S-TEC Corporation
FAA Certified Repair Station
FF2R818K

8745

One S-TEC Way, Mineral Wells TX, 76067		TITLE: **Repair Station Procedures Manual**					
Originator	Tina Kidwell	Department	Repair Station	Title	FAA Accountable Manager	Date	3/22/2018
Department Approved	Tina Kidwell			Title	FAA Accountable Manager	Date	3/22/18

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Revision Reference Sheet

Revision (1)	2/8/1982	Revised to change personnel
Section I		Revised Pages 1,3,4 and 5
Section II		Revised Pages 2 and 3
Section Ill		Revised: Edwin D. Cameron, Phillip W. Goettel, Billy W. Watson
		Removed: Billy Edwin Maddux.
		Added: Clyde Neal O'Bannon, Dean Williams
Section V		Revised Pages 2,3, and 4
Revision (2)	8/15/1987	Update Manual
Section I		Page 5
Section II		Page 2 and 3
Section Ill		Cover Page, Page 1-6 deleted
Section IV		Pages 2,3, and 4
Section VI		Revised Serviceable Tag and Component Record Tag
Revision (3)	10/17/1989	Update Manual
		Add to front of manual: 1. Repair Station manual revision sheet 2
		Copy of Form 86113 3. Repair Station Inspection Manual Revision Log
Section I		Page 5; Figure 4 (Relocation of Repair Shop)
Section II		Page 2 and 3 (Revise Key Personnel File: Remove Phillip W. Goettel and Gary Barlow
Section VI		RPO Form Change
Revision (4)	7/6/1990	Update Manual
Section I		Page 5, Figure 4 (Remodeling of Customer Service area)
Section Ill		Cover Page (Correct wording)
Section IV		Pages 1,2,3,4, and 5 (Correct titles and command line)
Revision (5)	7/19/1990	Add HSl/RMl Service Area layout
Section I		Page 1 (added HSl/RMl service area layout) Add Page 6 (Layout of HSl/RMl service area)
Revision (6)	5/1/1992	Complete manual revision, all sections
Revision (7)	1/1/1995	Update Manual
Section I		Revise pages 1,2,3, and 4. Delete pages 5 and 6
Section V		Revised pages 2,3,4 and 5
Section VI		Revised pages 2,3,4, and 8
Revision (8)	10/24/1996	Update Manual (Relocation of facilities)
Section I		Revised pages 1-1, 1-2,1-4. Delete page 1-3
Section V		Revised page V-5. Added paragraph 18. Added page V-6
Section VI		Revised pages VI-1 through VI-5 (address change)
Revision (9)	3/15/1999	Complete manual revision, all sections
Revision (10)	2/22/2001	Revised distribution list to include all repairmen and FAA copy
Records		Revised page iia, and iv. Added page iiia.
Section V		Revised page VI-4, paragraph 12. (Remove reference to 100 hr and annual inspection)

Revision Reference Sheet

Revision (11) Section I Section II Section IV Section V Section VI	3/12/2003	Update manual. Revised pages I, iia, iiia, and iv Remove pages 1-2 and 1-3, housing and facilities layout Revised page 11-2, update organization chart to add hangar operations Revise page IV-1, IV-2. Remove page IV-2a. Revise page IV-3, IV-4, lv-5, IV-6, IV-7. Add Page IV-8 and IV-9, hangar operations Revise page V-I and V-4 Revise page VI-2, VI-4, VI-5, and Vi-8, company name change and update current 8130-3 form
Revision (12)	1/19/2004	Complete Manual Revision, all sections. (Implementation of Part 145, Amendment 27)
Revision (13)	1/9/2006	Revise Org chart and Roster to reflect VP of Customer Support instead of Mfg Mgr. Added Customer Support Manager. Add Section 7.2 training requirements, topics, and frequency. Revised CHDO to be FSDO. Revised repair station layout. Revised 3.3.6, 3.3.8, and 3.3.10 to add "Maintenance" to the title. Addition of air carrier notification when a Malfunction or Defect Report is flled on a component used by the air carrier.
Revision (14)	5/15/06	Revised table of contents, revision reference sheet, and Section 8 procedures for repairs performed on a recurring basis. Also added "Senior VP of Customer Support" to Org Chart.
Revision (15)	5/10/2007	Changed FAA approval from 'pending' to 'following', Removed Senior VP of Customer Operations from org chart, Changed ESD document from 0540 to SOP 7.5-10, Deleted pages 5-4.5-5, 5-6, and 5-7. Added Hangar Operations Maintenance section. Changed all references of VP of Programs and Customer Support to VP of Flight Operations and Certification. Changed all reference of Customer Support Manager to Director of Customer Support Updated Training Program Requirements. Changed 3.3.6 to 3.3.7 (duplicate). Changed reference in Section 8.2 from paragraph 5.4 to 5.9
Revision (16)	6/20/2011	Major manual revision, all sections except Section 11.
Revision (17)	1/7/2013	In the Table of Content added Section 10.2. Revised section 3.2 - Organization Chart to remove Repair Station Lead and Hangar Operations Lead and correct the job titles for Repair Station Inspector and Hangar Operations Inspector. In section 3.3.4 - Repair Station Supervisor, removed reference to lead positions. In section 3, Removed sections 3.3.6 - Repair Station Lead, and 3.3.7 - Hangar Operations Lead, renumbered the subsequent sections, and deleted pages 3-9 and 3-10. In section 3.3.6 and 3.3.7, corrected job titles. In section 5.8 - Floor Layout – Repair Station, changed floor layout. Section 8.1 - Special Circumstances (for work from another location) added option to notify Administrator via email.
Revision (18)	8/20/2013	Revised section 3.2 – Organization Chart to add dashed line between FAA Accountable Manager and Repair Station Supervisor. Updated the floor layout.

Revision Reference Sheet

Revision (19)	11/18/2014	Added page for Revision Reference Sheet. Changed the following section: 2.1 to add scheduled for revision. 2.2 manual shall be considered acceptable after 30 day from submittal to the Administrator and removed requirement for acceptance stamp. 2.3 remove “accepted by Administrator”. 2.4 identify revised text with use of change bars. 2.6 Changed “incorporated” to “corrected” and “accepted by” to “acceptable to” the FAA. 3.1 removed Flight Engineering and added Genesys Aerosystems. 3.2, 3.3.1, and 3.3.2 changed General Manager to President. 3.3.4 added item 13. 3.3.5 added shipping and receiving to the list of areas responsibility. 4.2 and 4.3 changed from responsibility from RS Supervisor to FAA Accountable Manager and changed delegates from FAA Accountable Manager to RS Supervisor. 4.6 changed person a certificate is surrendered to internally from RS Supervisor to FAA Accountable Manager. 5.1 Added co-located with Genesys Aerosystems, also added Shipping and Receiving personnel into the RS Roster. 5.2.2 added “and as the articles is processed through the repair process” for preliminary inspection. 5.2.3 added “incident”. 5.2.4 added work order number to label and removed “inspector, date, revision level of article, unit description, hardware mod code, and software mod code” 5.2.5 added “appropriately”. 5.7 added “Genesys Aerosystems” 5.8 and 5.9 updated floor layout. 8.2 added “appropriately”.
Revision (20)	3/23/2016	Changed the following sections: 2.1 Changed month for administrative maintenance or streamlining in section. 4.2 Changed requirement for Employee Roster to be submitted to the Administrator. 5.2.3, 5.2.6 and 5.4.6 Revised wording. 5.8 updated floor layout to include any department that the repair station may utilize for repairs. 10.1 Corrected spelling of felicities.
Revision (21)	9/26/2017	Section 2.1, removed month requirement. Section 5.4.5, added 5.4.5a Parts Receiving Inspectors. Section 5.5, added physical addresses of both hangars. Section 5.8, added physical addresses for both hangars and floor layout. Section 7.1, added training for all manuals annually.
Revision (22)	3/22/2018	Update Section 5.8, floor layout, to include tester location for Weather Radar Module (WRM) P/N 01318-( )-( ) and ARINC Expansion Module (AEM) P/N 01319-( )-( ). Remove 30 day implementation requirement, manual revisions will go into effect immediately upon submission.

Revision Approval:

Accountable Manager_____ Date :_____

Implementation date: _____

LIST OF EFFECTIVE PAGES

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	5-2	3/23/2016
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7. Training	7-1	9/26/2017
8. Work Performed at Another Location	8-1	1/72013
	8-2	11/18/2014
9. Work Performed for Air Carriers under Part 121, 125,129, or 135	9-1	6/20/2011
10. Contract Maintenance	10-1	3/23/2016
11. Required Records and Recordkeeping System	11-1	1/9/2006
	11-2	5/10/2007

SECTION	PAGE	DATE

Section 1 General Information
Reference: Part 145, Sections 145.207, 145.209

1.1 Purpose

Part 145, Section 145.207 requires that a certificated Repair Station prepare, follow, and maintain in current condition a procedures manual that is acceptable to the FAA. The certificated Repair Station must make the current Repair Station procedures manual accessible for use by Repair Station personnel. A certificated Repair Station must provide to its Flight Standards District Office (FSDO) Administrator (Administrator) the current Repair Station procedures manual in a format acceptable to the Administrator.

