



MRO Services
Indianapolis

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EASA SUPPLEMENT

EASA SUPPLEMENT REFERENCE NO. EASA 145.5566
TO FAA FAR PART-145 REPAIR STATION QUALITY MANUAL FOR

AAR AIRCRAFT SERVICES – INDIANAPOLIS (AAR-ASI)

2825 Perimeter Road
Indianapolis, Indiana 46241

CRS I6XR049Y

This Supplement does not form part of the FAA 14 CFR part 145 Repair Station Quality Manual (RSQM).

Compliance with the FAA accepted supplement together with the FAA 14 CFR part 145 RSQM forms the basis of the European Aviation Safety Agency (EASA) Part-145 approval.

This supplement forms part of AAR Aircraft Services-Indianapolis's obligations for EASA Part-145 approval as specified in the EASA Maintenance Annex Guidance (MAG).



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REVISION HIGHLIGHTS

Revision: 21
Section: Revision Highlights – page 3 of 26 – updated to reflect current revision.
Section: LEP – page 4 of 26 – updated to reflect current revision.
Section: Amendment Procedures – page 7 of 26 – Deleted paragraph 2.9 Annual EASA Supplement Review.
Section: Accountable Manager's Commitment Statement – page 8 of 26 – The Accountable Manager signature and date was updated for the current revision.

RECORD OF REVISIONS

Revision #	Date	Revision #	Date	Revision #	Date
1	01/05	11	08/05/13	21	04/06/18
2	04/10/09	12	02/26/14		
3	05/13/09	13	11/05/14		
4	09/30/09	14	07/31/15		
5	10/19/09	15	12/02/15		
6	12/01/09	16	03/28/16		
7	09/03/10	17	04/06/16		
8	02/15/11	18	08/10/16		
9	09/26/12	19	05/08/17		
10	04/24/13	20	10/04/17		



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1. LIST OF EFFECTIVE PAGES (LEP)

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1	12	02/26/14
2	12	02/26/14
3	21	04/06/18
4	21	04/06/18
5	12	02/26/14
6	12	02/26/14
7	21	04/06/18
8	21	04/06/18
9	15	12/02/15
10	15	12/02/15
11	12	02/26/14
12	18	08/10/16
13	18	08/10/16
14	18	08/10/16
15	15	12/02/15
16	12	02/26/14
17	15	12/02/15
18	19	05/08/17
19	12	02/26/14
20	15	12/02/15
21	12	02/26/14
22	14	07/31/15
23	20	10/04/17
24	12	02/26/14
25	13	11/05/14
26	12	02/26/14

Approved:
V.P. of Quality

Date: 01/30/18

Accepted:
JAMES J. MURASKI
FAA IND-FSDO

Date: 05/02/2018

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2. AMENDMENT PROCEDURE

- 2.1. In efforts to maintain a paperless documentation system, the AAR-ASI EASA Supplement will be maintained electronically. Only the signed List of Effective Pages (LEP) will be kept in paper form. The V.P. of Quality controls the electronic files and LEP.
- 2.2. EASA Supplement Manual Change Request
 - 2.2.1. Any AAR-ASI Repair Station employee can request a revision to the AAR-ASI EASA Supplement by:
 - a) Submitting a Change Request AAR-ASI Form CR-2008
 - b) Following the Change Request Process in this Section.
- 2.3. Manual Revision
 - 2.3.1. Changes to the MAG will be implemented and incorporated as a new revision to the AAR-ASI EASA Supplement, as applicable, within 90 days after the change has been published, unless otherwise specified.
 - 2.3.2. Each new revision of the AAR-ASI EASA Supplement will be reviewed by the V. P. of Quality, Director of Quality Assurance, or their designees prior to internal approval and submission to the FAA for final review and acceptance.
 - 2.3.3. The Director of Quality Assurance will be responsible that the AAR-ASI EASA Supplement and content is maintained, updated, current at all times, and distributed to all required AAR-ASI Repair Station personnel.
 - 2.3.4. Through the AAR-ASI information system security procedures, only the Vice President of Quality, Director of Quality Assurance, or designees may make changes to the EASA Supplement. All other employees have read-only access.
- 2.4. Responsibility for Submission of Revision(s)
 - 2.4.1. The V. P. of Quality or his / her designee will have the responsibility and authority for the submission to the FAA of any revision(s) to the AAR-ASI EASA Supplement.
 - 2.4.2. He or she will sign the List of Effective Pages indicating approval of the changes made.
- 2.5. FAA – Review and Acceptance
 - 2.5.1. An electronic copy of the EASA Supplement will be sent by mail or electronic format for coordination and acceptance by the FAA Certificate Holding District Office (CHDO) Indianapolis, IN.
 - 2.5.2. The FAA CHDO will indicate acceptance of the supplement and its revisions by printing a copy of the List of Effective Pages and returning the signed document to the repair station.
 - 2.5.3. The FAA reserves the right to reject or return for further review any revision(s) submitted. If manual / revision(s) submitted to the FAA CHDO are found to be unacceptable, the V. P. of Quality or his / her designee will coordinate with the FAA to review, make the necessary changes and resubmit the manual revision(s) to the FAA CHDO for acceptance.



