DOMESTIC REPAIR STATION
AND
QUALITY CONTROL MANUAL'S

FOR

West Star Aviation, LLC (DBA) West Star Aviation
(GJT)
796 Heritage Way
Grand Junction Regional Airport
Grand Junction, Co 81506
Federal Aviation Administration Repair Station
Certificate Number **WTXR173J**
&
Additional Fixed Location
(ASE)
Aspen-Pitkin County Airport/Sardy Field
12 West Airport Road
Aspen, CO 81611

Kevin T. Bostwick
Accountable Manager/Quality Assurance Manager

REVISION LEVEL

11

Date: MAR/01/2016

Manual Copy Number

REPAIR STATION MANUAL
14CFR §145.209

WEST STAR AVIATION, LLC (DBA) WEST STAR AVIATION (GJT)
796 Heritage Way
Grand Junction Regional Airport
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Federal Aviation Administration Repair Station
Certificate Number **WTXR173J**

NOTE: ANY AND ALL FORMS, STAMPS OR TAGS REFERENCED IN THIS MANUAL CAN BE FOUND BY USING THE INDEX LOCATED IN APPENDIX B. WEST STAR AVIATION NUMBERS THEIR FORMS USING THE PREFIX OF, "WSF" FOR INTERNAL CONTROL

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West Star Aviation Approval:

Printed: KEVIN T. BOSTWICK

Signed: [signature]

Date: APR 27 2016

Accountable Manager

FAA FSDO Acceptance of:

Printed: ROBERT D. LESITSKY

Signed: [signature]

Date: 4/27/2016

Principal Inspector

RECORD OF REVISIONS

Manual No. _____

NOTE: Electronic versions of this manual may have the manual number and revision date displayed on the disc or CD in lieu of the spaces provided on this page. Since electronic versions of this manual are completely reissued at each revision, the last "date inserted" and "initials" may remain blank on electronic copies of this document.

Retain this record in the manual. Upon receipt of revisions, insert revised pages in the manual and enter the revision number, revision date, insertion date, and initials of person incorporating the revision in the appropriate block on this page. Complete and return the Revision Control Form to the Quality Assurance Manager or designee. All personnel are expected to suggest revisions to the Accountability Manager or their supervisor.

Revision Number	Revision Date	Date Inserted	Initials
Original	January 31, 2004	January 31, 2004	KTB
Rev. 1	September 8, 2004	September 8, 2004	KTB
Rev. 2	February 28, 2006	February 28, 2006	KTB
Rev. 3	July 1, 2007	July 1, 2007	KTB
Rev. 4	July 1, 2008	July 1, 2008	KTB
Rev. 5	October 1, 2009	October 1, 2009	KTB
Rev. 6	June 1, 2010	June 1, 2010	Signature on File in the QA Office
Rev. 7	January 01, 2012	January 01, 2012	Signature on File in the QA Office
Rev. 8	August 15, 2012	August 15, 2012	Signature on File in the QA Office
Rev. 9	March 01, 2014	March 01, 2014	Signature on File in the QA Office
Rev. 10	June 19, 2015	June 19, 2015	Signature on File in the QA Office
Rev. 11	01/MAR/2016	01/MAR/2016	Signature on File in the QA Office

REPAIR STATION & QUALITY CONTROL MANUAL REVISION INSTRUCTION AND CONTROL FORM

MANUAL TITLE BEING REVISED: WEST STAR AVIATION REPAIR STATION & QUALITY CONTROL MANUAL

NUMBER BEING REVISED: _____

REVISION NUMBER BEING INSERTED: _____

***MANUAL REVISION INSTRUCTIONS*:**

Carefully review each page of this revision, until you understand the scope, nature and effect of the changes to the manual being revised. Compare each revised page for details of specific changes. Your questions regarding this revision may be addressed to the Quality Assurance Manager. When you understand each change, revise paper copies of the manual per the following instructions.

NOTE: Since electronic versions are reissued in their entirety, no revision action is necessary. Instructions 1 and 2 below may be ignored for electronic versions.

1) Insert a page of the new revision into the manual. If there is already a page in the manual, with the identical page number, remove the old page. If the page of the new revision does not have an identical, corresponding page already in the manual, place the new page in the correct numerical order. When the revision is complete, the manual should have no duplicated page numbers, with different revision dates or numbers. The pages that were revised and removed may be destroyed.

2) When all pages of the revision are inserted, and all applicable pages of the previous revision are removed, complete the Record of Revisions page of the manual. Some manuals may not have a Record of Revisions page. Typically, a Record of Revisions page will include the following information:
   - Revision Number
   - Revision Date
   - Date Inserted
   - Initials

3) SPECIAL INSTRUCTIONS FOR THIS REVISION:

***REVISION CONTROL INSTRUCTIONS*:**

When the manual has been revised according to the above instructions, read the following statement and sign and date this form. Return this form to the Quality Assurance Manager for West Star Aviation at:

West Star Aviation
796 Heritage Way
Grand Junction, CO 81506
Attn: Quality Assurance Manager

I have reviewed the above referenced revision and understand the contents of the revision. I have revised the manual according to the above listed instructions.
If I have been issued an electronic version of a manual, I also certify that I have access to the computer and software necessary to view all pages of my copy of the manual. I also certify that I understand the use of the computer and software and I am able to view each page of my electronic copy of the manual without assistance.

_____ _____
NAME (Print) DATE

_____ _____
SIGNATURE INITIALS

EXAMPLE

CHAPTER 1

GENERAL AND ADMINISTRATIVE PROCEDURES

Title: **REPAIR STATION MANUAL INTRODUCTION (14CFR §145.209)**

1.0 Purpose: This repair station manual includes a description of the policies and procedures that will be used by this repair station to meet all requirements of 14 CFR Part 145.

2.0 Responsibilities:

2.1 All Repair Station Key Personnel are required to be familiar with the requirements of this manual and the applicable FAA Regulations.

2.2 The Individual Hangar libraries will have a hard copy of the manual to include, department head supervisors of which all technicians will have access to including the electronic version located and accessed on the company intranet. There will be additional copies maintained in the inspection office when a West Star Aviation technician is tasked to work away from base. This travel copy will be checked out by the technician. This Repair Station Manual will be combined with the Quality Control Manual in one binder. These manuals will be tracked as one. A list of manual assignments by individual or location will be maintained in the Inspection office.

2.3 Manual holders are responsible for maintaining their assigned manuals to current revision status, and for ensuring that all personnel under their supervision have access to and are familiar with the contents of the manual and adhere to its provisions, to include the electronic version located and accessed on the company intranet.

3.0 Procedures:

3.1 This manual will describe the housing, facilities, equipment, personnel, and general operating rules pertinent to the operation of this domestic repair station, certificated by the Federal Aviation Administration (FAA) under 14 CFR Part 145. All ratings issued to this repair station by the FAA under Part 145 are described in its Operations Specifications and in this manual.

NOTE: This Repair Station elects not to use the option of a capability list as described in 14CFR §145.209 (d) (1) (2) and 14CFR§145.215. All ratings will be listed in the Operation Specifications.

3.2 The information contained in this manual explains the systems used by the repair station when performing routine/non-routine maintenance, preventive maintenance or alteration on civil aviation articles. When more detail is required to accomplish or record a particular operation, those details are contained in the applicable manufacturer's instructions for continued airworthiness (e.g., maintenance, overhaul and repair manuals), service bulletins, service information letters, Airworthiness Directives, and/or other data acceptable to or approved by the FAA.

3.3 The maintenance, preventive maintenance, or alteration of civil aviation articles will be performed in accordance with the applicable Title Code of Federal Regulations Part 14 CFR. The repair station will not maintain or alter any article for which it does not hold an appropriate rating. The repair station will not maintain or alter any article for which it is rated if the appropriate housing, facilities, equipment, personnel, or technical data are not available or not acceptable to the administrator.

Title: **MANUAL DISTRIBUTION, CONTROL AND REVISION PROCESSES (14CFR §145.209 (k) & §145.211 (c)(4))**

Note: *The following procedures apply to both the Repair Station and Quality Control Manual*

1.0 Purpose:

1.1 To establish a means of manual distribution, control and to ensure revisions to the Repair Station & Quality Control Manual are distributed and inserted into all manuals in a timely manner.

2.0 Responsibilities:

2.1 It shall be the responsibility of the Quality Assurance Manager for coordinating all revisions to this manual with the local Flight Standards District Office.

2.2 It shall be the responsibility of all personnel to ensure all revisions are read, inserted and recorded in a timely manner for the Repair Station and Quality Control Manual, electronic or hard copy where applicable.

3.0 Procedures:

3.1 Each paper manual will have a control number and an assignment entry on the manual cover page. A master list containing the paper manual number, location and revision status will be kept in the Inspection Office. With the assistance of West Star Aviation's computer department, an electronic version of the manual will be maintained and revised on the company Intranet of which all technicians have access, (Reference Appendix C of this manual for additional information on the electronic format of the Repair Station & Quality Control manuals). Production will be notified through their managers via email a new revision has been posted on the company intranet. At that time, it will be the responsibility of production to access the revised Repair Station/Quality Control Manual via the company intranet or hard copy and become familiar with the revisions.

3.2 The Repair Station Manual shall be revised as required consistent with current operations. The Quality Assurance Manager will review this Repair Station Manual once each year confirming the manual is still current and valid for use, or identify needed changes. The Quality Assurance Manager will have any revisions he finds necessary produced in a final form and he will approve this by signing the list of effective pages for coordination with the FAA Flight Standards District Offices ("FAA FSDO") at Salt Lake City, Utah as described below.

3.3 To maintain a clean, professional appearing manual, each procedure within a Chapter will be given a separate document number. In the top right corner of each page, the Chapter Number, Document Number, Effective Date, Revision Number and number of pages for that document will be listed.

3.4 Formal revisions will be published as a complete new document rather than revising individual pages. (Example): If a revision is required within document # 1.020, the entire document titled under 1.020 will be replaced with the revision. A bold vertical line in the left or right margin will indicate the revised part of the document.

3.5 The revised document will carry a new Effective Date and Revision Number. The List of Effective Pages will be revised to show the latest issue dates.

3.6 The FAA Accountable Manager will send one paper copy with an additional copy of the signature page, (List of Effective Pages) of each revision to the Flight Standards District Office for review. The revision package must include all revised pages including a revised list of effective pages. Upon acceptance of the proposed revision, the FAA Flight Standards District Office will sign and date the revision acceptance statement on the List of Effective Pages. One signed copy of the signature page, (List of Effective Pages) is then returned and the other retained to revise the Flight Standards District Office's copy of the manual. Receipt of the returned paper copy, of the signature page, from the FAA FSDO by the repair station signifies revision of the Flight Standards District Office's copy of the manual.

Note: Acceptance by the FAA FSDO is understood by direct communication, or indirectly if no response or comment is provided within 15 business days from the submittal date. Approval by West Star Aviation is understood as soon as the RSM & QCM is sent to the FAA FSDO.

3.7. The Quality Assurance Manager will distribute paper copies of the revised pages to those persons assigned a paper copy of the manual, and attach a copy of West Star Aviation form WSF.027, to each copy. A sample of WSF.027 is included in the preface. Upon receipt of the paper revision, each paper manual holder is responsible for reviewing, understanding and inserting the revised pages into his/her assigned manual and recording the revision on the manual's Record of Revision page.

3.8 The Quality Assurance Manager shall also create a complete new PDF copy of the revised electronic version of the manual. This electronic version will be located on the company Intranet and can be "accessed" from the "home page" by clicking on the "Quality" tab on the LH side of the screen. The newly revised electronic version shall contain all revised pages, correctly inserted. All personal using an electronic version of the manual are responsible for reviewing and understanding the changes to the manual.

3.9 Once paper copies of the manual have been revised, reviewed and understood, and electronic versions have been received, reviewed and understood, each manual holder shall sign and date a copy of Form WSF.027 and return it to the Quality Assurance Manager. Form WSF.027 is used to certify that the revision has been reviewed and is understood by the manual holder and that all revised pages have been inserted into paper copies of the manual. Returned copies of Form WSF.027 are kept on file in the Inspection office and serve as a means of assuring Repair Station & Quality Control Manual Revision Status Control.

4.0 Acceptance and Approval signatures within the Repair Station, Quality Control, EASA and Canadian manuals will be kept in hard copy in the Quality Assurance department.

Title: **WORK PERFORMED AWAY FROM FIXED LOCATION/AWAY FROM BASE (AWB) (14CFR §145.103 (c) & §145.203)**

1.0 Purpose:

1.1 To establish guidelines by which work can be accomplished on a customer's aircraft at a place other than the Repair Station.
NOTE: Work away from fixed location includes: On a recurring basis, temporary/emergency basis-short term and extended. West Star Aviation work orders, work order support documents and this procedure use the term Away from Base (AWB), which is to be considered a synonym for Work Performed Away from Fixed Location or Work Away from Station.

2.0 Responsibilities:

2.1 West Star Aviation will provide maintenance service for its customers at a place away from the Repair Station. West Star Aviation may only provide service for which the Repair Station is rated. The following, may open an away from base work order by following these steps:

-Billing Department
-Program Manager
-Team Leader
-Technician

2.1.1 Those listed above will create work orders as required specifically for AWB. They will do this by pre-loading the Preliminary squawk with the following statement in the discrepancy:

- ***"The Quality Assurance Manager or Quality Assurance Inspector" has approved this work order for the purposes of:*** **"Work performed at a place other than the Repair Station."**
  Travel Destination: **(City, State and Airport ID)**

2.1.2 The Quality Assurance Manager or Quality Assurance Inspector will approve the work order by opening the Preliminary Squawk in Corridor and approving it for "Parts", "Labor" and "Services". This will signify the approval for the work away from station.

2.2 The Director of Maintenance, Program Manager or Team Leader will be responsible for assigning the personnel necessary to perform the work and the Program Manager or Team Leader will be considered responsible for the AWB Technician(s) while at the location.

2.3 The Director of Maintenance, Program Manager or Team Leader will ensure that the transport of tools and equipment will be done so to prevent any damage while in route. To include that all tools requiring calibration will be in calibration before departing the fixed location and will not come due calibration while AWB.

2.4 The Director of Maintenance, Program Manager or Team Leader will be responsible to ensure the technician assigned work away from station has the appropriate qualifications and authority to return an aircraft, engine, or component to service and has all required forms and the work is completed as necessary. At a minimum, at least one of the personnel chosen must have return to service authority. Reference West Star Aviation form WSF 009K, (Return to Service Authority) for technicians with that authority. The only exception to this requirement is if the technician is only being asked to support a work scope with no expectation of approval for return to service.

3.0 Procedures:

3.1 The Director of Maintenance Program Manager or Team Leader will ensure that the article to undergo maintenance and the work force will be in an area safe for the work to be performed and that they will have adequate protection from the elements. The Director of Maintenance, Program Manager and Team Leader will be responsible to provide all the necessary manpower, work forms, technical data, tools, and equipment necessary for the accomplishment of the maintenance. The Director of Maintenance, Program Manager or Team Leader will establish a system of communications between the away from base technicians and the Repair Station via Phone, texting, email and or remote West Star network access.

3.1.1 If maintenance/inspection to be performed is due to an accident, a Hidden Damage Inspection including the areas next to the obvious damaged parts must be complied with in accordance with the Quality Control Manual Chapter 3, (4.0).

3.2 When utilizing the Corridor work order system for approval for return to service, the technician will have with him a hard copy of the work order squawks(s). As needed, the technician will complete the work and inspections on the hard copy using wet signatures or initials.

3.3 Upon completion of the work, the Technician will transcribe the work performed off the hard copy into the Corridor system and the QA department will "Complete" the squawk(s) digitally. Ref. QCM Doc. No. 3.005 para. 2.10 for disposition of WO hard copy.

NOTE: If work is to be performed and full access to the Corridor system is available at the GJT facility via remote access, then all requirements of QCM Doc. No. 3.005 will be followed as required.

3.4 Whenever possible, all Away from Base work scopes will be approved prior to the technician departing, to ensure all elements of an AWB event are in place. The Program Manager, Team Leader or Technician will complete WSF 1501. Once complete, a copy of this form will be forwarded to the Quality Assurance Manager or Quality Assurance Inspector. Once the QA Manager or Inspector is satisfied with the completion of WSF 1501, they will approve the AWB work scope via the process indicated in para. 2.1.2 of this document.

3.5 All work functions will be accomplished in accordance with West Star Aviation Repair Station & Quality Control Manual in conjunction with the manufacture recommendations and the owner/operators/air carrier maintenance/inspection program.

3.6 The Materials Control Manager will be responsible for assigning a stock person who will provide parts and supply support between the repair station and the field personnel. All articles disassembled by repair station personnel outside the repair station will be protected from the elements and properly segregated to eliminate contamination or damage. The inspector(s) assigned will inspect each component and tag accordingly. All tags normally used within the repair station may be used for work outside the repair station.

3.7 All personnel assigned to accomplish work away from the Repair Station shall accomplish the specific function of work in the same manner as when performed at the Repair Station.

3.8 All (RII) Required Inspection items shall be inspected and stamped/signed off by personnel, who have been trained, qualified and authorized by the Operator/Air Carrier.

3.9 The following will be observed for work performed outside of the premises of the repair station.

3.9.3 It is permissible for the person performing the work to inspect his or her own work, when properly authorized and on a case-by-case basis with prior approval by the Quality Assurance Manager with the exception of an Operator/Air Carrier with RII requirements. The Operator/Air Carrier Manual must be followed.

3.9.6 A Team Leader shall be designated to be in charge of the function to be performed. His responsibilities will include assuring compliance with all 14 CFR requirements. The Team Leader need not be at the site of the maintenance if the person performing the maintenance is properly certificated.

3.9.7 If any assistance is provided by any individual or company with their tooling, the tooling must be verified that it has current calibration as required by West Star Aviation Quality Control Manual Chapter 4.

3.9.8 Technicians assigned work away from base duties, will at all times, have on their person, West Star Aviation form WSF 053A, (Repair Station Inspection Authority), card. This card will indicate approval from the QA Manager that the technician has return to service authority for the repair station.

3.9.9 Technicians assigned work away from base duties, will at all times, have available to them a current copy of the West Star Aviation RSM/QCM in a paper or digital format.

3.9.10 If work away from station is to be accomplished on any EASA registered aircraft, the work and return to service must be accomplished in accordance with the West Star Aviation EASA Supplement attached to this Repair Station Manual.

3.9.11 If work away from station is to be accomplished on any foreign registered aircraft, the work and approval for return to service must be accomplished in accordance with the foreign Civial Aviation Authority requirements. To ensure this is accomplished appropriately the technician(s) must coordinate all aspects of the work scope with QA.

3.10 The following is a list of items required for Work Away from Station:

REQUIREMENTS PRIOR TO DEPARTURE FROM THE REPAIR STATION	
1.	WSF 1501, Away from Base Check List will be completed prior to commencement of work for an AWB event. Ref. QCM Doc. No. 5.120 for instructions for use of WSF 1501. Upon completion of this form and during normal business hours, it will be provided to the QA Manager or Inspector via hard copy or electronically as soon as possible, at which time the QA Manager or Inspector will approve the AWB event IAW para. 2.1.2 of this document. In the event, the AWB event occurs after normal business hours, the technician is still responsible for this forms completion and routing to the QA Manager or Inspector, as indicated.
2.	Billing department will have in suspense, "Work Away from Station" work orders as they do for "After Hours". Locate those work order numbers on the Intranet by clicking on the "Aircraft Scheduling" link. These work orders will be distinguishable by a statement in the Preliminary discrepancy that states, "The Quality Assurance Manager or Quality Assurance Inspector has approved this work order for the purposes of, **"Work performed at a place other than the Repair Station."** Travel Destination: (City, State and Airport ID)
3.	Ensure you have the appropriate tooling for the work scope.
4.	Ensure you have the appropriate and current technical publications, (M/M, I.P.C., Repair Station Manual, etc.).
5.	Ensure you have a person on your team which has the appropriate approval for return to service authority for the work to be performed as indicated on the Repair Station Authority card, WSF 053A. A & P or Repairman certificate is required for approval for return to service authority.
6.	If you are tasked with approval for return to service, along with your Repair Station Authority Card, WSF053A, ensure you have your A & P or Repairman certificate at the work site.
7.	Ensure you are qualified with the training and knowledge for the work to be performed.
8.	Ensure the facilities, where the work is to be performed, are adequate for the work scope.
9.	Check with customer contact as to how the aircraft is operated. If the aircraft is operated under Part 135, coordinate your maintenance efforts with their owner/operators Director of Maintenance or Maintenance control. If you are conducting an inspection you will have to follow their guidance within their General Maintenance Manual, which they are supposed to provide.
10.	Working with the owner operator, determine how the aircraft is going to be approved for return to service via the documented maintenance, i.e. customer logs, using West Star Aviation's printed squawks.
11.	Print the Preliminary and work scope squawk(s) to have with you in the event Corridor access is not possible.
REQUIREMENTS AT THE AIRCRAFT WHERE MAINTENANCE IS TO BE PERFORMED	
1.	Fill out as required and place WSF 1500, MRT Maintenance Release form in a place on or in the aircraft capable of being seen by anyone who enters. Ref. QCM Doc. No. 5.119 for instructions use for WSF 1500. Obtain current airframe, engines, props or APU times and cycles as required for the work scope. Document this information within the Preliminary corrective action block within the work order. If not possible, handwrite this information on a printed version of the Preliminary Squawk.
2.	Upon completion of maintenance, you must provide the owner/operator with a maintenance log entry. This can be in the form of using the owner/operators maintenance logs or printed squawk from the Corridor system. Upon returning to the repair station, coordinate with the QA department to generate a more formal log entry log book sticky, to be mailed to the owner/operator.
3.	The technician working away from station is responsible to ensure all parts installed have all the correct traceability (C of C, 8130-3's) prior to installation.
4.	Upon completion of approval for return to service, all original documents, maintenance log entries, parts traceability, owner/operator maintenance logs, etc. will be provided to the owner/operator. Make copies of all these documents to be returned to the QA department.

3.10.1 In the event the technician that has been tasked to perform away from base functions determines he/she must deviate from the established procedures of West Star Aviation's fixed location, the technician will contact the Quality Assurance Manager or Director of Maintenance immediately for a resolution prior to commencing work.

Title: **ADDITIONAL FIXED LOCATION**

1.0 Purpose:

1.1 To establish guidelines by which work can be accomplished on a customer's aircraft at an Additional Fixed Location.

2.0 Responsibilities:

2.1 West Star Aviation will provide maintenance/Inspection service for its customers at an Additional Fixed Location at the following address:

12 West Airport Road
Aspen-Pitkin County Airport/Sardy Field
Aspen, CO 81611

2.2 West Star Aviation will only provide service for which the Repair Station is rated at any Additional Fixed Location.

2.3 The Additional Fixed Location will be under Managerial control from the Grand Junction location.

3.0 Procedures:

3.1 West Star Aviation will transport equipment and/or parts whenever possible via company van or truck.

3.1.1 As needed, parts and/or equipment will be shipped via a qualified carrier such as Fed Ex, UPS, etc.

3.1.2 Once the equipment and/or parts arrive at the Additional Location, a detailed receiving inspection will be accomplished to ensure no damage was caused as a result of transporting the equipment and/or parts.

3.2 West Star Aviation will employ qualified technicians to work at the Additional Fixed Location.

3.2.1 At the location indicated above, West Star Aviation will employ two full time qualified employee's who will reside in Aspen.

3.2.2 As needed, West Star Aviation will supplement these technicians from the Grand Junction facility in the event the work scope warrants or if the technicians require sick or vacation days.

3.2.3 All personnel assigned to accomplish work at an Additional Fixed Location shall accomplish the specific function of work in the same manner as when performed at the Grand Junction facility and in accordance with 14CFR §145.109 through §145.219.

3.3 All work functions will be accomplished in accordance with West Star Aviation Repair Station & Quality Control Manual in conjunction with the manufacture recommendations or the owner/operators maintenance/inspection program.

3.4 The following will be observed for work performed at an Additional Fixed Location.

3.4.1 All functions that are performed at the Additional Location must be performed in accordance with the inspection system procedures as governed by Quality Control Manual.

3.4.2 It is permissible for the person performing the work to inspect his/her own work, when properly authorized and on a case-by-case basis with prior approval by the Quality Assurance Manager with the exception of an Operator/Air Carrier with RII requirements. The Operator/Air Carrier Manual must be followed.

3.4.3 All necessary tools, equipment and supplies required to accommodate the work scope at the Additional Location must be available at the Additional Location or will be procured from the Grand Junction facility.

3.4.4 All necessary technical data must be available at the Additional Location.

3.4.4.1 Technical Data will be provided via access to the Grand Junction facility computer network. Technical data provided by the owner/operator may be used only if its revision status can be verified.

3.4.5 If any assistance is provided by any individual or company with their tooling, the tooling must be verified that it has current calibration as required by West Star Aviation Quality Control Manual Chapter 4.

3.5 In the event the technician working at the Additional Fixed location determines he/she must deviate from the established procedures of West Star Aviation's Repair Station and/or Quality Control Manual, the technician will contact the Quality Assurance Manager or Director of Maintenance immediately for a resolution prior to commencing work.

Title: **WORK PERFORMED AFTER REGULAR BUSINESS HOURS**

1.0 Purpose:

1.1 To provide guidelines for West Star Aviation technicians to perform maintenance functions after regular business hours which includes before 6:00 a.m., after 5:00 p.m., weekends and holidays.

2.0 Responsibilities:

2.1 It will be the responsibility of the maintenance technician to follow the guidelines of this section as it relates to performing maintenance after regular business hours.

3.0 Procedures:

3.1 Periodically, West Star Aviation will perform maintenance functions after regular business hours. West Star Aviation will only provide service after hours for work for which the repair station is rated.

3.2 The Director or Manager of the respective department is responsible for assigning the personnel necessary to perform that work and appoint a Team Leader. The Quality Assurance Manager or QA Inspector will be responsible to ensure the technician assigned "after hours duties" has the appropriate knowledge and authority to return an aircraft, engine, accessory or component to service and assure that all required forms and work are completed as necessary.

3.2.1 Technicians assigned after hour duties, will at all times, have on their person, West Star Aviation form WSF 053A, (West Star Aviation Authority), card. This card will indicate approval from the QA Manager the technician is authorized for after hour duties.

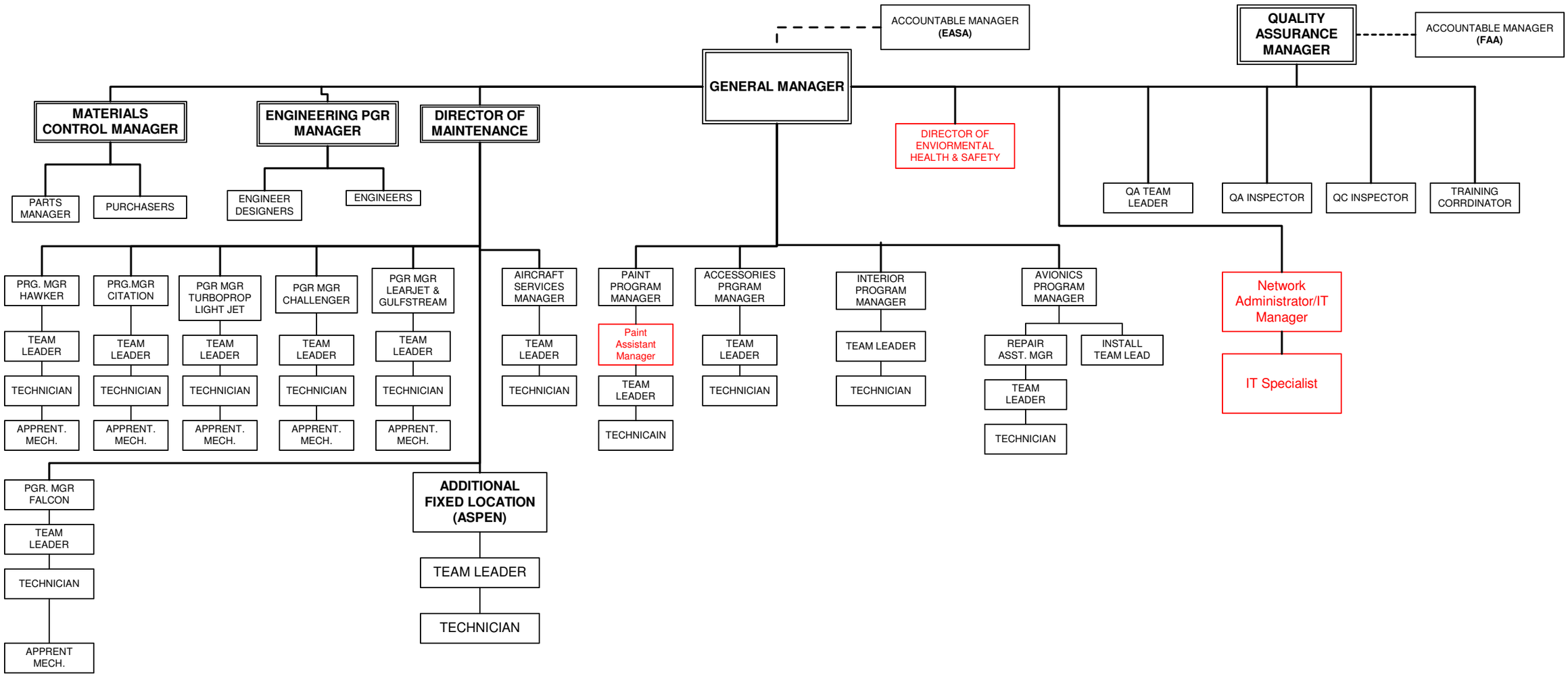
3.3 The billing department will have work orders opened in Corridor to be used specifically for after hours. The work order will have, "ADMINISTRATION ACCOUNT" as the customer, the work order will be titled "AFTER HOURS" and initially be opened to the QUALITY CONTROL department. A Preliminary Inspection Item with squawk will be in place along with all department Item's you would typically see on a work order including "Quality Assurance". The "Quality Assurance" item will have a squawk preloaded for return to service". It will be the responsibility of the technician to sign off the return to service squawk as long as he/she has return to service authority. Understand that anyone Item that does not have a squawk loaded under it will not show up on the Invoice. If a work order copy is requested, you will print the "Work Order Detail" report found on the LH side explorer pane. Upon use of these work orders, notify the QA department on the next business day to ensure appropriate return to service has been documented and notify the billing department to ensure the appropriate posting to the appropriate customer and department is completed for final invoicing. This will also trigger another work order to be opened for the next time. The billing department will have open and ready to use, after hours work orders. They will only be used for this purpose. This ensures that the process of opening work orders remains consistent. The billing department will notify, via email, the after hours work orders numbers to the appropriate team leaders as they are opened. It will be the responsibility of the Team Leaders to notify their technicians of these work order numbers should they be called out after hours or during the weekend.

3.4 It is permissible for the person performing work after hours to inspect his or her own work when so authorized on a case-by-case basis by the Quality Assurance Manager with the exception of an Operator/Air Carrier with RII requirements. The Operator/Air Carrier Manuals must be followed.

CHAPTER 2

ORGANIZATION

Title: West Star Aviation OrganizationalChart (14CFR 145.209(a))



Title: **MANAGEMENT RESPONSIBILITIES/AUTHORITIES**

1. Ensure that the policies, procedures, requirements and specifications established by the company, manufacturer and the Federal Aviation Administration are applied and enforced.

2. Plan, direct and control the overall activities under their supervision. Rely upon their managers, supervisors, leads and/or assigned personnel for assistance in administrating the daily operational activities of the department.

3. Perform other functions not specifically listed in job description, but required by sound administrative practice or management directives, to include functions assigned by immediate supervisors.

4. Remain current with the contents of West Star Aviation Repair Station Manual, Quality Manual and subsequent revisions, applicable Federal Aviation Regulations and other company policies and procedures as required to ensure compliance in area of responsibility.

5. Ensure that supervisory continuity and shift turnover procedures for work in progress are followed and observed.

6. Direct, train and supervise assigned personnel to ensure maximum motivation, efficiency and discipline in accordance with delegated authority and company policy.

7. Maintain familiarity with qualifications and capabilities of employees within their span of control, and make work assignments based on employee qualifications and capabilities.

8. Prepare reviews and evaluations of managers, leads and/or personnel in area of their supervision.

9. May delegate duties to any qualified assistant. Such delegation does not relieve them of the overall responsibility of their position.

10. Must be properly certificated when required by the Repair Station Manual.

11. Observe and promote all company safety procedures.

12. Participate in the continuous improvement of processes and procedures.

Note: Management will ensure that each certificated technician understands and follows the requirements of 14 CFR 65.89, Display of Certificate:
"Each person who holds a mechanic certificate shall keep it within the immediate area where he normally exercises the privileges of the certificate and shall present it for inspection upon the request of the Administrator or an authorized representative of the National Transportation Safety Board, or of any Federal, State, or local law enforcement officer".

TITLE: **GENERAL MANAGER**

RESPONSIBILITIES:

The General Manager is accountable for the overall operation of the Repair Station, comprised of Aircraft Maintenance, Aircraft Completions, Avionics Installation and Repair, Product Support, and the Quality Assurance and Engineering of those operations.

He is accountable for the supervision and coordination of the activities of the above-named areas and their departments.

The General Manager is to follow the requirements, as stated in the EASA manual, as the Accountable Manager representing West Star Aviation.

DUTIES:

1. Providing adequately trained and qualified personnel.

2. Providing tools, equipment, materials, and facility for performance of the functions of the Repair Station.

3. Providing the technical information and regulatory library necessary to support and govern Repair Station operations.

4. Providing resources necessary for maintaining the Quality Control & Repair Station Manual for West Star Aviation including any revisions, which must be made.

5. Ensure that the repair station is meeting all European Aviation Safety Agency, (EASA) requirements as indicated in the EASA Maintenance Annex Guidance (MAG) as revised.

6. In the event the Quality Assurance Manager is unavailable, the General Manager and/or the Director of Maintenance will be responsible for any apparent regulatory deficiencies within the Repair Station and report these deficiencies to the Flight Standards District office, as indicated in Doc No. 3.50 in the Quality Control Manual.

The General Manager may delegate any or all of his duties, as he deems necessary; however, such delegation does not relieve the General Manager of the overall responsibility.

PAGE NOT USED

TITLE: **Accountable Manager**

RESPONSIBILITIES:

The FAA Accountable Manager is responsible to the General Manager. This individual is designated by the certificated repair station and is responsible for and has the authority over all repair station operations conducted under 14 CFR Part 145, including ensuring that repair station personnel follow the regulations and serving as the primary contact with the FAA. With respect to 14CFR & EASA (European Aviation Safety Association), the General Manager, serves as the EASA Accountable Manager and shall ensure the repair station continues to meet the requirements for providing adequate housing, facilities, equipment, and personnel appropriate to the ratings of the repair station. In addition to the overall duties and responsibilities listed above, the Accountable Manager has the following specific duties:

DUTIES:

1. Ensure that all revisions to this manual are coordinated with the FAA.

2. Assist upper management in developing the criteria for hiring personnel for positions responsible for maintaining, supervising, or inspecting maintenance or alterations of civil aviation articles.

3. Establish the requirements for initial and recurrent training for all personnel involved in the maintenance, preventive maintenance, and/or alteration of civil aviation articles in concert with the General Manager and Director of Maintenance.

4. Is responsible to determine the appropriate action(s) to be taken when deficiencies are discovered or reported.

5. Along with the Director of Maintenance & Quality Assurance Manager, approve work outside the repair station's fixed location as delineated in this manual.

6. Ensure that proper entries are made into maintenance logs & work orders IAW 14CFR part 43 and Operator/Air Carrier manuals.

7. Act as the liaison with all customers as it relates to Quality Assurance.

The FAA Accountable Manager may delegate any duties and responsibilities of any personnel of the repair station to qualified persons. However, delegation of duties does not relieve the specified position of their responsibilities under this manual or the 14 CFR.

TITLE: QUALITY ASSURANCE MANAGER

Responsibilities:

The Quality Assurance Manager is responsible to the General Manager for the overall operation of the Quality Assurance Department and along with the FAA Accountable Manager will have the **final authority** in the releasing to service of airframes, engines, propellers, appliances and the component parts thereof. In addition, the QA Manager is responsible for directing, planning, and laying out the details of inspection standards, methods, and procedures used by the repair station in complying with all applicable Federal Aviation Regulations, manufacturer's specifications and recommendations.

Duties:

1. Assist, supervise, and direct all personnel assigned to the Quality Department.
2. Assure that all inspections are properly performed on all completed work and that the proper inspection records, reports, and forms used by the repair station are completed and executed prior to releasing the product for return to service.
3. Determine that all technical data on articles overhauled or repaired by the repair station are kept current with latest revisions. This data includes manufacturer's overhaul manuals, service bulletins, part specifications, related FAA approved data, and other technical data used by the repair station.
4. Assure that periodic checks are made on all inspection tools and the calibration of precision equipment used by the repair station and technicians who keep their own precision equipment. Further assure that current records of those inspections and tests are maintained.
5. Determine that no defective, unserviceable, or unairworthy parts are installed in any component or article released by the repair station.
6. Submit reports of defects or unairworthy condition in accordance with 14CFR §145.221.
7. Assure the proper execution of a maintenance release and/or FAA Form 337 when required.
8. Guide the final acceptance of all incoming material, including new parts, supplies, and the airworthiness of articles on which work has been performed outside the repair station.
9. Guide the preliminary, hidden damage, in-progress, and final inspections of all articles maintained by the repair station and the recording of results of such inspections.
10. Guide the proper tagging and identification of all parts and components as outlined in this manual.
11. See that unairworthy parts are segregated and quarantined in such a way as to prevent their reuse as serviceable parts.

12. Assure that all inspections are properly performed on all completed work before it is approved for return to service, and that the proper inspection and maintenance records, reports and forms required for each release are properly executed.

13. Assure that the proper inspection records, reports, and forms used by the repair station are available to all inspection personnel.

14. Maintain and keep current a regulatory library including federal aviation regulations, type certificate data sheets, and FAA published airworthiness directives.

15. Compile completed work orders and inspection forms in such a manner that once filed information pertaining to a specific item can by readily located for review.

16. Assure that the responsible technicians properly execute complete entries on forms and work orders used by the repair station.

17. Assure that procedures used in procurement and reception of aircraft parts will guard against "bogus" and "unapproved" parts from entering the parts system and to ensure that any such parts are detected before their use.

18. Ensure that any maintenance performed for 14 CFR 121, 125, 129 or 135 Carriers under a Continuous Airworthiness Program per 14 CFR 145.2 through 145.205 is accomplished in accordance with that Carriers manual and that all required inspection items are inspected by RII inspectors, not performing the work.

19. Ensure that all regulations are followed as it relates to Contract Maintenance IAW 14 CFR 145.209 (h) & 145.217.

20. Ensure that proper entries are made into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.

The Quality Assurance Manager may delegate all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve the Quality Assurance Manager of the overall responsibilities.

TITLE: QUALITY ASSURANCE TEAM LEADER

Responsibilities:

Each Quality Assurance Team Leader is responsible to the Quality Assurance Manager for the performance of all quality assurance department functions assigned.

Duties:

1. Perform maintenance record research of assigned aircraft and ensure data is properly provided to Team Leaders and entered into tracking system. .
2. Coordinate projects with Quality Control members on a daily basis.
3. Enter and update data into database at completion of each aircraft.
4. Work with customers and other facilities to ensure accurate data is gathered.
5. Monitor work orders and work processes to ensure regulations and quality guidelines are met.
6. Update and completion of FAA forms or records, including support of Engineering and Team Leaders to ensure return to service is accomplished expediently.
7. Daily contact at assigned aircraft with Team Leader to ensure schedule and quality standards are met.
8. Maintain customer oriented work habits.
9. Make entries into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.
10. Any other job-related duties as assigned by Quality Assurance Manager.

TITLE: **QUALITY ASSURANCE INSPECTOR**

Responsibilities:

Each Quality Assurance Inspector is responsible to the Quality Assurance Manager, through the Quality Assurance Team Leader, for the performance of all quality assurance department functions assigned.

Duties:

1. Determine inspection status of aircraft in for scheduled inspection, as assigned.
2. Audit of inspection and maintenance work packages generated by the repair station during the performance of maintenance and repair.
3. Work with production personnel, Team Leaders, Lead Technicians and Technicians to ensure accurate and complete documentation of work performed in company work order packages.
4. Generation of maintenance record entries for aircraft, engines, propellers, and accessories maintained by the repair station in accordance with 14 CFR Part 43 and the requirements of this repair station manual. Includes completion of FAA forms 337 and 8130-3 as required.
5. Assist in surveillance of the repair station facilities and procedures and report results to the Quality Assurance Manager
6. Assist the Quality Assurance Manager in the development of improved methods and procedures for the performance of quality assurance functions.
7. Assist the Quality Assurance Manager in the maintenance of the technical publication libraries throughout the repair station.
8. Assist the Quality Assurance Manager in the tracking and calibration of inspection and test equipment used by the repair station for the purpose of product acceptance.
9. The proper execution of Malfunction or Defect Reports, FAA Form 8010-4 when required. This report will be submitted to the FAA within 96 hours after the malfunction or defect has been discovered in accordance with 14CFR§145.221.
10. Assist the Quality Assurance Manager as necessary in the receiving inspection of parts or material forwarded to him by the receiving inspector.
11. Assuring proper documentation of the preliminary inspection, hidden damage inspection, and final inspections of all items processed as assigned.
12. Make entries into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.
13. Maintaining Quality Department work areas in a clean and orderly manner.
14. Assist the Quality Assurance Manager as directed.

TITLE: QUALITY CONTROL INSPECTOR (CATEGORY I)

RESPONSIBILITIES:

Each Category I Quality Control Inspector is responsible to the Quality Assurance Manager for all inspection duties assigned. Each Inspector, within the scope of his or her experience, is responsible and has the authority for one or more of the following:

DUTIES & AUTHORIZATIONS:

Note: Based on experience, Duties & Authorizations may be limited to a specific model aircraft, engine, propeller, appliance or component part.

1. Inspection of items critical to the safety of flight as defined by the Quality Control Manual Chapter 3, Doc No. 3.030. Category 1 QC inspectors will have “Single Inspection, Double Inspection & Function Test” sign off authority within the work order system.

2. Authority for inspection and final approval for return to service of aircraft, airframes, aircraft engines, propellers, appliances or component parts within the scope of repair station certification authority to include final return to service sign off in block 7 of FAA form 337 & 8130-3 Maintenance Release Tags.

3. Perform look-phase inspection, (Inspection Checklists), portion of the maintenance scope and write accurate and complete discrepancies and resolutions on company work forms as assigned.

4. Perform inspection of maintenance and discrepancy corrective action performed by repair station personnel as assigned.

5. Proper execution of inspection and maintenance records reports and/or forms in accordance with FAR part 43 and these repair station manual instructions.

6. Ensure that only serviceable and airworthy approved parts are installed as part of the maintenance performed by the repair station.

7. Perform preliminary, hidden damage and final inspection on aircraft and related components maintained by this repair station as assigned.

8. Provide for continuity of inspection by completing required reports in the shop turnover book for inspections on other shifts.

9. Assure the proper tagging of all parts during the repair process to prevent improper use of rejected and unserviceable parts.

10. Assure that precision tools and test equipment used for product acceptance are in calibration prior to use.

11. Make entries into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.

12. Any other duties and responsibilities assigned by the Quality Assurance Manager.

TITLE: QUALITY CONTROL INSPECTOR (CATEGORY II)

RESPONSIBILITIES:

Each Category II Quality Control Inspector is responsible to the Quality Assurance Manager for all inspection duties assigned. Each Inspector, within the scope of his or her experience, is responsible and has the authority for one or more of the following:

DUTIES & AUTHORIZATIONS:

Note: Based on experience, Duties & Authorizations may be limited to a specific model aircraft, engine, propeller, appliance or component part or portion of either.

1. Authority to inspect items ***NOT*** critical to the safety of flight as defined by the Quality Control Manual Chapter 3, Doc No. 3.040. Category II QC inspectors will have "Single Inspection & Function Test" sign off authority within the work order system for non-critical to the safety of flight items.

2. Authority to inspect airframes, engines, propellers, appliances or component parts within the scope of repair station certification authority only if the work scope **does not** contain anything critical to the safety of flight as defined by the Quality Control Manual Chapter 3, Doc No. 3.040.

3. Perform look-phase inspection, (Inspection Checklists), portion of the maintenance scope and write accurate and complete discrepancies and resolutions on company work forms as assigned.

4. During the course of a look-phase inspection, a QC II inspector is authorized to inspect and sign off critical to the safety of flight items that are called out in the inspection checklist. It is only when, as a result of that inspection, it is determined that the critical inspection item has to be repaired or altered that only a QC I Inspector has the authority to inspect and sign off that repair or alteration.

5. Perform inspection of maintenance and discrepancy corrective action performed by repair station personnel as assigned.

6. Proper execution of inspection and maintenance records reports and/or forms in accordance with 14 CFR Part 43 and these repair station manual instructions.

7. Ensure that only serviceable and airworthy approved parts are installed as part of the maintenance performed by the repair station.

8. Perform preliminary, hidden damage and final inspection on aircraft and related components maintained by this repair station as assigned.

9. Provide for continuity of inspection by completing required reports in the shop turn over book for inspections on other shifts.

10. Assure the proper tagging of all parts during the repair process to prevent improper use of rejected and unserviceable parts.

11. Assure that precision tools and test equipment used for product acceptance are in calibration prior to use.

12. Make entries into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.

13. Any other duties and responsibilities assigned by the Quality Assurance Manager.

TITLE: AIRCRAFT SERVICES MANAGER

RESPONSIBILITIES:

The Aircraft Services Manager is responsible to the General Manager for the overall management of the repair stations back shops.

He/She is responsible to assure that the shop processes control, evaluation of the shop expenses, finances and development of the operations to meet the needs of the company to include assurances that the shops meet any and all requirements of the federal aviation regulations and manufacturer's recommendations. He/She may establish standards to assist in the operation of the repair station.

DUTIES:

1. Work with General Manager in project management, operations improvements, and expansion of work force and facilities.
2. Participating in the evaluation, design, and implementation of expansion and promotion of Aircraft Maintenance operations.
3. Assuring that the maintenance, repair and overhaul of all articles and components is properly accomplished within the authority of the repair station.
4. Work with Department Managers on production issues, including quality, facilities, equipment, and processes.
5. Establishing standards to assure that adequate safety precautions are observed.
6. Establishing procedures to determine the need for original and recurrent training for all personnel under his supervision consistent with the work to be performed.
7. Work with QA department and sales personnel to ensure positive communication and resolve road blocks to production quality and customer satisfaction.
8. Continue to expand the capabilities of the company under the leadership of the Hangar Operations Manager.
9. Any other job-related duties as assigned by the Hangar Operations Manager.
10. Maintenance and repair of shop facility, equipment and tooling to support operations.

The Aircraft Services Manager may delegate all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve he/she of the overall responsibilities.

TITLE: DIRECTOR OF ENVIRONMENTAL HEALTH & SAFETY

RESPONSIBILITIES:

The Director of Environmental Health & Safety is responsible to the General Manager for the day to day duties of ensuring West Star Aviation is compliant with all applicable Federal, State and local environmental health, and safety (EHS) regulations.

DUTIES:

1. Performs quarterly site inspections at each West Star Aviation facility.
2. Manager's safety and environmental training requirements for all West Star Aviation facilities.
3. Develops site specific training programs and analytical trend analysis data.
4. Performs required duties as the West Star Aviation FAA Drug and Alcohol Abatement Manager.
5. Tracks all facilities Federal, state, and local EHS Permits.
6. Provides quarterly EHS Status Reports to West Star Aviation management.
7. Provides direct supervision of site Department Managers.
8. Perform other EHS functions as required.

