



North Bay Aviation Repair Station Manual Student Handout

The Student Handout Consists of the following materials:

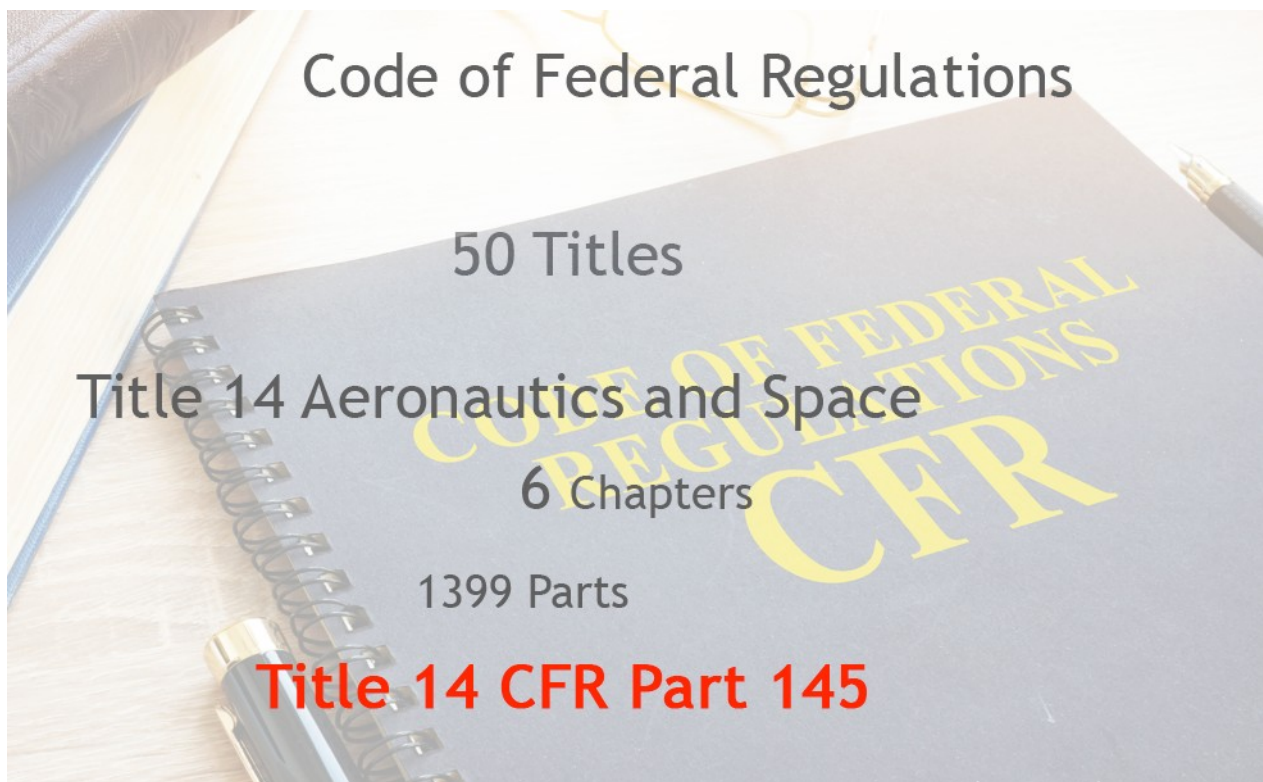
1. A hardcopy of the Repair Station Manual Course
2. The Repair Station Manual

These materials are assembled in one student handout to serve as reference materials to answer questions from the quiz.



Introduction to North Bay Aviation's Repair Station Manual Training

*Click Anywhere On the Screen
To Advance To the Next Slide.*



Slide 2

The source material for your FAA Repair Station Manual is found in the Code of Federal Regulations (also referred to as the CFRs.) The Code of Federal Regulations is

composed of 50 Titles in the Federal Register. Our industry is located in Title 14 which is titled Aeronautics and Space. Title 14 is made up of 6 chapters. Within those 6 chapters there are 1399 parts. Our regulatory entity is the Federal Aviation Administration and the regulatory framework of all FAA Repair Stations is found in Title 14, Part 145.

Part 145

Subpart A General
Subpart B Certification
Subpart C Housing, Facilities, Materials and Data
Subpart D Personnel
Subpart E Operating Rules

A certificated repair station must prepare and follow a
repair station manual acceptable to the FAA.
CFR 145.207(a)

A certificated repair station's current repair station manual
must be accessible for use by repair station personnel...
CFR Part 145.207 (c)

Do you know where your Repair Station Manual is located?

Slide 3

In Part 145 there are 5 Subparts. Working from the General to the more specific

Subpart A General

Subpart B Certification

Subpart C Housing, Facilities, Equipment, Materials and Data.

Subpart D Personnel

Subpart E Operating Rules

Your Repair Station Manual is written from FAA Regulations found in Title 14 CFR Part 145. This is the foundation for understanding how your Repair Station Operates.

Simply stated, in CFR Part 145.207 (a), "A certificated repair station must prepare and follow a repair station manual acceptable to the FAA." According to 145.207 (c), "A certificated repair station's current repair station manual must be **accessible** for **use** by repair station personnel required by subpart D of this part." Do you know where your Repair Station Manual is located? It is located in the library accessible for all personnel to use.

I. Cover Sheet

Gyros Unlimited, Inc.
d/b/a
North Bay Aviation
Repair Station Manual
for
FAA Certified Repair Station
UVVR051J
424 EXECUTIVE COURT NORTH
SUITE E
FAIRFIELD, CA 94534

Manual Control Number:	003
Assigned To:	Chief Inspector
Manual Approved By:	<i>[Signature]</i> Accountable Manager

Revision 1/2016 Page 1 of 100 Revision History: 04/11/2016

1st Know where it is located.

2nd Learn how to navigate through it.

3rd Learn how to answer your questions relating to Repair Station Operating Procedures.

Slide 4

It is not enough to know the geographical location of your Repair Station Manual. Don't worry, you are not required to memorize it, but you are required to understand where the Repair Station Manual is located, you must, second learn how to move around in it and third how to find answers to questions relating to repair station operations and procedures. Some repair stations combine the sections from the Repair Station and Quality Control System together to form one manual. Your Repair Station has divided them into two separate manuals.

II. Table of Contents

I. COVER SHEET	I
II. TABLE OF CONTENTS	II
III. RECORD OF REVISIONS	IV
IV. LIST OF EFFECTIVE PAGES	V
V. INTRODUCTION.... (145.209)	VII
1. MISSION STATEMENT:	VII
2. OPERATIONS DESCRIPTION:	VII
SECTION A GENERAL	1
1. APPLICABILITY.... (145.1)	1
2. DEFINITION OF TERMS AND ACRONYMS.... (145.3)	2
3. CERTIFICATE AND OPERATIONS SPECIFICATIONS REQUIREMENTS.... (145.5)	7
4. REPAIR STATION RECORDS: FALSIFICATION, REPRODUCTION, ALTERATIONS OR OMISSION.... (145.12)	7
SECTION B CERTIFICATION	1
1. APPLICATION FOR AN ADDITIONAL RATING.... (145.51)	1
2. ISSUE OF CERTIFICATE.... (145.53)	2
3. DURATION AND RENEWAL OF CERTIFICATE.... (145.55)	2
4. AMENDMENT TO OR TRANSFER OF CERTIFICATE.... (145.57)	2
5. RATINGS.... (145.59)	2
6. LIMITED RATINGS.... (145.61)	3
SECTION C HOUSING, FACILITIES, EQUIPMENT, MATERIALS AND DATA	1
1. GENERAL.... (145.101)	1
2. HOUSING AND FACILITIES REQUIREMENTS.... (145.103)	1
3. CHANGE OF LOCATION, HOUSING, OR FACILITIES.... (145.105)	2
4. SATELLITE REPAIR STATIONS.... (145.107)	2
5. EQUIPMENT, MATERIALS, AND DATA REQUIREMENTS.... (145.109)	3
SECTION D PERSONNEL	1
1. PERSONNEL REQUIREMENTS.... (145.151)	1
2. SUPERVISORY PERSONNEL REQUIREMENTS.... (145.153)	2
3. INSPECTION PERSONNEL REQUIREMENTS.... (145.155)	2
4. PERSONNEL AUTHORIZED TO APPROVE AN ARTICLE FOR RETURN TO SERVICE.... (145.157)	3
5. RECOMMENDATION OF A PERSON FOR CERTIFICATION AS A REPAIRMAN.... (145.159)	3
6. EMPLOYMENT OF FORMER FAA EMPLOYEES.... (145.160)	3
7. RECORDS OF MANAGEMENT, SUPERVISORY, AND INSPECTION PERSONNEL.... (145.161)	4
8. TRAINING REQUIREMENTS.... (145.163)	5
9. HAZARDOUS MATERIALS TRAINING.... (145.165)	5
SECTION E OPERATING RULES	1
1. PRIVILEGES AND LIMITATIONS OF CERTIFICATE.... (145.201)	1
2. WORK PERFORMED AT ANOTHER LOCATION.... (145.203)	2
3. MAINTENANCE, PREVENTIVE MAINTENANCE, AND ALTERATIONS PERFORMED FOR CERTIFICATE HOLDERS UNDER PARTS 121, 125, AND 135, AND FOR FOREIGN AIR CARRIERS FOR FOREIGN PERSONS OPERATING A U.S.-REGISTERED AIRCRAFT IN COMMON CARRIAGE UNDER PART 129.... (145.205)	2
4. NOTIFICATION OF HAZARDOUS MATERIALS AUTHORIZATIONS.... (145.206)	3
5. REPAIR STATION MANUAL.... (145.207)	3
6. REPAIR STATION MANUAL CONTENTS.... (145.209)	4
7. QUALITY CONTROL.... (145.211)	6
8. INSPECTION OF MAINTENANCE, PREVENTIVE MAINTENANCE, OR ALTERATIONS.... (145.213)	8
9. CAPABILITY LIST.... (145.215)	8

Slide 5

As with most documents and manuals the best place to begin is at the front of the manual in the Table of Contents. Immediately you will recognize something you have already seen, the first half of the Repair Station Manual is simply a list of CFR Part 145, Subparts A – E.

Policy/ Procedure	Policy/Procedure Title
RSM-OP-001	Organizational Chart and Position Descriptions....(145.209)
RSM-OP-002	Housing, Facilities, Equipment, and Material.... (145.103, .209)
RSM-OP-003	Repair Station Manual (RSM) Control, Revision and FAA Notification.... (145.207, .209)
RSM-OP-004	Manual System Identification and Control of Sections.... (145.161, .207, .209, .211)
RSM-OP-005	Article Identification and Review for Possible Recall.... (145.201)
RSM-OP-006	Reserved
RSM-OP-007	Managing Maintenance Functions to be Contracted.... (145.209, .217)
RSM-OP-008	Managing the Maintenance Providers Lists.... (145.209, .217)
RSM-OP-009	Managing the Rosters.... (145.161)
RSM-OP-010	Personnel Records.... (145.161)
RSM-OP-011	Reserved
RSM-OP-012	Quality Control.... (145.211)
RSM-OP-013	Requirement for Test of Adult Basic Education (TABE).... (145.153, .155, .157)
RSM-OP-014	Management Control of MTE Program.... (145.109, .209, .211, .217)

SECTION F REPAIR STATION MANUAL – OPERATING POLICY/PROCEDURES.....	1
I. INTRODUCTION TO SECTION F. RSM-OP-001 THROUGH RSM-OP-009	1
RSM-OP-001	1
I. ORGANIZATIONAL CHART AND POSITION DESCRIPTIONS.... (145.209)	1
RSM-OP-002	1
I. HOUSING, FACILITIES, EQUIPMENT, AND MATERIAL.... (145.103, .209)	1
RSM-OP-003	1
I. REPAIR STATION MANUAL (RSM) CONTROL, REVISION AND FAA NOTIFICATION.... (145.207, .209)	1
RSM-OP-004	1
I. LISTS ROSTERS AND REPAIR STATION AND QUALITY CONTROL MANUAL'S SYSTEM OF IDENTIFICATION/CONTROL OF SUB-SECTIONS.... (145.161, .207, .209)	1
II. REPAIR STATION MANUALS.... (145.207, .209, .211)	1
III. REPAIR STATION AND QUALITY CONTROL MANUALS OPERATION PROCEDURES (OP).... (145.207, .211)	3
RSM-OP-005	1
I. ARTICLE IDENTIFICATION AND REVIEW FOR POSSIBLE RECALL.... (145.211)	1
RSM-OP-006	1
I. RESERVED	1
RSM-OP-007	1
I. MANAGING MAINTENANCE FUNCTIONS TO BE CONTRACTED.... (145.209, .217)	1
RSM-OP-008	1
I. MANAGING THE MAINTENANCE PROVIDERS LISTS.... (145.209, .217)	1
RSM-OP-009	1
I. MANAGING THE ROSTERS.... (145.161)	1
RSM-OP-010	1
I. PERSONNEL RECORDS.... (145.161)	1
RSM-OP-011	1
I. RESERVED	1
RSM-OP-012	1
I. QUALITY CONTROL.... (145.211)	1
RSM-OP-013	1
I. REQUIREMENT FOR TESTS OF ADULT BASIC EDUCATION (TABE).... (145.153, .155, .157)	1
RSM-OP-014	1
I. MANAGEMENT CONTROL OF MTE PROGRAM.... (145.109, .209, .211, .217)	1

Slide 6

The Repair Station Manual Operating Procedures begins in Section F. Notice there are 14 RSM Procedures listed in the Table of Contents under Section F. The introduction to Section F provides us with a clearer view of the procedures.

Title of the Procedure,
Managing the Rosters

GYROS UNLIMITED, INC.
FAA AIR AGENCY CERTIFICATE NUMBER UVVR081J
REPAIR STATION MANUAL - OPERATING POLICY/PROCEDURES

RSM-OP-009¹

I. Managing the Rosters.... (145.161)²

1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation's Chief Inspector will be responsible for maintaining rosters current, and making the rosters available upon request during normal business hours.³

Note: Current is within five (5) business days of the change, all required rosters will reflect changes caused by termination, reassignment, change in duties or scope of assignment, or the addition of personnel.

2. Personnel changes will deem to have occurred to the rosters when an employee reports full time to a position or vacates a position permanently.

3. The following roster(s) will include and be maintained IAW with this OP:

3.1. Roster of management and supervisory personnel;

3.2. Roster of all inspection personnel;

3.3. Roster of persons authorized to return articles to service, for the CRS;

3.4. Roster of Employees.

4. The Rosters will include each person's position, name, signature, initial, stamp imprint, if a stamp is assigned, and the authorization(s) granted.

5. Personnel on temporary assignments to the positions identified in paragraph 3, and designated as an alternate, will be identified as such on the requisite roster(s). Personnel in the temporary designee category will meet all the requirements of the position, unless in training. Trainees will not be put on the rosters until fully qualified.

REVISION NUMBER: 3 SECTION F - RSM-OP-009 - PAGE 1 OF 1 REVISION DATE: DECEMBER 1, 2013

Title of the Page, Repair
Station Manual Operation
Procedure 009

Slide7

Taking a closer look at a procedure, in this case RSM-OP-009. There are six pieces of information we need to pay attention to and the first one is the title, noted by the red #1. RSM-OP-009 is short for Repair Station Manual Operation Procedure Number 9. #2 notes the title of the Operation Procedure, "Managing the Rosters" and its' regulatory reference is found in CFR Part 145.161, which is titled "Records of management, supervisory, and inspection personnel." So, this procedure describes the method or procedure for managing the personnel roster.

