

DCI Industries
Repair Station Manual



Repair Station Manual

AND

Quality Control Manual

FAA APPROVED REPAIR STATION

FAA Certificate No. **5D1R406D**

DCI Industries
5710 NW 4th Street
Oklahoma City, OK 73127

REPAIR STATION MANUAL

14 CFR § 145.207;

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REPAIR STATION MANUAL INTRODUCTION (14CFR §145.209)

Purpose This repair station manual includes a description of the policies and procedures employed by DCI Industries to meet the requirements of 14 CFR Part 145.

Responsibilities

The Accountable Manager will ensure all Repair Station personnel are familiar with these manuals and applicable CFRs. A current hard copy of this Repair Station Manual and the Quality Control Manuals (RSQCM) are maintained by the Accountable Manager. The Repair Station Manual and the Quality Control Manual are located in the Accountable Manager's office and is accessible to all Repair Station personnel.

Design

The Repair Station Manual (RSM) and the Quality Control Manual (QCM) are two separate manuals, but they are submitted together. Both manuals are maintained and revised in the same manner, however, each manual maintains their respective Record of Revision and List of Effective Pages. These two manuals are submitted to the FAA for acceptance. The FAA's acceptance of the RSM and QCM may be noted by the signature of the FAA Representative on the List of Effective Pages.

Procedures

This manual will describe Organizational Structure, Personnel Requirements and Records, Description of Operations, the use of the Capability List, the Training Program, Worked Performed at Another Location, Maintenance for Air Carriers and Operators, Contract Maintenance and Recordkeeping. All personnel performing any maintenance activities for this Repair Station will strictly adhere to the procedures outlined in this manual.

Source Material & References

The Repair Station Manual and the Quality Control Manual were prepared in accordance with:

Title 14 CFR Part 145; Part 43 & Part 65; Advisory Circular 145-9A; Advisory Circular 145-10; The Safety Assurance System (SAS) Element Design Data Collection Tool (ED DCTs)

Forms

Throughout the Repair Station and Quality Control Manuals there are references to forms used to document procedures. Forms are located in a separate Forms Manuals and include instructions for completing them.

FAA ACCESS

The FAA will have access to observe and surveille non-certificated and certificated personnel who are involved in the maintenance, preventive maintenance and/or alterations of articles on behalf of the Repair Station. DCI Industries will make all required records available to both the NTSB and FAA personnel upon request.

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Manual Control & Notifying The CHDO

Purpose

The purpose of this procedure is to establish a means of manual control, distribution and to ensure revisions to the Repair Station Manual are distributed in a timely manner.

Responsibilities

The Accountable Manager is responsible for initiating, writing and submitting revisions of this manual to the FAA. The Accountable Manager shall submit revisions to the FAA for review and acceptance, as revisions occur. The manual will be submitted in a form acceptable to the Administrator. Revisions are submitted when necessary. Revisions found unacceptable to the FAA will be corrected and resubmitted by the Accountable Manager. Any maintenance or administrative action(s) performed under revisions found unacceptable will be reviewed by the Accountable Manager to determine the proper course of action.

Procedures

The Accountable Manager will review this Repair Station Manual at a minimum of once a year to determine the currency and validity for use.

When any page in the manual is revised, the Accountable Manager will:

1. Create a new, complete copy of the manual, with an updated revision number for distribution.
2. Send an electronic copy of the revised manual to the Certificate Holding District Office (CHDO). Upon acceptance of the proposed revision of the manual the CHDO may sign the List of Effective Pages and return it by email or by hard copy. Receipt of the returned – signed List of Effective Pages signifies an acceptable revision of the Repair Manual.
3. Upon receipt of the revision from the FAA (sign and dated List of Effective Pages), a copy of the new revision will be sent to all additional manual holders listed on the Manual Distribution List.

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Manual Distribution List

Electronic copies of the manuals will be distributed to the FAA and others on this Distribution List.

Manual No. 01

Manual	Assigned	Location	Contact Information
01	Dennis Glasco President/CEO Accountable Manager	Office	405-947-2863
02	James Wirt FSDO	1300 S Meridian #601 Oklahoma City Ok, 73108	405-951-4238
03	Keith Wardlow QA Manager	QA Managers office	405-947-2863
04	Andy Martin FAA Repair Station Manager	FAA Repair Managers office	405-947-2863
05	FAA Repair/Shop Floor	FAA Repair Cell	405-947-2863

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Record of Revisions

Note: Pages affected by the revision is noted by the date change on the List of Effective Pages and correlates with the date of the revision listed on this (Record of Revision) page. The status of revision for each page is also located in the footer. The latest revision text is marked by **red letters** to clearly denote changes of text in that particular revision.

Upon receipt of this revised manual from DCI Industries, discard the obsolete manual.

Record of Revisions

The record of revisions is used to identify and control the revision level of this manual

Revision Number	Revision Date	Page(s) Revised	Reason For Revision	Initials or Signature
Original	07/30/2018			

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List of Effective Pages

The List of Effective Pages is a list of every page in this manual and identifies the revision status of each page by the Revision Number and date of effectivity.

Revision	Page	Date	Revision	Page	Date
Original	i	3/30/2018	Original	31	3/30/2018
Original	ii	3/30/2018	Original	32	3/30/2018
Original	iii	3/30/2018	Original	33	3/30/2018
Original	iv	3/30/2018	Original	34	3/30/2018
Original	v	3/30/2018	Original	35	3/30/2018
Original	vi	3/30/2018	Original	36	3/30/2018
Original	vii	3/30/2018			
Original	viii	3/30/2018			
Original	ix	3/30/2018			
Original	1	3/30/2018			
Original	2	3/30/2018			
Original	3	3/30/2018			
Original	4	3/30/2018			
Original	5	3/30/2018			
Original	6	3/30/2018			
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Original	26	3/30/2018			
Original	27	3/30/2018			
Original	28	3/30/2018			
Original	29	3/30/2018			
Original	30	3/30/2018			

Accountable Manager

Date

FAA Representative

Date

SECTION 1
ORGANIZATIONAL STRUCTURE
14 CFR § 145.209;

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1.1 Organizational Structure

1.1.1 Purpose

To provide an organizational structure to meet personnel requirements to support maintenance activities consistent with the Repair Station's ratings.

1.1.2 Authority & Responsibilities The Accountable Manager (AM) has authority and responsibility for the certificate requirements of this Repair Station. The AM is qualified and has authority to revise the Company's organization structure for maintaining compliance with regulatory requirements and the Repair Station's ratings.

1.1.3 Process Measurements

The Accountable Manager is responsible to ensure the Repair Station has a sufficient number of staff, supervisors and certificated personnel to support the activities for which the Repair Station is rated. The AM assigns a qualified Manager to perform an annual assessment of the Repair Station via the Company Assessment which is located in the Repair Station Training Program manual (Section 2.3). Before any new capabilities are added to the Repair Station, DCI Industries performs a self evaluation to determine the adequacy of the Repair Station's personnel to perform the maintenance, preventive maintenance and / or alterations.

1.1.4 Procedures

The Accountable Manager appoints a Director of Operations, FAA Repair Manager and Supervisors to direct work performed under the Repair Station's certificate over departments within the Repair Station IAW 145.151-153. Each Manager meets the requirements of Part 65.101. Reference 1.3 of this section for general responsibilities for Managers. For detailed responsibilities and duties reference 1.4 and following.

1.1.5 Controls

The authority, responsibility and duties for Managers are defined in this section 1.4 and following. Specific duties and responsibilities are defined through the sections of this manual and correlate with duties and responsibilities in this section.

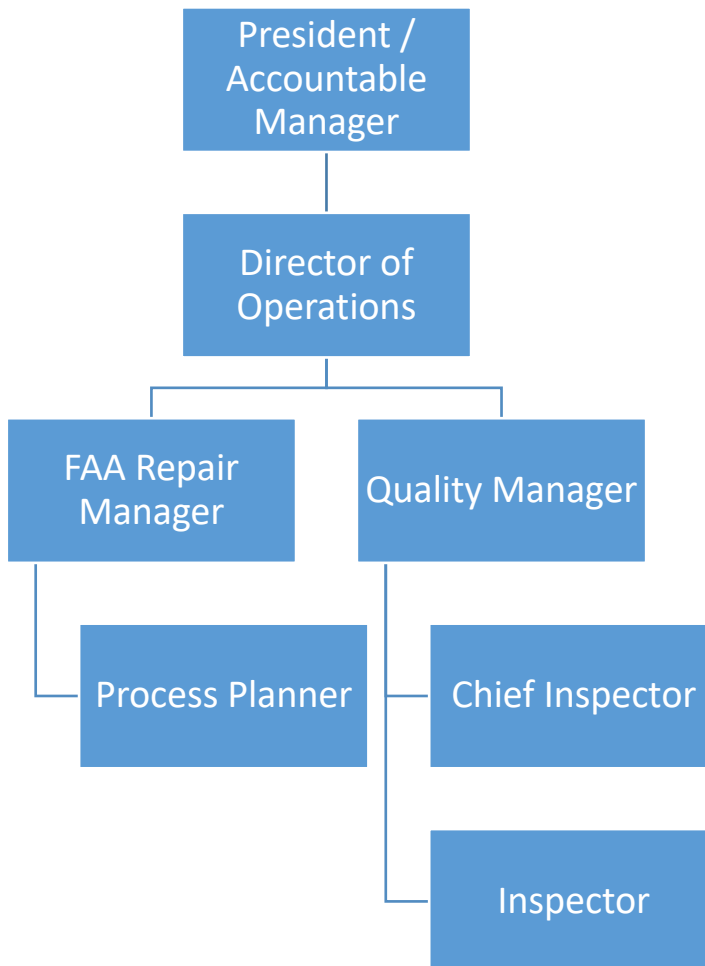
1.1.6 Interfaces

The organization chart referenced in 1.2 of this section depicts the organization of the Company and its' hierarchy.

