

Blue Tuna Documentation

# Maintaining Forms for Your Repair Station

Blue Tuna LLC

Repair Station forms vary from one company to the next. The number and content of these forms vary for several reasons, including:

- the size of the repair station
- the complexity of operations
- the variety and types of articles for which the repair station is rated

Here is what the regulations say . . .

Sec. 145.211 (c) (3).

Quality control system.

(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;

Consider these requirements . . .

1. Forms must be controlled and available for inspection either in the Repair Station Manual or in a separate Forms Manual.
2. Work Instructions must be created on "how" to complete each form.

Forms when filled out become records . . .

Concerning the regulations . . .

Sec. 145.219 (c) states

Recordkeeping.

(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.

Here are the bare essentials for your forms.

1. Forms need to be organized
  - They need to be numbered (per your company's nomenclature)
  - Identified by title and the date they became effective
2. Forms need to be linked to your Repair Station documentation
  - Forms should be called out in your Repair Station / Quality Control Manual and your Repair Station Training Manual
  - When referring to your forms in your manuals they should be called out by their name and / or their number.
3. Location of forms is important.
  - Forms included in the manual. Some companies choose to keep their forms in the back of their respective manuals. When forms are maintained in the manual and they are changed this may open your manual up to an unnecessary revision.
  - Forms can be maintained in a separate document and may be called a Forms Manual, Forms Log, Forms Index etc.....
4. We suggest maintaining your forms separate from your Regulatory Manuals for a couple of reasons.
  - Forms can be changed easily without worrying about revisions to your manuals.
  - There is more freedom to identify and track the evolution of any particular form.

Call this collection of forms what you wish, Forms Manual, Forms Log, Forms Index.

5. Forms maintained apart from the company repair station manuals should include the following:

- Form Title
- Form Part Number
- Effective Date
- Archived Date
- A Master copy of the Form
- A Work Instruction of the Form

Following is an example of one way to build a Forms Manual (next page)

**Repair Station Forms Manual**

FOR

FAA APPROVED REPAIR STATION

FAA Certificate No. **458XN66**

**ABC Company**

Address

City, State Zip

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## Management & Supervisor Roster

Name	Management Supervisory Function

ABC-001 Supervisory Roster

8/12/2013

## ABC Company Forms Manual

### Manual Holder List

Manual	Manual Control Number	Issued To	Release Date

XXX-001

Manual Holder List

8/18/2014

## PARTS SCRAPPING RECORD

This form will be used to track the disposal of aircraft components deemed no longer serviceable and non repairable IAW procedures in the maintenance manual or structural repair manual.

Life limited parts that are determined be unserviceable and non repairable must comply with the requirements of 14 CFR 43.10

<b>TO BE COMPLETED BY TECHNICIAN</b> I have inspected the following components and determined them to be non-repairable. Name: _____ Date: _____ Time: _____			
Part Number _____	Nomenclature _____	Removed from Aircraft # _____	
Part Number _____	Nomenclature _____	Removed from Aircraft # _____	
Part Number _____	Nomenclature _____	Removed from Aircraft # _____	
Part Number _____	Nomenclature _____	Removed from Aircraft # _____	
Part Number _____	Nomenclature _____	Removed from Aircraft # _____	
Part Number _____	Nomenclature _____	Removed from Aircraft # _____	

<b>TO BE COMPLETED BY MAINTENANCE SUPERVISOR:</b> I have inspected this component and determined it to be non-repairable. Maintenance Supervisor Signature _____
<b>TO BE COMPLETED BY QUALITY ASSURANCE:</b> I have inspected this component and determined it to be non-repairable. Quality Assurance Representative Signature _____
<b>TO BE COMPLETED BY GOVERNMENT REPRESENTATIVE <u>IF REQUIRED</u></b> I have inspected this component and determined it to be non-repairable. Government Representative Signature _____

NOTIFY LOGISTICS

ABC Company  
Scrapping Record  
Date: 4/11/13