued by the manufacturer [SI(T) system]
5. The organization’s own procedures and Maintenance Organization Exposition.

b. The maintenance organization may only modify maintenance instructions in accordance with an appropriate procedure specified in the Maintenance Organization Exposition provided the organization can demonstrate that the modified instructions result in equivalent or improved maintenance standards, or in case an error is discovered in the maintenance instructions. [Publication amendments are managed using the approved publication amendment procedure.]

145.47 PRODUCTION PLANNING

a. The maintenance organization shall have procedures appropriate to the amount and complexity of work to plan the availability of necessary personnel, tools, equipment, material and materials, maintenance data, and facilities.

145.50 CERTIFICATION OF MAINTENANCE

a. A certificate of release to service shall be issued at the completion of any maintenance or minor defect rectification carried out on an aircraft and/or component when it has been verified that the aircraft and/or component is serviceable. The certificate of release to service is issued on behalf of the maintenance organization by appropriately authorized certifying staff which meets the requirements specified in 145.35.

b. A certificate of release to service shall contain essential data of the maintenance completed, date of completion of the maintenance, and data identifying the maintenance organization and certifying staff.

c. A certificate of release to service may be issued using the LITS procedure or alternatively as a separate hard copy.

145.55 MAINTENANCE RECORDS

a. The maintenance organization shall record details of work carried out in a manner approved by the military aviation authority. Maintenance records can be either in a documented or electronic format or any combination thereof.

b. The maintenance organization shall retain, for the duration of the service life of an individual aircraft, the maintenance records and any associated maintenance data of the aircraft, including subcontracted organization’s certificates of release to service. The original documents are to be retained in the technical log of the
individual aircraft or in an electronic format in an appropriate data base.

145.60 OCCURRENCE REPORTING

a. The maintenance organization shall report to the Continued Airworthiness Management Organisation any fault, damage, malfunction, or anomaly identified by the organization in an aircraft or its components, using the specified LITS procedure in accordance with appropriate instructions. In addition to this, in cases where an anomaly is considered serious, the organization shall complete a fault report. Where the organization does not have access to LITS, the anomaly may be reported in accordance with an appropriate procedure specified in the Maintenance Organization Exposition.

b. [Any error identified during aircraft maintenance or related work, or any occasion that could have resulted in such error, shall be reported to the Continued Airworthiness Management Organisation by completing an incident report using the specified LITS procedure in accordance with appropriate instructions.]

145.65 SAFETY AND QUALITY POLICY

a. The maintenance organization shall establish a safety and quality policy to be included in the Maintenance Organization Exposition under 145.70. By establishing a safety and quality policy the maintenance organization strives to ensure good maintenance practises, systematic control of monitoring and management actions, customer satisfaction, proper documentation of actions, and consistently high standards of maintenance work. The safety and quality policy shall take into account human factors and human performance.

b. The maintenance organization shall establish maintenance procedures that cover all aspects of carrying out the maintenance activity, and lay down and recognize the standards to which the maintenance organization intends to work.

c. The safety and quality policy includes:

1. Audits carried out by the military aviation authority in order to control various aspects of activity within the maintenance organization. Such audits ensure that the maintenance organization is capable of carrying out maintenance in compliance with the appropriate standards and observing good maintenance practises. The audit of all aspects is to be completed within a time span of three years.
2. An internal auditing / feedback reporting system to enable reporting of quality related matters to responsible personnel and the accountable manager [Functional Area Manager Aircraft and Weapon Systems]. The main purpose of the internal auditing / feedback reporting system is to provide observation based information of compliance of maintenance activities with the appropriate standards and aircraft, and ensure that deficiencies noted during audits carried by the military aviation authority and internal audits are investigated and rectified within a reasonable time span. Internal audits shall be carried out on an annual basis in order to ensure the maintenance of the required quality standards. Serious or frequently recurring equipment anomalies or maintenance errors shall be captured and rectified without delay before they result in serious damage.

Personnel designated to carry out internal audits shall be selected so that the objectivity and impartiality of the audits will not be compromised. Auditing personnel must not audit their own actions.

3. Procedures to minimize the risk of errors when carrying out similar recurring (successive) maintenance or inspection tasks. The organization shall plan maintenance or inspection tasks in such a manner that precludes the possibility of one person being designated to carry out several like tasks in succession. However, when only one person is available to carry out these tasks, an additional stage for re-inspection after completion of all the same tasks shall be included.

4. Procedures to preclude unplanned interruption of a maintenance task. In the event of maintenance task being interrupted or the person carrying out the task being changed, the person who resumes the task shall recognize the status of the task upon the interruption and ensure that all appropriate information is exchanged.

