#### THE AERONAUTICAL REPAIR STATION ASSOCIATION'S

# DOMESTIC MODEL REPAIR STATION AND QUALITY MANUAL

Copyright © 2014 Aeronautical Repair Station Association 703 739 9543 • www.arsa.org



121 North Henry Street Alexandria, VA 22314-2903 T: 703 739 9543 F: 703 739 9488 arsa@arsa.org www.arsa.org

#### **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 <u>Title 14 Code of Federal Regulations (14 CFR) part 145</u> 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 <u>14 CFR part 145</u> 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 or Word, additional format editing will be required; <u>all</u> <u>editing should be accomplished by someone knowledgeable with that software</u>. 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 <u>14 CFR part 145</u> in Appendix A; the Appendix must be updated when paragraphs of this document are deleted or reorganized.

- i —

 Revision Number:
 7

 Revision Date:
 10/27/2014

 Original Issue Date:
 08/04/2003



121 North Henry Street Alexandria, VA 22314-2903 T: 703 739 9543 F: 703 739 9488 arsa@arsa.org www.arsa.org

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

- ii —

Preface Revision Number: Revision Date: 10/27/2014 Original Issue Date:

08/04/2003



121 North Henry Street Alexandria, VA 22314-2903 T: 703 739 9543 F: 703 739 9488 arsa@arsa.org www.arsa.org

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

FAA Airworthiness Directives:

http://www.airweb.faa.gov/Regulatory and Guidance Library/rgAD.nsf/MainFrame?OpenFrameSet

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

 $\frac{http://rgl.faa.gov/Regulatory\_and\_Guidance\_Library/rgAdvisoryCircular.nsf/0/f1bf2d45c148209e8625758}{b00504191/\$FILE/AC\%20145-9\%20CHG\%201.pdf}$ 

#### **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	9.3	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	9.5	Specified responsibility of submitting serious failures, malfunction or defect reports.

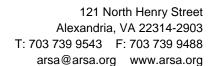
- iii —

Preface

 Revision Number:
 7

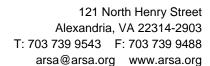
 Revision Date:
 10/27/2014

 Original Issue Date:
 08/04/2003





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	Note to User enhanced to introduce section level revision control.
		Pages	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	Added clarifying language with regard to the RSQM being "acceptable" to the FAA.
			Revised and enhanced the revision control process to be effective at the section level and implement positive controls.
			Deleted the use of revision control bars and implemented a detailed record of revisions.
			Added specific references to forms and letters and implemented an associated numbering system.
			Converted terms and acronyms to a table format.
			Added a document request process and a prototype procedures process.
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	Added specific references to forms.
			Added language that requires updates to the Operations Specifications when needed.
			Enhanced the signature stamp control process.
			Added employment of former FAA employee procedures.
			Eliminated duplicate procedures covered by the forms instructions.
			Added new duties to corresponding changes from sections of the manual.
05	10/05/2012	Section 5	Added cleanliness and safety procedures.
			Added specific references to forms and letters.
05	10/05/2012	Section 6	Note to Users enhanced regarding when the submission of a hazmat training certification letter is required.
			Added requirement for hazmat employers to submit a hazmat training certification letter.
05	10/05/2012	Section 7	Enhanced the RII qualification process.
			Added specific references to forms and letters.
			Added duty time requirements.

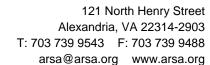
- v –

Preface

 Revision Number:
 7

 Revision Date:
 10/27/2014

 Original Issue Date:
 08/04/2003





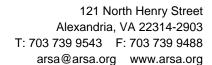
REVISION NUMBER	REVISION DATE	SECTION(S) OR PARAGRAPH(S) AFFECTED	REVISION DESCRIPTION
05	10/05/2012	Section 8	Added specific references to forms and letters.
			Enhanced the purchasing of aviation articles or services process.
			Enhanced the incoming review of stock process to include used parts, tools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