The Body of the Procedure
5 Paragraphs

Revision Number of Page
Revision Number 5

GYROS UNLIMITED, INC.
FAA AIR AGENCY CERTIFICATE NUMBER UYVR0517
REPAIR STATION MANUAL - OPERATING POLICY/PROCEDURES

RSM-OP-009¹

I. Managing the Rosters.... (145.161)

1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation's Chief Inspector will be responsible for maintaining rosters current, and making the rosters available upon request during normal business hours.
Note: Current is within five (5) business days of the change, all required rosters will reflect changes caused by termination, reassignment, change in duties or scope of assignment, or the addition of personnel.
2. Personnel changes will deem to have occurred to the rosters when an employee reports full time to a position or vacates a position permanently.
3. The following roster(s) will include and be maintained IAW with this OP:
 - 3.1. Roster of management and supervisory personnel;
 - 3.2. Roster of all inspection personnel;
 - 3.3. Roster of persons authorized to return articles to service, for the CRS;
 - 3.4. Roster of Employees.
4. The Rosters will include each person's position, name, signature, initial, stamp imprint, if a stamp is assigned, and the authorization(s) granted.
5. Personnel on temporary assignments to the positions identified in paragraph 3, and designated as an alternate, will be identified as such on the requisite roster(s). Personnel in the temporary designee category will meet all the requirements of the position, unless in training. Trainees will not be put on the rosters until fully qualified.

Revision Number: 5 Section F - RSM-OP-009 - Page 1 of 1 Revision Date: December 1, 2015

Title of the Page as it
Appears in the
Table of Contents
Section F-RSM-OP-009-Page 1 of 1

Revision Date
Revision Date: December 1, 2015

Slide 8

The number 3 here notes the body of the procedure. There are 5 paragraphs, broken up as follows:

Paragraph 1 defines the person responsible for the managing the rosters, the Chief Inspector and the time frame for making changes to the roster and when.

Paragraph 2 defines when a personnel change has occurred.

Paragraph 3 defines the number of Rosters maintained in this procedure.

3.1 calls out a roster of management and supervisory personnel

3.2 calls out a roster for all inspection personnel

3.3 calls out roster of personnel authorized to return articles to service for the repair station.

3.4 calls out a roster of employees.

Paragraph 4 defines the information to be including in the roster for each person.

Paragraph 5 defines how temporary assignments to the rosters are handled.

Note the red number 4 at the lower left of the page this is the revision number of the current page.

The number 5 at the bottom center of the page calls out the title of the page as it is found in the Table of Contents. It is important to note this also calls out how many pages there are in this procedure and what page you are on – relative to the other pages in the procedure.

Finally, number 6 calls out the date Revision 6 was created.



1. Identify the source of the regulations governing your Repair Station.
2. Understand the breakdown of CFR Part 145 regulations.
3. Identify the various parts of the Repair Station Manual and how to navigate through it.
4. Identify and understand the parts of an Operations Procedure.

Slide 9

In this lesson, we have learned

1. The source or foundation of regulations that your repair station manual is written from.
2. The breakdown of CFR Part 145.
3. How to identify the various parts of the Repair Station Manual and how to navigate through the manual.
4. How to Identify parts of a Operations Procedure located in the manual and how to read and understand the parts of a page.

Next Step

Following this presentation, download the
North Bay Aviation Repair Station Manual.
You will need the manual to answer questions set forth in the quiz.

The goal is to learn how to find answers to questions by using the manual. In this way you may become more familiar with the manual and more apt to use it when you have a question about a procedure.

Slide 10

Following this presentation, you will need to download the North Bay Aviation Repair Station Manual. You will need the manual to answer questions set forth in the quiz. The goal is to learn how to find answers to questions by using the manual. In this way you may become more familiar with the manual and more apt to use it when you have questions about a procedure.



Training Instructions

1. Click on Download to Handout Button
2. Navigate back using your browser to the Quiz

[Download Handout](#)

[Navigate Back to
Take the Quiz](#)

I. Cover Sheet

Gyros Unlimited, Inc.

d/b/a

North Bay Aviation

Repair Station Manual

for

FAA Certificated Repair Station

UYVR0SIJ

424 EXECUTIVE COURT NORTH

SUITE E

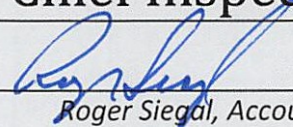
FAIRFIELD, CA 94534

Manual Control Number: 003

Assigned To:

Chief Inspector

Manual Approved By:



Roger Siegal, Accountable Manager

II. Table of Contents

I.	COVER SHEET.....	I
II.	TABLE OF CONTENTS.....	II
III.	RECORD OF REVISIONS.....	IV
IV.	LIST OF EFFECTIVE PAGES	V
V.	INTRODUCTION.... (145.209).....	VII
1.	MISSION STATEMENT	VII
2.	OPERATIONS DESCRIPTION	VII
SECTION A GENERAL.....		1
1.	APPLICABILITY.... (145.1)	1
2.	DEFINITION OF TERMS AND ACRONYMS.... (145.3)	2
3.	CERTIFICATE AND OPERATIONS SPECIFICATIONS REQUIREMENTS.... (145.5).....	7
4.	REPAIR STATION RECORDS: FALSIFICATION, REPRODUCTION, ALTERATIONS OR OMISSION.... (145.12).....	7
SECTION B CERTIFICATION.....		1
1.	APPLICATION FOR AN ADDITIONAL RATING.... (145.51).....	1
2.	ISSUE OF CERTIFICATE.... (145.53).....	2
3.	DURATION AND RENEWAL OF CERTIFICATE.... (145.55).....	2
4.	AMENDMENT TO OR TRANSFER OF CERTIFICATE.... (145.57)	2
5.	RATINGS.... (145.59).....	2
6.	LIMITED RATINGS.... (145.61)	3
SECTION C HOUSING, FACILITIES, EQUIPMENT, MATERIALS AND DATA.....		1
1.	GENERAL.... (145.101).....	1
2.	HOUSING AND FACILITIES REQUIREMENTS.... (145.103)	1
3.	CHANGE OF LOCATION, HOUSING, OR FACILITIES.... (145.105).....	2
4.	SATELLITE REPAIR STATIONS.... (145.107)	2
5.	EQUIPMENT, MATERIALS, AND DATA REQUIREMENTS.... (145.109)	3
SECTION D PERSONNEL.....		1
1.	PERSONNEL REQUIREMENTS.... (145.151)	1
2.	SUPERVISORY PERSONNEL REQUIREMENTS.... (145.153)	2
3.	INSPECTION PERSONNEL REQUIREMENTS.... (145.155)	2
4.	PERSONNEL AUTHORIZED TO APPROVE AN ARTICLE FOR RETURN TO SERVICE.... (145.157)	3
5.	RECOMMENDATION OF A PERSON FOR CERTIFICATION AS A REPAIRMAN.... (145.159)	3
6.	EMPLOYMENT OF FORMER FAA EMPLOYEES.... (145.160).....	3
7.	RECORDS OF MANAGEMENT, SUPERVISORY, AND INSPECTION PERSONNEL.... (145.161)	4
8.	TRAINING REQUIREMENTS.... (145.163)	5
9.	HAZARDOUS MATERIALS TRAINING.... (145.165)	5
SECTION E OPERATING RULES		1
1.	PRIVILEGES AND LIMITATIONS OF CERTIFICATE.... (145.201).....	1
2.	WORK PERFORMED AT ANOTHER LOCATION.... (145.203)	2
3.	MAINTENANCE, PREVENTIVE MAINTENANCE, AND ALTERATIONS PERFORMED FOR CERTIFICATE HOLDERS UNDER PARTS 121, 125, AND 135, AND FOR FOREIGN AIR CARRIERS FOR FOREIGN PERSONS OPERATING A U.S.-REGISTERED AIRCRAFT IN COMMON CARRIAGE UNDER PART 129.... (145.205)	2
4.	NOTIFICATION OF HAZARDOUS MATERIALS AUTHORIZATIONS.... (145.206)	3
5.	REPAIR STATION MANUAL.... (145.207).....	3
6.	REPAIR STATION MANUAL CONTENTS.... (145.209).....	4
7.	QUALITY CONTROL.... (145.211).....	6
8.	INSPECTION OF MAINTENANCE, PREVENTIVE MAINTENANCE, OR ALTERATIONS.... (145.213)	8
9.	CAPABILITY LIST.... (145.215).....	8

GYROSUNLIMITED,INC .
FAAAIRAGENCYCERTIFICATENUMBERUYVR051J
REPAIRSTATIONMANUAL

10. CONTRACT MAINTENANCE.... (145.217).....	9
11. MAINTENANCE ON EQUIPMENT GYROS UNLIMITED, INC. D.B.A. NORTH BAY AVIATION IS NOT RATED TO MAINTAIN.....	10
12. RECORDKEEPING.... (145.219).....	10
13. SERVICE DIFFICULTY REPORTS.... (145.221).....	11
14. FAA INSPECTIONS.... (145.223).....	11
SECTION F REPAIR STATION MANUAL –OPERATING POLICY/PROCEDURES.....	1
1. INTRODUCTION TO SECTION F. RSM-OP-001 THROUGH RSM-OP-099	1
RSM-OP-001	1
I. ORGANIZATIONAL CHART AND POSITION DESCRIPTIONS.... (145.209).....	1
RSM-OP-002	1
I. HOUSING, FACILITIES, EQUIPMENT, AND MATERIAL.... (145.103, .209)	1
RSM-OP-003	1
I. REPAIR STATION MANUAL (RSM) CONTROL, REVISION AND FAA NOTIFICATION.... (145.207, .209).....	1
RSM-OP-004	1
I. LISTS/ROSTERS AND REPAIR STATION AND QUALITY CONTROL MANUAL’S SYSTEM OF IDENTIFICATION/CONTROL OF SUB-SECTIONS.... (145.161, .207, .209).....	1
II. REPAIR STATION MANUALS.... (145.207, .209, .211).....	1
III. REPAIR STATION AND QUALITY CONTROL MANUALS OPERATION PROCEDURES (OP).... (145.207, .211)	3
RSM-OP-005	1
I. ARTICLE IDENTIFICATION AND REVIEW FOR POSSIBLE RECALL.... (145.211).....	1
RSM-OP-006	1
I. RESERVED.....	1
RSM-OP-007	1
I. MANAGING MAINTENANCE FUNCTIONS TO BE CONTRACTED.... (145.209, .217).....	1
RSM-OP-008	1
I. MANAGING THE MAINTENANCE PROVIDERS LISTS.... (145.209, .217)	1
RSM-OP-009	1
I. MANAGING THE ROSTERS.... (145.161).....	1
RSM-OP-010	1
I. PERSONNEL RECORDS.... (145.161).....	1
RSM-OP-011	1
I. RESERVED.....	1
RSM-OP-012	1
I. QUALITY CONTROL.... (145.211)	1
RSM-OP-013	1
I. REQUIREMENT FOR TESTS OF ADULT BASIC EDUCATION (TABE).... (145.153, .155, .157).....	1
RSM-OP-014	1
I. MANAGEMENT CONTROL OF MTE PROGRAM.... (145.109, .209, .211, .217)	1

GYROSUNLIMITED, INC .
FAA AIR AGENCY CERTIFICATE NUMBER UYVR051J
REPAIR STATION MANUAL

IV. List of Effective Pages

Section	Section Title	Page	Revision	Rev Date
I.	Cover Sheet	I	Rev 7	JUL 2, 2018
II.	Table of Contents	II III	Rev 5 Rev 5	DEC 1, 2015 DEC 1, 2015
III.	Record of Revisions	IV	Rev 7	JUL 2, 2018
IV.	List of Effective Pages	V VI	Rev 7 Rev 7	JUL 2, 2018 JUL 2, 2018
V.	Introduction	VII	Rev 5	DEC 1, 2015
Section A	General	1 of 7 2 of 7 3 of 7 4 of 7 5 of 7 6 of 7 7 of 7	Rev 5 Rev 5 Rev 5 Rev 5 Rev 5 Rev 5 Rev 5	DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015
Section B	Certification	1 of 3 2 of 3 3 of 3	Rev 5 Rev 5 Rev 5	DEC 1, 2015 DEC 1, 2015 DEC 1, 2015
Section C	Housing Facilities, Equipment, etc.	1 of 4 2 of 4 3 of 4 4 of 4	Rev 5 Rev 5 Rev 5 Rev 5	DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015
Section D	Personnel	1 of 5 2 of 5 3 of 5 4 of 5 5 of 5	Rev 5 Rev 5 Rev 7 Rev 5 Rev 2	DEC 1, 2015 DEC 1, 2015 JUL 2, 2018 DEC 1, 2015 DEC 1, 2015
Section E	Operating Rules	1 of 11 2 of 11 3 of 11 4 of 11 5 of 11 6 of 11 7 of 11 8 of 11 9 of 11 10 of 11 11 of 11	Rev 5 Rev 5 Rev 5 Rev 5 Rev 5 Rev 5 Rev 5 Rev 5 Rev 5 Rev 5 Rev 5	DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015 DEC 1, 2015
Section F	FAA Repair Station Manual Operating Policy/Procedures	1 of 2 2 of 2	Rev 5 Rev 5	DEC 1, 2015 DEC 1, 2015

GYROS UNLIMITED, INC.
FAA AIR AGENCY CERTIFICATE NUMBER UYVR0S1J
REPAIR STATION MANUAL

IV. List of Effective Pages (continued)

RSM-OP-001	Organizational Chart and Position Descriptions	1 of 12	Revs	DEC 1, 2015
		2 of 12	Rev5	DEC 1, 2015
		3 of 12	Revs	DEC 1, 2015
		4 of 12	Rev5	DEC 1, 2015
		5 of 12	Rev5	DEC 1, 2015
		6 of 12	Revs	DEC1, 2015
		7 of 12	Revs	DEC1, 2015
		8 of 12	Rev5	DEC 1, 2015
		9 of 12	Rev5	DEC 1, 2015
		10 of 12	Rev 5	DEC 1, 2015
		11 of 12	Revs	DEC 1, 2015
		12 of 12	Rev5	DEC 1, 2015
RSM-OP-002	Housing, Facilities, Equipment and Material	1 of 2	Revs	DEC 1, 2015
		2 of 2	Revs	DEC 1, 2015
RSM-OP-003	Repair Station Manual Control, Revision and FAA Notification	1 of 3	Rev 5	DEC 1, 2015
		2 of 3	Rev6	DEC 1, 2017
		3 of 3	Revs	DEC 1, 2015
RSM-OP-004	Manual System Identification and Control of Sections	1 of 4	Revs	DEC 1, 2015
		2 of 4	Rev6	DEC 1, 2017
		3 of 4	Rev6	DEC 1, 2017
		4 of 4	Rev6	DEC 1, 2017
RSM-OP-005	Article Identification and Review for Possible Recall	1 of 1	Rev5	DEC 1, 2015
RSM-OP-006	Reserved	1 of 1	Rev3	JAN 31, 2014
RSM-OP-007	Managing Maintenance Functions to be Contracted	1 of 3	Rev5	DEC 1, 2015
		2 of 3	Rev6	DEC 1, 2017
		3 of 3	Rev6	DEC 1, 2017
RSM-OP-008	Managing the Maintenance Providers Lists	1 of 1	Rev5	DEC 1, 2015
RSM-OP-009	Managing the Rosters	1 of 1	Rev5	DEC1, 2015
RSM-OP-010	Personnel Records	1 of 1	Revs	DEC 1, 2015
RSM-OP-011	Reserved	1 of 1	Rev5	DEC 1, 2015
RSM-OP-012	Quality Control	1 of 2	Revs	DEC 1, 2015
		2 of 2	Rev5	DEC 1, 2015
RSM-OP-013	Requirement for Test of Adult Basic Education	1 of 1	Revs	DEC 1, 2015
RSM-OP-014	Management Control of MTE Program	1 of 2	Rev 5	DEC 1, 2015
		2 of 2	Rev5	DEC 1, 2015

Repair Station Manual LEP's **Approved** for
Gyros Unlimited, Inc. d.b.a. North Bay
Aviation By:

 Date: 7/2/18
Accountable Manager

RSM LEP's
Accepted By:

FAA PMI

Date: ____) ____) ____)

V. Introduction(145.209)

1. Mission Statement:

Produce for our customer a quality airworthy product at the least possible cost and the best turn time available in the market place.

