

**THE AERONAUTICAL REPAIR STATION ASSOCIATION'S**



**DOMESTIC  
MODEL REPAIR STATION  
AND  
QUALITY MANUAL**

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## Preface

### Purpose

This model manual was written by the Aeronautical Repair Station Association (ARSA) to help companies develop a repair station and quality control manual to establish compliance with [Title 14 Code of Federal Regulations \(14 CFR\) part 145](#) and the associated Federal Aviation Administration (FAA) guidance material. Although directed at domestic repair stations, very few adjustments would be needed to show compliance with the foreign repair station requirements.

To aid repair stations in developing a document that fully complies with [14 CFR part 145](#) this model manual includes hyperlinks to each regulation referenced.

### General Instructions

The model manual 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 of 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.

The model contains the requirements for both a repair station manual and a quality control manual. The requirements for a quality control manual are addressed in Section 8 which may be used to create a separate document if preferred. As stated in the preamble to the final rule and the FAA’s internal guidance either option is acceptable to the FAA.

Gray, shaded boxes and **bold** text or text in brackets indicate a “Note to User.” These notes and options guide manual users through the process of modifying the document to reflect the actual practices of the repair station. Every “Note to User” must be deleted from the final version of a repair station’s manual; all **bold** or bracketed text must be completed or changed to reflect accurate information for the particular repair station.

Management and other position 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, modifications must be consistent. To facilitate consistency in modifications, all position titles are in **bold** font.

This publication addresses every paragraph of [14 CFR part 145](#) in Appendix A; the Appendix must be updated when paragraphs of this document are deleted or reorganized.

We recommend that users update the List of Effective Pages, Table of Contents and the Appendix after the final edits of the manual are complete. The List of Effective Pages and the Appendix must be updated manually. The Table of Contents is a Microsoft Word “field” that can be updated automatically at any time (click to in the left margin of the Table of Contents and press the “F9” key).

The headers and footers are different for each section; be sure to include the specific information for your company to protect the document from unauthorized use.

The manual revision information is set forth in the footer associated with each section. The final version of the document should reflect the proper dates and revision level.

Finally, this model includes many options; therefore “delete is your friend.” If a particular word, sentence, paragraph or section does not apply to the repair station’s operation—delete it. Also, change or move words, sentences, paragraphs or sections to match the particular policy, process or procedure used by the repair station.

After completion, update the Table of Contents, List of Effective Pages, Appendix and footers to reflect your changes.

### **Previous Revisions of this Document**

Previous revisions to this document were less sophisticated. Revision 4 and subsequent provides specific instructions to ensure repair stations are able to adjust the content to its operations.

Specific changes are documented in the Model Manual Record of Revisions at the end of the Preface.

### **ARSA Publications**

ARSA has other publications available that will help a repair stations comply with domestic and international regulations. These publications can be ordered online at <http://www.arsa.org>.

### **References**

To facilitate an understanding of regulatory compliance, all references to the CFRs are hyperlinked to the Government Printing Office Web site; all references to Advisory Circular 145-9 (Guide for Developing and Evaluating Repair Station and Quality Control Manuals) are hyperlinked to the FAA Web site. If a hyperlink does not work, go to either <http://ecfr.gpoaccess.gov> or <http://www.faa.gov> and do a search.

Some links will direct the user to Adobe Portable Document Format (PDF) files. A recent version of Adobe Reader is required to view these documents (download the most recent free version [here](#)).

#### Government Web sites Hyperlinks and Internet Addresses

Federal Aviation Administration:

<http://www.faa.gov>

European Aviation Safety Agency:

<http://www.easa.europa.eu/home/index.html>

Transport Canada:

<http://www.tc.gc.ca>

Hyperlinks and Internet Addresses to Referenced Documents and Materials

EASA Airworthiness Directives:

<http://ad.easa.europa.eu>

Electronic Code of Federal Regulations: Title 14:

[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=79c4e905311cc352d52ebdad7e0b2f5a&c=ecfr&tpl=/ecfrbrowse/Title14/14tab\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=79c4e905311cc352d52ebdad7e0b2f5a&c=ecfr&tpl=/ecfrbrowse/Title14/14tab_02.tpl)

FAA Airworthiness Directives:

[http://www.airweb.faa.gov/Regulatory\\_and\\_Guidance\\_Library/rgAD.nsf/MainFrame?OpenFrameSet](http://www.airweb.faa.gov/Regulatory_and_Guidance_Library/rgAD.nsf/MainFrame?OpenFrameSet)

Guide for Developing and Evaluating Repair Station and Quality Control Manuals:

[http://rgl.faa.gov/Regulatory\\_and\\_Guidance\\_Library/rgAdvisoryCircular.nsf/0/f1bf2d45c148209e8625758b00504191/\\$FILE/AC%20145-9%20CHG%201.pdf](http://rgl.faa.gov/Regulatory_and_Guidance_Library/rgAdvisoryCircular.nsf/0/f1bf2d45c148209e8625758b00504191/$FILE/AC%20145-9%20CHG%201.pdf)

**Disclaimer**

This document is not all-inclusive; each repair station is unique. Modifications to this model manual will be required to ensure the specific procedures and forms used by the repair station will comply with the regulations. Further, the model manual does not address satellite repair stations. If your company wishes to develop a managerial repair station with satellites, please contact ARSA for assistance in modifying this document to meet those requirements.

