



*1200 North Airport Drive  
Abraham Lincoln Capital Airport  
Springfield, Illinois 62707*

## **Repair Station & Quality Control Manual**

**FAA Repair Station #UO2R221L**

*Revision No. 22  
September 18, 2015*

MANUAL #:  
ASSIGNMENT:

1
FACILITY MASTER

# SECTION 1

## *Repair Station & Quality Control Manual Preface*

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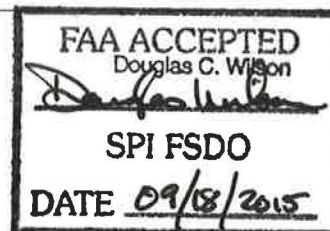
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Approved:

**FAA**



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## List of Effective Pages

- This list provides revision control of each page in this manual. Each page of the Repair Station & Quality Control Manual is listed as an original or revised date, as assigned. This list must be revised at the time of each manual revision and provides a means for Federal Aviation Administration (FAA) Flight Standards District Office (FSDO) acceptance.

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## Record of Revisions

- This page is utilized to record each revision as it is placed into the manual. It has provisions for recording the revision number, date inserted into the manual, the person inserting the revision, the affected pages, and the reason for the revision.

<b>Revision #</b>	<b>Date Inserted</b>	<b>Person Inserting</b>	<b>Affected Pages</b>	<b>Reason</b>
Re-issue	9/17/97		All	Complete re-write
1	11/12/97		2, 3, 5, 33, 96, 97, 98, 99, 100	Revisions
2	6/17/98		All	Complete re-write
3	10/31/98		Sect. I: Pg. 1-7; Sect. II: Pg. 1, 2, 4 Sect. III: Pg. 1-2 Sect. IV: Pg. 1-2 Sect. V: Pg. 1-4 Sect. VI: Pg. 1 - 2, 4-9, 11-13, 15-16, 18, 20-25, 27- 9 Sect. VII: Pg. 1-4 Sect. VIII: Pg.1-6, 8-12, 17-22 Sect. IX: Pg. 1-3, 5	Revisions
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4	12/31/98		Sect: I Pg. 9	Added page
5	3/6/99		Sect: 1 Pg. 1-9 Sect: VII Pg. 1-3 Sect: XXI Pg. 78,79	Revisions
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7	3/1/00		Sect: I Pg. 4, 5, 6, 7, 9 Sect: II Pg. 3, 4, 5 Sect: XX Pg. 3 Sect: XXI Pg. 6, 7, 28	Revisions
8	7/27/00		Sect. I, Pages 1-7, 9; Sect. II, Pages 1, 3-5; Sect. III, Pages 1-2; Sect. VI, Pages (All); Sect. VII, Pages 1, 2, 3; Sect. VIII, Pages 1, 3, 4, 5, 6, 8- 13, 19, 20-22; Sect. IX, Pages 2, 3, 5; Sect. XI, Pages 2-4; Sect. XII, Pages 1, 2 Sect. XIII, Pages 1-7; Sect. XV, Pages 1, 2; Sect. XVI, Page 2; Sect. XVII, Pages 1-2; Sect. XVIII, Page 1-2; Sect. XIX, Page 2; Sect. XX, Pages 1-3; Sect. XXI, Pages 1-2, 2a, 3, 6, 14-15, 19-20, 23-25, 35-37, 46, 47, 48, 61, 63, 65-67, 74, 76-79 and 82	Revisions that include TR 1a –TR 10
9	7/18/01		Sect. I, Pages 6, 9; Sect. X, Pages 1, 2	Rev. 9

10	1/15/04		All (Cover through page 204)	Revised to include new CFR14, 145 Requirements and manual format change
11	8/27/04		All (Cover through page 204)	Revised to include New Company Logo
12	10/25/04		Sect. 1 Pages 1, 5, 6, 9 Sect. 21 Pages 120, 12	Revised form 1027 Rev. 1
13	12/19/05		Sect. 8 Page 59  Sect. 8 Pages 49 Sect. 13 Page 90 ALL as needed Sect. 18, Page 103,104 Sect. 20  Sect. 6, Page 37 Sect. 8, Page 61, 62	Revised - Job Card for Engineering, Daily Turnover Log, Cal. Interval and Co. Name Change. Vendor questionnaire and removal of cover letter.  Qualifying and surveillance of non-certificated persons Redundant Review, Correct FAR references
14	7/12/07		All Pgs : 7,8,9,10,13,14,18,23,24,25,26,27, 28,40,42,45,46,50,52,60,72,75,81, 82,89,91	GE Ref. Remove Landmark Aviation Added  FAA Review
15	10/30/08		All  Pgs: 9-10, 12-13, 16, 17-39, 43, 52-53, 57, 58, 81-82  Pgs: 7, 8, 9, 10, 11, 21, 27, 31, 39, 44, 47, 53, 56, 60-93  Pgs: 84-90, 9	Landmark Aviation Ref. Removed StandardAero Added, Manual Revision changes, Added Capabilities List & requirements, Matched Organizational Chart to Duties & Responsibilities, Removed Training Room Reference, Deleted FAA notification requirement of roster change, Facility layout changes, Corrected typo on Form #, Deleted Form #1212, Added AD's, SB's, contamination and SOP, Proper documentation, Repairs & FAA Approved new articles to Preliminary Inspections, Added Contract Labor - Customer Assist Description, Surveillance & Qualifying, Removed all GE references Corrected the findings listed in a 12-30-08 letter from the Flight Standards District Office to obtain acceptance of StandardAero's RSQCM. Page numbering. Incorporated Temporary Revision TR014. Revised Section 18 revision & control process.
16	9/21/09		Pgs: i-iv, 1-3, 5 6 17 23 24 44 50-52 60 62 64 65-66 70 71 82 84-86 87-88, 90 92 94-114	Revised Table of Contents, LOEP, Record of Rev. procedure and work instruction comment Add Eng. & CAD to Org. Chart, moved Rcvg. Insp.  Internal depts. listed Engineers/CAD Designers described "or Form #SP1002" Paragraph renumbering, "(GEG 3674-4)" from Landmark Aviation to StandardAero Receiving docs retained by Materials Dept. from Receiving & Purchasing to Materials Dept.  Non-conforming material disposal Control of Documents and Data Calibration standards log of Off-Base Maintenance from Vendor Questionnaire. to Supplier Form Supplier Approval Flow corrections from Audit records in Quality to web-based New Appendices A (Procedure) & B (Work Instr.)



17	04/26/10	CJ	Pgs:i, ii, 1, 3, 5,8,9,17, 21-24, 27-28,43,45,47,48,52,53,57,58,70-73,77-82, 92,103-114	Revised Cover, LOEP, Record of Rev. Quality Manager/Inspection Crew Chief responsibility change Org Chart, Managers and Eng/CAD corrections Work Instruction corrections in Appendix B
18	02/08/11	CJ	Pgs: Cover page – 111 9 10 13 20 23 31 55 71 77-79 80-82 87 88 94-97  98-101  102-105	Renumbered all Pages Replaced SOP with WI Added parent WO definition Removed LRU room Organizational Chart (see below) Add Quality Admin Employees Removed Supervisor(s) Added 1158 Form Added paint stockroom temp/ctl procedure Revised Tooling Equiv Procedures Section 13 – Removed Contract Mx – Added Appx A Procedures Deleted Training Section – See TPM Functions to FAA and Non-FAA Certificated Sources Appendix A – Added Contracting Maintenance Assessment and Approval System Added Equivalent Tooling Procedure
19	12/09/11	CJ	Pgs: 1-5, 8, 20, 27, 54, 112	Revised Cover, LOEP, RoR, Org Chart, Job Codes, Added Appendix C
20	10/08/2012	CJ	Pgs: 1-5, 8, 11-14, 24, 50, 112	Revised Cover, LOEP, RoR, Update Class 2 Ratings, Compressors & Lighting, Responsibilities of Shelf Life & Scrap, Manual Distribution, Inspection Requirements, Warranty Work Orders
21	4/18/2013	CJ	Pgs: 1-5, 8, 9 11, 12, 16, 17, 20, 25, 27, 30, 32, 42, 43, 44, 46, 47, 48, 50, 52, 53, 54, 55, 56, 57, 60, 61, 62, 63, 64, 66, 67, 68, 69, 71, 72, 74, 75, 76, 77, 83, 84, 85, 89, 90, 102-105, 106 – 114, 122	Revised Cover, LOEP, RoR Form name/number changes to the ISO “F” numbering system. Revised floor plan and Org. Chart. Removed Director of Operations Added Chief Inspector responsibilities and revised Inspection Crew Chief responsibilities. Added HazMat procedures. Revised Non-Conforming Tag procedure. Revised definition of loose hardware bag. Revised P 7.5.1 in Appendix A Added to Appendix A, Shipping of Hazardous Materials and Dangerous Goods and Handling of Hazardous Material and Dangerous Goods. Clarified Section 20, Forms Manual Distribution Procedure; Added Appendix D

22	09/18/15	BB	Pgs:1,2,3,9,11,13,20,24,25,30,32,33,42,43,44,46,48,50,52,53,56,57,58,60,62,66,74,75,76,77,83,84,85,89	Revised organization chart. Added definitions. Added naming consistency with several terms. Removed Chief Inspector. Split Chief Inspector responsibilities between Quality Manager and Inspection Crew Chief. Modified Preliminary Inspection procedures. Added APPENDIX E-J, Reformatted APPENDIX A-D page numbering.
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## **SECTION 2**

### **Repair Station & Quality Control Manual and Definition**

#### **Purpose**

- The purpose of this Repair Station & Quality Control Manual (RSQCM) is to provide clear direction and effective procedural instructions that ensure quality product and services are provided to our customers in compliance with applicable FAR's.
- This RSQCM, prior to revision 10 was known and titled as the Inspection Procedures Manual. Revision 10 changes the manual name and adds additional procedures, which address compliance with newly revised CFR14, FAR 145 requirements.
- The RSQCM includes the necessary procedures for full compliance with the applicable FAR's as well as good business practices. The RSQCM responds to facility quality policies and defines the acceptable procedural methods to achieve full FAR compliance. In addition to these procedures, in some cases it is necessary to provide a work instruction level of documentation. In such cases these procedures and work instructions will make reference to the applicable section in this manual. These procedures and work instructions will provide additional instruction only and will not be used in lieu of this manual. These additional procedures and work instructions will be made available for review by the Administrator in the attached Appendices.
- Throughout this manual, the term "quality system" is broadly used to mean this facility's overall quality system, which includes the elements of the FAA RSQCM, which enables this facility to meet or exceed customer and regulatory requirements. The quality system, designed and developed in conjunction with managerial functions, establishes an effective system for ensuring quality. An important objective of this quality system is to prevent non-conformances throughout service delivery and provide for prompt detection of any non-conformance which may result in unsatisfactory quality, as well as provisions for timely corrective action.
- Throughout this manual, the term "product" is broadly used to mean any material(s), part(s), component(s), engine(s), or airframe(s) processed through this facility's quality system.
- A description of this facility's quality system documentation structure is provided below:

POLICY provides general statements of understanding to guide thinking and actions in the development of lower tier documentation. (For example, a typical policy would address document control.) Quality policies are found in the STANDARD AERO Services RSQCM, which is maintained and located in this facility's Quality Department.

PROCEDURE establishes methods for handling various facility activities. These are a guide to actions and make clear the manner in which an activity is to be accomplished. Procedures are generally written in chronological sequence of required actions. (For example, procedures must describe an activity such as Receiving Inspection.) The RSQCM contains documented quality procedures relative to FAR 145 compliance.

- The procedural structure terminology utilized in this document is as follows:

PURPOSE establishes the rationale and benefit derived from compliance with the particular sections' contents with regard to facility, customer, and/or FAA regulations and requirements.

PROCESS REQUIREMENTS establishes the requisite conditions necessary for successful completion of the procedure outlined.

PROCEDURE AND RESPONSIBILITIES establishes the specific sequence of events, and identifies the associated personnel, required for accomplishment for the procedure to be successfully completed.

WORK INSTRUCTIONS (WI'S) are utilized in performing a task as outline in a procedure. (Examples include inspection instructions for the packaging, handling, and shipping of product.) WI's relative to the quality system will make reference to this facility's RSQCM. WI's developed by this facility *which directly instruct personnel on the specifics of servicing, repair, or overhaul of aircraft, or any part thereof, not contained in the products maintenance manual must be submitted to the Administrator* (or an authorized representative) for acceptance prior to implementation. As this facility's quality system encompasses quality aspects not normally associated with FAR compliance, additional documentation may be maintained to provide overall quality system control, utilizing the defined structure described above. It is understood that procedural level documentation required by FAR 145.209

and FAR 145.211 to maintain full FAR 145 (Repair Station Operation) compliance must be provided for in this RSQCM.

## Definitions

The following terms are used throughout the manual and are defined as follows:

### 1. Work Order (W.O.)

The work order consists of an identification number, repair station's name and address, FAA assigned repair station number, customer name and address, complete identification of the items worked on and detailed instructions for work to be accomplished. For the work accomplished there is a space for technicians and inspectors to sign off their work. The work order contains forms, data, and documentation relevant to work performed on product.

- Parent Work Order – Primary work order, (typically the Airframe W.O.) that may contain Removal and Installation sheets, Discrepancy Listings, etc.
- Secondary Work Order – Anything other than a Parent Work Order

### 2. RII (Required Inspection Items)

Required inspection items are any maintenance operations which, if improperly performed could result in a failure, malfunction, or defect endangering the safe operation of an aircraft. Required inspection items pertain to maintenance performed under continuous airworthiness requirements (FAR 121/125/129/135) required inspection items are defined in the operators FAA approved maintenance manual.

### 3. PAH (Production Approval Holder)

### 4. OEM (Original Equipment Manufacturer)

### 5. WOAC (Work Order Administration Center)

### 6. Authorized Inspector – Inspection Personnel authorized by the Repair Station Roster

### 7. Crew Chief – Non-Inspection personnel from one of the Production Departments

### 8. QA Inspector – This is a term describing the type of assignment an Inspector is given. QA Inspector is an Inspector as defined by page 30. They are assigned by hanger. They often stay with the product during the entire maintenance event.

### 9. QC Inspector – This is a term describing the type of assignment an Inspector is given. QC Inspector is an Inspector as defined by page 30. Their assignment defaults to a hanger but more often are given temporary assignments due to their special skills and knowledge. The Inspection Crew Chief assigns QC Inspectors by workscope requirements and company objectives.

## Control Purpose

- STANDARD AERO is responsible for maintaining full FAA regulatory compliance. While on-going regulatory compliance is understood, Standard Aero has developed this process to allow the use of RSQCM temporary **revisions (T/R) (form #F 4.2.3-3-1) to expedite implementation of quality system process improvements and/or** corrective action plans associated with the RSQCM subject matter. When procedural changes which are determined to provide organizational value with rapid deployment or which may require a trial period to insure effective process improvement the following alternate method will be used.
- The purpose of the procedure detailed below is to provide approved methods for submitting revisions to the RSQCM, Forms and Training Manual for FAA acceptance/approval and to ensure control of the system of distribution and accountability for serialized editions. The procedure outlined below provides an acceptable method of compliance with the requirements of FAR 145 (Repair Station Operation).

## Control Requirements

1. Each RS&QCM, Forms and Training Manual issued is serialized and so identified on the manual cover page.
2. A master list containing the manual serial numbers and owners is maintained by the Quality Manager.
3. All issued manuals are maintained in current condition at all times by their respective owners.
4. FAA FSDO revision acceptance is obtained prior to procedural changes pursuant to this manual being implemented.

## Distribution Procedure and Responsibilities

1. Upon development of procedures impacting quality system operations and RSQCM content an assessment is made by the Quality Manager regarding the method of RSQCM revision to be utilized.
2. In cases where the temporary revision (T/R), (form# F 4.2.3-3-1), process is determined to provide the most effective manner of implementing a quality system process improvement, it shall be utilized.
3. The developed T/R, (form F 4.2.3-3-1), shall be issued a serialized control number (example: T/R001, T/R002), revision number (example: T/R001a, T/R001b), identified with an issue date and the expiration date. The maximum life of a T/R, (form #F 4.2.3-3-1), is 90 days and is submitted to the FSDO Office for formal inclusion into the RSQCM within this time period.
4. Upon creation of the T/R, (form #F 4.2.3-3-1), it is immediately submitted to the FSDO office. Upon submission to the FSDO, the FSDO will provide written receipt of the T/R without further review. These written receipts are kept on file in the Quality Department to document RSQCM currency. This is with the understanding, as documented above, that this facility is responsible for maintaining regulatory compliance and any submitted T/R, (form #F 4.2.3-3-1), meets that on-going responsibility.
5. Once submitted to the FSDO office, facility training (as required) is accomplished the T/R, (form #F 4.2.3-3-1), is issued to all holders of the RSQCM and the procedure is implemented in facility operations. The distribution and control process for T/Rs (FORM #F 4.2.3-3-1) or revisions to T/Rs, (form #F 4.2.3-3-1), is the same as RSQCM revisions not utilizing the T/R process.
6. During the life of a T/R, (form #F 4.2.3-3-1), it may be necessary to alter or change the content of the document to improve its effectiveness. Facility personnel affected by the T/R, (form #F 4.2.3-3-1), shall use the T/R Feed Back form, (form # F 4.2.2-3-1), to provide information on the functionality of the T/R, (form #F 4.2.3-3-1), and recommendations for improvement. (It should be noted that both positive and negative feedback is solicited utilizing this form F 4.2.2-3-1 to foster improvements. Form F 4.2.2-3-1 is maintained on file in the Quality department); In cases where the T/R, (form #F 4.2.3-3-1), is revised, the T/R, (form #F 4.2.3-3-1), revision is immediately submitted to the FSDO office and accepted without formal review. This is with the understanding as documented above that this facility is responsible for maintaining regulatory compliance and any submitted revisions meet that on-going responsibility.
7. After the facility has implemented a process improvement using the T/R, (form #F 4.2.3-3-1), process and is satisfied with the revision, the facility will submit a request to the FSDO to incorporate the T/R, (form #F 4.2.3-3-1), into the RSQCM permanently. This is completed prior to the T/R, (form #F 4.2.3-3-1), expiration date. Reference to the T/R, (form #F 4.2.3-3-1), is made in the request.
8. The Quality Manager maintains the master copy of the RSQCM and its associated computer file, which is available for review as a computer file shared across the local area network. The master copy is located in the Quality Department. The ability to revise or alter the shared computer file is limited to the Quality Manager to ensure the integrity of the file's contents.
9. Revisions to the master copy are made by the Quality Manager and submitted in paper format for acceptance to the FAA prior to incorporation into the manual. Upon acceptance, the record of revisions is amended accordingly.
10. Revised portions of the RSQCM are indicated by a solid black line on the left of the page, identifying text or graphics changed, on the affected page(s). List of Effective Pages, Record of Revision and Table of Contents are used to control and identify sections of the RSQCM.
11. The Quality Manager maintains a master list (paper), located in the Quality Department, containing the manual serial numbers #1 Facility Manual, #2 FAA Copy.
12. The Quality Manager distributes the RSQCM to all facility personnel through a desktop icon on all StandardAero Springfield, IL computers for review through the IT Department. StandardAero's website distributes a current copy for review to all vendors and customers as needed.

### **SECTION 3**

#### ***Introduction***

1. This facility's capabilities include:
  - A. General fixed-base services;
  - B. Airframe and turbine engine line inspection, maintenance, and overhaul;
  - C. Corporate aircraft inspection, refurbishment, retrofit, and completion;
  - D. Avionics and component inspection, repair, testing, and overhaul.
2. The following ratings and classes are currently held by this facility:
  - A. Airframe: Class 2, 3, 4
  - B. Accessory: Class 1, 2, 3
  - C. Limited Ratings: See StandardAero Limited Rating Capability List.
3. The repair, overhaul, alteration and inspections of product by this facility is performed in accordance with current FAR's, manufacturers' data, drawings, specifications and bulletins, or other data acceptable to the administrator.
4. This facility does not maintain or alter any product for which it is not rated and will not maintain or alter any product for which it is rated if it requires technical data, equipment, product, facilities, or specially-trained personnel that are not available.
5. All supervisory, and inspector personnel working for this facility have a current copy of this manual and thoroughly understands and adhere to its contents and spirit. Additional copies of the manual have been issued to ensure the manuals availability to all facility personnel.
6. Ultimate responsibility for the understanding of and compliance with the provisions of this manual by facility personnel rests with this Repair Station, although this facility holds its employees responsible for that understanding and compliance.
7. Current management, supervisory, inspection and repairmen personnel employment summaries and job scopes are maintained and updated as required by the Quality Department.
8. Employee identification is provided for by a serial numbering system, which identifies each employee; this number is unique and may not be reissued.
9. An updated Repair Station Roster is available for FAA review upon request.
10. The Quality Manager makes notification to the FAA, in writing, of changes to facilities or equipment impacting the quality system or requiring a procedural change to the organization. This notification is made prior to the change.
11. Quality Manager coordinates and notifies the FAA, in writing, with regard to a change in certificate Class Ratings. This application is submitted on a form and in a manner prescribed by the Administrator.
12. The Quality Manager with the assistance of Department managers is responsible for developing a Capabilities List and performing self-evaluations required by FAR 145.215(c).
13. The self-evaluations will be tracked on a Web-Based tracking system and performed on an annual basis. Results of the capabilities list self-evaluations will be reported to the VP/GM for review and action. Any revisions to the Capabilities List will be reported to the FAA in writing within 5 working days.

## **SECTION 4**

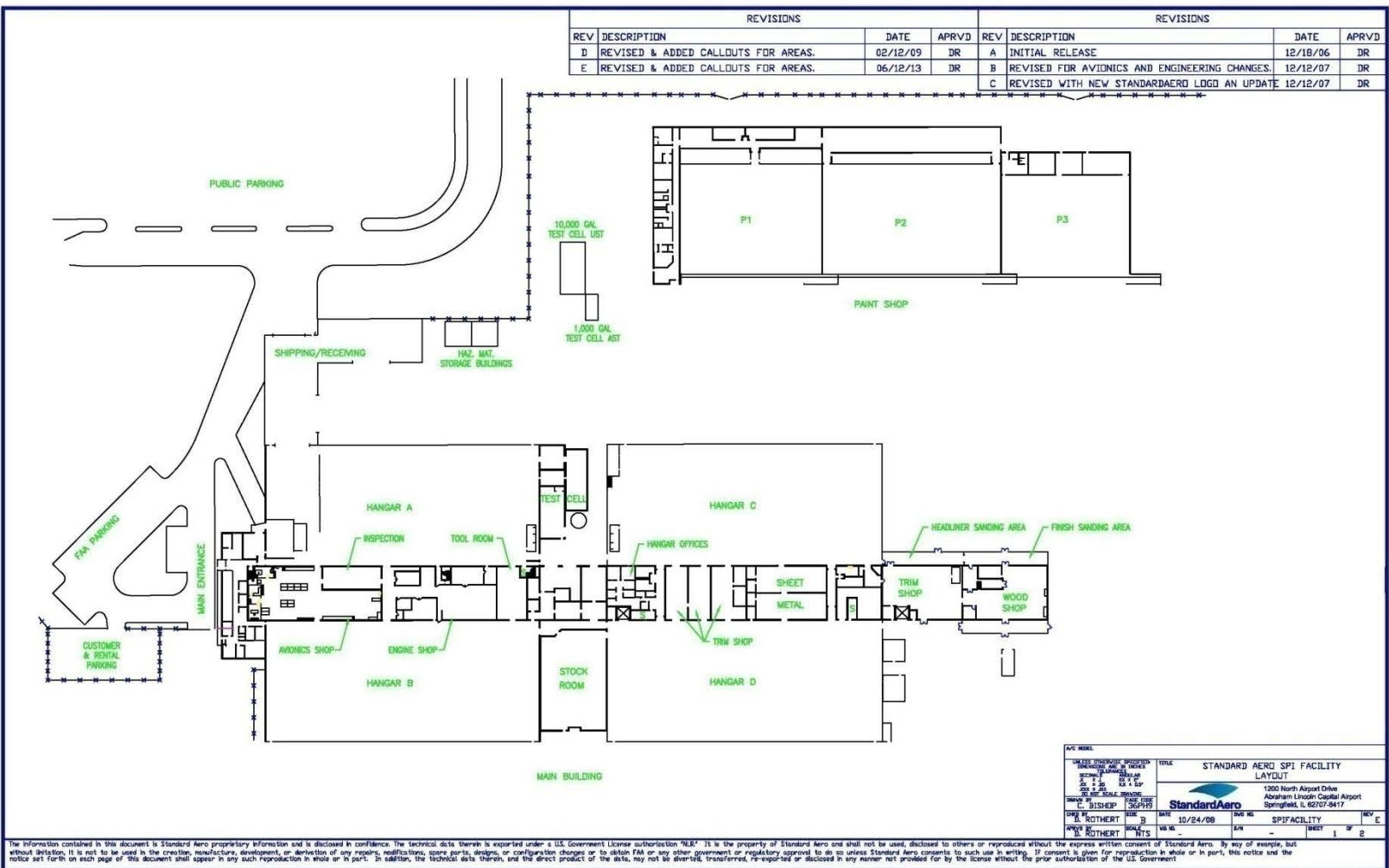
### ***Housing and Facilities***

- This facility provides adequate space for the activities performed within its ratings.
- Shops are designed to exclude contamination from machining chips, grinding dust, paint, etc.
- The machine shop is a dedicated room, with no other assembly work taking place therein.
- Painting and refinishing work is conducted in dedicated rooms, booths, and portable booths designed for such work.
- Interior refurbishment work is done in dedicated shop areas to exclude contamination. For large product, such as aircraft carpet, sidewalls, and headliners, a dedicated hangar floor area is utilized.
- There is a paint stripper recovery system in use at the Paint Shop for the recovery and handling of paint stripper waste. (NOT in use as of Revision 20)
- Disassembled product is stored on suitable racks within the hangar areas or relocated to a dedicated area on the second floor. Product removed from engines is stored on suitable racks within or at dedicated hangar floor areas.
- Product passing through Receiving and routed to the Stockroom is placed on either moving or fixed shelving. Bonding areas are provided for product requiring further disposition. Only accepted product for issue is placed in the Stockroom. Assigned product storage, with limited access, is provided by the Stockroom.
- Product placed in stock is protected as necessary to prevent any contamination or degradation.
- Product within the shops awaiting assembly or disassembly maybe placed on racks or in containers and protected as necessary to prevent contamination and degradation.
- Shops within the core areas of the main hangar complex are fully heated by a combination of natural gas and electric furnaces and air-conditioned with conventional Freon units. Hangar bays are sufficiently heated to allow continual work during normal winter conditions.
- Extra ventilation is provided in the NDT room, the bearing inspection area, the spray finishing room, and the Paint Shop bays. The Sheet Metal and Wood Shops have in-shop re-circulating air benches for jobs requiring air filtration.
- Shops have adequate fluorescent lighting throughout the shops, with additional incandescent lighting as necessary at some machine locations.
- Hangar A, B, C and D bays are lit with 11 each XtraLight Fluorescent High Bay T5 HO lights.
- The hangars are constructed of steel framing with steel siding and steel roofing. The ceilings and side walls of the hangars are fully insulated.
- The hangar floors for hangars A, B, C, and D are composed of smoothed concrete with epoxy coating. The floor for the Paint Shop is composed of smoothed concrete.
- Heating for the Paint Shop is provided by natural gas forced-air furnace units.
- The heating and air conditioning for the Paint Shop office is provided by a natural gas forced-air furnace and a conventional Freon cooling system.
- The heating for hangars A and B is provided by a natural gas infrared system with hangar A having an additional natural gas forced-air heater mounted in the ceiling.

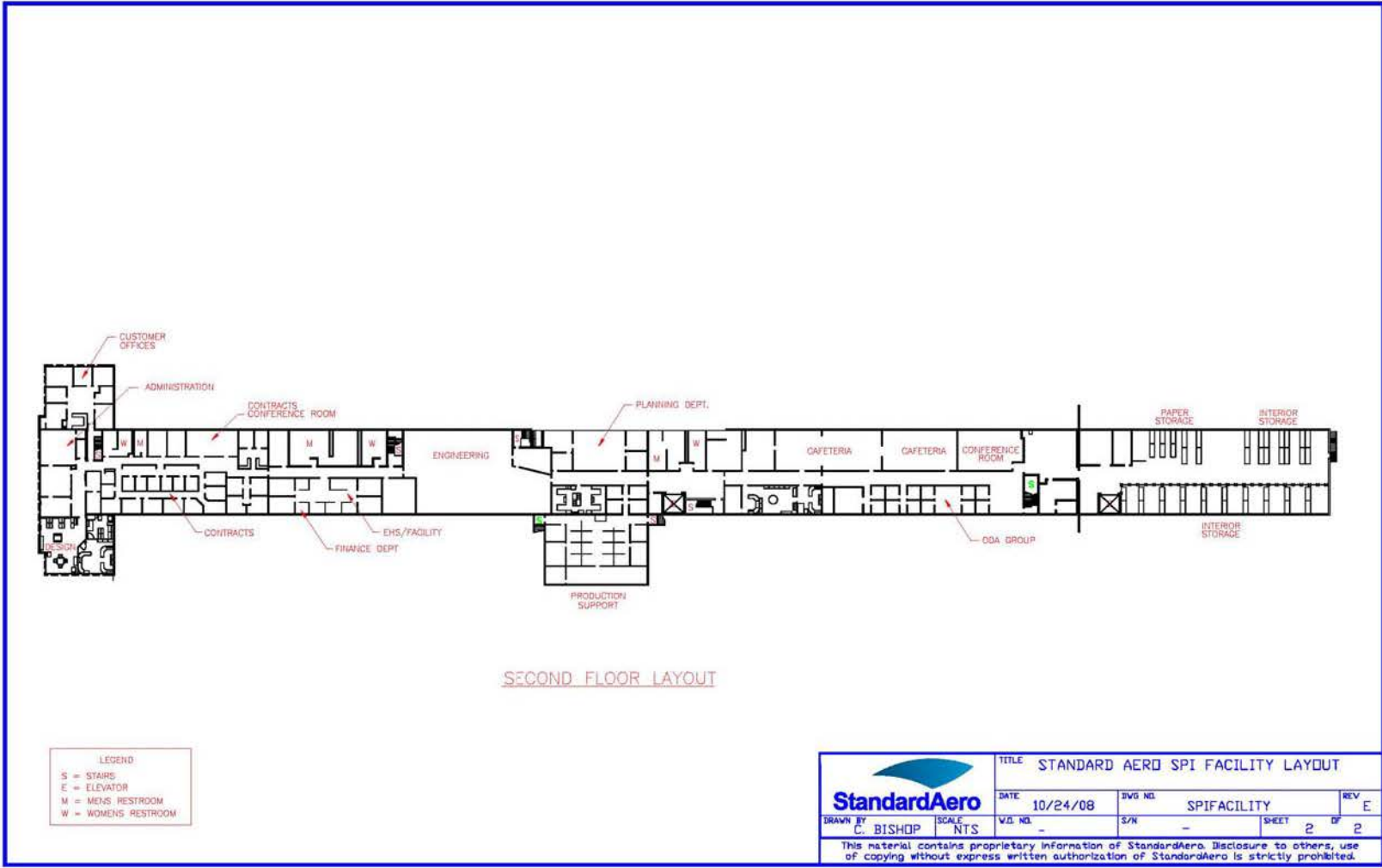
- The heating for hangars C and D is provided by a natural gas infrared system and natural gas forced-air units mounted in the ceiling.
- The flooring in the core area shops is finished in smoothed concrete. The first floor is epoxy-coated and the second floor is covered in tile and/or smoothed concrete.
- Each hangar bay encompasses 25,000 square feet of overall floor space.
- Total core shop space between hangars A and B and C and D is 68,000 square feet. The core shop area (north end) total area is 15,000 square feet.
- Hangar bays A, B, C, and D can each accommodate aircraft with wingspans of 120 feet, overall lengths of 140 feet, and overall tail heights of 30 feet. Floor-loading capacity allows for a dual-wheel axle weight of 60,000 pounds per axle.
- The Paint Shop is divided into three bays with office and storage areas. The first bay incorporates a down draft system (150'X122'), the middle bay incorporates a cross draft system (150'X140'), the third bay is utilized as a strip area (118'X140'). Total area of the facility is 64,000 square feet.
- The computer system consists of a facility-wide networked IBM AS400 system and a local file and application server with terminals accessible throughout this facility. Business functions may utilize these systems.
- The avionics shops provide a fully filtered and environmentally controlled climate during the storage or work on avionics product. Suitable workbenches are provided for the placement of avionics product. Lockers are identified and provided for storage of new, customer-owned, and in-progress avionics product. There are dedicated static-free workbenches for use on ESD-sensitive equipment, when required.
- Fire detection, warning, and suppression devices are placed throughout this facility. These systems are supplemented with portable fire extinguishers. Fire warning and portable extinguishing equipment locations are marked for easy identification.
- The compressed air system for hangars A, B, C, and D and Paint Shop consists of two 100-horsepower Class D compressors.
- The electrical system for the facilities consists of four 460-volt AC systems divided into subsystems of 277 volts AC, 208 volts AC, and 110 volts AC.
- Contract services are employed to provide routine janitorial service for this facility.
- All tooling, equipment, and materials necessary to perform maintenance activities are documented in paper format on StandardAero Tool Inventory List located in the tool room.



