

EASA SUPPLEMENT

EASA Supplement Reference no. EASA 145.6752
To FAA FAR Part-145 Repair Station Quality Manual
For AAR Aircraft Services Inc.
d/b/a AAR Aircraft Services – Rockford
6150 Cessna Drive
Rockford, IL 61109
CRS #4A9R752C

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

This Supplement, maintained electronically, together with the FAA FAR-145 Repair Station Quality Manual (RSQM) forms the basis of the European Aviation Safety Agency (EASA) Part-145. This supplement forms part of AAR Aircraft Services-Rockford's obligations for EASA Part-145 approval as specified in the EASA MAG Guidance, change 6. 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/>.

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1. LIST OF EFFECTIVE PAGES.

PAGE	Revision # Level / Number	Revision Date
1	0	28/Apr/2017
2	0	28/Apr/2017
3	0	28/Apr/2017
4	0	28/Apr/2017
5	0	28/Apr/2017
6	0	28/Apr/2017
7	0	28/Apr/2017
8	0	28/Apr/2017
9	0	28/Apr/2017
10	0	28/Apr/2017
11	0	28/Apr/2017
12	0	28/Apr/2017
13	0	28/Apr/2017
14	0	28/Apr/2017
15	0	28/Apr/2017
16	0	28/Apr/2017
17	0	28/Apr/2017
18	0	28/Apr/2017
19	0	28/Apr/2017
20	0	28/Apr/2017
21	0	28/Apr/2017
22	0	28/Apr/2017
23	0	28/Apr/2017

FAA Accepted _____ Date: _____

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2. AMENDMENT PROCEDURE

AAR Aircraft Services-Rockford, (ASR) has an FAA accepted Repair Station Quality Manual, (RSQM). Section III denotes that the General Manager (GM) as the EASA Accountable Manager who has delegated to the Manager of Quality Assurance the responsible 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 approved 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.

Failure to ensure that the 14 CFR Part 145 RSM/QCM and this EASA Supplement are kept up to date in respect of regulatory changes and that the repair station staff comply with the procedures therein could invalidate the EASA Approval.

Changes to the MAG shall be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.

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.

Note: To support the EASA Maintenance Annex Guidance (MAG) Section B – Renewal Certification Process – Guidance for Renewal of EASA PART 145 Approval; ASR will forward a copy of the EASA Continuation Approval to the FAA FSDO Principal Inspector(PI) after receiving it from EASA.

3. INTRODUCTION

EASA has jurisdiction over and issues repair station certificates for repair stations located outside the EU (which permits foreign repair stations to perform work acceptable to the European Union on EU aircraft).

The Maintenance Annex agreed to by the FAA and EASA specifies the basic differences between EASA Part-145 and 14 CFR part 145 and identifies these differences as special conditions.

This repair station complies with the maintenance special conditions as detailed in this procedure in addition to complying with 14 CFR parts 145 and 43 which are specified in the MAG. As a result of this process this FAR Part-145 repair station is EASA Part-145 approved.

This supplement is therefore should help ensure that this organization is working in accordance with the EASA Part-145 Approval Certificate and to ensure that the differences between the EASA and FAA regulations are to be taken into account.

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4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

This Supplement defines in conjunction with the 14 CFR part-145 Repair Station Quality Manual (RSQM) for Certified Repair Station #4A9R752C, section 6 the organization and procedures upon which EASA approval is based.

This supplement in conjunction with the RSM/QCM defines 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 performed under the conditions of the EASA Part-145 approval.

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

It is understood that the EASA shall issue an Approval Certificate and list this repair station in an EASA published list as long as the 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.

It is understood that EASA will issue an Approval Certificate and list this Repair Station as an approved 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 EASA considers that procedures are not followed or standards not upheld.

Note: Whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous EASA Part-145 Approval and provide the responsible FAA ASI with the amendment of the supplement.

Noel Christen 
General Manager/EASA Accountable Manager Date 12/21/17

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5. APPROVAL BASIS AND LIMITATIONS

This Repair Station EASA approval is a European requirement similar to 14 CFR PART 145 and CFR PART 43 except where varied by the Special Conditions specified in the EASA MAG and associated guidance. This approval must not exceed the ratings permitted by the EASA Commission Regulation (EU) No. 1321/2014.

