

TITLE

**MANDATORY CIRCULAR CO AV-145.01/24
AERONAUTICAL WORKSHOPS**

1. PURPOSE

This Mandatory Circular regulates and prescribes the requirements and specifications for the establishment, operation, and validity of Aeronautical Workshops.

2. LEGAL BASIS

Based on the provisions established in the Federal Public Administration Organic Law; the Federal Administrative Procedure Law; the Civil Aviation Law; the Regulation of the Civil Aviation Law; the Internal Regulations of the Secretariat of Infrastructure, Communications and Transport; the Decree that creates the Federal Civil Aviation Agency; and other applicable legal provisions, this Mandatory Circular is issued.

3. APPLICABILITY

This Mandatory Circular applies to:

- I. Any applicant intending to establish and operate an Aeronautical Workshop;**
- II. Any permit holder of an Aeronautical Workshop;**
- III. Any foreign Aeronautical Workshop requesting validation;**
- IV. Any validated foreign Aeronautical Workshop;**
- V. The Responsible Manager of the Aeronautical Workshop; and**
- VI. Aeronautical technical personnel employed in the Aeronautical Workshop.**

Any concessionaire, permit holder, or air operator may request authorization for the establishment of Aeronautical Workshops in accordance with applicable regulations.

4. DEFINITIONS

For the purposes of this Circular, the following definitions apply:

4.1 Aircraft

Any machine capable of sustaining itself in the atmosphere through reactions of the air other than reactions against the surface of the Earth.

4.2 Airworthiness

The condition in which an aircraft, its components and/or accessories comply with the design specifications of the type certificate, supplements, and other approved modifications, and therefore operate safely for their intended purpose.

4.3 Federal Civil Aviation Agency (AFAC)

An administrative body of the Secretariat of Infrastructure, Communications and Transport, functioning as the Civil Aviation Authority of the Mexican State.

4.4 Alteration or Modification

Replacement of any part of an aircraft by another or modification of its configuration.

4.5 Major Alteration

An alteration not listed in the type certificate specifications that may significantly affect the weight, balance, structural strength, performance, or flight characteristics, thereby impacting airworthiness.

4.6 Minor Alteration

Any alteration that is not classified as major.

4.7 Air Transport Assignee

An entity of the federal public administration authorized to provide scheduled air transport services.

4.8 Civil Aviation Authority

The authority responsible for aviation regulation through AFAC.

4.9 Foreign Civil Aviation Authority

An aviation regulatory authority of a foreign country.

4.10 Quality

The level at which an aeronautical product or service meets applicable requirements, including airworthiness standards.

4.11 Air Transport Concessionaire

A legally constituted entity granted authorization to provide public air transport services under defined routes and schedules.

4.12 Quality Control

A management system that plans, executes, and coordinates activities to ensure maintenance complies with applicable standards.

4.13 Technical-Administrative Provisions

Mandatory technical regulations issued by AFAC to govern aviation operations, certification, and maintenance activities.

4.14 Type Design Organization

The entity that holds the type certificate or equivalent document issued by a Civil Aviation Authority.

4.15 Technical Information

All required information for aviation activities, including design, manufacturing, maintenance, training, and operation.

4.16 Release to Service

A procedure by which it is declared in official records that maintenance work complies with required technical specifications and the aircraft is safe to return to operation.

4.17 Logbook

Official documentation onboard the aircraft that records operational data, maintenance activities, and actions taken.

4.18 License

Authorization issued by AFAC allowing aeronautical personnel to perform technical duties.

4.19 Maintenance

All tasks required to ensure continued airworthiness, including inspection, repair, overhaul, and modifications.

4.20 Corrective Maintenance

Actions taken to restore operational condition after a failure.

4.21 Preventive Maintenance

Actions taken at defined intervals to prevent failures.

4.22 Air Operator

Owner or operator of an aircraft engaged in aviation operations.

4.23 Air Transport Permit Holder

An individual or entity authorized to conduct air transport operations.

4.24 Aeronautical Workshop Permit Holder

An individual or entity authorized to operate an Aeronautical Workshop.

4.25 Human Factors Principles

Principles applied to ensure safe interaction between human operators and aviation systems.

4.26 Maintenance Records

Documentation reflecting the maintenance condition and history of aircraft and components.