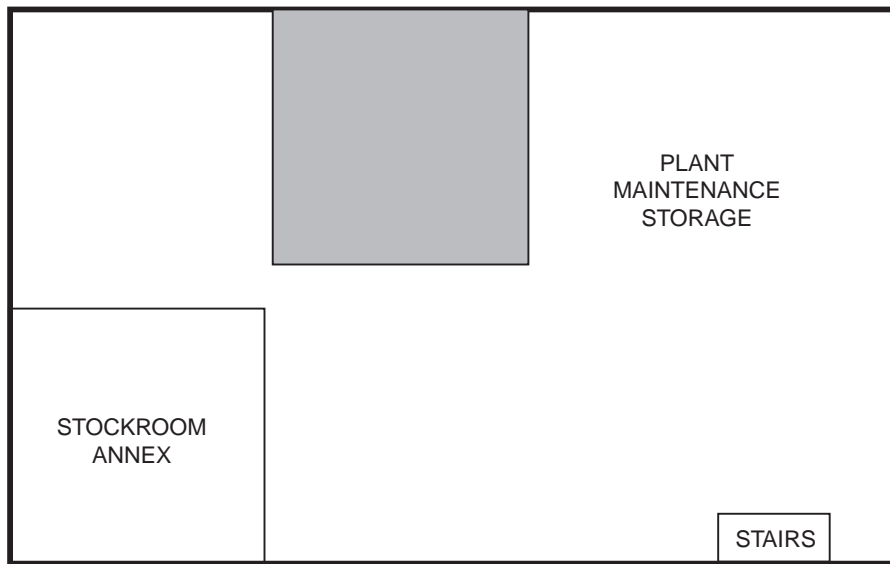
**SECTION 5**  
***Floor Plans***  
**Main Complex**



Center Core (2<sup>nd</sup> Floor)

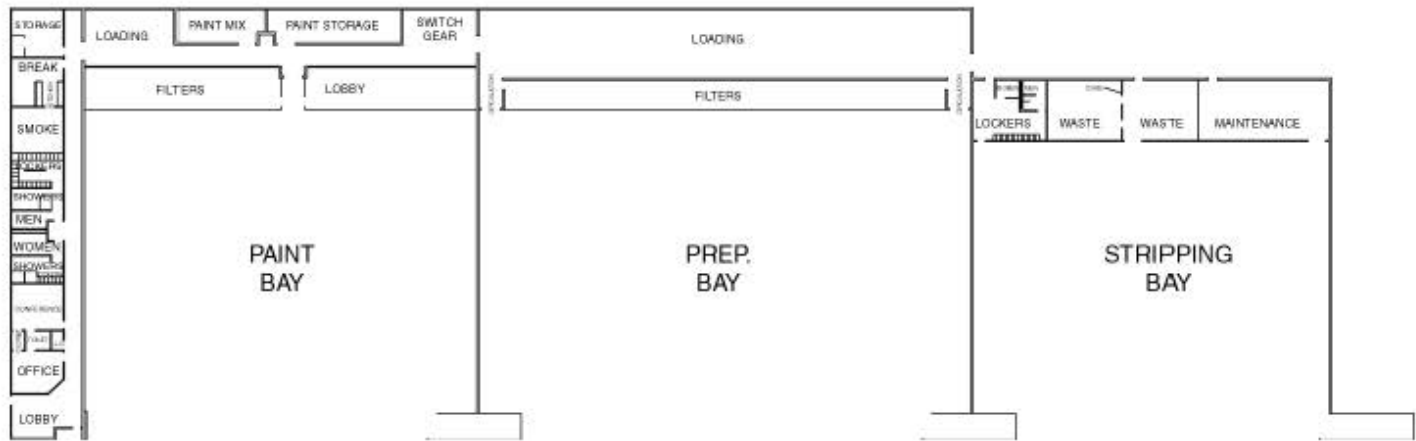


## North Hangar Complex Third Floor



 The shaded areas are secured and not part of the Repair Station.

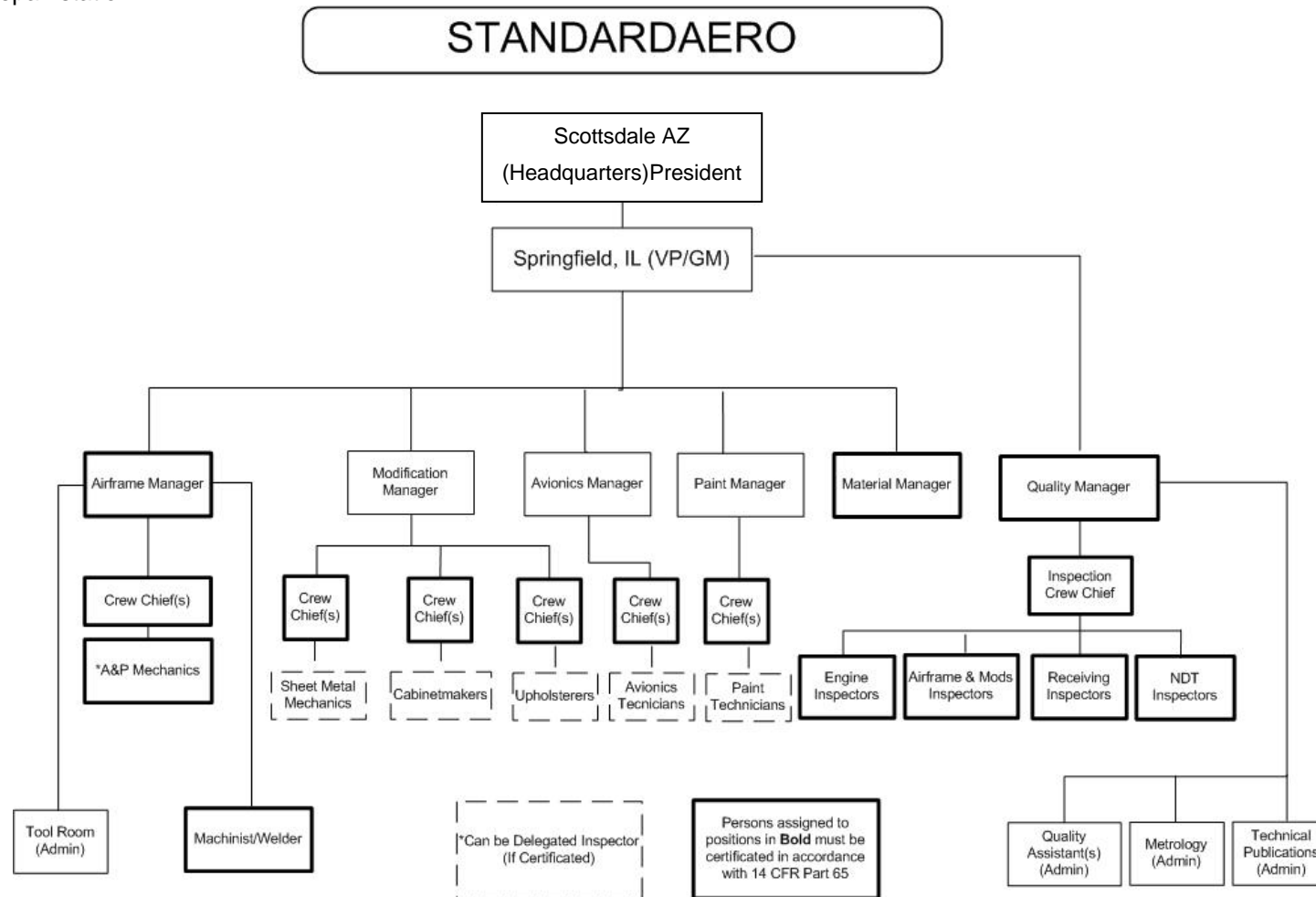
# Paint Shop



## SECTION 6 Management and Personnel

### Quality System Organizational Chart

The facility quality system organizational chart describes facility organization for management, supervisory, and inspection personnel whose function relates to the repair station.



## **Management and Personnel Purpose**

1. The Management and Personnel section of this RSQCM defines the duties and responsibilities of management, supervisory, and inspection personnel identified in the organizational chart.
2. The identified duties and responsibilities found in this portion of the manual are those, which address the operations of the quality system.
3. Prior to an employee being hired, promoted, or assigned temporarily to a management, supervisory and/or inspection position relating to this facility's quality system, that person must be assessed as to their ability to meet minimum FAA requirements. This assessment must take place in conjunction with the normal interview process. These requirements are specifically defined in this facility's job descriptions and include, but are not limited to:
  - A. Working knowledge of the FAR's;
  - B. The ability to read, write, and understand the English language;
  - C. Passing the pre-employment drug screening test;
  - D. Subsequent subjection to random drug and alcohol screening while employed.

## **Vice-President/General Manager**

- The Vice-President/General Manager is the Accountable Manager who is responsible for and has overall responsibility over all repair station operations conducted under Part 145, including ensuring that repair station personnel follow the regulations and serving as the primary contact for the FAA.
- The Vice-President/General Manager is responsible to the President of the company for general managerial duties and business related functions of this facility. The Vice-President/General Manager is responsible for direct operation of the facility through the management team.
- The Vice-President/General Manager is responsible for achieving sales, margin and growth objectives through sales force management strategic marketing and personal involvement and contact. The Vice-President/General Manager monitors sales, expenses, billing and cost data to assure bottom-line performance.
- The Vice-President maintains highest quality maintenance and service by leading by example and ensuring that all employees are trained and that all quality standards are enforced and adhered to.
- The Vice-President/General manager ensures that the facility meets all federal, state, and local laws and FAA regulations.
- The Vice-President is responsible for leading, motivating and encouraging employees to work at a safe, high quality, customer focused, and optimal performance level.
- The Vice-President/General Manager ensures customer satisfaction by hands-on, proactive, interactive involvement in facility operations, and through direct contact and involvement with the customers themselves.

## Administrative Staff

- Personnel employed in administrative positions are not considered part of the “Chain of Quality” as it relates to inspection and return to service authority. Administrative personnel are addressed in this manual for organization clarity only. The affected positions may include, although are not limited to the following:

### **Quality Assistant (Admin)**

To assist the Quality Improvement (QI) staff in a variety of tasks that include entering data in the computer system; creating reports, forms, and graphs; aiding in data collection for special studies; and assisting in the administrative function of peer review. Additional information available includes essential job functions, additional responsibilities, and education and experience requirements as assigned.

### **Technical Publication Librarian (Admin)**

Performs administrative, office and clerical duties in support of technical publications library and records. Performs duties to maintain the organization's library/records management systems to include retention, storage, retrieval, security, indexing and distribution of all documents. Additional information available includes essential job functions, additional responsibilities, and education and experience requirements as assigned.

### **Tool Room Attendant (Admin)**

The Tool Crib Attendant ensures that tools and equipment are on hand and in good working order for use by production personnel. Tracks the whereabouts of tooling, stores tooling in a neat and orderly manner, maintains and repairs equipment and tooling, or sends equipment and tooling to outside vendors for repair. The attendant will prepare requisitions for new or replacement tooling, supplies, and equipment to ensure an appropriate level of all required items.

The Tool Crib Attendant ensures the ability of production personnel to provide high-quality, timely maintenance and customer service by having needed tooling, equipment, and supplies available to them, in good repair and on demand.



## Quality Manager

- The Quality Manager is responsible for the overall quality system operation, function, and continuous improvement programs. The Quality Manager is the countermand should a conflict arise regarding airworthiness or return to service between Inspection and Production. In this capacity the Quality Manager has full return to service authorization as designated by the Repair Station. This position reports directly to the Vice President and General Manager. The Quality Manager must be certificated in accordance with FAR 65 Subpart D or Subpart E.
- The Quality Manager is responsible for maintaining the facility's Repair Station & Quality Control Manual and all other regulatory manuals for full compliance with procedures outlined in this manual. The Quality Manager is the liaison to the FAA at the administrative level. The Quality Manager is also responsible for all programs listed in this document like Shelf Life, ESD, FOD and Scrap Parts ect.
- The Quality Manager is responsible at an administrative level for directing, planning, and organizing details of the inspection standards, methods, and procedures utilized by the facility in complying with applicable FAR's for facility operation.
- The Quality Manager has overall responsibility at the administrative level for ensuring that the required periodic checks of inspection tooling and calibration of precision test equipment is accomplished at regular intervals. The Quality Manager maintains a record keeping system for calibration of inspection tools and precision test equipment and takes steps to ensure that the established calibration intervals are not exceeded.
- The Quality Manager and Inspection Crew Chief have the authority and responsibility to withhold or remove inspection authority from any individual who does not meet accepted industry standards or who may not adhere to the rules of the facility and the regulations of the FAA.
- The Quality Manager is responsible for the Repair Station Roster of Inspection Personnel, inspection forms and to ensure the technical library is in a current condition at all times.
- The Quality Manager is responsible at the administrative level for facility audits of the quality system, which include, but are not limited to, scheduled/unscheduled inspections of this facility and vendor/supplier audits. The Quality Manager is responsible at the administrative level for approving suppliers, including subcontractors and rating their performance. The Quality Manager is responsible for root cause analysis of any findings and initiation of effective corrective action plans relative to the findings.

## Inspection Crew Chief

- Inspection Crew Chief will assume Quality Manager's responsibilities when absent from facility. The Inspection Crew Chief is responsible for full compliance of the procedures outlined in this manual. The Inspection Crew Chief is directly responsible for the inspection and compliance of the original equipment manufacturers' maintenance manual procedures, service bulletins, product specifications, related FAA-approved data, and any other technical data or industry-recognized guidelines acceptable to the Administrator. The Inspection Crew Chief must be certificated in accordance with FAR 65 Subpart D or Subpart E.
- The Inspection Crew Chief is responsible for inspecting work performed by subordinate inspectors and other technicians. The Inspection Crew Chief is responsible for ensuring that the personnel performing maintenance/inspections are responsible and perform quality work in accordance with the applicable FAR's and procedures set forth in this Manual.
- The Quality Manager and Inspection Crew Chief have the authority and responsibility to withhold or remove inspection authority from any individual who does not meet accepted industry standards or who may not adhere to the rules of the facility and the regulations of the FAA.
- The Inspection Crew Chief is responsible for researching and inspecting preventive maintenance, maintenance, required inspections, inspections, logbooks, logbook entries, and sign-offs for proper methods of compliance to ensure that all required inspections are performed prior to signing an approval for return to service on an aircraft or parts thereof.
- The Inspection Crew Chief is responsible for (if properly authorized in the Roster) the proper execution of the following Forms: FAA 8010-4 (Malfunction and Defects Report), FAA Form 337 (Major Repair and Alteration), and other inspection forms listed in this manual when required.
- The Inspection Crew Chief maintains a shift change pass down log for inspectors under his/her supervision listing the work to be done on the upcoming shift and requiring each item listed to be signed off relative to the action taken.
- When conflicting opinions or interpretations of the regulations are encountered between Inspection Crew Chief and Production Managers, the Inspection Crew Chief will take the matter to the Quality Manager for disposition. The Quality Manager makes a decision based on Manufacturers maintenance manuals, OEM data, FAR's, FAA Advisory Circulars, FAA Orders, Operators MEL, Instructions for Continued Airworthiness and other FAA guidance material.
- .

## **Manager(s)**

- Directs all aspects of Airframe, Modifications, Material and Engineering. Coordinates with other departments to ensure high quality maintenance, customer satisfaction, employee satisfaction, and business profitability. Makes decisions daily regarding price quotes for customers, maintenance priorities and methods, and equipment/tooling purchases. These decisions clearly affect customer satisfaction, employee satisfaction, and profitability of operations. Also ensures that all employees under his/her supervision receive appropriate technical training and operate in a safe, environmentally conscious manner. This position reports directly to the Vice President and General Manager.
- Plans and directs aircraft maintenance and shop activities through the Crew Chief and coordinates with other departments to assure high quality work and timely delivery to our customers.
- Attains P & L objectives by monitoring work-in-process to assure that work is accomplished within allotted man-hours and within cost of sales parameters.
- Responsible for all assigned department functions.
- Reviews and corrects invoices for work performed in areas of his/her control to ensure the accuracy of the work description, hours charged, and parts issued.
- Coordinates and reviews the preparation of all work estimates (quotes) to ensure a prompt response to our customers.
- Has primary responsibility for customer relations which includes responding to inquiries, technical questions and problems, as well as ongoing communication during work-in-progress. Providing customers with updated project schedules and status updates.
- Ensures that all employees receive appropriate technical training to maintain the highest standards of quality.
- Ensure that all employees receive on-the-job instruction, excluding Engineers and CAD Designers.
- Ensures that all employees receive safety training and consistently employ safe practices.
- Responsible for ensuring positive employee relations by dealing with issues in a fair, equitable, and consistent manner.
- Responsible for employee selection, appraisal, promotion, and termination
- Coordinates with other departments (e.g. Airframe, Modifications, Material Control, Engineering etc.) to ensure an overall smooth running operation.
- Ensures that all work orders, invoices and associated paperwork are handled efficiently, accurately and expeditiously
- Plans, organizes and oversees all work with effective project plans, resource management plans and customer communications.
- Ensures compliance with all quality, safety, environmental and general housekeeping policies.
- May perform other duties as required by the VP/GM.
- The Engineering Manager does not have any Return to Service authority.

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## Inspector

- Inspector assignments are dedicated to all production departments. All Inspectors are qualified to inspect maintenance on aircraft or component thereof, appropriate to the authorization level of the specific department assigned. Inspectors are responsible to the Inspection Crew Chief for full compliance of the procedures outlined in this manual. All Inspectors are directly responsible for the inspection and compliance of the original equipment manufacturers' maintenance manual procedures, service bulletins, product specifications, related FAA-approved data, and any other technical data or industry-recognized guidelines acceptable to the Administrator. Inspectors must be appropriately certificated in accordance with FAR 65 Subpart D or Subpart E.
- Inspectors are responsible for inspecting the work performed by technicians relative to preliminary inspection, hidden damage inspection, inspection continuity, and final inspection of aircraft or parts thereof processed by this facility.
- When conflicting opinions or interpretations of the regulations are encountered between inspectors and Production personnel, the inspector will take the matter to the Inspection Crew Chief for disposition. The Inspection Crew Chief makes a decision based on Manufacturers maintenance manuals, OEM data, FAR's, FAA Advisory Circulars, FAA Orders, Operators MEL, Instructions for Continued Airworthiness and other FAA guidance material.
- Inspectors are directly responsible for ensuring that maintenance performed is accomplished in accordance with the original equipment manufacturers' maintenance manual procedures service bulletins, product specifications, related FAA-approved data or other industry-recognized guidelines acceptable to the Administrator.
- Inspectors are responsible for ensuring that the proper tools and test equipment are used to perform maintenance and that these tools and test equipment are maintained in a serviceable and working condition, ensuring that required periodic checks and calibrations are completed.
- Inspectors ensure all scrap parts and repairable parts are properly marked or identified and returned to their respective areas on a daily basis in accordance with the RSQCM.
- Inspectors may be responsible for (if properly authorized in the Repair Station Roster) the proper execution of the following Forms: FAA 8010-4 (Malfunction and Defects Report), FAA Form 337 (Major Repair and Alteration), and other inspection forms listed in this manual when required.

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## Crew Chief

- Crew Chief assignments are dedicated to all production departments. All Crew Chiefs assigned are qualified to perform and supervise maintenance on aircraft or component thereof, appropriate to the specific department assigned. Crew Chiefs are responsible to their respective departmental Manager/Supervisor for full compliance of the procedures outlined in this manual. Crew Chiefs are directly in charge of all technical operations assigned. Crew Chiefs must be appropriately certificated in accordance with FAR 65 Subpart D or Subpart E.
- Crew Chiefs are directly responsible for ensuring that their maintenance and the maintenance performed by personnel under their supervision is accomplished in accordance with the original equipment manufacturers' maintenance manual procedures service bulletins, product specifications, related FAA-approved data or other industry-recognized guidelines acceptable to the Administrator. This work will be documented in a clear, concise, and accurate manner.
- Crew Chief/Team Leader and/or A&P Mechanic on a particular job is responsible for determining that parts ordered for maintenance, repair or modifications are suitable for the job and meet Federal Aviation Administration (FAA), customer, manufacturer and job specifications.
- In conjunction with the appropriate Manager/Supervisor, the Crew Chief pre-plans scopes on effected aircraft, engines, and modifications including developing action plans, preordering parts, opening the work order and customer debriefing. The Crew Chief writes all additional items and discrepancies identified during inspection.
- Crew Chiefs are directly responsible for ensuring that the proper tools and test equipment are used to perform maintenance and that these tools and test equipment are maintained in a serviceable and working condition, ensuring that required periodic checks and calibrations are completed.
- The Crew Chiefs ensure that all scrap parts and repairable parts are properly marked or identified and returned to their respective areas on a daily basis in accordance with the RSQCM.
- Crew Chiefs are responsible for all paperwork from the beginning of the job to completion including daily job cards which are to be signed-off and returned to the appropriate department for data entry.
- Crew Chiefs inform Manager/Supervisor of problems and work status so that communications with the customers are timely and complete.
- Crew Chiefs reviews workbooks for sign-offs, logbook entries and parts issues as part of the inspection before aircraft departure.
- The Crew Chiefs maintain a shift change pass down log for personnel under his/her supervision listing the work to be done on the upcoming shift and requiring each item listed to be signed off relative to the action taken.

## A&P Mechanic

- A&P Mechanic assignments are dedicated to the following departments: Airframe, Avionics and Mod. Shops. A&P Mechanics are responsible to their assigned Crew Chief and appropriate department Manager/Supervisor. A&P Mechanics are responsible for ensuring that their work, and the work they supervised is in accordance with the applicable FAR's and the procedures set forth in this Manual. A&P Mechanics are appropriately certificated in accordance with FAR 65 Subpart D.
- A&P Mechanics are responsible for using sound judgment and technical aptitude to make decisions regarding maintenance techniques, sequence of events, troubleshooting and discrepancy resolution.
- A&P Mechanics are responsible for documenting all work accomplished, primarily sign-offs, in a clear, concise and accurate manner. A&P Mechanics accomplishes Service Bulletins, Repair Letters, and Airworthiness Directive as required.
- Crew Chief/Team Leader and/or A&P Mechanic on a particular job is responsible for determining that parts ordered for maintenance, repair or modifications are suitable for the job and meet Federal Aviation Administration (FAA), customer, manufacturer and job specifications.
- A&P Mechanics are responsible for ensuring the proper handling and preservation of product and parts is complied with in accordance with procedures in this manual. A&P Mechanics are responsible for ensuring that non-conforming materials, equipment, tools, and parts are properly marked or identified in accordance with the procedures in this manual.
- A&P Mechanics read and interprets maintenance manual procedures, blueprints, technical manuals, and schematic diagrams when required. A&P Mechanics is responsible for knowing, understanding, following, promoting and continuously improving company policies and procedures.
- A&P Mechanics are responsible for ensuring that the proper tools and test equipment are used to perform maintenance and that these tools and test equipment are maintained in a serviceable and working condition, ensuring that required periodic checks and calibrations have been completed. The A&P Mechanics are obligated to report any out of tolerance condition.
- A&P Mechanics are obligated to report potential unairworthy conditions and procedures contrary to this manual to their direct supervisor or higher authority.

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## Avionics Technician

- Avionics Technicians are responsible to their assigned Crew Chief or appropriate Manager/Supervisor. Avionics Technicians are responsible for ensuring that their work is accomplished in accordance with the applicable FAR's and the procedures set forth in this Manual. Avionics Technicians are either appropriately certificated in accordance with FAR 65 Subpart D, Subpart E or work under the requirements/restriction of FAR Part 43.3 (d). Uncertified Technicians are directly supervised by an appropriately certified Manager/Supervisor, Crew Chief, A&P Mechanic, or Technician at all time during the performance of their job.
- Avionics Technicians are responsible for using sound judgment and technical aptitude to make decisions regarding maintenance techniques, sequence of events, troubleshooting and discrepancy resolution.
- Avionics Technicians are responsible for documenting all work accomplished, in a clear, concise and accurate manner.
- Avionics Technicians are responsible for ensuring the proper handling and preservation of product and parts is complied with in accordance with procedures in this manual. Technicians are responsible for ensuring that non-conforming materials, equipment, tools, and parts are properly marked or identified in accordance with the procedures in this manual.
- Avionics Technicians read and interpret maintenance manual procedures, blueprints, technical manuals, and schematic diagrams when required. Technicians are responsible for knowing, understanding, following, promoting and continuously improving company policies and procedures.
- Avionics Technician are responsible for ensuring that the proper tools and test equipment are used to perform maintenance and that these tools and test equipment are maintained in a serviceable and working condition, ensuring that required periodic checks and calibrations have been completed. Technicians are obligated to report any out of tolerance condition.
- Avionics Technicians are obligated to report potential unairworthy conditions and procedures contrary to this manual to their direct Manager/Supervisor or higher authority.

## Painter

- Painters are responsible to their assigned Crew Chief or appropriate Manager/Supervisor. Painters are responsible for ensuring that their work is accomplished in accordance with the appropriate industry standards, applicable FAR's and the procedures set forth in this Manual. Painters are either appropriately certificated in accordance with FAR 65 Subpart D, Subpart E or work under the requirements/restriction of FAR Part 43.3 (d). Uncertified Painters are directly supervised by an appropriately certified Supervisor, Crew Chief, A&P Mechanic, or Technician at all times during the performance of their job.
- Painters are responsible for using sound judgment and technical aptitude to make decisions regarding painting techniques, and sequence of events. Painters are responsible for compliance with applicable OSHA, EPA, and original equipment manufacturers requirements in relation to the stripping, metal preparation and paint application processes.
- Painters are responsible for documenting all work accomplished, in a clear, concise and accurate manner.
- Painters are responsible for ensuring the proper handling and preservation of product and parts is complied with in accordance with procedures in this manual. Painters are responsible for ensuring that non-conforming materials, equipment, tools, and parts are properly marked or identified in accordance with the procedures in this manual.
- Painters read and interpret maintenance manual procedures, blueprints, technical manuals, and schematic diagrams when required. Painters are responsible for knowing, understanding, following, promoting and continuously improving company policies and procedures.
- Painters are responsible for ensuring that the proper tools and test equipment are used to perform maintenance and that these tools and test equipment are maintained in a serviceable and working condition, ensuring that required periodic checks and calibrations have been completed. Painters are obligated to report any out of tolerance condition.
- Painters are obligated to report potential unairworthy conditions and procedures contrary to this manual to their direct Manager/Supervisor or higher authority.

## Upholsterer

- Upholsters are responsible to their assigned Crew Chief or appropriate Manager/Supervisor. Upholsters are responsible for ensuring that their work is accomplished in accordance with the appropriate industry standards, applicable FAR's and the procedures set forth in this Manual. Upholsters are either appropriately certificated in accordance with FAR 65 Subpart D, Subpart E or work under the requirements/restriction of FAR Part 43.3 (d). Uncertified Upholsters are directly supervised by an appropriately certified Manager/Supervisor, Crew Chief, A&P Mechanic, or Technician at all times during the performance of their job.
- Upholsters are responsible for using sound judgment and technical aptitude to make decisions regarding upholstery techniques, and sequence of events. Upholsters are responsible for compliance with applicable OSHA, EPA, and original equipment manufacture requirements in relation to the installation, removal and treating of upholstery materials.
- Upholsters are responsible for documenting all work accomplished, in a clear, concise and accurate manner.
- Upholsters are responsible for ensuring the proper handling and preservation of product and parts is complied with in accordance with procedures in this manual. Upholsterers are responsible for ensuring that non-conforming materials, equipment, tools, and parts are properly marked or identified in accordance with the procedures in this manual.
- Upholsters read and interpret maintenance manual procedures, blueprints, technical manuals, and schematic diagrams when required. Upholsters are responsible for knowing, understanding, following, promoting and continuously improving company policies and procedures.
- Upholsters are responsible for ensuring that the proper tools and test equipment are used to perform maintenance and that these tools and test equipment are maintained in a serviceable and working condition, ensuring that required periodic checks and calibrations have been completed. Upholsters are obligated to report any out of tolerance condition.
- Upholsters are obligated to report potential unairworthy conditions and procedures contrary to this manual to their direct Manager/Supervisor or higher authority.

## Cabinetmaker

- Cabinetmakers are responsible to their assigned Crew Chief or appropriate Manager/Supervisor. Cabinetmakers are responsible for ensuring that their work is accomplished in accordance with the appropriate industry standards, applicable FAR's and the procedures set forth in this Manual. Cabinetmakers are either appropriately certificated in accordance with FAR 65 Subpart D, Subpart E or work under the requirements/restriction of FAR Part 43.3 (d). Uncertified cabinetmakers are directly supervised by an appropriately certified Manager/Supervisor, Crew Chief, A&P Mechanic, or Technician at all times during the performance of their job.
- Cabinetmakers are responsible for using sound judgment and technical aptitude to make decisions regarding cabinet making techniques, and sequence of events. Cabinet Makers are responsible for compliance with applicable OSHA, EPA, and original equipment manufactures requirements in relation to the installation, removal and treating of cabinet materials.
- Cabinetmakers are responsible for documenting all work accomplished, in a clear, concise and accurate manner.
- Cabinetmakers are responsible for ensuring the proper handling and preservation of product and parts is complied with in accordance with procedures in this manual. Cabinetmakers are responsible for ensuring that non-conforming materials, equipment, tools, and parts are properly marked or identified in accordance with the procedures in this manual.
- Cabinetmakers read and interpret maintenance manual procedures, blueprints, technical manuals, and schematic diagrams when required. Cabinetmakers are responsible for knowing, understanding, following, promoting and continuously improving company policies and procedures.
- Cabinetmakers are responsible for ensuring that the proper tools and test equipment are used to perform maintenance and that these tools and test equipment are maintained in a serviceable and working condition, ensuring that required periodic checks and calibrations have been completed. Cabinetmakers are obligated to report any out of tolerance condition.
- Cabinetmakers are obligated to report potential unairworthy conditions and procedures contrary to this manual to their direct Manager/Supervisor or higher authority.

## Sheet Metal Mechanic

- Sheet Metal Mechanics are responsible to their assigned Crew Chief or appropriate Manager/Supervisor. Sheet Metal Mechanics are responsible for ensuring that their work is accomplished in accordance with the applicable FAR's and the procedures set forth in this Manual. Sheet Metal Mechanics are either appropriately certificated in accordance with FAR 65 Subpart D, Subpart E or work under the requirements/restriction of FAR Part 43.3 (d). Uncertified Sheet Metal Mechanics are directly supervised by an appropriately certified Manager/Supervisor, Crew Chief, A&P Mechanic, or Technician at all times during the performance of their job.
- Sheet Metal Mechanics are responsible for using sound judgment and technical aptitude to make decisions regarding maintenance techniques, sequence of events, troubleshooting and discrepancy resolution.
- Sheet Metal Mechanics are responsible for documenting all work accomplished, in a clear, concise and accurate manner.
- Sheet Metal Mechanics are responsible for ensuring the proper handling and preservation of product and parts is complied with in accordance with procedures in this manual. Technicians are responsible for ensuring that non-conforming materials, equipment, tools, and parts are properly marked or identified in accordance with the procedures in this manual.
- Sheet Metal Mechanics read and interpret maintenance manual procedures, blueprints, technical manuals, and schematic diagrams when required. Sheet Metal Mechanics are responsible for knowing, understanding, following, promoting and continuously improving company policies and procedures.
- Sheet Metal Mechanics are responsible for ensuring that the proper tools and test equipment are used to perform maintenance and that these tools and test equipment are maintained in a serviceable and working condition, ensuring that required periodic checks and calibrations have been completed. Sheet Metal Mechanics are obligated to report any out of tolerance condition.
- Sheet Metal Mechanics are obligated to report potential unairworthy conditions and procedures contrary to this manual to their direct Manager/Supervisor or higher authority.



## **Machinist**

- Machinists are responsible to their assigned Manager/Supervisor. Machinists are responsible for ensuring that their work is accomplished in accordance with the applicable FAR's and the procedures set forth in this Manual. Machinists are either appropriately certificated in accordance with FAR 65 Subpart D, Subpart E or work under the requirements/restriction of FAR Part 43.3 (d). Uncertified Machinists are directly supervised by an appropriately certified Manager/Supervisor, Crew Chief, A&P Mechanic, or Technician at all times during the performance of their job.
- Machinists are responsible for using sound judgment and technical aptitude to make decisions regarding maintenance techniques, sequence of events, troubleshooting and discrepancy resolution.
- Machinists are responsible for documenting all work accomplished, in a clear, concise and accurate manner.
- Machinists are responsible for ensuring the proper handling and preservation of product and parts is complied with in accordance with procedures in this manual. Machinists are responsible for ensuring that non-conforming materials, equipment, tools, and parts are properly marked or identified in accordance with the procedures in this manual.
- Machinists read and interpret maintenance manual procedures, blueprints, technical manuals, and schematic diagrams when required. Machinists are responsible for knowing, understanding, following, promoting and continuously improving company policies and procedures.
- Machinist are responsible for ensuring that the proper tools and test equipment are used to perform maintenance and that these tools and test equipment are maintained in a serviceable and working condition, ensuring that required periodic checks and calibrations have been completed. Machinists are obligated to report any out of tolerance condition.
- Machinists are obligated to report potential unairworthy conditions and procedures contrary to this manual to their direct Manager/Supervisor or higher authority.

## **Welder**

- Welders are responsible to their assigned Manager/Supervisor. Welders are responsible for ensuring that their work is accomplished in accordance with the AWS D17.1, applicable FAR's and the procedures set forth in this Manual. Welders must be appropriately certificated in accordance with FAR 65 Subpart D, Subpart E or work under the requirements/restriction of FAR Part 43.3 (d).
- Welders are responsible for using sound judgment and technical aptitude to make decisions regarding maintenance techniques, sequence of events, troubleshooting and discrepancy resolution.
- Welders are responsible for documenting all work accomplished, in a clear, concise and accurate manner.
- Welders are responsible for ensuring the proper handling and preservation of product and parts is complied with in accordance with procedures in this manual. Welders are responsible for ensuring that non-conforming materials, equipment, tools, and parts are properly marked or identified in accordance with the procedures in this manual.
- Welders read and interpret maintenance manual procedures, blueprints, technical manuals, and schematic diagrams when required. Welders are responsible for knowing, understanding, following, promoting and continuously improving company policies and procedures.
- Welders are responsible for ensuring that the proper tools and test equipment are used to perform maintenance and that these tools and test equipment are maintained in a serviceable and working condition, ensuring that required periodic checks and calibrations have been completed. Welders are obligated to report any out of tolerance condition.
- Welders are obligated to report potential unairworthy conditions and procedures contrary to this manual to their direct Manager/Supervisor or higher authority.