The approval of maintenance work is limited to the scope of work permitted under the current Certificate and the associated Operations Specifications issued by the FAA to this Repair Station in accordance with 14 CFR PART 145 for work carried out within the United States. Deviations have to be agreed on a case-by case basis by the EASA Joint Maintenance Coordination Board JMCB.

6. ACCESS BY EASA AND FAA

In accordance the Agreement, Annex 2, Appendix 1, paragraph 1.2:

- EASA and FAA staff are allowed access to ASR's facilities for the purpose of ascertaining initial and continued compliance with FAA 14 CFR PART 145, FAA 14 CFR PART 43, EASA Special Conditions, procedures and standards and to investigate specific problems. The FAA staff may also access ASR to investigate on behalf of the EASA.
- This Repair Station will accept and cooperate with any investigation and certificate action and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures; and that the organization will cooperate with these actions.

7. WORK ORDERS/CONTRACTS

This Repair Station Planning department of Planning will coordinate the receiving, organizing the computerization of and for control of the Scope of work provided by the customer. It is the customer responsibility for providing a clearly stated purchase order describing the scope of the work to be accomplished. It will specify the inspections, repairs, alterations, overhaul, and airworthiness directives and parts replacement to be accomplished including EASA ADs and other notified mandatory instructions. Any clarifications are to be communicated and agreed upon with this repair stations planning department and with the customer prior to starting the work.

- Planning will collect and identify the work packages received.
- Each work cards are printed a Bar Code identification and entered into the computer system through the Planning Maintenance Program.
- Planners will check all work cards for accuracy with the Customer Tally/Work scope.
- The barcode is used to track each card throughout the work process.
- Once the card is completed it is closed in the system
- Tallying of closed work cards confirm compliance to the customers required work scope has been satisfied

We state that the Customers Work Package will provide a Tally of the work scope that is to be accomplished during that visit includes applicable EASA Service Bulletins (SB's) and

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Airworthiness Directives (AD's). This tally is utilized to account for all work cards assigned to the specific work order throughout the entire process. This tally is utilized to account for all of the work cards assigned to the work order

The customer remains responsible for correctly informing this repair station of all required maintenance and alterations. This Repair Stations' Planning department is responsible for this communicating with the customer for additions or deletions to the work scope.

8. APPROVED DESIGN AND REPAIR DATA

Changes to the type design: Major Changes, Minor for EASA, approved design engineering data is formal data supplied by the EASA Design Organization

- Approval (DOA) Holder
- Original Equipment Manufacturer (OME)
- Data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent) or data supplied by the customer and approved by the EASA.

In all cases the customer is responsible for confirmation that the data is approved. Details for the acceptance and/or validation of FAA approved changes to the type design by EASA are contained in Annex 1 to the Agreement and in the Technical Implementation Procedures (TIP).

Note: EASA defines “design change” as a change to the type design. EASA does not automatically accept alterations that affect type design.

MAJOR CHANGES:

Designed data is provided by ARR's Engineering department that has been approved by the customer, DAR, or OEM. In all cases, the customer is responsible for confirmation of data approval. ASR's Engineering ensures that where FAA Repair Station data is used, the customer has confirmed this is approved. ASR does establish that the customer is responsible for obtaining any necessary approvals from the EASA or has confirmed that the repair station FAA approved data is acceptable for any major repairs and alterations/modifications

REPAIRS

FAA shall approve design data in support of major repairs in accordance with FAA Order 8110.4, type Certification; FAA Order 8110.37, Designated Engineering Representative Guidance Handbook; FAA Order 8100.15, Organization Designation Authorization Procedures; and FAA Order 8900.1, Flight Standards Information Management System. For minor repairs from other than a U.S. TC/STC or TSOA holder, the determination that data is acceptable (under 14 CFR Part 43) has been made by a U.S. maintenance organization under FAA's authorized system.

EASA shall approve design data in support of repairs in accordance with EASA Part 21 Subpart M-Repairs and EASA's procedure Type Certificate Change and Repair Approval.

EASA Acceptance of FAA Repair Design Data.

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NON-CRITICAL COMPONENTS:

EASA shall accept data used in support of major repairs regardless of the State of Design of the product, part or appliance, if:

- EASA has certificated/validated the product or appliance,
- The FAA is the authority of the State of Design for the repair design data,

The FAA repair design data approval is substantiated via an FAA letter or FAA Form 8110-3, FAA Form 8100-9, properly executed FAA Form 337, or a signed cover page of a repair specification.

