

## VOLUME 2 AIR OPERATOR AND AIR AGENCY CERTIFICATION AND APPLICATION PROCESS

### CHAPTER 11 CERTIFICATION OF A TITLE 14 CFR PART 145 REPAIR STATION

#### Section 2 Procedures for Certifying Part 145 Repair Stations/Satellites Located Within the United States and Its Territories

##### 2-1211 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. **Maintenance:** 3230.

B. **Avionics:** 5230.

**2-1212 OBJECTIVE.** This section provides guidance for evaluating an applicant for certification under Title 14 of the Code of Federal Regulations (14 CFR) part 145 as a repair station. This section also provides guidance for evaluating an applicant for a satellite repair station under the managerial control of a certificated repair station (CRS). This guidance may be applied to a CRS/satellite repair station transitioning to the Repair Station Manual (RSM)/Quality Control Manual (QCM) and training program currently used by the repair station with managerial control.

**2-1213 THE CERTIFICATION PROCESS.** This process provides for interaction between the applicant and the Federal Aviation Administration (FAA), from initial inquiry to issuance or denial of a repair station certificate within the territories of the United States. It ensures that programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, tested, and integrated throughout the repair station(s). The certification process consists of five phases:

- Preapplication phase,
- Formal application phase,
- Document compliance phase,
- Demonstration and inspection phase, and
- Certification phase.

##### A. **Preapplication Phase.**

1) The preapplication meeting should be held in the certificate-holding district office (CHDO) that will have oversight responsibility for the repair station. This will allow the applicant to become familiar with CHDO personnel. If the certification project manager (CPM) determines that a preview of the applicant's housing and facility is necessary, the CPM may request to hold the preapplication meeting at the applicant's facility to verify that it meets the requirements for the ratings requested.

2) The applicant should provide the FAA with a point of contact (POC) at this meeting. Open discussion of the applicant's intent should take place, and the FAA should help

by answering any questions the applicant has regarding the application process. During the preapplication meeting, discuss the following items:

a) FAA Form 8400-6, Preapplication Statement of Intent. The applicant's submittal of the Preapplication Statement of Intent (PASI) shows intent to initiate the certification process.

1. An applicant should conduct a thorough review of the appropriate regulations and advisory material to obtain guidance for personnel, facility, equipment, and documentation requirements.

2. The manager of the CHDO, or their designee, will use the PASI to evaluate the complexity of the proposed operation. This allows the complexity of the certification to be the basis for the establishment of the certification team. The FAA will designate a CPM as its principal spokesperson during certification.

NOTE: If the application includes satellite repair stations located in another district or region, the certificating office will initiate coordination with its region and other affected districts or regions as early as possible. Further coordination will then be directed by the region identified with the managerial repair station CHDO. The certification coordination process will follow the applicable process found in subparagraph 2-1214F.

b) How to complete FAA Form 8310-3, Application for Repair Station Certificate and/or Rating.

c) Formal application attachments. These include:

1. Repair Station Manual (RSM). This manual will establish how a CRS will conduct business on a daily basis and comply with part 145, §§ 145.207 and 145.209.

2. Quality Control Manual (QCM). This manual will ensure that any article(s) repaired or maintained by a repair station or its contractors will meet the airworthiness criteria established in § 145.211.

3. Training program. The training program is approved by the FAA and must ensure that each employee assigned to perform maintenance, preventative maintenance, alterations, and inspection functions is capable of performing the assigned task.

4. Letter of compliance. Although it is not required by part 145, encourage the applicant to complete a letter of compliance. The letter of compliance will ensure that the part 145 regulatory requirements are addressed during the certification process. This is accomplished by listing, in sequence, each section of part 145. After each section, include a brief narrative or specific reference to a manual/document that describes how the applicant will comply with that regulation. Review the letter of compliance to ensure that the applicant has a clear understanding of the regulation and that the proposed method of compliance meets the intent of the regulation.

5. Hazardous materials (hazmat). If the repair station and/or its contractors and subcontractors perform a job function concerning transportation of dangerous goods (hazmat), the repair station must train its employees on the hazmat standards. The repair station must also provide the FAA with a letter certifying the training of the appropriate employees. Retain this letter with the certification report and file. This letter is only required at the time of initial certification or anytime the repair station applies for a change to its certificate as defined in § 145.57, if not previously submitted.

NOTE: The CPM, at the time of application, will notify the repair station applicant that the repair station must address the requirements of § 145.53. The CPM should review the letter of compliance to assure the applicant has addressed the requirements of §§ 145.53 and 145.57. The FAA is required to have the certifying letter on file. However, the burden of surveillance and qualifications of hazmat requirements falls on the FAA Office of Security and Hazardous Materials Safety (ASH).

d) RSM, QCM, and training program advisory circular (AC). Encourage the applicant to use the current editions of AC 145-9, Guide for Developing and Evaluating Repair Station and Quality Control Manuals, for guidance in developing the manuals and AC 145-10, Repair Station Training Program. It is the applicant's responsibility to develop manuals and procedures that ensure safe operating practices and compliance with the rules. The manual should allow the user to understand its content without further explanation and must not contradict any regulatory requirements. The certification team can offer suggestions for improvement but must not "write" the material.

### 3) Personnel requirements (§ 145.151).

a) Each repair station must have the management personnel necessary for the scope and complexity of its organization. The regulation requires an accountable manager, supervisory personnel, inspection personnel, and certificated personnel to approve the articles it maintains for return to service. The accountable manager for multiple satellite locations will typically be located at the repair station with managerial control. Whether the accountable manager is at the managerial repair station or at another repair station within the system, their manual should include how the accountable manager will operate. It may be necessary for the repair station to have other management or supervisory personnel that are not regulatory.

b) The repair station may use training, knowledge, experience, or practical testing of noncertificated employees performing maintenance functions as the basis for determining their abilities.

c) Qualifications of supervisory and inspection personnel, and those personnel authorized to approve an article for return to service, must meet the requirements of 14 CFR part 65 and §§ 145.153, 145.155, and 145.157. These personnel must be able to read, write, and understand English.

d) Inspection personnel not authorized to approve articles for return to service need only read, write, and understand English (refer to § 145.155).