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1.2 Organizational Chart

This Organizational Chart depicts the hierarchy of DCI Industries' Repair Station, including Managers, Supervisors and Inspectors. Their responsibilities and duties are listed in detail in this Section.



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1.3 Management Requirements, Responsibilities & Authorities

1. This Repair Station has appointed a President/Accountable Manager, a Director of Operations, an FAA Repair Manager, a Quality Manager and a Chief Inspector. Each possess the knowledge and qualifications necessary to plan, organize and control their respective areas of assignment.
2. Managers are in direct control of planning and directing the overall activities of their respective operations.
3. Managers continuously monitor performance through their daily interaction with their respective departments.
4. Managers provide close supervision over non-certificated employees and communication with other managers, to identify trends that may impact their performance and safety.
5. Management encourages a safe culture within the organization that promotes reporting of safety issues without fear of retaliation.

1.4 Accountable Manager (President)

1.4.1 Authority & Responsibilities

The President/Accountable Manager is directly in charge of the maintenance functions of the repair station. In addition to the complete administration of the repair station, this position will ensure that the repair station continues to comply with applicable local, State, and Federal requirements. With respect to the CFRs (and the Joint Airworthiness Requirements), the Accountable Manager shall ensure the repair station continues to meet the requirements for providing adequate housing, facilities, equipment, and personnel appropriate to the ratings of the repair station. In addition, the Accountable Manager shall ensure the financial resources are available to adjust to any changes in workload or to adjust the workload to the resources available. To ensure that adequate facilities, equipment, materials, and personnel are made available for the efficient operation of the company's business. Provide adequate training and assistance in proper procedures, methods, and practices.

In addition to the overall duties and responsibilities listed above, the Accountable Manager has the following specific responsibilities;

- Ensure that all revisions to this manual are coordinated with the FAA.
- Ensure adequate fire-fighting equipment is available at the repair station.
- Ensure adequate safety precautions are observed by repair station personnel.
- Establish the criteria for hiring personnel for positions for maintaining, supervising, or inspecting maintenance or alterations of civil aviation articles.

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- Establish the requirements for initial and recurrent training for all personnel involved in the maintenance, preventative maintenance, and/or alteration of civil aviation articles.
- Is in charge of the Corrective Action Program and determines the appropriate actions to be taken when deficiencies are discovered or reported.
- Initiate work outside the repair station's fixed location as delineated in this manual.
- Act as a liaison with all customers.
- Act as liaison with all Federal officials.

The Accountable Manager may delegate any duties and responsibilities of any personnel of the repair station to qualified persons. However, delegation of duties does not relieve the specified position of their responsibilities under this manual or the CFRs.

1.5 Director of Operations

1.5.1 Authority and Responsibility

The Director of Operations reports directly to the President and is responsible for the following:

- The overall operation of the repair station.
- Reporting directly to the President/Accountable Manager concerning responsibilities of the overall operation of the production departments.
- The planning, directing, laying out, and coordination of the activities for all production departments within the station so as to minimize delays and increase production and efficiency.
- Training and assisting his subordinates in proper procedures, methods, and practices to be followed each respective day.
- Making available to all departments the necessary overhaul manuals, service bulletins, Airworthiness Directives, and any other required technical data.
- Maintaining all shop equipment and tools in a serviceable and working condition.
- Maintaining the premises of the repair station in a clean and orderly manner.
- The proper handling of all parts while at the repair station.
- The preservation of all units or parts during the process through the shop after work is completed.
- Initiating requisitions for stock and materials as required.
- All stock storage, control, segregation, and identification of all items or units.

The Director of Operations may delegate any duties and responsibilities of the repair station to qualified persons. However, delegation does not relieve the Director of Operations of the overall responsibility of this assignment.

1.6 FAA Repair Manager

1.6.1 Authority & Responsibility

The FAA Repair Manager reports directly to the Director of Operations and is responsible for managing the processing of parts sent to the Company for maintenance and alteration services

Duties of the assignment include:

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- Planning and coordinating production.
- Managing procurement of materials and supplies.
- Managing the production workforce.
- Maintaining a clean, safe work environment.
- Maintaining tooling and equipment in a serviceable condition.

The FAA Repair Manager, may delegate their duties and responsibilities to a qualified subordinate, but that does not relieve the FAA Repair Manager of the overall responsibility of this assignment.

1.7 Process Planner

The Process Planner has authority and responsibility for the technical data required for the maintenance, repair and alterations of articles. The Process Planner reviews customers purchase orders and conducts contract review, developing shop work travelers from maintenance manuals, Airworthiness Directives, Service Bulletins or any other approved technical data. The process planner reports to the FAA Repair Manager.

Duties also include:

- Organize process documents to establish efficient work flow within the Repair Station.
- Assist the Quality department in audits.
- Writes process procedures.
- Performs customer reviews.
- Verifies completeness and accuracy of records.
- Verifies currency and accessibility of technical data and update the system as needed.

1.8 Quality Manager

1.8.1 Authority & Responsibility

The Quality Manager reports directly to Director of Operations and is responsible for the operations of the Quality Department and the overall operation of the Repair Station Inspection System.

The Quality Manager is responsible for directing, planning, and laying out details of inspection standards, methods, and procedures used by the repair station in complying with all applicable Federal Aviation Regulations and manufacturer's recommendations.

He has the authority and responsibility to stop production and release to service of any nonconforming part and to disapprove any supplier or subcontractor for noncompliance with Inspection System requirements. The Quality Manager is responsible for the Personnel Roster and to nominate new Repairman.

The Quality Manager is also responsible to:

- Determine the final disposition of articles failing to meet the incoming inspection review.

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- Determine the equivalency of tools and equipment used by the repair station (other than that recommended by manufacturers) and document that determination.
- Ensure appropriate calibrations and checks are made on the tools and equipment used by the repair station (including technician's personal tools).
- Ensure records of all calibrations and checks are kept current, and the calibrations are performed in accordance with the standards and procedures described in this manual.
- Audit all maintenance function contractors before use and maintain the results of those audits.
- Establish and maintain the repair station employment and training records.
- Continuously review the repair station's training program to ensure all the repair station's training needs are met. (If applicable.)
- Performs internal audits to maintain the Repair Station's Capability List.
- Maintaining the repair station roster for the repair station by ensuring that changes in personnel or job duties are reflected on the roster within five (5) business days as required by this manual.
- Issues Stamps to personnel on the Personnel Roster.

The Quality Manager may delegate duties and responsibilities to any qualified personnel. Delegation of duties does not relieve the Quality Manager of his overall responsibility under this manual or CFR's.

1.9 Chief Inspector

1.9.1 Authority & Responsibility

The Chief Inspector reports to the Quality Manager and is responsible for the operations of the Inspection Department.

The Chief Inspector will be responsible for all repair, overhaul, testing, and inspection procedures in his designated area. He will ensure that all repair, overhaul, testing, and inspection is accomplished per manufacturer's manuals, specifications, bulletins, and FAA directives; and that all work accomplished is properly recorded on forms provided for the particular operation.

It is the responsibility of the Chief Inspector to see that all personnel under his supervision familiarize themselves with the procedures and provisions set forth in this manual and to see that all work is accomplished as provided therein.

This assignment includes:

- Performing inspections.
- Supervising inspectors in the performance of their duties.
- Ensure inspections are being made with the proper techniques, tools, equipment, procedures, and documentation.
- Checking production for proper processing articles in accordance with approved planning.

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- Identifying and reporting Inspection System deficiencies and problems causing nonconformance.

The Chief Inspector is also responsible for:

- Training, directing, supervising, and assisting all personnel performing work under the repair station certificate as directed by the Quality Manager.
- Determining if the customer's work scope is limited in nature, the requested maintenance, preventative maintenance, or alteration can be accomplished within the applicable data despite any other damage or discrepancies noted.
- Ensure that determinations concerning major alterations/repairs are accomplished as delineated in this manual.
- Ensure all incoming, hidden damage, preliminary, in-process, and final inspections are performed in accordance with the procedures set forth in this manual.
- Initiate work outside the repair station's fixed location as delineated in this manual.
- Ensure that inspectors performing RII inspections are qualified and trained in accordance with the operator's program prior to performing work under Section 145.205. (If applicable.)
- Submit reports of serious failures, malfunctions, or defects in accordance with the procedures described in this manual.

The Chief Inspector may delegate duties and responsibilities to any qualified personnel. Delegation of duties does not relieve the Chief Inspector of his overall responsibility under this manual or the FARs.

1.10 Inspector

1.10.1 Authority & Responsibility

The Inspector reports directly to the Chief Inspector and is responsible for ensuring that all repair, overhaul, testing, and inspection operations are accomplished in accordance with the applicable manufacturer's manuals, specifications, service bulletins, and FAA directives; and that all work accomplished is properly recorded on the forms provided for the particular operation.

The Inspector is responsible for ensuring that all personnel he has contact with are familiarized with the procedures and provisions set forth in this manual and to ensure that all work is accomplished as provided in accordance with requirements therein.

The Inspector is responsible for initiating the submission of all Malfunctioning and Defects Reports, Form FAA 8010-4, as outlined and required by the FAA.

Duties of the assignment include:

- Making all inspections.
- Recording all inspections performed on the appropriate forms.
- Recording and reporting nonconforming conditions discovered on articles being maintained or altered by the repair station.
- Identifying and segregating non-conforming articles.
- Reporting non-compliances or deficiencies discovered in the Inspection System.

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The Inspector is not authorized to delegate his responsibilities and duties to any other employee.