EASA shall also accept data used in support of minor repairs when:

- EASA has certificated/validated the product or appliance,
- The FAA is the authority of the State of Design for the repair design data
- The repair design data has been provided by a U.S. TC/STC or TSOA holder
- For minor repairs from other than a U.S. TC/STC or TSOA holder, the determination that data are acceptable (under 14 CFR Part 43) has been made by a U.S. maintenance organization under FAA's authorized system

Note: An EU company must use EASA Part 21 for the approval of repair data for use on an EU-registered aircraft. Unless the minor repair data has been previously used on an N-registered aircraft, an EU company cannot determine any data to be acceptable data under 14 CFR Part 43 for use on an EU-registered aircraft.

- In these circumstances, repair design data are considered to be EASA-approved following its approval or acceptance under FAA's system. This process does not require application to EASA or compliance findings to the EASA certification basis.

Note: A critical component is defined as a part identified as critical by the design approval holder during the validation process, or otherwise by the exporting authority. Typically, such components include parts for which a replacement time, inspection interval, or related procedure is specified in the Airworthiness Limitations section or certification maintenance requirements of the manufacturer's maintenance manual or Instructions for Continued Airworthiness.

EASA shall accept any critical component repair design data from a TC/STC holder,

- EASA has certificated/validated the product
- The FAA is the authority of the State of design for the repair design data
- In these circumstances, repair design data are considered to be EASA-approved following its approval under FAA's system. This process does not require application to EASA or compliance findings to the EASA certification basis.

Repair design data on critical components, developed by organization/persons that are not the TC/STC Holder, shall be submitted to the Agency for approval following the standard application procedure, with an EASA Form 31. Applicants do not need to hold a DOA if the repair data has been approved by the FAA.

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9. AIRWORTHINESS DIRECTIVES

It is the responsibility of the customer for providing all EASA Airworthiness Directive applicable to the work it is to perform under their Work Scope for that particular required aircraft.

Work package set up by this Repair Stations Planning Department as pre-arranged with owner/operator/customer in advance of aircraft induction/arrival. Planning will coordinate the receiving, organizing and computerizing and control of work packages for customer aircraft

Planning will coordinate the receiving, organizing and computerizing and control of work packages for customer aircraft.

Note: As a minimum, customer work packages normally contain work cards, additional work cards and a tally used to ensure package completeness.

Note: The Customer is responsible for providing all necessary maintenance data including applicable FAA & EASA SB's and AD's.

Note: If the customer does not provide a tally sheet, planning will notify a Production Control Records Clerk so they can print a Master Work Order Recap Tally.

Planning will collect and identify work packages received.

The assigned planner will open a work project and create the necessary work orders.

Planner will enter the Routine work cards in the AAR computer system through the Planning Maintenance Program.

The computer system assigns a Zone/Item to each of the work cards entered.

The planner will print and affix to each routine work card a cover sheet containing a Bar Code.

The planner will check all work cards for accuracy with the Customer Tally/Work scope.

Once the work package is complete, it is sent to the Production Control booth for work.

It is the Manager of Quality Assurance responsibility to monitor airworthiness directives for compliance to particular components and customer repair orders. All noncompliance of the EASA customer requested work scope AD's will be documented and reported to the customer via e-mail.

Airworthiness directive(s) are available to be researched through;

- FAA Web based Search (www.faa.gov)
- EASA Web Based Search (<http://ad.easa.europa.eu/search>)

10. RELEASE AND ACCEPTANCE OF COMPONENTS

This Repair Station process is that 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 FAA Form 8130-3 Dual Release. **This Repair Station only uses an 8130-3 Dual Release with the exception of Aircraft releases!**

Note: See Appendix I to views an 8130-3 Dual Release form along with the instructions on how to complete the form.

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The FAA Form 8130-3 will include the EASA Part-145 and [14CFR 43.9](#), 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, a work order number 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. Block 12 shall also contain the following statement:

“Certifies that the work specified in block 11/12 was carried out in accordance with EASA Part-145 and in respect to that work the component is considered ready for release to service under EASA Part-145 Approval Number: “EASA 145.6752”

This Repair Station maintains a roster of personnel authorized to sign an FAA Form 8130-3 (maintenance release) for approving a maintained or altered article for return to service. This roster is the responsibility of Chief Inspection who maintains it electronically.

