REDACTED

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.

Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.quality-control-plan.com/copyright.htm

Add to Cart

Revision Contr	olled Quality Ma	anual #: _					wed worldwide.
		FAA	A Rep	air	Station	1, 0	-OI
		Qualit	y Coi	ntro	ol Manu	al 🖓	5
		•.0	M	o/Yr	Allrig	1S	served worldwide
		Revisio	ons				Rev:
Letter	E.O. Number	Desci	ription				Date
		5					
	St						
	2						
	\bigcirc						
2	•						
Used On	Contract#:				Vou	- Comp	ony Nomo
Prepared By:		Date	Your Company Name				
Your Dept:		Date					
Your Dept:		Date		Rep		-	ity Control Manual
Your Dept:		Date				Your Ma	
Your Dept:		Date	Size:	Α	CAGE:		Form Rev: Orig 1 of 21

Your Company Logo

TABLE OF CONTENTS

1.0	Qu	uality Control Manual (QCM)	3
1.		Revision Control	
1.2	2	Electronic Format	4
2.0	Pr	oficiency of Inspection Personnel	
2	1	Requirements of Inspection Personnel	4
3.0	Cu	urrent Technical Data	6
3		General	6
4.0	Ins	spection and Quality Control System	
4.	1	General Reporting Malfunctions or Defects Continuity of Inspection Responsibility	
4.2	2	Reporting Malfunctions or Defects	8
4	3	Continuity of Inspection Responsibility	8
4.4	4		
4.:	5	Handling of Parts	9
4.0	6	Tagging and Identification	9
4.2	7	Handling of Parts Tagging and Identification Incoming Inspection Preliminary Inspection Hidden Damage Inspection.	9
4.8	8	Preliminary Inspection	
4.9	9	Hidden Damage Inspection	
4.	10	In-Process Inspection Final Inspection Work Sign-Off Maintenance Release and Approval for Renard to Service	
4.	11	Final Inspection	
4.	12	Work Sign-Off	
4.	13	Maintenance Release and Approval for Return to Service	
5.0	Ca	alibration of Measuring and Lest Equipment	14
5.	1	General	
5.2	2	General	
6.0	Та	aking Corrective Action on Deficiencies	16
6.	1	General	
		If Evaluation	
8.0	Fo	orms and Instructions	
8.		General	
9.0	De	efinition of Terms	19
		NIIS .	
Conve	ight ©	D JnF Specialties, LLC. All rights reserved worldwide. www.quality-control-plan.com/copyright.htm	

V. C. N.	REV	CAGE	DOC#:	2 of 21
Your Company Name	Orig		Repair Station Quality	Control Manual

1.0 Quality Control Manual (QCM)The Company operates a quality management system to control: a) b) c) d) e) inspection activities: •

1.1 Revision Control

The Quality Manager is responsible for making manual revisions and submits revisions to the Federal Aviation Administration (FAA) for review and acceptance. Revisions to the manual are distributed and made available to the FAA and electronic or manual systems. The Company does not incorporate changes to manual revisions that are unacceptable to the FAA or do not conform to applicable regulations. Maintenance and/or administrative actions performed under manual revisions that were found unacceptable to the FAA are corrected. The Company ensures that each manual holder or designated location receives each revision. Revisions to the manual are identified by a vertical bar in the margin or other suitable method to indicate the revised portion of text. This is accomplished by:



NOTE: An acknowledgement form may be used for tracking the receipt and insertion of the revision by the manual holder to ensure accountability. After receiving a revision, each manual holder should

Vour Compony Name	REV	CAGE	DOC#:	3 of 21
Your Company Name	Orig		Repair Station Quality	Control Manual

such permission. 1.2 Electronic Format Manual(s) may be maintained on a computer network or other electronic medium If the manual is maintained on a network server, the Company provides for the following: a) Security INIDE b) Access c) Revisions d) Availability the Company provides for the If the manual is maintained on following: a) b) c) d)

NOTE:

All document submissions, regardless of the media used, are signed by an appropriate manager and are accompanied by a cover letter that describes the submission.

Proficiency of Inspection Personnel 2.0

Part 65, Part 145, sections 145.211, 145.155, 145.157 and 145.161

Requirements of Inspection Personnel. 2.1

The Company ensures that inspection personnel are thoroughly familiar with the following:



The Company addresses how to establish the qualifications of the inspection personnel. The initial qualification may be based on

N C N	REV	CAGE	DOC#:	4 of 21
Your Company Name	Orig		Repair Station Quality Con	trol Manual

required before

The Company establishes the minimum amount of experience

2.1.2

The Company describes how inspectors become qualified through "on the job training" (OJT) and/or formal classroom training. The training may

Training includes

Inspection personnel require

Inspectors performing Nondestructive Testing (NDT)

meet the qualification requirements of other industry standards, such as 2.1.3

Inspection personnel are provided technical data to properly perform their tasks. They understand current specifications involving

Inspection personnel are familiar with the RSM and QCM for the Company as well as the applicable federal aviation regulations.

2.1.4

The Company addresses where the technical data is located, who is responsible for maintaining the current data and how the inspectors will be made aware of changes.

When the person performing final inspection is authorized to approve an article for return to service, that person is

When final inspection personnel are authorized to approve an article for return to service, the Company addresses

This is accomplished by:				
a)				
b)				
c)				
d)				
e)				
f)				
-/				
g)				
h)				
i)				
j)				
J <i>)</i>				
Name Campanya Nama	REV	CAGE	DOC#:	5 of 21

Vour Compony Name	REV	CAGE	DOC#:	5 of 21
Your Company Name	Orig		Repair Station Quality Co	ntrol Manual

3.0 Current Technical Data

Part 43, section 43.13(a) and part 145, sections 145.201(c) and 145.211(b)

3.1 General

The Company ensures that current technical data is available for the scope of work the Company is performing. The Company requires each person performing maintenance, alteration or preventive maintenance to use

The certificated repair station does not approve for
return to service any article unless
The technical data used by the Company includes any of the following:
a)
b)
c)
3.1.1
The data used by the Company to perform a specific maintenance function is current and available
to maintenance and inspection personnel when the maintenance is being performed. The Company

ensures that someone in the Company is responsible for

The Company ensures that any subscriptions to required technical data are The Company describes how the revised technical data will be inserted into

existing documents and how the appropriate individuals will be notified about revisions. 3.1.2

The Company enables a complete document control system to provide for distribution, accountability and availability of documents. Document control procedures may include:

a)
b)
c)
d)
e)
3.1.3
The Company ensures accurate and timely distribution of the material. Additional procedures

The Company ensures accurate and timely distribution of the material. Additional procedures address

3.1.4

The company ensures that the manufacturer's drawings and data that is used to perform maintenance meets the requirements of section 43.13(a). The parts manufactured by the production side of the Company are not used unless

N. C. N.	REV	CAGE	DOC#:	6 of 21
Your Company Name	Orig		Repair Station Quality C	control Manual

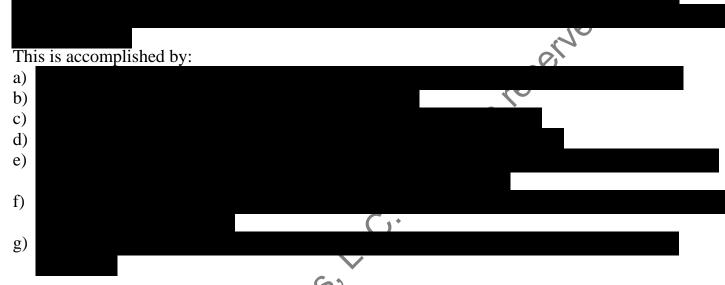
3.1.5

The Company ensures an accurate, timely and complete translation of technical data before distribution if it has been translated into another language. Provisions are made for quality control personnel to review and approve the translated material before distribution.

The technical data that needs to be translated may include

3.1.6

The use of computer software for component testing (of airborne systems or equipment, avionics systems, engines, etc.) includes



4.0 Inspection and Quality Control System

Part 145, sections 145.211 and 145. The Company provides for:

a) b) c)		
b) c)	a)	
c)	b)	
	c)	
	d)	
u)	u)	

4.1 General 🛈

The Company describes the inspection system in detail, from establishing the purchase of aviation articles and how that material is inspected upon receipt,

The Company describes each step in a format easily understood by the employees (a flowchart may be helpful in developing the procedures). The Company also describes the system for

V. C. N.	REV	CAGE	DOC#:	7 of 21
Your Company Name	Orig		Repair Station Quality C	ontrol Manual

4.2 Reporting Malfunctions or Defects

The Company notifies the FAA within 96 hours after discovering any failure, malfunction or defect of an article. This report is in a format acceptable to the FAA.

The repair stations may use FAA Form 8010-4, Malfunction or Defect Report. Information for completion of this form maybe found in AC 20-109, as amended. Examples of the types of information received on these reports may be found in AC 43-16, Aviation Maintenance Alerts as amended. The Company may submit a Service Difficulty Report - Aeronautical Equipment, FAA Form 8070-1, for a certificate holder operating according to 14 CFR parts 121, 125 or 135 (information for completion of Form 8070 1 is attached to the form). The Company does not report

4.3	Continuity of Inspection Responsibility
-----	---

The Company provides procedures for ensuring that the responsibilities of its inspectors are properly performed if they cannot complete the task. When the Company uses multiple shifts, the procedures ensure

4.4 Receiving Policy

The Company addresses the procedures used for accepting consumable materials and Customer parts. The Company generally describes how material is

Additionally, the procedure includes

4.4.1

Procedures include visual inspection of the container and contents for shipping damage, packing and proper paperwork. The Company provides procedures to assist receiving personnel in performing their tasks, such as

The procedure includes

4.4.2

Receiving personnel review paperwork received with articles maintained by other facilities contracted by the Company or parts received from foreign manufacturers (refer to AC 20-62, Eligibility, Quality and Identification of Aeronautical Replacement Parts, as amended). The Company addresses

4.4,3

The Company describes how parts are stored and requisitioned for particular work.

