VOLUME 2 AIR OPERATOR AND AIR AGENCY CERTIFICATION AND APPLICATION PROCESS

CHAPTER 11 CERTIFICATION OF A PART 145 REPAIR STATION

Section 7 Safety Assurance System: Certification of a Part 145 Satellite Repair Station, Amendment to, and/or Transfer of Certificate of the Part 145 Certification

2-1270 REPORTING SYSTEM(S). Use Safety Assurance System (SAS) automation and the associated Data Collection Tools (DCT) for certification.

2-1271 GENERAL. The repair station certification process described in this chapter also applies to the certification of a satellite.

A. Managerial Control Repair Station. Each satellite repair station will have its own Air Agency Certificate issued by the Federal Aviation Administration (FAA) but will operate under the managerial control of the parent (managerial control) repair station.

1) An application for a satellite repair station will require coordination between the responsible Flight Standards office of the repair station with managerial control and the FAA office with geographic responsibility.

   NOTE: Satellite repair stations will begin the application process by submitting a Preapplication Statement of Intent (PASI). This will then be entered into the Certification Service Oversight Process (CSOP).

   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 a Repair Station Manual (RSM)/Quality Control Manual (QCM). Ratings issued to the satellite station are based upon the facilities, materials, equipment, and personnel at that location. 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) A repair station under the managerial control of the parent repair station may operate as a satellite repair station if it meets all the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 145, § 145.107.

B. Satellite Repair Station. 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 satellite 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.

   1) 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’s responsible Flight Standards office.

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 6, Chapter 9, Section 8, or certified as a satellite repair station.


1) The responsible Flight Standards office 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 operations specifications (OpSpecs), repairman certificates, and document control.

2) Issues that cannot be resolved between the responsible Flight Standards offices will be resolved at the Aircraft Maintenance Division level. Additional responsibilities include the coordinated resolution of issues identified by the satellite responsible Flight Standards office(s) and keeping the satellite responsible Flight Standards office(s) informed of any certificate management issues relative to the satellite repair station system.

3) 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 and/or procedures detailing training differences applicable to the satellite(s).

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

7) 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 that a satellite repair station number is required.
8) Personnel from the repair station 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. 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.

9) A satellite repair station’s responsible Flight Standards office 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’s responsible Flight Standards office of any issues related to certificate management.

10) Repair Station Certificates, including satellites, are normally assigned to the responsible Flight Standards office for the area; while a satellite responsible Flight Standards office has normal oversight of the satellite repair station, which includes, issuing OpSpecs and Repairman Certificates.

11) The satellite responsible Flight Standards office may recommend changes to the repair station’s manual(s) by contacting the responsible Flight Standards office of the managerial repair station; only the responsible Flight Standards office for the managerial repair station may accept/approve the manual change.

12) The satellite responsible Flight Standards office also has the responsibility to coordinate with the managerial responsible Flight Standards office on issues relating to the associated satellite repair station encompassing the issuance of OpSpecs, Repairman Certificates, and surveillance findings. Disagreements between the responsible Flight Standards office of the managerial repair station and a satellite responsible Flight Standards office will be resolved before the issue is presented to the repair station. If significant issues are identified, or if the responsible Flight Standards office of the managerial repair station and the responsible Flight Standards office of any affected satellite cannot reach consensus, these disagreements will be addressed to the Aircraft Maintenance Division for resolution.

2-1272 MODELS FOR REPAIR STATION CERTIFICATION AND OVERSIGHT.

A. Certification Models. Certification and eventual oversight of the repair station with managerial control and its satellites will be accomplished using one of the following models:
1) All associated satellite Repair Station Certificates are held by a certificate management unit (CMU) located near the repair station with managerial control. A CMU is defined as a responsible Flight Standards office that has complete oversight responsibility for satellite repair stations located outside its geographical boundaries. Aviation safety inspectors (ASI) may be assigned to and located at the CMU; or a Geographic ASI may be assigned to the CMU and located near one or more of the satellites.

2) Each Repair Station Certificate is held by the responsible Flight Standards office for the area.

3) A combination of subparagraphs 2-1272A1) and 2-1272A2). In this case, the repair station with managerial control and one or more satellites are located within the area of responsibility of the managerial repair station’s responsible Flight Standards office, while additional satellites are located outside this area and managed by the local responsible Flight Standards office(s).

B. Formation of a CMU. A CMU is a responsible Flight Standards office that has complete oversight responsibility for satellite repair stations located outside the office’s 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 concurrence and coordination with the Aircraft Maintenance Division.

1) The initial request for the formation of a CMU is generated by the managerial repair station’s responsible Flight Standards office and must include justification. The formal written request will be forwarded to the Aircraft Maintenance Division and should address the following:

   a) Why the CMU is desired.

   b) How the managerial repair station’s responsible Flight Standards office plans to establish the CMU.

   c) How the CMU will be a benefit to the 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 Flight Standards office(s) will evaluate the package for validity and acceptance. The Flight Standards (FS) office has responsibility for creation and acceptance of the CMU (see Volume 2, Chapter 1, Section 2). Aircraft Maintenance Division concurrence should be based on current and future assurance that the necessary resources are available to provide adequate oversight. When a proposed CMU crosses geographic boundaries, the managerial repair station’s responsible Flight Standards office, Aircraft Maintenance Division and Safety Assurance divisions will coordinate the formation of the CMU with all affected FS offices.

C. Transition to Satellite Repair Station System. A person holding two or more repair station certificates may transition to the satellite repair station system. If the person of multiple part 145 repair stations elects not to transition all their repair stations to the satellite repair station system, the nontransitioning 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 ASIs coordinate their efforts when notified that the repair station with managerial control and its satellite facilities desire standardized systems.