**Model Manual Record of Revisions**

REVISION NUMBER	REVISION DATE	SECTION(S) OR PARAGRAPH(S) AFFECTED	REVISION DESCRIPTION
Original	08/04/2003	ALL	Original Issue
01	11/30/2003	1.1	The words "and in this manual" are deleted, and Additional words added to mirror the words of FAR 145.109.
01	11/30/2003	1.7	Added user note to clarify non-certificated maintenance contractor requirements.
01	11/30/2003	3.3	Added matrix to clarify part 65 personnel requirements and language to support that one person may fill multiple positions.
01	11/30/2003	4.2	Added user note to clarify the use of titles and movement of duties to reflect actual practices.
01	11/30/2003	7.3.3	Deleted duplicative language of paragraph 7.3.1
01	11/30/2003	<del>9.29.3</del>	Added language to clarify stamp assignment.
02	01/15/2004	3.3.2	Added responsibility of submitting serious failures, malfunction or defect reports.
02	01/15/2004	<del>9.49.5</del>	Specified responsibility of submitting serious failures, malfunction or defect reports.

REVISION NUMBER	REVISION DATE	SECTION(S) OR PARAGRAPH(S) AFFECTED	REVISION DESCRIPTION
03	01/23/2004	7.6.1	Clarified that outside sources referred to non-certificated sources.
03	01/23/2004	7.6.2	Added update an availability of maintenance vendor listing.
03	01/23/2004	9.1	Added clarification that records retention begins from the date the article is approved for return to service.
04	04/16/2008	ALL	This revision is a complete re-write of the ARSA Model Repair Station and Quality Manual; it includes— Sophisticated and advanced features of Microsoft Word. Reorganized sections and paragraphs into a more logical format for consistency. Specific instructions (notes to users) to ensure repair stations are able to adjust the content to their operations. Regulatory changes that have taken place since 2003.
05	10/05/2012	Preface	Revised general instructions to include specific Microsoft Word recommendations. Added model manual record of revisions
05	10/05/2012	Cover Page	Note to User revised to reflect correct paragraph references.
05	10/05/2012	Table of Contents	Note to User enhanced to include the use of Microsoft Word “Cross-References” throughout the manual.
05	10/05/2012	Manual Distribution List	Table modified to support portrait orientation.
05	10/05/2012	Record of Revisions	Note to User enhanced to introduce the Manual Transmittal Letter. Table modified to support portrait orientation and columns revised to support new process methodology.
05	10/05/2012	List of Effective Pages	Note to User enhanced to introduce section level revision control. Table modified to support portrait orientation and columns revised to support new process methodology.

REVISION NUMBER	REVISION DATE	SECTION(S) OR PARAGRAPH(S) AFFECTED	REVISION DESCRIPTION
05	10/05/2012	Section 1	<p>Added clarifying language with regard to the RSQM being “acceptable” to the FAA.</p> <p>Revised and enhanced the revision control process to be effective at the section level and implement positive controls.</p> <p>Deleted the use of revision control bars and implemented a detailed record of revisions.</p> <p>Added specific references to forms and letters and implemented an associated numbering system.</p> <p>Converted terms and acronyms to a table format.</p> <p>Added a document request process and a prototype procedures process.</p>
05	10/05/2012	Section 2	Introduced an Application for Repair Station Certificate or Rating Letter process.
05	10/05/2012	Section 3	Added clarifying language regarding the repair station roster.
05	10/05/2012	Section 4	<p>Added specific references to forms.</p> <p>Added language that requires updates to the Operations Specifications when needed.</p> <p>Enhanced the signature stamp control process.</p> <p>Added employment of former FAA employee procedures.</p> <p>Eliminated duplicate procedures covered by the forms instructions.</p> <p>Added new duties to corresponding changes from sections of the manual.</p>
05	10/05/2012	Section 5	<p>Added cleanliness and safety procedures.</p> <p>Added specific references to forms and letters.</p>
05	10/05/2012	Section 6	<p>Note to Users enhanced regarding when the submission of a hazmat training certification letter is required.</p> <p>Added requirement for hazmat employers to submit a hazmat training certification letter.</p>
05	10/05/2012	Section 7	<p>Enhanced the RII qualification process.</p> <p>Added specific references to forms and letters.</p> <p>Added duty time requirements.</p>

REVISION NUMBER	REVISION DATE	SECTION(S) OR PARAGRAPH(S) AFFECTED	REVISION DESCRIPTION
05	10/05/2012	Section 8	<p>Added specific references to forms and letters.</p> <p>Enhanced the purchasing of aviation articles or services process.</p> <p>Enhanced the incoming review of stock process to include used parts, tools and equipment, life limited parts, calibrated tool and non-certificated maintenance provider requirements.</p> <p>Added TCCA SUPS requirements.</p> <p>Added return to inventory procedures.</p> <p>Added electrostatic discharge handling procedures.</p> <p>Added data plate or identification information replacement procedures.</p> <p>Added C.A.S.E. Standard 1A procedures for repair stations that must meet that standard.</p> <p>Added proficiency of inspection personnel procedures.</p> <p>Added completed aircraft in-process inspection procedures.</p> <p>Added shift turnover procedures.</p> <p>Added general aviation aircraft inspection procedures.</p> <p>Added logbook approval for return to service procedures.</p> <p>Added disapproval of return to service procedures.</p> <p>Added leased or borrowed equipment and tooling procedures.</p> <p>Enhanced the certificated and non-certificated contract maintenance procedures.</p>
05	10/05/2012	Section 9	<p>Added procedures for forms created by owners, operators and type certificate holders.</p> <p>Enhanced work order package document requirements.</p> <p>Enhanced maintenance record completion procedures.</p> <p>Added TCCA serious defect or unairworthy condition reporting procedures.</p>
05	10/05/2012	Appendix A	<p>Added new 14 CFR part 145 requirements.</p> <p>Updated all cross references to current RSQM references.</p>