145.70 MAINTENANCE ORGANIZATION EXPOSITION

a. The maintenance organization shall prepare for its own use a Maintenance Organization Exposition (MOE). The MOE is a prerequisite for the granting of a maintenance organization approval [certificate], and it shows how the maintenance organization complies with these Maintenance Organization Requirements for military aviation. The MOE shall contain at least the following information:

1. A statement signed by the accountable manager confirming that the Maintenance Organization Exposition complies with the requirements laid down in this military aviation directive
2. The maintenance organization’s safety and quality policy as specified by 145.65

3. The names [job title], positions, duties, and responsibilities of the responsible personnel within the maintenance organization

4. An organization chart showing chains of responsibility between the responsible personnel

5. A list of certifying staff [procedure specified by 145.35d]

6. A general description of manpower resources

7. A general description of the maintenance organization’s facilities

8. A specification of the maintenance organization’s scope of work relevant to the extent of approval

9. A procedure for notifying the military aviation authority of changes in the maintenance organization

10. The Maintenance Organization Exposition amendment procedure

11. A description of maintenance procedures and the quality system

12. A list of line maintenance locations

13. A list of subcontracted organizations.

b. The Maintenance Organization Exposition shall be amended as necessary to keep it up-to-date. Any amendments shall be made available to the military aviation authority.

**145.75 PRIVILEGES OF THE ORGANIZATION**

In accordance with the Maintenance Organization Exposition and applicable procedures, the maintenance organization approved by the military aviation authority shall be entitled to carry out the following tasks:

a. Maintain aircraft and components for which it is approved at the locations identified in the Maintenance Organization Exposition.
b. Arrange for maintenance of an aircraft or component for which it is approved at a subcontracted organization. Such subcontracted organization shall adhere to the safety and quality policy of the approved maintenance organization.

c. Maintain an aircraft or component for which it is approved at any location subject to the need for such maintenance arising either from an anomaly that renders an aircraft or component unserviceable, or from the necessity of carrying out a line maintenance task. The foregoing is, however, subject to compliance with the procedures specified in the Maintenance Organization Exposition.

[d. Maintain an aircraft or component for which it is approved at any location subject to such maintenance arising from:

1. A military exercise
2. International crisis management

The actions carried out in the foregoing cases shall meet the requirements laid down in this military aviation directive. The suitability of the location shall be assessed prior to the actions.]

e. The maintenance organization’s privileges include the issuance of certificates of release to service as described in 145.50 at the completion of maintenance.

145.80 LIMITATIONS ON THE ORGANIZATION

a. The maintenance organization shall only maintain aircraft, equipment, and components for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.

b. The military aviation authority may impose limitations on the maintenance organization if serious deficiencies are observed in the aspects listed in paragraph a, or if a significant non-compliance specified under 145.95a is noted. The ultimate reason for any limitation imposed on the organization is invariably the maintenance of the flight safety in military aviation.

c. In case the tooling, equipment, and other items necessary to maintain an aircraft type included in the approval are temporarily unavailable, no limitations are imposed on the maintenance organization approval [certificate] provided the organization commits to the acquisition of outstanding tooling, equipment, and
other items prior to the next maintenance carried out on such aircraft type.

145.85 CHANGES TO THE ORGANIZATION

The maintenance organization shall notify the military aviation authority of any changes within the organization. These changes include such changes in the responsible personnel, facilities, equipment, tooling, material, or certifying staff which may adversely affect the carrying out of tasks specified in the approval [certificate]. The military aviation authority has the privilege of establishing conditions for continued work done by the maintenance organization while these changes are being implemented. [In the Finnish Defense Forces, changes in personnel are recorded in the training and rating tracking system for aircraft maintenance personnel as specified in 145.35d. The military aviation authority is to be notified of changes in responsible personnel as specified in 145.70b.]

145.90 CONTINUED VALIDITY

a. An approval [certificate] is valid for an unlimited duration subject to the maintenance organization remaining in compliance with the requirements laid down in this directive.

b. In the event of a civil aviation authority imposing limitations on an approval granted to the maintenance organization by the civil aviation authority, or if such approval is revoked, the military aviation authority shall be notified of this without undue delay.

145.95 FINDINGS

a. A significant non-compliance (level 1 finding) is any significant non-compliance with the requirements laid down in this directive which lowers the safety and quality standard and hazards seriously the flight safety. A level 1 finding requires corrective actions to be taken immediately or within a very short period of time.

b. A non-compliance (level 2 finding) is any non-compliance with the requirements laid down in this directive which could lower the safety and quality standard and possibly hazard the flight safety. A level 2 finding requires corrective actions to be taken within a reasonably short period of time (no longer than 3 months).

c. A discrepancy (level 3 finding) is any observation made by the military aviation authority which is does not constitute a non-compliance with this directive but makes it necessary for the organization to reassess or specify the task subject to the observation.
d. The maintenance organization shall define a corrective action plan and demonstrate that it has taken all corrective actions to the satisfaction of the military aviation authority with a period agreed with this authority.