2. Operations Description:

Gyros Unlimited, Inc. d.b.a. North Bay Aviation is an Aeronautical Repair Station operating under the privileges of FAA Air Agency Certificate Number UYVR051J and attendant Operations Specifications.

- 2.1. The following paragraph describes the maintenance capabilities that Gyros Unlimited, Inc. d.b.a. North Bay Aviation utilizes to market services to the aircraft industry; for the intended purpose of earning a profit on all services rendered.
- 2.2. Gyros Unlimited, Inc. d.b.a. North Bay Aviation is FAA certificated under Air Agency Certificate UYVR051J and has been granted by the FAA Unlimited Ratings in Instrument Classes 1, 2, 3, 4 and Accessories Classes 2 and 3.

Gyros Unlimited, Inc. d.b.a. North Bay Aviation specializes in performing inspections, modifications, repairs and overhaul to all articles in the granted ratings and provides these services to the world's aerospace aviation community.

RSM

Section A

Section A General

1. Applicability.... (145.1)
 - 1.1. This Repair Station Manual (RSM) and the companion Quality Control Manual (QCM) contains the policies and procedures, that Gyros Unlimited, Inc. d.b.a. North Bay Aviation will follow, as an FAA Air Agency certificate holder, number UYVR051J, related to its performance of maintenance, preventive maintenance, or alterations of articles for which it is rated and to which CFR part 43 applies.
 - 1.2. Applicable operational procedures (OP), documents, and/or manuals will be referenced to reduce redundancy to a minimum and to maximize clarity of operational procedures for regulatory compliance and good business procedures.

Section A - General Information (continued)

2. Definition of Terms and Acronyms.....(145.3)

2.1. Definition of Terms: for the purposes of Gyros Unlimited, Inc. d.b.a. North Bay Aviation's Repair Station Manual, the following apply:

- (a) **Accountable Manager** means the position designated by Gyros Unlimited, Inc. d.b.a. North Bay Aviation who is responsible for and has the authority over all repair station operations that are conducted under part 145, including ensuring that repair station personnel follow the regulations and serving as the primary contact with the FAA.
- (b) **Article** means an aircraft, airframe, aircraft engine, propeller, appliance, or component part.
- (c) **Directly in Charge** means having the responsibility for the work of a certificated repair station that performs maintenance, preventive maintenance, alterations, or other functions affecting aircraft airworthiness. A person directly in charge does not need to physically observe and direct each worker constantly but will be available for consultation on matters requiring instruction or decision from higher authority.
- (d) **Maintenance** means inspection, overhaul, repair, preservation, and the replacement of parts, but excludes preventive maintenance.
- (e) **Person** means an individual, firm, partnership, corporation, company, association, joint-stock association, or government entity. It includes a trustee, receiver, assignee, or similar representative of any of them.
- (f) **Supervisor** means a person who directs the work performed under the repair stations certificate and operation specification and is available in person at the repair station when work is being performed.

Section A - General Information (continued)

22. List of Acronyms:

The following list of acronyms is utilized for the purposes of Gyros Unlimited, Inc. d.b.a. North Bay Aviation's Repair Station Manual (RSM) and Quality Control Manual (QCM).

Acronym	Acronym Definition
AC	Advisory Circular
AD	Airworthiness Directive
a/k/a	Also Known As
AN	Army – Navy Aeronautical Standard
AOG	Aircraft On Ground
ARC	Airworthiness Release Certificate
AS	SAE Aerospace Standard
ASA	Airline Suppliers Association
ATA	Air Transport Association (specification)
BER	Beyond Economical Repair
CAA (xxx)	Civil Aviation Authority (Country's Air Agency)
CASE	Coordinating Agency For Supplier Evaluation
C of A	Certificate of Airworthiness
CFR	Code of Federal Regulations (a/k/a FAR)
CHDO	Certificate Holding District Office
CMM	Component Maintenance Manual
COC	Certificate of Conformance or Compliance
CRS	Certificated Repair Station

Section A - General Information (continued)

2.2. List of Acronyms (continued)

Acronym	Acronym Definition
CSN	Cycles Since New
CSO	Cycles Since Overhaul
d.b.a.	Doing Business As
DRVM	Domestic Reduced Vertical Separation
EA	Engineering Authorization
EASA	European Aviation Safety Agency
EO	Engineering Order
ESD	Electrostatic Sensitive Devices or Electrostatic Static Discharge
FAA	Federal Aviation Administration (USA)
FAR	Federal Aviation Regulation (USA) a/k/a CFR
FM	Forms Manual
FOD	Foreign Object Damage
FSDO	Flight Standards District Office (FAA)
IAW	In Accordance With
ICA	Instruction for Continued Airworthiness
IPC	Illustrated Parts Catalog
ISO	International Standards Organization
LEP	List of Effective Pages
LLP	Life Limited Part
MRB	Material Review Board or Maintenance Review Board
MTE	Measurement and Test Equipment

Section A - General Information (continued)

2.2. List of Acronyms (continued)

Acronym	Acronym Definition
MS	Military Standard
MSDS	Material Safety Data Sheet
NAA	National Aviation Authority (i.e. EASA, LBA, RLD, etc.)
NAS	National Aerospace Standard
NASIP	National Airworthiness Safety Inspection Program
NC	Non Compliance (audit finding for management's action)
NDE	Non Destructive Evaluation
NDI	Non Destructive Inspection
NDT	Non Destructive Testing
NPRM	Notice of Proposed Rule Making (to CFR's)
NR	Non Routine
NTSB	National Transportation Safety Board
OEM	Original Equipment Manufacturer/ PAH
OHM	Overhaul Manual
OJT	On the Job Training
OP	Operating Policy and/or Procedure
OSHA	Occupational Safety and Health Administration
PAH	Production Approval Holder (OEM)
PC	Production Certificate
PMA	Parts Manufacturing Authority
PMI	Principal Maintenance Inspector (FAA)

GYROSUNLIMITED, INC .
FAA AIR AGENCY CERTIFICATE NUMBER UYVR051J
REPAIR STATION MANUAL

Section A - General Information (continued)

2.2. List of Acronyms (continued)

Acronym	Acronym Definition
PO	Purchase Order
QAS	Quality Assurance System
QCM	Quality Control Manual
QCM-OP	Quality Control Manual Operating Policy and Procedures
RASIP	Regional Airworthiness Safety Inspection Program
RO	Repair Order
RSM-OP	Repair Station Manual-Operating Procedures
RSTPM	Repair Station Training Program Manual
SAE	Society of Automotive Engineers
SB	Service Bulletin
SDR	Service Difficulty Report
STC	Supplemental Type Certificate
SUP	Suspected Unapproved Part
TABE	Tests of Adult Basic Education
TC	Type Certificate
TSN	Time Since New
TSO	Time Since Overhaul
TSOA	Technical Standard Order Authorization
USA	United States of America
WO	Work Order

Section A - General Information (continued)

3. Certificate and Operations Specifications Requirements (145.5)

- 3.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation will not operate as a certificated repair station without, or in violation of, its Air Agency Certificate number UYVR051J's ratings, or operations specifications issued under §145.5.
- 3.2. The Air Agency Certificate and Operations Specifications, issued by the FAA to Gyros Unlimited, Inc. d.b.a. North Bay Aviation will be available on the premises for inspection by the public and the FAA, upon request to the Chief Inspector during normal business hours.

4. Repair Station Records: Falsification, Reproduction, Alterations or Omission.... (145.12)

- 4.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation shall not make or cause to be made:
 - (a) Any fraudulent or intentionally false entry in:
 - (1) Any application for repair station certificate or rating (including in any document used in support of that application); or
 - (2) Any record or report that is made, kept or used to show compliance with any requirement under this part;
 - (b) Any reproduction, for fraudulent purpose, of any application (including any document used in support of that application), record, or report under this part.
 - (c) Any alteration, for fraudulent purpose, of any application (including any document used in support of that application), record, or report under this part.
- 4.2. No person may, by omission, knowingly conceal or cause to be concealed, a material fact in:
 - (a) Any application for repair station certificate or rating (including in any document used in support of that application); or
 - (b) Any record or report that is make, kept, or used to show compliance with any requirement under this part.
- 4.3. The commission by any person of an act prohibited under paragraphs 4.1 or 4.2 of this section is a basis for any one or any combination of the following:
 - (a) Suspending or revoking the repair station certificate and any certificate, approval, or authorization used by the FAA and held by that person.
 - (b) A civil penalty.
 - (c) The denial of an application under this part.

RSM

Section B

Section B Certification

1. Application for an Additional Rating.... (145.51)

1.1. An application for an additional rating will be processed as follows:

- (a) An application for an additional rating for Gyros Unlimited, Inc. d.b.a. North Bay Aviation's Air Agency Certificate UYVR051J will be made in a format acceptable to the FAA and will include the following:
 - (1) A list by type, make, or model, as appropriate, of each article for which the application is made;
 - (2) A description of any changes required to existing housing and facilities, including the physical address, to accommodate the additional rating, in accordance with §145.103;
 - (3) Any changes emanating from the additional rating to the existing list of FAA approved maintenance functions, to be performed for the repair station under contract by another person in accordance with §145.217; and
 - (4) Any changes to the existing FAA approved training program, due to the request for an additional rating, for approval by the FAA in accordance with §145.163.
- (b) The equipment, personnel, technical data, and housing and facilities required for an additional rating, will be in place for inspection at the time of certification or rating approval by the FAA. Gyros Unlimited, Inc. d.b.a. North Bay Aviation can meet the equipment requirement of this paragraph if it has a contract acceptable to the FAA with another person to make the equipment available to the applicant at the time of certification and at the time that it is necessary when the relevant task is being performed by the repair station.

Section B - Certification (continued)

2. Issue of Certificate.....(145.53)

2.1. An application for issue of a certificate is not required, due to the following:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation has met the requirements of §145.53 and was issued Air Agency Certificate number UYVR051J with appropriate ratings that are prescribed by existing Operations Specifications and Limitations – as are necessary, in the interest of safety.

3. Duration and Renewal of Certificate.... (145.55)

3.1. An application for additional rating will be processed as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation's Air Agency Certificate number UYVR051J and rating(s) were originally issued on February 23, 1993 and is effective from the date of issue until Gyros Unlimited, Inc. d.b.a. North Bay Aviation surrenders the certificate and the FAA accepts it for cancellation, or the FAA suspends or revokes it.
- (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will return any surrendered, suspended, or revoked certificate(s) to the FAA's CHDO.

4. Amendment to or Transfer of Certificate (145.57)

4.1. If there are changes to the Air Agency Certificate they are to be processed as follows:

- (a) As a holder of Air Agency Certificate number UYVR051J, Gyros Unlimited, Inc. d.b.a. North Bay Aviation will apply for a change to its certificate, in a format acceptable to the FAA, and must include certification in compliance with §145.53(c), if (Gyros Unlimited, Inc. d.b.a. North Bay Aviation):
 - (1) Changes the location of the repair station, or
 - (2) Requests to add or amend a rating.
- (b) If Gyros Unlimited, Inc. d.b.a. North Bay Aviation sells or transfers its repair station assets and the new owner chooses to operate as a repair station, the new owner will have to apply for an amended or new certificate in accordance with §145.51.

5. Ratings.... (145.59)

5.1. Repair station ratings have been issued as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation has been issued ratings under §145.59, as indicated on Air Agency Certificate number UYVR051J, and as further clarified on the FAA issued Operations Specifications.

Section B - Certification (continued)

6. Limited Ratings (145.61)

6.1. Limited and specialized services ratings control:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation has not been issued limited rating(s) as indicated on Air Agency Certificate number UYVR051J.

Note: *If a specification is listed in the article's continued airworthiness instructions (i.e.; Owner/Operators' FAA approved maintenance program, OEM's Overhaul Repair Manual, SBs, ICAs, etc.)*

And

Gyros Unlimited, Inc. d.b.a. North Bay Aviation holds a non-limited rating for the article, the specification is not to be listed on Gyros Unlimited, Inc. d.b.a. North Bay Aviation's operations specifications; for its use, in the maintenance process, is implicit in the FAA approved rating for the article.

RSM

Section C

Section C Housing, Facilities, Equipment, Materials and Data

1. General(145.101)

1.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, will provide and maintain housing, facilities, equipment, materials, and data that meet the applicable requirements for the certificate and ratings the repair station holds or is issued, as described in the contents of this manual.

2. Housing and Facilities Requirements.... (145.103)

2.1. The following establishes the minimum baseline for Gyros Unlimited, Inc. d.b.a. North Bay Aviation's Air Agency Certificate number UYVR051J:

- (a) Housing for the facilities, equipment, materials, and personnel consistent with its ratings are as follows:
 - (i) Facilities for properly performing the maintenance, preventive maintenance, or alterations of articles or the specialized services for which it is rated. Facilities will include sufficient work space and areas for the proper segregation and protection of articles during all maintenance, preventive maintenance, or alterations;
 - (ii) Segregated work areas if required, enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, avionics work, electronic work, and machining to be done properly and in a manner that does not adversely affect other maintenance or alteration articles or activities;
 - (iii) Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles undergoing maintenance, preventive maintenance, or alterations;

Section C - Housing, Facilities, Equipment, Materials, and Data (continued)

2. Housing and Facilities Requirements(145.103); 2.1.; Paragraph-(a), (1) (continued)

- (iii) Space sufficient to segregate articles and materials stocked for installation from those articles undergoing maintenance, preventive maintenance, or alteration; and
- (iv) Ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, or alterations to the standards required by this manual.
- (b) See RSM-OP-002 for a narrative description and overview of facilities provided by Gyros Unlimited, Inc. d.b.a. North Bay Aviation so it can function as rated.

3. Change of Location, Housing, or Facilities (145.105)

3.1. Changes in location, housing, or facilities will be controlled as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, will not change the location of its housing without written approval from the FAA.
- (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will not make any changes to its housing or facilities required by §145.103 that could have a significant effect on its ability to perform the maintenance, preventive maintenance, or alterations under its repair station certificate and operations specifications without written approval from the FAA.
- (c) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will comply with any conditions, including any limitations, which the FAA prescribes, while it is changing its location, housing, or facilities.