- vi —

 Preface
 Revision Number:
 7

 Revision Date:
 10/27/2014

 Original Issue Date:
 08/04/2003





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.
07	10/27/2014	Table of Contents	Update to reflect reorganization of Section 9
07	10/27/2014	Section 2.2.3	Update to include requirement that FAA accept certificate surrender
07	10/27/2014	Section 9	Added policy on falsification of records.
07	10/27/2014	Appendix A	Added new 14 CFR part 145 requirements and updated all cross references to current RSQM references

Copyright © 2012 Aeronautical Repair Station Association 703 739 9543 • www.arsa.org

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

- vii —

 Preface
 Revision Number:
 7

 Revision Date:
 10/27/2014

 Original Issue Date:
 08/04/2003

## REPAIR STATION AND QUALITY MANUAL

### [ENTER REPAIR STATION COMPANY NAME] [ENTER ADDRESS] [ENTER CITY, STATE ZIP] [ENTER PHONE AND FAX NUMBERS]

Federal Aviation Administration (FAA) Air Agency Certificate Number

#### [ENTER REPAIR STATION NUMBER OR THE WORD "PENDING"]

**Note to User**: Use of the "Control Number" and "Copy Assigned To" information below is most important when this manual is issued in paper format. If the manual is being distributed electronically, control will be established by the delivery method, i.e., read only, and the revision date. Please adjust this page after completing Section 1: particularly after selecting paragraph 1.2.1 or 1.2.2.

DELETE THIS NOTE FROM THE FINAL VERSION OF THE MANUAL.

#### **Control Number**

[Enter Control Number]

**Copy Assigned To** 

[Enter Assignment Name]

#### **TABLE OF CONTENTS**

**Note to User:** The Table of Contents is automatically generated by Microsoft Word. After all the revisions are complete, click anywhere in the table of contents 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 or the error phrase removed, as required.

#### DELETE THIS NOTE FROM THE FINAL VERSION OF THE MANUAL.

TABLE OF CONTENTS	i
Manual Distribution List	V
Record of Revisions	vi
List of Effective Pages	vii
Section 1: General and Administrative Procedures	1-1
1.1 Introduction	1-1
1.2 Manual Distribution, Control and Revision Processes	1-2
1.2.1 Revision Procedure	1-3
1.2.2 Revisions Procedure	1-5
1.2.3 Expedited Revision Procedures	1-7
1.2.4 Suggestions for Changes	1-8
1.2.5 Forms Manual, Training Program Manual and Other Referenced Materials	1-8
1.3 Acronyms and Definitions	1-9
1.4 General Certification Requirements	1-16
1.5 Hazardous Material Compliance	1-17
1.6 Maintenance of Housing, Facilities, Equipment, Materials, and Data	
1.7 Performance Standards	1-17
1.8 Work Performed at Other Than the Fixed Location	1-18
1.9 Inspection	1-20
1.10 Availability of the Repair Station Certificate	1-21
1.11 Document Requests	
1.12 Development of Prototype Procedures	1-22
Section 2: Repair Station Certificate	2-1
2.1 Issuance of Certificate	2-1
2.2 Certificate Requirement, Change or Transfer and Duration	2-1
2.2.1 Change of Rating or Location	2-1
2.2.2 Transfer of Assets	2-2

i

Revision Number:	
Revision Date:	
Original Issue Date:	