Very Course Norma	REV	CAGE	DOC#:	8 of 21
Your Company Name	Orig		Repair Station Quality Con	trol Manual

4.5 Handling of Parts

The Company provides sufficient space to segregate articles and materials stocked for installation from those articles undergoing maintenance, preventive maintenance or alterations. Throughout the maintenance cycle, care is provided when

The Company provides for segregation and protection of parts, avoiding metal-to-metal contact, or contamination and preservation.

When the Company moves articles from one area of the facility to another it ensures

4.6 Tagging and Identification

All articles undergoing maintenance within the Company are identified using

Articles

awaiting repairs are identified differently than those that are repaired. Articles that are deemed non-repairable are

4.7 Incoming Inspection

The Company provides procedures that describe the incoming inspection of raw materials used by the Company for maintenance, preventive maintenance or alteration.

The Company defines what is considered raw material and describes how

The Company also includes procedures for handling suspected unapproved parts. Raw materials documentation or certifications are kept on file and the procedure addresses

		eclo					
This is acc	omplished by:	-ev					
a) b)							
.,							
c)							
d)							
e)							
f)							
g)							
h)							
			REV	CAGE	DOC#:	9 o	f 21
	Your Company	v Name	Orig			Quality Control Ma	

i)			
j) k)			_
1)			<u>\</u>

4.8 Preliminary Inspection

The Company addresses what constitutes a preliminary inspection, how that inspection will be performed and how the article will be identified throughout the repair cycle. The Company evaluates an article to determine

The results of inspections are documented and are communicated to the Customer. The forms used to record the inspection are used to identify the article until

The Company notifies the Customer of any defects that are outside the scope of the Customer's authorized repair.

This is accomplished by:

This is decomprished by:	
a)	
b)	
c)	1*
d)	
e)	
f)	
g)	
h)	
i)	
j)	
k)	
1)	
m)	
n)	
o)	
p)	
(q)	

4.9 Hidden Damage Inspection Hidden damage inspection includes

This inspection is recorded on the same form used for the preliminary inspection. Inspection personnel are experienced enough with the article to recognize

N. C. N.	REV	CAGE	DOC#:	10 of 21
Your Company Name	Orig		Repair Station Quality C	Control Manual

The Company initiates communications with the Customer regarding damage history of the article. This is accomplished by:

This is accomplished by:
a)
b)
c)
d)
f)
,O*
4.10 In-Process Inspection
b) c) d) e) f) 4.10 In-Process Inspection 4.10.1 These important take place during uprious stars of discourbly, repeited a secondly of an
These inspections may take place during various stages of disassembly, repair and reassembly of an
article. These inspections are usually described in
artele. These hispections are usually described in
The inspection may require
4.10.2
When the article has been shipped to another repair station for contracted maintenance, the
inspection process includes
The inspector also reviews the documentation received from the vendor, such as
When a non-certificated person performs the
maintenance, an inspection and/or test is required to determine whether the maintenance was
performed satisfactorily.
This is accomplished by:
a)
b)
c)
d)
e)
f)
g)
h)
i)
j)

Name Camerana Nama	REV	CAGE	DOC#:	11 of 21
Your Company Name	Orig		Repair Station Quality C	Control Manual

4.11 Final Inspection

Final inspection is performed on each article before it is approved for return to service. Final inspection includes

checklist to ensure

The Company develops a The individual

performing this inspection meets the requirements of section 145.155, which requires

The person is able to understand, read and write English. As stated in section 145.213, except for individuals employed by a repair station located outside the United States, only an employee certificated under part 65 is authorized to

tsrese This is accomplished by: a) b) c) d) e) f) g) h) i) i) k) 1) m) n)

4.12 Work Sign-Off

Many repair stations use rubber stamps or electronic media instead of signatures to annotate the completion of a task on a traveler, work order, process sheet, inspection sheet, or similar document. The intent of the stamp or electronic sign-off is to

V. C. N.	REV	CAGE	DOC#:	12 of 21
Your Company Name	Orig		Repair Station Quality C	control Manual

The stamp or electronic sign-off used is often more legible than hand-written initials. When the Company chooses to use stamps or electronic media, it has a control program that addresses the following:



Exemptions from the regulations will no longer be required to use electronic media because the rule allows the use of electronic systems. The Company has procedures that fully describe the system and its use.

4.13 Maintenance Release and Approval for Return to Service $\sqrt{2}$

4.13.1

The maintenance release document meets the requirements of part 43, sections 43.9 and 43.11. The repair station that is Joint Aviation Authorities (JAA) certificated uses FAA Form 8130.3 as a maintenance release for articles returned to JAA member countries.

4.13.2

Regardless of the format, the contents includes:

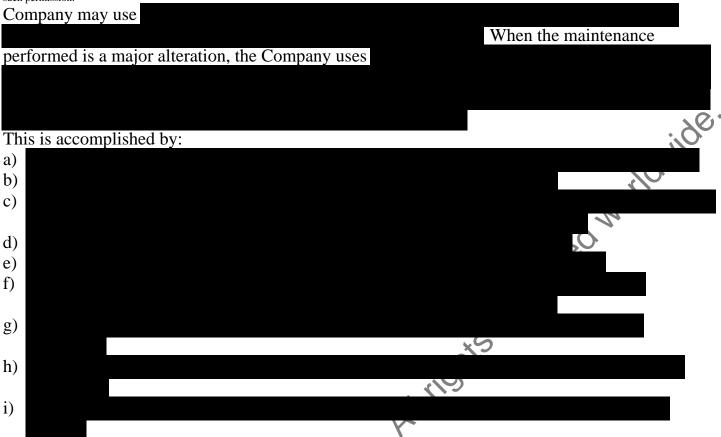


When the Company is performing maintenance for an air carrier, the Company follows

4.13.4

The approval for return to service may be a separate document, included in the work order, or entered into the aircraft maintenance records. When the maintenance is a major repair, the

Vour Compony Name	REV	CAGE	DOC#:	13 of 21
Your Company Name	Orig		Repair Station Quality C	ontrol Manual



5.0 Calibration of Measuring and Test Equipment

Part 43, section 43.13(a) and part 145, sections 145.211(c) and 145.109(b)

5.1 General

The Company defines the procedures used for calibrating measuring and test equipment, including

The Company explains the system for controlling and

performing calibration of precision tools and test equipment that are used to make airworthiness determinations, referred to as Measuring Tools and Equipment (MTE). The Company is responsible for the calibration program, whether calibration is performed in-house or contracted to outside sources. The calibration is traceable to a standard acceptable to the FAA, which includes

The measuring equipment is calibrated at regular intervals, which are established by the manufacturer or the Company. The Company maintains records of the calibration for at least 2 years. The Company maintains a list of calibrated equipment by

V. C. N.	REV	CAGE	DOC#:	14 of 21
Your Company Name	Orig		Repair Station Quality C	Control Manual

Personnel calibrating tools and equipment l	have		
Procedures addre	ess		. •
The procedures also	describe		*Steserved worldwick.
5.2 Calibration Records			dilo
Calibration records include the following:			, N
a)			0
b)			NO
c)			CON
d) e)			40 ⁵
f)			5
The results of the calibration includes			
The procedures states			
5.2.1		Y	
When the Company calibrates its own equi	pment, a	series of g	age calibration techniques are
developed. The techniques describes			
The technique includes			
5.2.2			
Calibrated equipment is identified in some	manner to	prevent	the inadvertent use of non-calibrated
equipment in the maintenance process. The			
	•		
during handling, maintenance and storage.	uipment a	are protec	ted from damage and deterioration
5.2.3			
The Company may use some equipment the	at does no	t require	calibration if that equipment is not
used to make airworthiness determinations.	The proc	edures de	escribe
This is accomplished by:			
This is accomplished by: a)			
Your Company Name	REV Orig	CAGE	DOC#: 15 of 21 Repair Station Quality Control Manual
	Orig		Repair Station Quanty Control Manual

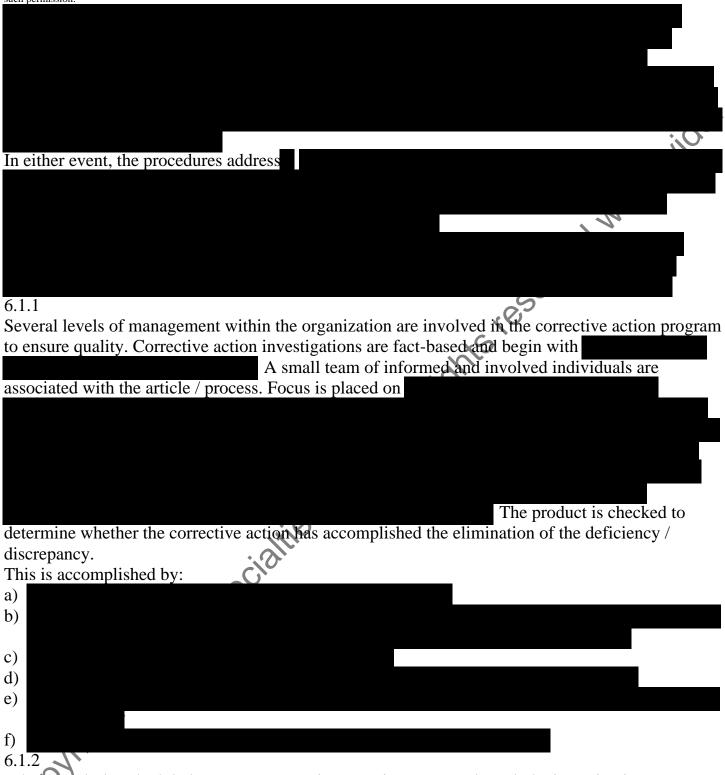


Section 145.211(c)

6.1 General

The Company provides procedures for taking corrective action on deficiencies. The correction of deficiencies includes

Vern Commune Neme	REV	CAGE	DOC#:	16 of 21
Your Company Name	Orig		Repair Station Quality Co	ontrol Manual



When regularly scheduled management review meetings are conducted, the investigation, cause and corrective actions taken to prevent recurrence of discrepancies are a topic of discussion during those meetings.