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AMENDMENT PROCEDURES (Continued)

2.6. Revision Notification

Once a revision to the EASA Supplement has been FAA-accepted, the Technical Publications Administrator will:

- 2.6.1. Update the revised List of Effective pages to indicate acceptance before insertion into the master copy.
- 2.6.2. Insert completed electronic document into the applicable (Electronic/Online) folder for the applicable location for Publication.
- 2.6.3. Make the revised manual available electronically and send a message to the appropriate personnel via the QAM system, emails and/or departmental crew briefings.

2.7. Identification Methods – Changes / Revision

2.7.1. AAR-ASI EASA Supplement revision(s) will be identified by using the following methods:

- a) The Revision Highlights page will indicate a revision and explain the changes.
- b) Revision Level and Date Issued Blocks in each page header will also indicate a procedure has been revised.
- c) A line in the left hand margin of the page will also indicate a revision to a paragraph, line, step, or item.

2.8. Change Request Process

To initiate/propose a change to the AAR-ASI EASA Supplement an AAR-ASI Form CR-2008 change request will be completed and the following procedure will be followed:

2.8.1. Originator (any AAR-ASI Employee) will:

- a) Obtain a current electronic or paper copy of the applicable procedure to be revised.
- b) Mark the copy "Preliminary" (Right Hand Top Corner).
- c) Review and indicate what changes you want made to the document as follows:
 - i. For words you want Deleted – **Make them Bold** and ~~strikethrough~~.
 - ii. For words you want Added – **Make them Bold** and underline.
- d) Send "Preliminary" copy along with the change request AAR-ASI Form CR-2008 to the Director of Quality Assurance.

2.8.2. The Director of Quality Assurance will:

- a) Review Revision Request and proposed procedure changes to ensure there are no conflicts or inconsistencies with regulatory requirements or other company policies.
- b) If the requested changes are acceptable, determine which departments are affected by the requested change and mark the adjacent checkbox in the Department/Review/Approval Section. Forward the Change Request to the Responsible/Authorized persons checked in the Department/Review/Approval Section.
- c) If the requested changes are not acceptable, return the form back to the originator's manager.



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2.8.3. Responsible / Authorized Person(s) will:

- a) Review the proposed changes to ensure there are no conflicts or inconsistencies with regulatory or other company policies.
- b) If the requested changes are acceptable, sign the Change Request Form (Department Review/ Approval Section) and forward to:
 - i. Other Responsible/Authorized persons checked in the (Department Review/Approval Section).
 - ii. Last person to sign will forward marked up copy to Quality Assurance Department for review and approval process.
- c) If the requested changes are not acceptable, return the form back to the Quality Assurance Department.

2.8.4. Quality Assurance Department will:

- a) Make any required changes based on mark ups.
- b) Forward to the V. P. of Quality for final approval signature per [paragraph 2.4](#) and submission to the FAA per [paragraph 2.5](#).



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3. INTRODUCTION

- 3.1. EASA Part-145 (Commission Regulation [\(EC\) No. 1321/2014](#), Annex II) is a European requirement similar to [14 CFR part 145](#) and includes both the requirements for maintenance of all aircraft/aircraft components used in commercial air transport operations plus the requirements to qualify as a maintenance organization.
- 3.2. 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.
- 3.3. AAR-ASI, a 14 CFR part 145 repair station, can be EASA Part-145 approved when the repair station complies with the maintenance special conditions as detailed in this supplement and in addition to complying with [14 CFR parts 145](#) and [43](#).
- 3.4. This supplement is therefore intended to ensure that AAR Aircraft Services-Indianapolis is working in accordance with the EASA Part-145 Approval Certificate and to ensure the differences from FAA regulations are taken into account. (reference RSQM section "[Introduction](#)")

4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

This supplement in conjunction with the approved Repair Station Quality Manual (RSQM) 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.

Whenever a new Accountable Manager is appointed, he or she will sign this statement to ensure continuous EASA Part-145 approval.

**Signed by the Accountable Manager for and on behalf of AAR
Aircraft Services-Indianapolis:**

Signature

Date



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5. APPROVAL BASIS AND LIMITATION

- 5.1. EASA approval is based upon compliance with [14 CFR parts 145](#) and [43](#) except where varied by the special conditions specified in the Maintenance Annex and associated guidance ([MAG](#)). However, this approval must not exceed the ratings permitted by Commission Regulation ([EC](#)) No. [1321/2014](#). (reference RSQM section "[Introduction](#)")
- 5.2. The approval of maintenance is limited to the scope of work permitted under the current Certificate issued by the FAA to the repair station in accordance with [14 CFR part 145](#) for work carried out within the United States unless agreed otherwise on a case-by-case basis by the Joint Maintenance Coordination Board (JMCB). (reference RSQM section "[Introduction](#)")

6. ACCESS BY EASA AND FAA

- 6.1. This repair station agrees to provide access to EASA and FAA to ascertain compliance with [14 CFR part 145](#), the EASA Special Conditions, procedures and standards and to investigate specific problems.
- 6.2. In accordance with [paragraph 2.1 of Appendix 1 to Annex 2](#) of the Agreement ([BASA](#)), AAR-ASI will accept investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures and will cooperate with those actions.