SECTION 2
RECORDS OF MANAGEMENT, SUPERVISORY
& INSPECTION PERSONNEL

14 CFR § 145.161; 14 CFR § 65.101;

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2.1 Records of Management, Supervisory and Inspection Personnel

2.1.1 Purpose

This Repair Station maintains a Personnel Roster for Management, Supervisory and Inspection personnel, that includes the names of the Repair Station officials who are responsible for its management and the names of its' Supervisors who oversee maintenance functions. This section defines the procedures for maintaining the records of accountable persons in the Personnel Roster in a format acceptable to the FAA. These records will include the names of:

1. Management and Supervisory Personnel who oversee maintenance and inspection functions.
2. Names of all Inspection Personnel including inspectors authorized for Required Inspection Items.
3. Names of personnel authorized to sign a maintenance release for approving a maintained or altered article for return to service.

2.1.2 Authority & Responsibilities

The Quality Manager has authority and responsibility over the personnel records. He is qualified and has authority to direct, control and revise the Roster.

2.1.3 Process Measurement

The Quality Manager will review the Repairman nominee's background per 2.1.6.2 to determine their qualifications to perform the duties of a repairman. The results of the audit is passed to the Director of Operations for his determination.

2.1.4 Controls

Personnel certificated as managers and/or inspectors will meet the requirements defined in CFR Part 65.101 and will be listed on the Personnel Roster with the information located in 2.1.6.2

2.1.5 Interfaces

Managers and Inspectors will be listed on the Personnel Roster (Form DCI-RS001) and their Summary of Employment will be maintained in the Accountable Manager's office (form # DCI-RS002).

2.1.6 Procedures

The procedures for evaluating and nominating a Repairman and maintaining the Personnel Roster are defined in the following, Section 2.1.6.1 – 2.6.1.4

2.1.6.1 Nominating New Repairman

When the Repair Station has a requirement for a Repairman, the Quality Manager will recommend and certify a person that is employed by the Repair Station and meets the eligibility requirements per CFR Part 65.101. This formal recommendation to the FAA

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will be accompanied by the Summary of Employment (form DCI-RS002) and an updated Roster (form DCI-RS001).

The Accountable Manager may determine the number of Repairmen required based off the abilities of the Repair Station's noncertificated employees who perform maintenance functions based on training, knowledge, experience or practical tests. Per Part 145.151 (d). DCI will carry a minimum of two Repairman who are rated to perform final inspections and release to service.

2.1.6.2 Maintaining the Personnel Roster

The Quality Manager is responsible and has the authority to maintain the Repair Station Personnel Roster. This Roster includes the names of the Repair Station officials who are responsible for its management and the names of its' supervisors who oversee maintenance functions. The Roster will also include persons authorized to sign a maintenance release for approving a maintained or altered article for return to service. The Personnel Roster is located in the Quality Manager's office (form # DCI-RS001) and includes the following:

1. Name and Title
2. Date Added / Date Removed
3. Inspection Authority
4. Certificate Type
5. Certificate Number
6. Signature
7. Initials
8. Stamps

2.1.6.3 Personnel Requirements

All persons authorized for Return to Service Authority are appropriately certificated under 14 CFR § 65.101 ff. as a Repairman, or as an appropriately Certificated Mechanic. All managers, supervisors, repairman and technicians appearing on the Personnel Roster must be able to understand, read and write English. Training will ensure all supervisors are thoroughly familiar with methods, techniques, practices, aids, equipment and tooling. All personnel inspecting parts and articles will be taught how to sign off documents, maintaining their assigned stamps and the importance of signing off inspections that are clearly recognizable. The Quality Manager maintains employee summaries on all certificated managers, supervisors, technicians and repairman that are listed on the Personnel Roster. The Personnel Roster and all employee summaries are located in the Quality Manager's Office. The summary of employment (form # DCI-RS002) will contain the information necessary for compliance with the requirements in CFR 145.161 (a) (4) and 65.101, for each individual listed on the Personnel Roster.

The summary of employment must include:

1. Present title
2. Total years of experience and the type of maintenance work performed.

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3. Past relevant employment with names of employers and periods of employment.
4. Scope of present employment
5. The type of mechanic or repairman certificate held and the ratings on that certificate if applicable.

2.1.6.4 Establishing & Maintaining Inspector Proficiency

Inspectors must be thoroughly familiar with applicable CFRs, inspection methods, techniques, equip and tools used to determine the airworthiness of articles.

1. Proficiency may be determined through past experience per Part 65.101 with 18 months of practical experience in procedures, practices, inspection methods, materials, tools and other general equipment. As part of the hiring process DCI Industries creates employee summaries for each inspector on the Roster. The employee summaries contain information necessary to determine the employee's compliance with CFR 145.161. The relevance of the inspector's past experience is determined through the hiring process. The Quality Manager and the employee's prospective manager makes determinations of the relevance of the employee's past experience and background. Employee summaries are maintained by the Quality Manager and are located in the employee's file which resides in the Quality Manager's office.
2. Inspector proficiency is also determined through demonstrating the candidate's use of testing equipment, inspection tools, visual aid and methods of inspection. Knowledge of the appropriate CFRs may be demonstrated through testing at the time of the new hire date. Inspectors must be able to read, write, speak and understand the English language.
3. Proficiency may be determined through the completion of formal training that is acceptable to the Administrator in areas specifically designed to qualify the inspector for the work for which they are hired.
4. DCI Industries also requires all inspectors to complete their initial training within the first 30 days of their hire date. The initial training plan is found in the Company's Repair Station Training Program manual.
5. The proficiency of an inspector is maintained by the performance of their daily inspection duties. Proficiency is maintained through recurrent training that focuses on knowledge of CFRs, Human Factors, Inspection Methods as well as DCI Industries policies and procedures. The Inspector's recurrent training is found in the DCI Industries Repair Station Training Program manual. Computer Based Training (CBT) may be used for CFRs, Human Factors and procedures relevant to the Company's repair station manuals. On the Job Training (OJT) focuses on training methodologies, use of inspection tools and equipment. OJT is documented in the Employee's file which is located in the Accountable Manager's office.

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6. The Chief Inspector is responsible for oversight of maintaining Inspector's proficiency. This is accomplished through monitoring the Inspector's work, which includes observations, double inspections and remedial training as necessary. Remedial training may be identified by assessing the Inspector's performance.
7. All DCI Industries personnel are reviewed on a minimum-annually to review their proficiency, job performance and their particular training program effectiveness.

2.1.6.5 Revising the Personnel Roster

1. The Quality Manager is authorized to revise the Personnel Roster. The Chief Inspector is authorized as an alternate when the Quality Manager is not available. Within 5 business days of the change, the roster will reflect changes caused by termination, reassignment, change in duties, scope of assignment or addition of applicable personnel.
2. When the repair station has a requirement for an employee to become a repairman the candidate must be eligible per the requirements of 14 CFR § 65.101. The certified individual shall be responsible for the duties invoked by 14 CFR § 65 and shall have their repairman certificate in the immediate area where they work, for review by the FAA or other officials.
3. If the employee is terminated or deemed necessary to be removed from the requirements of being certificated for the repair station, the Repairman's certificate will be surrendered to the FAA.
4. Stamps, badges, and authorizations must be returned to the responsible manager after termination or reassignment of an employee.

SECTION 3

DESCRIPTION OF OPERATIONS

14 CFR § 145.103(A), 145.109(C), 145.201(B), 145.209(C)

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3.1 Housing & Facility

3.1.1 Purpose

To provide housing for articles, equipment, materials and personnel for safe operations of maintaining articles consistent with the ratings of the repair station.

3.1.2 Authority & Responsibilities

The Accountable Manager has authority and responsibility over housing and facility. He is qualified and has authority to direct, control and make changes to the Repair Station housing and facilities, as required. The Accountable Manager ensures the housing and facility provides sufficient space to house, protect, and segregate articles for the which the repair station is rated. In cases where larger facilities are required, the Accountable Manager is responsible for lease agreements.

3.1.3 Process Measurement & Interfaces

The Accountable Manager performs an annual audit on the Housing & Facility per the Annual Company Assessment. The procedure is located in the Company's Repair Station Training Program Manual, section 2. Also, the Chief Inspector performs facility audits anytime a new capability is applied for. This procedure is located in this manual Section 4, Capability List Self Evaluation. Through the Annual Company Assessment and the Capability List Self Evaluation, the housing and facilities are monitored continually for sufficiency and readiness.

3.1.4 Controls

The Capabilities list requirements and Operation Specifications ensures this Repair Station's housing, facilities, personnel, tooling, equipment and data are consistent with its' ratings

3.1.5 Procedures

The housing and facilities are consistent with this Repair Station's ratings and are described and depicted in this section 3.1.5.1 and 3.1.5.2. Required tools and equipment must be located on the premises and under the repair station's control when the work is being performed. This repair station will not maintain or alter any article for which it is not rated and may not maintain or alter any article for which it is rated if it requires special technical data, equipment, or facilities that are not available to it.

3.1.5.1 Housing & Facility Description

The Repair Station is located at 5710 NW 4th Street Oklahoma City, OK 73127 and receives mail at the same address. A list of major equipment located in the facilities is maintained in the Quality Manager's office.

General description:

The (1) building that houses DCI Industries is constructed principally of concrete block and steel sheet metal. The roof is constructed of steel sheet metal. The building is heated by gas fired hot air heaters and lighting is provided by LED and fluorescent light fixtures. City water and sewage facilities are available. All working spaces are

DCI Industries Repair Station Manual

adequately ventilated, and office spaces are air conditioned. Compresses shop air is provided in all working spaces where required by processing. The buildings are equipped with a telephone system, fire extinguishers, and safety equipment in support of processing. The building houses Accounting, Production Control, Quality Assurance, Sales, and Process Engineering. Shop spaces house shipping and receiving, plating, machining/grinding, and thermal spray.