4.27 Repair

Restoration of an aircraft or component to an airworthy condition.

4.28 Major Repair

Repair that cannot be performed using standard practices and may affect safety.

4.29 Minor Repair

Repair that is not classified as major.

4.30 Responsible Manager

Person approved by AFAC responsible for the operation and maintenance activities of the workshop.

4.31 Quality Assurance System

A system that verifies compliance with quality standards and implements corrective and preventive measures.

4.32 Safety Management System (SMS)

A systematic approach to safety management including organizational structures, responsibilities, policies, and procedures.

4.33 Aeronautical Workshop

A facility dedicated to maintenance, repair, or manufacturing activities for aircraft.

4.34 Verification

Inspection performed by AFAC to ensure compliance with laws and regulations.

4.35 Technical-Administrative Verification

Comprehensive inspection covering technical, operational, administrative, financial, and legal aspects.

4.36 Safety Measures

Actions used to reduce aviation risks to acceptable levels.

5. ACRONYMS, ABBREVIATIONS AND SYMBOLS

5.1

ELT – Emergency Locator Transmitter.

5.2

hp(s) – Horsepower, unit of power measurement in the English system.

5.3

kg(s) – Kilogram(s).

5.4

LAC – Civil Aviation Law.

5.5

ICAO (OACI) – International Civil Aviation Organization.

5.6

RLAC – Regulation of the Civil Aviation Law.

5.7

SMS – Safety Management System.

6. BACKGROUND

The Civil Aviation Law establishes that the operation of Aeronautical Workshops requires a permit, which may be granted to natural or legal persons, whether Mexican or foreign.

The Regulation of the Civil Aviation Law defines an Aeronautical Workshop as a facility intended for the maintenance, modification, or repair of aircraft and their components, including accessories, systems, and parts, as well as the manufacturing or assembly activities, provided these are performed for maintenance or repair purposes.

Considering the above, and with the purpose of ensuring that maintenance, repair, manufacturing, and assembly activities on aircraft are carried out in accordance with

the provisions established by the Civil Aviation Law and its Regulation, as well as procedures established by type design organizations, it is necessary to establish a regulatory framework that governs Aeronautical Workshops.

The Civil Aviation Law establishes that the Federal Civil Aviation Agency has the authority to issue technical-administrative provisions in matters of civil aviation.

The purpose of this Mandatory Circular is therefore to establish the regulatory framework, through technical and legal provisions, to regulate and prescribe requirements and specifications for the establishment, operation, and validity of Aeronautical Workshops.

7. GENERAL PROVISIONS

7.1

All repair and maintenance work, as well as modification, manufacturing, or assembly performed for maintenance or repair purposes on aircraft bearing Mexican nationality and registration marks, their components, and/or accessories, must be carried out in an Aeronautical Workshop that complies with the provisions of this Circular.

7.2

Repair, maintenance, modification, manufacturing, or assembly work on aircraft bearing foreign nationality and registration marks, their components, and/or accessories, must be carried out in accordance with:

- The provisions established by the country of registry; or
- Applicable bilateral agreements between Mexico and the country of registry

7.3

All maintenance, repair, modification, manufacturing, or assembly performed on Mexican-registered aircraft outside national territory must be carried out by a foreign Aeronautical Workshop previously validated by the Federal Civil Aviation Agency, in accordance with Section 19 of this Circular.

8. AERONAUTICAL WORKSHOP PROCEDURES MANUAL

8.1

The Aeronautical Workshop Procedures Manual is a mandatory technical requirement applicable to:

- I. Any applicant intending to establish and operate an Aeronautical Workshop in order to obtain a permit;**
 - II. Any Aeronautical Workshop permit holder.**
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8.2

The Procedures Manual must be:

- **Approved by the Federal Civil Aviation Agency;**
 - **In accordance with the technical requirements described in this Circular;**
 - **Compliant with the applicable Official Mexican Standard (NOM-145) or its replacement.**
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8.2.1

In addition to the requirements established in the applicable standard, the Manual must include:

- I. A description, as applicable, of additional procedures to meet the maintenance procedures and requirements of the aircraft operator;**
 - II. A description of the procedures for receiving, evaluating, amending, and distributing technical information within the workshop, originating from the type design organization of the aircraft or components for which maintenance is authorized.**
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9. CLASSIFICATION OF AERONAUTICAL WORKSHOPS