**B. Formal Application Phase.** To begin the formal application phase, the team will receive the application and attachments. As a rule, the team will meet with the applicant after receiving the formal application package. Resolve all questions about the proposed operation, formal application, and attachments at this time. The meeting should consist of the certification team members and all key management personnel from the applicant's organization.

NOTE: FAA Form 8310-3, Block 1.e. 145.51(e) Statement: "The applicant must indicate whether any person described in part 145.51(e) is or will be involved in the management, control, or have substantial ownership in the repair station. An affirmative answer will require a detailed explanation on a separate attachment page and may or may not result in denial. A fraudulent or intentionally false answer is a basis for suspending or revoking the repair station certificate and any certificate, approval, or authorization issued by the FAA." If an applicant selects "YES" in block 1.e., the CPM will suspend the certification processes while awaiting the applicant's detailed explanation. Once the CPM receives the detailed explanation, it will be forwarded to the FAA Regional Office (RO), AXX-230 branch, for further review and determination of whether to continue with certification or deny certification. The RO may forward the document to the AFS-300 division manager at FAA headquarters (HQ) for evaluation and determination of continuing the certification process or denying certification.

NOTE: Determine the legal name and address of the owner at this point.

**C. Document Compliance Phase.** In this phase, the application receives a thorough review for approval or disapproval, and the manual and related attachments undergo review to ensure conformity to the applicable regulations and safe operating practices. The CHDO certification team completes this phase. The aviation safety inspector (ASI) will follow the guidelines as defined in Volume 3, Chapter 55, Section 1, when a document requires an acceptance and/or approval.

**D. Demonstration and Inspection Phase.** In this phase, the certification team ensures that the applicant's proposed procedures are effective and that facilities and equipment meet regulatory requirements. The CPM must decide if demonstrations are necessary.

#### **E. Certification Phase.**

1) **Issuance.** Once the applicant meets the regulatory requirements of part 145, the certification team will issue the repair station certificate and operations specifications (OpSpecs) with the appropriate ratings.

2) **Duration.** A CRS located in the United States has no expiration date.

### **2-1214 SATELLITE REPAIR STATIONS SYSTEM.**

#### **A. General.**

1) A CRS under the managerial control of the parent CRS may operate as a satellite repair station if it meets all the requirements of § 145.107. If the applicant or person/corporation

of multiple part 145 repair stations elects not to have all their repair stations under the satellite repair station system, the repair stations not incorporated into the repair station system will be standalone repair stations. For example, a corporation has six repair stations; five are under a satellite repair station system: one is the parent managerial repair station and the other four are satellite repair stations. The sixth will be a standalone repair station.

2) While a repair station may be authorized to temporarily perform work at another location under § 145.203, as described in Volume 6, Chapter 9, Section 16, such work on a permanent basis will require the location to be authorized as an additional fixed location in accordance with Volume 2, Chapter 11, Section 1, paragraph 2-1182, or certified as a satellite repair station.

3) A satellite repair station is intended to be a permanent extension of the managerial repair station operating under a common manual system. The intent is to provide standardization of processes and procedures that are applicable to the repair station with managerial control and all associated satellites within the system. Acceptance of manuals and approval of the employee training program will be accomplished by the managerial repair station CHDO.

#### **B. Satellite System Oversight Structure.**

1) The CHDO for the repair station with managerial control has overall authority and coordination responsibility for acceptance/approval of the satellite repair station system manual(s), and employee training program, and coordination responsibility for the issuance of OpSpecs and repairman certificates. Additional responsibility includes the coordinated resolution of issues identified by satellite CHDO(s) and keeping satellite CHDO(s) informed of any certificate management issues relative to the satellite repair station system.

2) Repair station certificates, including satellites, are normally assigned to the CHDO with geographic responsibility, while a satellite CHDO has normal oversight of the satellite repair station, to include Repair Station Assessment Tool (RSAT) accomplishment and issuing OpSpecs and repairman certificates. The satellite CHDO may recommend changes to the repair station's manual(s) by contacting the CHDO of the managerial repair station; only the CHDO for the managerial repair station may accept/approve the change. The satellite CHDO also has the responsibility to coordinate with the managerial CHDO on issues relating to the associated satellite repair station encompassing the issuance of OpSpecs, repairman certificates, and surveillance findings. Disagreements between a satellite CHDO and the CHDO of the managerial repair station will be resolved before the issue is presented to the repair station. All RSM/QCM changes must be coordinated with each affected repair station. A formal risk management process (RMP) will be initiated if significant issues are identified or if the CHDO of the managerial repair station and the CHDO of any affected satellite cannot reach consensus.

3) Certification and oversight of the repair station with managerial control and its satellites will be accomplished using one of the following models:

a) Each repair station certificate is held by the CHDO having geographic responsibility.

b) All associated satellite repair station certificates are held by a certificate management unit (CMU) located near the repair station with managerial control. All ASIs may be assigned to and located at the CMU, or a Remotely Sited Geographic Aviation Safety Inspector (RSI) may be assigned to the CMU and located near one or more of the satellites. A CMU is defined as a CHDO that has complete oversight responsibility for satellite repair stations located outside its geographical boundaries.

c) A combination of the above. In this case, the repair station with managerial control and one or more satellites are located within the geographic area of responsibility of the managerial repair station CHDO, while additional satellites are located outside this geographic area and managed by the local geographic CHDO(s).

4) Regardless of the model used, the CHDO for the repair station with managerial control has overall responsibility for the acceptance/approval of the satellite repair station system manual(s), and coordination responsibility for the issuance of OpSpecs, repairman certificates, and document control. An additional responsibility includes the mitigation of issues identified by satellite CHDO(s). The managerial repair station CHDO will keep the satellite CHDO(s) informed of any issues related to certificate management applicable to the satellite repair station system.