1.2 Description

Part 145, Section 145.209 details the minimum required contents of a Repair Station procedures manual. This manual must contain procedures intended to maintain a Repair Station in an acceptable condition to the Administrator in compliance with Part 145 as it relates to organization, management positions, responsibilities and duties, maintaining and revising rosters of supervisory and inspection personnel, Repair Station operation, housing, facilities, equipment, training program revision and submission, work performed at another location, required records and record keeping system, manual revision and Administrator notification and interval, and section identification and control.

1.3 Effectivity

Upon employment by S-TEC Corporation, all Repair Station personnel are required to adhere to the procedures as set forth in this procedure manual while performing maintenance, preventive maintenance, or alterations on articles as approved by the Repair Station certificate, operation specification and capabilities list.

Section 2 Manual Revisions and Control

Reference: Part 145, Sections 145.207(e), 145.209(j), 145.209(k)

2.1 Manual Revision Responsibility and Authority

The FAA Accountable Manager is responsible for initiation and submission of manual revisions to the Administrator for review and acceptance. The FAA Accountable Manager may delegate the authority to write the manual revision to a subordinate, but this shall not relieve him of his overall responsibility to ensure the revision is in compliance with Part 145.

Manuals shall be revised immediately upon finding of non-compliance with regulations or when new regulations require revision, as needed due to business change or findings that the manual does not work due to human factors or other reasons, or reviewed annually for administrative maintenance or streamlining.

2.2 FAA Notification and Manual Acceptance

Manual Revisions shall be reviewed by the FAA Accountable Manager for accuracy and completeness. Approval shall be indicated by the signature and date in the Revision Approval box on the List of Effective Pages. Upon approval by the FAA Accountable Manager, the completed manual revision shall be forwarded to the Administrator. The revision package will include the revised manual or revised section of the manual and a cover letter describing the changes made and the reason why the revision was necessary. The revision and cover letter will be in the form of a Microsoft Word@ word processor hard copy document. The revised manual shall be placed in service immediately upon submission to the Administrator. The FAA Accountable Manager approval will include the implementation date.

2.3 Revision Distribution

Once the revision change has been implemented, the signed copy will be scanned into an electronic format, (Adobe, PDF) and placed in a limited access folder on the S-TEC network. The original copy shall be kept in the office of the FAA Accountable Manager. The original word processor electronic copy will be kept in a limited access folder on the S-TEC network under the file name “8745 Rev XX.doc” with XX reflecting the current revision. All Repair Station personnel shall be granted read access to the limited access folder on the S-TEC network and shall view or download the current copy as needed. All old copies of the manual shall be kept in an archive folder in a limited access folder on the S-TEC network under the file name “8745 Rev XX.doc” with XX reflecting the revision.

2.4 Identification of Revised Text

The revised text of the revised document shall be highlighted by the use of side bars for ease of identification, unless the manual is completely revised. The side bars will mark the whole paragraph where a change occurred, or mark an empty paragraph space if a paragraph is removed.

2.5 Section Control

The Repair Station manual sections are controlled by a table of contents. The table of contents identifies each section along with its location in the manual. Each page within the section contains the current revision status, issue date, page number. The List of Effective Pages shall bear the signature of the Accountable Manager or his designee and the date signifying the approved status of the manual revision.

2.6 Revisions Found Not Acceptable to the Administrator

Any changes to a revision submitted to the FAA and subsequently found not acceptable shall be corrected and returned to the Flight Standards District Office (FSDO) using the same procedures required for the initial revision. The revision found not acceptable shall be removed from the secure server and replaced with the archived "superseded" revision until such time as the corrected revision is acceptable to the FAA.

The Accountable Manager or his designee shall review any unacceptable revisions returned from the FAA to determine if any maintenance or administrative actions performed under the revision require corrective action. Maintenance actions performed under the revision that may affect the airworthiness of a maintained article shall be reviewed by the Accountable Manager or his designee to determine if the articles require further maintenance or inspection. Should further maintenance or inspection be required, the owner/operator shall be notified in writing and arrangements made to return the article to the Repair Station for maintenance or inspection. Administrative actions performed under the revision shall be reviewed by the Accountable Manager or his designee to determine if any documentation changes should be made. Should any changes be required to forms used to return an article to service under the revision, the owner/operator shall be notified in writing and arrangements made to supply corrected forms as required.

Section 3 Repair Station Organizations

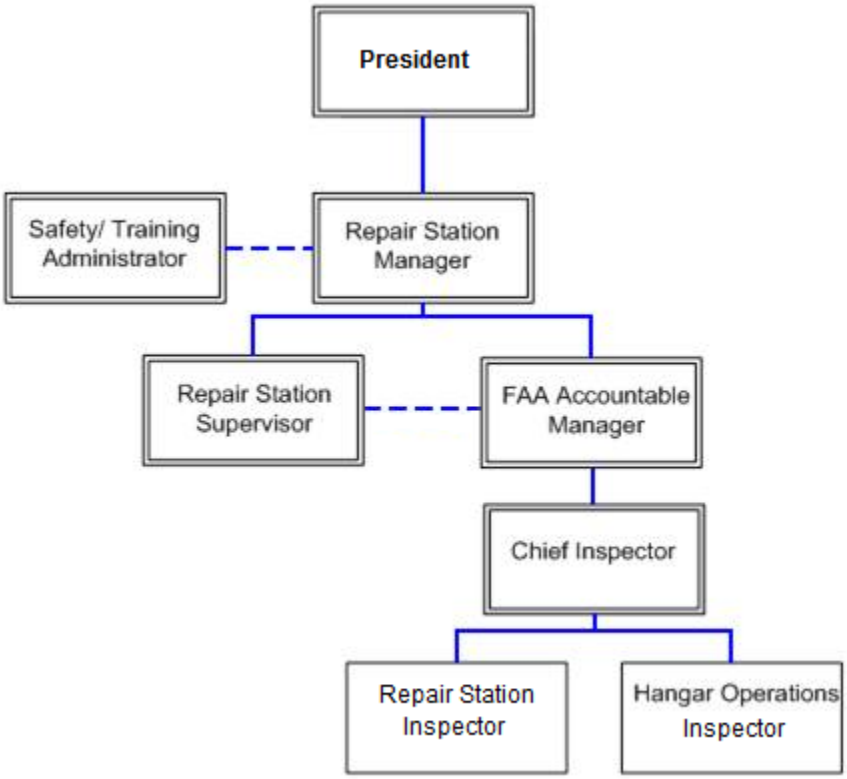
Reference: Part 145, Section 145.209(a)

3.1 Repair Station Organization

The Repair Station is organized from selected operating elements of S-TEC Corporation Customer Support and Genesys Aerosystems, and is subject to all policies and procedures of the Corporation. Exceptions to normal corporate policies and procedures are described in this Repair Station manual, and only apply to those specific corporate elements operating as a certificated Repair Station.

These selected elements are organized as shown in the organization chart shown in Paragraph 3.2 of this section. Duties, responsibilities, and authority to act on behalf of the Repair Station are listed by position in Paragraph 3.3 of this section.

3.2 Organization Chart



3.3 Management Duties, Responsibilities, and Authority

3.3.1 President

The President is responsible for the complete, overall operation of S-TEC Corporation. The President has the complete authority to purchase equipment necessary for the continued day to day operation of the Repair Station including discretionary spending and appropriations for emergencies and unforeseen requirements. He has the authority to authorize the hiring of new personnel as requirements changes and new products are added to the Repair Station operation specification. Additional duties and responsibilities include the following:

1. Provision of adequate housing and facilities to conduct Repair Station business, and provide for maintenance and upkeep of these housings and facilities.

2. Provision of adequate equipment, materials, and competent personnel for the continued operation of the Repair Station.

3. Compliance with all applicable Federal Air Regulations.

4. Compliance with equipment manufacturers' recommendations regarding acceptable facilities, equipment, environmental control, and replacement parts.

The responsibilities listed above shall be delegated to the Repair Station Manager; however, such delegation does not relieve the President of his/her overall responsibilities.

3.3.2 Repair Station Manager

The Repair Station Manager is delegated the responsibility for the operation of the Repair Station by the President of S-TEC Corporation. The Repair Station Manager has the authority to purchase equipment necessary for the continued day to day operation of the Repair Station including discretionary spending and appropriations for emergencies and unforeseen requirements. The Repair Station Manager has the authority to hire personnel (subject to existing corporate policy) necessary to maintain the level of expertise required to maintain all articles for which the Repair Station is rated. Specific delegated responsibilities include:

1. Provision of adequate housing and facilities to conduct Repair Station business, and provide for maintenance and upkeep of these housings and facilities.

