

Blue Tuna Docs

Documenting the World of Aerospace

*This is a continuing series of articles, forms
and helps for compliance with*

FAR Part 145

Maintaining Forms for the FAR Part 145 Repair Station Manual

4

easy steps for

Managing Forms

1

Take advantage of the new provisions in the AC 145-9

Appendix 1. FORMS AC 145-9

Section 145.211 (c) (3) requires that the QCM contain a sample of the inspection and maintenance forms and the instructions for completing such forms. Or, the manual may refer to a separate forms manual, which provides examples of the forms with instructions.

The number of forms required to operate depends upon the size of the repair station. In the past the IPM (Repair Station Manual, RSM) included examples of all forms used in the operation of the repair station. The new revision allows the forms to be kept in a “forms manual” outside of the RSM.

There are a couple of reasons you may want to take advantage of this new provision. First, it streamlines the manual. The RSM is complex enough without the inclusion of forms. Second and more importantly when the forms are maintained outside the RSM it is easier to make changes to the forms. A change in a form does not throw your RSM into another revision.

As your company grows forms change. When you maintain your forms in a Forms Manual (Forms Log) they are more accessible to change minus the scrutiny of a revision simply because you made a small change to a particular form.

Take advantage of the new provisions in the AC 145-9 by maintaining your forms separate from your Repair Station Manual.

2

Create a Forms Log

The Forms Log may be used as a depository for your official repair station forms. There are a couple of ways to create this manual. One approach may be to scan your forms electronically. The approach I prefer is to maintain the real form (both front and back) in the manual. The form may be hole punched and added to a binder or physically attached to a page that is hole punched. The form may be inserted inside a clear plastic sleeve that is hole punched to fit inside a notebook binder.

The idea is create a manual that will maintain the master copy of your forms.

The Forms Log itself is composed of a table of contents. The table of contents includes the name (description of form), the company part number included on the form, date of currency and page number of the form in the Forms Log.

Even though the Forms Log may not be included in the FAR Part 145 Repair Station Manual, it should be referred to in the RSM. A section entitled "Inspection Forms" or something like this should be included in the RSM. This section should point to the location of the Forms Log in the Repair Station. An example might be, "All forms and instructions for completing forms are kept in the Chief Inspector's office."

Finally, it is a good idea to maintain an Archived Forms Log. When a form is revised - move the old form to the Archive Forms Log and change the currency date (date revised) in the Forms Log to reflect the change.

Do List

Reference the Forms Log in the RSM.

The Forms Log should be maintained in the location referenced in the RSM.

The Forms Log should contain master copies of current forms.

Create an Archived Forms Log for outdated forms.

3

Create procedures for maintaining the Forms Log & Forms

The FAA will want to know how you maintain the Forms and the Forms Log.

ABC Aviation WI # 134 Date:****

Rejection Tag

ABC Aviation	
W.O. REJECTED	P.O. NO.
(1) _____	(2) _____
P/N (3) _____	Serial No. (4) _____
Reason (5) _____	
Disposition (6) _____	
Date (7) _____ Inspector (8) _____	

- (1.) Work Order Number
- (2.) Purchase Order Number
- (3.) Part Number
- (4.) Serial Number
- (5.) Reason for rejection
- (6.) Disposition of unit
- (7.) Date rejected
- (8.) Inspector who rejected unit.

First, create a Standard Operation Procedure for maintaining the Forms Log. This procedure will outline the purpose of the Forms Log, where it is located, who is responsible for maintaining the Log, and method for checking currency of the Forms in the Log.

Second, create Work Instructions for each form. The Work Instructions will detail specific instructions on completing each - individual form. Each form will have its' own set of Work Instructions.

(1) Scan or copy the form so it can be reduced in size and scan on 8.5 X 11 paper.

(2) Number each blank field starting at 1 and continue until every blank field has a number assigned to that space.

Sample Page

(3.) The Work Instruction defines the purpose of the form and identifies the fields requiring attention by the user.

In past revisions of the RSM the forms were included and referred to in the RSM as to the chapter the forms were kept. Under the new guidelines forms are allowed to be maintained outside the RSM, but are still commonly referred to in the RSM. It is important to have procedures in place to maintain the Log and the forms themselves.

4

Review Revise Train

AC 145-9 suggests asking the following questions when creating work instructions.

How will the form be introduced (at what point during the maintenance process), and when should it be completed?

Who is the person or department responsible for starting the form, who will contribute to its completion, and who will finish all required entries on the form?

How will the form be completed?

What is the purpose of the form and how will it fit into the system?

How will the form fit into the recordkeeping system?

Are the forms referenced in the RSM?

Does the form have adequate space for filling out the form properly?

Is the form relevant?

REVIEW forms for currency at set times through the calendar year to insure that only current forms are in circulation. **REVIEW** forms for relevance and accuracy. Do your forms accurately track your processes?

REVISE forms to fit your company's needs. Forms are of no value if they don't fit the processes and practices of your company. As companies grow their paperwork changes, many times it becomes more complex. A company that adopts a new and more robust Quality Control System will experience many changes in their processes.

TRAIN personnel to fill out forms. If a form is important enough to be referenced in the RSM and used in the everyday business of the repair station then it is important to fill it out correctly. Assign a competent person the task of training personnel in the proper procedure of filling out a form.

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