Only the following new and used serviceable components that meet the requirements listed below may be fitted during maintenance.

1. New Components

- a. New components must be traceable to the Production Approval Holder (PAH) and be in a satisfactory condition for installation. An authorized release document, as detailed below, must accompany the new component.
 - i. For new components from a U.S.-PAH, release must be documented on an FAA Form 8130-3 as a new part.

NOTE: New parts that were received into inventory prior to October 1, 2016 must, at a minimum, have a document or statement (containing the same technical information as an FAA Form 8130-3) issued by the PAH or supplier with direct ship authority. These parts in inventory, documented with the required information, will be grandfathered and remain suitable for installation into EU articles, provided the certification/release date of these parts is prior to October 1, 2016.

- ii. For new components released by an EU-PAH, release must be documented on an EASA Form 1, as a new part.
- iii. For new components released by a Canadian-PAH, release must be on the Transport Canada Civil Aviation (TCCA) Canadian Form One as a new part.

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- iv. Fabricated parts, produced by an appropriately rated repair station with a quality system, for consumption into a repair or alteration of a product or article in accordance with 14 CFR part 21, section 21.9(a)(6), and part 43, are not subject to the foregoing provision.
- v. Standard parts are not subject to the forgoing provisions, provided such parts are traceable to the manufacturer, accompanied by a conformity statement, and are in a satisfactory condition for installation.

NOTE: EASA Standard Parts Definition: Per AMC M.A.501(c), “Standard Parts are: parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc...”

- vi. PMA parts may only be accepted as detailed in subparagraph 10(k) (1)(a)(i) above and in the Technical Implementation Procedures (TIP) .
- vii. Engines rebuilt by the production approval holder can be accepted as specified in the Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP- paragraph 5.1.4).

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2. Used Components

Used components must be traceable to FAA- and/or EASA-certificated facilities that are approved and authorized to certify the maintenance, preventive maintenance, and/or alterations which they have performed. In the case of life limited parts, the life used must be appropriately documented. The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the PAH parts catalogue or aviation authority (AA) approval document. An authorized release document, as provided below, must accompany the used component.

- a. An FAA Form 8130-3 issued as a dual maintenance release must accompany used components from EASA-approved U.S.-based 14 CFR part 145 repair stations.
- b. Used components from a 14 CFR part 145 repair station not EASA-approved will not be used even if accompanied by an FAA Form 8130-3.
- c. Authorization for releasing components, appliances, complete aircraft repaired or overhauled is by the Manager of Quality Assurance.

11. CERTIFICATE OF AIRWORTHINESS

This Repair Stations” approval for Return to Service may be accomplished by a Maintenance Release utilizing the following example”

MAINTENANCE RELEASE

The (use only applicable aircraft rating or ratings) aircraft, airframe, aircraft engine, propellers, or appliances identified above, was repaired and inspected in accordance with current Regulations of the Federal Aviation Agency and is approved for return to service.

Pertinent details of the repair are on file at this repair station under

Work Order No (Insert No. here). **Date:** (insert the date of release).

Signed (only designated personnel may sign for the repair station) for

AAR AIRCRAFT SERVICES- Rockford

6150 Cessna Drive

Rockford, IL 61109

Certificated Repair Station 4A9R752C

EASA Approval Certificate # 145.6752

If the customer requested, this information can either be hand written, stamped, or a pre-printed document and or a suitable logbook entry in compliance with ([14CFR 43.9](#)) or ([14CFR 43.11](#)). At the completion of maintenance, an FAA Form Dual Release 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.

Note: Although EU aircraft have indefinite C of As, the C of A’s validity period is verified by means of an “Airworthiness Review Certificate” (ARC). The EASA Operator or owner is responsible for ensuring the C of A remains valid but this repair station will review the EASA issued of Airworthiness Review Certificate (ARC) on any aircraft for an expiration date. If the Certificate of Airworthiness has expired or is close to expiration, This Repair Station will notify the customer before issue of a paragraph 12 release.

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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 through 10 and 12 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." It is the Chief Inspectors responsibility to identified those authorized to return to Service.