2. Provision of adequate equipment, materials, and competent personnel for the continued operation of the Repair Station.

3. Provision of current data necessary to maintain products which S-TEC Repair Station is rated.

4. Compliance with all applicable Federal Air Regulations.

5. Compliance with equipment manufacturers' recommendations regarding acceptable facilities, equipment, environmental control, and replacement parts.

The Repair Station Manager position may be held by personnel with alternate titles. The Repair Station Personnel Roster will identify the individual maintaining this position and associated titles.

3.3.3 FAA Accountable Manager

The FAA Accountable Manager is responsible for supervising all aspects of a Federal Aviation Administration (FAA) / Joint Aviation Authority (JAA) / European Aviation Safety Agency (EASA) certificated Title 14 Code of Federal Regulations (14 CFR) repair station. The FAA Accountable Manager's role and responsibilities include the following. Other duties may be assigned as required.

1. Ensure repair station activities maintain compliance with FAA regulations.
2. Serving as the "Accountable Manager" per 14 CFR Part 145, Section 145.3.
3. Ensure that a good working relationship with FAA personnel is maintained.
4. Assist the Repair Station Manager with identifying appropriate candidates for employment.
5. Identify equipment required to maintain repair station certification.
6. Train and provide assistance to subordinates in proper FAA procedures, standards, and practices required to perform their respective job function.
7. Ensure all required Component Maintenance manuals (CMM's), drawings, specifications, service bulletins, airworthiness directives, SOP's, and other technical data required to repair and return to service all articles for which the repair station is certificated are available and current.
8. Ensure that all work document package forms are properly completed by repair station personnel.
9. Ensure that storage, control, segregation, classification, and identification of parts and material, customer property, and S-TEC Corporation property (core returns) is in accordance with accepted repair station procedures.
10. Assist with common business metrics such as throughput, turn-around-time, manpower, material resources and budget as they relate to repair station operation.

The FAA Accountable Manager position may be held by personnel with alternate titles. The Repair Station Personnel Roster will identify the individual maintaining this position and associated titles.

3.3.4 Repair Station Supervisor

It is the responsibility of the Repair Station Supervisor to plan, direct, and coordinate the activities of the Repair Station. Additional duties and responsibilities are as follows:

1. Training and assisting his subordinates in proper procedures, methods, and practices required to perform their respective job function.
2. Make available all necessary drawings, specifications, service bulletins, airworthiness directives, and other technical data as required to maintain and return to service all articles for which the Repair Station is rated.
3. Maintain all test and measurement equipment in serviceable and working condition.
4. Maintain all precision test and measuring equipment in proper calibration with appropriate records.
5. Ensure that all forms and work records are properly executed by Repair Station personnel.
6. Maintain the Repair Station facilities in a clean and orderly manner.
7. Ensure the proper handling of articles to be maintained while undergoing maintenance.
8. Ensure the preservation of all articles before, during, and after being maintained.
9. Initiate purchase requisitions for parts and materials as required, maintaining proper traceability through vendors certificates of compliance.
10. Storage, control, segregation, classification, and identification of parts and material, customer property, and S-TEC property (core returns).
11. Compliance with all applicable Federal Air Regulations.
12. Ensure current copies of the S-TEC Corporation's SOPs and work instructions used by the repair station are available to repair station personnel.
13. Interface with customers to resolve issues and improve relations.

The Repair Station Supervisor may delegate all or part of these responsibilities to any qualified subordinate as deemed necessary or desirable; however, such delegation does not relieve him/her of their overall responsibilities.

3.3.5 Chief Inspector

The Chief Inspector is responsible for the performance of appropriate inspections including preliminary inspection, hidden damage inspection, progressive inspection, final inspection, and return to service. These inspections shall be performed in either the Repair Service Center, Hangar Operations, or shipping and receiving.

The Chief Inspector is responsible for resolving any conflicts arising from repair service inspector's and/or hanger operations inspector's interpretation of procedures or applicable regulations. The Chief Inspector shall make the final determination in these matters.

The Chief Inspector may delegate all or part of these responsibilities to any other qualified inspector (Repairman or A&P Mechanic) as necessary; however, such delegation does not relieve him/her of their overall responsibility.

3.3.6 Repair Station Inspector

The Repair Station Inspector is directly responsible to the Chief Inspector for all inspection functions within the Repair Service Center. Duties and responsibilities include directing, planning, and coordinating the use of applicable inspection standards, methods, and procedures used by the Repair Station to comply with applicable Federal Air regulations and manufacturers' recommendations. Additional duties include the following:

1. Ensure that all inspections are properly performed on all articles being maintained before the article is released to the public.

2. Ensure that appropriate inspection records, reports and forms are properly executed and complete. Ensure that any article that is determined to be defective or not airworthy is tagged as such and dispositioned for rework or scrap.

3. Collect and maintain in a central location all Repair Station copies of Service Request Orders (SRO), PN 8633. These copies contain the findings of all applicable inspections, record of work performed, parts used, and return to service authorization. These copies are filed by sequential number and are maintained on file for two years.

4. Responsible for having at their disposal current applicable Federal Air Regulations, Applicable Airworthiness Directives, service bulletins, and current manufacturers' technical data.

5. Responsible for the proper execution of Maintenance Releases, Service Request Orders (SRO), and FAA Form 8010-4. Responsible for reporting service difficulty reports within 96 hours after a malfunction or defect has been discovered.

6. Responsible for final acceptance of all incoming material used by the Repair Service Center. He/she is responsible for insuring that new parts and parts processed outside of the Repair Station are airworthy and meet the requirements of the purchase requisition including a vendor's certificate of conformance.

7. Ensure that rejected and unserviceable parts are properly tagged using Non-Conforming Material Tag, PN 8627. These parts shall be scrapped or returned to the owner at their request.

The Repair Station Inspector may delegate all or part of these responsibilities to any qualified inspector (Repairman or A&P Mechanic) as necessary; however, such delegation does not relieve him/her of their overall responsibilities.

3.3.7 Hangar Operations Inspector

The Hangar Operations Inspector is directly responsible to the Chief Inspector for all inspection functions within the Hangar Operations Center. Duties and responsibilities include directing, planning, and coordinating the use of applicable inspection standards, methods, and procedures used by Hanger Operations to comply with applicable Federal Air Regulations and manufacturers' recommendations. Additional duties include the following:

1. Ensure that all inspections are properly performed on all articles being maintained before the article is released to the public.

2. Ensure that appropriate inspection records, reports and forms are properly executed and complete. He/she shall ensure that any article that is determined to be defective or not airworthy is tagged as such and dispositioned for rework or scrap.

3. Collect and forward to Repair Service all Repair Station copies of Service Request Orders (SRO), PN 8633. These copies contain the findings of all applicable inspections; records of work performed, parts used, and return to service authorization. These copies are filed by sequential number and are maintained on file for two years.

4. Responsible for having at their disposal current applicable Federal Air Regulations, Applicable Airworthiness Directives, service bulletins, and current manufacturers' technical data.

5. Responsible for the proper execution of Maintenance Releases, Service Request Orders (SRO), and FAA Form 8010-4. Responsible for reporting malfunctions and defects constituting a hazard to flight on FAA Form 8010-4 within 96 hours after such malfunction or defect has been discovered.

6. Responsible for final acceptance of all incoming material used by the Hangar Service Center. He/she is responsible for insuring that new parts and parts processed outside of the Repair Station are airworthy and meet the requirements of the purchase requisition including a vendor's certificate of conformance.

7. Ensure that rejected and unserviceable parts are properly tagged using Non-Conforming Material Tag, PN 8627. These parts shall be scrapped or returned to the owner at their request.

The Hangar Operations Inspector may delegate all or part of these responsibilities to any qualified inspector (Repairman or A&P Mechanic) as necessary; however, such delegation does not relieve him/her of their overall responsibilities.

3.3.8 Safety and Training Administrator

The Safety and Training Administrator oversees the training program for the Repair Station and reports to the Repair Station Manager. Duties and responsibilities include monitoring the training program, ensuring all local, state, and OSHA environmental and safety programs are followed, ensuring all Federal Air Regulation training requirements are met as outlined in the Repair Station Training Program Manual (Doc. 87129).

3.4 Inspection Continuity

The Chief Inspector shall assign inspectors or other qualified individual to perform the assigned duties of any inspector during absences. Inspectors should notify the Chief Inspector of any planned absences such as vacations or appointments in advance to facilitate rescheduling of inspection duties within the Repair Station and Hanger Operations. Other unscheduled absences should be communicated to the Chief Inspector as soon as practical.

Section 4 Repair Station Personnel

Reference: Part 145, Sections 145.209(b), 145.161

4.1 Roster Content

The S-TEC Repair Station Personnel Roster, PN 87282, shall be a combined roster. The roster shall combine management, supervisory, and inspection personnel, and personnel authorized to return to service aircraft or articles maintained. The roster shall contain the name, title, and authorization codes. The roster format shall include a legend explaining the authorization codes.