REVISION NUMBER	REVISION DATE	SECTION(S) OR PARAGRAPH(S) AFFECTED	REVISION DESCRIPTION
05	10/05/2012	Appendix B	Added Canadian MIP Cross-Reference Table for repair stations that perform maintenance, preventive maintenance and alteration on any civil aircraft, aircraft engine, propeller, subassembly, appliance, material, part or component under the regulatory authority of the Transport Canada Civil Aviation Directorate (TCCA) and do not perform maintenance, preventive maintenance or alteration on Canadian-registered aircraft operated in commercial air service pursuant to Part VII (air carriers) of the Canadian Aviation Regulations (CARs).
05	10/05/2012	Appendix C	Added C.A.S.E. Standard 1A Cross-Reference Table to show compliance with the standard dated June 30, 2012.
06	08/07/2014	All	Updated links to recently revised 8130-3 form.
06	08/07/2014	Manual Distribution List	Update note to user.
06	08/07/2014	Record of Revisions	Update note to user.
06	08/07/2014	1.8	Update note to user.
06	08/07/2014	Sections 4 and 5	Added accountable manager duties and paragraphs regarding facility security and point of contacts regarding Transportation Security Administration rule.
06	08/07/2014	All	Edits of typographical errors.
<a href="#">07</a>	<a href="#">10/27/2014</a>	<a href="#">Table of Contents</a>	<a href="#">Update to reflect reorganization of Section 9</a>
<a href="#">07</a>	<a href="#">10/27/2014</a>	<a href="#">Section 2.2.3</a>	<a href="#">Update to include requirement that FAA accept certificate surrender</a>
<a href="#">07</a>	<a href="#">10/27/2014</a>	<a href="#">Section 9</a>	<a href="#">Added policy on falsification of records.</a>
<a href="#">07</a>	<a href="#">10/27/2014</a>	<a href="#">Appendix A</a>	<a href="#">Added new 14 CFR part 145 requirements and - Updated all cross references to current RSQM references</a>

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**Note to User:** DELETE THE COVER PAGE AND THE ENTIRE PREFACE FROM THE FINAL VERSION OF THIS MANUAL.

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## Section 2: Repair Station Certificate

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### 2.1 Issuance of Certificate

**Note to User:** Although not specifically required, the purpose of this paragraph is to provide a place in the manual that corresponds to [14 CFR §§ 145.51](#) and [145.53](#).

DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

This manual provides all the information required by the regulations for the issuance of a repair station certificate under [14 CFR part 145](#). Specifically it contains—

- A repair station manual,
- A quality manual,
- An organization chart, and
- A description of the repair station's housing and facilities.

The issuance of the repair station certificate demonstrates that this company has met all the requirements of [14 CFR part 145](#).

### 2.2 Certificate Requirement, Change or Transfer and Duration

**Note to User:** The purpose of this paragraph is to recognize the basic requirement for a certificate and to explain how changes to this repair station's certificate will be controlled. It corresponds to [14 CFR §§ 145.5](#), [145.51\(d\)](#), [145.55](#), and [145.57](#). The portions that simply acknowledge the regulatory requirements are not necessary; however, the portions that explain how this repair station will handle a change or transfer must be included in this manual.

DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

A repair station certificate is required before accomplishing any work as a certificated repair station. This repair station will not perform any work under its certificate in violation of the requirements of [14 CFR part 145](#).

#### 2.2.1 Change of Rating or Location

If this repair station seeks a change to its ratings it will, as set forth in the Forms Manual, prepare and submit—

- [FAA Form 8310-3](#) along with the information necessary to substantiate the change.
- An Application for Repair Station Certificate or Rating Letter (Letter 503).

A change in location, housing or facilities will be processed in accordance with paragraph [5.75-6](#).

The **Accountable Manager** is responsible for ensuring the procedures for changes in ratings and location are properly followed.

### 2.2.2 Transfer of Assets

In the event this repair station sells or transfers its assets, the new owner will be notified that it must apply for an amended repair station certificate in accordance with [14 CFR part 145](#) and other applicable NAA requirements.

The new owner, at its discretion, may apply for a transfer of this repair station's name and certificate number by submitting an Application for Amended Air Agency Certificate Letter (Letter 509) as set forth in the Forms Manual.

The **Accountable Manager** is responsible for ensuring that the new owner is notified of its requirement to apply for an amended repair station certificate during the transfer of assets process.

### 2.2.3 Duration of the Repair Station Certificate

This repair station's certificate is effective until it is surrendered, suspended or revoked.

If the repair station certificate is suspended or revoked, or if this repair station elects to surrender it and the FAA accepts the surrender, the **Accountable Manager** will ensure it is returned to the FAA.

The **Accountable Manager** will also ensure that any NAA that bases its approval on the repair station certificate is notified of the suspension, revocation or voluntary surrender of that certificate.