## Receiving Inspector












- Receiving Inspectors are responsible to the Inspection Crew Chief for designated inspection functions they perform relative to the receiving inspection process. When not performing receiving inspection duties Receiving Inspectors are responsible to the Material Manager.
- Receiving Inspectors are designated by the Quality Manager. The Receiving Inspectors are responsible for ensuring that the receiving inspection requirements of this manual are adhered to, thus insuring the compliance of FAR 145.209 and FAR 145.211.
- Receiving Inspectors are responsible for the completion of quality records relating to the receiving process.
- Receiving Inspectors are responsible for adhering to the facility's unapproved product prevention program as described in AC21-29, as revised.

## Procedure for Control & Designation/Delegation of Inspectors

1. Limitations:
  - A. The Quality Manager is responsible for defining assigned limitations in the granted authority.
  - B. The limitations ensure that only properly qualified, experienced, certified and rated individuals are given authority.
    - 1) NDT Inspectors have a minimum of Level II, American Society for Nondestructive Testing (ASNT) certification for the NDT discipline being used.
    - 2) Welders are certified to AWS D17.1 for the type of product to be processed/ inspected. The welding stamp certifies the weld process only. An Inspector(s) buys off the applicable work order.
2. The Quality Manager can DESIGNATE personnel found suitable for specific duties relative to the quality system's inspection functions; these individuals retain such authority until revocation and are identified in the Repair Station Roster.
3. The Quality Manager can temporarily DELEGATE personnel found suitable for specific duties relative to the quality system's inspection functions; this authority is granted temporarily for specific quality system inspection functions; these individuals are identified in the temporary listing portion of the Repair Station Roster.
4. Facility personnel currently holding designated authority include, but are not limited to:
  - A. Airframe Department technicians;
  - B. Avionics and Modification Department technicians;
  - C. Material Control personnel;
5. Minimum experience/training requirements for inspection personnel:
  - A. Must hold a valid Airframe and Powerplant (A & P) License or Repairman's certificate in accordance with FAR Part 65, or equivalent as applicable.
  - B. Must have a minimum of three years experience maintaining aircraft/powerplant of the same or similar type to be inspected. This requirement is not applicable to receiving inspectors. The Quality Department provides Receiving Inspectors the required training for their job function
  - C. Upon acceptance as an inspector, additional OJT is accomplished pursuant to the training section of this RSQCM.
6. The same training process utilized for all facility personnel for recording experience and training is employed relative to inspection personnel.
7. The Quality Department maintains a listing of facility authorized inspection personnel. This list includes:
  - A. Name of each person;
  - B. Certificate type;
  - C. Certificate number;
  - D. Signature/initials/stamp;
  - E. Privileges and limitations of authorization;
  - F. Required inspection item (RII) authority

8. The Quality Manager administers the stamp control process that is used to indicate acceptance of in-progress or final inspection for work performed. The Quality Manager issues a serialized stamp, of approved design, to Inspectors, Welders, Receiving Inspectors, NDT Personnel, delegated and designated personnel.
9. Upon surrender of inspection authority, the Quality Manager acquires inspection stamps and places them in bond for a period of no less than two years before possible re-issuance.
10. The Quality Department maintains control of unissued inspection, delegated inspection, welding stamps, and NDT stamps. These stamps are held in bond to prevent unauthorized use. The bond area for these stamps is located in the Quality Office.
11. Employees holding inspection authority with stamps issued by the Quality Manager must report lost stamps to the Quality Department, giving as much detail as is available concerning the lost stamp circumstances.
12. Employees must notify the Quality Manager for a replacement stamp when the inspection stamp no longer makes a clear impression.

13. Inspection approval stamps impression samples and descriptions are provided below:

<b><i>Used by:</i></b>	<b><i>Stamp example:</i></b>	<b><i>Usage:</i></b>
Inspectors		Quality Department authorized inspection personnel.
Delegated Inspectors		Issued when delegated inspection function is accomplished.
Senior Delegated Inspectors		Issued to senior delegated inspectors.
Technicians Delegated Inspectors on a Road Trip		Road Trips ONLY
NDT Technicians		Certified NDT Eddy Current Technicians.
NDT Technicians		Certified NDT Fluorescent Penetrant Technicians.
NDT Technicians		Certified NDT Magnetic Particle Technicians.
NDT Technicians		Certified X-Ray NDT Technicians.
NDT Technicians		Certified Ultrasonic NDT Technicians.
Welders		Issued to certified welders.
Technicians	99999	Issued to technicians for sign-off identification (perm number).
Receiving Inspectors		Issued to Receiving Inspectors.
Unservicable stamp	Unserviceable	Issued to Receiving Inspectors.

## Repair Station Roster

1. The Repair Station Roster of authorized facility personnel is not contained in this Repair Station & Quality Control Manual. This Repair Station Roster is controlled by the Quality Manager and Maintained by the Quality Department. The Repair Station Roster is kept in the Quality Office.
2. The Repair Station Roster contains a listing of this facility's managers, supervisors, and inspection personnel and identifies their inspection authorization levels and limitations.
3. The Repair Station Roster includes signature authority for FAA documents, including, but not limited to, official FAA correspondence, facility RSQCM approval, FAA applications, and statements of airworthiness (Maintenance Releases).
4. This Repair Station Roster includes employment summaries documenting, present title, total years of experience in relevant work area, past employment record with names of places and terms of employment by month and year, scope of present duties, and certification and ratings, for all personnel listed therein.
5. The Repair Station Roster is revised as necessary when personnel changes warrant, ensuring that its data remains accurate and current. The repair station shall, reflect any Repair Station Roster changes caused by termination, reassignment, change in duties or scope of assignment, or addition of personnel within 5 business days.

## Continuity of Inspection Responsibilities

- Key managers, supervisors, and quality personnel notify departments under their control and any other departments or individuals affected by their pending absence from this facility. This notification can be written or through electronic mail and includes the expected duration of the pending absence, and the qualified individual(s) responsible for her/his duties during said absence. A status update for maintenance events for which s/he is responsible is made to the delegated individual(s).
- The Quality and Production Departments are required to maintain a documented status of work in progress to ensure continuity of work performed between shifts. Common Passdown logs shall be utilized, form # F 8.2.3-1-1 or form # F 8.2.3-1-2, of this manual.
- It is not required to document work in-progress or communicate status in the Service Passdown Log for a particular article if, no work has been accomplished since it was last reported.
- The Service Passdown Log may be in the form of a turnover book for each shift, department, or article in for service.

### Utilizing the Service Passdown Log

- Shift personnel will give written and verbal instructions and status to the next consecutive shift(s) personnel regarding work in-progress.
- Special attention will be needed to insure the status of work in-progress although dormant and/or work returning to day shift; will have an active daily passdown log.
- Status of any in-process work or requirements arising from work that is done over the weekend or on holidays is also recorded in the daily passdown log.
- All such records are maintained within the department and the work order and retained for a period of two years.



## **Contract Labor – Customer Assist A&P Mechanic / Repairman**

The Contract Labor - Customer Assist A&P Mechanic / Repairman position is provided upon customer request to temporary assist the owner/operator off-site with the performance of aircraft/engine maintenance under their control. The owner/operator is responsible for providing necessary instruction and supervision under the terms of the contract labor agreement. The A&P Mechanic / Repairman is not authorized to approve work performed or return aircraft, engines or component to service under the authority of the StandardAero - Springfield Repair Station. The owner/operator assumes all responsibility with regards to maintenance activity, in-process inspection and return to service of the aircraft or engine(s). This authority is limited to the work identified by the StandardAero work order as documented on the SPRINGFIELD – CUSTOMER ASSIST (CONTRACT LABOR) Form #F 7.5.1-4-3 authorization approval. Use of the repair station work order in this type of event is for business administration purposes only and does not imply work was performed under StandardAero – Springfield Repair Station Authority, control or in compliance with approved repair station procedures. This service, providing contract labor to StandardAero – Springfield customers on a request only basis is outside the operation of the repair station and therefore RSQCM procedures do not apply. This process is described herein for clarification purposes only. This process must not be confused with normal off-base repair station operations described in section 16 of this manual.

- Site A&P Mechanic/Repairman may be granted temporary Customer Assist Authority by the Inspection Crew Chief or his designee, to support temporary maintenance functions in the field on behalf of the owner/operator.
- Customer Assist A&P Mechanic / Repairman are responsible for using sound judgment and technical aptitude to make decisions regarding maintenance techniques, sequence of events, troubleshooting and discrepancy resolution.
- Customer Assist A&P Mechanic / Repairman are responsible for ensuring the proper handling and preservation of product and parts is complied with.
- Customer Assist A&P Mechanic / Repairman are responsible for ensuring that non-conforming materials, equipment, tools, and parts are properly marked or identified.
- Customer Assist A&P Mechanic / Repairman shall read and interpret maintenance manual procedures, blueprints, technical manuals, and schematic diagrams when required.
- Customer Assist A&P Mechanic / Repairman are responsible for ensuring that the proper tools and test equipment are used to perform maintenance and that these tools and test equipment are maintained in a serviceable and working condition, ensuring that required periodic checks and calibrations have been completed.

**Customer Assist A&P Mechanic / Repairman are obligated to report potential unairworthy conditions to the aircraft owner/operator and (if not properly dispositioned) their direct supervisor or higher authority.**

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## **SECTION 7**

### **Inspection System**

#### **Purpose**

- This section of the RSQCM describes this facility's system for controlling and documenting work in progress (work order system) and contains other procedural instruction created to ensure that the completed work meets all customer and FAA airworthiness requirements.

#### **Process Requirements**

- Departmental Inspection personnel are directly responsible to the Inspection Crew Chief. Delegated and designated Inspection personnel fall under the direct control of the Inspection Crew Chief when performing Inspection tasks.
- No person with delegated or designated inspection authority may perform a required inspection Item (RII) if that same person performed the item of work required to be inspected.
- An Inspector(s) is utilized for in-progress inspection approval, final inspection, and approval for return to service.
- Personnel involved in the Inspection system must meet the following training requirements:
  1. Inspection personnel are thoroughly familiar with inspection methods, techniques, and equipment used in their specialty to determine the quality or airworthiness of a product undergoing maintenance or alteration as defined in the Training Manual. Additionally, management, supervisory, and inspection personnel are trained on this RSQCM, and are able to interpret the contents. They are also trained on FAR's, Airworthiness Directives, Advisory Circulars, manufacturer's service bulletins, service letters, engineering orders and other data needed to perform quality aircraft service.
  2. When an air carrier is involved, inspection personnel must familiarize themselves with the requirements of the air carrier's manuals, hazardous material program and/or assigned air carrier shop traveler forms to assure proper compliance with the air carrier's approved procedures and requirements. Both Inspection personnel as well as technicians must be provided with assigned training (technical and RII) by the relevant air carrier and by this Repair Station as to how air carriers are processed prior to accomplishing maintenance activities on that carrier's product.
  3. Inspection personnel must be thoroughly familiar and properly trained by the air carrier on the air carrier defined RII inspection procedures.

**NOTE:** Reference SAG Procedure P 7.5.5-1 ***Shipping of Hazardous Materials and Dangerous Goods*** and BusAv Procedure P 7.5.5-10 ***Handling of Hazardous Material and Dangerous Goods***.

4. Inspection personnel must acknowledge receipt of the part 121 or part 135 operator notification required under Sec. Sec. 121.1005(e) and 135.505(e) prior to performing work for, or on behalf of that certificate holder. A verbal acknowledgment is acceptable with all air carrier certificate holders.
  5. Designated and delegated inspection personnel maintain proficiency in the use of various types of inspection aids required to perform their authorized inspection duties. This proficiency is maintained through the recurrent training process as defined in the Training section of this manual.
  6. Inspection personnel maintain proficiency in the use of the following FAR's: Part 1, 21, 23, 25, 39, 43, 45, 65, 91, 121, 125, 129, 135, and 145. This proficiency is maintained through the recurrent training process as defined in the Training section of this manual.
- Inspection personnel have available and are familiar with current specifications involving inspection tolerance, limits, and procedures, as set forth by the manufacturer of the product undergoing inspection or other forms of inspection information such as FAA Airworthiness Directives, mandatory service bulletins, etc.

- When NDT or other forms of inspection devices are used, the inspector is skilled in the operation of such equipment and is competent to properly interpret defects indicated by such equipment.
- The customer or customers' agent must authorize work that is to be accomplished by this facility. This authorization must be provided in the form of the relevant customer or customers' agents' signature. Verbal approval is an acceptable method of authorization until such time as a signature approval can be acquired.

## Product Processing – Work Order Overview

- The Product Processing (Work Order Procedure and Responsibilities) section below details the method and associated tasks that must be accomplished on product for which this facility provides maintenance. The section below also provides procedural direction for work order processing.
- The work order and associated paperwork provides for a means of controlling and documenting work associated with an individual maintenance event. Additional forms may be used as necessary. Additional forms utilized in conjunction with the work order are identified with the work order number. The completed work order package contains details of work performed, additional documentation, and copies of forms and tags issued to the customer.
- Serialized permanent (hereafter, “perm”) identification numbers are issued to facility personnel. Non-inspection personnel associated with maintenance/modification activities utilize their number for sign-off identification purposes on the contents of the various work order documentation.

## Product Processing (Work Order Procedure and Responsibilities)

1. Proposals are reviewed (to the extent required by the workscope) prior to initiation for major maintenance actions and/or modifications to be documented by formal bids. The Sales and Support Manager ensures that the proposals, which define the proposed workscope, are distributed for review to the affected department managers. The proposal review process consists of consideration in the following areas:
  - A. Manpower availability (including the availability of engineering resources);
  - B. Personnel qualification for employees expected to be involved in the proposed maintenance and/or modifications;
  - C. Material availability;
  - D. Tooling and equipment availability;
  - E. Required approvals (including FAA participation);
  - F. Engineering assessment.
2. Following distribution, review, definition of specific requirements for the affected departments, and approval of formal bids, a detailed schedule is created outlining expected milestones over the life of the proposed workscope and specific events requiring FAA participation. If required, the Quality Manager notifies the FAA of the project's workscope, provides a tentative schedule, and communicates specific requirements relevant to the Administrator. This communication is updated as required and may be written or electronically E-Mailed.
3. The Crew Chief or his designee assigned to the incoming product by the appropriate Manager or Supervisor secures the customer's logbooks and other appropriate records and delivers them to the appropriate Inspection personnel.
4. An Inspector(s) assigned verbally by the Inspection Crew Chief places the product logs and records identified with the customer name, registration number and serial number, in a secure cabinet located in the Inspection Department.
5. In the event of modification to the aircraft, which will displace the aircraft registration and airworthiness certificates, these products are removed and placed with the associated logs by the assigned Inspection(s) personnel and recorded in the Removal and Installation Sheet (form # F 7.5.4-1-1).
6. The Crew Chief assigned to the aircraft discusses the job workscope with the customer. A list of items to be accomplished is documented on the Discrepancy Listing (form #F 8.3.5-2) Each item is assigned a separate item number.
7. For maintenance activity at this facility, the relevant Crew Chief ensures that the customer or customer's agent signs and dates the Customer Service Request and Agreement (form #F 7.2.1-1-2) and subsequent Customer Service Request Additional Items sheets as needed. Signature acquisition may, in some circumstances (i.e., “drop-in” as opposed to “scheduled” product input), be delayed until after initiation of the computer work order generation described below.

8. These forms are transported to the Work Order Administration Center by the Crew Chief and entered into the AS400 computer system by Data Entry Clerks therein; the computer system generates the associated header page (reference #RPA01), job cards (reference #RPA02), and the work order accountability page (reference #RPA03). These products are collectively known as the work order.
9. The AS400 computer system is utilized to generate sequential work order numbers that are issued across the facility's internal departments. Each job card opened against the work order has a unique job card number.
10. The header page (form RPA 01) identifies this facility's name and FAA Air Agency Certificate number.
11. The work order is dated; shows the customer's name, address, and billing identification number; type, model, serial number, and registration number of the customer's aircraft and/or type, model, position, and serial number of the customer's engine or component.
12. Utilizing the AS400 computer system the Crew Chief generates a separate work order job card for each maintenance action. Sufficient detail is provided on the work order job card so that the workscope can be readily interpreted by the assigned crew. This detail includes definition for compliance with specific maintenance actions performed, which includes, but is not limited to:
  - A. Airworthiness Directive(s) including:
    - 1) Airworthiness Directive(s) number;
    - 2) Airworthiness Directive(s) revision date;
    - 3) Airworthiness Directive(s) compliance method;
  - B. Hidden damage inspection;
  - C. Mandatory service bulletin(s);
  - D. Periodic inspection(s);
  - E. Annual and 100-Hour Inspection(s);
  - F. Out-of-phase inspection(s);
  - G. All other approved inspections;
  - H. Progressive inspection(s);
  - I. Major repair(s) and/or alteration(s);
  - J. Specialized tests;
  - K. Calibrations.
  - L. The Inspector assigned to the product conducts a search of the appropriate records for compliance with the following due items and list the findings on the Discrepancy Listing (form #F 8.3.5-2); Airworthiness Directives (through latest FAA Airworthiness Directives Bi-Weekly), re-occurring Airworthiness Directives, Mandatory service bulletins, Periodic inspections, Out-of-phase inspections, and Life-limited components. The Inspector records the following information as necessary on the Discrepancy Listing (form #F 8.3.5-2); CAMP code, description, part number, serial number, next due date and or cycle time.
13. The Inspector assigned to the records search for the article undergoing maintenance, delivers the Discrepancy Listing (form #F 8.3.5-2) to the Crew Chief responsible for the article. The Crew Chief and or/ the Inspector reviews the Inspector's findings with the customer.

14. In the event that the product has been involved in an accident, the assigned Inspector performs an inspection for hidden damage and notes any findings on the Discrepancy Listing (form F 8.3.5-2). An authorized inspector determines if the discrepancy will affect the return to service of the article and stamps the Discrepancy Listing (form F 8.3.5-2). The discrepancies are reviewed by the Crew Chief, and then reviewed with the aircraft owner/operator for authorization of repair or compliance. In the event no damage is found, a statement stating so is made on the job card created for the hidden damage inspection.
15. The assigned Quality Department Inspector(s) and/or Technicians comply with a preliminary inspection of customer product, utilizing the Preliminary Inspection and Post Maintenance Checklist (form #F 7.5.4-3-1 & F 7.5.4-3-3), which may also include engine runs, airframe functional checks, and a visual inspection.
16. The assigned Inspector(s) identify inspection items due to be accomplished and list them on the Discrepancy Listing (form #F 8.3.5-2). An authorized inspector determines if the discrepancy will effect the return to service of the article and stamps the Discrepancy Listing (form F 8.3.5-2) Discrepancy listed on the Discrepancy Listing (F 8.3.5-2) are evaluated by an authorized inspector to determine if a malfunction defect report (FAA form 8010-4) should be completed.
17. The Crew Chiefs are responsible for ensuring that initial work orders and associated documentation are provided prior to the commencement of maintenance activities.
18. As work progresses, the work orders and generated supporting documentation are kept at the work site until the product is delivered. During the maintenance/modification phases of operation, documentation is generated in support of the work order. This documentation may include:
  - A. Shop worksheets/work cards;
  - B. Test reports;
  - C. Calibration reports;
  - D. Leaks and Operational Tests sheets (form #F 8.2.4-1-1);
  - E. Maintenance releases;
  - F. Removal and Installation Sheet
  - G. Inspection sheets;
  - H. OEM inspection programs;
  - I. Computerized maintenance cards;
  - J. Photographs;
  - K. FAA Form 8130s;
  - L. Engineering reports;
  - M. FAA Form 8110-3s;
  - N. Drawings/blueprints;
  - O. Customer communiqués.
19. When activity relevant to any job card is completed, the technician(s) accomplishing or supervising the work immediately provides details, to a degree that provides adequate description as to what action was performed. This detail includes:
  - A. Compliance with specific job card requirements, which includes, but is not limited to:
    - Airworthiness Directives, which may require reference to associated service information used to accomplish the Airworthiness Directives; when recurring action is required, the technician(s) notes the time and date of the next action in the sign-off.

- B. Part/component nomenclature, part number(s) and serial number(s) for product installed and/or removed;
  - C. The condition of the product used. If a component or part is installed that may need a leak and/or an operational test performed, the technician installing the part lists the operation due on the leak and operational test form (form # F 8.2.4-1-1) at the time he signs off the work on the specific work order job card;
  - D. Reference to data (i.e., OEM (Original Equipment Manufacturer) manual, manual number, revision number); in the event that the work was performed for an air carrier, the air carrier's manuals and/or assigned air carrier data is referenced on all applicable work orders;
  - E. Permanent number of the individual performing the work and the date on which the work was performed;
  - F. An inspection stamp from the inspector inspecting his/her work;
  - G. Identification of the specific product affected.
20. The assigned Inspector(s) inspects the work performed by the technician(s), reviews the sign-off for proper method of compliance and stamps below and/or adjacent to the right of the individual job cards' sign-offs in the space provided. (The back of the job card is not used).
- All job cards that do not require a sign-off or buy-off see Appendix C. (I.e Admin, General, etc.)

This preprinted statement will be printed on job cards for engineering cost.

***THIS JOB CARD (ENGR) HAS BEEN CREATED FOR THE SOLE PURPOSE OF COST COLLECTION FOR ADMINISTRATION PURPOSES. IT IS NOT A RECORD OF MAINTENANCE ACTIONS OR A MAINTENANCE DOCUMENT. "IF MAINTENANCE ACTIONS ARE REQUIRED, A SEPARATE JOB CARD HAS BEEN PLACED IN THE WORK ORDER AT THE AIRCRAFT. THAT JOB CARD WILL SATISFY MAINTENANCE AND INSPECTION REQUIREMENTS AS DESCRIBED IN THE REPAIR STATION & QUALITY CONTROL MANUAL."***

- 21. Product requiring the services of one of the facility's support shops (i.e., sheet metal, wood, trim, LRU, etc.) identify product for input utilizing Non-Conforming Item tags (form #F 8.3.5-1). These tags provide traceability and define the required workscope.
- 22. When support shop services have been completed and prior to removal of Non-Conforming Tag the technician will provide details to a degree that provides adequate description as to what action was performed on W.O. Job Card RPA 02. In lieu of original job card sign-off, a self-adhesive sticker detailing work performed, including Inspection Acceptance stamps are paper clipped to the Non-Conforming Item tags (form #F 8.3.5-1). In this case, upon receipt, the assigned Crew Chief(s) sticks the sticker to the associated job card, which documents the work performed and the associated inspection approval.
- 23. The Crew Chief verifies the work order job card, (reference #RPA02), is complete and all work is done by dating and signing in "block 25." The assigned Inspector verifies this and that the "sign off" is complete and accurate by dating and signing next to the crew chief in block.
- 24. The assigned Inspector removes the job card (reference #RPA02) as soon as they have stamped block 25, and block 12 of the work order accountability page, (reference #RPA03), indicating the card is completed with associated documentation attached. The job card is then delivered to the appropriate department for log entry.
- 25. Copies are made of the associated documents which are attached to the job card and the originals are placed with the log book to be given to the customer.
- 26. The log book entry is made and the job card, with copies of associated documentation attached, is carried to the WOAC clerk by the person who made the entry.
- 27. The WOAC clerk enters the sign off into RPA.



28. Completed hard cards and copies of the associated documents are stored at the WOAC clerks' workstation pending closure of the rest of the work order.
29. Following completion of the maintenance activities, the Crew Chief assigned to the aircraft reviews the work order (including supporting documents). Following review, these products are submitted to the Quality (Inspection) Department for final inspection and approval for return to service.
30. Upon receipt of the work order and supporting documentation in the Quality Department, the assigned Authorized Inspector(s) comply with the procedure for final inspection and approval for return to service as described herein.
31. Control of the work order and supporting documentation is maintained by the respective Crew Chief until such time as the product's maintenance records are complete and the product has been released. Upon completion and release of the product, the work order and associated documentation is archived as described herein. The respective inspector delivers the work order to the Work Order Administration Center (WOAC) for final computer database updating and historical filing, at which time the WOAC clerk inserts the job cards, which were entered into RPA, into the rest of the work order.
32. The Customer Service Request and Agreement (form # F 7.2.1-1-2) is controlled by the Inspection Crew Chief and is retained in the Work order Administration Center (WOAC) until work order closure, at which time they are combined with the associated header page (reference #RPA01), job cards (reference #RPA02), and the work order accountability page (reference #RPA03) as well as other documentation associated with the work order and archived on-site for at least two (2) years.

## **Final Review of Maintenance Work order & Associated Documentation**

1. Upon completion of the maintenance activities, the Authorized Inspector(s) verifies that all work order pages (reference #RPA01, #RPA02, and #RPA03), Removal and Installation Sheet (form #F 7.5.4-1-1), and that all forms and records in the work order and associated documentation are accounted for and complete utilizing the Work order Accountability sheet.
2. Authorized Inspection personnel, using the Work order Accountability sheet, (reference RPA03), verify that all work order job cards are in her/his possession.
3. The review of the work order and associated documentation is accomplished utilizing the Work order Completion worksheet (form #F 8.2.4-1-4). This review ensures that all maintenance products have been properly signed off by maintenance personnel and approved by Inspection personnel. When multiple work order are associated with a particular job the F 8.2.4-1-4 form may reference the parent work order (Airframe Work Order) for documentation such as discrepancy listings, leak and operational checks, post maintenance, etc.
4. Authorized Inspection personnel verify that all tags and other documentation is accounted for and properly executed.
5. Authorized Inspection personnel update or revise all documentation for affected life-limited product.
6. Authorized Inspection personnel enter, in the logbook, the part number and serial number of product installed and/or replaced.
7. Authorized Inspection personnel update weight and balance data, supplemental equipment lists, maintenance manual supplements, etc.
8. Authorized Inspection personnel record, in the customer records (using work order information), special inspections, testing, and calibrations performed.
9. Authorized Inspection personnel returning an aircraft to service, supply the customer with a list of open discrepancies, if any; a properly executed maintenance release statement; and other associated documentation such as new aircraft Center of Gravity Report, maintenance manual supplement, flight manual supplement, etc. The Inspector(s) and Crew Chief review the open discrepancies, if any, with the pilot. The pilot must sign the Release of Aircraft Form (form # F 8.2.4-1-2) acknowledging release of aircraft from this facility and open discrepancies only under a 43.9 RTS, if any. NOTE: If 43.11 RTS (Inspection) refer to the rule for LBE statement. The Work Order package is then filed by work Order number.

## Retention of Facility Work Records

- This facility's Repair Station records are maintained for a minimum of two years after release of product.
- This facility's Parts Manufacturing Approval records are maintained for seven years

## Procedure for Final Inspection & Approval for Return to Service

1. Upon request from the assigned Crew Chief following completion of maintenance or inspection actions, the Inspector(s) accomplishes a final inspection for product, which has undergone maintenance or inspection actions at this facility.
2. Final inspections for approvals to return to service include a detailed visual examination of the product for completion and compliance and a review of associated paperwork for completion and compliance.
3. The Quality Department's authorized personnel or facility personnel authorized by the Quality Manager to perform such final inspections and approvals for return to service accomplish this inspection. Personnel with this authority are identified as such in the Repair Station Roster.
4. A major repair and alteration FAA Form #337 is used in accordance with procedures established in FAR Part 43, Appendix B and AC 43.9-1, (or subsequent revision thereof), to return to service as airworthy major repairs, alterations of products for which this facility is rated. Only authorized Inspectors may sign the FAA Form 337 or the required entries in the permanent maintenance record of the article concerned. The Maintenance Release is recorded per FAR 43.9, AC 43.9-1 (or subsequent revision thereof) and 43.11. All FAA Form #337s are issued to the owner/operator and the Administrator. Copies are maintained at this facility for a period of two years in accordance with FAR 145.219(c).
  - A. Quality Department personnel are consulted for determinations of major or minor repairs and alterations as defined by FAR 1.
  - B. The sources of FAA-approved data utilized for major repairs or alterations include, but are not limited to:
    - 1) FAA Airworthiness Directives;
    - 2) Manufacturer Service Bulletins/letters identified as FAA-approved;
    - 3) Structural repair manuals and other manufacturer manuals identified as FAA-approved;
    - 4) Data identified as Designated Engineering Representative-approved with an FAA Form 8110-3;
    - 5) Appliance manufacturer manuals and instructions;
    - 6) Type certificates;
    - 7) Supplemental type certificates.
  - C. FAA approval of data is obtained through one of the following sources:
    - 1) FAA field approval;
    - 2) Designated Manufacturing Inspection Representative (DMIR) approval;
    - 3) Designated Engineer Representative (DER) approval;
    - 4) FAA engineering approval.

5. Upon completion of final inspection of airframes or engines, the Authorized Inspector(s) provides an approval for return to service in the product's appropriate permanent maintenance records. When the product's manufacturer provides special sections or specialized logbooks to record specific maintenance actions (i.e., Airworthiness Directive(s) compliance, service bulletin compliance, inspections etc.), those actions are accomplished in accordance with FAR 43.9 and 43.11. Approvals for return to service include, but are not limited to, the following information as applicable:
  - A. Maintenance release statement;
  - B. A description of work performed;
  - C. Record of major repairs and/or alterations in the form of FAA Form 337s, including Instructions for Continued Airworthiness;
  - D. Revisions to product operational and/or maintenance manuals;
  - E. FAA Form 8110-3s;
  - F. Record of Airworthiness Directives complied with, the method of compliance, and, if recurring, due date and/or time;
  - G. Record of service bulletins complied with, the method of compliance, and, if recurring, due date and/or time;
  - H. Maintenance release tags for product repaired or overhauled outside this facility;
  - I. Documentation of all life-limited product showing history and source of product;
  - J. Documentation of specialized tests (i.e., performance data, altimeter calibration, NDT, etc.);
  - K. Documentation of all replaced/installed products.
6. Upon completion of final inspection of product, appliances, or accessories, the Inspector(s) provides an approval for return to service in accordance with FAR 43.9, 43.11 and/or the FAA Form #8130-3. This approval includes, but is not limited to, the following as applicable:
  - A. A description of work performed;
  - B. Record of Airworthiness Directives complied with, or not complied with, the method of compliance, and, if recurring, due date and/or time;
  - C. Record of service bulletins complied with, the method of compliance, and, if recurring, due date and/or time;
  - D. Record of major repairs and/or alterations in the form of FAA Form #337s, including Instructions for Continued Airworthiness.

## Maintenance Record Statements

1. Authorized Inspection personnel ensure that the performance standards of FAR 43.13 and 43.15 are complied with before approving the return to service of any product maintenance and/or alteration conducted by this facility. In addition, they make an entry in the product maintenance records in accordance with FAR 43.9 and 43.11. They also sign these records on behalf of this facility. Only authorized Inspection personnel listed on the facility Repair Station Roster make and sign these entries.
2. Authorized personnel approving the return to service of any product maintenance and/or alteration conducted by this facility, certifies in all associated maintenance release statements with their signature; no issued stamp, symbol, or initials are substituted.
3. For routine inspections performed on product operated under FAR 91.409(a) or 91.409(b), Annual/100-Hour, or 91.409(d), Progressive entry, the following statements are made in compliance with FAR 43.11 as applicable.

Date: (Date) Total Time: (Hours) Cycles/Landings: (Cycles)  
I certify that this (aircraft, engine, etc.) has been inspected in accordance with a (type of inspection) and is determined to be in airworthy condition and is approved for return to service.

Work order: (Work order number).  
STANDARD AERO CRS UO2R221L,  
Springfield, IL.  
(Authorized signature)

4. For factory recommended progressive inspections, the following statements are entered:

Date: (Date) Total Time: (Hours) Cycles/Landings: (Cycles)  
I certify that in accordance with a progressive inspection program, a routine inspection of (aircraft, engine, etc.) and a detailed inspection of (identify product) were performed and the (aircraft or product) are approved for return to service.

Work order: (Work order number).  
STANDARD AERO CRS UO2R221L  
Springfield, IL  
(Authorized signature)

5. For inspections performed on product operated under a factory recommended inspection program selected by the operator in accordance with FAR 91.409(f)(3) the statement below is entered. With regard to inspections performed under FAR 91.409(f)(4), the entry is accomplished according to the customer's inspection program requirements. If none are specified in the customer's inspection program, the following statements are made in accordance with FAR 43.11 as applicable.

Date: (Date) Total Time: (Hours) Cycles/Landings: (Cycles)  
I certify this Aircraft has been inspected in accordance with a (type) inspection under (FAR 91.409 (f) (3) or (4)) and is approved for return to service.

Details on file under (Work order number)  
STANDARD AERO UO2R221L  
Springfield, IL  
(Authorized Signature)

Date: (Date) Total Time: (Hours) Cycles/Landings: (Cycles)  
This is to certify a (type) inspection has been accomplished in accordance with (type) program approved under (FAR number) and a signed and dated list of discrepancies was given to the owner/operator.