2.3 Repair Station Certificate Privileges and Limitations       2-2         2.4 Capability List       2-3         Section 3: Organization       3-1         3.1 General       3-1         3.2 Organizational Chart       3-2         Section 4: Personnel       4-1         4.1 General       4-1         4.2 Repair Station Roster       4-2         4.2.1 Roster Revisions       4-2         4.2.2 Assignment and Control of Signature Stamps       4-3         4.3 Employment of Former FAA Employees       4-4         4.4 Employment Summary       4-4         4.5 Certification of Personnel under Part 65       4-5         4.6 Key Personnel       4-6         4.6.1 Accountable Manager       4-6         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1	2.2.3 Duration of the Repair Station Certificate	2-2
Section 3: Organization       3-1         3.1 General       3-1         3.2 Organizational Chart       3-2         Section 4: Personnel       4-1         4.1 General       4-1         4.2 Repair Station Roster       4-2         4.2.1 Roster Revisions       4-2         4.2.2 Assignment and Control of Signature Stamps       4-3         4.3 Employment of Former FAA Employees       4-4         4.4 Employment Summary       4-4         4.5 Certification of Personnel under Part 65       4-5         4.6 Key Personnel       4-6         4.6.1 Accountable Manager       4-6         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-16         4.6.7 Technicial Publications Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       5-1         Section 15: Facilities       5-1         Section 5: Facilities       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2	2.3 Repair Station Certificate Privileges and Limitations	2-2
3.1 General	2.4 Capability List	2-3
3.2 Organizational Chart       3-2         Section 4: Personnel       4-1         4.1 General       4-1         4.2 Repair Station Roster       4-2         4.2.1 Roster Revisions       4-2         4.2.2 Assignment and Control of Signature Stamps       4-3         4.3 Employment of Former FAA Employees       4-4         4.4 Employment Summary       4-4         4.5 Certification of Personnel under Part 65       4-5         4.6 Key Personnel       4-6         4.6.1 Accountable Manager       4-8         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3	Section 3: Organization	3-1
Section 4: Personnel       4-1         4.1 General       4-1         4.2 Repair Station Roster       4-2         4.2.1 Roster Revisions       4-2         4.2.2 Assignment and Control of Signature Stamps       4-3         4.3 Employment of Former FAA Employees       4-4         4.4 Employment Summary       4-4         4.5 Certification of Personnel under Part 65       4-5         4.6 Key Personnel       4-6         4.6.1 Accountable Manager       4-8         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3	3.1 General	3-1
4.1 General       4-1         4.2 Repair Station Roster       4-2         4.2.1 Roster Revisions       4-2         4.2.2 Assignment and Control of Signature Stamps       4-3         4.3 Employment of Former FAA Employees       4-4         4.4 Employment Summary       4-4         4.5 Certification of Personnel under Part 65       4-5         4.6 Key Personnel       4-6         4.6.1 Accountable Manager       4-6         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.9 Supervisor       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4	3.2 Organizational Chart	3-2
4.2 Repair Station Roster       4-2         4.2.1 Roster Revisions       4-2         4.2.2 Assignment and Control of Signature Stamps       4-3         4.3 Employment of Former FAA Employees       4-4         4.4 Employment Summary       4-4         4.5 Certification of Personnel under Part 65       4-5         4.6 Key Personnel       4-6         4.6.1 Accountable Manager       4-8         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-16         4.6.7 Technical Publications Manager       4-16         4.6.9 Supervisor       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.5 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Wor	Section 4: Personnel	4-1
4.2.1 Roster Revisions	4.1 General	4-1
4.2.2 Assignment and Control of Signature Stamps       4-3         4.3 Employment of Former FAA Employees       4-4         4.4 Employment Summary       4-4         4.5 Certification of Personnel under Part 65.       4-5         4.6 Key Personnel.       4-6         4.6.1 Accountable Manager       4-8         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.9 Supervisor       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7	4.2 Repair Station Roster	4-2
4.3 Employment of Former FAA Employees       4-4         4.4 Employment Summary       4-4         4.5 Certification of Personnel under Part 65.       4-5         4.6 Key Personnel       4-6         4.6.1 Accountable Manager       4-8         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.9 Supervisor       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.2.1 Roster Revisions	4-2
4.4 Employment Summary       4-4         4.5 Certification of Personnel under Part 65.       4-5         4.6 Key Personnel.       4-6         4.6.1 Accountable Manager.       4-8         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector.       4-11         4.6.4 Inspector(s).       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.2.2 Assignment and Control of Signature Stamps	4-3
4.5 Certification of Personnel under Part 65.       4-5         4.6 Key Personnel.       4-6         4.6.1 Accountable Manager.       4-8         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector.       4-11         4.6.4 Inspector(s).       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager.       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor.       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements.       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.3 Employment of Former FAA Employees	4-4
4.6 Key Personnel.       4-6         4.6.1 Accountable Manager.       4-8         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector.       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.4 Employment Summary	4-4
4.6.1 Accountable Manager       4-8         4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-3         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.5 Certification of Personnel under Part 65	4-5
4.6.2 Quality Manager       4-10         4.6.3 Chief Inspector       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.6 Key Personnel	4-6
4.6.3 Chief Inspector       4-11         4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.6.1 Accountable Manager	4-8
4.6.4 Inspector(s)       4-13         4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.6.2 Quality Manager	4-10
4.6.5 Required Inspection Item (RII) Inspector(s)       4-14         4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.6.3 Chief Inspector	4-11
4.6.6 Maintenance Manager       4-15         4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.6.4 Inspector(s)	4-13
4.6.7 Technical Publications Manager       4-16         4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.6.5 Required Inspection Item (RII) Inspector(s)	4-14
4.6.8 Stockroom Manager       4-16         4.6.9 Supervisor       4-17         4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.6.6 Maintenance Manager	4-15
4.6.9 Supervisor	4.6.7 Technical Publications Manager	4-16
4.6.10 Technician(s)       4-18         Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.6.8 Stockroom Manager	4-16
Section 5: Facilities       5-1         5.1 Requirements       5-1         5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	4.6.9 Supervisor	4-17
5.1 Requirements	4.6.10 Technician(s)	4-18
5.2 Security       5-1         5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft       5-2         5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	Section 5: Facilities	5-1
5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft5-25.2.2 Security Directives5-35.2.3 TSA Point of Contact5-35.2.4 Employee Verification5-45.3 Cleanliness and Safety5-55.4 Description of Housing5-55.5 Facility Drawings5-75.6 Working Outside the Described Housing5-9	5.1 Requirements	5-1
5.2.2 Security Directives       5-3         5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	5.2 Security	5-1
5.2.3 TSA Point of Contact       5-3         5.2.4 Employee Verification       5-4         5.3 Cleanliness and Safety       5-5         5.4 Description of Housing       5-5         5.5 Facility Drawings       5-7         5.6 Working Outside the Described Housing       5-9	5.2.1 Means to Prevent Unauthorized Operation of Large Aircraft	5-2
5.2.4 Employee Verification5-45.3 Cleanliness and Safety5-55.4 Description of Housing5-55.5 Facility Drawings5-75.6 Working Outside the Described Housing5-9	5.2.2 Security Directives	5-3
5.3 Cleanliness and Safety5-55.4 Description of Housing5-55.5 Facility Drawings5-75.6 Working Outside the Described Housing5-9	5.2.3 TSA Point of Contact	5-3
5.4 Description of Housing	5.2.4 Employee Verification	5-4
5.5 Facility Drawings	5.3 Cleanliness and Safety	5-5
5.6 Working Outside the Described Housing	5.4 Description of Housing	5-5
	5.5 Facility Drawings	5-7
5.7 Procedures for Changing Location, Housing or Facilities 5-9	5.6 Working Outside the Described Housing	5-9
	5.7 Procedures for Changing Location, Housing or Facilities	5-9

