

Terms of Reference Membership

Introduction

The IAMA Terms of Reference for membership intend to describe the different membership categories (Tier 1, Advisory, Tier 2, Tier 3 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, the fee may be prorated 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 member are listed on the IAMA website.

TIER 1 membership

The TIER 1 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 “TIER 1 Member” will have to provide 2 endorsement references from other TIER 1 members or founding members and a list of major STCs they hold.



Independent
AIRCRAFT MODIFIER ALLIANCE

The number of TIER 1 Members is limited to 20. The Founding Members are not counted among the TIER 1 Members for this purpose.

The membership fees for TIER 1 Members and Founding Members are set at EUR 50,000 per calendar year.

The TIER 1 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 modification project value chain. IAMA Members will support the development of the IAMA modification Standard. TIER 1 Members will comply with the standard and the auditing rules defined by IAMA.

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

TIER 1 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 TIER 1 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 TIER 1 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 TIER 1 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 EUR 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
 - 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 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.

TIER 2 membership

The TIER 2 Membership is available to:

- Supplemental Type Certificate (STC) suppliers, for instance EASA DOA, FAA ODA (STC), and other 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 TIER 2 Members is unlimited.

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

TIER 2 members will comply with the standard and the auditing rules defined by IAMA.

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

The TIER 2 Members will benefit from the following advantages of the IAMA Community:

- Participation in association according to the Articles of Association
- Participating in all existing IAMA working groups, when warranted
- 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, when warranted
- Participating in IAMA Member Events

TIER 3 membership

The TIER 3 Membership is available to:

- Supplemental Type Certificate (STC) suppliers, for instance EASA DOA, FAA ODA (STC), and other 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.

Preconditions for qualifying as TIER 3 member are the following parameters:

- small or medium enterprise with max. 300 employees
- single approval holders

The number of TIER 3 Members is unlimited.

The membership fees are set at EUR 950 per year.

TIER 3 members will comply with the standard and the auditing rules defined by IAMA. When a member's modification complies with the IAMA standard, documentation of such modification may be made available in the IAMA Document Platform to the respective modification customer (once the platform has been established). Additional costs may apply. The IAMA Document Platform and the IAMA Standard will be defined by IAMA Working Groups.

The TIER 3 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)
 - Access to the IAMA Rulebook
 - IAMA Info Statements
 - 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

All members offering services in the aviation retrofit shall comply with the rules documented in the IAMA Rulebook, for those services.

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.



Independent
AIRCRAFT MODIFIER ALLIANCE

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, until such time as an IAMA 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.

All members commit to transition to procedural based compliance with the intent to endorse all modifications performed by their organization.

All upcoming modifications issued shall be endorsed latest by the day of performance of the Renewal Audit as defined within PRC_AUDIT_211207.

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 TIER 1 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.



Independent

AIRCRAFT MODIFIER ALLIANCE

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.