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## (your Company name) Repair Station Manual

Origination Date: (mo/yr)

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Revisions		Rev:	Orig
Letter	Change Order Number - Description	Date	
Orig	Original Release	(your release date)	
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		Repair Station Manual Number: xxxxxxxx	
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## List of Effective Pages (LEP)

Page Number	Revision	Revision Date
1	Orig	
2	Orig	
3	Orig	
4	Orig	
5	Orig	
6	Orig	
7	Orig	
8	Orig	
9	Orig	
10	Orig	
11	Orig	
12	Orig	
13	Orig	
14	Orig	
15	Orig	
16	Orig	
17	Orig	
18	Orig	
19	Orig	
20	Orig	
21	Orig	
22	Orig	
23	Orig	

Approved/Accepted by	Digital or Hand-Written Signature & Printed Name	Date
FSDO		
(Your Company Name) Accountable Manager		

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx	2 of 2 Repair Station Manual
---------------------	--------------	------------------------------------	----------------	---------------------------------

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### Revision Log

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	(your Approval Authority name)

### Revision Details

Issue	Item	Reason for Change
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### Annual Review

Date	Revisions	Reviewed By

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(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx	3 of 3
---------------------	--------------	------------------------------------	----------------	--------

## Table of Contents

<b>List of Effective Pages (LEP)</b> .....	<b>2</b>
<b>Revision Log</b> .....	<b>3</b>
<b>Table of Contents</b> .....	<b>4</b>
<b>1.0 Repair Station Manual</b> .....	<b>6</b>
<b>2.0 Organization</b> .....	<b>6</b>
2.1 <i>Organization Chart</i> .....	6
2.2 <i>Duties and Responsibilities</i> .....	7
<b>3.0 Personnel Roster</b> .....	<b>7</b>
3.1 <i>Repairman</i> .....	8
<b>4.0 Facilities, Equipment, Materials, Operations and Housing</b> .....	<b>9</b>
4.1 <i>Operations</i> .....	9
4.2 <i>Housing and Facilities</i> .....	9
4.3 <i>Equipment, Tools and Materials</i> .....	9
<b>5.0 Capability List</b> .....	<b>10</b>
5.1 <i>Limited Certification Services</i> .....	10
<b>6.0 Training Program</b> .....	<b>11</b>
<b>7.0 Work Performed at Another Location</b> .....	<b>11</b>
7.1 <i>Special Circumstances</i> .....	12
7.2 <i>Recurring Work</i> .....	13
7.3 <i>Mobile Units</i> .....	14
7.4 <i>Continuous, Uninterrupted Operations</i> .....	15
<b>8.0 Maintenance or Alterations Performed for Air Carriers</b> .....	<b>15</b>
8.1 <i>Air Carrier Program and Maintenance Manual</i> .....	15
8.1.1 <i>Hazardous Material Handling</i> .....	15
8.2 <i>Part 125 Certificate Holder</i> .....	16
8.3 <i>RII Inspections</i> .....	16
8.4 <i>Line Maintenance</i> .....	16
8.5 <i>Training/</i> .....	17
<b>9.0 Contract Maintenance Information</b> .....	<b>18</b>
9.1 <i>Contract Maintenance List Procedure</i> .....	18
9.2 <i>Certificated and Non-Certificated Contracts</i> .....	19
9.3 <i>Types of Maintenance Contracts</i> .....	19
9.4 <i>Maintenance Contract to FAA Certificated Company</i> .....	19

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx Repair Station Manual	4 of 4
---------------------	--------------	------------------------------------	---	--------

This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission.

9.5 *Qualification of Non-Certificated Maintenance Contractors*..... 20

9.6 *Coordinating Communications* ..... 21

**10.0 Paragraphs 10 through 12 are Reserved .....21**

**13.0 Required Records and Recordkeeping .....21**

13.1 *Records Package*..... 21

13.2 *Records Package Forms*..... 22

13.3 *Records Storage and Retrieval*..... 22

13.4 *Electronic Recordkeeping* ..... 22

13.5 *Electronic Signatures* ..... 22

13.6 *Maintenance Record Entries for an Air Carrier* ..... 22

13.7 *Aircraft Inspections* ..... 23

13.8 *DER Approved Repairs* ..... 23

**14.0 Definition of Terms.....23**

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(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx	5 of 5
			Repair Station Manual	

UNCONTROLLED WHEN PRINTED

## 1.0 Repair Station Manual

*Part 145 Sections 145.207(e), 145.209(j), 145.209(k), 145.211(c)(4), 145.211(d) and AC 120-78*

The Company operates a repair station management system to:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- g) [REDACTED]
  - [REDACTED]
  - [REDACTED]
- h) [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- i) [REDACTED]
  - [REDACTED]
  - [REDACTED]
- j) [REDACTED]
- k) [REDACTED]

## 2.0 Organization

*Part 145 Section 145.209(a)*

### 2.1 Organization Chart

An *Organization Chart* identifies (by title only) each management position with authority to act on behalf of the Company. Positions described in the *Organization Chart* are [REDACTED]

When the Company performs work for Air Carriers or Air Operators under *Section 145.205* and is performing Required Inspection Item (RII), the *Organization Chart* [REDACTED]

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx Repair Station Manual	6 of 6
---------------------	--------------	------------------------------------	---	--------



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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The **Personnel Roster** is accessible for review and inspection by the FAA. The Company retains and maintains a **Personnel Roster** or rosters in the Document Control Center that [REDACTED]

This is accomplished by:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- g) [REDACTED]
- h) [REDACTED]
- i) [REDACTED]

### 3.1 Repairman

The Accountable Manager initiates a recommendation for Repairman based upon the Company's capabilities and confirms the applicant is compliant with **Part 65.101** and **Part 145.159**. The Accountable Manager [REDACTED]

When surrendering repair certificates, the Accountable Manager [REDACTED]

[REDACTED]

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx	8 of 8
---------------------	--------------	------------------------------------	----------------	--------

UNCONTROLLED WHEN PRINTED





[Redacted]

The equipment or test apparatus is [Redacted] equivalent to the article recommended by the manufacturer.

The basis of equivalency is, [Redacted]

Each piece of special equipment or test apparatus has [Redacted]

This is accomplished by:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted]
- f) [Redacted]
- g) [Redacted]
- h) [Redacted]

### 5.0 Capability List

Part 145, Sections 145.209(d), 145.215 and 145.215(c)

### 5.1 Limited Certification Services

When the Company performs limited certification services of maintenance, preventive maintenance or alterations on an article, it is listed on a current **Capability List** acceptable to the FAA. The revised **Capability List** and any other necessary technical data are [Redacted]

[Redacted] The latest revision of the **Capability List** is shown by [Redacted]

[Redacted] When the Company no longer wishes to maintain an article on its **Capability List**, the article is deleted.

The Company has the necessary tools, equipment, housing, facilities and trained personnel to [Redacted] The Accountable Manager audits the **Capability List** on a regular basis to [Redacted]

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx Repair Station Manual	10 of 10
---------------------	--------------	------------------------------------	---	----------

Whenever equipment, tooling, personnel and data must be obtained in order to perform the maintenance or alteration on an article that is going to be added to the *Capability List*, the Company [REDACTED]  
The Company works with the FSDO to [REDACTED]

This is accomplished by:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- g) [REDACTED]
- h) [REDACTED]
- i) [REDACTED]

## 6.0 Training Program

*Part 145, Sections 145.163 and 145.209(e)*

The Company's *Training Manual* addresses who is responsible for managing the training program and who is responsible for [REDACTED]

The *Training Manual* addresses how often the program is reviewed to determine [REDACTED]. A periodic review of training needs is performed. The *Training Manual* includes [REDACTED]. The Company's *Management Process Procedure* includes review of the training program.

## 7.0 Work Performed at Another Location

*Part 43 Section 43.9, Part 65 and Part 145 Sections 145.109 through 145.219*

To perform work outside the Company's Country of origin, the Company obtains [REDACTED]

Work may be performed away from the Company's fixed location on a temporary basis [REDACTED]

- (1) [REDACTED]
- (2) [REDACTED]

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx Repair Station Manual	11 of 11
---------------------	--------------	------------------------------------	---	----------

### 7.1 Special Circumstances

Normally, work performed at another location does not include [REDACTED]

A *Work Breakdown* is established for [REDACTED]

Maintenance and alterations are performed only [REDACTED]

The Mobile Repair Team provides:

- [REDACTED]
- [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]

If only one (1) person is assigned to the Mobile Repair Team (MRT), that person is authorized to [REDACTED]

The Responsible Authority for the Mobile Repair Team that is assigned Final Inspection and approval for Return to Service (RTS) is also responsible for [REDACTED]

It is permissible for the person performing the work to inspect their own work according to the [REDACTED]

The following are determined for special circumstances:

- [REDACTED]
  - [REDACTED]
  - [REDACTED]

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx	12 of 12
---------------------	--------------	------------------------------------	----------------	----------

- [Redacted]
- [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]

irs

### 7.2 Recurring Work

Section 145.203(b) permits work away from a Company's fixed location when it is necessary to perform such work on a recurring basis. A quality plan is established for work performed at another location on a recurring basis.

This is accomplished by:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted]
- f) [Redacted]
- g) [Redacted]
- h) [Redacted]
- a. [Redacted]
- b. [Redacted]

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- c. [Redacted]
- i) [Redacted]
- j) [Redacted]
- k) [Redacted]
- l) [Redacted]
- a. [Redacted]
- m) [Redacted]
- a. [Redacted]
- n) [Redacted]
- o) [Redacted]
- p) [Redacted]
- q) [Redacted]
- r) [Redacted]
- s) [Redacted]
- t) [Redacted]

### 7.3 Mobile Units

When the Company intends to perform work at another location using mobile units, a quality plan is established for work performed at another location using mobile units.

This is accomplished by:

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx	14 of 14
---------------------	--------------	------------------------------------	----------------	----------

- [REDACTED]
- [REDACTED]
- [REDACTED]

#### 7.4 Continuous, Uninterrupted Operations

When the Company intends to perform continuous, uninterrupted operations at another fixed or permanent location, or store equipment, tools, parts, etc. or personnel at another fixed or permanent location, the Company [REDACTED]

[REDACTED] Work that is to be performed at another location does not include [REDACTED]

### 8.0 Maintenance or Alterations Performed for Air Carriers

*Part 43 Section 43.13(c), Part 121, 125, 129, 135, Part 145 Section 145.205, 145.206*

#### 8.1 Air Carrier Program and Maintenance Manual

The Company has assigned a Responsible Authority to prepare *Work Orders*, which are used to document requirements to perform work. The *Work Order* identifies [REDACTED]

The Responsible Authority ensures necessary tools and equipment, housing and facilities, technical data and trained personnel are available for performance of work. The Company has established the *Proposal Development and Contract Review Procedure* to [REDACTED]

The Responsible Authority confirms [REDACTED]

The purchase order or other contractual documents from the Air Carrier [REDACTED]

##### 8.1.1 Hazardous Material Handling

Hazardous material handling is accomplished according to the following requirements:

- [REDACTED]
- [REDACTED]
- [REDACTED]

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx Repair Station Manual	15 of 15
---------------------	--------------	------------------------------------	---	----------

## 8.2 Part 125 Certificate Holder

When the Company performs an inspection for a Certificate Holder conducting operations under *Part 125*, the facility [REDACTED]

[REDACTED] The Company identifies who is responsible (by title) for keeping all of the Operator's data current and [REDACTED]

The Company provides applicable Air Carrier or Commercial Operator information to maintenance personnel when the work is performed. The *Proposal Development and Contract Review Procedure* confirms [REDACTED]

The *Traveler* or *Work-Order* system may be used to [REDACTED]

[REDACTED] Additionally, when the Company performs Required Inspection Item (RII) inspections, the organizational structure provides [REDACTED]

## 8.3 RII Inspections

When the Company inspectors are authorized to perform RII for the Air Carrier, the Air Carrier [REDACTED]

This is accomplished by:

- a) [REDACTED]
- b) [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- c) [REDACTED]

## 8.4 Line Maintenance

The Company may perform line maintenance for an Air Carrier conducting operations under *Parts 121, 129 and 135*, provided that:

- a) [REDACTED]

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx	16 of 16
---------------------	--------------	------------------------------------	----------------	----------



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- b) [REDACTED]
- c) [REDACTED]

The Company confirms the necessary equipment, technical data and trained personnel are [REDACTED]

### 8.5 Training

The Company's training program is conducted in coordination with the Air Carrier. The specific training an employee receives is [REDACTED]. The Company defines who, by title, is responsible [REDACTED]

The Company follows its training program requirements with respect to [REDACTED]. Air carrier training does not relieve the Company from the requirement to [REDACTED]

This is accomplished by:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
  - a. [REDACTED]
  - b. [REDACTED]
- e) [REDACTED]

NOTE: The authorization to perform line station maintenance for an Air Carrier is not a rating. A certificated Company must [REDACTED]

Left blank intentionally

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx	17 of 17
---------------------	--------------	------------------------------------	----------------	----------

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## 9.0 Contract Maintenance Information

*FAR Part 65, Part 145 Sections 145.157(a), 145.201(a), 145.209(h), 145.211(c), 145.213(d) and 145.217(a).*

### 9.1 Contract Maintenance List Procedure

The Company has assigned a Responsible Authority for the contract maintenance program to [REDACTED]

This information is provided for contracting to both certificated and non-certificated facilities, which includes [REDACTED]

This is accomplished by:

- a) [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED] ntracted
  - [REDACTED]
  - [REDACTED]
- b) [REDACTED]
  - [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- g) [REDACTED] ce
- h) [REDACTED]
- i) [REDACTED]
- j) [REDACTED]
- k) [REDACTED]
- l) [REDACTED]

m)

n)

o)

p)

q)

## 9.2 **Certificated and Non-Certificated Contracts**

When the contracted Company is certificated, the information includes [REDACTED]  
[REDACTED] The Company has the material and equipment necessary to perform the functions appropriate to its rating; however, [REDACTED]

The Company acquires FAA approval to contract maintenance functions to FAA certificated facilities and [REDACTED] The Company requests approval of maintenance functions by the CHDO/FSDO before [REDACTED] When the FAA approves [REDACTED]

## 9.3 **Types of Maintenance Contracts**

The Company lists the types of contracts that must be released because it does not have the [REDACTED]  
These may include [REDACTED]

The list is categorized broadly, such as [REDACTED] The Company also lists [REDACTED]

For example, [REDACTED]

[REDACTED] The Company does not contract the work unless [REDACTED] Additionally, the Company provides a method for [REDACTED]

This is accomplished by [REDACTED]

The Company coordinates closely with its Principal Inspector (PI) and its local CHDO/FSDO regarding [REDACTED]

## 9.4 **Maintenance Contract to FAA Certificated Company**

When the Company contracts a maintenance function to another FAA-certificated Company, the certificated Company may [REDACTED]

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx Repair Station Manual	19 of 19
---------------------	--------------	------------------------------------	---	----------

When the Company chooses to exercise the privileges of its certificate by issuing an approval for Return to Service for a maintenance function contracted to an FAA-certificated Company, the Company [REDACTED]  
The Company may [REDACTED]

[REDACTED] provided the Company:

- (1) [REDACTED]
- (2) [REDACTED]
- (3) [REDACTED]

Items received from a certificated Company are processed through the Company's **Receiving Inspection Procedure**. The Company does not [REDACTED]

The Company is responsible for [REDACTED] Inspection results [REDACTED] enable the Company to [REDACTED] When the Company cannot [REDACTED]

[REDACTED] The Company identifies the title of the person responsible for the contract maintenance program. The program includes provisions for maintaining the contracting information in a format acceptable to the FAA.

The information identifies:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]

### 9.5 Qualification of Non-Certificated Maintenance Contractors

Prior to work, the Company [REDACTED] The Company confirms [REDACTED]

When the Company contracts to non-FAA certificated facilities, the Company:

[REDACTED] orily [REDACTED]  
[REDACTED]  
[REDACTED]

Maintenance contracts with non-FAA certificated facilities include [REDACTED] The Responsible Authority for the contract maintenance program is required to [REDACTED]

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx Repair Station Manual	20 of 20
---------------------	--------------	------------------------------------	---	----------

[REDACTED] The inspections determine if [REDACTED]

### 9.6 Coordinating Communications

The Company coordinates communication with the contracted source. When the Company performs any maintenance for an Air Carrier, the Company [REDACTED]

[REDACTED] The Company's *Control of Nonconformities Procedure* describes how [REDACTED] according to the Company's *Corrective Action Procedure*. The Company retains and maintains the contracting information in a format acceptable to the FAA.

### 10.0 Paragraphs 10 through 12 are Reserved

See the Company's *Quality Control Manual* (QCM) for policies regarding:

- Calibration of Measuring and Test Equipment
- Current Technical Data
- Inspection and Quality Control System
- Proficiency of Inspection Personnel
- Taking Corrective Action on Deficiencies

### 13.0 Required Records and Recordkeeping

*Part 43 Section 43.9, 43.11* and *Part 145 Sections 145.209(i) and 145.219*.

The Company assigns a Responsible Authority to maintain the recordkeeping process and determine required records to [REDACTED]

[REDACTED] The records are in English and comply with *Section 43.9*. The Company trains and assigns a Responsible Authority to [REDACTED]

[REDACTED] Records are made available upon request to the FAA and the National Transportation Safety Board (NTSB). The Company transfers any records [REDACTED]

#### 13.1 Records Package

The records package includes [REDACTED]

[REDACTED]

[REDACTED] The records package also includes [REDACTED]

[REDACTED] In addition, the record includes [REDACTED]

[REDACTED] The Company may use the Customer's work order to [REDACTED]

[REDACTED] The Company uses *FAA Form 337* to [REDACTED]

[REDACTED]

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx Repair Station Manual	21 of 21
---------------------	--------------	------------------------------------	---	----------

### 13.2 Records Package Forms

Forms in a records package may include, but are not limited to:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]

### 13.3 Records Storage and Retrieval

The Company assigns a Responsible Authority to organize records for retrieval at [REDACTED] the following locations:

- [REDACTED]
- [REDACTED]

Records are retained and maintained for at least [REDACTED]

### 13.4 Electronic Recordkeeping

The Company provides Users with directions about how to access records on applicable storage media. The Company's electronic recordkeeping provides confidentiality of the information and prevents unauthorized alteration of records.

This is accomplished by:

- a) [REDACTED]
- b) [REDACTED] ons
- c) [REDACTED]
- d) [REDACTED]

### 13.5 Electronic Signatures

The Company addresses guidelines and requirements for electronic signatures according to the *Electronic Signatures Procedure*, [REDACTED]

### 13.6 Maintenance Record Entries for an Air Carrier

Maintenance record entries for an Air Carrier are completed according to the *Air Carrier's Procedures* and may include [REDACTED]

The Company provides a copy of the *Maintenance Release* to the Owner/Operator.

When *FAA Form 8130-3* is used as a maintenance release, the records include [REDACTED]

(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx Repair Station Manual	22 of 22
---------------------	--------------	------------------------------------	---	----------

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### 13.7 Aircraft Inspections

When the Company performs aircraft inspections, the records include [REDACTED]

### 13.8 DER Approved Repairs

When the Company performs repairs according to DER approved technical data, a copy of *FAA Form 8110-3* is included in the records package. DER approved technical data requires [REDACTED]

### 14.0 Definition of Terms

See the *Definition and Abbreviations Procedure* for a list of terms used by the Company.

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(your Company name)	REV Orig.	FAA Repair Station # xxxxxxx	RSM#: xxxxxxxx Repair Station Manual	23 of 23
---------------------	--------------	------------------------------------	---	----------

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## Quality Control Manual

Origination Date (mo/yr)

Revisions		Rev:	Orig	
Letter	Change Order Number - Description	Date		
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Reserved	FAA Repair Station # (your number)	<b>(YOUR COMPANY NAME)</b> <b>Address, Phone, Email</b>		
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		<b>Quality Control Manual</b>		
		Quality Control Manual Number: xxxxxxxx		
Size:	<b>A</b>	Reserved	Reserved	
		Form Rev: Orig. 1 of 23		

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## List of Effective Pages (LEP)

Page Number	Revision	Revision Date
1	Orig	
2	Orig	
3	Orig	
4	Orig	
5	Orig	
6	Orig	
7	Orig	
8	Orig	
9	Orig	
10	Orig	
11	Orig	
12	Orig	
13	Orig	
14	Orig	
15	Orig	
16	Orig	
17	Orig	
18	Orig	
19	Orig	
20	Orig	
21	Orig	
22	Orig	
23	Orig	

Approved/Accepted by	Digital or Hand-Written Signature & Printed Name	Date
FSDO		
(Your Company Name) Accountable Manager		

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	2 of 23
---------------------	--------------	------------------------------------	--	---------

UNCONTROLLED WHEN PRINTED

### Revision Log

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	(your Approval Authority name)

### Revision Details

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### Annual Review

Date	Revisions	Reviewed By

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## Table of Contents

<b>List of Effective Pages (LEP)</b> .....	<b>2</b>
<b>Revision Log</b> .....	<b>3</b>
<b>Table of Contents</b> .....	<b>4</b>
<b>Paragraphs 1.0 through 8.0 Reserved</b> .....	<b>5</b>
<b>9.0 Quality Control Manual (QCM)</b> .....	<b>5</b>
9.1 Revision Control .....	6
9.1.1 FAA Approved Company Documents .....	6
9.2 Electronic Format .....	7
<b>10.0 Proficiency of Inspection Personnel</b> .....	<b>7</b>
10.1 Qualifications of Inspection Personnel .....	8
10.2 Inspector Training.....	8
10.3 Final Inspection Certification.....	8
<b>11.0 Technical Data</b> .....	<b>8</b>
11.1 Document Translation.....	8
11.2 Distribution of Documents .....	9
11.3 Approved Technical Data .....	9
11.4 Component Testing Software .....	9
<b>12.0 Inspection and Quality Control System</b> .....	<b>10</b>
12.1 General.....	10
12.1.1 Reporting Malfunctions or Defects.....	10
12.1.2 Continuity of Inspection Responsibility .....	10
12.1.3 Segregation of Repairable and Non-Repairable Articles.....	11
12.1.4 Tagging and Identifying Articles .....	11
12.2 Material Handling and Receiving.....	11
12.2.1 Scrap Control.....	12
12.2.2 Other Facilities .....	12
12.3 Incoming Inspection.....	12
12.3.1 Training for Receiving Personnel.....	13
12.4 Preliminary Inspection.....	13
12.5 Hidden Damage Inspection.....	14
12.6 In-Process Inspection.....	14
12.7 Final Inspection .....	15
12.8 Work Sign-Off.....	16
12.9 Approval for Return to Service .....	16
<b>13.0 Property Control</b> .....	<b>18</b>
<b>14.0 Calibration of Measuring and Test Equipment</b> .....	<b>19</b>
14.1 General.....	19
14.2 Calibration Records.....	20
<b>15.0 Corrective Action on Deficiencies</b> .....	<b>21</b>
<b>16.0 Self-Evaluation</b> .....	<b>21</b>
<b>17.0 Forms and Instructions</b> .....	<b>22</b>
17.1 General.....	22

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	4 of 23
---------------------	--------------	------------------------------------	--	---------

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## 9.1 Revision Control

*FAR 145.207(e), 145.209(j), 145.209(k), 145.211(c)(4), and 145.211(d)*

The Quality Manager is responsible for making revisions to the RSM/QCM manuals and submits revisions:

- [REDACTED]
- [REDACTED]

Minor changes to the **RSM** and/or QCM manuals are [REDACTED]

The Company does not incorporate changes to RSM/QCM manual(s) that are unacceptable to the FAA or do not conform to applicable regulations. Maintenance and/or administrative actions are [REDACTED]

[REDACTED] The Company provides each RSM/QCM Manual Holder and designated location with each revision.

Revisions to individual pages in the RSM/QCM manual(s) are identified in the List of Effective Pages and by a vertical bar in the margin or other suitable method to indicate the revised portion of text.

This is accomplished by:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Company uses a **Revision Acknowledgement Form** (RAF) to track the receipt and insertion of each revision by the assigned Manual Holder to [REDACTED]. After receiving a revision, each Manual Holder [REDACTED]

[REDACTED] The Responsible Authority follows each RAF to [REDACTED]

### 9.1.1 FAA Approved Company Documents

The following Company documents are subject to the above revision controls, less the [REDACTED] [REDACTED] and require signature approval by the FAA: (your list, for instance...)

