

VOLUME 6 SURVEILLANCE

CHAPTER 9 PART 145 INSPECTIONS

Section 13 Safety Assurance System: Inspect a Part 145 Repair Station's Personnel

6-1881 REPORTING SYSTEM(S). Use Safety Assurance System (SAS) automation and the associated Data Collection Tools (DCT).

6-1882 OBJECTIVE. This section provides guidance for inspecting the repair station to verify that the repair station meets the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 145, § 145.151.

6-1883 GENERAL. Each repair station must have the management personnel necessary to match 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 or alters for return to service. Repair station management may need to use additional supervisory personnel not required by regulation. In addition, a repair station must maintain a roster of managerial, supervisory, and inspection personnel, which lists their qualifications and authority in the repair station. This roster may be maintained in paper or electronic format, and must be accessible for review and inspection by the Federal Aviation Administration (FAA).

A repair station outside the United States does not need to employ personnel that hold an FAA certificate issued under 14 CFR part 65, but those personnel must have a minimum of 18 months of practical experience in the work performed. The personnel must be trained in, or thoroughly familiar with, the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations. All supervisory personnel must understand, read, and write English.

6-1884 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Parts 43, 65, and 145.
- Volume 2, Chapter 11, Section 1, Introduction.
- Volume 10, Safety Assurance System Policy and Procedures.
- Advisory Circular (AC) 65-31, Training, Qualification, and Certification of Nondestructive Inspection Personnel.
- AC 145-9, Guide for Developing and Evaluating Repair Station and Quality Control Manuals.
- AC 145-10, Repair Station Training Program.

B. Forms. None.

C. Job Aids. None.

6-1885 PROCEDURES.

A. Review Applicable Information. Before inspecting, the principal inspector (PI) should carefully review:

- 1) Parts 43, 65, and 145.
- 2) Operations specifications (OpSpecs).
- 3) The Safety Performance Analysis System (SPAS). For additional information on SPAS data, refer to FAA Order 8900.1 Volume 6, Chapter 9, Section 1, paragraph 6-1630.
- 4) The Repair Station Manual (RSM) or Quality Control Manual (QCM).
- 5) The enhanced Vital Information Database (eVID).
- 6) The certificate-holding district office (CHDO) file.

B. Review Personnel Requirements. Verify the following:

1) **Certification.** Verify that each person who is authorized to approve an article for return to service under the repair station certificate and OpSpecs is certificated under part 65 and understands, reads, and writes English.

NOTE: To satisfy the requirements of §§ 145.153(b)(1), 145.157(a), and 145.213(d), repair station personnel employed as repairmen must have the appropriate rating on their repairman certificates. Repairman job functions would include return to service, final inspection, or maintenance release of an aviation article. For example, the certificate might show: "Certificate privileges of part 65, § 65.103, valid for interior insulation repairman while employed by [repair station name, city, state, and certificate number]." The repairman would not be authorized to exercise the privileges of his or her certificate for a hydraulic shop. The repairman can only exercise the privileges of the repairman certificate for the rating(s) listed on his or her certificate.

NOTE: All managers, inspectors, and supervisors must be authorized, qualified, and listed on the repair station's required rosters.

2) **Qualifications.** Verify that the repair station personnel performing functions governed by existing industry standards, such as welding, Nondestructive Testing (NDT), and heat treatment, are trained and qualified to that standard. In some cases, these industry standards may be identified on the repair stations' OpSpecs.

a) Verify that inspectors on the repair station's roster:

1. Maintain proficiency in using the various types of inspection equipment and visual inspection aids appropriate for the article being inspected.

2. Are thoroughly familiar with the regulations, inspection methods, techniques, practices, aids, equipment, and tools repair station personnel use for maintenance, preventive maintenance, or alterations to determine the airworthiness of the article.

3. Understand, read, and write English.

NOTE: Inspectors with return to service, final inspection, or maintenance release authority must be able to read, write, understand, and speak the English language, unless employed outside the United States.

b) Verify that all supervisors:

1. Are on the roster.
2. Are properly certificated for the supervisor position held.
3. Understand, read, and write English.

NOTE: The FAA may interview the repair station's supervisors, inspectors, or personnel who give final approval for return to service.

3) Staffing. Consider the size and scope of the repair station, then verify that it has sufficient employees with the training, knowledge, and experience in maintenance, preventive maintenance, or alterations authorized by the repair station's ratings.

a) Verify that the repair station has sufficient supervisors to direct the work performed, that the supervisors are certificated under part 65, and that they understand, read, and write English. These supervisors must also oversee individuals unfamiliar with methods, techniques, practices, aids, equipment, and tools used at the repair station.

b) Verify if the repair station determines the abilities of its noncertificated employees who perform maintenance functions based on training, knowledge, experience, or practical tests.

4) Roster/Summary. Confirm that the repair station has:

- a) A current roster of management and supervisory personnel.
- b) A current roster of all inspection personnel.
- c) A current roster of personnel authorized to sign a maintenance release for approving an article, whether maintained or altered, for return to service.

d) A current summary of the employment of each individual whose name is on personnel rosters required by § 145.161. The summary must include:

- Present title;
- Total years of experience;

- Type of maintenance work performed;
- Past relevant employment, with names of employers and periods of employment;
- Scope of present employment; and
- The type of mechanic or repairman certificate held and the ratings on that certificate, if applicable.

NOTE: Rosters required by § 145.161 must reflect changes caused by termination, reassignment, change in duties or scope of assignment, or addition of personnel, within five business days of a change.

NOTE: It is appropriate for a repair station to develop a combination roster. The roster could include initials, signatures, stamp numbers, certificate numbers, or any other information used to designate the authority of inspection or supervisory personnel. It could also list persons who can sign or stamp off work documents or approve articles for return to service.

5) Training. Review the training records of inspectors and supervisors to verify they have the required training for their job function. The records should also show how the repair station qualified these individuals.

6-1886 TASK OUTCOMES. Follow SAS Volume 10 guidance for Module 4 for Data Collection and Data Reporting. PIs follow Analysis, Assessment, and Action procedures for Module 5. Place all supporting paperwork in the certificate holder's office file. Update the eVID, as required.

6-1887 FUTURE ACTIVITIES. Follow SAS Volume 10 to plan future risk-based surveillance in SAS.

RESERVED. Paragraphs 6-1888 through 6-1903.