Nour Compony Nome	REV	CAGE	DOC#:	17 of 21
Your Company Name	Orig		Repair Station Quality (Control Manual

such permission.
7.0 Self Evaluation
The individual performing self-evaluations has the following qualifications:
a)
b)
c)
The individual uses
The self-evaluation ensures
that the Company has the following:
b)
c)
The self-evaluation ensures that the Company has the following: a) b) c) d) e)
e) The individual conducting the calf conduction records the results on the
The individual conducting the self-evaluation records the results and
The procedures describe the acceptance process for the Company officials and the FAA. The procedure used to revise the list
process for the Company officials and the FAA. The procedure used to revise the list
Records of the self-evaluation are made available to
the FAA in the English language.
This is accomplished by:
a)
b)
c)
d)
e)
f)
g)
h)

8.0 Forms and Instructions

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

8.1 General

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

Changes are documented according to standard revision procedures.

Norm Community Norma	REV	CAGE	DOC#:	18 of 21
Your Company Name	Orig		Repair Station	a Quality Control Manual

This is accomplished by:



9.0 Definition of Terms

a. Acceptable

Data is acceptable when it meets the requirements of the applicable regulations.

b. Accountable Manager

The person designated by the certificated repair station that is responsible for and has the authority over all Company operations that are conducted under part 145. This person's duties include ensuring that Company personnel follow the regulations and serving as the primary contact with the Federal Aviation Administration (FAA).

c. Approved

Approved by the Administrator unless used with reference to another person. Approval is granted to a repair station when the information, such as a process specification or rating, is listed on the operations specifications (OpSpecs).

d. Article

An aircraft, airframe, aircraft engine, propeller, appliance, or component part.

e. Contracting

Entering into an agreement between two or more persons for the performance of maintenance functions on an article.

f. Correction

An action taken to eliminate a detected nonconformity. For repair stations electing to use an International Organization for Standardization (ISO 9001) quality system, a correction may involve repair or rework and may be made in conjunction with a corrective action.

Norm Community Norma	REV	CAGE	DOC#:	19 of 21
Your Company Name	Orig		Repair Station Quality	Control Manual

g. Corrective Action

An action taken to eliminate the cause of a detected nonconformity or other undesirable condition to prevent its reoccurrence. For repair stations electing to use an ISO 9001 or similar system, the undesirable condition may include potential regulatory violations, which differs from a nonconformity requiring correction.

h. Designated Engineering Representative (DER)

A private person designated by the FAA Administrator to act as its representative for examining, inspecting, and testing aircraft and related data. A DER may recommend approval or approve data within the limitations of his or her certificate of authority.

i. Directly in Charge

Responsible for the work of a certificated repair station that performs maintenance, preventive maintenance, alterations, or other functions affecting aircraft airworthiness. A person directly in charge doesn't need to physically observe and direct each worker constantly, but must be available for consultation on matters requiring instruction or decision from higher authority.

j. Line Maintenance

(1) Any unscheduled maintenance resulting from unforeseen events; or

(2) Scheduled checks that contain servicing and/or inspections that do not require specialized training, equipment, or facilities.

k. Maintenance

Inspection, overhaul, repair, preservation and the replacement of parts, excluding preventive maintenance.

1. Maintenance Function

A step or series of steps in the process of performing maintenance, preventative maintenance, or alterations, which result in approving an article for return to service.

m. Major Alteration

An alteration not listed in the aircraft, are aft engine, or propeller specifications that:

- (1) Might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness; or
- (2) Is not done according to accepted practices or cannot be done by elementary operations.
- n. Major Repair

A repair that:

 If improperly done, might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthness; or

(2) Is not done according to accepted practices or cannot be done by elementary operations.

o. Operations Specifications (OpSpecs)

The official document that describes the authorizations, ratings and limitations of the repair station. p. Preventive Action

An action taken to eliminate the cause of a potential nonconformity or other potentially undesirable situation. For repair stations electing to use an ISO 9000 system, preventative action is taken to prevent an occurrence, whereas corrective action is taken to prevent a reoccurrence. For a repair

N. C. N.	REV	CAGE	DOC#:	20 of 21
Your Company Name	Orig		Repair Station Quality	ty Control Manual

station using an American Society for Quality (ASQ) system, preventative action is taken to remove or improve a process to prevent potential future occurrences of a nonconformance.

q. Preventive Maintenance

Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.

r. Procedure

A specified way to perform an activity or a series of steps, such as a procedure that describes the methods, steps, or means to carry out policy

s. Quality Control Manual (QCM)

A manual that describes the inspection and quality control procedures used by the repair station. t. Rating

A statement that, as a part of the repair station's certificate, describes the special conditions, privileges, or limitations issued under part 145, sections 145.59 and/or 145.61

u. Repair Station Manual (RSM)

A manual that describes the procedures and policies of a repair station's operations.

v. Required Inspection Item (RII)

An item of maintenance that, if not performed properly or if improper parts or materials are used, could result in a failure, malfunction, or defect, endangering the safe operation of the aircraft. An RII must be inspected by a trained, qualified and authorized inspector.

The inspector must be listed on the repair station's roster but can't be the same individual who performed the work. (See parts 121, 125 and 135, sections 121.371, 125.251 and 135.429 for details of this requirement).

w. Supervisor

A person who directs the work performed under the repair station's certificate and OpSpecs. rved worldwin specific unterspecific untersp (See part 145, section 145.153 for supervisory personnel requirements.)

Norm Commence Norma	REV	CAGE	DOC#:	21 of 21
Your Company Name	Orig		Repair Station Quality C	ontrol Manual

Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.quality-control-plan.com/copyright.htm

Revision Contr	olled Quality Ma	nual #: ₋					orldwide
Revision Controlled Quality Manual #:							
	: es 1						
Letter	E.O. Number	Revisio	ns intion				Rev: Date
	E.O. Number		iption				
	, SX						
	<u>)</u>						
×							
Used On	Contract#:						
Prepared By:		Date			Y OU	r Comp	any Name
Vour Dept:		Date			Doro	in Stati	on Monuel
Your Dept: Your Dept:		Date Date				ur Statio Your Ma	on Manual
Your Dept:		Date	Size:	A	CAGE:		Form Rev: Orig 1 of 21

Your Company Logo

TABLE OF CONTENTS

1.0 C	ompany Manual		3
1.1	Revision Control		3
1.2	Electronic Format		4
2.0 O	rganization	•••••••••••••••••••••••••••••••••••••••	
2.1		in the second	
2.2	Duties and Responsibilities		
3.0 Pe	ersonnel Roster		6
4.0 O	perations, Housing, Facilities, Equipmer	nt, and Materials	6
4.1	Operations	6	6
4.2	Operations Housing and Facilities Equipment and Materials	100	7
4.3	Equipment and Materials		7
5.0 C	apabilities List		8
5.1	- Limited Certification Services	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	8
6.0 T	Limited Certification Services raining Program	<u>×</u> 9	9
7.0 W	ork Performed at Another Location		9
8.0 M	laintenance, Preventive Maintenance and	d Alterations Performed for Air Carrie	ers
	Parts 121, 125, 129 and 135		
	ontract Maintenance Information	<u> </u>	
10.0	Required Records and Recordkeeping		
10.1	-	, 	
11.0			19

Name Campana Nama	REV	CAGE	DOC#:	2 of 21
Your Company Name	Orig		Repair Station	Manual

1.0 Company Manual

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 station management system to:

a) b)	SQ.
c)	prepare an organization chart to:
0)	prepare an organization chart to: • • • • • • •
d)	
e)	
f)	prepare a capabilities list and procedure(s) for (if applicable):
	prepare a capabilities list and procedure(s) for (if applicable):
g)	prepare a training program and procedures for:
h)	
i)	
j)	prepare contracts and procedures for:
	•
k)	
1.1	1 Revision Control
Th	e Quality Manager is responsible for

Revisions to the manual are distributed and made available to the FAA and electronic or manual systems. The Company does not incorporate changes to manual revisions that are unacceptable to the FAA or do not conform to applicable regulations. Maintenance and/or administrative actions performed under manual revisions that were found unacceptable to the FAA are

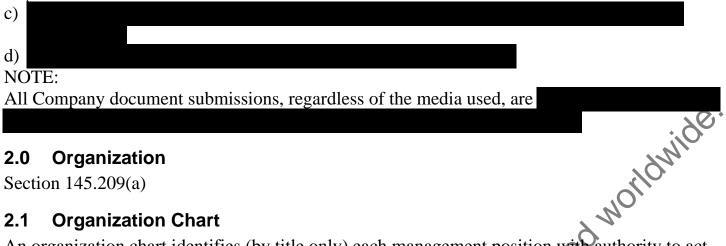
Vour Company Nome	REV	CAGE	DOC#:	3 of 21
Your Company Name	Orig		Repair Station	Manual

Revisions to the manual are identified by a vertical bar in the margin or other suitable method to indicate the revised portion of text.

This is accomplished by:

a)	
b)	
b)	
c)	
d)	
NOTE: An acknowledgement form m	nay be used for tracking the receipt and insertion of the
-	are vision, each manual
holder should	
	S S
1.2 Electronic Format	
	omputer network or other electronic medium
	anual is maintained on a network server, the Company
provides for the following:	Cit
a) <u>Security</u>	
h) Access	
b) Access	
c) Revisions	
d) Availability	
If the manual is maintained on	the Company provides for the
following:	
a)	
6	

Your Company Name	REV	CAGE	DOC#:	4 of 21
	Orig		Repair Stat	ion Manual



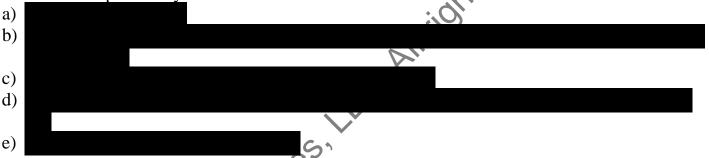
Organization 2.0

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 organizational chart are included in the duties and responsibilities section 2.2. When the Company performs work for air carriers or air operators under 145.205 and is performing RII, the chart reflects the separation between the maintenance and inspection departments.