4.2 Maintaining and Revising the Repair Station Personnel Roster

The FAA Accountable Manager is responsible for maintaining the Personnel Roster in current condition and for revising the roster when necessary. The Chief Inspector, Repair Station Supervisor, and Repair Station Manager have been designated as alternates in the event the FAA Accountable Manager is unable to perform the necessary revisions. The roster shall be maintained in a Portable Document Format (Adobe pdf) located in a limited access folder on the S-TEC network. The Repair Station Manager, Chief Inspector, FAA Accountable Manager and Repair Station Manager shall have write privileges in order to maintain and revise the roster. The FAA Accountable Manager shall maintain a hardcopy of the roster for review by the Administrator at any time. ***In the event of an employee being terminated, reassigned, a change in the scope of duties of an employee, or the addition of personnel, the Repair Station Supervisor or his designee shall revise the roster within five (5) business days.***

4.3 Maintaining and Revising Employee Summaries

The Repair Station shall maintain an employment summary for each employee listed on the S-TEC Repair Station Personnel Roster. The summary is to be filled out using an S-TEC Repair Station Summary Form, PN 86394. All of the current employment summaries will be grouped into one file, S-TEC Repair Station Employment Summaries, PN 87283. The FAA Accountable Manager is responsible for maintaining the S-TEC Repair Station Employment Summaries in current condition and for revising it as necessary. The FAA Accountable Manager shall also maintain a hardcopy of the employee summaries in his office for review by the Administrator at any time for signature and initials verification. The Repair Station Supervisor, Chief Inspector and Repair Station Manager have been designated as alternates in the event the Repair Station Supervisor is unable to perform the necessary revisions.

The S-TEC Repair Station Employment Summaries, PN 87283, shall be maintained in an Adobe Portable Document Format, PDF, document located in a limited access folder on the S-TEC network. The FAA Accountable Manager, Repair Station Supervisor, Chief Inspector, and Repair Station Manager shall have write privileges in order to maintain and revise the Employment Summaries.

The S-TEC Repair Station Summary Form, PN 86394, shall include the employee name, present title, total years experience, type of maintenance work performed, past relevant employment with names of employers and periods of employment, scope of present employment, type of mechanic or repairman certificate and the ratings held, certificate number, date, signature, and initials.

4.4 Application Procedure for Additional Repairmen

Application for additional repairmen shall be made in accordance with Part 65, Section 65.101. Application for additional airmen or changes in rating shall be made to the Administrator using FAA Form 8610-2.

4.5 Maintaining Repairman Certificates

In order to maintain a repairman certificate the holder must continue to meet the eligibility requirements of PART 65, Section 65.101.

4.6 Surrender of Repairman Certificates

A repairman certificate may be suspended or revoked for violations outlined in Part 65. The holder of a certificate issued under Part 65 that has been suspended, revoked, or no longer in effect shall return it to the Administrator. A certificated repairman employed by this Repair Station must surrender his/her certificate to the FAA Accountable Manager. The FAA Accountable Manager shall forward the certificate to the Administrator in accordance with Part 65, Section 65.15.

4.7 Display of Repairman Certificates

Each person who holds a valid repairman certificate shall keep it in the immediate area where he/she normally exercises the privileges of the certificate. Upon request, the repairman shall present his/her certificate for inspection to a representative of the Administrator, an authorized representative of the National Transportation Safety Board, or any Federal, State, or local law enforcement officer.

Section 5 Operations, Housing, Facilities, Equipment, and Materials

Reference: Part 43 and Part 145, SECTIONS 145.101 through 145.109

5.1 Operations

This Repair Station is part of and co-located with S-TEC Corporation and Genesys Aerosystems. S-TEC Corporation and Genesys Aerosystems is a manufacturer of automatic flight control systems, electronic flight instrumentation systems (EFIS), and engine instrumentation display systems (EIDS). This Repair Station combines operating elements from S-TEC Corporation Product Support and Genesys Aerosystems. The procedure for articles brought in for repair is detailed in section 5.2; the procedure for aircraft brought in is detailed in section 5.3.

This Repair Station utilizes the shipping and receiving facilities and personnel of S-TEC Corporation and Genesys Aerosystems to package articles for shipment and to unpack articles received for repair and core returns. Receiving personnel are incorporated in the Repair Station roster as inspectors for shipping damage only, and shall notify the Repair Station receiving clerk immediately in the event of shipping container damage. The article will then be immediately inspected for shipping related damage. The owner/operator is notified in the event the article is damaged in any way. Articles for repair and core returns are delivered to the Repair Station receiving area for processing.

5.2 Repairs

This repair station may only perform maintenance, preventive maintenance, or alterations on an article if the article is listed on the current capability list, PN 87268. This repair station is required to have all of the housing, facilities, equipment, material, technical data, processes, and trained personnel in place to perform the work on the article as required by part 145.

5.2.1 SRO and Routing

Each article for repair shall be given a Service Request Order (SRO), form number 8633, with a unique number. Sample forms and instructions for completing the SRO are found in Sections 3.4 and 4.4 of the Repair Station Forms Manual, PN 87130. Relevant sections of the SRO shall be completed by the Repair Station receiving clerk at this time.

UPGRADE refers to base part number changes, e.g. 01298-01-01-001 upgraded to 01304-01-01-001. Items that have the dash number changed shall be considered a repair, and be processed within the S-TEC Repair Station.

All UPGRADE returns shall be identified with an orange or red adhesive label bearing the word “UPGRADE”. UPGRADE returns too small for the affixing of the identifying label shall have the identifying label affixed to the Service Request Order (SRO). UPGRADE returns, SRO, Datasheet, and incoming documentation shall be routed to Manufacturing Scheduling unless specifically authorized to be completed within this Repair Station by the Repair Station Manager.

All returns other than UPGRADE require no special identification other than the Service Request Order (SRO). For all other returns, SRO, Datasheet, and incoming documentation shall be routed to the Repair Station.

5.2.2 Preliminary Inspection

All returned articles for repair shall be given a preliminary inspection in accordance with Section 3.2 of the S-TEC Repair Station Quality Control Manual, PN 87128 prior to any work beginning and as the article is processed through the repair process. This inspection does not require a certified inspector (Repairman or A&P Mechanic).

5.2.3 Hidden Damage Inspection

All returned articles involved in an accident or incident, or subjected to misuse or alteration shall be given a Hidden Damage ***Inspection*** in accordance with Section 3.3 of the S-TEC Repair Station Quality Control Manual, PN 87128. This inspection does not require a certified inspector (Repairman or A&P Mechanic).

5.2.4 Evaluation, Repair, and Test

Each article shall be maintained in accordance with the appropriate Component Maintenance Manual (CMM) for the particular part number to be maintained. These CMM's contain all necessary documentation to test, repair, inspect, and return to service each article this Repair Station is authorized to maintain. The CMM's are available to all personnel in the Repair Station while performing maintenance. Throughout the evaluation, repair and test, each article shall be subject to progressive inspection in accordance with Section 3.4 of the S-TEC Repair Station Quality Manual, PN 87128. All parts installed on articles and/or aircraft shall maintain traceability.

A label shall be affixed to all repaired articles with at least the following information; REPAIRED, S-TEC Corporation, Air Agency Certificate Number, Part Number, Serial Number, and work order number.

5.2.5 Final Inspection

Final Inspection and Return to Service shall be conducted in accordance with Section 3.5 of the S-TEC Repair Station Quality Manual, PN 87128 after all other inspections, repair, tests, and/or service has been performed. Documents are reviewed at this time for accuracy and completeness. These inspections shall be performed by an appropriately certificated inspector (Repairman or A&P Mechanic). Once the inspection is complete, the inspector shall affix a tamper evident label to the article if, and where, it originally had one applied.

5.2.6 Shipping

After document review and return to service, the maintained articles and all paperwork shall be returned to the Repair Station shipping clerk or designee for processing. The orange or red "UPGRADE" labels shall be removed by the Repair Station shipping clerk prior to shipment. Datasheets shall be attached to the repair station copy of the Service Request Order (SRO) and retained in accordance with Section 11 of this manual. The shipping clerk or designee shall move the article to the "repair" shelf in the shipping department where it will be packaged to prevent damage and returned to the customer via common carrier.

5.3 Core Returns (S-TEC Property)

Each article being returned as a repairable core shall be identified using an SRO Status Report, form name SSSFSSROStatusReport. Components already in core stock may continue to be identified with a Component Record Tag, (PN 8641). Sample forms and instructions for completing the SRO Status Report are found in Sections 3.3 and 4.3 of the S-TEC Repair Station Forms Manual, PN 87130. Relevant sections of the SRO Status Report shall be completed at this time. All articles being returned as a repairable core shall be given a preliminary inspection in accordance with Section 3.2 of the S-TEC Repair Station Quality Manual; PN 87128 at the time a new SRO is issued to return the core to service. A hidden damage inspection shall be performed in accordance with Section 3.3 of the S-TEC Repair Station Quality Control Manual, PN 87128 when required.