7. WORK ORDERS/CONTRACTS

- 7.1. The customer's work order (Purchase Order, Repair Order, Proposal, or other contractual documents), received by AAR-ASI, will clearly define the work scope to include all maintenance, preventive maintenance, and alterations to be accomplished by AAR-ASI. (reference RSQM section "[Repair Station Operation](#)")
- 7.2. Maintenance, preventive maintenance, and alterations will be performed in accordance with the manufacturer's maintenance manuals or instructions for continued airworthiness. The customer's work order will state the source of the applicable data, i.e., manufacturer or Air Carrier, used to perform the requested maintenance along with any other requirements of its program or Maintenance Manual. (reference RSQM section "[Repair Station Operation](#)")
- 7.3. If there are any questions about the interpretation of a work order or other work instructions, clarification will be obtained from the customer before work begins. In general, work orders should specify the inspections, repairs, alterations, overhaul, Airworthiness Directives, and parts replacements that must be carried out. The Project Manager assigned to the project will be the primary customer contact and will assure that all customer instructions are understood. (reference RSQM section "[Repair Station Operation](#)" and section EA1-10-1 subsection "[Engineering Support Request](#)")
- 7.4. The customer remains responsible for correctly informing AAR-ASI by work order of all required maintenance and alterations.



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8. APPROVED DESIGN AND REPAIR DATA

8.1. Changes to the type design: Major Changes, Minor Changes, STCs.

The EASA-approved design engineering data is normally data supplied by an EASA Design Organization Approval (DOA) holder, or 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 of data approval. Details for the acceptance and/or validation of FAA approved changes to the type design by EASA are contained in [Annex 1 of 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.

8.2. Repairs

8.2.1. 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. Minor repairs are made in accordance with “acceptable” data, in accordance with 14 CFR part 43. (reference RSQM section EA1-10-1 “[Engineering Process](#)” and section QC1-10-17 “[Major Repairs and Alterations Process](#)”)

8.2.2. 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.

8.3. EASA Acceptance of FAA Repair Design Data.

Non-Critical Components

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

- a) EASA has certificated/validated the product or appliance,
- b) The FAA is the authority of the State of Design for the repair design data, and
- c) 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. (reference RSQM section EA1-10-1 “[Engineering Process](#)” and section QC1-10-17 “[Major Repairs and Alterations Process](#)”)

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

- a) EASA has certificated/validated the product or appliance,
- b) The FAA is the authority of the State of Design for the repair design data, and
- c) The repair design data has been provided by a U.S. TC/STC or TSOA holder, or
- d) 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. (reference RSQM section EA1-10-1 “[Engineering Process](#)”)

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.



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APPROVED DESIGN AND REPAIR DATA (continued)

8.3.3. 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.

Critical Components

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.

8.3.4. EASA shall accept any critical component repair design data from a TC/STC holder, regardless of the State of Design of the product, if

- a) EASA has certificated/validated the product, and
- b) The FAA is the authority of the State of Design for the repair design data.
- c) 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.

8.3.5. Repair design data on critical components, developed by organizations/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. (reference RSQM section EA1-10-1 "Engineering Process")

9. AIRWORTHINESS DIRECTIVES

9.1. AAR-ASI will ensure that the customer specifies what Airworthiness Directives are required to be followed in the work to be performed. This information, if applicable, must be a part of the work order (Purchase Order, Repair Order, Proposal, or other contractual documents). In most cases, it will be necessary for the customer to supply the information necessary to incorporate Airworthiness Directives. (reference RSQM section "Repair Station Operation")

Note: EASA ADs can be found at <http://ad.easa.europa.eu/>

Note: FAA ADs can be found at http://www.faa.gov/regulations_policies/airworthiness_directives/

9.2. AAR-ASI will distribute these Airworthiness Directives to the appropriate personnel to comply with the customer's work order. (reference RSQM section "Repair Station Operation" and section QC1-10-1 "Technical Data Process")

9.3. In the event AAR-ASI is unable to comply with an Airworthiness Directive:

9.3.1. An AAR-ASI Quality Control Inspector will annotate the non-compliance in the appropriate work record for the item in question. (reference RSQM section QC1-10-14 "Work Documentation Process")

9.3.2. In addition, the Chief Inspector or designee will notify the customer by email with the specifics of which Airworthiness Directive was unable to be complied with and the reason why.



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10. RELEASE AND ACCEPTANCE OF COMPONENTS

- 10.1. Release to service of components up to and including complete power plants will be carried out in accordance with [14 CFR section 43.9](#) except that paragraphs 7 to 10 of this Supplement must be taken into account. At the completion of maintenance an FAA Form 8130-3 will be issued by AAR-ASI. (reference RSQM section QC1-10-7 subsection "[Final Inspection](#)")
- 10.2. 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, and specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, PMA parts and quote the reference and issue/revision of the approved data used. (reference [Appendix 3](#) of this supplement)
- 10.3. An example completed FAA Form 8130-3 dual release can be found in [Appendix 3](#) of this supplement.

Note: Blocks 13a through 13e are not to be used by AAR-ASI.

