



Aircraft Services – Lake Charles

FAA CRS 3LZR235N

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EASA SUPPLEMENT

EASA Supplement Reference no. **EASA 145.6537**
To FAA FAR Part-145 Repair Station Quality Manual for
AAR Aircraft Services-Lake Charles

AAR Services, Inc
D/B/A AAR Aircraft Services-Lake Charles
1945 Merganser St.
Lake Charles, LA 70615
3LZR235N

This supplement does not form part of the FAA FAR-145 Repair Station Manual.

This Supplement together with the FAA FAR-145 Repair Station Quality Manual (RSQM) forms the basis of approval by the European Aviation Safety Agency (EASA) Part-145. This supplement forms part of AAR Aircraft Services-Lake Charles obligations for EASA Part-145 approval as specified in the EASA MAG Guidance, change 4. These procedures are approved by the undersigned and must be adhered to, as applicable, when maintenance work/orders are being performed under the conditions of the EASA Part-145 approval.

Maintenance carried out in accordance with the referenced Repair Station Quality Manual plus this Supplement is accepted by the EASA Member Authorities as compliance with EASA Part-145.

The States of the EASA Full Member Authorities can be found at: <http://www.easa.eu.int/home/>.


Jonathan Lerch, EASA Accountable Manager, 145 / VP of Operations

09/14/2014
Date:



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1. LIST OF EFFECTIVE PAGES.

PAGE	Revision # Level / Number	Revision Date
1	1	09/11/2014
2	Original	02/03/2014
3	1	09/14/2014
4	Original	02/03/2014
5	1	09/11/2014
6	Original	02/03/2014
7	Original	02/03/2014
8	Original	02/03/2014
9	Original	02/03/2014
10	Original	02/03/2014
11	Original	02/03/2014
12	Original	02/03/2014
13	Original	02/03/2014
14	Original	02/03/2014



9/23/2014

Baton Rouge FAA Flight Standards District Office Approval

Date

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2. AMENDMENT PROCEDURE

AAR Aircraft Services-Lake Charles, (ASL) has an FAA approved Repair Station Quality Manual, (RSQM). Section 3 denotes that the VP of Operations as the “Accountable Manager” who has delegated to the Manager of Quality Assurance the responsibility for ensuring that the information contained in this supplement remains current. Changes to the supplement will be made by the Manager of Quality Assurance and ratified by the Accountable Manager. All changes affecting the contents of this supplement and any changes to the FAA Repair Station Certificate or Operation Specification must be submitted to FAA FSDO for approval.

When changes are made to any part of this supplement, those pages affected will be given a revision number and reflect the date of change. Revisions to this supplement will be submitted to the FAA with a transmittal letter containing a new list of effective pages, copies of the revised pages and if necessary a new table of contents. The FAA Principal Maintenance Inspector will be asked to sign and return an original copy of the List of Effective Pages.

The Repair Station will forward a copy of the EASA continuation approval letter to the FAA FSDO upon receipt from EASA.

3. INTRODUCTION

The EASA has agreed that the FAA is a recognized Authority by means of a bilateral aviation safety agreement.

The EASA has specified the basic differences between EASA Part-145 and FAR Part 145 to ensure equivalence with EASA Part-145 and these are outlined in Maintenance Annex Guidance (MAG) agreed between EASA and FAA and detailed in EASA publications.

The result of this process is that a FAR Part-145 repair station can be EASA Part-145 approved if the repair station complies with maintenance special conditions beyond that required by FAR Part-145 and which are specified in the MAG, dated January 29, 2014.

This supplement is therefore intended to inform the organization that it is working in accordance with the EASA Part-145 Approval Certificate and to identify the differences from FAR's that need to be taken into account.

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4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

This Supplement defines in conjunction with the approved 14 CFR part-145 Repair Station Quality Manual (RSQM) for Certified Repair Station #3LZR235N, section 6 the organization and procedures upon which EASA approval is based.

These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being progressed under the conditions of the EASA Part-145 approval.

It is accepted that the organization's procedures do not override the necessity of complying with any additional requirements formally published by EASA and notified to this organization from time to time.

It is understood that EASA will issue an Approval Certificate and list this Repair Station as an acceptable source of maintenance in a formal EASA publication whilst EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that EASA reserves the right to revoke the Approval Certificate if EASA considers that procedures are not followed or standards not upheld.



