

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 1	REVISION E

EASA SUPPLEMENT REFERENCE NO. E99-92
TO FAA 14 CFR PART 145 REPAIR STATION MANUAL
REFERENCE NUMBER RSM-1

AHLERS AEROSPACE, INC.
3621 RAIDER DRIVE
HURST, TEXAS 76053

FAA REPAIR STATION NO. D1WR0740

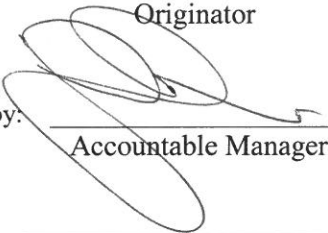
EASA APPROVAL NO. 145.5452

This Supplement does not form part of the FAA 14 CFR Part 145 Repair Station Manual.

Compliance with the FAA accepted supplement together with the FAA 14 CFR Part 145 Repair Station Manual forms the basis of the European Aviation Safety Agency (EASA) Part-145 approval. This supplement forms part of the applicant's obligation for EASA Part-145 approval as specified in this guidance.

Prepared by: PETER KAYFUS
Originator

Reviewed by: 
Quality Manager

Reviewed by: 
Accountable Manager

NOTICE OF PROPRIETARY RIGHTS

This document contains confidential technical data, including trade secrets and proprietary information, which are the property of Ahlers Aerospace, Inc. Disclosure of this data to you is expressly conditional upon your assent that its' use is limited to use within your company only (and does not include manufacture or processing uses). Any other use is strictly prohibited without prior written consent by Ahlers Aerospace, Inc.

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 2	REVISION E

REVISION PAGE		
PAGE	REVISION	DESCRIPTION
ALL	-	INITIAL RELEASE
ALL	A	REVISED FACILITY LOCATION
ALL	B	UPDATED TO MAINTENANCE ANNEX GUIDANCE, ECO 6765
ALL	C	UPDATED TO MAINTENANCE ANNEX GUIDANCE REV. 4, ECO 7638
ALL	D	UPDATED TO MAINTENANCE ANNEX GUIDANCE REV. 5, ECO 8097
ALL	E	INCORPORATED CORRECTIONS AND FAA COMMENTS, ECO 8123

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 3	REVISION E

1. TABLE OF CONTENT AND LIST OF EFFECTIVE PAGES

SECTION	TITLE	PAGE
i	Cover Page	1
ii	Revision Page	2
1.0	Table Of Content	3
2.0	Amendment Procedure	4
3.0	Introduction	4
4.0	Accountable Manager's Commitment Statement	4
5.0	Approval Basis And Limitation	5
6.0	Access By EASA And FAA	5
7.0	Work Orders / Contracts	5
8.0	Approved Design And Repair Data	6
9.0	Airworthiness Directives	7
10.0	Release and Acceptance of Components	7-10
11.0	Certificate Of Airworthiness Validity	10
12.0	Release Of Aircraft After Maintenance	10
13.0	Reporting Of Unairworthy Conditions	10
14.0	Quality Assurance System	10-12
15.0	Provision Of Hangar Space For Aircraft Maintenance	12
16.0	Contracted Maintenance	12
17.0	Human Factors	13
18.0	Line Stations	13
19.0	Work Away From Fixed Location	13-14
Appendix 1	Audit Program	15-16
Appendix 2	Line Stations	17
Appendix 3	Sample 8130-3	18

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 4	REVISION E

2. AMENDMENT PROCEDURE

This EASA supplement defines the practices and procedures to be used by Ahlers Aerospace for approval by the EASA. Any changes to this document must be submitted to the FAA FSDO for Approval and that working practices/procedures must be reflected in the 14 CFR 145 Repair Station Manual or, if appropriate, in this EASA Supplement. The Quality Assurance Manager is responsible to assure that the EASA requirements are met and is responsible for amendment action and for ensuring the FAA Approval process is carried out.

Failure to ensure that the 14 CFR 145 Repair Station Manual (RSM) and this EASA Supplement are kept up to date in respect of regulatory changes and that the Repair Station staff complies with the procedures therein could invalidate the EASA Approval.

The procedures meet the Maintenance Annex Guidance (MAG) material between the FAA and EASA. Changes to the MAG shall be implemented, as applicable, within 90 days after the effective date of the change, unless otherwise specified.