- 10.3.1. The signature of the person returning the component to service will be entered in block 14b with AAR-ASI's certificate number in block 14c.
- 10.3.2. The status of the component (repaired, inspected, overhauled, etc.) will be entered in block 11 with any relevant comments including detailed reference to approved data, ADs, etc. entered in block 12.
- 10.3.3. Block 12 will 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 145.5566"
- 10.4. Only personnel identified on the Authorities By Customer and Authorization Type (IN_503) roster may sign an FAA Form 8130-3. (reference RSQM section "[Personnel Rosters](#)")
- 10.5. Acceptability of components authorized for use during maintenance will meet the intent of the following:
 - 10.5.1. Component means any component part of an aircraft up to and including a complete power plant and any operational or emergency equipment.
 - 10.5.2. Only the following new and used serviceable components that meet the requirements listed below may be fitted during maintenance. (reference RSQM section QC1-10-4 "[Receiving Inspection Process](#)")

a) New Components

- i. 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.
 - 1) 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.



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RELEASE AND ACCEPTANCE OF COMPONENTS (continued)

- 2) For new components released by an EU-PAH, release must be documented on an EASA Form 1, as a new part.
- 3) 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.
- 4) 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. Reference RSQM section QC1-10-18 Fabrication of Aircraft Parts.
- 5) Standard parts are not subject to the foregoing 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 specifications 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 Electro Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications, etc..."

- 6) PMA parts may only be accepted as detailed in Subparagraph 10.5.2.a)(i)1 above and in the Technical Implementation Procedures (TIP).

b) Used Components

- i. 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. (reference RSQM section QC1-10-4 "Receiving Inspection Process")
- ii. 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.
- iii. Used components from a [14 CFR part 145](#) repair station not EASA-approved must not be used even if accompanied by an FAA Form 8130-3.
- iv. An EASA Form 1 issued as a maintenance release must accompany used components from [EASA Part-145](#) approved maintenance organizations not located in the U.S.
- v. A Canadian Form Once issued as a maintenance release must accompany used components from a Canadian EASA-approved maintenance organization.

Note: Canadian EASA-approved maintenance organizations will specify the EASA release statement and the EASA approval number in the remarks block of Canadian Form One.

- vi. Used components that have been issued a triple release (i.e. certifying compliance with FAA, EASA, TCCA requirements) on an EASA Form 1 as a maintenance release are acceptable.



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RELEASE AND ACCEPTANCE OF COMPONENTS (continued)

10.5.3. The following table provides a summary of possible cases:

<p>Acceptable New Products/Articles: EASA Form 1 NEW FAA Form 8130-3 NEW - as applicable, refer to paragraph 10.5.2.a) C of C Standard Parts</p>			
<p>Used Products/Articles:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Acceptable Used Products/Articles Release Document (Input)</td> <td style="width: 50%;">Final Assembly Release document (output)</td> </tr> </table>		Acceptable Used Products/Articles Release Document (Input)	Final Assembly Release document (output)
Acceptable Used Products/Articles Release Document (Input)	Final Assembly Release document (output)		
FAA Form 8130-3 Single	FAA Form 8130-3 Single		
FAA Form 8130-3 Dual	FAA Form 8130-3 Dual		
EASA Form 1 Dual*	FAA Form 8130-3 Dual		
EASA Form 1 Single	FAA Form 8130-3 (see below)		
<p>One or more products/articles were installed with an EASA Form 1 single release and so the final assembly cannot be released with a 8130-3 dual release. The final release should be issued with the following statements in the specified blocks. "The final assembly is eligible to be installed only on an EU registered aircraft."</p> <p>a) In block 14a only check the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to 43.9.</p> <p>b) In block 12, the following text should be inserted:</p> <p>"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 no. 145.5566.</p> <p>This product/article meets 14 CFR part 43.9 requirements, except for the following items, and therefore is not eligible to be installed on U.S.-registered aircraft:"</p> <p>(list the items)</p>			

* For the purpose of the table above, triple release mentioned in paragraph 10.5.2. b) vi. above has the same status as EASA Form 1 Dual.



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11. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY

- 11.1. Although European Union (EU) aircraft have indefinite Certificates of Airworthiness (C of A) 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.
- 11.2. Prior to issue of the release to service as specified in [paragraph 12](#) of this supplement AAR-ASI will:
 - 11.2.1. Generate a non-routine (or other customer requested document) to review the EASA issued ARC. (reference RSQM section "[Repair Station Operation](#)")
 - 11.2.2. In the event the ARC has expired notify the customer for resolution.

12. RELEASE OF AIRCRAFT AFTER MAINTENANCE

- 12.1. Release to service of aircraft will be carried out in accordance with [14 CFR section 43.9](#) except that paragraphs 7 to 10 and 12 of this supplement will be taken into account by AAR-ASI (reference RSQM section QC1-10-3 subsection "[Approval for Return to Service](#)" and subsection "[Maintenance Release](#)"). At the completion of maintenance, AAR-ASI will make the following certification in the aircraft maintenance record.
 - 12.1.1. Return to Service in accordance with [14 CFR section 43.9](#) and the following:

"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."