(Work order number)  
STANDARD AERO UO2R221L  
Springfield, IL  
(Authorized Signature)

6. In accordance with FAR 43.11(a)(5), FAR 43.11(a)(6), and FAR 43.11(b), a signed and dated list of unairworthy discrepancies are provided to each owner/operator for any type inspection required by FAR 91.409(a) through FAR 91.409(f).
7. For all maintenance performed on any aircraft, except as described above in this section, the following statement is made in compliance with FAR 43.9(a)(1) through FAR 43.9(a)(4):

Date: (Date) Total Time: (Hours) Cycles/Landings: (Cycles)  
(Description of work performed, to include computerized cards by type and number, if applicable)  
I certify that all maintenance performed on this (aircraft/engine) was performed in accordance with current regulations of the Federal Aviation Administration and is approved for return to service with respect to the work performed. For

details see Work Order  
(work order number) on file with this agency.  
STANDARD AERO CRS UO2R221L  
Springfield, IL.  
(Authorized Signature)

8. If a customer is operating under FAR 135 or 121, the entries for inspections or maintenance are made in accordance with the requirements of their manual. In all cases, entries for inspection and/or maintenance are in accordance with the air carrier's FAA requirements, reference the approved maintenance document, identify

this facility (including Repair Station number), and provide an authorized certification signature. If not covered in their manual, the customer is contacted for approval to make an entry, which complies with FAR 121.709 for air carriers and FAR 135.443 for commuters and on-demand operators.

9. On completion of altimeter, static and altitude reporting system tests, one or more of the following entries are made in the aircraft records for FAR 91 operators:

Date: (Date) Total Time: (Hours)

I certify that the altimeter and static system tests required by FAR 91.411 have been performed in accordance with FAR 43, Appendix E. The altimeter(s) have been tested to (feet) ft.

Work order: (Work order Number)

STANDARD AERO CRS UO2R221L Springfield, IL  
(Authorized Signature)

Date: (Date) Total Time: (Hours)

I certify that the static system tests required by FAR 91.411 have been performed.

Work order: (Work order Number)

STANDARD AERO CRS UO2R221L Springfield, IL  
(Authorized Signature)

Date: (Date) Total Time: (Hours)

The ATC transponder type (type) S/N (serial number) has been tested and found to comply with FAR 91.413 and FAR 43, Appendix F.

Work order: (Work order Number)

STANDARD AERO CRS UO2R221L Springfield, IL  
(Authorized Signature)

10. The following statement is stamped in the aircraft/engine records upon completion of a test flight, as required for FAR 91 Operators:

I certify this aircraft has been test flown in accordance with FAR 91.407 and all systems operate satisfactorily.

Date: (Date) (Pilot Signature and license number).

11. The following procedure is utilized if the owner/operator does not present the assigned logbook for our entries:  
A stick-in logbook entry (form #F 8.2.4-2-1 or #F 8.2.4-2-2) is filled out and given to the operator with instructions to place into her/his logbook.

## **RVSM Special Procedure and Responsibilities**

1. The Modifications Inspector reviews procedures required for Reduced Vertical Separation Minimums (RVSM) certifications with regard to airframe Airworthiness approval. An aircraft engineering data package shows specific aircraft fleets or individual aircraft meeting RVSM criteria. The Aircraft Certification Office must approve the aircraft engineering data package using one of the following methods, as applicable:
  - A. Service Bulletin;
  - B. Aircraft Service Change;
  - C. Supplemental Type Certificate;
  - D. Type Certificate.
2. Upon compliance with the requirements contained in the data package, the Modifications Inspector must document compliance utilizing a FAA Form 337, Supplemental Type Certificate, or Type Certificate. Upon compliance with the relevant Service Bulletin, Aircraft Service Changes, and/or any FAA Form 337s, a separate maintenance record/logbook entry must be made.

3. After RVSM operational approval has been issued, continuing maintenance will be required. The additional requirements of FAR 91.411 and FAR 91.413 appendix E and F must be performed in conjunction with the aircraft's approved inspection program. The sign-off for FAR 91.411 and FAR 91.413 requirements performed on RVSM-compliant aircraft must be incorporated into the aircraft's maintenance records.
4. The RVSM logbook preamble is incorporated into the maintenance records as described below.

**ATTENTION: AIRCRAFT OWNER/OPERATOR**

The RVSM service bulletins were issued to introduce the equipment changes and inspections necessary to provide increased accuracy air data computers. Once the aircraft is RVSM-capable, the operator must comply with the following regulations and information to obtain FAA RVSM operational approval:

FAA 91 RVSM: Interim guidance material on the approval of operators/aircraft for RVSM operations;

FAA: Reduced Vertical Separation Minimum (RVSM) job aid;

This does not constitute operational approval. A valid letter of authorization (LOA) for operations in special use airspace must be issued when assigned.

On RVSM-compliant aircraft, the completion of additional FAR 91.411 and FAR 91.413 requirements are accompanied by documentation in the aircraft records utilizing the following statement:

Date: (date) Total Time: (hours)

This aircraft must be maintained in accordance with (manufacturer's name, service bulletin name, and number, service bulletin revision number and date, ATA reference number, and the specific chapter, section and page where the RVSM work cards are listed) where the tolerances and specifications of this service bulletin exceed the requirements of 14CFR Chapter 1 Part 91.411. The aircraft must be maintained to the higher standard. In areas not affected by the service bulletin, I certify the altimeter/altitude reporting/static system(s) tests required by FAR 91.411 have been performed in accordance with FAR 43 Appendix E. The altimeter(s) have been tested to (feet) feet.

Work order: (Work order Number)

STANDARD AERO CRS UO2R221L Springfield, IL  
(Authorized Signature)

## **Inspection Responsibility**

- Inspection personnel are responsible for ensuring complete inspection of product.
- Departmental managers and the Inspection Crew Chief are responsible for ensuring work is performed in accordance with current manufacturer's technical manuals and/or other FAA-approved data.
- The Inspection Crew Chief is responsible for ensuring that work performed under the NDT ratings is completed in accordance with current FAA-approved specifications and/or standards.
- The inspections are performed on product identified in each product's inspection program. In cases where no specific inspection is being accomplished (i.e., unscheduled repairs), inspection recommendations provided by the OEM are performed.
- Each inspection is documented utilizing the manufacturers' inspection program forms, customers' FAA-approved inspection program forms, and/or facility-developed inspection forms which meet all applicable FAA-approved inspection program requirements.
- Documentation is filed with the work order package and retained within this facility for a minimum of two years.
- Special testing and calibration requirements are completed per the manufacturers' instructions or accepted industry standards. Special testing and calibration records are retained within this facility for a minimum of two years.

## Preliminary Inspection

1. The Inspection Crew Chief ensures those products entering this facility or articles routed internally between departments are subjected to a preliminary inspection including Airworthiness Directives (AD's) and Mandatory Service Bulletins to determine its condition and any defects. Discrepancies arising from this inspection are documented on the Discrepancy Listing (form #F 8.3.5-2). The preliminary inspection(s) are performed only within the contracted maintenance workscope.
2. Affected department personnel and/or Quality department personnel conduct the specific aspects of the Preliminary Inspection. Inspectors and technicians performing preliminary inspections document their findings on the Discrepancy Listing (form #F 8.3.5-2). An authorized Inspector determines if the discrepancy will affect the return to service of the article and stamps the Discrepancy Listing (form F 8.3.5-2). The departmental Crew Chief reviews the discrepancy with the customer to obtain approval for corrective action.
3. Technicians and/or Quality Department Inspection personnel perform a visual inspection of the product, which may include, but is not limited to, the following:
  - A. Inspection for damage;
  - B. Confirmation of proper preservation;
  - C. Proper documentation, identification and traceability;
  - D. Shipping damage and contamination;
  - E. FAA Approval of new articles;
  - F. Determination of what repairs are necessary;
  - G. Inspection for overall condition;
  - H. Review of life-limited history, as required;
  - I. Review of time in service information for applicable product (i.e., time since new, time since overhaul, etc.).
4. Performance of functional check(s) prior to disassembly, as required;
5. Specific requirements for incoming product (i.e., engines, accessories, LRU items, etc.) have the appropriate preliminary inspection requirements documented on the Preliminary Inspection and Post Maintenance Checklist (form #F 7.5.4-3-2) by Technicians and/or Inspectors. This checklist is just a guide. A more detailed inspection may be required as necessary. Depending on the work scope, a checklist may not be required. For example, when an aircraft comes in for maintenance on a specific part of the aircraft such as the removal and replacement of a tire only, a complete checklist may not be completed. A more detailed preliminary inspection of the wheel, wheelwell area, brake assembly, strut and adjacent wheel may be more appropriate. This inspection is documented on the job card for that item.
6. The process of identifying and tagging products associated with the preliminary inspection is accomplished by Technicians and/or Inspectors performing the inspection/test. This identification is accomplished using the appropriate forms and tags (*see the Forms and Tags section of this manual*) prior to further disposition of the affected product.
7. Observations outside the contracted workscope shall be presented to the owner/operator representative and acknowledged indicated by a signature. Acknowledged observations shall be retained by the Quality Manager for five years. Observations outside the contracted workscope shall not be entered into the Discrepancy Listing (form #F 8.3.5-2) until they become contracted maintenance work.

## Inspection for Hidden Damage

1. Prior to commencement of any work on product that was reported to be involved in an accident; the product receives a thorough inspection for hidden damage by Authorized Inspection personnel with the assistance of affected Departmental personnel. This includes areas adjacent to the obviously damaged members or parts and/or in the case of deterioration, a thorough review of similar product or equipment in a given system or structural area. A work order job card is generated for this inspection. Discrepancies found from this inspection are documented on the Discrepancy Listing (form F 8.3.5-2). An authorized inspector determines if the discrepancy will affect the return to service of the article and stamps the Discrepancy Listing (form F 8.3.5-2). The Crew Chief reviews the discrepancies with the customer to obtain approval for corrective action. If no discrepancies are found, a statement is made on the job card that no discrepancies were noted at this time.
2. The scope of this inspection takes into consideration the type of product, the identified malfunction or defect, and the previous operating history. This determination is made by Authorized Inspection personnel and associated Departmental supervision prior to commencement of inspection.

3. Departmental personnel performing the repairs document, on the Discrepancy Listing (form # F 8.3.5-2), additional hidden damage found during the course of these repairs. An authorized Inspector determines if the discrepancy will affect the return to service of the article and stamps the Discrepancy Listing (form F 8.3.5-2). The assigned Crew Chief reviews the findings with the customer to develop a plan for corrective action.

## **In-Progress Inspection**

1. The in-progress inspection process utilized at this facility, which includes support shops, provides a method for testing, inspection, and/or calibration at various stages throughout the maintenance process and the documentation of inspection approvals thereof.
2. In-progress inspection is documented utilizing, but not limited to, the following methods:
  - A. Manufacturers' checklist;
  - B. Discrepancy Listings;
  - C. Manufacturers' authorized computerized maintenance program cards;
  - D. Internally-developed checklist;
  - E. Customer-approved maintenance program checklists;
  - F. Removal and Installation Sheet;
  - G. Work order job cards (form # RPA02);
3. In-progress inspection, which is a requirement of product processed through this facility, including its support shops, is accomplished by technicians and inspected/accepted by Quality Department authorized inspection personnel are indicated by the technicians, who place their identification number, and the inspectors, who place their stamp, in the assigned areas of the inspection checklists. This procedure applies to, but is not limited to:
  - A. Copies of Chapter 5 inspection checklist(s);
  - B. Customer-supplied inspection checklist(s), etc.;
  - C. Inspection management system(s) inspection checklists (i.e., Computerized Aircraft Maintenance Program [CAMP]);
  - D. Internally developed inspection checklist(s).
4. In the accomplishment of in-progress inspections, Quality Department Inspection personnel utilize the defined inspection requirements documented in the manufacturers maintenance manuals including but not limited to life limited components, service bulletins, and other data applicable.
5. In-progress inspections performed in facility support shops are accomplished to the degree necessary (relevant to workscope) to ensure compliance with the applicable FAR's and customer requirements. See paragraph 2 for the In-progress inspection documentation methods that may be used to document the inspection.
6. When a technician(s) signs off a work order job card, (reference #RPA02) and/or a Discrepancy Listing (form #F 8.3.5-2), as completed, that maintenance activity is inspected by an authorized Inspector who places his stamp on the form(s).
7. Technicians sign off the work they perform as soon as practical. The description is in sufficient detail to permit a person unfamiliar with the work to understand what was done, and the methods and procedures used in doing it.



8. Quality personnel, Crew Chiefs and Technicians record in progress work on a passdown log, form # F 8.2.3-1-1, or # F 8.2.3-1-2, for additional action required, further inspection needed, etc. to assure inspection continuity. Passdown log, form # F 8.2.3-1-1, is retained and filed with the work order. Form # F 8.2.3-1-2 will be electronically filed within the Quality Department.
9. Upon disassembly and cleaning as necessary, an authorized Inspector(s) accomplishes or confirms accomplishment of the required inspection by Technician(s). This inspection analysis, utilizing approved technical data, is accomplished on affected product as dictated by the workscope. The Inspector(s) documents inspection compliance on the appropriate inspection checklist and, if required, on the Discrepancy Listing (form #F 8.3.5-2) by noting nomenclature, part and serial number (if applicable) and a description of the discrepancy. The Inspectors validate documentation using their assigned inspectors' stamp. Authorized Inspectors evaluate discrepancies listed on the Discrepancy Listing (form #F 8.3.5-2). An authorized Inspector determines if the discrepancy will affect the return to service of the article and stamps the Discrepancy Listing (form F 8.3.5-2) and determines if a Malfunction Defect Report (FAA form 8010-4) should be completed.
10. Product found non-conforming to specified requirements is documented in the work order, as described above and a tag is affixed to the product, as described in the Handling and Identification of Parts section of this manual.

## Taking Corrective Actions on Deficiencies

### DEFINITIONS:

**Quality Non Conformance Report (QNCR)** – used to identify and document assessment findings and associated root cause analysis and corrective action.

**Corrective Action (CA)** – action taken to mitigate, suppress, or eliminate the cause of a non-compliance or non-conformance to documented requirements.

**External Assessment** – determination of compliance to established procedures made by anyone other than StandardAero site personnel.

**Rework Report** – electronic input form used to identify and document rework and associated root cause analysis and corrective action, as required by this QP.

**Internal Assessment** – determination of compliance to established procedures made by StandardAero site personnel.

**Quality Management System (QMS)** – Internet based corrective action management software application

**Preventive Action** – action taken to eliminate the causes of potential issues, which if not adequately addressed, could result in non-conformances/non-compliances to documented product or process requirements.

**Quality Escape/Concern Report** – – electronic input form used to identify and document quality escape/concerns and associated root cause analysis and corrective action, as required by this QP.

**QCWI** – Quality Control Work Instruction

**Quality Escape** – defective work discovered subsequent to final delivery.

**Rework** – the correction of defective work; May take place either before, during or after inspection or testing but prior to delivery.

**Warranty Work** – the correction of defective work subsequent to final delivery.

### Root Cause Analysis (RCA):

RCA details the process for: Recording Root Cause Investigation Results, Determination of the Required Corrective Action (CA), Application of Controls to Ensure Effectiveness, Elements of Root Cause Analysis

include drill down of: Communication, Human Factors, Individual Performance, Management System, Procedures, Quality Control, Supervision, Team Performance, Training.

### **Corrective Action (CA):**

Level of CA's to eliminate the cause of quality escapes and assessment findings shall be appropriate to the magnitude of the problem and the risk involved.

Management Review – CA's are subjected to Management Review.

Monitoring CA Effectiveness – on-going effectiveness of CA process is monitored by the Internal Quality Assessment process and during Management Review.

### **Preventative Action (PA):**

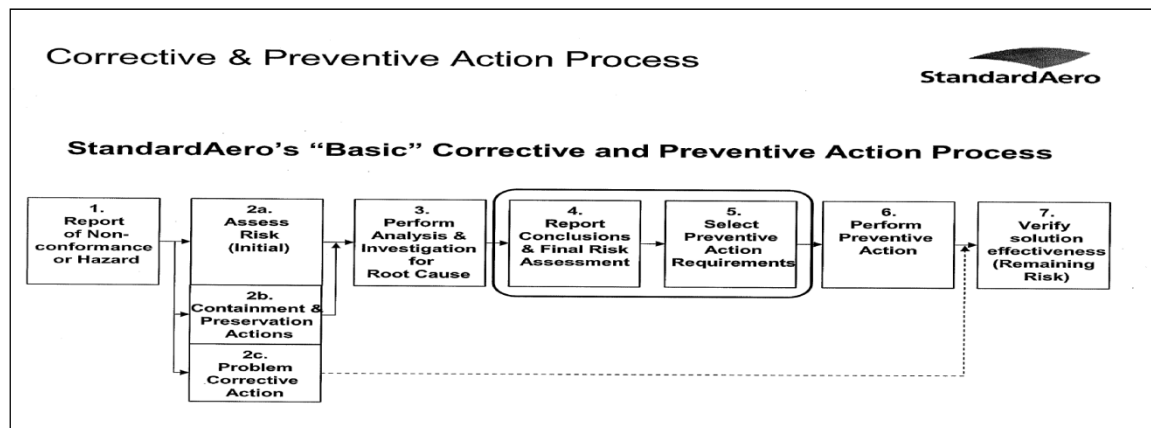
StandardAero Management and/or Site Leaders ensure the identification, implementation, and effectiveness of appropriate preventative action by using the following indicators to detect, analyze, and eliminate potential causes of quality escapes: Assessment Metric(s) Presented at Management Review, Quality Records, Near Miss, Service Reports, Concessions and Customer Feedback/Complaints/Satisfaction Surveys.

Preventative Action Plans: Identify and implement the appropriate specific preventative action program, Track the preventative action to completion according to schedule, Record the results of preventative actions taken, Review the results to determine effectiveness of preventative actions, during Management Review and utilizing the Internal Quality Assessment process as appropriate.

### **Recording Root Cause Analysis (RCA) and Corrective Action (CA):**

Separate report is generated for each rework and quality escape event. QNCR (Quality Non Conformance Report) is generated for all assessment findings.

The following recording requirements apply: Quality escapes and warranty work requires generation of a warranty Work Order (W/O), Rework requires assignment of a properly coded administrative Job Card (J/C) to the applicable W/O, Quality Escapes (warranty, customer complaints) identified subsequent to product delivery are entered into QMS (Quality Management Systems– an Internet based corrective action management software application), Assessment findings are documented on CAR and/or entered into QMS, Rework is documented in QMS.



## **SECTION 8**

### ***Receiving Inspection***

#### **Purpose**

- The purpose of this section of the manual is to provide approved methods for ensuring that only approved aeronautical product, conforming to an FAA-type design and in a condition for safe operation, is placed into stock. This procedure also provides for the proper disposition of received non-conforming product as well as identification and disposition of suspect unapproved product.

#### **Process Requirements**

- Applicable product books, manuals, federal specifications, drawings, manufacture's statements of conformity, certified facility's statements of airworthiness, etc., in conjunction with the detailed visual inspection are used, when required, as the basis of the receiving inspection for determination of acceptability or rejection of a product. This requirement also applies to customer-supplied product, received for use in the service, repair, overhaul, or modification of aircraft or any component thereof.
- On all newly manufactured products, a statement of conformity is supplied. This may be in the form of a signed PAH's certificate of new material inspection and acceptance. In cases where zero time aircraft, engines or propellers have been disassembled (cannibalized), a statement from the certified facility is required referencing product serial number from which was disassembled along with its present condition.
- When product is received from a vendor that has had maintenance, preventative maintenance, rebuilding, or alteration performed, those product are approved for return to service in accordance with FAR Part 43.9. Serviceable product must be accompanied by a properly executed release for return to service and a description of the work performed.
- Certification, test reports, return to service statements, or a request for service including workscope details should be received with the product, but may be submitted separately (i.e., through traditional or electronic delivery systems). No material is accepted, however, until these documents are on file at this facility. This product is held in bond until such time as receiving inspection requirements are met.
- Matters concerning the receipt of suspect unapproved parts are brought to the attention of the Inspection Crew Chief, who is responsible for the investigation and reporting to the assigned regulatory agency. For civil aviation, FAA Form 8120-11, "Suspect Unapproved Parts Notification," may be used for this purpose or if urgent regulatory response is required, the Quality Manager calls the FAA Aviation Safety Hotline at (800) 255-1111 and provides all requested information.
- When life-limited parts are received, in addition to the above requirements, they must be accompanied by the associated component history card (when required by the OEM).
- When product/parts requiring service, repair, overhaul, and returned core product are received from a customer, they are accompanied by packing documentation containing workscope details. When documentation is found inadequate, the product/parts are placed in bond for disposition.
- Receiving documents are held on file under the Material Department's control for a period not less than 24 months.
- Materials and/or expendables with shelf-life limitations (i.e., adhesives, sealers, etc.) have limitation identification permanently affixed to them prior to issuance, (if the part was not previously identified by the manufacturer or vendor).

1. Incoming product (*including customer-supplied product*) is delivered to the designated receiving inspection area.
2. The Part Identification Label (form #VS/QA025) is generated by the AS400 computer system following data input by receiving personnel. In the case of customer-supplied product or products without PO's, a Receiving Report, (form #F 7.4.3-3-1), is generated by receiving personnel. Paperwork received with the product is attached to the Receiving Report (form #F 7.4.3-3-1) and documents are copied and filed for facility records.
3. Receiving inspectors are responsible for the incoming inspection of product delivered to this facility. This inspection includes, but is not limited to:
  - A. Visual inspection to ensure that container and contents show no evidence of damage, contamination and the state of preservation is unchanged; this inspection includes detailed inspection of material for visual defects or abnormalities;
  - B. Verification that the product meets purchase order requirements and shipper invoice description; cross check purchase order with delivery receipts for proper part number, serial number (if applicable), and component history card (if material is life-limited);
  - C. Verification that required certification documents have been provided on these product.
  - D. Product is inspected to assure that any unapproved part is rejected placed in a bond area (as shown on the facility floor plan) for disposition. This process utilizes the guidance provided below; additional information may be found in the latest revision of FAA Advisory Circular AC21-29 and AC20-62:
    - 1) Unapproved product is that which has not been manufactured and/or maintained by FAA (or equivalent regulator) approved sources, which does not conform to an approved type design and are not in a condition for safe operation. Unapproved product may not be of the same quality or as fully compatible as the product which is produced by the PAH.
    - 2) Owner/Operator Manufactured Parts are product that have been manufactured and documented by the owner/operator for use on his aircraft and cannot be used as replacement product on any other operators aircraft without FAA approval, ensuring inventory exchange pools are not inadvertently contaminated with owner/operator manufactured product (i.e.: core exchange product).
    - 3) Production Overruns are product that are produced under contract by the PAH's Vendor. Unless these vendors have written direct shipment authorization from the PAH or have obtained a FAA-PMA (or equivalent approval for use on Military Contracts) they are unapproved.
    - 4) New and Serviceable Parts for which acceptable certification is unavailable, may be verified as to conformity in the following manner:

New or zero time product (disassembled from whole product). Contact the PAH (Production Approval Holder) and obtain written verification the serialized product was manufactured and released under their approved Quality System. Then perform a full inspection in accordance with Approved Data (i.e. Parts Drawings, or an equivalent).
    - 5) Parts, which have been disassembled from aircraft, which have been involved in accidents or crashes, may be unairworthy. Inspection coordination with the PAH is required in order to determine acceptability since metallurgical damage is often not detectable through visual inspection.
    - 6) Parts which were produced by the PAH for military consumption may not be acceptable for civilian use. In the event military surplus is received, contact with the FAA (or equivalent regulatory) and the PAH are required on an individual basis to determine acceptability. Parts which were produced under the military "Breakout" Program were not manufactured by the PAH and unless a formal approval for civilian use is obtained (FAA-PMA) then the part is unapproved.
    - 7) Common hardware, although frequently made to an approved specification, (MS, AN, NAS, etc.) is not directly approved by the FAA (or equivalent regulator). StandardAero, when purchasing hardware is responsible to obtain that which conforms to the specification. Testing may be required (gauging

hardness, chemical, etc.) to determine conformity.

- 8) Raw material utilized in the manufacturing and repair process is available with only standard specification marking. Assurance of material chemistry and other pertinent data may be required to ensure that raw material purchased has been tested and meets the required specification.
4. Upon acceptance of new or serviceable product or consumables, the Receiving Inspector...
  - A. Stamps the Part Identification Label (form #VS/OA 025) in block 27 using her/his serialized inspection stamp, puts the date in block 28, attaches it to the product, complies with steps C below (if necessary), and routes it to inventory, or issues it to the job or...
  - B. Stamps the Receiving Report (form #F 7.4.3-3-1) in block 28 using her/his serialized inspection stamp, puts the date in block 18, attaches it to the product, complies with step C (if necessary), and forwards the product with all original documentation to its intended recipient, indicating that the product has been inspected and accepted;
  - C. The Receiving Inspector reviews materials/parts for shelf-life limitations, by reviewing shipping documentation, materials/parts physical identification, and/or utilization of this facility's shelf-life limited materials/parts listing maintained in the inspection area. The identified shelf-life limit is placarded using the Shelf-Life Expiration Date stickers on all materials/parts upon receipt, (if the manufacturer or vendor did not identify the materials/parts as such).
5. Materials/parts rejected by receiving inspection are identified with an Inspection Rejection Report (form #GAS020397e) and placed in bond pending disposition. For shelf life limited materials/parts, which has had its limit, identified and found to be within its identified limit, the limit is denoted on a Shelf-Life Limitation sticker and permanently affixed to the material/part.
6. Upon receipt of materials/parts in an unserviceable condition, requiring repair, overhaul, or core return/exchange, the Receiving Inspector:
  - A. Stamps the Parts Identification Label (form #VS/QA-025) with an "unserviceable" stamp in the condition code block 21, stamps in block 27 using her/his serialized inspection stamp, dates it block 28, writes a brief description of why the part is unserviceable in block 5, attaches it to the part, and places the part in the assigned bond area and... (Customer supplied parts and parts without PO's utilize the Receiving Report (form #F 7.4.3-3-1)).
  - B. Notifies the relevant departments for final disposition.
7. The Receiving personnel file paperwork received within the Material Department. Process documentation is retained for a minimum of two years.
8. Non-conforming materials/parts placed in bond are dispositioned by the responsible party within the Material Department organization.

## **SECTION 9**

### ***Control of Non-Conforming Product***

#### **Purpose**

- The purpose of this section of the manual is to provide methods to ensure that non-conforming product is handled, controlled, and dispositioned in compliance with facility and FAA regulations to eliminate the possibility of unauthorized use.

#### **Process Requirements**

- Control of non-conforming aviation product is standardized in its application throughout the departments of this facility to provide for appropriate segregation, control, and identification.
- Department supervision continuously monitors production area activities to ensure non-conforming product is properly controlled, segregated, and dispositioned.
- Parts designated “scrap” at this facility are transferred to an identified bonding area where they must remain, subject to appropriate disposal or customer's instructions.
- Items requiring overhaul, repair, modification, inspection, or testing are identified as non-conforming, utilizing the Non-Conforming Item Tag (form #F 8.3.5-1). These items are segregated from airworthy product and dispositioned in a timely manner.
- Departmental supervisory personnel are responsible for maintaining documentation on the disposition of non-conforming product throughout the maintenance process.

#### **Procedure and Responsibilities**

1. Product found which does not conform to specified requirements is documented by technicians and/or inspectors on the work order job card (form # RPA02) by nomenclature, part and serial number (if applicable) and deficiency. An initial determination is made as to reparability of the product for proper tag selection (form # F 8.3.5-1) the tag is completed by technicians and/or inspectors with specific information and identifiers to the defective product. The tag is then affixed to the product.
2. Technicians and/or Inspectors document the identified deficiency on the tag (form F 8.3.5-1) in the block marked “MAINTENANCE ACTION” and place the appropriate label on the tag and attach the tag to the affected product and ensure segregation of the non-conforming product.
3. The Crew Chief assigned to the product segregates the tagged product and routes the part as needed to get repaired. This is completed by the end of the shift.
4. Non-conforming materials classified as scrap/non-repairable are removed from work areas when they are identified and placed in roll-around bond cages throughout the hangars. When these cages become full, the scrap is then transferred to the scrap storage building for disposal.
  - a. StandardAero will record serialized parts going into the scrap box on a scrap destruction log.
  - b. The scrap box will be double banded to a pallet with affixed tamper-proof serialized banding tags.
  - c. A StandardAero Shipper will be filled out and the weight of the box will be recorded on the shipper.
  - d. All shipping paperwork will be faxed to an approved vendor at the time of shipment.
  - e. StandardAero SPI will contract a reputable common carrier (i.e. FedEx, Yellow Freight) to ship the scrap box to the approved vendor.

- f. A certificate of intact seal will be sent to StandardAero if the seals are intact and the weight and piece count match the packing list.
  - g. If the shipment quantity or weight does not match the packing list or if the seals are not intact the approved vendor will immediately notify StandardAero SPI. The material will be held at the approved vendor in quarantine until StandardAero SPI issues a disposition.
  - h. Approved vendor will destroy the material within 90 days of receipt and in accordance with Method UA 131 Rev. A.
  - i. A certificate of destruction will be issued to StandardAero SPI.
  - j. StandardAero will maintain the certificate of destruction in accordance with established document retention guidelines.
- 5. Material that could be construed as raw material once removed from a product, such as o-rings, backup rings, gaskets, smaller rubber hoses, etc... will not be processed as scrap material. These materials will be properly disposed of as common trash at the work area.
  - 6. Small non-serialized parts and standard hardware are not physically damaged during the on-site scrap process. Such material is accumulated in small "scrap bins/cages" and then transferred to the scrap storage building for destruction by an approved vendor.

## **SECTION 10**

### ***Handling and Identification of Aviation Product***

#### **Purpose**

- The purpose of this section is to ensure that product entering this facility utilizing, undergoing, and/or supporting maintenance is properly handled, identified, stored, segregated, and preserved. This section details the approved methods necessary to accomplish these goals in a manner compliant with facility and FAA requirements.

#### **Process Requirements**

- Product entering or stored in this facility for use in the repair, modification, or overhaul of the customers' product, is properly handled, identified, stored, segregated, and preserved.
- Specific tags have been created to identify the ownership, workscope (work order number), and condition of product throughout all phases of this facility's maintenance operations.
- Detailed instructions for the completion of each tag (and examples) identified in this section are available in the Forms and Tags section of this manual.
- Receiving inspection procedures ensure that only acceptable product is stocked for issuance to jobs and all such product is eligible for installation on aircraft registered in the United States.

#### **Policy & Responsibilities**

1. Identification of aviation product, which is standardized in its application throughout the departments of this facility and provides for appropriate identification and status for the life of the maintenance event, includes the following elements (see the Forms and Tags section of this manual for specific information on tags and their completion):
  - A. Receiving Clerks/Receiving Inspectors are responsible for ensuring the appropriate tag is attached to product they handle. These may include the following:
    - 1) PARTS IDENTIFICATION LABELS (form #VS/QA-025) are used to identify new aircraft product;
    - 2) PARTS IDENTIFICATION LABELS (form #VS/QA-025) and MAINTENANCE RELEASE TAGS FAA FORM 8130-3 is used to identify repaired, overhauled, or serviceable product.
    - 3) NON-CONFORMING ITEM TAGS READING "CORE EXCHANGE" (FORM #F 8.3.5-1) are used to identify core exchanges in progress;
    - 4) NON-CONFORMING ITEM TAGS (FORM #F 8.3.5-1) READING "NON-CONFORMING" are used to identify all products required to be returned by the OEM (i.e., warranty, Maintenance Service Program, special program, etc.);
    - 5) RECEIVING REPORTS (FORM #F 7.4.3-3-1) STAMPED "EXCHANGE CORE" are used to identify sales order core exchanges;
    - 6) NON-CONFORMING ITEM TAGS (FORM #F 8.3.5-1) READING "SCRAP" are used to identify scrap returned from customers or vendors at the time of receipt;
    - 7) SHELF LIFE LIMITATION STICKERS identify the shelf-life expiration date and are affixed to product so limited (if the product was not identified as such by the manufacturer or vendor).



B. Technicians and Inspectors are responsible for proper completion of the following tags:

- 1) NON-CONFORMING ITEM TAGS (FORM #F 8.3.5-1). This tag will be applied to the product/article in addition to the Customer Property Tags to identify product rejected upon in-progress inspection for failure to meet inspection criteria routed within the department. This tag remains with the product/article throughout the applicable repair process for outsourced repair/overhaul, inter-department repair/overhaul, and intra-department repair/overhaul.
- 2) NON-CONFORMING ITEM TAGS (FORM #F 8.3.5-1) identify non-StandardAero product designated "scrap" at this facility is identified with a "scrap" label.
- 3) CUSTOMER PROPERTY TAGS (FORM #F 7.2.1-1-1) are attached to customer product removed from an aircraft or shipped in by a customer. This tag is used for identification of a product ownership only. It is not be used as a routing tag requesting maintenance, etc.
- 4) PRODUCT IDENTIFICATION TAGS (FORM #F 7.5.3-3-1) is attached to specifically dedicated storage racks, bins, lockers, etc. for customer product removed from an engine or aircraft disassembled in a shop or dedicated hangar location. This form is used for identification of product ownership only. This process is utilized in lieu of individual part identification tagging.
- 5) THE LOOSE HARDWARE BAG is used to identify hardware and/or small parts removed from a product being disassembled. The tag is completed by the person removing the part to identify the product from which the part was removed. Additionally, the loose hardware bag may be used for identification of product/article ownership.

C. Inspectors are responsible for the completion of the following tag(s):

- 1) AIRWORTHINESS APPROVAL TAG FAA FORM 8130-3 identifies parts/product, which have been repaired/overhauled, modified and returned to service.

D. Receiving Clerks, Technicians, Inspectors and Crew Chiefs are responsible for appropriate aviation product, materials/parts handling controls for the following:

1) Product, materials, parts preservation:

- Product/parts are preserved throughout its storage and associated maintenance operations in accordance with manufacturers' recommendations to afford protection against humidity, excessive temperature, or rough handling. While assessing the product/parts preservation needs, deterioration and shelf-life specifications are considered. Materials/parts that have shelf-life requirements with temperature constrain are stored in the stockroom (facility/paint) and monitored daily by a calibrated thermometer that records temperature at periodic intervals. These records are maintained by facility stock room personnel and calibration personnel respectively. If the temperature is found to be out of limits longer than 72 hours, the affected materials/parts are removed from the shelf and placed in a bonded area. The manufacturer is contacted to determine disposition of the materials/parts.