5) A satellite repair station CHDO has responsibility for oversight of the satellite repair station, including the coordination of manual changes, coordinating the issuance of OpSpecs, coordinating document and training program revisions, and notifying the managerial repair station CHDO of any issues related to certificate management.

6) The acceptability or approval of required manuals will be coordinated with each responsible principal maintenance inspector (PMI)/principal avionics inspector (PAI). Differences should be coordinated and resolved between CHDO(s). Issues that cannot be resolved between CHDO(s) will be resolved at the regional level. A formal RMP will be initiated if significant issues are identified or if the CHDO of the managerial repair station and the CHDO of any affected satellite cannot reach consensus.

NOTE: Significant issues identified by either the satellite repair station CHDO or the managerial repair station CHDO require use of the RMP to clearly document the issues.

**C. Formation of a CMU.** A CMU is a CHDO that has complete oversight responsibility for satellite repair stations located outside the CHDO's geographic area of responsibility. The FAA, not the repair station, will determine when a CMU is appropriate. The formation of a CMU is limited to certain situations that leverage the FAA's ability to provide efficient and effective oversight of the managerial repair station and numerous associated satellite repair stations. Formation of a CMU requires Regional Office (RO) concurrence and coordination with the Aircraft Maintenance Division (AFS-300).

1) The initial request for the formation of a CMU is generated by the managerial repair station CHDO and must include justification. The formal written request will be forwarded to the region and should address the following:

- a) Why the CMU is desired.
- b) How the managerial repair station CHDO plans to establish the CMU.
- c) Benefit to FAA, including a cost–benefit analysis.
- d) How the CMU will affect standardization for participating repair stations.
- e) Manpower requirements necessary to establish the CMU and provide continuing oversight of all affected repair stations.
- f) How the CMU will provide effective and efficient certificate management and oversight/surveillance.
- g) Staffing structure.
- h) Timeline and logistics.

2) The responsible region(s) will evaluate the package for validity and acceptance. The controlling region has responsibility for creation and acceptance of the CMU. Regional concurrence should be based on current and future assurance that the necessary resources are available to provide adequate oversight. After obtaining regional concurrence, the CHDO for the repair station with managerial control may complete the certification, add or amend ratings, and perform surveillance. When necessary, the CHDO for the repair station with managerial control may request certification assistance from the satellite repair station’s geographic CHDO.

NOTE: When a proposed CMU crosses regional boundaries, the managerial repair station’s CHDO RO will coordinate the formation of the CMU with all affected regions.

**D. Certification Considerations for Satellite Repair Stations.** The repair station certification process described in this chapter also applies to the certification of a satellite. Each satellite repair station will have its own Air Agency Certificate issued by the FAA but will operate under the managerial control of the parent CRS.

- 1) An application for a satellite repair station will require coordination between the FAA office with geographic responsibility and the CHDO of the repair station with managerial control.
- 2) The repair station with managerial control shall specify the work to be performed by its satellite(s) and provide the manuals in the form of an RSM/QCM. Ratings issued to the satellite station are based upon the facilities, materials, equipment, and personnel at that location and are controlled by the RSM/QCM, which the managerial repair station has provided. The satellite repair station must meet the regulatory requirements for each rating that it seeks; however, it may not hold a rating that is not held by the repair station with managerial control unless an exemption is granted. The repair station with managerial control may hold additional ratings not held by its satellites.

3) The manual system including the RSM and QCM may be contained in one document or as separate manuals. Each satellite repair station will use the same manual system as its managerial repair station. The RSM/QCM should be nearly identical to that used by the repair station with managerial control, except it may include information/procedures detailing operational differences applicable to the satellite. Minor differences, such as the description of housing, are acceptable when annotated in an appendix or a similar manner.

4) The training program submitted by the satellite repair station should be the same program used by the repair station with managerial control, except it may include information/procedures detailing training differences applicable to the satellite(s). A separate manual is not required for the training program; however, if the training program is contained in another manual, it must be segregated in such a way as to facilitate FAA approval of only the training program section.

5) When certificated repairmen are necessary to satisfy applicable personnel requirements, a completed FAA Form 8610-2, Airman Certificate and/or Rating Application, and a letter of recommendation should be submitted for each repairman. Repairman certificates issued listing the certificate number of the repair station with managerial control allow the repairman to exercise the privileges of their certificate at any satellite repair station associated with the managerial repair station. If the repairman certificate is issued listing the satellite certificate number, the repairman may only exercise the privileges of the certificate for the satellite listed.

6) Personnel and equipment from the CRS with managerial control and from each of the satellite repair stations may be shared in accordance with § 145.107(b). When applicable, the RSM/QCM should contain procedures for sharing personnel and the transfer of equipment between facilities. Shared personnel must be qualified and familiar with any procedural differences for each assigned location.

7) A satellite repair station may not be located in a country other than the domicile country of the CRS with managerial control.

8) Whenever possible, a satellite repair station designator will contain the same first three characters as the repair station with managerial control. However, an existing repair station transitioning to a satellite is expected to change its designator to comply. When obtaining a precertification number for a new satellite, advise the Aviation Data Systems Branch (AFS-620) that a satellite repair station number is required.

**E. Personnel.** Unless the FAA indicates otherwise, a repair station with managerial control and each of its satellite repair stations may share personnel, provided:

- Inspectors, supervisors, and return-to-service personnel are identified and authorized on the appropriate station roster;
- The repairman certificates of shared personnel contain the certificate number of the repair station with managerial control if the repairman will exercise the privileges of their certificate; and

- Inspection personnel are designated and available at the satellite station any time a determination of airworthiness or return to service is made.

**F. Transition to Satellite Repair Station System.** A person holding two or more repair station certificates may transition to the satellite repair station system. The satellite system will consist of one or more satellite repair stations operating under the managerial control of the parent CRS. The repair station with managerial control and each satellite will use a common RSM/QCM and training program. When necessary, the RSM/QCM and training program may contain an appendix or similar method of identifying operational differences. If the person of multiple part 145 repair stations elects not to transition all their repair stations to the satellite repair station system, the non-transitioning repair stations will be standalone repair stations.

