6-1817 REPORTING SYSTEM(S). Use Safety Assurance System (SAS) automation and the associated Data Collection Tools (DCT).

6-1818 OBJECTIVE. This section provides guidance for inspecting the technical data a repair station uses to perform maintenance, preventive maintenance, and alterations. The review will affirm the repair stations data for:

- Availability,
- Currency, and
- Appropriateness for the work performed.

6-1819 GENERAL. The Repair Station Manual (RSM) or Quality Control Manual (QCM) must contain adequate procedures that ensure the availability of current technical data that supports the scope of the ratings for which the repair station is certificated, per Title 14 of the Code of Federal Regulations (14 CFR) part 145, § 145.109.

6-1820 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Parts 21, 43, 91, and 145.
- Volume 1, Chapter 3, Section 1, Safety Assurance System: Responsibilities of Aviation Safety Inspectors.
- Volume 2, Chapter 11, Certification of a Part 145 Repair Station.
- Volume 4, Chapter 9, Section 1, Perform Field Approval of Major Repairs and Major Alterations.
- Volume 6, Chapter 9, Section 6, Safety Assurance System: Inspect a Repair Station’s Record System.
- Volume 6, Chapter 9, Section 7, Safety Assurance System: Inspect a Part 145 Repair Station’s Manual System.
- Volume 6, Chapter 14, Section 1, Inspect a Maintenance Provider’s Technical Data.
- Volume 10, Safety Assurance System Policy and Procedures.
- Volume 14, Chapter 1, Section 2, Flight Standards Service Compliance Action Decision Procedure.
- Federal Aviation Administration (FAA) Order 8100.8, Designee Management Handbook.
- FAA Order 8110.37, Designated Engineering Representative (DER) Handbook.
- FAA Order 8300.16, Major Repair and Alteration Data Approval.
- Advisory Circular (AC) 43-210, Standardized Procedures for Obtaining Approval of Data Used in the Performance of Major Repairs and Major Alterations.
B. Forms. None.

C. Job Aids. None.

6-1821  PROCEDURES.

A. Review Applicable Information. Before reviewing the technical data, the principal inspector (PI) should carefully review the following:

- RSM/QCM.
- Safety Performance Analysis System (SPAS).
- Responsible Flight Standards office file.
- Operations specifications (OpSpecs), process specifications, and repair specifications.

B. Review Technical Data. The aviation safety inspector (ASI) should review a representative sample of maintenance records or work orders by the repair station to verify:

1) That the repair station’s technical data includes technical documents that were current, accessible, and appropriate for the work that was performed at the time of the maintenance record or work order. Technical document examples could include any or all of the following:

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

a) Program Deviation. When the repair station is performing maintenance per § 145.205, the repair station must follow the air carrier’s or commercial operator’s program and associated maintenance manual sections. The air carrier must authorize any deviation from that program. This deviation includes technical data used for repairs or alterations. The repair station should document how and when the repair station will notify the air carrier or commercial operator if the repair station deviates from the air carrier’s or commercial operator’s program.

b) Manufacturer’s Manuals and Data. Manuals and data may be approved or acceptable data. If a manufacturer’s manuals do not cover a repair or alteration, the repair station must determine if the repair or alteration is major. If the repair station is performing maintenance for an air carrier, then the air carrier must determine the extent of the maintenance. The repair station may have access to other approved data applicable to the repair or alteration, but the air carrier must authorize the repair station to use that data if the repair station is performing maintenance for the air carrier. If the air carrier is providing technical data to the repair station for a major repair or alteration, the air carrier should provide documentation that the technical data was approved by the FAA.
c) Inspection Programs. Part 91, § 91.409(e) requires owners and operators of certain large aircraft to select an inspection program under § 91.409(f). In turn, the owner or operator must use the selected inspection program, also identified in the aircraft’s maintenance records, per § 91.409(f) requirements. The maintenance provider should use either (1) the inspection program that the owner or operator has selected and identified in the aircraft maintenance records, or (2) the most recent manufacturer’s inspection program.

d) Program Availability. Each operator must include the name and address of the responsible person who schedules required inspections in the operator’s identification of the selected program, per § 91.409(f). The operator should make a copy of that program available to the person performing inspections on the aircraft and, upon request, to the Administrator.

NOTE: To comply with a regulatory requirement to incorporate a current manufacturer’s recommended inspection program, an operator needs to only properly adopt a manufacturer’s program that is current when the operator selects and identifies it in the aircraft maintenance records (refer to § 91.409(f)). The program remains current unless the FAA mandates revisions to it through an AD or an amendment to the operating rules. The interpretation is available at https://www.faa.gov/about/office_org/headquarters_offices/agc/practice_areas/regulations/Interpretations/.

e) ADs. When the repair station is performing maintenance based on an AD, the AD is approved data. However, if the repair station is performing maintenance using an alternative method of compliance (AMOC), the repair station must have documents verifying that the FAA responsible Aircraft Certification Service office has approved the AMOC.

f) Designee-Approved Data. This is the FAA Designated Engineering Representative (DER)-approved data.