2) Material/part storage:

- While under the control of the Material Control Department, materials/parts are properly stocked, segregated, and maintained relative to a serviceable or unserviceable categorization. Once material is issued, or with regard to customer property, suitable storage facilities for materials/parts is provided for by individual departments. Such storage facilities are secure and separate from the associated workspace.
- For materials/parts that require ESDS handling, the Material Control Department will observe the standard procedures for handling equipment containing electrostatic sensitive devices or assemblies in accordance with the recommendations and procedures set forth in the maintenance instructions of the equipment manufacture. ESDS sensitive parts/equipment are stored in anti-static bags. When handling ESDS sensitive equipment, proper gloves, finger cots, grounding bracelets, or other appropriate grounding devices are used to prevent damage due to excessive electrostatic discharge.

3) Materials/parts segregation:

- Throughout the storage and the entire maintenance process, segregation of serviceable, repairable, or scrap materials/parts is maintained. This is accomplished to ensure that only airworthy materials/parts are issued or utilized for ongoing maintenance activities. Segregation provides separation during the stock, disassembly and assembly, cleaning, inspection, repair or alteration, storage awaiting further work, painting, product finishing, etc. stages of in-progress maintenance. In the case of small parts including, but not limited to, accessories, electronics or avionics equipment, and parts, where a benefit is provided by maintaining integrity, separation between disassembly, inspection, assembly, and repair/alteration may be provided for at one location as long as positive measures are undertaken to ensure condition and/or status of said materials/parts is documented and properly identified.

4) Material/part damage prevention:

- Throughout the entire stock and maintenance process, there are measures taken to eliminate the possibility of material/part damage. Damage includes, but is not limited to, any imposed defect, which alters the form, fit, or function of the part thereby causing said part to deviate from manufacturers' design specifications. Parts protection is provided for while materials/parts are in stock, involved in maintenance activities, during the storage phase addressed above, as well as during its transportation or movement.

5) Product, material/part contamination prevention:

- Throughout the entire stock and maintenance process, there are measures taken to eliminate the possibility of product and material/part contamination. Contamination prevention measures include segregation between maintenance operation areas (i.e., grinding, painting, finishing, cleaning, etc.). Additional steps to prevent contamination of products, materials and parts include proper storage (as described above), cleaning, and in-progress confirmation that no contamination has taken place.

## **SECTION 11**

### **Accountability & Control of Technical Data**

#### **Purpose**

This section describes facility procedures established to ensure that maintenance and modification activities are accomplished in accordance with current approved technical data by maintaining and controlling the distribution of approved technical data and instruction.

#### **Process Requirements**

FAA, Manufacturers' Technical data, Facility manuals and Documents must comply with the following requirements:

1. Data is available to Quality department and Production departments personnel;
2. Data is inventoried and has revision accountability;
3. Data is maintained in appropriate locations for use by affected personnel.

#### **Policy and Responsibilities**

The Quality Manager has the responsibility for the data collection from the original equipment manufacturers [OEM] to ensure that the proper documentation is received, logged electronically, and distributed. **P 4.2-1 Document and Data Control** describes the general procedure to be followed for the approval, issue, and maintenance of all StandardAero, Springfield controlled Documents and Data. If technical data is received for translation, the Quality Manager will review the documentation before its release.

##### **Control & Maintenance of Avionics Technical Publications:**

Work Instruction document **W 4.2.3-8** provides clear instruction for the access, control, maintenance and revisions of Avionics technical publications that is to be used for servicing, repairing or maintaining articles at the StandardAero, Springfield facility.

##### **Control & Maintenance of Airframe Engine and Appliance Technical Publications:**

Work Instruction document **W 4.2.3-9** provides clear instruction for the access, control, maintenance and revisions of Airframe, Engine and Appliance technical publications that is to be used for servicing, repairing or maintaining articles at the StandardAero, Springfield facility.

Note: These additional procedures and work instructions will be made available for review in the attached Appendices.

## **SECTION 12**

### ***Calibration of Precision Tools, Gauges, & Test Equipment***

#### **Purpose**

- The purpose of this section is to ensure that this facility's precision tooling, gauges, and test equipment are properly controlled and maintained in a calibrated state to ensure accuracy of tasks associated with such equipment in accordance with facility policy, manufacturer's instructions, and FAA regulations.

#### **Process Requirements**

- Calibration standards used by this facility are traceable to the National Institute of Standards and Technology (NIST) or manufacturers' equipment standards.
- The Quality Manager is responsible for the facility's overall calibration program, whether calibration is performed in-house or by contract with outside agencies.
- The basis for testing equipment requiring calibration at regular intervals is determined by manufacturer recommendations, industry standard practices, or facility usage experience, supported by calibration records.
- Tooling and equipment calibration checks are accomplished by one of the following methods:
  1. Comparison check to a facility master that is NIST traceable, as applicable with manufactures recommendations;
  2. Return to manufacturer;
  3. Authorized test equipment facility (with standards traceable to the NIST);
  4. Onsite testing service (with standards traceable to the NIST).
- This facility maintains necessary manufacturer's-required test equipment (or equivalent) for tooling and equipment calibrated in-house.
- Tooling and equipment receiving in-house calibration are inspected and tested in accordance with manufactures recommendations and or accepted industry practices.
- Acceptable calibration error specifications for in-house calibration are in accordance with manufactures recommendations and or accepted industry practices.
- Company-owned and personal articles are identified by a tool number assigned to the article for uniquely identifying the items to be calibrated, to ensure that there can be no confusion regarding the identity of such items.
- Facility and personal articles used not requiring calibration are properly identified through utilization of the No Calibration Required sticker. Articles labeled as such cannot be used for any maintenance operation requiring test data to be recorded, product acceptance, or any return to service action unless facility holds manufacturers documentation which supports use of an article without calibration.
- When a new article is determined to require calibration the article is entered into a computerized database and assigned a tool number. An initial calibration is accomplished prior to its introduction into service, unless documentation traceable to the NIST was provided with the article.
- The Quality Manager ensures that personnel involved in calibration activities are properly trained and qualified for that function.
- The appropriate departmental manager directs new production employees to the Quality Department for personal tool calibration and recording.

- The Quality Manager ensures that calibration of measurement and test equipment is performed utilizing certified measurement standards. This calibration takes place at periodic intervals established on the basis of stability, purpose, and degree of usage.
- The Quality Manager shall shorten calibration intervals as required based on the results of the preceding calibrations to ensure continued accuracy.
- The Quality Manager may lengthen calibration intervals only when the results of the previous calibrations provide definite indications that such action will not adversely impact the accuracy of the affected equipment. Such extensions, supported with historical data to validate such an extension, are submitted to the Administrator for concurrence prior to implementation.
- Production personnel use precision measuring equipment with adequate capability for the specific job intended, suitably stored to provide proper protection from damage, contamination, or deterioration. Production personnel maintain their precision measuring equipment per the manufacturers guidelines if available, observe this facility's manual requirements for precision tooling use and calibration, and forward any suspect tooling to the Quality Department for disposition.
- Contracted calibration laboratories utilized to calibrate this facility's precision equipment are audited on a periodic basis to assure the following:
  1. Capability to perform calibration to required tolerances and accepted national standards;
  2. Personnel is properly trained and qualified;
  3. Appropriate manuals are maintained for specific tooling and equipment to be calibrated;
  4. Test equipment recommended by the manufacturer (or equivalent) is available;
  5. Records of calibration created by the audited laboratory have traceability to national standards.
- Production employees will forward to the Quality Department articles that have exceeded their calibration interval or otherwise suspect accuracy. Such product is not reissued until tested and repaired, as required.
- The Quality Department or designee labels articles that are not to be used to full capabilities, indicating the applicable condition, using Limited Calibration stickers.

## **Procedure and Responsibilities**

1. The Quality Department maintains a computerized database for facility and employee-owned articles requiring calibration containing the following information, but not limited to:
  - A. Tool name;
  - B. Description;
  - C. Manufacturer's serial number (if applicable);
  - D. Location;
  - E. Ownership;
  - F. Tool I.D. number;
  - G. Calibration interval;
  - H. Date of last calibration;

I. Date of next calibration

2. At the beginning of each calendar month, a list of tools for calibration is generated by the Quality Department or designee from the database.
3. Articles requiring calibration checks are accomplished by one of the following methods:
  - A. Comparison checks to a facility master that is traceable to NIST or equivalent, as applicable with manufacture's recommendations;
  - B. Return to manufacturer;
  - C. Authorized test equipment facility (with standards traceable to NIST or equivalent);
  - D. Onsite testing service (with standards traceable to NIST or equivalent).
4. When an article is received from an off-site facility after repair or calibration, the Receiving Department notifies the Quality Department. The article is then checked for proper labeling and certification before the article is returned to service.
5. If an article does not pass calibration the article is removed from service. The article is then repaired in-house using manufacturers' repair instructions or equivalent or sent to an approved repair facility and re-tested.
6. Once the article has passed testing, the database is updated to reflect the status of the article and a label is affixed in an appropriate location. The label will include, but not be limited to; date of calibration; next calibration due date; and identification of party performing the calibration. The article is then returned to service.

**Note:** Calibration interval expires the last day of the month listed on the calibration sticker.

7. If the article does not pass and is not repairable the article is clearly labeled not for use for inspection.
8. After the article has either passed or failed calibration, the database is updated to show the current status of the article.
9. The Quality Department performs limited in-house calibrations utilizing manufactures recommendations and or accepted industry practices.
10. The Purchasing department notifies the Quality Department of articles being purchased for determination of calibration state before an article is brought into the facility. The purchasing department will request documentation of calibration from the manufacturer when applicable.
11. If an article cannot be found and is beyond its calibration interval, the article will be listed as a lost tool on the database. A copy of the lost tool list will be printed from the database. This list will then be given to the listed owner of the tool as applicable.
12. The Quality Department immediately notifies the appropriate department of any substantially out-of-calibration tooling or equipment found during the in-house calibration process that may have had any impact on past product.
13. Upon notification, an assessment team comprised of the Quality Manager, appropriate Crew Chief and affected departmental manager(s) determines if past product on which out-of-calibration tooling has been used warrants action.
14. Upon determination of impact upon past product, the Quality Manager implements the corrective actions developed by the assessment team.

## Tool Conformity and Equivalency Inspection

1. All tooling and equipment used in direct support of repair station will be processed through the Quality Department prior to incorporating the tooling and or equipment into the repair station inventory.
2. Once conformed, all tooling and equipment will be assigned a unique company number which will be loaded into the facility's master tooling and equipment database.
3. All tooling and equipment incorporated into the repair station inventory will be provided by the applicable manufacture, the manufactures recommended supplier, or an industry recognized supplier. Tooling and equipment not fitting into one of these categories must be equivalent to the tooling or equipment recommended by the applicable manufacture.

*See Appendix A procedure **P 7.5.1 "Use of Equivalent Tooling and Shop Aids"** to provide guidance for making a determination of equivalency for special equipment and/or test apparatus used in maintaining aircraft and their associated components.*

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**SECTION 13**  
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## **SECTION 14**

### ***Malfunction or Defect & Mechanical Reliability Reports***

#### **Purpose**

- The purpose of this section of the manual is to ensure that, if a failure, defect or malfunction is discovered, proper notification is made to the Administrator in accordance with facility and FAA requirements.

#### **Process Requirements**

- The Malfunction or Defect Report (FAA Form #8010-4) is completed upon discovery of any failure, malfunction or defect in product processed through this facility in accordance with FAR 145.221.
- The Malfunction or Defect Report (FAA Form #8010-4) is submitted to the FAA FSDO within 96 hours of the associated finding. However, a report that is due on Saturday or Sunday may be mailed or delivered on the following Monday, and one that is due on a holiday may be mailed or delivered on the next work day.
- In cases where filing such reports may result in a situation prejudicial to the interests of the facility, it is referred to the Administrator for determination as to whether reporting is necessary.
- When work is accomplished for an air carrier, the air carrier is notified of any failure, malfunction or defect in product, in order that the air carrier may file a Mechanical Reliability Report.

#### **Procedure and Responsibilities**

1. When any failure, malfunction or defect in product is discovered, an authorized Inspector is notified.
2. Inspector(s) notify the Quality Manager in the most expeditious method possible when a potential failure, malfunction or defect is discovered.
3. The Quality Manager assesses these reports and, if merited, ensures FAA Form #8010-4 is completed by an inspector(s).
4. The Quality Manager ensures proper completion of this form and submits it to the FAA.
5. When any failure, malfunction or defect in product is discovered on an air carrier's product, the Quality Manager notifies the air carrier concurrently with submission of the Malfunction or Defect Report (FAA Form #8010-4).

Examples of failures, malfunctions or defects that this facility may report are as follows:

1. An engine exhaust system that causes damage during flight to the engine, adjacent structure, equipment, or components;
2. An aircraft component that causes accumulation or circulation of smoke, vapor, or toxic or noxious fumes in the crew compartment or passenger cabin during flight;
3. Engine shutdown during flight when external damage to the engine or airplane structure occurs;
4. A propeller feathering system or ability of the system to control overspeed during flight;
5. A fuel or fuel-dumping system that affects fuel flow or causes hazardous leakage during flight;
6. Aircraft structure that requires a major repair due to damage, abnormal wear or deterioration;
7. Brake system components that result in loss of brake actuating force when the airplane is in motion on the ground;
8. Cracks, permanent deformation, or corrosion of aircraft structures, if more than the maximum acceptable to the manufacturer;
9. Emergency evacuation systems or components including all exit doors, passenger emergency evacuation lighting systems, or evacuation equipment that are found defective, or that fail to perform the intended functions;

In addition to the above examples, this repair station shall report any other failure, malfunction, or defect in an aircraft that occurs or is detected at any time if, in its opinion, that failure, malfunction, or defect has endangered or may endanger the safe operation of an aircraft.

## **SECTION 15**

### ***Maintenance Performed Under Continuous Airworthiness Requirements (FAR 121/125/129/135)***

#### **Purpose**

- The purpose of this section is to ensure that customers operating under FAR parts 121, 125, 129, or 135 receive maintenance at this facility that is performed in compliance with the operators approved manual, facility requirements, and FAA regulations.

#### **Process Requirements**

- Maintenance and associated record entries performed for part 121, 125, 129, or 135 operators comply with guidelines set forth in the affected operator's FAA-approved maintenance manual. If the associated maintenance is not covered within that manual, record entry is made as stated under FAA regulations.
- A listing is kept by the Inspection Crew Chief of technicians and inspectors qualified and trained by part 121, 125, 129, or 135 operators to use the operator's maintenance manual to record maintenance entries relative to maintenance performed on their product. This listing is attached to the Repair Station Roster. Personnel so authorized are identified as such in the Repair Station Roster.
- Prior to the commencement of work on part 121, 125, 129, or 135 aircraft, inspectors and Technicians are thoroughly trained and authorized by the air carrier on the air carrier's FAA approved maintenance manual.
- Inspectors performing inspections on required inspection items must not have performed the work on those items. Inspectors are trained by the air carrier on the air carrier's RII procedures contained in the air carrier's maintenance manual. All such RII inspections comply with those specific procedures.
- Inspectors and technicians are trained to only utilize the operator's FAA approved maintenance manual when working on part 121, 125, 129, or 135 aircraft. Furthermore, Inspectors and Technicians are trained by this facility as to the procedures involved in working on part 121, 125, 129, or 135 aircraft. (i.e. they must be trained by the air carrier/operator before they can perform work on a part 121, 125, 129, or 135 aircraft)
- The air carrier maintains a current list of inspectors capable of performing RII inspections on part 121, 125, 129, or 135 aircraft. This list includes name, title, and items the individual is qualified to inspect. A copy is maintained by the air carrier and a copy is retained in the Quality Department. Personnel providing RII support to Part 121 and 135 air carriers and Part 125 air operators are trained by the air carriers/air operators and this training is documented in records maintained at this facility.
- Inspection personnel must acknowledge receipt of the part 121 or part 135 operator notification required under Sec. Sec. 121.1005(e) and 135.505(e) prior to performing work for, or on behalf of that certificate holder. A verbal acknowledgment is acceptable with all air carrier certificate holders.

#### **Procedure and Responsibilities**

1. In addition to the procedures used on Part 91 product, the following will apply when performing any maintenance, repair, or alteration to a Part 121, 125, 129, or 135 product. The Inspection Crew Chief assures that the operator's relevant service forms and a copy of the operator's FAA-approved general maintenance manual, as applicable, are acquired prior to the commencement of work.
2. Maintenance activities are accomplished as instructed in the operator's FAA-approved general maintenance manual. If no specific instructions are supplied with this manual, this facility performs the work in accordance with the manufacturer's current specifications and publications.
3. Such qualified inspectors and technicians may, if required by a customer's FAA-approved maintenance manual, use their name, signature, Airframe and Powerplant identification number (in place of their facility permanent number), and this facility's name and Air Agency Certificate number for maintenance record entry.

## **SECTION 16**

### **Off-Site Maintenance/Alterations**

#### **Purpose**

- To establish guidelines for performing work at locations other than Repair Station fixed location. This procedure applies to maintenance, service or alteration activity performed off the Repair Station property.

#### **Procedure and Responsibilities**

- Prior to dispatching to accomplish maintenance the technician shall provide the following information to Quality Department:
  - Work Order (W/O) Number – employee must be in possession of an active W/O prior to dispatch. Aircraft/Engine Serial Number. Customer Operating Rules (14 CFR Part 91 and Part 121/135) – used to determine if there are specific customer requirements i.e., Required Inspection Items. Work Scope – QA Department is responsible for determining that the Inspector is qualified to perform the intended work scope. Repairman or A&P number – only certificated personnel may be issued inspection authority. Work History – must be added to the Repair Station Roster.
- The following shall be considered prior to performing off-base maintenance: Location and facilities to perform work. Means of communication. Availability of Technical Data, Tooling, Test Equipment. Replacement Parts Accompanied by Certification Documents. In Possession of Airmen Certificates (A&P, Repairman). In Possession of Controlled Copy of RSQCM. Knowledge of Receiving Inspection Requirements for Drop Shipped Parts.
- Department Managers are responsible for initiating the workscope, assigning personnel and determining if the location/facilities to perform maintenance are appropriate.
- Supervisors/Crew Chiefs are responsible for maintaining the line of communication between the repair station and the personnel working away from the station.
- If an Operator is 14 CFR Part 121/135, the work scope must be reviewed to determine if Quality Inspector is required. Delegated Inspection is limited as of training and does not include 14 CFR Part 121/135 RII authority unless specifically authorized by the Operator.
- Technicians shall fill out the Delegated Approval Authority Form 7.5.1-4-2 and record the inspection stamp number as assigned. The technician shall acknowledge acceptance of the stamp and Repair Station and Quality Control Manual.
- Maintenance performed Off-Base must be accomplished IAW the Repair Station normal procedures to include forms, tags, and Return to Service (RTS) procedures. These procedures are outlined in the Repair Station and Quality Control Manual. Any deviations from these procedures must be approved by the Quality Manager.
- Technicians must take a copy of the Delegated Approval Authority form and a controlled copy of the Repair Station and Quality Control Manual Off-Base. The Repair Station and Quality Control Manual (RSQCM) contain examples of RTS statements to be used when completing logbook entries. Whenever possible, the technician should make a copy of RTS statements made in the Operator's maintenance records. The Delegated Inspection Authority form shall be retained as a part of W/O Package.
- Inspection Crew Chief maintains a Off Facility Travel Log Form 7.5.1-4-1 of all Off-Base Maintenance. The log shall include the following: Name of Inspector delegated RTS authority. W/O Number. Start Date of Off-Base Maintenance. End Date of Off-Base Maintenance. Inspector's Certificate Number. Inspector's Stamp Impression. Inspectors Signature. Repair Station and Quality Control Manual Control Number.
- Assist Only: When a technician departs the facility to assist a customer with a work scope (which the customer shall subsequently RTS), an Assist Only work package is issued. The technician is not issued Delegated Inspection Authority. The customer must acknowledge responsibility for inspection of work performed and return the aircraft to service. No RTS statements shall be made by the technician. The technician must still inform Quality Department and obtain an approval to accomplish Off-Base Maintenance utilizing Customer Assist Form 7.5.1-4-3.
- Repair Station may pre-position qualified maintenance personnel in mobile repair vehicles away from Repair Station fixed base of operations to facilitate improved customer support and response times when performing temporary Off-Base maintenance IAW with this chapter. All work performed by qualified maintenance personnel in mobile repair vehicles shall be IAW the requirements of this RSQCM. Tooling held by mobile repair vehicles away from the Repair Station fixed base shall be under direct control of Repair Station and meet requirements as applicable.

- Temporary handling and storage of aviation materials under the control of personnel in mobile repair vehicles. Parts shall be bagged and sealed in plastic bags (if possible) or stored in their original packaging (unless special packaging is required). Positive control for the following types of products shall be maintained: Conforming or Serviceable, Non-conforming or Unserviceable, Receiving Rejections or Quarantined, Flammable or Hazardous
- Parts and/or materials are temporarily maintained in such a manner to prevent damage or deterioration. Product temporarily maintained is visually inspected for damage or deterioration on an on-going basis as materials are issued for use. Internal Assessments ensures that material is periodically assessed for condition and presence of certification documents.
- Parts drop shipped directly from the vendor or provided by the customer to the location of the Off-Base maintenance shall be received IAW RS&QCM. The receiving inspection is documented on W/O Job Card (J/C) at the time the parts are received. The parts are processed through the Rene Perez Associates (RPA) computer system upon completion of the maintenance action and transmittal of records to the Repair Station.
- Parts shipped from the repair station to the location of the Off-Base maintenance, must be received IAW RS&QCM.
- Shipping of Components Containing Hazardous Materials (Hazmat): Parts shipped from off base maintenance location by StandardAero personnel shall be shipped IAW RS&QCM/OSHA.

## **SECTION 17**

### **Contract Maintenance**

Vendors performing contract maintenance will be controlled **IAW P 7.4.3-1 “Contracting Maintenance Functions”** to FAA and Non-FAA Certificated Sources. Evaluating, approving and recertification will be accomplished **IAW P 7.4.1-1 “Contract Maintenance Assessment and Approval System”**. (See APPENDIX A).



***SECTION 18***

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## **SECTION 19**

### ***Internal Quality Audits***

#### **Purpose**

- The purpose of this section of the manual is to provide approved methods that ensure that facility quality activity and their related results are effective and properly comply with facility policies/procedures and FAA regulations.

#### **Process Requirements**

- Internal quality audits are scheduled in a manner that ensures that the entire scope of the quality system is reviewed, at a minimum, on an annual basis.
- Audit results are documented and submitted to departmental management for corrective action. A full report of these audits is also distributed to the Vice-President/General Manager for review.
- Timely resolutions of audit findings, observations, and recommendations are required. Verification of completion of the corrective actions is also required.

#### **Procedure and Responsibilities**


1. The Quality Manager develops a schedule to ensure completion of internal quality audits at least annually. These quality audits do not necessarily have to be accomplished as one continuous event, but may be broken into events covering different quality system aspects as long as the entire scope of the quality system is audited annually.
2. The Quality Manager, utilizing internally developed audit system checklists, performs the audit(s) per the predetermined schedule. These checklists ensure that all specific facility and FAA regulations relating to the quality system are assessed by the internal quality audit.
3. Upon completion of the audit(s), the Quality Manager creates a report of her/his findings. These findings are distributed to departmental management and/or the Vice-President/General Manager.
4. The affected departmental managers or supervisors, upon receipt of the findings, take corrective action to eliminate the root cause elements of the findings, thereby eliminating the possibility of recurrence. Corrective action by departmental management and/or the Vice-President/General Manager are submitted to the Quality Manager within 30 days of issuance.
5. The Quality Manager, within 60 days of the implementation of departmental corrective action, assesses the effectiveness of the corrective action. If the corrective action is found insufficient an additional corrective action report is generated and delivered to the affected department manager and the Vice-President/General Manager for additional corrective action implementation. This process continues until effective corrective action has been documented.
6. The Quality Manager may delegate Quality department personnel to assist in the internal audit process.
7. Records of internal audits, findings, and corrective action are maintained by the Quality Manager in the Quality Department.

## **SECTION 20**

### **Forms Manual Distribution Procedure**

*The RS&CQFM, Repair Station and Quality Control Forms Manual is a separate document from the RSQCM. Distribution Procedure and Responsibilities will be complied with in the same manner as our current Repair Station and Quality Control Manual is maintained.*

## APPENDIX A

Site: SPI	<b>Procedure</b>		 StandardAero A DEB Company Springfield, USA
BU/Function: Biz-Av	<b>Document and Data Control</b>		
Document number: P 4.2-1			
Old document number: QP 05-004	Revision level Initial	Issue date 12/02/09	
Initiated by Chad Jones			
Owner approval: Mike Menard	Date: 12/02/09		
Quality approval: Chad Jones	Date: 12/02/09		

### 1. Purpose

- 1.1. This document describes the general procedure to be followed for the approval, issue, and maintenance of all SPI controlled Documents and Data.

### 2. Scope

- 2.1. This document primarily discusses the control of documents. Records related to SPI activities as governed by the Repair Station Quality Control Manual (RSQCM).

### 3. Process and Responsibilities

- 3.1. . The Avionics Department is responsible for Control & Maintenance of Avionics Technical Publications. Refer to Work instruction W 4.2.3-8.
- 3.2. The Quality Department is responsible for Control and Maintenance of Airframe, Engine, and Appliance Technical Publications. Refer to Work Instruction W 4.2.3-9.
- 3.3. The Quality Department is responsible for coordinating all aspects of Standard Aero Springfield's Document Control System.
- 3.4. SA, Springfield controls all documents and data used within our production and support activities. The following documents are included in our Document Control System:
- 3.5. OEM Technical Data
- 3.6. StandardAero Technical Data
- 3.7. StandardAero Company Documentation
- 3.8. Documents and Data of External Origin, when applicable

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- 3.9. Industry Standards and Specifications
- 3.10. Standard Aero ISO documents including Policies, Procedures, Work Instructions and Forms
- 3.11. Any other document or data identified at a later date will be added as necessary

#### **4. Control Methods**

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- 4.1. All internal documents are identified through a comprehensive numbering system.

#### **5. Formats**

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- 5.1. All documents shall be legible and readily identifiable by listing the document number and revision.
- 5.2. Document approvals are identified through sign-offs and a system of stamps. These stamps indicate whether documents are controlled or uncontrolled, reference only or obsolete.

#### **6. Review and Approval**

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- 6.1. Before issuance or revision, all documents must go through a system of development, review and approval. The Document Owner and Quality Assurance Manager and/or effected personnel perform final acceptance of all documentation prior to issue to insure all regulatory and operational requirements have been satisfied.
- 6.2. Existing documents are periodically reviewed to ensure they remain accurate and effective for their intended use. The Document Owner or responsible party, on or near the annual anniversary date, performs document reviews.

#### **7. Invalid/Obsolete Documents**

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- 7.1. When documents are revised for any reason, Invalid/Obsolete documents are promptly removed from all points of issue of use and destroyed. The Engineering Department may maintain one copy of the most recent obsolete version for reference only in a controlled file.

#### **8. Master Lists**

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- 8.1. Engineering Department maintains a database of all internally created documentation within the SA, Springfield Document Control System. The database will be updated whenever there is a change to any documentation. This includes revisions, issue dates, and approvals. Refer to W 7.5.3-8 Alteration Specification Engineering Flow Down.

#### **9. Documents of External Origin**

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- 9.1. Documents of external origin will be controlled and included within the overall document control system when applicable. Customer supplied data is considered customer property and the company exercises care while it is under the companies control. National, regulatory, government, and industry standards are strictly controlled and available electronically for review and reference.

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## 10. Availability

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- 10.1. Copies of documents maintained in the Engineering database and/or Technical Library are available to all persons either in hard copy or electronic media within each Cell or Department. Production activities governed by Work Orders (W.O.s) or their equivalent require the specific documentation to be in use at the point where the activity is performed. Refer to **W 4.2.3-8** & **W 4.2.3-9**. Documents and Data that is retained for knowledge use can be identified and archived for later reference.
- 10.2. Documents can be requested from Engineering either through written communication or by sending an e-mail to the Lead Engineer requesting the documents. Photocopies of Controlled Documents are not permitted without the permission of the respective Department Crew Chief. Documents in use in SA, Springfield facilities must be of the same revision level stipulated on the Alteration Specification or as listed by the Manufacturer's Publication Index.

## 11. References

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- 11.1. Standard Aero Springfield –Repair Station & Quality Control Manual, Section 11
- 11.2. ISO 9001-2008

## 12. Revision History

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Revision Date	Description of Revision
12/02/09	Initial

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<b>Site:</b> SPI	<b>Procedure</b>		 <b>StandardAero</b> Springfield, USA
<b>BU/Function:</b> BusAv	<b>Contracting Maintenance Functions to FAA and Non-FAA Certificated Sources</b>		
<b>Document number:</b> P 7.4.3-1			
<b>Old document number:</b> QP 06-004	<b>Revision level</b> A	<b>Issue date</b> 01/19/2011	
<b>Initiated by</b> Kevin Fitzpatrick			
<b>Owner approval:</b>	Kevin Fitzpatrick	<b>Date:</b>	01/19/2011
<b>Quality approval:</b>	Chad Jones	<b>Date:</b>	01/19/2011

## 1. Purpose

- 1.1. To ensure that the Standard Aero (STANDARD AERO) complies with 14 CFR Part 145 when contacting maintenance functions, for which the Repair Station is rated, to an Outside Contractor or Vendor.

## 2. Scope

- 2.1. A certificated repair station may contract a maintenance function pertaining to an article to an outside source provided--
- (1) The FAA approves the maintenance function to be contracted to the outside source; and
  - (2) The repair station maintains and makes available to its certificate holding district office, in a format acceptable to the FAA, the following information:
    - (i) The maintenance functions contracted to each outside facility; and
    - (ii) The name of each outside facility to whom the repair station contracts maintenance functions and the type of certificate and ratings, if any, held by each facility. Repair Station shall hold ratings for maintenance functions being contracted to Non-FAA certificated facilities.
- 2.2. Repair Station may contract maintenance functions FAA or Non-FAA Certificated facilities when it:
- Does not have the housing, equipment, materials or equipment available on its premises and under its control, or
  - Chooses to contract a maintenance function for workload or economic considerations.

### Note

Only those maintenance functions contracted to Non-FAA Certificated facilities are listed on FAA Approved Contract Maintenance Function List (CMFL)

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- 2.3. Vendors performing contract maintenance on behalf of the Repair Station are assessed and qualified In Accordance With (IAW) P 7.4.1-1.

### **3. Definitions**

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- 3.1. **CMFL** – Contract Maintenance Function List  
3.2. **FSDO** – Flight Standards District Office

### **4. Process and Responsibilities**

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#### **4.1. Establishing the Contract Maintenance Function List (CMFL)**

- 4.1.1. Quality Manager – establishes and assigns a form/document number to CMFL IAW W 4.2.3-5. Form shall include:

- List of Contract Maintenance Functions
- Current CMFL Revision Status
- FAA Approval Signature
- FAA Approval Date

CMFL may indicate if the maintenance function “Shall” or “May” be contracted.

- 4.1.2. Service Department Leader/Delegate – determine what maintenance shall be contracted to outside facilities and notify Quality Manager.

4.1.3. Quality Manager

- Categorizes Maintenance Function IAW this Procedure.
- Submits Application and CMFL to FAA Flight Standards District Office.

- 4.1.4. FAA reviews the application and, if appropriate, signs and returns the Approved CMFL to the Repair Station.

- 4.1.5. FAA Approved CMFL is maintained by the Quality Manager and made available to STANDARD AERO personnel and FAA.

#### **4.2. Revising the Contract Maintenance Function List (CMFL) – Normal Procedure**

- 4.2.1. Service Department Leader/Delegate may determine that a revision to CMFL is required and notify Quality Manager.

4.2.2. Quality Manager

- Categorizes Maintenance Function IAW this Procedure.
- Submits Application and CMFL to FAA FSDO.

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4.2.3. FAA reviews the application and, if appropriate, signs and returns the approved CMFL to the Repair Station.

#### **4.3. Revising the Contract Maintenance Function List (CMFL) – Emergency Procedure**

4.3.1. If FAA specifically approves this Procedure, the following process for obtaining approval may be utilized to add a maintenance function to CMFL on an emergency basis:

- Application and CMFL to FAA FSDO by most expeditious manner i.e. fax or e-mail.
- When delivery of the application and revised CMFL is confirmed (by successful fax transmission or e-mail delivery confirmation) the Repair Station may contract the maintenance function.
- Within 72 hours, the original application and CMFL shall be forwarded to FAA. If proper signatures are on the transmitted documents, original fax or e-mail may be used.

**Note**

Emergency – occasions when FAA is not available to approve CMFL, i.e. after hours, weekends, or holidays.

4.3.2. FAA Approval to utilize CFML emergency procedure is documented and retained by Quality Manager.

#### **4.4. Categorizing Contract Maintenance Functions**

4.4.1. Following list may be used as guidance to categorize Maintenance Functions included on CMFL:

- Abrasive Air Blasting and Chemical Cleaning Operations
- Balancing Operations
- Boroscope Inspection
- Complex Machine Operations
- Fabricate Components Used in Repairs and Modifications
- Heat Treatment
- Install Avionics Systems
- Metal Plating or Anodizing
- Non-Destructive Testing
- Painting Operations
- Produce Engineering Data for Repairs and Alterations
- Refurbish Interiors
- Repair/Reseal Fuel Tanks

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- Sheet Metal Repairs
- Weigh Aircraft
- Welding

#### 4.5. Selecting Vendors to Perform Contract Maintenance

4.5.1. Contract maintenance organizations shall be assessed and approved for use IAW P 7.4.1-1.

4.5.2. (1) When contracting work to Non-FAA Certificated Facilities the Repair Station shall:

(a) The noncertificated person follows a quality control program equivalent to the FAA-certificated repair station's system with respect to the work being performed for the certificated repair station;

(b) The repair station remains directly in charge of the work performed;

(c) The repair station verifies by inspection or test that the work was performed satisfactorily; and

(d) The article is airworthy with respect to the work performed by the noncertificated person.

