

Terms of Reference Membership

Introduction

The IAMA Terms of Reference for membership intend to describe the different membership categories (Full, Advisory, Basic or Subscription), their activities in the association and the value proposition of each membership. The articles of association remain unaffected hereby.

Membership

The membership and the obligations of members are defined in the Articles of Association.

To be considered for membership, the interested person shall complete an application form.

As mentioned in the Articles of Association (article 3.2), the Executive Board decides on application for membership. The decision must be taken by majority and can be made by email without waiting for the next board meeting.

The membership fee is due for the calendar year. In case a new member joins during the year, there will be no prorated fee based on the number of months remaining in the calendar year.

The membership ends as described in the Articles of Association (article 3.4), without refund of dues paid.

Every IAMA members are listed on the IAMA website.

Full membership

The Full Membership is available to experienced Supplemental Type Certificate (STC) suppliers, for instance EASA DOA, FAA ODA (STC), and other experienced STC Design Approval Holders (DAH), being active in major, complex, non-basic modifications on FAR/CS25 Aircraft. STC development must be amongst the core business of these members.

The applicants for the category “Full Member” will have to provide 2 endorsement references from other full members or founding members and a list of major STCs they hold.

The number of Full Members is limited to 20. The Founding Members are not counted among the Full Members for this purpose.

The membership fees for Full Members and Founding Members are set at USD 50,000 per calendar year.

The Full Members undertake their obligation of active involvement by participating in at least two working groups and in the yearly General Assembly.

IAMA is in strong favor of developing standards throughout the STC project value chain. IAMA Members will support the development of the IAMA STC Standard. Once the standard is established, Full Members will comply with the standard and the auditing rules defined by IAMA.

When a member's STC complies with the IAMA standard, documentation of such STC will be made available in the IAMA Document Platform to the respective STC customer (once the platform has been established). The IAMA Document Platform and the STC Standard will be defined by two Working Groups.

Full Members will benefit from the full advantages of the IAMA community, such as:

- Participating in association including voting rights according to the Articles of Association
- Participating in all existing IAMA working groups
- Applying for new IAMA working groups
- Access to all IAMA-generated information such as (but not limited to)
 - o IAMA Info Statements
 - o IAMA Educational Sessions
 - o IAMA Rulebook
 - o IAMA Best Practices
- Listed as IAMA Member on IAMA Website
- Member Description on the IAMA Community Platform incl. listing of IAMA Member Products and STC
- Participating in IAMA Member Events

Each Full Member shall communicate to the IAMA office in writing the name of the representative(s) in the selected working groups.

The IAMA office will then update the working group teams list and the IAMA website, where the names of the working group members will be available. There is no obligation for a member to allocate a representative in each working group, but the Full Members commit to send experts into the working groups when they possess relevant expertise. A member can also decide to allocate more than one expert to a single working group.

The Founding Members have the same benefits and obligations as the Full Members, except otherwise stated in the Articles of Association.

Advisory membership

The Advisory Membership is available to companies directly involved in the aircraft retrofit business but not providing STC design engineering and/or certification services of their own.

The number of Advisory Members is unlimited.

The membership fees are set at USD 50,000 per calendar year.

The Advisory Members will benefit from the full advantages of the IAMA Community, such as:

- Participation in association according to the Articles of Association
- Participating in all existing IAMA working groups
- Applying for new IAMA working groups
- Access to all IAMA-generated information such as but not limited to
 - IAMA Info Statements
 - IAMA Educational Sessions
 - IAMA Rulebook
 - IAMA Best Practices
- Listed as IAMA Member on IAMA Website
- Member Description on the IAMA Community Platform incl. listing of IAMA Member Products and STC
- Participating in IAMA Member Events.

Each Advisory Member shall communicate to the IAMA Office in writing the name of the representative(s) in the different working groups. The IAMA Office will then update the working group teams list and the IAMA website, where the names of the working group members will be available. There is no obligation for an Advisory Member to allocate a representative in any working group.

Basic membership

The Basic Membership is available to:

- Supplemental Type Certificate (STC) suppliers, for instance EASA DOA, FAA ODA (STC), and other STC Design Approval Holders (DAH), being active in Design Engineering & Certification services on FAR/CS25 Aircraft, and
- contractors or consultants for aircraft engineering and/or aircraft modification project management with long term experience and recommended by at least two active IAMA members.

The number of Basic Members is unlimited.

The membership fees are set at USD 5,000 per year.

Once the standard is established, basic members will comply with the standard and the auditing rules defined by IAMA.

