

ARSA Regulatory Compliance Training—Questions

Part 145: Repair Stations

Level 1: For anyone working in aviation

[§ 145.209](#) Repair Station Manual Contents

A certificated repair station's manual must include the following:

- (a) An organizational chart identifying—
 - (1) Each management position with authority to act on behalf of the repair station,
 - (2) The area of responsibility assigned to each management position, and
 - (3) The duties, responsibilities, and authority of each management position;
- (b) Procedures for maintaining and revising the rosters required by [§ 145.161](#);
- (c) A description of the certificated repair station's operations, including the housing, facilities, equipment, and materials as required by subpart C of this part;
- (d) Procedures for—
 - (1) Revising the capability list provided for in [§145.215](#) and notifying the certificate holding district office of revisions to the list, including how often the certificate holding district office will be notified of revisions; and
 - (2) The self-evaluation required under [§145.215\(c\)](#) for revising the capability list, including methods and frequency of such evaluations, and procedures for reporting the results to the appropriate manager for review and action;
- (e) Procedures for revising the training program required by [§145.163](#) and submitting revisions to the certificate holding district office for approval;
- (f) Procedures to govern work performed at another location in accordance with [§145.203](#);
- (g) Procedures for maintenance, preventive maintenance, or alterations performed under [§145.205](#);
- (h) Procedures for—
 - (1) Maintaining and revising the contract maintenance information required by [§145.217\(a\)\(2\)\(i\)](#), including submitting revisions to the certificate holding district office for approval; and
 - (2) Maintaining and revising the contract maintenance information required by [§145.217\(a\)\(2\)\(ii\)](#) and notifying the certificate holding district office of revisions to this information, including how often the certificate holding district office will be notified of revisions;
- (i) A description of the required records and the recordkeeping system used to obtain, store, and retrieve the required records;
- (j) Procedures for revising the repair station's manual and notifying its certificate holding district office of revisions to the manual, including how often the certificate holding district office will be notified of revisions; and
- (k) A description of the system used to identify and control sections of the repair station manual.

Question 1: A certificated repair station must have an organizational chart in its repair station manual that identifies all employees.

A—True.

B—False.

Question 2: A repair station manual cannot govern work performed at another location.

A—True.

B—False.

Question 3: A certificated repair station must describe its recordkeeping system and records in its repair station manual.

A—True.

B—False.

Question 4: A repair station manual must contain a description of the housing, facilities, equipment, and materials used in the repair station's operations.

A—True.

B—False.

Name
and/or
Identification

Clearly Print the Name and/or Identification of the Person Taking the Test

Date

Date Test was Completed

Score

Enter as x (number correct) of y (number of questions)

Hours

Time Credited for Test

Approved by

Signature of Supervisor or Person Administering Test

ARSA Regulatory Compliance Training—Answers

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A certificated repair station's manual must include the following:

- (a) An organizational chart identifying—
 - (1) Each management position with authority to act on behalf of the repair station,
 - (2) The area of responsibility assigned to each management position, and
 - (3) The duties, responsibilities, and authority of each management position;
- (b) Procedures for maintaining and revising the rosters required by [§ 145.161](#);
- (c) A description of the certificated repair station's operations, including the housing, facilities, equipment, and materials as required by subpart C of this part;
- (d) Procedures for—
 - (1) Revising the capability list provided for in [§145.215](#) and notifying the certificate holding district office of revisions to the list, including how often the certificate holding district office will be notified of revisions; and
 - (2) The self-evaluation required under [§145.215\(c\)](#) for revising the capability list, including methods and frequency of such evaluations, and procedures for reporting the results to the appropriate manager for review and action;
- (e) Procedures for revising the training program required by [§145.163](#) and submitting revisions to the certificate holding district office for approval;
- (f) Procedures to govern work performed at another location in accordance with [§145.203](#);
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- (h) Procedures for—
 - (1) Maintaining and revising the contract maintenance information required by [§145.217\(a\)\(2\)\(i\)](#), including submitting revisions to the certificate holding district office for approval; and
 - (2) Maintaining and revising the contract maintenance information required by [§145.217\(a\)\(2\)\(ii\)](#) and notifying the certificate holding district office of revisions to this information, including how often the certificate holding district office will be notified of revisions;
- (i) A description of the required records and the recordkeeping system used to obtain, store, and retrieve the required records;
- (j) Procedures for revising the repair station's manual and notifying its certificate holding district office of revisions to the manual, including how often the certificate holding district office will be notified of revisions; and
- (k) A description of the system used to identify and control sections of the repair station manual.

Question 1: A certificated repair station must have an organizational chart in its repair station manual that identifies all employees.

A—True.

B—False. The repair station manual must include an organizational chart that identifies management positions, the area of responsibility assigned to each management position, and the duties, responsibilities, and authority of each management position.

Question 3: A certificated repair station must describe its recordkeeping system and records in its repair station manual.

A—True. The manual must include a description of the required records and the system it uses to obtain, store, and retrieve those records.

B—False.

Question 2: A repair station manual cannot govern work performed at another location.

A—True.

B—False. If the repair station performs work at another location in accordance with [§ 145.203](#), it must include procedures governing that work in its repair station manual.

Question 4: A repair station manual must contain a description of the housing, facilities, equipment, and materials used in the repair station's operations.

A—True. The manual must include “a description of the certificated repair station's operations, including the housing, facilities, equipment, and materials as required by subpart C of this part.”

B—False.