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

- 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.
- 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](#): Applicable to Base Maintenance

"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 UNAIRWORTHY CONDITIONS

When serious defects are found in EU Aircraft or components, the condition will be reported to the Customer/Operator, the aircraft/ Component Design Organization, and EASA within 72 hours using an EASA Form 44, SDR, SUP report, or other method acceptable to EASA. When reporting to the EASA, the identity of the customer will be included.

The Chief Inspector of this Repair Station is responsibility for the reporting "The Service Difficulty Report" (SDR) required or EASA Form 44. (SDR) must include as much of the following information as is available:

- Aircraft Registration number
- Type, Make and Model of the article
- Date of the discovery of the failure, malfunction, or defect
- Nature of the failure, malfunction, or defect

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- Time since last Overhaul, if applicable
- Apparent cause of the failure, malfunction, or defect, and
- Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action

If a suspected unapproved part is found the Chief Inspector of this Repair Station is responsible for the reporting to EASA and to complete FAA Form 8120-11, "Suspected Unapproved Parts Notification". The form includes instructions for completion, and identifies the information needed to initiate a SUP investigation, and

- Send the form to the SUP Program Office address listed or FAX number below:

Federal Aviation Administration
SUP Program Office, AVR-20
45005 Aviation Drive Suite 214
Dulles, VA 20166-7541
Phone (703) 661-0580
FAX (703)-661-0113

- Notify the aircraft owner of the Suspected Unapproved Part. (If Applicable)

The method of reporting shall be [FAA Form 8010-4 Malfunction Defect Report](#).

- EASA online reporting is available on the EASA website at <http://easa.europa.eu/ior/reporting.html>
- EASA Online Form: <http://easa.europa.eu.iors.doc.Technical%20Occurrence%20Report%20form.pdf>

If other Forms are used they should be sent to report@easa.europa.eu

14. QUALITY ASSURANCE SYSTEM

It is an AAR CORP requirement that all AAR facilities shall comply with their respective responsibilities as defined in the AAR CORP Policy which states that; It is the responsibility of the Manager of Quality Assurance for managing the Quality Assurance Auditing System at ASR to insure compliance with the policies and program. The Manager of Quality Assurance may delegate responsibilities including for audits however independence shall be maintained by ensuring that audits are not carried out by personnel responsible for the function, procedure, or product being audited. The Accountable Manager is ultimately responsible for compliance with the Quality Assurance System requirements at ASR.

There are two elements to the system:

- (a) Procedural Audits
- (b) Product Audits

Procedural Audits are where the Quality Assurance department auditors will schedule and conduct in depth audits of all the supporting departments for this facility. A complete auditing cycle is scheduled for each calendar year and a detailed record is maintained for each audit electronically.

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These audits monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures and ASR's RSQM to ensure that these procedures invoke good maintenance practices and airworthy aircraft/aircraft components. ASR utilizes checklist to describing what is to be checked and any resulting of findings/discrepancies.

Areas to be audited include;

- Quality Assurance (QA)
- Quality Control / Inspection (QC)
- Maintenance Operations
- Engineering
- Parts Manufacturer Authority (PMA)
- Training
- Materials
- Purchasing, Sales and Marketing
- Planning and Production Control Clerk
- Records – Document Control
- Technical Library
- Tooling & Calibration
- Receiving & Shipping
- Back Shops – Including Propeller and Avionics Shops
- Fixed Base Operation (FBO)
- Line maintenance
- EASA
- Import /Export
- Repair Station Capabilities' List
- NDT
- Electronic Aircraft Records

These audits monitor compliance with the required RSQM procedures, customer to insure adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. Individual audit reports are compiled and distributed to the responsible manager and for corrective action if necessary. All audit reports are maintained electronically in a central database.

Quality Assurance will also perform a Hangar Walk audit to provide the hangar and shop management a "snap-shot" of how their areas comply with the regulations, customer, company, and or managements requirements. These are conducted several times each month. This audit utilizes a check sheet that is maintained in AAR's APRISe system. All results are maintained in this system. These results from these audits are charted and presented to management.

Product Audits

Quality Control performs sample check of a product as a means to witness any relevant testing and visually inspect the product and associated documentation. These sample check do not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.