#### [Enter Address] [Enter City, State Zip]

Section 6: Training	6-1
6.1 General Program Description	6-1
6.2 Hazardous Material Training	6-2
6.3 Training Records	6-2
6.4 Procedures for Revising the Training Program Manual	6-3
Section 7: Work Performed for Air Carriers	7-1
7.1 Standard Performance Requirements	7-1
7.2 Qualifications to Accomplish Required Inspection Item Inspections	7-2
7.3 Requirement for Antidrug and Alcohol Misuse Prevention Program	7-3
7.4 Notification of Hazardous Material Status	7-4
7.5 Line Maintenance	7-5
7.6 Duty Time Requirements	7-6
Section 8: Quality Control System	8-1
8.1 Introduction and Quality Control Procedures	8-1
8.2 Purchasing of Civil Aviation Articles or Services	8-3
8.3 Incoming Review of Stock Received	8-4
8.3.1 Suspected Unapproved Parts	8-6
8.3.2 Preservation and Storage of Aviation Parts	8-7
8.3.3 Shelf Life Control	8-7
8.4 Material and Parts – Issuance and Return to Inventory	8-7
8.5 Processing Articles Received for Maintenance or Alteration	8-8
8.6 Segregation and Handling of Parts	8-9
8.6.1 Identification Tags	8-10
8.6.2 Life-Limited Parts	8-10
8.6.3 Data Plate or Identification Information Replacement	8-11
8.6.4 Scrap Parts	8-12
8.7 Proficiency of Inspection Personnel	8-13
8.8 Preliminary Inspection of Articles Received for Work	8-14
8.9 Hidden Damage Inspection	8-14
8.10 In-Process Inspections	8-15
8.11 Continuity of Inspection Responsibility	8-16
8.12 General Aviation Aircraft Inspections	8-17
8.13 Final Inspection	8-17
8.14 Approval for Return to Service of Work Performed on Articles	8-18
8.15 Maintenance Data, Equipment and Materials	8-20
8.15.1 Maintenance Data	8-20
8.15.2 Equipment, Tools, Materials and Parts	8-21