Jonathan Lerch, EASA Accountable Manager, 145 / VP of Operations

09/14/2014
Date:



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5. APPROVAL BASIS AND LIMITATIONS

ASL EASA approval is based upon compliance with 14 CFR part 145 and FAR part 43 except where varied by the conditions specified in the MAG guidance. The approval of maintenance for EASA release is limited to the scope of work permitted under the current certificate issued by the FAA to this repair station in accordance with FAR Part 145 for work carried out within the USA.

6. ACCESS BY EASA AND FAA

In accordance with 14 CFR part 145 the FAA is allowed access to this repair station at any time to inspect for compliance with FAR's and to carry out investigations to specific problems. This same access is granted to the EASA staff at their request. It is also agreed that the FAA may conduct investigations on the behalf of EASA.

7. WORK ORDERS/CONTRACTS

ASL RSQM procedures in Section II Repair Station Elements, documents how this repair Station's maintains the responsibility to ensure that a clearly stated purchase order describing the scope of the work to be accomplished from the customer. Such documents should specify the inspections, repairs, alterations, overhaul, and airworthiness directives and parts replacement to be accomplished and the completeness of and compliance with the customer's work order is ensured. In the absence of customer supplied data, the work will be accomplished in accordance with FAA Approved Technical Data and Airworthiness Directives. The customer remains responsible for correctly informing the repair station by work order of all required maintenance and alterations.

8. APPROVED DESIGN REPAIR DATA

The overhaul, repair, alteration, test or inspection of components and their constituted parts will be accomplished using only FAA, EASA, or NAA approved or accepted data. This approved or accepted data may be one or more of the following:

1. FAA Order 8110.4 Type Certification
2. FAA Order 8110.37 Designated Engineering Representative Guidance Handbook
3. FAA Order 8900.1 Flight Standards Information Management System
4. Minor Repairs are made in accordance with "ACCEPTABLE" data in accordance with 14CFR part 43
5. EASA Part 21 Subpart M-Repairs and EASA procedure Type Certificate Changes and Repair Approval.
 - (a) Airworthiness Directives
 - (b) Manufacturers' Overhaul Manuals
 - (c) Manufacturers' Repair Manuals
 - (d) Manufacturers' Service Bulletins
 - (e) Mandatory Modifications
 - (f) Manufacturers' Wiring Diagram
 - (g) Manufacturers' Standard Practice Manuals
 - (h) Air Carrier Continuous Airworthiness Instructions approved by their NAA
 - (i) Air Carrier Engineering Authorizations approved under the NAA
 - (j) FAA/DER approved repairs or alterations previously authorized by the customer.

The customer must clearly state on their repair order/contract what repair data should be used. If other than the Original Equipment Manufacturer (OEM) published data, the customer must provide the EASA approved data to be used or confirm that the repair station FAA approved data is acceptable.



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9. AIRWORTHINESS DIRECTIVES

ASL RSQM Section II Repair Station Element procedures; we are required to perform maintenance, preventive maintenance and alterations for an air carrier or commercial operator with a continuous airworthiness maintenance program under Part 121 or 135 by following the air carrier or commercial operators program and applicable sections of its maintenance manuals, or if performing maintenance, preventive maintenance or alterations for a certificate holder under Part 125 or 129. ASL will follow the operators FAA approved inspection program.

The customer is responsible for specifying any airworthiness directive compliance required during maintenance through their purchase order or contract and, as necessary, for providing a current copy of the airworthiness directive(s).

Airworthiness directives are mandatory, it is the responsibility of the Director of Production/Planning to monitor airworthiness directives for applicability and compliance to particular components and customer repair orders/contracts. Airworthiness directive(s) are available on the Technical Library computer system.

10. RELEASE OF COMPONENTS AFTER MAINTENANCE

ASL QM, Quality Control Inspection Process; Aircraft components, appliances and other items other than complete aircraft repaired or overhauled as authorized by the repair station specification, will be approved for return to service through the use of a maintenance release pre-printed on a serviceable parts tag AAR – ASL or a FAA (Form 8130-3). The FAA Form 8130-3 will include the EASA Part-145 release to service certifying statement with the EASA Part-145 Approval Certificate number in Block 12. Block 12 should also specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, PMA parts and quote the reference and issue/revision and date of the approved data used. Blocks 13a through 13e are not to be used by the repair station. "Newly Overhauled" will be signed off in block 14b against the block 14a maintenance release. PMA components are per EASA Part – 21.