**EXAMPLE:** A person/corporation has six repair stations; three transition to a satellite repair station system, one is the parent managerial repair station, and two are satellite repair stations. The remaining three will be standalone repair stations.

**NOTE:** Many corporations with multiple repair stations are consolidating their operations, quality control (QC) systems, manuals, and recordkeeping systems. It is essential that principal inspectors (PI) coordinate their efforts when notified that the CRS with managerial control and its satellite facilities desire standardized systems.

- 1) Upon receiving FAA Form 8310-3 for transition to the satellite repair station system, the CHDO will review the request and identify all affected certificates. The certificate holder will designate the repair station with managerial control in coordination with the FAA.
- 2) The CHDO will, when appropriate (the transition is complex, involving multiple facilities and/or crossing office/regional boundaries), forward a copy of the application package to the region for coordination and assistance. If the satellite system will cross regional boundaries, the region responsible for the managerial repair station will coordinate with other affected regions to assist in the transition process.
- 3) The region will assist the CHDO to establish a transition team consisting of at least one member from each CHDO holding certificates. Team participants will normally be the PIs assigned to each affected certificate. The responsible regions, with HQ assistance when required, will provide facilitation and briefings of the processes as necessary.

**NOTE:** If the satellite repair station holds or desires to hold a rating that the repair station with managerial control does not hold, an exemption from § 145.107(a)(1) must be obtained under 14 CFR part 11.

- 4) The FAA transition team will establish a transition plan and bridging document with milestones and definitive timelines to ensure an orderly transition. The plan should be based on the number and complexity of certificates involved and include sufficient detail to identify any hazards that require mitigation. The following items will be considered when developing the transition plan and bridging document:

- Evaluation of each facility to include ratings, OpSpecs, and capability;
- Transition period/length;
- Geographic locations;
- Complexity;
- FAA budget for transition;
- FAA personnel required;
- Tasking/assignment;
- Regional coordination;
- CHDOs coordination;
- Meeting logistics; and
- Contingency plans: forward-looking decision plans based on the operator's capability to adhere to their transition plan.

5) The applicant should also establish a transition plan and bridging document in collaboration with the FAA to establish milestones and definitive timelines for the orderly transition. The plan should include sufficient detail to identify any hazards that require mitigation. The following items should be considered:

- Geographic locations,
- Complexity,
- Training needs,
- Changes to management structure,
- Personnel requirements, and
- Standardization of procedures (forms, manuals, etc.).

**2-1215 AMENDMENT TO OR TRANSFER OF CERTIFICATE.** Sections 145.51 and 145.57 require a repair station to submit a new application in the following situations:

**A. Certificate Change.** The holder of a repair station certificate must apply for a change to its certificate if the certificate holder changes the location of the repair station or requests to add or amend a rating. The FAA must receive notification in advance and may prescribe conditions that the repair station must follow while moving to the new address/location.

1) When preparing an amended or changed certificate, the "Date issued" field will retain the original certification date. For added ratings, the effective date of each rating will be in parentheses adjacent to the rating. The "Current Issue Date" entered in the enhanced Vital Information Database (eVID) should reflect the most recent date the certificate was amended or changed.

2) A revised or amended rating does not require a change to FAA Form 8000-4, Air Agency Certificate. If a repair station only desires to amend its present rating by adding an additional aircraft type, the associated OpSpecs and capability list will undergo revision as necessary.

3) A simple name change without a change of ownership or transfer of asset does not require a new certificate number. The ASI must ensure the certificate holder is not using the name change to circumvent initial certification requirements.

**B. Sale or Transfer of Assets.** The privileges of a repair station certificate are not transferable. If the holder of the repair station certificate sells or transfers its assets, the new owner must apply for an amended certificate in accordance with § 145.51. There are occasions when repair station ownership changes without a corresponding change in location, facilities, or personnel.

1) The inspector should recommend a new certificate number due to the Freedom of Information Act (FOIA) and liability issues. ASIs should inform prospective owners that they may be held liable for the work performed under previous management if they keep the same certificate number. New owners must stipulate in writing that they clearly understand the potential of release of information under the FOIA before receiving permission to retain the old certificate number.

2) If the new owner elects to retain the original certificate number, the revised Air Agency Certificate (FAA Form 8000-4) will show the original certification date in the “Date issued” field. If issuing a new certificate number, prepare a new Air Agency Certificate using the effective date of the new certificate. The “Date issued” should always reflect the original certification date for the certificate number identified on the Air Agency Certificate.

3) A change in ownership may or may not affect the status of a satellite repair station. If the operational relationship that established a repair station as a satellite continues unchanged, a change to the certificate number may not be required. If that relationship no longer exists, the certificate number identifying the repair station as a satellite cannot be retained by the new owner.

4) ASIs should contact their regional general counsel office when faced with questions concerning whether limited liability corporations or changes in stockholder ownership constitute a transfer of repair station assets.

**2-1216 COORDINATION REQUIREMENTS.** This task requires coordination among the ASIs (Airworthiness) and may require coordination with multiple regions.

#### **2-1217 REFERENCES, FORMS, AND JOB AIDS.**

##### **A. References (current editions):**

- Title 14 CFR Parts 11, 21, 39, 43, 45, 65, 91, 121, 125, 135, and 145.
- AC 145-9, Guide for Developing and Evaluating Repair Station and Quality Control Manuals.
- AC 145-10, Repair Station Training Program.
- Volume 2, Chapter 11, Section 1, Introduction.
- Volume 2, Chapter 11, Section 4, Evaluate a Part 145 Repair Station Manual and Quality Control Manual or Revision.

- Volume 2, Chapter 11, Section 5, Evaluate Part 145 Repair Station Facilities and Equipment.
- Volume 6, Chapter 9, Section 19, Inspect Part 145 Repair Stations Within the United States.