3. INTRODUCTION

EASA Part-145 is a European requirement based largely on 14 CFR Part 145 and includes a requirement for EASA Part-145 maintenance of all aircraft/aircraft components used in commercial air transport operations. This EASA supplement is necessary to qualify Ahlers Aerospace as a maintenance organization that is authorized to perform EASA Part-145 maintenance.

The Maintenance Annex agreed to by the FAA and EASA specifies the basic difference between EASA Part-145 and 14 CFR Part 145 and identifies these differences as special conditions.

A 14 CFR Part 145 repair station can be EASA part 145 approved when the repair station complies with the maintenance special conditions detailed in this document in addition to complying with 14 CFR parts 145 and 43

The statement must be signed and dated by the accountable manager. Whenever the organization's accountable manager is replaced, the new accountable manager must sign and date a new accountable manager's statement.

4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

The accountable manager is responsible for and has authority over all repair station operations, ensuring that repair station personnel follow regulations and serving as primary contact with the FAA.

The accountable manager is the individual responsible for the organization's compliance with 14 CFR parts 43 and 145.

"This supplement in conjunction with RSM-1 defines the organization and procedures upon which EASA approval is based.

"These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being performed under the conditions of the EASA Part-145 approval.

"It is accepted that the repair station's procedures do not override the necessity of complying with any additional requirements formally published by the EASA and notified to this organization from time to time.

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 5	REVISION E

"It is understood that the EASA shall issue an Approval Certificate and list this repair station in an EASA published list as long as the EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that EASA reserves the right to revoke the Approval Certificate if EASA considers that procedures are not followed or standards not upheld."



Signature of Accountable Manager



Date Signed

The statement must be signed and dated by the accountable manager. Whenever the organization's accountable manager is replaced, the new accountable manager must sign and date a new accountable manager's statement. The newly signed statement will be forwarded to the FAA ASI.

5. APPROVAL BASIS AND LIMITATION

EASA approval is based upon compliance with 14 CFR Part 145 and 14 CFR Part 43 except where varied by the special conditions specified in the Maintenance Annex and associated guidance. However, this approval must not exceed the ratings permitted by Commission Regulation (EC) no. 1321/2014

The approval of maintenance work is limited to the scope of work permitted under the current certificate (Operation Specification) issued by the FAA to the repair station in accordance with 14 CFR part 145 for work carried out within the United States. Deviations have to be agreed on a case-by-case basis by the Joint Maintenance Coordination Board (JMCB). Ahlers Aerospace ratings are for INSTRUMENTS: CLASS 1, 2 and 4, Accessories limited by capabilities list.

Ahlers Aerospace has a working and independent quality auditing system to ensure the repair station remains in compliance with 14 CFR 43, 145 and this EASA supplement.

FAA Form 8130-3 will be used for release/return to service document for aircraft component maintenance. When used for EASA Part-145 functions, the following statement shall be placed in block 12. "Certifies that the work specified in block 11 was carried out in accordance with EASA Part-145 and in respect to that work the aircraft component is considered ready for release to service under EASA Approval Certificate Number: EASA 145.5452"

Ahlers Aerospace is not a 14 CFR Part 121 Air Carrier line station.

6. ACCESS BY EASA AND FAA

FAA and EASA staff will be allowed access to the repair station for the purpose of ascertaining compliance with 14 CFR part 145, the EASA Special Conditions, procedures and standards and to investigate specific problems.

The repair station will accept investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures and that the organization will cooperate with these actions.

7. WORK ORDERS / CONTRACTS

The customer is responsible for correctly informing the repair station by work order of all required maintenance and alterations. Ahlers Aerospace will ensure that it has received a clear and understandable work order from the customer. The work orders will specify the inspections, repairs, alterations, overhaul, airworthiness directives and parts replacements that should be carried out. When

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 6	REVISION E

there is doubt, the repair station manager, aided by other technical persons if necessary, will have responsibility for communicating with the customer.

8. APPROVED DESIGN AND REPAIR DATA

a) Changes to the Type design: Major Changes, Minor Changes, STCs

The EASA-approved design engineering data is normally data supplied by an EASA Design Organization Approval (DOA) holder, or data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by the EASA. In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and /or validation of FAA approved changes to the design by the EASA are contained in Annex 1 to the agreements and in the Technical Implementation Procedures (TIP)

NOTE: EASA defines "design change" as a change to the type design. EASA does not automatically accept alterations that affect type design.

b) Repairs

1) FAA shall approve design data in support of major repairs in accordance with FAA Order 8110.4, Type Certification; FAA Order 8110.37, Designated Engineering Representative Guidance Handbook; FAA Order 8100.15, Organization Designation Authorization Procedures; and FAA Order 8900.1, Flight Standards Information Management Suystem. Minor repairs are made in accordance with "acceptable" data, in accordance with 14 CFR part 43.