(2) The repair station must verify by test or inspection that the work has been performed satisfactorily and that the article is airworthy before approving it for return to service.

#### 5. References

5.1. FAR Section 145.209(h) Repair Station Manual Contents

5.2. FAR Section 145.211(c) Quality Control System

5.3. FAR Section 145.217 Contract Maintenance

5.4. AC145-9 Chg.1 Para 4-7 (or later approved revision) Contract Maintenance Information

#### 6. Revision history

Revision date	Description of revision
01/19/2011	Initial Release

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<b>Site:</b> SPI	<b>Procedure</b>		 <b>StandardAero</b> Springfield, USA
<b>BU/Function:</b> BusAv	<b>Contract Maintenance Assessment and Approval System</b>		
<b>Document number:</b> P 7.4.1-1			
<b>Old document number:</b> QP 06-002	<b>Revision level</b> A	<b>Issue date</b> 01/05/2011	
<b>Initiated by</b> Kevin Fitzpatrick			
<b>Owner approval:</b> Kevin Fitzpatrick	<b>Date:</b> 01/05/2011		
<b>Quality approval:</b> Chad Jones	<b>Date:</b> 01/05/2011		

### 1. Purpose

- 1.1. This document outlines the system used for evaluating, approving and recertification of Contract Maintenance Providers.

### 2. Scope

- 2.1. This procedure applies to the Standard Aero Business Aviation Sector (SABAS).

### 3. Definitions

- 3.1. **Assessment** – process of evaluating Contract Maintenance companies for compliance to the requirements of its adopted Quality System, as well as, any SA or customer requirements.
- 3.2. **Contract Maintenance** – Entering into an agreement between the originating certificated repair station and another person or people to perform maintenance functions on an article, AND the originating repair station will exercise the privileges of its certificate and assume responsibility for the work performed by the contracted person(s).
- 3.3. **Contract Maintenance Functions List (CMFL)** – List of maintenance functions that a repair station is certificated to perform but requests approval to contract out; and, takes regulatory responsibility for issuing an approval for return to service for the exact same work under its rating.
- 3.4. **Qualified Assessor** – An individual who has completed an industry-recognized auditor/assessor training course or has attended auditor/assessor training. Quality Manager may also appoint assessors to carry out quality system assessments as needed.

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#### **4. Process and Responsibilities**

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##### **4.1. SABAS Contract Maintenance - Initial Approval Procedure**

- 4.1.1. Once a contract maintenance provider is identified as being required the requestor originator will initiate the approval process.
- 4.1.2. Contract maintenance providers will be identified by the Requestor/Originator and are required to fill out the following forms:
  - Section 1 - Business Profile (SAG MAT F 7.4.1-1-3)
  - Section 2 - Quality Assurance System Survey (SAG MAT F 7.4.1-1-4)
- 4.1.3. Once forms are completed Requestor/Originator will deliver to Quality Manager or delegate for evaluation and approval.

##### **4.2. Quality Review**

- 4.2.1. Upon receipt of the completed assessment a quality evaluation will take place. Approval will be based on the following assessment criteria:

###### **FAA Certificated Contract Maintenance Provider**

- Evaluation of certifications and review of CMFL.

###### **Non-Certificated Contract Maintenance Provider**

- Evidence of an established quality control system and review of CFMTL,
- Compliance to Standard Aero's quality requirements,
- Appropriateness of an on-site quality evaluation.

- 4.2.2. If an unsatisfactory evaluation takes place the Quality Manager or delegate will assess the reason for non-approval with the contract maintenance provider until matter is resolved.

- 4.2.3. Once Quality Manager approves the Contract Maintenance Provider the assessment is forwarded to Corporate Sourcing by the QM or delegate and an asterisk (\*) is added at the end of the Contract Maintenance Provider's name in RPA indicating the list of facilities which maintenance functions are contracted. At this time Supplier surveys will be added to the web-based tracking system.

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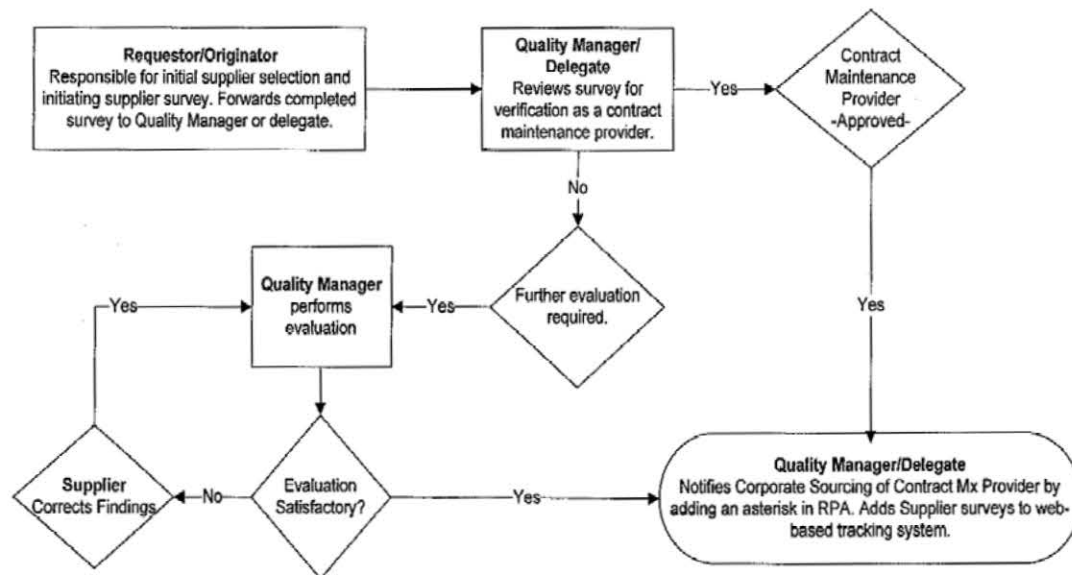
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#### 4.3. Initial Assessment Process Flow



#### 4.4. On-Site Supplier Evaluation

4.4.1. Assigned Assessor schedules the on-site evaluation of the requested Contract Maintenance Provider. The assessor makes the proper preparations before doing the evaluation. When performing on-site evaluations of Contract Maintenance Providers Form S-485, Part I may be used as a checklist. For special process services, evaluations may be accomplished using locally developed special process checklists.

4.4.2. Evaluation results must be maintained in a web-based tracking system for supplier control and monitoring. This file shall contain the completed checklists and any Corrective Action (CA) requests documented during or as a result of the evaluation. A prospective supplier is not considered active until all CA's, requested by the assessor, are answered by the supplier, accepted by the assessor, and implemented by the supplier. Contract Maintenance Providers will not be considered SABAS suppliers until a Pass or Fail judgment by the qualified assessor.

- **Pass** - Assessor will document and record the evaluation for closure.
- **Fail** - The assessor will seek CA after any failed evaluation. If a supplier fails an evaluation, CA when implemented shall bring the supplier up to a passing condition. Record of evaluation closure must be documented.

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#### 4.5. Re-certification/Surveillance

- 4.5.1. A contract maintenance provider will be re-certified through the Initial Assessment process or by obtaining updated provider information via web or telephonic means.
- 4.5.2. Contract maintenance providers required for continued use must be re-certified prior to the inactive date specified (every 3 years) in the web-based system. This process should commence prior to the inactive date.


#### 5. References

- 5.1. 14 CFR Part 145 – Repair Stations
- 5.2. AC145-9 Change 1 (or later approved revision) – Repair Stations
- 5.3. W 4.2.4-4 – Record Keeping and Documentation Retention Requirements

#### 6. Revision history

Revision date	Description of revision
01/05/2011	Initial Release

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<b>Site:</b> SPI	<b>Procedure</b>		 <b>StandardAero</b> <small>A DBB Company</small>
<b>BU/Function:</b> Biz-Av	<b>Use of Equivalent Tooling and Shop Aids</b>		Springfield, USA
<b>Document number:</b> P 7.5.1			
<b>Old document number:</b> QP 11-003	<b>Revision level</b> B	<b>Issue date</b> November 11, 2010	
<b>Initiated by</b> Chad Jones			
<b>Owner approval:</b> Kevin Fitzpatrick		<b>Date:</b> Sept. 30, 2010	
<b>Quality approval:</b> Chad Jones		<b>Date:</b> Sept. 30, 2010	

### 1. Purpose

- 1.1. To provide guidance for making a determination of equivalency for special equipment and/or test apparatus used in maintaining aircraft and their associated components as provided under 14 CFR Parts 43 and 145.

### 2. Scope

- 2.1. When performing maintenance or alterations on aeronautical product, StandardAero Personnel shall use only tools and test equipment that are recommended by the Production Approval Holder (PAH) or equipment that has been properly substantiated In Accordance With (IAW) this Procedure.
- 2.2. Scope covers:
  - Determination of Equivalency
  - Manufacture and/or use of tooling not otherwise recommended by or available from the PAH.
  - Manufacture and/or Use of Shop Aids

### 3. Definitions

- 3.1. Equivalent Tooling – tooling equivalent to that recommended by PAH.
- 3.2. NIST – National Institute of Standards and Technology
- 3.3. Other Tooling – tool or piece of equipment designed to accomplish a specific task or test where Return To Service (RTS) considerations are made and no PAH designed tool is available.
- 3.4. RTS – Returned to Service

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3.5. Shop Aid – tool or piece of equipment that has been locally obtained or manufactured to assist in the accomplishment of a specific task.

- May not perform the function of any tool available from or recommended by the PAH.
- May not be used to perform any tasks associated with RTS determinations such as measurements, torques, or PAH required checks.
- May not perform any functions contrary to PAH maintenance publications.
- May not produce any adverse effects on the airworthiness of the article being maintained.

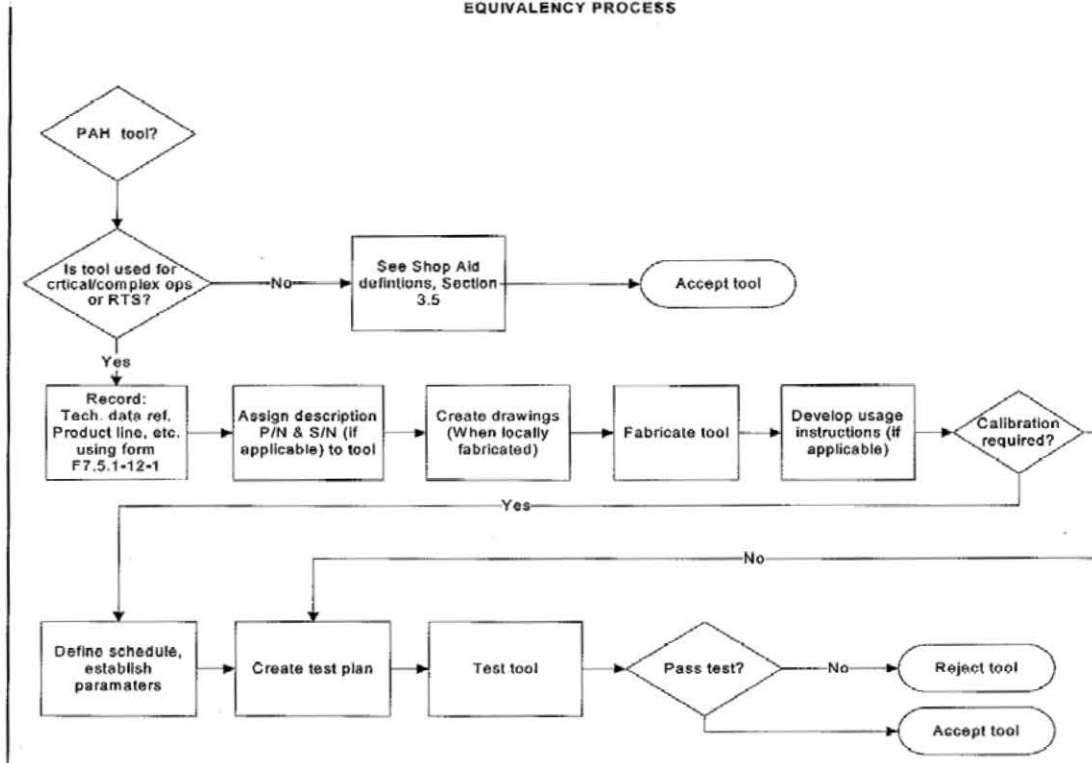
#### 4. Process

4.1. Technical data file(s) must be established for each tool that is designed, manufactured, or subjected to an equivalency determination by StandardAero. The contents of the data file shall be determined by the type and level of equivalency being performed. Tool Equivalency Determination form F 7.5.1-12-1 is used to summarize the information contained in the technical data file and contains the necessary approvals/signatures.

4.2. All tools must be identified with a unique Part Number (P/N) and Serial Number (S/N, if applicable) and be included in a database identifying the owner of the tool and the normal storage location.

4.3. Determination of Equivalency

#### EQUIVALENCY PROCESS



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- 4.3.1. In order for a tool or test apparatus to be eligible for equivalency determination, the PAH must define the test equipment or tooling being substituted.
- 4.3.2. For determining equivalency, a comparison should be made between the technical data of the special equipment or test apparatus recommended by the manufacturer and that proposed by the Repair Station. Special equipment or test apparatus may look different, be made of different materials, be a different color, etc. However, as long as the tool is functionally equivalent, the tool may be used.

Note: There may be conditions specified in PAH Service Center Agreements that prohibit the use of equivalent tooling. Verify before proceeding.

- 4.4. Equivalency determination may be as simple as comparing the specification sheets of one make and model of electrical meter to that of another or the process may involve significant engineering development and testing up to and including involvement of the PAH.
- 4.5. Special equipment or test apparatus must be capable of performing all normal tests and checking all parameters of the equipment under test. The level of accuracy shall be equal to that recommended by PAH.
- 4.6. When it is determined that PAH defined tool is to be substituted, a technical data file must be established. The technical data file must include the following:
- Description of the equivalent tool to include a unique P/N and S/N (if applicable) as assigned by the Repair Station.
  - PAH recommended tooling including specifications, description, P/N, and/or any other applicable data.
  - Applicable product line on which the tool may be used.
  - Technical publication references describing where the use of the tool is required.
  - If the tool is to be locally manufactured, include the following:
    - Drawings with sufficient detail and specifications to manufacture and conform the tool.
    - Certification documents for all of the materials used in the manufacture of the tool.
  - Specification Sheets
  - Test requirements (if applicable) including test parameters and desired outcome
  - Final Test Results (if applicable)
  - Tool Instructions (may be PAH instructions, if applicable)
  - Instructions for inspection and maintenance of tool
    - Calibration instructions including intervals and required parameters traceable to National Institute of Standards and Technology (NIST), standards provided by the equipment manufacturer or an industry accepted standard.

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## 5. Responsibilities

- 5.1. Department Manager, Crew Chief (or designee) – Will initiate Tooling Equivalency Determination Form F 7.5.1-12-1 and ensure that StandardAero personnel use only approved PAH properly substantiated or equivalent tooling.
- 5.2. Quality Manager (or designee) – Before tooling is placed into service the Quality Manager or designee will ensure the respective equivalent tooling procedure is followed and the forms associated are completed in it's entirety for FAA Acceptance.

## 6. Records

- 6.1. Records of tooling equivalencies will be maintained by the Quality Department.


## 7. References

- 7.1. Repair Station & Quality Control Manual.
- 7.2. Repair Station and Quality Control Forms Manual

## 8. Revision history

Revision date	Description of revision
September 1, 2010	Initial Release.
September 30, 2010	Added procedures and flow chart.

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<b>Site:</b>	<b>SAG</b>	<b>Procedure</b>		
<b>SBU/Function:</b>	<b>All</b>	<b>Shipping of Hazardous Materials and Dangerous Goods</b>		<b>StandardAero</b>
<b>Document number:</b>	<b>P 7.5.5-1</b>			
<b>Old document number:</b>	<b>N/A</b>	<b>Revision level</b>	<b>Issue date</b>	
		<b>1</b>	<b>Jan. 19, 2012</b>	
<b>Initiated by</b> Brian Skrobarcek				
<b>Owner approval:</b>	James Colleary	<b>Date:</b>	Electronic Approval on File Dec 17, 2008	
<b>Quality approval:</b>	Leon Dodd	<b>Date:</b>	Electronic Approval on File Dec. 18, 2008	

### 1. Purpose

- 1.1. To assure all shipments of hazardous materials to or from StandardAero facilities or affiliates are prepared and handled in accordance with applicable hazardous material regulations, and to minimize the exposure of all persons to hazardous materials during their transport.

### 2. Scope

- 2.1. This procedure applies to all StandardAero employees, and to all persons acting on behalf of StandardAero or subsidiaries, to include all Service Center employees, Field Service Representatives (FSRs) and Mobile Service Teams (MSTs) and other employees, or personnel acting on behalf of a StandardAero company, who may perform duties at locations other than a company facility.

### 3. Definitions

- 3.1. **Hazardous Material:** Any substance or material which has been determined by an appropriate regulatory agency to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce.
- 3.2. **Hazardous Material Employee:** An employee who performs duties that directly affect hazardous materials transportation safety. This normally includes employees who perform any of the following duties:
  - 3.2.1. Loading, unloading, receiving or handling hazardous materials;
  - 3.2.2. Preparing hazardous materials for transportation (including the completion of shipping documents and papers);
  - 3.2.3. Responsibility for safety when transporting hazardous materials, or

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3.2.4. Operating a vehicle or other equipment used to transport hazardous materials.

3.3. Shipment: As used in this Procedure, the term shipment refers to any employee contact with hazardous materials, to include: receipt, handling, preparation, loading, unloading, transporting, storage, disposal, or any other contact.

#### 4. Procedure

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##### 4.1. Training

4.1.1. The Pipeline and Hazardous Material Safety Administration requires training for anyone working with hazardous materials, inclusive of handling, packing, and preparing hazmat for shipping or unloading and unloading hazmat, and employees who operate a vehicle to transport hazmat.

4.1.1.1. At a minimum, all Hazardous Material Employees offering hazardous materials for air shipment are required to complete the IATA (International Air Transport Association) Dangerous Goods Training every two years to maintain proficiency in the safe transport of these items. Training shall consist of classroom instruction through a qualified provider for anyone performing shipping functions. For all other reoccurring training requirements, CD's, Online or Computer Based Training may be used as an alternative as long as they follow IATA, Transport Canada and DOT (Department of Transportation) requirements.

4.1.1.2. Additional site specific training requirements shall be developed for the safe ground transport of hazardous materials as required. Frequency of training for ground transportation of hazardous materials shall be completed every two years to maintain proficiency in the safe transport of these items or more frequently as required by applicable regulation. Training shall consist of classroom instruction for initial and reoccurring requirements, anyone performing shipping functions.

4.1.1.3. Site specific hazardous materials training programs must include:

- General awareness/familiarization training
- Function-specific training
- Safety Training (e.g., emergency response, personal protection, methods and procedures to avoid accidents)
- Security awareness training
- In-depth security training

4.1.1.4. Records of Training must be maintained and include:

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- The employee's name;
- Most recent training completion date;
- A description, copy or reference to training materials used to meet the training requirement;
- The name and address of the organization providing the training;
- Evidence, which shows that a test has been completed satisfactorily;
- Where applicable, training records will be managed by the Training Group. If there is not a Training Group within the Business Unit or Sector it will be the individual manager's responsibility to ensure training is completed and documented IAW established policies and procedures for initial and recurring training;
- Coordination of training may be performed by the following: Training Department, Facility VP/GM, or Chief Inspector;
- The Quality Department shall ensure initial and recurring training is conducted through periodic and/or annual audits;
- Training records must be made available upon request to the appropriate authority.

#### 4.2. Applicable Requirements

- 4.2.1. The receipt, handling, shipment and disposal of all hazardous materials will be in accordance with all applicable laws and regulations.

**CAUTION:** Receipt, handling and shipment of hazardous materials must be conducted by directly referencing the applicable law and/or regulation. Failure to follow company policy and regulatory requirements potentially exposes the company and the individual shipper to fines, civil actions, and imprisonment. In addition, noncompliance with applicable regulations, company policy, and this procedure could result in property damage, injury, and death. Personnel disciplinary actions are also applicable for incidents of noncompliance.

- 4.2.2. All Hazardous Material Employees offering hazardous materials for shipment must have a copy of the applicable regulatory requirements immediately available for reference during the hazardous material management activities to ensure requirements are followed.
- 4.2.3. To ensure safe transport of hazardous materials, all Hazardous Material Employees offering hazardous materials for shipment are required to complete the applicable screening checklist (see 5.1.2/SAG F 7.5.5-1-2) for hazardous material shipments in the company. Additional site specific checklists or forms may be developed and employed to ensure local, regional, and country requirements are satisfied.

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## 5. Accountabilities

### 5.1. Hazardous Material Employee responsibilities:

- 5.1.1. Follow this procedure and applicable laws and regulations to protect your own health and safety as well as that of other workers, the public and the environment.
- 5.1.2. Complete the IATA Screening Checklist that is included in the IATA manual for global air shipments of hazardous material. The DOT Screening Checklist (SAG F 7.5.5-1-2) shall be completed for ground hazardous material shipments originating from only facilities located in the United States. Finally, any site specific checklists/forms used for each shipment shall be retained as official company record for future review and inspection. Records shall be maintained with the shipping documentation to ensure record continuity.
- 5.1.3. Promptly raise any concerns about possible violations of this procedure to your manager, the VP Supply Chain, the Director of Compliance, DAE general counsel or call the toll-free company Helpline. Your report may be written or oral, and it may be anonymous.

### 5.2. Managers responsible for a facility, activity, product, or service must:

- 5.2.1. Communicate responsibly with employees, communities, customers and government agencies regarding hazardous materials safety issues.
- 5.2.2. Implement effective programs, training and best practices for the handling and transportation of hazardous materials.
- 5.2.3. Ensure Hazardous Material Employees have been and remain trained in accordance with section 4.1.1.1 prior to offering hazardous materials for transport/shipping.
- 5.2.4. Promptly advise and obtain the concurrence of the business leader before initiating any new projects or activities with the potential for significantly extending company or employee exposure to hazardous materials beyond the previously assessed levels.
- 5.2.5. Promptly inform the VP Supply Chain, the Corporate Director of Compliance, and the General Counsel's office of any:
  - 5.2.5.1 Emergency evacuation or other serious incident that may have exposed employees to hazardous materials.
  - 5.2.5.2 Legal proceedings alleging significant property damage or personal injury from exposure to hazardous substances.

## 6. References

- 6.1. The following references are provided to direct your attention to the primary laws and regulations governing the receipt, handling and shipment of hazardous materials in the different jurisdictions where StandardAero conducts operations. These references are the minimum required for compliant operations, and all Hazmat operations must be conducted in full compliance with all applicable regulations.

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- 6.1.1. All Locations
  - 6.1.1.1. International Civil Aviation Organization (ICAO) regulations pertaining to the air transportation of hazardous materials, as published by the IATA.
- 6.1.2. Canada
  - 6.1.2.1. Transportation of Dangerous Goods Act and Regulations
  - 6.1.2.2. Hazardous Products Act (Canada)
- 6.1.3. Singapore
  - 6.1.3.1. Air Navigation Act, Item 42 (Civil Air Authority of Singapore). Accessible at the following website: [http://www.caas.gov.sg/caas/en/Regulations\\_Aand\\_Guidelines/Legislation/Air\\_Navigation\\_Act/ANO\\_index.htm](http://www.caas.gov.sg/caas/en/Regulations_Aand_Guidelines/Legislation/Air_Navigation_Act/ANO_index.htm)
- 6.1.4. United States
  - 6.1.4.1. 49 CFR § 171
  - 6.1.4.2. 49 CFR § 172 Subpart H

Note: 49 CFR may be accessed at the DOT website at <http://www.mvregs.com/dotropa/> or the Index of Government Regulations at <http://www.gpoaccess.gov/cfr/index.html>

## 7. Revision history

Revision date	Description of revision
Initial issue Dec. 18/08	New Corporate Procedure.

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<b>Site:</b> SPI	<b>Procedure</b>		 <b>StandardAero</b> Springfield, IL USA
<b>BU/Function:</b> BusAv	<b>Handling of Hazardous Material &amp; Dangerous Goods</b>		
<b>Document Number:</b> P 7.5.5-10			
<b>Old Document Number:</b>	<b>Revision Level:</b> Initial	<b>Issue Date:</b> June 10, 2013	
<b>Initiated by:</b> Chad Jones			
<b>Owner Approval:</b> Mitch Boyles	<b>Date:</b> June 10, 2013		
<b>Quality Approval:</b> Chad Jones	<b>Date:</b> June 10, 2013		

### 1. Purpose

- 1.1. The purpose of this document is to describe the general and regulatory requirements applicable when handling hazardous materials.

### 2. Scope

- 2.1. Applies to all Customer property, parts, materials and goods presented to SPI personnel when unloading or loading aircraft.

### 3. Definitions

- 3.1. Terms and acronyms used in this document are defined as follows:

- 3.1.1. **Air Carrier** – A customer aircraft operating under a commercial operating rule, including but not limited to: 14 CFR part 135, part 121 or part 125
- 3.1.2. **Dangerous Goods** – Term used by IATA to describe air transportation of a solid, liquid, and/or gas that can harm people or the environment if not handled correctly (see also Hazardous Material)
- 3.1.3. **DGR** – IATA Dangerous Goods Regulation
- 3.1.4. **Hazardous Material** – Term used by the Department of Transportation to describe any substance or material determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. Term used for products prepared for transport in accordance with 49 CFR Parts 100-185, Hazardous Materials Regulations (HMR) (see also Dangerous Goods Shipment)
- 3.1.5. **HAZMAT Employee** – An employee trained and certified to perform duties that directly affect hazardous materials transportation safety which may include, but not limited to the following duties:
  - Load, unload, or handle hazardous materials;
  - Design, manufacture, fabricate, inspect, mark, maintain, recondition, repair, or test a package, container or packaging component that is represented,

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marked, certified, or sold as qualified for use in transporting hazardous material in commerce.

- Prepare hazardous materials for transportation;
- Operate a vehicle used to transport hazardous materials.

3.1.6. **HMR** – Hazardous Materials Regulations (Title 49 CFR Parts 100-185) are issued by the Pipeline and Hazardous Materials Safety Administration and govern the transportation of hazardous materials by highway, rail, vessel, and air

3.1.7. **HSE** – Health, Safety, and the Environment

3.1.8. **IATA** – International Air Transport Association an international industry trade group that defines the rules and regulations for safe and secure transportation of passengers within the airline industry

3.1.9. {Deleted}

3.1.10. **MSDS** – Material Safety Data Sheet provides workers and emergency personnel with procedures for handling or working with material substances in a safe manner

#### 4. Procedure

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4.1. Customer Property presented to SPI personnel when unloading or loading aircraft.

4.1.1. SPI personnel will not engage in acceptance, rejection, handling\*, storage\*, transportation\* or loading\* of hazardous materials/dangerous goods for customers under any circumstances.

4.1.2. When unloading customer property a record of all items including boxes and their contents will be made on the OPEN/CLOSE Sheets **F 7.5.4-1-1**.

\*Note:

When unloading customer property and hazardous materials/dangerous goods are identified these items will be disposed in accordance with the Hazardous Waste Management **W 6.4.3** work instruction.

4.1.3. SPI personnel may load customer property (non-HAZMAT) when a record of the Customer Property is created. The record will be made on the OPEN/CLOSE Sheets **F 7.5.4-1-1**, specifically identifying the Customer Property by Part Number and/or Description where applicable.

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P 7.5.5-10

### **WARNING**

Receipt, handling and shipment of hazardous materials must be conducted by directly referencing the applicable law and/or regulation. Failure to follow Company Policy and regulatory requirements potentially exposes the company and the individual shipper to fines, civil actions, and imprisonment. In addition, noncompliance with applicable regulations, company policy, and this procedure, if not strictly observed, could result in injury to or death of personnel and damage to, or destruction of, equipment. Personnel disciplinary actions are also applicable for incidents of noncompliance.

## **5. Training**

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- 5.1. See FAA Approved Repair Station Training Manual.

## **6. Responsibilities**

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- 6.1. Quality Manager - is responsible for maintaining training records and providing that records are available upon request to the appropriate authority
- 6.2. Department Managers – responsible for ensuring that Hazmat personnel in safety sensitive position are current and properly trained.

## **7. References**

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- 7.1. 49 CFR Parts 100-185, *Hazardous Materials Regulations (HMR)*
- 7.2. IATA Dangerous Goods Regulations (DGR)
- 7.3. SAG ITEX PL PL 2.2-1, *SA Export Compliance Program Manual*
- 7.4. SAG P 7.5.5-1, *Shipping of Hazardous Materials & Dangerous Good Procedure*
- 7.5. BusAv F 7.5.4-1-1 *OPEN/CLOSE Sheets*
- 7.6. ENV W 6.4.3 *Hazardous Waste Management*


## **8. Revision history**

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Revision	Date	Description
Initial	June 10, 2013	Initial Release

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## APPENDIX B Work Instructions

Site: SPI	<b>Work Instruction</b>		
BU/Function: Biz-Av	Control and Maintenance of Avionics Technical Publications		Standard Aero A DEEP Company Springfield, USA
Document number: W 4.2.3-8			
Old document number: S.O.P 5.7	Revision level Initial	Issue date 8/20/2009	
Initiated by Chad Jones			
Owner approval: Jim Ellis		Date: 8/20/2009	
Quality approval: Chad Jones		Date: 8/20/2009	

### 1. Purpose

- 1.1. To provide instruction for the control and maintenance and revision of Technical Publications that is to be used for servicing, repairing or maintaining avionics components at the Standard Aero, Springfield facility. This work instruction will serve to ensure that all avionics components are serviced, repaired, or maintained in accordance with the FAR's, FCC regulations, Standard Aero RSQCM and any other regulatory agency.

### 2. Scope

- 2.1. This work instruction applies to all personnel utilizing any avionics technical publications when performing maintenance and returning articles to service.

### 3. Definitions

- 3.1. None

### 4. Process

- 4.1. All service, repair, or modifications of avionics components are completed according to Original Equipment Manufacturer (OEM) technical publication manuals, Service or Engineering Bulletins, Illustrated Parts Catalogs, or other technical publications and in accordance with FAA and FCC regulations.
- 4.2. Accessing Technical Publications thru OEM websites:
  - The primary source for avionics technical data will be the OEM websites. These websites are electronically accessed through the computer database system "S" drive at Standard Aero, Springfield. It is listed as a sub-folder within "Groups" and further listed under the "SPI Avionics Install" as a read only document called "Avionics Manual Links". This folder will contain the OEM website, User ID's, Passwords and any relative contact information. The publications are assembled from a listing of all OEM technical manuals, Service or Engineering Bulletins, Illustrated Parts Catalogs, or other technical publications that are used by technicians to perform maintenance,

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servicing, or repair activities to avionics components as they are processed through the Avionics Departments.

#### 4.3. Accessing Technical Publications stored in paper format:

- All avionics technical publications in paper format are secured in the Engineering Technical Publication Library. Publications that are stored in the Engineering Technical Publication Library are primarily used for new installations. Publications that are controlled in the Avionics Service Area are most often used for maintenance and repair of avionics components.
- Verification of the currency of technical publications in paper format will be obtained before use by contacting the original manufacturer of the article by telephone or through the manufacturer's website as mentioned in Section 4.2. Avionics technicians will verify the currency of technical publication manuals and/or service bulletins by cross-checking the Manufacturers Master Publications Index and Service Bulletin Master Index.

#### Caution

Failure to verify technical data against Manufacturer's criteria could result in an article being improperly returned to service.

- As revisions for publications arrive from the manufacturer or as they are downloaded from the manufacturer's website, they will be individually verified and reviewed for content and applicability prior to being posted into the publication. Technical data that is superseded will be removed and discarded by the designated individuals performing the revision assigned by the Modifications Manager.

## 5. Responsibilities

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- 5.1. Technicians - that are using technical publications of any type will be responsible for ensuring that the documents are of the most current status.
- 5.2. Modification Manager – Must provide the Quality Department with information regarding their department's technical data needs. The Modifications Manager or his/her designee will be responsible for managing and updating all avionics technical publications, listings and logs as revisions occur.
- 5.3. Quality Department - will be responsible for the accomplishment of periodic audits of the Engineering Technical Publication library.
- 5.4. Quality Manager - is responsible for the control and deployment of all Policies, Work Instructions, and Forms.

## 6. References

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- 6.1. Standard Aero, Springfield – RSQCM, Sec. 11 - Accountability and Control of Technical Data
- 6.2. FAR 145.109 - Equipment Materials and Data Requirements

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## 7. Revision history


Revision date	Description of revision
8/20/2009	Initial Release.