TITLE: PAINT PROGRAM MANAGER

RESPONSIBILITIES:

The Paint Manager is responsible to the General Manager for the overall operation of the Aircraft Paint Department.

DUTIES:

1. Scheduling incoming work for the Aircraft Paint Department.
2. Assisting, supervising, and directing all Aircraft Paint Department personnel in the performance of their duties so that work is accomplished on schedule and in accordance with applicable Federal Aviation Regulations and Repair Station Procedures.
3. Assure that Aircraft Paint Department personnel record the work performed on work orders and supplementary forms on a daily basis
4. Training Aircraft Paint Department personnel in the proper work practices and procedures, including observation of safety precautions during the performance of their duties.
5. Assure that Aircraft Paint Department personnel are properly trained and practice proper handling of parts during the accomplishment of maintenance in order to maintain adequate preservation of parts during the paint process.
6. Assisting the Quality Assurance Manager in the maintenance of periodic calibration of precision tools and test equipment used by the Aircraft Paint Department.
7. Maintaining the premises of the Aircraft Paint Department in a clean orderly manner.
8. Making available to the personnel under his authority, the required technical data on all aircraft and equipment for the maintenance accomplished.
9. Assuring the appropriate maintenance entries on maintenance forms and work orders used by the repair station are properly executed on a daily basis by the responsible technicians.
10. The quality of work performed by the personnel in the department.
11. Assuring that each Aircraft Paint Department employee has received training in the hazard communication standard, and the handling of chemical waste if appropriate to the employee's job function.
12. Maintaining adequate shop supplies required for the performance of the Aircraft Paint Department.
13. Initiating purchase orders for stock as required.

14. Maintaining the preservation of all units or parts during the work process, installation, and storage in the Paint Department.

15. The planning, direction, and coordination of activities within the paint department, and the planning of its activities in conjunction with other departments, as required.

16. Ensure that proper entries are made into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.

17. Conducting periodic drills for acquainting Paint Department personnel with the proper use and locations of fire fighting equipment located within or near the Paint Department work areas. Checking the equipment periodically for serviceability and adequacy.

18. Such other special projects within his or her area of expertise, such as preparations of bids for aircraft paint jobs.

The Paint Program Manager may delegate all duties to any qualified assistant as necessary; however, such delegation does not relieve he/she the overall responsibilities.

TITLE: PAINT ASSITANT MANAGER

RESPONSIBILITIES:

The Paint Assistant Manager is responsible to the Paint Program Manager for the day to day duties with in the West Star Aviation Paint Program as assigned.

DUTIES:

1. Assist the Paint Program Manager with scheduling incoming work for the Aircraft Paint Department.
2. Assisting, supervising, and directing Paint Department personnel in the performance of their duties so that work is accomplished on schedule and in accordance with applicable Federal Aviation Regulations and Repair Station Procedures.
3. Assure that Aircraft Department personnel record the work performed on work orders and supplementary forms on a daily basis
4. Train Aircraft Paint Department personnel in the proper work practices and procedures, including observation of safety precautions during the performance of their duties.
5. Assure that Aircraft Paint Department personnel are properly trained and practice proper handling of parts during the accomplishment of maintenance in order to maintain adequate preservation of parts during the paint process.
6. Assisting the Quality Assurance Manager in the maintenance of periodic calibration of precision tools and test equipment used by the Aircraft Paint Department.
7. Maintaining the premises of the Aircraft Paint Department in a clean orderly manner.
8. Making available to the personnel under his authority, the required technical data on all aircraft and equipment for the maintenance accomplished.
9. Assuring the appropriate maintenance entries on maintenance forms and work orders used by the repair station are properly executed on a daily basis by the responsible technicians.
10. Assuring that each Aircraft Paint Department employee has received training in the hazard communication standard, and the handling of chemical waste if appropriate to the employee's job function.
11. Maintaining adequate shop supplies required for the performance of the Aircraft Paint Department.
12. Initiating purchase orders for stock as required.
13. Maintaining the preservation of all units or parts during the work process, installation, and storage in the Paint Department.

14. The planning, direction, and coordination of activities within the paint department, and the planning of its activities in conjunction with other departments, as required.

15. Ensure that proper entries are made into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.

16. Conducting periodic drills for acquainting Paint Department personnel with the proper use and locations of fire fighting equipment located within or near the Paint Department work areas. Checking the equipment periodically for serviceability and adequacy.

17. Such other special projects within his or her area of expertise, such as preparations of bids for aircraft paint jobs.

TITLE: INTERIOR PROGRAM MANGER

RESPONSIBILITIES:

The Interior Program Manager is responsible to the General Manager for the overall operation of the Aircraft Interior Department.

DUTIES:

1. Scheduling incoming work for the Aircraft Interior Department.
2. Assisting, supervising, and directing all Aircraft Interior Department personnel in the performance of their duties so that work is accomplished on schedule and in accordance with applicable Federal Aviation Regulations and Repair Station Procedures.
3. Assure that Aircraft Interior Department personnel record the work performed on work orders and supplementary forms on a daily basis
4. Training Aircraft Interior Department personnel in the proper work practices and procedures, including observation of safety precautions during the performance of their duties.
5. Assure that Aircraft Interior Department personnel are properly trained and practice proper handling of parts during the accomplishment of maintenance in order to maintain adequate preservation of parts during the Interior process.
6. Assisting the Quality Assurance Manager in the maintenance of periodic calibration of precision tools and test equipment used by the Aircraft Interior Department.
7. Maintaining the premises of the Aircraft Interior Department in a clean orderly manner.
8. Making available to the personnel under his authority, the required technical data on all aircraft and equipment for the maintenance accomplished.
9. Assuring the appropriate maintenance entries on maintenance forms and work orders used by the Interior Department are properly executed on a daily basis by the responsible technicians.
10. The quality of work performed by the personnel in the department.
11. Assuring that each Aircraft Interior Department employee has received training in the hazard communication standard, and the handling of chemical waste if appropriate to the employee's job function.
12. Maintaining adequate shop supplies required for the performance of the Aircraft Interior Department.
13. Initiating purchase orders for stock as required.

14. Maintaining the preservation of all units or parts during the work process, installation, and storage in the Interior Department.

15. The planning, direction, and coordination of activities within the Interior Department, and the planning of its activities in conjunction with other departments, as required.

16. Ensure that proper entries are made into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.

17. Conducting periodic drills for acquainting Interior Department personnel with the proper use and locations of fire fighting equipment located within or near the Interior department work areas. Checking the equipment periodically for serviceability and adequacy.

18. Such other special projects within his or her area of expertise, such as preparations of bids for aircraft interior jobs.

The Interior Program Manager may delegate all duties to any qualified assistant as necessary; however, such delegation does not relieve he/she of the overall responsibilities.

TITLE: ACCESSORIES PROGRAM MANAGER

RESPONSIBILITIES:

The Accessories Manager is responsible to the General Manager for the overall operation of the Accessories Department.

DUTIES:

1. Scheduling incoming work for the Accessory Department.
2. Training and assisting subordinates in the proper work procedures and practices to be followed.
3. Making available to the personnel under his authority, the required technical data on all aircraft and equipment for the maintenance accomplished.
4. Assuring the appropriate maintenance entries on maintenance forms and work orders used by the repair station are properly executed on a daily basis by the responsible technicians.
5. The quality of work performed by the personnel in the department.
6. The proper handling of all parts while in repair process through the accessory department and when work is completed.
7. Maintaining adequate shop supplies required for the performance of the Accessory Department.
8. The preservation of all units or parts during process through the accessory department and when work is completed.
9. To insure the accessory department premises are kept in a clean and orderly manner.
10. Initiating purchase orders for stock as required.
11. Ensure that proper entries are made into maintenance logs & work orders IAW 14 CFR part 43 and Operator/Air Carrier manuals.
12. Maintaining the preservation of all units or parts during the work process, installation, and storage in the accessory department.
13. The planning, direction, and coordination of activities within the accessory department, and the planning of its activities in conjunction with other departments, as required.
14. Conducting periodic drills for acquainting Accessory personnel with the proper use and locations of fire fighting equipment located within or near the accessory work areas. Checking the equipment periodically for serviceability and adequacy.

The Accessories Program Manager may delegate all duties to any qualified assistant as necessary; however, such delegation does not relieve he/she of the overall responsibilities.

TITLE: **AVIONICS PROGRAM MANAGER**

RESPONSIBILITIES:

The Avionics Program Manager is directly responsible to the General Manager for the performance of the Avionics Install and Repair Departments.

This position requires the knowledge of aircraft avionics installation and repair. The job includes management of the shop process, control and evaluation of the shop expenses and finances, and development of the operations to meet the needs of the company. Supervision of Team Leaders will be key to the work process. Work order processing, log book and maintenance release entries and pricing to the sales and customers are routine duties. Job duties will vary each day and will encompass projects as designated by the General Manager. Will be required to work independently and lead designated customer and company projects. Will have direct customer contact.

DUTIES:

1. Coordination of Avionics Install and Repair department schedules prior to and during the performance of all completions operations.

2. Assisting Repair and Install department in supervising, and directing all department personnel in the performance of their duties so that work is accomplished on schedule and in accordance with applicable Federal Aviation Regulations and repair station procedures.

3. Assisting Avionics departments to assure personnel record the maintenance performed on maintenance forms and work orders on a daily basis.

4. Assisting in training Repair and Install department personnel in the proper work practices and procedures, including observation of safety precautions during the performance of their duties.

5. Assure that Repair and Install department personnel are properly trained and practice proper handling of parts during the accomplishment of maintenance in order to maintain adequate preservation of parts during the maintenance process

6. Assisting the Quality Assurance Manager in the maintenance and periodic calibration of precision tools and test equipment used by the department.

7. Participating in the evaluation, design, and implementation of expansion and promotion of the Repair and Install department operations.

8. Assisting with special projects within his area of expertise, such as preparation of bids for paint and interior projects.

9. Ensure that proper entries are made into maintenance logs & work orders IAW 14 CFR part 43 and Operator/Air Carrier manuals.

10. To insure that the facilities occupied by Repair and Install department personnel are kept in a clean and orderly manner.

The Avionics Program Manager may delegate all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve he/she of the overall responsibilities.

TITLE: **AVIONICS INSTALL TEAM LEADER**

Responsibilities:

The Avionics Install Team Leader is directly responsible to the Avionics Program Manager for the overall operation of the Avionics Install Department.

Duties:

1. Scheduling incoming work for the Avionics Install Department.
2. Training and assisting subordinates in the proper work procedures and practices to be followed.
3. Making available to the personnel under his authority, the required technical data on all aircraft and equipment for the maintenance accomplished.
4. Assuring the appropriate maintenance entries on maintenance forms and work orders used by the repair station are properly executed on a daily basis by the responsible technicians.
5. The quality of work performed by the personnel in the department.
6. The proper handling of all parts while in repair process through the avionics department and when work is completed.
7. Maintaining adequate shop supplies required for the performance of the Avionics Install Department.
8. The preservation of all units or parts during process through the avionics department and when work is completed.
9. To insure the avionics install department premises are kept in a clean and orderly manner.
10. Initiating purchase orders for stock as required.
11. Maintaining the preservation of all units or parts during the work process, installation, and storage.
12. Ensure that proper entries are made into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.
13. The planning, direction and coordination of activities within the department, and the planning of its activities in conjunction with other departments, as required.
14. Conducting periodic drills for the purpose of acquainting Avionics personnel with the proper use and locations of fire fighting equipment located within or near the avionics work areas. Checking the equipment periodically for serviceability and adequacy.

The Avionics Install Team Leader may delegate all duties to any qualified assistant as necessary; however, such delegation does not relieve the he/she of the overall responsibilities.

TITLE: **AVIONICS REPAIR ASSISTANT MANAGER**

Responsibilities:

The Avionics Repair Assistant Manager is responsible to the Avionics Program Manager for maintenance and repair of shop facility, equipment and tooling to support operations and overall operation of the Avionics Repair department.

Duties

1. Work with Team Leaders to ensure project flow and work process meet expectations. Schedule and work quality is essential in these functions.

2. Work with customer in project management, pricing and customer support roles.

3. Track, process and complete work order for each job assigned.

4. Supervise Team Leaders in daily functions, such as work order processing, FAA paperwork, and shop processes.

5. Work with inspection department and sales personnel to ensure efficient and accurate job sales and process.

6. Continue to expand the capabilities of the avionics repair department to meet the needs of the company, with training as a key element.

7. Ensure that proper entries are made into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.

8. Any other job-related duties as assigned by supervisor or management.

TITLE: DIRECTOR OF MAINTENANCE

RESPONSIBILITIES:

The Director of Maintenance is directly responsible to the General Manager for the performance of aircraft inspection programs, repairs, overhauls, alterations, maintenance, and preventative maintenance by repair station personnel.

DUTIES:

1. Coordination of aircraft schedules and shop schedules prior to and during the performance of all repair station functions.

2. Assisting, supervising, and directing all aircraft maintenance personnel in the performance of their duties so that work is accomplished on schedule and in accordance with applicable Federal Aviation Regulations and repair station procedures.

3. Assure that aircraft maintenance personnel record the maintenance performed on maintenance forms and work orders on a daily basis.

4. Training maintenance personnel in the proper work practices and procedures, including observation of safety precautions during the performance of their duties.

5. Assure that maintenance personnel are properly trained and practice proper handling of parts during the accomplishment of maintenance in order to maintain adequate preservation of parts during the maintenance process

6. Assisting the Quality Assurance Manager in the maintenance and periodic calibration of precision tools and test equipment used by the repair station.

7. Participating in the evaluation, design, and implementation of expansion and promotion of aircraft maintenance operations.

8. Assisting with special projects within his area of expertise, such as preparation of bids for major airframe repairs and alterations.

9. Ensure that proper entries are made into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.

10. To insure that the facilities occupied by maintenance personnel are kept in a clean and orderly manner.

11. In the event the Quality Assurance Manager is unavailable, the Director of Maintenance and/or the General Manager will be responsible for any apparent regulatory deficiencies within the Repair Station and report these deficiencies to the Flight Standards District office, as indicated in Doc No. 3.50 in the Quality Control Manual.

The Director of Maintenance may delegate all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve the Director of Maintenance of the overall responsibilities.

TITLE: **PROGRAM MANAGER**

Responsibilities:

The Program Manager is directly responsible to the General Manager or Director of Maintenance, depending on the program, for the development, supervision and performance of the specific program assigned.

Duties:

1. Manage the West Star Aviation Program as assigned
2. Direct the work and flow of multiple projects.
3. Insure debriefs and post briefings on aircraft are performed with the customer.
4. Supervision of Team Leaders and Teams in daily operations and duties.
5. Must perform all work in accordance with Federal Aviation Administration guidelines.
6. Follow all company and safety rules during performance of duties.
7. Maintain a positive customer service environment.
8. Assistance in completion of work orders, FAA paperwork and billing items.
9. Any other duties as assigned by the Director of Maintenance or General Manager as required.

NOTE: Some Program Managers, i.e. those of Accessory, Paint and Interior Departments, depending on their maintenance experience level, do not supervise maintenance activities, but serve merely as Department Administrators.

TITLE: **TEAM LEADER**

Responsibilities:

The Team Leader is directly responsible to the respective Program Manager for the performance of the Aircraft Maintenance, Inspection, Repair or Alteration.

Duties:

1. Perform mechanical items on aircraft and related systems. This shall include, but not be limited to items such as removal and installation of panels and components, repair work and sheetmetal repair or installation.
2. Troubleshooting and evaluation of systems on the aircraft when designated.
3. Inspection and evaluation of the aircraft and components when designated.
4. Performance of ground runs.
5. Maintenance and repair of shop facility, equipment and tooling to support operations.
6. Work independently on projects and lead multiple projects as assigned. Schedule and work quality is essential in these functions.
7. Work with Program Manager in project management, pricing and customer support roles.
8. Supervise team members in daily work and project management for completion of projects.
9. Make entries into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.
10. Any other job-related duties as assigned by supervisor or management.

TITLE: **TECHNICIAN**

Responsibilities:

The Technician is directly responsible to the Team Leader of the respective department for the performance of the Aircraft Maintenance.

Duties:

1. Perform general mechanical items on aircraft and related systems. This shall include, but not be limited to items such as removal and installation of panels and components, repair work and sheetmetal repair or installation.

2. Troubleshooting and evaluation of systems on the aircraft when designated.

3. Inspection and evaluation of the aircraft and components when designated.

4. Performance of ground runs.

5. Maintenance and repair of shop facility, equipment and tooling when required.

6. Make entries into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.

7. Any other job-related duties as assigned by supervisor or management.

TITLE: **APPRENTICE MECHANIC**

Responsibilities:

The Apprentice Mechanic is directly responsible to the Team Leader through the technician of the respective department for the performance of the Aircraft Maintenance, Inspection, Repair or Alteration.

Duties:

1. Perform general mechanical functions on aircraft and related systems. This shall include, but not be limited to items such as removal and installation of panels and components, repair work and sheet metal repair or installation.
2. Troubleshooting and evaluation of systems on the aircraft when designated.
3. Inspection and evaluation of the aircraft and components when designated.
4. Aircraft movement, assistance in performance runs and taxiing when required.
5. Maintenance and repair of shop facility, equipment and tooling when required.
6. Make entries into maintenance logs & work orders IAW 14 CFR Part 43 and Operator/Air Carrier manuals.
7. Any other job-related duties as assigned by supervisor or management.
8. The Apprentice Mechanic will be supervised by a qualified technician for the job being performed.

TITLE: **ENGINEER MANAGER**

Responsibilities:

The Engineer Manager is responsible to the General Manager.

Duties:

1. Provide technical and engineering assistance to Team Leaders and technicians in departments during work on aircraft and related systems. Maintaining schedule and work quality is essential in these functions.

2. Create and submit to the FAA, engineering documents, drawings and illustrations.

3. Research documents for required data and support information.

4. Work with Team Leaders in customer support and technical roles, both on site and by phone.

5. Apply for FAA approval of West Star Aviation documents, as appropriate and under the appropriate Flight Standards District Office or Aircraft Certification Office.

6. Daily interaction at the aircraft with Team Leaders to assure completion of projects.

7. Assist with the FAA certification aspects of the Engineering department.

8. Any other job-related duties as assigned by supervisor or management.

TITLE: **ENGINEER**

RESPONSIBILITIES:

The Engineer is directly responsible to the Engineering Manager for the performance of the Engineering department.

The responsibility of this position must have extensive knowledge of aircraft regulations and systems, preparation of FAA certification documents and engineering drawings to support company projects. Responsibilities will vary each day and will encompass projects as designated by the Engineering Manager. Will be required to work independently and to be involved in multiple projects at the same time. Unfailing integrity is a must. Will have some direct customer contact. Assisting Team Leaders and technicians in support of program and customer contact are critical.

DUTIES:

1. Technical and engineering assistance to Team Leaders and technicians.
2. Maintaining customer schedules and work quality.
3. Perform engineering analysis of data in support of Field Approvals and STC projects.
4. Creating and submitting engineering drawings and illustrations on CAD software.
5. Creating and submitting engineering documents using word processing software.
6. Participating in the evaluation, design, and implementation of expansion and promotion of the Engineering department operations.
7. Assisting with special projects within his area of expertise, such as preparation of bids.
8. Work independently of projects as assigned.
9. To help insure that the facilities occupied by the engineering department personnel are kept in a clean and orderly manner.
10. Assist with FAA certification aspects of Engineering Department functions.

TITLE: **ENGINEER DESIGNER**

RESPONSIBILITIES:

The Engineer Designer is directly responsible to the Engineering Manager for the performance of the Engineering department.

This position requires a basic knowledge of aircraft regulations and systems, preparation of FAA certification documents and engineering drawings to support company projects. Responsibilities will vary each day and will encompass projects as designated by the Engineering Manager. Will be required to work independently and to be involved in multiple projects at the same time. Unfailing integrity is a must. Will have some direct customer contact. Assisting Team Leaders and technicians in support of program and customer contact are critical.

DUTIES:

1. Technical and engineering assistance to Team Leaders and technicians.
2. Maintaining customer schedules and work quality.
3. Perform engineering analysis of data in support of Field Approvals and STC projects.
4. Creating and submitting engineering drawings and illustrations on CAD software.
5. Creating and submitting engineering documents using word processing software.
6. Participating in the evaluation, design, and implementation of expansion and promotion of the Engineering department operations.
7. Assisting with special projects within his area of expertise, such as preparation of bids.
8. Work independently of projects as assigned.
9. To help insure that the facilities occupied by the engineering department personnel are kept in a clean and orderly manner.
10. Assist with FAA certification aspects of Engineering Department functions.

TITLE: **NDT TEAM LEADER**

RESPONSIBILITIES:

The NDT Team Leader is directly responsible to the Aircraft Services Manager for the performance of the NDT department.

Responsibilities for this position are the management of a team in the NDT Department. To include customer contact and the responsibility to supervise and direct project flow. In addition to human resource skills, this position requires extensive knowledge of all NDT methods used by the company. This position also supervises the inspection of aircraft or related parts. This position also includes acting as the Radiation Safety Officer for the company. Assistance with work order processing, squawk approval and pricing to the customers are routine duties. Responsibilities will vary each day and will encompass projects as coordinated with the Aircraft Services Manager. Will be required to work independently and lead multiple projects. Will have direct customer contact.

DUTIES:

1. Coordination of NDT department schedules prior to and during the performance of all completions operations.

2. Directing all department personnel in the performance of their duties so that work is accomplished on schedule and in accordance with applicable Federal Aviation Regulations and repair station procedures.

3. Assisting managers to assure that NDT department personnel record the maintenance performed on maintenance forms and work orders on a daily basis.

4. Assisting managers in training NDT department personnel in the proper work practices and procedures, including observation of safety precautions during the performance of their duties.

5. Assure that NDT department personnel are properly trained and practice proper handling of parts during the accomplishment of maintenance in order to maintain adequate preservation of parts during the maintenance process

6. Assisting the Quality Assurance Manager in the maintenance and periodic calibration of precision tools and test equipment used by the department.

7. Participating in the evaluation, design, and implementation of expansion and promotion of the NDT department operations.

8. Assisting with special projects within his area of expertise, such as preparation of bids for paint and interior projects.

9. Ensure that proper entries are made into maintenance logs & work orders IAW 14 CFR part 43 and Operator/Air Carrier manuals.

10. To insure that the facilities occupied by the NDT department personnel are kept in a clean and orderly manner.

The NDT Team Leader may delegate all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve him/her of the overall responsibilities.

TITLE: MATERIALS CONTROL MANAGER

RESPONSIBILITIES:

The Materials Control Manager is directly responsible to the General Manager for directing, planning, and supervising the overall operation of the Parts department of West Star Aviation.

DUTIES:

1. Develop, implement, and revise as required, procedures specifically aimed at ensuring that no unapproved parts go undetected.

2. Provide adequate training of all product support personnel for the purpose of identification and segregation of unapproved parts.

3. Planning, directing and training subordinates on policy and procedures of inventory management and control, including core and warranty procedure.

4. Planning, directing and supervising customer service and inventory control and disbursement to achieve overall goals and conformance with company policies and procedures.

5. Establishing and coordinating the interaction between the Parts department, other departments and vendors.

6. Preparing summary reports as to progress, purchase commitments, department budget forecasts and miscellaneous recommendations.

7. Implementation of internal programs; e.g., communications, training, work simplification, cost reduction, etc. for the Parts department.

8. Maintaining conformity with work rules, regulations, and safety procedures.

9. Setting and measuring performance for operations, staffing and scheduling.

The Materials Control Manager may delegate all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve he/she of the overall responsibilities.

TITLE: **PURCHASER**

RESPONSIBILITIES:

The Purchaser is directly responsible to the VP of Administration performance within the Purchasing department.

Responsibilities of this position require a basic knowledge of purchasing and inventory control with an ability to adapt with changing priorities. Responsibilities remain consistent but can change as assigned by the VP of Administration. Responsibilities include but not limited to entering and receipt of purchase orders placed, search OEM's and independent part sources for certified and traceable product.

DUTIES:

1. Place orders for the request of parts.
2. Coordinate with shipping on outside work requests.
3. Work with vendors to maintain traceability of parts
4. Work within the repair station manual guidelines to maintain certified and traceable parts.
5. Coordinate part status with requesting department or technician.
6. Process and maintain all records pertaining to each requisition.
7. Research and maintain stock requirements.
8. Any other job-related duties as assigned by supervisor or management.

TITLE: PARTS MANAGER

RESPONSIBILITIES:

The Parts Manager is directly responsible to the Materials Control Manager for directing, planning, and supervising the overall operation of the Parts department of West Star Aviation.

DUTIES:

1. Manager Parts Inventory operations.
2. Work with all Managers as required to most effectively deploy material assets.
3. Work with appropriate department personnel to ensure efficient and accurate job sales and work processes.
4. Ensure quality and efficiency of all personnel and projects worked.
5. Maintain oversight the procedures specifically aimed at ensuring that no unapproved parts go undetected.
6. Assist Materials Control Manager in adequate training of all product support personnel for the purpose of identification and segregation of unapproved parts.
7. Planning, directing and training subordinates on policy and procedures of inventory management and control, including core and warranty procedure.
8. Planning, directing and supervising customer service and inventory control and disbursement to achieve overall goals and conformance with company policies and procedures.
9. Establishing and coordinating the interaction between the Parts department, other departments and vendors.
10. Preparing summary reports as to progress, purchase commitments, department budget forecasts and miscellaneous recommendations.
11. Implementation of internal programs; e.g., communications, training, work simplification, cost reduction, etc. for the Parts department.
12. Maintaining conformity with work rules, regulations, and safety procedures.
13. Setting and measuring performance for operations, staffing and scheduling.

The Parts Manager may delegate all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve he/she of the overall responsibilities.

TITLE: **TRAINING COORDINATOR**

RESPONSIBILITIES:

The Training Coordinator is directly responsible to the Quality Assurance Manager for the performance within the QA department.

Responsibilities include assisting the Quality Assurance Manager in coordinating the day-to-day operation of the West Star Aviation training program regarding scheduling and tracking.

DUTIES:

1. Maintain employee's training files and database to include structuring it to meet the company and FAA requirements.
2. Coordinate with department managers to schedule required training and enter that training once completed for all employees.
3. Maintain employee's training files either digitally or by paper.
4. Assist training instructors in setting up training classes to be performed.
5. Track company training expenditures.
6. Assist the Quality Assurance manager as directed.

TITLE: **NETWORK ADMINISTRATOR/IT MANAGER**

Responsibilities:

The Network Administrator/IT Manager is responsible to the Chief Financial Officer for the performance of duties in Maintaining the West Star Aviation computer network and associated computer hardware as assigned.

Duties:

1. Provide technical support to the IT specialist.
2. Direct strategic long-term goals, policies and procedures for the IT (Information Technology) department.
3. Maintain the West Star Aviation Network system via hardware and software updates and upgrades as required.
4. Assist all departments in the creation and maintenance of all Corridor reporting.
5. Maintain all West Star Aviation computer terminals and associated peripherals as required.
6. Assist the Technical Publications Coordinator in maintaining and revising all digital technical data for production.
7. Monitor the West Star Aviation network for the intrusion of potential viruses or outside entities trying to gain access to the network.
8. Assist the Quality Assurance Manager in maintaining all Corridor Permission profiles for the Corridor network.
9. Maintain and control all backups of the Wes Star Aviation network.
10. Any other job-related duties as assigned by the Chief Financial Officer.

TITLE: IT (INFORMATION TECHNOLOGY) SPECIALIST

Responsibilities:

The IT Specialist is responsible to the Network Administrator/IT Manager for the performance of duties in Maintaining the West Star Aviation computer network and associated computer hardware as assigned.

Duties:

1. Provide computer, hardware & software, technical support to all West Star employee's as required.
2. Assist the IT Manager in maintaining the West Star Aviation Network system via hardware and software updates and upgrades as required.
3. Assist the IT Manager in maintaining all West Star Aviation computer terminals and associated peripherals as required.
4. Responsible for maintaining the West Star Aviation phone system and associated cellular devices.
5. Assist the IT Manager in monitoring the West Star Aviation network for the intrusion of potential viruses or outside entities trying to gain access to the network.
6. Assist the Quality Assurance Manager in maintaining all Corridor Permission profiles for the Corridor network.
7. Assist the IT Manager in the maintenance and control all backups of the Wes Star Aviation network.
8. Any other job-related duties as assigned by the IT Manager.

CHAPTER 3

REPAIR STATION OPERATIONAL REQUIREMENTS

Title: **PERSONNEL REQUIREMENTS (14CFR §145.151)**

1.0 Purpose:

1.1 To define the minimum personnel requirements for conducting day-to-day operations at the West Star Aviation Repair Station.

2.0 Responsibilities:

2.1 Quality and Production management personnel shall ensure that the Repair Station maintains the levels and qualifications of personnel to perform the work for which the Repair Station is rated.

2.2 Note: Each certificated technician must follow the requirements of 14 CFR 65.89, Display of Certificate:
"Each person who holds a mechanic certificate shall keep it within the immediate area where he normally exercises the privileges of the certificate and shall present it for inspection upon the request of the Administrator or an authorized representative of the National Transportation Safety Board, or of any Federal, State, or local law enforcement officer".

3.0 Procedures:

3.1 The Repair Station shall provide adequate personnel to perform, supervise, and inspect the work for which Repair Station is rated.

3.1.1 The total number and qualifications of personnel may vary based on workload. However, the Repair Station shall maintain sufficient levels and qualifications of personnel to keep up with volume of work in process and produce airworthy results.

3.2 Whenever possible, when the Repair Station employs apprentices/trainees, these personnel shall be integrated into groups of experienced workers.

3.2.1 If an entire work group or crew consists of apprentices/trainees, no more than ten such personnel shall be assigned to the work group or crew, and each work group or crew shall be assigned it's own Supervisor.

3.3 Each person who is directly in charge of maintenance at the Repair Station, or who performs inspections for the Repair Station, shall be appropriately certificated in accordance with 14 CFR Part 65 as a mechanic or repairman.

3.4 The Repair Station shall employ a sufficient number of people with detailed knowledge of the maintenance functions and techniques that they perform and for which the Repair Station is rated.

3.4.1 An employee is considered to have detailed knowledge if he satisfies one or more of the following criteria:

a. Twelve months documented experience with the procedure, method, function, or airframe, which the employee is working on.
b. Satisfactory completion of written and/or practical examination for the procedure, method, function or airframe, which the employee is working on.
c. Interview and acceptance of qualifications by the Repair Station Quality Assurance Manager or designee.
d. Acceptance of qualifications by the Administrator.
e. Any other criteria mutually acceptable to the Repair Station and Administrator.

Note: West Star Aviation's training program will be used to determine employee qualifications and knowledge.

3.5 Personnel Authorized to Approve an Article for Return to Service **14CFR §145.157**

3.5.1 Personal with this authorization must be certificated under Part 65.

3.5.2 Must be appointed by the Quality Assurance Manager as a Quality Control Inspector 1 (QC 1).

3.5.3 Personnel authorized to approve an article for return to service will be recommended by their supervisor, required training completed and approved by the Quality Assurance Manager. Personnel will not be approved to return an article to service unless indicated on the Inspector Authorization Card (WSF053A). For those individuals authorized to approve an article for return to service, this will be indicated within West Star Aviation's Inspector roster, (WSF009)

3.6 Termination of Employment

3.6.1 Upon termination of employment, it is the responsibility of the employee to surrender his or her Inspection Authorization card (WSF053A) and FAA issued "Repairman Certificate" to the Quality Assurance Manager. The "Repairman Certificate" must be returned so it can be forwarded back to the FAA.

Title: **SUPERVISORY REQUIREMENTS (14CFR §145.153)**

1.0 Purpose:

1.1 To define the supervisory requirements for conducting day-to-day operations at the West Star Aviation Repair Station.

2.0 Responsibilities:

2.1 Quality and Production management must ensure a sufficient number of supervisors to direct the work performed under the repair station certificate and operations specifications.

3.0 Procedures:

3.1 The supervisors must oversee the work performed by any individuals who are unfamiliar with the methods, techniques, practices, aids, equipment and tools used to perform maintenance, preventative maintenance or alterations.

3.2 Each Supervisor must be certificated under 14 CFR Part 65.

3.3 Each Supervisor must have a minimum of 18 months of practical experience in the work being performed.

3.4 Each Supervisor will be trained in or be thoroughly familiar with the methods, techniques, practices, aids, equipment and tools used to perform the maintenance, preventative maintenance or alterations.

Title: **ROSTERS (14CFR §145.161 & §145.209 (b))**

1.0 Purpose:

1.1 To define procedures to maintain all rosters as well as employee summaries.

2.0 Responsibilities:

2.1 It will be the responsibility of the Quality Assurance Manger to maintain and revise the repair station rosters.

3.0 Procedures:

3.1 This repair station shall keep a Personnel Roster for Managerial/Supervisory and Inspection personnel acceptable to the administrator. It will include the following:

- Name
- Authorizations, if any
- FAA Certification
- FAA Certificate Number

3.2 An Inspector Roster (WSF009) shall be maintained for all personnel performing inspection functions. The roster shall include the name, license number, and level of inspection authority for each inspector.

3.3 A Supervisory Roster (WSF007) shall be maintained for all supervisory and management personnel. The roster shall list the employee name, license number and title.

3.4 The Inspection office will maintain an Employment Summary (WSF052) form of each person listed on the WSF009 and WSF007 Roster. This summary must contain enough information on each person to meet the requirements of FAR 145.161 (a)(4). The employment summaries will be listed according to classification, type of certificates held and certificate numbers (as applicable), job titles (where required).

The Repair Station shall not use any person to supervise maintenance or alterations or inspect work unless they have an Employment Summary on file and are listed on the appropriate Roster.

4.0 Revision Procedures

4.1 The Inspection Roster (WSF009), Supervisory Roster (WSF007) and Employment Summaries (WSF052) shall be updated to reflect employee termination's, additions and deletions of personnel, and changes to existing employees duties and responsibilities as required by FAR 145.161 (b).

4.2 Upon completion of any revision to any of the above stated rosters, the Quality Assurance Manager or designee will forward the revision to the FSDO with in 5 days.

Title: **EQUIPMENT, MATERIALS & TOOLING REQUIREMENTS (14CFR §145.109 (a)(b)(c) & §145.209(c))**

1.0 Purpose:

1.1 To define the minimum equipment, materials & tooling requirements for conducting day to day operations at the West Star Aviation Repair Station.

2.0 Responsibilities:

2.1 The General Manager and the Quality Assurance Manager shall ensure that the Repair Station maintains the minimum equipment, materials & tooling required to perform the work for which the Repair Station is rated and/or routinely performs.

3.0 Procedures:

3.1 The Repair Station shall possess and maintain in good working order all equipment, material & tooling required by 14 CFR Part 145.109, for each rating it holds and/or for each aircraft it routinely performs maintenance and/or alterations on.

3.1.1 All inspection and test equipment included in paragraph 3.1 shall be maintained and calibrated in accordance with Chapter 4 of the West Star Aviation Quality Control Manual.

3.1.2 All equipment, material & tooling required by paragraph 3.1 shall be located on the Repair Station premises and shall be under full control of the Repair Station. For the purpose of this procedure, full control shall mean integrated into the Repair Station's tooling control system.

3.1.3 In the event that the tooling or equipment required to maintain a particular article is not cost effective to purchase, West Star Aviation will rent the tooling or equipment. Upon receipt of this tooling or equipment, the Receiving Inspector will ensure that the calibration is current with all necessary documentation is available.

3.2 All equipment, material & tooling required by paragraph 3.1 shall be suitable for the intended function, and shall be the equipment, material & tooling recommended by the manufacturer or operator of the component/aircraft for maintaining or altering the applicable article.

3.2.1 The Repair Station may substitute equivalent equipment, materials & tooling for those recommended by the manufacturer or operator provided the equivalent equipment, materials & tooling are suitable for the intended function, and the equivalency is validated by airworthiness qualified inspection personnel assigned to quality assurance department, and is acceptable to the FAA.

4.0 Special Equipment and Test Apparatus

4.1 The maintenance of aircraft and associated components may require the use of special equipment and test apparatus (i.e. test fixtures, jigs, tooling…).

4.2 West Star Aviation may purchase such special equipment from the original equipment manufacturer (OEM), purchase equivalent substitute equipment, or produce equivalent substitute equipment, if specifically allowed by the OEM.

4.3 Equivalent special equipment shall be capable of performing all tests and checking all parameters of the aircraft or component under test, to a level of accuracy equal to or better than the OEM supplied equipment.

4.4 When performing maintenance using substitute equipment, the person performing the maintenance shall assure that the substitute equipment will produce results equivalent to OEM provided equipment.

4.5 West Star Aviation shall evaluate each piece of special equipment, ***not supplied by the OEM,*** for equivalency to the OEM supplied item, prior to initial use. Equivalency may be established as follows:

1) TECHNICAL DATA
West Star Aviation may use technical data (i.e. drawings, specifications, blueprints, pictures…) provided by the OEM, to create equivalent special equipment. If substitute equipment meets the OEM's standards and specifications with all respects regarding tolerances and accuracy, it may be used to perform maintenance.

2) FUNCTIONAL EQUIVALENCY
West Star Aviation may use equivalent special equipment, without having technical data from the OEM, by comparing the results produced using the equivalent item against the results produced by the OEM supplied equipment. If substitute equipment produces results, which are at least as accurate as the OEM supplied equipment, it may be used to perform maintenance.

4.6 Each item of equivalent equipment shall be given a unique identification number. A record of the means of determining equivalency shall be kept on file. Any equivalent special equipment, which requires calibration, shall be regularly calibrated to a known standard as specified in Chapter 4 of the West Star Aviation Quality Control Manual.

CHAPTER 4

HOUSING & FACILITY REQUIREMENTS

Title: **HOUSING AND FACILITY REQUIREMENTS (14CFR §145.103)**

1.0 Purpose:

1.1 To define Repair Station housing and facility requirements necessary to ensure all work performed complies with Federal Aviation Regulations and is completed in an airworthy manner.

1.2 The facility layouts for West Star Aviation in Grand Junction to include the Aspen facility are maintained by the Accountable Manager. The actual drawings depicting the facilities are kept in a separate document and can be located in the Accountable Managers office.

2.0 Responsibility:

2.1 The Repair Station, and its management personnel, shall ensure that all work done is protected from weather elements, dust, and heat, and that its workers are protected to the extent that their work will not be impaired by the environment or their physical efficiency.

3.0 Procedures:

3.1 The Repair Station shall maintain suitable permanent housing for aircraft types listed on the FAA Operations Specifications.

3.2 If climatic conditions permit work to be performed outside, permanent work docks may be used so long as all other requirements of this section are met.

3.2.1 Air conditioning and/or heating units shall be utilized as required to provide a stabilized work environment for Repair Station personnel inside of aircraft positioned outdoors.

3.3 All shop and assembly areas shall be located and arranged so as to not negatively impact in process or assembly work on adjacent or nearby aircraft.

3.3.1 Careful attention shall be paid to controlling particulates (sawdust, metal cutting dust, etc.) when these operations are performed adjacent to or near aircraft in work.

3.4 All parts, spare parts, work in-process parts, and raw materials shall be stored and protected in a manner that will eliminate the possibility of contamination or damage.

Title: **CHANGE OF LOCATION, HOUSING OR FACILITIES (14CFR §145.105)**

1.0 Purpose:

1.1 The purpose of this section is to describe the procedures that will be followed if location, housing or facilities are changed that could significantly affect the ability of a repair station to perform airworthy work.

2.0 Responsibility:

2.1 It will be the responsibility of the FAA Accountable Manager to assess the significance of the change and make the determination if it affects the ability to perform work in an airworthy manner. The result of this determination will be reflected in West Star Aviation Housing and facilities manual. This manual depicts the physical layout of the West Star Aviation complex and will be kept and revised within the Quality Department as a separate manual from the Repair Station/Quality Control manual.

2.2 West Star Aviation will comply with the requirements of 14CFR §145.105(b) by notifying the FSDO in writing.

3.0 Procedures:

3.1 Whenever a change is made to the location, housing or facilities that could have a significant effect on the ability of the repair station to perform work in an airworthy manner, the Accountable Manager will initiate a draft revision to this manual.

3.2 The FAA Accountable Manager will decide which changes might have a “significant effect” on the ability of the repair station to accomplish its work in accordance with all applicable FARs. If determined to be significant, the revision must be approved by the Accountability Manager. If insignificant, the revision will be distributed as otherwise required by this manual.

3.3 If the revision is found to have a “significant effect” on the repair station’s ability to accomplish its work in accordance with the applicable FARs, a copy of the draft revision will be sent to the FAA for acceptance.

3.4 After receiving FAA acceptance and any FAA-prescribed conditions or limitations that affect this repair station’s work during the transition, the FAA Accountable Manager will ensure the final manual revision is created and is properly distributed.

CHAPTER 5

TRAINING SYSTEM

Title: **TRAINING SYSTEM (14CFR §145.163 & §145.209 (e))**

In order to meet the requirements of 14CFR §145.163 a Training Program Manual has been created and approved by the Flight Standards District Office. The Training Program Manual is separate from the Repair Station and Quality Control Manual. This Training Program Manual contains the policies and procedures West Star Aviation uses to determine its training requirements and to develop its training program. The training program ensures each repair station employee has the knowledge and skills to capably perform assigned maintenance, preventive maintenance, inspections and alteration tasks. The training program content in this manual ensures West Star Aviation can respond to its employees' changing training needs.

The Training Program Manual sets forth the procedures for West Star Aviation to identify its training needs in a systematic manner, develop training and/or identify appropriate existing training, select the training methods, provide training, record training accomplishment, and measure the effectiveness of its training program.

A copy of the Training Program Manual and all revisions are provided to West Star Aviation certificate-holding district office (CHDO). The procedures for revising this document and submitting revisions to the FAA for approval are described in this document on page 6 and in the West Star Aviation RSM Doc. No. 1.020.

West Star Aviation uses a closed loop system to ensure that the training requirements for the company and employees are identified, training standards are established, training is provided, and the training program is revised as necessary. West Star Aviation training program consists of the following basic components:

- A training needs assessment to identify West Star Aviation overall training needs and individual employee training needs
- The method for defining areas of study and/or courses/lessons made available to employees
- The method for identifying training sources and methods available to employees for the areas of study, courses, and/or lessons
- The method of documenting employee qualifications and training
- The methods used to measure the effectiveness of the training program and to make changes as necessary

The Accountable Manager has the overall authority for West Star Aviation training program and will ensure West Star Aviation complies with all of the components of its training program.
Any changes to the training program will be coordinated with the Accountable manager.

REMOVED

CHAPTER 6

CONTRACT MAINTENANCE PROVIDERS

TITLE: **Qualifying Certificated and Non-Certificated Contract Maintenance Providers (14CFR §145.209 (h) & §145.217)**

1.0 Purpose:

1.1 The purpose of this section is to describe a process for Qualifying Certificated and Non-Certificated Maintenance Contract Providers.

2.0 Responsibilities:

2.1 The FAA Accountable Manager or his designee shall be responsible for assuring that the provisions of this procedure are carried out.

2.2 The Materials Control Manager shall be responsible for assuring that all products and services used for returning aircraft to service are procured from subcontractors that have been qualified in accordance with this procedure.

3.0 Procedures:

3.1 Some maintenance functions that are an integral part of the maintenance being performed by West Star Aviation may be subcontracted to a contract maintenance provider approved by the FAA Accountable Manager. Such contractors are used on a part-time basis, as needed.

3.2 The maintenance functions that will or can be contracted to outside sources will be contained in a list approved by the FAA located in Appendix A of this manual.

3.3 This section does not apply to components or services received from FAA certificated vendors who have conducted final inspection and test of an assembled accessory, and issued acceptable/approved documentation, which approved the article for return to service.

3.4 To assist in ensuring parts ordered are appropriate for installation for use on aircraft, the FAA Accountable Manager will be responsible to maintain a list of Certificated and Non-Certificated Contract Maintenance providers, see example below on page 3 of 3 para. 5.4 of this document, and their associated ratings. The name, associated ratings and capabilities of each provider will be maintained in a dedicated file in the QA office. The Accountable Manager will conduct audits of the Certificated and Non-Certificated Maintenance Providers using WSF 014A as indicated in Doc. No. 6.020 of this chapter.

4.0 Procedures for revising the Contract Maintenance Numerical Function List

4.1 Before adding or revising any contracted maintenance functions to its FAA-approved Contract Maintenance Numerical Function List, the repair station shall contact the FAA in a format acceptable to the administrator setting forth the type of maintenance function it wishes to accomplish by contract.

4.2 The repair station shall not contract any maintenance function to a Non-Certificated Maintenance Provider prior to obtaining FAA approval if the maintenance function is not listed on the West Star Aviation approved Function list located in Appendix A. FAA approval will be provided or in the case of an emergency, verbally. West Star Aviation will maintain and revise the contract list only upon approval from the Salt Lake City FSDO as indicated. Once the approval has been given, the contract list will be updated and submitted to the Salt Lake City FSDO for signature approval.

4.3 Maintenance contractors are chosen for their ability to perform the maintenance, preventive maintenance or alteration service and their certificated or non-certificated status.

5.0 Procedure for Qualifying a Non-Certificated Contract Maintenance Provider

5.1 Non-certificated contractor maintenance providers are required to have a quality control system equivalent to West Star Aviations Quality system that ensures the vendor has the housing, facilities, equipment, trained personnel and data necessary to accomplish the specific work requested by this repair station. Additionally, the non-certificated source must allow the FAA to inspect them during the time they are performing work on behalf of this repair station. This repair station will remain directly in charge of the work performed by the non-certificated facility by supplying the vendor the appropriate material and documentation to accomplish the contract maintenance if it cannot be provided by the vendor in a manner satisfying all applicable 14 CFR requirements. When the work is completed by the contractor, the article will be subjected to a receiving and conformity inspection by West Star Aviation and will receive and approval for Return to Service either by issuing a yellow West Star Aviation Maintenance Release Tag (WSF 2163) or FAA form 8130-3 prior to placing into West Star Aviation stock.

5.2 A list of contract maintenance facilities will be maintained in the inspection office in a manner acceptable to the administrator. This list will contain a Vendor Code, (Internal Use Only), and the name and address of the contracted facility, FAA ratings, FAA & EASA repair station number, maintenance function provided to West Star Aviation, and Approved date.

5.3 A sample of the Numerical Function Listing is as follows:

Note: *The FAA approved Contract Maintenance Provider **Function** Numerical listing can be located in the Repair Station Manual Appendix "A".*

1.	Metal plating or anodizing.
2.	Complex machine operations involving the use of planers, shapers, milling machines, etc.
3.	Precision grinding, honing, and lapping operations (including crankshaft, cylinder barrels, etc.)
4.	Heat treatment.
5.	Non-Destructive Testing (NDT)
6.	Plastic, Acrylic, Polly Carbonate etc. repair or manufacturing
7.	Hydrostatic test and inspection of pressurized gas cylinders.