#### **B. Forms:**

- FAA automated repair station OpSpecs;
- FAA Form 8000-4, Air Agency Certificate;
- FAA Form 8060-4, Temporary Airman Certificate;
- FAA Form 8310-3, Application for Repair Station Certificate and/or Rating;
- FAA Form 8400-6, Preapplication Statement of Intent; and
- FAA Form 8610-2, Airman Certificate and/or Rating Application, if applicable.

**C. Job Aids.** See Flight Standards Evaluation Program (FSEP) Part 145 Job Aid link: [https://my.faa.gov/org/linebusiness/avs/offices/afs/programs/fsep/job\\_aids.html](https://my.faa.gov/org/linebusiness/avs/offices/afs/programs/fsep/job_aids.html).

### **2-1218 PREAPPLICATION PHASE.**

**A. Response to Initial Inquiry.** Respond to an initial inquiry for a repair station certificate or satellites.

NOTE: Applications for a new repair station certificate will be managed in accordance with the Flight Standards Service (AFS) Certification Service Oversight Process (CSOP). Refer to the current edition of FAA Order 8000.92, AFS Certification Services Oversight Process (CSOP).

**B. Previously Surrendered or Revoked Certificate.** If an applicant requests certification less than 1 year after surrender or revocation of its previous certificate, a formal RMP will be initiated to identify and evaluate any potential associated risk.

**C. Topics for Discussion.** Discuss with the applicant the following subjects:

- 1) The necessary technical expertise required by the applicant's proposed organization, to include the following:
  - Aviation-related experience,
  - Proposed organizational structure, and
  - Knowledge of the specific maintenance functions to perform.
- 2) The rating required for the type of work to accomplish.
- 3) The requirements for sufficient personnel to meet the demands of the proposed repair station. This includes at least one certificated person with appropriate ratings that coincide with the ratings sought.

NOTE: For repair stations located within the United States, the supervisor and the person authorized to approve an article for return to service must be certificated under part 65. In a small organization, the certificated person could perform both functions.

4) Facility requirements for the ratings sought, to include:

- The need for ventilation, lighting, and control of temperature, humidity, and other climatic conditions to ensure personnel can perform maintenance as required by this part;
- The size of the facility;
- Manufacturers' recommended or equivalent test equipment; and
- Special tools, etc.

NOTE: All certificated repair stations must have suitable permanent housing and facilities. Although § 145.205(d) allows some deviation from the housing requirement, that requirement is based upon the repair station having suitable housing at another location that meets the requirements of part 145. If line maintenance is the only maintenance a repair station is authorized to perform, the repair station must still meet the housing and all other applicable requirements of part 145. Housing need not be on the airport where the line maintenance is performed, but the street address must be listed on the OpSpecs of the repair station where the authorized line maintenance is to be performed.

5) The requirements for current technical data appropriate for the work to perform. The following receive consideration as technical data:

- Airworthiness Directives (AD),
- Instructions for continued airworthiness (ICA),
- Maintenance manuals,
- Overhaul manuals,
- Standard practices manuals,
- Service Bulletins (SB), and
- Other applicable data acceptable to or approved by the FAA.

NOTE: Appliance manufacturers' maintenance manuals or instructions, though not specifically approved by the FAA, receive consideration as being in compliance with part 43, § 43.7; part 65, § 65.95; part 121, § 121.379(b); part 135, § 135.437(b); and § 145.201.

6) The requirement to provide the FAA with a POC.

**D. Paperwork and Timeframe.** The CHDO will give FAA Form 8400-6 to the applicant with instructions for completion. Advise the applicant to submit the completed PASI to the CHDO. Inform the applicant that the certification process cannot continue until the review and acceptance of the PASI. Once the CHDO accepts the PASI, the AFS CSOP should be followed, as directed by Order 8000.92.

1) The FAA should advise the applicant of the complexity of the process and provide the applicant with an estimated timeframe for the completion of the project. (This is a recommendation only; the timeframe allows the applicant the ability to make the appropriate business decisions and is also dependent on the applicant's ability to comply with the requirements.)

2) Advise the applicant to develop a timeline so that all involved are aware of their commitments and obligations.

NOTE: The ASI should advise the applicant that there are time restrictions for processing applications due to FAA resource availability. An application for certification must not remain dormant.

#### **E. Initiate the Certification Process.**

1) The CHDO will review the PASI for acceptance and completeness.

2) The inspector will obtain the precertification number from AFS-620. For a satellite repair station, advise AFS-620 that a satellite repair station certificate number is desired. Normally, the precertification number is the same as the final certificate number except it ends with the letter "P" denoting its precertification status. The applicant may require the certificate number to develop documents such as return-to-service tags for inclusion in the RSM. When requesting the precertification number from AFS-620, the PI will submit the following information:

- The full official name of the company.
- When applicable, any doing business as (DBA) name.
- The names, telephone numbers, and mailing addresses of each repair station official.

NOTE: Approximately 1 hour after AFS-620 has created the new precertification operator record in the National Vital Information Subsystem (NVIS), in the Enhanced Flight Standards Automation System (eFSAS), the CHDO may select the new available operator to "add," then populate the required fields as indicated in red.

3) In section 2 of the PASI, the inspector will check the "Information only" block and enter the date the office received and reviewed the PASI.

4) The CHDO manager or designee will assign an inspector or a team of inspectors (depending on the complexity of the application) to the certification process. The manager will also designate an inspector as the CPM.

5) Satellite repair station certification requires coordination between the office with geographic responsibility and the CHDO of the CRS with managerial control. See paragraph 2-1214 for additional information.

6) A certificate management office (CMO) with oversight responsibilities for a part 121 air carrier that has a part 145 repair station(s) will be assigned certification and surveillance responsibilities for its part 145 repair station(s) and satellite(s), if applicable. The CMO must also provide adequate personnel to oversee the part 145 repair station(s) and its satellite(s) work activities appropriate to their size and complexity.

7) The CPM will contact the applicant to arrange a preapplication meeting.