This is accomplished by:



Duties and Responsibilities 2.2

The Company ensures that the dupes and responsibilities are appropriate and the positions exist within the facility. Duties and responsibilities that are outside the scope of management but are part of the regulatory requirements are

This is accomplished by:	
a)	
b)	
c)	
d)	
C	
e)	

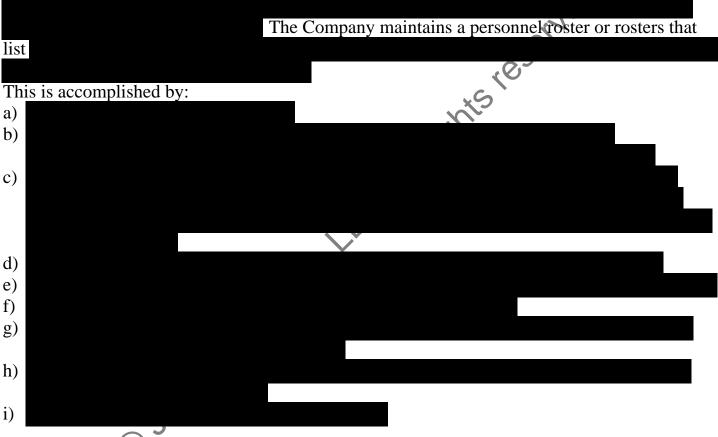
Nour Compony Nomo	REV	CAGE	DOC#:	5 of 21
Your Company Name	Orig		Repair St	ation Manual

The following conditions are considered when assigning duties and responsibilities within the Company:

3.0 **Personnel Roster**

Part 145, sections 145.161, 145.209(b), 145.161(a)(4), and Part 65

HOWIDE. A personnel roster is maintained that lists individuals within the facility that are authorized to perform certain functions, such as



Operations, Housing, Facilities, Equipment, and Materials 4.0

Part 43 and part 145, sections 145.101 through 145.109

Operations 4.1

The Company operates a quality management system to control:

a)					
b)					
c)					
	Vour Company Nama	REV	CAGE	DOC#:	6 of 21
	Your Company Name	Orig		R	epair Station Manual



Housing and Facilities 4.2

The Company makes available a description of the housing and facilities and reference to a drawing showing the floor plan. The drawing may include

Equipment and Materials 4.3

The Company has the equipment, tools and materials necessary to perform the maintenance. The equipment, tools and materials are

A description of the equipment used to perform maintenance is provided with sufficient information to prevent

The list is available for review by

the FAA.

4.3.1 Equivalent Tools and Equipment

When the Company uses equipment, tools or materials other than those recommended by the manufacturer, the equivalency of equipment, tools and materials are defined and documented by

Reverse engineering includes

The basis of equivalency is

Vour Compony Nome	REV	CAGE	DOC#:	7 of 21
Your Company Name	Orig		Repair Station	Manual



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 list and any other necessary technical data are

When the Company no longer wishes to maintain an article of its capability list, the article is deleted. The Company has the necessary tools, equipment, housing, facilities and trained personnel to maintain articles on the capability list at the time the work is performed. The Company audits the capability list on a regular basis to

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 capabilities list, the Company

This is accomplished by:

a)					
d)					
e)					
	Vour Compony Nome	REV	CAGE	DOC#:	8 of 21
	Your Company Name	Orig		Repair Statio	on Manual



6.0 **Training Program**

Part 145, sections 145.163 and 145.209(e)

The training program addresses who is responsible for managing the training program and who is responsible for

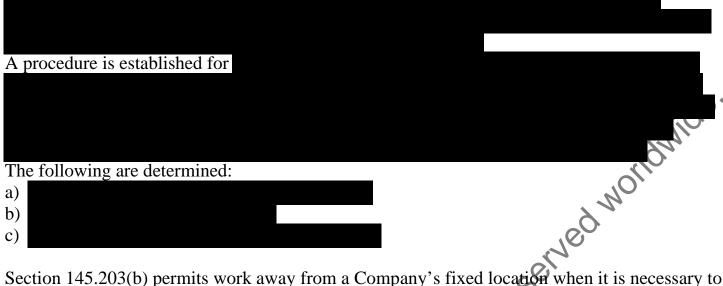


Work Rerformed at Another Location 7.0

Part 43 section 43.9, Part 65 and Part 145 section 145.203.

Work may be performed away from the Company's fixed location on a temporary basis under or (2)two circumstances: (1)

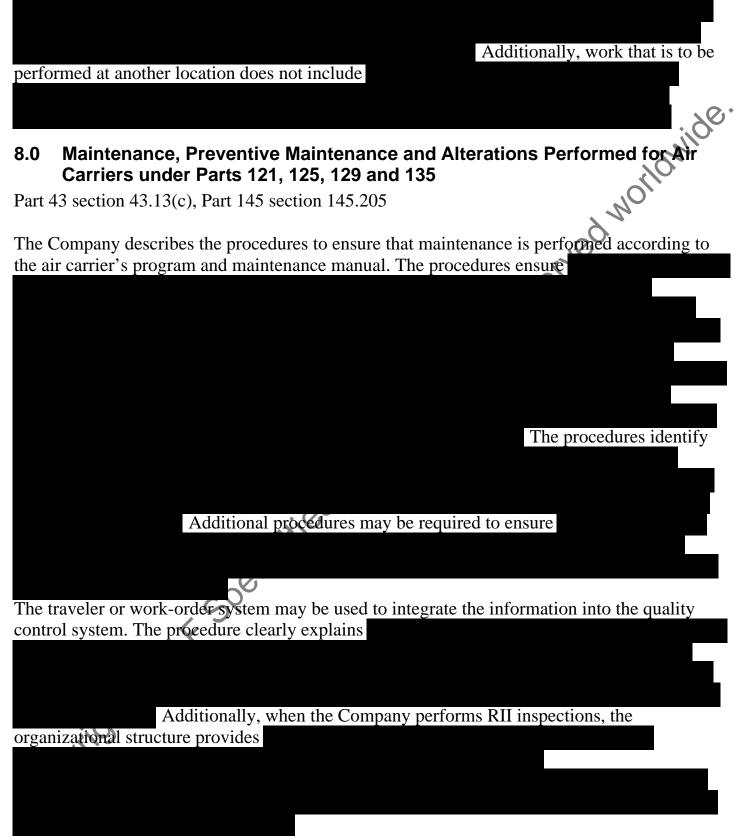
two effectilistances. (1)			01(2)	
ſ	Normally,	work pe	rformed at another lo	ocation does not
include				
	REV	CAGE	DOC#:	9 of 21
Your Company Name	Orig	CITCL	Repair Statio	
	Sing		repuir Statio	n n nanoan



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 procedure is established for work performed at another location on a recurring basis. This is accomplished by:

inits is accomplished by:
a)
b)
c)
d)
e)
f)
g)
h)
h)
i)
j)
k)
The activity does not allow continuous, uninterrupted operations at another location without

	REV	CAGE	DOC#:	10 of 21
Your Company Name	Orig		Repair Station	Manual



Your Company Name	REV	CAGE	DOC#:	11 of 21
	Orig		Repair Sta	tion Manual

This is accomplished by	•	
a)		
b)		
c)		pertaining to the
following issues:		
-		, An
-		
-		2
-		
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
-		

The Company may perform line maintenance for an air carrier conducting operations under parts 121, 129, and 135, provided that:

a)		
b)		
c)	$C_{1}$	

When the Company performs line maintenance, it ensures that the necessary equipment, technical data and trained personnel are available before the maintenance is performed. The Company defines who, by title, is responsible for

The procedure includes who, by title, is responsible

Air carrier training

does not relieve the Company from the requirement to ensure its personnel are trained for the maintenance it is rated to perform.

This is accomplished by:

a)

V. C. N.	REV	CAGE	DOC#:	12 of 21
Your Company Name	Orig		Repair Stat	ion Manual



NOTE: The authorization to perform line station maintenance for an air carrier is not a rating. A certificated Company must

# 9.0 Contract Maintenance Information

Part 145, sections 145.209(h), 145.211(c), and 145.217.

A certificated Company may not provide only approval for return to service of a complete type certificated product following contract maintenance, preventive maintenance or alterations. The Company establishes procedures for maintaining and revising the contract maintenance information required by section 145.217. This information is provided for contracting to both certificated and non-certificated facilities, which includes

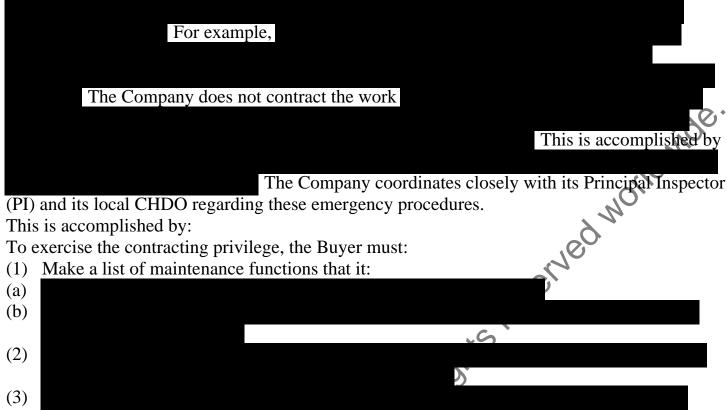
itsres

When the contracted Company is certificated, the information includes

The Company acquires FAA approval to contract maintenance functions to FAA certificated facilities and non-FAA certificated sources. The Company requests approval before

The Company lists the types of contracts that must be contracted because it does not have the housing, facilities, materials or equipment available on its premises and under its control. These may include

Your Company Name	REV	CAGE	DOC#:	13 of 21
	Orig		Repair Station Manual	



COMMENT: Purchase of maintained parts from another Company (including exchanges), brokerage and using another certificated Company to perform work that is outside the original Company's ratings are not maintenance functions requiring FAA approval. These are instances where

y'x

7) 8)

(4)

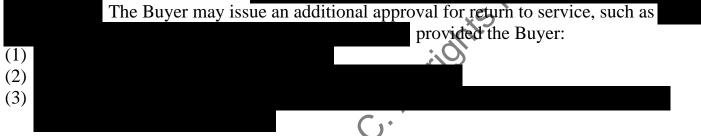
(5)

(6)