EXAMPLE

5.4 A sample of the Contract Maintenance Provider Listing is as follows:

Note: *The Contract Maintenance Provider listing is located in West Star Aviation Inspection office.*

CONTRACT MAINTENANCE PROVIDERS FAA and EASA

Code	Provider Name / Address	FAA Ratings	CRS # EASA #	Maintenance Function	Approved Date
ABLEN	ABLE ENGINEERING & COMPONENT SERVICES, INC 2920 E CHAMBERS ST PHOENIX AZ USA	Limited Airframe, Limited Engines, Limited Accessory, Limited Nondestricive Inspection, Testing & Processing, Limited Specialized Services, Limited Rotor Blades, Limited Instruments, Limited Radio	A1LR190N EASA.145.4010	CAD Plating & Plating.	8/31/2015
L3ACSS	ACSS REPAIR AND OVERHAUL (L-3 Communications) 19810 NORTH 7TH AVE PHOENIX AZ USA	Limited Instruments Limited Radio	L3ZR029X EASA.145.5441	TCAS Labels, Plates & Computer Software Upgrades. Test, repair, modify and/or overhaul specific components by manufacturer, model and part number per capabilities list.	4/30/2016
ADVA24	ADVANTAGE AVIATION TECHNOLOGIES II, LLC 201 REGAL ROW DALLAS TX USA	Limited Airframe, Limited Engines Limited Landing Gear Components Limited Accessory Limited Nondestructive Inspection Limited Specialized Services	GQRR443L EASA.145.4963	Reseal Servos and Actuators	8/31/2014

CONTRACTED MAINTENANCE PROVIDER AUDIT PROCEDURES

1.0 Purpose:

1.1 This document defines the procedure whereby West Star Aviation establishes that its certificated and non-certificated contract maintenance providers are qualified to provide aircraft materials or services of adequate quality.

2.0 Responsibilities:

2.1 The Quality Assurance Manager or his designee shall be responsible for assuring that the provisions of this procedure are carried out.

2.2 The Materials Control Manager shall be responsible for assuring that all products and services used for returning aircraft to service are procured from contract maintenance providers that have been qualified in accordance with this procedure.

3.0 Procedures:

3.1 A database will be maintained by the Quality Assurance Manager or his designee, which summarizes the current, and past approval status of each contract maintenance providers evaluated under this procedure.

Table 3.1 lists the various possible approval status categories.

Table 3.1 Contract Maintenance Providers **Approval Status Categories**

Approval Category	Status Definition	Approval Codes
Approved	Survey was returned and evaluated by West Star Aviation approved.	A
Failed	Survey was returned and evaluated by West Star Aviation and failed.	F

3.2 The approval status of each contract maintenance provider will be made readily available to procurement personnel either through periodic reports from the database or by suitable coding on the Corridor Purchasing Department data tracking system.

4.0 DOCUMENTS

4.1 The contract maintenance provider Audit Form (WSF014A) will be used to establish acceptability of a contract maintenance providers qualifications. This form is mailed, e-mailed or faxed to the contract maintenance provider who fills it out and returns it to West Star Aviation for evaluation. An example of WSF014A can be located in the Quality Control Manual Doc. No. 5.090.

4.2 The contract maintenance providers Audit Form (WSF014A) may also be used to assist West Star Aviation auditors when performing periodic on site audits of contract maintenance providers.

5.0 PROCEDURES

5.1 Upon notification by the Purchasing Department of the need to evaluate a contract maintenance provider, the Quality Assurance Manager or his designee will mail, fax or e-mail the contract maintenance providers a copy of WSF014A, Vendor Audit Form.

5.2 When returned, WSF014A will be evaluated by a QA Manager or designee for the acceptability of the responses in each contract maintenance provider category for which the contract maintenance provider is being evaluated.

a. The contract maintenance providers will be approved internally for those categories for which acceptable answers are provided and procurement personnel will be notified per section 3.2 of the contract maintenance providers corresponding approval codes. Ref. Table 3.1 located on pg. 1, Repair Station manual Doc. No. 6.020.

5.3 Approved contract maintenance providers status will last for 1 to 5 years from the date of receipt of an acceptable WSF.014. Prior to the expiration of their approved status, the contract maintenance providers will be sent a current copy of the Contract Maintenance Providers Audit Form (WSF014A) to fill out and return. The WSF014A form will be evaluated and the contract maintenance provider status established.

5.4 Changes to the contract maintenance providers management, ownership, location, and/or quality system may require re-evaluation of the contract maintenance provider. Therefore, any such contract maintenance providers changes must be expeditiously reported to the Quality Assurance Manager.

CHAPTER 7

SELF EVALUATION PROGRAM

Title: **REPAIR STATION AUDIT PROGRAM**

1.0 Purpose: An Audit Program focuses on whether the stated procedures and standards are actually being followed and whether they are effective in meeting the overall goals for maintaining airworthy products within the repair station. The Audit process examines a sample of products to ensure they remain in compliance with 14 CFR Part 43, Part 145, and processes to verify that the end products meet all requirements, i.e. that the overall Repair Station system works.

2.0 Responsibilities:

2.1 West Star Aviation is responsible for ensuring that the Audit program is accomplished according to the objectives and guidance established by the Accountable Manager by:

2.1.1 The accomplishment of audits.

2.1.2 Providing support to responsible technical managers for the development of solutions to audit observations.

2.1.3 Completion of audit reports

3.0 Procedures:

3.1 It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with procedures of this audit program. Independence shall be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure, or product being audited.

3.2 Overall responsibility for West Star Aviation's Audit program is assigned to the Accountable/Quality Assurance Manager. Any auditor reports directly to the Quality Assurance/Accountable Manager.

3.3 The individual selected as an auditor should have a thorough knowledge of the company's Quality System and its departmental relationships.

3.4 Audits will be conducted by West Star Aviation once per year as a single exercise or conducted in segments during a period of one year in accordance with the audit program contained in this manual. All applicable 14 CFR parts 43 and 145 provisions as detailed will be checked at least once per year against each primary product line.

3.5 Additional Fixed location at West Star Aviation's Aspen, CO facility will be subjected to the same audits, as required as indicated in this manual.

3.6 The following forms will be used to carry out the audit program and examples can be found in Chapter 5 of the Quality Control Manual:

3.6.1 Audit Check lists

3.6.2 WSFGJT 015-Nonconformance Write-Up and Corrective Action Form.

3.7 If discrepancys are found as result of an audit, corrective actions will be derived from an analysis of the problem's extent and "root" cause to be sure that all affected activities or parts are identified. Then and only then will any immediate action required be taken. Interim actions required will be determined before the implementation of a permanent solution is initiated. All long term, permanent solutions (> 30 days) will be accompanied

with a plan and timetable and be approved by the Accountable Manager before rectification is initiated.

3.8 The implementation of corrective actions will be monitored by the Quality Assurance/Accountable Manager through status updates/reports. The status report may be in the form of inter-office memo (e-mail) or in direct meeting with the Accountable Manager/Quality Assurance or designee as required. Corrective action implementation and/or rectification will be verified through the use of follow-up audits.

3.9 Audit records are confidential internal documents that are the property of West Star Aviation. Records of audits, corrective actions and results will be made available for the FAA and/or industry at the Accountable/Quality Assurance Mangers discretion at West Star Aviation's business address during normal working hours. These records will be kept for 2 years.

3.10 At its discretion, West Star Aviation will hire an outside entity to conduct an audit. This will provide an unbiased approach to auditing the West Star Aviation facility and processes. The results of such an audit will be handled in the same manner as a West Star Aviation internal self/audit with determining a root cause and corrective action.

Contract Maintenance Provider Numerical Function Listing:

1.	Complex machine operations involving the use of planers, shapers, milling machines, etc.
2.	Hydrostatic test and inspection of pressurized gas cylinders.
3.	Swedging/Load Testing
4.	Welding
5.	Heat Treatment
6.	Plating

Approval:

West Star Aviation _____
Accountable Manager
APR/24/2014

Approval:

FAA FSDO _____
Principal Inspector
6/10/2014

Title: **REPAIR STATION FORMS INDEX**

1.0 Purpose:

1.1 The purpose of this chapter is to provide the user of this manual and index to all of the forms, tags and stamps referenced in this manual. This index does not encompass all repair station forms, tags and stamps but only those specifically referenced in the Repair Station/Quality Control Manual. All current forms used by West Star Aviation can be located on the company intranet, which are revised, maintained and controlled by the Quality Assurance department. All of the forms on the company Intranet are self explanatory to the user. Training for the use of the forms will be accomplished by the appropriate supervisor. Additionally, all current West Star Aviation forms are provided to the Salt Lake City FSDO in PDF format on a CD or by email.

FORM, STAMP OR TAG #	DESCRIPTION	LOCATION		
		MANUAL	Doc. #	PG. #
WSF007	Supervisor Roster	Repair Station	3.030	1 of 1
WSF009	Inspector Roster	Repair Station	3.030	1 of 1
WSF 014A	Vendor Audit Form	Quality Control	5.090	1 of 1
WSF .015	Non-Conformance Write & Corrective Action	Quality Control	5.114	1 of 2
WSF .015.15	Self-Evaluation Check List	Quality Control	5.113	1 of 1
WSF .118	Calibration Certificate	Quality Control	5.115	1 of 1
WSF 026	Aircraft Undergoing Maintenance Sheet	Quality Control	5.050	2 of 10
WSF 053A	Inspection Authority Card	Quality Control	5.111	1 of 1
WSF 080	Return to Service (145 Sticker)	Quality Control	5.030	1 of 7
WSF 081	"Not" approved for return to service (145 Sticker)	Quality Control	5.030	2 of 7
WSF 1022	Operation Check Flight Sticker	Quality Control	5.030	2 of 7
FAA Form, (Online)	Service Difficulty Report / M or D Entry Form	Quality Control	5.100	1 of 1
FAA Form 8120-11	Suspected Unapproved Parts Notification	Quality Control	5.112	1 of1
FAA Form 8130-3	Airworthiness Release Tag	Quality Control	5.050	5 of 10
Stamps	All Stamps	Quality Control	5.060	All
WSF 027	Repair Station & Quality Control Manual Revision Instruction and Control.	Repair Station	iv	1 of 1
WSF 028	Aircraft Documentation Statement	Quality Control	5.118	1 of 1
WSF 043, 043A & 043B	Equipment Removal & Installation Sheets	Quality Control	5.117	2 - 5
WSF 2161	Repairable Part Tag	Quality Control	5.050	6 of 10
WSF 2162	Un-airworthy Part Tag	Quality Control	5.050	7 of 10
WSF 2163	Maintenance Release Tag	Quality Control	5.050	8 of 10
WSF 2164	Identification Tag	Quality Control	5.050	9 of 10
WSF 2167	Warranty Core Tag	Quality Control	5.050	10 of 10
WSF 2171	On-the-Job Training form	Quality Control	5.050	1 of 10
WSF 2172	Altimeter Correction Card	Quality Control	5.050	3 of 10
WSF 2173	Airspeed Correction Card	Quality Control	5.050	4 of 10
WSF 1019	Supplemental Corrective Action	Quality Control	Removed	
WSF 802	Repair or Modification Approval	Quality Control	5.070	1 of 1
WSF 041	Disposition of Quarantined Parts	Quality Control	5.080	1 of 1
WSF 1009	"Major Repair" Return to Service	Quality Control	5.030	3 of 7
WSF 2000	Work Order Form (Front Page)	Quality Control	5.020	5 of 6
WSF 2001	Work Order Form (Continuation Page)	Quality Control	5.020	6 of 6
WSF 2006	Work Order Detail report (Corridor)	Quality Control	5.020	1 & 2 of 10
WSF 2007	Work Order Squawk report (Corridor)	Quality Control	5.020	3 of 10
WSF 2008	Work Order Step report (Corridor)	Quality Control	5.020	4 of 10
WSF 018	Inspection Job Aid	Quality Control	5.020	7 of 10
WSF 1500	Away from Base Maintenance Release Form	Quality Control	5.119	1 of 2
WSF 1501	Away from Base Check List	Quality Control	5.120	1 of 1

Title: **ELECTRONIC SIGNATURE, MANUALS, & RECORDKEEPING SYSTEM PROCEDURES**

1.0 Purpose:

1.1 To provide the procedures of electronic signatures, manuals and a recordkeeping system. The following procedure addresses how West Star Aviation will maintain the highest level of security and control when using electronic signatures, manuals and a recordkeeping system to meet the requirements of Advisory Circular 120-78 as revised.

2.0 Electronic Signature:

2.1 The Electronic Signature utilized within the Corridor system is unique by the means of identification and authentication in two forms of which either can be used to sign off a squawk or step.

2.1.1 The first identification and authentication of a technician is provided by a badge created from the Corridor system and issued to the technician by the IT department or designee. The badge contains the technician's printed name as well as a bar code that has his name by cryptographic means within the bar code. The use of the bar code on this badge does not require the technician to be logged into the Corridor system. When scanned by the bar code reader a window on the monitor will display in detail what the technician scanned for verification. Relating to a squawk Sign Off or Inspection, the technician will scan his/her badge, scan the bar code located on the printed squawk/step or squawk/step listing and then finally scan the "Sign-off type/Labor Type bar code list affixed to the Computer terminal. The technician's name and the date the type of sign off was scanned will be displayed on the Work Order detail report and in Corridor history, which records all the above to include any and all actions within Corridor.

2.1.2 Logging into the Corridor system by way of a unique username and password provides the second identification and authentication of a technician. Once this is completed, the technician will locate the work order, the specific squawk or step within the Corridor system and sign off by selecting the **Sign Off**, **Inspect** or **Double Inspect** button as required. The technician's name and the date the type of sign off was selected will be displayed within the Corridor work order system, Work Order detail and Corridor history.

2.2 Electronic Signature significance

2.2.1 The use of the bar code scanner will be considered the means by which a technician will affix his/her name deliberately to the Corridor system. The technician will scan the sign off or type of inspection using a barcode, scan the barcode on the individual squawk or step and finally the barcode on their badge. Ultimately, this sequence of scanning will result in signing off a particular squawk or step within the Corridor system.

2.3 Electronic Signature Security

2.3.1 Password: Every six months the IT department will force the technician by programming, to change their password the next time they log in at the 6 month point. If the technician attempts to use the scanner at the 6-month password change point, he/she will receive an error message prompting them to log in to Corridor to change their password.

2.3.2 Login In: When it is necessary to login to the Corridor system, the technician will enter a unique username and password. Technicians **will not** allow other technicians to work within the Corridor system under their login. When the technician is finished in the Corridor system, he/she will logout.

2.3.3 Permissions: There are over 600 individual permissions within the Corridor system. With approval from the Quality Assurance Manager the IT department has created permission profiles, which are assigned to individual technicians within the Corridor system. This allows or prevents technicians from accessing different areas of the Corridor system as well as allowing or preventing different tasks such as inspection authorities.

2.3.4 Termination of Employment: Upon termination of employment, the IT department will immediately zero out any and all permissions the employee may have had. Also, the employee will surrender the Security badge to human resources, which will be forwarded to the Quality Assurance manager or designee for disposal.

2.3.5 Removing Electronic Signatures: Every effort will be made to have the squawk or step complete and correctly entered before it is signed off and inspected. In the event this cannot be achieved authorized individuals, Team Leaders, Program Managers, QA Inspectors, Director of Maintenance to include select Accounting and Parts personnel will be allowed, within the Corridor system, to remove electronic signatures for the purpose of adjusting parts, services and labor to include correcting content and grammatical errors. Once completed, the authorized individuals will be allowed to select and place the original electronic signature of the technician that was removed back in its original location in Corridor. Corridor history will track this transaction by date, time and a brief description for future reference.

2.3.6 History: Every time anybody makes a change within the Corridor system it is recorded in “History”. As an example: If text was changed within the discrepancy or resolution of a squawk, the system will show a before and after representation at the Discrepancy/Resolution window. History also contains who made the change, on what date and time.

2.3.7 With the exception of para. 2.3.5, at no time will a technician be allowed to place any other technician’s electronic signature into Corridor. To prevent the possibility of this occurring, a QA Inspector, at the time of completing a work order, will query a Corridor “Squawk/Step Sign Off Variance” report. The report will show, by a technicians name, if a technician on that work order placed an electronic signature, not his/her own, in the electronic signature block when an electronic signature did not exist there before. If a technician name(s) is found to be on this report, where none should exist, the technician(s) will be investigated by a QA Inspector, and the Work Order will be corrected as required by the responsible/authorized technician or QC Inspector. This process will be completed prior to aircraft Approval for Return to Service.

2.3.8 Wet signatures/initials are still acceptable, as required, on any or all West Star Aviation forms.

3.0 Electronic Manuals

3.1 Storage & Retrieval: Manual data contained on the server cannot be altered in anyway.
3.2 Maintenance & Support: The server which contains all of the technical data for the company has necessary backups in the way of selected paper manuals and electronic backups in case of computer outages.
3.3 Access to Manuals: Distribution of the manuals is handled similar to manuals maintained in a paper format as explained in the Repair Station manual, Doc. No. 1.020.
3.4 Revisions to Manuals: Revisions will be handled through a subscription service. The revisions will be handed over to the IT department for immediate update of the manual on the server as required. In addition, the revisions for electronic manuals will be updated automatically over the Internet were West Star Aviation's server will connect to the revision service server. Revision status of any electronic technical data will be maintained in a computer database, which is controlled in the Quality Assurance department.
3.5 Training: Floor technicians will be given initial and recurrent training on access and use of the electronic technical manuals. Recurrent training will be once per year.

4.0 Electronic Recordkeeping

4.1 Purpose

4.1.1 West Star Aviation will use an Electronic Recordkeeping system to initiate and process records which are required to be stored, and retrieved electronically by a computer system, rather than in the traditional hard copy form. An example of the records to be stored electronically will include Work Order's with supporting documents, Training files, Contract Maintenance Provider data, archived tool calibration certificates, etc.
4.1.2 West Star Aviation is choosing the option of Electronic Recordkeeping to reduce the need for paper storage, paper usage and ease of retrieval. There may be a need for some level of continued paper storage, but the Electronic Recordkeeping system will be used when and wherever practical.

4.2 Security

4.2.1 There will be restricted access to the electronic files by the application of specific electronic permissions given to certain personnel controlled by the Quality Assurance Manager. Only Program Managers and select QA personnel will have access to personnel information within these files.
4.2.2 All electronic files will be electronically stored as PDF files to prevent any chance of the files being digitally altered in an unauthorized way.
4.2.3 The Management Structure for the delivery of electronic files to West Star Aviation personnel or customers will be the same as found in the West Star Aviation Repair Station Manual Organizational Chart found in Doc. No. 2.010 of the RSM. No one below the position of a Program Manager will be allowed to extract electronic files from the West Star Aviation network and send to a customer without the permission of the Quality Assurance Manager.

4.3 Procedures

4.3.1 The Electronic files will be made available to both the National Transportation Safety Board (NTSB) and FAA personnel as is required with non digital formats. When either the NTSB or FAA are not on location at West Star Aviation, the

electronic files will be provided via email or if the files are too large, access will be given via an File Transfer Protocol (FTP) type web site or a web based cloud storage similar to a "Drop Box" system. When either the NTSB or FAA is on site, the files can be provided in a similar fashion or by thumb drive storage. If either entity does not have a computer available, one can be provided by West Star Aviation to access the files. They will be assisted by a West Star Aviation employee while onsite to ensure that all electronic files requested can be viewed or printed as requested.

4.3.2 The West Star Aviation computerized network system that stores the electronic record keeping automatically requires each user to change their password every 45 days. To prevent password duplication, the computerized network requires that each password be complex with 3 of the following 4 requirements. 1ea. Capitalized letter, 1ea. lower capitalized letter, 1ea. character and 1ea. number. The password must be at least 8 characters long.

4.3.3 The West Star Aviation computerized network is audited daily by the Network Administrator/Information Technology (IT) Manager. The IT Manager receives an email generated by the network informing him of the integrity of the network firewall with a report that shows of any outside entity trying to access the network and with a report that shows any viruses that may have tried to get into the network. The network auditing is accomplished via a software program that automatically monitors the integrity of the network system and notifies the IT manager of any Firewall or Virus issues. In case of the IT Managers absence, the IT Specialist will be notified of the network audit.

4.3.4 West Star Aviation does not have any auditing procedures for its individual workstations because the work stations are server based.

4.3.5 West Star Aviation will transmit the computerized records to customers, NTSB and the FAA as requested by the use of paper, email, internet cloud transfer or external device such as a thumb drive in a PDF format.

4.3.6 West Star Aviation will typically provide paper versions of all customers return to service documents and any supporting documents as well. If the customer requests digital versions of these documents, the digital versions will be transferred to a thumb drive, email or internet cloud transfer in a PDF format.

4.3.7 The use of electronic signatures by customers will not be used. Only authorized West Star Aviation employees will have access to the computerized records on the West Star Aviation network.

4.3.8 Training for the West Star Electronic Recordkeeping system will be a one on one OJT based training given by those familiar with the process within the Quality Assurance Department or the IT Manager. Training will consist of the scanning and organizing the digital records on the network to include the transfer of the digital records to the customer, FAA or NTSB.

4.3.9 Work Order digital storage process:

4.3.9.1 Original documents supporting the work order will be scanned via digital scanner into a PDF format. The digital scanner will automatically send a PDF copy of the digital scan to the QA employee's email. The PDF document will be retrieved from the email and saved on the network under a folder structure specific for the aircraft or component. The original documents, as required, will be provided to the customer along with a digital version if requested.

4.3.9.2 The Work Order detail report will not be printed or scanned. The QA employee will access the digital version of the Work Order detail report; convert to PDF and save it to the network under the aircraft folder. At

any time, the Work Order detail report can be printed and provided to the customer on request along with any Work Order supporting documentation.

4.3.9.3 Any other documents such as training, vendor or tool calibration files would be handled in the same manner as the work order documents except would be stored in a different location on the network appropriate for those type files.

4.3.9.4 The server which contains all of the digital storage for the Technical Manuals, Work Order packages, Training Files and Calibration files is locally backed up daily. A copy of that backup is retained on and offsite.

5.0 Federal Aviation Approval of Electronic Signatures, Recordkeeping and Manuals

6.1 Upon acceptance, by a PI, of the procedures in this manual an entry will be made in the repair stations operation specifications, specifically in Op Spec paragraph A025 as it relates to Electronic Signatures, Recordkeeping and Manuals.

QUALITY CONTROL MANUAL
14CFR §145.211

WEST STAR AVIATION, LLC (DBA) WEST STAR AVIATION (GJT)
796 Heritage Way
Grand Junction Regional Airport
Grand Junction, Co 81506
Federal Aviation Administration Repair Station
Certificate Number **WTXR173J**

NOTE: ANY AND ALL FORMS, STAMPS OR TAGS REFERENCED IN THIS MANUAL CAN BE FOUND BY USING THE INDEX LOCATED IN APPENDIX B. WEST STAR AVIATION NUMBERS THEIR FORMS USING THE PREFIX OF, WSF FOR INTERNAL CONTROL

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Chapter 5: REPAIR STATION DOCUMENTATION

Chapter 5: REPAIR STATION DOCUMENTATION

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6.000	1	9	MAR/01/2014
6.010	2	11	MAR/01/2016

West Star Aviation Approval:

Printed: KEVIN J. BOSTWICK

Signed:

Date: APR 27 2016

Accountable Manager

FAA FSDO Acceptance of:

Printed: ROBERT D. GESATEKY

Signed:

Date: 4/27/2016

Principal Inspector

CHAPTER 1

QUALITY CONTROL SYSTEM INTRODUCTION

Title: **INTRODUCTION (14CFR §145.211)**

1.0 Purpose: This quality control manual includes a description of the policies and procedures that will be used by this repair station to meet all requirements of a Quality Control system.

2.0 Responsibilities:

2.1 All Repair Station Key Personnel are required to be thoroughly familiar with the requirements of this manual and the applicable FAA Regulations.

2.2 The Individual Hangar libraries will have a hard copy of the manual to include, department head supervisors of which all technicians will have access to including the electronic version located and accessed on the company intranet. There will be additional copies maintained in the inspection office when a West Star Aviation technician is tasked to work away from base. This travel copy will be checked out by the technician. This Repair Station Manual will be combined with the Quality Control Manual in one binder. These manuals will be tracked as one. A list of manual assignments by individual or location will be maintained in the Inspection office.

2.3 Manual holders are responsible for maintaining their assigned manuals to current revision status, and for ensuring that all personnel under their supervision have access to and are familiar with the contents of the manual and adhere to its provisions, to include the electronic version located and accessed on the company intranet.

3.0 Procedures:

3.1 This manual will describe the inspection system, material control, contract maintenance and the use of repair station documentation.

3.1.1 All West Star Aviation personnel while performing any maintenance activities for the repair station, regardless of the location where the maintenance is being performed will strictly adhere to the procedures listed in this manual.

3.1.2 All maintenance, including inspections performed by West Star Aviation, shall be accomplished in accordance with the manufactures current inspection standards.

3.2 This manual contains the repair station's quality control policies and procedures and the Quality Control (QC) system to permit this repair station to properly approve work performed on an article for return to service.

3.2 The maintenance, preventive maintenance, or alteration of civil aviation articles will be performed in accordance with the applicable Title 14 Code of Federal Regulations Part (14 CFR). The repair station will not maintain or alter any article for which it does not hold an appropriate rating.

3.3 West Star Aviation will make all required records available to both the NTSB and FAA personnel. West Star Aviation maintains its required records for a minimum of two years and is located in Building 790 upstairs.

4.0 Manual Distribution, Control and Revision Processes **14CFR §145.211 (c)(4)**

4.1 The revision process for the Quality Control Manual will be accomplished in accordance with the Repair Station Manual, Chapter 1 Doc. No.: 1.020.

CHAPTER 2

MATERIAL CONTROL

Title: **INCOMING MATERIAL AND RECEIVING INSPECTION (14CFR §145.211 (c)(1)(i))**

1.0 Purpose:

1.1 To ensure the airworthiness of components, accessories, appliances and hardware that will be installed on aircraft and to define responsibilities, requirements and procedures governing articles and materials received by the Repair Station.

Note: To ensure compliance to this manual, back up personnel for the Scrap Parts and Shelf Life programs will be assigned to a Quality Assurance inspector.

2.0 Responsibilities:

2.1 The Materials Control Manager is responsible to determine that incoming materials, hardware, parts, components, equipment and other products, intended for installation on aircraft, are subject to a receiving inspection.

2.2 The Materials Control Manager may delegate this inspection function to Product Support department personnel, identified as Receiving Inspectors on the repair station roster. The Quality Assurance Manager must provide adequate training to the personnel who perform these inspections for the repair station.

3.0 Procedures:

3.1 Receiving inspections are normally accomplished when parts are received into the shipping / receiving area of the Product Support Department. Special care must be taken to assure that parts, which do not enter the Repair Station in this manner, are subject to a receiving inspection. Following are examples of such situations:

3.1.1 Parts received by production personnel, (e.g. after hours and weekends), will be accepted only by a receiving inspector. Production personnel must coordinate their parts needs to the Production Manager for possible receiving inspection support.

3.1.2 Parts purchased by production personnel, from outside sources (i.e. customers), which are intended for installation on aircraft. The person purchasing such parts shall assure that the Repair Station places the parts into quarantine prior to introduction to the Repair Station's controlled inventory or prior to installation. Only a QA Inspector may release such parts from quarantine. If the part is released from quarantine, the QA Inspector shall perform and document the Receiving Inspection.

3.2 All incoming units, parts, components and materials shall be inspected for quality, quantity, conformity to dimensions or specifications (as applicable), conformance to part number, serial number, requested specification, purchase order number, state of preservation contamination and airworthiness standards.

3.3 Products purchasing agents ordering parts intended for installation or use on aircraft will request the manufacturing certification from the parts supplier, on all parts not ordered directly from a Type or Production Certificated manufacturer.

3.4 To assist in ensuring parts ordered are appropriate for installation for use on aircraft, the Quality Assurance Manager will maintain a list of "**Certificated and Non-Certificated Contract Maintenance Providers**" IAW the Repair Station manual chapter 6, (Contract

Maintenance Providers). Non-Certificated Maintenance Providers will be subject to an annual audit via West Star Aviation form WSF 014A. The audit will be conducted by the Quality Assurance Manager using this form as indicated in Chapter 6 of the Repair Station Manual.

3.5 All products will be inspected for compliance to the purchase order. Raw stock shall have a material spec sheet. Product inspection shall include, but not be limited to; identification, damage and age control. Traceability must be established for all articles. Parts received with documentation traceable to a recognizable source certifying conformance to 14 CFR § 21.9 and where authenticity of the part can be established, constitutes acceptable certification, for example: Certificate of Conformance or FAA form 8130-3.

3.6 The parts receiving inspector will determine the manufacturer of all aircraft parts and materials that are intended for installation on any certificated aircraft by reviewing the documentation provided with the parts for FAA approved parts manufacturer's documentation.

3.7 The inspector, through provided documentation, will determine whether the part or material meets the requirements of 14 CFR § 21.9. If the part conforms, it will be accepted and a record of the inspection will be made on the applicable packing slip by using the Receiving Inspection stamp.

3.8 The part is then received and logged into the repair station parts inventory. If it is determined that the part does not conform to the requirements of 14 CFR § 21.9 or the conformity status is questionable, it will be segregated. Form WSF041 (Disposition of Quarantined Parts) will be filled out as required and kept with the part until the QA department determines disposition.

3.9 The part will remain segregated and tagged until the Quality Assurance Manager, or his designee, determines the conformity status and its proper disposition. In all cases, the presence of a receiving stamp and the initials of the receiving inspector or the Quality Control Inspector signifies acceptance of a part.

4.0 Customer Supplied Materials

4.1 It shall be the responsibility of the customer to provide certifications or maintenance release tags as required, with the material being supplied.

4.2 Customer supplied parts will subjected to the same receiving inspections as any other part ordered by West Star Aviation. If it is not practical for the part to be brought to the parts room, a receiving inspector will come to where the part is located.

4.3 All paperwork will be brought to the parts room to be appropriately processed into the Corridor system.

4.4 Customer supplied parts shall be placed in a Quarantined area until released by a QA inspector.

4.5 Customer supplied material that is rejected by receiving inspection will be identified and segregated from acceptable materials. Customer will be promptly notified to correct problem.

Title: **RECEIVING INSPECTIONS**

1.0 Purpose:

1.1 To ensure the airworthiness of components, accessories, appliances and hardware that will be installed on aircraft and to define responsibilities, requirements and procedures governing articles and materials received by the Repair Station.

2.0 Responsibilities:

2.1 It will be the responsibility of the Receiving Inspector to follow the guidelines of this section.

3.0 Procedures:

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

3.2 Any repaired or overhauled components received from an FAA certified repair station which are identified as serviceable components (yellow tagged) do not normally require more than a visual receiving inspection before being accepted into the Repair Station Inventory.

3.3 Repaired components that are received from other than an FAA certified repair station, in addition to the normal receiving inspection, will be segregated and tagged with a “Repairable Part” tag, Form WSF2161.

3.4 The Quality Assurance Manager, or his designee, will be notified and the part will remain segregated and tagged until the Quality Assurance Manager, or his designee, has performed the functional checks and tests necessary and has approved the component for return to service.

3.5 The approval for return to service will be complete when a Quality Assurance or Quality Control Inspector has issued the “Maintenance Release” tag, Form WSF2163, for the component before being placed into inventory.

NOTE: Functional checks and tests shall be performed in accordance with instructions contained in the appropriate manufacturer’s publications. However, if such specific instructions are not available, functional check requirements will be determined by the Quality Assurance Manager and documented on a work order hard copy to provide a means of recording compliance. If suitable test facilities are not available in the repair station, components may be functionally checked in the aircraft. If an aircraft test bed is used to test components, the aircraft must be able to test all of the component manufacturer’s test parameters. If the aircraft cannot perform

all of the tests required by the manufacturer, then the components will be sent to the manufacturer or a certificated repair station that has the required test equipment to perform the tests.

3.6 The Quality Assurance Manager may request a functional check of any component overhauled or repaired outside of West Star Aviation.

3.7 Once accepted into inventory, all parts, product, and materials are identified with a bar code sticker. The sticker provides identification of the parts origin and the purchase order information associated.

3.8 In the case of large quantity items for which singular identification is not practical such as screws, rivets, bolts etc, the sticker will also identify the count or number of parts associated with that purchase order. The container for those items is identified and will remain the only container open for that part number until each piece has been issued.

4.0 SHIPPING DAMAGE

4.1 Materials that have suffered shipping damages or are otherwise unacceptable will be tagged using an "Unairworthy Part" tag (Form WSF2162) and returned to the Supervisor of Product Support, for proper disposition. The receiving inspector may refer any incoming materials of questionable acceptability or origin to the Quality Assurance Manager for assistance and guidance in reaching a final determination.

Title: **SUSPECTED UNAPPROVED PARTS**

1.0 Purpose:

1.1 To provide guidelines to the receiving inspector for the disposition of suspected unapproved parts.

2.0 Responsibilities:

2.1 The proper disposition of suspected unapproved parts will be the responsibility of the receiving inspector.

3.0 Procedures:

3.1 Whenever an aircraft part has been purchased and received by the repair station and is suspected to be unapproved by the receiving inspector, the suspected part and associated documents will be immediately quarantined and the QA department will be notified.

3.2 In the event the part is determined to be suspect the QA department will execute FAA form 8120-11. Reporting is accomplished in accordance with FAA Advisory Circular 21-29 or its latest revision.

3.3 Upon completion of the requirements of FAA Advisory Circular 21-29 as revised, the FAA must be notified and be given the opportunity to conduct an investigation if required.

Title: **SHELF LIFE MATERIALS**

1.0 Purpose:

1.1 To provide guidelines to receiving inspectors for proper identification of shelf life items.

2.0 Responsibilities:

2.1 The proper disposition of shelf life items will be the responsibility all receiving inspectors

3.0 Procedures:

3.1 Shelf Life limited product:

- West Star Aviation inventory software can accept only two methods of entering shelf life data into the system.
  - One method is using the cure date indicated on the product. With this method the shelf life has to be known in order for the system to calculate the proper expiration date. Known shelf life is first entered into the part master under the general tab. This entry is made in days only, i.e. 60 quarters = 5475 days. Then the cure date for individual lot numbers are entered, the system will then calculate the expiration date. Labels can then be printed with the expiration date and be attached to the product.
  - Method two is used when the expiration date is indicated on the product. With this method first enter the numeral 1 only in the shelf life field under the general tab in the part master. Then enter the expiration date by individual lot numbers. Labels can then be printed with the expiration date and be attached to the product.
- Inspect part (s) for shelf life limitations.
- As with these products it will depend on the vendor, as to which vendor will recognize life limited parts. Not all vendors consider the same materials life limited. Some vendors are more aggressive with their shelf life limited product programs.
- Most chemicals, adhesives, sealant, lubricants, etc. West Star Aviation uses or will use are shelf life sensitive.
- Some rubber products such as gaskets, hoses, seals, etc, are also life limited.
- Some complete units, such as fuel pumps, fuel controls, etc. and in some cases some instruments are life sensitive; components within the assembly will be time sensitive. The vendor normally notes these.
- With this type of part, these units will also be serialized. Both shelf life and serial number will have to be verified.
- During visual inspection of part, look on the container or paperwork for ‘cure date’**,** manufacture date’, ‘use by date’ or ‘functionally check after’ stickers or stamps.

- All date information written on paperwork must be noted as to what type of information, i.e., cure date, manufacture date, use by date, shelf life, etc.
- For product with a date other than an expiration date, notify the purchaser who will contact the manufacture or distributor to obtain data stating the life limit of the product. These documents will then be filed at a central location within each parts room, specific to each production department's usage. And a note attached to the part number stating shelf life; date of entry and initials of who entered the note will be entered into the computer system.
- Some product have a life limit but only when it is opened. This product when sold must be marked with a red sharpie as to the date it was sold on the lid of the container by the person issuing it to the technician. These products will not require the indicator on the part record to indicate that it is shelf life sensitive, however a note explaining the shelf life and how to properly identify the container when sold must be entered into the computer system.
- Upon completion of receiving inspection and pertinent shelf life data noted on vendor paperwork, the receiving inspector will receive the product along with either the cure date or expiration date, (as described in the first three paragraphs), into the computer system, which will generate a lot number bar code label that will contain the expiration date of the product.
- A report will be run the first work day of each new month indicating what product has expired by lot number. This report will be distributed to parts department personal and any materials or parts determined to be outdated will be removed from inventory, adjusted out of the system and disposed of as directed by the Safety Manager to be in compliance with all federal environmental regulations.

4.0 The Team Leader or designee (QC Inspector status is not required), will inspect his/her assigned flammable-consumable locker at the beginning of each month to ensure no shelf life items have expired. If an item is found expired it will be disposed of in the appropriate colored plastic barrels found throughout the hangar floor.

Title: **ISSUANCE OF PARTS AND MATERIALS FROM INVENTORY**

1.0 Purpose:

1.1 To provide guidelines to receiving inspectors for proper issuance or parts and materials from inventory.

2.0 Procedures:

3.1 Once through the receiving inspection, inventory parts and supplies are segregated and protected in the storeroom to eliminate possible contamination or damage. Only parts and supplies that have been through the receiving inspection required by this manual will be issued for a job.

3.2 While issuing parts and materials for use on aircraft and for related maintenance, product support personnel shall handle the parts and materials so as to prevent damage and possible contamination, as applicable. Also, any parts issued to the floor will have the appropriate documentation accompany the part so the technician may place this documentation into the work order, for example 8130.3, statement of conformities, etc.

3.3 As previously discussed, all incoming parts and material are subjected to receiving inspection. Any parts, which do not pass receiving inspection, are tagged (WSF2162) and placed in the lock-up cage by the Receiving Inspector to await disposal or return to vendor. A copy of West Star Aviation form WSF041 “Disposition of Quarantined Parts” shall accompany each quarantined part, which fails a receiving inspection. Segregation and identification ensures that these parts or materials are not used or installed on aircraft, engines, or components undergoing maintenance by the repair station.

3.4 For shelf life limited materials the red circular adhesive label or marking by permanent red marker provide a visual warning to product support personnel, technicians and inspectors to check the expiration date. Any materials or parts determined to be outdated will be removed from inventory, adjusted out of the system and disposed of as directed by the Director of Environmental Health & Safety to be in compliance with all federal environmental regulations.

3.5 Customer supplied parts are to be subjected to the same receiving inspection as any other part ordered and received by West Star Aviation.

Title: **TAGGING AND IDENTIFICATION OF PARTS**

1.0 Purpose:

1.1 This repair station, for segregation and identification of articles, uses the following tags:

FORM #	COLOR	USE	SIGNED BY:
WSF026	Orange Sheet	Placed on the glareshield or attached to the side of the aircraft at the start of maintenance by production personnel. Removed once all department work orders are cleared through QA for OCF or DELIVERY.	QA Inspector
WSF2161	Green	Used to identify units or parts that require repairs and or testing in order to determine airworthiness	All Technicians
WSF2162	Red	Used to identify parts determined to be unairworthy and rejected.	Quality Control Inspector
WSF2163	Yellow	Used when approving appliances and components not attached to and aircraft, engine or propeller for return to service.	Quality Control Inspector
WSF2164	Grey	Used to identify the origin of serviceable parts that are in a state of disassembly within the repair station undergoing maintenance. May be attached to the table or cabinet that contains such parts.	All Technicians
WSF2167	Blue	Used to identify core units or parts with a Warranty value that is to be returned to originator for warranty consideration/value.	All Technicians

1.2 Detailed instructions and examples of all tags used by the repair station may be found in Chapter 5 of this manual.

NOTE: The use of all tags requires that all blocks be filled in. If the information is not available or is not relevant, “N/A” will be used in those blocks. Do not use the back of any tag for the identification of any part associated with an aircraft. Use the front of a tag relevant to its need for identification or status.

Title: **REJECTED PARTS DISPOSITION**

1.0 Purpose:

1.1 The purpose of this document is to prescribe the methods and practices for the handling and disposition of rejected aircraft parts by West Star Aviation.

2.0 Responsibilities:

2.1 All personnel involved in the disposal of unsalvageable aircraft parts shall be familiar with the contents of this document.

2.2 Team leaders and/or Lead Technicians shall assure that rejected parts are handled, labeled, and disposed of according to this document. Team leaders will also be responsible for ensuring that customers have access to their parts before disposal. This is for customer satisfaction purposes; i.e. “Proof” that said parts are indeed unairworthy, and will be disposed of accordingly.

2.3 Department Managers have final responsibility for insuring that rejected parts are disposed of according to this Certified Procedure.

2.4 The Quality Assurance Manager shall ensure that no unsalvageable or expired life-limited parts and materials will be released to any person or organization who may end up placing the parts and materials back into actual use, due to the criticality of the part, material failure, and the potential safety threat.

3.0 Procedures:

3.1 Parts may be “Red Tagged” by a Repair Station Inspector with the appropriate West Star Aviation Red Tag, (WSF2162), clearly marked with the following information:

a) Work Order Number
b) Part Name
c) Part Number
d) Serial Number
e) Removed By
f) Date Removed
g) “N” Number
h) Reason for Rejection

3.2 Each rejected part will either have it’s own red tag, or will be placed in a bin that will be tagged and marked (e.g. “Rejected parts only”) by the Team Leader. The “N” number and Work Order Number shall be marked on the bin. In either case, rejected parts will be segregated from approved parts.

3.3 Method of Disposal

3.3.1 Rejected parts are labeled, “red-tagged”, collected, placed in a secure area, where they will be segregated from serviceable items, destroyed, (to prevent the possibility of future use), and disposed of accordingly.

3.3.2 Destruction of parts may be accomplished in several different ways:

1) Grinding;
2) Burning;
3) Melting;
4) Removal of a major lug or other integral feature;
5) Permanent distortion of parts;
6) Cutting a hole with a cutting torch or saw; or sawing into several small pieces.

Note: Destruction is not limited to any of the practices mentioned above.

3.3.3 It should also be noted that some rejected/life-limited parts might be released for legitimate non-flight uses, including training and education, research and development, or for non-aviation applications. In these cases destruction may not be appropriate. The following methods will be used to prevent mis-representation:

1) PERMANENTLY marking or stamping the parts, subparts, and material as “NOT SERVICEABLE”, or “UNAIRWORTHY”.
2) Removing original part number identification.
3) Removing data plate information.

3.4 Final disposal of rejected parts

3.4.1 Rejected parts will be removed from service area.

3.4.2 They are then stored in a quarantined area, which is segregated from approved parts by the Team Leader or designee. Only personnel involved in the actual destruction and final disposal of the rejected parts shall have access to this quarantined area.

3.4.3 Upon completion of the work scope, the rejected parts will be offered to the customer at which time he will be informed that he has final responsibility of the disposition.

3.4.4 If the customer refuses, the rejected parts are then destroyed and disposed of according to this section.

Title: **LIFE LIMITED PARTS DISPOSITION**

1.0 Purpose:

1.1 The purpose of this document is to prescribe the methods and practices for the handling and disposition of life limited parts.

2.0 Responsibilities:

2.1 All personnel responsible for the temporary or permanent removal of life limited parts from type-certificated aircraft shall be familiar with the contents of this document.

2.2 Team leaders and/or Lead Technicians shall assure that life limited parts are handled, labeled, or disposed of according to this document.

2.3 The Quality Assurance Manager shall ensure that no unsalvageable or expired life-limited parts will be released to any person or organization who may end up placing the parts back into actual use, due to the criticality of the part, material failure, and the potential safety threat.

3.0 Procedures:

3.1 If the life limited part is to be removed temporarily to facilitate maintenance, the part must be identified by using the West Star Aviation Gray Tag, (WSF2164 Identification Tag) and clearly marked as indicated in the Quality Control Manual Doc. No. 5.050 para. 3.9. If the life limited part is removed with numerous other parts and placed in a container, on a table or in a cabinet, the identification tag would not be required. However, the table, cabinet or container must be clearly identified with the aircraft information from which the part was removed.

3.2 If the life limited part is to be removed for repair, it shall be tagged using the West Star Aviation Green Tag, (WSF2161 Repairable Part Tag) and clearly marked as indicated in the Quality Control Manual Doc. No. 5.050 para 3.6. Then forwarded to the parts room for disposition to a vendor for repair, overhaul or exchange.

3.3 Life limited parts may be “Red Tagged” by a Repair Station Inspector with the appropriate West Star Aviation Red Tag, (WSF2162 Unairworthy Part), clearly marked as indicated in the Quality Control Manual Doc. No. 5.050 para 3.7. If the part is tagged in this manner, the procedures indicated in the Quality Control Manual, (Rejected Parts Disposition) Doc. No. 2.070 must be followed.

3.4 All life limited parts must be handled in such a way that the preservation of the life history of the part is maintained. This must be accomplished with clear and concise documentation.

CHAPTER 3

INSPECTION SYSTEM

Title: **WORK ORDER SYSTEM FLOW USING THE CORRIDOR PROGRAM**

1.0 Purpose:

1.1 To define sequence and methods to be followed within the Repair Station to ensure a structured Work Order system in the Corridor program. The Corridor system is a windows-based program that manages customer-related information including aircraft maintenance records, parts/services requests, sales orders, and billing. These records are organized through a system of process modules and related data entry windows.

NOTE: West Star Aviation, during the course of maintenance, inspections and/or alterations will use Electronic Signatures for individual Squawk/Step sign offs and approval for return to service on the work order. Ref: Appendix C of this manual for Electronic Signature procedures

2.0 Procedures:

2.1 Sales department will create a work order quote based on customer's request of maintenance, repair or alteration.

2.2 The customer accepts the quote.

2.3 Aircraft arrives and the Central Billing office will create a work order directly from the quote in the Corridor system.

2.4 Squawks/Steps are generated in the Corridor system based on customer incoming and/or inspection findings.

- As an option, when discrepancies are discovered, the technician will use WSF 018, "Inspection Job Aid" form as a way to initially record discrepancies. Once the discrepancies have been imputed from this form into the Corridor work order system, WSF 018 will be discarded.

2.5 Parts and services are requested through the Corridor system to the purchasing department.

- Parts in stock: Request is filled by purchasing and part is delivered to the production floor.
- Parts not in stock: Request is made to purchasing, part is ordered, received, approved through receiving inspection and delivered to the production floor.
- Services: Request is made and filled by the purchasing department. Part serviced is received, approved through receiving inspection and delivered to the production floor.

2.6 Discrepancies are signed off, inspected and functionally tested as required by authorized personal.

2.7 All documents will be organized appropriately and protected at the aircraft by all technicians. All parts traceability documents, i.e. 8130-3's and C of C's will have the Corridor Squawk or step number written in the upper R/H corner if the document is in a portrait format or the lower R/H corner if it is in a Landscape format of the document to provide a means of organization for the work order file and customer.
NOTE: All maintenance/inspection tracking cards, i.e. CAMP, Avtrak or CMP will be required to have the squawk number written on them as well, based on customer request.

2.8 Quality Assurance inspectors verify content, accuracy and compliance of each squawk/step to include ensuring that all documents in support of the entire work scope are organized and in place for the work order file and the customer. Once satisfied, will Double Inspect the squawk as required.

2.9 Depending on the work scope and once Quality Assurance is satisfied, an approval for return to service squawk or "Work Order Closure Statement" will be generated in the Corridor System to be signed off by a Qualified Inspector.

2.10 A log entry will be generated from the content of the work order as required, signed off by a Qualified Inspector and the log entry will be given to the owner/operator.

2.11 A work order detail report will be generated before the aircraft departs with a wet signature from a QA inspector on the last page. This report constitutes the customer's copy of the signed work order.

Title: **INSPECTION SYSTEM FLOW**

1.0 Purpose:

1.1 To define sequence and methods to be followed within the Repair Station to ensure inspection continuity & quality.

NOTE: West Star Aviation, during the course of maintenance, inspections and/or alterations will use Electronic Signatures for individual Squawk/Step sign offs and final return to service on work orders. Ref: Appendix C of the Repair Station Manual for Electronic Signature procedures.

2.0 Responsibilities:

2.1 When the customer approves work to be accomplished by the repair station by signing off the Work Order Quote the Work Order Quote will become the work order in the Corridor work order system. In the event a Work Order Quote has not been generated the Central Billing office or Team Leader will open the work order in the Corridor system. In any event the Corridor system will automatically generate a work order number.

2.2 As required by 14 CFR91.409(e) & (f), the owner operator is required to select an inspection program and document that selection in the maintenance records to include the name and address of the person responsible for scheduling the inspections required by the program. In the event that the maintenance record is not available or the customer is not able to provide the program to conduct the inspection, West Star Aviation will always use the most current available technical data to conduct any and all maintenance and inspection requirements.