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

 - a) In the case where all required maintenance was not carried out. In this case AAR-ASI will list the maintenance not carried out on the [14 CFR section 43.9](#) Return to Service document and/or attachments.
 - 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.
 - 12.1.2. Where the customer/operator requires his/her paperwork to be signed, the following alternate certification can be made.
 - a) 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."
 - b) In all cases, AAR-ASI must issue the certification when all required maintenance has been carried out, except that if it was not possible to complete all maintenance actions requested. In this event AAR-ASI will:
 - i. Record the details of the work not performed on the Return to Service document and/or attachments, and
 - ii. Inform the Operator.
 - c) AAR-ASI will document the EASA Part-145 Approval Certificate Number and the FAA 14 CFR part 145 Certificate Number in all cases, whether it is a [14 CFR part 145](#) Return to Service or an [EASA Part-145](#) Release to Service.



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13. REPORTING OF UNAIRWORHTY CONDITIONS

- 13.1. AAR-ASI will report serious defects found in EU regulated aircraft or components to EASA, the aircraft/component design organization, and the customer or Operator within 72 hours. When reporting to the EASA the identity of the customer must be included to allow follow up action. (reference RSQM section QC1-10-3 subsection ["Reporting Malfunctions, Defects, and Service Difficulty Reports"](#))
- 13.2. When reportable problems are found on an aircraft, power plant, or component thereof, that is subject to the regulatory control of EASA, the Director of Quality Control or designee is responsible for the completion and filing of the necessary reports to include any of the following:
 - 13.2.1. EASA Technical Occurrence Report Form [EASA Form FO.IORS.00044-004](#), or
 - 13.2.2. FAA Service Difficulty Report [FAA Form 8070-1](#) and/or FAA Suspected Unapproved Parts (SUP) report [FAA Form 8120-11](#), or
 - 13.2.3. In a form and manner acceptable to EASA containing the information required by [EASA Part-145](#).



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14. QUALITY ASSURANCE SYSTEM (QAS)

- 14.1. AAR-ASI operates an independent Quality Assurance System (QAS). The primary objective of this QAS system is to enable AAR-ASI to satisfy itself that it can deliver a safe product and that it remains in compliance with [14 CFR part 43](#), [14 CFR part 145](#) and the EASA Special Conditions outlined in this supplement. (reference RSQM section QA1-10-1 “[Quality Assurance Audit Process](#)”)
- 14.2. The QAS audit system includes all the contracted work as described in [paragraph 16](#) of this supplement. (reference RSQM section “[Outsource Maintenance](#)” and section QA1-10-2 “[Vendor Approval and Control](#)”)
- 14.3. AAR-ASI has developed an annual audit plan that includes applicable paragraphs of 14 CFR part 43 and part 145 and the EASA special conditions. (reference Appendix 1 & 2 of this supplement)
- 14.4. There are two elements to AAR-ASI’s QAS system:
 - 14.4.1. An independent audit system.
 - a) AAR-ASI’s QAS is a process of sample audits of all aspects of the repair station’s ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard nor does it replace any associated inspection/quality control system. Independence is established by ensuring that audits are carried out by personnel who do not have direct responsibility for the activity being audited. (reference RSQM section QA1-10-1 subsection “[Auditors](#)”)
 - b) The audit system provides oversight of the entire AAR-ASI facility and includes the following:
 - i. Procedural audits which monitor compliance with required standards and the adequacy of AAR-ASI’s procedures to ensure they promote good maintenance practices and airworthy aircraft/aircraft components. These audits include the following which are describe in more detail in RSQM section QA1-10-1 “[Quality Assurance Audit Process](#)”:
 - Phase Audits
 - Departmental Self-Audits
 - ii. Product audits which provide a sample check of a product including witnessing any relevant testing and visually inspecting the product and associated documentation. These audits include the following which are described in more detail in RSQM section QA1-10-1 “[Quality Assurance Audit Process](#)”:
 - Phase Audits
 - Customer Maintenance Audits
 - Walk Around Audits
 - c) AAR-ASI may use personnel from one section/department to audit the work and products of another section/department in accordance with this paragraph and RSQM section QA1-10-1 “[Quality Assurance Audit Process](#)”.



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QUALITY ASSURANCE SYSTEM (QAS) (continued)

- d) AAR-ASI's process of sample audits are conducted in segments over a one year period in accordance with this paragraph and RSQM section QA1-10-1 "Quality Assurance Audit Process". All applicable 14 CFR parts 43 and 145 provisions and the EASA Special Conditions as detailed in this supplement are checked at least once per year against each primary product line.

Note: A primary product line is any one aircraft, engine, avionic, or mechanical product line where the systems and procedures are very similar throughout that product line. AAR-ASI has two primary product lines: aircraft maintenance conducted in the hangar environment and component maintenance conducted in the shop environment.