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A **DAI** Company

W 4.2.3-8, Rev. Initial, 8/20/2009

<b>Site:</b> SPI	<b>Work Instruction</b>		 <b>StandardAero</b> A DEE Company Springfield, USA
<b>BU/Function:</b> Biz-Av	<b>Control and Maintenance of Airframe, Engine and Appliance Technical Publications</b>		
<b>Document number:</b> W 4.2.3-9			
<b>Old document number:</b> RSQCM Section 11	<b>Revision level</b> Initial Release	<b>Issue date</b> 12/02/2009	
<b>Initiated by</b> Chad Jones			
<b>Owner approval:</b> Bruce Basinger		<b>Date:</b> 12/02/2009	
<b>Quality approval:</b> Chad Jones		<b>Date:</b> 12/02/2009	

#### 1. Purpose

- 1.1. To provide instruction for the control, maintenance and revisions of Airframe, Engine, and Appliance Technical Publications that is to be used for servicing, repairing or maintaining articles at the Standard Aero, Springfield facility. This work instruction will serve to ensure that all articles are serviced, repaired, or maintained in accordance with the FAR's, Standard Aero RSQCM and any other regulatory agency.

#### 2. Scope

- 2.1. This work instruction applies to all personnel utilizing the applicable technical publication when performing maintenance and returning articles to service.

#### 3. Definitions

- 3.1. Article – Means an aircraft, airframe, aircraft engine, propeller, appliance or component part.

#### 4. Process

- 4.1. All maintenance, preventative maintenance and repairs of Airframe, Engines or Appliances are accomplished in accordance with the current Original Equipment Manufacturer (OEM) technical publication manuals, Service or Engineering Bulletins, Illustrated Parts Catalogs, other technical publications prepared by its manufacturer or other methods, techniques, and practices acceptable to the FAA and in accordance with FAR's.
- 4.2. Accessing & Control of Technical Publications thru OEM websites:
  - One source for technical data will be via OEM websites. A list of these websites is electronically accessed through the computer database system "S" drive at Standard Aero, Springfield. It is listed as a sub-folder within "Groups" and further listed under the "SPI Technical Publications" as a read only document. This document will contain the OEM website, User ID's, Passwords and any relative contact information. Publication content on these sites are controlled and revised by the respective OEM's. The publication listing is assembled from the input that Department Manager's and Crew Chief's provide which is used by technicians to perform maintenance,

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preventative maintenance or repair activities to articles as they are processed through the facility.

4.3. Accessing & Control of Technical Publications in microfiche/paper format:

- All technical publications in microfiche/paper format are secured in the Technical Library located in the Inspection Department. Verification of the currency of technical publications in microfiche/paper format will be assigned to a Quality Inspector or designee before being released to Production. The Quality Inspector or designee will verify the currency of technical publications by cross-checking the Manufacturer's Master Publications Index against the OEM's website or by contacting the Manufacturer directly.

**Caution**

Failure to verify technical data against Manufacturer's criteria could result in an article being improperly returned to service.

4.4. As revisions for publications arrive from the Manufacturer or as they are downloaded from manufacturer websites, they will be individually verified and reviewed for content and applicability prior to being posted into the publication. Technical data that is superseded will be removed and discarded by the designated individuals performing the revision assigned by the Quality Manager. As revisions are made the "Technical Publication Catalog" located on the computer database system "S" drive at Standard Aero, Springfield will be updated to reflect the new revisions.

4.5. The "Technical Publication Catalog" is annotated on a spreadsheet which identifies the following information for each publication if applicable:

- The physical location of the hard copies of each publication.
- The name of the manufacturer.
- The model of the product
- A description of the publications' contents.

4.6. Accessing & Control of Technical Publications on Springfield's server:

- Access to technical publications on the Springfield server is accomplished by contacting Standard Aero Springfield's on-site IT department. The Crew Chief/Technician makes a request and an individual IT technician will come and setup specific icons or links on his/her desktop for access.
- All electronic technical publications received in CD/DVD format are uploaded to the Springfield server located in the Computer Room for facility-wide distribution. Verification of the currency of technical publications in CD/DVD format will be assigned to a Quality Inspector or designee before being released and distributed. The Quality Inspector or designee will verify the currency of technical publications by cross-checking the Manufacturers Master Publications Index against the OEM's website or by contacting the Manufacturer directly.

**Caution**

Failure to verify technical data against Manufacturer's criteria could result in an article being improperly returned to service.

Content is confidential and proprietary to Standard Aero.  
Information shall not be disclosed to third parties without the written consent of Standard Aero.

- 4.7. Technical data on the server that is superseded will be removed by the IT Department and discarded by the Quality Department or designated individuals performing the revision assigned by the Quality Manager. As publications are added the "Technical Publication Catalog" located on the computer database system "S" drive at Standard Aero, Springfield will be updated to reflect the changes.
- 4.8. The "Technical Publication Catalog" is annotated on a spreadsheet which identifies the following information for each publication if applicable:
- The physical location of the hard copies of each publication.
  - The name of the manufacturer.
  - The model of the product.
  - A description of the publications' contents.

## 5. Responsibilities

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- 5.1. Technicians - that are using technical publications of any type will be responsible for ensuring that the OEM documents are of the most current status.
- 5.2. Airframe Manager/Crew Chiefs – Must provide the Quality Department with information regarding their department's technical data needs.
- 5.3. Quality Department - will be responsible for the accomplishment of periodic audits of the Technical Publication library.
- 5.4. Quality Manager - is responsible for the control and deployment of all Policies, Work Instructions and Forms. The Quality Manager or designee will be responsible for managing and updating all airframe technical publications, listings and logs as revisions occur.

## 6. References

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- 6.1. Standard Aero, Springfield – RSQCM, Sec. 11 - Accountability and Control of Technical Data
- 6.2. FAR 145.109 - Equipment Materials and Data Requirements

## 7. Revision history

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Revision date	Description of revision
12/02/2009	Initial Release.

Content is confidential and proprietary to StandardAero.  
Information shall not be disclosed to third parties without the written consent of StandardAero.



## **APPENDIX C**

### **Work Orders/Job Codes that do not require Sign-Off or Inspection Buy-Off**

#### **Job Cards**

##### **ENGR**

ADMIN-CUSTOMER SAT (to include the use of A thru K for additional customer sat cards in the work order when needed)

ADMIN-RTS

ADMIN-RESTOCK FEE

ADMIN-CREDITS

ADMIN-REFERRAL FEE

ADMIN-TRADE CREDIT

ADMIN-SFDC LOGS

ADMIN-WEATHER

GENERAL-9500

GENERAL-9542

GENERAL-9544-SPI

GENERAL-9551

GENERAL-9551-SPI

GENERAL-9 ADD-BILL (to include the use of 1 thru 5 for additional General-9 ADD-BILL cards in the work order when needed)

GENERAL-9 CONCESSION

GENERAL-9 CREDIT

GENERAL-9 T&M CON

GENERAL-9 T&L

#### **Work Orders**

Invoicing Work Orders Request - (Warranty, and like programs)

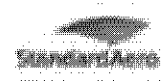
**APPENDIX D**  
***Items not requiring an “OK to Install”***

- | 1. -Wing, pylon, tail static dischargers, visible bonding braids and ground wires.
- | 2. -Lamp bulbs that are directly accessible, lamp lenses which the interior lamp cavity can be view from outside the lens,
- | 3. -Customer property and loose equipment such as books, personal carry-on items, loose items as removed.
- | 4. -Entry mats, maintenance runners, seat covers.
- | 5. -Galley and entertainment cabinet contents, lavatory cabinet contents, drop-in trash can assemblies, water filters and water filling port caps.
- | 6. -Cabin and cockpit portable fire extinguishers, portable cabin oxygen bottles, smoke goggles, flashlights, crash axe, defibrillator, first aid kits and medical kits, life vests
- | 7. -Maintenance ladder, tow bar.
- | 8. -Switch selections, servicing selectors and circuit breakers entered in the R+I for maintenance purposes can be re-positioned and recorded in the R+I.

***APPENDIX E***

***Reserved***

## APPENDIX F



# TCCA (Canada) SUPPLEMENT

to FAA Part-145 CRS No. UOQF221L  
Repair Station Quality Control Manual

StandardAero Aviation Services, LLC  
1200 North Airport Drive  
Abraham Lincoln Capital Airport  
Springfield, Illinois 62707

*Revision No. A*

MANUAL #:  
ASSIGNMENT:

1
StandardAero Copy

This Supplement together with the FAA FAR-145 Repair Station Quality Control Manual forms the basis of acceptance by the Transport Canada Civil Aviation (TCCA) for maintenance carried out by this organization on aircraft and/or aircraft components under the regulatory control of the TCCA Authorities.

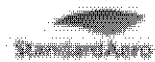
1 of 14

Revision #	Revision Date
A	6-23-15

ACCEPTED BY FAA

DATE: 08/13/2015  
*Douglas C. Wilson*  
*Douglas C. Wilson*  
 Principal Maintenance Inspector

DATE: 08/05/2015  
*Paul C. Anderson*  
*Paul C. Anderson*  
 Principal Avionics Inspector



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Section 3- Special Conditions, General

Section 4- Special Conditions to U.S. Repair Station

Section 5- Special Conditions, Repair Stations Performing Maintenance,  
Preventive Maintenance, And Alterations for CAR IV or CAR VII  
Commercial Operators

Section 6- Definitions

## 2. AMENDMENT PROCEDURE

### A. Responsibility

The Quality Manager of StandardAero shall be responsible for ensuring that the FAA Part 145 Repair Station & Quality Control Manual and the Transport Canada Civil Aviation (TCCA) Supplement are kept up to date in respect of regulatory changes and that the Repair Station staff comply with the procedures therein. He will also initiate any amendment action deemed necessary to this supplement, and will submit it to the Local FAA for final acceptance prior to publication.

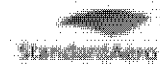
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### 3. INTRODUCTION

The purpose of this supplement is to clearly set forth differences from FAR's that need to be accounted for in operating a repair station that performs maintenance to TCCA registered aircraft and/or components that are under the regulatory control of TCCA Authorities.

When StandardAero Business Aviation Services LLC intends to perform maintenance as above, it shall first appraise itself of the contents of this supplement, and then perform the necessary additional or different actions required therein.





#### 4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

This supplement in conjunction with the approved FAA FAR Part-145 RSOCM defines the organization and procedures. These procedures are approved by the undersigned and must be adhered to, as applicable, when maintenance work/orders are being performed.

"It is accepted that the repair station's procedures do not override the necessity of complying with any additional requirements formally published by the TCCA and notified to this organization from time to time."

Signed by the Accountable Manager:

Signature

Kevin Mandirok, Vice President & General Manager  
Printed Name

For and on behalf of the StandardAero repair station.

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## Section 1 Introduction

This supplement is prepared in accordance with the latest revision of FAA Order NB900.6, FAA Advisory Circular 43-10, and Transport Canada Civil Aviation (TCCA) Maintenance Implementation Procedure (MIP). This supplement shall be referenced at all times when maintenance, preventive maintenance, or alterations are completed on Canadian registered aircraft. If any deviations occur between the requirements of the Repair Station/Quality Control Manual (RSQCM) and this supplement, this supplement takes precedence.

This supplement reference necessary procedures contained in the Standard Aero RSQCM, as provided in AC 43-10 paragraph 3.2.2, in order to show compliance with the MIP.

All maintenance completed by Standard Aero on Canadian registered aircraft is completed in accordance with the latest revision of the manufacturer's maintenance manual, other data approved by the FAA, and/or the Special Conditions set forth in this supplement, as required by the MIP. To be able to perform maintenance, preventive maintenance, and alterations on Canadian aeronautical products, this repair station meets the applicable requirements contained in CAR 571 and CAR 573. This supplement contains procedures unique to the Canadian aeronautical products, specific training requirements, and reporting requirements.

This repair station maintains the standards set forth in the Repair Station/Quality Control Manual and the requirements of the MIP for Canadian registered aircraft. Standard Aero and FAA Approval of this TCCA supplement is contained on the revision status page of this supplement.

## Section 2 Supplement Revision and Control

All amendments or revisions shall be submitted to the Springfield, Illinois Flight Standards District Office for FAA acceptance prior to incorporation. Any revision of this supplement will require a complete revision to the entire supplement. The revision number and date are contained in the LH footer portion of each page, as well as a vertical line in the left hand margin, identifying all specific lines of text changed under each revision. A brief description of the change is noted on the revision status page.

The Manager of Quality Assurance maintains the master of this supplement in paper format. The controlled supplement is available to all other employees through the facility's computer shared drive network and/or the Standard Aero (Quality Systems) web access. This Repair Station and FAA acceptance of this supplement, and revisions to this supplement are indicated on the record of revisions page of this supplement.

### Section 3 Special Conditions –General

The following Special Conditions as set forth in the TCCA MIP and the latest revision of AC 43-10 are utilized in the performance of maintenance, preventive maintenance, and alterations for all Canadian registered aircraft. This supplement is reference at all times during maintenance activities on Canadian registered aircraft/components.

Only FAA or TCCA approved or acceptable parts or components, as applicable, are used to perform maintenance, preventive maintenance, or alterations to Canadian aeronautical products.

Maintenance, preventive maintenance, and alterations must be performed in accordance with current Instructions for Continued Airworthiness or manufacturers' recommendations that will return the aeronautical product to its original or properly altered condition.

Maintenance or alterations must be certified by an approval for return to service or a maintenance release that meets the requirements of 14 CFR Part 43, sections 43.9 and 43.11 or CAR 571.10, as applicable, for aircraft and the use of FAA form 8130-3 for aircraft components, and any other information required by the owner/operator, as appropriate.

Major repair and alteration performed on Canadian aeronautical product shall be recorded on FAA Form 337 and sent to the TCCA within 48 hours by mail or electronic means.

Maintenance, preventive maintenance, or alterations performed on aeronautical products under the control of 14 CFR Part 121/135 are performed in accordance with the air carrier's manual.

Any serious defect or unworthy condition on civil aeronautical products shall be reported to the FAA or TCCA, as applicable.



Suspected Unapproved Parts shall be reported to the FAA in accordance with the latest revision of Advisory Circular 21-29 on FAA Form 8120-11. Standard Aero shall report any Suspected Unapproved Part found on Canadian aeronautical products to the air operator concerned, for reporting to Transport Canada in accordance with the operator's approved procedures.

#### **Section 4 Special Conditions - TCCA to U.S. Repair Station**

Standard Aero may perform maintenance, preventive maintenance, and alterations (with the exception of annual inspections) on civil aeronautical products under the regulatory control of the TCCA and approve that product for return to service with the following Special Conditions:

All repairs and alterations as defined by TCCA requirements must be accomplished in accordance with data approved by, or acceptable to the TCCA.

The work scope will not exceed the ratings and limitations contained in the Standard Aero FAA Approved Operating Specifications.

In the case of major repair or alteration performed on aircraft in commercial air service pursuant to part IV and part VII of the TCCA CAR's, Standard Aero must meet the additional requirements specified in Section 5 of this supplement.

**Section 5 Special Conditions- Repair Stations Performing Maintenance,  
Preventive Maintenance, and Alterations for CAR IV or CAR VII  
Commercial Operators**

The Manager of Quality Assurance is responsible for assurance that the following Special Conditions are maintained, as applicable:

In addition to the requirements of Sections 3 and 4 of this supplement, the Quality Assurance Manager shall ensure all maintenance, preventive maintenance and alterations completed on air carrier's under TCCA authority is completed in accordance with the customer's work order, or contract, including notified TCCA airworthiness directives and other notified mandatory instructions contained in the TCCA approved air carrier's manuals.

It is the responsibility of the customer (air carrier) to ensure that Standard Aero has access to, or is properly trained on the air carrier's manual requirements.

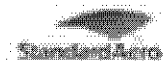
All TCCA issued airworthiness directives that are applicable to the work being performed shall be available to maintenance personnel.

Major repairs and alterations (as defined in CAR 1) are performed in accordance with data approved by the TCCA.

FAA Form 337 is utilized for major repairs and alterations on TCCA aeronautical products. (14 CFR Part 43, Appendix A / CAR 1).

Standard Aero shall submit reports of any Suspected Unapproved Parts found on Canadian aeronautical products to the air operator concerned, for reporting the Transport Canada in accordance with the operator's approved procedures.

Maintenance, preventive maintenance, and alterations are completed in accordance with the latest revision of the manufacturer's maintenance manual, Instructions for Continued Airworthiness, or other approved data. Deviations to this data must be approved by the TCCA.



The FAA Approved Training Program is maintained by Standard Aero. Supervisory, inspection, and return to service personnel for TCCA aeronautical products shall be trained on this supplement prior to performance of work on TCCA aircraft. All records related to employee training are maintained by the Manager of Quality Assurance for a minimum of two years. A maintenance release cannot be signed unless the person is authorized by the Manager of Quality Assurance. The person must have successfully completed a course of maintenance training that has been approved by the TCCA and that is applicable to the type of aircraft, engine, or system on which the maintenance was performed.

Standard Aero complies with the requirements of 14 CFR Part 145 and these special conditions for all aeronautical products under the authority of TCCA.

Standard Aero allows the TCCA, or the FAA on behalf of the TCCA, to inspect it for continued compliance with 14 CFR Part 14 and these special conditions and to make its manual and this supplement available for inspection.

Investigations and enforcement by the TCCA may be undertaken in accordance with TCCA rules and directives. Standard Aero shall cooperate with any investigation or enforcement action.



## Section 6 Definitions

**Airworthy** - In respect of aeronautical product, means in a fit and safe state for flight and in conformity with its type design CAR - Canadian Aviation Regulations

**CFR** - Code of Federal Regulations (Specifically in Title 14, Parts 1 through 189)

**Life-Limited Part**- A part that, as a condition of the type certificate, may not exceed a specified time, or number of operating cycles, in service

**Maintenance** - the overhaul, repair, required inspection or modification of an aeronautical product, or the removal of a component from or its installation on an aeronautical product, but does not include:

- a. Elementary work
- b. Servicing, or
- c. Any work performed on an aircraft by the manufacturer prior to the issuance of the first certificate of airworthiness or the export airworthiness certificate

**Major Modification** - an alteration to the type design of an aeronautical product in respect of which a type certificate has been issued that has other than a negligible effect on the weight and center-of gravity limits, structural strength, performance, power plant operation, flight characteristics or other qualities affecting its airworthiness or environmental characteristics.

**Major Repair** - a repair to an aeronautical product in respect of which a type certificate has been issued, that causes the aeronautical product to deviate from the type design defined by the type certificate, where the deviation from the type design has other than a negligible effect on the weight and centre-of gravity limits, structural strength, performance, power plant operation, flight characteristics or other qualities affecting the aeronautical product's airworthiness or environmental characteristics.

**Operator** - in respect of an aircraft, means the person that has possession of the aircraft as owner, lessee or otherwise;

**Required Inspection** - an inspection of an aeronautical product that is required by a maintenance schedule, an airworthiness limitation or an airworthiness directive, except where the airworthiness directive specifies that the inspection may be performed by a flight crew member;

**Scheduled Maintenance** - any maintenance performed at predetermined intervals pursuant to these Regulations, a maintenance schedule or an airworthiness directive;

**Serviceable** - in respect of an aircraft or aircraft part, means fit and safe for flight;

**Servicing** - in respect of an aeronautical product, means



# EASA SUPPLEMENT

**StandardAero Aviation Services, LLC**

1200 North Airport Drive  
Abraham Lincoln Capital Airport  
Springfield, Illinois 62707

FAA Part-145 CRS No. UO2R221L

EASA Part-145 ACCEPTANCE No.145.4707

Revision No. 9  
December 12, 2013

MANUAL #  
ASSIGNMENT:

2
FAA Copy

This Supplement does not form part of the FAA FAR-145 Repair Station Quality Control Manual.

This Supplement together with the FAA FAR-145 Repair Station Quality Control Manual forms the basis of acceptance by the EASA Full Member Authorities for maintenance carried out by this organization on aircraft and/or aircraft components under the regulatory control of the EASA Full Member Authorities.

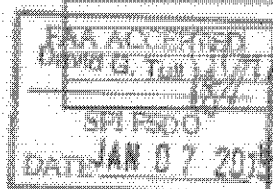
Maintenance carried out in accordance with the referenced Repair Station Quality Control Manual plus this Supplement is accepted by EASA Full Member Authorities as being in compliance with EASA -145.

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1. LIST OF EFFECTIVE PAGES
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3. INTRODUCTION
4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT
5. APPROVAL BASIS AND LIMITATION
6. ACCESS BY EASA AND FAA
7. WORK ORDERS / CONTRACTS
8. APPROVED DESIGN ENGINEERING DATA
9. AIRWORTHINESS DIRECTIVES
10. RELEASE OF COMPONENTS AFTER MAINTENANCE
11. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY
12. RELEASE OF AIRCRAFT AFTER MAINTENANCE
13. REPORTING OF UNAIRWORTHY CONDITIONS
14. QUALITY MONITORING SYSTEM
15. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE
16. CONTRACTED MAINTENANCE
17. HUMAN FACTORS
18. AIR CARRIER LINE STATION
19. WORK AWAY FROM A FIXED LOCATION
- APPENDIX 1 - AUDIT PROGRAM
- APPENDIX 2 - FORM 16
- APPENDIX 3 - FAA FORM 8130-3
- APPENDIX 4 - FORM 8

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APPENDIX 4 - FORM 9	26 - 33	06/04/2012



ACCEPTED BY FAA

DATE: 01-07-2014

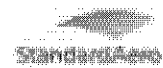
*[Signature]*  
Principal Maintenance Inspector

DATE: \_\_\_\_\_

\_\_\_\_\_  
Principal Avionics Inspector

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Manual No. 002 Manual Holder: FAA

Retain this record in the manual. Upon receipt of revisions, insert revised pages in the manual and enter revision number, revision date, insertion date and initials of person incorporating the revision, in the appropriate block on the record of revisions. All personnel are expected to suggest revision requirements, when the need is apparent, to the General Manager.

Revision #	Revision Date	Insertion Date	By
1	4/14/03	4/14/03	MR
2	6/10/04	6/10/04	KF
3	8/27/04	8/27/04	KF
4	7/26/06	7/26/06	KF
5	7/9/08	7/9/08	CJ
6	4/14/09	4/14/09	ST
7	11/27/10	11/27/10	KF
8 MAC Rewrite	6/4/2012	6/4/2012	KF
9	12/12/2013	12/12/2013	OS

### 3. INTRODUCTION

The purpose of this supplement is to clearly set forth differences from FAR's that need to be accounted for in operating a repair station that performs maintenance to non-U.S. registered aircraft and/or components that are under the regulatory control of EASA Member Authorities.

When StandardAero Business Aviation Services LLC intends to perform maintenance as above, it shall first apprise itself of the contents of this supplement, and then perform the necessary additional or different actions required therein.

The Maintenance Annex agreed to by the FAA and EU specifies the basic differences between EASA Part 145 and 14 CFR PART 145 and identifies these differences as special conditions.

This 14 CFR part 145 Repair Station is EASA part 145 approved when the repair station complies with the maintenance special conditions as detailed in this procedure in addition to complying with 14 CFR part 145 and 43.


This supplement will ensure that StandardAero Business Aviation Services LLC is working in accordance with the EASA Part 145 Approval Certification and will identify the differences from FAA regulations that need to be taken into account.

#### 4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

This supplement in conjunction with the approved FAA FAR Part 145 RSQCM defines the organization and procedures upon which EASA approval is based. These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being performed under the conditions of the EASA Part 145 approval.

"It is accepted that the repair station's procedures do not override the necessity of complying with any additional requirements formally published by the EASA and notified to this organization from time to time. It is understood that the EASA shall issue an Approval Certificate and list this repair station in an EASA published list as long as the EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that EASA reserves the right to revoke the Approval Certificate if EASA considers that procedures are not followed or standards not upheld."

Signed by the Accountable Manager

  
Signature

Kevin Makinick, Vice President & General Manager  
Printed Name

For and on behalf of the Standard Aero repair station

Please note that whenever the Accountable Manager is replaced the new Accountable Manager must sign the statement to ensure continuous EASA Acceptance.



## 5. APPROVAL BASIS AND LIMITATION

This EASA approval is based upon compliance with 14 CFR part 145 and 43 except where varied by the special conditions specified in the Maintenance Annex and associated guidance. However, this approval must not exceed the ratings permitted by Commission regulation (EC) No. 2042/2003.

The approval of maintenance work is limited to the scope of work permitted under the current certificate issued by the FAA to the repair station in accordance with 14 CFR part 145 for work carried out within the United States. Deviations have to be agreed on a case-by-case basis by the JMGB.

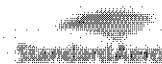
## 6. ACCESS BY EASA AND FAA

StandardAero Business Aviation Service LLC confirms that the repairs station agrees to provide access to EASA and FAA to ascertain compliance with 14 CFR part 145, EASA Special Conditions, procedures and standards and to investigate specific problems.

In accordance with paragraph 2.1 of Annex 2 of the Agreement, confirms that StandardAero Business Aviation Services LLC will accept investigation and enforcement actions that may be taken by EASA in accordance with any relevant EU regulation and EASA procedures and StandardAero Business Aviation Services LLC will cooperate with these actions.

## 7. WORK ORDERS

Procedures covering Work Orders/Contracts will be found in the current StandardAero SPI FAA Repair Station #UO2R221L Repair Station and Quality Control Manual (RS&QCM) and supporting documentation stated below:  
RS&QCM Section 7 Product Processing (Work Order Procedure and Responsibilities).



## 8. APPROVED DESIGN ENGINEERING DATA

The EASA-approved design engineering data is normally data supplied by an EASA Design Organization Approval (DOA) holder, or data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by the EASA. In all cases, the customer is responsible for confirmation of data approval.

*Repair design data developed by U. S. organizations/persons for use on EU-registered aircraft and related articles:*

### 1. Automatically approved data

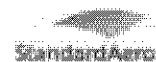
The applicable provision of Annex 1 to the Bilateral Agreement provides the basis for all *automatically approved data*.

**NOTE:** A critical component is defined as a part identified as critical by the design approval holder during the validation process, or otherwise by the exporting authority. Typically such components include parts for which a replacement time, inspection interval, or related procedure is specified in the Airworthiness Limitations section or certification maintenance requirements of the manufacturer's maintenance manual or instruction for Continued Airworthiness.

For each individual repair design, this EASA approval is based on:

1. Major repair data approved by FAA (as substantiated via an FAA letter or properly executed FAA Form 8110-3, 8100-9, or FAA Form 337).
2. Minor repair data submitted by the TC/STC holder or appliance design approval holder, or
3. Minor repair data determined to be acceptable data (under 14CFR part 43) as determined by a U. S. maintenance organization.

**Limitations:** Regarding the acceptable minor repair design data, an EASA Part 145 maintenance organization located outside the US territory cannot declare that acceptable data under 14CFR43 may be used on an EU-registered aircraft unless that data has been previously used on a N-registered aircraft. Such data must be approved by EASA or under an EASA DOA for use by an EASA Part 145 maintenance organization located outside the US territory.



Reference to the Executive Decisions NO 2007/004/R shall be made in the release documents issued by the EASA Part-145 approved organization, releasing the relevant EU registered aircraft or component to service.

## 7. Data which requires formal approval

Repair design data on critical components, developed by organizations/persons which are not the TC/STC Holder, shall be submitted to the Agency for approval following the standard application procedure, with an EASA Form 31. Applicants do not need to hold a DOA if the repair data has been approved by the FAA.

## 9. AIRWORTHINESS DIRECTIVES (AD)

For EASA member Authorities which issue their own AD's or accept FAA AD's and issue additional directives, StandardAero Business Aviation Services LLC shall ensure that it knows what airworthiness directives the customer requires.

All technical and inspection personnel shall have access to FAA issued AD's. Access is by subscription service from a third party provider, such as ATP Navigator, or by accessing FAA websites on the Internet.

Each Bi-Weekly index of newly released airworthiness directives as published by FAA shall be reviewed by inspection personnel.

All technical and inspection personnel shall have access to EASA issued AD's. Access is by accessing EASA website on the Internet: <http://ad.easa.europa.eu/>.

StandardAero Business Aviation Services LLC, IFS E logbook database contains inspection and airworthiness limitation schedules for various aircraft, engines and components. The schedules and information stored in IFS E logbook database are obtained from controlled technical data and are subject to revision control.

StandardAero Business Aviation Services LLC Quality Department shall control the data in the E logbook database and ensure that it is current to the controlled source data at all times.

StandardAero Business Aviation Services LLC shall ensure customer approval/request of the performance of applicable AD's are in accordance with StandardAero Business

Aviation Services LLC RSOQM. All non-compliant AD's will be recorded in the appropriate items maintenance records section and customer will be required to sign StandardAero Business Aviation Services LLC "Release of Aircraft" form, located in the RSOQM Forms Manual acknowledging non compliance of AD's.



## 10. RELEASE OF COMPONENTS AFTER MAINTENANCE

a) Release to service of components up to and including complete powerplants will be carried out in accordance with FAR 43.9, RSAOCM Section 7 Inspection System, including paragraphs 7 through 10 of this supplement shall also be taken into account. At the completion of maintenance an FAA Form 8130-3 shall be issued as a maintenance release by the repair station.

b) The FAA Form 8130-3 should include the EASA 145 release to service certifying statement with the EASA Part-145 Approval Certificate Number in block 13, and specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, PMA parts and quote the reference and issue/revision of the approved data used.

c) Appendix 3 contains an example and instructions of a completed FAA Form 8130-3 dual release used by the StandardAero Business Aviation Services LLC repair station. Note: Blocks 14 through 18 are not to be used by the repair station.

d) The signature of the person returning the component to service shall be in block 20 with the FAA Repair Station Certificate number in block 21.

e) The status of the component (repaired, inspected, overhauled, etc.) shall appear in block 12 with any relevant comments including detailed references to approved data, AOs, etc., in block 13. Example: "Overhauled in accordance with CMM 111, Section X, Rev 2, S/B 23 and FAA AD xyz complied with. Full details held on WQ 456."

f) Block 13 shall also contain the following statement:

"Certifies that the work specified in block 12/13 was carried out in accordance with EASA Part-145 and in respect to that work the component is considered ready for release to service under EASA Part-145 Approval Number: EASA.147.4707"

**NOTE:** In the case of maintenance carried out by a U.S.-based EASA Part-145 approved organization subject to the Agreement, EASA only recognizes the dual release FAA Form 8130-3 for component, engine, or propeller maintenance.

g) Please note that the sub clause "except as otherwise specified" is intended for use with two types of deviations as follows:

(1) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in Block 13 and/or attachments.

(2) The case where the particular maintenance requirement was only EASA approved and not FAA approved. Example: an EASA Airworthiness Directive not approved by the FAA.

h) The repair station will identify in the RS&OCM roster staff authorized to issue the FAA Form 8130-3 on behalf of the repair station.

i) The supplement includes information regarding the acceptability of components authorized for use during maintenance that complies with the following paragraphs j and k.

j) Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.

k) Only the following new and used components may be fitted during maintenance:

**(1) New Components.**

i) New components should be traceable to the OEM as specified in the Type Certificate (TC) holder's Parts Catalogue and be in a satisfactory condition for installation. A release document issued by the OEM or Production Certificate (PC) holder should accompany the new component. The release document should clearly state that it is issued under the approval of the relevant AA under whose regulatory control the OEM or PC holder works.

ii) For U.S. OEMs and PC holders, release should be on the FAA Form 8130-3 as a new part.

iii) For all EU Member States, OEMs, and PC holders, release should be in accordance with EASA Part-21 on EASA Form 1 as a new part.

iv) For Canadian OEMs and PC holders release should be on the Canadian Form One as a new part.

v) Standard parts are exempt from the foregoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for installation.

vi) PMA parts may only be accepted as detailed in EASA Part-21 or in Annex 1 of the Agreement.

vii) Engines rebuilt by the production approval holder can be accepted as specified in the Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP- paragraph 5.1.4).



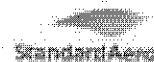
#### **Used Components**

- i) Used components shall be traceable to maintenance organizations and repair stations approved by the authority who certified the previous maintenance, and in the case of life limited parts, certified the life used. The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the TC holder's Parts Catalogue.
- ii) An FAA Form 8130-3 issued as a dual maintenance release must accompany used components from EASA-approved U.S.-based 14 CFR part 145 repair stations.
- iii) Used components from a 14 CFR part 145 repair station not EASA-approved will not be used even if accompanied by an FAA Form 8130-3.
- iv) An EASA Form 1 issued as a maintenance release shall accompany used components from EASA Part-145 approved maintenance organizations not located in the U.S.
- v) A Canadian Form One issued as a maintenance release should accompany used components from a Canadian EASA-approved maintenance organization.

**NOTE:** Canadian EASA-approved maintenance organizations will specify the EASA release statement and their EASA approval number in the remarks block of Canadian Form One.

i) The following table is a summary of possible cases:

Privileges of the dual EASA and FAA certificated maintenance organisation			
United States		Europe	
Release Document of Final Assembly: 8130-3 Dual Release		Release Document of Final Assembly: EASA Form 1 Dual Release	
Acceptable New Products/Articles:		Acceptable New Components:	
EASA Form 1 NEW 8130-3 NEW C of C Standard Parts		EASA Form 1 NEW 8130-3 NEW C of C Standard Parts	
USED Products/Articles:		USED Components:	
Acceptable Used Products/Articles Release Document (input)	Final Assembly Release document (output)	Acceptable Used Components Release Document (input)	Final Assembly Release document (output)
8130-3 Single	8130-3 Single	Form 1 single	Form 1 Single
8130-3 Dual	8130-3 Dual	Form 1 dual	Form 1 Dual
Form 1 Dual	8130-3 Dual	8130 Dual	Form 1 Dual
Form 1 single	Form 8130-3	8130 single	Form 1
	(see below U.S.)		(see below Europe)



### United States

No 8130-3 dual release possible (one or more products/articles used accompanied by Form 1 single release).

In block 19, only check the box mentioning "Other regulation specified in block 13." Do not check box that states compliance to 43.9.

In block 13, the following text should be inserted:

"Certifies that the work specified in Block 12/13 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval no. EASA 145 6707.

This product/article meets part 43.9 requirements, except for the following items, and therefore is not eligible to be installed on U.S.-registered aircraft."