The returned repairable core and its SRO Status Report shall be stored in a specified location within the Repair Station until such time as a final disposition is made (repair, scrap, or salvage). When final disposition is to repair the returned repairable core, it shall be performed as if it were an AFTERMARKET return in accordance with Section 5.2.1 thru 5.2.5 of this manual. It shall be identified as the property of S-TEC Corporation. Preliminary Inspection findings and Hidden Damage Inspection findings shall be recorded on the Service Request Order (SRO). Components in stock that are identified with a Component Record Tag shall have their buff copies filed and maintained in accordance with Section 3.2 of the S-TEC Repair Station Quality Control Manual, PN 87128.

5.4 Hangar Operations Maintenance

5.4.1 SRO

Each airframe for maintenance or alteration shall be given a Service Request Order (SRO), form 8633. The repair station issues an Installation Statement of Work to define the work to be accomplished by listing each top level operation separately on form 86395.

Technicians enter work accomplished and use their initials to sign off that work on the forms. Inspectors use their initials to sign off inspections. Initials can be traced back to the S-TEC Repair Station Employee Summaries, PN 87283 for identification of the technician and inspector. Each statement of work is checked by an inspector for work accomplished, parts used initials of the technician who performed the work, and inspector who inspected the work.

5.4.2 Preliminary Inspection

It is the responsibility of the Hangar Operations Inspector, or his qualified designee to ensure that aircraft received are in working order and, unless otherwise specified by contract, is flight worthy. It is therefore a requirement for aircraft to have either a Standard Airworthiness Certificate or a special flight authorization (as applicable for the aircraft). This inspection ensures that the incoming aircraft is inspected for those parameters that are a major factor in an aircraft's airworthiness and documented on form 86336.

Additionally, the aircraft's original Type Certificate Data Sheet (TCDS) is referenced to ensure the aircraft is representative of the parameters and requirements as per the original FAA Approved Type Certificate requirements.

If the aircraft has had any Supplemental Type Certificates (STCs) installed from the time of initial Type Certification to the time of inspection, these are also referenced on the initial inspection. If any discrepancies are found during the receiving inspection process, these are communicated to the customer for further instructions. Deviations or discrepancies should be mutually acknowledged by the customer and Hangar Operations personnel prior to the initiation of work on the aircraft.

Following the preliminary inspection, additional records may be prepared by the inspector to provide a comprehensive historical record of the work performed. These records contain statements of work, service bulletins, AD notes, service letters, type of inspection, detailed figures related to functional tests and special nondestructive tests to be accomplished. When special drawings are made to cover specific repair conditions, a copy of these drawings is included in the aircraft records. The approved engineering or other approved technical data authorizing the repair or alteration is clearly indicated.

5.4.3 Inspection for Hidden Damage

The preliminary inspection should include the immediate area of the aircraft to be worked and areas adjacent to and all similar materials or equipment in a given system or structural area. The scope of this inspection will be governed by the type of article involved with special consideration regarding previous operating history, Service Difficulty Reports, service bulletins and AD notes applicable to the article involved. The inspector is responsible for listing all discrepancies noted during inspection on form 86336 prior to release for return to service.

5.4.4 Progressive Inspection

If required, authorized inspectors are assigned to make inspections at various stages of tear down, overhaul, and repair of all articles received by the repair station for service. Progressive inspections are accomplished with a frequency determined by applicable manual recommendations and/or repair station originated work forms and documented on form 86336.

5.4.5 Parts Receiving Inspection

New components manufactured under a type or production certificate, or in accordance with a Technical Standard Order (or similar FAA approved technical data), or components which have been rebuilt by the manufacturer to production specifications, require a visual receiving inspection.

Any repaired or overhauled components received from an FAA certificated repair station do not normally require more than a visual receiving inspection before being returned to service. Repaired or overhauled components that are received from other than an FAA certified repair station, in addition to the normal receiving inspection, will be functionally checked before being returned to service. All components requiring a functional check are routed to the proper repair station technician for the accomplishment of this check.

Functional checks are performed in accordance with instructions contained in the appropriate manufacturer's publications. Before any functional test can be performed, the manual will be verified that it is the latest revision by either the internet on the manufacturer's website, or by contacting the manufacturer directly.

All parts new or overhauled purchased from vendors are checked for proper operations prior to release for installation by the repair station. All parts installed on articles and/or aircraft shall maintain traceability.

5.4.5a Parts Receiving Inspector (PRI)

PRI is responsible for issuing FAA 8130-3 tag for non-standard piece parts on Dual Release or EASA repair. PRI's are on the Repair Station Roster. In PRI absence (or when needed) PAH will issue FAA 8130-3 tag.

5.4.6 Work By Outside Contractors

When tests and/or calibrations are performed by outside contractors, contractors are required to provide documentation of work completed, inspection, and return-to-service as required.

5.4.7 Tagging and Identification of Parts

All articles undergoing maintenance, repairs and/or alterations in the hanger operations require the component parts are kept segregated and in containers in order to assure that all parts of the same unit(s) are kept together. Suitable trays, racks, stands and protective coverings are provided in shop areas to ensure maximum protection of all parts.

- Form 8640 – Serviceable Part tag (yellow): Attached to airworthy or repaired articles which have received final inspection and are approved for return to service. The maintenance release is printed or stamped on the reverse side of this tag. This release is signed by an authorized inspector. The yellow tag remains attached to the parts returned to the customer, unless unable to do so.

- Form 8627 – Defective Parts tag (red): Attached to rejected parts, pending final disposition. If rejected parts become the property of S-Tec, they are segregated from normal stock, or returned to the manufacturer. If a defective part is returned to the customer, the red tag remains attached and a record is made on the work order showing that the part was returned to the customer.

5.4.8 FINAL INSPECTION AND RETURN TO SERVICE

Prior to approval for return to service, regardless of the method used to indicate such approval, the Hangar Inspection Lead, reviews the statement of work and all related documentation to determine that all work has been inspected as required for compliance with this inspection system and FAR Section 145.59. When approval has been given to the above review, the individual authorized in the S-TEC Repair Station Personnel Roster PN 87282, approves the article for return to service.

This approval for return to service is accomplished with regard to the work performed, log book entry, the article involved, the records available with the article, the instructions of the customer, and the 337 if applicable.

Whenever the aircraft records (log) are available, record of work accomplished is expected to be made therein. This does not waive any FAR Part 145 records requirements. Neither will FAR Part 43 or FAR Part 91 be considered waived by FAR Part 145 records requirements.

Articles such as appliances, accessories, and individual parts or components do not have an individual record to which an entry may be added. However, the installation of these items on an aircraft constitutes aircraft maintenance or alteration, and records are made accordingly.

Routinely, major repair approvals are handled in accordance with Section 43.9 and paragraph (b) of FAR Part 43, Appendix A. In all cases when major alteration is involved, FAA Form 337 is completed per FAR Part 43.9 and FAR Part 43, Appendix B.

The Hangar Operations Lead is responsible for establishing that the repair or alteration was made in accordance with the requirements of FAR Part 43. An authorized individual, holding an applicable certificate, signs the conformity statement (Item 6) on FAA Form 337 if required.

Authorized personnel responsible for the approval for return to service of aircraft indicate such approval by signing the approval for return to service (Item 7) on FAA Form 337. Appropriate entries are made in the aircraft record pertinent to the repairs and alterations accomplished by the repair station. Specific reference is made by calendar date to the applicable FAA Form 337. The original FAA Form 337 is inserted in the aircraft record with a copy forwarded to the Aircraft Registration Branch and one copy retained with the statement of work.

It is the responsibility of the person authorizing return to service to ensure that the aircraft flight manual is properly revised following any alteration or modification to the aircraft and that the weight and balance record and/or equipment listing has been amended as necessary. No aircraft or article may be released for return to service until the work order and other records have been reviewed for completeness and final acceptance cleared by inspection.

A maintenance release statement and/or preprinted tag, prepared in accordance with FAR Part 43, Appendix B, is used to release to service major repairs which have been accomplished by this station in accordance with FAR Part 43. Other records required by FAR Part 43.9 are executed, as required, regardless of whether an FAA Form 337 or maintenance release has been used to return the article to service. In any event, the repair station indicates on its copy of the statement of work whether or not a maintenance release was used, including the signature of the authorized personnel.

5.5 Housing and Facilities

This Repair Station is located in a 57,000 square foot steel building, located at One S-TEC Way Mineral Wells, Texas. This Repair Station also utilizes 2 hangars, a 28,000 square foot hangar facility and a 19,000 square foot hangar facility for "fly-in" repairs, STC projects and for aircraft storage during such repairs and STC's. The hangar facilities are located at 5100 Airport Road, directly across the street from the main building and 5200 Airport Road, next door to the first hangar. The hangar facilities are located on the Mineral Wells Municipal Airport (MWL).