14.4.2. A management/control and follow up system.

- a) AAR-ASI ensures that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and enables the Accountable Manager to remain informed of the state of compliance and any safety issues. This system is described in more detail in RSQM section QA1-10-1 subsection "Taking Corrective Actions on Deficiencies".
- b) The Director of Quality Assurance manages the day-to-day operation of the QAS which includes maintaining the QAS database. The information contained within the database includes the audit plan, results of audits, corrective action plans, and tracking information. A summary report of this information is presented at biweekly to a management review team made-up of senior staff which includes, but is not limited to, the Accountable Manager, V.P. of Quality, and the V.P. of Operations. (reference RSQM section QA1-10-1 "Quality Assurance Audit Process")
- c) As described in paragraph 14.3.1 above AAR-ASI conducts audits in accordance with RSQM section QA1-10-1 "Quality Assurance Audit Process". These audits ensure that an example from each product line is sampled, at a minimum, once each year. A sample audit program is located in Appendix 1 and a Requirement/Audit Matrix is located in Appendix 2 of this supplement.
- d) Results of these audits are documented through a combination of audit checklists, reports, and the AAR Performance Reporting Information System (APRISe). The results are sent to the relevant departments using one of these methods for corrective/preventive action and will include target dates for completion. The relevant departments are required to correct the findings/discrepancies and inform the quality department of completion. (reference RSQM section QA1-10-1 "Quality Assurance Audit Process")



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15. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

- 15.1. AAR-ASI will ensure that hangar space is available for the Base maintenance of aircraft operated under the regulatory control of an EU Member State undergoing maintenance and/or alterations. (reference RSQM section ["Housing & Facilities"](#) and section ["Repair Station Operation"](#)).
- 15.1.1. During the initial Request for Proposal (RFP) phase of contracting the Director of Business Development & Marketing along with the Director of Planning & Programs will determine the housing requirements for the work being requested.
- 15.1.2. The Director of Business Development & Marketing will use this information to construct a commercial agreement which includes provisions for hangar space availability at the time of maintenance and alterations.
- 15.1.3. Once a contract is agreed upon with an EASA customer, the AAR-ASI Planning Department will work with the Operations Department to determine hangar availability for the scheduled time of the maintenance and alterations.
- 15.1.4. The AAR-ASI Planning Department will maintain a Hangar Schedule. The schedule will show hangar/bay, project number, anticipated induction date, type of maintenance/check being performed and span/adjusted span of each visit.
- 15.1.5. The AAR-ASI Planning Department will regularly update the Hangar Schedule as changes occur.



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16. CONTRACTED MAINTENANCE

16.1. AAR-ASI contracts with other organizations (vendors) to provide work in support of its repair station in cases where it does not have adequate housing, facilities, materials, or equipment available. AAR-ASI also contracts work to vendors with personnel who have specialized qualifications, skills, and equipment to perform work on component parts. (reference RSQM section “Outsource Maintenance”)

16.2. List of Contractors

AAR-ASI maintains an Approved Contracted Maintenance Functions ([AAR Form 204](#)) list which identifies those vendors with whom we contract maintenance. This list identifies the name, physical address, certificates (both FAA and/or EASA if applicable), and ratings as applicable. In addition, the list identified the accepted functions associated with each vendor.

AAR-ASI will only contract functions to those vendors identified on this list and appropriately rated for the work in question. (reference RSQM section “[Outsource Maintenance](#)”)

16.3. Qualifying and Auditing Contractor

AAR-ASI follows RSQM section QA1-10-2 “[Vendor Approval and Control](#)” to both qualify and audit vendors.

16.3.1. Contracting to non-EASA approved Sources

- a) If maintenance is contracted to a non-EASA-approved organization then this is considered to be a non-certificated facility and will be controlled under the provisions described in RSQM section “Outsource Maintenance” and section QA1-10-2 “[Vendor Approval and Control](#)”.
- b) AAR-ASI remains responsible for approving for return to service each item and for ensuring its airworthiness, reference RSQM section QC1-10-3 subsection “[AAR Repair Order \(R.O.\) Acceptance Inspections](#)”.

16.3.2. Contracting to EASA-approved Facilities

- a) When part of the maintenance is contracted to another organization, AAR-ASI will ensure that the other organization(s) are approved to EASA Part-145 for the maintenance they carry out. (reference RSQM section “Outsource Maintenance” and section QA1-10-2 “[Vendor Approval and Control](#)”)
- b) The vendor is responsible for approving the return to service for each item it has worked.

16.3.3. Receiving Inspections

- a) AAR-ASI follows RSQM section QC1-10-4 “[Receiving Inspection Process](#)” for the accomplishment of receiving inspections, which includes a technical review of the contractor’s source documentation.
- b) Receiving Inspectors are trained in accordance with the AAR-ASI [Training Program Manual](#).

16.3.4. Audits

- a) AAR-ASI follows section “Outsource Maintenance” and section QA1-10-2 “[Vendor Approval and Control](#)” for auditing and control of vendors.



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17. HUMAN FACTORS

17.1. Procedures are in place to detect, rectify and prevent maintenance errors that may endanger the safe operation of aircraft. These procedures address resources, human performance limitations and shift changeover. AAR-ASI's human factors program includes the following:

17.1.1. RSQM section "Duties & Responsibilities"

17.1.2. RSQM section "Training"

17.1.3. RSQM section QA1-10-1 "Quality Assurance Audit Process"

17.1.4. RSQM section QC1-10-15 "Work Flow Process"

17.1.5. RSQM section QC1-10-16 "Shift Turnover Process"

17.2. AAR-ASI employees will receive both initial and recurrent training in Human Factors, as required by the AAR-ASI approved [Training Program Manual](#). The principal elements discussed are:

- Introduction to Human Factors
- Safety Culture / Organizational Factors
- Human Error
- Human Performance Limitations
- Environment
- Procedures, Information, Tools, and Practices
- Communication
- Teamwork
- Professionalism and Integrity
- Reporting Errors
- Error Investigation
- Action to Address Problems
- Feedback



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18. LINE STATIONS

18.1. Per the MAG the EASA certificate covers line stations under the surveillance of the FAA.

Note: EASA uses the term line stations, while the FAA uses the term line maintenance authorization in 14 CFR part 145. These terms are synonymous when applied under the terms of the Agreement.