Product audits are accomplished by various Quality Control procedures listed below:

- Quality Control Inspection Process which covers all of the inspection process

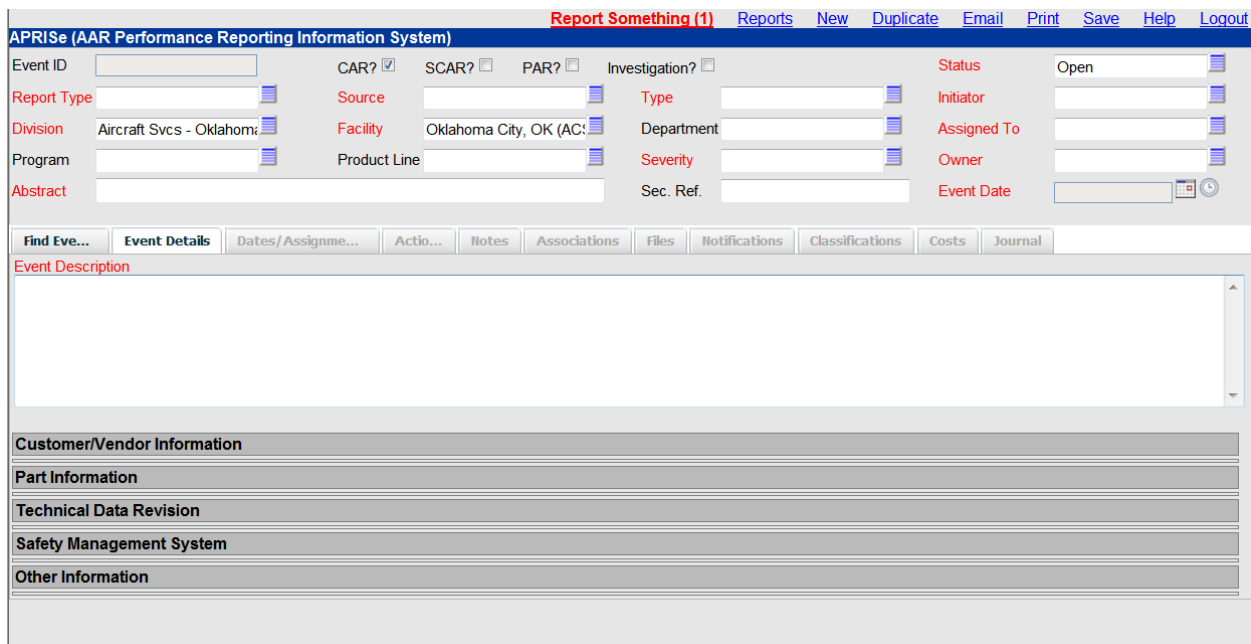
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- Required Inspection Items
- Service Difficulty / Malfunction or Defect Reporting
- Forms, Document & Aircraft Records
- Major Repair or Alteration Process
- Receiving Inspection Process

QA additionally performs an Emphasis Audits. These audits cover areas such as partial work annotation, work references, tooling, and safety. These audits are random and are conducted daily through the facility. This audit utilizes a check sheet that is maintained in AAR's APRISe system. All results are maintained in this system. These results from these audits are charted and presented to responsible area management.

Management of Corrective and Preventive Action is controlled by the AAR Performance Reporting Information System (APRISe). This system is utilized to documents all issues that are discovered. This is applicable to all departments, processes and products within AAR Aircraft Services – Rockford. This includes the handling of customer complaints, nonconforming product or service conditions, internal audit findings, issues with purchased products or services. Manager of Quality Assurance 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.

Below is an example of the APRISe format.



APRISe (AAR Performance Reporting Information System)

Report Something (1) Reports New Duplicate Email Print Save Help Logout

Event ID CAR? SCAR? PAR? Investigation? Status Open

Report Type Source Type Initiator

Division Aircraft Svcs - Oklahom: Facility Oklahoma City, OK (AC: Department Assigned To

Program Product Line Severity Owner

Abstract Sec. Ref. Event Date

Find Eve... Event Details Dates/Assignme... Actio... Notes Associations Files Notifications Classifications Costs Journal

Event Description

Customer/Vendor Information

Part Information

Technical Data Revision

Safety Management System

Other Information

- The QA Manager or QA Auditor enters the data relevant to the reportable event or nonconformance into the APRISe system and assigns a responsible party.
- The APRISe system sends an email to the responsible party with a link to the APRISe event for him to respond on.