9.1 Service Classification

Aeronautical Workshops are classified by service modality as:

9.1.1 Public service; and/or

9.1.2 Private service.

9.2 Category Classification

Aeronautical Workshops are classified into three categories:

9.2.1 Category 1: Manufacturing or assembly (for maintenance or repair purposes);

9.2.2 Category 2: Major repair and major alteration;

9.2.3 Category 3: Maintenance.

9.3 Specialties

Categories apply to the following specialties:

- **Airframes**
 - **Helicopters**
 - **Engines**
 - **Propellers**
 - **Radio systems**
 - **Instruments**
 - **Accessories**
 - **Specialized services**
 - **Others**
-

9.4 Classification by Aircraft or Component

Workshops are further classified based on aircraft or component types for which they are authorized.

9.4.1 Airframes (Fixed-Wing Aircraft)

Class 1: Aircraft with a maximum takeoff weight up to 3,000 kg

Class 2: Aircraft from 3,000 kg up to 6,000 kg

Class 3: Aircraft from 6,000 kg up to 12,000 kg

Class 4: Aircraft exceeding 12,000 kg

9.4.2 Helicopters

Class 1: Helicopters up to 3,000 kg maximum takeoff weight

Class 2: Helicopters exceeding 3,000 kg

9.4.3 Engines

Class 1: Reciprocating engines up to 450 hp

Class 2: Reciprocating engines over 450 hp

Class 3: Turbine engines

9.4.4 Propellers

Class 1: Fixed-pitch or ground-adjustable propellers

Class 2: Variable-pitch propellers

9.4.5 Radio Systems

Class 1: Communication equipment

Class 2: Navigation equipment

Class 3: Radar equipment

9.4.6 Instruments

Class 1: Mechanical instruments

Class 2: Gyroscopic instruments

Class 3: Electrical instruments

Class 4: Electronic instruments

9.4.7 Accessories

Class 1: Mechanical accessories

Class 2: Electrical accessories

Class 3: Electronic accessories

9.4.8 Specialized Services

Includes, but is not limited to:

- **Landing gear systems**
- **Flotation devices**
- **Pressure containers**
- **Non-destructive testing (NDT)**
- **Emergency and survival equipment**
- **Rotor blades**
- **Calibration services**
- **Composite materials work**
- **Machining**
- **Welding**
- **Painting of aircraft and components**
- **Aircraft weighing**

Workshops with specialized service authorization may not subcontract such work.

9.4.9 Other Activities

Any additional activity determined necessary by the Federal Civil Aviation Agency based on technological developments.

10. QUALITY ASSURANCE SYSTEM

10.1

Every Aeronautical Workshop must establish an independent quality assurance system to:

- **Monitor compliance with procedures;**
- **Verify adequacy of maintenance processes;**
- **Ensure that maintenance is performed correctly;**
- **Implement corrective and preventive actions;**
- **Ensure continuous improvement of the system.**

11. AERONAUTICAL WORKSHOP PERMIT

11.1

Any individual or legal entity intending to operate as an Aeronautical Workshop must obtain a permit issued by the Federal Civil Aviation Agency.

11.2

The Aeronautical Workshop permit, together with its operational specifications, must be displayed in a visible location accessible to the public within the workshop facilities.

Additionally, the authorization of the Responsible Manager must be displayed together with the permit.

11.3

The Aeronautical Workshop may only perform work included within the scope of its operational specifications.

11.4 Publicity

11.4.1

No applicant intending to establish and operate an Aeronautical Workshop may advertise itself as such until it has obtained the corresponding permit.

11.4.2

Any Aeronautical Workshop permit holder must include the workshop permit number in all advertising.

11.4.3

All advertising must clearly and precisely indicate the work that the workshop is authorized to perform.

11.5 Obtaining the Permit

11.5.1

Any applicant must obtain an Aeronautical Workshop permit issued by AFAC and comply with all technical requirements established in this Circular.

11.5.2

The applicant must comply with the certification process established in the applicable certification circular (CO AV-145.3/22 or its replacement).

11.5.3

The applicant must implement a Safety Management System (SMS) in accordance with the applicable standard.