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

#### [Enter Address] [Enter City, State Zip]

#### T: [Enter phone] W: [Enter Web site]

8.15.3 Calibration	8-23
8.16 Major Repairs and Major Alterations	8-25
8.16.1 Approved Technical Data	8-26
8.16.2 Major/Minor Determinations	8-26
8.16.3 Recording Major Repairs and Alterations	8-26
8.16.4 Major Repairs and Alterations for EASA Compliance	8-27
8.17 Contracting Maintenance Functions	8-27
8.17.1 FAA Approval of Contracted Maintenance Function	8-28
8.17.2 Maintenance Contractors	8-28
8.17.3 Certificated Maintenance Contractors	8-29
8.17.4 Non-Certificated Maintenance Contractors	8-29
8.17.5 Contract Maintenance Vendor List	8-30
8.18 Corrective Action Procedures	8-31
8.19 Shipping	8-32
Section 9: Records and Reports	9-1
9.1 General	9-1
9.2 Falsification, Reproduction, Alteration, or Omission of 14 CFR part 145 Records	9-1
9.3 Generating and Maintaining 14 CFR part 145 Records	9-1
9.4 Maintenance and Inspection Forms	9-2
9.4.1 14 CFR §§ 43.9 and 43.11 Records	9-3
9.4.2 Completing 14 CFR §§ 43.9 and 43.11 Records	9-4
9.4.3 Corrections Records	9-4
9.5 Reports of Defects, Failures or Malfunctions	9-5
9.6 Reports of Serious Failures, Malfunctions or Defects to EASA	9-6
9.7 Reports of Serious Failures, Malfunctions or Defects to Canadian Air Carrier Customers	9-6
Appendix A: 14 CFR part 145 Cross-Reference Table	A-1
Appendix B: Canadian MIP Cross-Reference Table	B-1
Appendix C: C.A.S.E. Standard 1A Cross-Reference Table	C-1

#### **Section 8: Quality Control System**

#### 8.1 Introduction and Quality Control Procedures

**Note to User:** This section addresses the requirements of the quality control manual required by <u>14 CFR § 145.211</u>. It can be removed from this manual and published as a separate quality manual simply by inserting the "Manual Distribution, Control, and Revision Process" contained in Section 1.

This paragraph is a general introduction to the contents of the quality manual section and contains an outline of the control policies and procedures covered. When you are finished revising this section, make sure and update the outline as well.

The underlying paragraphs describe the systems and procedures used from the time the articles and stock are received, to approval to return to service on articles.

#### DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

This section contains the repair station's quality control policies and procedures. The basic purpose of the quality control system is to permit this repair station to perform work on a civil aviation article and approve that work for return to service under its repair station certificate.

