Section 20 Safety Assurance System: Inspect a Part 145 Repair Station Located Outside the United States (Non-Bilateral Aviation Safety Agreement (BASA) Maintenance Facility)

6-2036 REPORTING SYSTEM(S). Use Safety Assurance System (SAS) automation and the associated Data Collection Tools (DCT).

6-2037 OBJECTIVE. This section provides guidance for Flight Standards Service personnel involved in certificate management on inspecting Title 14 of the Code of Federal Regulations (14 CFR) part 145 repair stations outside the United States.

6-2038 GENERAL.

A. Inspection Initiation. A risk-based inspection encompasses repair station areas of responsibility associated with assigned SAS surveillance. While conducting surveillance/renewal, the aviation safety inspector (ASI) should verify the facility and personnel are qualified to perform the maintenance functions as listed in Federal Aviation Administration (FAA) operations specifications (OpSpecs) and the repair station’s capability lists (CL). Inspection team size should be determined by International Field Office (IFO) management and based on the most efficient utilization of resources for the size and complexity of the repair station.

B. Work Away From a Fixed Location. The district office where the work is being performed may inspect repair stations working away from a fixed location. The ASI from the office performing the inspection should maintain good communication with the parent facility’s certificate-holding district office (CHDO) regarding such items as procedures, manuals, equipment, and personnel.

C. Inspector Conduct. ASIs assigned to international surveillance must be conscious of sensitive issues when working in the international environment and must apply the highest degree of professionalism while assigned outside the United States. An ASI must be courteous and respectful when dealing with foreign nationals and the various officials of foreign aviation authority (AA). ASIs should understand that, while working for the FAA, their every action is representative of the U.S. Government. The FAA expects employees to (1) be fully aware that they are guests in a foreign country, and (2) to recognize national culture within their working environment.

D. Joint Participation. As a professional courtesy and to encourage future agreements, ASIs may need to coordinate with foreign AA representatives to participate in the inspection. Foreign AA representatives may want to participate as observers during FAA repair station surveillance.

6-2039 COORDINATION REQUIREMENTS. If the repair station has an assigned principal maintenance inspector (PMI) and principal avionics inspector (PAI), the two inspectors should coordinate the inspection between them.
6-2040 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Parts 43, 65, 121, 125, 135, 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:
  - Section 1, Safety Assurance System: Phase 1—Preapplication.
  - Section 5, Safety Assurance System: Phase 5—Administrative Functions.
  - Section 10, Safety Assurance System: Certificating/Renewing/Amending a Part 145 Repair Station Located Outside the Territories of the United States and not Under a BASA/MIP.
- Volume 3, Chapter 42, Section 1, Safety Assurance System: Initial and Continual Oversight and Evaluation of Essential Maintenance and other Contract Maintenance Provider Programs and Contractual Agreements.
- Volume 6, Chapter 9, Part 145 Inspections:
  - Section 7, Safety Assurance System: Inspect a Part 145 Repair Station’s Manual System.
  - Section 8, Safety Assurance System: Inspect a Part 145 Repair Station’s Housing and Facilities.
  - Section 11, Safety Assurance System: Inspect a Part 145 Repair Station’s Quality Control System.
- Volume 6, Chapter 11, Section 17, Safety Assurance System: Inspect Avionics Test Equipment.
- Volume 6, Chapter 11, Section 20, Safety Assurance System: Evaluate Special Equipment or Test Apparatus.
- Volume 10, Safety Assurance System Policy and Procedures.
- Volume 12, Chapter 13, Section 1, General Policy Guidance.
- Volume 12, Chapter 13, Section 2, Instructions for Flight Standards Service Offices.
- Volume 14, Chapter 1, Section 2, Flight Standards Service Compliance Action Decision Procedure.
- AC 65-31, Training, Qualification, and Certification of Nondestructive Inspection Personnel.
- AC 145-5, Repair Station Internal Evaluation Programs.
- 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.

6-2041 **PROCEDURES.**

A. **Review Applicable Information.** Before inspecting, the ASI should carefully review:

1) Parts 43 and 145.
2) The Repair Station Manual (RSM) or Quality Control Manual (QCM).
3) OpSpecs.
5) Vitals Information tab in the Configuration Module in SAS automation.
6) CHDO file.
7) If there is a corrective action plan (CAP) from the previous year’s inspection/renewal, the ASI must review that plan, and the inspection will verify that those deficiencies/findings have been corrected.

B. **Conduct an In-Briefing and Debriefing.** Brief the certificate holder on the purpose of the inspection. You can find instructions for conducting this briefing in Volume 1, Chapter 3, Section 1.

C. **Conduct the Inspection.** Use the SAS DCTs and processes located in Volume 10.

D. **Findings and Deficiencies.** Due to the distance, travel, and expenses associated with surveillance of repair stations located outside the United States, apply the following policy regarding deficiencies/findings noted during the inspection.

1) If the FAA discovers deficiencies while conducting an inspection, the FAA may allow the applicant sufficient time after notification to correct the deficiencies or to submit a plan for corrective action (depending on the nature of the deficiencies). This policy may be used to facilitate Compliance Action (CA) tasks required by Volume 14, Chapter 1, Section 2.
2) Once the applicant has submitted the CAP and prior to acceptance of the plan, the ASI will review the plan and ensure it meets the following requirements:

   a) The timeframe for correcting the deficiencies/findings must be 90 days or less.

   b) The correction plan must adequately address the deficiencies/findings contained in the report to the repair station.

   c) The plan must contain a requirement for the applicant to advise the ASI in writing when the deficiencies/findings have been corrected.

   d) The plan must also contain a procedure for the repair station to validate the process/procedure that was used to correct the deficiencies/findings. This validation should take place no more than 90 days after the correction was implemented.

6-2042 TASK OUTCOMES.

   A. Complete the Task. Follow Volume 10 guidance for Module 4, Data Collection and Data Reporting. Principal inspectors (PI) follow procedures for Module 5, Analysis, Assessment, and Action (AAA). Completion of this task will also result in sending a letter to the operator documenting:

       • A satisfactory inspection with no deficiencies, or
       • A list of deficiencies.

   B. Compliance Action (CA). If necessary, initiate CA per Volume 14, Chapter 1, Section 2 to identify the root cause that led to any deviations from rules, standards, or procedures; analyze corrective action to resolve them; and schedule follow up to validate the repair station has returned to full compliance.

   C. Document the Task. Place all supporting paperwork in the certificate holder’s office file. Update the Vitals Information tab in the SAS Configuration Module, as required.

6-2043 FUTURE ACTIVITIES. Follow SAS and CA guidance to plan future risk-based surveillance in SAS or follow up.

RESERVED. Paragraphs 6-2044 through 6-2057.