2) EASA shall approve design data in support of repairs in accordance with EASA Part 21 Subpart M-Repairs and EASA's procedure Type Certificate Change and Repair Approval.

c) EASA Acceptance of FAA Repair Design Data.

Non-Critical Components.

(1) EASA shall accept data used in support of major repairs regardless of the State of Design of the product, part or appliance, if:

(i) EASA has certificated/validated the products or appliance,

(ii) The FAA is the authority of the State of Design for the repair design data, and

(iii) The FAA repair design data approval is substantiated via an FAA letter or FAA Form 8110-3, FAA Form 8100-9, properly executed FAA Form 337, or a signed cover page of a repair specification.

(2) EASA shall accept data used in support of minor repairs when:

(i) EASA has certificated/validated the products or appliance,

(ii) The FAA is the authority of the State of Design for the repair design data, and

(iii) The repair design data has been provided by a U.S. TC/STC or TSOA holder, or

(iv) For minor repairs from other than a U.S. TC/STC or TSOA holder, the determination that data is acceptable (under 14CFR Part 43) has been made by a U.S. maintenance organization under FAA's authorized system,

Note: An EU company must use EASA Part 21 for the approval of repair data for use on an EU-registered aircraft. Unless the minor repair data has been previously used on an N-registered aircraft, an EU company cannot determine any data to be acceptable data under 14 CFR Part 43 for use on an EU-registered aircraft.

(3) In these circumstances, repair design data are considered to be EASA-approved following its approval or acceptance under FAA's system. This process does not require application to EASA or compliance findings to the EASA to the EASA certification basis.

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 7	REVISION E

CRITICAL COMPONENTS

NOTE: A critical component is defined as a part identified as critical by the design approval holder during validation process, or otherwise by the exporting authority. Typically, such component include parts for which a replacement time, inspection interval, or related procedure is specified in the Airworthiness Limitations section or certification maintenance requirements of the manufacturer's maintenance manual of Instructions for Continued Airworthiness.

(4) EASA shall accept any critical component repair data from a TC/STC holder, regardless of the State of Design of the product, if:

(i) EASA has certificated/validated the product, and,

(ii) The FAA is the authority of the State of Design for the repair design data.

(iii) In these circumstances, repair design data are considered to be EASA-approved following its approval under FAA's system. This process does not require application to EASA or compliance findings to the EASA certification basis.

(5) Repair Design data on critical components, developed by organizations/persons that are not the TC/STC Holder, shall be submitted to the Agency for approval following the standard application procedure, with an EASA Form 31. Applicants do not need to hold a DOA if the repair data has been approved by the FAA.

9. AIRWORTHINESS DIRECTIVES

a) EASA ADs are reviewed by accessing the website <http://ad.easa.europa.eu>. When an EASA ADs applicable to the work being performed under our rating is found, the Repair Station Manager will add the necessary data to the work order for inclusion into the item. If the repair station cannot comply with the AD, its non-compliance will be recorded in the item's maintenance records.

b) EASA ADs are made available to Ahlers Aerospace personnel through electronics means. Ahlers work orders are annotated with the work to be accomplished and the need to incorporate all Airworthiness Directives required by the customer's work order. When necessary the customer will supply any non-FAA Airworthiness Directives to Ahlers Aerospace.

c) When Ahlers Aerospace is aware of an Airworthiness Directive that has not been incorporated in the customer's product, we will communicate this deficiency to the customer for inclusion in their work order.

10. RELEASE AND ACCEPTANCE OF COMPONENTS

a) Release to service of components up to and including complete power plants will be carried out in accordance with 14 CFR 43.9 except that paragraph 7 to 10 of this Supplement will be taken into account. At the completion of maintenance an FAA Form 8130-3 will be issued as a maintenance release by the repair station. In the case of newly overhauled the EASA requires an FAA Form 8130-3 maintenance release and NOT an export certification.

b) The FAA Form 8130-3 will include the EASA Part-145 release to service certifying statement with the EASA Part-145 Approval Number in block 12, and specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, PMA parts and quote the reference and issue/revision of the approved data used.

c) Blocks 13a through 13 e are not used by the repair station.

d) The person approving the product for return to service shall sign block 14b of the form. The FAA repair station certificate number is placed in block 14c.