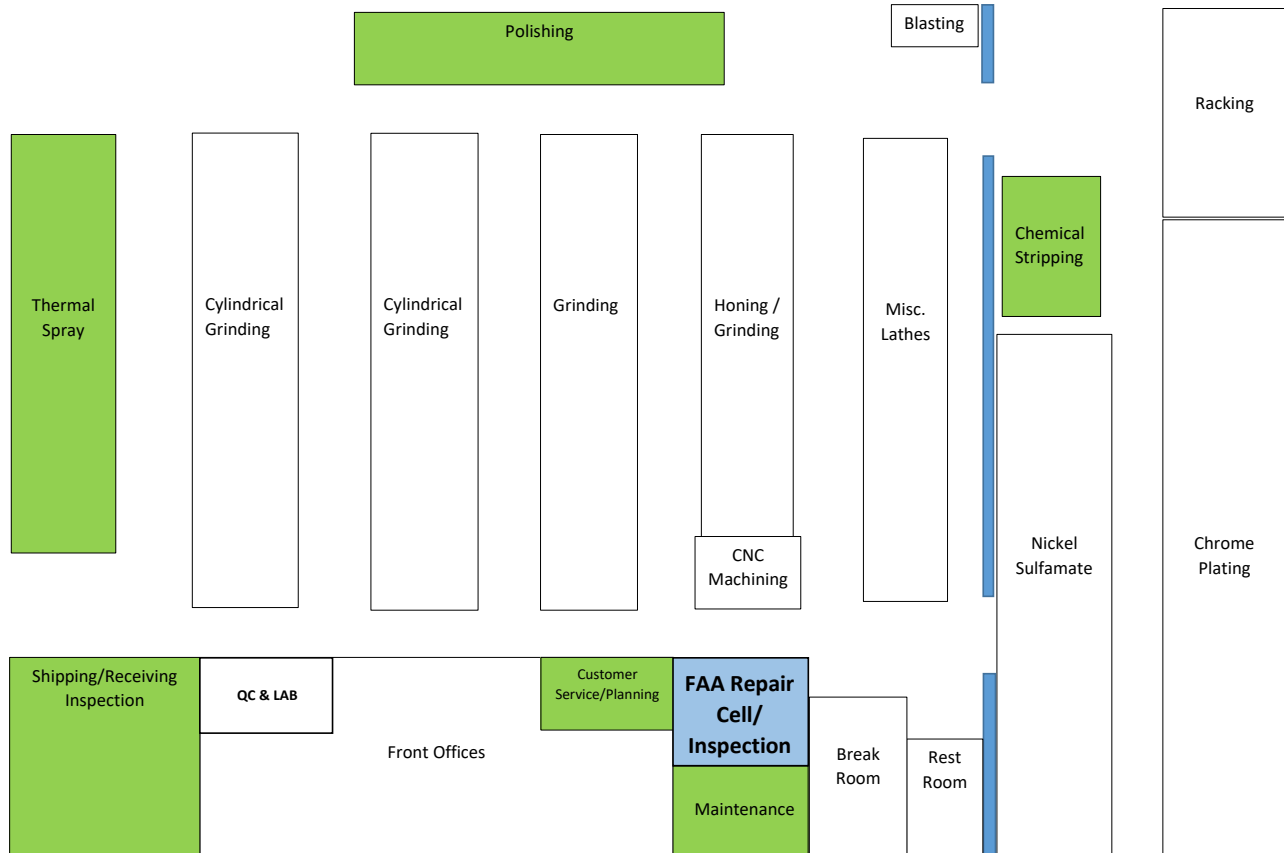
Specifically:

This repair station maintains housing and facilities adequate for the ratings obtained from the FAA. Specifically, there is;

- Adequate housing for the repair station's personnel, equipment, and material needed to properly perform the work authorized by its ratings.
- Adequate space for all work performed.
- Adequate facilities for properly storing, segregating, and protecting materials, parts, and supplies so that work is protected from weather elements, dust, and heat.
- Adequate facilities to ensure workers are protected as to prevent impairment of their physical efficiency.
- Suitable shop space for machine tools and equipment so that work is not done in an area that may contaminate other parts or processes.
- Suitable assembly areas for the largest items to be properly worked on under the repair station's ratings.
- Suitable environmental controls for the work performed.

3.1.5.2 Housing & Facility Illustrated

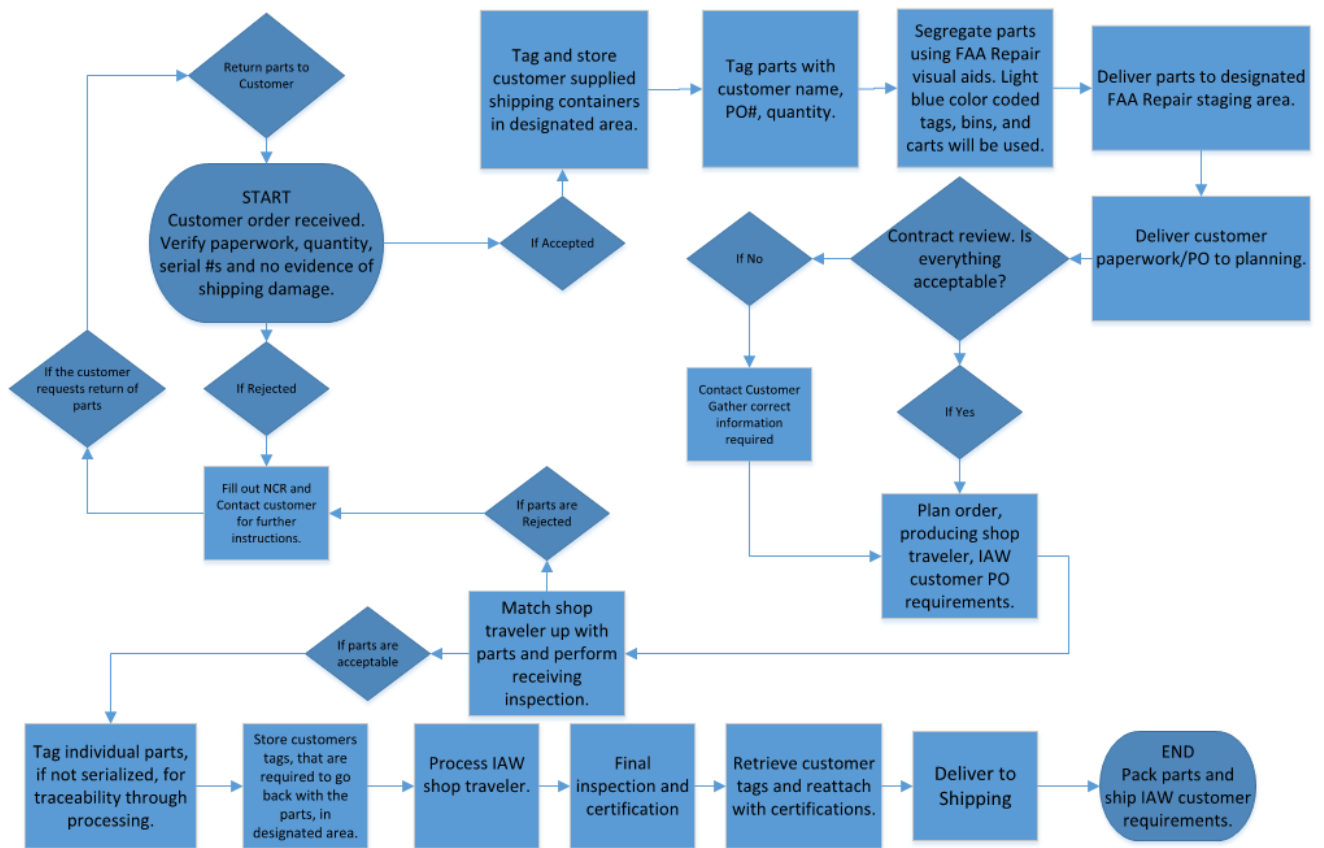
DCI Industries Repair Station Manual



3.1.5.3 Operations

DCI Industries Repair Station Manual

DCI Industries FAA Repair Station Overview of Operations



SECTION 4
CAPABILITIES LIST
14 CFR § 145.209; 145.215

DCI Industries Repair Station Manual

4.1 Capability List

4.1.1 Purpose

DCI Industries maintains a Capabilities List detailing the maintenance, preventive maintenance, or alterations that may be performed on articles listed in the Repair Station Limited Ratings and may only be used as authorized by the FAA on their current Operation Specifications.

4.1.2 Authority & Responsibility

4.1.2.1 The Capability List is maintained by the Quality Manager, as a separate document, not included in this manual, utilizing form DCI-RS003.

4.1.2.2 The Quality Manager is responsible for the self- evaluation audit. He is responsible for revising and maintaining the Capability List, notifying the CHDO and maintaining the records.

4.1.3 Control

The Capability List (form DCI-RS003) is a list of articles the Repair Station may service. The Capabilities Self-Evaluation (form DCI-RS004) records the details of the self-evaluation.

4.1.4 Procedures

4.1.4.1 Capability List Self-Evaluation

The Capability List (form DCI-RS003) contains a list of articles upon which, the Repair Station may perform maintenance, preventive maintenance and alterations.

Prior to listing an article on the Capability List, a self-evaluation will be performed utilizing the Capabilities Self Evaluation form DCI-RS004 to ensure DCI Industries meets the following minimum requirements:

- Operation Specifications contain the appropriate limited rating(s);
- Adequate housing and facilities are available to perform the work;
- Recommended tools, equipment, and materials are available;
- Current technical data and processes are available and;
- Sufficient qualified/trained personnel are available to complete the work.

The individual(s) completing the Capabilities Check List must be familiar with DCI Industries Repair Station processes and be able to perform an audit to determine compliance with 14 CFR Part 145. Completed checklist are reviewed and approved by the Quality Manager and or Chief Inspector prior to any work being initiated on the referenced article. Once approved, the Quality Manager forwards the completed checklist to the CHDO for final review and acceptance; checklists are submitted to the PMI at the CHDO. If the self-evaluation was satisfactory, the Capabilities List may be revised, as detail in following 4.1.4.2.