## 2.3 Repair Station Certificate Privileges and Limitations

**Note to User:** The purpose of this paragraph is to provide a statement of the repair station's policy and commitment to accomplish work under the auspice of its air agency certificate and within the limitations of that certificate. This does not mean that the repair station cannot perform work as a non-certificated maintenance provider for other certificate holders. This paragraph of the manual is not necessary; however it provides a direct tie to requirements found in [14 CFR §§ 145.59, 145.61, 145.107, 145.109\(a\), and 145.201](#).

DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

Within the limitations set forth in its Operations Specifications, this repair station may maintain and alter any of the articles covered by its ratings and approve the work performed on those articles for return to service.

**Note to User:** If the repair station performs 100-hour, annual and/or progressive inspections include the following paragraph; otherwise delete the following paragraph.

DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

Under its airframe rating, the repair station may also perform 100-hour, annual and progressive inspections and to issue the approval or disapproval for return to service for those aircraft.

Unless the repair station is obtaining a maintenance function by contract as set forth in paragraph 8.17 of this manual, the repair station will ensure that the housing, facilities, equipment, tooling, materials, data and personnel required to perform the work in accordance with [14 CFR part 43](#) is available and under the control of the repair station when the work is performed.

The repair station may contract maintenance functions provided it has the appropriate rating and the functions are approved and the contractors are qualified and listed as set forth in paragraph [8.17](#) of this

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## Section 9: Records and Reports

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### 9.1 General

**Note to User:** This Section addresses all the records required to be kept under [14 CFR part 145](#). In particular it addresses the maintenance and inspection forms referenced in [14 CFR § 145.211\(c\)\(3\)](#), which requires the repair station to provide samples of inspection and maintenance records and instructions for completing those forms. Most repair stations keep all forms used or referenced in the repair station and quality manual in a separate Forms Manual. ARSA has compiled a Forms Manual that your repair station may use to comply with this requirement. If you have already developed a Forms Manual adjust this paragraph according to how you update that manual.

DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

All records used to establish compliance with the requirements of [14 CFR part 145](#) shall be maintained by this repair station. These records will be maintained in a manner that they can be retrieved upon request (see paragraph [1.11](#)).

The **Technical Publications Manager** is responsible for ensuring repair station records and documentation are compiled, maintained and properly stored.

### 9.2 Falsification, Reproduction, Alteration, or Omission of 14 CFR part 145 Records

**Note to User:** This paragraph describes the requirements of [14 CFR § 145.12](#). It establishes a general policy against fraudulent or intentionally false entries in applications, records, and reports.

DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

No person shall—

- Make or cause to be made a fraudulent or intentionally false entry in any application, record, or report; reproduce any application, record, or report for fraudulent purpose; or alter any application, record, or report for fraudulent purpose.
- By omission, knowingly conceal or cause to be concealed, a material fact in any application, record or report.

### 9.29.3 Generating and Maintaining 14 CFR part 145 Records

**Note to User:** The purpose of this paragraph is to establish compliance with [14 CFR §§ 145.209\(i\)](#) and [145.219](#). It sets forth the general policy and process for generating and maintaining all the records referenced in this model manual. It also establishes a record retention policy to comply with [14 CFR § 145.219\(c\)](#) and Order 8130.21.

DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

Unless otherwise specified in this manual, records required to be developed, maintained and stored by the repair station shall be available for no less than two (2) years and/or per the customer's request. These records include—

- Work Order packages, including the maintenance/inspection, preventive maintenance and alteration records.

## Appendix A: 14 CFR part 145 Cross-Reference Table

**Note to User:** While not all [14 CFR part 145](#) sections relate to repair station compliance, this model manual addresses every section of [14 CFR part 145](#); however, not all [14 CFR part 145](#) paragraphs relate to repair station compliance and do not have to be specifically addressed to establish compliance with the regulation. To facilitate verification of compliance, this matrix shows how every section of the rule is covered by a corresponding paragraph in the manual. Be careful to update this matrix if you have deleted, reorganized or added paragraphs to your manual.

DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

14 CFR part 145	Repair Station Quality Manual Reference
<a href="#">§ 145.1</a> Applicability.	Paragraphs <a href="#">1.1</a> and <a href="#">1.4</a>
<a href="#">§ 145.3</a> Definition of terms.	
§ 145.3(a)	Paragraphs <a href="#">1.3</a> (Accountable Manager) and <a href="#">4.6.1</a>
§ 145.3(b)	Paragraph <a href="#">1.3</a> (Article)
§ 145.3(c)	Paragraph <a href="#">1.3</a> (Directly in Charge)
§ 145.3(d)(1)	Paragraph <a href="#">1.3</a> (Line Maintenance)
§ 145.3(d)(2)	Paragraph <a href="#">1.3</a> (Line Maintenance)
<a href="#">§ 145.5</a> Certificate operations specifications requirements.	
§ 145.5(a)	Paragraphs <a href="#">1.4</a> and <a href="#">2.2</a>
§ 145.5(b)	Paragraph <a href="#">1.10</a>
<b><a href="#">9.8 § 145.12</a> Repair station records: Falsification, reproduction, alteration, or omission.</b>	
<a href="#">§ 145.12(a)</a>	<a href="#">Paragraph -9.2</a>
<a href="#">§ 145.12(b)</a>	<a href="#">Paragraph- 9.2</a>
<a href="#">§ 145.12(c)</a>	<a href="#">Paragraph- 9.2</a>
<a href="#">§ 145.51</a> Application for certificate.	
§ 145.51(a)	Paragraph <a href="#">2.1</a> with respect to the original issuance of the repair station certificate
§ 145.51(a)(1)	Paragraph <a href="#">2.2</a> with respect to any changes requiring supporting information.
§ 145.51 a)(2)	Paragraph <a href="#">2.2</a> with respect to any changes requiring supporting information.
§ 145.51(a)(3)	Paragraph <a href="#">2.2</a> with respect to any changes requiring supporting information.
§ 145.51(a)(4)	Paragraph <a href="#">2.2</a> with respect to any changes requiring supporting information.
§ 145.51(a)(5)	Paragraph <a href="#">2.2</a> with respect to any changes requiring supporting information.
§ 145.51(a)(6)	Paragraph <a href="#">2.2</a> with respect to any changes requiring supporting information.