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	6 of 23
---------------------	--------------	------------------------------------	--	---------

## 9.2 Electronic Format

Paper copies of RSM/QCM manuals are uncontrolled. Manual(s) may be maintained on a computer network or other electronic medium. If the manual(s) are maintained on a network server, the Company provides for the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]

When the manual(s) are maintained on other electronic medium, the Company provides for the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

All Company document submissions to the FAA, regardless of the media used, are [REDACTED]

## 10.0 Proficiency of Inspection Personnel

*14 CFR Part 65, Part 145 Sections 145.155, 145.157, 145.161, 145.211*

The Company trains inspection personnel to become thoroughly familiar with the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Inspectors are listed on the Company's *Personnel Roster* and changes to the Roster are documented according to applicable *Revision Controls* herein then [REDACTED]

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	7 of 23
---------------------	--------------	------------------------------------	--	---------

### 10.1 Qualifications of Inspection Personnel

The Company records the qualifications of inspection personnel according to the *Training Manual*, which are based on [REDACTED]. If the Inspector has [REDACTED] are recorded on the *Personnel Roster*. The Company has established [REDACTED] as the minimum amount of experience required before an Inspector can be listed on the *Personnel Roster* and has assigned a Responsible Authority to make the determination.

### 10.2 Inspector Training

The Company has assigned a Responsible Authority for the training program and has established how Inspectors become qualified through [REDACTED]. The Responsible Authority provides training that includes [REDACTED] of training are kept current and are retained and maintained according to the *Control of Documented Information Procedure*.

Inspectors are required to read, write and understand English.

Inspection personnel are provided *Technical Data* to perform their tasks and are trained to [REDACTED]. Inspection personnel are trained to [REDACTED].

Inspection personnel undergo special training [REDACTED] when [REDACTED] or when [REDACTED].

### 10.3 Final Inspection Certification

When the Responsible Authority for Final Inspection is authorized to approve an Article for Return to Service, that Responsible Authority is [REDACTED]. When the Company establishes satellite facilities outside the United States, the Responsible Authority for Final Inspection that is authorized to approve an Article for Return to Service is [REDACTED].

When Final Inspection personnel are authorized to approve an Article for Return to Service, the Company defines their authorization and qualification in the *Personnel Roster*.

## 11.0 Technical Data

*Part 43 Section 43.13(a) and Part 145 Sections 145.201(c) and 145.211(b)*

### 11.1 Document Translation

The Company has assigned a Responsible Authority to [REDACTED]. The Company retains in English any data that demonstrates compliance with the requirements of *Part 43*.

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	8 of 23
---------------------	--------------	------------------------------------	--	---------

## 11.2 Distribution of Documents

The Company has established the *Control of Documented Information Procedure* to provide for [REDACTED] which defines:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 11.3 Approved Technical Data

For performing its scope of work, the Company has assigned a Responsible Authority to [REDACTED]

The Company provides *Manufacturer's Drawings and Data* to perform maintenance according to the requirements of *Section 43.13(a)*. The parts manufactured by the production side of the Company (when applicable) are [REDACTED]

The Company requires each person performing maintenance, alteration or preventive maintenance to use [REDACTED]

[REDACTED] The Company does not approve for Return to Service any Article unless [REDACTED]

Status of the *Manufacturer's Maintenance Manual* is confirmed by:

- [REDACTED])
- [REDACTED] tion
- [REDACTED]

The Responsible Authority applies for and renews [REDACTED]

Approved *Technical Data* used by the Company includes any of the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]

## 11.4 Component Testing Software

The Company has assigned a Responsible Authority to [REDACTED] Software used for component testing of airborne systems or equipment, avionics systems, engines, etc. is [REDACTED]

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	9 of 23
---------------------	--------------	------------------------------------	--	---------



controlled [REDACTED] according to the *Configuration Management Procedure*. Only the current revision/version of the software is available to Users.

## 12.0 Inspection and Quality Control System

Part 43 Sections 43.9 and 43.11, Part 145 Sections 145.103, 145.155, 145.211, 145.213, 145.221, and AC21-29C

The Company:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 12.1 General

The Company:

- [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
  - [REDACTED]

#### 12.1.1 Reporting Malfunctions or Defects

In a format that is acceptable to the FAA, the Company notifies the FAA within [REDACTED] after discovering any failure, malfunction or defect of an Article. The Company initially documents any nonconformity according to the *Control of Nonconformities Procedure*.

When applicable, the Company may [REDACTED]

When applicable, the Company may [REDACTED] that is completed according to instructions that are [REDACTED]

The Company does not report the same failure, malfunction or defect using more than one report.

#### 12.1.2 Continuity of Inspection Responsibility

When the Company uses multiple shifts to perform work, the responsibility for in progress maintenance inspection is [REDACTED]

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	10 of 23
---------------------	--------------	------------------------------------	--	----------

Each person performing work on an Air Carrier is relieved from duty for [REDACTED] or as directed by [REDACTED] which has precedence in the event of conflict.

### 12.1.3 Segregation of Repairable and Non-Repairable Articles

Articles that are deemed non-repairable are clearly identified and are [REDACTED]

### 12.1.4 Tagging and Identifying Articles

All Articles undergoing maintenance within the Company are identified using [REDACTED]

to ensure [REDACTED]

## 12.2 Material Handling and Receiving

Personnel are trained to identify suspected unapproved parts according to FAA Advisory Circular AC 21-29.

The Company provides sufficient space to segregate Articles and goods stocked for performance of work from [REDACTED]

Throughout the maintenance cycle, care is provided [REDACTED]

The Company emphasizes that personnel [REDACTED]

Particular attention is paid to [REDACTED]

Necessary precautions are taken for [REDACTED]

The Company has assigned a Responsible Authority to process purchased and Customer provided goods according to the **Receiving Procedure**.

The **Receiving Procedure** defines controls for:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Company has established the **Control of Nonconformities Procedure** to control [REDACTED]

The Company has established the **Purchasing Procedure** to control [REDACTED]

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	11 of 23
---------------------	--------------	------------------------------------	--	----------





### 12.5 Hidden Damage Inspection

Hidden damage inspection is performed by an assigned Responsible Authority on any Article that has been involved in an accident and submitted for evaluation or repair. Hidden damage inspection is [REDACTED]

[REDACTED] The scope and detail of the hidden damage inspection are [REDACTED]

Hidden damage inspection includes [REDACTED] Inspection personnel are [REDACTED]

[REDACTED]

Hidden damage inspections are accomplished by:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 12.6 In-Process Inspection

In-process inspections are performed during various stages of disassembly, repair and reassembly of an Article and are [REDACTED] These inspections are usually described in the *Maintenance Manuals* or other *ICA* that are used to perform the maintenance or alteration and are [REDACTED]

[REDACTED] The Inspector also reviews [REDACTED]

In-process inspections are accomplished by:

- [REDACTED] formed
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

In-process inspections are:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- performed on sub-contracted maintenance functions performed by non-certificated fa [REDACTED]
- [REDACTED]
- [REDACTED]

When the Inspector discovers any nonconformity, [REDACTED]  
[REDACTED] The Inspector then completes a **Request for Support** and forwards the report to the Responsible Authority for disposition according to the **Control of Nonconformities Procedure**.

### 12.7 Final Inspection

Final inspection is performed on each Article before it is approved for Return to Service.

Final inspection is [REDACTED] and includes [REDACTED]  
[REDACTED]

Prior to final acceptance, the Inspector [REDACTED]  
[REDACTED] The Inspector's stamp, initial or signature [REDACTED] indicates approval for Return to Service.

When the Inspector discovers any nonconformity, [REDACTED]  
[REDACTED] The Inspector then completes a **Request for Support** and forwards the report to the Responsible Authority for disposition according to the **Control of Nonconformities Procedure**.

The individual performing final inspection is [REDACTED]  
[REDACTED] which requires the person [REDACTED]  
[REDACTED] The person is also [REDACTED]

As stated in **Section 145.213**, except for individuals employed by a repair station located outside the United States, only [REDACTED]  
[REDACTED]

Final inspections are accomplished by:

- [REDACTED]

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	15 of 23
---------------------	--------------	------------------------------------	--	----------





When the Company is performing maintenance for an Air Carrier, the Air Carrier's ***Maintenance Release Procedure*** is followed.

The Company's maintenance release document includes the:

- [Redacted] ice
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted] rk
- [Redacted]
- [Redacted]

Approval for Return to Service for aircraft and engines are made in the Owner/Operator's ***Maintenance Records Log Book***, which includes:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Approval for Return to Service for appliances and component parts includes:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	17 of 23
---------------------	--------------	------------------------------------	--	----------



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- [REDACTED]
- [REDACTED]

Following inspection, if an aircraft is not approved for Return to Service because it does not meet the applicable *Type Certificate Data, Airworthiness Directives* or other data upon which airworthiness depends, the Owner/Operators are [REDACTED]

The Accountable Manager references *FAR 1* and *FAR 43 Appendix A* to determine if repairs or alterations are major. Following major repair or alterations, Company personnel having Return to Service authority are [REDACTED]

FAA *Form 337* is used to record major repairs and major alterations. *AC 43.9-1*, as amended, describes how to complete FAA *Form 337*.

The Company:

- [REDACTED] aircraft
- [REDACTED]
- [REDACTED]
- [REDACTED] rator

FAA *Form 337* may only be completed by persons certificated according to *Part 65* and are listed on the Company's *Personnel Roster*.

This is accomplished by:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

FAA *Form 8130-3* is the approval document for Return to Service of [REDACTED] Only authorized Inspectors sign the approval portion of the *Form 8130-3*.

### 13.0 Property Control

13.1 Property means all hardware property [REDACTED] which includes, but is not limited to:

- [REDACTED]
- [REDACTED]

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	18 of 23
---------------------	--------------	------------------------------------	--	----------

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- [REDACTED]

13.2 All Customer furnished and leased property shall [REDACTED]  
[REDACTED]

13.3 Property is identified with [REDACTED]  
[REDACTED]

13.4 Sensitive material, as defined by the Customer, is [REDACTED]  
[REDACTED]

13.5 Property is only be used [REDACTED]  
[REDACTED]

13.6 Customer furnished and leased property is subject to [REDACTED]  
[REDACTED]

13.7 The Responsible Authority investigates and reports to the Customer/Owner any [REDACTED]  
[REDACTED]

13.8 Requirements for the control of property are [REDACTED]

## 14.0 Calibration of Measuring and Test Equipment

*Part 43 Section 43.13(a) and Part 145 Sections 145.109(b) and 145.211(c)*

### 14.1 General

The Company has assigned a Responsible Authority for the calibration system, which includes [REDACTED]

The Company ensures [REDACTED] referred  
to as Measurement and Test Equipment (M&TE).

The Company is responsible for the calibration program, whether [REDACTED]  
M&TE calibration is [REDACTED]  
which includes [REDACTED]

M&TE are calibrated at regular intervals, which are established by [REDACTED]  
The Company maintains records of  
the calibration for [REDACTED]

The Company maintains a list of calibrated equipment by [REDACTED]  
[REDACTED]

When the Company allows employee owned [REDACTED]  
[REDACTED]

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	19 of 23
---------------------	--------------	------------------------------------	--	----------

When a computer system is [REDACTED]

Personnel that perform calibration of measuring and test equipment have [REDACTED]

The *Receiving Procedure* describes [REDACTED]

### 14.2 Calibration Records

Calibration records include the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The result of the calibration includes [REDACTED]

M&TE calibration intervals are [REDACTED]

When the Company calibrates its own equipment, [REDACTED]  
The techniques describes [REDACTED].

Calibration techniques are [REDACTED]  
The technique includes [REDACTED]

Calibrated equipment is identified to [REDACTED]  
The identification includes [REDACTED]

All calibrated tools and equipment are [REDACTED]

The Company may use some equipment that does not require calibration if [REDACTED]  
The *Calibration Procedure* describes how non-calibrated equipment is identified and controlled.

Equipment whose calibration is significantly out-of-tolerance [REDACTED]

## 15.0 Corrective Action on Deficiencies

### Section 145.211(c)

The Company has assigned a Responsible Authority for initiating corrective actions for deficiencies [REDACTED]. The Company has established the *Corrective Action Procedure* to control [REDACTED] using the *Request for Support* or *Corrective Action Request* form.

Each step in the applicable repair/maintenance process and related inputs and outputs are [REDACTED].

Several levels of management within the Company are involved in the corrective action process to [REDACTED]. Corrective action investigations begin with [REDACTED] focus is placed on [REDACTED].

The affected items are checked by the Responsible Authority to [REDACTED].

This is accomplished by:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED] emented

When regularly scheduled management review meetings are conducted, [REDACTED].

## 16.0 Self-Evaluation

The Company has assigned a Responsible Authority for the self-evaluation program to periodically [REDACTED].

The Company is responsible for ensuring the self-evaluation audit program is accomplished according to the objectives and guidance established by the:

- [REDACTED]
  - [REDACTED]
- [REDACTED] ure [REDACTED]
  - [REDACTED]

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	21 of 23
---------------------	--------------	------------------------------------	--	----------

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The Responsible Authority that is assigned as Lead Auditor [REDACTED]

Self-evaluations are conducted by the Company at least [REDACTED]

If discrepancies or improvement opportunities are discovered during self-evaluation audits, the Auditor [REDACTED]

The Responsible Authority that performs self-evaluations:

- [REDACTED] ts
- [REDACTED] oods
- [REDACTED]

The self-evaluation ensures that the Company has:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Responsible Authority that conducts the self-evaluation records the results on the *Self-Evaluation Audit* form according to the *Capability List Procedure* or the *Internal Audit Report* according to the *Internal Auditing Procedure* and submits the report to the Responsible Authority for review and disposition.

The results of self-evaluation and internal audits are a topic of discussion during regularly scheduled management review meetings according to the *Management Process Procedure*.

## 17.0 Forms and Instructions

*Section 145.211(c)(3) and Section 145.219(c)*

### 17.1 General

The Company provides samples of inspection and maintenance forms and provides instructions for their completion. The forms include [REDACTED]

The instructions for completing the form may [REDACTED]

This is accomplished by:

- [REDACTED]
- [REDACTED]
- [REDACTED]

(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	22 of 23
---------------------	--------------	------------------------------------	--	----------

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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(YOUR COMPANY NAME)	REV Orig.	FAA Repair Station # xxxxxxx	QCM#: xxxxxxxx Quality Control Manual	23 of 23
---------------------	--------------	------------------------------------	--	----------

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## CALIBRATION PROCEDURE

Origination Date: XXXX

Document Identifier:	Calibration Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

**Abstract:**

This document describes calibration procedures.

<b>Your Logo</b>	Your Company Name	Calibration Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Calibration Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY .....	4
3.0	DEFINITIONS.....	4
4.0	GENERAL CALIBRATION PROCEDURE.....	4
5.0	OUT-OF-TOLERANCE EQUIPMENT AND TOOLING .....	8
6.0	LOST EQUIPMENT .....	9
7.0	MANAGEMENT REVIEW.....	9
	APPENDIX 1.....	10
	APPENDIX 2.....	10

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<b>Your Logo</b>	Your Company Name	Calibration Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

This document defines the procedures necessary for calibration of measuring equipment.

## 2.0 THEORY

Measurement results are only valid when M&TE of known accuracy is used. This calibration procedure ensures M&TE is properly verified for accuracy against known standards. Measurement devices that are used to indicate process feedback are not subject to calibration, such as short-circuit or open-circuit, hot or cold, off or on, etc; however, when a measurement device is used to determine conformance to a Customer requirement, then the device should be properly verified for accuracy.

## 3.0 DEFINITIONS

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 4.0 GENERAL CALIBRATION PROCEDURE

- 4.1 Calibration is performed by trained employees or approved calibration service providers.
- 4.2 Measuring instruments are calibrated at a temperature [REDACTED] and [REDACTED] relative humidity. Sufficient temperature [REDACTED]  
For cases where calibration must be conducted in the repair area, calibration equipment is [REDACTED]

<b>Your Logo</b>	Your Company Name	Calibration Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

4.3 A number is issued [REDACTED] The numbers [REDACTED]  
The number is [REDACTED]

Newly acquired M&TE that is accompanied by a certificate of conformance or by a certificate of calibration [REDACTED]

4.4 All M&TE are [REDACTED]

4.5 A **Recall Log** is maintained on all M&TE and standards. The log provides [REDACTED] Portable gages are [REDACTED] M&TE that is permanently installed [REDACTED]

4.6 The number of items scheduled for monthly recertification is [REDACTED]

4.7 In addition to the **Recall Log**, a **Calibration Report** is kept on each Company-owned gage/standard, which includes [REDACTED]

The purpose of this report is [REDACTED]  
The record also [REDACTED]

**Calibration instructions** are prepared to [REDACTED] These instructions contain [REDACTED] are upgraded any time they are determined to be insufficient. When no such standard exists, the justifications [REDACTED] are [REDACTED] Instructions may be prepared, or may [REDACTED]

4.8 Calibration intervals may [REDACTED]  
Calibration intervals are [REDACTED]

4.9 Adjustable M&TE is periodically recalibrated based upon [REDACTED] or the schedule of Table I. Nonadjustable M&TE is [REDACTED]

The calibration interval for inherently stable M&TE that is used for acceptance is [REDACTED]

Left blank intentionally

<h1>Your Logo</h1>	Your Company Name	Calibration Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

TABLE I, Calibration Intervals

Calibration Cycle	Recalibration Cycles to Qualify for New Calibration Cycle	New Calibration Cycle

4.10 Interval Adjustment: M&TE whose calibration error is recorded as being greater than the last recorded calibration error but not significantly out of tolerance [REDACTED] as described in Table I. Out of tolerance M&TE is controlled according to paragraph 5.0.

4.11 M&TE calibration intervals may [REDACTED] Interval extensions or adjustments are based upon [REDACTED] Calibration stickers and tags are [REDACTED]

4.12 Overdue items are [REDACTED]

4.13 A **Calibration Sticker** is used to identify [REDACTED] The sticker displays [REDACTED] A **Calibration Tag** is used to identify [REDACTED] the tag displays [REDACTED] A tag or sticker identifies M&TE that is [REDACTED] The tag or sticker may [REDACTED]

The calibration technician verifies the calibration status of M&TE and standards prior to issue or use. Calibrated M&TE and standards are not issued for use when [REDACTED]

4.13.1 Equipment that does not require calibration is:

- [REDACTED]
- [REDACTED]
- [REDACTED]

4.14 Calibration Standards/Special Equipment and Designated M&TE Calibration of standards, special equipment and designated M&TE is [REDACTED] Approved calibration laboratories are [REDACTED]

When calibrations are subcontracted for standards, special equipment and designated M&TE, the calibration lab [REDACTED]

<b>Your Logo</b>	Your Company Name	Calibration Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The following is the position of the National Conference of Standards Laboratories (NCSL):

[REDACTED]

4.15 A **Calibration Report** and **Recall Log** is [REDACTED]

4.16 The calibration department places all [REDACTED]  
Records are retained and maintained that identify [REDACTED]

4.17 Traceability: The M&TE number that is used for conformance inspection is [REDACTED]

4.18 Non-Calibrated M&TE: Upon request, non-calibrated M&TE may [REDACTED]  
[REDACTED] under the following conditions:

- 1) [REDACTED]
- 2) [REDACTED]

A non-calibrated measurement device that is verified accurate [REDACTED]

4.19 Calibration Not Required M&TE

4.19.1 Chemical laboratory glassware is [REDACTED]

4.19.2 Chemical analysis equipment that is checked for accuracy prior to use [REDACTED]

<b>Your Logo</b>	Your Company Name	Calibration Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

4.19.3 Titration tools and solutions are [REDACTED]

4.19.4 Chemical standards are [REDACTED]

4.19.5 Prepared chemical solutions used for [REDACTED]  
 [REDACTED] Software programs that are used for operation of test equipment are [REDACTED]; however, [REDACTED] the Responsible Authority [REDACTED]

[REDACTED] (Your list, e.g., power supplies, indicators, etc.) that are used in process control and automated test equipment are [REDACTED]; however, [REDACTED]

4.20 Employee Owned Tools: Personal tooling or gages owned by employees are [REDACTED]

4.21 Storage and Handling of M&TE: M&TE is handled [REDACTED]  
 [REDACTED] -- except [REDACTED]

4.22 M&TE requiring transportation to a calibration laboratory is [REDACTED]

4.23 M&TE storage areas are [REDACTED]  
 [REDACTED] Recalibration of M&TE is required [REDACTED]

4.24 Archive / Long-Term Storage: M&TE does not [REDACTED] if it was not:

- [REDACTED]
- [REDACTED]
- [REDACTED]

M&TE that has been calibrated and stored [REDACTED]

The expiration date on the item's calibration tag or sticker [REDACTED]

Upon release of stored M&TE, the release date is [REDACTED]

**5.0 OUT-OF-TOLERANCE EQUIPMENT AND TOOLING**

5.1 Calibrated M&TE that is found to be significantly out of tolerance, [REDACTED] is identified with [REDACTED]

<b>Your Logo</b>	Your Company Name	Calibration Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

█ The impact on the quality of items examined or tested by M&TE found to be out-of-tolerance during calibration is █

█ Records of the result of the analysis and █

5.2 M&TE found significantly out of tolerance at recalibration for █

█ All out of tolerance data and previous measurement results █

5.3 An instrument whose calibration error is significantly out-of-tolerance █

█ This instrument is not used for █

5.4 Any item(s) certified with M&TE subsequently found to be out-of-tolerance █

█ The impact on the quality █

## 6.0 LOST EQUIPMENT

6.1 Measurement and test equipment that cannot be located █

█ The recall log and/or working record may █

## 7.0 MANAGEMENT REVIEW

7.1 Management Review meetings are conducted according to the **Management Process Procedure**. During Management Review, process resources █

█

Left blank intentionally

<b>Your Logo</b>	Your Company Name	Calibration Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## APPENDIX 1

Setting and/or selecting a reference standard to calibrate a measurement device.

Requirement:

The measurement range of a device being checked for accuracy must [REDACTED]

### VOLTMETER:

A voltmeter shall be verified for accuracy within an equivalent range on the reference standard:

A voltmeter reference standard may have scales that range from 2-20V, 20-200V, etc.

The voltmeter being checked for accuracy must be set to bracket within a range of the reference standard - or - the reference standard must be set to a range that brackets the range on the voltmeter being checked for accuracy. For instance, [REDACTED]

### OTHER MEASUREMENT DEVICES:

Any reference standard whose maximum measurement range is the same as the device being checked for accuracy must [REDACTED]

For instance, [REDACTED]

## APPENDIX 2

Nonadjustable M&TE is inherently stable and includes [REDACTED]

[REDACTED] Of course, inherently stable M&TE can [REDACTED]

The Operator is only required to [REDACTED]

For instance, [REDACTED]

[REDACTED] Prior to each use [REDACTED]



<b>Your Logo</b>	Your Company Name	Calibration Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

To control the inventory of inherently stable M&TE, the Responsible Authority

[REDACTED]

by the manufacturer

If the tolerance given

For instance,

Operators are required to

With this method, as long as

there is no need to

There is also no need to

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Your Logo

Your Company Name  
FAA Repair Station #: xxxxxxxx

# CAPABILITY LIST PROCEDURE

Origination Date: (month year)

Document Identifier: Capability List Procedure

Date: Your Date

Document Status: Released

**Abstract:**

This document describes the procedure for retaining, maintaining and auditing the Company's Capability List.

<b>Your Logo</b>	Your Company Name	Capability List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### List of Effective Pages (LEP)

Page Number	Revision	Revision Date
1	Orig	
2	Orig	
3	Orig	
4	Orig	
5	Orig	
6	Orig	
7	Orig	
8	Orig	
9	Orig	
10	Orig	
11	Orig	

Approved/Accepted by	Signature/Stamp	Date
FSDO		
Accountable Manager		

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<b>Your Logo</b>	Your Company Name	Capability List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### Revision Log

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

### Document Change Record

Issue	Item	Reason for Change

### Annual Review

Date	Revisions	Reviewed By

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<b>Your Logo</b>	Your Company Name	Capability List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

List of Effective Pages (LEP).....	2
Revision Log.....	3
1.0 Purpose.....	5
1.1 Abbreviations and Acronyms.....	5
2.0 Procedure.....	5
2.1 Frequency of Capability List Updates.....	5
2.2 Methods of Evaluations.....	6
2.3 Evaluation Procedure.....	6
2.4 Procedure for Revising the Capability List.....	8
Appendix 1: Self-Evaluation Audit Form.....	9
Appendix 2: Capability List.....	11

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<b>Your Logo</b>	Your Company Name	Capability List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

2.1.1 Company Equipment - The Capability List is updated [REDACTED]

In the case of new TSOA approvals or PMA's, the FAA's approval [REDACTED]

2.1.2 Non-Company Equipment - The Capability List is updated [REDACTED]

Once a change is proposed to add non-Company built equipment (instruments, accessories, etc.) to the Capability List, the Accountable Manager [REDACTED]

2.1.3 Other Evaluations - The Capability List is updated [REDACTED]

At any time that a significant change is made, e.g., [REDACTED] the Company [REDACTED]

**2.2 Methods of Evaluations**

2.2.1 The evaluation for adding items to the Capability List [REDACTED]

NOTE: For new TSOA approval requests, [REDACTED]

2.2.2 The evaluation for adding items to the Capability List [REDACTED]

NOTE: 'Minor changes' are [REDACTED]

2.2.3 The evaluation for adding items to the Capability List [REDACTED]

NOTE: [REDACTED]

2.2.4 Non-Company instruments and accessories are evaluated [REDACTED]

**2.3 Evaluation Procedure**

The Capability List may [REDACTED]  
[REDACTED] The Company ensures [REDACTED]

Your Logo	Your Company Name	Capability List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

When an Article is to be added to the Capability List, the Accountable Manager ensures that:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Only those Articles that satisfy the above self-evaluation requirements are added to the Capability List.