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4.1.4.2 Capability List Revisions

DCI Industries may perform maintenance, preventive maintenance, or alterations on the articles listed on the Repair Station Capability List or a completed and accepted Capabilities Check List. The Capabilities List will be updated anytime an article is to be removed from the current list or whenever five or more accepted Capabilities Check Lists have been generated.

The Quality Manager approves each change to the Capabilities List. Following approval, the Quality Manager revises the Capability List, notifies and sends the revised list and notification (form DCI-RS005) to the Repair Station's Principal Maintenance Inspector (PMI) for acceptance. Revisions are submitted electronically via email in a read only format.

4.1.4.3 Archived Capabilities List

Archived Capabilities Lists and Capability Check Lists are marked as superseded and maintained by the Quality Manager for a minimum of two years. In the event the Capabilities List has not been updated during a twelve (12) month period, the Quality Manager will review the Capabilities List to ensure its accuracy, add any outstanding completed and accepted Capabilities Check Lists, notify and submit an updated revision to the CHDO as outlined above.

4.1.5 Process Measurement

The Quality Manager will evaluate the Repair Station's capabilities to support the article in question. This evaluation is performed via the Self Evaluation Audit, reference Repair Station Manual, Section 4.1.4.1.

SECTION 5
TRAINING PROGRAM
14 CFR § 145.163; 145.51(A) (7)
145.209 (E)

DCI Industries

Repair Station Manual

5.1 Training & Qualification

5.1.1 Purpose

The Repair Station Training Program Manual (RSTP) is designed for equipping both certificated and non-certificated employees with the knowledge and skills to ensure personnel can perform assigned tasks for which the Repair Station is rated. The details of the training program are provided in the Company's FAA approved Repair Station Training Program manual.

5.1.2 Authority & Responsibilities

The Quality Manager has authority and responsibility for the training program. He performs assessments, creates and revises the training program. He ensures the RSTP manual is kept up to date and oversees the readiness of employees to perform their duties and assignments per their job description and requirements.

5.1.3 Controls

The RSTP Manual sets forth the procedures for DCI Industries to identify its training needs in a systematic manner, develop training and/or identify appropriate existing training, select the training methods, provide training, record training accomplishments, and measure the effectiveness of its training program.

5.1.4 Interfaces

DCI Industries uses a closed loop system to ensure that the training requirements for the Company and employees are identified, training standards are established, and training is provided.

5.1.5 Developing and Implementing the Company Training Plan

The training program and manual consists of the following basic components:

1. A Company needs assessment to identify the Repair Station's overall staffing requirements. Refer to RSTP, Section 2, Company Needs Assessment (form DCI-RS019).
2. Develop basic skills, education and experience requirements for each staffing position within the Company. Refer to RSTP, Section 2, Job Description (form DCI-RS020).
3. An employee needs assessment to evaluate an individual's qualifications for a particular staffing position. Refer to RSTP Section 2 (form DCI-RS021).
4. The basic method for defining areas of study and/or courses/lessons made available to employees. Refer to RSTP, Sections 3-4.
5. The method of documenting employee qualifications and training. Refer to RSTP Section 5.

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6. The methods used to measure the effectiveness of the training program and to make changes as necessary. RSTP Section 6.
7. The development of initial and recurrent training plans for employees. Refer to RSTP Section 9 (form DCI-RS022).

5.1.6 Reviewing and Revising the Repair Station Training Program Manual

The RSTP will be reviewed at a minimum, annually for currency and completeness (see RSTP Section 2.6 Continuous Training Program Review, and 2.7 Annual Training Program Review). The Quality Manager is responsible for submitting revisions of the RSTP to the FAA for approval. Revisions found unacceptable by the FAA will be corrected and resubmitted by the Quality Manager for approval. Any maintenance or administrative action(s) performed under revisions found unacceptable will be reviewed by the Quality Manager to determine the proper course of action.

5.1.7 Process Measurement

The Quality Manager evaluates training courses, content and training providers annually (RSTP Section 6.1). Employees' test results are analyzed and evaluated to measure training effectiveness (RSTP Section 6.2). Changes are made to training as required and employee remedial course work may be scheduled as necessary (RSTP Section 6.4). The Quality Manager maintains the annual training reviews in his office.

SECTION 6
WORK PERFORMED AT
ANOTHER LOCATION
14 CFR § 145.203

DCI Industries Repair Station Manual

DCI Industries does not perform maintenance, preventive maintenance, alterations or any specialized service on articles for which they are rated, at a place other than the Repair Station's fixed location.

SECTION 7
MAINTENANCE, PREVENTIVE
MAINTENANCE AND ALTERATIONS
PERFORMED FOR CERTIFICATE HOLDERS
UNDER PARTS 121, 125, 129 OR 135
14 CFR § 145.205

DCI Industries Repair Station Manual

7.1 Air Carrier & Air Operator Requirements

7.1.1 Purpose

To define requirements for compliance while performing work for Certificate Holders under Parts 121; 125, 129 and 135.

7.1.2 Authority & Responsibilities

The FAA Repair Manager has authority and responsibility over the Air Carrier & Air Operator maintenance program. He is qualified and has authority to direct, control and revise the procedures.

7.1.3 Controls

The FAA Repair Manager will review the Operator's purchase order request for work, which includes an evaluation of Hazmat requirements, Continuous Airworthiness Maintenance Program (CAMP), Required Inspection Items (RII) where applicable and any other relevant training or customer requirements.

7.1.4 Interfaces

Due to the nature of performing work for air carrier/commercial operators, customer requirements are generally set forth on the purchase order or repair request documentation. This Repair Station will ensure compliance with those instructions by requiring customers to provide complete and specific requirements in the purchase order, per Part 145.205. The FAA Repair Manager will maintain records of all communications between DCI Industries and the owner/operators.

7.1.5 Procedures

7.1.5.1 Customer Requirements Review

Before any work is planned the FAA Repair Manager will review the Operator's certificates and requirements from their purchase order and all other documents pertaining to the work requested. The scope of this initial review will include the customer's:

- Hazmat Status
- Continued Airworthiness Maintenance Program (CAMP)
- Required Inspection Items (RII)
- Any specific training requirements

The FAA Repair Manager will review the purchase order to ensure compliance with CFR Part 145.205. The Director of Operations is responsible to propose changes to the customer's purchase order as necessary to capture the required data. Any amendments to the purchase order will be the responsibility of the customer.

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7.1.5.2 Hazmat Status

DCI Industries will acknowledge receipt of the Operator's notification required under §§121.1005(e) and 135.505(e) concerning the Operator's status as a hazmat shipper / employer.

Prior to performing work for, or on behalf of a part 121 or part 135 operators who meet the requirements of a hazmat employer under 49 CFR parts 171 through 180, DCI Industries will notify employees and/or subcontractors of the customer's Hazmat status.

7.1.5.3 CAMP Requirements

1. CAMP Review

The FAA Repair Manager will review the operator's purchase order for Continued Airworthiness Maintenance Program (CAMP) requirements. The review will include reviewing the customer's documentation for any special instructions, including their engineering data. From this data the DCI Process Planner will create work instructions.

2. Compliance with CAMP Requirements

The Quality Manager will review CAMP for any special training is required. He will ensure all applicable training requirements are completed prior to any work. The Director of Operations will ensure all maintenance manuals, special work processes and procedures included in the Job Traveler are followed. The Director of Operations will ensure all equipment, tooling and any other special requirements are available at the time of work. The maintenance entries and records will reflect the requirements of the Operator's manual.

The Chief Inspector will be responsible for ensuring inspectors are rated, trained and available for all inspection duties. Inspectors will be required to follow all special instructions for inspections.

7.1.5.4 Required Inspection Items (RII)

1. RII Requirements Review

The Quality Manager will review RII inspection requirements including special work instructions, technical data and training requirements. RII requirements will be transferred to the Job Traveler.

2. Compliance with RII Requirements

The Quality Manager will ensure all personnel performing maintenance and/are inspections will be trained per the RII requirements. All RII items must be inspected in accordance with, where applicable, the operator's Continuous Airworthiness Maintenance Program, and manufacturer's specifications and/or approved technical data.

The Chief Inspector will ensure inspectors are trained prior to performing

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inspection duties. The Chief Inspector will maintain a list of Inspectors trained and qualified to perform RII for this specific operator. RII Inspectors will be specified by name and occupational title. The RII Inspector must be listed on the Repair Station's roster but cannot be the same person who performed the work.

Authorized personnel performing a required inspection must witness the critical steps of a maintenance procedure, repair, or alteration and verify its proper completion. Although Required Inspection Items must be inspected by an RII Inspector, the employee performing the work and the person observing the work are equally responsible for the proper completion and ultimate airworthiness of the article.

7.1.5.5 Duty Time Limitations

The FAA Repair Manager ensure DCI Industries complies with air carrier duty time limitations for each person performing maintenance or preventive maintenance functions or alterations.

7.1.6 Process Measurement; Audit of the Job Traveler

Upon completion of the work, the Chief Inspector will perform a review of the Job Traveler, inspections, CAMP requirements and release to service statements for completeness and accuracy prior to closing out the Job Traveler.

SECTION 8
CONTRACT MAINTENANCE
14 CFR § 145.217

DCI Industries Repair Station Manual

8.1 Contract Maintenance

8.1.1 Purpose

This section describes the process for identifying maintenance functions the Repair Station may contract out. This process also includes qualifying subcontractors and maintaining quality oversight.

8.1.2 Authority & Responsibility

The Quality Manager has authority and responsibility over Contract Maintenance. He is qualified and has authority to direct, control and revise the Contract Maintenance program.

8.1.3 Controls

The Maintenance Function List defines the articles, procedures and/or processes the Repair Station may contract out (form DCI-RS007).