Your Company Name	REV	CAGE	DOC#:	14 of 21
	Orig		Repair Station Manual	



When the Company contracts a maintenance function to another FAA-certificated Company, the certificated Company may not provide only approval for return to service of a complete type-certificated product following contract maintenance, preventive maintenance or alterations. When the originating 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 Buyer determines



Items received from a certificated Company are properly processed through the Company's receiving inspection procedures. The originating Company is responsible for

The Company is responsible for approving for return to service any article on which work has been performed and ensures its airworthiness. Inspection procedures enable the Company to

The procedures also include provisions for

The information identifies:

a) b) c)

Your Company Name	REV	CAGE	DOC#:	15 of 21
	Orig		<b>Repair Station Manual</b>	

Procedures describe how a non FAA certificated Company is initially qualified. The procedures also describe how the Buyer ensures

When the Buyer contracts to non FAA certificated facilities, the Company ensures that:

(a)			<u>il</u> O.
(a) (b) (c)			
(c)			
(d)			
		$\lambda$	
e)			
		S	

Procedures are established for coordinating communication between the Company and the contracted source. When the Company performs any maintenance for an air carrier, the procedures explain

The procedures must also include provisions for

Maintenance contracts with non FAA certificated facilities include provisions that allow the FAA to make an inspection and observe the non certificated Company's work on the article. The Company includes procedures to ensure

The inspections determine if the Company is able to

This is accomplished by:

a)				_
b)				
				-
c)				
d)				
e)				

Vour Compony Nome	REV	CAGE	DOC#:	16 of 21
Your Company Name	Orig		Repair Stati	ion Manual



## 10.0 Required Records and Recordkeeping

Part 43, section 43.9, and part 145, sections 145.209(i) and 145.219.

The Company determines the required records and the recordkeeping system to use to obtain, store and retrieve records. The records are in English and comply with part 43. The record content includes

The record also includes

Maintenance record entries for an air carrier

are completed according to the air carrier's procedures. The entries may include

This work package	includes				
Your Company Nama	REV	CAGE	DOC#:	17 of 21	
Your Company Name	Orig		Repair Station N	/Ianual	

	5
include	
1 ALI	

Supplemental forms in a work package may include, but are not limited to:

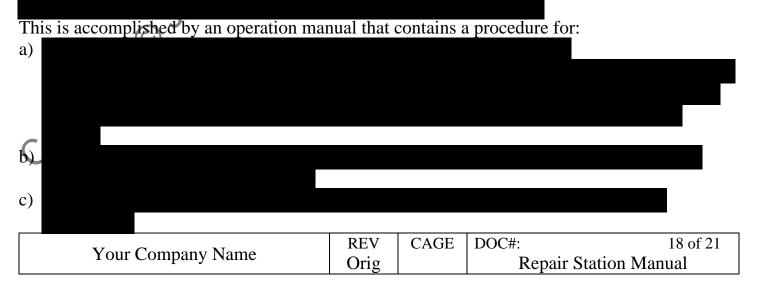
a)		_			N	
b)					2	
c)					100	
c) d)					<i>C</i> 3	
e)					SOL	
	 	0.1	-	/		

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

Procedures describe the onsite and/or offsite locations of the records and the system used to retrieve the records. The retention interval and retrieval process is determined. Storage provisions include

# 10.1 Electronic Recordkeeping Systems

When an electronic record keeping system is used, directions about how to use the system are available to each person using the system. The electronic system ensures



d)						
e)						
f)						

The Company addresses guidelines and requirements for electronic signatures according to 120-78 and provides a copy of the procedures for implementing an electronic recordkeeping system to the CHDO.

This is accomplished by:



## 11.0 Definition of Terms

a. Acceptable

Data is acceptable when impets the requirements of the applicable regulations.

b. Accountable Manager

The person designated by the certificated Company who is responsible for and has the authority over all Company operations that are conducted under part 145. This person's duties include ensuring that Company personnel follow the regulations and serving as the primary contact with the Federal Aviation Administration (FAA).

c. Approved

Approved by the Administrator unless used with reference to another person. Approval is granted to a Company when the information, such as a process specification or rating, is listed on the operations specifications (OpSpecs).

d. Article

An aircraft, airframe, aircraft engine, propeller, appliance, or component part.

e. Contracting

Voue Company Noma	REV	CAGE	DOC#:	19 of 21
Your Company Name	Orig		Repair Sta	ation Manual

Entering into an agreement between the originating certificated Company and another person or people to perform maintenance functions on an article. The originating Company exercises the privileges of its certificate and assumes responsibility for the work performed by the contracted person(s).

f. Correction

An action taken to eliminate a detected nonconformity. For Companies electing to use an International Organization for Standardization (ISO 9001) quality system, a correction may involve repair or rework and may be made in conjunction with a corrective action.

g. Corrective Action

An action taken to eliminate the cause of a detected nonconformity or other undesirable condition to prevent its reoccurrence. For Companies electing to use an ISO 9001 or similar system, the undesirable condition may include potential regulatory violations, which differs from a nonconformity requiring correction.

h. Designated Engineering Representative (DER)

A private person designated by the FAA Administrator to act as its representative for examining, inspecting, and testing aircraft and related data. A DER may recommend approval or approve data within the limitations of his or her certificate of authority.

i. Directly in Charge

Responsible for the work of a certificated Company that performs maintenance, preventive maintenance, alterations, or other functions affecting aircraft airworthiness. A person directly in charge doesn't need to physically observe and direct each worker constantly, but must be available for consultation on matters requiring instruction or decision from higher authority.

j. Line Maintenance

(1) Any unscheduled maintenance resulting from unforeseen events; or

(2) Scheduled checks that contain servicing and/or inspections that do not require specialized training, equipment, or facilities.

k. Maintenance

Inspection, overhaul, repair, preservation, and the replacement of parts, excluding preventive maintenance.

1. Maintenance Function

A step or series of steps in the process of performing maintenance, preventative maintenance, or alterations, which result in approving an article for return to service.

m. Major Alteration

An alteration not listed in the aircraft, aircraft engine, or propeller specifications that: (1) Might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness; or (2) Is not done according to accepted practices or cannot be done by elementary operations.

Nour Commony Nomo	REV	CAGE	DOC#:	20 of 21
Your Company Name	Orig		Repair St	ation Manual

n. Major Repair

A repair that:

(1) If improperly done, might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness; or

(2) Is not done according to accepted practices or cannot be done by elementary operations.(0) Operations Specifications (OpSpecs)

The official document that describes the authorizations, ratings, and limitations of the Company.

p. Preventive Action

An action taken to eliminate the cause of a potential nonconformity or other potentially undesirable situation. For Companies electing to use an ISO 9001 system, preventive action is taken to prevent an occurrence, whereas corrective action is taken to prevent a reoccurrence. For a Company using an American Society for Quality (ASQ) system, preventive action is taken to remove or improve a process to prevent potential future occurrences of a nonconformance.

q. Preventive Maintenance

Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.

r. Procedure

A specified way to perform an activity or a series of steps, such as a procedure that describes the methods, steps, or means to carry out policy.

s. Quality Control Manual (QCM)

A manual that describes the inspection and quality control procedures used by the Company. t. Rating

A statement that, as a part of the Company's certificate, describes the special conditions, privileges, or limitations issued under part 145, sections 145.59 and/or 145.61.

u. The Company Repair Station Manual (RSM)

A manual that describes the procedures and policies of a Company's operations.

v. Required Inspection Item (RII)

An item of maintenance that, if not performed properly or if improper parts or materials are used, could result in a failure, malfunction, or defect, endangering the safe operation of the aircraft. An RII must be inspected by a trained, qualified, and authorized inspector.

The inspector must be listed on the Company's roster but can't be the same individual who performed the work. (See parts 121, 125, and 135, sections 121.371, 125.251 and 135.429 for details of this requirement).

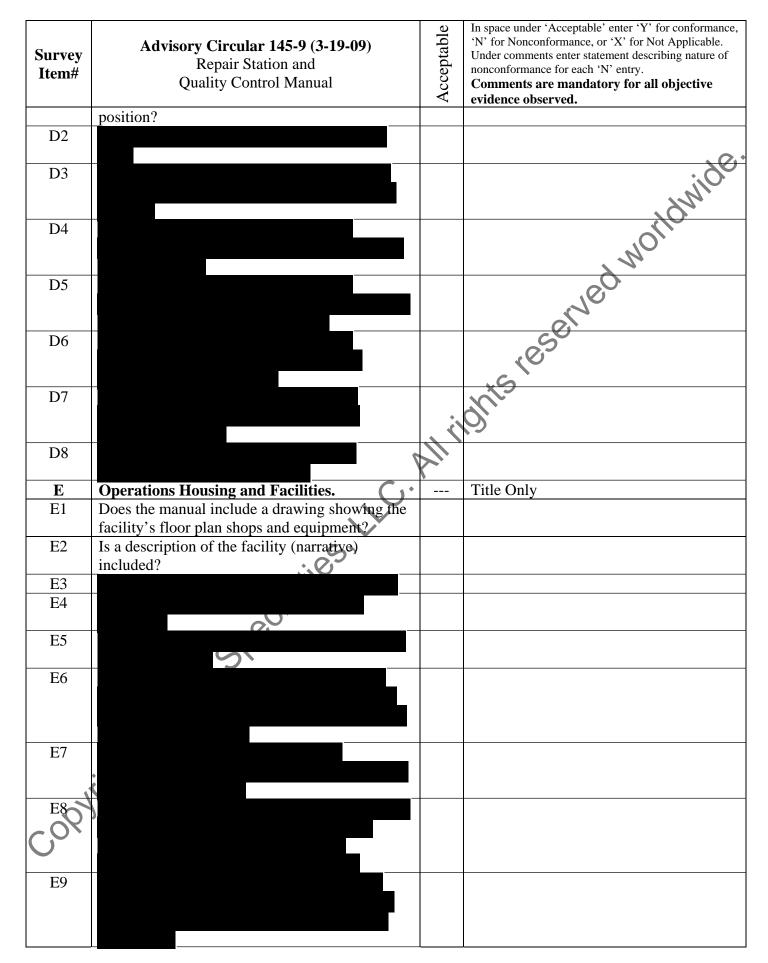
w. Supervisor

A person who directs the work performed under the Company's certificate and OpSpecs and is available in person at the Company when work is being performed. See 145.153 for supervisory personnel requirements.