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 8	REVISION E

e) The status of the component (repaired, inspected, overhauled, etc.) shall appear in block 11 with any relevant comments including detailed references to approved data, Ads, etc., in block 12. Example: "Overhauled in accordance with CMM 111, Section X, Rev 2, S/B 23 and FAA AD xyz complied with. Full details held on WO 456."

f) When used for EASA Part-145 functions, block 14a will be checked with both "14CFR 43.9 Return to Service" and "Other regulation specified in Block 12". The following statement shall be placed in block 12:

"Ahlers Aerospace certifies the work specified in Block 11/12 was carried out in accordance with EASA Part-145 and in respect to that work the component is considered ready for release to service under EASA Part-145 Approval Number: EASA 145.5452"

Other documents, such as work orders or shop travelers (e.g., FAA Form 337) may be used by the organization to comply with the operator's requirements. If this is the case, these documents should be referenced specifically in block 12 and appropriately cross-referenced.

Indicate that block 12 will reference the data used to perform maintenance (i.e., maintenance manual reference including revision status). The data referenced must meet the requirements of the Special Conditions. The referenced data may consist of an attachment to the form, such as a work order, air carrier record, or an FAA Form 337.

g) Please note that the sub clause "except as otherwise specified" is intended for use with two types of deviations as follows:

(1) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in Block 12 and/or attachments.

(2) The case where the particular maintenance requirement was only EASA-approved and not FAA-approved. Example: an EASA Airworthiness Directive not approved by the FAA.

h) The person(s) authorized to sign an FAA Form 8130-3 (maintenance release) is listed on the roster, controlled by RSM-1.

i) The acceptability of components authorized for use during maintenance will comply with the following requirement.

j) Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.

k) Only the following new and used components may be fitted during maintenance.

(1) New Components

i) New components must be traceable to the OEM as specified in the Type Certificate (TC) holders Parts Catalog and be in a satisfactory condition for installation. A release document issued by the OEM or Production Certificate (PC) holder must accompany the new component. The release document must clearly state that it is issued under the approval of the relevant AA under whose regulatory control the OEM or PC holder works.

ii) For U.S. OEMs and PC holders, release must be on the FAA Form 8130-3 as a new part.

iii) For all EU Member States, OEMs, and PC holders, release must be in accordance with EASA Part-21 on EASA Form 1 as a new part.

iv) For Canadian OEMs and PC holders release must be on the Canadian Form One as a new part.

v) Standard parts are exempt from the forgoing provisions, except that such parts must be accompanied by a conformity statement and be in a satisfactory condition for installation.

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 9	REVISION E

vi) PMA parts may only be accepted as detailed in EASA Part-21 or in Annex 1 of the agreement.

vii) Engines rebuilt by the production approval holder can be accepted as specified in the Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP-paragraph 5.1.4).

(2) Used Components

i) Used components shall be traceable to approved maintenance organizations and/or repair stations approved to certify previous maintenance, and in the case of life limited parts, certified the life used. The used component will be in a satisfactory condition for installation and be eligible for installation as stated in the TC holders Parts Catalog.

ii) An FAA Form 8130-3 issued as a dual maintenance release must accompany used components from EASA-approved US- based 14 CFR part 145 repair stations.

iii) Used components from a 14 CFR part 145 repair station not EASA-approved must NOT be used even if accompanied by an FAA Form 8130-3.

iv) An EASA Form 1 issued as a maintenance release shall accompany used components from EASA Part-145 approved maintenance organizations not located in the US.

v) A Canadian Form One issued as a maintenance release must accompany used components from a Canadian EASA-approved maintenance organization.

vi) Used components that have been issued a triple release (i.e., certifying compliance with FAA, EASA, TCCA requirements) on an EASA Form 1 as a maintenance release are acceptable. (For the purpose of the below table, consider this same status as EASA Form 1 Dual*)