This section describes procedures for the following—

**Note to User:** The following bulleted items are Microsoft Word Cross References and cross-reference to their corresponding paragraph. Any changes to the corresponding paragraph heading will automatically update this list via print preview. Do not change the bullet text, revise the corresponding paragraph heading. If you delete any of the corresponding paragraphs this list will require update by deletion of the corresponding bullet entry. The bullet entry will display as "**Error! Reference source not found.**"

#### DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

- Purchasing of Civil Aviation Articles or Services
- Incoming Review of Stock Received
  - Suspected Unapproved Parts
  - o Preservation and Storage of Aviation Parts
  - Shelf Life Control
- Material and Parts Issuance and Return to Inventory
- Processing Articles Received for Maintenance or Alteration
- Segregation and Handling of Parts
  - o Identification Tags
  - Life-Limited Parts
  - Data Plate or Identification Information Replacement
  - o Scrap Parts
- Proficiency of Inspection Personnel

Revision Number: \_\_\_\_\_\_

Revision Date: \_\_\_\_\_

Original Issue Date:

O	1
0-	

- Preliminary Inspection of Articles Received for Work
- <u>Hidden Damage Inspection</u>
- In-Process Inspections
- Continuity of Inspection Responsibility
- General Aviation Aircraft Inspections
- Final Inspection
- Approval for Return to Service of Work Performed on Articles
- Maintenance Data, Equipment and Materials
  - o Maintenance Data
  - o Equipment, Tools, Materials and Parts
    - Leased or Borrowed Equipment and Tooling
    - Equivalent Equipment and Tooling
    - Equivalent Materials and Parts
  - o Calibration
    - Calibration Tracking Procedure
    - Calibration Labels or Tags
    - Tools or Equipment Out of Calibration
    - "For Reference Only" Tooling and Equipment
- Major Repairs and Major Alterations
  - Approved Technical Data
  - Major/Minor Determinations
  - o Recording Major Repairs and Alterations
  - o Major Repairs and Alterations for EASA Compliance
- Contracting Maintenance Functions
- Corrective Action Procedures

Employees performing maintenance, preventive maintenance and alterations performed under the repair station certificate will follow these procedures.

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

**Note to User:** While not all <u>14 CFR part 145</u> sections relate to repair station compliance, this model manual addresses every section of <u>14 CFR part 145</u>; however, not all <u>14 CFR part 145</u> 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
§ 145.1 Applicability.	Paragraphs 1.1 and 1.4
§ 145.3 Definition of terms.	
§ 145.3(a)	Paragraphs 1.3 (Accountable Manager) and 4.6.1
§ 145.3(b)	Paragraph 1.3 (Article)
§ 145.3(c)	Paragraph 1.3 (Directly in Charge)
§ 145.3(d)(1)	Paragraph 1.3 (Line Maintenance)
§ 145.3(d)(2)	Paragraph 1.3 (Line Maintenance)
§ 145.5 Certificate operation	s specifications requirements.
§ 145.5(a)	Paragraphs 1.4 and 2.2
§ 145.5(b)	Paragraph 1.10
9.8 § <u>145.12</u> Repair station	records: Falsification, reproduction, alteration, or omission.
§ 145.12(a)	Paragraph 9.2
§ 145.12(b)	Paragraph 9.2
§ 145.12(c)	Paragraph 9.2
§ 145.51 Application for cert	ificate.
§ 145.51(a)	Paragraph <u>2.1</u> with respect to the original issuance of the repair station certificate
§ 145.51(a)(1)	Paragraph <u>2.2</u> with respect to any changes requiring supporting information.
§ 145.51 a)(2)	Paragraph 2.2 with respect to any changes requiring supporting information.
§ 145.51(a)(3)	Paragraph 2.2 with respect to any changes requiring supporting information.
§ 145.51(a)(4)	Paragraph 2.2 with respect to any changes requiring supporting information.
§ 145.51(a)(5)	Paragraph 2.2 with respect to any changes requiring supporting information.
§ 145.51(a)(6)	Paragraph <u>2.2</u> with respect to any changes requiring supporting information.

A-1

Revision Number:	
Revision Date:	
Original Issue Date:	

#### **Appendix B: Canadian MIP Cross-Reference Table**

**Note to User**: This appendix is not required by the regulations. It is prepared for repairs 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).

If your repair station does not perform maintenance, preventive maintenance or alterations on Canadian civil aviation articles you may delete this appendix.