4. Satellite Repair Stations(145.107)

- 4.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J is not under managerial control of another certificated repair station, and therefore, does not operate as a satellite repair station. If needed, Gyros Unlimited, Inc. d.b.a. North Bay Aviation will notify and receive the appropriate permission from the FAA.

Section C - Housing, Facilities, Equipment, Materials, and Data (continued)

5. Equipment, Materials, and Data Requirements.... (145.109)

5.1. Equipment, materials, and data requirements will be as follows:

- (a) Except as otherwise prescribed by the FAA, Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, will have the equipment, tools, and materials necessary to perform the maintenance, preventive maintenance, and/or alterations under its repair station certificate and operations specifications in accordance with part 43. The equipment, tools, and material will be located on the premises and under the repair station's control, when the work is being done.
- (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will ensure all test and inspection equipment and tools used to make airworthiness determinations on articles are calibrated to a standard acceptable to the FAA; see RSM-OP-014.
- (c) The equipment, tools, and material will be those recommended by the manufacturer of the article or will be at least equivalent to those recommended by the manufacturer and acceptable to the FAA; see QCM-OP-118.
- (d) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will maintain, in a format acceptable to the FAA, the documents and data required for the performance of maintenance, preventive maintenance, or alterations under its repair station certificate and operations specifications in accordance with part 43; see QCM-OP-115. The following documents and data will be current and accessible when the relevant work is being done:

GYROSUNLIMITED, INC .
FAA AIR AGENCY CERTIFICATE NUMBER UYVR051J
REPAIR STATION MANUAL

Section C - Housing, Facilities, Equipment, Materials, and Data (continued)

5. Equipment, Materials, and Data Requirements (145.109), 5.1.; Paragraph- (d) (continued)

- (1) Airworthiness Directives,
- (2) Instructions for Continued Airworthiness,
- (3) Maintenance Manuals,
- (4) Overhaul Manuals,
- (5) Standard Practice Manuals, (e.g.; AC 43-13-1 and -2, latest revisions, etc.),

Note: *Manufacturer's maintenance manuals and specifications always take precedence over these Advisory Circulars; in the absence of manufacturers or other approved data the use of the AC's is an acceptable source of approved data.*

- (6) Service Bulletins,
- (7) Other applicable data acceptable to or approved by the FAA, and

Note: *For information on "DATA," see the latest issue of AC 120-77, Maintenance and Alteration Data.*

- (8) Technical Drawings or Engineering Specifications approved by the OEM.

RSM

Section D

Section D Personnel

1. Personnel Requirements.... (145.151)

1.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, has:

- (a) Designated the following repair station employee as the Accountable Manager and also a backup for this position;
 - (1) The person filling the position of President is designated as the Accountable Manager.
 - (2) The person filling the position of Quality Control Manager is designated as the backup to the position of Accountable Manager and will fulfill the requirements of the position, in the absence of President.
 - (3) In the case where both the President and Quality Control Manager are absent, the Repair Station Manager will fulfill the requirements of the position of Accountable Manager.
- (b) Provided qualified personnel to plan, supervise, perform, and approve for return to service the maintenance, preventive maintenance, or alterations performed under the repair station certificate and operations specifications;
- (c) Ensured it has a sufficient number of employees with the training or knowledge and experience in the performance of maintenance, preventive maintenance, or alterations authorized by the repair station certificate and operations specifications to ensure all work is performed in accordance with part 43 and within the given time frame required by the customer; and
- (d) Determined the abilities of its non-certificated employees performing maintenance functions. The determination is delegated to the employees supervisor and will be based on training, knowledge, experience, practical tests or a combination thereof, as dictated by the task at hand.

Section D - Personnel (continued)

2. Supervisory Personnel Requirements.....(145.153)

2.1. Supervisory personnel requirements will be controlled as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, must ensure it has a sufficient number of supervisors to direct the work performed under the repair station certificate and operations specifications. The supervisors must, in addition to their normal duties, oversee the work performed by any individual(s) who are unfamiliar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations; see QCM-OP-116.
- (b) Each supervisor, who is directly in charge, will be appropriately certificated as a mechanic or repairman under part 65.
- (c) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will ensure that all candidates for those filling existing maintenance supervisory positions understand, read and write English. See RSM-OP-013 for when the TABE (Test of Adult Education) is required to be administered.

3. Inspection Personnel Requirements(145.155)

3.1. Inspection personnel requirements will be controlled as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, will ensure that persons performing inspections under the repair station certificate and operations specifications are –
 - (1) Thoroughly familiar with the applicable regulations in this Section and with the inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the article on which maintenance, preventive maintenance, or alterations are being performed; and
 - (2) Proficient in using the various types of inspection equipment and visual inspection aids appropriate for the article being inspected.
 - (3) See QCM-OP-114 for establishing and maintaining proficiency of inspection personnel.
- (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will ensure that all candidates for and those filling existing maintenance inspection positions understand, read, and write English. See RSM-OP-013 for when the TABE (Test of Adult Education) is required to be administered.

Section D - Personnel (continued)

4. Personnel Authorized to Approve an Article for Return to Service.....(145.157)

4.1. Personnel authorized to approve an article for return to service will be managed as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, will ensure each person authorized to approve an article for return to service under the repair station certificate and operations specifications is appropriately certificated as a mechanic or repairman under part 65. New hires/rehires with an A&P license will be validated through FAA.gov.
- (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will ensure that all candidates for and those filling the responsibility of approving an article for return to service understand, read, and write English. See RSM-OP-013 for when the TABE (Test of Adult Education) is required to be administered.

5. Recommendation of a Person for Certification as a Repairman(145.159)

5.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation, when it chooses to use repairmen to meet the applicable personnel requirements of §145.159 will certify in a format acceptable to the FAA that each person recommended for certification as a repairman -

- (a) Is employed by the repair station, and
- (b) Meets the eligibility requirements of §65.101.

6. Employment of Former FAA Employees(145.160)

6.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation will not knowingly employ or make a contractual arrangement which permits an individual to act as an agent or representative of the certificate holder in any matter before the FAA if the individual, in the preceding 2 years has:

- (a) Served as, or was directly responsible for the oversight of, a Flight Standards Service aviation safety inspector, and
- (b) Had direct responsibility to inspect, or oversee the inspection of, the operations of the certificate holder.

Section D - Personnel (continued)

7. Records of Management, Supervisory, and Inspection Personnel (145.161)

7.1. Records of management, supervisory, and inspection personnel will be controlled as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, will maintain and make available in a format acceptable to the FAA the following, (IAW RSM-OP-009):
 - (1) A roster of management and supervisory personnel that includes the names of the repair station officials who are responsible for its management and the names of its supervisors who oversee maintenance functions;
 - (2) A roster with the names of all inspection personnel;
 - (3) A roster of personnel authorized to sign a maintenance release for approving a maintained or altered article for return to service;
 - (4) A summary of the employment of each individual whose name is on the personnel rosters required by paragraphs (a)(1) through (a)(3) of this section. This summary will contain enough information on each individual listed on the roster to show compliance with the experience requirements of this manual and will include the following, (IAW RSM-OP-010):
 - (i) Present title;
 - (ii) Total years of experience and the type of maintenance work performed;
 - (iii) Past relevant employment with names of employers and periods of employment by month and year;
 - (iv) Scope of present employment; and
 - (v) The type of mechanic or repairman certificate held and the ratings on that certificate, if applicable.
- (b) Within five (5) business days of the change, all required rosters will reflect changes caused by termination, reassignment, change in duties or scope of assignment, or the addition of personnel. See RSM-OP-009 for the procedures to be utilized to effect the changes.

Section D - Personnel (continued)

8. Training Requirements.... (145.163)

8.1. Training requirements will be controlled as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, will have an employee training program approved by the FAA that consists of initial and recurrent training. For the purposes of meeting this requirement, see the Repair Station Training Program Manual (RSTPM).
- (b) The training program will ensure each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned task.
- (c) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, will document, in a format acceptable to the FAA, the individual employee's training required under paragraph (a) of this Section. These training records will be retained for a minimum of two (2) years after employee terminates employment with the company.
- (d) When approved, Gyros Unlimited, Inc. d.b.a. North Bay Aviation, will submit revisions to its training program to its certificate holding district office (CHDO) in accordance with the procedures required by §145.209.

9. Hazardous Materials Training.... (145.165)

- 9.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation is not a hazmat employer under 49 CFR 171.8. If needed, Gyros Unlimited, Inc. d.b.a. North Bay Aviation will notify and receive permission from the FAA.

RSM

Section E

Section E Operating Rules

1. Privileges and Limitations of Certificate.....(145.201)

1.1. The following are our privileges and limitations:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, can –
 - (1) Perform maintenance, preventive maintenance, or alterations in accordance with part 43 on any article for which it is rated and within the limitations in its operations specifications.
 - (2) Arrange for another person to perform the maintenance, preventive maintenance, or alterations of any article for which the certificated repair station is rated. If that person is not a certificated repair station/maintenance provider under part 145, Gyros Unlimited, Inc. d.b.a. North Bay Aviation will ensure that the noncertificated person follows, at a minimum, a quality system that is equivalent to the system followed by Gyros Unlimited, Inc. d.b.a. North Bay Aviation.
 - (3) Approve for return to service any article for which it is rated after it has performed maintenance, preventive maintenance, or an alteration in accordance with part 43.
- (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation cannot maintain or alter any article for which it is not rated, and cannot maintain or alter any article for which it is rated if it requires special technical data, equipment, or facilities that are not available to it.
- (c) Gyros Unlimited, Inc. d.b.a. North Bay Aviation cannot approved for return to service:
 - (1) Any article unless the maintenance, preventive maintenance, or alteration was performed in accordance with the applicable approved technical data or data acceptable to the FAA.
 - (2) Any article after a major repair or major alteration unless the major repair or major alteration was performed in accordance with applicable approved technical data; and

Section E – Operating Rules (continued)

1. Privileges and Limitations of Certificate (145.201), 1.1.; Paragraph- (c) (continued)

- (3) Any experimental aircraft after a major repair or major alteration performed under §43.1(b) unless the major repair or major alteration was performed in accordance with methods and applicable technical data acceptable to the FAA.
- (d) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, CRS number UYVR051J, will initiate an evaluation for recall if any article that is found to not meet airworthiness requirements due to defective data, skills, training, MTE, and/or process; after being returned to service under this section. Determination of and procedures for recall can be found in RSM-OP-005.

2. Work Performed at Another Location.... (145.203)

Work away from Gyros Unlimited, Inc. d.b.a. North Bay Aviation's fixed location is not authorized at this time. If needed, Gyros Unlimited, Inc. d.b.a. North Bay Aviation will receive permission from the FAA with the required information prior to commencement of work.

3. Maintenance, Preventive Maintenance, and Alterations Performed for Certificate Holders under parts 121, 125, and 135, and for Foreign Air Carriers for Foreign Persons Operating a U.S. - Registered Aircraft in Common Carriage under Part 129.... (145.205)

3.1. Maintenance performed for FAA air carrier certificate holders or foreign air carriers or persons operating U.S. registered aircraft in common carriage under part 129 will be controlled as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, when it performs maintenance, preventive maintenance, or alterations for an air carrier or commercial operator that has a continuous airworthiness maintenance program under part 121 or part 135 will follow the air carrier's or commercial operator's program and applicable Sections of its maintenance manual and QCM-OP-106's procedures for part 121 certificated air carriers.
- (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, when it performs inspections for a certificate holder conducting operations under part 125 will follow the operator's FAA – approved inspection program.
- (c) Gyros Unlimited, Inc. d.b.a. North Bay Aviation when it performs maintenance, preventive maintenance, or alterations for a foreign air carrier or foreign person operating a U.S. – registered aircraft under part 129 will follow the operator's FAA approved maintenance program.

Section E – Operating Rules (continued)

4. Notification of Hazardous Materials Authorizations(145.206)
 - 4.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation will acknowledge receipt of the part 121 or part 135 operator notification required under §121.1005(e) and 135.505(e) of this chapter prior to performing work for, or on behalf of that certificate holder.
 - 4.2. Prior to performing work for or on behalf of a part 121 or part 135 operator, Gyros Unlimited, Inc. d.b.a. North Bay Aviation will notify its employees, contractors, or subcontractors that handle or replace aircraft components or other items regulated by 49 CFR parts 171 through 180 of each certificate holders operations specifications authorization permitting, or prohibition against, carrying hazardous materials. This notification must be provided subsequent to the notification by the part 121 or part 135 operator of such operations specifications authorization/designation.
5. Repair Station Manual.... (145.207)
 - 5.1. The repair station manual will be controlled as follows:
 - (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, has prepared and will follow this repair station manual which is acceptable to the FAA; as indicated by the FAA's acceptance signature on the manual's Form Number NBA.019.F, original issue and revisions thereto IAW RSM-OP-003.
 - (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will maintain the repair station manual (RSM) as being current IAW RSM-OP-003.
 - (c) A copy of Gyros Unlimited, Inc. d.b.a. North Bay Aviation's current RSM will be assigned to or accessible for use by repair station personnel as required by RSM-OP-003. It will also be available in the technical library during normal business hours to those who are not assigned a controlled RSM.
 - (d) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will provide to its CHDO the current repair station manual in a format acceptable to the FAA.
 - (e) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will notify its CHDO of each revision of its repair station manual in accordance with the procedures required by §145.209(j) by complying with RSM-OP-003.

Section E – Operating Rules (continued)

6. Repair Station Manual Contents.....(145.209)

- 6.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation's, Air Agency Certificate number UYVR051J's, repair station manual includes or references the location of the following:
- (a) An organizational chart, can be found in RSM-OP-001 that identifies –
 - (1) Each management position with authority to act on behalf of the repair station,
 - (2) The general area of responsibility assigned to each management position, and
 - (3) Each position's duties, responsibilities, and authority of each management position identified on the organizational chart.
 - (b) Procedures for location of, maintaining and revising the rosters, required by §145.161, can be found in RSM-OP-009.
 - (c) A narrative description of Gyros Unlimited, Inc. d.b.a. North Bay Aviation's operations can be found in Section V (the introduction section of this manual). The overview of Gyros Unlimited, Inc. d.b.a. North Bay Aviation's housing, facilities, equipment, and materials as required by Section C of this manual, can be found in RSM-OP-002.
 - (d) Gyros Unlimited, Inc. d.b.a. North Bay Aviation has unlimited ratings. If Gyros Unlimited, Inc. d.b.a. North Bay Aviation applies for limited ratings, procedures will be developed and approved by the FAA.
 - (e) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will submit revisions to its training program to the CHDO in accordance with the procedures required by §145.209(e). These procedures are outlined in Section III of the RSTPM.
 - (f) Work away from Gyros Unlimited, Inc. d.b.a. North Bay Aviation's fixed location is not authorized at this time. If needed, Gyros Unlimited, Inc. d.b.a. North Bay Aviation will notify and receive permission from the FAA.
 - (g) Procedures for maintenance, preventive maintenance, or alterations performed under §145.205 can be found in QCM-OP-106 and paragraph 2 of this section.