**F. Conduct Preapplication Meeting.** Meet with the applicant to discuss questions concerning the certification process, regulatory requirements, the formal application and attachments, etc. Accomplish the following during the meeting(s):

1) Discuss the regulations applicable to the proposed maintenance operation.

2) Provide the applicant with the following material:

- A copy of AC 145-9;
- A copy of AC 145-10;
- A copy of FAA Form 8310-3; and
- Copies of FAA Form 8610-2, if applicable.

3) Inform the applicant that a formal application package for a repair station certificate within the United States and its territories must contain the following material:

a) A completed FAA Form 8310-3.

b) A copy of the RSM and QCM in a format acceptable to the FAA. If the manual or manuals submitted are in electronic media format, they must be compatible with FAA electronic capabilities and free of any programs that would adversely affect that capability.

NOTE: Electronic media must be compatible with the CHDO's system. If an applicant's media is not compatible, then the FAA cannot consider it acceptable. The current version of AC 120-78, Acceptance and Use of Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manuals, provides guidance for the use of electronic media.

c) A training program applicable to employees assigned to perform maintenance, preventative maintenance, alterations, and inspection functions.

d) A letter requesting processing of the application, indicating when facilities, equipment, material, and data will be ready for formal inspection.

e) A letter of compliance (for details, see subparagraph 2-1213A2)c)4.

f) An application for a repairman certificate and letter of recommendation, if applicable.

g) When requesting a limited rating, the make and model of the particular item(s) to be maintained and the nature of the work to be performed.

h) When seeking approval of a Class 2 propeller rating, a list by make of the propeller.

i) When making a request for a limited specialized services rating, and the applicant develops the specification, advise the applicant that the CHDO and the Aircraft Certification Office (ACO) must review the specification, which may cause some delay in the repair station certification process. If the specification contains data that is a major repair or major alteration, then that data must be FAA approved.

NOTE: The repair station may request a limited rating for specialized services utilizing a civil or military specification currently used by industry. The PI should carefully consider if this specification covers all areas required for the repair prior to approval. Will this repair, when completed, allow approval for return to service for the article? In some cases, the PI may need assistance from the ACO to determine if the specification is adequate for the rating requested. However, it is ultimately the PI's responsibility to assure that the applicant can accomplish the work specified by the specification, even though the ACO concurs with the specification. If the specification does not meet the requirements of § 43.13, then the PI should inform the applicant that the specification may be used as part of a process the applicant can develop under the provisions of § 145.61(c)(2). The PI should not accept the process at face value but must evaluate if the process is appropriate for the article. The PI should annotate the need for additional limitations, if any, in the limitation section of the OpSpecs. Many civil and military specifications currently used by the industry are generic. The PI should verify that the repair station has provisions in its manual for evaluation of the article to determine if anything would prohibit the specification utilization.

j) Repair stations are not issued ratings and/or limitations for hydrostatic testing of pressure cylinders. Certification of hydrostatic testing facilities (initial or renewal) is the responsibility of the Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA), East Building, 2nd Floor, 1200 New Jersey Ave. SE, Washington, DC, 20590, 800-467-4922.

4) If the applicant requested certification of a repair station with managerial control in conjunction with certification of one or more satellites, the CPM should advise the applicant of the privileges, limitations, and responsibilities of each. The applicant must submit an application package for each repair station and identify which repair station will have managerial control. The repair station with managerial control is determined by the applicant, not the FAA. Ownership, size of facility, or other factors may not necessarily indicate managerial control. This is also true when an applicant applies for a satellite repair station certificate under the managerial control of an existing CRS.

5) The FAA inspector/team will evaluate the results of the preapplication meeting; if acceptable, continue to next phase.

**2-1219 FORMAL APPLICATION PHASE.**

**A. Receive the Formal Application.** Ensure submission and completeness of all documents.

**B. Evaluate the Application Package.** Based on the initial survey of the application package, make a decision whether or not to continue with the certification process.

**C. Conduct an Application Meeting.** Answer any open questions concerning the package before proceeding to the next phase. Do this in the most effective way possible (e.g., meetings or correspondence).

**2-1220 DOCUMENT COMPLIANCE PHASE.**

**A. Review the Application Package.** Review the content of each submitted document for regulatory compliance. The documents for review include:

1) A completed FAA Form 8310-3. For a satellite repair station, the request should not include any ratings not held by the managerial repair station unless an exemption is obtained.

2) RSM.

3) QCM.

NOTE: One document may contain the RSM/QCM manuals. They do not have to be separate manuals. If a satellite repair station certificate is sought, the RSM/QCM should be the manual(s) submitted by the repair station with managerial control to include information/procedures detailing operational differences applicable to the satellite.

4) Training program. If a satellite repair station certificate is sought, the training program submitted by the satellite should be the same program submitted by the repair station with managerial control to include information/procedures detailing training differences applicable to the satellite(s).

5) Letter of compliance.

6) Hazmat training certification. When required, this must be submitted prior to certificate issuance.

7) Application for a repairman certificate and letter of recommendation, if applicable. For a satellite repair station, if a repairman certificate is issued with the certificate number of the repair station with managerial control, that repairman may also exercise the privilege of their certificate at any of the associated satellite repair stations, provided they are authorized by the repair station. If the repairman certificate is issued with the satellite certificate number, that repairman is limited to the satellite.

8) The list of makes and models of the particular item(s) to be maintained and the nature of the work to be performed for any limited ratings.

NOTE: Normally, the FAA will not issue a class rating on an initial certification. All new applications should receive a limited rating until the repair station performs enough work to establish a representative number of makes and models that would qualify the repair station for a class rating. The PI should exercise discretion when using the term “representative number,” as this will vary with the type of application and the depth and complexity of the work performed. An applicant would normally receive an airframe Class 4 rating after demonstrating the ability to maintain one of each make in that class (i.e., Boeing 747, Airbus A300, or McDonnell Douglas MD-11). An accessory, radio, instrument, etc., class rating would differ from the airframe rating because of the various makes/models of valves, radios, instruments, and other articles that are very similar in design and function. The issuance of a class rating would be at the discretion of the applicant and agreeable to the ASI when the applicant has demonstrated the capability to maintain several different articles. When a repair station with managerial control is issued a class rating, § 145.107(a)(1) is not intended to preclude the satellite from holding an associated limited rating. For example, it is acceptable for the repair station with managerial control to hold an airframe Class 4 rating, while the associated satellite holds a limited airframe rating.