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- The responsible party determines the root cause, an appropriate corrective action, and the appropriate level of corrective action. They complete the APRISe event in the computer with this information, including a time-line for implementation and assignment of responsibilities for the planned actions.
- The Manager of Quality Assurance reviews the answered APRISe event and assigns it for follow-up.

ASR's executive and operational management continually reviews the company's quality system and act to improve it when appropriate. The Quality System Review Board, which is chaired by the Manager of Quality Assurance, is responsible for the suitability and effectiveness of the Quality System.

Auditing of the EASA process is included within this requirement. A monthly scheduled 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 member state undergoing Base maintenance and or alteration. Proper housing and space will be provided as required by all applicable FAR's, and the aircraft specifications.

This Repair Station utilizes a hangar-loading chart to clearly depict aircraft scheduling and future availability of hangar space. The Vice President of Production/Planning is responsible for the preparation of this hangar-loading chart.

16. CONTRACTED MAINTENANCE

This Repair Station may sub-contract various maintenance functions to companies to be performed for ASR. The Manager of Quality Assurance will provide to the FAA with the following information:

- The maintenance function list
- Make available a list of all Approved providers (Vendors), Approved Vendors List (AVL) which contains the name, physical address, and certificate and function to be performed. All vendors records are maintain electronically in a central database.

When part of the maintenance is contracted to another organization (ASR) will ensure that that organization is approved to EASA Part 145 for the maintenance they carry out. That contractor is responsible for approving the return to service for each item on which it has worked.

If maintenance is contracted to a Non - EASA certificated facility, this Repair Station's will inspect and provide the return to service through this Repair Station's Receiving Inspection Process to ensure its airworthiness. All Records of Inspection are maintained as per this Repair Station's Record Retention process.

All AAR business units and facilities utilize a Central Vendor Management system (CVM) for vendor approval. The CVM is documented in the [AAR Centralized Audit Program policy 1.04.002](#). This program describes how all provides are audited, approved and recertified.

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17. HUMAN FACTORS PROGRAM

ASR 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.

- General/ Introduction to human factors
- Safety Culture/Organizational factors
- Human Error
- Human performance & limitations
- Environment
- Procedures, information, tools and practices
- Communication
- Teamwork
- Professionalism and integrity
- Organization's HF program

18. AIR CARRIER LINE STATION

ASR does not maintain Line Stations.

19. WORK AWAY FROM a FIXED LOCATION

This Repair Station does have D100 authorization and it maintains a procedure to be followed any time work is to be accomplished away from the repair station. (Changes to this procedure may require a change to Operational Specification D100 with the FAA).

There are limitations for ASR 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 to the certificate-holding district office (CHDO) and the Principal Inspector (PI).

AAR – ASR does not and is not an authorized line stations.

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Appendix I:
FAA Form 8130-3 Dual Release 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:	 6130 Cessna Drive Rockford, IL 61109 CSR #4A9R752C				5. Work Order/Contract/Invoice Number:
6. Item	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/Work:
12. Remarks: Certifies 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 145.6752.					
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.			14a. <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.: CSR #4A9R752C		
13d. Name (Typed or Printed):	13e. Date (dd/mmm/yyyy):	14d. Name (Typed or Printed):	14e. Date (dd/mmm/yyyy):		
User/Installer Responsibilities					
<p>It is important to understand that the existence of this document alone does not automatically constitute authority to install the engine/propeller/article.</p> <p>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.</p> <p>Statements in Blocks 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.</p>					
FAA Form 8130-3 (02-14)			NSN: 0052-00-012-9005		

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Appendix I:

FAA Form 8130-3 Dual Release Sample Instructions

Block 1 Approving Civil Aviation Authority/Country

Block 2 Authorized Release Certificate, FAA Form 8130-3

Block 3 FAA Form Tracking Number

Block 4 Organization Name and Address: Enter the full name and physical address of the organization or facility for which the form is being issued, and the facility's certificate number

Block 5 Work Order/Contract/Invoice Number: Fill in the work order number, contract number, and/or invoice number related to the shipment list, or maintenance release authorization number, and state the number of pages attached to the form, including dates, if applicable. If the shipment list contains the information required in Blocks 6 through 11, the respective blocks may be left blank if a list is attached to the form. If a work order/contract/invoice number is not available, enter "N/A."