8.1.4 Interfaces

The Maintenance Function List (form DCI-RS007) details the articles, procedures and/or processes the Repair Station may contract out for maintenance. The Contract Vendor Audit form # DCI-RS026 is used to evaluate Contract Maintenance Providers. Approved Maintenance Function Providers are listed on form DCI-RS007.

8.1.5 Procedures

Some maintenance functions that are an integral part of the maintenance being performed by this Repair Station may be subcontracted to a contract maintenance provider. Such contractors are used on a part-time basis, as needed.

The Procedures for Contract Maintenance are divided into three sections:

1. Establishing and maintaining the Maintenance Function List;
2. Qualifying Certificated and Non-Certificated Maintenance Contract Providers and
3. Procedures for work and return to service of articles to service that have utilized contracted providers.

8.1.5.1 Maintenance Function List Procedure

DCI Industries may request approval to contract out maintenance functions that it is certificated to perform. The Quality Manager is responsible for the Contract Maintenance Program and will submit changes to maintenance function(s) to the CHDO in a manner suitable to the Administrator for approval, to add these functions to the Maintenance Function List (form DCI-RS007).

8.1.5.2 Qualifying Maintenance Providers Procedure

DCI Industries may use certificated and non-certificated maintenance providers for contracted maintenance functions that have been approved by the FAA. Before a maintenance provider is added to the Company's list of contractors, the Repair Station will qualify the maintenance providers through an audit procedure.

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1. When there is a need to evaluate a contract maintenance provider, the Chief Inspector or his designee will mail, fax or e-mail the contract maintenance provider a copy of DCI-RS026, Contractor Vendor Audit Form.
2. When completed and returned, form DCI-RS026 will be evaluated by the Chief Inspector or a designee, for acceptability of the responses in the audit, for which the contract maintenance provider is being evaluated.
3. Upon approval, the contract maintenance provider will be added to the Contract Maintenance Vendor List (form # DCI-RS007) for specific maintenance functions for which they have been evaluated.
4. Changes to the contract maintenance providers management, ownership, location, and/or quality system may require re-evaluation of the contract maintenance provider. Therefore, any such contract maintenance provider's changes must be expeditiously reported to the Quality Manager.
5. The Quality Manager will notify contract maintenance providers to any changes in this manual that may impact the contract maintenance program

8.1.5.3 Non-Certificated Provider Procedure

1. The article to be maintained by a non-certificated provider will be accompanied by a purchase order that includes any special instructions necessary for the maintenance of the article. The purchase order shall also include rights of access to the facility by the FAA. The non-certificated person must follow a quality control program that is equivalent to this Repair Station's quality program.
2. DCI Industries will remain directly in charge of the work performed by a non-certificated person.
3. Once the maintenance has been performed and the article is returned to DCI Industries, the article's paperwork will be processed into the Repair Station. The inspection of the article will verify that the work was performed in the manner requested by the purchase order and equivalent to DCI Industries' Repair Station standards.
4. A thorough review will be made of the maintenance record to ensure it adequately describes the work performed and/or references the document(s) used to perform the work.

DCI Industries Repair Station Manual

5. DCI Industries will verify by test and/or inspection, that the work has been performed satisfactorily by the non-certificated person and that the article is airworthy before approving it for return to service.
6. The article is inspected by inspector(s) with the proper inspection authority per the Personnel Roster to release the article to service.

8.1.5.4 Certificated Provider Procedure

1. The article to be maintained by a Certificated Provider is accompanied by a purchase order that includes any special records and/or instructions necessary for the maintenance of the article.
2. Once the maintenance has been performed and the article is return to DCI Industries, the article's paperwork will be processed into the Repair Station. The inspection of the article will verify that the work was performed in the manner requested by the purchase order and equivalent to DCI Industries' Repair Station standards.
3. A thorough review will be made of the maintenance record to ensure it adequately describes the work performed and/or references the document used to perform the work.
4. DCI Industries' Repair Station will authorize the return to service once all the work is completed, inspected and found to meet the requirements of the approved or acceptable technical information used to make the repair or alteration.

8.1.6 Process Measurement

The Chief Inspector may re-evaluate any vendor when there are changes to the Repair Station activities, ratings or capabilities. In cases like this, the re-evaluation will involve re-submitting and evaluating the vendor audit form.

SECTION 9
Record Systems
14 CFR § 43.13; 14 CFR § 145.109

DCI Industries Repair Station Manual

9.1 Record System

9.1.1 Purpose

The Recordkeeping System documents the Job Traveler flow performed by the Repair Station and provides an accurate, reliable means of retrieving and accessing the data.

9.1.2 Authority & Responsibility

The Quality Manager has authority and responsibility for the record systems. He is qualified and has authority to plan, organize, control and revise the record systems.

9.1.3 Process Measurement

The Quality Manager will perform a monthly audit of the record systems for accuracy and completeness of records. This audit is performed during the last week of the monthly cycle.

9.1.4 Procedures

9.1.4.1 All Records will be retained in English that demonstrates compliance with the requirements of Part 43. The records will be retained in a format acceptable to the FAA.

9.1.4.2 DCI Industries will provide a copy of the maintenance release to the owner or operator of the article on which the maintenance, preventive maintenance, or alteration was performed, when applicable.

9.1.4.3 DCI Industries will retain all records required by this section for a minimum of 2 years from the date the article was approved for return to service.

9.1.4.4 DCI Industries will make all required records available for inspection by the FAA and the National Transportation Safety Board.

9.1.5 Controls

The Job Traveler Audit ensures all checklists, inspection points and release to service procedures and process have been completed, before closing out the Job Traveler and releasing an article back into service.

9.1.6 Interfaces

The Job Traveler details the work and inspections performed. Logbook entries are recorded as required and an 8130-3 release to service forms are completed as required.

QUALITY CONTROL MANUAL
14 CFR § 145.211;

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DCI Industries Quality Control System

Quality Control Manual Introduction (14CFR §145.211)

Purpose

This Quality Control Manual includes a description of the policies and procedures that will be used by this Repair Station to meet all requirements of a Quality Control System.

Responsibilities

The Accountable Manager will ensure all Repair Station personnel are familiar with the Quality Control Manual and applicable CFRs. A current hard copy of this Repair Station Manual and the Quality Control Manual is maintained by the Accountable Manager. The Repair Station Manual and the Quality Control Manual is accessible to all Repair Station personnel.

Procedures

This manual will describe the Inspection System, Material Control, Equipment & Tooling; Calibration Program, the Corrective Action Program and the use of the Repair Station documentation.

All personnel while performing any maintenance activities for this Repair Station, regardless of the location where the maintenance is being performed will strictly adhere to the procedures listed in this manual.

All maintenance, including inspections performed by DCI Industries, shall be accomplished in accordance with the original manufactures current inspection standards.

This manual contains the Repair Station's quality control procedures and the Quality Control system to permit this repair station to properly approve work performed on an article for return to service.

The maintenance, preventive maintenance, or alteration of civil aviation articles will be performed in accordance with the applicable Code of Federal Regulations (CFRs). This Repair Station will not maintain or alter any article for which it does not hold an appropriate rating.

DCI Industries Quality Control System

Manual Distribution, Control and Revisions Process

The revision process for the Quality Control Manual will be accomplished in accordance with the Repair Station Manual. This manual will maintain its' own Record of Revision and List of Effective Pages.

Record of Revisions

Note: Pages affected by the revision is noted by the date change on the List of Effective Pages and correlates with the date of the revision listed on this (Record of Revision) page. The status of revision for each page is also located in the footer. The latest revision text is marked by **red letters** to clearly denote changes of text in that particular revision.

Manual No. 01

Upon receipt of this revised manual from DCI Industries, discard the obsolete manual.

Record of Revisions

The record of revisions is used to identify and control the revision level of this manual.

Revision Number	Revision Date	Page(s) Revised	Reason For Revision	Initials or Signature
Original	4/10/2018			

DCI Industries
Quality Control System

List of Effective Pages

Revision	Page	Date
Original	i	4/10/2018
Original	ii	4/10/2018
Original	iii	4/10/2018
Original	iv	4/10/2018
Original	v	4/10/2018
Original	1	4/10/2018
Original	2	4/10/2018
Original	3	4/10/2018
Original	4	4/10/2018
Original	5	4/10/2018
Original	6	4/10/2018
Original	7	4/10/2018
Original	8	4/10/2018
Original	9	4/10/2018
Original	10	4/10/2018
Original	11	4/10/2018
Original	12	4/10/2018
Original	13	4/10/2018
Original	14	4/10/2018

Accountable Manager

Date

FAA Representative

Date

SECTION 1
PARTS & MATERIAL CONTROL
14 CFR § 145.211

DCI Industries Quality Control System

1.1 Parts and Materials Control

1.1.1 Purpose

This manual defines and describes the policies and procedures DCI Industries uses to ensure parts and materials meets the requirements of their type design through inspection and testing procedures.

1.1.2 Authority & Responsibility

The Chief Inspector has authority and responsibility over components, parts and materials. He is qualified and has authority to control, process and maintain parts and materials through the Repair Station.

1.1.3 Controls

The criteria for testing, inspecting and handling parts and materials are derived from approved technical data, which is defined in the Quality Control System.

1.1.4 Interfaces

The Receiving Report (DCI-RS010) tracks parts and materials as they pass through Receiving Inspection, where they are identified and processed into the Repair Station inventory or directly to the shop floor for use.

1.1.5 Process Measurement

Validation of parts control, processing and integrity of parts and material are managed through Incoming Material and Receiving Inspections. Parts and materials are identified and processed into inventory (or the shop as required) where they are stored in a secure environment. Continuous monitoring through audits ensures the stocking and preservation of parts is effective.

1.1.6 Procedures

1.1.6.1 Incoming Material and Receiving Inspection

An Inspector with Receiving Inspection authority per the Personnel Roster will inspect all materials and parts that will be used for, maintenance or alterations by the Repair Station.