Section E – Operating Rules (continued)

6. Repair Station Manual Contents... (145.209), Paragraph 6.1. (continued)

- (h) Procedures for –
 - (1) Maintaining and revising the contract maintenance information required by §145.217(a)(2)(i), including submitting revisions to the CHDO for approval, can be found in RSM-OP-007; and QCM-OP-107.
 - (2) Maintaining and revising the contract maintenance information required by §145.217(a)(2)(ii) and notifying the CHDO of revisions to this information, including how often the CHDO will be notified of revisions, can be found in RSM-OP-008.
- (i) Description of required records and the record keeping system used to obtain, store, and retrieve the required records, can be found in QCM-OP-109.
- (j) Procedures for revising the repair station's manuals and notifying its CHDO of revisions to the manuals, including how often the CHDO will be notified of revisions, can be found in RSM-OP-003; and QCM-OP-120.
- (k) A description of the system used to identify and control Sections of the repair station manual, can be found in RSM-OP-004.

Section E – Operating Rules (continued)

7. Quality Control.... (145.211)

7.1. The Quality Control Program will be controlled as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, has established and will maintain a quality control program acceptable to its customers and the FAA that ensures the airworthiness of the articles on which Gyros Unlimited, Inc. d.b.a. North Bay Aviation or any of its contractors performs maintenance, preventive maintenance, or alterations. Gyros Unlimited, Inc. d.b.a. North Bay Aviation's Quality Control Manual (QCM) is a separate, but completely integrated manual to the RSM. A description of the quality control program can be found in RSM-OP-012 and attendant procedures to ensure airworthiness are described in QCM-OP-101.
- (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation personnel will follow the relevant operational procedures in the QCM when performing maintenance, preventive maintenance, or alterations authorized under the repair station certificate and operations specifications.
- (c) Gyros Unlimited, Inc. d.b.a. North Bay Aviation has prepared and will keep current a QCM, IAW QCM-OP-120 in a format acceptable to the FAA, that includes the following:
 - (1) A description of the system and procedures used for –
 - (i) Receiving inspecting for raw materials that ensures acceptable quality; can be found in QCM-OP-111.
 - (ii) Performing preliminary inspection of all articles that will be maintained; can be found in QCM-OP-112.
 - (iii) Inspecting all articles that have been involved in an accident for hidden damage before maintenance, preventive maintenance, or alteration is performed; can be found in QCM-OP-113.
 - (iv) Establishing and maintaining proficiency of inspection personnel; can be found in QCM-OP-114.
 - (v) Establishing and maintaining current technical data for maintaining articles; can be found in QCM-OP-115.
 - (vi) Qualifying and surveilling all noncertificated persons who perform maintenance, preventive maintenance, or alterations for Gyros Unlimited, Inc. d.b.a. North Bay Aviation; can be found in QCM-OP-116.
 - (vii) Performing final inspection and return to service of maintained articles; can be found in QCM-OP-117.

Section E – Operating Rules (continued)

7. Quality Control. ... (145.211), Paragraph 7.1. (continued)

- (viii) Calibrating measuring and test equipment used in maintaining articles, including the intervals at which the equipment will be calibrated, see RSM-OP-014, QCM-OP-118 and -125; the recall of articles due to out-of-calibration errors and others; can be found in RSM-OP-005 and QCM-OP-123 and -124, and
 - (ix) Taking corrective action on nonconformities can be found in QCM-OP-119.
 - (2) References, where applicable, to the manufacturer's inspection standards for a particular article, including reference to any data specified by that manufacturer IAW QCM-OP-101, -106 and -115.
 - (3) See Forms Manual (FM) for Gyros Unlimited, Inc. d.b.a. North Bay Aviation's forms, (also see QCM-OP-109 for a listing of required records), operational forms and the instructions for completing exhibited forms; and
 - (4) The procedures for revising the QCM and notifying the CHDO of the revisions, including how often the CHDO will be notified of revisions, can be found in QCM-OP-120.
- (d) How Gyros Unlimited, Inc. d.b.a. North Bay Aviation will notify its CHDO of revisions to its quality manual; can be found in QCM-OP-120.

Section E – Operating Rules (continued)

8. Inspection of Maintenance, Preventive Maintenance, or Alterations.....(145.213)

8.1. Inspection of articles will be controlled as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, will inspect each article upon which it has performed maintenance, preventive maintenance, or alterations as described in paragraphs (b) and (c) of this Section before approving that article for return to service. See QCM-OP-110 on control of signoff stamps.
- (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will certify on an article's maintenance release that the article is airworthy with respect to the maintenance, preventive maintenance, or alterations performed after –
 - (1) Gyros Unlimited, Inc. d.b.a. North Bay Aviation performs work on the article; and
 - (2) An authorized inspector inspects the article on which the Gyros Unlimited, Inc. d.b.a. North Bay Aviation has performed work and determines it to be airworthy with respect to the work performed.
- (c) For the purposes of paragraphs (a) and (b) of this Section, an inspector will meet the requirements of §145.155.
- (d) At Gyros Unlimited, Inc. d.b.a. North Bay Aviation, only an employee that is appropriately certificated as a mechanic or repairman under part 65 is authorized to sign off on final inspections and maintenance releases for Gyros Unlimited, Inc. d.b.a. North Bay Aviation; see QCM-OP-117.

9. Capability List (145.215)

- 9.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation has unlimited ratings. If Gyros Unlimited, Inc. d.b.a. North Bay Aviation applies for limited ratings, procedures will be developed and approved by the FAA.

Section E – Operating Rules (continued)

10. Contract Maintenance. ...(145.217)

10.1. Requirements will be processed as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, can contract a maintenance function pertaining to an article to an outside source provided –
 - (1) The FAA approved the maintenance function to be contracted to an outside source; see RSM-OP-007/QCM-OP-107 and
 - (2) The vendor is active on a list approved by Gyros Unlimited, Inc. d.b.a. North Bay Aviation.
- (b) The list of FAA certificated subcontractors/maintenance providers accomplishing maintenance functions for Gyros Unlimited, Inc. d.b.a. North Bay Aviation will be made available upon request, see QCM-OP-107. The list's location and procedures for maintaining, adding, or deleting a person from the list can be found in QCM-OP-107. Gyros Unlimited, Inc. d.b.a. North Bay Aviation can contract a maintenance function pertaining to an article to a noncertificated person provided; (Also see QCM-OP-122)
 - (1) The noncertificated person follows a quality control program equivalent or superior (i.e.; Quality Assurance, ISO, EASA, etc.) to the quality control program followed by Gyros Unlimited, Inc. d.b.a. North Bay Aviation;
 - (2) Gyros Unlimited, Inc. d.b.a. North Bay Aviation remains directly in charge of the work performed by the noncertificated person; and
 - (3) Gyros Unlimited, Inc. d.b.a. North Bay Aviation verifies, by test and/or inspection, that the work has been performed satisfactorily by the noncertificated person and that the article is airworthy before approving it for return to service.
 - (4) The approved list of noncertificated subcontractors/maintenance providers accomplishing maintenance functions for Gyros Unlimited, Inc. d.b.a. North Bay Aviation and the procedures for maintaining, adding or deleting a person from this list, can be found in QCM-OP-122.
- (c) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will provide only the approval for return to service of a complete type-certificated product following contract maintenance, preventive maintenance, or alterations.

Section E – Operating Rules (continued)

11. Maintenance on Equipment Gyros Unlimited, Inc. d.b.a. North Bay Aviation is Not Rated to Maintain

11.1. Component Management

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation also provides a component management service to its customers.
- (b) When Gyros Unlimited, Inc. d.b.a. North Bay Aviation receives a component in which it is not rated, it will manage the component through the repair cycle and return the component to the customer with the certifying repair stations paperwork and Airworthiness Certificate.
- (c) At no time will Gyros Unlimited, Inc. d.b.a. North Bay Aviation return a component with their Airworthiness Certificate in which they are not certified.

12. Recordkeeping.... (145.219)

12.1. Record keeping will be controlled as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will retain all required records in English that demonstrate compliance with the requirements of part 43 and these records will be retained in hardcopy on premise in a manner that is acceptable to the FAA; record storage procedures can be found in QCM-OP-109.
- (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will provide a copy of the maintenance release to the owner or operator of the article on which the maintenance, preventive maintenance, or alteration was performed; IAW QCM-OP-117.
- (c) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will retain the records required by this Section for at least two (2) years active and five (5) years inactive from the date the article was approved for return to service.
- (d) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will make all required records available for inspection by the FAA and the National Transportation Safety Board, upon their request received during normal business hours and within a reasonable period from the time the request was received.

Section E – Operating Rules (continued)

13. Service Difficulty Reports.... (145.221)

13.1. Reports will be controlled as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, will report to the FAA within 96 hours after it discovers any serious failure, malfunction, or defect of an article. Refer to FAA website for current electronic submittal form for FAA Form 8010-4. See NBA Forms Manual for example of form. In the event the electronic submittal version is not available, the report will be in a format acceptable to the FAA.

14. FAA Inspections.... (145.223)

14.1. FAA Inspections and Requirements will be controlled as follows:

- (a) Gyros Unlimited, Inc. d.b.a. North Bay Aviation, Air Agency Certificate number UYVR051J, will allow the FAA to inspect the repair station at any time during normal business hours to determine compliance with this Section.
- (b) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will not contract for the performance of maintenance function on an article with a non-certificated person unless it provides in its contract with the non-certificated person that the FAA can make an inspection and observe the performance of the non-certificated person's work on the article.
- (c) Gyros Unlimited, Inc. d.b.a. North Bay Aviation will not return to service any article on which a maintenance function was performed by a non-certificated person if the non-certificated person does not permit the FAA to make the inspection described in paragraph (b) of this Section.

RSM

Section F

Section F Repair Station Manual – Operating Policy/Procedures.

1. Introduction to Section F. RSM-OP-001 through RSM-OP-099

Section F incorporates all of the Repair Station Manual's Operating Policy/Procedures. Each RSM OP will be numbered starting with RSM-OP-001 and continuing through RSM-OP-099 as each new operating policy/procedure is added.

Policy/ Procedure	Policy/Procedure Title
RSM-OP-001	Organizational Chart and Position Descriptions. ..(145.209)
RSM-OP-002	Housing, Facilities, Equipment, and Material.....(145.103, .209)
RSM-OP-003	Repair Station Manual (RSM) Control, Revision and FAA Notification.... (145.207, .209)
RSM-OP-004	Manual System Identification and Control of Sections. ...(145.161, .207, .209, .211)
RSM-OP-005	Article Identification and Review for Possible Recall (145.201)
RSM-OP-006	Reserved
RSM-OP-007	Managing Maintenance Functions to be Contracted(145.209, .217)
RSM-OP-008	Managing the Maintenance Providers Lists.... (145.209, .217)
RSM-OP-009	Managing the Rosters(145.161)

GYROSUNLIMITED, INC .
FAA AIR AGENCY CERTIFICATE NUMBER UYVR051J
REPAIR STATION MANUAL

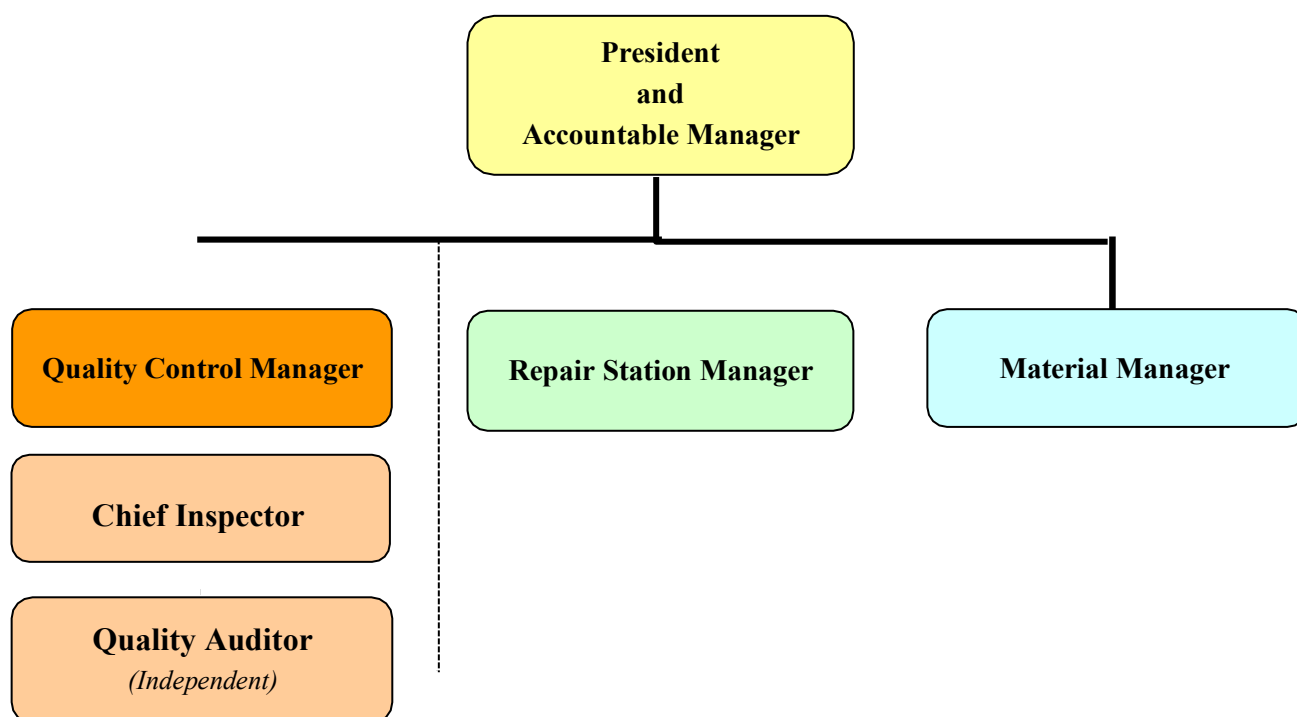
Section F – Repair Station Manual – Operating Policy/Procedures

Policy/ Procedure	Policy/Procedure Title
RSM-OP-010	Personnel Records.....(145.161)
RSM-OP-011	Reserved
RSM-OP-012	Quality Control(145.211)
RSM-OP-013	Requirement for Test of Adult Basic Education (TABE) (145.153, .155, .157)
RSM-OP-014	Management Control of MTE Program(145.109, .209, .211, .217)

RSM-OP-001

I. Organizational Chart and Position Descriptions(145.209)

1. Organizational Chart



RSM-OP-001

I. *Organizational Chart and Position Descriptions. ... (145.209) (continued)*

2. Position Descriptions

2.1. President

2.1.1. The President is responsible for the complete overall operations conducted under CFR Part 145 for the repair station, including the adequate housing and facilities and the maintenance thereof.

2.1.2. In addition, the President is also responsible for:

2.1.2.1. Providing adequate training, equipment, materials and competent personnel pertinent to the operation of this repair station, in compliance with all applicable Code of Federal Regulations (CFR's), manufacturer's recommendations and Owner/Operator requirements.

2.1.2.2. Ascertaining that sufficient firefighting equipment is available and ensure the equipment is periodically checked for serviceability.

2.1.2.3. Ensuring all personnel are informed for the purpose of evacuation and indoctrinating personnel in the proper use and location of firefighting equipment.

2.1.2.4. Establishing standards to assure that adequate safety precautions are observed.

2.1.2.5. Establishing procedures to determine the need for original and recurrent training of personnel consistent with the work being performed or planned to be performed. Establish liaison with air carriers – complying with applicable CFR requirements – when work, for FAA Certificated air carrier's airframes or articles removed from aircraft registered in the USA ("N" registration number), is to be performed.