Block 6 Item: When FAA Form 8130-3 is issued, a single item number or multiple item numbers (for example, same item with different serial numbers) may be used for the same part number. Multiple items must be numbered in sequence, although not necessarily beginning with the number one (for example, 0040, 0050, 0062, 0063). If a separate listing is used, enter "List Attached"

Block 7 Description: Enter the name or description of the product or article. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (for example, illustrated parts catalog, aircraft maintenance manual, or service bulletin).

Block 8 Part Number: Enter each part number of the product or article. In case of an aircraft engine or propeller, the model designation may be used. If the article being worked is a subassembly that does not have a part number of its own, enter the next higher assembly number followed by the word "subassembly."

Block 9 Quantity: Enter the quantity of each product or article shipped.

Block 10 Serial Number: If the product or article is required by part 45 to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation also may be entered. If no serial number is entered in this block, enter "N/A."

Block 11 Status/Work: The following table describes what to enter in a specific situation. The term entered in Block 11 should reflect the majority of the work performed by the organization.

FAA Form 8130-3 for Approval for Return to Service Block 11 Terms

Enter —	For —
OVERHAULED	A process that ensures the product or article is in complete conformity with the applicable service tolerances specified in the type certificate holder's or equipment manufacturer's instructions for continued airworthiness, or in the data approved or accepted by the authority. The product or article will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled, and tested in accordance with the approved or accepted data.
See Block 12	Products or articles rebuilt or altered by authorized PAHs in accordance with § 43.3(j).

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REPAIRED	Repair of defect(s) using an applicable standard.
INSPECTED and/or TESTED	Examination or measurement in accordance with an applicable standard (for example, visual inspection, functional testing, or bench testing).
MODIFIED	Alteration of a product or article to conform to an applicable standard.

Block 12 Remarks Describe the work identified in Block 11 and associated results necessary for the user or installer to determine the airworthiness of the product or article in relation to the work being certified. Data required by § 43.9, including the reference and revision status. If other documents such as work orders, shop travelers, or FAA Form 337, Major Repair and Alteration (Airframe, Power plant, Propeller, or Appliance), are used by the certificate holder to comply with §§ 43.9 and 43.11, they must be specifically referenced in this block. Compliance with ADs or service bulletins, Repairs carried out, Modifications carried out, Replacement articles installed, Life-limited parts status (for example, total time, total cycles, time since new), If a specific batch or lot number is used to control or trace the product or article, enter the batch or lot number in this block, Deviations from the customer work order, Release statements to satisfy a CAA maintenance requirement, Information needed to support shipment with shortages or re-assembly after delivery. When an authorized person completes Blocks 14a through 14e for the purpose of rebuilding or altering a product they hold the approval for in accordance with § 43.3(j), the term “See Block 12” will be entered in Block 11, and one of the following statements will be entered in Block 12: “Rebuilt to original PAH’s specifications” or “Altered to original PAH’s specifications.”

Block 13 a through 13e Are not to be used by the Repair Station

Block 14a Approval for Return To Service: Mark the appropriate box (s) indicating which regulations apply to the completed work. If the box “Other regulations specified in Block 12” is marked, then the regulations of the other CAA(s) must be identified in Block 12. At least the left box must be marked, or both boxes may be marked, as appropriate. The regulations of the other CAA must be specifically identified in Block 12. The completed work can be accomplished in accordance with the regulations of the FAA, or the regulations of the FAA and another CAA. The data used to complete the work must be clearly stated in Block 12 or attached to the form and the attachment identified in Block 12. If the work has been done in accordance with both the regulations of the FAA and another CAA, both boxes 08/01/2013 8130.21H 3-10 must be checked.

Block 14b Authorized Signature: This space will be completed with the signature of the authorized person. Only persons specifically authorized are permitted to sign this block.

Block 14c Enter the Repair Stations Certification Number: 4A9R752C

Block 14d Persons Authorization: the typed or printed name of the authorized representative whose signature appears in Block 14b

Block 14e Date (dd/mmm/yyyy): The date to be entered in Block 14e for approval for return to service will be the date on which the original work was completed (refer to § 43.9).

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Supplement 17 Human Factors												
Supplement 18 Line Stations												
Supplement 19 Work away from Fixed Location												

Scheduled Completed