11.6 Validity

11.6.1

Permits issued after May 20, 2021, shall be valid for two years unless:

- **They are terminated**
- **They are revoked**

- **The permit holder fails to comply with required conditions**
-

11.6.2

Permits issued prior to May 20, 2021, shall remain valid indefinitely unless revoked or terminated.

11.6.3

Permits must be renewed within the validity period, beginning 120 calendar days before expiration.

11.6.4

For renewal, the workshop must demonstrate progress in the implementation of the Safety Management System.

11.7 Revocation

The permit may be revoked for the following reasons:

- I. Change of address without authorization**
 - II. Sale or loss of essential equipment, facilities, or technical data**
 - III. Loss of qualified personnel required for maintenance**
 - IV. Improper execution of maintenance work**
 - V. Failure to correct deficiencies within a specified period**
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11.8 Suspension

11.8.1

AFAC may suspend the Aeronautical Workshop permit in accordance with applicable laws.

11.8.2

The suspension may be lifted once the deficiencies have been corrected; otherwise, the permit may be revoked.

11.9 Changes to Operational Specifications

Authorization must be obtained for:

- **Expanding the workshop category or specialty**
 - **Removing classifications from operational specifications**
-

11.10 Change of Location

The workshop must obtain prior authorization from AFAC before changing its address.

11.11 Other Changes

Any other modification to the permit or operational specifications requires authorization in accordance with applicable procedures.

11.12 Permit Limitations

The workshop must not:

- **Perform maintenance outside its authorized scope**
 - **Perform maintenance without required technical data, equipment, or facilities**
-

11.13 Permit Content

The Aeronautical Workshop permit must include:

- **Name of issuing authority**
- **Workshop name and address**
- **Permit number**
- **Issue date**
- **Expiration date (if applicable)**

- **Classification**
-

12. RESPONSIBLE MANAGER OF THE AERONAUTICAL WORKSHOP

12.1

Every Aeronautical Workshop must have a Responsible Manager assigned.

12.2

The permit holder must grant executive authority to the Responsible Manager.

12.3

The Responsible Manager is accountable for compliance with regulations.

12.4 Technical Requirements

12.4.1

For certain specialties, the Responsible Manager must be:

- **An aeronautical engineer with professional credentials; or**
 - **A licensed technician with at least three years of experience**
-

12.4.2

For higher complexity specialties, the Responsible Manager must:

- **Be an aeronautical engineer with at least one year of experience**
-

12.5 Authorization

12.5.1

The Responsible Manager must be approved by AFAC.

12.5.2

The replacement of the Responsible Manager must be approved by AFAC.

12.6 Responsibilities

The Responsible Manager must:

- **Ensure compliance with regulations**
 - **Sign maintenance certification forms**
 - **Submit required reports**
 - **Prevent irregular practices**
 - **Maintain Procedures Manual updates**
 - **Participate in inspections**
 - **Ensure compliance with permit requirements**
-

13. AERONAUTICAL TECHNICAL PERSONNEL

13.1

The workshop must employ sufficient technical personnel to perform maintenance and inspection activities.

13.2

Personnel levels must be adequate to support the volume and type of work.

13.3

Reduction in personnel must not affect compliance or quality.

13.4

Personnel duties and responsibilities must be clearly defined.

13.5

Personnel must hold valid licenses issued by AFAC.

13.6

Personnel must receive initial and recurrent training.

Training must include human factors.

13.7

Personnel must be competent in:

- **Procedures**
 - **Methods**
 - **Tools**
 - **Equipment**
-

13.8

Personnel must comply with safety and industrial regulations.

13.9 Classification of Personnel

- **Production personnel**
 - **Inspection (quality control) personnel**
-

13.10

Personnel must be evaluated before assignment or promotion.

13.11 Personnel Records

Each personnel file must include:

- Curriculum vitae
 - Technical credentials
 - Evaluation records
 - Copies of licenses
 - Training records
 - Medical certification
-

13.12

A record of personnel qualifications must be maintained.

13.13

Records must be retained for at least two years after employment ends.

13.14

Changes in personnel must be reported to AFAC.

13.15

Personnel must not perform duties while under the influence of alcohol or drugs.

13.16 Technical Qualification Requirements

Personnel must:

- Have recent training
- Hold appropriate licenses

- **Demonstrate experience**
 - **Work under supervision if newly assigned**
-

14. FACILITIES, EQUIPMENT, TOOLS, AND MATERIALS

14.1

The workshop must comply with all requirements for facility location and layout.