14 CFR part 145	Repair Station Quality Manual Reference
§ 145.51(a)(7)	Paragraph <a href="#">2.2</a> with respect to any changes requiring supporting information.
§ 145.51(b)	Paragraph <a href="#">2.2</a> with respect to any changes requiring supporting information.
§ 145.51(c)	This paragraph applies to persons located in foreign countries and therefore does not apply to this company.
§ 145.51(c)(1)	
§ 145.51(c)(1)(i)	
§ 145.51(c)(1)(ii)	
§ 145.51(c)(2)	
§ 145.51(d)	Paragraph <a href="#">2.2</a> with respect to any changes requiring supporting information.
<a href="#">§ 145.51(e)</a>	<a href="#">Paragraph- 2.1 with respect to the original issuance of the repair station certificate.</a>
<a href="#">§ 145.51(f)</a>	<a href="#">Paragraph 2.2.3 with respect to revocation of the repair station certificate.</a>
<a href="#">§ 145.53</a> Issue of certificate.	
§ 145.53(a)	Paragraphs <a href="#">1.3</a> (Repair Station Certificate); <a href="#">1.4</a> (issuance) and <a href="#">2.2</a> (changes to certificate)
§ 145.53(b)	This paragraph applies to persons located in foreign countries that have bilateral agreements with the United States and does not require action by this company.
§ 145.53(c)	This paragraph requires an applicant that is a HazMat employer under <a href="#">49 CFR § 171.8</a> to make a certification to the FAA that it has trained its employees and that all its contractor and subcontractor HazMat employees are trained as required by 49 CFR part 172 subpart H. With respect to continuing obligations for HazMat employers, refer to paragraphs <a href="#">1.3</a> (Hazardous Material) and <a href="#">1.5</a>
§ 145.53(d)	This paragraph applies to persons located in foreign countries and therefore does not apply to this company.
<a href="#">§ 145.55</a> Duration and renewal of certificate.	
§ 145.55(a)	Paragraph <a href="#">2.2.3</a>
§ 145.55(b)	These paragraphs apply to persons located in foreign countries and therefore does not apply to this company.
§ 145.55(c)	
§ 145.55(c)(1)	
§ 145.55(c)(2)	
<a href="#">§ 145.55(c)(3)</a>	
§ 145.55(d)	Paragraph <a href="#">2.2.3</a>
<a href="#">§ 145.57</a> Amendment to or transfer of certificate.	
§ 145.57(a)	Paragraph <a href="#">2.2</a>
§ 145.57(a)(1)	Paragraph <a href="#">2.2.1</a>
§ 145.57(a)(2)	Paragraph <a href="#">2.2.1</a>

14 CFR part 145	Repair Station Quality Manual Reference
§ 145.57(b)	Paragraph <a href="#">2.2.2</a>
<a href="#">§ 145.59</a> Ratings.	
§ 145.59(a)	This section of the regulations explain the types of class ratings the FAA issues as part of the repair station's certificate, therefore they do not require any action by the company. With respect to working within the rating issued by the FAA, please refer to paragraphs <a href="#">1.1</a> and <a href="#">2.3</a> .
§ 145.59(b)	
§ 145.59(c)	
§ 145.59(d)	
§ 145.59(e)	
§ 145.59(f)	
<a href="#">§ 145.61</a> Limited ratings.	
§ 145.61(a)	This section of the regulations explain the types of class ratings the FAA issues as part of the repair station's certificate, therefore they do not require any action by the company. With respect to working within the rating issued by the FAA, please refer to paragraphs <a href="#">1.1</a> and <a href="#">2.3</a> .
§ 145.61(b)	
§ 145.61(c)	This section of the regulations explains that if the repair station is issued a limited rating for specialized service, it must have the process specification it will used (either a military or civil one or one developed by the applicant) must be listed on the repair station certificate's Operations Specifications, therefore it does not require action by the company. With respect to working within the rating issued by the FAA, please refer to paragraphs <a href="#">1.1</a> and <a href="#">2.3</a> .
§ 145.61(c)(1)	
§ 145.61(c)(2)	
<a href="#">§ 145.101</a> General.	
Paragraphs <a href="#">1.4</a> , <a href="#">1.6</a> , <a href="#">5.1</a> and <a href="#">8.15</a>	
<a href="#">§ 145.103</a> Housing and facilities requirements.	
§ 145.103(a)	These paragraphs of the regulation explain the general requirements for housing and facilities that are adequate for the rating(s) issued and that ensures that work will be performed properly. The description of the housing, major facility areas and equipment is set forth in <a href="#">Section 5</a> .
§ 145.103(a)(1)	
§ 145.103(a)(2)	
§ 145.103(a)(2)(i)	
§ 145.103(a)(2)(ii)	
§ 145.103(a)(2)(iii)	
§ 145.103(a)(2)(iv)	
§ 145.103(a)(2)(v)	
§ 145.103(b)	This paragraph of the regulation requires repair stations performing maintenance, preventive maintenance and alteration on complete aircraft to have permanent housing capable of enclosing the largest aircraft upon which work will be performed. The size of the facility is explained in paragraphs <a href="#">5.1</a> , <a href="#">5.45-3</a> and <a href="#">5.55-4</a> .
§ 145.103(c)	Paragraph <a href="#">5.65-5</a>
<a href="#">§ 145.105</a> Change of location, housing or facilities.	
§ 145.105(a)	Paragraph <a href="#">5.75-6</a>
§ 145.105(b)	Paragraph <a href="#">5.75-6</a>
§ 145.105(c)	Paragraph <a href="#">5.75-6</a>
<a href="#">§ 145.107</a> Satellite repair stations.	