A copy of all self-evaluations is [REDACTED]

When a change is proposed to add [REDACTED] the Accountable Manager [REDACTED]

2.3.1 The Auditor ensures the applicable FAA approved design data [REDACTED]

2.3.2 The self-evaluation is performed according to [REDACTED] The audit [REDACTED]  
An Article is listed on the Capability List only [REDACTED]

2.3.3 As required by *Part 145*, the Company was required to initially perform a self-evaluation to determine that all of the housing, facilities, equipment, material, technical data, processes and trained personnel were in place to perform the work on the Articles listed on the original Capability List. As a result, [REDACTED]

2.3.4 If the self-evaluation audit discovers opportunities for improvement or nonconformities, the Accountable Manager [REDACTED]  
Before an addition to the Capability List is made, [REDACTED]  
[REDACTED] The Capability List is updated [REDACTED]

2.3.5 Any item requiring an FAA approval for Return to Service [REDACTED]

2.3.6 The Company retains and maintains documentation of self-evaluations for [REDACTED]

2.3.7 Under NO circumstances [REDACTED]



<b>Your Logo</b>	Your Company Name	Capability List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 2.4 Procedure for Revising the Capability List

The Capability List is revised [redacted] to [redacted]

The Capability List is only updated [redacted] Revisions to the Capability List are approved by [redacted]

Amendments are changes to the Capability List that do not require a full revision of the procedure; for example, [redacted]

Part numbers may only be added:

- [redacted]
- [redacted]
- [redacted]

Amendments do not [redacted]

Within [redacted], the Accountable Manager [redacted] Revisions to the Capability List are [redacted]

Personnel affected by changes to the Capability List [redacted]

Left blank intentionally

## Appendix 1: Self-Evaluation Audit Form

1. [REDACTED]					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2. [REDACTED]					
[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>
3. [REDACTED]					
[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>
4. [REDACTED]					
5. [REDACTED]					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6. [REDACTED]					
[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>	[REDACTED] <input type="checkbox"/>
[REDACTED]					
7. [REDACTED]					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

<b>Your Logo</b>	Your Company Name	Capability List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

8. [REDACTED]				
<input type="checkbox"/> [REDACTED]				
<input type="checkbox"/> [REDACTED]				
<input type="checkbox"/> [REDACTED]				
[REDACTED]				
[REDACTED]				
[REDACTED]				
---	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]			[REDACTED]	
[REDACTED]				

Left blank intentionally

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<b>Your Logo</b>	Your Company Name	Capability List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## Appendix 2: Capability List

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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## CONFIGURATION MANAGEMENT PROCEDURE

Origination Date: XXXX

Document Identifier:	Configuration Management Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

### Abstract:

This document describes configuration management procedures.

<b>Your Logo</b>	Your Company Name	Configuration Management Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Configuration Management Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY .....	4
3.0	CONFIGURATION DOCUMENTATION.....	4
4.0	CONFIGURATION CONTROL BOARD (CCB).....	4
5.0	CONFIGURATION CHANGE CONTROL .....	5
6.0	SUBCONTRACTOR AND VENDOR CHANGES .....	7
7.0	PRODUCT AND TEST SOFTWARE CONTROL .....	7

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<b>Your Logo</b>	Your Company Name	Configuration Management Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

This procedure defines the requirements for the management of the configuration of products produced by the Company's configuration management activities include the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 2.0 THEORY

Part configuration includes a variety of aspects of a given part, including [REDACTED]

[REDACTED] Because a given product may change over its life, typically due to [REDACTED] it is important to [REDACTED]

This procedure has been developed based on [REDACTED]

## 3.0 CONFIGURATION DOCUMENTATION

3.1. The current configuration of a given part is identified through applicable technical documents.

These may include, but are not limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED] ers
- [REDACTED]
- [REDACTED]

3.2. All such technical documents are developed and approved by the Responsible Authority, which are then controlled according to this procedure. (See section 4.0)

3.3. Configuration documents and Customer intellectual property received by [REDACTED] the Company are [REDACTED] Project personnel are responsible for [REDACTED]

## 4.0 CONFIGURATION CONTROL BOARD (CCB)

4.1. Responsible Authorities (RA) serve as the Configuration Control Board, which has full authority and responsibility for [REDACTED]







<b>Your Logo</b>	Your Company Name	Configuration Management Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

[REDACTED]

5.5.1. The Responsible Authority verifies [REDACTED]. The Responsible Authority asserts [REDACTED].

5.5.2. The Document Control Center may retain older hardcopies or softcopies for historical purposes, but [REDACTED]. Superseded revision levels of electronic documents are [REDACTED] and superseded hardcopies, [REDACTED]. Superseded documents may [REDACTED]. The Responsible Authority [REDACTED].

5.5.3. Proposed Class I engineering changes are approved by the CCB and are [REDACTED]. A Class I Engineering Change is [REDACTED]. The determination of need for all Class I Engineering Changes is the responsibility of the CCB, which [REDACTED]. [REDACTED] identification of their approval, it is entered on the applicable CO as the authorizing document.

5.6. Document approval is indicated by any of the following methods:

- [REDACTED]
- [REDACTED]

## 6.0 SUBCONTRACTOR AND VENDOR CHANGES

6.1. Supplier and vendor requests for change are controlled according to the **Purchasing Procedure**.

## 7.0 PRODUCT AND TEST SOFTWARE CONTROL

Revision control is applicable to software programs that are used for operation of production and test equipment.

Your Logo

Your Company Name  
FAA Repair Station #: xxxxxxxx

# CONTRACT MAINTENANCE LIST PROCEDURE

Origination Date: (month year)

Document Identifier:	Contract Maintenance List Procedure
Date:	Your Date
Document Status:	Released

Abstract:

This document describes the Company's contract maintenance program.

<b>Your Logo</b>	Your Company Name	Contract Maintenance List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### LIST OF EFFECTIVE PAGES (LEP)

Page Number	Revision	Revision Date
1	Orig	
2	Orig	
3	Orig	
4	Orig	
5	Orig	
6	Orig	
7	Orig	

Approved/Accepted by	Signature/Stamp	Date
FSDO		
Accountable Manager		

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<b>Your Logo</b>	Your Company Name	Contract Maintenance List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

### ANNUAL REVIEW

Date	Revisions	Reviewed By

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<b>Your Logo</b>	Your Company Name	Contract Maintenance List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES (LEP) .....	2
REVISION LOG.....	3
TABLE OF CONTENTS.....	4
1.0 SCOPE .....	5
2.0 REQUIREMENTS.....	5
CONTRACT MAINTENANCE LIST .....	7
TYPES OF CONTRACTS THAT MUST BE SUBCONTRACTED OR ARE NEEDED DUE TO EMERGENCY OR OTHER REASON .....	7

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<b>Your Logo</b>	Your Company Name	Contract Maintenance List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 SCOPE

The Company has assigned a Responsible Authority for the *Contract Maintenance Program* to maintain and revise the contract maintenance information required by *Section 145.217*, which is applicable for [REDACTED] and includes [REDACTED]

## 2.0 REQUIREMENTS

2.1 The Responsible Authority for the *Contract Maintenance Program* is also responsible for:

- [REDACTED]
  - [REDACTED]
  - [REDACTED]
1. [REDACTED]
  2. [REDACTED]
  3. [REDACTED]
  4. [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
1. [REDACTED]
  2. [REDACTED]
  3. [REDACTED] ies
  4. [REDACTED]
  5. [REDACTED]
  6. [REDACTED]

2.2 The Company [REDACTED] according to *145.201(a)(2)* (quality system) and the *Purchasing Procedure*.

2.3 The frequency [REDACTED] according to the *Purchasing Procedure*.

2.4 The Company performs receiving inspection [REDACTED] according to the *Receiving Procedure*.

2.5 The Company submits [REDACTED] according to *QCM* [REDACTED]



<b>Your Logo</b>	Your Company Name	Contract Maintenance List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- 2.6 The Company notifies [REDACTED] according to *QCM* [REDACTED]
- 2.7 The Company periodically [REDACTED]
- 2.8 The Company notifies the CHDO/FSDO [REDACTED] according to *QCM* [REDACTED]
- 2.9 (Your Responsible Authority's Title) is responsible for [REDACTED]
- 2.10 Discrepancies with contracted sources are [REDACTED] according to the *Control of Nonconformities Procedure*.
- 2.11 The Company [REDACTED] according to the *Training Manual*.
- 2.12 The Company includes [REDACTED] according to *145.217(b)(3)* for [REDACTED] according to the *Purchasing Procedure*.
- 2.13 The Company [REDACTED] according to the *Training Manual*.
- 2.14 The Company provides [REDACTED] to determine [REDACTED]
- 2.15 The Company provides [REDACTED] according to the *Purchasing Procedure*.
- 2.16 The Company performs [REDACTED] according to applicable subparagraphs of *145.211(c)(1)* and to [REDACTED]
- 2.17 The Company provides [REDACTED] when [REDACTED]

Left blank intentionally

<b>Your Logo</b>	Your Company Name	Contract Maintenance List Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### CONTRACT MAINTENANCE LIST

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

### TYPES OF CONTRACTS THAT MUST BE SUBCONTRACTED OR ARE NEEDED DUE TO EMERGENCY OR OTHER REASON

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]			<input type="checkbox"/>	<input type="checkbox"/>		
[REDACTED]			<input type="checkbox"/>	<input type="checkbox"/>		
[REDACTED]			<input type="checkbox"/>	<input type="checkbox"/>		

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## CONTROL OF DOCUMENTED INFORMATION PROCEDURE

Origination Date: XXXX

Document Identifier:	Control of Documented Information Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

**Abstract:**

This document describes procedures for controlling documents.

<b>Your Logo</b>	Your Company Name	Control of Documented Information Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Control of Documented Information Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY .....	4
3.0	DOCUMENT TYPES.....	4
4.0	QUALITY CONTROL MANUAL AND REPAIR STATION MANUAL.....	5
5.0	QUALITY MANAGEMENT SYSTEM PROCEDURES .....	5
6.0	GENERAL WORK INSTRUCTIONS.....	6
7.0	INSPECTION INSTRUCTIONS .....	7
8.0	FORMS.....	8
9.0	EXTERNAL DOCUMENTS.....	9
10.0	PERIODIC RE-EVALUATION OF DOCUMENTS.....	9
11.0	CONTROL OF RECORDS .....	9
	APPENDIX A: RECORD RETENTION MATRIX.....	11

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<b>Your Logo</b>	Your Company Name	Control of Documented Information Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

This procedure defines the requirements for the control of documents within the quality management system (QMS). The scope of this procedure is to control documents specifically defined in section 3.0.

The following documents are not subject to this procedure:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 2.0 THEORY

Documents must be controlled so that only reviewed and approved information is released and used by employees. This ensures [REDACTED]

## 3.0 DOCUMENT TYPES

The Document Control Center maintains documented information to ensure [REDACTED]

### 3.1. Quality Control Manual (QCM) and Repair Station Manual (RSM)

[REDACTED]

### 3.2. QMS Procedures

[REDACTED]

### 3.3. Work Instructions

[REDACTED]

### 3.4. Inspection Instructions

[REDACTED]

### 3.5. Forms

[REDACTED]

PROPRIETARY INFORMATION PAGE 4 of 11	This document expires 1 day after printing unless marked "Released". Date Printed: [REDACTED]	Form Rev: Orig
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<b>Your Logo</b>	Your Company Name	Control of Documented Information Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

Any department manager or area supervisor may [REDACTED]

3.6. Records that are created for temporary retention of miscellaneous information are [REDACTED]

## 4.0 QUALITY CONTROL MANUAL AND REPAIR STATION MANUAL

### 4.1. Creating the Quality Control Manual and Repair Station Manual

The Quality Control Manual and Repair Station Manual have been established by top management of the Company, which includes [REDACTED]

### 4.2. Review and Approval

The Quality Control Manual and Repair Station Manual are reviewed and approved by top management before release. Approval is indicated by [REDACTED]

### 4.3. Distribution

The Quality Control Manual and Repair Station Manual are distributed electronically through the Company's internet server. The Document Control Center may [REDACTED]

In some cases, a hardcopy of the Quality Control Manual and Repair Station Manual may [REDACTED]

Each employee must [REDACTED]

### 4.4. Change Control

Any employee may request a change to the Quality Control Manual and Repair Station Manual. Requests for changes may [REDACTED]

All changes to the Quality Control Manual and Repair Station Manual [REDACTED]

When changes are approved, [REDACTED]

The Quality Control Manual and Repair Station Manual require [REDACTED]

## 5.0 QUALITY MANAGEMENT SYSTEM PROCEDURES

### 5.1. Creating New QMS Procedures

QMS procedures [REDACTED] such as the training manual, purchasing procedure, configuration management procedure, etc.. It is recommended [REDACTED]

<b>Your Logo</b>	Your Company Name	Control of Documented Information Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

5.2. Review and Approval

QMS Procedures are reviewed and approved by top management. [REDACTED]

[REDACTED] Approval is indicated by [REDACTED]

5.3. Distribution

QMS procedures are [REDACTED]

[REDACTED] The Document Control Center may [REDACTED]

In some cases, a hardcopy of the procedure may [REDACTED]

[REDACTED] Each employee must [REDACTED]

5.4. Change Control

Any employee may [REDACTED]

All changes to QMS procedures [REDACTED]

[REDACTED] When changes are approved, [REDACTED]

The following QMS procedures require FAA approval and are subject to additional revision controls that are specified in the **QCM**:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**6.0 WORK INSTRUCTIONS**

6.1. Creating New Work Instructions

Where necessary, work affecting quality is [REDACTED]

[REDACTED] that define [REDACTED]

Typically, new work instructions are [REDACTED]

[REDACTED] Work instructions [REDACTED]

Work instructions should include, as applicable: [REDACTED]

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:

Engineering may develop work instructions that are [REDACTED]



<b>Your Logo</b>	Your Company Name	Control of Documented Information Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

[Redacted]

6.2. Review and Approval

Work instructions are reviewed and approved by top management. [Redacted]

[Redacted] Approval is indicated by [Redacted]

6.3. Distribution

Work instructions are distributed [Redacted]

[Redacted] The Document Control Center may [Redacted]

In some cases, a hardcopy of the work instruction may [Redacted]

[Redacted] Each employee must [Redacted]

6.4. Change Control

Any employee may [Redacted]

[Redacted]

All changes to work instructions [Redacted]

[Redacted] When changes are approved [Redacted]

**7.0 INSPECTION INSTRUCTIONS**

7.1. Creating New Inspection Instructions

New inspection instructions are developed by [Redacted]

[Redacted] Inspection instructions [Redacted]

**NOTE REGARDING JOB SPECIFIC INSPECTION INSTRUCTIONS:**

Engineering may develop inspection instructions that [Redacted]

[Redacted]

7.2. Review and Approval

Approval is indicated by [Redacted]

[Redacted]

<b>Your Logo</b>	Your Company Name	Control of Documented Information Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

7.3. Distribution

Inspection instructions are distributed [redacted]  
 [redacted] The Document Control Center may [redacted]  
 In some cases, a hardcopy of the inspection instruction may [redacted]  
 Each employee must [redacted]

7.4. Change Control

Any employee may [redacted]  
 All changes to inspection instructions [redacted]  
 [redacted] When changes are approved, [redacted]

**8.0 FORMS**

8.1. Creating New Forms

Forms undergo a streamlined creation and control process. Any department manager or area supervisor [redacted]  
 [redacted] Forms are a special kind of document that may be photocopied as needed; [redacted] Department managers are responsible for [redacted]

8.2. Review and Approval

Forms may be reviewed and approved by [redacted]  
 [redacted] Forms do not require [redacted]  
 [redacted] It is the appropriate manager's responsibility [redacted]

8.3. Distribution

Forms are made available [redacted]  
 [redacted] These may be [redacted]

8.4. Change Control

Any employee may [redacted] Revised forms [redacted]

<b>Your Logo</b>	Your Company Name	Control of Documented Information Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 9.0 EXTERNAL DOCUMENTS

9.1. Some external (third party) standards or specifications may [redacted] this is necessary because [redacted]

[redacted] engineering documents that refer to [redacted] Unless otherwise specified, [redacted]

9.2. Third party specifications and engineering drawings, including [redacted] are controlled according to the **Configuration Management Procedure**. Where control of an external document is deemed necessary, they [redacted]

[redacted] In some cases, a hardcopy of the external document may [redacted] Each employee must [redacted]

## 10.0 PERIODIC RE-EVALUATION OF DOCUMENTS

The entire set of quality documentation is subject to continuous improvement. Change control documents are filed as needed to request changes or updates.

## 11.0 CONTROL OF RECORDS

11.1 The controls for each type of record are defined in **Appendix A** of this procedure.

11.2 The listed "controller" must [redacted]

11.3 Records for active contracts are [redacted] Records are removed [redacted]

11.4 The Document Control Center maintains archive files for records. Records shall be maintained [redacted]

11.5 Records that are discarded after retention shall be [redacted]

11.6 Hardcopy records are to be stored [redacted]

<b>Your Logo</b>	Your Company Name	Control of Documented Information Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- 11.7 Records are available for [REDACTED]
- 11.8 Records are verified [REDACTED]
- 11.9 The Company does not require [REDACTED]
- 11.10 Electronic records are [REDACTED]
- 11.11 Local computer data that is stored on company computers must [REDACTED]
- 11.12 When making corrections [REDACTED]
- 11.13 Correction fluid or correction tape is not to be used on any quality records.

Left blank intentionally

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## CONTROL OF NONCONFORMITIES PROCEDURE

Origination Date: XXXX

Document Identifier:	Control of Nonconformities Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

### Abstract:

This document describes procedures for control of nonconformities.

<b>Your Logo</b>	Your Company Name	Control of Nonconformities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Control of Nonconformities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY .....	4
3.0	GENERAL PROCEDURE.....	4
4.0	DISPOSITIONS.....	6
5.0	CUSTOMER DISPOSITION AUTHORITY.....	8
6.0	PROCESSING SCRAP .....	8

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<b>Your Logo</b>	Your Company Name	Control of Nonconformities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

This document defines and makes reference to the procedures necessary for the control of nonconformities.

## 2.0 THEORY

Product or services that have failed inspections or tests or that in any way do not meet requirements are considered "nonconforming". Nonconformities must be controlled to [REDACTED]

Corrective actions are taken to [REDACTED]

## 3.0 GENERAL PROCEDURE

3.1 A nonconformity occurs when any service or product made by the Company or raw material used by the Company or returned from the Customer does not meet:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

3.2 Nonconformities must be withheld pending disposition by a completed **Request for Support** (RFS).

3.3 All employees are empowered to [REDACTED]  
[REDACTED] No employee [REDACTED]

3.4 Upon discovery of a nonconformity, an employee [REDACTED]  
[REDACTED] For example, [REDACTED]

3.5 When an employee cannot [REDACTED]  
[REDACTED]

3.6 If an employee or supervisor cannot [REDACTED]  
[REDACTED]

3.7 The employee shall [REDACTED]  
[REDACTED] which includes [REDACTED]  
[REDACTED]

3.8 The employee shall [REDACTED]  
[REDACTED]

<b>Your Logo</b>	Your Company Name	Control of Nonconformities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

[Redacted]

3.9 Upon receipt of the RFS, the Responsible Authority [Redacted]  
 The Responsible Authority [Redacted] If possible, [Redacted]  
 which includes [Redacted]

[Redacted]

3.10 The Responsible Authority [Redacted]  
 Recording of corrective actions taken may include [Redacted]

3.11 If the nonconformity is ascertained or estimated to be the fault of a Supplier, the Responsible Authority [Redacted]  
 In such cases, [Redacted]

3.12 If a document supplement is required [Redacted]

3.13 The RFS shall then be submitted to the Material Review Board (MRB) for review and disposition. Necessary actions [Redacted]  
 MRB actions that affect [Redacted]  
 A signature approved RFS that affects [Redacted] are retained and maintained according to the **Control of Documented Information Procedure**.  
 the results of corrective actions are [Redacted]  
 such as [Redacted]

3.14 The MRB consists of the following managers, at a minimum:

- [Redacted]
- [Redacted]
- [Redacted]

3.14.1 MRB Qualification

A Material Review Board member must:

- 1) [Redacted]
- 2) [Redacted]

3.15 In the event of a non-unanimous decision, [Redacted]

<b>Your Logo</b>	Your Company Name	Control of Nonconformities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

3.16 The Company shall provide timely reporting of [REDACTED]  
 [REDACTED] A clear description of the nonconformity shall include [REDACTED]  
 [REDACTED]

## 4.0 DISPOSITIONS

4.1 Dispositions are classified as Major, Minor or None.

4.1.1 Major: [REDACTED]  
 [REDACTED]

4.1.2 Minor: [REDACTED]  
 [REDACTED]

4.1.3 None: [REDACTED]  
 [REDACTED]

4.2 MRB dispositions may include, but are not limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

4.2.1 Clarification

The MRB may determine that a **Request for Support** was prepared because of [REDACTED]  
 [REDACTED] The MRB records the correct [REDACTED]  
 [REDACTED] Further disposition action is [REDACTED]  
 [REDACTED]

4.2.2 Conditional Acceptance

Nonconforming supplies or processes may be dispositioned [REDACTED] if they do not [REDACTED]  
 [REDACTED] Corrective action instructions, when required, are [REDACTED] This MRB disposition is subject to [REDACTED]  
 [REDACTED]

<b>Your Logo</b>	Your Company Name	Control of Nonconformities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

#### 4.2.3 Non-Deliverable

Suspect supplies must be dispositioned 'Non-Deliverable' when [REDACTED]

[REDACTED] Counterfeit, or suspect counterfeit parts are [REDACTED]  
 This MRB disposition is not subject to [REDACTED]

#### 4.2.4 Notification

It is possible that a Continuous Improvement Opportunity may [REDACTED]

[REDACTED] This MRB disposition is not subject to [REDACTED]

#### 4.2.5 Precautionary

The MRB may determine that a **Request for Support** was prepared because [REDACTED]

[REDACTED] The condition must not [REDACTED]  
 The MRB evaluates the condition and indicates on the RFS [REDACTED]  
 This MRB disposition is not subject to [REDACTED]

#### 4.2.6 Repair (Non-Standard and Standard)

When an acceptable repair is possible, repair action may [REDACTED]

[REDACTED] This MRB disposition is subject to [REDACTED]

#### 4.2.7 Request for Waiver/Deviation

When a supply is considered 'fit-for-use' by the MRB but [REDACTED]

[REDACTED] This MRB disposition is subject to [REDACTED]

#### 4.2.8 Return to Supplier (Receiving Inspection)

When supplies deviate from requirements but [REDACTED]

[REDACTED] This MRB disposition is subject to [REDACTED]

<b>Your Logo</b>	Your Company Name	Control of Nonconformities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

4.2.9 Rework (Non-Standard and Standard)

The MRB may disposition "Rework" according to [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] This MRB disposition is subject to [REDACTED]

4.2.10 Scrap

Raw materials, parts and components [REDACTED] are [REDACTED] (see below). A **Request for Support** is [REDACTED] This MRB disposition is not subject to [REDACTED]

**5.0 CUSTOMER DISPOSITION AUTHORITY**

- 5.1 Major: [REDACTED]
- 5.2 RTV and Scrap [REDACTED]
- 5.3 Minor: [REDACTED]
- 5.4 [REDACTED] Standard Rework dispositions are [REDACTED]
- 5.5 None: [REDACTED]

**6.0 PROCESSING SCRAP**

- 6.1 Items dispositioned as scrap are [REDACTED]
- 6.2 Such scrap is [REDACTED] or positively [REDACTED]
- 6.3 Identifying scrap with markings is [REDACTED]
- 6.4 Scrap is controlled internally [REDACTED] which [REDACTED]

## CORRECTIVE ACTION PROCEDURE

Origination Date: XXXX

Document Identifier:	Corrective Action Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

### Abstract:

This document describes the procedures used to correct and prevent nonconformities.

<b>Your Logo</b>	Your Company Name	Corrective Action Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Corrective Action Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY .....	4
3.0	PROCEDURE: INTERNAL REPORTS .....	4
4.0	PROCEDURE: CORRECTIVE ACTION REQUESTS (CAR's) .....	5
5.0	PROCESS MAP.....	6

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<b>Your Logo</b>	Your Company Name	Corrective Action Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

This document provides details and procedures for the process governing the discovery, reporting, resolution and recording of actions taken to correct or prevent nonconformities.