2.3 A Maintenance Release Sheet (WSF026) will be issued for each aircraft. Each WSF026 sheet will contain the work order number, aircraft registration number, and department opening the work order.

2.4 All work orders will be closed and accounted for by the inspection office.

2.5 QA audits and accountability will be ongoing.

2.6 Active aircraft records will be maintained in the inspection office until the aircraft departs.

2.7 Upon completion and departure, copy of work orders, forms, original tags and certificates will be forwarded to the customer and a copy will be kept in West Star Aviation archive records for retention in accordance with 14CFR 145.219. (Records of work/inspections performed shall be retained for a minimum of two (2) years in paper and/or digital format).

2.7.1 Prior to return to service, all aircraft work documents will be reviewed for proper and sufficient signoff by wet or digital signature.

2.8 QA or QC inspectors as required shall perform all inspection functions contained in this chapter.

3.0 Preliminary Inspections

3.1 All items to undergo maintenance will be given a preliminary inspection prior to starting work. This inspection will be to determine the state of preservation and to note any obvious defects to include compliance of all applicable Airworthiness Directives. A functional test may be performed as part of the preliminary inspection if deemed appropriate. Any discrepancies resulting from this inspection will be recorded on the work order within the Corridor work order system. This Preliminary Inspection will be created and signed off in the Corridor Work Order System in the form of a squawk.

NOTE: Verification of applicable Airworthiness Directives will be accomplished during the course of manufacture recommended inspection(s), Overhauls and repairs. In the event the owner/operator does not provide the aircraft maintenance log books because he/she is unable or

unwilling so that West Star Aviation can conduct a research of the applicable Airworthiness Directives within those maintenance logs, West Star Aviation will provide to the owner/operator West Star Aviation form WSF 028 to be signed by a certificated person responsible for the maintenance of the aircraft or component. In summary, by filling out and signing this form the owner/operator is taking responsible for the following statement:

"As authorized by (registered owner) _____,
I certify that all Inspections, Airworthiness Directives, Airworthiness Limitations, Life Limited Component requirements and Instructions for Continued Airworthiness are current and up-to-date on the aircraft or component".

An example of WSF 028 can be found in the Quality Control Manual Doc. No. 5.118

4.0 Hidden Damage Inspection (14CFR 145.211(c)(1)(iii)

4.1 Prior to starting work on an aircraft, engine, component, or accessory that has been involved in an accident, the aircraft, engine, component, or accessory will be subjected to a hidden damage inspection.

4.2 This inspection will search for hidden damage in areas adjacent to the known damaged areas and/or in the case of deterioration, a thorough review of all similar materials or equipment in a given system or structural area.

4.3 The scope of this inspection will be governed by the type of unit involved with special consideration given to previous operating history, malfunction or defect reports, service bulletins and airworthiness directives applicable to the unit involved.

4.4 The Quality Control Inspector who performs this inspection is responsible for recording all discrepancies found on the work order. The performing inspector will sign off the hidden damage inspection on the work order indicating completion of the hidden damage inspection.

5.0 In Process Inspection

5.1 The appropriately qualified and certificated person (see repair station roster) is responsible for ensuring that progressive (in-process) inspections are performed properly, and that the inspection results are acceptable. The requirement for and frequencies of the in-process inspections shall be determined by the applicable manufacturer's Instructions for Continued Airworthiness (*e.g.*, maintenance, repair, and overhaul manuals), Service Bulletins, service letters, Airworthiness Directives, and/or other data acceptable to or approved by the FAA.

5.2 When a record of an inspection by dimension or test is required by the applicable technical data, the results will be recorded in the appropriate section or form and included in the repair station's documentation. The inspections shall be recorded with a wet signature, initials or digital signature on the document.

5.3 Whenever an in-process inspection or work scope determines that a maintenance step or function has been accomplished incorrectly, the work will be repeated and inspected to ensure proper completion.

5.4 Whenever RII's are performed only inspectors appropriately trained and authorized under the particular air carrier/commercial operator's program will be authorized to perform required inspections for that customer. Those inspectors will be specified by name and

occupational title. The air carrier/commercial operator will provide the RII list, which will be controlled by the Quality Assurance Manager.

5.5 Al inspections maintenance and alterations not completed due to work interruptions will be properly completed prior to approving a product or article for return to service.

6.0 Continuity of Inspection

6.1 All forms, upon which work performed is recorded, have been designed to show the wet signature, initials or digital signature of the technician or repairman who performs or supervises the work as well as the wet signature, initials or digital signature of the Quality Control Inspector who accepts/approves the work.

6.2 For work in process on a specific item, all required inspections shall be performed, such that the final inspection, to determine airworthiness, does not require disassembly of the item. This will be accomplished by a Quality Control or Quality Assurance Inspector verifying that specified procedures required during assembly, modifications or repairs were followed and those inspections including NDT, tests, calibrations and "Ok to Close". When an "Ok to Close" is required for the work performed, it will be the responsibility of the Quality Control or Quality Assurance Inspector to inspect all areas that have been opened up, for any reason, before it is closed. All necessary FAA approved/accepted methods or techniques will be used to ensure the airworthiness of the area or component being inspected prior to "Ok to Close". When an "Ok to Close" inspection is accomplished, it will be documented. This will be accomplished within the West Star Aviation "Equipment Removal & Installation List, (R & I sheet WSF 043) the West Star Aviation Work Order system, (Corridor) and any other West Star Aviation or OEM form as required.

6.3 In order to ensure inspection continuity, a turnover book, or books, will be kept in a location(s) determined by the Director of Maintenance. The turnover book(s) will be used at shift change whenever face to face briefing and discussion is not possible in order to brief the incoming inspector regarding the status of inspection tasks currently in work. The vacating Quality Control Inspector completes the turnover book at the end of the shift. The information entered will be identified by aircraft registration number and will include the details of specific inspection tasks that have been started but not completed. Additionally, a Quality Assurance Inspector signs off the "Double Inspect" of the squawk by electronic signature in the Corridor work order system or by initialing the final review block on forms (WSF.2000/2001) to indicate satisfactory review of work order content for continuity of inspection.

6.4 The continuity of inspection shall only be accepted upon the Quality Department's verification of completion of the preliminary, hidden damage and final inspection.

6.5 Aircraft for which a second shift is not intended, a shift turn over log is not required.

7.0 Final Approval for Return to Service

7.1 Upon completion of inspection(s), West Star Aviation will create maintenance log entries showing in detail the inspections accomplished, repairs accomplished as a result of those inspections either within a log entry or FAA form 337 if the repair is major. These maintenance log entries will meet all the requirements as indicated in 14CFR Part 43.

8.0 Failed Inspection

8.1 In the event an article does not meet the manufactures requirements for airworthiness as a result of an inspection, the OEM manuals will be reviewed for repair to include direct parts replacement. If none is found, with the assistance of the QA department, production will develop a repair, the QA inspector will determine if the repair is major or minor. In the event it is major, QA will consult with the engineering department to purse repair approval through a DER and issuance of a FAA form 8110-3 or field approval through the local FSDO office.

9.0 Customer Required Inspection Items (RII) 14CFR Part 135 - ONLY.

9.1 The customer will furnish the Repair Station a list of RII items, their maintenance inspection instructions and/or forms for these items. Only appropriately certificated individuals who have been properly trained, qualified and authorized may be utilized to inspect these items. The air carrier or commercial operator must designate personnel who are authorized to inspect Required Inspection Items. The mechanic assigned to an RII task shall have such inspector witness all required phases of the operation. West Star Aviation's RII procedure will be followed unless directed otherwise by the operator. Refer to West Star Aviation Quality Control Manual Doc. No. 3.065 for the RII procedure.

9.2 All inspections, maintenance and alterations not completed due to work interruptions will be properly completed prior to approving an article for return to service.

Title: **INSPECTION PERSONNEL REQUIREMENTS (14CFR §145.155)**

1.0 Purpose:

1.1 To define the inspection personnel requirements for conducting day-to-day operations at the West Star Aviation Repair Station.

2.0 Responsibilities:

2.1 Quality and Production management must ensure a sufficient number of inspectors to inspect the work performed under the repair station certificate and operations specifications.

3.0 Procedures:

3.1 Inspection personnel are required to be thoroughly familiar with all inspection methods, techniques and equipment used in their area of responsibility to determine the airworthiness of an article undergoing maintenance, repair or alterations. All personnel must also maintain proficiency in the use of various types of inspection aids to be used for inspection of the particular items undergoing inspection. Current specifications involving inspection tolerances, limits and procedures as set forth by the manufacturer of the product undergoing inspection and other forms of inspection information such as FAA airworthiness directives, manufacturers' bulletins, etc., shall be maintained and made available to all inspection personnel.

3.2 Inspection personnel should be considered proficient in their inspection duties assigned within 90 days, if that duty was accomplished within the previous 90 days.

3.3 Inspectors' proficiency and familiarization will be assured by supervisory personnel by knowing abilities and limitations of their individual employee's.

3.3 Inspection personnel assigned to Repair Station Operations are required to familiarize themselves with FAA regulations applicable to such operations with particular emphasis on the following:

- 14CFR Part 21 Certification Procedures For Products and Parts
- 14CFR Part 23 Airworthiness Standards: Normal, Utility and Acrobatic Category Airplanes.
- 14CFR Part 25 Airworthiness Standards: Transport Category Airplanes
- 14CFR Part 27 Airworthiness Standards: Normal Category Rotorcraft
- 14CFR Part 29 Airworthiness Standards: Transport Category Rotorcraft
- 14CFR Part 33 Airworthiness Standards: Aircraft Engines
- 14CFR Part 35 Airworthiness Standards: Propellers
- 14CFR Part 39 Airworthiness Directives
- 14CFR Part 43 Maintenance, Preventive Maintenance, Rebuilding and Alteration
- 14CFR Part 45 Identification and Registration Marking
- 14CFR Part 65 Certification: Airmen Other Than Flight Crew- members
- 14CFR Part 91 General Operating and Flight Rules
- 14CFR Part 121 Certification and Operations: Domestic, Flag, and Supplemental Air Carriers and Commercial Operators of Large Aircraft
- 14CFR Part 125 Certification and Operation Rules for Certain Large Airplanes
- 14CFR Part 133 Rotorcraft External-Load Operations
- 14CFR Part 135 Air Taxi Operators and Commercial Operators
- 14CFR Part 137 Agricultural Aircraft Operations
- 14CFR Part 145 Repair Stations

3.3 No person may perform inspection functions without an Inspection Authorization (WSF053A) form approved by the QA Manager.

3.4 No person may perform inspections for which they are not authorized, as indicated on the Repair Station Authority Card, (WSF053A).

Title: **TECHNICAL DATA CONTROL (14CFR §145.109 (d))**

1.0 Purpose:

1.1 To ensure that all technical data required is current and to the latest revision.

Note: Back up personnel for the Technical Data Program, to ensure compliance with this manual, has been assigned to any Quality Assurance inspector within the inspection department.

2.0 Responsibilities:

2.1 It is the responsibility of the Quality Assurance Manager to ensure that all technical data required is current.

2.2 West Star Aviation will not begin work on any product unless the mechanic has the current applicable technical data to perform the function. Technical data used by West Star Aviation will be acceptable to the Administrator by the use of OEM Technical Publications, Advisory Circulars, etc. In the case of Major Repairs or Alterations, refer to West Star Aviation Quality Control Manual Doc. 3.030 para. 4.6.

2.3 All technical data or technical information not controlled will be marked as, "UNCONTROLLED or for “REFERENCE ONLY".

3.0 Procedures:

3.1 Paper Technical Library

3.1.1 For each department, the Technical Publications Coordinator will maintain the technical library in a current condition.

3.1.2 The Technical Publications Coordinator will insert revisions into the paper manuals, as the new revisions become available.

3.1.3 The Technical Publications Coordinator will notify the Program Managers and Team leads via email when the new revisions have been posted in the manuals.

3.1.4 Libraries include manufacturer’s service/maintenance manuals, service letters, service bulletins, airworthiness directives, 14CFR’s, manufacturer’s overhaul manuals and installation manuals for aircraft engine or components to be repaired, overhauled, or altered as authorized by the repair station operation specifications.

3.1.5 Subscriptions to revisions for such technical manuals will be purchased and maintained.

3.1.6 Manual status will be maintained using a computer database. Verification of subscription status currency will take place each twelve months by the Quality Assurance Manager or designee utilizing the computer data base as a means to notify production personnel at the beginning of each month which manuals are coming due within the next 30 days of that month.

3.1.7 Federal aviation regulations, aircraft and equipment manufacturer’s inspection and maintenance standards will be the primary reference for work performed by this repair station.

3.2 Electronic Technical Library

3.2.1 Reference Appendix C para. 5.0 of this manual for policies and procedures.

Title: **FINAL INSPECTION AND APPROVAL FOR RETURN TO SERVICE OF MAINTAINED ARTICLES (14CFR § 145.211 (vii))**

1.0 Purpose:

1.1 To establish a means of ensuring that the maintained, inspected or altered article, and all associated paperwork and log entries are complete and accurate prior to final release of the article per the requirements of 14CFR Part 43.

2.0 Responsibilities:

2.1 It is the responsibility of the Quality Assurance and Quality Control Inspector surveilling and ultimately completing the work order package to ensure that all documentation is complete, accounted for and that the maintenance log entries meet the requirements of 14CFR Part 43.9 & 43.11 and have been reviewed and signed by the Quality Control Inspector responsible for the work scope and then place the maintenance log entries into the aircraft, engine, APU or propeller log books as required.

2.2 Advisory Circular 43.9, 14CFR 43.9 (a)(1) and 91.417(a)(1)(i) requires that the Maintenance record entry include, "A description of the work performed". **The description should be in sufficient detail to permit a person unfamiliar with the work to understand what was done, and the methods and procedures used in doing it.** To provide for this contingency, the rule permits reference to technical data acceptable to the administrator in lieu of making a detailed entry. In addition to the Maintenance record entry, the expectation is that the "Description of the work performed" as indicated above will be accomplished on all entries within the work order, (Corridor) system as well.

2.3 West Star Aviation uses multiple forms in the process of conducting maintenance and inspections. These forms supplement the work order and ultimately the maintenance log entries. All forms used, must be complete with no open areas requiring a technicians or inspectors initials or signature. In the event a particular item within these forms is not applicable to the work scope, "N/A" will be placed in the appropriate space normally requiring the initials or signature. Using a line/arrow to sign off multiple applicable line items is **not permissible** on any form.

3.0 Procedures:

3.1 The Quality Assurance Manager will designate personnel of the Repair Station who are authorized to make entries in the aircraft log and/or provide the aircraft a final inspection and approval for return to service per the requirements of 14 CFR Part 43. Each individual who is authorized must be properly certificated per the requirements of 14 CFR Part 65. The Quality Assurance Manager will maintain a "Return to Service" roster, (WSF009) of authorized personnel updating it as necessary to reflect any personnel changes and additional capabilities acquired by listed personnel.

Note: Reference the Quality Control Doc. # 3.010 for more detailed description of the Inspection and final approval for return to service procedures.

3.2 In the event an Operational Check Flight is required to complete the inspection/ repair/modification, all documentation shall be completed and accounted for prior to the flight with the exception of documentation pertaining to the flight itself. After completion of the flight, any discrepancies found during the flight will be created in the Corridor work order system that will follow the last original discrepancy to distinguish the discrepancy as one generated by the required flight. The inspector on the flight will record the discrepancy items and the crew will record the flight as required per 14CFR 91.407(b). Once the flight discrepancies have been corrected an approval for return to service statement will be applied to the work order after the last flight discrepancy as required.

3.3 The West Star Aviation statement in the work order as well as any maintenance log entry shall, at a minimum indicate:

3.3.1 Make reference to only the specific work performed by West Star Aviation.

3.3.2 State that the work was properly completed in accordance with the appropriate instructions for continued airworthiness or maintenance instructions manual or other FAA approved/accepted data.

3.3.3 State that insofar as the work performed by West Star Aviation, no known un-airworthy condition exists and is approved for return to service.

3.3.4 Be signed by a person authorized by West Star Aviation Quality Assurance Manager whom can be located in the personal roster.

Note: It should be emphasized that West Star Aviation shall only be responsible for the Approval for Return to Service of the work performed by West Star Aviation.

Title: **MAJOR REPAIRS AND MAJOR ALTERATIONS (14 CFR §43 Appendix A)**

1.0 Purpose:

1.1 The purpose of this section is to address the requirement for Major Repairs and Alterations.

2.0 Responsibilities:

2.1 It will be the responsibility of all repair station personnel to use only FAA-approved technical data when it accomplishes a major repair or major alteration as required in 14CFR §145.201.

2.2 The following personnel have the authority to classify a repair/alteration as Major or Minor:
- Accountability Manager/Quality Assurance Manager
- Quality Assurance Team Leader
- Quality Assurance Inspector

3.0 Procedures:

3.1 The personnel stated in para. 2.1 of this document will refer to 14 CFR Parts 1 and 43 (Appendix A) as guidance to determine if a repair/alteration is classified as major or minor.

3.2 Records of major alterations will be made on FAA Form 337 and major repairs as required. After completion, the original FAA Form 337 shall be supplied to the customer. A copy will be made part of the work order package for the repair station records, and a copy will be forwarded to:

Federal Aviation Administration Aircraft Registry
Mike Monroney Aeronautical Center
PO Box 25504
Oklahoma City, OK 73125

3.3 Those personnel authorized to return to service a major repair or alteration by signing block 7 of the FAA form 337 can be found in the repair station personnel roster (WSF009), and the Repair Station Authority card (WSF053A), (Ref. forms index in Appendix B of this manual), issued to each inspector.

4.0 Major Repair or Alteration development/approval process and document control:

4.1 All repairs and alterations will be determined major or minor and approved by one of the above stated personnel in para. 2.2.

4.2 The method of approval shall be accomplished using West Star Aviation form WSF802 (Ref QCM Chapter 5, Doc. # 5.070 for a form example and Doc. # 5.071 for form instructions).

4.3 The personnel listed in para. 2.2 of this document may return the WSF802 without approval to the technician if insufficient information is contained on the form.

4.4 WSF form 802 will be generated by production for all projects containing repairs or alterations. If in doubt, production will contact QA and coordinate the need of an 802. This includes projects that already have an STC available.

4.5 The 802 will be reviewed by QA to determine major or minor and then it will be forwarded to engineering by scanning it and placing it in an 802 folder within the aircraft network file on the “Q” drive. This includes 802’s that are generated for **minor** repairs and alterations as well.

4.6 Once reviewed, the QA Inspector will notify Engineering by email that the 802 is in the folder for them to extract and review.

4.7 Engineering will work with Production for the design. If Production needs Engineering on the production floor or in a meeting regarding discussion about the design, production will contact QA to ensure they are involved in the design process.

4.8 Engineering will generate drawings and place them in the aircraft folder on the "Q" drive in a folder named "Drawings".

4.9 Engineering will contact the QA Manager and the appropriate QA Inspector and the QA Inspector Admin. Assistant via email with an indication that the drawings are in the folder. Engineering will not issue drawings directly from their department. They will all be issued from QA.

4.10 QA will issue the drawings to the appropriate Production Lead by way of the QA Inspector Admin. Assistant printing an Original 11 x 17 and no more than two 8 1/2 x 11 working copies if requested. The QA Inspector Admin. Assistant will stamp the 11 x 17 drawings as "Original" and the 8 ½ x 11 "Copy" and they will be logged out with a log out sheet maintained by the QA Inspector Admin Assistant.

4.11 The QA Inspector will contact the production Team Lead to release the drawings. This goes for established STC data packages as well.

4.12 Production will complete the Repair or Alteration via the drawing provided.

4.13 If the Repair or Alteration cannot be accomplished by the current drawing, Production will work with QA on the changes needed within the drawing indicated by notations written on the drawing in red or better known as, redlines.

4.14 QA, with Production will review the redlines. If redlines were placed on the copies that were distributed, Production must transfer those redlines to the original 11 x 17 drawing. Once satisfied, QA will sign and date the "Original" drawing, at which time Production will submit the redlines to the appropriate engineering personnel and work with them on the final drawing. If Production submits redlines to engineering without a QA sign off, Engineering will request the production personnel to contact QA for the final red line review and signature. Until then, Engineering will not be able to move forward on revising the drawings based on the redline changes. Coordination is a must on this part to ensure the process is not delayed that would cause a delay in the delivery. Red lines that need to be submitted during the project must be coordinated with QA as well. Contact QA ASAP on this to ensure no delays.

4.15 Final drawing will be submitted to the appropriate FAA Designee for approval as required.

4.16 After the aircraft has been approved for return to service, Production will return all drawings back to QA to be logged in, at which time they will be forwarded to Engineering for storage. This does not include drawings for established STC's that have been purchased or received from West Star Aviation in East Alton, IL (ALN).

4.17 Approved data for Major Repairs and Alterations will be in the form of FAA form 337 field approval, (Block 3 sign off by FSDO approving the data), OEM Service Bulletins, FAA DER issued 8110-3's, Supplemental Type Certificates (STC), Airworthiness Directives, Alternate Means of Compliance (AMOC) and/or OEM technical publications if so indicated as being FAA approved. West Star Aviation will include within the archived work order package a copy of the FAA approval.

Note: Technicians requesting approvals for repairs or alterations using the WSF802 form may consult with engineering for appropriate content of the form before submission to the QA department.

Title: **CRITICAL INSPECTION ITEMS**

1.0 Purpose:

1.1 This document defines those maintenance and inspection items that require inspection by a Category I Quality Control Inspector. These items are defined as critical inspection items. The position of Category I QC Inspector is also defined in West Star Aviation Repair Station Manual Chapter 2, Doc. No. 2.090.

2.0 Responsibilities:

2.1 All West Star Aviation technicians shall be familiar with the contents of this document.

2.2 The Quality Assurance Manager shall determine which items are classified as Critical Inspection Items.

3.0 Procedures:

3.1 The following maintenance/inspection actions require sign off in the Corridor work order system by a Category I Quality Control Inspector, prior to approval for return to service:

All Chapters - Major repairs and major alterations.

ATA 08 – Leveling and Weighing
- Aircraft Reweigh

ATA 21-Airconditioning/Pressurization
- Replacement of major components
- Final functional test after replacement

ATA 24 - Electrical Power
- Major repairs and major alterations of electrical systems

ATA 27 - Flight Controls
Installation, major repair, and rigging of the following (on the aircraft):
- Flight control structural repairs
- Installation and/or rigging of primary control surfaces (ailerons, elevators, rudders) including control and actuating system
- Tabs, trim actuators, stabilizers
- Trailing edge flaps, spoilers, leading edge devices, and adjustable actuators and jackscrews

ATA 28 - Fuel System
- Fuel cell “OK to close” and leak check after repair or panel installation
- Fuel quantity indicating system calibration

ATA 29-Hydraulic Power
- Hydraulically driven component replacement
- Final Leak Checks

ATA 32 - Landing Gear
- Rigging of the landing gear normal extension, retraction, and alternate extension system and functional check when required
- Gear operational check after repair or overhaul of components.
- Installation of landing gear assembly and functional check after installation or when landing gear structural components changed (does not include wheels and brakes).
- Installation or adjustment of nose wheel steering system components

ATA 49 - Auxiliary Power Unit
APU Installation Including:
- Mounts, hardware, controls, and connections
- Clearance and condition of clamp, tubes, wiring
- Final run-up and leak check after APU installation and/or major component change.

ATA 52 – Doors
- Completed major structural repairs and completed major structural alterations
- Installation and rigging of the outward (non-plug type) pressurized compartment doors

ATA 53 – Fuselage
- Completed major structural repairs and completed major structural alterations

ATA 54 - Nacelles/Pylons
- Completed major structural repairs and completed major structural alterations

ATA 55 – Stabilizers
- Completed major structural repairs and completed major structural alterations
- Installation of leading edge when that installation requires a test flight.
- Inspection and installation of stabilizer attachment hardware

ATA 57 – Wings
- Completed major structural repairs and completed major structural alterations.
- Installation of leading edge when that installation requires a test flight.
- Inspection and installation of wing attachment hardware

ATA 61-Propellers
- Rigging and installation

ATA 71 - Power Plant
Engine Installation Including:
- In-process engine build-up inspection
- Pylons, mounts, hardware, controls, and connections
- Clearance and condition of clamp, tubes, wiring, and cowling
- Run-up and leak check after major component change or engine installation.
- Return to service after major component change or engine installation.

ATA 72 – Engines
- Fan installation including fan blade replacement

ATA 73 - Engine Fuel Control
- Fuel control installation

- Fuel nozzle installation
- Fuel pump installation

ATA 76 - Engine Controls
- Installation and/or rigging of engine control rods, cables, quadrants, and linkages
- FADEC installation

ATA 78 - Exhaust
- Installation and/or rigging of thrust reversers (Does not include deactivation of thrust reverser assemblies

4.0 Critical Inspection Requirements

4.1 Critical Inspections may be performed by appropriately qualified Category I Inspectors with the following exceptions:

- A Category I Inspector may not perform a Critical Inspection if he or she has performed maintenance on the portion of the project that requires a Critical Inspection.

4.2 Completion of a Critical Inspection shall be documented and signed off by a Category I Inspector in the following way:

- When a squawk has been determined to require a Critical Inspection sign off the Category 1 inspector will sign off by way of wet signature/initial or electronic signature within the Corridor work order system.

- By completing and signing the appropriate portions of the proper Critical Inspection Item Checklist form for the aircraft, engine, or component being inspected.

Title: **CORRECTIVE ACTION PROCEDURES ON DEFICIENCIES (14CFR § 145.211 (ix))**
(Voluntary Disclosure and Reporting System, AC 00-58 as revised)

1.0 Purpose:

1.1 To establish a means of ensuring corrective action for deficiencies.

2.0 Responsibilities:

2.1 It is the responsibility of the Quality Assurance Manager to determine when a corrective action is appropriate. Either, prior to the work being approved for return to service or after the work has been completed and approved for return to service.

3.0 Procedures:

3.1 Whenever an inspection or work scope determines that a maintenance step or function has been accomplished incorrectly, the work will be repeated and inspected to ensure proper completion.

3.2 The process will be reviewed to ensure that the improper work was not the result of a deficiency in the process instructions(s), facilities, equipment, tooling or material. Although this review will not be documented, it will be the responsibility of all personnel to bring any deficiencies to the immediate attention of the Accountability Manager.

3.3 Whenever it is discovered that an improper maintenance, preventive maintenance or alteration action was approved for return to service, this repair station will immediately rectify the situation with the customer.

3.4 The repair station's Quality Assurance Manager will determine whether the apparent deficiency is contrary to the regulations and report the apparent regulatory deficiency to the FAA Flight Standards District Office (FSDO) Principal Inspector (PI) under the Voluntary Disclosure Reporting Program (VDRP) contained in Advisory Circular 00-58 as revised.

3.4.1 In the event the Accountable Manager is unavailable, the General Manager or Director of Maintenance will be responsible in the determination of an apparent regulatory deficiency.

3.4.2 When an apparent regulatory deficiency is suspected, this must be reported to the FSDO PI ordinarily within 24 hours of that determination.

3.4.3 Initial notification to the FSDO is expected to be accomplished using the VDRP Web-based system. If this is not practical, to maintain the 24 hour requirement, then the initial notification can be in the form of a phone call or email. If a phone call or email is utilized for the initial notification, as soon as it becomes practical, the VDRP system will be used to detail the apparent regulatory deficiency at the following web site:
https://av-info.faa.gov/vdrp/

Title: **PROCEDURES FOR WORK PERFORMED FOR CERTAIN OPERATORS, Subject to 14CFR Parts 121, 125, 129, or 135 (14CFR §145.205)**

1.0 Purpose:

1.1 To define requirements to be used to ensure compliance with certain operators.

2.0 Responsibilities:

2.1 When this repair station performs maintenance, preventive maintenance, or alterations for air carriers or commercial operators holding a 14CFR Part 121,125 or 135 or 129 certificate, it will do so only with the technical data and methods appropriate to that operator's FAA-approved program. This includes any "routine" and "non-routine maintenance."

2.2 If the repair station determines that a deviation from the operators program is required, the repair station must notify the operator immediately. This includes technical data used for repairs or alterations. The repair station should concur with the operator that they have no technical objections to that deviation.

2.3 If a repair or alteration is not covered in the manufacturer's manuals, then the repair station will make a determination if the repair or alteration is major or minor as outlined in the QCM Doc. No. 3.030 with concurrence from the operator. When FAA approved data must be obtained for a Major Repair or Alteration, the air carrier/air operator will provide this approval or give concurrence to West Star Aviation to obtain it.

2.4 If the repair station is providing maintenance using an Airworthiness Directive with an alternative method of compliance (AMOC) within the AD, the repair station will provide documentation that the AMOC is FAA approved to the operator, which is typically in the form of a letter from the ACO approving the AMOC.

2.5 West Star Aviation will provide all training documentation required by the operator.

2.6 Since air carrier/commercial operators customer requirements are generally set forth on the purchase order or repair request documentation, this repair station will ensure compliance with those instructions by:

2.6.1 Ensuring that all air carrier and commercial operator customers are aware of the Repair Station & Quality Control manuals and procedures used to perform and record maintenance on articles sent for maintenance, preventive maintenance or alteration.

2.6.2 Documenting in the Work Order Package any special instructions received from the air carrier or commercial operator to perform and record maintenance, preventive maintenance or alteration on its articles and for retention and disposition of all associated documents.

2.6.3 Asking all new air carrier or commercial operator customers to provide on its purchase or repair order the exact information to be used in recording and performing maintenance, preventive maintenance or alteration on its behalf;

2.6.4 Keeping a record of all communications between West Star Aviation and the owner/operator in the work order file.

2.7 In addition, through audits by the air carriers and commercial operators, this repair station will ensure continued compliance with the customer's requirements with respect to record retention, training of personnel and other matters covered by the customer's maintenance manual procedures.

2.8 If there is any question as to what technical data is to be used at any time during performance of work, it will be brought to the attention of the Director of Maintenance for resolution with the customer.

2.9 Each aircraft owner/operator will provide West Star Aviation with a list of RII inspection items. West Star Aviation's RII procedure will be followed unless directed otherwise by the operator. Refer to West Star Aviation Quality Control Manual Doc. No. 3.065 for the RII procedure.

2.10 Inspectors performing RII inspections for air carriers or commercial operators must be specifically designated by name and title as RII qualified by the owner/operator. The decision regarding any inspection may not be countermanded except by inspection unit, supervisory personnel or by administrative personnel having overall responsibility for both the inspection unit and maintenance functions. The override must be brought to the attention and approved by the owner/operator.

2.11 West Star Aviation will meet the air carrier/air operator requirements for periodic inspection and calibration of precision tools, measuring devices, and test equipment. Acceptance of these requirements by the air carrier/air operator can be accomplished by way of West Star Aviation completing the air carrier/air operator Vendor Audit form or any other means acceptable by the air carrier/air operator.

2.12 In the event of work interruption, West Star Aviation technicians will always ensure that the work order represents the condition of the aircraft or component at all times.

2.13 West Star Aviation, as directed by the air carrier/air operator, will complete all required work forms, job cards, and detailed procedures for performing inspections and other maintenance.

2.14 West Star Aviation will perform required inspections as indicated in the air carrier/air operator General Maintenance Manual (GMM) unless otherwise directed by the air carrier/air operator.

2.15 Required Inspection Items (RII) for required inspections will be identified by the air carrier/air operator by way of there internal procedures and applicable forms. West Star Aviation's RII procedure will be followed unless directed otherwise by the operator. Refer to West Star Aviation Quality Control Manual Doc. No. 3.065 for the RII procedure.

2.16 When provided by the air carrier/air operator, West Star Aviation will have a copy, in the form of an air carrier/air operator completed vendor form that provides acceptance of all West Star Aviation's programs, and West Star Aviation's standard operating procedures (SOP) to ensure all maintenance is performed in accordance with the air carriers/air operator's Continues Airworthiness Maintenance Program (CAMP).

2.17 The air carrier/ air operator will be informed via phone or email of all contracted out work.

Title: Required Inspection Items (RII) Performed for Certain Operators, Subject to Parts 121, 125, 129, or 135 (14CFR §145.205).

Note: This document will be followed in its entirety unless otherwise directed by the operator.

1.0 Purpose:

1.1 The FAA defines Required Inspection Items (RII) as any maintenance procedure, repair, or alteration that if improperly performed or if performed with incorrect parts or materials, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft. Required Inspection Items must be inspected by a properly trained and authorized RII Inspector. Only the Required Inspection Items listed in this chapter will require RII authorized sign-offs.

2.0 Responsibilities:

2.1 All work must follow the Operator's Maintenance Program and applicable sections of its' General Maintenance Manual. These maintenance instructions will be provided by the owner / operator and maintained current throughout the tenure of the aircraft while undergoing maintenance.

2.2 All maintenance personnel authorized to approve the work of others or sign a maintenance release are required to be thoroughly familiar with Required Inspection Items and the requirements of this chapter.

2.3 Authorized personnel performing a required inspection must witness the critical steps of a maintenance procedure, repair, or alteration and verify its proper completion. Although Required Inspection Items must be inspected by an RII Inspector, the mechanic performing the work and the person observing the work are equally responsible for the proper completion and ultimate airworthiness of the aircraft.

2.4 If a mechanic is performing required inspections in addition to other maintenance, preventative maintenance, or alterations, he shall organize his workload to separate the required inspection functions from the other maintenance.

2.5 Before any aircraft can be released for service after maintenance requiring RII Inspection (see the Required Inspection Item List in this chapter), it will be inspected by an authorized RII Inspector other than the person who performed the work. All RII items must be inspected in accordance with, were applicable, the aircraft Continuous Airworthiness Maintenance Program, and manufacturer's specifications and/or approved technical data.

3.0 Procedures:

3.1 Only properly trained and qualified Inspectors identified by the Chief Inspector of the operator and West Star Aviations Quality Assurance Manager whom have been provided training from a 14CFR Part 121,125, 129 and 135 Operator and properly documented will be granted RII Authority for that operator.

3.2 A list of West Star Aviation authorized Return to Service and RII inspectors will be maintained by the Quality Assurance Manager on the Return to Service/RII Roster Form WSF 009K. This list will be used to show all of the West Star Aviation inspectors that are eligible to be an RII Inspector. Final authority of a RII Inspector will come from the operator as required.

3.3 An RII Inspector must hold a valid FAA Airframe and Powerplant Certificate or Repairman's Certificate and be given special RII inspection training. The RII Inspector's training record must document and fully substantiate qualifications to inspect Required Inspection Items.

3.4 The RII inspection must be accomplished in accordance the Operators GMM, aircraft Continuous Airworthiness Maintenance Program, aircraft maintenance manual, and/or other approved procedures and must be extensive enough to verify that the work was properly performed and meets airworthiness standards.

3.5 No person may perform a Required Inspection if that person also performed the work required to be inspected.

3.6 RII Inspection Items will normally be inspected with the mechanic present who has accomplished the work. While performing the duties of the RII inspector, it is understood that the individual represents West Star Aviation's Inspection Department and is performing duties under the control and authority of the Manager of Quality Assurance.

3.7 All Required Inspection Items will be identified as follows:

3.7.1 In a manner whereby the item is clearly identified as a Required Inspection Item usually by typing "RII" adjacent to the discrepancy within Corridor Work Order System.

3.7.2 As soon as a discrepancy is documented, it must be reviewed by the RII Inspector or Lead Mechanic on duty to determine if it is an RII item (see the Required Inspection Item List in this chapter) and to ensure the item is identified as described above.

3.7.3 Once an item has been identified as RII and corrective action accomplished, the Technician will sign the "Sign Off" in Corridor and the authorized RII Inspector will sign the "Inspected" in Corridor and once the QA Inspector is satisfied with work order content, parts traceability, were applicable and impute the event line onto a maintenance log entry, he/she will sign the "Double Inspect" in Corridor.

3.7.4 The QA Inspector responsible for the aircraft during the course of creating the maintenance log book entry will identify each RII line item on the log entry with a bolded, "RII" preceding the line item. This will be determined by the identification of the RII item in the work order discrepancy.

3.7.5 Before any aircraft can be released for service after maintenance requiring RII Inspection (see the Required Inspection Item List in this chapter), it will be inspected by an authorized RII Inspector other than the person who performed the work. All RII items must be inspected in accordance with the Operators GMM, aircraft Continuous Airworthiness Maintenance Program, aircraft maintenance manual, and/or other approved procedures technical data.

3.7.6 A decision of an RII Inspector regarding a Required Inspection Item can only be countermanded by the Quality Assurance Manager or designee. Any disagreement between the Director of Maintenance and the Quality Assurance Manager will be elevated to the General Manager for resolution.

3.7.7 All maintenance personnel who receive eligibility authority to perform RII inspections will receive notice of their authority, limitations, and responsibilities from the Quality Assurance Manager. A West Star Aviation Authority Card WSF 053A will be issued to the eligible RII Inspector and a list of all RII eligible maintenance personnel will be maintained by the Quality Assurance Manager on the Return to Service/RII Roster Form WSF 009k.

3.7.8 The RII authority is not a blanket inspection authority. If at any time, the holder feels unqualified to perform the inspection or requires additional aid in determining the airworthiness of the aircraft, the RII Inspector will make this request known to the Quality Assurance Manager or designee as soon as possible. The Director of Maintenance and Quality Assurance Manager will ensure that all technical aids and instructions are made available to the person performing the inspection.

3.8 Required Inspection Item List

The following Required Inspection Items must be inspected and signed-off by an authorized inspector other than the person who completed the maintenance, repair, operation or alteration. Additional maintenance items may require RII inspections as deemed necessary by the Director of Maintenance and Manager of Quality Assurance. The procedure will in this chapter will be followed for additional maintenance tasks requiring an RII inspector.

All Chapters - Major repairs and major alterations.

ATA 08 – Leveling and Weighing
- Aircraft Reweigh

ATA 24 - Electrical Power
- Major repairs and major alterations of electrical systems

ATA 27 - Flight Controls
Installation, major repair, and rigging of the following (on the aircraft):
- Flight control structural repairs
- Installation and/or rigging of primary control surfaces (ailerons, elevators, rudders) including control and actuating system
- Tabs, trim actuators, stabilizers
- Trailing edge flaps, spoilers, leading edge devices, and adjustable actuators and jackscrews

ATA 28 - Fuel System
- Fuel cell “OK to close” and leak check after repair or panel installation
- Fuel quantity indicating system calibration

ATA 32 - Landing Gear
- Rigging of the landing gear normal extension, retraction, and alternate extension system and functional check when required
- Gear operational check [Gear swing to verify hydraulic system integrity (leak check) is not RII.]
- Installation of landing gear assembly and functional check after installation or when landing gear structural components changed (does not include wheels and brakes)
- Installation or adjustment of nose wheel steering system components

ATA 49 - Auxiliary Power Unit
APU Installation Including:
- Mounts, hardware, controls, and connections
- Clearance and condition of clamp, tubes, wiring
- Final run-up and leak check

ATA 52 – Doors
- Completed major structural repairs and completed major structural alterations
- Installation and rigging of the outward (non-plug type) pressurized compartment doors

ATA 53 – Fuselage
- Completed major structural repairs and completed major structural alterations

ATA 54 - Nacelles/Pylons
- Completed major structural repairs and completed major structural alterations

ATA 55 – Stabilizers
- Completed major structural repairs and completed major structural alterations
- Installation of leading edge
- Inspection and installation of stabilizer attachment hardware

ATA 57 – Wings
- Completed major structural repairs and completed major structural alterations
- Installation of leading edge
- Inspection and installation of wing attachment hardware

ATA 71 - Power Plant
Engine Installation Including:
- Chapter 5 mandatory inspection items
- In-process engine build-up inspection
- Pylons, mounts, hardware, controls, and connections
- Clearance and condition of clamp, tubes, wiring, and cowling
- Run-up and leak check
- Return to service

ATA 72 – Engines
- Fan installation including fan blade replacement

ATA 73 - Engine Fuel Control
- Fuel control installation
- Fuel nozzle installation
- Fuel pump installation

ATA 76 - Engine Controls
- Installation and/or rigging of engine control rods, cables, quadrants, and linkages
- FADEC installation

ATA 78 - Exhaust
- Installation and/or rigging of thrust reversers (Does not include deactivation of thrust reverser assemblies

Title: **REPORTS OF DEFECTS OR UNAIRWORTHY CONDITIONS (14CFR §145.221)**

1.0 Purpose:

1.1 To define procedures used when generating and reporting defects or malfunctions found on an aircraft or accessory.

2.0 Responsibility:

2.1 The Quality Assurance Manager or designee, is responsible for completing Malfunction/Defect Reports in accordance with 14CFR Part §145.221 on the appropriate forms. Such reports will be submitted to the Administrator and the operator within 96 hours after discovery.

2.2 It is the responsibility of any mechanic or inspector to report immediately any and all defects or malfunctions found on an aircraft or accessory at West Star Aviation to the Quality Assurance Manager.

3.0 Procedures:

3.1 Online-Service Difficulty / M or D Entry Form

3.1.1 Prior to initiating MDR/SDR reports for 14CFR Part §121, §125 or §135 Operators, QA will consult with that Operators Quality Representative to determine whether West Star Aviation or the Operator is to file the report. West Star Aviation will fill out the MDR/SDR regardless and document on the report who was the Quality Representative that sent in the report along with date and time.

3.1.2 When West Star Aviation is responsible for the filing, West Star Aviation will report to the FAA within 96 hours after it discovers any serious defect in, or other recurring unairworthy condition of an aircraft, power plant, or propeller, or any component thereof. The report will be made utilizing the Online Service Difficulty Report site, describing the defect or malfunction completely without withholding any pertinent information. Two copies of the online entry form will be printed. One copy will be kept in the QA department and the second will be forwarded to the FSDO. The use of this form is self explanatory on the Web site:

https://av-info.faa.gov/SDRX/Secured/Login.aspx

Note: See the QA Manager for the user name and password to login into this site

3.1.3 If the defect or malfunction could result in an imminent hazard to flight, the Repair Station will contact the FSDO by phone to ensure they have been notified immediately.

NOTE: A sample of the online form can be located in the Quality Control Manual Doc. No.5.100.

Title: **QUALIFYING AND SURVEILLING NON-CERTIFICATED PERSONS (14CFR §145.211)**

1.0 Purpose:

1.1 Establishing a means to qualify and provide surveillance of non-certificated persons who perform maintenance, prevention maintenance, or alterations for the repair station within or outside the facility.

2.0 Responsibility:

2.1 The Quality Assurance Manager is responsible to ensure that any non-certificated persons who perform maintenance, preventative maintenance or alteration for the Repair Station are either directly supervised or qualified through West Star Aviation's audit process.

3.0 Procedures:

3.1 Qualifying Non-Certificated persons

3.1.1 The Director of Maintenance is responsible for making the determination of employing non-certificated persons at this repair station by review of past work or educational history and the interview process.

3.2.1 Once hired by this repair station, the non-certificated person will be assigned to a Supervisor/Team Lead who is responsible for that person's continual supervised familiarization with Repair Station policy and procedures, which will be accomplished by reference of internal policy data, on the job training and testing.

3.2.2 If, at a time determined by the non-certificated persons Supervisor/Team Lead, that person is capable of performing the duties required of that person by this repair station, that person would be considered qualified to perform that specific work as assigned.

3.2.3 It will be the responsibility of the non-certificated person's Supervisor/Team Lead; to perform surveillance and record activities to ensure the person is progressing in his/her familiarization and training.

3.2.4 Depending on the task assigned and proficiency of a non-certificated person, that person will be considered qualified within 90 days.

3.2.5 The non-certificated person(s) will be encouraged to acquire their certification as indicated in 14CFR Part 65. This will be required for them to become an inspector.

Note: 14 CFR 65.101, (a)(5)(i) requires 18 months of practical experience to be eligible for a repairman certificate.

4.1 Qualifying Non-Certificated facilities

4.1.1 Qualifying Non-Certificated facilities will be accomplished as indicated in the West Star Aviation Repair Station Manual Doc. No. 6.020.

CHAPTER 4

CALIBRATION SYSTEM

Title: **CALIBRATION SYSTEM (14CFR §145.211 (vii))**

1.0 Purpose:

1.1 To specify procedures for controlling the accuracy of measuring and test equipment, (M&TE), and measurement standards so as to assure their reliability. Any tool used to measure, test, repair, or inspect must be calibrated. To ensure compliance of ISO 10012-1:1992(E) (previously known as MIL-STD-45662A) & Federal Aviation Regulation requirements.

Note: Back up personnel for the Calibration Program, to ensure compliance with this manual, has been assigned to any Quality Assurance inspector within the inspection department.

2.0 References:

2.1 The following documents were used in the preparation of this procedure:

- **ISO 10012-1**: 1992(E) Quality Assurance requirements for measuring equipment
  Part 1: Metrological confirmation system for measuring equipment
  Dated 1993-05-01-as revised.

- **ANSI/NCSL Z540-1-1994** American National Standard for Calibration – Calibration Laboratories
  Measuring and Test Equipment – General Requirements
  Dated July 27, 1994-as revised.

- **West Star Aviation Quality Control Manual**
  Dated – as revised.

3.0 Procedures:

3.1 Any tool, gauge, device, meter, etc. which relays data to the user by means of a dial, digital read out, meter, needle, number, etc. shall be evaluated for the requirement to be calibrated. The following criteria shall be used to evaluate such precision gauges or tools for calibration.

3.1.1 Every device described in 3.1, used to determine eligibility for return to service, of any aircraft, aircraft engine, or aircraft component shall be calibrated. Any item described in 3.1 used for the final setting of any aircraft, engine, or component, prior to return to service, shall be calibrated.

3.1.2 Any device as described in 3.1 used to set, adjust, test, measure, check, calibrate, etc. an aircraft, engine or component, during maintenance or inspection, which has a specified tolerance or range, shall be calibrated. Examples of words or symbols which denote a tolerance or range are $\pm$, <, >, $\geq$, less than, greater than, at least, minimum, maximum, within, before, after, etc.

3.1.3 Following is a partial list of items that always require calibration. Torque wrenches, tire and strut gauges, cable tension meters, fuel system calibration devices, devices used to check control surface movement, aircraft weighing scales, engine stretch fixtures, cylinder compression test gauges, etc.

3.1.4 If a device is not used as described in 3.1.1 through 3.1.3, calibration is not required. Examples of such devices are meters, gauges, etc., ***which are used for trouble shooting purposes only***. **Extreme caution must be exercised to ensure that such devices are never used in a situation requiring a calibrated device.**

3.1.5 Some devices with no read-out capability may still require calibration. Any tool or gauge **must be calibrated if the device has internal components, which if not properly calibrated, will affect the information gathered using that device**. An example is an electrical system breakout box, with no meters, dials, etc, but with known internal resistances. If the value of the internal resistance changes, the device will impart incorrect information. Such an item would require periodic calibration of the internal resistance.

3.1.6 Any device as described in 3.1 which is brought into this facility as new will be considered in calibration for one year unless it is to be used as a Master Calibration device. Unless the new device comes from the manufacturer with a certificate of calibration indicating it had been calibrated to a NIST standard, a calibration certificate will be generated for that device.

A tool must also be calibrated if it has components, which if not properly calibrated, will adversely affect the quality of the product produced using that tool. An example of such a tool is a terminal crimper, which will fabricate inadequate electrical connections if the dies are not within specified dimensions.

Title: **CALIBRATION LABELING**

1.0 Purpose:

1.1 To specify procedures for labeling of measuring and test equipment, (M&TE). Any tool used to measure, test, repair, or inspect must be labeled in accordance with the following procedure.

2.0 Labeling Procedures:

2.1 All items described in paragraph 3.0 of this document shall be placarded, labeled or other wise marked for calibration purposes.