The Repair Service is fully air conditioned providing a controlled working environment year round. Adequate lighting and magnification equipment is provided for proper repair of micro-miniature printed circuit boards. ESD safe workstations and soldering equipment and supplies are provided in accordance with S-TEC accepted industry standards.

5.6 Equipment

This Repair Station uses industry standard test equipment such as DMM's, oscilloscopes, logic analyzers, power supplies, and hand tools, as well as specialized test equipment designed by the manufacturer, S-TEC Corporation.

This Repair Station uses only equipment and tools recommended and supplied by the manufacturer. No equivalency determination is required. This equipment is capable of performing all tests and checks all parameters of the articles being maintained. This equipment is permanently located in the Repair Station facilities, or under the control of the Repair Station, except while being repaired and/or calibrated.

Each piece of test equipment, whether it is commercially available, or manufacturer supplied shall have a unique part number and serial number. Each piece of test equipment is also marked with a unique asset number to aid in the calibration recall process. Most all equipment is calibrated on a twelve (12) month cycle. It is not necessary to calibrate this equipment in the event it is moved or relocated to another part of the Repair Station. Calibration is performed in accordance with Section 6.1 of the Repair Station Quality Control Manual, PN 87128. Test equipment found to be defective or deficient in any way, shall be identified in accordance with Section 6.2 of the Repair Station Quality Control Manual, PN 87128.

Upon the discovery of test equipment that is substantially out of calibration which has been used to approve articles for return to service, a meeting shall be convened in accordance with the S-TEC Repair Station Quality Control Manual, PN 87128, Section 7.3 (Deficiencies Found After Return to Service) to address the required corrective action(s).

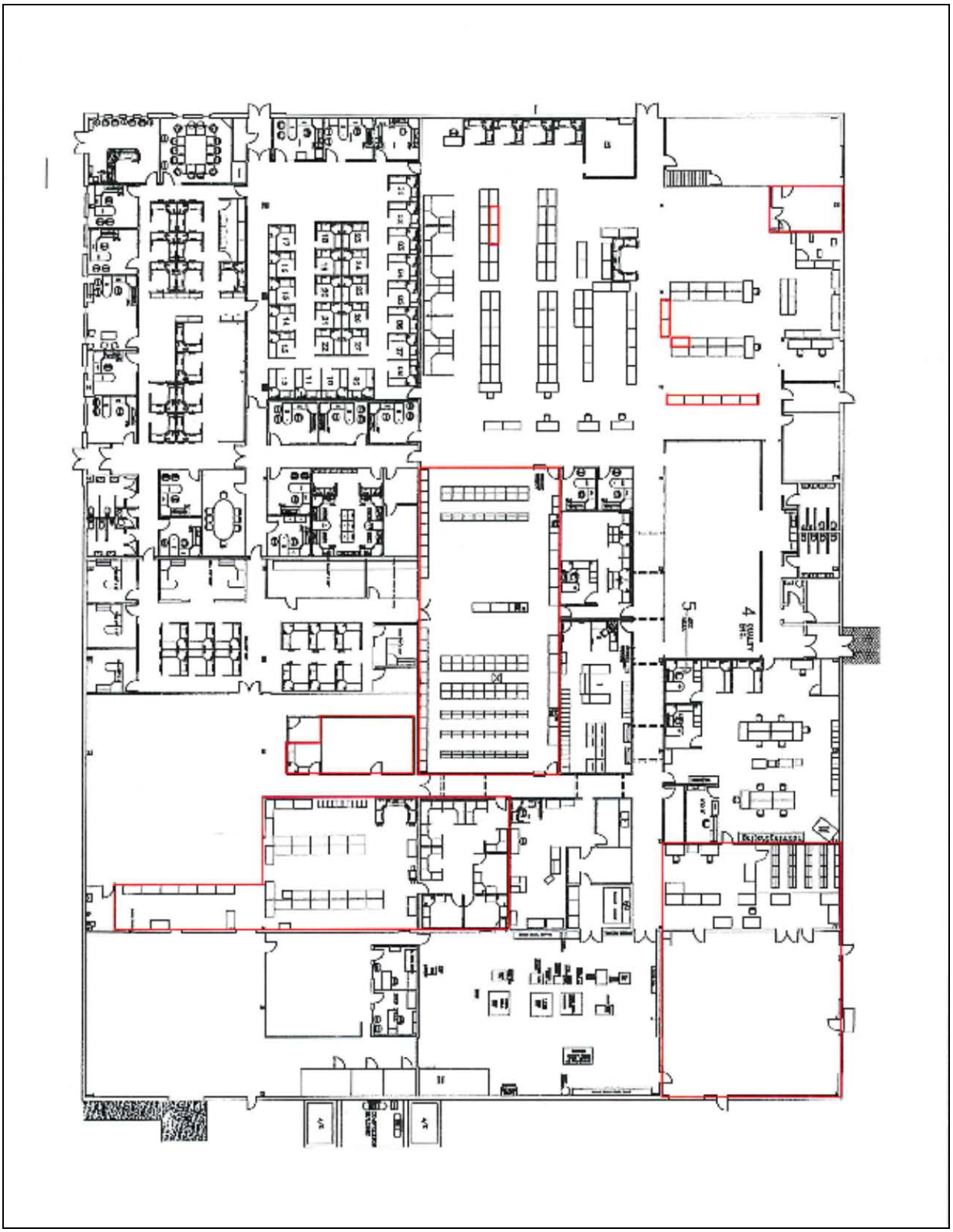
5.7 Materials

This Repair Station is a part of, and co-located with S-TEC Corporation and Genesys Aerosystems, a manufacturer of avionics and flight control systems. This Repair Station obtains all materials necessary to maintain articles for which it is certificated from the OEM.

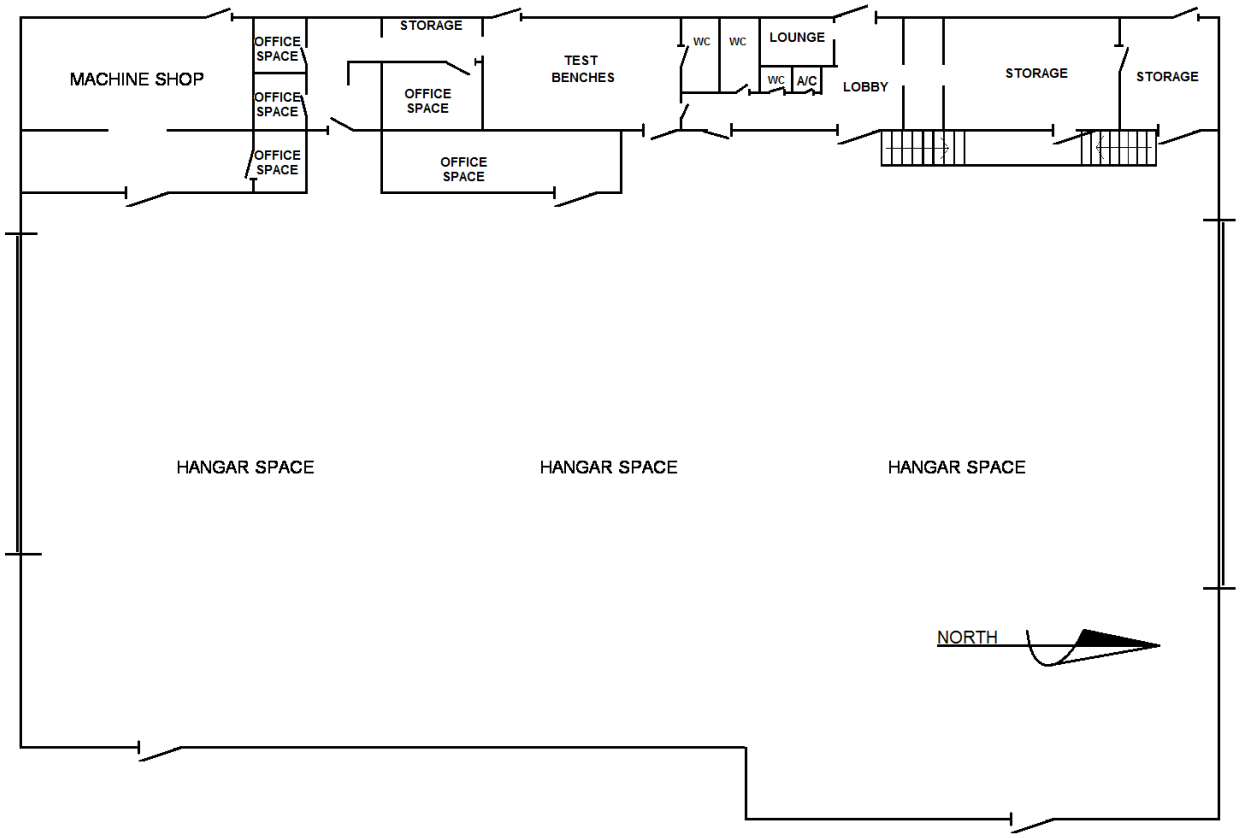
All materials are obtained and inspected in accordance with Section 3.1 of the Repair Station Quality Control Manual, PN 87128. Vendor Certificates of Compliance (C of C's) are on file in the Incoming Inspection department.