## 2.0 THEORY

Corrective action is taken to correct nonconformities, which could [REDACTED]

[REDACTED] "Corrective action" is [REDACTED]

Whenever we take corrective action [REDACTED]

Sources for preventive action opportunities include [REDACTED] Having a formal system to record and resolve [REDACTED]

## 3.0 PROCEDURE: INTERNAL REPORTS

3.1 The Company utilizes a *Request for Support* (RFS) form to record [REDACTED]

[REDACTED] The form and system are used for [REDACTED] In all cases, [REDACTED] may be reported [REDACTED]

[REDACTED] The Company determines if additional [REDACTED] and takes further action when required.

3.2 ALL employees are [REDACTED]

3.3 No disciplinary action [REDACTED]

3.4 The Quality Manager has been assigned the role of RFS Administrator.

3.5 See Process Map for the processing and routing of RFS's.

3.6 [REDACTED]

3.7 Actions taken shall [REDACTED]

3.8 The Quality Manager [REDACTED]

3.9 In addition to corrective action efforts, management [REDACTED]

3.10 The management review process [REDACTED]

<b>Your Logo</b>	Your Company Name	Corrective Action Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig



**4.0 PROCEDURE: CORRECTIVE ACTION REQUESTS (CAR's)**

- 4.1 Any purchasing agent may submit [redacted] to a Supplier that has [redacted]
- 4.2 CAR's are [redacted] routed to the Supplier for [redacted] CAR's are [redacted]
- 4.3 Failure of a Supplier to respond to an CAR [redacted]

Left blank intentionally

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<b>Your Logo</b>	Your Company Name	Corrective Action Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 5.0 PROCESS MAP



## DEFINITIONS AND ABBREVIATIONS PROCEDURE

Origination Date: XXXX

Document Identifier:	Definitions and Abbreviations Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

### Abstract:

This document describes definitions and abbreviations used by the Company.

<b>Your Logo</b>	Your Company Name	Definitions and Abbreviations Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

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### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Definitions and Abbreviations Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	ABBREVIATIONS .....	4
3.0	DEFINITIONS (GLOSSARY).....	6

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<h1>Your Logo</h1>	Your Company Name	Definitions and Abbreviations Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

This document provides the accepted definitions and abbreviations for terms used by the Company.

## 2.0 ABBREVIATIONS

- AC: Advisory Circular
- ACO: Aircraft Certification Office
- AD: Airworthiness Directive
- AOG: Aircraft On Ground
- APIS: Approved Production Inspection System
- ASI: Aviation Safety Inspector
- ATA: Air Transport Association of America
- ATP: Acceptance Test Procedure
- CAA: Civil Aviation Authority
- CAN: Corrective Action Notification
- CCB: Configuration Control Board
- CFR: Code of Federal Regulations
- CHDO: Certificate Holder District Office
- COA: Certificate of Authority
- CSN: Cycles Since New
- CSO: Cycles Since Overhaul
- DAR: Designated Airworthiness Representative
- DAS: Designated Alteration Station
- DER: Designated Engineering Representative
- DI: Designated Inspector
- DMIR: Designated Manufacturing Inspection Representative
- DR: Data Review
- DSN: Days Since New
- DSO: Days Since Overhaul
- EASA: European Aviation Safety Agency
- FAA: Federal Aviation Administration
- FAR: Federal Aviation Regulation
- FSDO: Flight Standards District Office
- GSE: Ground Support Equipment
- ICA: Instruction for Continued Airworthiness
- IHS: Inherently Stable
- IPC: Illustrated Parts Catalog
- IS: Is or As Found
- M&TE: Measuring and Test Equipment
- MIP: Maintenance Implementation Procedure
- MIP: Mandatory Inspection Point
- MM: Maintenance Manual
- MRB: Material Review Board
- MRT: Mobile Repair Team

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<h1>Your Logo</h1>	Your Company Name	Definitions and Abbreviations Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- MS: Military Standard
- NAS: National Aerospace Standard
- NCP: Nonconforming Product
- NCR: Nonconformance Report
- NDT: Nondestructive Testing
- NIST: National Institute of Standards and Technology
- ODA: Organization Delegation Authorization
- OEM: Original Equipment Manufacturer
- OJT: On-the-Job Training
- PAH: Production Approval Holder
- PAI: Principal Avionics Inspector
- PC: Production Certificate
- PI: Principal Inspector
- PMA: Parts Manufacturer Approval
- PMI: Principal Maintenance Inspector
- QA: Quality Assurance
- QAN: Quality Alert Notice
- QC: Quality Control
- QCM: Quality Control Manual
- QI: Quality Inspector
- QTP: Qualification Test Procedure
- QTR: Qualification Test Report
- R&D: Research and Development
- RA: Responsible Authority
- REA: Responsible Engineering Authority
- RFCA: Request for Corrective Action
- RFP: Request for Price/Proposal
- RFS: Request for Support
- RII: Required Inspection Item
- RQA: Responsible Quality Authority
- RSM: Repair Station Manual
- RTS: Return-to-Service
- RTV: Return to Vendor
- S/B: Should Be
- SAE: Society of Automotive Engineers
- SB: Service Bulletin
- STC: Supplemental Type Certificate
- TBA: To Be Advised
- TBD: To Be Determined
- TC: Type Certificate
- TPM: Training Program Manual
- TSN: Time Since New
- TSO: Time Since Overhaul
- TSO: Technical Standard Order
- TSOA: Technical Standard Order Authorization

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<b>Your Logo</b>	Your Company Name	Definitions and Abbreviations Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

A complete FAA list of A to Z abbreviations is located at:

<https://www.faa.gov/jobs/abbreviations/>

### 3.0 DEFINITIONS (GLOSSARY)

#### ACCEPTABLE

Data is acceptable when [REDACTED]

#### ACCEPTANCE

[REDACTED]

#### ACCESSIBILITY

The feature of design and installation that [REDACTED]

#### ACCOUNTABLE MANAGER

The person designated by the certificated Company who is responsible for [REDACTED] under **Part 145**. This person's duties include [REDACTED]

#### ADJUSTMENT

Functional or operational [REDACTED]

#### AIRWORTHINESS DIRECTIVE

Issued by the FAA to [REDACTED]

#### AIRWORTHINESS RELEASE WALK-AROUND INSPECTION

Walk-around [REDACTED]

#### APPROVAL FOR RETURN TO SERVICE

The process [REDACTED]

#### APPROVED

Approved by [REDACTED]

Remainder of A to Z definitions is in download

PROPRIETARY INFORMATION	This document expires 1 day after printing unless marked "Released". Date Printed: [REDACTED]	Form Rev: Orig
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Your Logo

Your Company Name  
FAA Repair Station #: xxxxxxxx

# ELECTRONIC SIGNATURES PROCEDURE

Origination Date: (month year)

Document Identifier:	Electronic Signatures Procedure
Date:	Your Date
Document Status:	Released

Abstract:

This document describes the procedure for controlling electronic signatures.

<b>Your Logo</b>	Your Company Name	Electronic Signatures Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Electronic Signatures Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	ELECTRONIC SIGNATURES.....	4
1.1	GENERAL.....	4
1.2	ELECTRONIC SIGNATURE PROCESS.....	5

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<b>Your Logo</b>	Your Company Name	Electronic Signatures Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 ELECTRONIC SIGNATURES

The Electronic Signatures in Global and National Commerce Act (ESIGN) defines an electronic signature as [REDACTED]

**NOTE:** The term "electronic signature" refers to [REDACTED]

### 1.1 GENERAL

The purpose of electronic signatures is identical to that of a handwritten signature or any other form of signature currently accepted or approved by the FAA. Electronic signatures possess [REDACTED]

#### a) Types of Electronic Signatures

- [REDACTED]
- Examples of electronic signature formats include, but are not limited to:
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]

#### b) Electronic Signature Standards

Electronic signatures include any or all of the following criteria, which are legally binding.

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

#### c) Digital Electronic Signatures

The Company's digital signatures are electronic signatures that [REDACTED]

<b>Your Logo</b>	Your Company Name	Electronic Signatures Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.2 ELECTRONIC SIGNATURE PROCESS

An electronic signature used by the Company describes, contains or addresses the following:

- **Archivable**

[Redacted]

- **Control**

[Redacted]

- **Control of Private Keys and Access Codes**

[Redacted]

- **Correctable**

[Redacted]

- **Deliberate**

[Redacted]

- **Identification and Authentication**

[Redacted]

- **Intent to Sign**

[Redacted]

- **Notification**

[Redacted]

- **Permanent and Unalterable**

[Redacted]

<b>Your Logo</b>	Your Company Name	Electronic Signatures Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- **Retrievable and Traceable**

[Redacted]

- **Security Protocols and Prevention of Unauthorized Access and Modification**

[Redacted]

- **Signature Association**

[Redacted]

- **Undeniable**

[Redacted]

- **Uniqueness**

[Redacted]

The following resources are compatible with the Uniform Electronic Transactions Act (UETA) and Electronic Signatures in Global and National Commerce Act (ESIGN).

- [Redacted]
- [Redacted]
- [Redacted]

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Your Logo

(Your Company Name)  
FAA Repair Station #: xxxxxxxx

# EQUIPMENT, TOOL and MATERIAL LIST

Origination Date: (month year)

Document Identifier:	Equipment, Tool and Material List
Date:	Your Date
Document Status:	Released

Abstract:

This document describes the Company's equipment, tool and material list.



<b>Your Logo</b>	(Your Company Name)	Equipment, Tool and Material List
FAA Repair Station #: xxxxxxxx		Rev: Orig

### LIST OF EFFECTIVE PAGES (LEP)

Page Number	Revision	Revision Date
1	Orig	
2	Orig	
3	Orig	
4	Orig	
5	Orig	
6	Orig	

Approved/Accepted by	Signature/Stamp	Date
FSDO		
Accountable Manager		

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<b>Your Logo</b>	(Your Company Name)	Equipment, Tool and Material List
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
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### Revision Details

Issue	Item	Reason for Change
Orig	Equipment List	Original Release

### Annual Review

Date	Revisions	Reviewed By

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<b>Your Logo</b>	(Your Company Name)	Equipment, Tool and Material List
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES (LEP) ..... 2

REVISION LOG..... 3

EQUIPMENT, TOOL and MATERIAL LIST ..... 5

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# Your Logo

Your Company Name  
FAA Repair Station #: xxxxxxxx

## GENERAL WORKMANSHIP REQUIREMENTS

Origination Date: XXXX

Document Identifier:	General Workmanship Requirements
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

**Abstract:**

This document describes general workmanship and dimensional interpretation requirements.

<b>Your Logo</b>	Your Company Name	General Workmanship Requirements
FAA Repair Station #: xxxxxxxx		Rev: Orig

**Revision Log**

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

**Document Change Record**

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	General Workmanship Requirements
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.	SCOPE .....	4
2.	THEORY .....	4
3.	REFERENCES .....	4
4.	REQUIREMENTS.....	4
4.1	Order of Precedence .....	4
4.2	Significant Digits.....	5
4.3	Determining Conformance; Absolute Method or Rounding Method (ASTM E 29).....	5
4.4	Target, Goal and Should-Be Specification.....	7
4.5	Potting and Encapsulation.....	7
4.6	Dimensional Requirements and Allowances.....	8
4.7	Requirements for Cleaning, Protection and Identification of Raw Material, Parts and Assemblies .....	11
	DEFINITION OF TERMS .....	12

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<b>Your Logo</b>	Your Company Name	General Workmanship Requirements
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1. SCOPE

This document describes general requirements and methods of interpreting engineering requirements specified in specifications and/or drawings.

## 2. THEORY

The space available on product drawings sometimes limits the opportunity for a clear description of engineering requirements. Details that the engineer would like to include on the drawing are

[REDACTED]

## 3. REFERENCES

- (Your list, for instance...)

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 4. REQUIREMENTS

### 4.1 Order of Precedence

In the event of conflicting requirements the following order of precedence governs:

[REDACTED]

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]

<b>Your Logo</b>	Your Company Name	General Workmanship Requirements
FAA Repair Station #: xxxxxxxx		Rev: Orig

**4.2 Significant Digits**

Calculations may be performed with a greater number of significant digits than shown on the applicable drawing; however, measurements and calculations must

For instance, [REDACTED] Calculated values that determine compliance to the applicable drawing [REDACTED]

**4.3 Determining Conformance; Absolute Method or Rounding Method (ASTM E 29)**

Unless otherwise specified by the CCB, the 'rounding method' is used for determining compliance of test data to product specifications according to *ASTM E 29*:

(some contracts specify "NO ROUNDING — TOLERANCES ARE ABSOLUTE")

Rounding is performed as follows: [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**Example — 0.021"±0.001"**

[REDACTED]

<b>Your Logo</b>	Your Company Name	General Workmanship Requirements
FAA Repair Station #: xxxxxxxx		Rev: Orig

[Redacted]

**Example — 0.0215"±0.0015"**

[Redacted]

**Example — 550±50**

[Redacted]

4.3.1 Equipment Tolerance

0.0211" or 0.0214" [Redacted]

The instrument tolerance [Redacted]

Instrument repeatability [Redacted]

Test results [Redacted]

In most cases this rounding method

<b>Your Logo</b>	Your Company Name	General Workmanship Requirements
FAA Repair Station #: xxxxxxxx		Rev: Orig

ASTM E 29's "rounding" method allows us to [REDACTED]

**Example:** [REDACTED]

In this example, [REDACTED]

**4.4 Target, Goal and Should-Be Specification**

Target, Goal and Should-Be specifications are [REDACTED]

**4.4.1 Application of the Drawing or Procedure Specification**

**4.4.2 Target and Range Specification**

When Range values are specified in addition to a Target value [REDACTED]

The Target value is [REDACTED]

The product must [REDACTED]

**4.5 Potting and Encapsulation**

**4.5.1 Engineering Drawing Note(s)**

Potting and encapsulation operations may or may not [REDACTED]

<b>Your Logo</b>	Your Company Name	General Workmanship Requirements
FAA Repair Station #: xxxxxxxx		Rev: Orig

#### 4.5.1.1 Application of Drawing Specification

Unless otherwise specified, potting and encapsulation materials [REDACTED]

All potting and encapsulation materials are [REDACTED]

The expiration date is sometimes modified by [REDACTED]

### 4.6 Dimensional Requirements and Allowances

#### 4.6.1 Surface Flaws

Surface flaws include [REDACTED]

#### 4.6.2 Free State Variation

If material flexibility [REDACTED]

#### 4.6.3 Blind Holes

The drill point [REDACTED]

#### 4.6.4 Gaging Hole Diameters

The diameter of a hole is within required limits when [REDACTED]

<b>Your Logo</b>	Your Company Name	General Workmanship Requirements
FAA Repair Station #: xxxxxxxx		Rev: Orig

[Redacted]

4.6.5 Hole Quality

The walls of holes [Redacted]

Hole edges [Redacted]

These requirements are [Redacted]

4.6.6 Removing Burrs and Sharp Edges

All burrs and sharp edges [Redacted]

[Redacted]

These requirements do not apply to [Redacted]

4.6.7 Correction of Manufacturing Defects

4.6.7.1 Permissible Corrections

Correction is permissible if [Redacted]

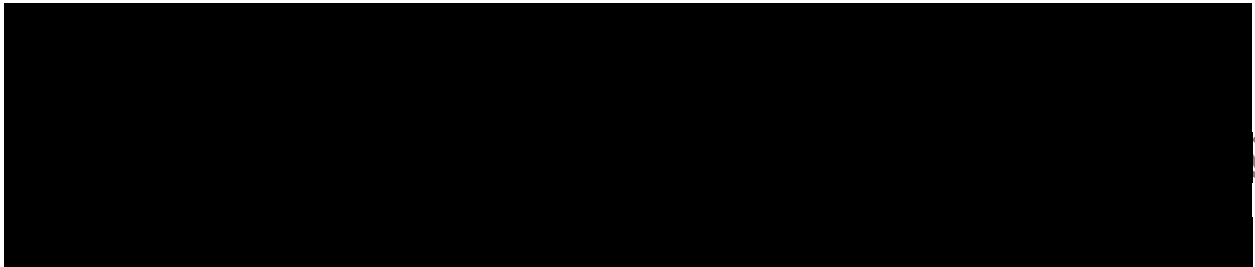
4.6.7.2 Non-permissible Corrections

Corrective methods that [Redacted] are not permissible. Examples are [Redacted]

4.6.8 Correcting Defects in Coating

Defects in chemical organic and metallic coatings may be corrected by [Redacted]

<b>Your Logo</b>	Your Company Name	General Workmanship Requirements
FAA Repair Station #: xxxxxxxx		Rev: Orig



Spot (touch-up) correction of defects in metallic coatings is permissible only on [redacted]

Touch-up of [redacted]

Paint touch-up must [redacted]



#### 4.6.9 Flat Surfaces

Where no parallelism tolerance is specified, flat surfaces of a part shown as parallel on a drawing shall [redacted]



The perpendicularity requirement for a flat surface and an axis or an axis and another axis shown perpendicular on a drawing is that they shall be perpendicular within [redacted]



#### 4.6.10 Thread Form

All threads shall be [redacted]

[redacted] Thread form shall comply with the requirements specified by the applicable drawing. Where no

thread form is specified, threads shall comply with [redacted]

Cold forming thread tools such as [redacted] may be used in lieu of [redacted]

A slight groove may appear along the thread crest as a result of [redacted]

[redacted] and is [redacted] if [redacted]









Your Logo

Your Company Name  
FAA Repair Station #: xxxxxxxx

# HAZARDOUS MATERIAL HANDLING PROCEDURE

Origination Date: (month year)

Document Identifier:	Hazardous Material Handling Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

Abstract:

This document describes the Company's hazardous material handling procedure.

<b>Your Logo</b>	Your Company Name	Hazardous Material Handling Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

**REVISION LOG**

Issue	Date	Comment	Author
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**DOCUMENT CHANGE RECORD**

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Hazardous Material Handling Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	SCOPE .....	4
2.0	APPLICABILITY .....	4
3.0	WASTE MINIMIZATION .....	4
4.0	MATERIALS ACCUMULATION .....	5
5.0	MATERIALS SEGREGATION .....	5
6.0	WASTE IDENTIFICATION .....	5
	FIGURE 1: CONTAINER LABELS .....	6
7.0	COLLECTION CONTAINERS .....	7
8.0	HAZARDOUS MATERIALS COLLECTION .....	8
	FIGURE 2: WASTE PICKUP AND DISPOSAL REQUEST FORM .....	9
9.0	DEFINITIONS .....	9
10.0	HAZARDOUS MATERIAL HANDLING PROCEDURE .....	10
	APPENDIX I: WASTE MINIMIZATION .....	11
	APPENDIX II: LISTED WASTES .....	12

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<b>Your Logo</b>	Your Company Name	Hazardous Material Handling Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 SCOPE

The use of hazardous materials is [REDACTED] Hazardous materials may include, but are not limited to:

[REDACTED]

These potentially hazardous materials must be handled as directed by federal, state and local laws and regulations.

The Federal Resource Conservation and Recovery Act of 1976 (RCRA) sets strict standards for the "cradle-to-grave" management of hazardous wastes. These standards are written and enforced by the U. S. Environmental Protection Agency (EPA).

Hazardous wastes must [REDACTED]

[REDACTED] The regulations require the generator maintain [REDACTED]

[REDACTED] In 1984, the Hazardous and Solid Waste Amendments (HSWA) to RCRA tightened the hazardous waste rules. It also brought the concept of waste minimization to the forefront as the preferred method of controlling hazardous waste production.

In order to comply with the various environmental laws, good safety practices, and to avoid future liabilities, the Company [REDACTED]

[REDACTED] The person in any work area that produces a hazardous material is responsible for [REDACTED]

[REDACTED] The Environmental, Health and Safety (EH&S) Department at the Company is charged with [REDACTED]

[REDACTED] The Company EH&S Department is defined as [REDACTED]

Any questions concerning the protocol and procedures for generation, handling, minimization or disposal of waste materials [REDACTED]

## 2.0 APPLICABILITY

This policy applies to all personnel in all work areas of the Company. Any work area or individual that handles hazardous materials must comply with these procedures, applicable *Air Carrier Hazardous Material Handling Policies and Procedures*, and *Part 145.165*.

## 3.0 WASTE MINIMIZATION

The most efficient and cost effect method of handling waste materials is [REDACTED]

[REDACTED]

[REDACTED] In a practical sense, it is [REDACTED]

[REDACTED]

<b>Your Logo</b>	Your Company Name	Hazardous Material Handling Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

#### 4.0 MATERIALS ACCUMULATION

All material stored within a room or facility shall be [REDACTED]. Improperly stored containers [REDACTED].

At least once a year, each work area [REDACTED].  
 At the end of a project, or prior to the departure of a key person, all materials [REDACTED].  
 When an Employee completes their work, [REDACTED].

#### 5.0 MATERIALS SEGREGATION

When feasible, materials [REDACTED].  
 Materials of different chemical composition, [REDACTED].  
 The mixing of chemically incompatible materials [REDACTED].  
 For example, [REDACTED].

A material exhibiting more than one hazard characteristic [REDACTED].

Various reactive materials [REDACTED].

**DANGER:** [REDACTED]

#### 6.0 WASTE IDENTIFICATION

Disposal regulations for chemical wastes require an accurate accounting of the chemical identification and amount of each in the waste material. [REDACTED].  
 The material identification [REDACTED].

<b>Your Logo</b>	Your Company Name	Hazardous Material Handling Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

Before a material can be disposed of, [REDACTED]

[REDACTED]

If there are any questions involving disposal of a material, [REDACTED]

By EPA definitions, some wastes are [REDACTED]

[REDACTED]

Other materials [REDACTED]

The Responsible Authority in the work area [REDACTED]

[REDACTED]

Collection containers [REDACTED]

[REDACTED]

Any unused materials [REDACTED]

[REDACTED]

Use only the labels provided by the EH&S Department to label the containers.

Left blank intentionally

[REDACTED]





<b>Your Logo</b>	Your Company Name	Hazardous Material Handling Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

[REDACTED]

[REDACTED]

Chemicals that cause or produce tearing of the eyes [REDACTED]

Do not [REDACTED] This precaution will [REDACTED]  
 [REDACTED] The containers [REDACTED]

[REDACTED]

Caution: [REDACTED]

## 8.0 HAZARDOUS MATERIALS COLLECTION

The EH&S Department is responsible for [REDACTED]  
 [REDACTED] An EH&S representative [REDACTED] The EH&S Department is responsible for [REDACTED]

Federal and state regulations require [REDACTED]  
 [REDACTED] Regulations also require [REDACTED]  
 [REDACTED] Because of these legal requirements, [REDACTED]  
 [REDACTED] The Responsible [REDACTED]

Authority of work area supervisor [REDACTED]

Before the material is [REDACTED]  
 [REDACTED]



<b>Your Logo</b>	Your Company Name	Hazardous Material Handling Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

"Characteristic wastes." If the waste does not appear on one of the hazardous waste lists, it still might be considered hazardous if it demonstrates one or more of the following characteristics:

[REDACTED]

[REDACTED]

[REDACTED]

Although not considered a hazardous waste by EPA definition, [REDACTED]

A "reactive" waste is [REDACTED]

A "toxic" waste is [REDACTED]

To determine if a waste is [REDACTED]

The National Institute of Occupational Health and Safety (NIOSH) defines [REDACTED]

## 10.0 HAZARDOUS MATERIAL HANDLING PROCEDURE

The proper handling of all hazardous materials is [REDACTED]

<b>Your Logo</b>	Your Company Name	Hazardous Material Handling Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED] e.
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED].

**APPENDIX I: WASTE MINIMIZATION**

All employees [REDACTED]  
 [REDACTED]  
 Responsible Authorities [REDACTED]

The following recommendations are provided to assist in implementing waste minimization practices.

[REDACTED]  
 [REDACTED]  
 [REDACTED]

Because of certain properties, some chemicals [REDACTED]  
 [REDACTED] Examples of these are:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

<b>Your Logo</b>	Your Company Name	Hazardous Material Handling Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]
- [Redacted]

The Company is not permitted to [Redacted]

## APPENDIX II: LISTED WASTES

P-wastes: EPA Acutely Toxic Materials. These substances are considered hazardous regardless of their concentration and should be segregated from other wastes whenever possible.

Examples of these are (replace with your list):

- |            |            |            |
|------------|------------|------------|
| [Redacted] | [Redacted] | [Redacted] |
| [Redacted] | [Redacted] | [Redacted] |
| [Redacted] | [Redacted] | [Redacted] |
| [Redacted] | [Redacted] | [Redacted] |

U-Wastes: These wastes are materials that appear on EPA's Toxic list.

Examples of these are:

- |            |            |            |
|------------|------------|------------|
| [Redacted] | [Redacted] | [Redacted] |
| [Redacted] | [Redacted] | [Redacted] |
| [Redacted] | [Redacted] | [Redacted] |
| [Redacted] | [Redacted] | [Redacted] |

D-numbers: Waste numbers and the regulatory concentrations that determine whether a waste is a characteristic toxic waste.