9) The list, by make, of the propeller for a Class 2 propeller rating.

10) A copy of the acceptable/approved specification for the work to be performed for a specialized service rating, when applicable.

11) A copy of a capability list, if appropriate (§ 145.215).

**B. Document Deficiencies.** If any document has deficiencies, return it to the applicant with a letter outlining the deficient areas. Inform the applicant that the certification process will not continue until all deficiencies are resolved.

**2-1221 DEMONSTRATION AND INSPECTION PHASE.** During the demonstration and inspection phase, the CPM should verify that the repair station meets the requirements of § 145.51(b). Although the repair station is allowed to contract a maintenance function to an outside source, the CPM must verify that the repair station is capable of performing the maintenance under the rating requested. Contracted maintenance functions must not circumvent the certification requirements. Unless the FAA indicates otherwise, personnel and equipment from the CRS with managerial control and from each of the satellite repair stations may be shared in accordance with § 145.107(b). Shared personnel must be qualified and familiar with any procedural differences at each assigned location.

**A. Coordinate and Schedule Inspection.** Coordination is required between the CPM, team members, and the applicant.

1) During the inspection phase, the team should verify that the RSM and the QCM are followed.

2) The team should also use the repair station letter of compliance to confirm that the facility meets all the requirements of the regulations.

**B. Perform a Housing and Facility Inspection.** During the demonstration and inspection phase, inspect the repair station facilities to ensure that the work performed has protection from weather elements, dust, and heat. Ensure that the control of temperature, humidity, and other climatic conditions allow personnel to perform maintenance functions to the standards required by this part (see Volume 2, Chapter 11, Section 5). In addition, inspect for the following:

1) Tooling and equipment are properly stored and maintained in good working order:

a) Calibration is performed at established intervals and meets the requirements of § 145.109.

b) If the repair station obtains special equipment and tools as needed in accordance with § 145.109, verify that a contract is available for review to ensure that the tools and equipment will be available upon the repair station's request.

NOTE: All tools and equipment must be in place at the time of initial certification or rating approval by the FAA (§ 145.51(b)).

2) Material. Ensure that all materials needed for the rating are on the premises and under the repair station's control during work performance.

a) Ensure that the repair station has the proper controls for stored material and a recordkeeping system that has document traceability back to the place of purchase.

b) Traceability of all materials in the supply room must have documentation to show the material qualification (e.g., invoice, process specifications, and supplier qualifications).

c) If necessary, a repair station surveillance program of its suppliers to meet the above will meet these requirements.

3) Calibration standards.

a) The calibration standards of all test and measuring equipment manufactured in the United States, except those used in continuity checks for troubleshooting, will receive testing at regular intervals to a standard derived from the National Institute of Standards and Technology (NIST) or a standard provided by the manufacturer.

b) Foreign-manufactured measuring and test equipment must meet the calibration standards of the manufacturer.

NOTE: The part 145 rule states that tooling is calibrated to a standard acceptable to the Administrator. Those standards may be derived from the NIST or a standard provided by the equipment manufacturer. International agreements may also be acceptable as a means of compliance. A list of international agreements referred to as Memorandums of Understanding (MOU) or Mutual Recognition Agreements (MRA) is accessible from the NIST Web site (<http://www.nist.gov>). In addition, the National Voluntary Laboratory Accreditation Program (NVLAP) provides third-party accreditation to testing and calibration laboratories. NVLAP establishes its accreditation programs in response to Congressional mandates, administrative actions by the Federal Government, or from requests by private sector organizations. NVLAP is in full conformance with the standards of the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC), including ISO/IEC 17025 and ISO/IEC 17011. NVLAP identifies its accredited laboratories in a directory published on the NIST Web site. Additionally, for foreign equipment, a repair station may use the standard of the country of manufacture if approved by the Administrator. A repair station must have an exemption authorization if it uses equipment of a foreign manufacturer and an MOU or MRA does not address the method of calibration the repair station will use, or the FAA inspector cannot obtain the validity of the calibration laboratory. The issuance of an exemption per part 11 guidance grants exemption authorizations. Currently, exemptions of this type last for 2 years and are renewable if requested by the repair station.

c) Test and inspection equipment and special tooling (equivalent) manufactured by a repair station must meet the calibration standards recommended by the manufacturer of the article being measured or tested. This type of test equipment calibration will be traceable to an NIST standard or a standard acceptable to the FAA.

NOTE: Designated Engineering Representatives (DER) may not approve or determine equivalency of tooling and test equipment. Furthermore, neither the FAA nor a DER may approve equipment and/or test apparatus. The FAA and DERs may only make an acceptance of functional equivalency for special equipment or test apparatus. It is important to emphasize that the burden of demonstrating equivalency is borne by the repair station—not the FAA.

4) Facilities are adequate to perform the functions as defined in the RSM and QCM.

**C. Evaluate Maintenance Organization.** Ensure the following:

- 1) The inspection system is in place (see Volume 2, Chapter 11, Section 4) to ensure:
  - a) Employees are familiar with and are capable of performing their assigned duties.
  - b) The system for reporting serious defects or unairworthy conditions is in place to ensure compliance with § 145.221.

c) The maintenance recordkeeping system is in place to ensure compliance with part 43 and § 145.219.

d) The repair station has a QC system in place that ensures the articles upon which the repair station or any of its contractors perform a maintenance function are Airworthy.

2) There is a sufficient number of personnel to satisfy the volume and type of work to perform, as required by part 145 subpart D:

a) Ensure the repair station designates an employee as the accountable manager.

b) Ensure the repair station provides qualified personnel to plan, supervise, perform, and approve for return to service the work for which it is rated.

c) Ensure it has a sufficient number of employees with training or knowledge and experience in accomplishing the work being performed.

d) Determine the abilities of its noncertificated employees performing maintenance functions based on training, knowledge, experience, or practical tests.