14 CFR part 145	Repair Station Quality Manual Reference
§ 145.107(a)	This repair station does not have satellite repair stations and therefore this section of the regulation does not apply
§ 145.107(a)(1)-(4)	
§ 145.107(b)	
§ 145.107(c)	
<a href="#">§ 145.109</a> Equipment, materials and data requirements.	
§ 145.109(a)	Paragraphs <a href="#">1.6</a> and <a href="#">8.15</a>
§ 145.109(b)	Paragraph <a href="#">8.15.3</a>
§ 145.109(c)	Paragraph <a href="#">8.15.2</a>
§ 145.109(d)(1)-(7)	Paragraph <a href="#">8.15.1</a>
<a href="#">§ 145.151</a> Personnel requirements.	
§ 145.151(a)	Paragraphs <a href="#">4.1</a> and <a href="#">4.6</a>
§ 145.151(b)	Paragraph <a href="#">4.6</a>
§ 145.151(c)	Paragraphs <a href="#">4.1</a>
§ 145.151(d)	Paragraphs <a href="#">4.1</a> and <a href="#">Section 6:</a>
<a href="#">§ 145.153</a> Supervisory personnel requirements.	
§ 145.153(a)	Paragraphs <a href="#">1.3</a> (Supervisor), <a href="#">4.6</a> and <a href="#">4.6.9</a>
§ 145.153(b)(1)	Paragraph <a href="#">4.6.9</a>
§ 145.153(b)(2)	These paragraphs apply to persons located in foreign countries and therefore does not apply to this company.
§ 145.153(c)	Paragraph <a href="#">4.6.9</a>
<a href="#">§ 145.155</a> Inspection personnel requirements.	
§ 145.155(a)(1)-(2)	Paragraphs <a href="#">4.6</a> , <a href="#">4.6.3</a> , <a href="#">4.6.4</a> and <a href="#">4.6.5</a>
§ 145.155(b)	Paragraphs <a href="#">4.6.3</a> , <a href="#">4.6.4</a> and <a href="#">4.6.5</a>
<a href="#">§ 145.157</a> Personnel authorized to approve an article for return to service.	
§ 145.157(a)	<a href="#">Section 4:</a> sets forth the duties and responsibilities of key personnel; if the person's duties and responsibilities include approval for return to service, the paragraph notes that one of the qualifications is for the person to be certificated under 14 CFR part 65.
§ 145.157(b)	These paragraphs apply to persons located in foreign countries and therefore does not apply to this company.
§ 145.157(c)	<a href="#">Section 4:</a> sets forth the duties and responsibilities of key personnel; if the person's duties and responsibilities include approval for return to service, the paragraph notes that one of the qualifications is for the person to be able to read, write and understand the English language (it is also a requirement for persons certificated under <a href="#">14 CFR part 65</a> ).
<a href="#">§ 145.159</a> Recommendation of a person for certification as a repairman.	
§ 145.159 (a)-(b)	Paragraph <a href="#">4.5</a>
<a href="#">§ 145.160</a> Employment of former FAA employees.	
§ 145.160(a)-(c)	Paragraph <a href="#">4.3</a>