Repair stations performing maintenance, preventive maintenance or alteration on Canadian-registered <u>aircraft</u> operated in commercial air service pursuant to Part VII (air carriers) of the Canadian Aviation Regulations (CARs) must have a more extensive Supplement accepted by the FAA. ARSA's Domestic Model Canadian Supplement for Repair Stations Maintaining Canadian-Registered Aircraft Operated in Commercial Air Service (air carriers) can be purchased at <a href="https://www.arsa.org">www.arsa.org</a>.

#### DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

**NOTE**: The purpose of this Canadian Cross-Reference Table is to show compliance with the special conditions contained in Chapter III of the Maintenance Implementation Procedures (MIP) signed March 14, 2011. The MIP was promulgated under the Agreement for the Promotion of Aviation Safety dated June 12, 2000 between the Government of the United States and the Government of Canada.

Canadian MIP	Canadian Supplement Reference
Chapter 3. Special Conditions	
3.0 Special Conditions Applicable To Any Person Required To Comply With This MIP	
3.0(a) Only FAA or TCCA-approved or acceptable parts or components as applicable are used to perform maintenance, preventive maintenance, or alterations to United States aeronautical products or maintenance, preventive maintenance, or modifications to Canadian aeronautical products.	Note to user: 14 CFR § 43.13(b) requires the use of materials that will return an article to at least its original (or properly altered) condition, 14 CFR § 145.211(c)(1)(i) requires repair stations to inspect incoming materials to ensure they are acceptable for use. Cite the section or paragraph of your manual which requires the purchase and use of FAA approved or acceptable parts or components.
	DELETE THIS NOTE FROM THE FINAL VERSION OF THIS TABLE.
	See paragraph <u>8.3</u> for this repair station's procedures for ensuring it uses only acceptable or approved parts

B-1

Revision Number:	
Revision Date:	
Original Issue Date:	

#### Appendix C: C.A.S.E. Standard 1A Cross-Reference Table

**Note to User**: This appendix is not required by the regulations. It is prepared for repairs that perform maintenance, preventive maintenance and alteration for air carriers that require compliance with the C.A.S.E. Standard 1A. If your repair station does not perform such work, you may delete this appendix.

Your repair station must review this cross-reference carefully to ensure that any procedures revised in the model manual are appropriately cross-referenced in this table. It must reflect the actual procedures your repair station follows.

DELETE THIS NOTE FROM THE FINAL VERSION OF YOUR MANUAL.

NOTE: The purpose of this C.A.S.E. Standard 1A Cross-Reference Table is to show compliance with the C.A.S.E. Standard 1A, dated June 30, 2012. This is accomplished by identifying how this repair station complies with each item listed in the C.A.S.E. Standard 1A Checklist (CACS-20) (ref. <a href="https://www.caseinc.org">www.caseinc.org</a>).

	C.A.S.E. Standard 1A Checklist	Repair Station and Quality Manual or Forms Manual			
	Section 1 System Audit				
	Certifications				
1.	Obtain and review a copy of the current FAA Air Agency or Transport Canada AMO certificate, Operations Specifications (if applicable), EASA/Canadian approval documents (if applicable). Are they accurate? [2A]	See paragraphs 1.1, 1.41.10 and Section 2:			
2.	If the repair station has "Limited Ratings," does the vendor have a capabilities listing that satisfies the standard? [2B]	See paragraph <u>2.4</u> (ALTERNATIVE: This repair station's capability list is contained on its Operations Specifications and changes are made through paragraph <u>2.2.1</u> .)			
3.	Has the vendor designated an employee as the "Accountable Manager"? [5A] NOTE: Managers for FAA and EASA could be different.	See paragraph <u>4.6.1</u>			
4.	Does the vendor employ a minimum of three (3) persons? [5B]	See <u>Section 3:</u> and <u>Section 4:</u>			
5.	Does the roster (Do the rosters) identify all management, supervisory and inspection personnel? [5C]	See paragraph <u>4.2</u>			
6.	Does the roster (Do the rosters) identify all personnel authorized for return-to-service? [5C]	See paragraph <u>4.2</u>			
7.	Does the repair station have an employment summary for all personnel listed on the repair station roster(s)? [5D]	See paragraph 4.4			

C-1

Revision Number:	
Revision Date:	
Original Issue Date:	