Authorization for releasing components, appliances, complete aircraft repaired or overhauled is by the Chief Inspector. An approved roster is maintained electronically.

11. CERTIFICATE OF AIRWORTHINESS

ASL RSQM, Quality Control Inspection Process approval for Return to Service may be accomplished by Maintenance Release or Record of Inspection or a suitable logbook entry in compliance with (14CFR 43.9) or (14CFR 43.11). At the completion of maintenance, an FAA Form 8130-3 will be issued as a maintenance release by this repair station. An example of the FAA Form 8130-3 provided by this repair station is shown in Appendix 1.

The repair station will review the EASA issued Certificate of Airworthiness on any aircraft for an expiration date. If the Certificate of Airworthiness has expired or is close to expiration, AAR Aircraft Services – Lake Charles will notify the customer before issue of a paragraph 12 release.

12. RELEASE OF AIRCRAFT AFTER MAINTENANCE

Release to service of aircraft should be carried out in accordance with FAR 43.9 except that paragraphs 7 to 10 and 11 of this supplement must be taken into account by the repair station

Return to Service in Accordance with FAR 43.9:

"Certifies that the work specified except as otherwise specified was carried out in accordance with FAA airworthiness regulations, and in respect to that work the aircraft is considered ready for release to service."

Note: that the sub clause "except as otherwise specified" is intended for use with two types of deviations as follows:



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- (a) The case where all required maintenance was not carried out. The maintenance not carried out must be listed on the FAR 43.9 Return to Service.
- (b) The case where the particular maintenance requirement was only EASA approved and not FAA approved. Example: an EASA Airworthiness Directive not approved by the FAA.

Where the customer operator requires his/her paperwork to be signed the following alternate certification can be made.

Release to Service in Accordance with EASA Part-145.A.50:

"Certifies that the work specified except as otherwise specified was carried out in accordance with EASA Part-145 and in respect to that work the aircraft is considered ready for release to service."

In all cases the repair station must issue the certification when all required maintenance has been carried out except that if it was not possible to complete all maintenance then such details must be endorsed on the Release to Service and the operator informed.

The EASA Part-145 Approval Certificate Number and the FAA FAR Part 145 Certificate Number must be quoted in all cases, whether it is a FAR 43 Return to Service or an EASA Part-145 Release to Service or a dual release.

13. REPORTING OF DEFECTS OR UNAIRWORTHY CONDITIONS

When serious defects are found in EU components, the condition will be reported to the EASA and the customer within 72 hours of discovery. When reporting to the EASA, the identity of the customer will be included. The method of reporting shall be FAA Form 8010-4 Malfunction Defect Report.

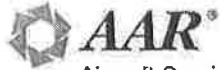
14. QUALITY MONITORING SYSTEM

It is an AAR CORP requirement that all AAR facilities shall comply with their respective responsibilities as defined in the AAR CORP Policy No. 1.04.001 and their own procedures manual. This policy clearly defines the need for establishing a Quality Assurance Program and maintaining systems, procedures and resources necessary to meet or exceed customer contractual requirements, airworthiness authority requirements and AAR CORP requirements. All AAR facilities will have management control and audit systems to ensure the effectiveness of their Quality Assurance Program, and take action to correct any deficiencies.

Aircraft Services – Lake Charles executive and operational management shall continually review the company's quality system and act to improve it when appropriate. The Quality System Review Board is responsible for the suitability and effectiveness of the Quality System. The Quality System Review Board (QSRB) consists of, at a minimum, the General Manager and the highest ranking position in each of the following departments: Sales & Marketing, Operations, Government Programs, Finance, Quality, Engineering, and Human Resources. Additional members may be added or removed at the discretion of the QSRB.

The Corrective and Preventive Action procedure is found in the ASL Performance Reporting Information System (APRISe) and is utilized to document all of these issues. This is applicable to all departments, processes and products within AAR Aircraft Services – Lake Charles. This includes the handling of customer complaints, nonconforming product or service conditions, internal audit findings, issues with purchased products or services. The Manager of QA is responsible for oversight of the corrective action system. This includes analysis of the Corrective Action activity to determine the need for Preventive Actions, to prevent potential problems from occurring.