2.1.2.6. Ensuring repair station personnel follow the regulations.

2.1.2.7. Serving as primary contact with the FAA.

2.1.3. The President is the Accountable Manager for Gyros Unlimited, Inc. d.b.a. North Bay Aviation.

Note: *The President may delegate all duties assigned to any qualified assistant as necessary, however, such delegation does not relieve the President of the overall responsibilities.*

RSM-OP-001

- I. *Organizational Chart and Position Descriptions. ... (145.209) (continued)*
2. *Position Descriptions (continued)*

2.2. Quality Control Manager

- 2.2.1. The Quality Control Manager is responsible to the President for Gyros Unlimited, Inc. d.b.a. North Bay Aviation's evaluation and quality control; described in the RSM and QCM. The evaluation and quality control is intended to thoroughly monitor Gyros Unlimited, Inc. d.b.a. North Bay Aviation's compliance with its RSM and QCM. The Quality Control Manager also has the responsibility to monitor the vendors/suppliers, contractors and maintenance providers of the repair station by scheduled and unannounced evaluations; per the QCM requirements. All evaluations will be accomplished by an assigned quality monitor(s) who is independent of the area being evaluated or is an outside (third party) monitor(s).
- 2.2.2. In addition, the Quality Control Manager is responsible for:
 - 2.2.2.1. The planning, direction and coordination of quality activities within the department, and the planning of these activities in conjunction with other departments, as required.
 - 2.2.2.2. Assessing that the repair and overhaul of all articles are accomplished within the authority of the repair station and that work is inspected and returned to service by a qualified inspector IAW QCM-OP-117.
 - 2.2.2.3. Assessing that the required technical data is available and is used on all articles overhauled or repaired by the repair station and making available the current data prior to return to service. Managing the technical data control program which will include manufacturer's overhaul manuals, service bulletins, parts specifications, ICAs related to Federal Aviation Administration approved data, airworthiness directives, and any other technical data used IAW QCM-OP-115.
 - 2.2.2.4. Managing the precision tool and test equipment calibration program, assessing that periodic checks and calibrations are made on all new and existing precision tools and test equipment, that current records are maintained of those checks and calibrations in accordance with the calibration control program contained in RSM-OP-014, QCM-OP-118, and -125.
 - 2.2.2.5. Developing the annual internal and external evaluation and surveillance programs, evaluation plan and required checklists for accomplishing the repair station's evaluation and surveillance functions which include approved maintenance function provider(s), as outlined in the RSM-OP-007, -008 and QCM-OP-107, -122.
 - 2.2.2.6. Maintaining facility drawings current.

RSM-OP-001

- I. *Organizational Chart and Position Descriptions. ... (145.209) (continued)*
- 2. *Position Descriptions (continued)*
- 2.2. *Quality Control Manager (continued)*

- 2.2.2.7. Not censoring quality auditor's report(s).
- 2.2.2.8. Managing the stamp control program IAW QCM-OP-110.
- 2.2.2.9. Controlled storage of completed work records IAW QCM-OP-109.
- 2.2.2.10. Maintaining a list of approved suppliers for the purchasing of aeronautical products for the repair station. This will be coordinated with the Material Manager.
- 2.2.2.11. Maintaining a list of approved maintenance providers (i.e.; FAA certificated and non certificated) for accomplishing repair processes, repairs, preventive maintenance, modification and/or overhaul for the articles so authorized in Gyros Unlimited, Inc. d.b.a. North Bay Aviation's operations specification ratings in accordance with the procedures outlined in QCM-OP-107 and -122.
- | 2.2.2.12. Currency of employee training records IAW RSM-OP-010 and RSTPM.
- 2.2.2.13. Having adequately trained inspectors IAW RSTPM and QCM-OP-114.
- 2.2.2.14. Retention, storage and retrieval of required records including MRB activities IAW QCM-OP-109 and QCM-OP-127.
- 2.2.2.15. Noncompliance follow-up IAW QCM-OP-119.
- 2.2.2.16. Processing revisions to the RSM, QCM, RSTPM, FM and EASA, from inception thru final approval in-house to FAA's acceptance/disposition with the assigned FSDO IAW RSM-OP-003 and QCM-OP-120.
- 2.2.2.17. Is a permanent member of the:
 - 2.2.2.17.1. Training Committee
 - 2.2.2.17.2. Material Review Board (MRB)

Note: *The Quality Control Manager may delegate all duties to any qualified assistant as necessary; however, such delegation does not relieve the Quality Control Manager of the overall responsibilities.*

RSM-OP-001

- I. *Organizational Chart and Position Descriptions. ... (145.209) (continued)*
- 2. *Position Descriptions (continued)*

2.3. Repair Station Manager

- 231. The Repair Station Manager is responsible to the President for the overall day-to-day operation of the repair station.
- 232. In addition, the Repair Station Manager is responsible for:
 - 2.3.2.1. The planning, direction, and coordination of all maintenance activities within the repair station and at other locations except satellite repair stations per the RSM.
 - 2.3.2.2. Assuring that the repair and coordination of articles and items within the Repair Station Manager jurisdiction is accomplished within the authority of the repair station and that the work is signed for by a qualified technician or supervisor and inspected by an authorized inspector.
 - 2.3.2.3. Making available to the Repair Station Manager's department technicians the required technical data for articles overhauled or repaired by the repair station and keeping the data current with the latest revision. The data will include manufacturer's overhaul manuals, service bulletins, parts specifications; related Federal Aviation Administration approved data, operations manuals, and any other technical data used.
 - 2.3.2.4. The maintenance of all equipment and tools in a serviceable working condition.
 - 2.3.2.5. Assure that all precision tools and/or test equipment used by technicians are in proper working order (serviceable) and that all precision tools and/or test equipment used by technicians are within their approved calibration period by scheduling all required calibration to meet MTE requirements.
 - 2.3.2.6. Ascertaining that all necessary maintenance entries on maintenance forms and work orders (i.e.; records) are properly executed by the qualified technicians.
 - 2.3.2.7. The preservation of all units or articles during process through the shops and when work is completed.
 - 2.3.2.8. The maintenance/storage of all repair station work/inspection records.

RSM-OP-001

- I. *Organizational Chart and Position Descriptions. ... (145.209) (continued)*
- 2. *Position Descriptions (continued)*
- 2.3. *Repair Station Manager (continued)*

- 2329. Monitor requirements that all precision tool and test equipment used in the maintenance processes are controlled by the precision tool and test equipment program if tools are company or employee owned.
- 23210. Having the technician's adequately trained.
- 23211. Assuring the shop area is kept in a clean and organized manner.
- 23212. Is a permanent member of the:
 - 2.3.2.12.1. Training Committee
 - 2.3.2.12.2. Material Review Board (MRB)

Note: *The Repair Station Manager may delegate all duties to any qualified assistant as necessary; however, such delegation does not relieve the Repair Station Manager of the overall responsibilities.*

RSM-OP-001

- I. *Organizational Chart and Position Descriptions. ... (145.209) (continued)*
2. *Position Descriptions (continued)*

2.4. Material Manager

- 2.4.1. The Material Manager is responsible to the President for the operation of the stockroom IAW RSM/QCM requirements for the receiving inspection, scrapped parts, shelf life, and hardware and equipment storage programs.
- 2.4.2. In addition, the Material Manager is responsible for:
 - 2.4.2.1. Identifying, controlling, segregating, and maintaining all stock to a serviceable, unserviceable or nonconforming category as designated by the Quality Control Manager.
 - 2.4.2.2. Preservation of all articles or parts while carried in inventory, including parts that are subject to deterioration and shelf life limitations.
 - 2.4.2.3. Identification of all shelf-life limited parts and materials as required in the QCM.
 - 2.4.2.4. For controlling the inventory while complying with all procedures related to parts in the CRS's RSM/QCM.
 - 2.4.2.5. For maintaining records of article traceability (certificate of conformance) with copies of purchase orders and identifying all articles received with the purchase order and part number on the package.
 - 2.4.2.6. For maintaining records on form NBA.005.F of rejected parts from vendor(s) for the purpose of evaluating supplier(s) for continued use.
 - 2.4.2.7. Quarantining all articles received from contractors post maintenance, until inspected and released by inspection.
 - 2.4.2.8. Training of all material personnel, except receiving inspectors' functions.
 - 2.4.2.9. Is a permanent member of the:
 - 2.4.2.9.1. Training Committee
 - 2.4.2.9.2. Material Review Board (MRB)

***Note:** The Material Manager may delegate all duties to any qualified assistant as necessary; however, such delegation does not relieve the Material Manager of the overall responsibilities.*

RSM-OP-001

- I. *Organizational Chart and Position Descriptions. ... (145.209) (continued)*
2. *Position Descriptions (continued)*

2.5. Chief Inspector

251. The Chief Inspector is responsible to the Quality Control Manager for the overall operation of the inspection department. In addition, the Chief Inspector is responsible for directing, planning, and laying out the details of inspection standards, methods, and procedures used by this repair station in complying with all applicable Federal Aviation Regulations, manufacturer's specifications, and recommendations.

252. In addition, the Chief Inspector is responsible for:

2.5.2.1. Maintaining and keeping current a file of pertinent Federal Aviation Regulations, specifications, and required type certification data sheets, and airworthiness directives.

2.5.2.2. Determining that all technical data used on all articles overhauled or repaired by the repair station are complete and are current with the latest revisions. This data will include repair station's process specifications for limited ratings specialized services, manufacturer's overhaul manuals, service bulletins, article specifications; related Federal Aviation Administration approved data and other technical data used by the repair station. In addition, assure that all military technical orders used in the overhaul, repair or test of airframes or articles, that are not listed in the airframe or articles approved data have been evaluated and approved in advance by the FAA and are listed on the repair station's Operations Specifications.

2.5.2.3. Assuring that required periodic checks are made on all inspection tools and the calibration of precision test equipment used by the repair station is accomplished when scheduled. Further, assure that a current record of these inspections and tests are maintained, as required.

2.5.2.4. Assuring that all precision tools and/or test equipment used by Inspectors are in proper working order (serviceable) and that all precision tools and/or test equipment used by Inspectors are within their approved calibration periods; (i.e.; management of the precision tool and test equipment control program).

| 2.5.2.5. Submitting reports of defects of unairworthy condition in accordance with CFR 145.221.

2.5.2.6. Establishing the procedures for maintaining files of completed work orders in such a manner that the files pertaining to a specific articles repair can be readily located for evaluation.

RSM-OP-001

- I. *Organizational Chart and Position Descriptions. ... (145.209) (continued)*
- 2. *Position Descriptions (continued)*
- 2.5. *Chief Inspector (continued)*
 - 2.5.2.7. Airworthiness of special processes performed by contracted maintenance providers.
 - 2.5.2.8. The receiving inspection functions of the receiving inspector.
 - 2.5.2.9. Roster currency of the repair station's inspection, certifying and management personnel.
 - 2.5.2.10. Currency of inspector records of employment and training history.
 - 2.5.2.11. Segregation designation of stockroom serviceable and unserviceable articles.
 - 2.5.2.12. For preparation and submission of FAA Form 8010-4 Malfunction or Defect Report to PMI at the FSDO.
 - 2.5.2.13. Contracted maintenance provider control program's currency of approved lists.
 - 2.5.2.14. Adequately trained inspectors.
 - 2.5.3. The Chief Inspector will have the final authority in the releasing to service all articles for Gyros Unlimited, Inc. d.b.a. North Bay Aviation.
 - 2.5.4. Accordingly, the Chief Inspector is therefore responsible to or for:
 - 2.5.4.1. Assist, supervise, and direct all personnel assigned to accomplish inspection functions.
 - 2.5.4.2. Ascertaining that all inspections are properly performed on all completed work and that the proper inspection records, reports, and forms used by the repair station are properly executed prior to releasing the article for return to service.
 - 2.5.4.3. Determining that no unairworthy articles are installed in any item or articles released by the repair station.
 - 2.5.4.4. Submitting reports of defects of unairworthy conditions in accordance with CFR 145.211 to the Quality Control Manager.
 - 2.5.4.5. Assuring the proper execution of FAA Form 8130-3 when required, and/or a maintenance release.

RSM-OP-001

- I. *Organizational Chart and Position Descriptions. ... (145.209) (continued)*
- 2. *Position Descriptions (continued)*
- 2.5. *Chief Inspector (continued)*

- 2546. Inspection of all incoming material, including new parts, supplies, and articles on which work has been performed outside the repair station by an approved subcontractor. Review and approve outgoing and incoming purchase orders, certificates of conformance and other approved data attached to incoming parts to assure authenticity and traceability to an original equipment manufacturer that is a FAA approved Production Approval Holder (PAH) or a certificate holder (i.e.; CFR Part 119, 121, 125, 129, 135 and 145).
- 2547. Conducting the preliminary, hidden damage, in-process and final inspection of all articles processed by the repair station and record results as outlined in this manual.
- 2548. Overseeing the proper tagging and identification of all parts and articles as outlined in this manual.
- 2549. Providing for continuity of inspection responsibility, assuring completion of required inspection when personnel shift or assignment changes occur.
- 25410. Ascertaining that all inspections are properly performed on all completed work before it is approved for return to service, and that the proper inspections and maintenance records, reports and forms required for such release are properly executed.
- 25411. Ascertain airworthiness of all maintenance accomplished by contracted maintenance providers.
- 25412. Determining the requirement for functional checks.
- 25413. Complying with air carrier requirements IAW CFR 145 §145.205.
- 25414. Determining progressive and/or in-process inspection frequencies, as required.
- 25415. Auditing all record packages for technical and physical completeness, prior to authorizing the release to service.
- 25416. Determining requirement for and on-site accomplishment of an airworthiness inspection on all “hidden” inspections of work accomplished by a FAA noncertificated contractor that cannot be inspected at the receiving inspection.
- 25417. Determining minimum performance data sheet requirements, as required.
- 25418. Rendering “scrap” designation for:
 - 2.5.4.18.1. Recoverable articles for MRB action.
 - 2.5.4.18.2. Expendable articles and their disposal.

RSM-OP-001

- I. *Organizational Chart and Position Descriptions. ... (145.209) (continued)*
- 2. *Position Descriptions (continued)*
- 2.5. *Chief Inspector (continued)*

2.5.4.19. Witness/verify scrappage action when directed to be scrapped by the MRB.

2.5.4.20. Ensuring that the inspectors are adequately trained on new equipment and articles.

2.5.4.21. Is a permanent member of the:

2.5.4.21.1. Training Committee.

2.5.4.21.2. Material Review Board.

Note: *The Chief Inspector may delegate all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve the Chief Inspector of the overall responsibilities.*

RSM-OP-001

- I. *Organizational Chart and Position Descriptions. ... (145.209) (continued)*
2. *Position Descriptions (continued)*

2.6. Quality Auditor

- 2.6.1. The Quality Auditor is responsible to the Quality Control Manager, reports directly to the Chief Inspector and indirectly to the President, for the accomplishment of independent evaluations.
- 2.6.2. The Quality Auditor is not a position but is a delegated assignment based on auditing training, experience, and independence of the monitor from the area that is being inspected. The person delegated this assignment should not have the day-to-day responsibility for the function he/she is evaluating and should therefore be able to produce an unbiased report.
- 2.6.3. In addition, the Quality Auditor is responsible for:
 - 2.6.3.1. Planning the assigned evaluation(s).
 - 2.6.3.2. Utilizing provided checklists for accomplishing all evaluations.
 - 2.6.3.3. Scheduling the evaluation with the responsible manager and accomplishing the evaluation as scheduled.
 - 2.6.3.4. Reviewing all noncompliance's (NCs) with the responsible manager and classifying all noncompliance's found into one of three categories IAW AC 145-5 as a:
 - 2.6.3.4.1. Finding
 - 2.6.3.4.2. Concern
 - 2.6.3.4.3. Observation
 - 2.6.3.5. Work with the responsible manager(s) on recommending solutions to problems and assist in developing plans to correct problems that require long-term solutions.
 - 2.6.3.6. Develop reports based on nonconformities found by area responsible manager, with copies going to the, Chief Inspector and Quality Control Manager and the President; these reports will not be censored by the Quality Control Manager or the Chief Inspector.
 - 2.6.3.7. Develop quarterly summary report of open NCs for management oversight meetings.