Privileges of the dual EASA and FAA certificated maintenance organization			
United States		Europe	
Release Document of Final Assembly: 8130-3 Dual Release		Release Document of Final Assembly: EASA Form 1 Dual Release	
Acceptable New Products/Articles: EASA Form 1 NEW 8130-3 NEW C of C Standard Parts		Acceptable New Components: EASA Form 1 NEW 8130-3 NEW C of C Standard Parts	
USED Products/Articles: Acceptable Used Products/Articles Release Document (input)	Final Assembly Release document (output)	USED Components: Acceptable Used Components Release Document (input)	Final Assembly Release document (output)
8130-3 Single	8130-3 Single	Form 1 Single	Form 1 Single
8130-3 Dual	8130-3 Dual	Form 1 Dual*	Form 1 Dual*
Form 1 Dual*	8130-3 Dual	8130-3 Dual	Form 1 Dual*
Form 1 Single	Form 8130-3 (see below US)	8130 Single	Form 1 (see below Europe)
United States		Europe	
One or more products/articles were installed with an EASA Form 1 single release and so the final assembly cannot be released with an 8130-3 dual release. The final release should be issued with the following statements in the specified blocks. "The final assembly is eligible to be installed only on an EU registered aircraft."		One or more products/articles were installed with a FAA Form 8130-3 single release and so the final assembly cannot be released with an EASA Form 1 dual release. The final release should be issued with the following statements in the specified blocks. "The final assembly is eligible to be installed only on an US registered aircraft."	

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 10	REVISION E

<p>In block 14a only check the box mentioning “Other regulation specified in block 12.” Do not check box that states compliance to 43.9.</p> <p>In block 12, the following text should be inserted: “Certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval no: EASA 145.5452.</p> <p>This product/article meets part 43.9 requirements, except for the following items, and therefore is “not” eligible to be installed on U.S.-registered aircraft:” (List the items)</p>	<p>In block 14a, check only the box mentioning “Other regulation specified in block 12.” Do not check the box that states compliance to 145.A.50.</p> <p>In block 12, include the following release statement: “The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR part 43 and in respect to that work, the items are approved for return to service under certificate no. EASA 14.5452.</p> <p>This product/article meets 145.A.50 requirements, except for the following items, and therefore is “not” eligible to be installed on an EU-registered aircraft:” (List the items)</p>
---	--

11. CERTIFICATE OF AIRWORTHINESS VALIDITY

This paragraph is *NOT* applicable to this repair stations because we lack an airframe/aircraft rating.

12. RELEASE OF AIRCRAFT AFTER MAINTENANCE

This paragraph is *NOT* applicable to this repair stations because we lack an airframe/aircraft rating.

13. REPORTING OF UNAIRWORTHY CONDITIONS

When serious defects are found in EU regulated aircraft, powerplant, propeller or component thereof, then such fact will be reported by the repair station manager to EASA, the aircraft design organization and the customer within 72 hours. When reporting to EASA the identity of the customer must be included to allow follow up action.

The repair station manager is responsible for using the EASA online platform, Occurrence Reporting Form, FAA Service Difficulty Report, or FAA SUP report to report serious defects in EU-registered aircraft or components within the specified timeframe.

14. QUALITY ASSURANCE SYSTEM

The primary objective of the Quality Assurance System (QAS) is to enable the organization to satisfy itself that it can deliver a safe product and that it remains in compliance with 14 CFR 43, 14 CFR 145, and the EASA Special conditions.

There are two elements to the system:

- (1) An independent audit system
- (2) A management/control and follow up system

Independent Audit System

The independent audit system is a process of sample audits of all aspects of the repair station’s ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard nor does it replace any associated inspection / quality control system. Independence will be established by ensuring that audits are not carried out by personnel responsible for the function, procedure or product being audited.

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 11	REVISION E

Personnel from one department will audit the work and products of another section/department in accordance with the audit procedure defined in this section. The audit will be subdivided over a year period in accordance with the audit program of Appendix 1. All applicable 14 CFR 43/145 paragraphs and the EASA supplementary conditions will be checked at least once per year against each primary product line. (A primary product line is any one aircraft or engine or avionic or mechanical product line where the systems and procedures are very similar throughout that product line.)

Ahlers Aerospace does not operate as a 14 CFR Part 121 line stations and will not audit for this line station function.

Ahlers Aerospace' repair station maintains electrical and mechanical parts and will audit this one workshop/product line once a year.

A report will be raised for each audit carried out describing what was checked and any resulting findings/discrepancies. The report should be sent to the relevant department(s) for rectification action giving target rectification dates. The relevant department(s) is required to rectify the findings/discrepancies and inform the quality department.

Management Control and Follow Up

The management control follow up system, which must not be contracted to outside persons, is the Corrective Action Preventative Action (CAPA) system which ensures that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and enables the Accountable Manager/CEO to remain informed of the state of compliance and any safety issues. The Accountable Manager/CEO will hold routine meetings to check the progress on clearing outstanding findings/discrepancies.