Vour Compony Name	REV	CAGE	DOC#:	21 of 21
Your Company Name	Orig		Repair Statio	n Manual

# FAA RSM and QCM CONFORMANCE CHECKLIST

Survey Item#	Advisory Circular 145-9 Repair Station and Quality Control Manual	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. <b>Comments are mandatory for all objective</b> evidence observed.
Α	Not all items listed in this checklist may be		Disclaimer
	applicable to each repair station due to differences in rating, size and type of		Disclaimer
	maintenance performed.		
В	Manual Revision and Control.		Title Only
B1	Who will initiate write and submit revisions to		, N
	the FAA for review and acceptance?		
B2	How will the repair station incorporate changes		
	to revisions found not acceptable to the FAA?		
B3			mis reserved
B4		Ď,	S.
B5		>.	
B6			
B7			
B8			
B9			
С	Organization.		Title Only
C1	Does the manual include an organization chart		
	that shows by title each manager with authority		
<u> </u>	to act on behalf of the repair station?		
C2	Are the titles for the positions the same		Tailor according to Organization Chart
	throughout the manual?		
0.5			Tailor according to manual
D	Personnel.		Title Only
D1	Does the manual describe the duties and		
	responsibilities including the area of		
	responsibility assigned to each management		

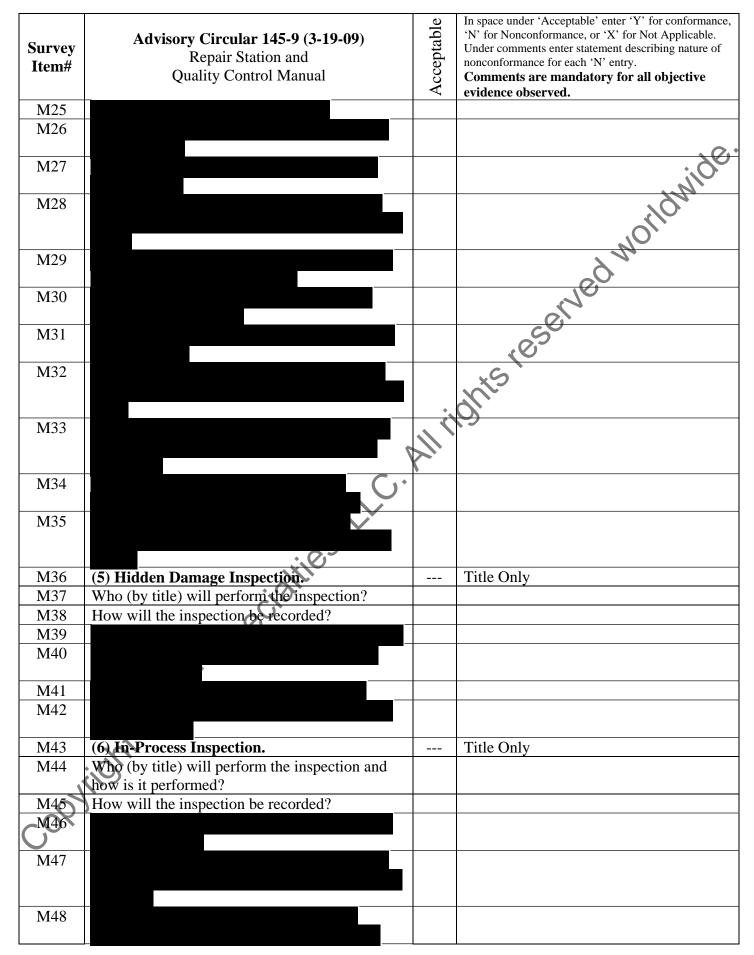


Survey	Advisory Circular 145-9 (3-19-09)	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of
Item#	Repair Station and	cep	nonconformance for each 'N' entry.
	Quality Control Manual	Acc	Comments are mandatory for all objective
F	Capability List.		evidence observed. Title Only
F1	Who (by title) will maintain the capability list?		
F2	How will the self-evaluation be performed?		
F3	Who will perform the self-evaluation?		
F4			
F5			
			d worldw.
			NO
			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
F6			-sreserved we
F7			- Ci
F8			()
F9	-		1 A A A A A A A A A A A A A A A A A A A
		•	
G	Training Program Revision.	·	Title Only
G1	Who is responsible for submitting training		
	program revisions to the FAA?	X	
G2	When will the revision be submitted?		
G3			
G4			
04	•		
G5			
G6			
G7			
H	Work Performed at Another Location.		Title Only
H1	(1) For a one-time special circumstance:		
H2	Who will notify the CHDO and how?		
H3	How and where will the approval/denial be recorded?		
H4	(2) If the repair station intends to perform work		
111	at another location on a regular basis does the		
Ń	manual include procedures for:		
H5O			
$C^{O^{\prime}}$	_		
H6			
H7			
11/			
H8			

Survey Item#	Advisory Circular 145-9 (3-19-09) Repair Station and Quality Control Manual	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. Comments are mandatory for all objective evidence observed.
H9 H10			Title Only Notidivide
Ι	Maintenance Performed for an Air Carrier.		Title Only
I1	Who is responsible (by title) for keeping a file of the air carrier's procedures including the necessary technical data?		redrie
I2	Who is responsible (by title) for review and amendment of purchase orders for complete and correct instructions? Is that person trained?		Lesel 1
I3			15
I4			Q,
I5			
J	Contract Maintenance Information.		Title Only
J1	What is the title of the person responsible for the contract maintenance program?		
J2	What is the title of the person maintaining the list of contracted facilities and contract maintenance functions?		
J3			
J4			
J5			
J6			
J9			
J10			

Survey Item#	Repair Nialion and		In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. Comments are mandatory for all objective evidence observed.	
17				
K K1	Proficiency of Inspection Personnel.		Title Only	
	How are minimum qualifications for inspection personnel established? Who makes this determination?		ide.	
K2	How will the inspector maintain proficiency? Training? On-the-job training? What methods are used?		orlow	
K3			014	
K4			and	
K5			Title Only Title Only Nortowide*	
K6		. ċ	ST	
K7	7			
L	Current Technical Data.		Title Only	
L1	What is the title of the person responsible for			
	revising and maintaining the technical data?			
L2	How does the repair station ensure that the			
	technical data is current?			
L3				
L4				
L5				
L6	•			
L7 COR				
Μ	Inspection System.		Title Only	
M1	(1) General.		Title Only	
M2	Does the manual include procedures for			
	reporting malfunctions or defects?			

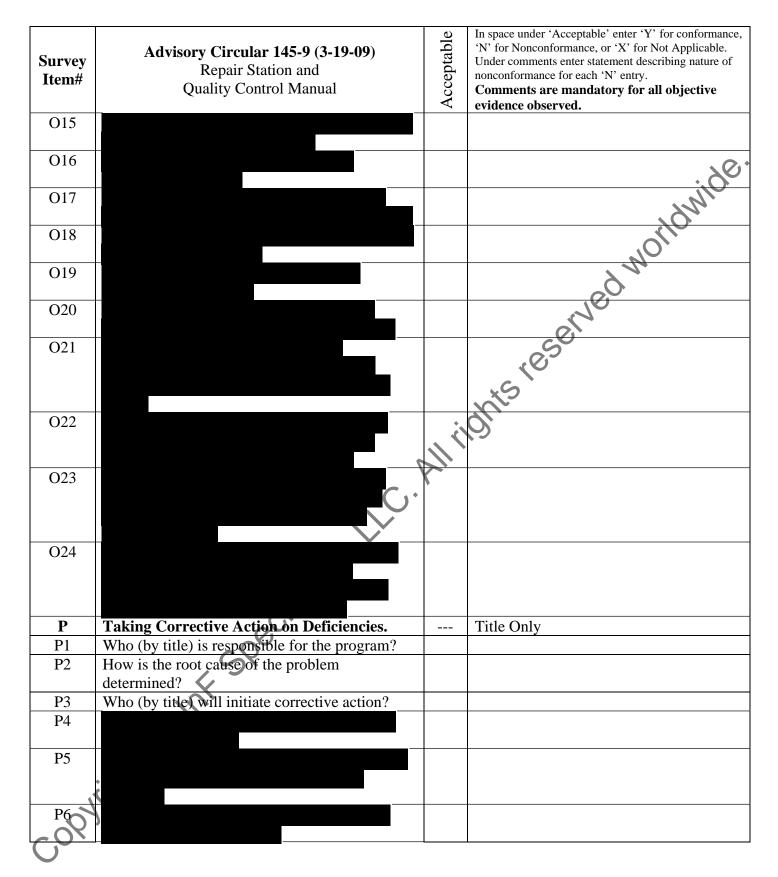
Survey Item#	Advisory Circular 145-9 (3-19-09) Repair Station and Quality Control Manual	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. Comments are mandatory for all objective evidence observed.
M3			
M4			Title Only
M5			10HONA
M6	(2) Receiving Policy.		Title Only
M7	Who (by title) performs the inspection and how is it performed?		NEO
M8	How is the inspection recorded?		- C
M9			1050
M10			×S
M11		۰.	N°
M12	(3) Incoming Inspection.		Title Only
M13	Who (by title) will perform this inspection?		· · · · · · · · · · · · · · · · · · ·
M14		K	
M15			
M16			
M17			
M18			
M19	¢		
M20			
M2K			
M22	(4) Preliminary Inspection.		Title Only
M23	Who (by title) will perform this inspection and how will it be performed?		
M24	When is this inspection performed?		