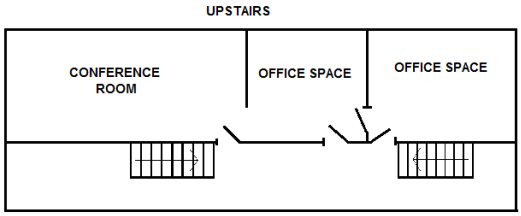
Materials are stored in the Repair Station in a specific, segregated area. Adequate storage is provided for all ESD sensitive material. Proper handling techniques are observed for ESD sensitive devices in accordance with industry standards. It is the responsibility of the FAA Accountable Manager to ensure all articles are purchased, inspected and stored in accordance with this manual.

5.8 Floor Layout – Repair Station

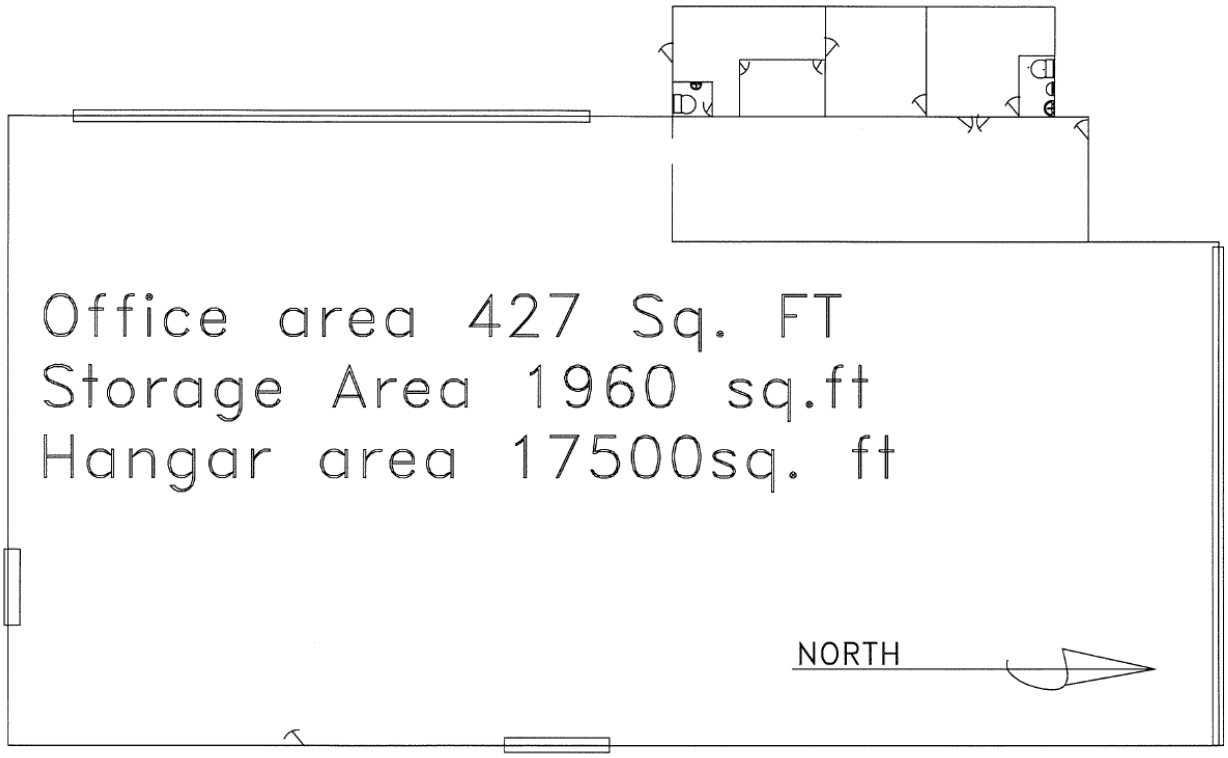


5.8.1 Floor Layout – Hanger Operations 5100 Airport Road





5.8.2 Floor Layout – Hanger Operations 5200 Airport Road



Section 6 Capabilities List

Reference: Part 145, Section 145.215

6.1 Use of a Capabilities List

This Repair Station shall maintain a separate S-TEC Repair Station Capabilities List, document 87268. This document shall be available to all Repair Station personnel, Customer Service personnel, and senior management. The original document with the Administrator approval shall be kept in the office of the FAA Accountable Manager.

This document shall contain the procedures for document revision, FAA notification, revision distribution, identification of revised text, and section control.

Section 7 Training Program

Reference: Part 145, Section 145.163

7.1 Training Program Manual

This Repair Station shall maintain a separate S-TEC Repair Station Training Program Manual, PN 86129. This manual shall contain the procedures for manual revision, FAA notification, revision distribution, identification of revised text, and section control. This manual shall be available to all Repair Station personnel, Safety and Training Coordinator, and senior management. The original document with the Administrator approval shall be kept in the office of the FAA Accountable Manager.

Repair Station employee training for Repair Station Manual, Quality Control Manual, EASA Supplement, Maintenance & Inspection Forms Manual and Training Manual shall be conducted annually.

Section 8 Work Performed at Another Location

Reference: Part 145, Section 145.203

8.1 Special Circumstances

This Repair Station may perform work away from its fixed location from time to time on a limited and temporary basis when special circumstances arise or when it is necessary to perform repairs on a temporary basis for an extended period of time. The FAA Accountable Manager or his designee shall notify the Administrator when such special circumstances arise. The Administrator shall be notified in writing on corporate letterhead or via electronic mail (email). The request shall include the following information:

1. Customer name and address
2. Aircraft make, model, and registration
3. Location where work is to be performed
4. Tentative schedule
5. Type of equipment to be maintained

Equipment required for the work shall be packaged to prevent damage and shipped to the remote location using surface or air freight as scheduling requires. Equipment required to perform maintenance shall be the same type of equipment specified in the appropriate manufacturers' CMM (Component Maintenance Manual). Specialized equipment may be leased at the repair location provided it meets the requirements specified in the appropriate manufacturers' CMM. Equipment shall be verified as operational, and in calibration in accordance with the manufacturers' recommendations prior to being transported to the remote location. All equipment shall be given an operational check upon arrival at the remote location. Any equipment found to be non functional or out of calibration upon arrival shall be identified and returned for repair or calibration in accordance with Section 6 of the S-TEC Repair Station Quality Control Manual, PN 87128. The FAA Accountable Manager shall ensure that all equipment required off site shall be maintained in accordance with Section 6 of the S-TEC Repair Station Quality Control Manual, PN 87128. The FAA Accountable Manager shall also maintain copies of the calibration certificate for any leased equipment to ensure traceability.

All work performed off site shall be documented in the same manner as work performed at the fixed location using the inspection and maintenance forms found in the S-TEC Repair Station Inspection and Maintenance Forms manual, PN 87130.

The FAA Accountable Manager shall ensure that adequate facilities are provided to perform the maintenance task and that personnel performing the work shall have access to current copies of the S-TEC Repair Station Manual, S-TEC Repair Station Quality Control Manual, S-TEC Repair Station Forms Manual, S-TEC Repair Station Capabilities List, and all current data necessary to repair, inspect, and return to service any equipment maintained at the remote location. The work document package, including signed copies of the SRO (Service Request Order) and FAA Form 8130-3 shall be returned to the FAA Accountable Manager via email, package delivery service, or hand carried back to the repair station fixed location for filing in accordance with Section 11 of this manual.

8.2 Recurring Basis

This Repair Station may perform work away from its fixed location from time to time on a recurring basis in accordance with S-TEC Repair Station's Operation Specifications, paragraph Dl00 and the procedures referenced in Section 8 of this manual.

Equipment required to perform maintenance shall be packaged to prevent damage and shipped to the remote location using surface or air freight as scheduling requires. Equipment required to perform maintenance shall be the same type of equipment specified in the appropriate manufacturers' CMM (Component Maintenance Manual). Specialized equipment may be leased at the repair location provided it meets the requirements specified in the appropriate manufacturers' CMM. Equipment shall be verified as operational, and in calibration in accordance with the manufacturers' recommendations upon arrival at the remote location. Any equipment found to be non functional or out of calibration upon arrival shall be identified and returned for repair or calibration in accordance with Section 6 of the Repair Station Quality Control Manual, PN 87128. The FAA Accountable Manager shall maintain copies of the calibration certificate for any leased equipment to ensure traceability.

All maintenance shall be performed in accordance with this manual. All maintenance shall be documented using the maintenance and inspection forms specified in the Repair Station Maintenance and Inspection Forms Manual, PN 87130.