18.2. AAR-ASI has been issued Operations Specifications paragraph D107 Line Maintenance Authorization. Table 1 of Operations Specifications paragraph D107 lists the specific locations for U.S. operators for which AAR-ASI is allowed to perform line maintenance. All applicable authorizations and exemptions authorized for AAR-ASI apply at the locations listed in Table.

18.3. The following table lists all line stations AAR-ASI is authorized to exercise the privileges of the EASA Part-145 approval:

Operator	Aircraft Type	Location	Scope of Work
Cargolux	B-747	Indianapolis International Airport (KIND)	<ul style="list-style-type: none"> ▪ Exterior, Main Deck and Upper/Flight Deck Preflight Inspection. ▪ Main Base Check (MBC) as outlined in the CargoluxLine Check Handbook.

18.4. AAR-ASI's policies and procedures contained within the RSQM and EASA Supplement apply to all line maintenance work to be performed. This ensures the same quality system covers both 145 certificate and line station activities.

18.5. AAR-ASI shall maintain control of each line station, to ensure the certificate ratings are not exceeded. This will be accomplished by following the procedures outlined in RSQM section "Repair Station Operation" which requires the Planner to verify the work scope is clear and within the authority of AAR-ASI as reflected on the certificate and operations specifications prior to performing any work.



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19. WORK AWAY FROM FIXED LOCATIONS

- 19.1. AAR-ASI has been granted approval, through [Operations Specifications paragraph D100](#), to perform work at a place other than our fixed location. We are authorized to perform this work either due to a special circumstance or on a recurring basis. The scope of the work we are approved to perform is work authorized by [Operations Specifications paragraph A003](#) Ratings and Limitations.
- 19.2. AAR-ASI will follow RSQM section "[Work Performed at Another Location](#)" when working away from our fixed location.
- 19.3. In addition to the requirements of the RSQM, the following notifications will be made:
- 19.3.1. For work performed on an EU-registered aircraft within the U.S. the Vice President of Operations or designee will notify the Principal Inspector (PI), via e-mail, of the planned work.
- 19.3.2. For work performed on an EU-registered aircraft outside the U.S. the Vice President of Operations or designee will notify both the Principal Inspector (PI) and EASA, via e-mail, of the planned work. EASA notification will be sent to the following e-mail address: foreign145@easa.europa.eu.
- NOTE: Work outside of the U.S. will only be authorized to perform non-routine maintenance in order to provide urgent defect rectification on an EU-registered aircraft or article intended for installation on an EU-registered aircraft.
- 19.3.3. The following information will be included in the above notifications:
- a) Location of the worksite;
 - b) Type of aircraft and/or component, to include the tail number;
 - c) Brief description of the work to be performed;
 - d) Estimated length of time the project will take; and
 - e) Title of the person in charge of the project

Note: This paragraph is not applicable to Line Stations addressed in [paragraph 18](#) of this supplement.



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Appendix 1: Example Audit Plan

SCHEDULE OF INTERNAL QUALITY AUDITS

Phase Audits		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Human Resources												
1	Information Technology												
2	Training												
3	Production												
4	Planning												
5	Tooling & Calibration												
6	Quality Assurance												
7	Technical Data & Records												
8	Engineering												
9	Purchasing												
10	Receiving												
10	Stores												
10	Shipping												
10	Shelf Life												
11	Quality Control												
12	Safety												

Departmental Self-Audits		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Quality Control													
Quality Assurance													
Receiving													
Shipping													
Stores													
Records													
Tech Pubs													
Production													
Tool room													
HR													
Engineering													
Training													
Tool Crib													
Planning													
Purchasing													
SMS													
Safety													

Walk-around Audits		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Hangars													
Stores													
Structural Projects (Shop)													
Total		0	0	0	0	0	0	0	0	0	0	0	0

Customer Maint Audit		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Hangars													
Structural Projects (Shop)													
Total		0	0	0	0	0	0	0	0	0	0	0	0

Note: Empty unshaded cells indicate when an audit is scheduled to be accomplished.



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Appendix 2: Requirement / Audit Matrix