Audit Procedure

Audit system will cover the following:

- (1) Procedural audits
- (2) Product audits

The Quality Manager determines which documents, processes or products are to be audited per the audit schedule of Appendix 1. An auditor is assigned to perform or direct the audit. If a supplier is to be audited, purchasing is given notice. When selecting an auditor, choose one who does not have direct responsibility in the selected audit area. Also choose any other technical personnel deemed necessary to make adequate evaluations.

The auditor obtains and reviews all associated documentation applicable to the product, operation and area to be audited. The Internal Audit Checklist, Form 15-002, provides a minimal listing of questions. Additional requirements may be added to the quality audit report or supplier quality report before the actual audit.

The auditor advises the applicable department supervisor, in advance, to coordinate time and support personnel, if appropriate.

The auditor audits the selected process, specification, procedure or product. During the audit, each step is reviewed, including equipment, personnel and all related documentation. Carefully observe the materials, results, tools, facilities and documents used by the operators, technicians or inspectors involved. Verify the on-station availability and use of required documents. Note the revision level of these documents. Verify use of certified personnel and equipment, as required. Examine a product for conformity to specified requirements (e.g., engineering documentation, test procedures, assembly instructions, and quality standards).

The auditor records the results of the audit on the quality audit report describing what was checked and any resulting findings/discrepancies. The auditor initiates a quality Corrective Action Preventative Action request (CAPA) for all discrepancies. The CAPA is sent to the relevant department(s) for

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 12	REVISION E

rectification action giving target rectification dates. The relevant department(s) is required to rectify the findings/discrepancies and inform the quality department.

A copy of the CAPA is sent to the Accountable Manager and enables him/her to remain informed of the state of compliance and any safety issues. The Accountable Manager will hold routine meetings to check the progress on clearing outstanding findings/discrepancies.

The Quality Manager approves the audit report and applicable corrective actions by signing the quality audit report. The audit program chart is updated by filling in the squares as shown by the chart key.

15. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

The repair station currently *does not* have airframe rating. When a contract for maintenance of aircraft is negotiated, the agreement will confirm that the appropriate rating will be obtained and hangar space will be available at the time of maintenance and alterations. We will use covered hangar space for the Base maintenance of aircraft operated under the regulatory control of an EC Member State.

16. CONTRACTED MAINTENANCE

When it is necessary to contract part of maintenance to another organization, the repair station will ensure that the other organization is approved to EASA Part-145 for the maintenance they carry out.

If a non-EASA-approved facility is used to sub-contract the work, then the repair station returning the product to service is fully responsible for ensuring its airworthiness.

a) List of contractors

When part of the maintenance is contracted to another organization, the repair station will ensure that the other organization(s) are either listed by the EASA for the maintenance they carry out or such contracted organization(s) must work under the repair station contracted provisions stated in 14 CFR Part 145 Appendix A.

All organizations contracted by the repair station are listed by the repair station. The list will identify each organization as being controlled by either EASA or controlled under the repair station.

An asterisk identifies those contractors that hold EASA Part-145 certification and must be used when maintaining EU-registered products.

b) Qualifying and Auditing Contractor

- 1) The Repair Station will use the audit form to qualify and audit contractors. The Quality Manager will review and approve the audit.
- 2) Contracting to Non-EASA-approved source:
 - i) Repair Station is responsible for approving the return to service and ensuring airworthiness.
 - ii) The work must be performed under the control of the Repair Station Quality Assurance system and be inspected for compliance to this supplement.
 - iii) Note that any work that cannot be verified or must be disassembled by the Repair Station to determine quality of the work performed, should be contracted to an EASA-approved facility.
- 3) Contracting to EASA-Approved facilities:
 - i) The EASA approved source is responsible for approving the return to service.
 - ii) The Repair Station will verify the work was properly certificated and the source is properly certificated to perform that work
- 4) Receiving Inspection:
 - i) Upon receiving work from a contracted source, receiving inspection will verify the RTS documents for completeness and accuracy. Part number, serial number and work performed will be verified.

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 13	REVISION E

- ii) Receiving inspection personnel will receive technical training before inspecting contracted work by classroom training or on the job training by their supervisor.
- iii) Work contracted to others is placed under this Repair Station Work Order for recording and to ensure proper and complete processing of the maintenance.
- iv) Airworthiness determinations is made on a technical review of the contractor's source documentation by supervisors
- v) The Repair Station Work Order is used to record the contractor's work. This record is retained for the time period specified in the RSM.