When a member's STC complies with the IAMA standard, documentation of such STC may be made available in the IAMA Document Platform to the respective STC customer (once the platform has been established). Additional costs may apply. The IAMA Document Platform and the STC Standard will be defined by two Working Groups.

The Basic Members will benefit from the following advantages of the IAMA Community:

- Participation in association according to the Articles of Association
- Access to the IAMA Rulebook
- Listed as IAMA Member on IAMA Website
- Member Description on the IAMA Community Platform including Fields of Activity
- Access to IAMA Info Statements
- Access to IAMA Educational Sessions Material

Subscribers

Subscribers can be aircraft operators and aircraft owners such as commercial airlines and lessors with an applicable interest in the IAMA community.

Subscribers are not Members of the Association as defined in the Articles of Association but shall complete an application form.

The number of Subscribers is unlimited.

There is no subscription fee for the IAMA accepted Subscribers.

Subscribers will benefit from advantages of IAMA, such as:

- Participating in all existing IAMA working groups by invitation
- Access to all IAMA-generated information such as (but not limited to)
 - o Access to the IAMA Rulebook
 - o IAMA Info Statements
 - o IAMA Educational Sessions
- Listed as Subscriber on IAMA Website
- Participating in IAMA Member Events

Membership of subsidiaries of the same corporate group

Corporate groups can participate in IAMA by having several subsidiaries belonging to the corporate group as members of IAMA. However, a corporate group's overall membership in regard to each of IAMA's membership categories is limited to one. For the avoidance of doubt, one single subsidiary cannot be a member of different membership categories at the same time.

Member compliance to the IAMA Standard

Member compliance to the IAMA Standard shall be realized via the IAMA Rulebook, as defined within IAMA Audit Process PRC_AUDIT_211207. The IAMA Rulebook shall be applied for each IAMA-Endorsed aircraft modification project (e.g., STC).

The pre-requisite to IAMA Endorsement is an Audit against each member's capabilities and application of the rulebook to a single aircraft modification project (e.g., STC).

New members shall pass an Initial Audit within 18 months of joining IAMA, unless in the case of Corrective Audits being required as defined within PRC_AUDIT_211207.

After successfully passing the Initial Audit, all members should endorse at least 2 aircraft modification projects (self-endorsements) within a 24-month period prior to a Renewal Audit.

Inability to endorse at least 2 projects shall result in suspension of member's ability to self-endorse projects (STC)s, until such time as an IAMA STC Endorsement is requested by the member. Once the member's capabilities remain unchanged, a Renewal Audit is to be performed at a maximum within 48 months.

All members are responsible for organization of Audits with the selected IAMA auditing partner, with a minimum of 3 months advance application required before audit date.

Fees for performance of the audits by the IAMA auditing partner will be invoiced to the members:

1. The invoiced fees are based on:
 - (1) Performance of audits calculated on the basis of 2 days onsite plus 1 day preparation and wash-out
 - (2) Travel time corresponding to 0.5 days for short/medium haul travel (roundtrip) and 1 day for long haul flights (roundtrip)
 - (3) 2022 daily fee is EUR 1,200 and valid until November 2023 and may be adapted on a bi-yearly base
 - Calculation example:
Short/medium flight + 2-day onsite audit + preparation and wash-out =
 $3.5 \times 1,200 \text{ EUR} = \text{EUR } 4,200$
2. In case of reduced member capability, the audit scope may be adapted accordingly. For the avoidance of doubt, a reduced audit scope will result in the member's inability to self-endorse projects.
3. For Full Members, IAMA will cover the fee for performance of the audit (see 1.).
4. Variable costs, including but not limited to hotels, travel, meals, will be invoiced at cost.
5. IAMA will support in optimizing logistics and planning to minimize cost.

Members leaving (expulsion or resignation)

When a member leaves IAMA, in accordance with the Articles of Association, the member shall lose all the benefits entitled under membership and is not eligible to use the IAMA brand or IAMA endorsement any longer.

For aircraft modification projects (e.g., STCs) having been formerly endorsed, all endorsements shall be made inactive at the date of leaving. Inactive endorsements shall be kept visible, anonymously, within the IAMA database, identified primarily under the respective approval number.

IAMA encourages the member leaving to subcontract any active phases of their IAMA-Endorsed aircraft modification projects (i.e., After-Sales Support) to an active IAMA Member, in which case the modification endorsement may remain active.

IAMA retains the right to perform an audit of the aircraft modification project (e.g., STC) self-endorsements made by the member prior to their leaving.