14 CFR part 145	Repair Station Quality Manual Reference
<a href="#">§ 145.161</a> Records of management, supervisory and inspection personnel.	
§ 145.161(a)(1)-(3)	Paragraph <a href="#">4.2</a>
§ 145.161(a)(4)	Paragraph <a href="#">4.4</a>
§ 145.161(b)	Paragraph <a href="#">4.2.1</a>
<a href="#">§ 145.163</a> Training requirements.	
§ 145.163(a) <del>(1)-(2)</del>	This repair station submitted its training program to the FAA for approved on <b>[ENTER DATE THAT THE PROGRAM WAS SUBMITTED FOR APPROVAL]</b> .
§ 145.163(b)	Paragraph <a href="#">6.1</a>
§ 145.163(c)	Paragraph <a href="#">6.3</a>
§ 145.163(d)	Paragraph <a href="#">6.4</a>
<a href="#">§ 145.165</a> Hazardous materials training.	
§ 145.165(a)	Paragraphs <a href="#">1.5</a> and <a href="#">6.2</a>
§ 145.165(b)	Paragraphs <a href="#">1.5</a> and <a href="#">6.2</a>
<a href="#">§ 145.201</a> Privileges and limitations of certificate.	
§ 145.201(a)(1)	Paragraphs <a href="#">1.1</a> and <a href="#">2.3</a>
§ 145.201(a)(2)	Paragraphs <a href="#">2.3</a> and <a href="#">8.17</a>
§ 145.201(a)(3)	Paragraph <a href="#">2.3</a>
§ 145.201(b)	Paragraphs <a href="#">1.1</a> and <a href="#">2.3</a>
§ 145.201(c)(1)	Paragraph <a href="#">2.3</a>
§ 145.201(c)(2)	Paragraphs <a href="#">2.3</a> and <a href="#">8.16</a>
§ 145.201(c)(3)	This repair station ensures that all the work performed under its repair station certificate is done in accordance with <a href="#">14 CFR § 43.13</a> , per paragraph <a href="#">2.3</a> .
<a href="#">§ 145.203</a> Work performed at another location.	
§ 145.203(a)-(b)	Paragraph <a href="#">1.8</a>
<a href="#">§ 145.205</a> Maintenance, preventive maintenance and alterations performed for certificate holders under Parts 121, 125 and 135, and for foreign air carriers or foreign persons operating a U.S.-registered aircraft in common carriage under Part 129.	
§ 145.205(a)	Paragraph <a href="#">7.1</a>
§ 145.205(b)	Paragraph <a href="#">7.1</a>
§ 145.205(c)	Paragraph <a href="#">7.1</a>
§ 145.205(d)(1)-(3)	Paragraph <a href="#">7.5</a>
<a href="#">§ 145.206</a> Notification of hazardous materials authorizations.	
§ 145.206(a)-(b)	Paragraph <a href="#">7.4</a>
<a href="#">§ 145.207</a> Repair station manual.	
§ 145.207(a)	Paragraph <a href="#">1.1</a>
§ 145.207(b)	Paragraph <a href="#">1.2</a>
§ 145.207(c)	Paragraph <a href="#">1.2</a>

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§ 145.207(d)	Paragraph <a href="#">1.2</a>
§ 145.207(e)	Paragraph <a href="#">1.2</a>
<a href="#">§ 145.209</a> Repair station manual contents.	
§ 145.209(a)(1)	Paragraph <a href="#">3.2</a>
§ 145.209(a)(2)-(3)	Paragraph <a href="#">4.6</a>
§ 145.209(b)	Paragraph <a href="#">4.2</a>
§ 145.209(c)	Paragraphs <a href="#">1.6</a> , <a href="#">8.2</a> , <a href="#">8.4</a> and <a href="#">8.15</a> and <a href="#">Section 5</a> :
§ 145.209(d)(1)	Paragraph <a href="#">2.4</a> ( <b>ALTERNATIVE</b> : This repair station's capability list is contained on its Operations Specifications and changes are made through paragraph <a href="#">2.2.1</a> .)
§ 145.209(d)(2)	Paragraph <a href="#">2.4</a> ( <b>ALTERNATIVE</b> : This repair station's capability list is contained on its Operations Specifications and changes are made through paragraph <a href="#">2.2.1</a> .)
§ 145.209(e)	Paragraph <a href="#">6.4</a>
§ 145.209(f)	Paragraph <a href="#">1.8</a>
§ 145.209(g)	<a href="#">Section 7</a> :
§ 145.209(h)(1)	Paragraph <a href="#">8.17.1</a>
§ 145.209(h)(2)	Paragraph <a href="#">8.17.2</a>
§ 145.209(i)	<a href="#">Section 9</a> :
§ 145.209(j)	Paragraph <a href="#">1.2</a>
§ 145.209(k)	Paragraph <a href="#">1.2</a>
<a href="#">§ 145.211</a> Quality control system.	
§ 145.211(a)	<a href="#">Section 8</a> : of this manual describes the quality system that ensures work is performed in an airworthy manner.
§ 145.211(b)	Paragraph <a href="#">8.1</a>
§ 145.211(c)	Paragraphs <a href="#">1.1</a> and <a href="#">8.1</a>
§ 145.211(c)(1)(i)	Paragraph <a href="#">8.3</a>
§ 145.211(c)(1)(ii)	Paragraphs <a href="#">8.8</a>
§ 145.211(c)(1)(iii)	Paragraph <a href="#">8.9</a>
§ 145.211(c)(1)(iv)	Paragraphs <a href="#">4.6.4</a> , <a href="#">8.7</a> and <a href="#">Section 6</a> :
§ 145.211(c)(1)(v)	Paragraph <a href="#">8.15.1</a>
§ 145.211(c)(1)(vi)	Paragraph <a href="#">8.17.2</a>
§ 145.211(c)(1)(vii)	Paragraphs <a href="#">8.13</a> and <a href="#">8.14</a>
§ 145.211(c)(1)(viii)	Paragraph <a href="#">8.15.3</a>
§ 145.211(c)(1)(ix)	Paragraph <a href="#">8.18</a>
§ 145.211(c)(2)	Paragraphs <a href="#">8.5</a> and <a href="#">8.15.1</a>
§ 145.211(c)(3)	Paragraphs <a href="#">1.2.5</a> and <del><a href="#">9.49.3</a></del>
§ 145.211(c)(4)	Paragraph <a href="#">1.2</a>
§ 145.211(d)	Paragraph <a href="#">1.2</a>