Note: *The Quality Auditor may not delegate any duties.*

RSM-OP-002

I. Housing, Facilities, Equipment, and Material.... (145.103, .209)

1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation, certificated repair station number UYVR051J's operations are conducted in a 10,200 square foot (approximate measure) work area located at:

**424 EXECUTIVE COURT NORTH
STE. E.
FAIRFIELD, CA 94534**

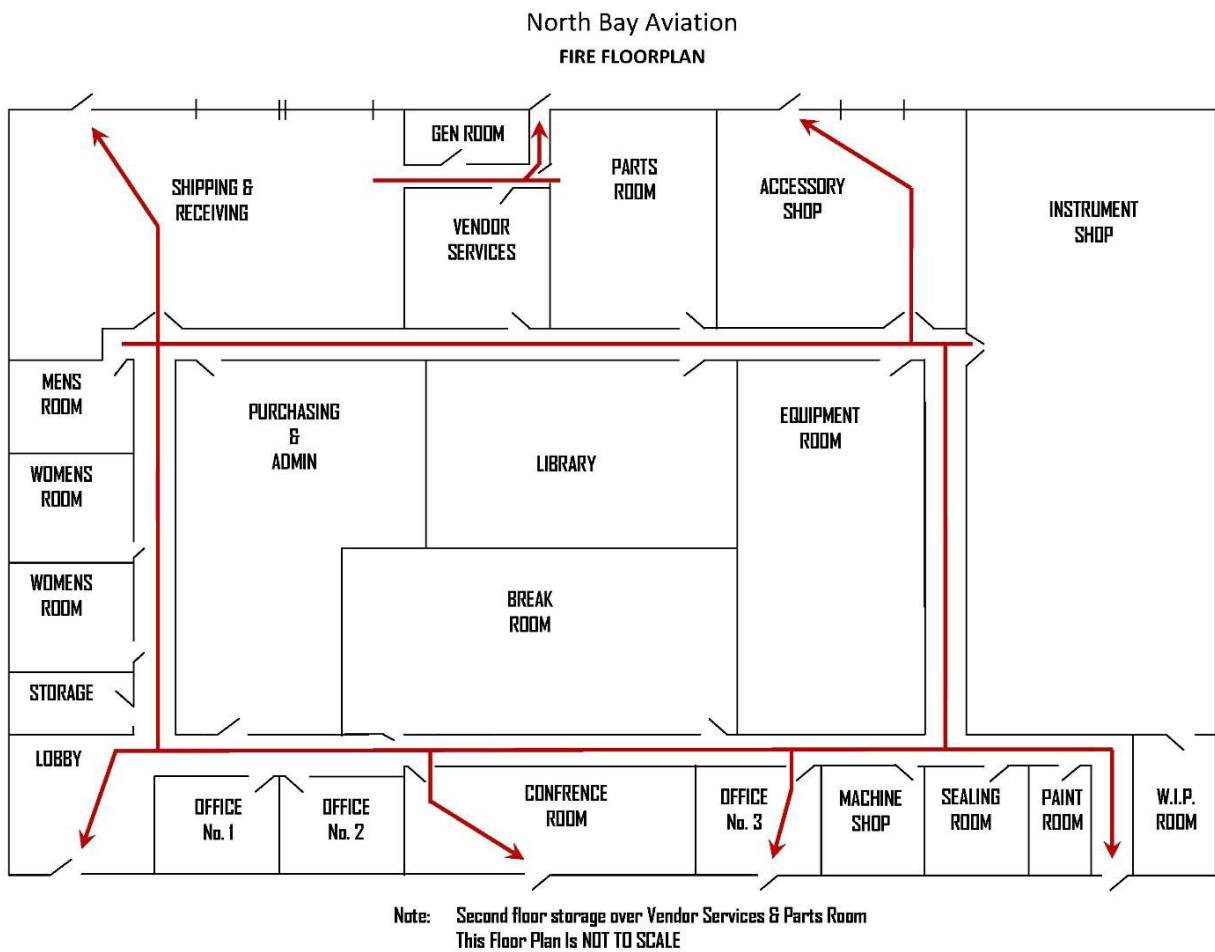
2. Gyros Unlimited, Inc. d.b.a. North Bay Aviation's repair station's administrative organization occupies approximately 40% of the above area at the indicated address.
3. The office, shop work and storage/receiving areas are central forced air heating and air conditioned as required. Work areas are indirectly lighted with overhead mounted florescent lighting and/or high intensity lighting.
4. All areas of the repair station are protected by hand held fire extinguishers and as necessary a heat and/or manually activated fire suppression system.
5. The CRS's infrastructure (i.e.; facilities, equipment, materials and housing) will be maintained in accordance with the manufacturer's standards, or in their absence with industry practices or good common sense, as conditions warrant. Gyros Unlimited, Inc. d.b.a. North Bay Aviation will take into consideration an article's airworthiness requirements – as to the maintenance of the supporting infrastructure required to sustain the CRS's capabilities.
6. All segregated work areas where maintenance and inspections are being received, performed, processed, stored or shipped will be free from any food and drink.
7. See next page for the layout of facilities that the CRS utilizes.

***Note:** The floor plan for the overview's layout and facilities are not drawn to scale.*

RSM-OP-002

I. Housing, Facilities, Equipment, and Material.... (145.103, .209) (continued)

7.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation's overview of facilities that the CRS utilizes to function within its ratings is located at 424 EXECUTIVE COURT NORTH, STE. E., FAIRFIELD, CA 94534.



RSM-OP-003

I. **Repair Station Manual (RSM) Control, Revision and FAA Notification.... (145.207, .209)**

1. Each Repair Station Manual (RSM) will have a specific control number assigned. The assigned manual's cover page will have a control number and identify the position that the manual is assigned to by title. A master list containing assigned RSM's by number and specific position assigned the numbered manual will be maintained by and kept by the Chief Inspector and will, upon request, be made available during normal business hours.
2. The RSM will be assigned to:
 - 2.1. Each management position on the organizational chart;
 - 2.2. All inspectors;
 - 2.3. Each person directly in charge of maintenance on articles;
 - 2.4. Those persons in positions that are designated and authorized to return articles to service for the repair station;
 - 2.5. The Technical Data Controller (Librarian); and
 - 2.6. The FAA, in an acceptable format.
3. The Chief Inspector will be assigned the RSM's Master copy.
4. The controlled copy assigned to the technical library will be made accessible to all employees of the CRS, upon their request. The library copy will not be removed from the library.
5. The person fulfilling the duties of and/or is permanently assigned to a position which has an RSM assigned – is the person who is responsible for maintaining the assigned manual current.

RSM-OP-003

*I. Repair Station Manual (RSM) Control, Revision and FAA Notification. ... (145.207, .209)
(continued)*

6. The Chief Inspector will be responsible for:
 - 6.1. Keeping each person on the master list supplied with the most current revisions to the manual.
 - 6.2. Making written proposals for revisions required or suggested and found to be beneficial.
 - 6.3. Submission of the above proposals to the Quality Control Manager for review, acceptance, and possible approval processing. All rejected proposals will be returned to the Chief Inspector with the reason for rejection.
7. The Quality Control Manager will, after review and found to be:
 - 7.1. In compliance with regulatory requirements;
 - 7.2. Makes good business sense and is not contrary to company policy;
 - 7.3. Forward the revision(s) to the President for final review and approval.
8. All revisions to the RSM will be indicated by a vertical line of appropriate length in the margin adjacent to the change(s) on each page. When a revision is approved, the page will be reissued and will reflect the revision's number and date, including the LEP.
9. The Chief Inspector will number the approved revision(s) sequentially starting with the number 1 and date it using the approved revision approval date by the President. This will also be entered on the Revision Control Report form number NBA.019.F, for control purposes.
10. Within 20 working days of the President's approval of the RSM revision(s), the revision(s) will be sent by the Chief Inspector to all assignees for implementation with a cover sheet Revision Control Report form number NBA.019.F, identifying the revision's changes.
 - 10.1. The FAA's copy of the revision(s) will be sent, within this time limit, to the assigned Principal Maintenance Inspector (PMI) for the FAA's acceptance/disposition.

RSM-OP-003

I. *Repair Station Manual (RSM) Control, Revision and FAA Notification. ... (145.207, .209)
(continued)*

11. Upon receipt of a revision, each manual holder will be responsible for complying with the instructions on the Record of Revision page in their assigned manual and any additional instructions on the Revision Control Report form number NBA.019.F.

***Note:** Each revision to the contents of the manual will have a LEP approved only by the Accountable Manager; FAA acceptance is after the fact. The revised LEP should be utilized as a checklist to verify the currency of the assigned RSM. The FAA in due time will accept/disposition the revision and indicate acceptance by signing, dating and stamping the “Accepted by FAA box” at the bottom of the LEP and returning it, along with the NBA.019.F Revision Control Report form, to the Chief Inspector for filing in the Master RSM. If the FAA finds the revision to be unacceptable, see the following paragraph.*

12. When a revision is found “not to be acceptable” due to “conflicting with regulatory requirements,” by the FAA, the Quality Control Manager will be contacted by the PMI who will be responsible for resolving all issues with the FAA, as expeditiously as possible. Once agreement has been reached on the changes required for acceptance – the Quality Control Manager will have the agreed upon manual revision(s) approved and implemented as expeditiously as possible.
13. The Quality Control Manager will then make an assessment IAW RSM-OP-005 of the changes that were implemented vis-à-vis the changes now agreed to and their impact upon repair stations operations (i.e.; maintenance/administrative actions performed) during the period of time that the unaccepted revision was in effect.
 - 13.1. Based on this assessment – if there are any nonconformities found that require rectification, these will be documented on Noncompliance form, NBA.022.F.
 - 13.2. If an article recall is indicated, a further assessment will be required utilizing the procedures in QCM-OP-123.

RSM-OP-004

I. Lists/Rosters and Repair Station and Quality Control Manual's System of Identification/Control of Sub-Sections.... (145.161, .207, .209)

1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation, if required or found to be beneficial, will maintain the following lists/rosters:
 - 1.1. Contracted Maintenance Functions List; see procedure RSM-OP-007
 - 1.2. Approved Vendor List; see procedure RSM-OP-008
 - 1.3. Rosters; see procedure RSM-OP-009
 - 1.3.1. Management and Supervisory
 - 1.3.2. Inspection personnel
 - 1.3.3. Authorized to return articles to service

II. Repair Station Manuals.... (145.207, .209, .211)

1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation will maintain a four manual system to comply with the requirements of §145.207, as follows:
 - 1.1. Repair Station Manual (RSM); see procedure RSM-OP-004, (this procedure)
 - 1.2. Quality Control Manual (QCM); see QCM-OP-120
 - 1.3. Forms Manual (FM)
 - 1.4. Repair Station Training Program Manual (RSTPM)
2. All RSM, QCM, FM, RSTPM pages will have on the top of each page:
 - 2.1. The company's name.
 - 2.2. Air agency certificate number.
 - 2.3. Titled as: Repair Station, Quality Control, Forms or Repair Station Training Program Manual as appropriate.

RSM-OP-004

II. *Repair Station Manuals.... (145.207, .209, .211) (continued)*

3. All RSM, QCM, FM, and RSTPM pages will have on the bottom of each page:
 - 3.1. Revision number on the left hand side.
 - 3.2. Revision date on the right hand side.
 - 3.3. Page number by section, on the center of the page.
4. The RSM and QCM Manual will both have a Preface that consists of a Cover Sheet, Table of Contents, Record of Revision, LEP, and Introduction. In addition to the Preface the RSM will have six sections as follows:
 - 4.1. Section A General
 - 4.2. Section B Certification
 - 4.3. Section C Housing, Facilities, Equipment, Materials, and Data
 - 4.4. Section D Personnel
 - 4.5. Section E Operating Rules
 - 4.6. Section F Operating Policies or Procedures (RSM-OP)
5. Each Section's applicable subpart (§) of the Federal Air Regulation(s) a.k.a. Code of Federal Regulations (CFR) that the RSM, QCM and/or OP are addressing, will be identified in the page's section and/or paragraph's title; and/or by direct reference in the text, as necessary for clarification and reference.

RSM-OP-004

II. *Repair Station Manuals.... (145.207, .209, .211) (continued)*

6. All pages will be numbered by Section of residence and page number in that section, as per the following example:

I. of XII... Section – A – Page 1 of 10 ...etc.

7. All paragraphs will be numbered in order of presentation. The first paragraph will always be a main paragraph of a Section and be numbered “1.” And have a § reference; then each sub paragraph of a main paragraph will carry the main paragraphs number, etc., as per the following example:

Example: 1.1.(a)(1)(i)

1. Title of/or first main paragraph of a Section with a § reverence.
- 1.1. First sub paragraph of the first main paragraph.
- (a) First sub paragraph of the second sub, sub paragraph.
- (1) First sub paragraph of the third sub, sub, sub paragraph.
- (i) First sub paragraph of the fourth sub, sub, sub, sub paragraph.

III. Repair Station and Quality Control Manuals Operating Procedures (OP).... (145.207, .211)

1. RSM/QCM Operating Procedures will be numbered as follows:
- 1.1. RSM-OP-001 through 099 located in Section F of the Repair Station Manual and is positioned at the top center of each page of the Repair Station Manual-OP.
- 1.2. QCM-OP-101 through 999 is positioned at the top center of each page of the Quality Control Manual-OP.

RSM-OP-004

*III. Repair Station and Quality Control Manuals Operating Procedures (OP). ... (145.207, .211)
(continued)*

2. Each OP page will be numbered by the RSM/QCM OP number, page number and total number of pages for that OP.
 - 2.1. Section F, RSM-OP example of a RSM page numbering is as follows:
Section F – RSM-OP-001 – Page 1 of 12
 - 2.2. An example of a QCM-OP page number is as follows:
QCM-OP-101 – Page 1 of 14
3. Each OP's first paragraph after OP Title and Number will be numbered with a Roman numeral starting with an "I."
 - 3.1. Each paragraph thereafter will be numbered sequentially;
 - 3.1.1. Starting with 1.
 - 3.1.2. Each sub paragraph 1.1.
Each sub, sub paragraph 1.1.1.... ; etc.
Example: RSM-OP-004 paragraph "III.3.2." (see next paragraph)
 - 3.2. This paragraph's number (3.2.) used in the example above. Notes or examples are considered part of the preceding paragraph and are not numbered.

RSM-OP-005

I. Article Identification and Review for Possible Recall.... (145.211)

1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation will, when an article's airworthiness becomes questionable due to a post "return to service" nonconformance finding (i.e.; MTE utilized to determine articles' airworthiness found to be out of tolerance during normal calibration cycle, etc.), report the nonconformity to the Chief Inspector on Form Number NBA.022.F.