14.2 Facilities must allow:

- **Storage of tools and materials**
 - **Performance of authorized work**
 - **Segregation of materials**
 - **Protection of parts during maintenance**
 - **Protection of technical documentation**
-

14.3

Adequate space must be provided for equipment operation.

14.4

Equipment must be arranged to prevent contamination.

14.5

Facilities must include areas for waste handling and recycling.

14.6

A closed structure must be used for production activities whenever possible.

14.7 Storage Requirements

- **Separate warehouse area**
 - **Controlled organization**
 - **Verified parts documentation**
 - **Protection against contamination**
 - **Temperature and humidity control**
 - **Storage of hazardous materials**
-

14.8

Adequate lighting and ventilation must be provided.

14.9

Maintenance records for facilities must be maintained.

14.10

Personnel must be provided with protective equipment.

14.11

Safety signage must be installed.

14.12

Emergency safety equipment must be available.

14.13

Waste management procedures must be established.

14.14 Painting Facilities

- **Must be isolated**
 - **Must have filtration systems**
 - **Must include waste treatment**
-

14.15

Emergency evacuation procedures must be implemented.

14.16

Tools must be calibrated and tracked.

14.17

Required tools and technical data must be available when needed.

14.18

Adequate quantity of tools must be available.

14.19

The workshop must demonstrate ownership or authorized use of facilities.

14.20

Equipment must be owned or contractually available under workshop control.

15. OPERATION OF THE AERONAUTICAL WORKSHOP

15.1

The Aeronautical Workshop shall be organized in such a manner that, at a minimum, it includes:

- A **production area** responsible for the execution of maintenance work; and
 - An **inspection or quality control area** responsible for oversight and verification of such work.
-

15.2

The release to service shall be performed by personnel who are qualified and authorized in accordance with the Aeronautical Workshop Procedures Manual.

15.2.1

The release to service must include:

- I. The basic details of the maintenance performed, including reference to technical data used;
 - II. The date on which the maintenance was completed;
 - III. The number of the Aeronautical Workshop permit;
 - IV. The name, signature, and license or authorization number of the person certifying the work.
-

15.3

Maintenance inspections shall not be less than those required by the type design organization documentation.

Inspections may be increased based on experience or when safety is at risk.

If a condition affecting airworthiness is identified, it must be reported to the Federal Civil Aviation Agency.

15.4

The Aeronautical Workshop shall have the inspection and maintenance programs approved by the Civil Aviation Authority or the applicable operator for whom the work is being performed.

15.5

The Aeronautical Workshop must issue a **work order or job card**, which shall include:

- Date of receipt
- Identification of aircraft or component
- Description of work
- Condition at receipt
- Acceptance signatures

The documentation must also include certification details recorded in the aircraft logbook or equivalent.

15.6

Procedures for release to service, its documentation, and record retention must be described in the Procedures Manual.

15.7

Personnel responsible for maintenance certification and quality control must be trained in certification procedures and use of official forms.

15.8

Any modification affecting the original aircraft design must receive prior authorization from the Federal Civil Aviation Agency.

15.9

Only parts and components approved by the type design organization or the Civil Aviation Authority may be used.

15.10

If, within a period of 24 months, no work is performed under a given authorized capability, that capability may be removed from the workshop's operational specifications unless justification is provided.

15.11

If a permit is terminated or revoked, the Aeronautical Workshop must return the original permit documents and operational specifications to the authority.

15.12

The workshop must comply with all applicable **Airworthiness Directives and mandatory Service Bulletins**.

15.13

All forms, job cards, and documentation must include the name and permit number of the Aeronautical Workshop.

15.14

Specialized services must be performed in accordance with applicable technical standards used in the aviation industry.

15.15

The permit holder, the Responsible Manager, and the technical personnel shall be jointly responsible for compliance with aviation laws and regulations.

15.16 Maintenance Records

15.16.1

The workshop must maintain detailed maintenance records demonstrating compliance with release-to-service requirements.

15.16.2

Maintenance records shall be retained for a minimum of **one year** from the date of release to service.

15.16.3

Records must be maintained in a manner that ensures **legibility, integrity, and security**.

15.17

The Aeronautical Workshop must submit a **semiannual report** to the Civil Aviation Authority detailing maintenance activities conducted.