Examples of these are (replace with your list):

- |            |            |            |
|------------|------------|------------|
| [Redacted] | [Redacted] | [Redacted] |
| [Redacted] | [Redacted] | [Redacted] |
| [Redacted] | [Redacted] | [Redacted] |
| [Redacted] | [Redacted] | [Redacted] |
| [Redacted] | [Redacted] | [Redacted] |
| [Redacted] | [Redacted] | [Redacted] |

Carcinogens: Substances that have been identified as a carcinogen by either the International Agency for Research on Cancer, the National Toxicology Program, or the National Cancer Institute.

Examples of these are (replace with your list):

- |            |            |            |
|------------|------------|------------|
| [Redacted] | [Redacted] | [Redacted] |
|------------|------------|------------|

<b>Your Logo</b>	Your Company Name	Hazardous Material Handling Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig



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## INTERNAL AUDITING PROCEDURE

Origination Date: XXXX

Document Identifier:	Internal Auditing Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

### Abstract:

This document describes the procedure used to audit the quality management system.

<b>Your Logo</b>	Your Company Name	Internal Auditing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig			

### DOCUMENT CHANGE RECORD

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<b>Your Logo</b>	Your Company Name	Internal Auditing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY .....	4
3.0	INTERNAL AUDITING PROCEDURE .....	4
4.0	PROCESS MAP.....	6

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<b>Your Logo</b>	Your Company Name	Internal Auditing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

This document provides details and procedures for the internal auditing process.

## 2.0 THEORY

Internal auditing of a Company's quality system and repair/maintenance processes is [REDACTED]

## 3.0 INTERNAL AUDITING PROCEDURE

The Responsible Authority takes into consideration [REDACTED]

3.1 Internal quality audits are [REDACTED]

[REDACTED] This is accomplished by [REDACTED]

3.2 Audit requirements include [REDACTED]

3.3 Auditors [REDACTED]

3.4 Minimum auditor training requirements are as follows:

- [REDACTED]
- [REDACTED]

3.5 The Responsible Authority assigns [REDACTED] The Responsible Authority applies [REDACTED]

[REDACTED] then considers:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

<b>Your Logo</b>	Your Company Name	Internal Auditing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

The Responsible Authority defines [REDACTED]

3.7 Using the **Internal Audit Report**, [REDACTED]

3.8 [REDACTED]

3.9 [REDACTED]

3.10 During the corrective action effectiveness review, the results of actions taken to address audit findings are [REDACTED]

3.12 Copies of the completed **Internal Audit Report** are retained and maintained according to the **Control of Documented Information Procedure** and are [REDACTED]

3.13 In all cases, auditees are [REDACTED]

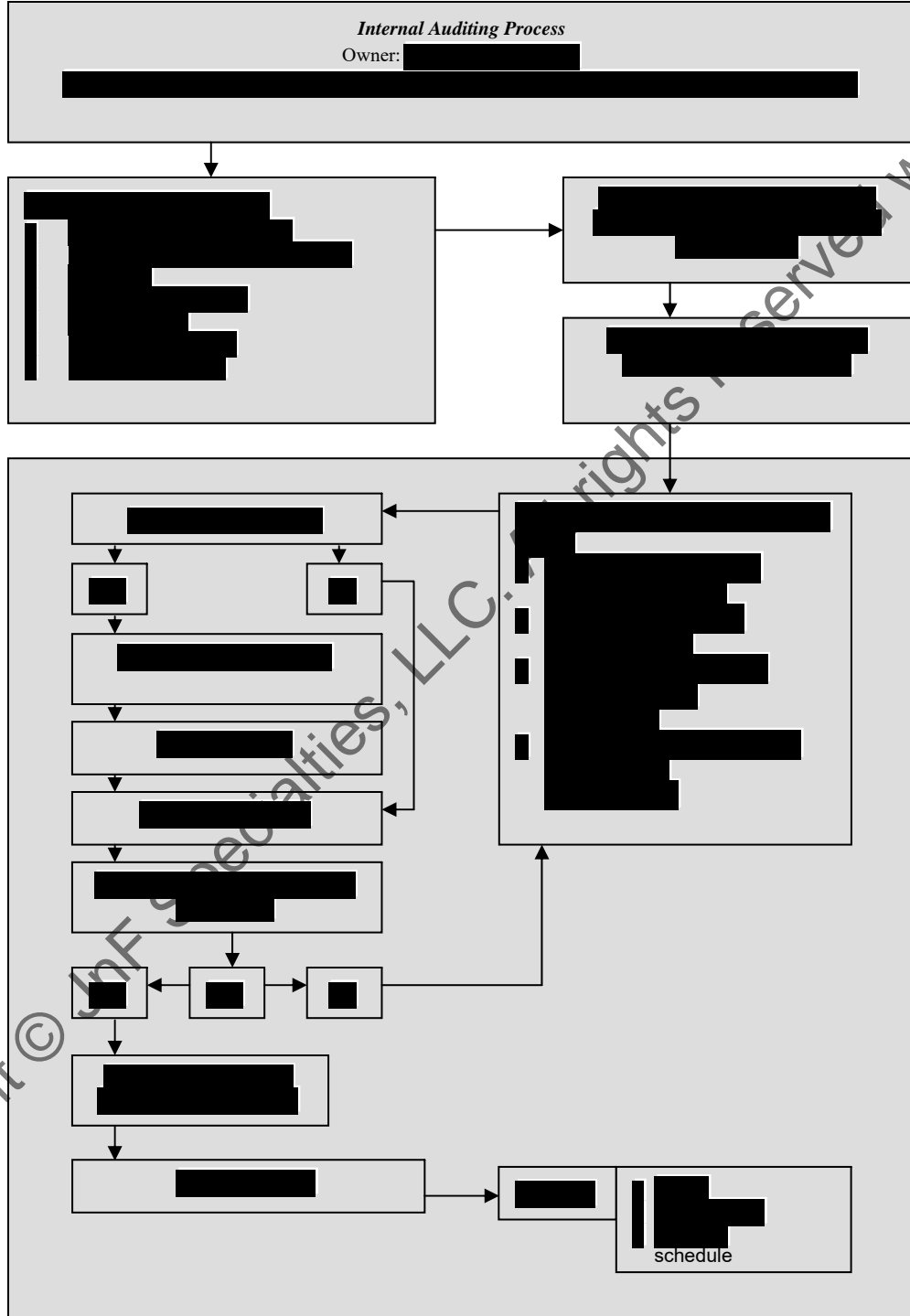
3.14 The results of internal audits are [REDACTED] according to the **Management Process Procedure**.

Left blank intentionally

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<b>Your Logo</b>	Your Company Name	Internal Auditing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 4.0 PROCESS MAP



## MANAGEMENT PROCESS PROCEDURE

Origination Date: XXXX

Document Identifier:	Management Process Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

**Abstract:**

This document describes the management review process.

<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
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<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY .....	4
3.0	MANAGING AS A PROCESS .....	4
4.0	PROCEDURE: MANAGEMENT REVIEW .....	5
5.0	PROCEDURE: MEASURING AND MONITORING PROCESS OBJECTIVES.....	9
6.0	PROCEDURE: INTERNAL and EXTERNAL COMMUNICATION.....	9
7.0	PROCEDURE: RESOURCE MANAGEMENT .....	11
	APPENDIX A: PROCESS MAP .....	13

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<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 5.0 PROCEDURE: MEASURING AND MONITORING PROCESS OBJECTIVES

5.1 Each process identified in the Quality Management System has at least one objective. The objective is simply the stated purpose for that process.

5.2 Each process objective is [REDACTED]

5.3 Top management assigns [REDACTED]

5.4 Throughout the year, assigned managers and staff [REDACTED]

5.5 During Management Review, [REDACTED]

5.6 When a process does not meet a goal, [REDACTED]

5.7 The current metrics, standings, [REDACTED] are [REDACTED]

5.8 Over time, management [REDACTED]

## 6.0 PROCEDURE: INTERNAL and EXTERNAL COMMUNICATION

6.1 Internal communication is an important facet of the way the Company does business. By this we mean that information is able to flow in all directions, from top management throughout the Company and from all employees back to top management.

The following methods are used for internal communications:

- [REDACTED]
- [REDACTED]

<h1>Your Logo</h1>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [REDACTED]
- [REDACTED]

6.2 External communications that are relevant to the quality management system are limited to [REDACTED]

6.2.1 Confidential Company Information

Company Employees do not [REDACTED]

[REDACTED] All such communications are including those [REDACTED] This policy supplements but does not replace [REDACTED]

6.2.1.1 Basic Company Information

Company Employees do not [REDACTED]

example, [REDACTED]

[REDACTED] it is intended to [REDACTED]

Only Authorized Responsible Authorities may communicate about the Company or its business, or communicate as a representative of the Company, with any of the following External Parties:

- [REDACTED]
- [REDACTED]
- [REDACTED] sts
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED] sionals
- [REDACTED]

Only Authorized Responsible Authorities may [REDACTED]

[REDACTED] Confidential Company Information should be discussed internally only [REDACTED]



<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

7.2 Like other management activities, resource management is [REDACTED]

7.3 To manage resources, top management [REDACTED]  
[REDACTED]

7.4 During Management Review, managers [REDACTED]  
[REDACTED]

7.5 [REDACTED]  
[REDACTED]

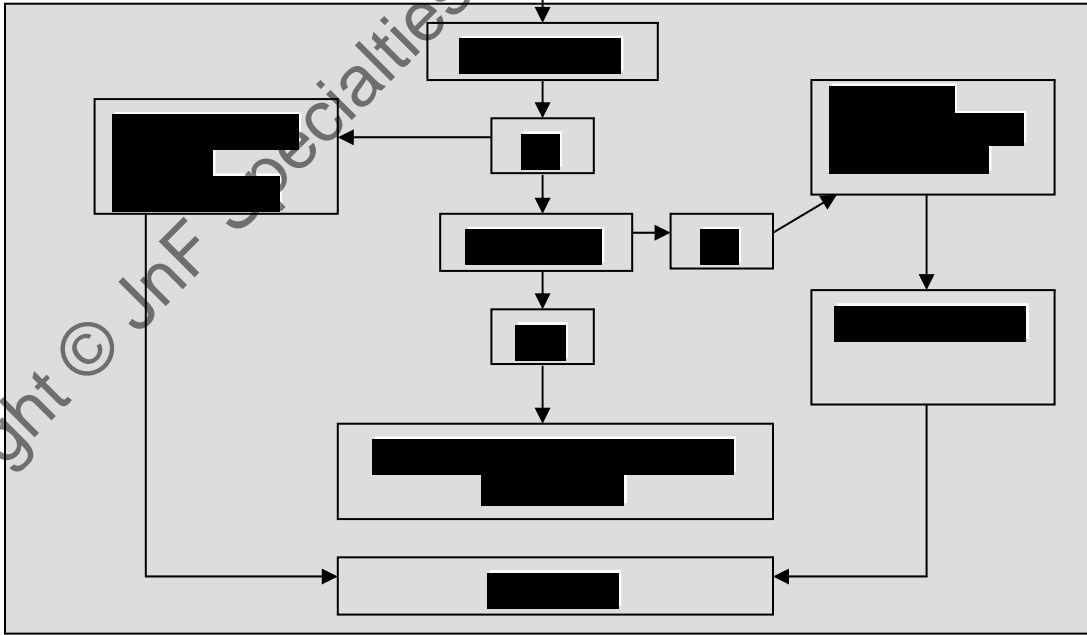
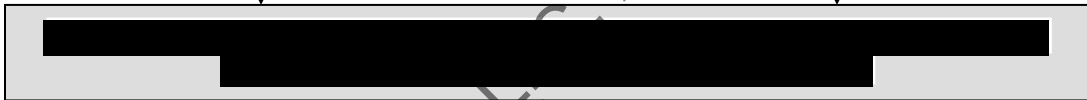
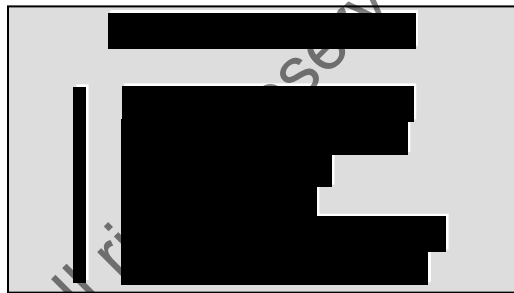
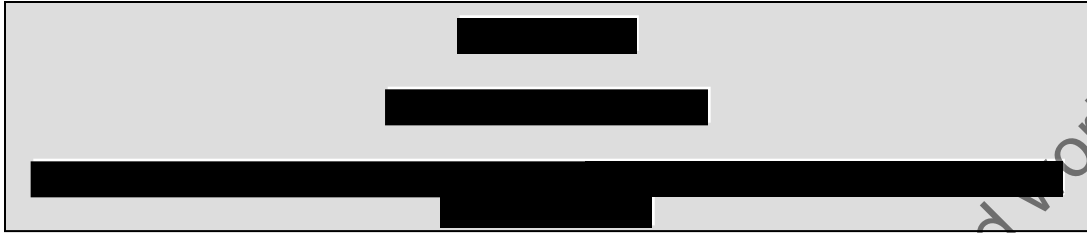
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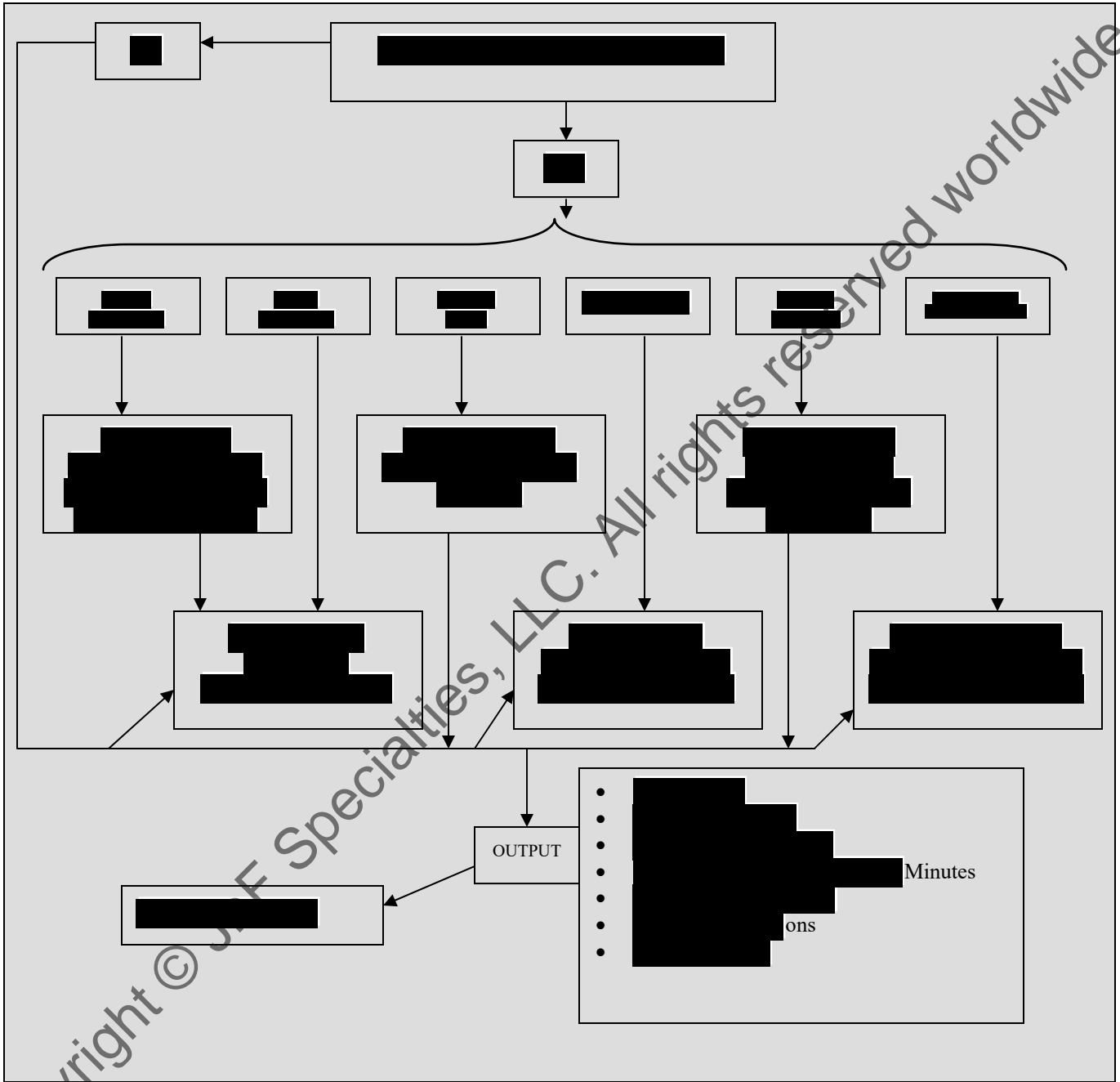


<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## APPENDIX A: PROCESS MAP



from previous page...



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<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

**Notes:**

1 [Redacted]

2 [Redacted]

2.1 [Redacted]

2.2 [Redacted]

2.3 [Redacted]

2.4 [Redacted]

3 [Redacted]

4 [Redacted]

5 Counterfeit part prevention processes should consider:

- [Redacted]zed
- [Redacted]
- [Redacted]ts

6 [Redacted]

<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

Notes continued...

7 [Redacted]

8 [Redacted]

9 [Redacted]

10 [Redacted]

11 [Redacted]

12 Business processes include [Redacted]

13 [Redacted]

13.1 [Redacted]

13.2 [Redacted]

14 [Redacted]

14.1 [Redacted]

14.2 [Redacted]

14.3 [Redacted]

<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

14.4 [Redacted]

14.5 [Redacted]

15 [Redacted]

15.2 [Redacted]

15.2 [Redacted]

15.3 [Redacted]

16 [Redacted]

16.1 [Redacted]

16.2 [Redacted]

17 [Redacted]

18 [Redacted]

19 [Redacted]

20 [Redacted]

<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

Notes continued...

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21 [Redacted]

21.1 [Redacted]

21.2 [Redacted]

21.3 [Redacted]

-----

22 [Redacted]

-----

23 [Redacted]

23.1 [Redacted]

-----

24 [Redacted]

25 [Redacted]

26 [Redacted]

<h1>Your Logo</h1>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

Notes continued...

27 [Redacted]

28 [Redacted]

28.1 [Redacted]

28.2 Review and analysis of a nonconformity includes:

- [Redacted]ner
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

28.3 Methodologies that help to determine the cause of nonconformity include:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

29 [Redacted]

30 [Redacted]

31 Examples of product safety processes include:

- [Redacted]
- [Redacted]

32 [Redacted]

33 [Redacted]

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<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

Notes continued...

33.1 [Redacted]

34 [Redacted]

35 Determination of requirements for products and services includes consideration for:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

36 Sources of information relating to External issues include:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

36.1 Sources of information relating to Internal issues include:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]

37 The Company determines the "methods" used for monitoring, measurement, analysis and evaluation:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

37.1 Consider using the PDCA (Plan, Do, Check, Act) improvement tool:

- **Plan:** [Redacted]
- **Do:** [Redacted]
- **Check:** [Redacted]
- **Act:** [Redacted]

37.2 Consider using Lean Approach improvement tools to improve cycle time, optimize resources and eliminate waste:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

37.3 Consider using the Six-Sigma Approach to improve process capability, remove causes of defects and reduce variation:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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<b>Your Logo</b>	Your Company Name	Management Process Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

38 The Company identifies "what" needs to be monitored and measured:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

39 Examples of management creating an environment for continual improvement:

- [Redacted]
- [Redacted]

39.1 [Redacted]

40 [Redacted]

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Your Logo

Your Company Name  
FAA Repair Station #: xxxxxxxx

# PERSONNEL ROSTER

Origination Date: (month year)

Document Identifier: Personnel Roster

Date: Your Date

Document Status: Released

**Abstract:**

This document describes the Company's personnel roster.

<b>Your Logo</b>	Your Company Name	Personnel Roster
FAA Repair Station #: xxxxxxxx		Rev: Orig

### LIST OF EFFECTIVE PAGES (LEP)

Page Number	Revision	Revision Date
1	Orig	
2	Orig	
3	Orig	
4	Orig	
5	Orig	
6	Orig	

Approved/Accepted by	Signature/Stamp	Date
FSDO		
Accountable Manager		

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<b>Your Logo</b>	Your Company Name	Personnel Roster
FAA Repair Station #: xxxxxxxx		Rev: Orig

## REVISION LOG

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

## Revision Details

Issue	Item	Reason for Change
Orig	Personnel Roster	Original Release

## Annual Review

Date	Revisions	Reviewed By

<b>Your Logo</b>	Your Company Name	Personnel Roster
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES (LEP) ..... 2

REVISION LOG..... 3

1.0 REQUIREMENTS..... 5

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## PROPOSAL DEVELOPMENT AND CONTRACT REVIEW PROCEDURE

Origination Date: XXXX

Document Identifier:	Proposal Development and Contract Review Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

### Abstract:

This document describes the procedures used to review contracts and develop proposals.

<b>Your Logo</b>	Your Company Name	Proposal Development and Contract Review Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Proposal Development and Contract Review Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY .....	4
3.0	PROCEDURE.....	4
4.0	PROCESS MAP.....	6

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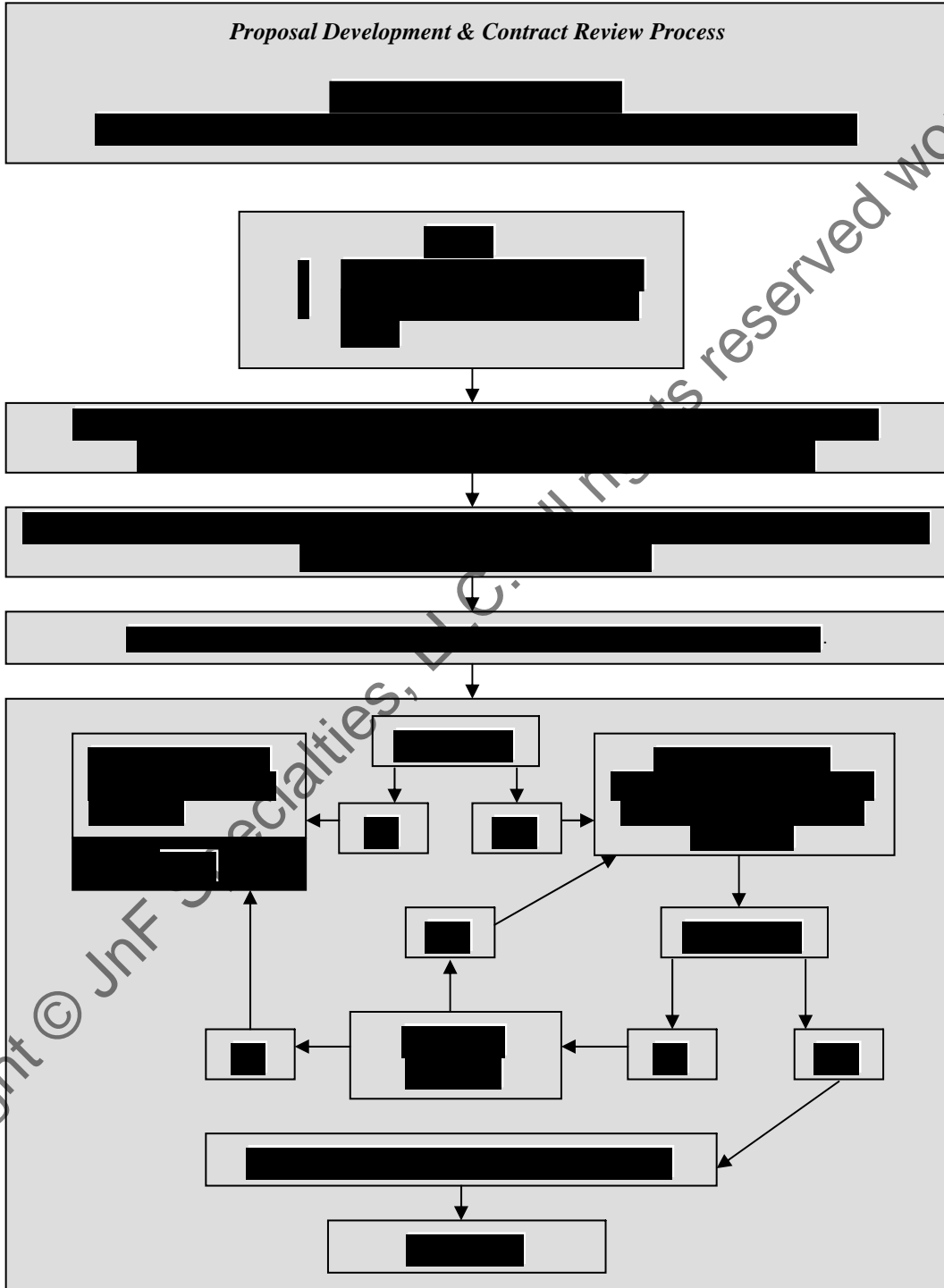
<b>Your Logo</b>	Your Company Name	Proposal Development and Contract Review Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- b) [Redacted]
- 1) [Redacted]
- 2) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted]
- 1) [Redacted]
- 2) [Redacted]
- f) [Redacted]
- g) [Redacted]
- h) [Redacted]
- i) [Redacted]
- j) [Redacted]
- k) [Redacted]

The organization negotiates a mutually acceptable requirement with the Customer when [Redacted]

Left blank intentionally

## 4.0 PROCESS MAP



<b>Your Logo</b>	Your Company Name	Proposal Development and Contract Review Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

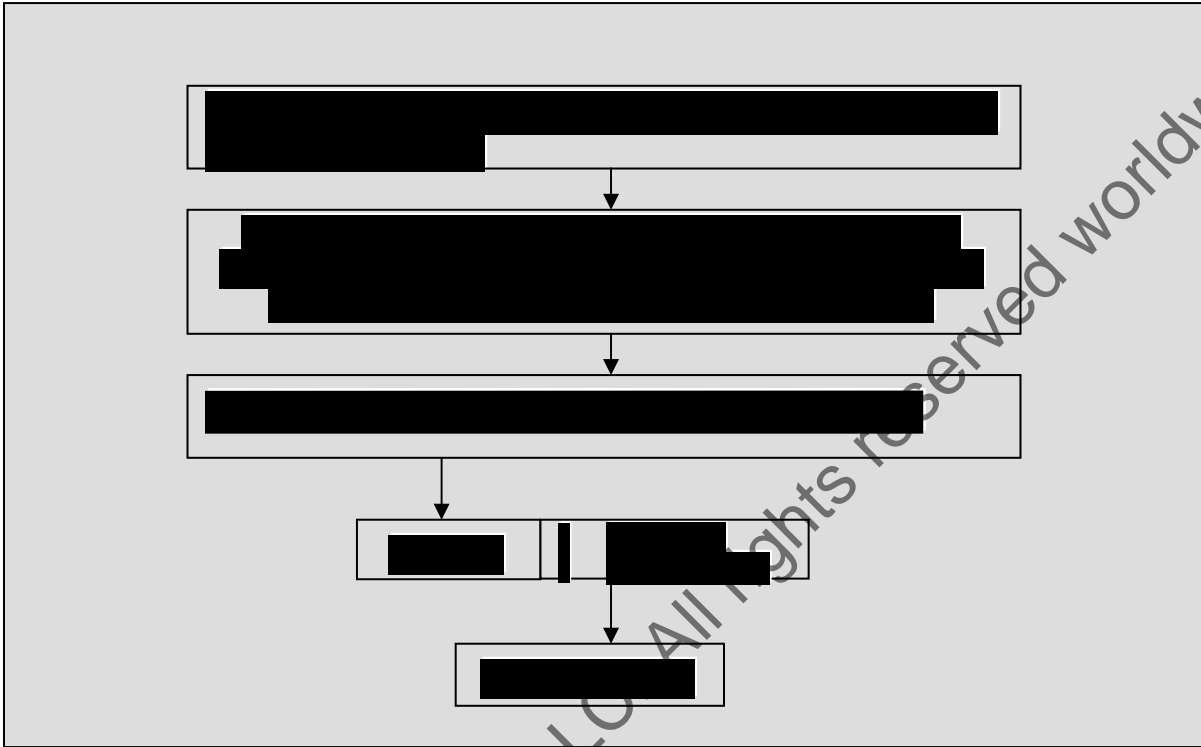
from previous page...



