

A yearly surveillance audit is necessary to keep the ECM certificate valid.
To prepare for the audit, an annual report must be sent to the certification body
(info@vpi-vers.eu) one month before the audit.

BASIS OF THE ANNUAL REPORT

- Implementing Regulation (EU) No 2019/779, Annex III, I.7.4.k
- ERA-GUI-09-2011-SAF- ECM certification guide - ECM certification scheme, 3.2.2.5.1.
- Regulation (EU) No 1078/2012, Article 5 (3)
- Implementing Regulation (EU) No 402/2013 and 2015/1136

PURPOSE OF THE ANNUAL REPORT

- Overview of the relevant events since the last audit
- Input for the preparation of the audit by the certification body

PERIOD COVERED BY THE ANNUAL REPORT

The annual report covers a period starting 2 months before the last surveillance audit and ending 2 months before the next planned surveillance audit.

CHANGES TO THE SCOPE OF THE ECM CERTIFICATION

If you wish to change the scope of the certification, please inform us immediately so we can arrange the audit accordingly!

Please fill in the following sections and provide documents where necessary.

1 Basic information

Company name	
Address	
VAT, commercial registration no.	
Contact person / position	
E-mail	
Phone number	

2 Explanations and justification of how non-conformities have been obviated and/or resolved

3 Information on volume of maintenance carried out during the reporting period

3.1 Own vehicles

3.2 Vehicles of external keepers

3.3 Internal / external workshops used for maintenance

4 Changes

4.1 Legal ownership of the company

4.2 Organisation (procedures in place)

4.3 Vehicles for which the ECM is in charge of maintenance

4.4 Sites and contractors, including processes and equipment (in particular changes to internal/external activities relating to maintenance functions 2, 3 and 4)

4.5 Contractual arrangements with users (refers mainly to contracts with keepers, including the exchange of data)

4.6 Maintenance system, including the management function and the three ECM functions

5 Defects and failures, including information exchanged pursuant to Article 5(3) of the ECM Regulation

6 Internal audit reports

- 7 Notices, stipulations and investigations by the NSA and other authorities, including complaints pursuant to Article 9 of the ECM Regulation**

8 Competence management / trainings

9 Common safety methods

9.1 Experiences with the application of Regulation (EU) No 1078/2012

9.2 Experiences with the application of Implementing Regulation (EU) No 402/2013 and 2015/1136

10 Further information relevant to the certification

Date

Name and Signature