(List the items)

### Europe

No EASA Form 1 dual release possible (one or more components used accompanied by Form 8130-3 single release).

In block 14a, check only the box mentioning "Other regulation specified in block 12." Do not check the box that states compliance to 145.A.50.

In block 12, include the following release statement:

"This civil aeronautical product has been [maintained, altered or modified, as appropriate] in accordance with United States Federal Aviation Regulations under FAA certificate no. L0282211.

This product/article meets 145.A.50 requirements, except for the following items, and therefore is not eligible to be installed on an EU-registered aircraft."

(List the items)

### 11. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY

Virtually all C of A's issued by the EASA member Authorities have a date of expiration at which time the validity period must be renewed to remain legal. Though the customer (owner or operator) is responsible to maintain C of A currency, StandardAero shall inquire as to the validity of the C of A (from an expiration point of view) before issuing an airworthiness release.



## 12. RELEASE OF AIRCRAFT AFTER MAINTENANCE

a) Release to service of aircraft should be carried out in accordance with FAR 43.9, RS&QCM Section 7 Inspection System, including paragraphs 7 through 10 and 12 of this supplement shall also be taken into account. At the completion of maintenance, make the following certification statement in the aircraft maintenance record:

b) Return to Service in Accordance with FAR 43.9 and the following:

"Certifies that the work specified, except as otherwise specified was carried out in accordance with FAA airworthiness regulations, and in respect to that work the aircraft is considered ready for release to service."

c) Please note that the subclause "except as otherwise specified" is intended for use with two types of deviations as follows:

1) The case where all required maintenance was not carried out. The maintenance not carried out must be listed on the FAR 43.9 Return to Service and/or attachments.

2) The case where the particular maintenance requirement was only EASA approved and not FAA approved. Example: An EASA Airworthiness Directive not approved by the FAA.

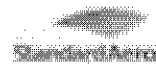
d) Where the customer operator requires his/her paperwork to be signed the following alternate certification statement can be made:

1) Release to Service in Accordance with EASA 145.A.50:

"Certifies that the work specified except as otherwise specified was carried out in accordance with EASA 145 and in respect to that work the aircraft is considered ready for release to service."

2) In all cases StandardAero Business Aviation Services LLC must issue the certification statement when all required maintenance has been carried out, except that if it was not possible to complete all maintenance action request, then details of the work not performed must be endorsed on the Release to Service and the operator informed.

3) The EASA Acceptance Certificate Number and the FAA FAR Part 145 Certificate Number must be quoted in all cases, whether it is a 14CFR part 43 Return to Service or EASA Part-145 Release to Service.



### 13. REPORTING OF UNAIRWORTHY CONDITIONS

Procedures covering Reporting of Unairworthy Conditions will be found in the current StandardAero SPI FAA Repair Station #UD2R2211, Repair Station and Quality Control Manual (RS&QCM) and supporting documentation stated below:  
RS&QCM Section 7 Inspection System: Inspection for Hidden Damage.  
RS&QCM Section 14 Malfunction or Defect & Mechanical Reliability Reports Procedure and Responsibilities.

When serious defects are found in EU-registered aircraft or components StandardAero Business Aviation Services LLC organization will use to ensure that it will submit one of the following and applicable forms in English:

- EASA Form 44, Occurrence Reporting Form
- FAA Service Difficulty Report
- FAA SUP report

Submit this form in accordance with the timeframe specified in EASA Part-145, when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of EASA.

**Responsibility:** The following are the title of each person responsible for completing and submitting reports of unairworthy conditions to EASA:

- a) Quality Manager
- b) Chief Inspector

**NOTE:** EASA Part-145 occurrence reporting requirements include SUP reporting requirements.

ST-003



#### **14. QUALITY MONITORING SYSTEM**

Procedures covering Quality Monitoring System will be found in the current StandardAero SPI FAA Repair Station #UO2R221L Repair Station and Quality Control Manual (RS&QCM) and supporting documentation stated below:  
RS&QCM Section 19 Internal Quality Audits  
RS&QCM Section 7 Inspection System – Taking Corrective Action on Deficiencies  
EASA Appendix 1 – Audit Program Schedule of this Document

Note: Appendix 1 contains an example of StandardAero SPI audit program which shall be used as the basis of each monthly audit, except in the case of stores audits when a random selection of parts should be used for the audit.

#### **15. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE**

StandardAero will provide Hangar space for aircraft operated under the regulatory control of a EASA undergoing maintenance and alteration, and will be available at the time of maintenance and alterations, when the contract is agreed with the customer.

#### **16. CONTRACTED MAINTENANCE**

Procedures covering contracted Maintenance will be found in the current StandardAero SPI FAA Repair Station #UO2R221L Repair Station and Quality Control Manual (RS&QCM) and supporting documentation stated below:  
RS&QCM Section 17 Contract Maintenance, Section B receiving Inspection  
List of Contractors, on file with our FSDO.  
Evaluating, approving and recertification will be accomplished IAW P 7.4.1-1 "Contract Maintenance Assessment and Approval System".  
Section 17 Contract Maintenance: Vendors performing contract maintenance will be controlled IAW P 7.4.3-1 "Contracting Maintenance Functions" to FAA and Non-FAA Certificated Sources.

## 17. HUMAN FACTORS

StandardAero SPT as part of its training program orientation, initial and recurrent training in Human Factors. Training certificates are on file with quality assurance Department and are available for viewing anytime requested.

Human Factors training is conducted by training company(s) or StandardAero employee(s) as trainers, recurrent training is accomplished every two (2) years by utilizing classroom or web access programs.

All following topic may be covered along with many others:

- a) General/Introduction to human factors
- b) Safety Culture/Organizational factors
- c) Human Error
- d) Human performance and limitations
- e) Environment
- f) Procedures, information, tools and practices
- g) Communication
- h) Teamwork
- i) Professionalism and integrity
- j) Organization's Human Factors program

## 18. AIR CARRIER LINE STATIONS

Not applicable to StandardAero.

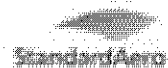
## 19. WORK AWAY FROM A FIXED LOCATION

1. If a repair station is requested to perform maintenance on an EU registered aircraft or article located outside the continental United States or its territories the repair station may work away from its fixed location in the following cases:

### a) For a One-time Special Circumstance:

If the EASA supplement or the RSM/QCM does not have a written procedure for work away from its fixed location and there is no D100 authorization, the repair station must notify EASA in advance of doing the work. This notification must describe the work to be performed, the date of the work, the customer, and certify to EASA that the repair station will follow all existing procedures in its current Repair Station Manual and EASA Supplement.

(Notification is to be sent to [foreign145@easa.europa.eu](mailto:foreign145@easa.europa.eu).) EASA should review the application and notify the organization in writing, with a copy to the FAA, either accepting or rejecting the request. If the request is rejected, the reasons should be specified in the letter.



**b). On a recurring basis**

When necessary, subject to the FAA Operations Specification D100 being in place for this work and only to perform emergency or non-routine maintenance, to be defined for this guidance as urgent defect rectification or to provide assistance for an EU Registered aircraft or articles intended for fitment on EU registered aircraft. The procedural requirements that the repair station should use are defined in the FAA RSM. It is permissible to prevent duplication to make a cross reference to the RSM procedures in the EASA supplement for this aspect.

# SUPPLEMENT APPENDIX 1 - AUDIT SCHEDULE

AUDIT SUBJECT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FAR 43.7 Persons Authorized to Return to Service			X									
FAR 43.9 Content of Maintenance & Repair Records										X		
FAR 43.12 Preservation of Records							X					
FAR 43.13 Standards			X									
FAR 43.15 Additional Standards							X					
EASA Subp 4 Current App Manager			X									
Management System EASA Subp 7							X					
Component Work Orders												
EASA Subp 8	X											
EASA Approved Data												
EASA Subp 9	X											
EASA Approved Directives												
EASA Subp 10										X		
EASA Approved Major Repairs & Alterations												
EASA Subp 11										X		
Component Release on EASA Subp 3												
EASA Subp 13										X		
Approved Release to Return to Service												
EASA Subp 14	X											
Reporting Defects to EASA & Customer												
EASA Subp 15	X											
Quick Audit System												
EASA Subp 16							X					
Continued Maintenance												
EASA Subp 17				X								
Initial Failure												
EASA Subp 18								X				
Work Away from Fixed Location												

Planned and Scheduled = X

## SUPPLEMENT APPENDIX 2 – EASA Form 16 Application Form

European Aviation Safety Agency		EASA Form 16
U.S. Repair Station application for initial/continuation/ amendment of EASA Part-145 approval in accordance with the U.S./EC Bilateral Aviation Safety Agreement		
1. CFR part 145 repair station name: _____ CFR part 145 certificate number: _____		
2. Address of repair station: _____		
3. Mailing Address (if different from 2 above): _____		
4. Tel: _____ Fax: _____ E-Mail: _____		
5. Please select the type of application and complete the appropriate Section of the Form 16		
a. Initial <input type="checkbox"/> b. Continuation <input type="checkbox"/> c. Amendment <input type="checkbox"/>		
5a. Initial application (Please give a brief summary of the organisation history, work capability, line station locations, and number of staff employed associated with the approval.)		
5b. Continuation EASA Cert No: _____		
5c. Amendment (Please detail the reason for amendment) EASA Cert No: _____		
6. Position and name of the accountable manager: _____		
<p>I wish to apply on behalf of this repair station for approval by the European Aviation Safety Agency as an EASA Part-145 approved maintenance organisation in accordance with the Bilateral Aviation Safety Agreement and the Maintenance Annex concluded between the United States and the European Community.</p> <p>I understand that when certifying work for a European Community customer, the repair station is required to work in accordance with 14 CFR parts 43 and 145, except where varied by the EASA Special Conditions specified in the Maintenance Annex Guidance and accept that failure to comply could result in EASA enforcement action against this repair station.</p>		
7. Signature of the Accountable Manager: _____		
Place: _____		
Date: _____		
<p><b>Note 1-</b>The form must be signed by the Accountable Manager on each application.</p> <p><b>Note 2-</b>The address to which the application form must be sent is the FAA, Flight Standards District Office (FSDO) located in the United States that normally deals with the organisation's 14 CFR part 145 repair station approval.</p> <p><b>Note 3-</b>For technical questions regarding the approval please e-mail <a href="mailto:technical350@nata.euroopa.eu">technical350@nata.euroopa.eu</a></p> <p><b>Note 4-</b>For queries on Fees &amp; Charges please e-mail <a href="mailto:query.feesandcharges@nata.euroopa.eu">query.feesandcharges@nata.euroopa.eu</a></p> <p><b>Note 5-</b>For queries on technical details for payment please e-mail <a href="mailto:finance.helpdesk@nata.euroopa.eu">finance.helpdesk@nata.euroopa.eu</a></p>		



FAA Form 16 dated 01 May 2011

### Guidance for the completion of Form 16, applicable to applicant and FAA.

The paragraph numbers relate directly to the Form 16 paragraph numbers.

1. Self-explanatory paragraph, the name and number of the repair station should be entered, this includes any doing business as names.
2. Self-explanatory paragraph, the address of the repair station should be entered, this should be the same as the address as shown on the FAA Certificate 2000-4.
3. Where the facility has a mailing address, i.e., office facilities at a different location where mail should be sent, then this address should be entered here, this should also be reflected in the FAA OpSpecs.
4. Self-explanatory paragraph, the telephone and fax number plus the e-mail address of the person responsible for the approval, i.e., the Quality Manager.
5. The boxes should be marked to indicate what the application is for, i.e., if the company has changed names and the continuation is being carried out at the same time then the boxes b. and c. should be marked.

**NOTE:** Where a change is carried out between continuations, do not wait until the continuation is due before applying for an amendment. This is particularly important if the address has changed.

5a) Self-explanatory paragraph, please give a brief summary of the organization with details as indicated on the form.

5b) Please enter the EASA Part 145 reference number.

**NOTE:** Do not leave blank.

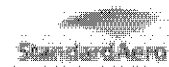
5c) Where item 5 is indicated has an amendment, please give the reasons here as to what has changed.

**NOTE:** A Form 16 is not required to indicate a revision of the supplement this should be processed through your PI Changes to the Accountable Manager should also be processed through your local PI, together with the Accountable Managers statement for the supplement.

- 6 Please indicate the name and position of the Accountable Manager in block capitals.
- 7 The Accountable Manager should sign the form every time an application is made.
- 8 Forward the completed Form 16 to your local FAA FSDO only for processing.

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**NOTE:** The Form 10 is not required to be sent to EASA at this stage. EASA shall only process the form as part of the completed package forwarded to EASA by the FAA.

**NOTE:** The validity date of your approval is now detailed on the new EASA certificate for US approval holders.

EASA also publishes details of all the approvals on the Web listing available at the following address. This includes a list of valid approvals and invalid, suspended approvals.

[http://ec.europa.eu/easa/eng/US/US\\_approvals.htm](http://ec.europa.eu/easa/eng/US/US_approvals.htm)  
EASA Form 10 is valid on date 1001

22-01-15





<b>6. APPROVAL, REVIEW AND CONTRACTS</b>		
a. Does the Supplement state that the EASA approved is issued upon compliance with EASA Parts 42 and 43 except where referred to the Supplier Conditions, and that the scope of work is defined in that paragraph and/or the EASA Certificate and associated Operations Specifications?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>7. APPROVAL BY EASA AND FAA</b>		
a. Does the EASA Supplement specify the EASA and FAA Part 42 and 43 approval process for the purpose of operational approval and associated compliance with EASA Parts 42 and 43 and the Supplier Conditions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the Supplement state that the Supplier shall not supply and comply with any modification and performance unless they are approved by EASA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>8. APPROVED CONTRACTS</b>		
a. Does the Supplement contain provisions for the Supplier to state to supply that only work orders that it has submitted are accepted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the Supplement state when the compliance of any modification with the provisions of EASA work order or contract is required, including EASA EASA and other related regulatory restrictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Are the provisions followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>9. APPROVED DESIGN AND MATERIAL DATA</b>		
a. Does the Supplement contain the provisions for the Supplier to state to supply that the compliance of any work order or contract with EASA-approved data?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the Supplement state when the compliance of any work order or contract with EASA-approved data is required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Does the Supplement contain the provisions for the Supplier to state to supply that the compliance of any work order or contract with EASA-approved data is required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Does the Supplement contain the provisions for the Supplier to state to supply that the compliance of any work order or contract with EASA-approved data is required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Are the provisions followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

B. APPROPRIATE CERTIFICATES			
1. Does the Supplement contain the procedures the Repair Station will use to ensure that it has all necessary skills applicable to the work being performed, including EASA 147A?	Yes or No	Yes or No	Yes or No
2. Does the procedure ensure that the Repair Station will change and control the identification of ACD and how they are made available to personnel when they perform work under the EASA approval?	Yes or No	Yes or No	Yes or No
3. Does the procedure include:	Yes or No	Yes or No	Yes or No
• the need to ensure that a customer requires the ACD is required to be completed with:			
• how it will record in the maintenance records when an applicable ACD is not completed with:			
• how the information is transferred to the customer?			
4. Are the procedures followed?	Yes or No	Yes or No	Yes or No
<b>10. RELEASE AND ACCEPTANCE OF COMPLETION</b>			
1. Does the Supplement contain the procedures the Repair Station will use to ensure that appropriate use is not including certificate completion have been followed in accordance with 14 CFR Section 1.123 and 1.125 and the EASA Section 1, Appendix 1. See language in 14 CFR § 43.3	Yes or No	Yes or No	Yes or No
2. Does the procedure ensure that only a DOD Maintenance Release using form MTR-1 is made by the Repair Station?	Yes or No	Yes or No	Yes or No
3. Does the Supplement contain the procedures the Repair Station will use to ensure that any certificate which meet the intent of the MTR Section 1, Appendix 1 are authorized for use during maintenance?	Yes or No	Yes or No	Yes or No

ಪ್ರತಿಭಾವಂತರನ್ನು ಕೆಳಗಿನಂತೆ:

<b>11. Compliance or Acceptance of A.1 Section:</b>		Req. 11	
a.	Does the agreement contain the procedures the report submitter will use to ensure that the C of A and the Administrative Review Certificate are used only in the case of a Review to Service Agreement?	Req. 11	Req. 11
b.	Are the procedures followed?	Req. 11	Req. 11
<b>Note:</b> This item is only required for Report Submitters holding administrative or limited service ratings.			
<b>12. Standard for aircraft airworthiness:</b>		Req. 12	
a.	Does the agreement contain the procedures the report submitter will use to ensure that Report Form 1000 is completed in service or compliance with 14 CFR § 43.6 being and manual paragraphs 8 or 10 of the Supplement?	Req. 12	Req. 12
b.	Does the agreement contain the procedures the report submitter will use to ensure that when the Chapter requires a Review to Service with 14 CFR Part 43.6, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 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997, 998, 999, 1000		
c.	Are the procedures followed?	Req. 12	Req. 12
<b>Note:</b> This item is only required for Report Submitters holding administrative or limited service ratings.			
<b>13. Reporting of Unsatisfactory Observations:</b>		Req. 13	
a.	Does the agreement contain the procedures the Report Submitter will use to ensure that when certain defects are found in A.1-recognized aircraft or components, the following: the Chapter Chairman, the aircraft/Component Owner/Operator, and both within 72 hours using A.1000A Form 1000, 1000A, 1000B, or other method acceptable to both?	Req. 13	Req. 13
b.	Are the procedures followed?	Req. 13	Req. 13

<b>18. Quality Measurement System</b>		
a. Does the Department assess the detailed procedures the Region/Division uses for the assessment of an individual's quality monitoring system which have the requirements of the Policy Section 18. Appendix 1?	Yes or No	Yes or No
b. Does the Quality monitoring system include a management and communication system?	Yes or No	Yes or No
c. Does the Quality monitoring system include procedure manual?	Yes or No	Yes or No
d. Does the Quality monitoring system include product manual?	Yes or No	Yes or No
e. Are the procedures followed?	Yes or No	Yes or No
<b>19. Production of Standard Sheet for Aircraft</b>		
a. Does the Region/Division have appropriate standard sheets which performing these activities of aircraft?	Yes or No	Yes or No
<b>20. Quality Monitoring System</b>		
a. Does the Department assess the procedures to monitor the Region/Division quality system to be consistent and the Region/Division?	Yes or No	Yes or No
b. Does the Department assess that when the procedures are used, the Region/Division is consistent with the Region/Division quality system to be consistent and the Region/Division?	Yes or No	Yes or No
c. Are the procedures followed?	Yes or No	Yes or No
<b>21. Quality Monitoring System</b>		
a. Does the Department assess the procedures to monitor the Region/Division quality system to be consistent and the Region/Division?	Yes or No	Yes or No
b. Does the Department assess that when the procedures are used, the Region/Division is consistent with the Region/Division quality system to be consistent and the Region/Division?	Yes or No	Yes or No
c. Are the procedures followed?	Yes or No	Yes or No

<b>10. LINE RESPONSE</b>		Yes	No
Note: This form is only required for Repair Station holding maintenance work under airframe release.			
a. Does the Inspection procedure ensure that all the stations are included in the maintenance strategy system as identified in the IR report?	Yes	No	
b. Does the procedure ensure ensure that the IR station meets the requirements of the 14 CFR Section 2, Appendix 1 for 14 CFR part 121 Air Carrier?	Yes	No	
c. Does the procedure ensure ensure that the IR station meets the requirements of the 14 CFR Section 2, Appendix 1 for 14 CFR part 125 Repair Station?	Yes	No	
d. Does the procedure ensure that the IR station is listed in the appropriate and valid CTRF certification for 14 CFR part 125 repair station?	Yes	No	
e. Are the procedures followed?	Yes	No	
<b>11. Repair Station Form 1-000-1, 1-000-2</b>		Yes	No
a. Does the repair station have FAA approved procedures for performing work away from the Repair Station's principal base of operation to ensure compliance with the FAA requirements?	Yes	No	
b. Does the repair station have FAA issued Operations Specifications page 2-122 for work away from the Repair Station's principal base of operation privileges?	Yes	No	
c. Did the repair station follow the FAA Inspection order performing the work?	Yes	No	
d. How many times have the IR been issued from the Repair Station exercising the work away from station privileges?	Number		
e. Did the repair station inform the FAA PI when exercising the work away privileges in the IR in an FAA-regulated aircraft under repair?	Yes	No	
f. Did the repair station inform EASA and the EASA PI when exercising the work away privileges under the EASA regulation when under repair?	Yes	No	
g. Does the Repair Station comply with the EASA requirements for the IR? Has the IR been used in accordance with the EASA requirements, did the repair station inform EASA and EASA personnel prior to commencing the work?	Yes	No	
<b>EASA Requirements Status</b>		Yes	No
The EASA Requirements status has been reviewed and found to comply with the requirements of the EASA Section 2, Appendix 1.			

SAFA Form 1-000-1/1-000-2

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## APPENDIX H

Civil Aviation Authority of the Cayman Islands  
OTAR PART 145 -- Supplement  
for  
StandardAero Business Aviation Services, LLC (StandardAero)

StandardAero Business Aviation Services, LLC  
1200 North Airport Drive  
Springfield, Illinois, USA

FAA PART 145 Maintenance Organization  
Approval No.: UO2R221L

Date of Original Issue: 6/24/15

CAA Cayman Islands Approval No.: 115-CAY-AMO-3013

Supplement Document Reference: 1028766 Rev. A

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OTAR PART 145 – Supplement  
for  
StandardAero Business Aviation Services, LLC (StandardAero)

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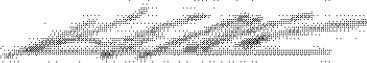
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**2. List of Effective Pages**

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8	1	A	6-24-15
9	1	A	6-24-15
10	1	A	6-24-15
11	1	A	6-24-15

Name of Accountable Manager: Kevin Malyshch

Signature of Accountable Manager: 

Date: 6-24-15

CAACI Approval: **119-CAY-AMO-2012**  
Expires 11 MAR 2016

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**Civil Aviation Authority of the Cayman Islands**  
**OTAR PART 145 – Supplement**  
**for**  
**StandardAero Business Aviation Services, LLC (StandardAero)**

### **3. General**

The Supplement is provided to meet the requirements of the Overseas Territories Aviation Requirements (OTAR) Part 145 Approval issued by the Civil Aviation Authority of the Cayman Islands (CAACI).

The OTAR Part 145 approval is based on a valid FAA approval reference, UDQR221L, associated OTAR Supplement, and the approved Repair Station Quality Control Manual (RSQCM). This maintenance organisation will perform and certify maintenance on Cayman Islands registered aircraft in accordance with the procedures defined in the approved RSQCM together with this Supplement.

When maintenance is performed and certified in accordance with the referenced RSQCM and this Supplement, it is accepted this meets the requirements of CAACI OTAR Part 145, relevant requirements of OTAR Part 43 and associated OTARs.

### **4. Applicability**

This Supplement stipulates the conditions under which StandardAero undertakes maintenance of aircraft registered in the Cayman Islands.

### **5. Standards**

The standards and procedures used are based on FAA approval together with this Supplement.

### **6. Company Exposition (RSQCM)**

A copy of StandardAero FAA accepted RSQCM together with this Supplement are supplied to the CAACI in the English language to demonstrate compliance with OTAR Part 145.3.

### **7. Changes to the Approved Maintenance Organisation**

StandardAero shall notify the CAACI of any proposal to carry out any of the following changes before such change takes place to enable the CAACI to determine continued compliance with OTAR Part 145.

1. The name of the organisation
2. The location of the organisation
3. Additional sites of the organisation
4. Any of the nominated senior persons specified in the Exposition/Manual

Any amendments made to the Organisation's primary approval Certificate, FAA, copies of which shall be furnished to the CAACI. The procedures for amendments are specified in the RSQCM, page 12 Distribution Procedure and Responsibilities.

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for  
StandardAero Business Aviation Services, LLC (StandardAero)

**8. Duration of Approval**

CAACI approval is valid for a period up to 12 months from date of issuance providing the FAA approval reference: UQ2R22 is, remains in force in respect to the specific approved capability. This approval will be reviewed on an annual basis with a certificate renewal. A CAACI survey may be carried out to ensure compliance. Should the CAACI have cause to revoke this approval, the Approval Certificate will be returned to the CAACI.

**9. Notification of Ceasing Maintenance**

Should StandardAero cease to offer maintenance services, notification of cessation shall be made in writing to the CAACI within 30 days of the date in which services ceased. This notification shall include a request for revocation of the maintenance approval.

**10. Renewal of Approval**

StandardAero shall make an application to CAACI for the renewal of the maintenance organisation approval not less than 30 days before the approval expires.

**11. Safety Management Systems**

Not Applicable

**12. Continued Compliance and Validity**

Continued validity of the approval is dependent upon:

- Remaining in compliance with FAA requirements as applicable, Part 145 and this Supplement;
- CAACI being granted access to the organisation at a mutually agreed time;
- The Approval Certificate not being surrendered or revoked;
- Appropriate training on the applicable requirements of OTARs is provided to Certifying Staff, reference Section 20; and
- The Quality System has reportable provisions for maintaining compliance to the applicable requirements of OTARs.

**13. Major and Minor Repairs**

StandardAero will carry out all repairs in accordance with the requirements of OTAR Part 21 Subpart 12. Work shall be accomplished with the assigned OTAR Part 39 organisation for any required airworthiness data, and for receipt of an acceptable Work Order.

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#### **14. Major and Minor Modifications**

StandardAero will install all modifications in accordance with OTAR Part 21 Subpart C. Liaison shall be accomplished with the assigned OTAR Part 36 organisation for any required airworthiness data, and for receipt of an acceptable Work Order.

#### **15. Certificate of Release to Service - Procedure**

StandardAero will only issue a Certificate of Release to Service (CRS) following the performance of maintenance on Cayman Islands registered aircraft within the CAACI Approved Capability and associated Scope.

All Components fitted or installed to Cayman registered aircraft by StandardAero will be supported by a suitable serviceable release certificate in accordance with OTAR 21 Subpart K, following an assessment for eligibility for fitment.

The requirements for issuing a Certificate of Release to Service are contained in RSOCM Section 7 and as varied by OTAR Part 43.105.

StandardAero recognizes that the regulation for this OTAR Approval is the Air Navigation (Overseas Territories) Order as amended (AN(OT)O), Articles 32 and 34.

The wording of the Certificate of Release to Service shall be:

“The work recorded has been carried out in accordance with the Air Navigation (Overseas Territories) Order as amended and in respect of that work the aircraft or component is fit for release to service”

#### **16. Maintenance Records**

Maintenance records shall be recorded and maintained in compliance with OTAR Part 36 Subpart D, and OTAR Part 43.57. Liaison shall be accomplished with the assigned OTAR Part 36 Organisation for the specific aircraft to ensure receipt of clear Work Orders and subsequent transmittal of maintenance records including any specific findings.

#### **17. Operators Specific Maintenance Requirements**

Operator specific maintenance requirements shall be catered for through liaison with the assigned aircraft Continuing Airworthiness Management Organisation to ensure any specific requirements are adequately catered for. By example there may be specific Maintenance Programme task card instructions, special operation approvals, furnishing inspection findings, liaison with manufacturers, etc.

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Civil Aviation Authority of the Cayman Islands  
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for  
StandardAero Business Aviation Services, LLC (StandardAero)

**18. Mandatory Occurrence Reporting**

StandardAero has established a Mandatory Occurrence Reporting system in compliance with OTAR Part 13 reference RSOCM section 14 and will report to the Operator, Type-Certificate Holder and CAACI any condition affecting the safety of the operator's aircraft.

**19. Independent Inspection**

The requirement for Independent Inspection or Required Inspection Items as detailed in OTAR 43, Subpart C shall be complied with see RSOCM Section 7 and Appendix 5 of this Supplement (Section 37) for guidance.

**20. Initial and Continuation Training**

StandardAero will ensure certifying staff receive initial and continuation training in each 2 year period to ensure they have up to date knowledge of the relevant technology and organization procedures including the contents of this Supplement, associated OTARs and the applicable Articles of the Air Navigation (Overseas Territories) Order as amended.

**21. Parts Removed from Serviceable Aircraft**

Serviceable aircraft parts removed from an aircraft may be issued with an acceptable release certificate by the Organization subject to compliance with OTAR Part 145.115 and associated OTAR guidance documentation. In all cases the CAACI shall be notified for approval of the activity.

**22. Communications with CAA Cayman Islands**

The responsible person for communicating with CAACI within the approved maintenance organization is Bruce Bainger.

**23. Down Route Aircraft Recovery**

For the unforeseen case of an aircraft grounded at a location not having an appropriately approved Part 145 maintenance organization, StandardAero may issue a one-off authorization in accordance with OTAR Part 145.105(k).

**24. CAACI Requirements and Aircraft Product Audits**

StandardAero will include the requirements of this Supplement, associated requirements of OTARs, and accomplished Work Orders for Cayman Islands registered aircraft in its quality oversight program contained in RSOCM Section 7 and Section 10. Significant adverse findings to be reported to the CAACI.

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Civil Aviation Authority of the Cayman Islands  
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StandardAero Business Aviation Services, LLC (StandardAero)

**25. Additional Capability and Scope**

Not Applicable

**26. Certificate of Release to Service - Document**

Example:

Customer	Registration	Model	s/n	Total Time	Landings	Date

"The work recorded has been carried out in accordance with the Air Navigation (Overseas Territories) Order as amended and in respect of that work the aircraft or component is fit for release to service".

Standard Aero FAA# UO2R221L, Cayman Islands AMO # 119-CAY-AMO-2012 ,  
Springfield, IL.

Name,

*Signature*

\_\_\_\_\_  
End

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StandardAero Business Aviation Services, LLC (StandardAero)

**27. CAACI Appendix 5 (Page 1 of 1)**

**Independent Inspection**

(a) A person shall not certify an aircraft or component for release to service after the initial assembly, subsequent disturbance or adjustment of:

- (1) an engine control system; or
- (2) a flight control system; or
- (3) a vital point; or
- (4) any task identified in the aircraft maintenance programme requiring such inspections unless an independent maintenance inspection has been performed.

(b) The independent maintenance inspection required by paragraph 43.111(a) shall include:

- (1) an inspection first made by an authorised person signing the maintenance release who assumes full responsibility for the satisfactory completion of the work; and
- (2) a subsequent inspection by a second, independent, competent person who attests to the satisfactory completion of the work recorded and that no deficiencies have been found.

**Note:** The second independent competent person is not issuing a maintenance release and therefore is not required to hold certification privileges, but shall be suitably qualified to carry out the inspection.

(c) When work is being done under the control of an approved maintenance organisation, that organisation shall have procedures to demonstrate that the signatories have been trained and have gained experience on the specific control systems being inspected. It is not acceptable for the certifying staff signing the release to show the person performing the independent inspection how to perform the inspection at the time the work is completed.

(d) The authorised person who certifies an independent maintenance inspection required by paragraph 43.111(a) shall enter in the aircraft logbook or other maintenance record required by paragraph 43.57(b)(1):

- (1) a statement that indicates that the disturbed aircraft control system or critical task performed is in compliance with the approved maintenance data including, where appropriate, safety locking and the system has full and free movement and operates in the correct sense; and
- (2) beside that statement:
  - (i) their signature; and
  - (ii) their OTAR Part 56 licence and/or authorisation number; and
  - (iii) the date and time of entry.

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28. CAACI Certificate of Approval



**OVERSEAS TERRITORY AVIATION REQUIREMENTS**  
**APPROVED MAINTENANCE ORGANIZATION**

Approval Reference: <b>118-CAY-AMO-2012 (revise)</b>							
<b>StandardAero Business Aviation Services, LLC</b> <small>1305 Marsh Airport Drive, Springdale, Texas 75161, U.S.A.</small>							
<i>In accordance with OTAR 145 7(a), pursuant to the          Article 34 of the Air Navigation (Overseas Territories) Order 2013 (as amended)</i>							
<b>Conditions of Approval</b> <small>It is approved in very minor measure and subject to service beyond registered aircraft of the type listed below. This approval is not intended to be a certificate of approval for maintenance of the aircraft owned by the Cayman's National Authority. The approval is issued in the form of a certificate issued by the Approved Maintenance Organization (AMO) National Authority specified on this Approval. National Authority Approval PAA – UDPR1216.</small>							
<b>Schedule of Approval</b>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Rating</th> <th style="text-align: center;">Scope of Work</th> </tr> <tr> <td style="padding: 5px;">As detailed in the FAA Air Agency Certificate No. UDPR1216, Part 145 Approval.</td> <td style="padding: 5px;">As detailed in the FAA Air Agency Certificate No. UDPR1216, Part 145 Approval.</td> </tr> <tr> <td style="padding: 5px;">Date of Expiry:</td> <td style="padding: 5px;">11 March, 2018</td> </tr> </table>	Rating	Scope of Work	As detailed in the FAA Air Agency Certificate No. UDPR1216, Part 145 Approval.	As detailed in the FAA Air Agency Certificate No. UDPR1216, Part 145 Approval.	Date of Expiry:	11 March, 2018	<div style="text-align: center;">  </div> <div style="text-align: center; margin-top: 20px;">   <b>Capt. Jerry W. Higgins</b>  <small>Executive Air Safety Representative</small> </div>
Rating	Scope of Work						
As detailed in the FAA Air Agency Certificate No. UDPR1216, Part 145 Approval.	As detailed in the FAA Air Agency Certificate No. UDPR1216, Part 145 Approval.						
Date of Expiry:	11 March, 2018						
<div style="display: flex; justify-content: space-between;"> <div> <small>Issue of Form: 25 June 2013              Note: Form used hereunder is valid from 10 March 2015.              National Authority specified on this Approval.</small> </div> <div style="text-align: center;">  </div> </div>							

CAACI (Owner's Sheet)
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***APPENDIX I***

Reserved for Brazil (ANAC) Supplement

***APPENDIX J***

Reserved for Mexico (DGAC) Supplement