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<b>Your Logo</b>	Your Company Name	Proposal Development and Contract Review Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

from previous page...



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## PURCHASING PROCEDURE

Origination Date: XXXX

Document Identifier:	Purchasing Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

**Abstract:**

This document describes the purchasing process.

<b>Your Logo</b>	Your Company Name	Purchasing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Purchasing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY .....	4
3.0	PROCEDURE: SUPPLIER EVALUATION AND SELECTION.....	4
4.0	PROCESSING REQUISITIONS AND PURCHASE ORDERS .....	6
5.0	OTHER PURCHASING RULES.....	8
6.0	PROCESS MAP.....	9

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<b>Your Logo</b>	Your Company Name	Purchasing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

This document defines the Purchasing process including or making reference to procedures for the various activities within the process.

Note: this procedure applies to suppliers of products or providers of services that [REDACTED]. Suppliers that provide [REDACTED] are not subject to the controls of this procedure.

## 2.0 THEORY

[REDACTED] it is important to monitor and control the quality of [REDACTED]

## 3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION

3.1 All suppliers of product related materials or services are evaluated unless these Suppliers are listed on:

- [REDACTED]
- [REDACTED]
- [REDACTED]

3.2 Supplier evaluation is established according to [REDACTED] and is documented following the format on the **Supplier Evaluation Form**.

3.3 The **Supplier Evaluation Form** [REDACTED]

3.4 Once approved through the **Supplier Evaluation Form**, the Responsible Authority [REDACTED]

3.5 The following ratings apply to suppliers:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

3.6 Once entered into the **Approved Supplier List**, suppliers are rated [REDACTED]

<b>Your Logo</b>	Your Company Name	Purchasing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

3.7 Using incoming (receiving) inspection results for product suppliers and employee feedback on service providers, the Responsible Authority [REDACTED]

3.8 Using the results from combination of the following functions for product suppliers, the Responsible Authority [REDACTED]

3.9 For suppliers providing product, incoming inspection results are recorded on the **Supplier Performance Rating Spreadsheet**, which [REDACTED]

3.10 If a new Supplier rates [REDACTED] the Supplier remains [REDACTED]

3.11 If any Supplier rates [REDACTED]

3.12 If items are returned to any Supplier [REDACTED] the Responsible Authority [REDACTED]

3.13 Any Supplier may be [REDACTED]

3.14 Management may [REDACTED]

3.15 During management review, [REDACTED]

See the **Management Process Procedure**.

3.16 The Company performs verification activities of externally provided processes, products and services when [REDACTED]

Customer verification activities performed at any level of the supply chain [REDACTED]

Verification activities may include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

<b>Your Logo</b>	Your Company Name	Purchasing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [REDACTED]
- [REDACTED]

When external provider test reports are utilized [REDACTED]

When the Company or Customer identifies [REDACTED]

#### 4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, the Responsible Authority [REDACTED]

4.2 Responsible Authorities take into consideration [REDACTED] Particular attention is paid to [REDACTED] which may include [REDACTED]

4.3 Responsible Authorities ensure the adequacy of requirements prior to their communication to a Supplier, which includes:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

4.4 When appropriate, the purchase order [REDACTED]

4.5 As applicable, purchase order information includes:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]

<b>Your Logo</b>	Your Company Name	Purchasing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

d) [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

e) [Redacted]

f) [Redacted]

[Redacted]

g) [Redacted]

h) [Redacted]

i) [Redacted]

j) [Redacted]

k) [Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

l) [Redacted]

m) [Redacted] f: [Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

4.6 The requirements for delegation are defined when [Redacted]

[Redacted]

4.7 When the Company or its Customer needs to perform verification activities at a Supplier facility, [Redacted]

[Redacted]

<b>Your Logo</b>	Your Company Name	Purchasing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

4.8 See the process map herein.

4.9 Emergency Purchasing Authority: The Company [REDACTED]

In such cases, [REDACTED]

## 5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department [REDACTED]

5.2 Any employee of the Purchasing Department [REDACTED]

Each employee must [REDACTED]

5.3 [REDACTED]

5.4 [REDACTED]

It is recognized that during the course of business, [REDACTED]

5.5 The Purchasing Department will [REDACTED]

5.6 The Purchasing Department will not, [REDACTED]

5.7 The Company will [REDACTED]

Left blank intentionally

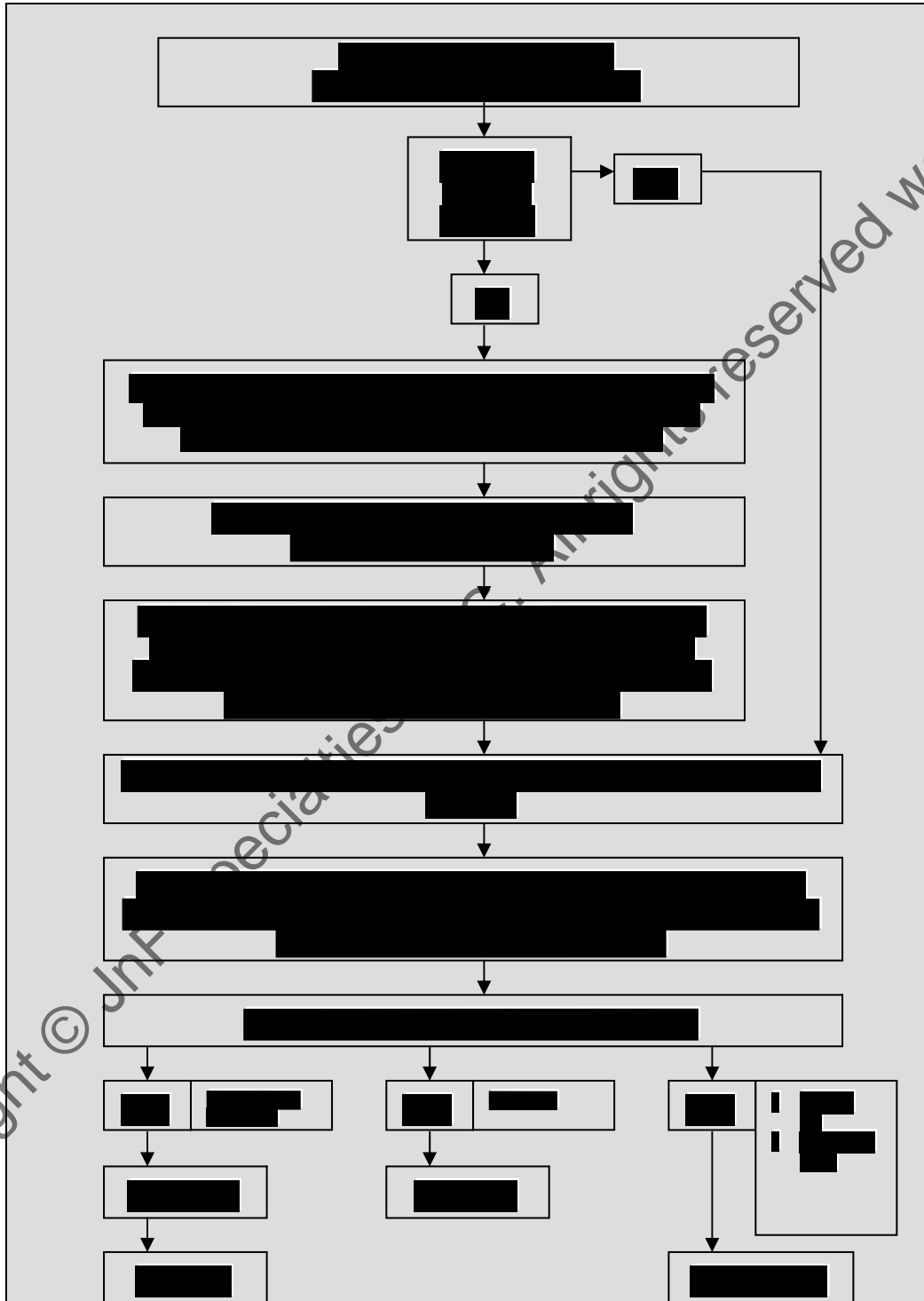


## 6.0 PROCESS MAP



<b>Your Logo</b>	Your Company Name	Purchasing Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

from previous page...



# QUALITY PLAN

Origination Date: (month year)

Document Identifier:	Quality Plan
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

Approvals:

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Abstract:  
This document describes the quality plan for xxxxxx.

<b>Your Logo</b>	Your Company Name	Quality Plan
FAA Repair Station #: xxxxxxxx		Rev: Orig

**REVISION LOG**

Issue	Date	Comment	Author
0-0			

**DOCUMENT CHANGE RECORD**

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Quality Plan
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0 General.....	4
2.0 Scope.....	4
3.0 Quality Plan Inputs.....	4
4.0 Quality Objectives.....	4
5.0 Responsibilities.....	4
6.0 Control of Documented Information.....	4
7.0 Resources.....	5
7.1 Provision of resources.....	5
7.2 Materials, products and services.....	5
7.3 People.....	5
7.4 Infrastructure and environment for the operation of processes.....	5
7.5 Monitoring and measuring resources.....	6
8.0 Customers and Interested Parties Communication.....	6
9.0 Reserved.....	6
10.0 Externally Provided Processes, Products and Services.....	6
11.0 Repair and Alteration Processes.....	6
12.0 Identification and Traceability.....	7
13.0 Property Belonging to Customers and External Providers.....	7
14.0 Preservation of Outputs.....	8
15.0 Control of Nonconforming Outputs.....	8
16.0 Monitoring and Measurement.....	8
17.0 Audits.....	8
18.0 Work Details.....	8

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<b>Your Logo</b>	Your Company Name	Quality Plan
FAA Repair Station #: xxxxxxxx		Rev: Orig

### 1.0 General

The quality plan defines the quality practices, resources and activities that are applicable to (your project).

### 2.0 Scope

The quality plan is a summary of operations that are applicable to (your project).

### 3.0 Quality Plan Inputs

The Company [REDACTED] as part of the *Proposal Development & Contract Review Procedure*, Requirements are

[REDACTED]  
Applicable documents are [REDACTED]

### 4.0 Quality Objectives

The Company performs all quality plan functions to [REDACTED]

### 5.0 Responsibilities

Responsible Authorities [REDACTED]

Management has [REDACTED]

The Company's Accountable Manager [REDACTED]

### 6.0 Control of Documented Information

Documents are controlled according to the *Control of Documented Information Procedure* to [REDACTED]

<b>Your Logo</b>	Your Company Name	Quality Plan
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 7.0 Resources

Project resources are discussed and allocated during Management Review according to the **Management Process Procedure**.

### 7.1 Provision of resources

The Company determines and provides the resources needed for the establishment, implementation, maintenance and continual improvement of the quality plan according to the **Management Process Procedure**, which considers [REDACTED]

### 7.2 Materials, products and services

The Company reviews Customer requirements according to the **Proposal Development and Contract Review Procedure** before [REDACTED]

The Company pays particular attention to [REDACTED]

The Company confirms requirements [REDACTED]

### 7.3 People

The Company determines and provides the people necessary for the effective implementation of its quality plan and operation and control of its processes according to the **Management Process Procedure** and **Training Manual**.

The Company determines the necessary [REDACTED]

The Company evaluates the effectiveness of [REDACTED]

The Company ensures Employees and Contractors are made aware of the Company's quality plan and applicable quality plan objectives. In addition, [REDACTED]

### 7.4 Infrastructure and environment for the operation of processes

The Company determines, provides and maintains the infrastructure necessary for the operation of its processes to achieve conformity of products and services according to the **Management Process Procedure**. The Company determines, provides and [REDACTED]

<b>Your Logo</b>	Your Company Name	Quality Plan
FAA Repair Station #: xxxxxxxx		Rev: Orig

### 7.5 Monitoring and measuring resources

The Company determines and provides resources needed to ensure valid and reliable results when [REDACTED] according to the **Management Process Procedure**, which ensures [REDACTED]

[REDACTED] Appropriate documented information is [REDACTED]

Measuring equipment is [REDACTED] according to the **Calibration Procedure**.

### 8.0 Customers and Interested Parties Communication

The Company treats Customer and interested party communication as an important method of gaging its success and ability to meet Customer requirements. The following communication methods are used within the Management process:

- [REDACTED]
- [REDACTED]
- [REDACTED]

### 9.0 Reserved

### 10.0 Externally Provided Processes, Products and Services

Purchasing is treated as a process within the Company's quality plan, which is defined in the **Purchasing Procedure**. The Company accepts responsibility [REDACTED]

The Company does not [REDACTED]

### 11.0 Repair and Alteration Processes

The sequence and interaction of processes has been determined and are controlled by specific work details. [REDACTED]

The Company plans and carries out processes that include assurances that:

- [REDACTED]
- [REDACTED]



<b>Your Logo</b>	Your Company Name	Quality Plan
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

The engineering drawings and technical documentation provide [Redacted]

Incoming materials are inspected according to the **Receiving Procedure** to [Redacted]

In-process inspections are conducted to [Redacted]

Once all operations are complete, work undergoes final inspection to [Redacted]

List of applicable drawings and technical documents applicable to this quality plan:  
(your list)

### 12.0 Identification and Traceability

All products are [Redacted] which is fully defined in the **Repair Procedure**. Other identification and traceability requirements [Redacted]

[Redacted] The Responsible Authority maintains a log [Redacted]

### 13.0 Property Belonging to Customers and External Providers

Customer property is suitably identified to [Redacted]  
[Redacted] If the property is designated by the Customer [Redacted]  
[Redacted] All normal handling and protection [Redacted]  
measures are [Redacted]

Customer property is controlled according to the **Repair Procedure**, [Redacted]

<b>Your Logo</b>	Your Company Name	Quality Plan
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 14.0 Preservation of Outputs

The Company prepares instructions for [REDACTED]

The instructions are detailed in [REDACTED]

## 15.0 Control of Nonconforming Outputs

All work that is found to be nonconforming against specified requirements are [REDACTED]

Necessary actions are [REDACTED]

This applies to [REDACTED]

[REDACTED] The process [REDACTED] is fully defined in the **Control of Nonconformities Procedure**.

## 16.0 Monitoring and Measurement

The Company measures the output of [REDACTED]

Monitoring and Measurement includes:

- [REDACTED]s
- [REDACTED]
- [REDACTED]
- [REDACTED]

Measuring equipment is controlled according to the **Calibration Procedure**.

## 17.0 Audits

Internal quality audits are conducted to [REDACTED]

This is accomplished by [REDACTED]

[REDACTED] The internal audit process is fully defined in the **Internal Auditing Procedure**.

## 18.0 Work Details

(Guidance Note: [REDACTED])

(Guidance Note: For instance - [REDACTED])

Remove the above guidance notes prior to release of the quality plan.

## RECEIVING PROCEDURE

Origination Date: XXXX

Document Identifier:	Receiving Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

**Abstract:**

This document describes the receiving and inspection process.

<b>Your Logo</b>	Your Company Name	Receiving Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
0-0			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Receiving Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY .....	4
3.0	PROCEDURE: RECEIVING .....	4
4.0	PROCEDURE: RECEIVING INSPECTION.....	4
5.0	RECEIVING INSPECTORS .....	4
6.0	SUSPECTED UNAPPROVED PARTS.....	5
7.0	IDENTIFICATION OF APPROVED PARTS.....	6
8.0	HAZARDOUS MATERIAL .....	7
9.0	STORAGE OF PARTS AND MATERIALS.....	7
10.0	PROCESS MAP.....	9
	APPENDIX A - RECEIVING INSPECTION.....	11
	PRELIMINARY INSPECTIONS .....	11
	MECHANICAL INSPECTIONS AND TESTS.....	12
	APPENDIX B - PURCHASE ORDER PROCESSING.....	14

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<b>Your Logo</b>	Your Company Name	Receiving Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

This document defines the Receiving process including receiving inspection activities and includes or makes reference to procedures for the various activities within the process.

## 2.0 THEORY

Receiving is the first line of defense to prevent sub-standard goods from affecting the Company's process or product quality; however, [REDACTED]

## 3.0 PROCEDURE: RECEIVING

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 4.0 PROCEDURE: RECEIVING INSPECTION

4.1 The Inspector receives the goods and original paperwork from the RA and acquires the applicable PO.

4.2 Preliminary, visual and mechanical inspections are performed according to *Appendix A* or as required by [REDACTED]. The results are recorded on the applicable forms and the purchase order is processed according to *Appendix B*.

## 5.0 RECEIVING INSPECTORS

Receiving inspection is performed by personnel that are authorized to [REDACTED]

All rotatable and repairable aircraft, engine and avionics parts and components [REDACTED]

<h1>Your Logo</h1>	Your Company Name	Receiving Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

A qualified Receiving Inspector will have the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]

Receiving Inspectors:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 6.0 SUSPECTED UNAPPROVED PARTS

Every part that is purchased and received into the Company's inventory has the potential to be a suspected unapproved part (SUP). The Company is obligated to ensure aircraft are safe to fly, which means [REDACTED]

Any SUP is forwarded to QC, which is quarantined and evaluated for disposition by the Responsible Authorities according to the **Control of Nonconformities Procedure**. A Responsible Authority notifies [REDACTED]

The performance rules for replacement of parts and materials [REDACTED]

[REDACTED] These rules require [REDACTED]  
[REDACTED] Additionally, the Company must [REDACTED]

The continued airworthiness of an aircraft, which includes [REDACTED]

[REDACTED] These rules require [REDACTED]

<b>Your Logo</b>	Your Company Name	Receiving Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

[REDACTED] If the installation constitutes a major repair or alteration, the rules [REDACTED]

As part of determining whether installation of a part conforms with all applicable regulations, the Company [REDACTED]

## 7.0 IDENTIFICATION OF APPROVED PARTS

Approved parts are those that are produced according to requirements outlined in **Part 21** and are maintained according to **Part 43** and **Part 91** and meet applicable design standards. The FAA considers [REDACTED]

Approved parts are identified by:

- [REDACTED]
- [REDACTED]
  - [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]

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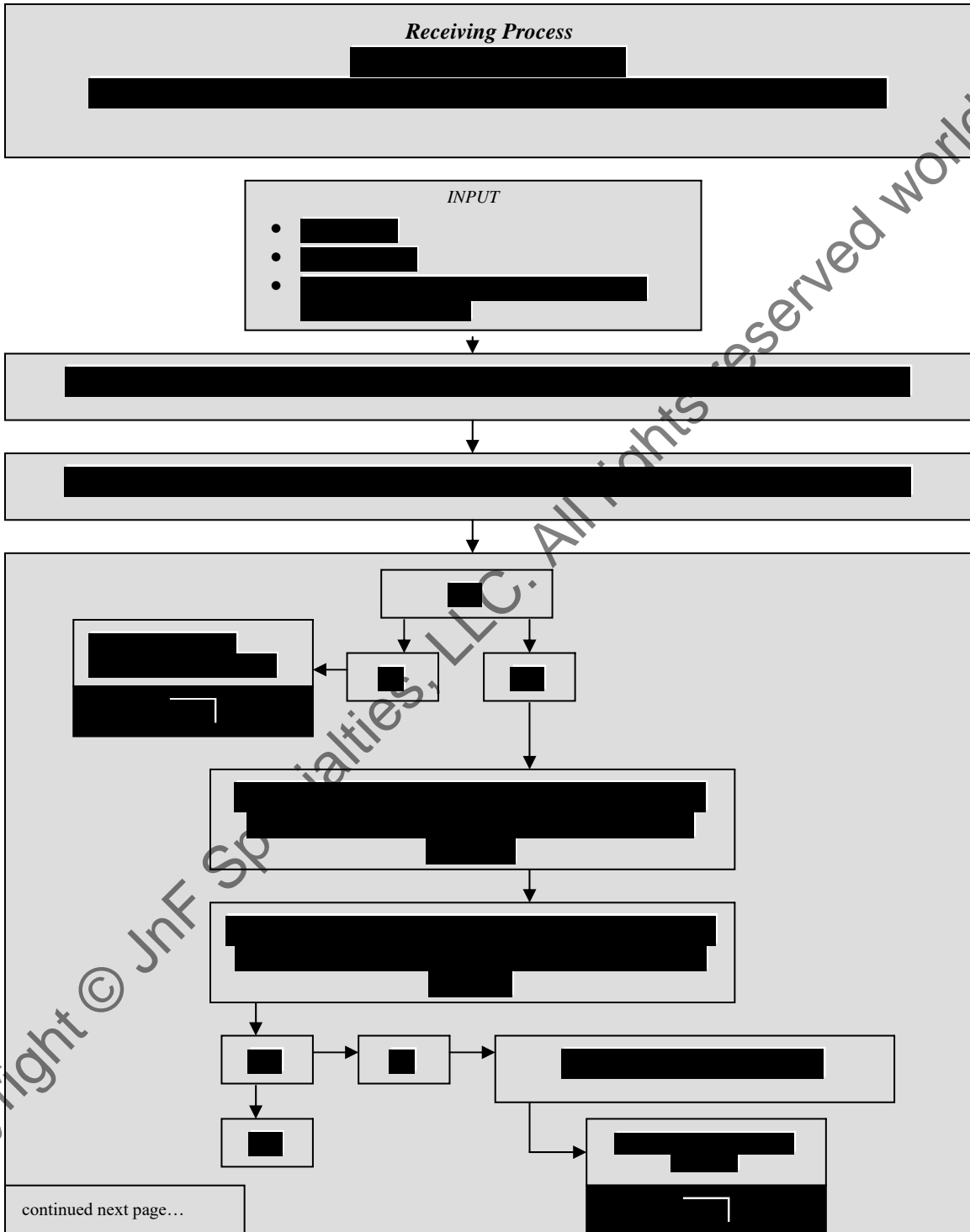






<b>Your Logo</b>	Your Company Name	Receiving Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 10.0 PROCESS MAP



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<b>Your Logo</b>	Your Company Name	Receiving Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## APPENDIX A - RECEIVING INSPECTION

**IMPORTANT:**

[REDACTED]

### PRELIMINARY INSPECTIONS

Op 1: [REDACTED]

[REDACTED]

Op 2: [REDACTED]

Op 3: [REDACTED]

Op 4: [REDACTED]

OP 4.1: [REDACTED]

Op 5: [REDACTED]

[REDACTED]

[REDACTED]

Op 6: [REDACTED]

<b>Your Logo</b>	Your Company Name	Receiving Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

Op 7: [REDACTED]

Op 8: [REDACTED]

Op 9: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**MECHANICAL INSPECTIONS AND TESTS**

Op 10: [REDACTED]

Op 11: [REDACTED]

Op 12: [REDACTED]

<b>Your Logo</b>	Your Company Name	Receiving Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

[Redacted]

Op 13: [Redacted]

Op 14: [Redacted]

Op 15: [Redacted]

**IMPORTANT:**

[Redacted]

Op 16: [Redacted]

**IMPORTANT:**

[Redacted]

Op 17: [Redacted]

Op 18: [Redacted]

[Redacted]

Op 19: [Redacted]

Op 20: [Redacted]

Op 21: [Redacted]

<b>Your Logo</b>	Your Company Name	Receiving Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

[REDACTED]

[REDACTED]

Op 22: [REDACTED]

### APPENDIX B - PURCHASE ORDER PROCESSING

Step	IF	THEN
1	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]
2.1	[REDACTED]	[REDACTED]

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## REPAIR PROCEDURE

Origination Date: XXXX

Document Identifier:	Repair Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

**Abstract:**

This document describes the repair process.