g) Air Carrier’s Approved/Acceptable Data. Air carriers approve data for major repairs or alterations and determine if a repair or alteration is major. If major, the air carrier should document for the repair station that the repair or alteration has approved data. The repair station may have access to other approved data applicable to the repair or alteration. If the repair station uses other approved data, such as a repair specification, to perform air carrier maintenance, the air carrier must authorize the data prior to performing the maintenance, per § 145.205.

h) Process Specifications. A repair station may have a rating for specialized service. The air carrier should document that it authorizes the repair station to use its approved process specification on the air carrier product.

i) Repair Specifications. A repair specification provides an alternative to methods, techniques, and practices in current manufacturer’s manuals, SBs, or ICAs. A repair specification is necessary when multiple-use, non-serial-number-specific, and non-design-approval-holder repairs require instructions for major repairs. A Repair Specification Designated Engineering Representative (RS-DER) has special delegation to manage repair specification approval projects. Flight Standards personnel are part of the repair specification process only in
ensuring the repair station is appropriately rated to perform repair, and in conducting routine surveillance to determine compliance with the repair specification.

NOTE: When the RS-DER or responsible Aircraft Certification Service office signs the specification title page, this indicates repair specification approval. The RS-DER should include their DER number with their signature. Order 8110.37 contains additional guidance on the approval process of a repair specification.

2) The technical data is appropriate for the maintenance, preventive maintenance, or alterations the repair station is rated to perform.

3) The data is current, accurate, and complete.

a) The RSM procedure should describe how repair station personnel will revise technical data and describe the procedure for notifying repair station personnel of the revisions.

b) If a repair station uses computer software for component testing, verify that the repair station has installed revisions or updates and has distributed current software.

4) The repair station employees can access the necessary technical data when performing maintenance, preventive maintenance, or alterations and that they process the data per the RSM.

5) For electronic technical data/manual(s), review the following concerns during the inspection:

a) Security and Access. Determine that:

   • Only authorized personnel are allowed to make changes to the data/manuals,
   • The employees have received training in accessing the manuals via network, and
   • All supervisors and inspectors have access to the manuals.

b) Revisions. Determine:

   • How a repair station revises manuals within its system, as with a CD-ROM or the internet;
   • How the repair station distributes revisions;
   • If the user knows that a manual’s contents have changed, and what parts of the content have changed; and
   • If personnel verify the currency of individual disks before use.

c) Additional Guidance. See Volume 6, Chapter 9, Sections 6 and 7.

6) The repair station has distributed the controlled documents per the RSM or QCM.
7) All repair station technical data uses the English language. Examples of technical data are an operator’s ICA, manufacturer’s maintenance manuals, or type certificate holder’s (TCH) continuous airworthiness data. The following should also use English: all alteration records, logbook entries, return to service records, and any other maintenance or inspection record entries that show compliance with part 43, § 43.9 or § 43.11.

   a) The repair station may convert technical data such as an operator’s ICA, manufacturer’s maintenance manuals, or TCH’s continuous airworthiness data into the national language. A repair station may produce and maintain internal documents, such as work cards, work sheets, and shop travelers, in the national language. Dual-language internal documents, expressed in English and the national language, are acceptable.

   b) All technical data translated into the national language and used to meet part 43 requirements should be current and accurate in translation.

   NOTE: The repair station must establish procedures in its RSM or QCM to ensure English language copies of technical data, and any internal documents developed from this technical data, are current and complete. The repair station’s main base should retain the English language copy of the technical data and must make it available to the FAA upon request.

8) Part 145 repair stations that are co-located with a part 21 Production Approval Holder (PAH) present unique risks. A PAH may rebuild or alter any article it manufactured per § 43.3(j) and issue a return to service tag per § 43.7(d), in accordance with the procedures in its approved quality manual.

   a) The repair station that may be located under the same roof can perform maintenance, preventive maintenance, and alterations per part 43 for articles for which it is rated, and approve for return to service in accordance with its RSM and QCM. The technical data that supports both of the operations must meet the regulatory requirements of each specific organization and be so documented in their respective manual systems.

   b) ASIs performing surveillance of the part 145 side of the operation must be aware that the technical data used on the production side of the organization may not fully meet the part 43 requirements for maintenance, preventive maintenance, and alterations.

6-1822 TASK OUTCOMES.

A. Complete the Task. Follow Volume 10 guidance for completion of SAS DCT.

B. Conduct Debriefing. Brief the certificate holder (CH) on the inspection results. Discuss any deficiencies and possible corrective actions. Instructions for conducting briefings are in Volume 1, Chapter 3, Section 1.

C. Document the Task. Place all supporting paperwork in the CH’s office file. Update SAS Configuration Module 1 Vitals Information, as required.
D. **Compliance Action.** Follow the process contained in Volume 14, Chapter 1, Section 2 to identify the root cause that led to any deviations from rules, standards, or procedures; resolve them, and return the repair station to full compliance.

**6-1823 FUTURE ACTIVITIES.** Follow Volume 10 to plan future risk-based surveillance in SAS.

**RESERVED.** Paragraphs 6-1824 through 6-1838.