1) Upon receiving FAA Form 8310-3, Application for Repair Station Certificate and/or Rating, for transition to the satellite repair station system, the responsible Flight Standards office 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 responsible Flight Standards office will, when appropriate (e.g., the transition is complex, involving multiple facilities and/or crossing office/geographic boundaries), forward a copy of the application package to the FS division manager for coordination and assistance. If the satellite system will cross geographic boundaries, the responsible Flight Standards office for the managerial repair station will coordinate with other affected offices to assist in the transition process.

3) The FS office will assist the responsible Flight Standards office to establish a transition team consisting of at least one member from each office holding certificates. Team participants will normally be the principal inspectors (PI) assigned to each affected certificate. The responsible Flight Standards office, with headquarters’ (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:

- SAS oversight bridging;
- 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;
- Aircraft Maintenance Division coordination;
- Responsible Flight Standards offices 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.).

2-1273 AMENDMENT TO AND/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 SAS Configuration Module 1 Vitals Information tab 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 or new 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” field 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 general counsel office when faced with questions concerning whether limited liability corporations or changes in stockholder ownership constitute a transfer of repair station assets.

C. Transfer of a Part 145 Certificate from One Responsible Flight Standards Office to Another. Part 145 prescribes that the FAA must approve, in writing, any change of a repair station location, housing, or facilities.

1) Section 145.57(a) requires that a Repair Station Certificate holder applying for a change to its certificate must submit a request in a format acceptable to the Administrator. A certificate holder requests a certificate transfer by submitting a written request to the FS office currently responsible for the certificate holder. The request must outline a plan and include the proposed timeframe and justification for the transfer (see Volume 10, Chapter 10, Section 1). The certificate holder submits an application for a change to its certificate if the certificate holder changes the location of the repair station. To submit an application for a change to its certificate,
the certificate holder will complete FAA Form 8310-3 and select “Change in Location or Housing and Facilities,” located in block 2, Reason for Submission.

2) The FS office forwards a copy of the request and plan to their FS division manager. The FAA may decide to transfer a certificate because conditions indicate that better service and surveillance would occur if the certificate moves to another FS office. Budget and personnel considerations would also be factors in the decision to transfer (see Volume 2, Chapter 1, Section 2).

3) After FS division manager coordination, the current responsible Flight Standards office will approve or deny, in writing, a decision on the repair station’s request for change of location and provide it to the repair station as required by § 145.105. If the responsible Flight Standards office denies the request, further activity supporting the change of location ceases until the Aircraft Maintenance Division is satisfied with the resolution of the issues causing the denial.

4) The PI at the losing office will identify items in that office pertaining to the repair station that he or she must close, revise, transfer, archive, or otherwise administer in block 6 of the applicant’s submitted FAA Form 8310-3 (or in a separate document). Note the completion of each of the required activities for those items. Once the transfer is complete, the losing office will provide all affected FAA offices with a copy noting all completed actions.

5) If the repair station intends to operate during the change in location, it will present the losing office a transition plan to identify and address potential gaps in the repair station’s quality system. The PI at the losing office will coordinate with the gaining office, provide a copy of the transition plan, and note in block 6 any conditions or limitations under which the repair station must operate. The PI must provide a copy of the limitations to the repair station, which must acknowledge its receipt. The PI at the losing office or the PI’s representative will provide oversight for compliance with those conditions or limitations applicable to the repair station at the original location.

6) The gaining office will assign a PI to provide oversight of the repair station change in location activity. The new office PI or the PI’s representative will identify in block 6 of the applicant’s submitted FAA Form 8310-3 (or in a separate document) those items in the gaining office that pertain to the repair station that he or she must open, revise, transfer, or otherwise administer. Note when the required activities for those items are complete. Upon the completion of all items, the PI will provide a copy of the document to the FS division manager.

7) If the repair station intends to operate during the change in location, the gaining office PI or the PI’s representative will provide oversight for compliance with any conditions or limitations under which the repair station must operate at the new location.

8) The procedures for transferring a certificate will include assurances of consideration of at least the following:

   a) Coordinating with any affected FS offices (losing and gaining responsible Flight Standards offices).

   b) Transferring of current and complete office files (losing office).
c) Ensuring updating of the enhanced Vital Information Database (eVID) (losing office).

d) Administering any open required surveillance tasks in accordance with SAS.

e) Ensuring placement of appropriate conditions and limitations on the repair station during the relocation (losing office coordinating with the gaining office).

f) Inspecting the new housing and associated facilities, equipment, materials, and data (gaining office).

g) Ensuring that appropriate ratings and OpSpecs continue or receive amendments as necessary. Concerns regarding ratings held should be coordinated with the losing office before being presented to the operator (gaining office coordinating with losing office).

h) Ensuring the repair station certifies, in writing, compliance with the hazardous materials (hazmat) requirements of § 145.53(c) or (d), as appropriate. A previous compliance statement may continue to be valid (gaining office).

i) Reviewing repair station and quality manuals for revisions, if necessary (gaining office).

2-1274 COORDINATION REQUIREMENTS. This task requires coordination among the ASIs (Airworthiness) and may require coordination with multiple regions.

2-1275 TASK OUTCOMES. Follow Volume 10 SAS guidance on documenting the certification process.

2-1276 FUTURE ACTIVITIES. Follow Volume 10 SAS guidance.

RESERVED. Paragraphs 2-1277 through 2-1282.