<b>Your Logo</b>	Your Company Name	Repair Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
0-0			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Repair Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY .....	4
3.0	PROBLEM RESOLUTION .....	4
4.0	PROCEDURE: REPAIR DOCUMENTATION .....	4
5.0	ITEM IDENTIFICATION.....	5
6.0	PROCEDURE: HANDLING.....	5
7.0	PROCEDURE: PRESERVATION.....	6
8.0	PROCEDURE: CUSTOMER AND GOVERNMENT PROPERTY CONTROL .... <b>Error!</b> <b>Bookmark not defined.</b>	
9.0	PROCEDURE: INSPECTION AND TEST .....	6
11.0	PROCEDURE: SHELF LIFE EXTENSION.....	7
12.0	PROCESS MAP.....	8

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<b>Your Logo</b>	Your Company Name	Repair Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

This document defines the repair process and includes or makes reference to the procedures necessary for the process.

NOTE: The repair process includes all QC inspections and tests within it. Quality is not a separate process.

## 2.0 THEORY

Repair operations or tasks must be conducted under controlled conditions to ensure product quality. [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 3.0 PROBLEM RESOLUTION

All employees are instructed to [REDACTED]

It is understood that the appropriate responsible authority will occasionally not be available for support; in that event, [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 4.0 PROCEDURE: REPAIR DOCUMENTATION

4.1 All revision controlled repair documents are [REDACTED]

4.2 In addition to this repair procedure, additional documentation [REDACTED] Where required, these are [REDACTED]

[REDACTED] includes the [REDACTED]

<b>Your Logo</b>	Your Company Name	Repair Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

4.4 Records that are created for temporary retention of miscellaneous information are [REDACTED]

## 5.0 ITEM IDENTIFICATION

5.1 Items are identified in shop areas by any of the following methods:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5.2 Lot traceability or individual serialization of items is [REDACTED]

[REDACTED]

5.3 Bad (nonconforming) item that has failed an inspection or test and cannot [REDACTED]

[REDACTED] See the **Control of Nonconformities Procedure**.

5.4 Any items not marked with a tag are [REDACTED]

[REDACTED]

### 5.5 IDENTIFICATION OF TRANSFER CONTAINERS

5.5.1 Whenever a portion of chemical is transferred from its original container to a smaller temporary container, [REDACTED]

[REDACTED]

5.5.2 Whenever a portion of chemical is transferred from its original container to a smaller permanent container, [REDACTED]

[REDACTED]

## 6.0 PROCEDURE: HANDLING

6.1 Work instructions and/or training [REDACTED]

[REDACTED]

6.2 In all cases, Operators [REDACTED]

[REDACTED]

6.3 The Company provides suitable safety and personal protection equipment for [REDACTED]

[REDACTED] Operators are required [REDACTED]

<b>Your Logo</b>	Your Company Name	Repair Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 7.0 PROCEDURE: PRESERVATION

7.1 Operators will employ proper [REDACTED]

7.2 Operators will employ proper [REDACTED]

7.3 Operators will employ [REDACTED]

7.4 Operators will employ proper [REDACTED]

7.5 FOD: Foreign Object Damage and Detection: Work instructions and training methods [REDACTED]

7.6 Marking and labeling including [REDACTED]

7.7 Special handling for [REDACTED]

## 8.0 PROCEDURE: INSPECTION AND TEST

Receiving inspection is performed according to the **Receiving Procedure**.

### 8.1 Preliminary, Hidden Damage and In Process Inspections

Preliminary, hidden damage and in-process inspections are [REDACTED]

Hidden damage and in-process inspections are [REDACTED]

Calibrated tools shall be used for preliminary and in-process inspection; however, non-calibrated measurement and test equipment (M&TE) may be used to accept or reject items under the following conditions:

- [REDACTED]
- [REDACTED]

When applicable, complete [REDACTED]

Any item failing preliminary, hidden damage or in-process inspection according to the **Control of Nonconformities Procedure**.

<b>Your Logo</b>	Your Company Name	Repair Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 8.2 Final Inspection

Final inspection is performed by the Responsible Authority prior to release of items for packaging or shipping.

100% sampling is required for final inspection unless [REDACTED]

Calibrated tools shall be used for final inspection; however, non-calibrated measurement and test equipment (M&TE) may be used to accept or reject items under the following conditions:

- [REDACTED]
- [REDACTED]

Any item failing final inspection [REDACTED] according to the **Nonconformances Procedure**.

## 9.0 PROCEDURE: SHELF LIFE EXTENSION

This process is subject to Buyer review and approval.

9.1 Items that are subject to expiration may [REDACTED]

[REDACTED] for instance:

9.1.1 [REDACTED]

9.1.2 [REDACTED]

9.1.3 [REDACTED]

9.1.4 [REDACTED]

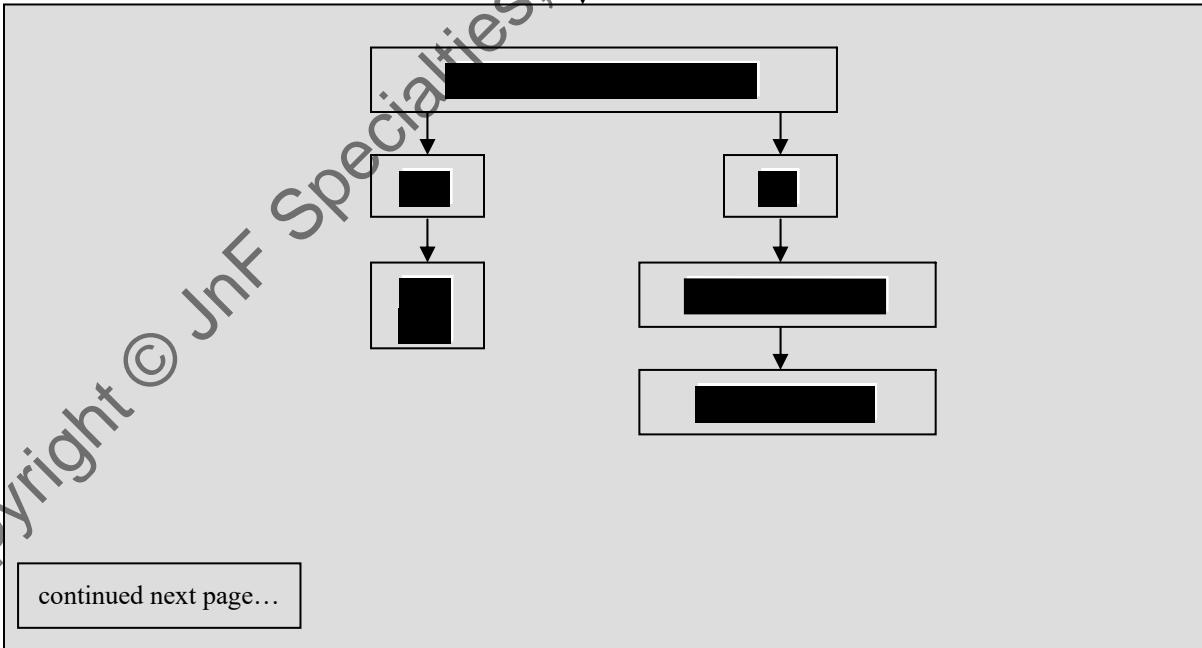
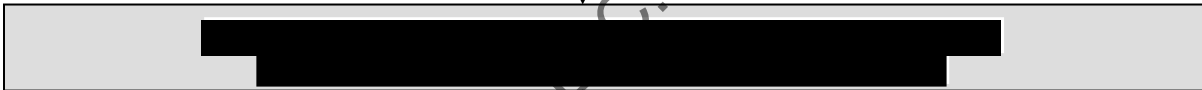
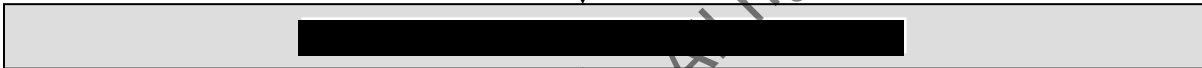
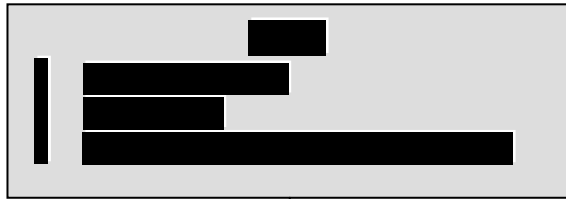
9.2 Chemicals that are purchased or prepared by the chem-lab are exempt from shelf life control.

9.3 Raw material components whose shelf life has been extended [REDACTED]

Left blank intentionally

<b>Your Logo</b>	Your Company Name	Repair Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

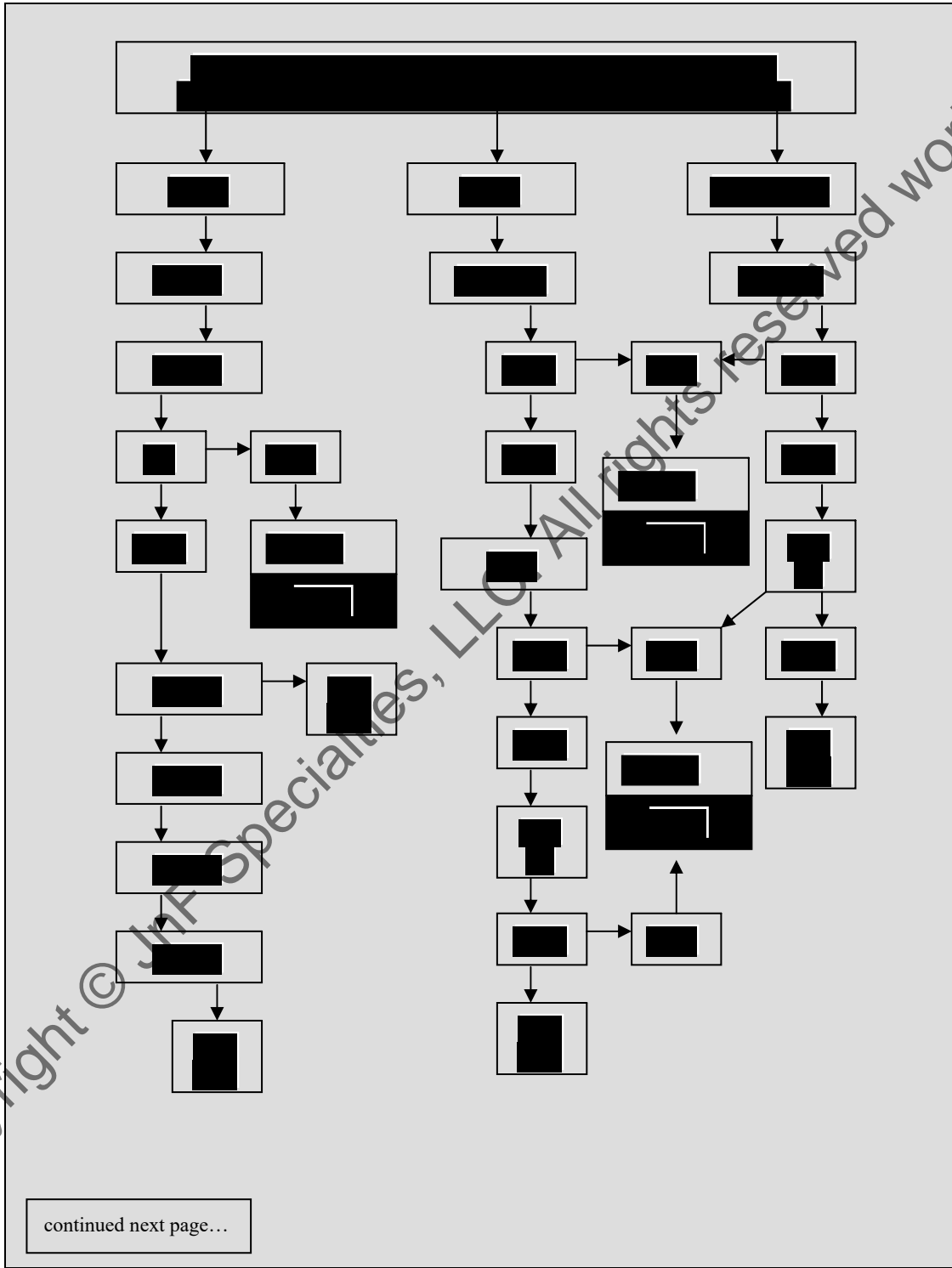
## 12.0 PROCESS MAP





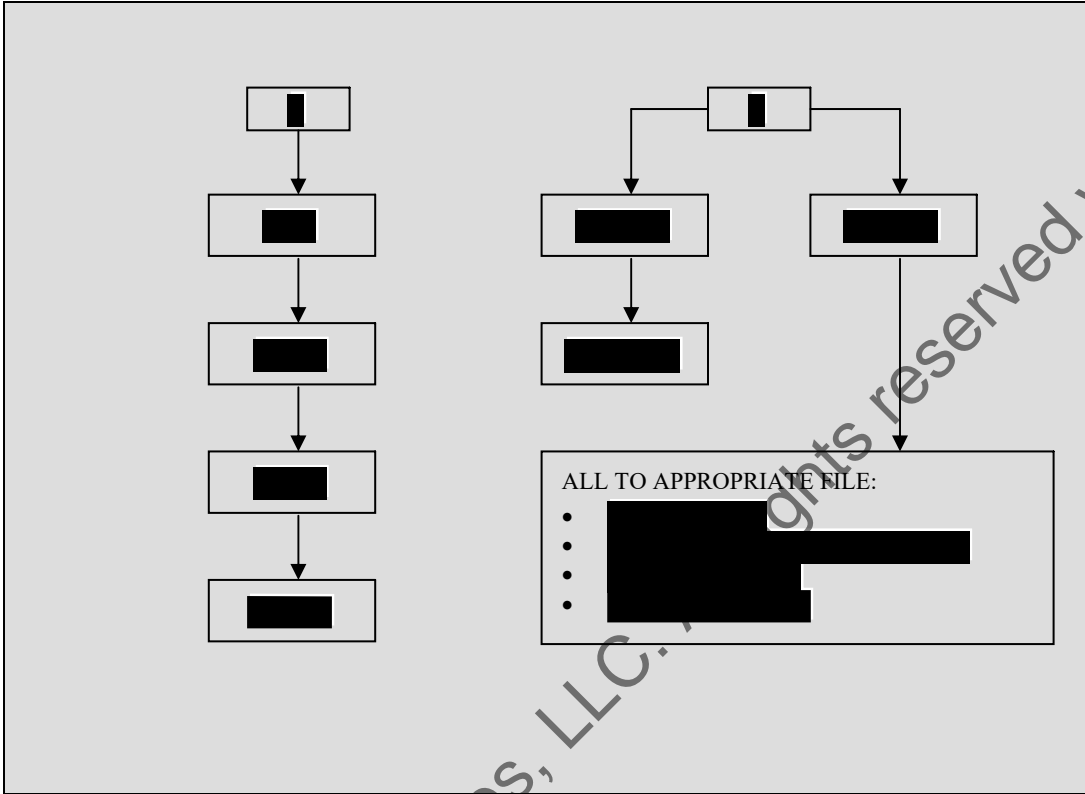
<b>Your Logo</b>	Your Company Name	Repair Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

from previous page...



<b>Your Logo</b>	Your Company Name	Repair Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

from previous page...



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## RESPONSIBILITIES AND AUTHORITIES PROCEDURE

Origination Date: XXXX

Document Identifier:	Responsibilities and Authorities Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

### Abstract:

This document describes responsibilities and authorities of Company personnel.

<b>Your Logo</b>	Your Company Name	Responsibilities and Authorities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
0-0			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Responsibilities and Authorities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE .....	4
2.0	THEORY .....	4
3.0	RESPONSIBILITIES & AUTHORITIES .....	4
3.1	ACCOUNTABLE MANAGER .....	4
3.2	OPERATIONS MANAGER .....	4
3.3	PROGRAM MANAGER .....	5
3.4	CHIEF INSPECTOR/QUALITY MANAGER/DIRECTOR OF QUALITY .....	5
3.5	QUALITY INSPECTOR .....	6
3.6	MATERIALS MANAGER .....	6
3.7	MATERIALS SPECIALIST .....	7
3.8	RECEIVING INSPECTOR .....	7
3.9	QUALITY SPECIALIST .....	8
3.10	LEAD TECHNICIAN .....	8
3.11	TECHNICIAN .....	9
3.12	NON-CERTIFIED TECHNICIAN .....	9
3.13	CROSS-UTILIZATION OF TECHNICIAN & LEAD .....	9

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<b>Your Logo</b>	Your Company Name	Responsibilities and Authorities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

This document provides an overview of the responsibilities and authorities for key positions within the Company.

## 2.0 THEORY

It is important to define the responsibilities and authorities of key positions so that employees understand their work and the relationships they have with other positions within the Company.

## 3.0 RESPONSIBILITIES & AUTHORITIES

### 3.1 ACCOUNTABLE MANAGER

The Accountable Manager is responsible for [REDACTED]

The Accountable Manager has [REDACTED]

The Accountable Manager:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 3.2 OPERATIONS MANAGER

The Operations Manager is responsible to [REDACTED]

The Operations Manager:

- [REDACTED]
- [REDACTED]

<b>Your Logo</b>	Your Company Name	Responsibilities and Authorities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**3.3 PROGRAM MANAGER**

The Program Manager is responsible to [Redacted]

The Program Manager:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**3.4 CHIEF INSPECTOR/QUALITY MANAGER/DIRECTOR OF QUALITY**

The Chief Inspector/Quality Manager/Director of Quality is responsible to [Redacted]  
 [Redacted] The Chief Inspector/Quality Manager/Director of Quality is responsible for [Redacted]  
 [Redacted] The Chief Inspector/Quality Manager/Director of Quality establishes [Redacted] and is responsible for [Redacted]

The Chief Inspector/Quality Manager/Director of Quality:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

<b>Your Logo</b>	Your Company Name	Responsibilities and Authorities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**3.5 QUALITY INSPECTOR**

The Quality Inspector reports to [Redacted].  
 The Quality Inspector is responsible for [Redacted].  
 [Redacted] Quality Inspectors are not permitted to [Redacted]

The Quality Inspector:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**3.6 MATERIALS MANAGER**

The Materials Manager is responsible to [Redacted]. The Materials Manager is responsible for [Redacted]

The Materials Manager:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]



<b>Your Logo</b>	Your Company Name	Responsibilities and Authorities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**3.7 MATERIALS SPECIALIST**

The Materials Specialist reports to [Redacted] and is responsible for [Redacted]. The Materials Specialist will [Redacted].

The Materials Specialist:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**3.8 RECEIVING INSPECTOR**

The Receiving Inspector reports to [Redacted] and is responsible for [Redacted].

The Receiving Inspector:

- [Redacted]
- [Redacted]

<b>Your Logo</b>	Your Company Name	Responsibilities and Authorities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]

### 3.9 QUALITY SPECIALIST

The Quality Specialist reports to [Redacted] and is responsible for [Redacted]

The Quality Specialist ensures [Redacted]

The Quality Specialist:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

### 3.10 LEAD TECHNICIAN

The Lead Technician reports to [Redacted] The Lead Technician is responsible for [Redacted]

The Lead Technician:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

<b>Your Logo</b>	Your Company Name	Responsibilities and Authorities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]

### 3.11 TECHNICIAN

The Technician reports to [Redacted] The Technician [Redacted]

The Technician:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

### 3.12 NON-CERTIFIED TECHNICIAN

The Non-Certificated Technician reports to [Redacted] The Non-Certificated Technician [Redacted]

The Non-Certified Technician:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

### 3.13 CROSS-UTILIZATION OF TECHNICIAN & LEAD

Technicians and Lead Technicians may perform [Redacted]  
 [Redacted] The Technician/Lead Technician is not permitted to [Redacted]

<b>Your Logo</b>	Your Company Name	Responsibilities and Authorities Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

Technicians and Lead Technicians:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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Your Logo

Your Company Name  
FAA Repair Station #: xxxxxxxx

# SHELF LIFE PROCEDURE

Origination Date: (month year)

Document Identifier:	Shelf Life Procedure
Date:	Your Date
Document Status:	Released

**Abstract:**

This document describes the procedure for controlling material with a shelf life.

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PROPRIETARY INFORMATION  
PAGE 1 of 9

This document expires 1 day after printing unless marked "Released".  
Date Printed: [REDACTED]

Form Rev: Orig

<b>Your Logo</b>	Your Company Name	Shelf Life Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

**REVISION LOG**

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

**Document Change Record**

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Shelf Life Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	POLICY STATEMENT.....	4
3.0	RESPONSIBILITIES.....	4
6.0	PROCEDURE.....	5
6.1	Purchasing Personnel.....	5
6.3	Stockroom Personnel.....	6
6.4	Assembly Personnel.....	6
	ATTACHMENT A: SHELF LIFE LABEL.....	7
	PROCESS MAP.....	8

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PROPRIETARY INFORMATION PAGE 3 of 9	This document expires 1 day after printing unless marked "Released". <b>Date Printed:</b> <span style="background-color: black; color: black;">██████████</span>	Form Rev: Orig
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<b>Your Logo</b>	Your Company Name	Shelf Life Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 PURPOSE

To establish a process for maintaining and controlling shelf life materials and age control of elastomer items.

## 2.0 POLICY STATEMENT

[REDACTED] to control materials subject to shelf life/age requirements and used in [REDACTED]

## 3.0 RESPONSIBILITIES

3.1 Purchasing personnel have the responsibility for [REDACTED]

3.2 Suppliers have the responsibility to [REDACTED]

3.3 Stockroom personnel have the responsibility for [REDACTED]

3.4 Assembly personnel are responsible for [REDACTED]

3.5 Quality/Receiving personnel have the responsibility for [REDACTED]

3.6 Stockroom personnel are responsible for [REDACTED]

3.7 Quality personnel are responsible for [REDACTED]

## 4.0 APPROVAL REQUIREMENTS

[REDACTED]

## 5.0 DEFINITIONS

5.1 Shelf life controlled material is [REDACTED]. Shelf life control and recommended storage instructions are [REDACTED].

5.2 Non-shelf life control material is [REDACTED]. Examples are [REDACTED].

5.3 An age controlled elastomer item is [REDACTED].

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PROPRIETARY INFORMATION PAGE 4 of 9	This document expires 1 day after printing unless marked "Released". Date Printed: [REDACTED]	Form Rev: Orig
--	--	----------------



<b>Your Logo</b>	Your Company Name	Shelf Life Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

5.4 A non-age controlled elastomer item is [REDACTED]

5.5 Temperature controlled material is [REDACTED]

## 6.0 PROCEDURE

### 6.1 Purchasing Personnel

6.1.1 Recommended packaging, storage and expiration date of age controlled items is based upon [REDACTED]. A minimum of [REDACTED] of the remaining shelf life of age controlled items is required.