3) A personnel roster(s) is available that includes management, supervisory, and inspection personnel responsible for the repair station operations, oversight of maintenance functions, and personnel authorized to sign a maintenance release for approving an article for return to service (refer to § 145.161).

4) Management, supervisory, and inspection personnel employment summaries for those persons listed above are available (refer to § 145.161).

#### **D. Analyze Deficiencies.**

1) If you note deficiencies, notify the applicant in writing. If appropriate, meet with the applicant to review deficiencies in detail.

2) The applicant must take corrective action and notify the CPM in writing in order for the certification process to continue. Fully document and record each deficiency and corrective action in the certification file.

### **2-1222 CERTIFICATION PHASE.**

**A. Prepare Certificates.** When the applicant has met all regulatory requirements, the CPM will accomplish the following:

1) Complete blocks 6–10 of FAA Form 8310-3, to show:

- Findings and recommendations,
- Any remark or discrepancy noted during inspection,
- Date of inspection, and
- Office and signature of the CPM.

- 2) Prepare FAA Form 8000-4, which the CHDO manager must sign.
- 3) Prepare FAA automated OpSpecs. The appropriate Airworthiness ASI will sign the OpSpecs showing the limitations issued. Separate OpSpecs pages may list these limitations.
- 4) If applicable, issue FAA OpSpecs with appropriate ratings.
- 5) Air Agency Certificates and OpSpecs are legal documents. Language should clearly specify the authorizations, ratings, and/or limitations being approved. When filling out these forms, there must not be any erasures, strikeovers, or typographical errors on the completed document.

NOTE: When the operator is ready for certification, the CHDO contacts AFS-620 to change the NVIS to the final certificate number. Approximately 1 hour after AFS-620 has changed the NVIS to the final number, the CHDO can access eFSAS to change the certificate status field in the newly certificated operator to "A" for active.

**B. Prepare Air Agency Certificates.** The certificate will include the following information (see also Volume 2, Chapter 1, Section 4):

- 1) After "Number," insert the certificate number assigned to the facility. This will be in accordance with the current Air Agency numbering system. For a satellite repair station, ensure that the certificate number listed is appropriate for the satellite. For additional information on certificate number construction, see Volume 2, Chapter 1, Section 3.
- 2) Under "This certificate is issued to," insert the official name of applicant's business. This must be the same as shown on the application form. The acronym DBA will precede any additional business names listed.
- 3) Under "whose business address is," insert the address/location of the applicant's business. This must be the same as shown on the application form.
- 4) After "to operate an approved," insert the words "repair station" or "satellite repair station," as appropriate.
- 5) Under "with the following ratings," insert the ratings issued. List the ratings by the general category, such as airframe, powerplant, or radio.
- 6) Limited ratings are issued to a certificated repair station that maintains only a particular type of airframe, engine, propeller, radio, instrument, or accessory or part thereof, or provides specialized maintenance requiring equipment and skills not ordinarily performed under other repair station ratings. Such a rating may be limited to a specific model aircraft, engine, or constituent part, or to any number of parts made by a particular manufacturer.
- 7) When ratings are added or amended, show the date of each issuance in parentheses following the added or amended rating.

8) After “must continue in effect,” for repair stations located in the United States, insert the word “indefinitely.”

9) Under “Date issued,” insert the issuance date of the certificate. This will be the date of original certification. Future changes or amendments to the certificate will not affect this date unless a new certificate number is issued.

10) Under “By direction of the Administrator,” insert the signature of the office manager and office identifier.

### **C. Prepare OpSpecs.**

1) Following “The rating(s) set forth on Air Agency Certificate Number,” insert the Air Agency Certificate number from the respective certificate.

2) Following “is/are limited to the following,” insert, as applicable:

- Class ratings;
- Limited ratings, to include makes, models, or parts;
- Limited rating for specialized services, to include the specification used;
- Line maintenance authorization (the repair station must meet the requirements of § 145.205(d));
- Following “Delegated authorities,” insert “none;”
- Under “Date issued or revised,” insert the date the inspection was satisfactorily completed; and
- Under “For the Administrator,” insert the signature block of the assigned inspector.

**D. Prepare Certification Report.** Ensure preparation of a certification report. The report must include the name and title of each ASI on the certification team. The CPM signs the report, which contains at least the following:

- A copy of the PASI;
- FAA Form 8310-3, completed;
- A letter of compliance;
- A copy of the Air Agency Certificate issued;
- A copy of the issued OpSpecs;
- A copy of the hazmat letter, if required;
- A copy of any Temporary Airman Certificate issued; and
- A summary of all discrepancies encountered during the inspection.

**E. Inform the Transportation Security Administration (TSA).** Upon completion of the FAA’s certification phase, the FAA manager (or delegate) will inform the TSA when an FAA Part 145 Certification and Air Agency Certificate has been issued. The email addresses listed below may be used as points of contact for FAA notifications:

- For repair stations located within the United States: ARS@tsa.dhs.gov.
- For repair stations located outside the United States: FRS@tsa.dhs.gov.

**2-1223 TASK OUTCOMES.****A. Complete the PTRS Record.**

**B. Complete the Task.** Completion of the certification task will result in one of the following:

- Issuance of a certificate and OpSpecs,
- A letter to the applicant indicating denial of the certificate, or
- A letter to the applicant confirming termination of the certification process.

**C. Distribute the Certification Report.** Retain the original certification report in the CMO/CHDO.

**D. Document the Task.** File all supporting paperwork in the certificate holder's/applicant's office file. Document the status in the CSOP and update the enhanced Vital Information Database (eVID).

**2-1224 FUTURE ACTIVITIES.** The CHDO must ensure that there is an orderly transition from the certification process to certificate management. Perform followup and surveillance inspections as required.

**RESERVED.** Paragraphs 2-1225 through 2-1240.