ASL will perform regular, planned internal procedural and product quality audits to ensure company-wide conformance to all FAA, EASA, other regulatory, ISO 9001-2008, and customer requirements in accordance with the RSQM. The internal



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quality system audits ensure quality products and services for our customers and foster continuous improvement. The Manager of QA is responsible for the implementation of this procedure and will assign a team of Auditors for each audit. All Managers and Employees are responsible for providing full and complete cooperation with the Internal Quality Auditors.

The Manager of QA and the Chief Inspector report directly to Vice President Quality who reports directly to the Accountable Manager. The Quality/Inspection functions are independent from production. The Manager of QA is responsible for operating an Internal Audit system. The internal audits are programmed and planned to cover the whole organization associated with the repair and overhaul process. The Internal Audit System is described in full in the AAR – ASL RSQM Quality Assurance Auditing process.

A complete auditing cycle is scheduled for each calendar year and a detailed record is maintained for each audit electronically. The reporting system, as described above, is a close-looped system with documented discrepancies, actions, and responses.

This EASA process is included within this requirement. A monthly schedule is developed for the calendar year and conducted accordingly.

See attached EASA Audit Schedule in Appendix II

15. PROVISIONS OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

Hangar space will be available for aircraft operated under the regulatory control of an EASA-NAA undergoing maintenance and alteration. Proper housing and space will be provided as required by all applicable FAR's, and the aircraft specifications.

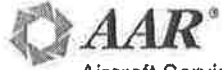
16. CONTRACTED MAINTENANCE

ASL RSQM, Section II states that ASL may sub-contract various maintenance functions to companies to be performed (At ASL or at an Outside Source Facility) for ASL. The V.P. of Quality must ensure the following:

- (a) A Contract Maintenance function(s) ASL or an Outside Source Facility List is provided to the FAA with the following information
- (b) The maintenance function(s) contracted to each contract maintenance provider at ASL or an Outside Source Facility
- (c) The name of each contract maintenance provider at ASL or an Outside Source Facility to whom ASL contracts maintenance function(s) and the type of certificate and ratings (if any) held by each contract maintenance provider at AAR Repair Station / Outside Source Facility
- (d) When part of the maintenance is contracted to another organization ASL will ensure that that organization is approved to EASA Part 145 for the maintenance they carry out
- (e) If maintenance is contracted to an EASA Non - certificated facility, the repair station returning the product to services is fully responsible for ensuring its airworthiness

ASL will audit, evaluate and select suppliers, service provider' and contract maintenance function provider' including their Quality Systems and any specific quality assurance requirements including the quality of the delivered product' and responsiveness to purchase order specifications; and including delivery performance The Manager of Quality Assurance will determine the need and the frequency for any On-Site audits.

Note: An approve list of Maintenance Functions provided to ASL by Outside Source Facilities and will provide upon request to the FAA/EASA.



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17. HUMAN FACTORS PROGRAM

ASL maintains an FAA approved Training Program. Human Factors training, initial and recurrent, is required for everyone performing maintenance, preventative maintenance, alterations and/or inspections as well as everyone directly supporting those who perform maintenance, preventative maintenance, alterations and/or inspections for AAR. This training is consistent with the requirements documented within the EASA MAG Guidance.

18. AIR CARRIER LINE STATION

ASL does not utilize line stations. ASL consists of only its principle base of operation.

19. WORK AWAY FROM A FIXED LOCATION

Section II.C of the RSQM references the procedure to be followed any time work is to be accomplished away from the AAR-ASL repair station. (Changes to this Section may require a change to Operational Specification D100 with the FAA).

There are limitations for ASL to perform work on EC registered Aircraft. Working away from the Repair Station is not equivalent to Line Maintenance or a Geographical Authorization. There are only (3) three circumstances that allow a Repair Station to do work away from its fixed location they are:

- (a) Special Circumstances
- (b) Temporary Basis – Short Term
- (c) Temporary Basis – Extended

All three (3) circumstances require a Repair Station to give notification and to receive authorization from the flight standards district office (FSDO) and the Principal Inspector (PI).