5) Audits:

- i) Audits of contractors are conducted by using the audit form on an annual basis. The audit form is reviewed and accepted by the Quality Manager. This record is retained for the time period specified in the Quality Manual.
- ii) Contractors are to comply with operator's manuals, manufacturers' manuals, and Instructions for Continued Airworthiness. The audit of the contractor will ensure the latest documents are in use.
- iii) Contractors will be provided an updated copy of the Repair Station Manual and this supplement whenever a change is published.

17. HUMAN FACTORS

Procedures are in place to detect and rectify maintenance errors that may endanger the safe operation of aircraft. Procedures address resources, human performance limitation and shift changeover. Personnel are trained using a computer presentation to ensure an understanding of the application of human factor principles.

FAA-approved initial and recurrent training program and any revision thereto includes human factors training, addressing resources, human performance limitations, shift changeover and how personnel are trained, to ensure an understanding of the application of human factors principles. The following topics are covered:

- a) General/Introduction to human factors
- b) Safety Culture/Organizational factors
- c) Human Error
- d) Human performance and limitations
- e) Environment
- f) Procedures, information, tools and practices
- g) Communication
- h) Teamwork
- i) Professionalism and integrity
- j) Organization's Human Factors program

18. LINE STATIONS

This portion of the EASA rules are not applicable to Ahlers Aerospace since we *DO NOT* hold line maintenance authorization (per 14 CFR part 145) or the synonymous EASA term: line station .

If we were to obtain this aspect of the portion, operation specifications would be updated with D107.

19. WORK AWAY FROM A FIXED LOCATION

When requested to perform maintenance on an EC registered aircraft or article located outside the territory of the United States, the repair station may work away from its fixed location when:

- a) EASA has been notified in advance of doing the work for a one-time special circumstance. The notification will describe the work to be performed, the date of the work, the customer,

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 14	REVISION E

- and certify to the EASA that he repair station will follow all existing procedures in the current Repair Station Manual and EASA supplement., or,
- b) FAA operation specification D100 approves the maintenance and it is used only as necessary to perform emergency or non-routine maintenance for urgent defect rectification or repair on an EC registered aircraft.

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 15	REVISION E

SUPPLEMENT APPENDIX 1 – AUDIT PROGRAM

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JULY
14 CFR 145.51 & 53 Change of Certificate			/				
14 CFR 145.55 & 57 Renewal of Certificate			/				
14 CFR 145.105 Change of Facility/Location			/				
14 CFR 145.103 Facilities			/				
14 CFR 145.103 Special Facilities			/				
14 CFR 145.151 & 153 Personnel			/				
14 CFR 145.159 Repairman			/				
14 CFR 145.161 Records of Personnel			/				
14 CFR 145.155 & 211 Inspection system			/				
14 CFR 145.109 & 217 Equipment & Material			/				
14 CFR 145.107 & 201 & 203 Compliance with Certificate			/				
14 CFR 145.109 & 201 Standards – See 14 CFR 43			/				
14 CFR 145.157 & 213 Inspection of Work			/				
14 CFR 145.21 Work Records & Retention							/
14 CFR 145.221 Reporting Defects							/
14 CFR 43.2 Overhaul							/
14 CFR 43.3 Persons Auth to Perform Maintenance etc.							/
14 CFR 43.5 Approval for Return Service							/
14 CFR 43.7 Persons Auth to Return to Service							/

Auditing Key:

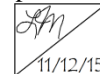
Audit scheduled



Audit carried out-CAPA to be wrote



Audit comp. & closed on date



Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 16	REVISION E

SUPPLEMENT APPENDIX 1 – AUDIT PROGRAM

AUDIT SUBJECT	JULY	AUG	SEP	OCT	NOV	DEC	
14 CFR 43.9 Contents of Maintenance & Alteration Records							
14 CFR 43.12 Falsification of Records							
14 CFR 43.13 Standards							
14 CFR 43.15 Additional standards							
EASA Supp 4 Current Acc Manager Statement Signature					/		
EASA Supp 7 Customer Work Orders					/		
EASA Supp 8 EASA Approved Data					/		
EASA Supp 9 EASA Airworthiness Directives					/		
EASA Supp 10 Release and Acceptance of Components					/		
EASA Supp 12 Aircraft Release or Return to Service					/		
EASA Supp 13 Reporting Unairworthy Conditions					/		
EASA Supp 14 Quality Assurance System					/		
EASA Supp 15 Hangar Space					/		
EASA Supp 16 Contracted Maintenance					/		
EASA Supp 17 Human Factors					/		
EASA Supp 18 Line stations					/		
EASA Supp 19 Work Away from Fixed Location					/		

Auditing Key:

Audit scheduled



Audit carried out-CAPA to be wrote



Audit comp. & closed on date



Prepared by: Quality Manager

Accepted by: Accountable Manager

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 17	REVISION E

SUPPLEMENT APPENDIX 2 – Line Station

Ahlers Aerospace does not operate as a 14 CFR part 121 line station. Therefore it is not necessary to list the basic maintenance capability at each location, or to list the differences from the processes or procedures specified in the 14 CFR 145 Inspection Procedure manual.