1. All incoming materials will be documented on the Receiving Inspection Log (form DCI-RS010).
2. Parts will be inspected for conformity to purchase orders, original manufacturer's specifications, testing requirements, drawing or dimensions, and specifications and authenticity of parts. Such parts will be inspected for shipping damage, corrosion, rust, contamination or other deterioration. Any obvious defects will be called to the attention of the Chief Inspector for disposition.
3. Raw materials will be visually inspected for damage to the part and/or material, check for damage to the container. The material will be inspected to ensure the

DCI Industries Quality Control System

material is of acceptable quality. The raw material lot number will be recorded on the Receiving Inspection Log.

4. When parts are broken up into smaller quantities, copies of the original receiving inspection documentation will be copied and added to the parts that are broken up into smaller batches to maintain continuity and identification of parts.

1.1.6.2 Suspected Unapproved Parts

1. Employees are trained to identify Suspected Unapproved Parts (SUP). Items received in for stock will be inspected for any irregularities which may include but not limited to: altered or unusual surfaces, absence of required plating, evidence of prior usage, scratches, new paint over old, attempted exterior repair, pitting or corrosion, absence of proper identification, improper packaging, certification, or traceability to the original manufacture.
2. If there is a suspicion of an unapproved part, the part in question will be red tagged (form # DCI-RS011), placed into a quarantine area and reported to the Chief Inspector and/or Quality Manager.
3. Upon confirming the Suspected Unapproved Part, the Quality Manager will notify the FAA using form 8120-11. A copy of the Form 8120-11 will be kept with any other information including photos of the parts and any correspondence with suppliers or customer as necessary. This information will be kept on file in the Quality Manager's office.

1.1.6.3 Handling of Parts

The Chief Inspector and Operations Manager are responsible to ensure employees handle parts per the original manufacturer's recommendations to ensure that articles or parts are not damaged in transit from one area of the Repair Station to another.

1. Suitable trays, racks, stands and containers are available in the shop areas to ensure proper segregation and maximum protection of all parts during the maintenance and/or alteration process.
2. Hazardous materials will be handled per regulatory standards and stored in Hazardous Material approved containers and/or lockers.
3. Electronic sensitive parts will be handled to mitigate electronic static discharge.

1.1.6.4 Preservation and Storage of Parts

The Chief Inspector (or an assigned Inspector) is responsible for ensuring that parts stored in the Repair Station are maintained and/or preserved in accordance with the original manufacturer's recommendations or other government or industry standard practices.

DCI Industries Quality Control System

To afford protection against humidity, extreme temperatures, dust, rough handling or other damage, parts and material will be preserved by wrapping in suitable containers, plastic bags and/or rigid boxes containing suitable shock-absorption material as needed.

1. Shelf Life Materials

Materials with specific shelf life are logged using the Shelf Life Log form (DCI-RS015) and sorted by expiration date or date of next check. The practice of sorting by date using first in – first, out ensures the older stock is used first. The log is checked monthly by the Chief Inspector to ensure the integrity of the Repair Station's parts inventory.

2. Shelf Life Audits

Shelf life audits (form DCI-RS016) will be used to verify continued acceptance of the material. Any lots of material requiring traceability are recorded on the Job Traveler and on the Certificate of Conformance, or Form 8130 as appropriate. If failures occur in the field as a direct result of the materials, all other repaired articles affected by the same material lot may be traced through the original Job Traveler.

3. Life Limited parts are inspected in the same manner as other materials in in this section 1.1.6.1. Components are preserved in accordance with the original manufacturer's recommendations or other acceptable industry standards. To afford protection against humidity, extreme temperatures, dust, rough handling or other damage, the component will be preserved by wrapping in suitable containers, plastic bags and/or rigid boxes containing suitable shock-absorption material as needed.

1.1.6.5 Tagging & Identification of Parts

This Repair Station, for segregation and identification of articles uses the following tags:

Form #	Color	Use
DCI-RS011	Red	Used to identify units, parts, materials determined to be unairworthy, or does not meet type or design.
DC-RS012	White	Used to identify for general identification of parts.
DCI-RS013	Yellow	Used when receiving new, overhauled and serviceable parts.
DCI-RS014	Green	Used to identify units or parts that require repairs and or testing in order to determine airworthiness.

SECTION 2
QUALITY CONTROL SYSTEM
14 CFR § 145.211

DCI Industries Quality Control System

2.1 Quality Control System

2.1.1 Purpose

The Quality Control System describes the policies and procedures DCI Industries uses to ensure the airworthiness of articles for which the Repair Station performs maintenance, preventive maintenance, or alterations.

2.1.2 Authority & Responsibility

The Quality Manager has authority and responsibility for the Quality Control System. He is qualified and responsible to plan, organize and control quality procedures. At any time, an inspector cannot complete their task, the Quality Manager or Chief Inspector will ensure the inspection is completed.

2.1.3 Controls

Articles are subject to testing and inspection. The criteria for testing and inspecting articles are derived from approved technical data, which is defined in Section 3 of this manual. Approved current technical data must be available to personnel for the scope of maintenance the Repair Station is performing. Procedures detailed in this section ensures articles are identified, tested and inspected per technical documented procedures and processes. Each inspector is responsible for maintaining control of their respective inspection stamp. They cannot loan their inspection stamp to another person, they must maintain the integrity of their stamp. When a stamp becomes illegible, it must be returned to the Quality Manager, who will in return, assign the inspector a new stamp.

2.1.4 Interfaces

The Job Traveler is a key document, it includes work instructions, preliminary inspections, hidden damage/FOD inspections, in-process and final inspections. It is generated by the Process Planner via Epicor, DCI Industries computer business maintenance system. Department log books and shift change reports will be used to insure proper communication between shifts to ensure continued responsibility for maintenance in progress.

2.1.5 Procedures

2.1.5.1 Receiving Inspection

Receiving Inspection is performed as the initial operation on the shop traveler, inspecting for FOD and that the parts match the work instructions before being introduced into production. This inspection is performed by an inspector with the proper inspection authority, per the Personnel Roster.

1. Articles are processed through DCI's Shipping and receiving department. Containers are inspected for any obvious shipping damage. Customers paperwork/PO are matched up with parts and verify correct serial numbers and

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quantity. Customers supplied containers will be tagged and stored in proper area to be used to ship back customers parts. Articles will be tagged with customers PO# and quantity then delivered to FAA repair staging area. Customers PO and all accompanying documents will be delivered to data entry.

2. Job Traveler generated

Data entry will input all customer information, part number, quantity, and serial numbers into Epicor, DCI Industries computer business maintenance system. The customers PO and documents will then be given to the process planner to perform the contract review and produce the shop work instructions on the job traveler, it contains:

- Preliminary Inspection
- Shop work instructions
- Process Specifications (as required)
- Inspection Sign Off points
- Drawings as required
- Airworthiness Directives as required
- Service Bulletins as required
- Copies of the documentation that accompanied the article

3. Receiving Inspection Completed

The receiving inspection is completed, a green tag is attached to the article(s), and the article is processed into the Repair Station for work. If there is a discrepancy at receiving inspection then a red tag is attached to the article(s) and quarantined, locked into the bond area, until proper disposition.

4. At any time, a section or operation of the shop traveler or form is not required then it must be marked with N/R or N/A, signed, and dated by an authorized person. No operation will be started if a previous operation is not complete.

2.1.5.2 Preliminary Inspection

The preliminary inspection of the entire assembly and of each unit shall include verification, as applicable, of the customer's instructions, obvious damage and overall condition of the part. This preliminary inspection is performed by an inspector with the proper inspection authority, per the Personnel Roster. The article may require disassembly and/or cleaning to inspect and record the condition of the part(s). The results will be noted on the Job Traveler that accompanies the article through the maintenance process.

2.1.5.3 Hidden Damage Inspection

Any article or associated part that has been involved in an accident will be subject to a thorough and searching inspection for Hidden Damage. These inspections will include areas adjacent to the damaged area and/or in the case of deterioration, a thorough

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review of similar materials or equipment in a specific system or structural area. This inspection will be noted in the Job Traveler during the Preliminary Inspection and tear down.

The scope of this inspection will be governed by the type of unit involved with special consideration to previously recorded operating history, malfunction or defect reports, service bulletins and A.D. notes applicable to the unit(s) involved.

The technician or inspector is responsible for listing all discrepancies noted during the inspection of the article, which will be documented in the Job Traveler. The Quality Manager will communicate all findings to the customer for disposition.

2.1.5.4 In-Process Inspection

In-process inspections will be performed by an inspector with the proper inspection authority, per the Personnel Roster. When a record of an inspection by dimension or test is required in a sequence detailed in the Job Traveler, the results will be recorded in the appropriate section. All work and inspections are accomplished in accordance with approved technical documentation, customer specifications, process specifications and knowledge of industry best practices.

2.1.5.5 Final Inspection and Return to Service

1. The Final Inspection is performed by an Inspector who has Final Inspection and Release to Service Authority per the Personnel Roster. The Inspector ensures the article has been inspected and processed per the specifications called out in the Job Traveler.
2. The Inspector will sign and date the Job Traveler, after verifying the maintenance, preventive maintenance or alterations have been completed satisfactorily. This inspection will be completed prior to signing the maintenance release statement or issuing the 8130-3.
3. The Inspector will complete, sign, date, the 8130-3. He will describe the work performed, the identification of the person performing the work, describe the type and extent of the inspections performed, record the parts used as applicable and total time of life limited parts as applicable. Record the certificate type and number on FAA form 8130-3 Authorized Release Certificate, Airworthiness Approval Tag, as revised, in accordance with sections 43.9 and 43.11 of the CFR. A copy of the release to service for maintenance, preventative maintenance or alterations will be supplied to the customer.
4. Per RSM 2.1.6.1, DCI will maintain two Repairman who are rated to perform final inspection and return to service. In the case where there is no one available to perform the inspection, the article will be placed on hold, and isolated until an inspector with the proper authority is available.