All maintenance performed at another location shall be supervised and inspected by a holder of a valid and appropriately certificated repairman or mechanic, and specifically authorized to do so in the Repair Station Roster of Management, Supervision, and Inspection Personnel.

All materials needed for the maintenance task to be performed shall be obtained from the repair station fixed location in accordance with Section 5.9 of this manual.

The Accountable Manager shall insure that adequate facilities are provided to perform the maintenance task.

The Repair Station Procedures Manual, Quality Control Manual, Maintenance and Inspection Forms Manual, and Capabilities List are available via a VPN (Virtual Private Network) established between the remote location and the repair station fixed location network.

Current data necessary to repair, inspect, and return to service any equipment maintained at another location shall be made available in the form of manufacturers' CMM's (Component Maintenance Manual). These CMM's shall be maintained in current condition in accordance with Section 5 of the Repair Station Quality Control Manual, PN 87128.

The work document package, including signed copies of the SRO (Service Request Order) and FAA Form 8130-3 shall be returned to the Accountable Manager via email, package delivery service, or hand carried back to the repair station fixed location for filing in accordance with Section 11 of this manual.

8.3 Continuous Basis

This Repair Station shall not perform any work away from its fixed location on a continuing basis. Should it become necessary to perform work at another location on a continuous basis, the Repair Station shall apply for a satellite or stand-alone certificate at that location.

Section 9 Work Performed for Air Carriers Under Parts 121, 125, 129, or 135

Reference Part 145, Section 145.205

9.1 Air Carrier Maintenance Program and Maintenance Manual

This Repair Station maintains on site all equipment necessary to maintain articles for which it is rated. The air carrier shall be required to provide the applicable sections of its maintenance program or manuals at the time the work is performed. The purchase order shall include references to all applicable sections of its maintenance program or manuals required to perform the maintenance requested as well as any requests for maintenance on a time schedule. The Repair Station Supervisor or designee is responsible for reviewing purchase orders for completeness and correctness prior to the beginning of any work.

The Repair Station Supervisor or designee is responsible for ensuring the air carriers' procedures and technical data are available prior to the beginning of any work. This Repair Station shall not maintain any operators' data on hand unless performing repairs. All operators' data shall be returned when the equipment is returned to the operator.

Operators requiring special forms which differ from the forms used by the Repair Station shall supply those forms and instructions for completion with the purchase order and equipment to be maintained. Copies of all special forms supplied by the operator shall be attached to the Repair Order (RPO) and held in accordance with Section 11 of this manual.

Any equipment received from an air carrier operating under Parts 121, 125, 129, or 135 without the necessary sections of the air carriers' maintenance program or manual shall be identified in accordance with Sections 3.4 and 4.4 of the S-TEC Repair Station Forms Manual, PN 87130 and held in the Repair Station receiving area until such time that the proper data is supplied by the air carrier, or the equipment is returned marked "return as is" to the air carrier with a written statement detailing the reason for return.

In the event that this repair station is required to file a FAA form 8010-4, Malfunction or Defect Report on a component on which it has performed maintenance, preventive maintenance, or altered in some manner, and this component is used by an air carrier, the air carrier shall be notified of such action. The air carrier shall be supplied a copy of the FAA form 8010-4, Malfunction or Defect Report detailing the findings. The air carrier shall be notified of any malfunction or defect in the most expedient manner possible by the FAA Accountable Manager.

9.2 RII Inspections

This Repair Station shall not perform maintenance on any equipment requiring RII, (Required Inspection Items) inspection.

9.3 Training Requirements

This Repair Station does not perform maintenance on any air carrier equipment requiring specialized training.

9.4 Line Maintenance

This Repair Station does not perform line maintenance for air carriers operating under Parts 121, 129, or 135.

Section 10 Contract Maintenance

Reference: Part 145, Section 145.217

10.1 Contract Maintenance Information

The Administrator must approve the maintenance functions to be contracted to the outside sources; and the FAA Accountable Manager shall maintain and makes available to the Administrator, in a format acceptable to the FAA, the following information:

- The name of each outside facility to whom the repair station contracts maintenance functions and the type of certificate and ratings, if any, held by each facility. These facilities are listed in Document PN 87289, Section 2.
- The maintenance functions that may be contracted to outside facilities. These functions are listed in Document PN 87289, Section 3.

S-TEC repair station may contract a maintenance function pertaining to an article to a noncertificated person provided:

- The noncertificated person follows a quality control system equivalent to the system followed by the S-TEC repair station;
- The S-TEC repair station remains directly in charge of the work performed by the noncertificated person; and
- The S-TEC repair station verifies, by test and/or inspection, that the work has been performed satisfactorily by the noncertificated person and that the article is airworthy before approving it for return to service.

The S-TEC Repair Station may not provide only approval for return to service of a complete type-certificated product following contract maintenance, preventive maintenance, or alterations.

10.2 Contract Maintenance Function List

Section 3 of The Contract Maintenance List, Document PN 87289, lists all functions S-TEC Repair Station is authorized to contract out to other entities. This list is approved by the Administrator by indications of signature and date of Principal Avionics Inspector under the list.

When a new Function is added to the Contracts Maintenance Function List, Document PN 87289 is revised and resubmitted to the Administrator for approval.

Section 11 Required Records and Recordkeeping

Reference: Part 43, Section 43.9 and Part 145, Sections 145.209(i) and 145.219

11.1 DESCRIPTION OF REQUIRED RECORDS

This Repair Station utilizes a Service Request Order (SRO) form which is used to record information required by Part 43, Section 43.9. All records are in English, and meet the minimum requirements of Part 43, Section 43.9. Required information includes a description of the work performed, date of completion, and initials of the person performing the work. It also shall include the signature of the person approving the work for return to service. The Repair Station maintains a separate S-TEC Repair Station Forms Manual, PN 87130. This S-TEC Repair Station Forms Manual contains samples of all the forms used by the Repair Station, as well as instructions for completing the forms. The work document package consists of a Service Request Order (SRO) with a unique number, Datasheet, and customers' purchase order/instructions. In addition to the required information above, the Service Request Order (SRO) contains Preliminary Inspection results, Hidden Damage Inspection results (when required), functional test results, a list of replacement parts, and compliance statements for any SB's and or AD's complied with. The Service Request Order also includes a maintenance release statement for repairs conducted on equipment received without maintenance logs.

11.2 DESCRIPTION OF THE RECORDKEEPING SYSTEM

The recordkeeping system consists of a series of filing cabinets located in the Repair Service area. The facility is locked and armed during non-working hours. Service Request Orders (SRO) are filed in numerical order. The Repair Station utilizes an order entry system for billing purposes that can be used to facilitate retrieval of specific documents when the Service Request Order (SRO) number is not known. The system can retrieve Service Request Orders (SRO) when the customer name, customer number, packing list (sales order) number, or part number and serial number of the repaired equipment is known. Required records shall be maintained for a period of two (2) years from the date of repair.

11.3 RECORDKEEPING SYSTEM MAINTENANCE

The FAA Accountable Manager is responsible for maintaining the recordkeeping system. The FAA Accountable Manager may delegate this responsibility to any qualified subordinate. Such delegation does not relieve the FAA Accountable Manager of his/her responsibility.

11.4 RECORD REVIEW PRIOR TO APPROVAL FOR RETURN TO SERVICE

All Service Request Orders (SRO) shall be reviewed for completeness and accuracy during final inspection, prior to approval for return to service. Final inspection and return to service shall only be performed by qualified inspectors (Repairmen or holders of valid A&P licenses) certificated under Part 65. Each inspector has been qualified in accordance with Section 4.1 of the Repair Station Quality Control Manual, PN 87128.

11.5 OWNER/OPERATOR MAINTENANCE RELEASE REQUIREMENTS

The owner/operator shall be given a signed copy of the maintenance release (SRO or 337) upon completion of the required repairs. The repaired components shall also be accompanied by a signed FAA Form 8130-3, Airworthiness Approval Tag.

Major repairs and alterations shall be documented on FAA form 337. Sample forms and instructions for completing the FAA Form 337 are found in Sections 3.10 and 4.10 of the S-TEC Repair Station Forms Manual, PN 87130. The FAA form 337 shall be completed and processed in accordance with AC 43.9-1. A copy of the FAA form 337 shall be attached to the Service Request Order (SRO) and retained in the Repair Station record system. The owner/operator shall be given a signed copy of the FAA form 337 and an entry made in the airframe logbook using a stamp. A sample of the logbook stamp, as well as instructions for completing the logbook entry can be found in Sections 3.1 and 4.1 of the S-TEC Repair Station Forms Manual, PN 87130.

The inspection findings and return to service authorization shall be documented on the Service Request Order (SRO),PN 8633, Maintenance Release (Serviceable Tag), PN 8640, or an FAA Form 8130-3. Preliminary Inspection and Hidden Damage findings for S-TEC Property being returned as cores shall be documented on the SRO issued to return the core to service.