Ahlers Aerospace, Inc.			DOCUMENT NO. E99-92		
SUBJECT EASA Supplement to RSM	FSCM/CAGE NO. 3MBT2	DATE 2/8/2016	SECTION N/A	PAGE 18	REVISION E

SUPPLEMENT APPENDIX 3 – Sample 8130-3

INSTRUCTIONS FOR DUAL MAINTENANCE RELEASE USING FAA FORM 8130-3

1. Approving Civil Aviation Authority/Country: FAA/ UNITED STATES		2. AUTHORIZED RELEASE CERTIFICATE FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG				3. Form Tracking Number:
4. Organization Name and Address: AHLERS AEROSPACE, INC. 3621 RAIDER DRIVE, HURST, TEXAS 76053 USA, (D1WR0740) EASA APPROVAL CERTIFICATE 145.5452					5. Work Order/Contract/Invoice Number:	
6. Item:	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/Work:	
12. Remarks Ahlers Aerospace certifies the work specified in Block 11/12 was carried out in accordance with EASA Part-145 and in respect to that work the component is considered ready for release to service under EASA Part-145 Approval Number: EASA 145.5452						
13a. Certifies the items identified above were manufactured in conformity to: <input type="checkbox"/> Approved design data and are in a condition for safe operation. <input type="checkbox"/> Non-approved design data specified in Block 12.			14a. <input checked="" type="checkbox"/> 14 CFR 43.9 Return to Service <input checked="" type="checkbox"/> Other regulation specified in Block 12 Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service			
13b. Authorized Signature:		13c. Approval/Authorization N		14b. Authorized Signature:		
13d. Name (Typed or Printed):		13e. Date (dd/mm/yyyy):		14c. Approval Certificate No.: D1WR0740		
		14d. Name (Typed or Printed):		14e. Date (dd/mm/yyyy):		
User/Installer Responsibilities						
It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article. Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts aircraft engine(s)/propeller(s)/articles(s) from the airworthiness authority of the country specified in Block 1. Statements in Block 13a and 14a do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.						

FAA Form 8130-3 (02-14)

NSN: 0052-00-012-9005

FAA FORM 8130-3 is completed using information required by FAA Order 8130.21, latest revision.

Block 2. Fill in the number of the work order, which is the same number used by the Numbering System/Tracking Log.

Block 5. Fill in the contract, work order or invoice number related to the maintenance release.

Block 6. Enter a line item number such as "1" or "001". Each part number is listed as a separate line item.

Block 7. List the article description as shown by design data or overhaul manual.

Block 8. List the article part number as shown by design data or overhaul manual

Block 10. Enter "N/A" if serial number or batch number is not applicable.

Block 11. Enter "Overhauled", "See Block 12", "Repaired", "Inspected" and/or "Tested", or "Modified", as applicable.

Block 12. Enter any information required by FAA Order 8130.21, latest revision.

Block 13a through 13e. Enter no information in these blocks. Shade or line out to preclude inadvertent or unauthorized use.

Block 14a. Mark both boxes. The certifying statement of block 12 must be printed.

Block 14b. Signature of the person authorized to sign an FAA Form 8130-3 maintenance release.



U.S. Department
of Transportation
**Federal Aviation
Administration**

North Texas Flight Standards District Office
8700 Freeport Parkway, Suite 225
Irving, TX 75063
(214) 277-8500, Fax: (214) 277-8570

February 17, 2016

Mr. Peter Kayfus
Ahlers Aerospace, Inc.
3621 Raider Drive
Hurst, Texas 76053

Dear Mr. Kayfus;

This office has reviewed the Ahlers Aerospace, Inc. EASA supplement revision E and found it acceptable.

If you have any question concerning this matter or require additional assistance please feel free to contact myself at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Ailport".

Michael Ailport
Aviation Safety Inspector