Survey Item#	Advisory Circular 145-9 (3-19-09) Repair Station and Quality Control Manual	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. Comments are mandatory for all objective evidence observed.
M49			. %.
M50			, divile
M51			JOH
M52			Ned worldwide.
M53	(7) Final Inspection.		Title Only
M54	Who (by title) will perform the inspection?		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
M55	How will the inspection be recorded?		10-
M56	If the final inspection is not satisfactory does the		Ś
	manual have procedures governing rework?		NIZ
M57			() .
M58	() [•]		
M59			
M60			
M61			
M62			
M63	(8) Work Sign-Off.		Title Only
M64	Who (by title) issues the stamps badges or		
N/65	authorizations?		
M65	Do the procedures ensure that the method used can be traced to the individual who was issued		
	the authorization (a list of names and stamps or		
	the autorization (a fist of fiames and stamps of	l	

Survey Item#	Advisory Circular 145-9 (3-19-09) Repair Station and Quality Control Manual	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. Comments are mandatory for all objective evidence observed.
	similar document)?		
M66			
M67			oridwide
M68			, NO.
M69	(9) Approval for Return to Service.		Title Only
M70	Does the form meet the requirements of sections 43.9 and 43.11?		and
M71	Who (by title) is authorized to complete the form? How is he/she authorized?		1050
M72		і́л	onts reserved
M73		K.	
M74	6		
M75			
M76			
M77	\bigcirc		
Ν	Required Records and Recordkeeping.		Title Only
N1	Who (by title) is responsible for maintaining the recordkeeping system?		
N2 C	What documents are included in a typical records package? What additional forms may be included?		
N3			
N4 N5			

Survey Item#	Advisory Circular 145-9 (3-19-09) Repair Station and Quality Control Manual	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. Comments are mandatory for all objective evidence observed.
N6			
N7			, Luli
N8			
N9			-9 14
N10			Title Only
0	Calibration of Measuring and Test		Title Only
01	Equipment.		49
01	Who (by title) is responsible for the calibration system?		
02	What is the basis for the test intervals such as	. Č	8
02	manufacturer standard industry practice and so	$\langle \rangle$	
	forth?		
03	Is the calibration technique recommended by the	*	
	manufacturer or standard industry practice?		
O4			
05			
06			
07			
08			
09			
0)			
O10	+		
210			
	♦		
011	4		
5			
×02			
012			
<i>c</i> : -			
013			
014			
O14			



REPAIR STATION NUMBER: (Your #)
REPAIR STATION
TRAINING PROGRAM
REPAIR STATION NUMBER: (Your #) REPAIR STATION REPAIR STATION TRAINING PROGRAM Origination Date: XXXX 15 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Manual No: Training Program
Date:Latest Revision DateAssignment:Customer, Unique ID, Part Number
Abstract: This document describes requirements for the training program
Abstract: This document describes requirements for the training program.
Copyright © ThE Specialties, LLC. All rights reserved worldwide. www.quality-control-plan.com/copyright.htm

PROPRIETARY INFORMATION This document expires 30 days after printing unless marked "Issued". Date Printed:
--

REVISION LOG

Issue	Date	Comment	Author	96.
0-0			AX.	
			offe	
			2 N	
			Neu	
			Sel	
DOCU	MENT CHANG	GE RECORD		
Iccue	Item		Reason for Change S	

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change
0-0		

ANNUAL REVIEW

Year	Date Review	Revisions	Reviewed By
		Lev Lev	
		2	
	104		
	\bigcirc		
X			
95			

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Issued". Date Printed:	Form Rev: Orig
-------------------------	--	----------------

TABLE OF CONTENTS

INTRODUCTION TO TRAINING PROGRAM	4 0
SECTION 1. BACKGROUND	A
SECTION 2. TRAINING NEEDS ASSESSMENT	5
 Overall Needs Assessment. a. Identification of the Training Needs Assessments. b. Changes to Repair Station Work Scope. c. Annual Training Program Review. 2. Individual Needs Assessment. SECTION 3. COURSE DEFINITION	5 .6 .7
2. Individual Needs Assessment	7
SECTION 3. COURSE DEFINITION	. 8
Initial Technical Training	. 9
Recurrent Training	.9
Initial Technical Training Recurrent Training Remedial Training	. 9
SECTION 4. SELECTION OF TRAINING METHODS AND SOURCES	. 9
SECTION 5. TRAINING DOCUMENTATION	
SECTION 6. MEASUREMENT OF TRAINING EFFECTIVENESS	11
SECTION 7. REVISION PROCES	11
SECTION 8. WORK PERFORMED FOR PART 121, 125, 129, AND PART 13 OPERATORS	
SECTION 9. WORK PERFORMED BY INTERIM MAINTENANCE EMPLOYEES 1	12
Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.quality-control-plan.com/copyright.htm	
COPYTION	

Y our Logo

INTRODUCTION TO TRAINING PROGRAM

This training program document contains the policies and procedures (Your Co) uses to determine its training requirements and to develop its training program. The training program ensures each repair station employee has the knowledge and skills to capably perform assigned maintenance, preventive maintenance and alteration tasks. The contents in this manual ensure (Your Co) can respond to its employee's changing training needs. This manual sets forth the procedures for (Your Co) to identify its training needs in a systematic manner, develop training and/or identify appropriate existing training, select the training methods, provide training, record training accomplishment and measure the effectiveness of its training program. (Your Co) controls this document according to the procedures for document control described in its Repair Station Manual (RSM) and (Your Doc). A copy of this document and all revisions are provided to Your Co)'s 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 (Your Co) RSM. (Your Co) uses a closed loop system to ensure that the training requirements for (Your Co) and employees are identified, training standards are established, training is provided and the training program is revised as necessary.

(Your Co)'s training program consists of the following basic components:



SECTION 1. BACKGROUND

Persons performing fabrication, maintenance (including inspections), preventive maintenance and alteration must be assessed and trained according to the Federal Aviation Administration (FAA) approved procedures set forth in this manual. All other employees may be trained according to the approved procedures of this manual at management discretion. (Your Co) has an established training program that includes

PROPRIETARY INFORMATION	

		TRAINING PROGRAM
Your Logo	Your Company Name	
Tour Logo	Tour Company Name	
Tour Logo	Tour Company Name	

(Your Co) has separate areas of study for

the following staffing categories:

served worldwide.

(Your Co) further breaks down the training requirements for each staffing category based on (Your Co) has established minimum training standards for its job positions and methods to assess an individual's skill level for each job function to determine training requirements. The procedures in this manual enable (Your Co) to revise its existing training program to ensure it continues to meet (Your Co)'s needs and produce training consistent with all regulatory requirements.

All of the information pertaining to the current repair station training records is available for review by the Principal Maintenance Inspector (PMI)

SECTION 2. TRAINING NEEDS ASSESSMENT

(Your Co)'s needs assessment is a two-part process that determines (Your Co)'s overall training requirements as well as individual employee training requirements.

1. Overall Needs Assessment.

To determine its overall training requirements, the Training Department and the managers of each technical area must

This needs assessment will result in

Your Logo	Your Company Name	TRAINING PROGRAM
determined that an	Appropriate training will be employee	administered if it is
program when:	however, (Your Co) will specificall	y revise the training
•		en
a. Identification	of the Training Needs Assessments.	
(Your Co) may identif	fy additional training needs through:	
•		
•		
designee will ensure training deficiencies	hager, Chief Inspector, Quality Assurance the above programs are regularly review exist. The Accountable Manager, Chi and/or the designee will decide	ed to determine if any

Whenever (Your Co) is planning to change its facilities, equipment or scope of work as reflected in its OpSpecs or capability the Accountable Manager, Chief Inspector,

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Issued". Date Printed:	Form Rev: Orig
-------------------------	---	----------------

Your Logo	Your Company Name	TRAINING PROGRAM
Quality Assurance Manag	ger and/or the designee must ensure	e
		1010
c. Annual Training P	rogram Review.	NOL
changes that might affe	training program will verify if (You ect training and will analyze the n continual training program to ens	neasures of training
As a	a part of this annual review, (Your G	y will
	Þ.	
2. Individual Needs Ass	sessment.	
assignment, an assessme documented. (Your Co) r	es a new employee or transfers an ent of the individual's skill level and may accept previous employer record	qualifications will be
use		Courses of study
will be developed at the	ft time to	Courses of study
Initially an assessment y	will be made of each prospective e	mployoo by rosumo
review then by	will be made of each prospective e	inployee by resume
	he effectiveness of training by evalu will be evaluated by a supervisor o	
form). Only those items b	This evaluation will be doc being evaluated will be marked.	umented using (Your
Copyright © JnF Specialties, LLC. All rights	s reserved worldwide. www.quality-control-plan.com/copyright.h	ıtm

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Issued". Date Printed:	Form Rev: Orig
-------------------------	---	----------------

Your Logo	Your Company Name	TRAINING PROGRAM			
Employees being assigned to new tasks		eceive an assessment			
of skills possessed versus skills required. If deficiencies are noted, additional technical training will be provided. The nature of (Your Co)'s work scope lends itself to on-the-job-training as primary source of technical training.					
SECTION 3. COURSE DEFINITION		NION			
The Accountable Manager, Chief Inspect designee will outline training requirement based on the results of a training needs	ents for (Your Co) and	e Manager and/or the /or for the individual,			

An area of study will be developed to identify
It will include
The areas of study will define
Initial training will be provided to an employee for the first time. Recurrent training will
Remedial training will
While defining the
course or lesson, the following information will be documented, as appropriate:
•
•
• •
•
The information required by this section shall be developed for all areas of study
and/or courses/lessons made available to employees. This includes training

C,O provided by the on-the-job methodology. The information on courses and lessons from outside sources will

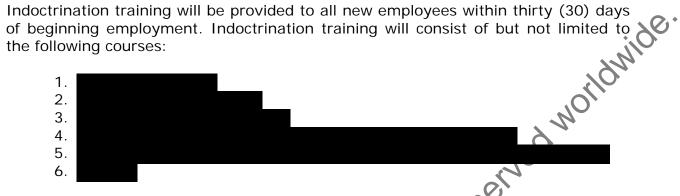
PROPRIETARY INFORMATION

Γ

Your Logo	Your Company Name
Tour Logo	Tour company Nume

Indoctrination Training

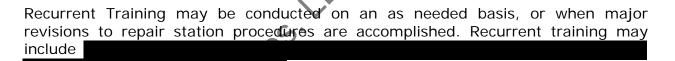
Indoctrination training will be provided to all new employees within thirty (30) days