6.1.2 Purchase orders are [REDACTED] to provide the following information, as applicable:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 6.2 Quality/Receiving Personnel

6.2.1 Fill out a Shelf Life Label (Attachment A) for each container of controlled shelf life material with the following information, as applicable:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

6.2.2 Attach completed shelf life label firmly on each container.

6.2.3 Cover each shelf life label completely with [REDACTED]

6.2.4 Provide cure date of elastomer items on stock ticket.

6.2.5 Shelf life material that has a temperature control requirement or notes a maximum storage temperature [REDACTED]

[REDACTED]

PRINTED DOCUMENT UNCONTROLLED - VERIFY CURRENT REVISION PRIOR TO USE

PROPRIETARY INFORMATION PAGE 5 of 9	This document expires 1 day after printing unless marked "Released". Date Printed: [REDACTED]	Form Rev: Orig
--	--	----------------

<b>Your Logo</b>	Your Company Name	Shelf Life Procedure
FAA Repair Station #: xxxxxxxx		Rev: Orig

### 6.3 Stockroom Personnel

6.3.1 Verify shelf life label or stock ticket contains all information.

6.3.2 Transfer expiration date information onto Stockroom label before stocking items.

6.3.3 Store materials according to [REDACTED]

6.3.4 Store all material as required by the manufacturer that requires [REDACTED] including material identified with [REDACTED]. When material is found that has not been identified according to this requirement, [REDACTED]

6.3.5 Monitor thermometer and/or chart recorder and adjust refrigerator temperature [REDACTED]. Records of temperature monitoring must be retained and maintained according to the **Control of Documented Information Procedure**.

6.3.6 Verify the refrigerator thermometer and/or chart recorder is [REDACTED]

6.3.7 Review the **Shelf Life Expiration Log** [REDACTED]

The **Shelf Life Expiration Log** [REDACTED] the following minimum information:

- [REDACTED]
- [REDACTED]
- [REDACTED]

6.3.8 Expired items, or temperature sensitive items found to be exposed to temperature variation outside of limits as specified, [REDACTED]:

- [REDACTED]

6.3.9 Provide the cure date and expiration date on [REDACTED]

### 6.4 Assembly Personnel

6.4.1 Store materials according to manufacturer or [REDACTED].

6.4.2 Store all material in the refrigerator [REDACTED]. When material is found that has not been identified [REDACTED]

6.4.3 Periodically monitor the refrigerator thermometer and [REDACTED]

6.4.4 Verify the thermometer in the refrigerator is within calibration requirements.

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PROPRIETARY INFORMATION PAGE 6 of 9	This document expires 1 day after printing unless marked "Released". Date Printed: [REDACTED]	Form Rev: Orig
--	--	----------------



Your Logo

Your Company Name  
FAA Repair Station #: xxxxxxxx

# TRAINING MANUAL

Origination Date: (mo/yr)

Manual No:	Training Manual
Date:	Latest Revision Date
Assignment:	Customer, Unique ID, Part Number
Revision:	Draft, Redline, Released, Obsolete

(your Company name)  
Address  
City, State, Zip  
Phone  
Fax  
Email

Abstract:

This document describes requirements for the training program.

<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

## LIST OF EFFECTIVE PAGES (LEP)

Page Number	Revision	Revision Date
1	Orig	
2	Orig	
3	Orig	
4	Orig	
5	Orig	
6	Orig	
7	Orig	
8	Orig	
9	Orig	
10	Orig	
11	Orig	
12	Orig	
13	Orig	
14	Orig	
15	Orig	
16	Orig	
17	Orig	
18	Orig	
19	Orig	

Approved/Accepted by	Digital or Hand-Written Signature & Printed Name	Date
FSDO		
(Your Company Name) Accountable Manager		

<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	

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Issue	Item	Reason for Change
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### ANNUAL REVIEW

Year	Date Review	Revisions	Reviewed By

<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES (LEP) .....	2
REVISION LOG.....	3
TABLE OF CONTENTS.....	4
1.0 INTRODUCTION TO TRAINING PROGRAM.....	5
2.0 BACKGROUND .....	5
3.0 TRAINING NEEDS ASSESSMENT.....	6
3.1 Overall Needs Assessment.....	7
3.1.a Identification of the Training Needs Assessments.....	7
3.1.b Changes to Repair Station Work Scope.....	8
3.1.c Training Program Review.....	8
3.2 Individual Needs Assessment.....	8
4.0 COURSE DEFINITION .....	9
4.1 Indoctrination Training.....	10
4.2 Initial Technical Training .....	11
4.3 Recurrent Training.....	11
4.4 Remedial Training.....	12
4.5 Proficiency Maintenance.....	12
5.0 SELECTION OF TRAINING METHODS AND SOURCES .....	12
6.0 TRAINING DOCUMENTATION.....	13
7.0 MEASUREMENT OF TRAINING EFFECTIVENESS.....	13
8.0 REVISION PROCESS.....	14
9.0 WORK PERFORMED FOR PART 121, 125, 129, AND PART 135 OPERATORS .....	14
10.0 WORK PERFORMED BY INTERIM MAINTENANCE EMPLOYEES .....	14
EMPLOYEE TRAINING SUMMARY FORM.....	16
TRAINING RECORD .....	17
INDIVIDUAL TASK QUALIFICATION .....	18
INDIVIDUAL TASK QUALIFICATION .....	19
INDIVIDUAL TASK QUALIFICATION .....	20

<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 1.0 INTRODUCTION TO TRAINING PROGRAM

This training program document contains the policies and procedures the Company uses to [REDACTED]

[REDACTED]

The contents in this manual ensure the Company [REDACTED]

[REDACTED]

A copy of this document and all revisions are provided to the Certificate-Holding District Office (CHDO). The procedures for revising this document and submitting revisions to the FAA for approval are described in this document and in the Company's *QCM*. The Company uses [REDACTED]

[REDACTED]

The Company's training program consists of the following basic components:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Company has assigned [REDACTED] which includes [REDACTED]. Changes to the training program are coordinated with [REDACTED].

## 2.0 BACKGROUND

Persons performing fabrication, maintenance (including inspections), preventive maintenance and alteration are [REDACTED]

All other Employees are trained according to [REDACTED]

[REDACTED]





<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]
- [Redacted]

**3.1 Overall Needs Assessment.**

To determine its overall training requirements, the assigned Responsible Authority for training and the managers of each technical area [Redacted]

[Redacted]

The needs assessment results in [Redacted]

[Redacted]

Employees are assessed [Redacted]

Appropriate training is [Redacted]

The areas of study, individual courses/lessons and instructors are [Redacted]

The Company continuously evaluates its overall training needs; however, the Company specifically revises the training program when:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**3.1.a Identification of the Training Needs Assessments.**

The Company may identify additional training needs through:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

The assigned Responsible Authority (RA) regularly reviews the above documented information to [Redacted]

[Redacted] The RA is also

<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

responsible for [REDACTED]  
 [REDACTED] This is accomplished though [REDACTED]

**3.1.b Changes to Repair Station Work Scope.**

Whenever the Company is planning to change its facilities, equipment or scope of work as reflected in its *OpSpecs* or *Capability List*, the Responsible Authority

[REDACTED]  
 [REDACTED] For changes to the Company's *Capability List*, the Responsible Authority

**3.1.c Training Program Review.**

The Company's top management performs periodic reviews of the training program according to the *Management Process Procedure* to [REDACTED]

[REDACTED] In addition, top management

During periodic reviews, the Company

[REDACTED]  
 [REDACTED] for instance...

**3.2 Individual Needs Assessment.**

Whenever the Company hires a new Employee or transfers an Employee to a task assignment, [REDACTED]

[REDACTED] Courses of study are developed [REDACTED]

[REDACTED]

<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

[Redacted]

The Company measures the effectiveness of training by [Redacted]  
 [Redacted] This would normally be done by [Redacted]  
 [Redacted] This evaluation is documented using the Company's  
 Training Record. [Redacted]

Employees being assigned to new tasks receive [Redacted]  
 [Redacted]

The nature of the Company's work scope lends itself to [Redacted]  
 [Redacted]

#### 4.0 COURSE DEFINITION

The Responsible Authority [Redacted] is based on [Redacted]

An area of study is developed to [Redacted] It includes [Redacted]  
 [Redacted] The areas of study define [Redacted]  
 [Redacted]

Initial training is [Redacted] Recurrent training is [Redacted]  
 [Redacted] Remedial training is [Redacted]  
 [Redacted]

While defining the course or lesson, the following information is documented, as appropriate:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

- [Redacted]

The information required for course definition is [Redacted] which includes [Redacted]

During the course design, the Company [Redacted] which could include [Redacted]

The Responsible Authority [Redacted] to determine [Redacted] to ensure [Redacted]

#### 4.1 **Indoctrination Training**

Indoctrination training is provided to all new Employees within [Redacted] [Redacted] Indoctrination training consists of, but is not limited to, the following courses:

- [Redacted]
  1. [Redacted]
    - a. [Redacted]
      - [Redacted]
      - [Redacted]
      - [Redacted]
    - b. [Redacted] rd
- [Redacted]
  - a. [Redacted]
  - b. [Redacted]
    - [Redacted]
    - [Redacted]
    - [Redacted]
  - c. [Redacted]
    - [Redacted]



<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

include [REDACTED]

**4.4 Remedial Training**

During Employee evaluations [REDACTED] is considered Remedial Training. Remedial Training [REDACTED]

**4.5 Proficiency Maintenance**

The Company maintains proficiency of inspection personnel by:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**5.0 SELECTION OF TRAINING METHODS AND SOURCES**

Using the information developed during the course definition phase, the Company [REDACTED]

The Company uses [REDACTED] to provide [REDACTED]. The Company uses [REDACTED]

The information required by paragraph 4 is [REDACTED]. This process may include [REDACTED]

Training Instructors or [REDACTED] are [REDACTED]. Instructors are [REDACTED]

<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

[REDACTED]

## 6.0 TRAINING DOCUMENTATION

The Responsible Authority ensures [REDACTED]

The records include [REDACTED]

All documents showing proof of any of the aforementioned training are [REDACTED]

Any Employee [REDACTED]

The Company retains and maintains a hard copy *Training Record* and an electronic file for each Employee. The hard copy training file is [REDACTED] and contains, at a minimum, [REDACTED]

## 7.0 MEASUREMENT OF TRAINING EFFECTIVENESS

To ensure training actually improves the ability of an Employee to perform assigned tasks, the assigned Responsible Authority for training [REDACTED]

[REDACTED] which is accomplished  
The Responsible Authority [REDACTED]

The Company's top management reviews the training program according to the *Management Process Procedure* [REDACTED]



<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

## 8.0 REVISION PROCESS

The Responsible Authority initiates, writes, and submits revisions to the FAA CHDO for review and approval according to the ***Control of Documented Information Procedure***. The Company submits training program manual revisions to the CHDO

[REDACTED]

In the event a revision is determined to be unacceptable to the FAA, the revision is

[REDACTED]

Approval of the training manual and its revisions are noted by the FAA in [REDACTED]

[REDACTED]

Change control records are retained and maintained according to the ***Control of Documented Information Procedure***.

The FAA CHDO receives manual revisions by [REDACTED]

[REDACTED]

Manual holders of paper copies receive [REDACTED]

[REDACTED] They are responsible for [REDACTED]

[REDACTED]

## 9.0 WORK PERFORMED FOR PART 121, 125, 129, AND PART 135 OPERATORS

The Company may perform work for 14 CFR parts 91, 121, 125, 129, and 135 operators. Individual operator training requirements (initial, recurrent, or specialized) are [REDACTED]

The Responsible Authority [REDACTED]

[REDACTED]

## 10.0 WORK PERFORMED BY INTERIM MAINTENANCE EMPLOYEES

During periods of heavy workload, (your Company name) may [REDACTED] Before these individuals begin work for (your Company name), [REDACTED]

PROPRIETARY INFORMATION PAGE 14 of 20	This document expires 1 day after printing unless marked "Released". Date Printed: [REDACTED]	Form Rev: Orig
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<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

Responsible Authority determines [REDACTED]

A training file is established for each temporary Employee. This file is retained and maintained for [REDACTED]

Left blank intentionally

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<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

## INDIVIDUAL TASK QUALIFICATION

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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<b>Your Logo</b>	Your Company Name	Training Manual
FAA Repair Station #: xxxxxxxx		Rev: Orig

## INDIVIDUAL TASK QUALIFICATION

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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## Approved Supplier List

(mo/yr)

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Revisions		Rev:	Orig
Letter	C.O. Number - Description	Date	
Prepared By:		<b>Your Company Name</b>	
Approved By:			
		<b>APPROVED SUPPLIER LIST</b>	
		Size: <b>A</b> FAA#:	Form Rev: Orig <b>1 of 3</b>

(your logo)



**Procedure:**

**Supplier evaluation:**

[REDACTED] forwards Supplier Survey for completion by Supplier.

Supplier evaluation is **required** for [REDACTED].  
Supplier evaluation is **not required** for [REDACTED].

A new Supplier is submitted to management for review. Management has discretionary authority to [REDACTED].

Supplier capability/approval is determined by:  
[REDACTED]

**Acceptable Practice:**

Suppliers are added [REDACTED] to this Approved Supplier List or [REDACTED].  
Suppliers that conform to the terms and conditions of the Purchase Order may [REDACTED].

Suppliers that provide non-critical materials [REDACTED] and/or Suppliers identified as [REDACTED] are required to [REDACTED].

The Purchasing Group may [REDACTED].

**Glossary:**

[REDACTED]

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**CAR#**


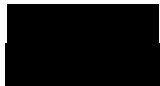



[Redacted content]

Copyrig

Your Logo		Inspection Instructions		Article, Appliance, etc:		
		Special Instructions: See Work Order No (your work order #)		Technical Data:		
				Technical Data:		
				Approval:		
Oper #	Qty	Description of Inspection Operations	M&TE# RFS#	Stamp/Initial Date		
<b>Preliminary Inspections</b>						
		[Redacted] <input type="checkbox"/> [Redacted] <input type="checkbox"/>				
		[Redacted]				
		[Redacted]				
		[Redacted]				
		[Redacted] <input type="checkbox"/> [Redacted] <input type="checkbox"/>				
		[Redacted]				
<b>Hidden Damage Inspection</b>						
		[Redacted]				
<b>In-Process Inspection</b> - steps may be performed out of sequence? <input type="checkbox"/> Yes <input type="checkbox"/> No						
		[Redacted]				
<b>Final Inspection</b>						
		[Redacted]				

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# INSPECTOR STAMP LOG

(your logo)

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<b>Your Logo</b>	Your Company Name	Name of Process being Audited
FAA Repair Station #: xxxxxxxx		Rev: Orig

**DO - STEP TWO: Compare Documentation vs. Requirements**

Read the applicable sections of (your doc)		
Question	Y/N	Evidence or Notes Sheet Ref. #
[REDACTED]		
[REDACTED]		
[REDACTED]		

[REDACTED]
[REDACTED]

**CHECK - STEP THREE: Compare Actual Practice vs. Requirements**

Compare the requirements of (your doc) and other documentation [REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

<b>Your Logo</b>	Your Company Name	Name of Process being Audited
FAA Repair Station #: xxxxxxxx		Rev: Orig

Compare the requirements of (your doc) and other documentation [REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Review previous audits for [REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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<b>Your Logo</b>	Your Company Name	Name of Process being Audited
FAA Repair Station #: xxxxxxxx		Rev: Orig

**ACT - STEP FOUR: Verify the Effectiveness of the Process**

Review the applicable process map for [REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
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<b>Your Logo</b>	Your Company Name	Name of Process being Audited
FAA Repair Station #: xxxxxxxx		Rev: Orig

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[Redacted]	[Redacted]

STEP SIX: [Redacted]

All auditors on the audit team [Redacted]

Lead Auditor: [Redacted]

[Redacted]

\_\_\_\_\_  
Signature of Lead Auditor

\_\_\_\_\_  
Date

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<b>Your Logo</b>	Your Company Name	Name of Process being Audited
FAA Repair Station #: xxxxxxxx		Rev: Orig

STEP SEVEN: [REDACTED]

The completed audit report [REDACTED]

[REDACTED]

- |                                     |                                     |                                     |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> [REDACTED] | <input type="checkbox"/> [REDACTED] | <input type="checkbox"/> [REDACTED] |
| <input type="checkbox"/> [REDACTED] | <input type="checkbox"/> [REDACTED] | <input type="checkbox"/> [REDACTED] |
| <input type="checkbox"/> [REDACTED] | <input type="checkbox"/> [REDACTED] | <input type="checkbox"/> [REDACTED] |
| <input type="checkbox"/> [REDACTED] | <input type="checkbox"/> [REDACTED] | <input type="checkbox"/> [REDACTED] |
| <input type="checkbox"/> [REDACTED] |                                     |                                     |

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TRACKING AND RECORDING MAINTENANCE LOG

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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## MANAGEMENT REVIEW REPORT

Origination Date: XXXX

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

**Abstract:**

This document provides the management review report.

<b>Your Logo</b>	Your Company Name	Management Review Report
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
0-0			

### REVISION RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	Management Review Report
FAA Repair Station #: xxxxxxxx		Rev: Orig

Please complete each section - this form may [redacted] management must [redacted]

**Date of Review:** \_\_\_\_\_ **Recorded by:** \_\_\_\_\_

**In Attendance:**

NAME	TITLE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Absent:**

NAME	TITLE
_____	_____
_____	_____
_____	_____

**ITEM 1:** [redacted]  
 [redacted]  
 [redacted]

**ITEM 2:** [redacted]

**ITEM 3:** [redacted]

<b>Your Logo</b>	Your Company Name	Management Review Report
FAA Repair Station #: xxxxxxxx		Rev: Orig

**ITEM 4:** [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**ITEM 5:** [REDACTED]

**ITEM 6:** [REDACTED]

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**ITEM 7:**

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**ITEM 8:**

[REDACTED]

**ITEM 9:**

[REDACTED]

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<b>Your Logo</b>	Your Company Name	Management Review Report
FAA Repair Station #: xxxxxxxx		Rev: Orig

**ITEM 10:** [REDACTED]

**ITEM 11:** [REDACTED]

**ITEM 12:** [REDACTED]

**ITEM 13:** [REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
1		
2		
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4		
5		
6		

**ITEM 14:** [REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]

**ITEM 15:** [REDACTED]

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# Property Management Log

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Your Logo



Serviceable Part Tag:

SERVICEABLE PART					
[REDACTED]		[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]		[REDACTED]	
[REDACTED]	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>
[REDACTED]		[REDACTED]		[REDACTED]	
[REDACTED]					
[REDACTED]			[REDACTED]		
[REDACTED]					

Form Rev: Orig

Return to Service Tag:

RETURN TO SERVICE					
[REDACTED]		[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]		[REDACTED]	
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[REDACTED]			[REDACTED]		
[REDACTED]					

Form Rev: Orig

Repairable Part / Test Tag:

REPAIRABLE PART / TEST					
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[REDACTED]		[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]		[REDACTED]	
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[REDACTED]	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>

Form Rev: Orig



<b>WITHHOLD TAG</b>		[REDACTED]	
[REDACTED]		[REDACTED]	
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[REDACTED]		[REDACTED]	
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Form Rev: Orig

<b>BAD TAG</b>		[REDACTED]	
[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	
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[REDACTED]			

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(Your Logo)

(Date)

Quality Manager«AddressBlock»

Re: Supplier Performance Rating Report  
Performance Reporting Dates:  
P.O. #

Dear QC Manager:

We have developed a Supplier Report Card that indicates your Quality Performance. Enclosed is a copy of your Quality Performance, which includes

[Redacted]

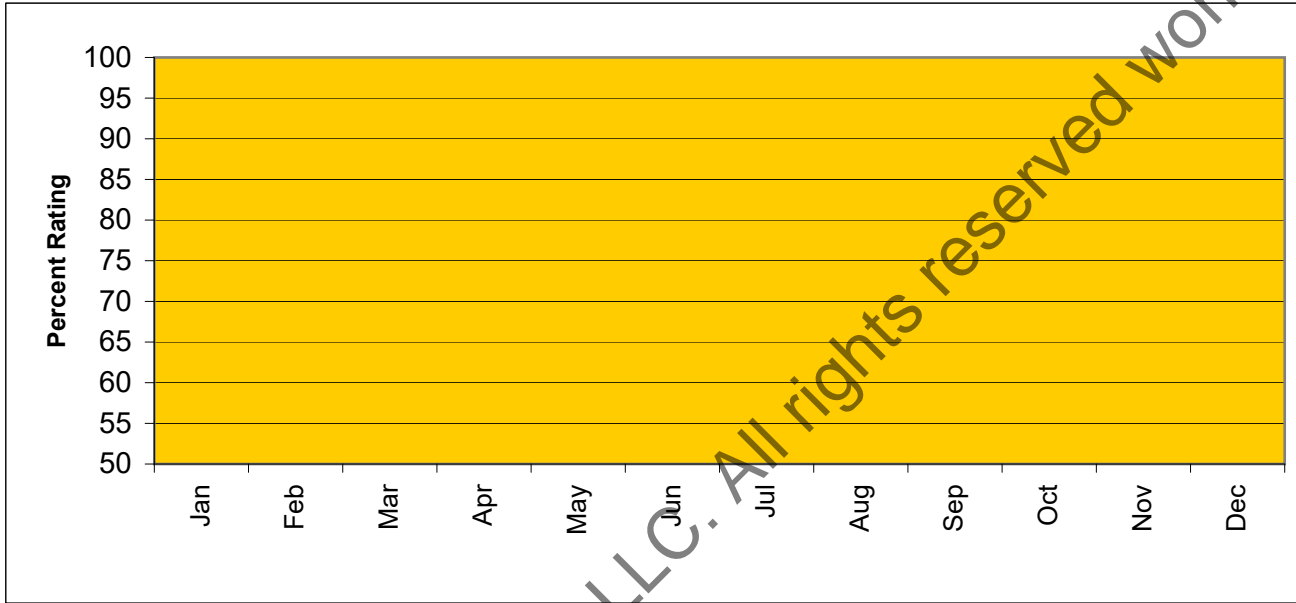
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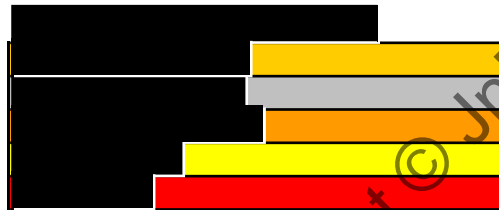
[Redacted]

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# Supplier Performance Rating



Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov



Form

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# Your Logo

Your Company Name  
FAA Repair Station #: xxxxxxxx

WORK ORDER NUMBER: xxxxx

INSPECTIONS	Initials	Initials
PRELIMINARY INSPECTION: ██████████ ██████████ ██████████ ██████████	Mech:	Insp:
██████████ ██████████ ██████████		
HIDDEN DAMAGE INSPECTION: ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████		
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<b>Your Logo</b>	Your Company Name	Work Breakdown
FAA Repair Station #: xxxxxxxx		Rev: Orig

### Work Breakdown

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Form Rev: Orig

[Redacted]

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Your Logo

Your Company Name  
FAA Repair Station #: xxxxxxxx

# WORK INSTRUCTION NAME

Origination Date: (month year)

Document Identifier: Name, Number, Unique ID

Date: Your Date

Document Status: Released

**Abstract:**

This document describes xxxxxx.

<b>Your Logo</b>	Your Company Name	Work Instruction
FAA Repair Station #: xxxxxxxx		Rev: Orig

### REVISION LOG

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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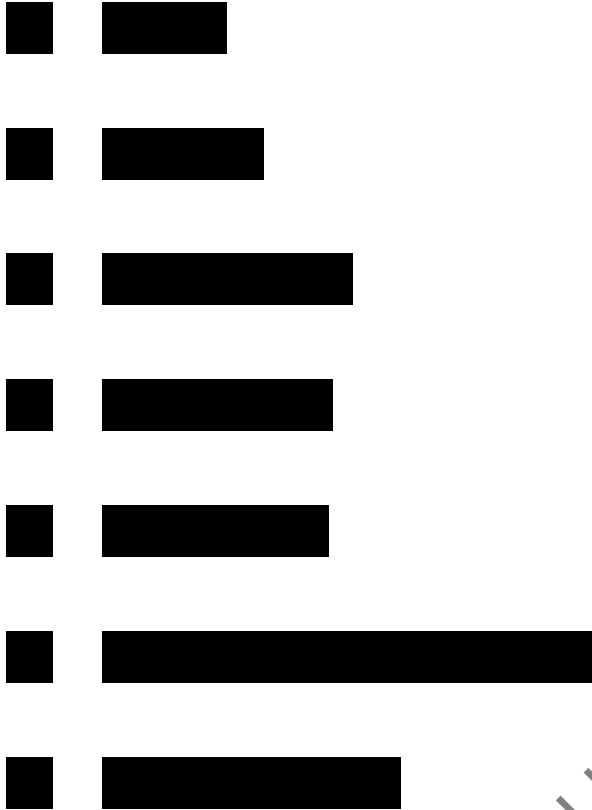
<b>Your Logo</b>	Your Company Name	Work Instruction
FAA Repair Station #: xxxxxxxx		Rev: Orig

## TABLE OF CONTENTS

■	
■	
■	
■	
■	
■	
■	
■	

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