Audit Subject	Phase Audit											
	1	2	3	4	5	6	7	8	9	10	11	12
14 CFR § 43.7 Persons authorized to return to service							█				█	
14 CFR § 43.9 Contents of maintenance an alteration records		█	█				█					
14 CFR § 43.12 Falsification of records							█					
14 CFR § 43.13 Standards			█			█						
14 CFR § 43.15 Additional standards											█	
14 CFR § 145.103 Housing and facilities requirements			█									
14 CFR § 145.109 Equipment, materials, and data requirements			█		█		█			█		
14 CFR § 145.151 Personnel requirements			█									
14 CFR § 145.153 Supervisory personnel requirements			█									
14 CFR § 145.155 Inspection personnel requirements											█	
14 CFR § 145.157 Personnel authorized to return to service											█	
14 CFR § 145.159 Repairman			█									
14 CFR § 145.161 Records of personnel	█	█				█					█	
14 CFR § 145.163 Training Requirements		█										
14 CFR § 145.203 Work performed at another location			█			█						
14 CFR § 145.205 Maint, preventive maint, and alterations			█	█			█					
14 CFR § 145.206 Notification of hazardous materials										█		
14 CFR § 145.209 Repair station manual contents			█			█	█					
14 CFR § 145.211 Quality control system					█		█			█	█	
14 CFR § 145.213 Inspection of maintenance or alterations							█				█	
14 CFR § 145.215 Capability list						█						
14 CFR § 145.217 Contract maintenance						█			█			
14 CFR § 145.219 Recordkeeping							█					
14 CFR § 145.221 Service difficulty reports						█					█	
EASA Supplement 4 Accountable Manager Statement						█						
EASA Supplement 7 Customer Work Order			█									
EASA Supplement 8 Approved Design and Repair Data			█			█		█				
EASA Supplement 9 Airworthiness Directives			█			█						
EASA Supplement 10 Release and Acceptance of Components										█	█	
EASA Supplement 12 Aircraft Release and Return to Service						█					█	
EASA Supplement 13 Reporting Unairworthy Conditions						█					█	
EASA Supplement 14 Quality Monitoring System						█						
EASA Supplement 15 Hangar Space			█			█						
EASA Supplement 16 Contracted Maintenance						█						
EASA Supplement 17 Human Factors						█						█
EASA Supplement 18 Line Stations			█			█						
EASA Supplement 19 Work Away from Fixed Location			█			█						

Note: Shaded columns indicate which Phase audit(s) cover the applicable audit subject. Example: 14 CFR § 43.7- Persons authorized to return to service is audited during the completion of Phase audits 7 and 11



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Appendix 3: Example Completed 8130-3

1. Approving Civil Aviation Authority/Country: FAA/UNITED STATES		2. AUTHORIZED RELEASE CERTIFICATE FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG			3. Form Tracking Number: 2014-01-083	
4. Organization Name and Address: AAR Aircraft Services, Inc., 2825 W. Perimeter Road, Indianapolis, IN 46241 (CERTIFICATE NO. I6XR049Y)					5. Work Order/Contract/Invoice Number: 28715-8400-0005	
6. Item: 1	7. Description: REPAIR ANGLE	8. Part Number: 28715-8400-0005	9. Quantity: 1	10. Serial Number: N/A	11. Status/Work: MODIFIED	
12. Remarks: ALUMINUM ALLOY 7075-0 .100" HEAT TREATED IN ACCORDANCE WITH (DPS 7.00-1 REV.-BL DATE 05-24-06) & HARDNESS TESTED REF. (DPS 1.05-3 REV.-AV DATE 09-08-03), POST AGING REQUIRED HARDNESS VALUE - (73.0 TO 90.0 ROCKWELL HARDNESS SCALE B), POST AGING MEASURED HARDNESS VALUE - (83.7 ROCKWELL-B) USED TOOL IN17-4019 CAL. DUE 04 APRIL 2014),POST AGING REQUIRED TEMPER - (T6), POST AGING TEMPER VALUE - (T6) CUSTOMER PO#: 28713-8400-0002						
"AAR Aircraft Services certifies that the work specified in Blocks 11 and 12 was performed in accordance with EASA Implementation Rule part 145 approval, and with respect to that work, the aircraft component is considered ready for release to service under EASA approval number EASA.145.5566"						
13a. Certifies the items identified above were manufactured in conformity to: <input type="checkbox"/> Approved design data and are in a condition for safe operation. <input type="checkbox"/> Non-approved design data specified in Block 12.			14a. <input checked="" type="checkbox"/> 14 CFR 43.9 Return to Service <input checked="" 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: <i>John Doe</i>		14c. Approval/Certificate No.: I6XR049Y	
13d. Name (Typed or Printed):		13e. Date (dd/mmm/yyyy):	14d. Name (Typed or Printed): John Doe		14e. Date (dd/mmm/yyyy): 29-Jan-2014	
User/Installer Responsibilities						
It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft 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 authority accepts aircraft engine(s)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1.						
Statements in Blocks 13 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.						

FAA Form 8130-3 (02-14)

NSN:0052-00-012-9005

The following applies when completing the 8130-3:

- Blocks 13a through 13e are not to be used and "newly overhauled" will be signed off in block 14b against the block 14a maintenance release
- The signature of the person returning the component to service will be in block 14b with the FAA Repair Station Certificate number in block 14c.
- The status of the component (repaired, inspected, overhauled etc.) will appear in block 11 with a description of the work and any relevant comments including detailed references to approved data, ADs etc. in block 12. This can be done either directly or by reference to supporting documentation, such as the AAR Form QC-022 Teardown Report (reference RSQM section QC1-10-7 "[Fabrication & Component Shop Process](#)"). Example: "Overhauled in accordance with CMM 111, section X, Rev 2, S/B 23 & FAA AD xyz complied with. Full details held on WO 456."
- Block 12 will also contain the following statement:
"AAR Aircraft Services 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....."
 - (The BASA/MAG procedure only recognizes the dual release 8130-3 for component maintenance release)

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