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2.1.5.6 Service Difficulty Reports

The Chief Inspector will report to the FAA within 96 hours after it discovers any serious failure, malfunction, or defect of an article. The report must be in a format acceptable to the FAA with FAA Form 8070-1.

The report must include as much of the following information as is available:

1. Aircraft registration number;
2. Type, make, and model of the article;
3. Date of the discovery of the failure, malfunction or defect.
4. Nature of the failure, malfunction or defect;
5. Time since last overhaul if possible;
6. Apparent cause of the failure, malfunction or defect and
7. Other pertinent information that is necessary for more complete identification, determination of seriousness or corrective action.

2.1.5.7 Major Repairs & Alterations

This Repair Station may only use FAA approved technical data when it accomplishes a major repair or major alterations. If there is any question as to whether technical data is FAA approved, the question will be brought to the Accountable Manager for resolution. Major Repairs & Alterations inspections will be performed by a mechanic or inspector with the inspection authority per the Personnel Roster. Records of major repairs must be included on the customer's Job Traveler and include the information required by CFR 14, Part 43, Appendix B.

Records of major repairs will be recorded on FAA Form 337. After completion, the original FAA Form 337 shall be supplied to the customer as required by 14 CFR, part 43, Appendix B. A copy will be recorded on part of the Job Traveler for the Repair Station records and a copy will be forwarded to the FAA Aircraft Registration Branch within 48 hours of approval of return to service. The record will be retained for two years.

2.1.5.8 Procedures for Rejected or Scrapped Items

When items are determined by DCI Industries or the customer to be Beyond Economical Repair, a Red Tag form (Form # DCI-RS011) will be completed with the reason for rejection. The Chief Inspector will attach copy of the Job Traveler and the Red Tag. The item will be segregated from the shop to await disposition.

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When information is received from an authorized customer to scrap an item at site, the item will be disposed of as follows:

The part(s) will be destroyed in a manner determined appropriate, by the Chief Inspector that will preclude the possibility of the part being restored or returned to service. The Inspector shall record the date scrapped, part number, description and serial number on the Job Traveler.

2.1.5.9 Corrective Action Procedures on Deficiencies

It is the responsibility of the Quality Manager to determine when a corrective action is appropriate. Either, prior to the work being approved for return to service or after the work has been completed and approved for return to service.

1. Whenever an inspection or work scope determines that a maintenance step or function has been accomplished incorrectly, the work will be repeated and inspected to ensure proper completion.
2. The process will be reviewed to ensure that the improper work was not the result of a deficiency in the process instructions(s), facilities, equipment, tooling or material. Although this review may not be documented, it will be the responsibility of all personnel to bring any deficiencies to the immediate attention of the Accountability Manager.
3. In the case where an error and/or remedy is not easily identified the Chief Inspectors will open a Corrective Action Report (form DCI-RS028) to start a root cause analysis using form DCI-RS029.
4. Once the root cause has been determined the completed form # RS029 shall be used to complete the Corrective Action Report form # DCI-RS028.
5. If recommendations from the Corrective Action Report require changes in work steps, procedures or processes the changes or other follow up actions, the Corrective Action Report will remain open pending resolution.
6. The Accountable Manager shall evaluate the effectiveness of the remedy. Upon successful completion, the Corrective Action Report shall be closed out and a copy of both forms DCI-RS029 and DCI-RS028 will be kept on file in the Accountable Manager's office.

2.1.10 The Job Traveler Audit (Process Measurement)

The Job Traveler Audit is designed to ensure continuity of the work, inspections and completeness of records. The Chief Inspector or his designee reviews the Job Traveler as follows before the article is released to service:

1. Visually reviews the article for obvious damage, defects or discrepancies.

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2. Ensures tooling and equipment requiring calibration is identified and within calibration dates.
3. Ensures all parts, tooling and equipment used during the maintenance and inspection processes are accounted for.
4. Ensure all approved parts used in the work is referenced on the Job Traveler.
5. When discrepancies were found, and a corrective action report was opened, ensure report has been resolved and is included in the Job Traveler.
6. Verify all inspection sign-offs have been completed to ensure continuity of inspection, completeness and accuracy of all records.
7. Job inspection includes reviews of all attachments, e.g. technical data, tooling lists, forms used, OEM standard processes (including appropriate revision levels and dates), 8130-3 and any release statements completed as required.
8. Ensures all signatures, initials and/or stamp impressions are clearly recognizable.
9. The Job Traveler audit is dated and signed by auditor.

SECTION 3
EQUIPMENT, TOOLING
& DATA REQUIREMENT
14 CFR § 43.13; 14 CFR § 145.109

DCI Industries Quality Control System

3.1 Equipment & Tooling Calibration System Technical Data Requirements

3.1.1 Purpose

To define the technical data, equipment and tooling required for supporting and maintaining the Repair Station operations in accordance with Part 43.

3.1.2 Authority & Responsibilities

The Business Unit Manager has authority and responsibility for managing, organizing and maintaining the equipment, and tooling for Repair Station activities and requirements. The Process Planner has authority and responsibility for managing, organizing and maintaining the currency, control and distribution of all required technical data

3.1.3 Controls

Technical data sources and currency are supplied by the various sources, typically they are provisioned to the Repair Station, by the customer, the Original Equipment Manufacturer (OEM), process specification data and/or standards may be procured. Tooling and equipment requirements are derived and maintained per the OEM.

3.1.4 Interfaces

Controlled tooling and equipment are tracked by the Calibration Log (form DCI-RS008). Controlled tooling and equipment is identified by the Calibration Sticker (from DCI-RS009). Technical data is accessed and controlled per the following procedures.

3.1.5 Procedures

3.1.5.1 Technical Data Source and Access

Technical data may include maintenance manuals, overhaul manuals, Airworthiness Directives (AD), Service Bulletins (SB), Instructions for Continued Airworthiness, process specs and other applicable data acceptable to or approved by the FAA. Component Maintenance Manuals may be sourced through the original equipment manufacturer, the customer and/or subscription services. The most typical source of technical data is either supplied by or called out by the customer. All technical data is maintained in the English language.

The technical data used for work on a particular article is included in the Job Traveler and must be used during the performance of maintenance and inspection duties. A copy of the technical data used in the maintenance of articles is retained with the Job Traveler packet and is retained in English on record for two years. For aircraft, components or appliances, particular attention shall be accorded the status of applicable airworthiness directives.

Technical data will be maintained current and accessible when the relevant work is being performed, including the following: ADs, ICA, Maintenance Manuals, Overhaul

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Manuals, SOPMs, Service Bulletins, and all other applicable data acceptable to or approved by the FAA.

3.1.5.2 Tooling and Equipment Source and Storage

DCI Industries will use the tools and equipment recommended by the original manufacture of the article being maintained, or an equivalent acceptable to the FAA. Manufactures guidance on transportation and handling of tools and equipment will be followed at all times. Tools and equipment will be stored per OEM specs, inspected and maintained in good working order. Required tools and equipment must be located on the premises and under the repair station's control when the work is being performed. All technical documentation will be available to the FAA and NTSB personnel as required.

3.1.5.3 Tooling and Equipment Calibration and Tracking

1. All controlled tools (tooling) and equipment are listed in the Calibration Log (form # DCI-RS008). The Calibration Log is maintained by the Chief Inspector.
2. All calibrated tools and equipment are identified for the purpose of tracking and traceability control. All calibrated tools and equipment are identified by a sticker for identification. This sticker bears the identification number of the unit and the calibration date and calibration due date (form # DCI-RS009).
3. The Calibration Log is reviewed by the Chief Inspector at least once a month to determine the tools and equipment due for their calibration. This review will list calibration items due over the next 60 days.
4. The Chief Inspector is responsible to send out equipment and tooling prior to the expiry date. All tooling and equipment required for calibration will be sent to a vendor that utilizes traceable National Institute of Standards and Technology (NIST) calibration standards. The Vendor will include their company name, date of calibration and next calibration date. Any relevant information concerning results and method of calibration will be communicated on the Job Traveler.

3.1.5.4 Tooling and Equipment Out of Calibration

During inspection, if tooling or equipment is discovered to be out of calibration, determined unreliable or seals are broken, the user will report this to the Chief Inspector. Any tooling or equipment noted will be isolated and sent out for calibration. The frequency calibration of this equipment shall be increased to interval of six months for one year to ensure the integrity of the tooling and/or equipment. The Chief Inspector will determine if a recall of articles approved will need to be recalled on a case by case circumstance.

3.1.5.5 Lease / Rental of Equipment & Tooling

When it is necessary to lease or rent tooling and/or equipment the Chief Inspector will ensure that the tooling / equipment meets the requirements found in the technical data.

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The Chief Inspector will ensure the tooling is current on calibration and traced back to NIST Standards. The Chief Inspector will ensure the tooling / equipment is under control of the Repair Station at the time required for the service and/or inspection procedures.

3.1.5.6 Acceptance of New Equipment & Tooling

Upon receipt of new equipment, the Chief Inspector will ensure that the tooling/ equipment meets the requirements of applicable standards, Manufacturer recommendations, industry standards and any applicable technical data. The Chief Inspector will ensure the tooling is current on calibration and traceable back to NIST Standards. Equipment certifications will be kept on file in the Chief Inspector's office and is available for review by the FAA. Normally, when a unit is purchased, a calibration sticker is provided identifying the tool or equipment by ID number, the Calibration Date and Calibration Due Date. If a sticker is not provided, the Repair Station will use Form DCI-RS009 to identify the tool or equipment by ID number, the Calibration Date and Calibration Due Date. Equipment will not be put into service until above procedures have been completed.

3.1.6 Process Measurement

Anytime a Capability List Self Evaluation audit is performed and/or anytime a change in ratings is considered or a new Company Assessment is performed the technical data, tooling, equipment and facility are evaluated and these validates the Repair Station's equipment and technical data requirements.