2.2 All items that require calibration, as previously defined, shall be marked in a manner that will endure the normal use of the device for the period of calibration. The marking will include at least the **date at which calibration is next due**.

2.3 Every item that requires calibration shall be labeled or marked in a way that will give the item a unique identity. For example, serial number, asset control number, ID number, etc. For West Star Aviation, this number will normally be a "WSC" number. "WSC" denotes that the item is a West Star Aviation or employee tool, and that the item requires calibration and "WSC" is followed by a unique three-digit number. This marking shall be permanent or shall be maintained in a viable and legible manner.

NOTE: As of the date of this revision, tools requiring calibration will have the WSC prefix omitted to be replaced by the letter "C" as a suffix to a three number identifier. This will identify the tool as requiring calibration. If the letter "C" is not present, the tool does not require calibration. In addition, some tools will have a letter designation preceding the three number identifier, to indicate its use on a particular article. For example: L325C is a tool requiring calibration, (C) and is used in the Lear program, (L). If there is no prefix letter the tool is employee owned requiring calibration. For example: 123C.

2.4 In the case of instruments, tools, gauges that require calibration before each use, but do not require periodic calibration, the device shall be labeled with exactly the following words' "**CALIBRATE BEFORE EACH USE**". Examples of such devices are NDT instruments that must be calibrated with a specific standard appropriate to each inspection. Such marking shall be permanent or shall be maintained.

2.5 All items described in 3.1.4 of this document, which are not calibrated, shall be labeled in a manner that is visible and legible. Such items shall be marked or labeled with exactly the following words, "**REFERENCE ONLY**". No items so labeled may be used for any purpose defined in 3.1.1 through 3.1.3 of this document. This marking shall be permanent or maintained.

2.6 In some instances, it may be desirable to indicate those instruments and tools that do not require calibration. Examples of such items are those devices with no read-out devices. Such items shall be marked or labeled with exactly the following words, "**NO CALIBRATION REQUIRED**". Care must be exercised when labeling such devices. No device shall be labeled in this manner without the approval of a Quality Assurance Inspector. The information in 3.1.5 must be considered.

2.7 In some instances, a precision gauge or tool may be marked or labeled with exactly the following words, "**CALIBRATION LIMITED TO**". This label may be used when a device is only calibrated for a portion of the readout range, or if the calibration accuracy is limited. For example, a gauge may be limited to ± 4% accuracy, or a 0 to 1000 psi gauge is only used (and calibrated) in the 0 to 500 psi range. This label shall be used in conjunction with a normal "Cal. Due" sticker.

Title: **CALIBRATION INTERVALS**

1.0 Purpose:

1.1 To specify guidelines for the interval requirements of measuring and test equipment, (M&TE). Any tool used to measure, test, repair, or inspect must follow the guidelines in this document.

2.0 INTERVAL PROCEDURES:

2.1 Each item that requires calibration shall have a calibration interval, which is determined as follows.

2.1.1 The nominal calibration interval for controlled devices at West Star Aviation shall be one year. Exceptions are defined as follows.

2.1.2 Any weight with a fixed mass and density may have a calibration interval of five years. Any device, which uses a weight of fixed mass and density for measurement, may have a calibration interval of five years. Examples of such items are a dead weight tester, a manometer, a flow meter, etc.

2.1.3 When sufficient data has been collected and analyzed, the calibration interval of any controlled item may be increased. Sufficient data will be defined as follows. Any item that has achieved four calibration cycles, without being out of tolerance or specification, may have the calibration interval increased. In addition, the device must not have required repair or adjustment. The initial increase in interval shall be by 50% beyond the original interval. If the 150% interval is maintained for two additional calibration cycles, and the unit is within specifications and does not require adjustment, the interval may be increased to a maximum of 200% of the original calibration interval. For example, if a gauge calibrates 4 years in a row, is within specifications, and requires no adjustment, the interval may be increased to 18 months. If the item meets the same criteria for the next two 18 month calibration intervals, the interval may be increased to a maximum of two years. **The calibration interval for torque wrenches shall not exceed one year.**

2.1.4 Any item found to be out of specification at the end of two successive calibration periods should have the calibration interval reduced. The initial interval reduction should be by 50%. The calibration performance of the device should then be monitored within the provisions of this paragraph and 2.1.3 of this document, until the correct calibration interval is achieved.

2.2 Listed below is equipment with specific calibration intervals.

Equipment	Interval
Dead Weight Tester:	60 months
Flow Meters & Manometers*:	60 months
Dead Weights**:	60 months
Master Altimeters:	6 months
Hydraulic Mules:	3 months and 12 months
Propeller Balancer:	6 months

* Applies to devises which use a dead weight for measurement.

** Shall be inspected prior to each use to assure that there are no significant physical changes to the weight.

2.3 Calibrated devices may remain in service to the end of the month they were due in. For example, a device due calibration on 03/07/XXXX must be removed from service prior to the end of that month, 03, (March). In this example, the WSC sticker on the calibrated device indicates, "Date Calibrated 03/07/XXXX", "Date due 03/07/XXXX", the following year, but can be used up until the end of March the following year. The Quality Assurance Manager or designee will issue form WSF125 within the first 5 days of each month to each department manager listing those devices, which will be due calibration within that calendar month.

Title: **MULTIMETER REQUIREMENTS**

1.0 Purpose:

1.1 To specify calibration requirements for multimeters used at this repair station when the meter is to be used for calibrating a piece of equipment or troubleshooting purposes.

2.0 Requirements:

2.1 Technicians must always first ensure the meter being used meets the minimum requirement for the intended application. The intended application may require greater resolution than the meter is capable of. This is evident when it comes to meters that are labeled "Cal. Limited To".

3.0 Procedure:

3.1 All meters calibrated at West Star Aviation that are intended to be used at West Star Aviation will be calibrated only to the test points listed below and will be labeled "Cal Limited To QCM table 4.1" and must meet the Mfg's tolerances for those test points. Calibrations on the aircraft are limited to the highest test point on the table below and the resolution of the meter being used. This paragraph encompasses many different meters with different resolutions so the technician must insure the meter being used has the resolution for the application.

Table 4.1

Volts AC	Volts DC	Current	Resistance
0 Vac 400Hz	0Vdc	200 mAdc	0 ohms
2 Vac	5 Vdc	2 Adc	100 ohms
15 Vac	15 Vdc		1K ohms
20 Vac	28 Vdc		10K ohms
26 Vac			100K ohms
115 Vac			1M ohms

3.2 Any meter calibrated at West Star Aviation for use by West Star Aviation that **does not** have a Mfg's performance specification on file at West Star Aviation, will be calibrated at the test points listed below and will be labeled "For T/S Only per QCM table 4.2". The specifications of this table limits a meter's use to aircraft troubleshooting only and it cannot be used for the purposes of an calibration on the aircraft.

Table 4.2

Volts AC	Volts DC	Current	Resistance	Continuity
0 Vac 400 Hz +.003 Vac	0 Vdc +/- .002 Vdc	200 mAdc +/- 4 mA	0 ohms +/- .2 ohms	0.000 Vdc
2 Vac 400 Hz +/-.04 Vac	5 Vdc +/- .05 Vdc	2 Adc +/- .05 A	100 ohms +/- 1 ohms	
26 Vac 400 Hz +/- .52 Vac	28 Vdc +/- .28 Vdc		1000 ohms +/- 10 ohms	
115 Vac 400 hz +/- 2.3 Vac			10 K ohms +/- 100 ohms	
			1 M ohms +/- 10 K ohms	

Title: **GENERAL CALIBRATION REQUIREMENTS**

1.0 Purpose:

1.1 Too specify general calibration requirements at West Star Aviation.

2.0 MASTER CALIBRATION DEVICES:

2.1 Master Calibration devices shall be defined as those items used expressly for the calibration of precision gauges and tooling. The Quality Assurance Department shall control such items. Master Calibration items shall be marked with a calibration due date, and shall be calibrated and certified with standards traceable to the National Institute for Standards and Technology (NIST).

2.2 Any device normally in service may be used as a master calibration device if it is freshly calibrated and has not yet been returned to normal service. After use as a master calibration device, the unit may be returned to normal use.

2.3 The calibration interval of Master Calibration Devices shall not exceed 1 year.

2.4 The accuracy of Master Calibration devices shall be at least four times the accuracy of the device being calibrated. Master Calibration devices that are at least equal to the accuracy of the tool or gauge being calibrated may be used with the following provisions:

- A correction card must be available for the Master Calibration Device.
- A correction card shall be created for the device being calibrated. The correction card shall contain the following information:
- Unique identification of the device for which the card was created.
- A list of the true values at which the device is calibrated.
- A list of the corrected values for each true value.

3.0 PERSONNEL:

3.1 Any person performing calibrations at West Star Aviation shall receive adequate instruction and shall be familiar with the requirements of this document. Adequate instruction shall be determined by the Quality Assurance Manager or as delegated by him/her.

3.2 The Quality Assurance Manager or designee will assist the person responsible for all the tool cribs, within the repair station, by reviewing the tool data base every 30 days to ensure no tool has passed its calibration due date and to ensure any tool that cannot be calibrated prior to the calibration due date is tagged and Quarantined. In addition, the Quality Assurance Manager or designee will assist the person responsible for the tool cribs in conducting a detailed physical audit/inventory of the tool cribs every six months.

4.0 DOCUMENTATION:

4.1 The following documentation shall be available and maintained by West Star Aviation, as appropriate.

4.2 For each category of precision gauge or tool that is calibrated by West Star Aviation personnel, a specific Operating Standard (OS) shall be in place. For example, procedures for torque wrench calibration. Each specific OS shall contain the detailed instructions necessary for proper and complete calibration of the device detailed therein.

The OS shall be approved by the Quality Assurance Manager, and shall meet the requirements of this document.

4.3 For each item calibrated by West Star Aviation personnel, a Certificate of Calibration, WSF118 shall be completed. The certificate shall contain at least the following information

- Unique identification of the device being calibrated.
- Record of, or reference to the calibration points at which the device was checked.
- Record of, or reference to the values found at the calibration points.
- Signature of the person performing the calibration.

A Quality Assurance (QA) Inspector shall review the certificate. The certificate shall remain on file for the duration of the calibration period. Once the calibration period has expired on the certificate, that certificate will be maintained on file for no less the 2 years.

4.4 A Certificate of Calibration shall be created for each tool calibrated at West Star Aviation. If the QA Inspector accepts the data provided by the tool manufacturer for newly purchased tools, he or she will create and sign a Certificate of Calibration. The calibrated and certified tool is then eligible for use within the repair station.

4.5 All precision gauges and tools meeting any of the criteria for use must be properly labeled and tracked as indicated in QCM Doc. # 4.010 para. 3.1.4. Therefore, any such item brought onto a West Star Aviation work site shall first be submitted to the Tool Crib for labeling and entry into the WSF database of calibrated tools. This process applies to all such items whether personally owned, WSF owned, borrowed, leased, or rented. Submittal of the item will be accompanied by any existing documentation attesting to the item's current calibration status (e.g. calibration certificate and/or invoice showing purchase date).

5.0 OUT-OF-CALIBRATION CALIBRATED TEST EQUIPMENT:

5.1 When calibrated test equipment is found to be out-of-calibration either by review of the calibration database, new purchase, and new employee tools or prior to use, the test equipment will immediately be tagged using West Star Aviation tag "WSF2162 Un-airworthy Part". The test equipment will then be surrendered to the tool crib in the 790 Hangar to be placed in a Quarantine locker until such time the test equipment can be calibrated.

6.0 OUTSIDE CALIBRATION AGENCIES:

6.1 Outside calibration agencies shall be selected and approved as defined in West Star Aviation Repair Station Manual. For each item calibrated by an outside agency a Certificate of Calibration shall be provided. The certificate shall provide information that shows traceability to the NIST.

CHAPTER 5

REPAIR STATION DOCUMENTATION

Title: **REPAIR STATION FORMS (14CFR §145.211 (c)(3))**

1.0 Purpose:

1.1 The purpose of this chapter is to prescribe the methods and practices for generating, updating, and controlling forms used by the Repair Station.

2.0 Responsibilities

2.1 All personnel involved in creating, issuing, or revising West Star Aviation Forms will be familiar with the contents of this document.

2.2 The Quality Assurance Manager or his designee shall:
- 2.2.1 Review each new or revised form and assign the appropriate form number to the document.
- 2.2.2 Add the form to the Forms Data Base.
- 2.2.3 Assure that a copy of the updated Forms data base via CD or Thumb drive is provided to the Flight Standards District Office (FSDO) at least once a month.

2.3 Quality Assurance personnel shall:
- 2.3.1 Conduct an initial review of each West Star Aviation Form prior to issuance.
- 2.3.2 Conduct periodic reviews of forms. Forms will be added, revised, or deleted as required.

3.0 Procedures:

3.1 Any employee may request a new or revised form. West Star Aviation Forms will be developed, researched and authored at the direction of the Quality Assurance Manager or designee.

3.2 Existing West Star Aviation forms have a variety of form number formats and systems. These numbers may be retained until the form is revised. The standard format for ***new or revised*** form numbers shall be as follows
- 3.2.1 A WSF Number, formatted as follows: WSF.###-M/YY (e.g. WSF.999-4/99)
- 3.2.2 The ### represents the actual form number. The M/YY represents the month and year in which the form was issued or the most recently revised.
- 3.2.3 The page number and the total number of pages – typically Page X of X.
- 3.2.4 A descriptive title which states the purpose of the form.

3.3 Revisions to forms will be accomplished by replacing the entire form. A bold vertical line in the left or right margin will be used to indicate the revised portions of the form.

3.4 The Corridor Work order system generates forms automatically through Crystal reporting. Any revisions to those forms will be accomplished as needed through the West Star Aviation "IT" department and approved by the QA department.

4.0 Forms Data Base and Control

4.1 The Forms Data Base will be maintained by the QA department.

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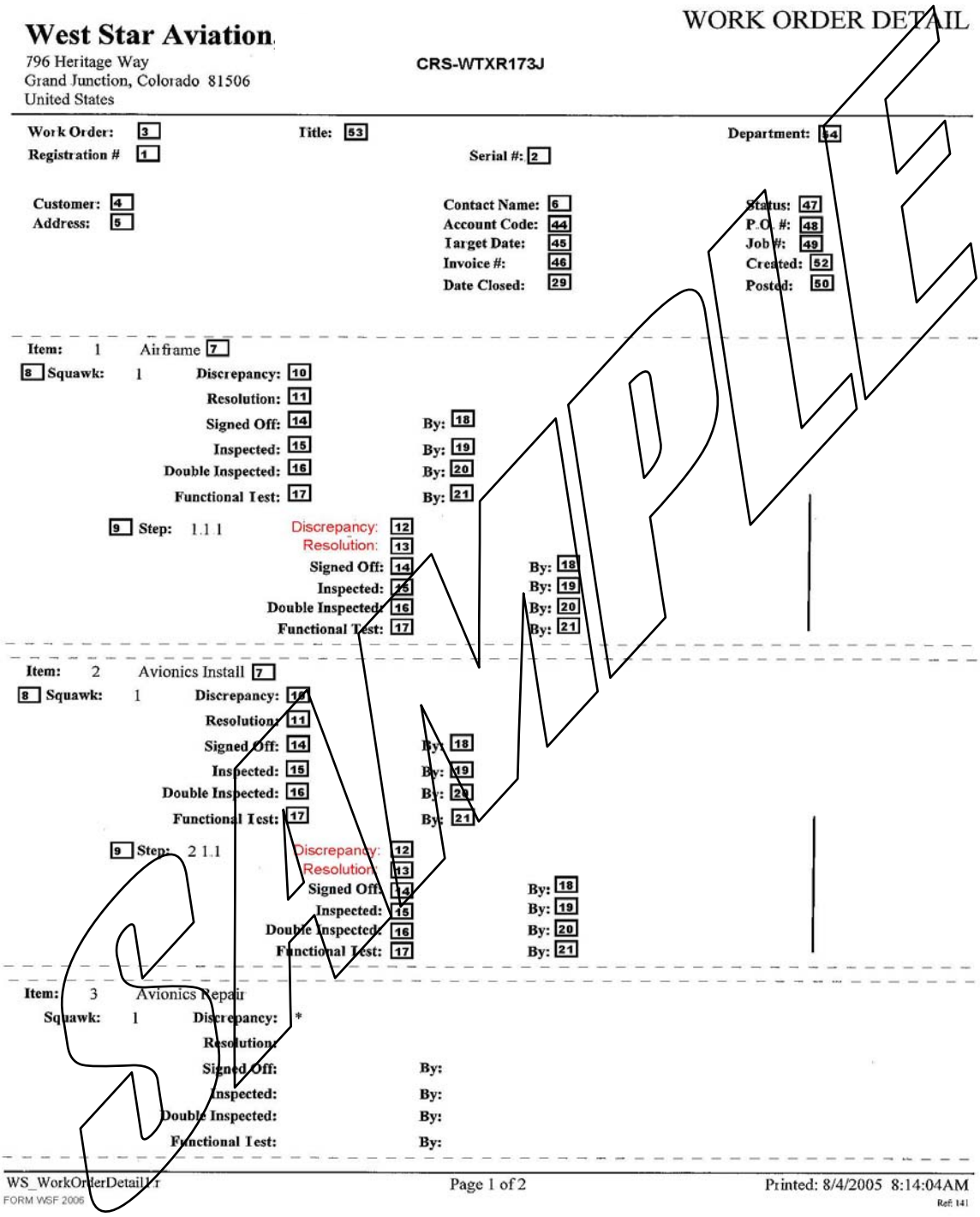
Title: Work Order Forms

1.0 WSF 2006 Corridor Work Order Detail Report Pg. 1



West Star Aviation
796 Heritage Way
Grand Junction, Colorado 81506
United States

WORK ORDER DETAIL

CRS-WTXR173J

Work Order: 3 Title: 53 Department: 54
Registration # 1 Serial #: 2

Customer: 4 Contact Name: 6 Status: 47
Address: 5 Account Code: 44 P.O. #: 48
Target Date: 45 Job #: 49
Invoice #: 46 Created: 52
Date Closed: 29 Posted: 50

Item: 1 Airframe 7
8 Squawk: 1 Discrepancy: 10
Resolution: 11
Signed Off: 14 By: 18
Inspected: 15 By: 19
Double Inspected: 16 By: 20
Functional Test: 17 By: 21

9 Step: 1.1 1 Discrepancy: 12
Resolution: 13
Signed Off: 14 By: 18
Inspected: 15 By: 19
Double Inspected: 16 By: 20
Functional Test: 17 By: 21

Item: 2 Avionics Install 7
8 Squawk: 1 Discrepancy: 10
Resolution: 11
Signed Off: 14 By: 18
Inspected: 15 By: 19
Double Inspected: 16 By: 20
Functional Test: 17 By: 21

9 Step: 2 1.1 Discrepancy: 12
Resolution: 13
Signed Off: 14 By: 18
Inspected: 15 By: 19
Double Inspected: 16 By: 20
Functional Test: 17 By: 21

Item: 3 Avionics Repair
Squawk: 1 Discrepancy: *
Resolution:
Signed Off: By:
Inspected: By:
Double Inspected: By:
Functional Test: By:

WS_WorkOrderDetail1r
FORM WSF 2006
Page 1 of 2
Printed: 8/4/2005 8:14:04AM
Ref: 141

SAMPLE

2.0 WSF 2006 Corridor Work Order Detail Report Pg. 2

West Star Aviation
796 Heritage Way
Grand Junction, Colorado 81506
United States

CRS-WTXR173J

WORK ORDER DETAIL
August 04, 2005

Telephone: 970-243-7500 Fax: 970-242-5178

Work Order: 9933 **Title:** WEST STAR AVIATION **Department:** Conquest Maintenance
Registration # **Serial #:**

Item: 4 Accessories
Squawk: 1 **Discrepancy:** *
Resolution:
Signed Off: **By:**
Inspected: **By:**
Double Inspected: **By:**
Functional Test: **By:**

Item: 5 Interior
Squawk: 1 **Discrepancy:** *
Resolution:
Signed Off: **By:**
Inspected: **By:**
Double Inspected: **By:**
Functional Test: **By:**

Item: 6 Paint
Squawk: 1 **Discrepancy:** *
Resolution:
Signed Off: **By:**
Inspected: **By:**
Double Inspected: **By:**
Functional Test: **By:**

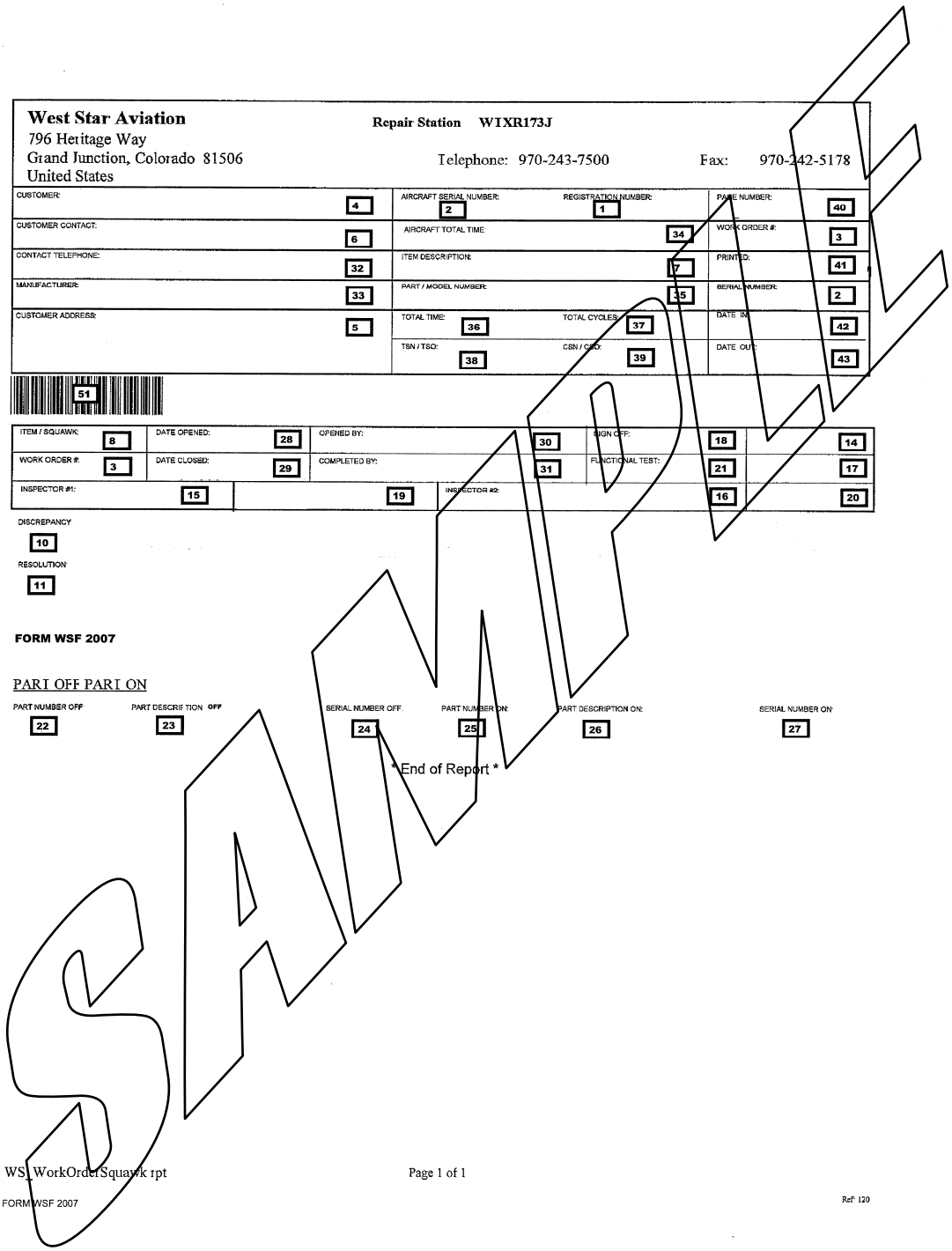
Item: 7 Quality Assurance
Squawk: 1 **Discrepancy:** Comply with Return to Service
Resolution: I certify that this aircraft, engine, propeller or component has been maintained as required by the Federal Aviation Regulations, and has been determined to be in an airworthy condition and approved for return to service with respect to the work performed. Pertinent details are on file at this repair station under the above work order.
Signed Off: **By:**

* End of Report *

SAMPLE

WS_WorkOrderDetail1 r
FORM WSF 2006
Page 2 of 2
Printed: 8/4/2005 8:14:04AM
Ref: 141

3.0 WSF 2007 Corridor Work Order Squawk Report



West Star Aviation **Repair Station WTXR173J**
796 Heritage Way
Grand Junction, Colorado 81506 Telephone: 970-243-7500 Fax: 970-242-5178
United States

CUSTOMER:	4	AIRCRAFT SERIAL NUMBER:	2	REGISTRATION NUMBER:	1	PAGE NUMBER:	40
CUSTOMER CONTACT:	6	AIRCRAFT TOTAL TIME:	34			WORK ORDER #:	3
CONTACT TELEPHONE:	32	ITEM DESCRIPTION:	7			PRINTED:	41
MANUFACTURER:	33	PART / MODEL NUMBER:	35			SERIAL NUMBER:	2
CUSTOMER ADDRESS:	5	TOTAL TIME:	36	TOTAL CYCLES:	37	DATE IN:	42
		TSN / TSO:	38	CSN / CSO:	39	DATE OUT:	43

51

ITEM / SQUAWK:	8	DATE OPENED:	28	OPENED BY:	30	SIGN OFF:	18	14
WORK ORDER #:	3	DATE CLOSED:	29	COMPLETED BY:	31	FUNCTIONAL TEST:	21	17
INSPECTOR #1:	15		19	INSPECTOR #2:			16	20

DISCREPANCY
10

RESOLUTION
11

FORM WSF 2007

PART OFF PART ON

PART NUMBER OFF	PART DESCRIPTION OFF	SERIAL NUMBER OFF	PART NUMBER ON	PART DESCRIPTION ON	SERIAL NUMBER ON
22	23	24	25	26	27

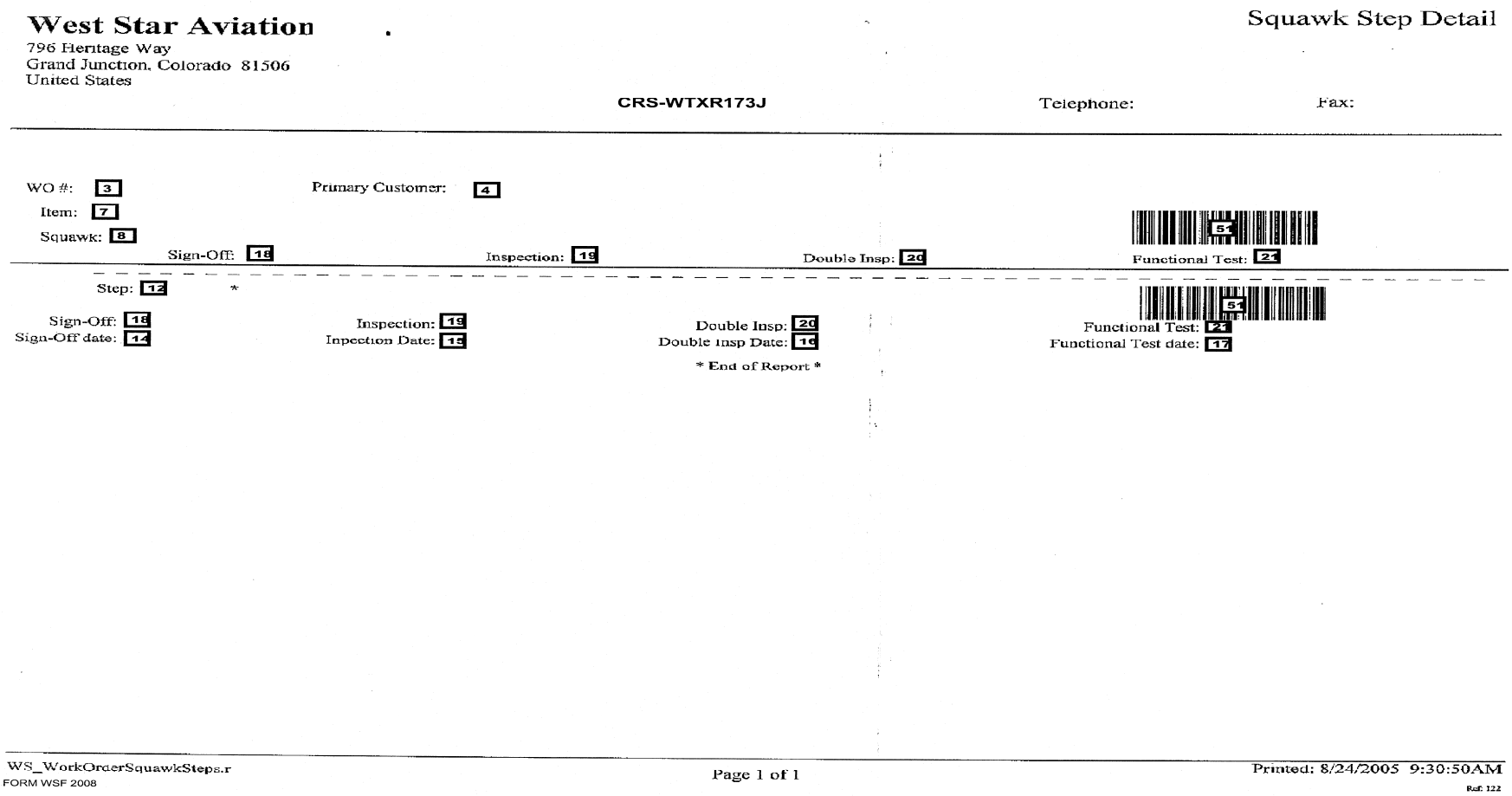
* End of Report *

SAMPLE

WS_WorkOrderSquawk.rpt Page 1 of 1

FORM WSF 2007 Ref: 120

4.0 WSF 2008 Corridor Work Order Step Report



West Star Aviation
796 Heritage Way
Grand Junction, Colorado 81506
United States

Squawk Step Detail

CRS-WTXR173J Telephone: Fax:

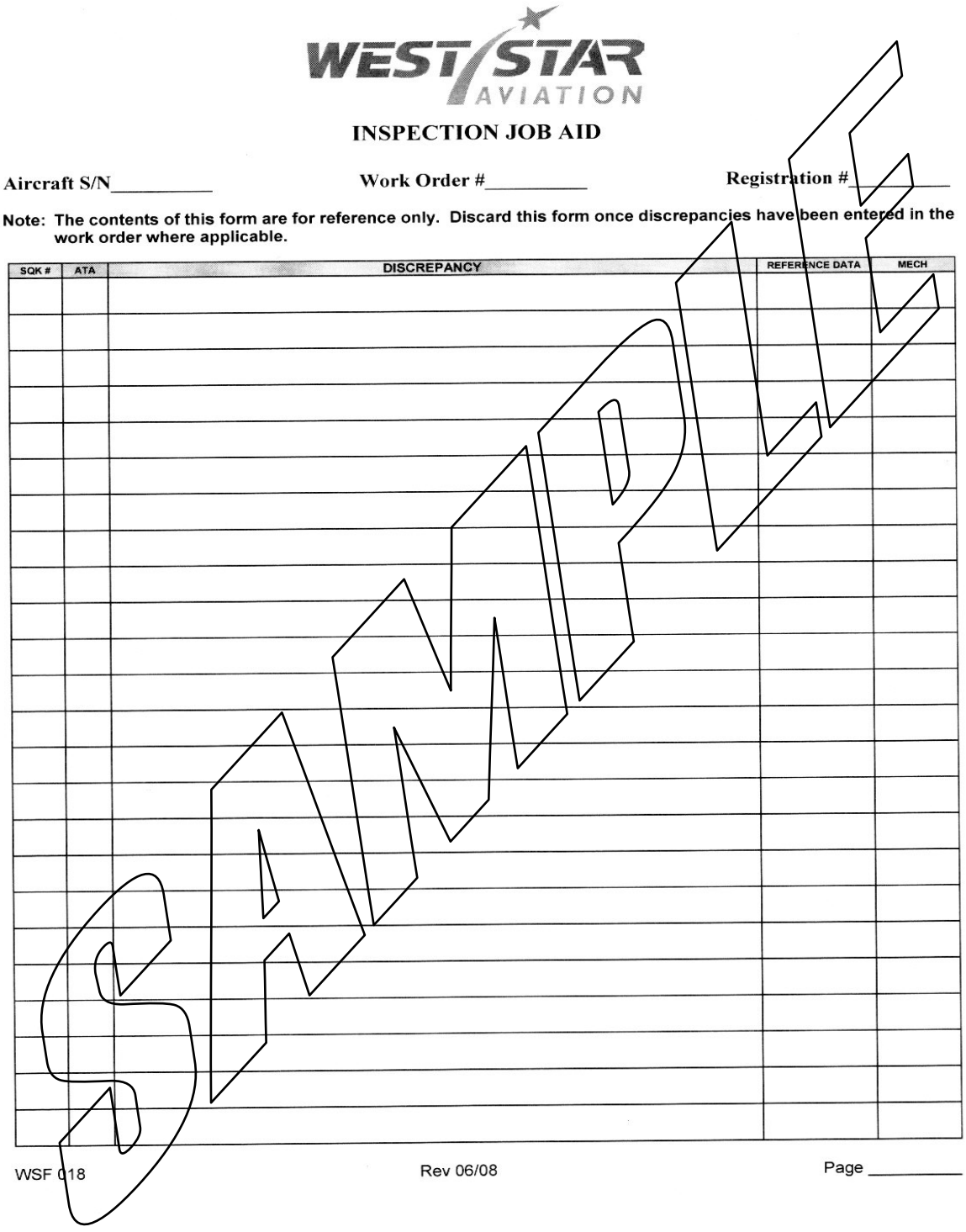
WO #: 3 Primary Customer: 4
Item: 7
Squawk: 8
Sign-Off: 18 Inspection: 19 Double Insp: 20 Functional Test: 21

Step: 12 *
Sign-Off: 18 Inspection: 19 Double Insp: 20 Functional Test: 21
Sign-Off date: 14 Inpection Date: 15 Double Insp Date: 16 Functional Test date: 17

* End of Report *

WS_WorkOrderSquawkSteps.r
FORM WSF 2008
Page 1 of 1
Printed: 8/24/2005 9:30:50AM
Ref: 122

Form WSF 018 – Inspection Job Aid
To be used as a tool to initially document work order squawks. This form will be discarded once squawks have been entered into the work order.



INSPECTION JOB AID

Aircraft S/N_____ **Work Order #**_____ **Registration #**_____

Note: The contents of this form are for reference only. Discard this form once discrepancies have been entered in the work order where applicable.

SQK #	ATA	DISCREPANCY	REFERENCE DATA	MECH

WSF 018 Rev 06/08 Page _____

SAMPLE

Title: Work Order Forms Instructions for the Corridor system

1.0 Instructions for Completion of Work Order Forms

1.1 The following table shows the definition of each block/space located on the forms listed below. Form samples can be located on doc. No. 5.020 in the QCM.

WSF 2006 Work Order Detail Report (Corridor Report)
WSF 2007 Work Order Squawk Report (Corridor Report)
WSF 2008 Work Order Step Report (Corridor Report)

1.2 Each number in the first column on the following table corresponds to a number located in one of the block/space on the sample Corridor forms located in document pages 5.020 in this manual. The numbers in the first column in the following table of instructions may not be sequential. The Corridor system generates these forms automatically and the block/space's defined in the following table are auto-filled by the Corridor system based on data entry by whom ever is logged in or whom ever has scanned into the system in regards to labor or squawk/step sign-offs.

1	**Reg.#:** Aircraft Registration number
2	**Serial #:** Aircraft Serial number
3	**Work Order:** Work Order number
4	**Customer:** Customer name
5	**Address:** Customer address, typically for billing purposes
6	**Contact Name:** Contact name for the customer
7	**Item:** Created in the Corridor system relating to a department. Squawks are then created under the ITEMS.
8	**Squawk:** Created after the ITEM. The squawk will consist of the Discrepancy, Resolution, required Inspections and the dates those inspections where signed off electronically. **Note: Squawk numbers are automatically generated by the Corridor system relating to the ITEM number.** Example- **1.** Airframe (Item) **1.1** Phase B (Squawk)
9	**Steps:** Created after the Squawk as required to document progressive steps for the resolution. Steps will be signed off in the same manner as squawks, electronically. **Note: Step numbers are automatically generated by the Corridor system relating to the ITEM number.** Example- **1.** Airframe (Item) **1.1** Phase B (Squawk) **1.1.1** Ok to close (Step)

10	**Discrepancy:** Enter the discrepancy. Discrepancies are discovered through logbook research, visual inspection, or verbal discussion with the Owner/Operator. When entering discrepancies into the Corridor system, use a description, which completely describes the problem. If the problem is complex, a separate discrepancy will need to be written for each specific problem. When entering discrepancies that have been obtained from the operator of the aircraft, the discrepancy must be entered using the operator's exact description. When visual inspection or troubleshooting reveals that the operators' discrepancy differs from his description or a more specific problem is discovered, the discrepancy must be further explained. When a discrepancy calls for a routine inspection item to be accomplished, the description in the discrepancy field will describe the inspection to be accomplished and the interval at which the inspection is required. When a discrepancy calls for compliance with an Airworthiness Directive or Service Bulletin, its description must contain the identifying number, the manufacturer to whom the Directive or Bulletin applies, a description of the subject of the Directive or Bulletin, the date of issue and, if the Directive or bulletin is recurring, the interval of occurrence.
11	**Resolution:** Enter the action taken to correct the discrepancy. The resolution field of the work order **must be** completed at the time that the work is accomplished. The technician performing the work must enter a clear, concise description of the work performed to correct the discrepancy. The resolution field must also describe, step by step, the troubleshooting action that took place when applicable. If the person beginning the work does not complete the work, he/she must describe the work performed and enter their initial and date at the end of his/her entered description. Or move their work description to a "Step" under the same squawk. This will allow an individual sign-off for that portion of the resolution.
12	**(Step) Description:** Enter the description, describing either the work accomplished to support the squawk, or a description for the work to be accomplished to support the squawk. A step is a progressive sign off to the resolution of the squawk.
13	**(Step) Comments:** No comment is required if the work accomplished to support the squawk was documented in the Step Description. Example: If the Step Description is an Inspection Task supporting the squawk and written in the past tense, "Completed Inspection Task 1234" then no Step Comment is required. A Step Comment is required if the Step description is written for work **to be** accomplished.
14	**Sign-off:** Displays the date the technician electronically "Signed off" the squawk/step.
15	**Inspected:** Displays the date the technician electronically signed off the "Single Inspection" requirement of the squawk/step.
16	**Double Inspected:** Displays the date the Quality Assurance Inspector electronically signed off the "Double Inspected" requirement of the squawk.
17	**Functional Test:** Displays the date the technician electronically signed off the "Functional Test" for the squawk.
18	**Signed off By:** Displays the name of the technician that electronically signed-off the squawk/step.

19	**Inspected By:** Displays the name of the technician that electronically signed-off single inspection requirement of the squawk/step.
20	**Double Inspected By:** Displays the name of the technician that electronically signed-off double inspection requirement of the squawk.
21	**Functional Test By:** Displays the name of the technician that electronically signed-off the functional test requirement of the squawk/step.
22	**Part Number Off:** Displays the Part Number of the component removed if required in the squawk.
23	**Part Description Off:** Displays the description of the part removed
24	**Serial Number Off:** Displays the Serial number removed
25	**Part Number On:** Displays the Part Number of the component installed.
26	**Part Description On:** Displays the description of the part installed
27	**Serial Number On:** Displays the Serial number installed.
28	**Date Opened:** Displays the date the Work Order was opened.
29	**Date Closed:** Displays the date the Work Order was closed.
30	**Opened by:** Displays who opened the work order
31	**Completed by:** Displays who completed the squawk. Invoicing only.
32	**Contact telephone:** Displays customer contact telephone number
33	**Manufacture:** Displays manufacture of article the squawk was written for.
34	**Aircraft total time:** Displays aircraft total time
35	**Part/Model number:** Displays Part/Model number of article the squawk was written for.
36	**Total time:** Not used at this time. Future enhancement
37	**Total cycles:** Not used at this time. Future enhancement
38	**TSN/TSO:** Not used at this time. Future enhancement
39	**CSN/CSO:** Not used at this time. Future enhancement
40	**Page number:** Displays page number of squawk
41	**Printed:** Displays the date the squawk was printed

42	**Date in:** Displays the date the article was scheduled to arrive at West Star Aviation
43	**Date out:** Displays the date the article was scheduled to depart/deliver from West Star Aviation
44	**Account code:** Displays account code assigned to the customer.
45	**Target date:** Displays the target date the article is expected to be completed.
46	**Invoice #:** Displays the invoice number.
47	**Status:** Displays the status of the work order. Either Open, Preliminary or Closed.
48	**PO#:** Not used at this time. Future enhancement
49	**Job #:** Not used at this time. Future enhancement
50	**Posted:** Displays the date the work order was posted in accounting
51	**Barcode:** Scanned by technician when trying to sign off/Inspect a squawk/step or add labor to that squawk/step.
52	**Created:** Displays the date the Work Order Detail report was created.
53	**Title:** Displays info specific to the work order. A required field with optional content
54	**Department:** Display the department that originally opened the work order

NOTE: Ref. Advisory Circular 43.9 as revised. "14CFR 91.417(a)(1)(i) requires that the maintenance record entry to include, "A description of the work performed". **The description should be in sufficient detail to permit a person unfamiliar with the work to understand what was done, and the methods and procedures used in doing it.** To provide for this contingency, the rule permits reference to technical data acceptable to the administrator in lieu of making a detailed entry.

Title: **REPAIR STATION RETURN TO SERVICE FORMS**

1.0 Purpose:

1.1 The purpose of this chapter is to prescribe the methods and practices for return to service forms.

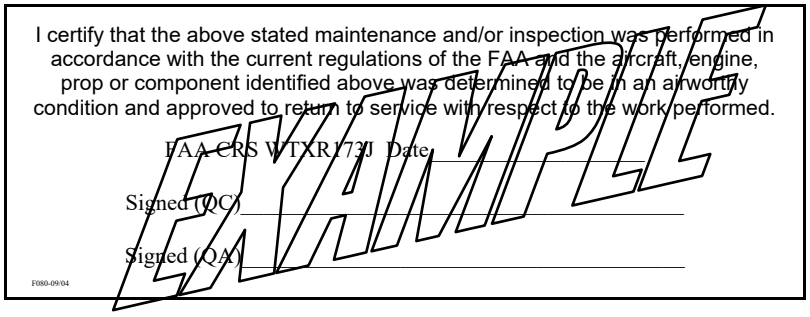
2.0 Responsibilities

2.1 All personnel involved in creating, revising or using return to service forms will be familiar with the contents of this section.

2.2 The Quality Assurance Manager or his designee shall:
- 2.2.1 Review each new or revised form before use.
- 2.2.2 Add the form to the Forms Data Base.
- 2.2.3 Assure that a copy of the updated Forms data base via CD or Thumb drive is provided to the Flight Standards District Office (FSDO) at least once a month.

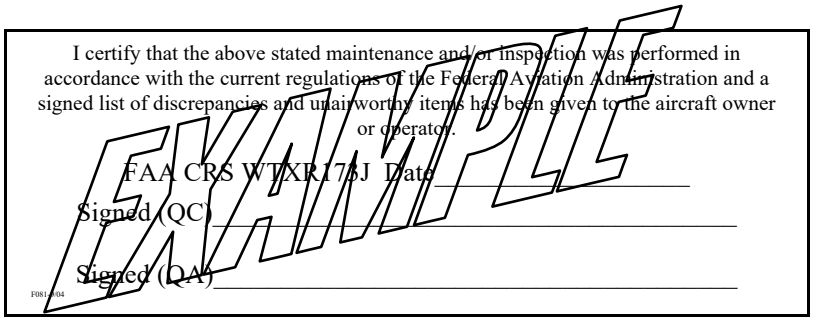
3.0 Form F080 – “145 Sticker” Approval for Return to Service

This stamp/sticker is placed after the last discrepancy of the work order. Signature by the QA inspector indicating that the work order has been reviewed and that all corrective actions are adequate, all required signatures are in place and that all other required information is contained in the work order. The QC Inspectors signature indicates that all work is complete, all required inspections and/or maintenance have been performed and that the aircraft is airworthy and approved for returned to service with respect to the work performed. The completion of this sticker in conjunction with the log entry sign off will be used as the primary means for this repair station returning an aircraft, airframe, aircraft engine, propeller, appliance or component part to service.



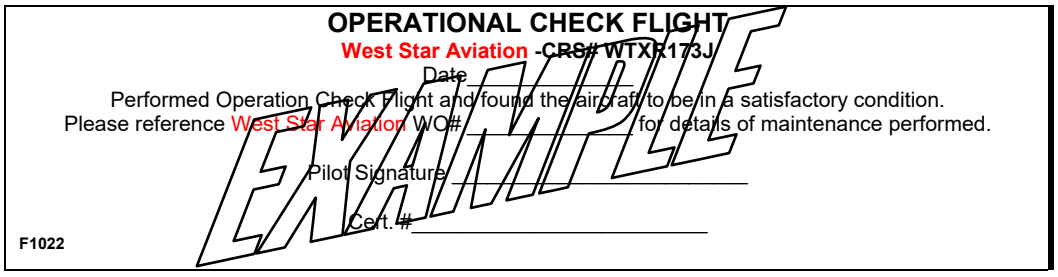
3.1 Form F081 – "145 Sticker" *Not* Approved for Return to Service

This label is attached after the last discrepancy of the work order. The QC and QA Inspector's signatures indicate that all maintenance and/or inspection was completed, but the aircraft, airframe, aircraft engine, propeller, appliance or component part is not eligible for approval for return to service by the repair station.



3.2 Form F1002 – "OCF Sticker" Operational Check Flight

If required, after completion of maintenance, repair or alteration make an entry into the work order discrepancy block stating, "Operational Check Flight Due". In the corrective action, state, "Reference aircraft log books, dated _____, for OCF sign off". This label will be placed in the aircraft logbooks after the last log entry, **if required**. The Pilot signature & Cert. # indicates a satisfactory completion of the OCF. FAA guidelines for this requirement can be found in 14 CFR 91.407



3.3 FAA Form 8130-3, Authorized Release Certificate

3.3.1 West Star Aviation personnel may use FAA Form 8130-3 as an approval for return to service, in place of West Star Aviation form WS2163, when approving articles for return to service following maintenance, preventive maintenance, repair or alteration.

3.3.2 FAA Form 8130-3 can only be signed off by Return to Service authorized Category 1 QC Inspectors.

3.3.3 Pages 5 through 7 of this document explain in detail the appropriate procedures in filling out this form. These procedures were derived from FAA Order 8130-21, as revised.

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: WEST STAR AVIATION 796 Heritage Way Grand Junction, CO 81506 CRS WTXR173J		5. Work Order/Contract/Invoice Number:

6. Item:	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/Work:
1					

12. Remarks:

13a. Certifies the items identified above were manufactured in conformity to: ☐ Approved design data and are in a condition for safe operation. ☐ Non-approved design data specified in Block 12.		14a. ☒ 14 CFR 43.9 Return to Service ☐ 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 No.:	14b. Authorized Signature:	14c. Approval/Certificate No.: WTXR173J
13d. Name (Typed or Printed):	13e. Date (dd/mmm/yyyy):	14d. Name (Typed or Printed):	14e. Date (dd/mmm/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)/article(s) from the airworthiness authority of the country specified in Block 1.

