

Repair Station Forms Training

Guide for Regulatory Compliance

Creation & Maintenance of Repair Station Forms

Advisory Circular 145-9

This Advisory Circular (AC) provides information and guidance material for all repair station certificate holders or applicants under Title 14 of the Code of Federal Regulations (14 CFR) part 145 to develop and evaluate a repair station manual (RSM) and quality control manual (QCM).

Appendix 1 of this AC provides valuable guidance in the preparation and maintenance of Repair Station Manual Forms per the new rule.

This is what the regulations state . . .

FAR Part 145

Sec. 145.211 (c) (3).

Quality control system.

FAR Part 145

(c) A certificated repair station must prepare and keep current a quality control manual in a format acceptable to the FAA that includes the following:

(3) A sample of the inspection and maintenance forms and instructions for completing such forms or a reference to a separate forms manual;

AC 145 - 9 Appendix 1 Forms

a. Reference. Section 145.211(c)(3).

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

c. The forms included in this section should be samples of any form, tag, and label described in the procedures within the RSM. The instructions for completing the form may be on the form or on a separate document. The number and content of the forms will depend on the size of the repair station and the complexity and the variety of the articles for which the repair station is rated. Revisions or additions to the form section of the manual should follow the documented revision procedures.

AC 145 - 9 Appendix 1 Forms *continued*

- d. Some factors to consider when developing instructions for completing a form are:
- How should the form be introduced (at what point during the maintenance process), and when should it be completed?
 - Who is the person or department responsible for starting the form, who will contribute to its completion, and who will finish all required entries on the form?
 - How will the form be completed?
 - What is the purpose of the form and how will it fit into the system?
 - How should revisions to the form be accepted/approved before release (if applicable)?
 - How will the form fit into the record keeping system?
 - Which detailed inspection forms and checklists should be used when performing annual, 100-hour, progressive or other approved inspection programs, or engine overhaul inspection sheets? These need not be included in the manual. These forms should be referenced in the manual, and instructions for completing these forms (if required) may be in a separate document.
 - Do forms that are used for multiple operations or work have adequate space and appropriate instructions, including specific assignment of responsibility, to ensure that they can be filled out properly?
 - Do the instructions direct the user to write N/A (not applicable) or N/R (not required), and initial/date any blocks on the form that are not used?
 - Will retention and storage be done in accordance with section 145.219(c)?

This is what the regulations say about record keeping

FAR Part 145

Sec. 145.219(c)

Record keeping

(c) A certificated repair station must retain the records required by this section for at least 2 years from the date the article was approved for return to service.

(d) A certificated repair station must make all required records available for inspection by the FAA and the National Transportation Safety Board.]

Remember in many cases when a form is completed it becomes a quality record. These records must be cared for just like other quality records.

How many forms? What type of forms?

The number and content of forms varies from one repair station to the next repair station. The number and content of the forms will depend upon:

1. The size of the repair station
2. The complexity of the operations
3. The variety of the articles for which the repair station is rated

What is a Forms Log?

A Forms Log serves as a depository for Master Copies of current forms.

A FORMS LOG *MAY* INCLUDE THE FOLLOWING ITEMS. . . .

- 1. Table of Contents**
- 2. Master Copy of each Form**
- 3. A second copy of the Form that details Work Instructions.**
- 4. An Archive Section for Obsolete Forms**

Quality Procedures / Work Instructions may be used to define the use and implementation of forms in more detail.

Quality Procedures typically refer to who maintains the Form Log and where it is located.

Work Instructions typically detail how a form is completed or filled out.

This varies from company to company

Table of Contents

Form Name	Form Number	Currency Date	Archived Date	QP / WI	Page
Hold Tag	ABC - 153	6/12/02		QP - 042	5

Sample

Actual practice of maintaining forms varies from one repair station to the next. Logs are one simple way to maintain forms by date.

Sample Page for Master Form in Forms Log

HOLD TAG

Date of Hold _____

Work Order Reference _____

REASON FOR HOLD

☐ Waiting Parts

☐ Pending Approval

Other _____

Hold Tag

ABC -153