Work Performed at a Location Other Than AAR - ASL



AAR

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Appendix I:

FAA Form 8130-3 SAMPLE

1. Approving Civil Aviation Authority/Country: FAA/UNITED STATES		2. AUTHORIZED RELEASE CERTIFICATE FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG				3. Form Tracking Number:	
4. Organization Name and Address:  AAR Aircraft Services – Lake Charles 1843 Morgan St. Lake Charles, LA 70603 Certificate # CRS 3LZR235N				5. Work Order/Contract/Invoice Number:			
6. Item#	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/Work:		
12. Remarks:							
Certifies that the work specified in block 11/12 was carried out in accordance with EASA 145 and in respect to that work the part considered ready for release to service under EASA Acceptance Certificate Number 145.0537.							
13a. Certifies the items identified above were manufactured in conformity to: <input type="checkbox"/> Approved design data and are in condition for safe operation. <input type="checkbox"/> Non approved design data specified in Block 12.			13b. <input type="checkbox"/> 14 CFR 43.9 Return to Service <input type="checkbox"/> Other regulation specified in Block 12 Certifies that unless otherwise specified in block 12, the work identified in Block 11 and described in Block 12 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service.				
13b. Authorized Signature:		13c. Approval/Authorization No.:		14b. Authorized Signature:		14c. Approval/Certificate No: CRS 3LZR235N	
13d. Name (Typed or Printed):		13e. Date (dd/mm/yyyy):		14d. Name (Typed or Printed):		14e. Date (dd/mm/yyyy):	
User/Installer Responsibilities							
It is important to understand that the existence of this document alone does not automatically constitute authority to install the engine/propeller/article. Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness accepts engine(s)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1. Statements in Blocks 13a and 13b do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.							
FAA Form 8130-3 (02-14)						NSN: 0052-00-012-9005	

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Appendix I: FAA Form 8130-3 (Continued) SAMPLE

FAA Forms 8130-3

**Airworthiness Approval Tag
User/Installer Responsibilities**

It is important to understand that the existence of this Document alone does not automatically constitute authority to install the part/component/assembly.

Where the user/installer work in accordance with the national regulations of an Airworthiness Authority different than the Airworthiness Authority of the country specified in block 1 it is essential that the user/installer ensures that his/her Airworthiness Authority accepts parts/components/ assemblies from the Airworthiness Authority of the country specified in block 1.

Statements in block 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown



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Aircraft Services – Lake Charles

CRS 3LZR235N

09/26/2014

Federal Aviation Administration
Flight Standards District Office
6100 Corporate Blvd.
Suite 200
Baton Rouge, Louisiana 70808

Dear Mr. Johnson,

This letter is to inform you that the Repair Station Quality Manual revision number 2 is being submitted to your office for review and acceptance. This Repair Station Quality Manual is for AAR Corporation Aircraft Services Repair Station 3LZR235N in Lake Charles, LA.

The manual will be sent to you electronically and posted on the FAA / AAR shared point drive. All revision changes are highlighted.

Thank You for your help and support in this matter,

John Bannon
VP of Quality – Lake Charles, LA



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Aircraft Services – Lake Charles

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September 30, 2014

Mr. Dean Johnson
Federal Aviation Administration
Flight Standards District Office
6100 Corporate Blvd.
Suite 200
Baton Rouge, Louisiana 70808

Dear Mr. Johnson:

AAR Aircraft Services, Inc. – Lake Charles (AAR-ASL) has revised its Training Program Manual. This revision includes the following changes:

1. Section 3, Page 2, OJT Training
2. Section 5, Pages 1-2, Employee Training Summary
3. Section 6, Page 1, Added “and indoctrination” under Course Evaluation
4. Form TR-501, Added Employee Training Summary Form
5. Form TF-007, Added Class Roster
6. Training Matrix, Pages 1-2, Added information to classes: Indoctrination, Aircraft Towing, Human Factors, EHS, and StAAR

Please find enclosed with this letter a hard copy of the revised manual including the List of Effective Pages (LEP) for your signature upon completion of your review and approval of the manual. An electronic copy will also be sent to you via email.

If you have any questions or need further clarification, please feel free to contact me.

Sincerely,

John Bannon
VP of Quality – Lake Charles, LA