The Quality Control Manager will be responsible for initiating an evaluation of the nonconformities' effect(s) IAW QCM-OP-123.

2. Upon the finding of the above type of nonconformity, the Quality Control Manager will:
 - 2.1. Quarantine the causal item and all recorded report(s) of findings.
 - 2.2. Quarantine all articles still in-house that meet the nonconforming finding's profile.
 - 2.3. Initiate the review required in QCM-OP-123.
 - 2.4. Implement management's decision(s) on the articles in question.
3. This does not mean activating an automatic recall. When an article(s) becomes a "possible SUP," a recall will only be initiated when the evaluation in QCM-OP-123 is accomplished and its effect on airworthiness is confirmed and the item is declared a SUP.
4. If a recall is required the Quality Control Manager will initiate a recall IAW QCM-OP-124.

RSM-OP-006

I. Reserved

RSM-OP-007

I. Managing Maintenance Functions To Be Contracted.... (145.209, .217)

1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation will, if required – due to circumstances that impinge upon capabilities or found to be cost effective and beneficial to customer's cost and/or turn time, engage contractors to supply maintenance functions under the following guidelines:
 - 1.1. All rated maintenance function capabilities that are unavailable, lost or additional capacity is required due to any of the following reasons:
 - 1.1.1. Repair equipment's replacement;
 - 1.1.2. Repair equipment's scheduled maintenance;
 - 1.1.3. Repair equipment's unscheduled maintenance;
 - 1.1.4. Loss of technical capability or skill;
 - 1.1.5. Under capacity due to a peak in an article's workload;
 - 1.1.6. Acts of God, sabotage, war or terrorism.
2. Due to the inherent need for Quality Controls for these contracted maintenance functions, the oversight of these contracted maintenance functions are contained in:
 - 2.1. RSM-OP-008, Managing the Maintenance Providers Lists.
 - 2.2. QCM-OP-107, Maintenance Functions Subcontracted and location of listing thereof.
 - 2.3. QCM-OP-122, Qualifying and Surveilling all Non FAA Certificated Maintenance Contractors and location of listing thereof.

RSM-OP-007

I. Managing Maintenance Functions To Be Contracted. ... (145.209, .217) (continued)

3. All maintenance functions contracted IAW paragraph 1, of this OP, will be approved by the FAA in advance of any subcontracting IAW paragraph 4, of this OP.
 - 3.1. When a “maintenance function” is approved to be contracted by the FAA it will be identified on the “approved contracted maintenance function list”.
 - 3.2. Any contractors providing the FAA approved contracted maintenance function(s) will be listed IAW RSM-OP-008.
4. Gyros Unlimited, Inc. d.b.a. North Bay Aviation will, prior to contracting any maintenance function, except in an emergency, (see paragraph 5. of this OP), list maintenance functions to be contracted IAW QCM-OP-107 using the guidelines in paragraph 1. of this OP; for the FAA’s initial approval. Revisions to the list thereafter will be submitted with a cover letter by the Chief Inspector to the CRS’s CHDO, for the FAA’s review.
 - 4.1. The FAA will review the list and approve, if there is no objection, by signing the list and returning it to the Chief Inspector, within a “reasonable” period of time of the lists receipt. If no response is received from the FAA within a “reasonable” period of time (i.e.; reasonable is defined to be 20 working days), the FAA’s acceptance is implied.
 - 4.2. If there are FAA objections to the CRS’s list of proposed maintenance functions to be contracted, the FAA PMI will, within a reasonable time period of receipt of the list, contact the Chief Inspector and timely resolve the issue(s).
 - 4.2.1. If resolution is not completely successful, the maintenance functions objected to will be lined through and initialed by the FAA PMI. All maintenance functions not objected to, will be approved and returned to the Chief Inspector for implementation.
 - 4.2.2. The FAA will – on maintenance function(s) objected to, (i.e.; those lined through on the list), prepare and send a letter with specific regulatory references as to the reasons for objection(s). This letter will be sent to the Gyros Unlimited, Inc. d.b.a. North Bay Aviation’s President for review and response within a reasonable period of time from the date of the non-resolution.

RSM-OP-007

I. Managing Maintenance Functions To Be Contracted. ... (145.209, .217) (continued)

- | 5. In the case of an emergency (i.e.; AOG) and the CRS cannot return the article to service in the time frame required by the customer, due to the lack of a maintenance function's contracting approval, the CRS will make a reasonable attempt to contact the FAA PMI for an interim approval. If the FAA PMI is contacted, a verbal approval is acceptable; but is to be followed up with a hard copy approval from the FAA PMI within a reasonable period of time for inclusion into the article's work order file.
- 5.1. If the FAA PMI is unavailable, the article will be contracted to a FAA certificated source for repair if available and a non-FAA certificated source, if a certificated source is not available. If a non-FAA certificated source is utilized the CRS's quality control program will provide all necessary oversight to assure the article's airworthiness requirements are met. The CRS' assigned FAA PMI will be advised of the actions taken to resolve the AOG involving emergency contracting, by e-mail or FAX within 96 hours of the initiation of the AOG's contracting action.
- 5.2. The maintenance function(s) so contracted will be evaluated for inclusion into the CRS's approved maintenance functions lists, by the Chief Inspector IAW QCM-OP-107.

RSM-OP-008

I. Managing the Maintenance Providers Lists.... (145.209, .217)

1. The Chief Inspector will maintain a file system and master listing of all approved subcontract vendors. An approved vendor file shall include a copy of all current certifications and/or license. All approved vendors who currently maintain an FAA repair station certification must provide Gyros Unlimited, Inc. d.b.a. North Bay Aviation with a copy of the station's certification and approved drug and alcohol misuse program. A list of approved subcontractor vendors will be on file in the Chief Inspector's Office. This list will identify the company by name, address, telephone and fax number, and when available, a contact name.
2. Current lists of maintenance providers can be reviewed upon request to the Chief Inspector during normal business hours.

RSM-OP-009

I. Managing the Rosters.... (145.161)

1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation's Chief Inspector will be responsible for maintaining rosters current, and making the rosters available upon request during normal business hours.

Note: *Current* is within five (5) business days of the change, all required rosters will reflect changes caused by termination, reassignment, change in duties or scope of assignment, or the addition of personnel.

2. Personnel changes will deem to have occurred to the rosters when an employee reports full time to a position or vacates a position permanently.
3. The following roster(s) will include and be maintained IAW with this OP:
 - 3.1. Roster of management and supervisory personnel;
 - 3.2. Roster of all inspection personnel;
 - 3.3. Roster of persons authorized to return articles to service, for the CRS;
 - 3.4. Roster of Employees.
4. The Rosters will include each person's position, name, signature, initial, stamp imprint, if a stamp is assigned, and the authorization(s) granted.
5. Personnel on temporary assignments to the positions identified in paragraph 3, and designated as an alternate, will be identified as such on the requisite roster(s). Personnel in the temporary designee category will meet all the requirements of the position, unless in training. Trainees will not be put on the rosters until fully qualified.

RSM-OP-010

I. Personnel Records. ...(145.161)

1. Employment Summary, Form (NBA.012.F)
 - 1.1. The Employment Summary Form NBA.012.F is a two-part form listing all schooling and employment history of an employee prior to his/her working for the repair station.
 - 1.2. An example of form NBA.012.F can be found in the Forms Manual (FM).
 - 1.3. Information required for this summary is self-evident. Photocopies of educational or training certificates, licenses, and professional certifications will be maintained with this summary and will be verified by the issuer if any questions exist.
2. An Employment Summary Form NBA.012.F will be maintained on each manager, supervisor, and inspector employed by the repair station. An employee's Form NBA.012.F, is a historical form, and will be completed by the employee. Each completed employees' form will be subsequently reviewed by each employee's supervisor and then filed in the employee's training file.
3. Scope of present employment is based on an employee's competence (i.e.; demonstrated ability to apply knowledge and skills). Competence also involves the review of the employee's education, training, skills, and experience which is documented by the individual on an employee's entries on the Form NBA.012.F.
4. The form NBA.012.F will be maintained as a permanent part of the employee's training file and updated, as necessary with any formal structured training received while an employee.

RSM-OP-011

I. Reserved

RSM-OP-012

I. Quality Control. ...(145.211)

1. The RSM has been prepared in accordance with the current Code of Federal Regulations (CFR) and the policies of Gyros Unlimited, Inc. d.b.a. North Bay Aviation. The RSM and its companion QCM requires the CRS to perform all maintenance, preventive maintenance, or alteration IAW Part 43 on any article for which it is rated and within the limitations of its operations specifications [§145.201(a)(1)].
2. The RSM/QCM manuals explain the internal Quality Control inspection system in detail, including the continuity of inspection responsibility.
3. The QCM gives a detailed explanation of the following portions of the quality inspection system:
 - 3.1. Incoming Materials; QCM-OP-111
 - 3.2. Preliminary Inspection; QCM-OP-112
 - 3.3. Hidden Damage; QCM-OP-113
 - 3.4. Inspection of work in progress, progressive inspection of in-process continuity; QCM-OP-101.
 - 3.5. Final inspection of the article being maintained or altered; QCM-OP-117.
 - 3.6. Self Evaluation and Corrective Action on nonconformities found; QCM-OP-119.
4. The general repair, overhaul and alteration of articles will be performed in accordance with the current Federal Aviation Regulations, manufacturer's data, drawings, specifications and bulletins, or any other technical data approved/accepted by the FAA; for guidelines see latest issue of AC 120-77, titled "Maintenance and Alteration Data."
5. This repair station will not maintain or alter any article for which it is not rated, and will not maintain or alter any article for which it is rated if it requires current technical data, serviceable equipment, materials, facilities or trained/certificated personnel that are not available.

RSM-OP-012

I. Quality Control. ... (145.211) (continued)

6. The technical data required for the repair, alteration, preventive maintenance, overhaul of an article will be maintained in a current status for a specific article prior to its return to service. Technical data will be maintained IAW QCM-OP-115.
7. Each position that is assigned a copy of, or has access to, the RSM/QCM is identified in RSM-OP-003. Each person filling the position that is assigned a manual is to thoroughly understand its contents and any changes thereto while functioning in the position.
8. The performance of any maintenance, preventive maintenance, alteration or required inspection for a FAA certificated air carrier or commercial operator having a continuous airworthiness program under CFR Part 119, 121, 125, 129, or 135 will be performed in accordance with the requirements of CFR Part 145, §145.205.

RSM-OP-013

I. Requirement for Tests of Adult Basic Education (TABE).... (145.153, .155, .157)

1. The intent of this OP is to fulfill the regulatory requirement to ensure that key repair station personnel, (i.e.; supervisors, inspectors, each person authorized to return an article for return to service) understands, reads and writes English.
2. This requirement can be met at Gyros Unlimited, Inc. d.b.a. North Bay Aviation as follows:
 - 2.1. An employee is deemed to meet this requirement without further proof when the employee has successfully completed high school in the U.S. and received a diploma or equivalent (i.e.; GED), or a minimum of a two year, structured course of instruction from a United States accredited college, university or institute of learning resulting in the issuance of an Associate Art Degree or a Certificate of Completion; supported with verifiable transcripts.
 - 2.2. In the absence of meeting the qualifications in paragraph 2.1. of this OP, the Test of Adult Basic Education (TABE) can be administered and if level "M" is achieved the employee is deemed to meet this requirement.
 - 2.3. Other equivalent testing devices/systems can be utilized if accepted by the repair station's FAA PMI.
3. In the event an employee's English skills become questionable while functioning in the capacity of a supervisor, inspector or is authorizing articles for return to service; the employee will be withheld from performing these functions until qualified per paragraph 2.1. or 2.2. of RSM-OP-013.
 - 3.1. If the lack of acceptable English skills is found, a report will have to be made IAW RSM-OP-005 on form NBA.022.F (Nonconformance Write-Up) to the Chief Inspector as soon as practical.

RSM-OP-014

I. Management Control of MTE Program.... (145.109, .209, .211, .217)

1. The Repair Station Manager is responsible for the Measurement and Test Equipment (MTE) program to assure control of MTE. The Chief Inspector is the designated backup. The MTE calibration requirements and records program is described in detail in QCM-OP-118 and -125.
2. The objective of the MTE program is to maintain all items, used to determine the airworthiness of an article and requires calibration, in a current calibrated status at all times and provide objective evidence thereof – to an accepted standard IAW QCM-OP-118. This includes ATE, MTE self test items, and employee owned MTE.
3. At a minimum, the MTE program will consist of the following:
 - 3.1. MTE inventory report, master file.
 - 3.2. Calibration File, paper or digital, for each item in the program.
 - 3.3. Calibration Report Forms, if calibrated in-house for the life of the item.
 - 33.1. The Chief Inspector is responsible for maintaining required MTE records current. This includes calibration records received from outside contractors.
 - 3.4. Calibration Certification Form, if calibrated out-of-house, for the life of the item.
 - 3.5. All items requiring calibration will be identified by the NBA.040.L CALIBRATED label which includes the unit's assigned identification number, the calibration date and next due (expiration) date.
 - 3.6. Monthly evaluations will be accomplished to assure compliance to established calibration frequencies. Items due on any day of the month can be used until the last day of the month of expiration.
4. In the absence of a manufacturer's recommended calibration period, a maximum of one year will be used until experience dictates otherwise.

RSM-OP-014

- I. *Management Control of MTE Program.... (145.109, .209, .211, .217) (continued)*
5. The accomplishment of in-house calibration of MTE will follow the guidelines and procedures set forth in QCM-OP-125.
 6. During the first week of each month, the Chief Inspector will update the Master Calibration Report form NBA.010.F, with all calibrations performed in the previous month. The Chief Inspector will provide a list of test equipment requiring calibration (within the next thirty days) to the Repair Station Manager.
 7. MTE found to be out of calibration are to be reported immediately IAW RSM-OP-005 using Non Conformance Worksheet Form Number NBA.022.F.
 8. Classification of Test Equipment – All tooling and test equipment listed on the Master Tooling List shall be assigned to and labeled and/or identified as one of the following categories:
 - 8.1. **Shop Standard** – Test equipment designated and calibrated as a shop standard may only be used in the certification of other test equipment. Shop standards are to be maintained in a secure area identified as “Standards Only.”
 - 8.2. **Calibrated** – All precision tooling, gauges, scales, pressure gauges, and electronic measuring devices used in the assembly, calibration, or final testing of a component certified airworthy by the repair station. Unless specified by the manufacturer, all test equipment shall be calibrated on a twelve-month calibration cycle. NBA.040.L calibration sticker indicating the calibration date and calibration due date is required.
 - 8.3. **Active (no calibration required)** – Also included in this category are manufacturers’ test equipment in which the manufacturer has no required calibration procedure outlined in the equipment maintenance manual. NBA.020.L
 - 8.4. **Reference Only** – Precision tooling and test equipment requiring calibration that is found semi-functional or is unable to maintain a specified calibration. For reference only, test equipment may not be utilized to determine a specified dimension, adjustment, or output during final assembly or certifying a unit airworthy. NBA.039.L
 - 8.5. **Inactive** – Any piece of precision tooling or test equipment found non-operational. If during calibration, a specific piece of equipment is determined to be inactive; it shall immediately be labeled “INACTIVE” and placed in a designated area that is clearly identified as “Inactive Equipment.” NBA.018.L