Statements in Blocks 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

BLK #	Appropriate Contents on FAA form 8130-3
1	**Approving National Aviation Authority/Country:** FAA/United States (Preprinted)
2	**Authorized Release Certificate, FAA form 8130-3, Airworthiness Approval Tag. (Preprinted)**
3	**Form Tracking Number:** The number will be unique to each serialized component and be comprised of the Work Order number, a dash (-) followed by the squawk or step number. One squawk in the work order per serialized component unless the P/N in Blk. 8 comprises many serialized parts to make a kit/set. In this case, create an attachment to the 8130-3 listing all serialized components of the same P/N.
4	**Organization Name and Address:** West Star Aviation. 796 Heritage Way Grand Junction, CO 81506, FAA Repair Station #: WTXR173J. (Preprinted)
5	**Work Order/Contract/Invoice Number:** West Star Aviation Work Order number corresponding to the work scope.
6	**Item:** West Star Aviation is only authorized to use this form for approval for return to service and only allowed to issue 1ea 8130-3 for "1" P/N at a time. (Preprinted).
7	**Description:** Enter the name or description of the product, part or appliance as referenced in a part catalog or overhaul manual.
8	**Part Number:** Enter part number of the product or article. **ONE part number per one 8130-3.** If the article being worked is a subassembly that does not have a part number of its own, enter the next higher assembly number followed by the word "subassembly."
9	**Quantity:** Enter "1" unless there are multiple un-serialized components of the same P/N in Blk. 8. Or multiple S/N's of the same P/N that make up a kit/set.
10	**Serial Number:** If the product or article is required by part 45 to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation also may be entered. If no serial number is entered in this block, enter "N/A." Multiple serial numbers can be entered here associated with one part number.
11	**Status/Work.** The following describes what to enter in a specific situation. Only one term may be entered in Block 11, which should reflect the majority of the work performed by West Star. ➢ **"Overhauled":** A process that ensures the product or article is in complete conformity with the applicable service tolerances specified in the type certificate Manufacturer's instructions for continued airworthiness or in the data approved or accepted by the authority. The product or article will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled, and tested in accordance with the approved or accepted data. ➢ **"Repaired":** Repair of defect(s) using an applicable standard. ➢ **"Inspected" and/or "Tested":** Examination or measurement in accordance with an applicable standard (for example, visual inspection, functional testing, or bench testing). ➢ **"Modified":** Alteration of a product or article to conform to an applicable standard. **NOTE:** The applicable standard must be described in Block 12.

12	**Remarks:** Describe the work identified in Block 11 and associated results necessary for the user or installer to determine the airworthiness of the product or article in relation to the work being certified. Example: "Overhauled in accordance with CMM ---, Section---, Manual---, Revision---, and AD reference where applicable. If necessary, a separate sheet may be used and referenced from the main FAA Form 8130-3. Each statement must clearly identify which product or article in Block 6 it relates to. **NOTE: THE APPLICABLE STANDARD <u>MUST BE</u> DESCRIBED IN THIS BLK.**
13a-13e	**Blocks 13a through 13e:** Shade, darken, or otherwise mark to preclude inadvertent or unauthorized use, (For original manufacturer of new components only).
14a	**Approval for Return to Service.** Both boxes are to be checked for a valid dual release.
14b	**Authorized Signature.** This space will be completed with the signature of the authorized person. Only persons specifically authorized and listed on the West Star Aviation roster are permitted to sign this block. The approval signature must be applied at the time and place of issuance and manually applied.
14c	**Approval/Certificate No.** Enter the West Star Aviation air Agency Certificate number: WTXR173J.
14d	Enter the typed or printed name of the authorized representative whose signature appears in Block 14b.
14e	**Date (dd/mm/yyyy).** The date to be entered in Block 14e for approval for return to service will be the date on which the original work was completed. The date must be in the following format: two-digit day, first three letters of the month, and four-digit year, for example, 03/FEB/2008.

Title: **LOG ENTRIES**

1.0 Purpose:

1.1 The purpose of this chapter is to prescribe the methods and practices for log entries.

2.0 Responsibilities

2.1 All personnel involved in creating, revising or using log entries will be familiar with the contents of this section.

2.2 The Quality Assurance Manager or his designee shall:
2.2.1 Review each new or revised log entry before use.

3.0 Procedures: Log entry examples

3.1 Maintenance Record Entry – ELT Annual Inspection

The following maintenance record entry is used to verify that the ELT system was tested to comply with the requirements of 14 CFR 91.207 (d). The entry may contain descriptions of other maintenance performed. This entry may only be signed by a Quality Control Inspector who has return to service authorization, as shown on the Roster of Inspection Personnel which can be found in the inspection office. The format of this entry is typical and may vary, if the required information is present.

N Number WO #:
A/C MAKE/MODEL
S/N: DATE:
TTAF:
LANDINGS:
HOBBS:

WEST STAR AVIATION

AVIONICS ENTRY

- Tested ELT system to comply with 14 CFR 91.207 (d). Unit meets manufacturer's specifications.
- Checked antenna and G-switch.
- ELT battery expires: (date)

I certify that this aircraft has been inspected as required by 14CFR §91.409 (f)(?), and has been determined to be in an airworthy condition and approved for return to service with respect to the work performed. Pertinent details are on file at this repair station under the above work order.

Signature _____ FAA CERTIFIED REPAIR STATION
WTXR173J

WEST STAR AVIATION
796 Heritage Way
Grand Junction, CO 81506 (970) 243-7500

EXAMPLE

3.1 Inspection Record Entry – Static System, Altimeter, Altitude Reporting & Transponder

The following maintenance record entry is used after satisfactory completion of the bi-annual tests required for required by 14 CFR 91.411 and 91.413. This entry may only be signed by a Quality Control Inspector who has return to service authorization, as shown on the Roster of Inspection Personnel. The format of this entry is typical and may vary, if the required information is present.

N Number WO #:
A/C MAKE/MODEL
S/N: DATE:
TTAF:
LANDINGS: STATIC SYSTEM, ALTIMETER, ALTITUDE REPORTING & TRANSPONDER PG. 1
HOBBS:

The tests and Inspections required by 14 CFR 91.411 and 14 CFR 91.413 have been performed and found to comply with 14CFR 43, appendices E and F:

Static system(s) tested to: (altitude in feet)
Alt #1 PN: SN:
Alt #2 PN: SN:
Stby Alt. P/N SN:
SDC Module: P/N SN:
No. 1 ADC: P/N SN:
No. 2 ADC: P/N S/N:
Encoder tested to: (altitude in feet)
Transponder #1 PN: SN:
Transponder #2 PN: SN:
No. 1 Mode "S" Transponder: P/N S/N:
No. 2 Mode "S" Transponder: P/N S/N:

I certify that this aircraft has been inspected as required by 14CFR §91.409 (f)(**?**), and has been determined to be in an airworthy condition and approved for return to service with respect to the work performed. Pertinent details are on file at this repair station under the above work order.

Signature _____

WEST STAR AVIATION
796 Heritage Way
Grand Junction, CO 81506 (970) 243-7500

FAA CERTIFIED REPAIR STATION
WTXR173J

EXAMPLE

3.1 Inspection Record Entry – Static System, Altimeter, Altitude Reporting & Transponder For Reduced Vertical Seperation (RVSM)

The following maintenance record entry is used after satisfactory completion of tests for RVSM certification requirements. The format of this entry is typical and may vary dependent on the requirements of individual RVSM installations.

N Number WO #:
A/C MAKE/MODEL
S/N: DATE:
TTAF:
LANDINGS:
HOBBS:

REDUCED VERTICAL SEPARATION MINIMUMS (**RVSM)**

Removed the following equipment;

Installed the following equipment in accordance with Flight Test Associates, Inc. STC ST01524LA, ST01525LA and ST01526LA per FAA form 337 dated:

- Honeywell AZ-252 ADC, P/N: S/N:
- Honeywell BA-250 Altimeter, P/N: S/N:
- Honeywell AM-250 Altimeter, P/N: S/N:
- Honeywell AL-800 Altitude Preselect Controller, P/N: S/N:
- Aerosonic Standby Altimeter, P/N: S/N:
- Sandia SAS1-24 Diode Board, P/N S/N
- Rosemount Pitot/Static Probes (2 ea.), P/N: and S/N: and

Note: Pitot / Static Probes are life limited at 10,000 hours.

- Removed and reinstalled Autopilot Computer, P/N: S/N:
- Removed and reinstalled Stab Actuator, P/N: S/N:
- Removed and reinstalled Pitch Servo, P/N: S/N:
- Removed and reinstalled pilot and co-pilots airspeed indicators P/N: S/N: and P/N: S/N after being modified per drawing # 64373-148.

The Tests and Inspections required by CFR 91.411 and CFR 91.413 have been performed and found to comply with Part 43, Appendices E & F and Certified to RVSM standards IAW ???? maintenance manual chapter ??? Rev. ???:

Static system(s) and Automatic Pressure Altitude Reporting Equipment tested to: 45,000 Ft.

- Honeywell BA-250 Altimeter, P/N: 703-10N01D01 S/N:
- Honeywell AM-250 Altimeter, P/N: 70257N01D0/ S/N:
- Aerosonic Standby Altimeter, P/N: 16650-1150 S/N:
- Honeywell AZ-252 ADC, P/N: 7024900-30303 S/N
- No.1 Transponder P/N: S/N:
- No.2 Transponder P/N: S/N:
- No.1 Mode S Transponder P/N: S/N:
- No.2 Mode S Transponder P/N: S/N:

- This RVSM requirement has been complied with by West Star Aviation by modification of the pitot-static and altimetry system and incorporation of the FAA approved Supplemental Type Certificates, (ST01524LA, ST01525LA and ST01526LA). These STC's meet the requirements for the Design Data Package, specified in para. 9 of "14CFR §91-RVSM CHG. 1 Interim Guidance Material on the Approval of Operators/Aircraft for RVSM Operations", dated June 6, 1999 and has been FAA approved.
-

I certify the above-described alteration has been inspected/conformed and has been determined to be in an airworthy condition and is approved for return to service with regards to the work performed. Pertinent details are on file at this repair station under the above work order.

Signature _____

WEST STAR AVIATION
796 Heritage Way
Grand Junction, CO 81506 (970) 243-7500

FAA CERTIFIED REPAIR STATION
WTXR173J

SAMPLE

3.2 Maintenance Record Entry – Static System Break-In

The following maintenance record entry is used after satisfactory completion of the tests required by 14 CFR 91.411 (a) (2) (b) for the opening and closing of static systems. The format of this entry is typical and may vary, if the required information is present.

N Number WO #:
A/C MAKE/MODEL
S/N: DATE:
TTAF:
LANDINGS: AVIONICS ENTRY PG. 1

The tests and inspections required by 14 CFR 91.411 (a) (2) (b) for the opening and closing of static systems have been performed as follows:
- Static system(s) tested to (altitude in feet)

All maintenance performed on this aircraft was performed in accordance with current regulations of the FAA and was determined to be in an airworthy condition and is approved for return to service with respect to the work performed. Pertinent details are on file at this repair station under the above work order. A copy of this work order has been given to the operator.

Signature _____ FAA CERTIFIED REPAIR STATION
WEST STAR AVIATION ***WTXR173J***
796 Heritage Way
Grand Junction, CO 81506 (970) 243-7500

EXAMPLE

3.3 Inspection Record Entry – Return to Service Following Inspection

The following maintenance record entry is used to return to service an aircraft after completion of an inspection, which is part of a current inspection program recommended by the manufacturer per the requirements of 14 CFR § 91.409 (f) (3). The type of inspection (100 hour, Phase A, Annual, etc.) is listed in the body of the entry. This entry may only be signed by a Quality Control Inspector who has return to service authorization, as shown on the Roster of Inspection Personnel. The format of this entry is typical and may vary, if the required information is present.

N Number WO #:
A/C MAKE/MODEL
S/N: DATE:
TTAF:
LANDINGS: ***(AIRFRAME, ENGINE, PROP OR COMPONENT)*** ENTRY PG. 1

(DESCRIPTION OF THE INSPECTION(S) AND MAINTENANCE PERFORMED)

I certify that this ***(Aircraft, Engine, Prop or Component)*** has been inspected as required by 14 CFR 91.409 (f) (3), and has been determined to be in an airworthy condition and is approved for return to service with respect to the work performed. Pertinent details are on file at this repair station under the above work order. A copy of this work order has been given to the operator.

Signature _____ FAA CERTIFIED REPAIR STATION
WEST STAR AVIATION ***WTXR173J***
796 Heritage Way
Grand Junction, CO 81506 (970) 243-7500

EXAMPLE

3.3 Inspection Record Entry – Return to Service Following Inspection using an approved aircraft inspection program.

The following maintenance record entry is used to return to service an aircraft after completion of an inspection, using an approved aircraft inspection program approved under § 135.419 and currently in use by a person holding an operating certificate issued under part 135 per the requirements of §91.409 (f) (2). The type of inspection (100 hour, Phase A, Annual, etc.) is listed in the body of the entry. This entry may only be signed by a Quality Control Inspector who has return to service authorization, as shown on the Roster of Inspection Personnel. The format of this entry is typical and may vary, if the required information is present.

N Number WO #:
A/C MAKE/MODEL
S/N: DATE:
TTAF:
LANDINGS: ***(AIRFRAME, ENGINE, PROP OR COMPONENT)*** ENTRY PG. 1

(DESCRIPTION OF THE INSPECTION(S) AND MAINTENANCE PERFORMED)

I certify that this ***(Aircraft, Engine, Prop or Component)*** has been inspected as required by 14 CFR 91.409 (f) (2), and has been determined to be in an airworthy condition and is approved for return to service with respect to the work performed. Pertinent details are on file at this repair station under the above work order. A copy of this work order has been given to the operator.

Signature _____ FAA CERTIFIED REPAIR STATION
WEST STAR AVIATION ***WTXR173J***
796 Heritage Way
Grand Junction, CO 81506 (970) 243-7500

EXAMPLE

3.6 Maintenance Record Entry – Return to Service Following Repair (Airframe)

The following maintenance record entry is used to return to service an aircraft after completion of repairs as required by 14CFR § 91.405. A description of the maintenance performed is listed in the body of the entry. This entry may only be signed by a Quality Control Inspector who has return to service authorization, as shown on the Roster of Inspection Personnel. The format of this entry is typical and may vary, if the required information is present.

N Number WO #:
A/C MAKE/MODEL
S/N: DATE:
TTAF:
LANDINGS: ***(AIRFRAME, ENGINE, PROP OR COMPONENT)*** ENTRY PG. 1

(DESCRIPTION OF THE MAINTENANCE PERFORMED)
All maintenance performed on this ***(Aircraft, Engine, Prop or Component)*** was performed in accordance with current regulations of the FAA and was determined to be in an airworthy condition and is approved for return to service with respect to the work performed. Pertinent details are on file at this repair station under the above work order. A copy of this work order has been given to the operator.
Signature _____ FAA CERTIFIED REPAIR STATION
WEST STAR AVIATION ***WTXR173J***
796 Heritage Way
Grand Junction, CO 81506 (970) 243-7500

EXAMPLE

3.9 Record Entry – Unapproved for Return to Service Following Maintenance/Inspection for aircraft engine, propeller, or component.

The following record entry is used upon completion of maintenance and or Inspection, but the aircraft, airframe, aircraft engine, propeller, appliance or component part is not eligible for approval for return to service by the repair station as required by 14CFR § 43.11 (a)(5).

MAKE
MODEL
SN:
TSN:
CSN:
O/H DATE:

POSITION #
A/C MAKE MODEL
N
HR. MTR:
TTAF:
LANDINGS:

(AIRCRAFT, ENGINE, PROP OR COMPONENT)

(DESCRIPTION OF THE MAINTENANCE PERFORMED)

I certify that the above stated maintenance and or inspection was performed in accordance with the current regulations of the Federal Aviation Administration and a signed and dated list of discrepancies and unairworthy items has been provided for the aircraft owner or operator. Pertinent details are on file at this repair station under the above work order. A copy of this work order has been given to the operator.

Signature _____

FAA CERTIFIED REPAIR STATION
WTXR173J

WEST STAR AVIATION
796 Heritage Way
Grand Junction, CO 81506 (970) 243-7500

EXAMPLE

4.0 Maintenance Record Entry – Return to Service Following any Inspection

Those maintenance record entries's used for return to service following any inspection must be specific in the body of the return to service statement as to which approved maintenance program was utilized and inserted between the parenthesis as depicted in the examples above.

NOTE: If the aircraft is being inspected under an "Approved Aircraft Inspection Program" the FAR reference in the return to service statement on the log entry must be changed to 14CFR §91.409 (f) (2) and the log entry must state which AAIP.

Title: **REPAIR STATION TAGS**

1.0 Purpose:

1.1 The purpose of this chapter is to prescribe the methods and practices for the use of repair station tags.

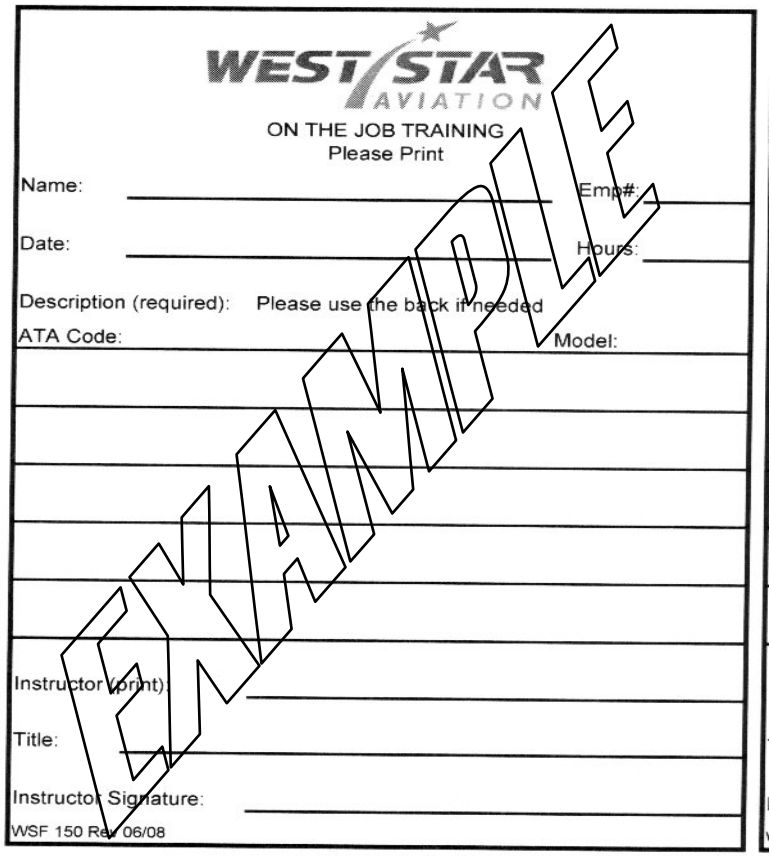
2.0 Responsibilities

2.1 All personnel involved in using repair station tags will be familiar with the contents of this section.

2.2 The Quality Assurance Manager or his designee shall:
2.2.1 Review each new or revised tag before use.

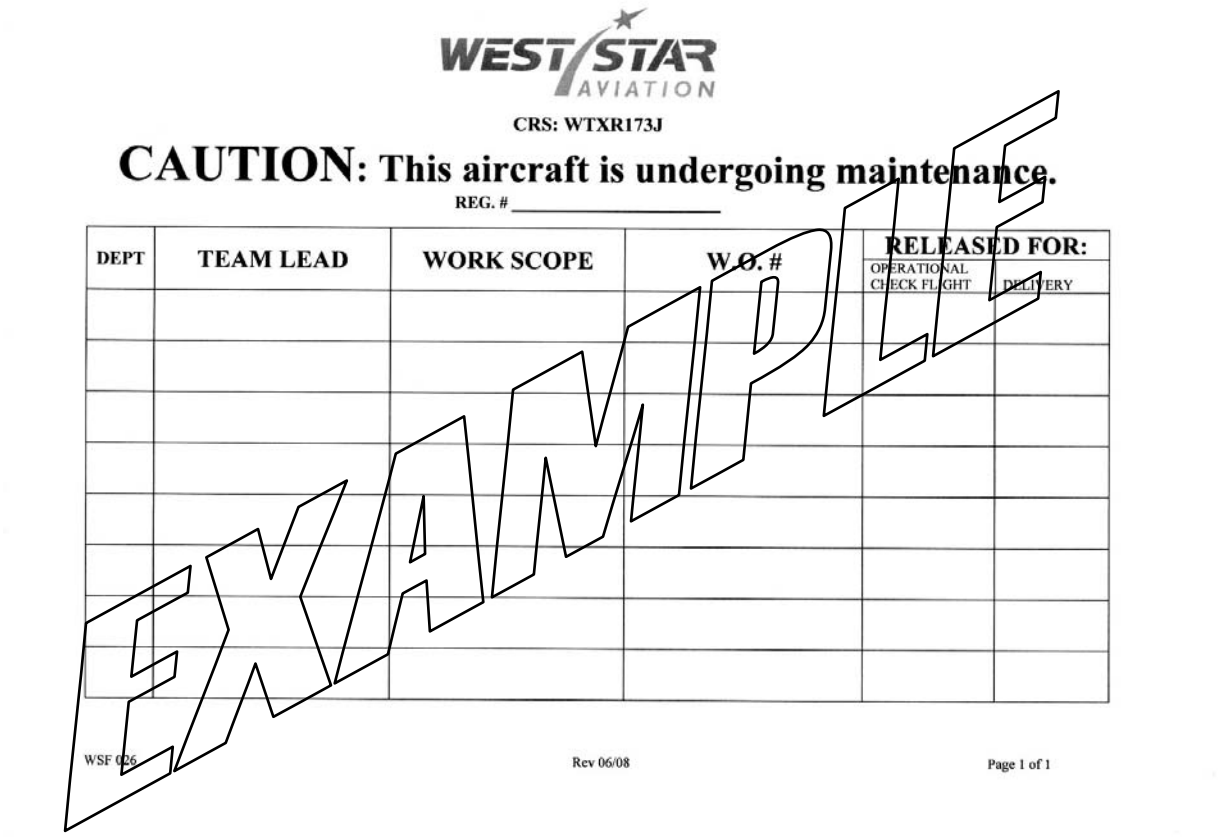
3.0 Procedures: Repair Station Tag examples

3.1 Form WSF 150 – On-the-Job-Training
This form is utilized to document internal training received coincidental to daily job task assignments (on the job) or classroom training, which is conducted in-house.



3.2 F.026 – Maintenance Release Sheet (Tag)

West Star Aviation form F.026 is used to caution persons entering the aircraft, for any purpose, that the aircraft is currently undergoing maintenance and is not safe for operation. One sheet is issued to the aircraft and placed on or in the aircraft by production personnel prior to maintenance. The sheet needs to be placed so it is obvious to any person who might attempt to operate the aircraft. The F.026 form is fluorescent orange in color to provide for quick detection. The aircraft may have multiple Work Orders opened against it. All departmental work orders will be listed on this sheet and will be cleared by Quality Assurance for the Operational Check Flight (OCF), if the OCF is required, by initialing in the Operational Check Flight box. The Sheet will remain in the aircraft during the OCF. Once the OCF is completed, any additional discrepancies will be cleared by QA and then Delivery box will be initialed by QA.



CRS: WTXR173J

CAUTION: This aircraft is undergoing maintenance.

REG. # _____

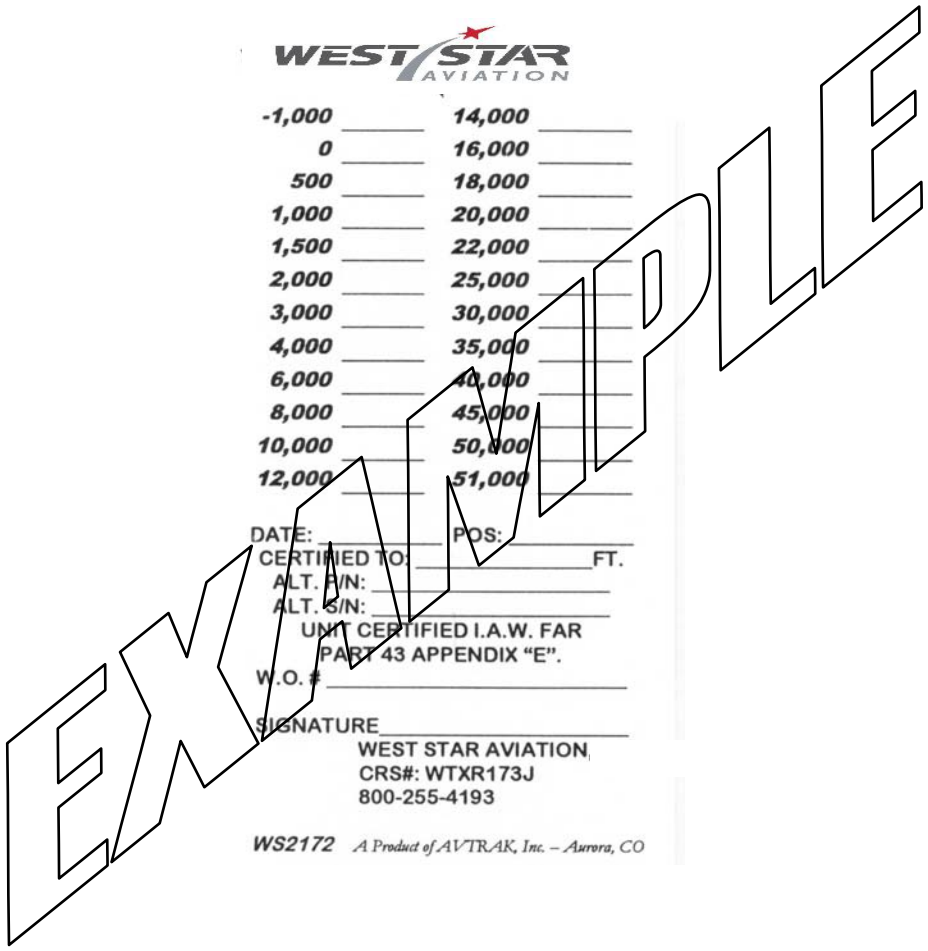
DEPT	TEAM LEAD	WORK SCOPE	W.O. #	RELEASED FOR: OPERATIONAL CHECK FLIGHT	RELEASED FOR: DELIVERY

EXAMPLE

WSF 026 Rev 06/08 Page 1 of 1

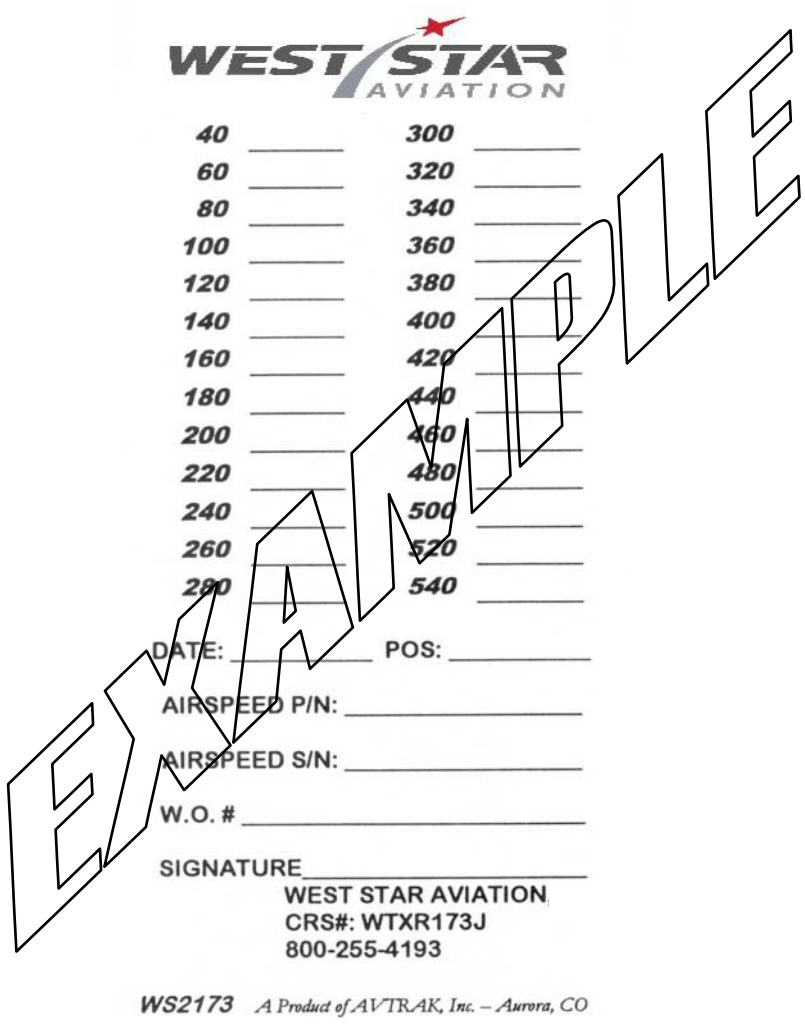
3.3 Tag WS2172 – Altimeter Correction Card

Used to record variations found during altimeter certification process. A completed copy of this tag is issued with the altimeter upon completion of the certification process.



3.4 Tag WS2173 – Airspeed Correction Card

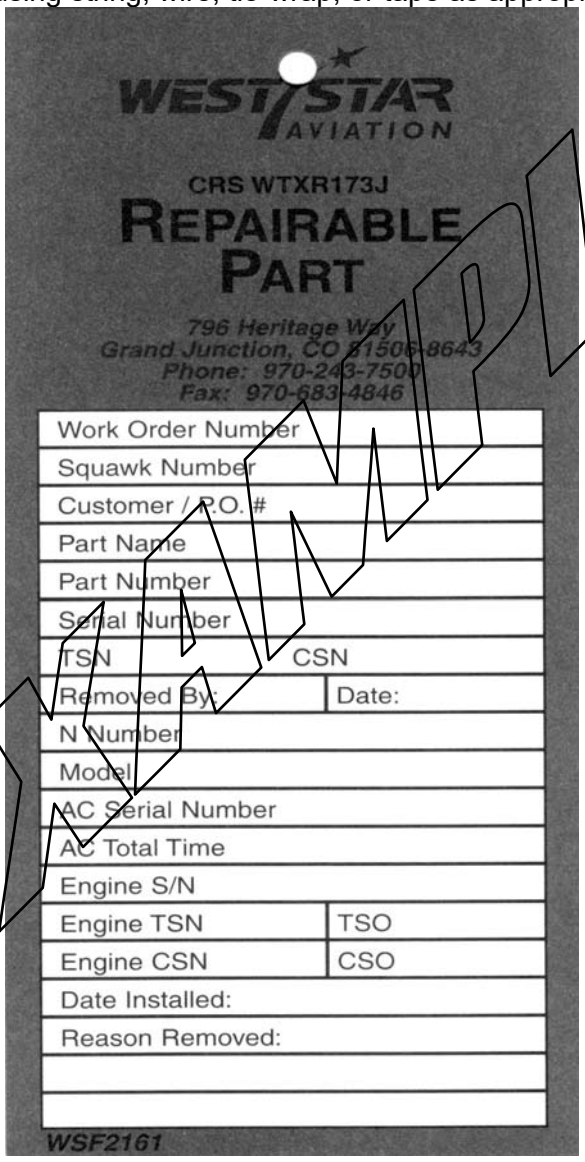
Used to record differences in readings found between calibrated test box and the airspeed in question during a variation inspection of airspeed indication devices. A completed copy of this form is provided with the air speed indicator, if the indicator is returned to the customer separate from the aircraft. If the air speed indicator is installed in the aircraft by West Star Aviation, then a copy of this form shall be given to the owner/operator of the aircraft.



NOT USED

3.6 Tag WS2161 – Repairable Part Tag

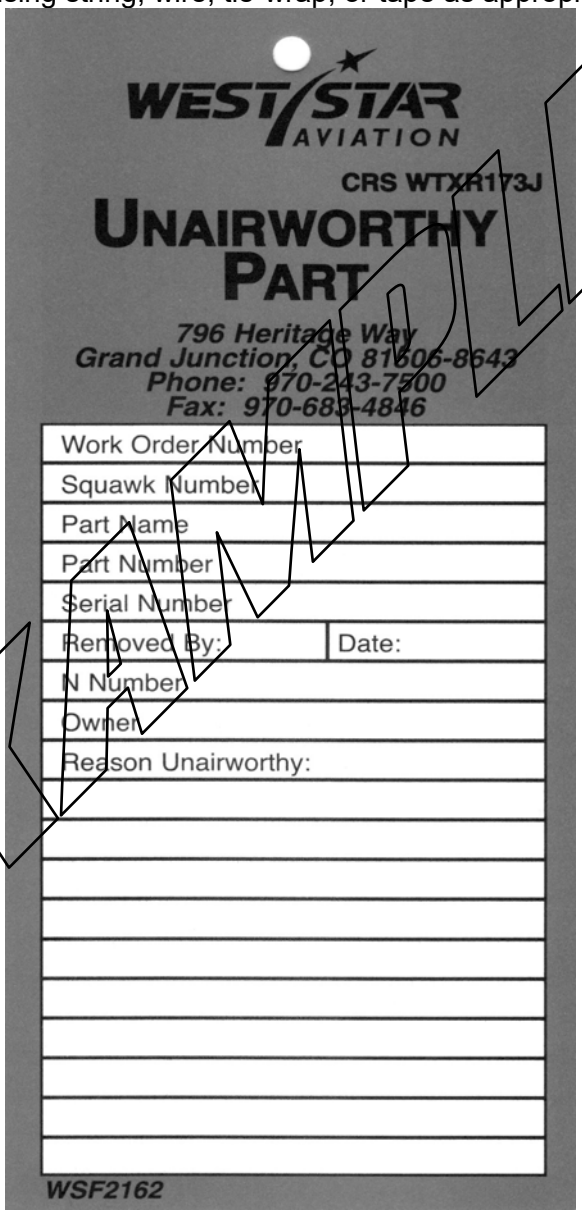
West Star Aviation form WS2161 is used to identify parts that have been received by the repair station in need of repair. WS2161 is also used to identify parts that have been removed from an aircraft or engine currently in work when the part is in need of repair. The Repairable Part Tag may be completed by any repair station technician and must contain Work Order Number, Squawk Number, Part Name, Removed By, Date Removed, and Reason Removed at a minimum. It is acceptable to use one tag for an assembly of parts when the assembly is to remain assembled. WS2161 is green in color and may be attached to the part or assembly using string, wire, tie-wrap, or tape as appropriate.



EXAMPLE

3.7 Tag WS2162 – Unairworthy Part Tag

West Star Aviation form WS2162 is used to identify parts for which the repair station is rated that have been inspected by a qualified repair station inspector and determined to be unairworthy. WS2162 is generally used to identify parts that have exceeded their life limit or have worn to an un-acceptable dimension. The Unairworthy Part Tag must be completed by a repair station inspector and must be completed in its entirety as applicable. Each Unairworthy part must have its own WS2162 tag. WS2162 is red in color and may be attached to the part or assembly using string, wire, tie-wrap, or tape as appropriate.



EXAMPLE

3.8 Tag WS2163 – Maintenance Release Tag

West Star Aviation form WS2163 is used to identify parts for which the repair station is rated that have been inspected by a qualified repair station inspector and determined to be airworthy. WS2163 is generally used to identify parts that have undergone maintenance and repair by the repair station but may be used to identify parts that are removed serviceable from an FAA type certificated product. The Maintenance Release Tag may be completed by any repair station technician but must be signed by a qualified repair station inspector in the "Inspected By" blank. The form must be completed in its entirety, as applicable. When approving an assembly of parts for return to service the tag must contain the assembly part number and serial number as applicable. The back of the tag is used to describe the work accomplished. WS2162 is yellow in color and may be attached to the part or assembly using string, wire, tie-wrap, or tape as appropriate.

WEST STAR AVIATION

CRS WTXR173J

MAINTENANCE RELEASE

796 Heritage Way
Grand Junction, CO 81506-8643
Phone: 970-243-7500
Fax: 970-683-4846

This Aircraft Appliance/Component was repaired and inspected in accordance with current Federal Aviation Regulations and is approved for return to service. Pertinent details of the repair are on file at this agency under the work order number(s) listed below.

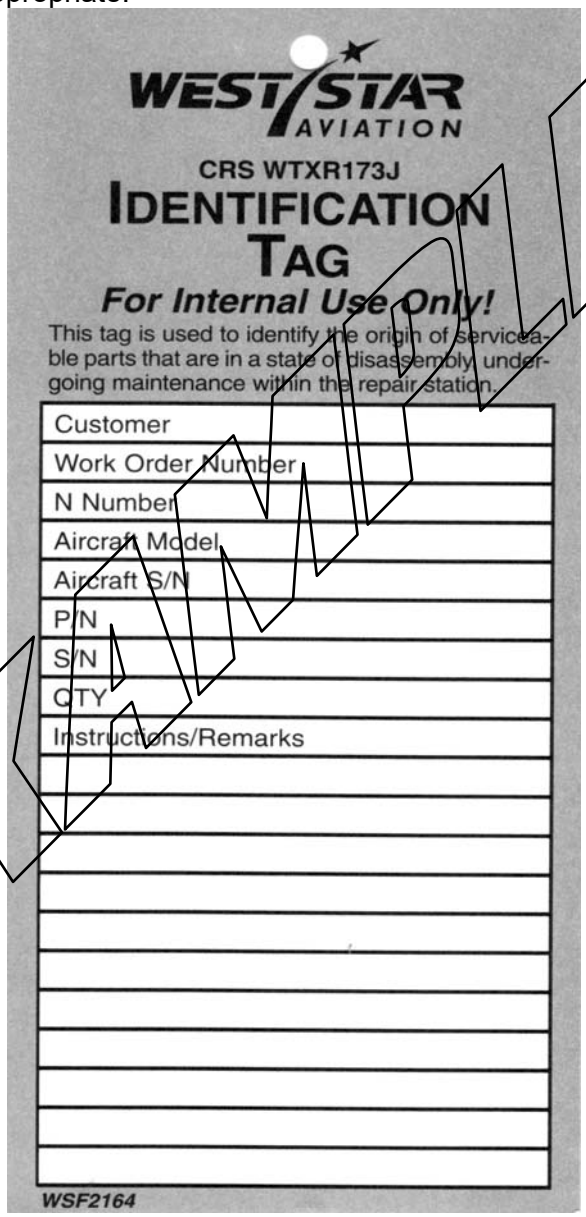
Work Order #	Date
◯ O/H ◯ Repaired	◯ F/T Only
◯ Removed Serviceable	◯ Shelf Life Expiration____
◯ Other	
Unit	
Manufacturer	
Model	
Part Number	
Serial Number	
Customer	
N Number	
Serial Number	
Tech	
Inspected By	
TSN	TSO
CSN	CSO

See other side for Further Information
WS2163

EXAMPLE

3.9 Tag WS2164 – Identification Tag

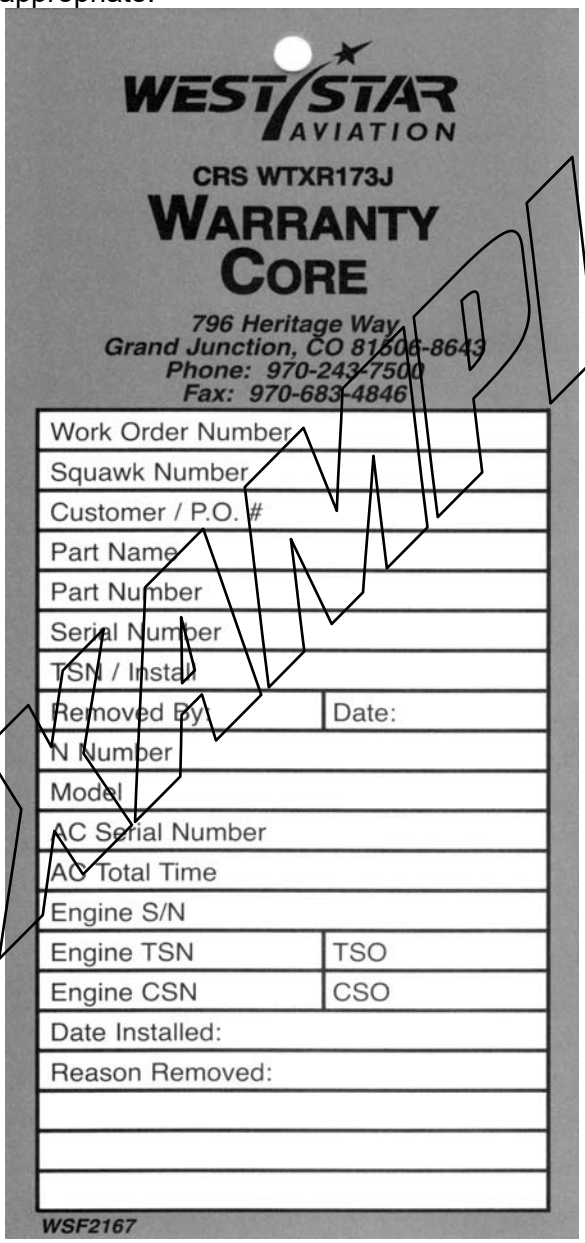
West Star Aviation form WS2164 is used to identify parts that have been removed from an aircraft or engine currently in work, when the part is not in need of repair, and will be re-installed to the aircraft or engine upon completion of the current work scope. The Identification Tag may be completed by any repair station technician, and must contain Work Order Number and N Number at a minimum. It is acceptable to use one tag to identify a table or storage bin that will contain several parts removed from the aircraft or engine. WS2164 is gray in color and may be attached using string, wire, tie-wrap, tape, or clear identification tag pouches as appropriate.



EXAMPLE

4.1 Tag WS2167 – Warranty Core Tag

West Star Aviation form WS2167 is used to identify parts that have been removed from an aircraft or engine currently in work, when the part is in need of repair and is to be returned to a supplier for warranty credit. The Warranty Core Tag may be completed by any repair station technician, and must contain at least the Work Order Number, Squawk Number, Part Name, Removed By, Date Removed, and Reason Removed. It is acceptable to use one tag for an assembly of parts when the assembly is to remain assembled. WS2167 is blue in color and may be attached to the part or assembly using string, wire, tie-wrap, or tape as appropriate.



EXAMPLE

Title: **REPAIR STATION STAMPS**

1.0 Purpose:

1.1 This section describes the stamps used by the Repair Station. Many additional general use stamps (such as "Preliminary Draft", "Copy", etc.) may be employed in the Repair Station.

2.0 Responsibilities:

2.1 Technicians and inspectors, who use stamps described herein, shall be familiar with the requirements of this document.

3.0 Procedures:

3.1 The following table identifies each stamp by name, provides a sample, and describes the correct use. The format of these stamps may vary from stamp to stamp.

WORK ORDER STAMPS		
NAME	**SAMPLE**	**DESCRIPTION**
FOR BILLING PURPOSES ONLY	FOR BILLING ONLY NO SIGNATURE REQUIRED	For use on work orders used as an invoice only. May not be used on work orders, which document squawks, corrective actions, or inspections.
REPAIR STATION	WEST STAR AVIATION CRS WTXR173J	This stamp is used to attach West Star Aviation's Name and Repair Station Number to a document.
FOR INFO. PURPOSES ONLY…	FOR INFORMATIONAL PURPOSES ONLY. NOT A DISCREPANCY	For use on individual squawks that are informational only. These squawks are not airworthy and do not require inspection sign off.

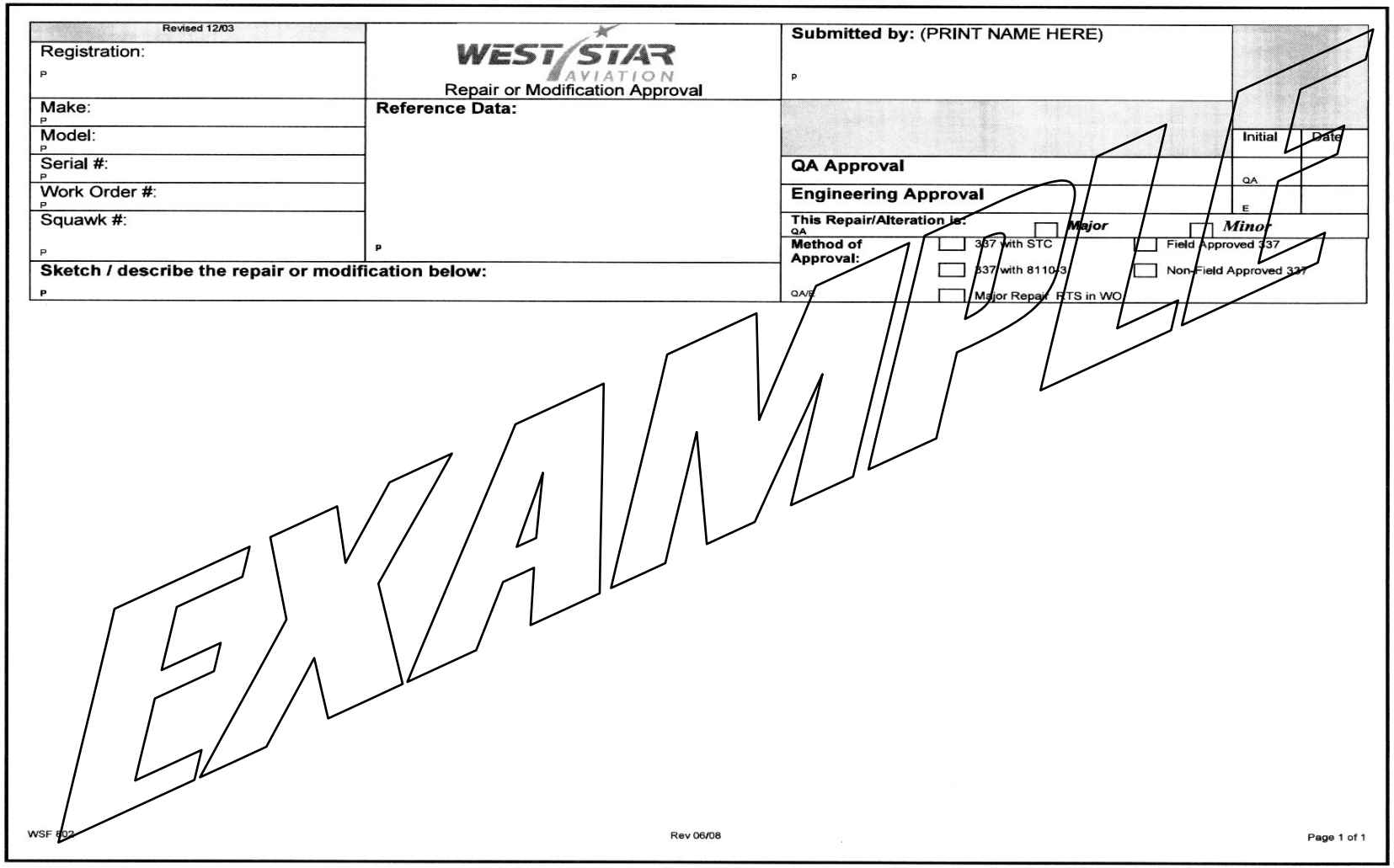
4.0 STAMPS USED ON OTHER DOCUMENTS

4.1 The following table identifies each stamp by name, provides a sample, and describes the correct use. The format of these stamps may vary from stamp to stamp.

NAME	SAMPLE	DESCRIPTION
WEIGHT AND BALANCE…	WEIGHT AND BALANCE INFO SUPERSEDED DATE_____ WEST STAR AVIATION, CRS WTXR173J SIGNATURE_____	Used to indicate that the current weight and balance information has been superceded by re-weigh or by calculating a new weight and balance.
SIGNATURE	SIGNATURE_____ WEST STAR AVIATION Grand Junction, Colorado CRS No. WTXR173J	This stamp provides the means to add a signature block to a document.