16. AERONAUTICAL WORKSHOPS PROVIDING SERVICES TO THIRD PARTIES

16.1

Workshops providing services to third parties must establish maintenance contracts that clearly define responsibilities between the workshop and the operator.

16.2

Maintenance contracts shall include, at a minimum:

- Identification of the parties
- Details of the aircraft or component
- Scope of services

- Responsibility for maintenance control
 - Service intervals
 - Responsibility for parts supply
 - Warranty conditions
 - Duration and termination conditions
-

16.3

Maintenance contracts must be submitted to the Civil Aviation Authority for registration and control.

16.4

Workshops must provide a warranty for all work performed.

Where applicable, warranties must be consistent with those provided by manufacturers.

16.5

Test flights shall be conducted in accordance with applicable regulatory requirements and coordinated with the aircraft operator.

16.6

A maintenance record file must be maintained for each aircraft serviced.

16.7

Operators shall provide the workshop with current maintenance programs and relevant information when required.

17. FUNCTIONS AND OBLIGATIONS OF THE PERMIT HOLDER

The permit holder shall:

- I. Perform maintenance only within authorized scope;
- II. Approve release to service only when compliant;
- III. Not perform work outside authorized facilities unless specifically authorized;
- IV. Comply with the Procedures Manual requirements;
- V. Maintain compliance at all times;
- VI. Ensure personnel qualifications;
- VII. Ensure proper certification authority of personnel;
- VIII. Follow operator maintenance programs;
- IX. Allow inspections by the Civil Aviation Authority.

18. REPORTING OF DEFECTS OR NON-AIRWORTHY CONDITIONS

18.1

The Aeronautical Workshop must report any defect or irregularity detected during maintenance activities to the operator.

Where applicable, a report must be issued indicating that the aircraft is not in an airworthy condition.

19. VALIDATION OF FOREIGN AERONAUTICAL WORKSHOPS

19.1

Foreign Aeronautical Workshops must hold a valid certificate or authorization issued by their national Civil Aviation Authority.

19.2

They must have an approved Procedures Manual or equivalent.

19.3

They may only perform work within their authorized scope.

19.4

They must comply with validation requirements established by the Federal Civil Aviation Agency.

19.5

Personnel must hold appropriate licenses issued by the corresponding authority.

19.6

Validated foreign workshops must submit semiannual reports.

19.7 Termination

Validation shall terminate when:

- Authorization expires
 - The holder renounces it
 - The foreign certificate is revoked
 - The purpose of validation ceases
 - The entity ceases operations
-

19.8 Revocation

Validation shall be revoked when non-compliance is not corrected within the specified timeframe.

19.9 Suspension

Validation may be suspended when:

- The foreign authorization is suspended;

- Unsafe or non-compliant work is identified.
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20. OVERSIGHT (SURVEILLANCE)

20.1

The Civil Aviation Authority is responsible for monitoring compliance with this Circular.

20.1.3

Oversight activities include:

- Document review
 - On-site inspections
-

20.2

Compliance evaluation applies to:

- Certification
 - Revalidation
 - Changes to permits
 - Personnel changes
 - Contracts
 - Reporting
-

20.2.3 Response Time

20.2.3.1

The authority shall issue a response within **three months**.

20.2.3.2

Incomplete applications must be corrected within **five working days**, otherwise they may be rejected.

21. SANCTIONS

Violations of this Circular shall be sanctioned in accordance with:

- The Civil Aviation Law
- Its Regulation
- Applicable legal provisions

Sanctions may include:

- Fines
 - Suspension
 - Revocation
-

22. ALIGNMENT WITH INTERNATIONAL STANDARDS

22.1

This Circular is consistent with:

- ICAO Annex 6 (Operations)
 - ICAO Annex 8 (Airworthiness)
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22.2

This Circular is based on the Mexican Official Standard for Aeronautical Workshops.

23. BIBLIOGRAPHY

Includes references to:

- ICAO Convention (Chicago, 1944)
- ICAO Annex 6 (Parts I, II, III)
- ICAO Annex 8
- ICAO Airworthiness Manual (Doc 9760)

24. VALIDITY AND EFFECTIVE DATE

24.1

This Mandatory Circular enters into force the day following its publication and shall remain in effect indefinitely until amended or repealed.