Initial Technical Training

(Your Co) hires only technicians able to perform at a non-supervised level required for tasks. All new employees will be evaluated within 30 days of hiring to determine

Recurrent Training



Remedial Training

with

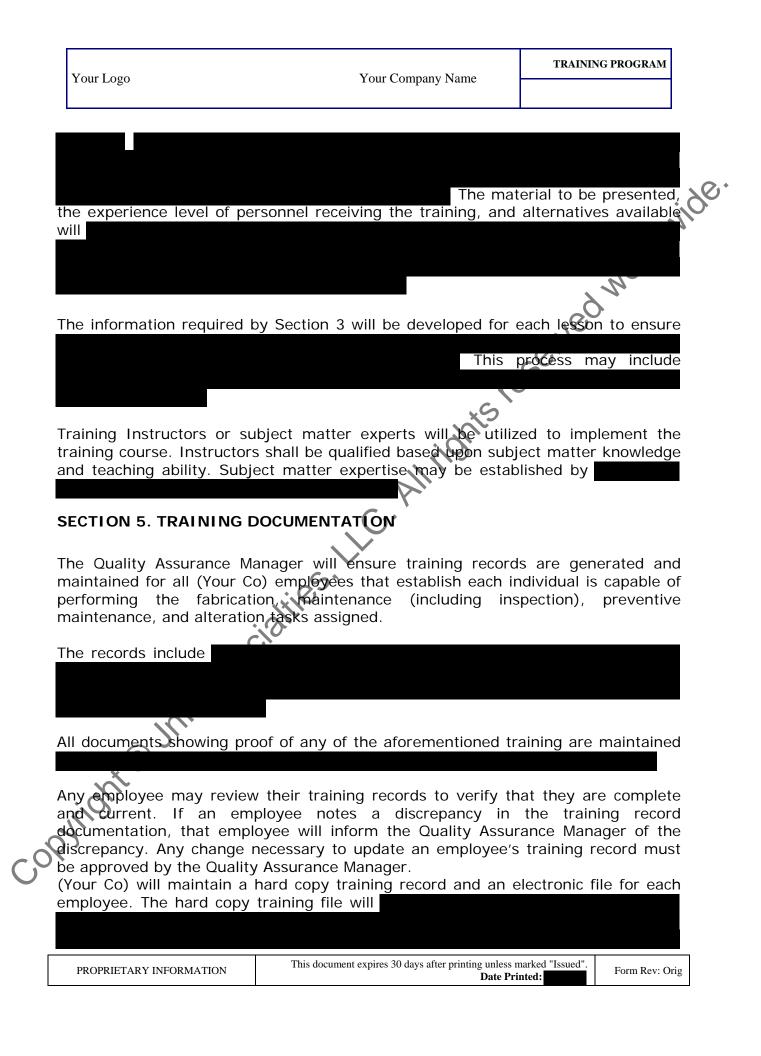
If during employee evaluations or the normal course of events, an employee's performance is found to be unsatisfactory, that employee will Remedial Training may consist of

SECTION 4. SELECTION OF TRAINING METHODS AND SOURCES

Using the information developed during the course definition phase, (Your Co) will evaluate training method(s), source(s) and instructor(s) to determine r the appropriate and necessary knowledge or skill will be transferred to employees.

(Your Co) will use all training sources and methods available to provide employees

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Issued". Date Printed:	Form Rev: Orig



	Your Logo		Your Con	npany	Name	TRAINING P	ROGRAM	
				1 2				
C	ertificates and resumes will	A digit	al copy	of	previous	employer's	training	J
								ilde.
S	ECTION 6. MEASUREMENT	OF TRA	NING E	:FFE	CTIVENES	SS	,0%	

SECTION 6. MEASUREMENT OF TRAINING EFFECTIVENESS

The training department will regularly evaluate each course for its content and quality of the training materials (courseware), training facilities, and instructor(s). This is accomplished through

		The	Quality	Assurance	Managor	will	oncuro		
		me	Quality	Assurance	Manager	VVIII	ensure		
The train	ning de	partment	will ensu	ure					
							This	could	include

SECTION 7. REVISION PROCESS

The Chief Inspector will initiate, write, and submit revisions to the FAA CHDO for review and approval. The repair station will submit training program manual revisions to the CHDO within 10 business days whenever the training program is revised. The training program will

In the event a revision is determined to be unacceptable to the FAA, the revision will

Approval of the training program manual and its revisions will be noted by the FAA in the FAA approval block in the training program manual section List of Effective Pages and Sections or by

The FAA CHDO will receive manual revisions by either hard copy or by electronic means. Approved revisions of the manual will

PROPRIETARY INFORMATION	

Your Logo	Your	Logo
-----------	------	------

Your Company Name

TRAINING PROGRAM

Manual holders of paper copies will receive only the revised pages and a List of Effective Pages so their manual can be checked and kept current. They will be 196. responsible for SECTION 8. WORK PERFORMED FOR PART 121, 125, 129, AND PART 135 **OPERATORS** (Your Co) may perform work for 14 CFR parts 91, 121, 125, 129, and 135 operators. Individual operator training requirements (initial, recurrent, or specialized) are identified for job function. The Quality Assurance Manager will SECTION 9. WORK PERFORMED BY INTERIM MAINTENANCE EMPLOYEES During periods of heavy workload (Your Co) may supplement its workforce with interim maintenance employees Before these individuals begin work for (Your Co) they must Additional supervision will A training file will be established for each temporary employee. This file will be maintained for two years after that employee's last employment period. Copyright © InF Specialties, LLC. All rights reserved worldwide. www.quality-control-plan.com/copyright.htm This document expires 30 days after printing unless marked "Issued". PROPRIETARY INFORMATION Form Rev: Orig Date Printed:

Your Logo

EMPLOYEE TRAINING SUMMARY FORM



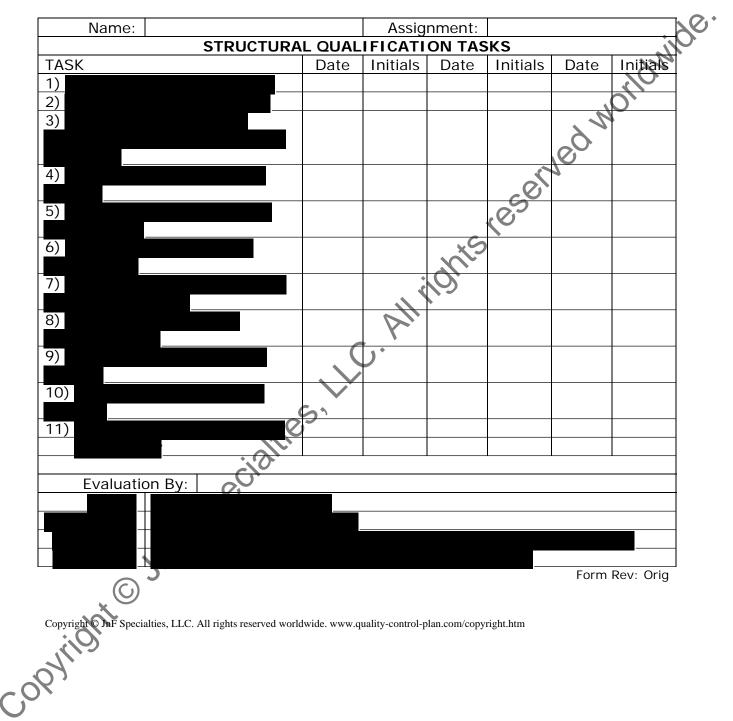
PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Issued". Date Printed:	Form Rev: Orig
-------------------------	--	----------------

TRAINING RECORD

Date:	Name:	Duration:	
24101			1
			11
			XO`
)
		<u>_</u>	
		×S	
		<u> </u>	
	¥	<u> </u>	
	<u> </u>		
	V		
	Cilo		
	C Q		
	<u>S</u>		
X			
		<u> </u>	

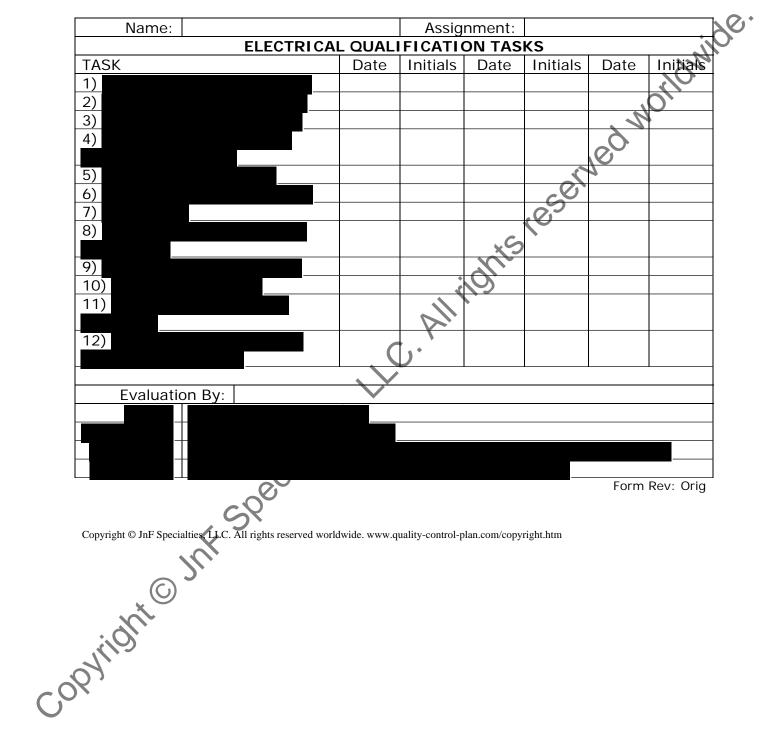
PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Issued". Date Printed:	Form Rev: Orig
-------------------------	--	----------------

INDIVIDUAL TASK QUALIFICATION



PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Issued". Date Printed:	Form Rev: Orig
-------------------------	--	----------------

INDIVIDUAL TASK QUALIFICATION



PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Issued". Date Printed:	Form Rev: Orig
-------------------------	--	----------------

Add to Cart

INDIVIDUAL TASK QUALIFICATION