NAME	SAMPLE	DESCRIPTION
RECEIVING INSPECTION	**These materials have been inspected and Found to conform with the requirements of 14CFR §145.211** **Receiving Inspector_____** **West Star Aviation** **CRS WTXR173J** **Date_____**	This stamp is used to document that an authorized Repair Station inspector accomplished a Receiving Inspection on the parts, components, etc which are listed on the stamped document.
VENDOR	**Vendor Code_____** **Approval Status Code_____** **Function Code_____** **Reviewed by_____** **Date_____** **West Star Aviation** **CRS WTXR173J**	This stamp will be used on the first page of a vendor packet received from a prospective vendor. The accounting department will assign the Vendor Code. The Quality Assurance Manager or designee will assign the Receiving Action Code. The vendor will be Approved by the Quality Assurance Manager or designee and then dated.
COPY STAMP	**COPY VALID FOR USE WITH:** **WORK ORDER_____** **DATED: _____**	This stamp will be placed on the first page of any document that is copied out of a controlled document. Upon completion of the workscope that the document was use for, the document must be placed in the work order or labeled for reference only or disposed of.
QUALITY ASSURANCE INSPECTOR STAMP	**WSA** **Employee #** **QA**	This stamp will only be used by qualified QA inspectors after inspection and final review of items found in work orders, receiving inspections etc. This stamp will be in blue ink. Inspector initials may be used in stead of this stamp if the stamp comes unavailable. If the stamp is lost or stolen, it must be reported to the QA Manager as soon as possible.

Title: **Repair or Modification Approval Form (WSF .802)**



Revised 12/03	WEST STAR AVIATION Repair or Modification Approval	Submitted by: (PRINT NAME HERE) P	
Registration: P			
Make: P	Reference Data:		Initial / Date
Model: P		QA Approval	QA
Serial #: P		Engineering Approval	E
Work Order #: P		This Repair/Alteration is: QA ☐ Major ☐ Minor	
Squawk #: P	P	Method of Approval: ☐ 337 with STC ☐ Field Approved 337 ☐ 337 with 8110-3 ☐ Non-Field Approved 337 QA/E ☐ Major Repair RTS in WO	
Sketch / describe the repair or modification below: P			

EXAMPLE

WSF 802 Rev 06/08 Page 1 of 1

Title: Repair or Modification Form (WSF .802) Instructions

1.0 Each item number corresponds to a number located in one of the blanks on the sample .802 form, located on Doc. # 5.070 of the QCM manual. All blanks must me completed on the form. If not applicable, write in "N/A".

NOTE: The small letters in the individual boxes indicate which department is responsible.
P: Production **QA**: Quality Assurance
E: Engineering

1	Production personnel will enter the aircraft registration number
2	Production personnel will enter the aircraft Make
3	Production personnel will enter the aircraft Model
4	Production personnel will enter the aircraft Serial Number
5	Production personnel will enter the Work Order number assigned to the aircraft
6	Production personnel will enter the squawk number relating to the Repair or Modification. Multiple squawks are allowed on one .802 form, provided they are distinctly documented.
7	Production personnel will enter reference data proposed for the Repair or Alteration with assistance from QA or engineering if required
8	Production personnel will Sketch/Describe the repair or alteration in detail to include were applicable: Location using stations, weight, materials, hardware/fasteners and serialized articles being removed.
9	Production personnel will print the name of individual which is submitting the form
10	Quality Assurance personnel will enter the initial of QA Inspector approving the repair or modification
11	Quality Assurance personnel will enter the date of the QA Inspector approval
12	Engineering personnel will enter the initial of engineer approving the repair or modification. Engineering approval may not always be necessary if the QA department has determined that sufficient approved data is available. If this is the case "N/A" will be placed in this block.
13	Engineering personnel will enter the date of engineering approval
14	Quality Assurance Manager/Accountability Manager, Quality Assurance Team Leader or Quality Assurance Inspector will determine if the repair or alteration is Major or Minor and put a check were applicable.
15	Quality Assurance with Engineering assistance if required, will make the determination of what type of paper work will be used to return to service the repair or alteration and put a check were applicable.

Title: **Disposition of Quarantined Parts Form (WSF.041)**

WEST STAR AVIATION

DISPOSITION OF QUARANTINED PARTS

West Star Purchase Order #:	Date:	Purchaser:
Purchased for: ☐ WO NUMBER:	☐ STOCK	☐ CUSTOMER – CUSNO:
Vendor Name:		Vendor Code:

Part Number:	Total Time on Part (Hrs):
Model Number:	
Serial Number:	Total Cycles or Landings on Part:
Manufacturer:	
Quarantined By (Initials):	

Details of Receiving Inspection (Cause of Quarantine)

Item	Description of Inspection	Insp By: Yes	No	N/A
1	Was the part purchased from a West Star **approved vendor**?			
2	Does the **packaging** of the part identify the vendor and is it free from alteration or damage?			
3	Is the part free of obvious **physical damage**?			
4	Are all appropriate **caps and plugs** installed?			
5	Is the **identification** (P/N, S/N, etc.) on the part **free from being tampered with**?			
6	Is the **shelf life or life limit** of the item within limits? **(If applicable)**			
7	Does the **ID Number** (Part #, Model #, etc.) **match the documentation**, which came with the part? (Including dash numbers / letters)			
8	Does the **Serial Number match the documentation**, which came with the part? (Including dash numbers and letters)			
9	Do the **Part Numbers and quantities match the West Star Purchase Order**?			
10	Was all **required documentation** supplied with the part? (Ref. WSF.044)			
11	Other (Describe):			

Detail of QA Inspection

Disposition of Part	QA Insp.	Action to Be Taken	QA Insp.	Date
Reason for Quarantine Resolved		Release part to Repair Station		
Part Damaged		Return part to Vendor		
Suspected Unapproved Part		Hold part in quarantine for 30 days and notify FAA by Form 8120-11		
Part not Traceable		Hold part in quarantine, awaiting additional info from Vendor		
Inadequate Documentation		Release part to QA Insp, issue Work Order and certify part		
Other (Describe):		Other (Describe):		

Notes:

WSF 041 Rev 06/08 Page 1 of 1

Title: **C**ontract Maintenance Providers **Audit Form, pg. 1 (WSF014A)**

SAMPLE

For Internal Use Only	
Provider Code	
Approval Status	
Reviewed By	
Date	

WEST STAR AVIATION

CONTRACT MAINTENANCE PROVIDER AUDIT FORM

West Star Aviation is an FAA Certified Repair Station and is required to perform an audit of your facility to meet the requirements of Federal Regulations 14CFR §145.211 (c)(1)(vi) & §145.223, which will allow us to have your organization as an approved Contract Maintenance Provider. It is acceptable to return your "standard packet, including a self-audit" in lieu of completing this document so long as it contains the information requested. For assistance in completing this form please contact the Quality Assurance Manager, Kevin Bostwick, at 800-255-4193 or 970-243-7500 Ext. 273.

Company Name: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Postal Code: _____ Country: _____

Phone: ( ) _____ Fax: ( ) _____

This form was completed by:

Print Name: _____ Title or Position: _____

Signature: _____ Date Completed: _____

Email Address: _____ Phone: ( ) _____

Please fax, send or email the completed Contract Maintenance Provider audit form and supporting documents to:
West Star Aviation
Attn: Debra Miles, QA/Maintenance Tracking Analyst
796 Heritage Way
Grand Junction, CO 81506
Phone (970) 243-7500, Ext. 298
Fax (970) 683-4846
E-mail dmiles@wsa.aero

Please include copies of all supporting documents that apply:
- ☐ Air Agency Certificate
- ☐ Anti Drug and Alcohol Plan
- ☐ Operations Specifications
- ☐ 3rd Party Quality Certification (i.e. ISO, ASA, etc.)
- ☐ EASA Certification
- ☐ FAA Production Authorization Certificate
- ☐ Capabilities List

Indicate which of the following Contract Maintenance Provider categories apply to your organization:
- ☐ FAA Certified Repair Station
- ☐ FAA Certified PMA Manufacturer
- ☐ Parts Distributor
- ☐ Other _____

WSF 014A Rev Jan/2016 Page 1 of 3

Title: **C**ontract Maintenance Providers **Audit Form, pg. 2 (WSF014A)**

Maintenance Contract Providers	Yes	No	N/A
As required by the Federal Aviation Regulation are you willing to allow the Federal Aviation Administration (FAA) to conduct an inspection of your facility as required?			
Does your Repair Station comply with all applicable requirements of Subpart C of 14 CFR 145 – Housing, Facilities, Equipment, Materials, and Data?			
Does your Repair Station comply with all applicable requirements of Subpart D of 14 CFR 145 – Personnel?			
Does your Repair Station comply with all applicable requirements of Subpart E of 14 CFR 145 – Operating Rules?			
Quality Organization	Yes	No	N/A
Is an established Quality Program in place and in use?			
To which standards does the Quality Program conform (i.e. ISO 9000, FAA)? (List below)			
Are Quality personnel's authorities and responsibilities clearly defined in writing?			
Do Quality personnel clearly have the authority to withhold items, which do not meet acceptable quality standards?			
Do Quality personnel have direct access to the appropriate levels of company management to correctly and effectively resolve quality problems and issues?			
Are current work instructions, drawings, procedures, etc., readily available at each operation or workstation, and are personnel familiar with them?			
If inspection stamps are used, are they adequately controlled?			
Do Quality personnel maintain records relative to item acceptance/rejection and disposition of rejected items?			
Do written procedures provide for the following:			
Control of Documents			
Purchasing Control (Approved Vendors)			
Receiving Inspection Procedures			
Product Identification and Traceablility Requirements			
Process Control			
Inspection and Testing Procedures			
Inspection and Test Status of In-Process Items			
Material Receiving Control	Yes	No	N/A
Are all incoming items checked against the Purchase Order and/or referenced specifications prior to being placed in inventory?			
Are incoming materials identified to the applicable Purchase Order or material specifications?			
Are test reports or certificates of chemical and physical analysis maintained on file?			
Do Receiving Inspection records indicate acceptance or rejection of incoming material, including quantities?			
Are adequate controls for the handling and protection of received materials in use?			
Are inspected items properly segregated from material awaiting inspection?			
Does Receiving Inspection check the acceptability of items returned to stock from production (manufacturing, maintenance, assembly, etc.) areas?			
Are controls adequate to properly segregate customer furnished materials and ensure their use in the intended end item?			
Does QA or QC approve company vendors?			
Is there a list of approved suppliers and subcontractors?			
Are only approved vendors used?			
Material Storage and Handling	Yes	No	N/A
Are materials properly handled and stored to prevent damage, contamination, and/or loss?			
Is access to stock rooms and material storage areas controlled to prevent unauthorized stocking or removal?			
Does Quality Assurance periodically inspect stock rooms?			

WSF 014A Rev Jan/2016 Page 2 of 3

Uncontrolled When Printed

Title: **C**ontract Maintenance Providers **Audit Form, pg. 3 (WSF014A)**

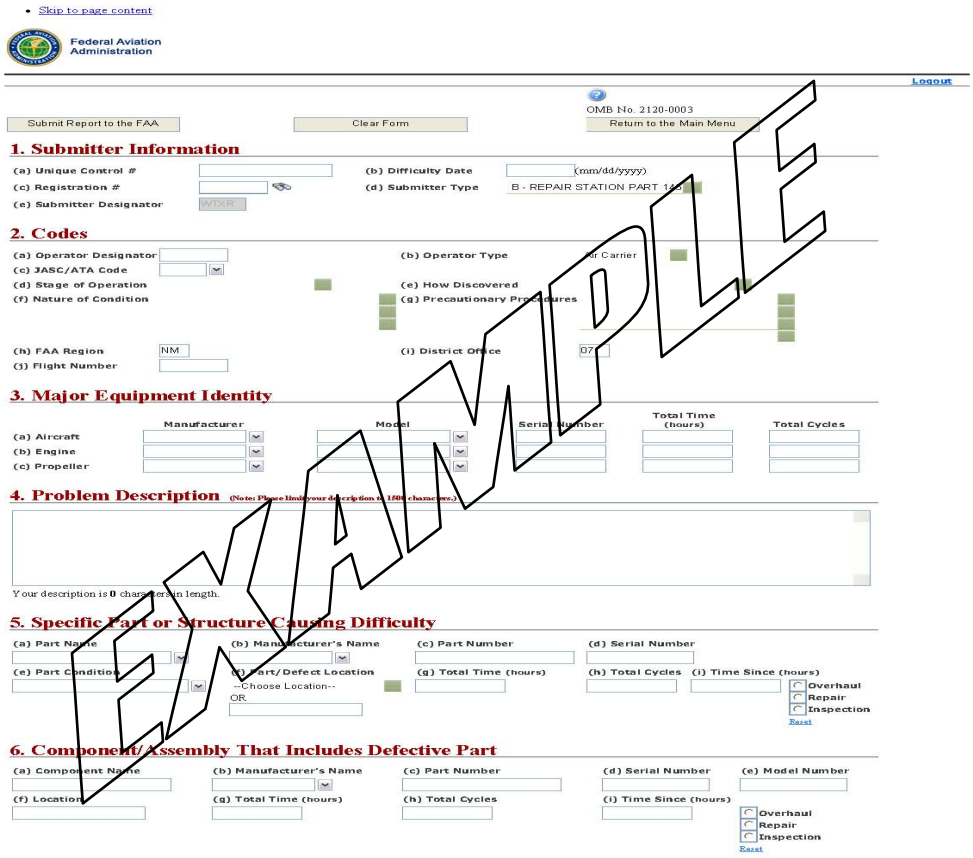
Material Storage and Handling (Cont.)	Yes	No	N/A
Are materials properly identified as to their contents or chemical/physical characteristics to preclude error during issuance?			
Are materials traceable to the chemical/physical analysis Certificates of Compliance, test documents, or purchase orders?			
Packaging and Shipping	Yes	No	N/A
Are adequate controls in place to ensure good commercial packaging?			
Is product configuration verified prior to shipment?			
Are adequate storage facilities available and in use to safeguard the quality of the product between final acceptance and shipping?			
Nonconforming Material Control	Yes	No	N/A
Do written procedures provide for the following: Rejection forms? Identification of discrepant material? Segregation of nonconforming material from normal production? Re-inspection after authorized (MRB) repair? Maintaining records of rejected items? Control of scrap material? Control of material review activity?			
Is a bonded area used for nonconforming materials?			
Is an adequate system in effect to control, investigate, and correct customer complaints?			
Is non-conforming material identified to the applicable rejection document?			
Sub-Tier Supplier/Vendor Control	Yes	No	N/A
Is there a system to audit suppliers for materials and services?			
Does the audit verify material and processes traceably?			
Is appropriate documentation kept on file for each approved vendor, stating the date of the previous audit, who performed the audit, and when the next audit is due?			
Is there a procedure in place to assure that the audit intervals for approved vendors are not exceeded?			
As required by Federal Aviation Regulation 145.223, will you allow the FAA to make an inspection your facility if they feel the need arises?			

SAMPLE

WSF 014A Rev Jan/2016 Page 3 of 3

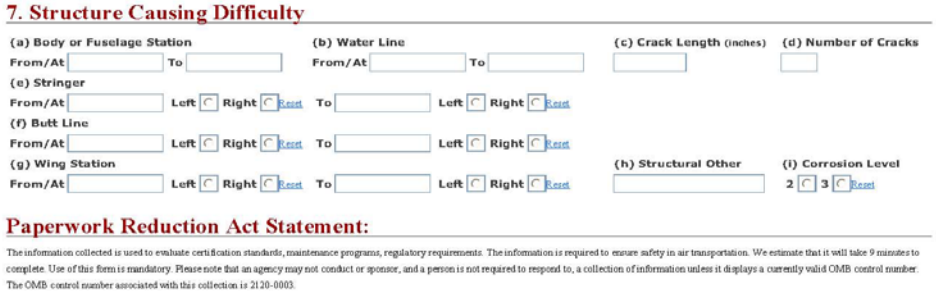
Title: **Online-Service Difficulty / M or D Entry Form (http://av-info.faa.gov/isdr/default.asp)**
NOTE: Instructions for use of this form is self explanatory on the Web site

FAA :: SDR Reporting [SDR Submission Form] Page 1 of 2



EXAMPLE

https://av-info.faa.gov/SDRX/Secured/Authenticated/SubmissionsCarrier.aspx 6/16/2010
FAA :: SDR Reporting [SDR Submission Form] Page 2 of 2



Paperwork Reduction Act Statement:

The information collected is used to evaluate certification standards, maintenance programs, regulatory requirements. The information is required to ensure safety in air transportation. We estimate that it will take 9 minutes to complete. Use of this form is mandatory. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number associated with this collection is 2120-0003.

PAGE NOT USED

Title: **Inspection Authority Card**

Purpose: This card will be issued to inspectors employed by West Star Aviation once a determination of qualifications have been made by the employees direct supervisor and the Quality Assurance Manager or designee. The inspector will carry this with him/her when away from base. The employee will return this card to the QA department if the inspection authorities are revoked or upon termination of employment.

EXAMPLE

(Name)	**WEST STAR AVIATION AUTHORITIES**
QA Inspector QC Inspector Category 1 or 2 PMA Inspector Return to Service After Hours/Away from Base	IA Limited to: Limitations and authority as outlined in the WSA Repair Station & Quality Control Manual
	QA APPROVAL: Inspector Signature:

By signing, Inspector acknowledges that Limitations and Authority are as outlined in the WSA Repair Station/Quality Control Manual and as granted by the Quality Assurance Manager. This Inspection Authorization is valid while you are employed by West Star Aviation, CRS# WTXR173J, unless sooner suspended or revoked by the Quality Assurance Manager. WSF 053A

Title: **Suspected Unapproved Parts Notification, FAA form 8120-11**

OMB Approved: 2120-0552

U.S. Department of Transportation
Federal Aviation Administration

SUSPECTED UNAPPROVED PARTS NOTIFICATION

Use the continuation sheet to report multiple parts

1. Date Part Was Discovered:		2. Part Name:
3. Part Number:		4. Part Serial Number:
5. Quantity:	6. Assembly Name: Assembly Number:	7. Aircraft Make & Model:

8. Name, Address, and Description of Company or Person(s) Who Supplied or Repaired the Part:

Name:		Street Address:
City:	State:	Zip:
Country:		Phone Number:

Check One of the Following Applicable to the Person Who Supplied or Repaired the Part:

☐ Manufacturer	☐ Repair Station #
☐ Supplier	☐ Air Carrier #
☐ Distributor	☐ Other
☐ FAA Production Approval Holder	☐ Owner Operator

9. Description of Event: (Include why you think the part(s) is not approved.)

10. Name and Location of Company or Person(s) Where the Part Was Discovered :

Name:		Street Address:
City:	State:	Zip:
Country:		Phone Number:

Check One of the Following Applicable to the Person Who Discovered the Part:

☐ Air Carrier #	☐ FAA Inspector
☐ Mechanic	☐ DOT/Office of Inspector General
☐ Repair Station #	☐ Defense Criminal Investigation Service
☐ Distributor	☐ Other Government Agency
☐ Supplier	☐ Foreign Civil Aviation Authority
☐ Production Approval Holder	☐ Other
☐ Unknown	☐ Owner Operator

11. Date of This Report:

12. Name and Address of Reporter:

Name:		Street Address:
City:	State:	Zip:
Country:		Phone Number:

13. ☐ Check here if you want your identity to be kept confidential.
14. ☐ Check here if you do not wish to receive an acknowledgment letter.
15. ☐ Check here if you have attached additional information.

FAA Form 8120-11 (1/2003) Supersedes previous edition — Local reproduction authorized

EXAMPLE

Title: **Self-Evaluation Check list #14, Records of Overhaul and rebuilding (14CFR 43.2)**

- This is an example of individual checklists used in the self-evaluation/audit program that is specifically titled to ensure all aspects of applicable Federal Aviation Regulations are complied with on a daily basis.

WEST STAR AVIATION

FAA Air Agency Certificate Number WTXR173J

Self-Evaluation/Audit Checklist 14

Records of Overhaul and Rebuilding (14CFR § 43.2)

Quality Monitor: _____ Date: _____

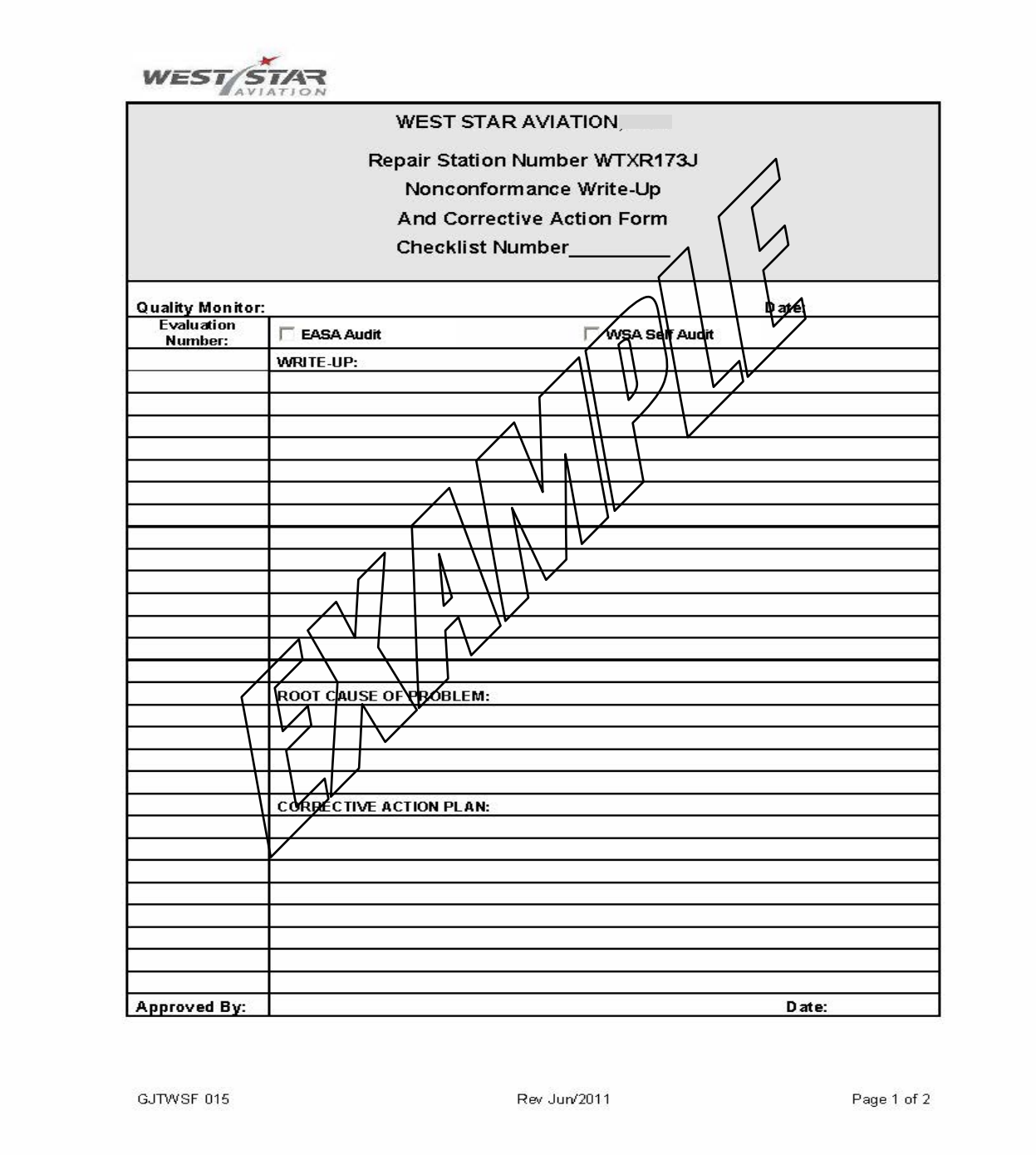
Evaluation Questions	Comments	Yes	No
Has aircraft, or articles that have been overhauled shown proof that they have:			
1. Disassembled?			
2. Cleaned?			
3. Inspected?			
4.Repaired as necessary?			
5. Reassembled?			
6. (Overhauled) Tested – IAW approved standards and technical data, or IAW current standards and technical data acceptable to the Administrator?			
7. Additional Comments:			

EXAMPLE

WSAGJT .015.15 Rev Jun/2011 Page 1 of 1

Title: **Non-Conformance Write-up and Corrective action form**

- In the event of non-conformities, the (Non-Conformance Write-up) will be used for recording non conformities, root cause and corrective actions.



WEST STAR AVIATION

Repair Station Number WTXR173J

Nonconformance Write-Up

And Corrective Action Form

Checklist Number_____

Quality Monitor:		**Date:**
Evaluation Number:	☐ **EASA Audit** ☐ **WSA Self Audit**	
	WRITE-UP:	
	ROOT CAUSE OF PROBLEM:	
	CORRECTIVE ACTION PLAN:	
Approved By:		**Date:**

GJTWSF 015 Rev Jun/2011 Page 1 of 2

EXAMPLE

WEST STAR AVIATION

Repair Station Number WTXR173J

Nonconformance Write-Up

And Corrective Action Form

Checklist Number_____

Quality Monitor:	**Date:**
Evaluation Number:	☐ **EASA Audit** ☐ **WSA Audit**
	IMPLEMENTATION OF CORRECTION ACTIONS:
Approved By:	**Date:**

EXAMPLE

GJTWSF 015 Rev Jun/2011 Page 2 of 2

Title: **Certificate of Calibration**

- A certificate of calibration shall be created for each tool calibrated by West Star Aviation to include newly purchased tools.

WEST STAR AVIATION

CERTIFICATE OF CALIBRATION

CERTIFIED FOR:

CERTIFICATE #

WSA WO#:

CUSTOMER PO#:

MANUFACTURER:

MODEL #:

SERIAL #:

DESCRIPTION:

ASSET ID #:

DEPARTMENT:

OWNER:

RECEIVED CONDITION:

RETURNED CONDITION:

NOTES:

CAL PROCEDURE #

TEMPERATURE (F):

RELATIVE HUMIDITY (%):

CALIBRATION STANDARDS USED

MANUFACTURER	MODEL/PART #	SERIAL #	CAL DATE	CAL DUE

STATEMENT OF CALIBRATION
West Star Aviation does certify that the above identified item meets or exceeds all published specifications and has been calibrated by one of the following methods: a) using standards with accuracies traceable to the National Institute of Standards and Technologies (NIST) if within the limitations of the NIST's calibration services; b) has been derived from accepted values of natural physical constants; c) has been derived by the ratio type of self-calibration techniques satisfying MIL-STD-45662A and ANSI/NCSL Z540-1-1994.

CERTIFICATION APPROVED BY: _____

CALIBRATION DATE:

RECALIBRATION DUE:

WSF 118 Rev Jan/2016

REVIEW

Title: **WSF125-Tools due for calibration**

- This form is a computer generated form based on tools that are coming due for calibration.

TOOLS DUE FOR CALIBRATION

TOOLS FOR: **TJ JAEGER**

TOOL NO.	LOCATION	DESCRIPTION	MODEL/PN	SN	MANUFACTURER	CAL DUE	DEPARTMENT
520C	TOOL BOX	CRIMPER	AD-1377	0014	RAYCHEM	3/1/2012	TURBINE

SAMPLE

This is a list of tools due for this month and/or tools that are overdue for calibration.
Please turn tools into Dave English (tool room) to be calibrated. Thanks!

Thursday, February 23, 2012 WSF 125 Rev 07/09

Title: **THE USE AND CONTROL OF WEST STAR AVIATION FORM WSF 043, 043A & 043B "EQUIPMENT REMOVAL & INSTALLATION LIST" (R & I sheets).**

Purpose:

During the course of maintenance, the R & I sheet is to be used to supplement the work order to assist in the documentation of maintenance.

Responsibility:

All production personnel are required to use and control WSF 043 to document the removal and installation of parts and loose equipment to facilitate maintenance during the course of maintenance and inspections to support the work order.

Procedure:

USE: The following is an example of items required to be documented on the WSF 043. This list is not all inclusive. Additional items may be added as required by the work scope.

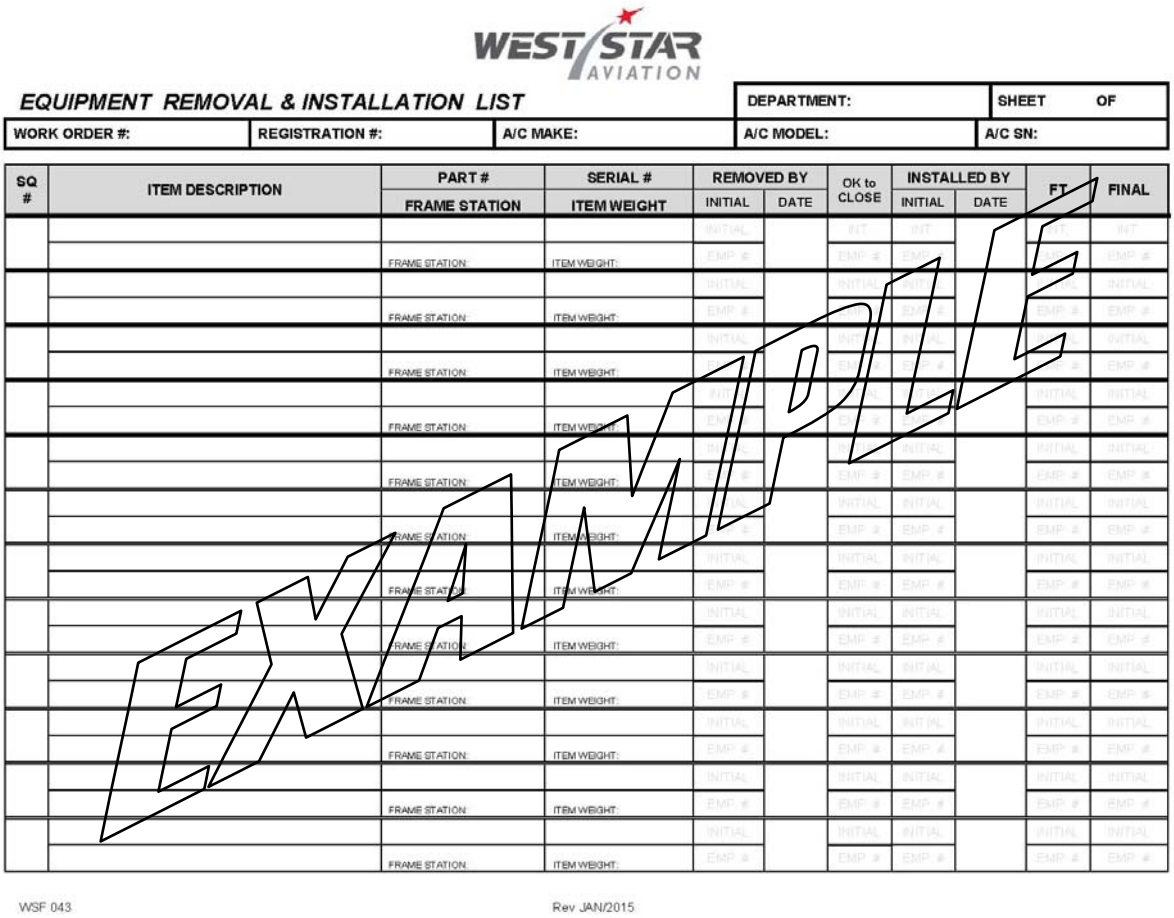
-Engines
-Engine serialized accessories
-Landing gear main and nose assemblies
-Landing gear serialized components
-Tire & Wheel Assemblies
-Serialized Avionics Components
-Flight controls
-Panels and fairings, either individually, or by use of a panel form. If panel forms are used, the panel form must be referenced in the work order.
-Seats
-Sidewalls
-Carpet
-Seat Belts
-Headliners
-Cabinetry
-Bulkheads
-Any support equipment/tools used for an aircraft system for the purpose of adjustment/test.

1. All items categorized as a Critical Inspection Item, or Required Inspection Item for Part 135 operators and serialized components, must be documented in the Work Order and WSF 043 form as required.
2. An OEM inspection check list does not substitute WSA 043 for the removal and re-installation of components and will not be used as such.
3. Any articles removed that are not categorized as a Critical Inspection/Required Inspection Item must be documented on the WSF 043 form. If any of these items have R & R instructions they must be documented in the work order as well.
4. Panel sheets are allowed to be used to supplement the work order and WSF 043. Panel sheets must be controlled as a West Star Aviation Form (WSF), and referenced in the work order in the resolution of the applicable work scope.
5. Any aircraft system that is defeated. Example: Squat switches, must be documented on the R & I sheet.
6. Anything disassembled, disconnected, or disturbed but not removed from the aircraft. Example: Hinged panels, radomes, etc.
7. Any tool that is affixed to the aircraft. Example: Jack pads, Plugs or caps for the purpose of isolating pneumatic or hydraulic systems.

CONTROL:

1. The Airframe Team Lead will be responsible for the initial creation of the R & I book as indicated below.
2. In the event Airframe does not have a work scope on the aircraft, it will be the responsibility of the Team Leader whom has a work scope to create and maintain the R & I book.
3. There will be a "Red" R & I book maintained at each aircraft at all times. If the aircraft moves, the R & I book goes with it.

4. The R & I book will contain a front cover sheet, WSF 043A form.
5. The R & I book will have individual tabs labeled for each department.
6. The R & I book will have an index, WSF 043B inserted at the beginning of the book to assist in managing the quantity of R & I sheets.
7. Upon the initial creation of the R & I book, one each “white” R & I sheet per department will be printed and placed in the R & I book. After the R & I book is created. It will be the responsibility of the individual departments to maintain their section of the R & I book.
8. The WSF 043 & 043B form is considered part of the work order package and must be provided to the appropriate QA inspector upon completion of the work scope and prior to aircraft approval for return to service.
9. If a WSF 043 form is not used in its entirety, the remaining open line items must have a line drawn through them and the line titled, “N/A”. A single line through multiple items is allowed.
10. All “Initial” Blocks requiring an “Initial” will also require the technician to document their employee number below their initial(s). An “Initial” listing showing the name of the technician with their associated employee number can be located on the West Star Aviation Intranet under the “Quality” tab on the home page. This listing will be maintained by the QA department.



WEST STAR AVIATION

EQUIPMENT REMOVAL & INSTALLATION LIST

DEPARTMENT:	SHEET OF

WORK ORDER #:	REGISTRATION #:	A/C MAKE:	A/C MODEL:	A/C SN:

SQ #	ITEM DESCRIPTION	PART # / FRAME STATION	SERIAL # / ITEM WEIGHT	REMOVED BY INITIAL	REMOVED BY DATE	OK to CLOSE	INSTALLED BY INITIAL	INSTALLED BY DATE	FT	FINAL
		FRAME STATION:	ITEM WEIGHT:							

EXAMPLE

WSF 043 Rev JAN/2015

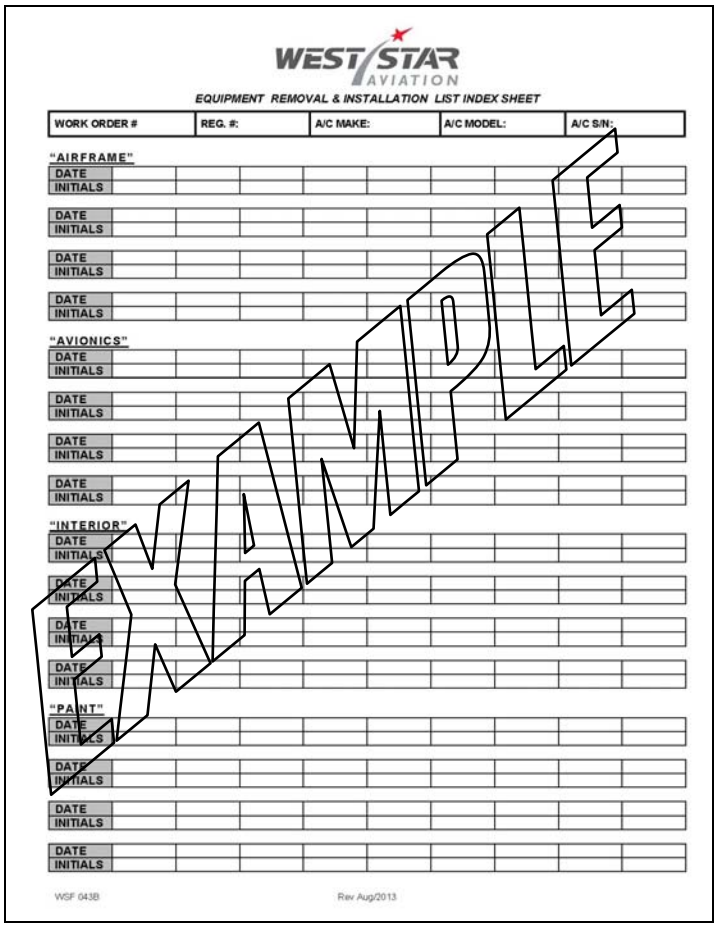
11. Block by block instructions for WSF 043, “Equipment Removal & Installation List

BLOCK #	DESCRITION AND INSTRUCTION
1	**DEPARTMENT:** Insert department responsible for the sheet
2 & 3	**SHEET of :** Insert sheet number and quantity of sheets to support the work scope
4	**WORK ORDER:** Insert Work Order number
5	**REGISTRATION #:** Insert Aircraft registration number
6	**A/C MAKE:** Insert A/C Make
7	**A/C Model:** Insert aircraft model
8	**A/C S/N:** Insert aircraft serial number
9	**SQ #:** Insert the squawk number of the item as indicated in the work order
10	**ITEM DESCRIPTION:** Insert a brief description of the item to be removed or installed
11	**PART #:** Insert the Part Number of the item if it is to be permanently removed. Part Number will also be inserted for items installed that are part of “new installation”.
12	**FRAME STATION:** Insert the Frame Station of the item only if the item is to be permanently removed. Frame Station will also be inserted for items installed that are part of “new installation”.
13	**SERIAL #:** Insert the Serial Number of the item only if the item is to be permanently removed. Serial Number will also be inserted for items installed that are part of “new installation”.
14	**ITEM WEIGHT:** Insert the Item Weight of the item only if the item is to be permanently removed. Item Weight will also be inserted for items installed that are part of “new installation”.
15	**REMOVED BY INITIAL:** Insert initials for the technician removing the item
16	**REMOVED BY EMP. #:** Insert employee number for the technician removing the item
17	**REMOVED BY DATE:** Insert the date the item was removed
18	**OK to CLOSE INITIAL:** Insert the initials for the authorized technician that has determined a particular area of the aircraft is OK to CLOSE.
19	**OK to CLOSE EMP. #:** Insert employee number for the authorized technician that has determined a particular area of the aircraft is OK to CLOSE.
20	**INSTALLED BY INITIAL:** Insert the initial for the technician installing the item
21	**INSTALLED BY EMP #.:** Insert the employee number for the technician installing the item.
22	**INSTALLED DATE:** Insert the date the item was installed
23	**FT INITIAL:** Insert the initials of the technician responsible for functionally testing the item after installation.
24	**FT EMP. #:** Insert the employee number of the technician responsible for functionally testing the item after installation.
25	**FINAL INITIAL:** Insert the initial of the technician responsible for the final inspection of the item installed.
26	**FINAL EMP. #:** Insert the employee number of the technician responsible for the final inspection of the item installed.

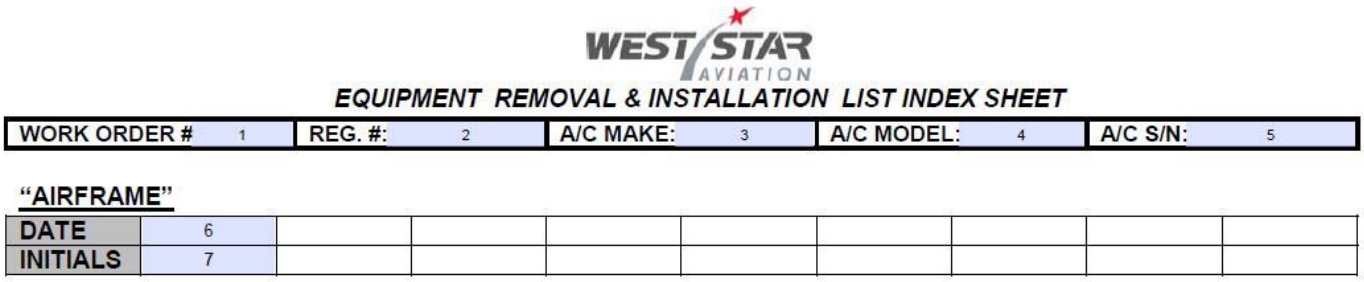
NOTE: Items that are permanently removed do not require a FINAL inspection.

12. WSF 043A, Form is self explanatory. No Block by Block Instruction.

13. WSF 043B, Equipment Removal & Installation List Index Sheet:



14. Block by block instruction for WSF 043B, Equipment Removal & Installation List Index Sheet:



WEST STAR AVIATION

EQUIPMENT REMOVAL & INSTALLATION LIST INDEX SHEET

WORK ORDER # 1	REG. #: 2	A/C MAKE: 3	A/C MODEL: 4	A/C S/N: 5

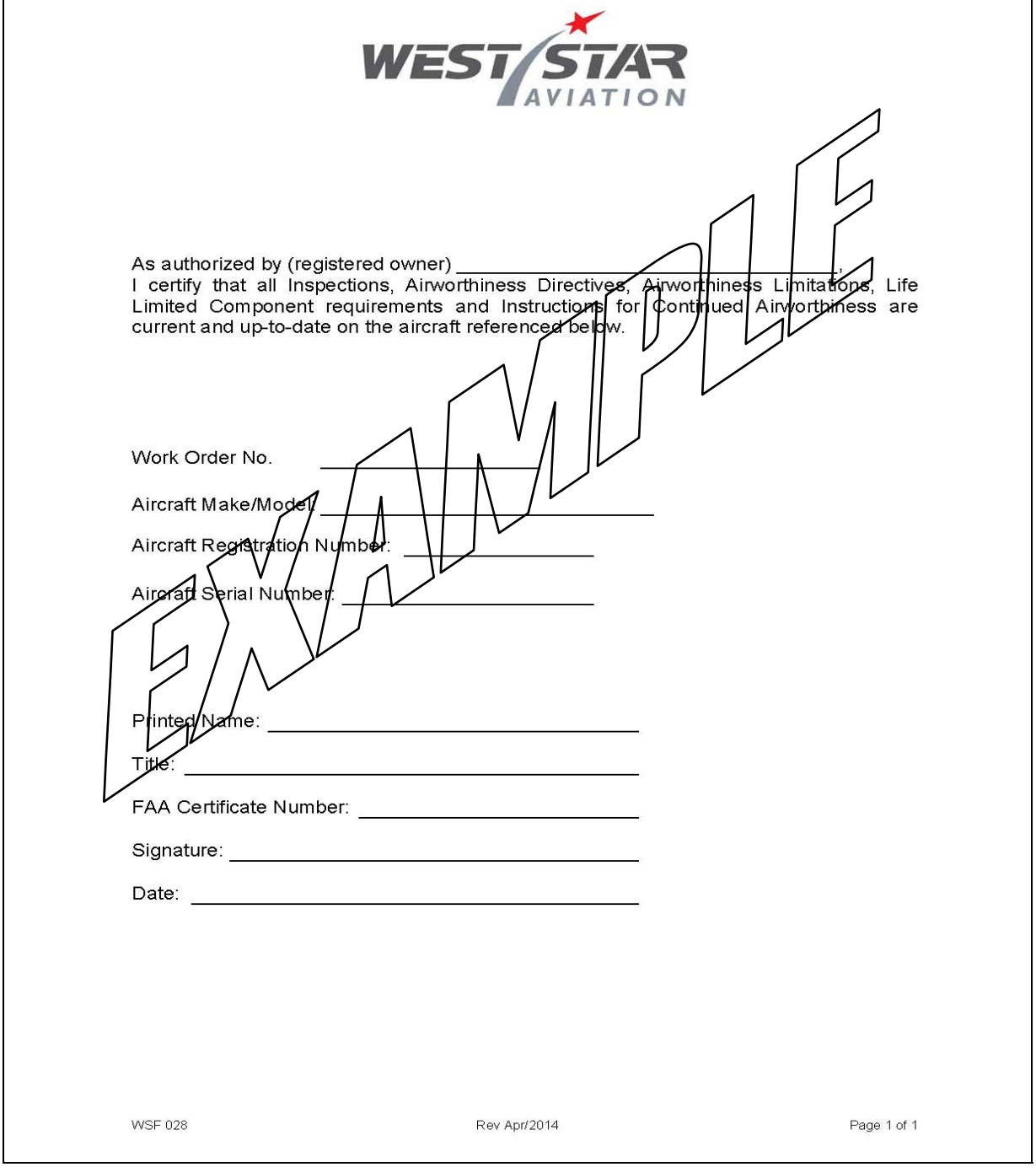
"AIRFRAME"

DATE	6								
INITIALS	7								

BLOCK #	DESCRITION AND INSTRUCTION
1	**WORK ORDER:** Insert Work Order number
2	**REGISTRATION #:** Insert Aircraft registration number
3	**A/C MAKE:** Insert A/C Make
4	**A/C Model:** Insert aircraft model
5	**A/C S/N:** Insert aircraft serial number
6	**DATE:** Insert the date the an R & I sheet is inserted in the R & I book under the relevant department
7	**INITIALS:** Initials of the technician that inserted the R & I sheet into the R & I book under the relevant department

Title: **WSF028-Aircraft Documentation Statement**

- This form is to be provided to an owner/operator of an aircraft or component in the event the owner/operator is unwilling or unable to provide the maintenance log books to allow West Star Aviation to conduct a research of all applicable Airworthiness Directives.



As authorized by (registered owner) _____;
I certify that all Inspections, Airworthiness Directives, Airworthiness Limitations, Life Limited Component requirements and Instructions for Continued Airworthiness are current and up-to-date on the aircraft referenced below.

