THE AERONAUTICAL REPAIR STATION ASSOCIATION'S

MODEL EASA SUPPLEMENT TO THE MODEL REPAIR STATION AND QUALITY MANUAL

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Preface

Purpose

This Model EASA Supplement to the Model Repair Station and Quality Manual ("Supplement") was written by the Aeronautical Repair Station Association (ARSA) to assist FAA-certificated 14 CFR part 145 repair stations in achieving EASA part 145 approval.

The differences between 14 CFR part 145 and EASA part 145 (referred to as "special conditions") are contained in EASA Maintenance Annex Guidance (MAG), effective November 22, 2011. This Supplement addresses each special condition so that FAA-certificated part 145 repair stations may use it, in conjunction with their current Repair Station Quality Manual (RSQM), to apply for EASA part 145 approval.

Who Needs This Supplement?

U.S.-based, FAA-certificated repair stations who wish to work on EU-registered aircraft (civil aeronautical components under the regulatory control of EASA) and plan to apply for EASA part 145 approval.

General Instructions

The model supplement is in Microsoft Word (Word) 2003 format. It is compatible with Word 2007 and 2010. If the document is updated to a more current version or Word, additional format editing will be required; **all editing should be accomplished by someone knowledgeable with that software**. It is highly recommended that the editor have advanced knowledge in the following Word functions—

- Cross-References
- Format Painter
- Hyperlinks
- Page Numbering
- Styles
- Table of Contents
- Tables

It is delivered in read-only format; immediately re-save the document using a different file name. Always keep the original version for reference.

ARSA encourages users to work with this manual in the "View Paragraph Marks" and "View Table Gridlines" mode. This permits the user to see the special characters that control the formatting of this document.

Management positions and other titles such as "Accountable Manager," "Chief Inspector" and "Quality Manager" are used throughout the manual. If a repair station uses different titles for those positions, change the titles throughout this Supplement. To facilitate consistency in modifications, all position titles are in **bold** font.

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EASA SUPPLEMENT TO THE REPAIR STATION AND QUALITY MANUAL

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Compliance with this EASA Supplement and the Repair Station and Quality Manual forms the basis of this company's EASA part 145 approval and sets for the certification obligations as detailed in the EASA MAG.

Table of Contents

Note to User: The Table of Contents is automatically generated by Microsoft Word. After all the revisions are complete, click in the margin and press the F9 key. Select "Update entire table" and click "OK." This will update all section/paragraph titles and page numbers.

After the Table of Contents is updated, select Print Preview. This will update all the "Cross-References" to the appropriate paragraph numbers. The manual should then be reviewed for the phrase "Error! Reference source not found." This indicates the cross-referenced paragraph was deleted. The correct cross-reference must be inserted.

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Section 2: Special Conditions

2.1 Procedures for Work Performed

2.1.1 Work Orders

Note to User: This paragraph addresses paragraph 7 of the <u>MAG</u>, Section B, Appendix 1, which requires that the repair station ensure through recordkeeping that all work is complete.

Basic requirements for recording maintenance (including inspections), preventive maintenance, and alterations are found in §§ 145.209(i) and 145.219(a). Each repair station should have a well-structured and well-defined maintenance recordkeeping system that is followed by its personnel as outlined in its RSQM. Therefore, procedures in the RSQM and Forms Manual should be cross-referenced here.

ARSA members can download certain maintenance forms and instructions, including a Work Order form, for free at www.arsa.org.

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Procedures for completing a Work Order are contained in paragraph 8.5 of the RSQM. A sample Work Order and completion instructions are contained in the repair station's Forms Manual.

The customer is responsible for providing correct and adequate information regarding the required maintenance, preventive maintenance, and alterations to be performed.

The **Maintenance Manager** is responsible for communicating with customers where there is an ambiguous work request.

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Appendix B: Cross-Reference Table

Note to User: While not required by the <u>MAG</u>, the purpose of this appendix is to facilitate verification of compliance with the EASA special conditions. This matrix shows how every applicable paragraph of the <u>MAG</u> is covered by a corresponding paragraph in this Supplement and/or the repair station and quality manual. It also references the corresponding regulation in <u>14 CFR part 145</u> where applicable. Be careful to update this matrix if you have deleted, reorganized, or added paragraphs to your manual.

Please note that the repair station and quality manual column references the applicable paragraphs in ARSA's Model Repair Station and Quality Manual and will need to be updated to match the appropriate paragraphs in your repair station's own manual.

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EASA MAG	14 CFR part 145	EASA Supplement	Repair Station and Quality Manual		
Section A, V: Special conditions applicable to U.Sbased repair stations					
1.					
1.1	N/A	<u>1.1</u>	N/A		
1.1.1	Application Process				
1.1.1(a)	Application Process				
1.1.1(b)	§ 145.207, § 145.209(j) and § 145.211(c)(4)	1.2	1.2		
1.1.1(b)(i)	N/A	Appendix A:	N/A		
1.1.1(b)(ii)	N/A	<u>2.4</u>	N/A		
1.1.1(b)(iii)	§ 145.213(d) and § 145.219(b)	2.3.2 and 2.3.4	8.14		
1.1.1(b)(iv)	N/A	2.3.3	N/A		
1.1.1(b)(v)	§ 145.109(d)	2.2	8.15		
1.1.1(b)(vi)	N/A	<u>1.5</u>	N/A		
1.1.1(b)(vii)	§ 145.221	<u>2.3.5</u>	9.5		
1.1.1(b)(viii)	§ 145.209(i) and §145.219(a)	2.1	8.13 and 8.14		
1.1.1(b)(ix)	§ 145.209(h)(1) and § 145.217(a)(2)(i)	2.1.2	8.17		
1.1.1(b)(x)	§ 145.203	2.1.6	1.8		
1.1.1(b)(xi)	§ 145.103(b) § 145.209(c)	2.1.3	5.3		
1.2	N/A	N/A	N/A		

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