14 CFR part 145	Repair Station Quality Manual Reference
<a href="#">§ 145.213</a> Inspection of maintenance, preventive maintenance or alterations.	
§ 145.213(a)	Paragraphs <a href="#">8.8</a> , <a href="#">8.9</a> , <a href="#">8.10</a> , <a href="#">8.11</a> , <a href="#">8.12</a> and <a href="#">8.13</a>
§ 145.213(b)	Paragraph <a href="#">8.14</a>
§ 145.213(b)(1)	Paragraph <a href="#">8.5</a>
§ 145.213(b)(2)	Paragraphs <a href="#">8.8</a> , <a href="#">8.9</a> , <a href="#">8.10</a> , <a href="#">8.11</a> , <a href="#">8.12</a> and <a href="#">8.13</a>
§ 145.213(c)	Paragraph <a href="#">4.6.4</a> describes the qualification of inspectors.
§ 145.213(d)	Paragraph <a href="#">4.5</a>
<a href="#">§ 145.215</a> Capability list.	
§ 145.215(a)	Paragraph <a href="#">2.4</a> ( <b>ALTERNATIVE</b> : This repair station's capability list is contained on its Operations Specifications and changes are made through paragraph <a href="#">2.2.1</a> .)
§ 145.215(b)	Paragraph <a href="#">2.4</a> ( <b>ALTERNATIVE</b> : This repair station's capability list is contained on its Operations Specifications and changes are made through paragraph <a href="#">2.2.1</a> .)
§ 145.215(c)	Paragraph <a href="#">2.4</a> ( <b>ALTERNATIVE</b> : This repair station's capability list is contained on its Operations Specifications and changes are made through paragraph <a href="#">2.2.1</a> .)
§ 145.215(d)	Paragraph <a href="#">2.4</a> ( <b>ALTERNATIVE</b> : This repair station's capability list is contained on its Operations Specifications and changes are made through paragraph <a href="#">2.2.1</a> .)
<a href="#">§ 145.217</a> Contract maintenance.	
§ 145.217(a)	Paragraph <a href="#">2.3</a>
§ 145.217(a)(1)	Paragraph <a href="#">8.17.1</a>
§ 145.217(a)(2)	Paragraph <a href="#">8.17.2</a>
§ 145.217(a)(2)(i)	Paragraph <a href="#">8.17.2</a>
§ 145.217(a)(2)(ii)	Paragraph <a href="#">8.17.2</a>
§ 145.217(b)	Paragraph <a href="#">8.17.2</a>
§ 145.217(b)(1)	Paragraph <a href="#">8.17.2</a>
§ 145.217(b)(2)	Paragraph <a href="#">8.17.2</a>
§ 145.217(b)(3)	Paragraphs <a href="#">8.17.2</a> and <a href="#">8.3</a>
§ 145.217(c)	This repair station will not provide an approval for return to service on type certificated products after contract maintenance has been performed as is stated in paragraph <a href="#">2.3</a> .
<a href="#">§ 145.219</a> Recordkeeping.	
§ 145.219(a)	<a href="#">Section 9</a> :
§ 145.219(b)	Paragraphs <a href="#">8.14</a> and <a href="#">9.39.4</a>
§ 145.219(c)	Paragraph <a href="#">9.29.3</a>
§ 145.219(d)	Paragraph <a href="#">9.29.3</a>
<a href="#">§ 145.221</a> Service difficulty reports.	
§ 145.221(a)-(e)	Paragraph <a href="#">9.49.5</a>

**[Enter Company Name]**  
REPAIR STATION QUALITY MANUAL

**[Enter Address]**  
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T: **[Enter phone]**  
W: **[Enter Web site]**

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14 CFR part 145	Repair Station Quality Manual Reference
<a href="#">§ 145.223</a> FAA inspections.	
§ 145.223(a)-(c)	Paragraph <a href="#">1.9</a>

C.A.S.E. Standard 1A Checklist	Repair Station and Quality Manual or Forms Manual
14. Does the vendor have adequate safety procedures in place and are the operations conducted in a safe manner and environment? [11A-G]	See paragraph <a href="#">5.25.35.2</a>
<b>Material Control Process</b>	
15. Are parts and materials correctly identified and properly stored? [12A, B]	See paragraph <a href="#">8.3</a>
16. Do parts in bins match part number on bins? [12A]	See paragraph <a href="#">8.3</a>
17. Does the vendor have a quarantine area for rejected parts and materials awaiting disposition? [12C]	See paragraph <a href="#">8.3</a>
18. Does the vendor comply with its scrapped parts procedure to ensure they are either returned to the air carrier or mutilated beyond repair? [15A]	See paragraph <a href="#">8.6.4</a>
19. Are parts and material properly protected from damage and deterioration? [12D]	See paragraph <a href="#">8.3</a>
20. Are flammable, toxic or volatile materials properly identified and stored? [12E]	See paragraph <a href="#">8.3</a>
21. Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, temperature/humidity controlled item, etc.) properly packaged, identified and stored to protect from damage and contamination? [12F]	See paragraph <a href="#">8.3</a>
22. Are high pressure bottles correctly labeled, properly stored and secured? [12G]	See paragraph <a href="#">8.3</a>
23. Does the vendor maintain traceability certification on all parts and raw materials? [12H, I]	See paragraph <a href="#">8.3</a>
<b>Records</b>	
24. Does the vendor's record keeping system and retention time meet 14 CFR requirements? [13J]	See paragraphs <a href="#">9.1</a> and <a href="#">9.29.3</a>