Work Order No. _____

Aircraft Make/Model: _____

Aircraft Registration Number: _____

Aircraft Serial Number: _____

Printed Name: _____

Title: _____

FAA Certificate Number: _____

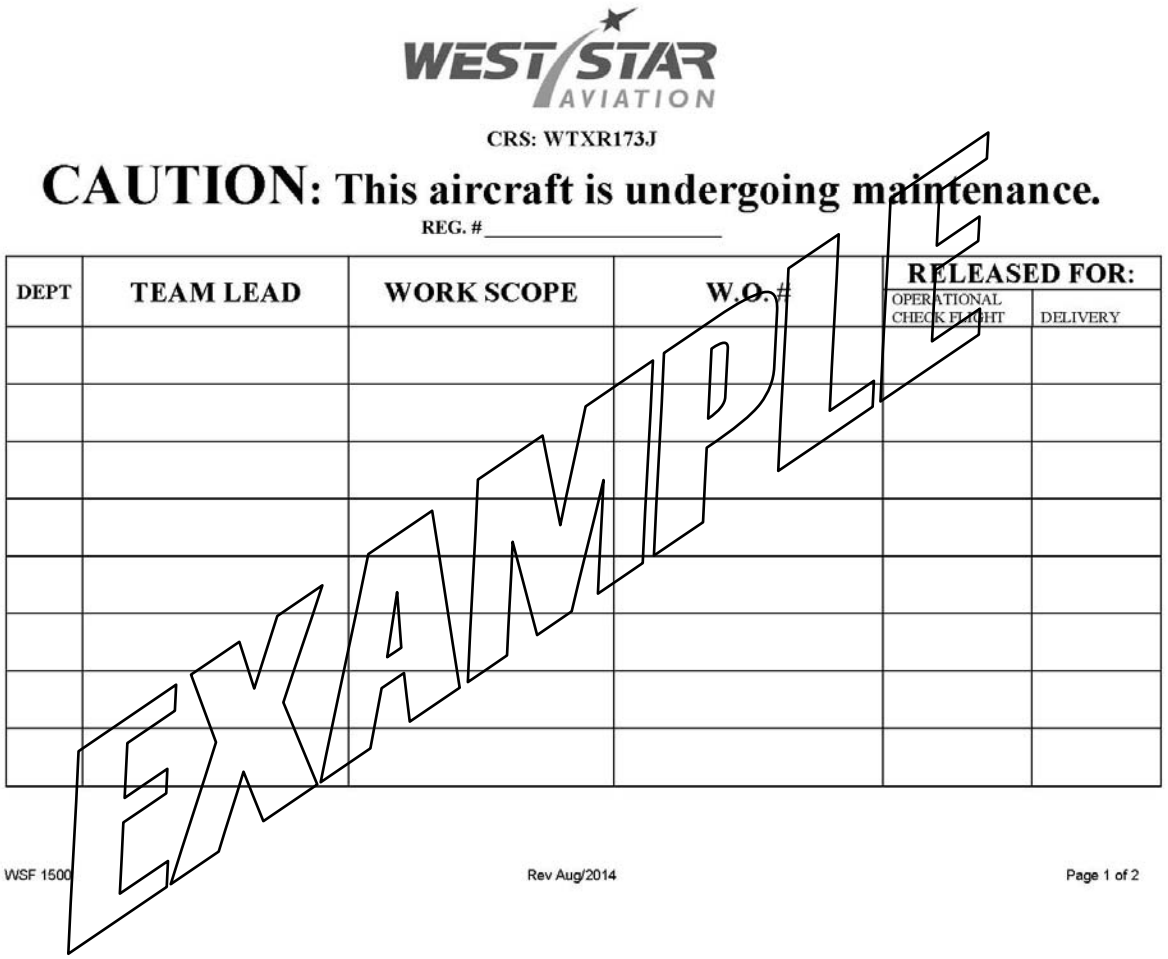
Signature: _____

Date: _____

WSF 028 Rev Apr/2014 Page 1 of 1

Title: **WSF1500 pg. 1- Away from Base Maintenance Release Form (Orange Tag)**

- West Star Aviation WSF 1500 page 1, is used to caution persons entering the aircraft, for any purpose, that the aircraft is currently undergoing maintenance and is not safe for operation. Pg. 1 is issued to the aircraft and placed on or in the aircraft by production prior to maintenance. Pg. 1 needs to be placed so it is obvious to any person who might attempt to operate the aircraft. The WSF 1500 form is fluorescent orange in color to provide for quick detection. The aircraft may have multiple Work Orders opened against it. All departmental work orders will be listed on Pg. 1 and will be cleared by Quality Control Inspector for the Operational Check Flight (OCF), if the OCF is required, by initialing in the Operational Check Flight box. Pg. 1 will remain in the aircraft during the OCF. Once the OCF is completed, any additional discrepancies will be cleared by the QC Inspector and the Delivery box will be initialed by a QC Inspector.



WEST STAR AVIATION

CRS: WTXR173J

CAUTION: This aircraft is undergoing maintenance.

REG. #_____

DEPT	TEAM LEAD	WORK SCOPE	W.O.#	RELEASED FOR:	
				OPERATIONAL CHECK FLIGHT	DELIVERY

WSF 1500 Rev Aug/2014 Page 1 of 2

EXAMPLE

Title: **WSF1500 pg. 2-Away from Base Maintenance Release Form (Orange Tag)**

West Star Aviation WSF 1500 page 2, will be used in the performance of maintenance to comply with a Preliminary Inspection and a Post Maintenance Inspection during an Away from Base event. The form is generic in structure and content and will be used as required based on work scope. The overall use of this form is self explanatory.

MOBILE REPAIR TEAM PRE & POST MAINTENANCE CHECKLIST

PRELIMINARY INSPECTION	TECHNICIAN
Windows	
Cabin	
Cockpit	
Wings	
Dents & Scratches	
Fluid Leaks	
Engines	
Dents & Scratches	
Fluid Leaks	
Engine Inlets	
Landing Gear	
Tires-Cuts, Flat Spots	
Nose Strut - **Towing Damage**	
Struts-Proper height, Leaks	
Fuselage	
Dents and Scratches	
Fluid Leaks	
Aircraft General	
Evidence of unauthorized tampering	

POST MAINTENANCE INSPECTION	TECHNICIAN
Aircraft-Exterior	
All maintenance equip./tools removed	
All accessed Panels/Fairings secured	
Covers installed or removed as required	
Engine Cowlings and pylons closed	
Aft equipment bay	
Batteries Disconnected or Connected	
Doors Secured	
Aircraft-Interior/Cockpit	
All items and customer property re-installed	
Circuit Breakers set as required	
Aircraft log installed	
Clean the aircraft as needed	
Paperwork	
R&I sheets complete	
Parts Traceability verified and collected	
Customer paperwork completed as required	
West Star Work Order and paperwork complete	
Copies made	
Return to Service Complete	
Aircraft General	
Walk around aircraft final time	

WSF 1500 Rev Aug/2014 Page 2 of 2

Title: **WSF1501-Away from Base Check List**

- The use of this form is self explanatory

WEST STAR AVIATION

Away From Base Actions Required by
Repair Station Manual, Chapter 1, para. 3.10

Chapter 1, document 1.030 has all of the repair station compliance requirements for the **Program Managers**. The items below are minimum requirements from paragraph 3.10 of chapter 1.

Please provide this information to the QA department before the tech is on site:
When everything is verified e-mail this page back to the QA department, so the preliminary squawk can be approved.

Aircraft Registration No.:	Aircraft Model / Serial Number:	Date:

Work Order No.:	
	Open "away from base" work order with the location name in the preliminary squawk.

Return to Service:	
#	How will the aircraft be returned to service? ***Pick from the four possibilities under paragraph 11.***

Program Manager Signature	
	All of the items below were reviewed and accomplished and the onsite Tech is aware of their responsibilities. ***This is to be signed by the Program Manager, Team Leader or Technician responsible for the AWB work scope.***

EXAMPLE

A. THESE ITEMS MUST BE DECIDED PRIOR TO DEPARTURE

1. There is an away from base work order open that is distinguishable by a statement in the Preliminary discrepancy that states, "The Quality Assurance Manager, Director of Maintenance or Program Manager have approved this work order for the purposes of, **"Work performed at a place other than the Repair Station."**
2. The location of the work is in the Preliminary Discrepancy block on the work order.
3. The Tech has the appropriate tooling for the work scope.
4. All the current technical publications, (MM, IPC, Repair Station Manual, etc.) needed for this work were provided.
5. There is a person on the team which has the appropriate return to service authority? Checked their Repair Station Authority card, WSF 053A.
6. The tech knows for return to service, along with the Repair Station Authority Card, WSF053A, they must have their A & P or Repairman certificate at the work site.
7. The Tech is qualified and trained for the work to be performed.
8. There are facilities adequate for the work scope.
9. Someone has checked with customer to find out how the aircraft is operated? If the aircraft is operated under Part 135, coordinate your maintenance efforts with their owner/operators Director of Maintenance or Maintenance control. If you are conducting an inspection you will have to follow their guidance within their General Maintenance Manual, which they are supposed to provide.
10. Print the Preliminary and work scope squawk(s) to have with you in the event Corridor access is not possible.
11. How will the aircraft be approved for return to service? Must give operator something before leaving. The following are four possible solutions:
    1. Create log entry before we travel to destination.
    2. Sign off operators "can" per their requirements. West Star log entry is not required **(bring back copy)**.
    3. Hand write a resolution on the Corridor squawk that is given to the tech before they leave. A formal log entry can be sent after the tech returns to West Star.
    4. We are only assisting the operator. Operator will accomplish the return to service. No signature was required so paragraph B below is NOT needed.

B. TASKS REQUIRED AT THE AIRCRAFT FOR RETURN TO SERVICE AFTER MAINTENANCE IS PERFORMED:

1. Obtain current airframe, engines, props or APU times and cycles as required for the work scope. Document this information within the Preliminary corrective action block within the work order. If not possible, handwrite this information on a printed version of the Preliminary Squawk.
2. Upon completion of maintenance, you must provide the owner/operator with a maintenance log entry. This can be in the form of using the owner/operators maintenance logs ("can") or printed squawk from the Corridor system. If needed, upon returning to the repair station, coordinate with the QA department to generate a more formal log entry log book sticky, to be mailed to the owner/operator.
3. The technician working away from station is responsible to ensure all parts installed have all the correct traceability (C of C, 8130-3's) prior to installation.
4. Upon completion of return to service, all original documents, maintenance log entries, parts traceability, owner/operator maintenance logs, etc. will be provided to the owner/operator. ***Make copies*** of all these documents to be returned to the QA department.

WSF 1501 Rev Jun/2015 Page 1 of 1

CHAPTER 6

Inspection of Non Destructive Inspection (NDI), Testing (NDT), and Evaluation (NDE)

Title: Nondestructive Inspection (NDI) Program

1.0 Purpose:

1.1 To define West Star Aviation's Nondestructive Inspection (NDI) Program/Organization.

2.0 Responsibilities:

2.1 The Quality Assurance Manager is responsible for West Star Aviation's Nondestructive Inspection (NDI), Testing (NDT) and Evaluation (NDE) program. The responsibility includes program development, for the control and administration procedures on all nondestructive specifications listed on West Star Aviation's Operation Specifications and those incorporated into a rated article's normal CMM inspection procedures by the OEM or through ICAs. The NDT Lead Technician is designated as the back-up position.

3.0 Procedure:

3.1 Any Nondestructive Inspection (NDI), Testing (NDT) and Evaluation (NDE) maintenance function selected for being accomplished by contract maintenance providers will be managed and approved in advance by the FAA IAW the West Star Aviation Repair Station Manual Doc. No. 6.000, Contract Maintenance.

3.2 Nondestructive Inspection (NDI) and Testing (NDT) and Evaluation (NDE) program's process, which are selected for in-house accomplishment at West Star Aviation, will:

- Use the guidelines of AC 65-31 as revised.
- Use the standards for qualification, certification, and training of NDI personnel will meet the criteria of ASNT-TC-1A, NAS-410 & ASTM E-1444 as revised.
- West Star Aviation NDT manual as revised.
- Nondestructive Inspection (NDI) and Testing (NDT) and Evaluation (NDE) processes that are selected for in-house accomplishment at West Star Aviation are:
  - Magnet Particle (MP)
  - Liquid Penetrant (LP)
  - Eddy Current (EC)
  - Ultrasound (US)
  - Radiographic

3.3 Nondestructive Inspection (NDI) and Testing (NDT) and Evaluation (NDE) processes that are selected for in-house accomplishment at West Star Aviation will have established a written program for the control and administration of personnel training, examination, qualification and documentation that satisfy the processes' requirements. These processes are documented in West Star Aviation's NDT Manual.

3.4 The program will also include a method for maintaining proficiency, including recurrent training and steps to decertify, retrain or recertify as required.

3.5 The program will be maintained current and be made available for review upon request during normal business hours.

West Star Aviation, LLC (DBA) West Star Aviation

796 Heritage Way
Grand Junction, CO 81506

Additional Fixed Location
12 West Airport Road
Aspen-Pitkin County Airport
Aspen, CO 81611

EASA APPROVAL CERTIFICATE
NUMBER: **145.5010**

FAA REPAIR STATION
CERTIFICATE NUMBER: **WTXR173J**

Reference: West Star Aviation (RSM/QCM), Repair Station & Quality Control Manual as revised.

MANUAL CONTROL NUMBER: _____

This Supplement does not form part of the FAA 14 CFR part 145 RSM/QCM.

Compliance with the FAA accepted Supplement together with the FAA 14 CFR Part 145 RSM/QCM forms the basis of the European Aviation Safety Agency (EASA) Part-145 approval.

The States of the EASA Full Member Authorities are; Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom.

This supplement forms part of West Star Aviations obligations for EASA Part-145 approval as specified in the MAG.

This supplement was developed using EASA Maintenance Annex Guidance (MAG) Change 5, effective date SEP/09/2015. Superseding former Maintenance Implementation Procedures Guidance (MIP-G).

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19	01/MAR/2016	8			
20	01/MAR/2016	8			

Approved by:

West Star Aviation Quality Assurance Manager — Date: APR 27 2016

Acceptance of:

FAA Flight Standards District Office — Date: 4/27/2016

Section 2 AMENDMENT PROCEDURE

This Supplement shall be revised as required consistent with current operations and EASA requirements. The Quality Assurance Manager will review this Supplement periodically; confirming the EASA Supplement is still current and valid for use, or identifies needed changes. The Quality Assurance Manager will have any revisions he finds necessary produced in a final form and approved by the Accountability Manager for coordination with the FAA Flight Standards District Offices ("FAA FSDO") at Salt Lake City, Utah as described below. Each revision to this Supplement will include all pages, which will all bear the new revision number and date.

The Quality Assurance Manager will send two copies of each revision to the Flight Standards District Office for review. Upon acceptance of the proposed revision, the FAA Flight Standards District Office will sign and date the appropriate line on the List of Effective Pages. One copy is then returned to West Star Aviation and the other retained to revise the Flight Standards District Office's copy of the Supplement. Receipt of the returned copy from the FAA FSDO by the repair station signifies revision of the Flight Standards District Office's copy of the Supplement.

Upon receipt of the FAA accepted revision at West Star Aviation, the Quality Assurance Manager will distribute copies of the revision and attach a copy of West Star Aviation form # WSF.027, to each copy. These copies will be distributed to all manual holders. Each supplement will have a control number and an assignment entry on the supplement cover page. A master list containing the supplement number, location and revision status will be kept in the Inspection Office. With the assistance of West Star Aviation's computer department, an electronic version of the supplement will be maintained and revised on the company Intranet of which all technicians have access.

Upon receipt of the revision, each supplement holder is responsible for reviewing and inserting the revised Supplement into his/her assigned Repair Station Manual. Once revised, the manual holder must sign and date the Form WSF.027 and return it to the Quality Assurance Manager. The Form WSF.027 is used to certify that the revision has been reviewed and is understood by the manual holder and that the Supplement has been inserted into the manual. Returned Form WSF.027 are kept on file in the Quality Assurance Manager office and serve as a means of assuring Repair Station Manual Revision Status Control.

Additions, deletions, or revisions to text in an existing section will be identified by a revision bar in the margin of the page adjacent to the change, by highlighting the text in red, or both.

Section 3 INTRODUCTION

This Supplement to the West Star Aviation Repair Station Manual is required for continued EASA Part 145 approval of maintenance work on all aircraft and components operated under the authority of the members of the EASA.

The EASA has agreed that the FAA is a recognized authority by means of a Bilateral Aviation Safety Agreement.

The EASA has specified the basic difference between EASA Part 145 and 14 CFR Part 145 to ensure equivalence with EASA Part 145. These differences are outlined in the Maintenance Annex Guidance (MAG), agreed between the EASA and FAA and identifies these differences as Special Conditions.

Consequently, a 14 CFR Part 145 Repair Station can be EASA Part-145 approved, when the Repair Station complies with the maintenance Special Conditions as detailed in this supplement in addition to complying with 14 CFR parts 145 & 43.

This Supplement therefore reminds West Star Aviation that it is performing maintenance in accordance with the EASA Part 145 Approval Certificate and identifies the differences from the FAR's that need to be taken into account.

Section 4 ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

This EASA Supplement, in conjunction with West Star Aviation accepted 14 CFR part 145 RSM/QCM, defines the organization, policy, 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 accomplished under the conditions of EASA Part-145.

The West Star Aviation procedures do not override the necessity of complying with any additional requirements formally published by the EASA and forwarded to West Star Aviation.

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

Signature: _____ Date: 01/MAR/2016
Dave Krogman
Accountable Manager

Section 5 APPROVAL BASIS AND LIMITATION

EASA approval of maintenance is limited to the scope of work permitted under the current approval granted by the FAA to West Star Aviation, under West Star Aviation Air Agency Certificate and Operation Specifications, and in accordance with 14 CFR Part 145 except when varied by the Special Conditions specified in the MAG, and associated guidance carried out in locations within the United States unless agreed otherwise on a case-by-case basis by the Agency. EASA approval is based on West Star Aviation compliance with 14 CFR Parts 43 and 145. However, this approval must not exceed the ratings permitted by Commission Regulation (EC) No. 1321/2014.

Section 6 ACCESS BY THE EASA AND FAA

The FAA and EASA or EASA-member EASA staff will be allowed access to West Star Aviation facilities and documents to verify initial and continued compliance with 14 CFR Parts 43 and 145, and the Special Conditions. Furthermore, the FAA staff shall be allowed access to ascertain compliance and investigate problems on behalf of the EASA. West Star Aviation will accept and cooperate with any investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures.

Section 7 WORK ORDERS/CONTRACTS

Maintenance performed by West Star Aviation for foreign operators is complicated by the fact that there may be occasions when non-FAA maintenance requirements, such as a foreign Airworthiness Directive are not known to West Star Aviation. This may occur because the information is not included in the information routinely reviewed by West Star Aviation. Consequently, the customer is responsible to provide explicit instructions for all work subject to the procedures and requirements of this Supplement.

Section 7 WORK ORDERS/CONTRACTS (continued)

If there are any questions about the interpretation of a work order or other work instructions, clarification shall be obtained from the customer before work begins. In general, work orders should specify the inspections, repairs, alterations, overhaul, airworthiness directives, and parts replacements that must be carried out. The Team Leader assigned to the project shall be the primary customer contact and shall assure that all customer instructions are understood and carried out completely, including EASA AD's and other mandatory instructions.

Section 8 APPROVED DESIGN AND REPAIR DATA

a) Changes to the type design: Major Changes, Minor Changes, STC's.
(1) 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 type design by EASA are contained in Annex 1 to the Agreement 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 System. 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 product 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 also accept data used in support of minor repairs when:

(i) EASA has certificated/validated the product 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 14 CFR 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.

Section 8 APPROVED DESIGN AND REPAIR DATA (cont.)

(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 certification basis.

Critical Components

NOTE: A critical component is defined as a part identified as critical by the design approval holder during the validation process, or otherwise by the exporting authority. Typically, such components 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 or Instructions for Continued Airworthiness.

(4) EASA shall accept any critical component repair design 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.

Section 9 AIRWORTHINESS DIRECTIVES

A number of EASA member authorities either issue their own airworthiness directives or accept FAA directives and issue additional directives. In either case West Star Aviation will access the applicable EASA AD's via this web site: http://ad.easa.europa.eu/search/advanced. All AD's will be provided to production by the QA department via the web site or paper copy.

West Star Aviation shall determine from the customer what airworthiness directives the customer requires to be followed in the work to be performed, and must hold a copy of those Airworthiness Directives. This information, if applicable, should be a part of the work order or other instructions. In some cases, it will be necessary for the customer to supply the information necessary to incorporate airworthiness directive requirements. In the event an AD is not complied with, the non-compliance will be recorded in the maintenance records and the owner/operator will be notified of this immediately via email, fax or personally by phone.

Section 10 RELEASE OF COMPONENTS AFTER MAINTENANCE

Release to service of components up to and including complete power plants shall be in accordance with 14 CFR Part 43.9 and the additional requirements of Paragraphs 7 through 10 of this Supplement. At the completion of maintenance, West Star Aviation will issue an FAA Form No. 8130-3 as a maintenance release. Reference Appendix 2 of this supplement or FAA Order 8130.21, as revised, for detailed instructions for completing FAA Form 8130-3.

In addition, Block 12 of the FAA Form 8130-3 must contain the following information:
- West Star Aviation EASA Approval Certificate

- Specify any overhaul; repairs, alterations, or AD's accomplished
- Specify any replacement or PMA parts used
- Reference any approved data used to accomplish the work including issue/revision
- and the following statement:

> **"West Star Aviation" certifies that the work specified in block 12/13 was carried out in accordance with EASA Part-145 and in respect to that work the article is considered ready for release to service under EASA Part-145 Approval Number: "EASA.145.5010".**

Blocks 14 through 18 are not to be used by West Star Aviation, and "newly overhauled" should be signed off in block 20 against the Block 19 maintenance release.

CAUTION

The use of Parts Manufacturer Approval (PMA) parts on a component may not be approved by EASA-member NAA.

If there are any questions concerning the approval status of parts or components to be used by West Star Aviation the customer shall provide clarification prior to the initiation of the work requiring such parts or components.

West Star Aviation will indicate in their personal roster that have signature authority for FAA form 8130-3 on behalf of the repair station.

Reference Appendix 4 in this supplement for detailed instructions for filling out FAA form 8130-3 to include an example form.

West Star Aviation maintains and revises a roster of personnel authorized to sign an FAA form 8130-3 (maintenance release) for approving a maintained or altered article for return to service. The process by which the roster is maintained and revised can be found in the Repair Station Manual Doc. No. 3.030.

Components authorized for use during maintenance should meet the intent of the following:

1. Component means any component part of an aircraft up to and including a complete power plant and any operational or emergency equipment.
2. Only the following new and used components may be fitted during maintenance.
   a) New Components
      1. New components must be traceable to the OEM as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for fitment. A release document issued by the OEM or Production Certificate (PC) holder must accompany the new component. The release documents must clearly state that it is issued under the approval of the relevant AA under whose regulatory control the OEM or PC holder works.
      2. For USA OEM's and PC holder's, release must be on the FAA Form 8130-3 as a new part.
      3. For all EU States OEM's and PC holder's release must be in accordance with EASA Part 21.
      4. For Canadian OEM's and PC holder's release must be on the Canadian; Form One as a new part.
      5. Standard parts are exempt from the forgoing provisions, except that a conformity statement must accompany such parts and be in a satisfactory condition for fitment.

NOTE: EASA Standard Parts Definition: Per AMC M.A.501(c), "Standard Parts are: parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc…"

6. PMA parts may only be accepted as detailed in EASA Part 21 or in Annex 1 of the MAG.
7. Engines rebuilt by the production approval holder can be accepted as specified in the Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP-para. 5.1.4).

b) Used components

1. Used components shall be traceable to Aircraft Maintenance Organizations (AMO's) and/or repair stations approved to certify previous maintenance, and in the case of life limited parts certified the life used. The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the TC holder's parts catalogue.
2. An FAA form 8130-3, as a dual maintenance release must accompany used components from EASA-approved U.S.-based 14 CFR Part 145 repair stations.
3. Used components from an USA repair station not EASA approved must not be used even if accompanied by a FAA form 8130-3.
4. An EASA Form 1 issued as a maintenance release shall accompany used components from EASA Part-145 approved maintenance organizations not located in the U.S.
5. A Canadian; Form One issued as a maintenance release must accompany used components from a Canadian EASA-approved maintenance organization.

   NOTE: Canadian EASA-approved maintenance organizations will specify the EASA release statement and their EASA approval number in the remarks block of Canadian Form One.

6. 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.

7. The following table is a summary of possible cases:

Privileges of the dual EASA and FAA certified 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*	Form 1 Dual*	8130-3 Dual	Form 1 Dual
Form 1 Single	Form 8130-3 (see below U.S.	8130-3 Single	Form 1 (see below Europe)

* For the purpose of the table above, triple release mentioned in subparagraph 6 above has the same status as EASA Form 1 Dual.

United States

Example: One or more products/articles were installed with an EASA Form 1 single release and so the final assembly cannot be released with a 8130-3 dual release form. 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".

- In block 14a, only check the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to 14 CFR Part 43.9.
- In block 12, the following text should be inserted:
  "West Star Aviation certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part 145 and in respect to the work the component is considered ready for release to service under EASA Part 145 approval No. 145.5010".

Europe

Example: One or more products/articles were installed with a FAA Form 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".

- In block 14a, only check the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to EASA Part 145.A.50.
- In block 12, the following text should be inserted:
  "The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR Part 43 and in respect to the work the items are approved for return to service under certificate No. _____." This product/article meets EASA Part 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)

Section 11 CERTIFICATE OF AIRWORTHINES (C of A) VALIDITY

Note: This paragraph is applicable only to 14 CFR Part 145 repair stations with an aircraft rating.

While EU aircraft have indefinite C of A's the C of A's validity period is verified by means of an "airworthiness review certificate" (ARC). The EASA operator or owner is responsible for ensuring the C of A remains valid; however, West Star Aviation will ensure that the C of A is valid from the expiration date as detailed on the ARC before issue of a release to service as specified in paragraph 13 off this Supplement. West Star Aviation will inform the customer if the ARC has expired. If a valid certificate is not available at the time of the release, the release will include a reference to the invalid certificate.

Section 12 RELEASE OF AIRCRAFT AFTER MAINTENANCE

For all work accomplished under this Supplement, the release to service must be accomplished in a manner consistent with 14 CFR Part 43.9 and Sections 7 through 10 and Section 12 of this Supplement. At the completion of maintenance, the following certification shall be made in the aircraft maintenance record.

> "I certify that the work specified, except as otherwise specified, was carried out in accordance with FAA airworthiness regulations and with respect to that work the aircraft is considered ready for release to service."

The addition of the phrase "except as otherwise specified" shall be included whenever either or both of the following circumstances exists:

APPENDIX 2 Not all maintenance was accomplished. In that case, the maintenance not accomplished must be listed within the 14 CFR Part 43.9 release.

APPENDIX 3 The required maintenance was only EASA approved and not FAA approved, for example, an EASA airworthiness directive not approved by the FAA.

Where the customer/operator requires his/her paperwork to be signed, indicating a release to service in accordance with EASA Part 145.A.50, the following alternate certification shall be made:

Note: This paragraph is applicable only to 14 CFR Part 145 repair stations with an aircraft rating.

> "West Star Aviation certifies that the work specified except as otherwise specified was carried out in accordance with EASA Part 145 and in respect to that work the aircraft is considered ready for release to service"

In both cases, West Star Aviation shall issue the certification when all required maintenance has been completed. Both the EASA acceptance certificate number and the FAA 145 acceptance certificate number will be included in all maintenance entries. If it is not possible to complete all requirement maintenance, information on the incomplete maintenance or remaining airworthiness discrepancies

shall be included in the maintenance record and the operator shall be so informed.

Section 13. REPORTING OF UNAIRWORTHY CONDITION

When serious defects are found in EASA regulated aircraft or components, such facts shall be reported to EASA the aircraft/component design organization, and the customer/operator or Operator within 72 hours of discovery using the following process.

West Star Aviation will submit an EASA Technical Occurrence Reporting Form via the following EASA web site: www.aviationreporting.eu and FAA Service Difficulty form through the following FAA web site: https://av-info.faa.gov/SDRX/Default.aspx. This reporting will also be used as a means to report Suspected Unapproved Parts, (SUP). West Star Aviation will submit these forms in accordance with the timeframe specified in EASA Part-145 and in English, when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of EASA.

The Quality Assurance Manager or designee will be responsible for completing and submitting reports of un-airworthy conditions to EASA and the FAA.

Section 14 QUALITY ASSURANCE SYSTEM (QAS)

A quality assurance system does not address the same issues as quality control or inspection systems. Quality Assurance (QA) is an independent top-level review that includes monitoring of the inspection process. A QA system focuses on whether the stated procedures and standards are actually being followed and whether they are effective in meeting the overall goals for maintaining airworthy products. The quality assurance process examines a sample of products and that it remains in compliance with 14 CFR Part 43, Part 145 and the EASA Special Conditions, and processes to verify that the end products meet all requirements, i.e. that the overall system works. The two elements to the system are:

1. An independent audit system
2. A management/control and follow up system.

APPENDIX 4 Independent Audit System

A. West Star Aviation's will maintain a quality assurance system that is independent of the maintenance repair process, including part, product and their release to service inspections.

B. It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with procedures of this audit program. Independence shall be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure, or product being audited.

C. Overall responsibility for West Star Aviation's Quality Assurance System (QAS) is assigned to the Manager of Quality Assurance. The Quality Assurance Auditor reports directly to the Manager of Quality Assurance/Accountable Manager.

D. The individual selected for the Quality Assurance Auditor position should have a thorough knowledge of the company's Quality Control System, its departmental relationships, and had previous Quality Control or Auditor experience.

E. The Quality Assurance Auditor is responsible for ensuring that the QA program is accomplished according to the objectives and guidance established by the Accountable Manager by:

1. The accomplishment of QA audits
2. Providing support to responsible technical managers for the development of solutions to audit observations

3. Completion of QA audit reports

F. The Quality Assurance Auditor position is assigned to the Manager of Quality Assurance's group and is responsible for:

1. Developing an annual Quality Assurance (QA) audit plan.
2. Scheduling the resources for and managing all audits.
3. Coordinating and assisting in the analysis of any adverse findings and the development of solutions.
4. Developing a plan and schedule for the implementation of all long term solutions and interim fixes required.
5. Developing and maintaining QA reports and records.

G. By the first day of December each year, an annual plan for QA audits to be conducted during the following calendar year will be developed. The plan contains a brief description of each audit area, the resources that will be required, and a schedule for the completion of each audit. The audit plan will include the routine periodic audits of each audit area/subject and follow up audits of any area that previously required any corrective action. The basic goal of the QA program is to monitor compliance with 14 CFR Part 43, 145 and this EASA Supplement.

H. The annual QA audit program will be conducted using common and product specific check lists designed to review a product type's systems, procedures, manuals; interviews with personnel and observation of work in progress. Form EASAWSF .015.1, (EASA Independent Audit) will be used as a audit scheduling form, Form GJTWSF .015,(Non-Conformance Write-up) will be used for recording non conformities, root cause and corrective actions. Form EASAWSF .015.1, in the left column, indicates areas of the repair station that will be audited using specific checklist for that area. For Example, Form EASAGJT .015.15 will be used to ensure overhauls are being accomplished in accordance with 14 CFR Part 43.2.

NOTE: For forms referenced in para. H above, refer to Appendix 1 for form examples.

I. **Procedural audits** will monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. . These Procedural audits will apply to the West Star Aviation Additional Fixed location, (Aspen) under the category of multiple facilities.

J. **Product audits** will be accomplished via sampling checks to witness any relevant testing and visually inspect the product and associated documentation. The sample check will not involve repeat disassembly or testing unless the sample check identifies findings requiring such action. These Product audits will apply to the West Star Aviation Additional Fixed location, (Aspen) under the category of multiple facilities.

K. **Audits of contractors** will be accomplished in the same manner as indicated within the West Star Aviation Repair Station Manual Doc. No. 6.020.

L. **Sample Audits** will be conducted by West Star Aviation once per year as a single exercise or conducted in segments during a period of one year in accordance with the audit program contained in this Supplement. All applicable 14 CFR parts 43 and 145 provisions and the EASA Special Conditions as detailed will be checked at least once per year against each primary product line.

M. **Additional Fixed location** at West Star Aviation's Aspen, CO facility will be subjected to the same audits, as required as indicated in this supplement.

APPENDIX 5 Management/Control and follow up System

A. Any unexplainable observations found during the non-conforming audit will be documented on a "Non-Conformance Write up, Quality Systems Audit Form" GJTWSF .015, then forwarded to Manager of Quality Assurance/Accountable Manager and the responsible manager of non-conforming technical area audited for resolution. All rectification actions will be documented on the Quality Systems Audit Form, attaching additional sheets as required to make a complete documentation package. Those observations that require long term solutions (i.e.; more than 30 days) developed by the responsible manager(s) and accepted by the Accountable Manager, will be documented by the QA function in a corrective action plan – complete with interim corrective actions, permanent fixes with timetable and milestones established for each action required.

B. The Manager of Quality Assurance/Accountable Manager will hold routine meetings to check the progress on clearing outstanding findings/discrepancies. Meeting should be held at least once per year with the senior staff involved to review the overall performance.

C. The responsible Program manager(s) are responsible for coordinating the development and implementation of corrective actions that are satisfactory to the QA auditor, whenever problems are identified through QA audits. Long term problem rectification, the solution implementation will be developed by the responsible technical area manager with the assistance of the audit team, within a period no greater than 30 days.

D. Corrective actions will be derived from an analysis of the problem's extent and "root" cause to be sure that all affected activities or parts are identified. Then and only then will any immediate action required be taken. Interim actions required will be determined before the implementation of a permanent solution is initiated. All long term, permanent solutions (> 30 days) will be accompanied with a plan and timetable and be approved by the Accountable Manager before rectification is initiated.

E. The implementation of corrective actions will be monitored by the Quality Assurance Auditor through status reports to the Manager of Quality Assurance/Accountable Manager. The status report may be in the form of inter-office memo (e-mail) or in direct meeting with the Accountable Manager or designee and Manager of Quality Assurance as required. Corrective action implementation and/or rectification will be verified through the use of special follow-up audits.

F. The Accountable Manager will be responsible for ensuring that:

2. The objectives of the annual audit plan are met.
3. The results of all audits are uctioned by responsible technical managers in a timely manner after they are properly documented.
4. All problems are appropriately addressed.

G. The Quality Assurance Auditor will develop and maintain a system of records to document the QM program, the results of audits, the corrective actions taken to respond to problems and other records required to properly manage the QM program.

H. These records are confidential internal documents that are the property of West Star Aviation Records of audits, corrective actions and results will be made available for FAA and/or EASA review at West Star Aviation's business address during normal working hours of the QA function. These records will be kept for 2 years.

Section 15 PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

Covered Hangar space will be available for aircraft operated under the regulatory control of an EU member state, undergoing maintenance and alteration. Provisions for sufficient covered hangar space shall be made when the contract is signed.

Section 16 CONTRACTED MAINTENANCE

A. If West Star Aviation contracts part of the maintenance of EASA controlled EU registered aircraft or components for installation on those aircraft, to another organization, it will ensure that the other organization is either listed by the EASA for the maintenance that they perform, or such contracted organizations must work under the West Star Aviation Repair Station in accordance with 14CFR 145.217(a)(2) & (b), West Star Aviation Repair Station manual Doc. No. 6.010, 6.020 and compliance with this supplement.

B. If West Star Aviation contracts to a non-EASA approved organization, West Star Aviation will be responsible for returning the component worked on by such organization to service ensuring its airworthiness, and compliance with this Supplement.

C. All organizations contracted by the repair station must be listed by the repair station stating against each organization whether it is EASA listed or under the repair station control via 14 CFR Part 145.217, West Star Aviation Repair Station Manual Appendix A and West Star Aviation's vendor listing.

D. Non EASA- approved contractor(s) to which work is contracted will be under the control of the Repair Station's quality monitoring system. Additionally, the Repair Station will inspect each item on which contracted work has been performed for compliance with this supplement.

E. If West Star Aviation cannot determine the quality of contracted work, the work will only be contracted to an EASA approved facility that is able to test and/or inspect the work performed and issue a return to service for the work performed. If the contracted item needs to be disassembled by the Repair Station to determine the quality of the work performed, then it will only be contracted to an EASA approved source.

F. All receiving inspection will be performed on items received from contractors through our normal receiving inspection. All receiving inspectors receive recurrent training yearly. Items are then brought to the inspection department for a final inspection and/or conformance check.

G. Audits for FAA and EASA Certificated contractors are performed yearly to ensure their certifications are current. Non FAA, EASA Certificated Vendors are audited at their facility yearly and must meet our audit criteria set in West Star's Non-Certificated Vendor audit form.

Section 17. HUMAN FACTORS

Procedures are in place to detect and rectify maintenance errors that may endanger the safe operation of aircraft are covered in West Star Aviation Training Program Manual. All personnel are trained to have an understanding of human factors. This training is "Initial" and "Recurrent", and includes some or all of the following classes: general work place safety practices, Hazardous Material Communications, Receiving inspection, Driven to distraction, eye protection, electrical safety, West Star Aviation RSM/QCM & EASA training and task specific aircraft maintenance training. The above classes cover the following topics: General/Introduction to human factors, Safety Culture/Organization factors, Human Error, Human performance and limitations, Environment, Fall and Hearing protection, information, tools and practices, Communication, Teamwork, Professionalism and integrity, and Organization's Human Factors program.

Section 18. LINE STATIONS

This requirement is not applicable to this repair station because West Star Aviation does not hold a Line Maintenance Authorization, (Operation Specification paragraph D107).

Section 19 WORK AWAY FROM A FIXED LOCATION

a) If West Star Aviation is requested to perform maintenance on an EU registered aircraft or article located outside the continental United States or its territories West Star Aviation may work away from its fixed location in the following cases.
   1. For a one-time special circumstance:
      - As West Star Aviation does not have a written procedure in this supplement for work away from station then West Star Aviation must notify EASA in advance of doing the work. The notification must describe the work to be performed, the location, the date of the work, the customer, and certify to the EASA that West Star Aviation will follow all existing procedures in their current Repair Station Manual and EASA Supplement. EASA will review the application and West Star Aviation will be notified in writing with a copy to the FAA either accepting or rejecting the request. If the request is rejected then the reasons for so doing will be specified in the letter.
   2. On a recurring basis, follow the convention established in the preceding paragraph when necessary subject to the FAA Operations Specification D100 being in place for this work and only to perform emergency, non-routine maintenance or repair work, to be defined for this guidance as urgent defect

rectification or to provide assistance for an EU Registered aircraft or articles intended for fitment on EU registered aircraft. The procedural requirements that the repair station will use are defined in the West Star Aviation RSM/QCM.

3. Domestic work away from station procedures for this repair station can be located in the West Star Aviation Repair Station manual Doc. No. 1.030.

APPENDIX 2 Any time West Star Aviation conducts any maintenance, Inspection, Repair or Alteration on an EASA registered aircraft, the Quality Assurance department will ensure that all elements of this EASA Supplement are followed with the use of West Star Aviation Form WSF 057 “EASA requirements Check List”. Reference Appendix 3 of this supplement for an example.

APPENDIX 1

EASA PART-145
QUALITY SYSTEM AUDIT

APPENDIX 1
Example EASA Independent Audit

FAA Air Agency Certificate Number WTXR173J
EASA Approval: EASA 145.5010

EASA Independent Audit _____
Year

EXAMPLE

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. 14CFR § 145.51 & 53 Change of Certificate												
2. 14CFR § 145.55 & 57 Renewal of Certificate												
3. 14CFR § 145.105 Changes of Facility/Location												
4. 14CFR § 145.103 Facilities												
5. 14CFR § 145.151 & 153 Personnel												
6. 14CFR § 145.159 Repairman												
7. 14CFR § 145.161 Records of Personnel												
8. 14CFR § 145.155 & 211 Inspection system												
9. 14CFR § 145.109 & 217 Equipment and Material												
10. 14CFR § 145.107 & 201 & 203 Compliance with Certificate												
11. 14CFR § 145.157 & 213 Inspection of Work												
12. 14CFR § 145.219 Work Records & Retention												
13. 14CFR § 145.221 Reporting Defects												
14. 14CFR § 43.2 Overhaul												
15. 14CFR § 43.3 Persons Auth to Perform Maintenance…												
16. 14CFR § 43.5 Approval for Return to Service												
17. 14CFR § 43.7 Persons Auth to Return to Service												
18. 14CFR § 43.9 Content of Maintenance & Alteration Records												

Key: Audit Scheduled Carried out Corrective action Audit Completed/Closed Dated_____

EASAGJT 015.1 Rev Jun/2011 Page 1 of 2

APPENDIX 1
Example EASA Independent Audit (Cont.)

FAA Air Agency Certificate Number WTXR173J
EASA Approval: EASA 145.5010

See associated audit reports for details.

EASA Independent Audit _____
Year

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
19. 14CFR § 43.12 Falsification of Records												
20. 14CFR § 43.13 Standards												
21. 14CFR § 43.15 Additional Standards												
22. EASA Supp Section 4 Current Accountable Manager Statement												
23. EASA Supp Section 7 Work Orders/Contracts												
24. EASA Supp Section 8 App. Design Eng. Data												
25. EASA Supp Section 9 Airworthiness Directives												
27. EASA Supp Section 10 Component Release after Maintenance												
28. EASA Supp Section 11 Validating EASA C of A												
29. EASA Supp Section 12 Release of ACFT after Maintenance												
30. EASA Supp Section 13 Reporting of an Un-airworthy Condition												
31. EASA Supp Section 14 Quality Monitoring System												
32. EASA Supp Section 15 Hangar Space												
33. EASA Supp Section 16 Contract Maintenance												
34. EASA Supp Section 17 Human Factors												
35. EASA Supp Section 18 Line Stations												
36. EASA Supp Section 19 Work Away from Station												

Key: Audit Scheduled; Carried out Corrective action; Audit Completed/Closed Dated_____

See associated audit reports for details.

SAMPLE

APPENDIX 1
Non-Conformance Write-Up & Corrective Action Form Pg. 1

WEST STAR AVIATION

Repair Station Number WTXR173J

Nonconformance Write-Up

And Corrective Action Form

Checklist Number_____

Quality Monitor:		**Date:**
Evaluation Number:	☐ EASA Audit	☐ WSA Self Audit
	WRITE-UP:	
	ROOT CAUSE OF PROBLEM:	
	CORRECTIVE ACTION PLAN:	
Approved By:		**Date:**

EXAMPLE

APPENDIX 1

Non-Conformance Write-Up & Corrective Action Form Pg. 2 (Cont.)

WEST STAR AVIATION

Repair Station Number WTXR173J

Nonconformance Write-Up

And Corrective Action Form

Checklist Number_____

Quality Monitor:	**Date:**
Evaluation Number:	☐ EASA Audit ☐ WSA Audit
	IMPLEMENTATION OF CORRECTION ACTIONS:
Approved By:	**Date:**

EXAMPLE

APPENDIX 2

REPORTING OF UNARIWORTHY CONDITION FORMS- EASA & FAA

Appendix 2

Online-Service Difficulty Entry Form (http://av-info.faa.gov/isdr/default.asp)

NOTE: Instructions for use of this form is self explanatory on the Web site

FAA :: SDR Reporting [SDR Submission Form] Page 1 of 2

- Skip to page content

Federal Aviation Administration

Logout

OMB No. 2120-0003

Submit Report to the FAA | Clear Form | Return to the Main Menu

1. Submitter Information

(a) Unique Control #
(b) Difficulty Date (mm/dd/yyyy)
(c) Registration #
(d) Submitter Type B - REPAIR STATION PART 145
(e) Submitter Designator WTXR

2. Codes

(a) Operator Designator
(b) Operator Type Air Carrier
(c) JASC/ATA Code
(d) Stage of Operation
(e) How Discovered
(f) Nature of Condition
(g) Precautionary Procedures
(h) FAA Region NM
(i) District Office 07
(j) Flight Number

3. Major Equipment Identity

	Manufacturer	Model	Serial Number	Total Time (hours)	Total Cycles
(a) Aircraft					
(b) Engine					
(c) Propeller					

4. Problem Description (Note: Please limit your description to 1500 characters.)

Your description is 0 characters in length.

5. Specific Part or Structure Causing Difficulty

(a) Part Name
(b) Manufacturer's Name
(c) Part Number
(d) Serial Number
(e) Part Condition
(f) Part/Defect Location --Choose Location-- OR
(g) Total Time (hours)
(h) Total Cycles
(i) Time Since (hours)
Overhaul Repair Inspection
Reset

6. Component/Assembly That Includes Defective Part

(a) Component Name
(b) Manufacturer's Name
(c) Part Number
(d) Serial Number
(e) Model Number
(f) Location
(g) Total Time (hours)
(h) Total Cycles
(i) Time Since (hours)
Overhaul Repair Inspection
Reset

EXAMPLE

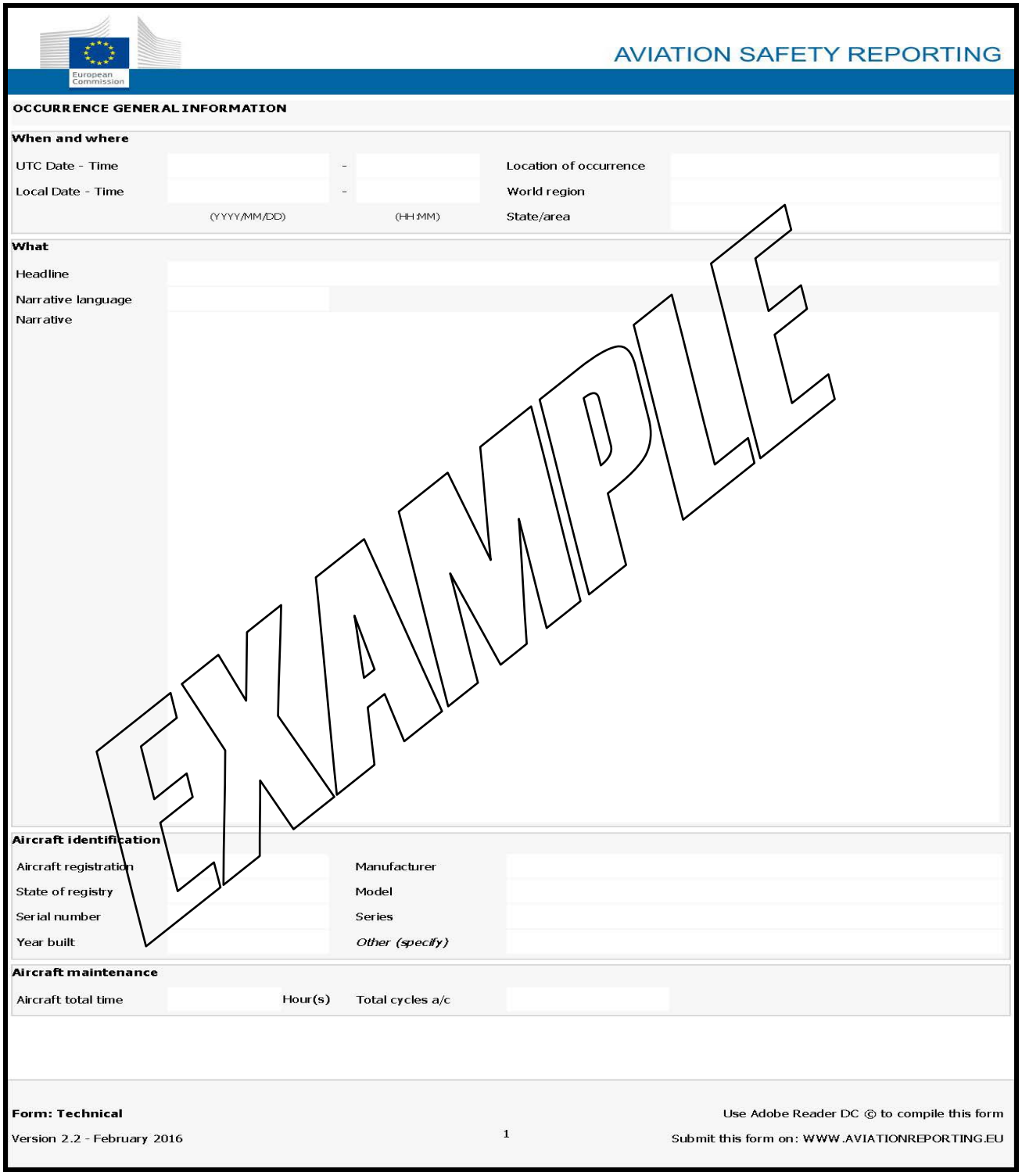
https://av-info.faa.gov/SDRX/Secured/Authenticated/SubmissionsCarrier.aspx 6/16/2010

Appendix 2 (Continued)

EASA Technical Occurrence Reporting Form via the following EASA web site:

www.aviationreporting.eu

NOTE: This example is only page 1 of 6 found on the EASA web site, and Instructions for use of this form are self explanatory on the Web site



AVIATION SAFETY REPORTING

OCCURRENCE GENERAL INFORMATION

When and where

UTC Date - Time		-	Location of occurrence	
Local Date - Time		-	World region	
	(YYYY/MM/DD)	(HH:MM)	State/area	

What

Headline	
Narrative language	
Narrative	

Aircraft identification

Aircraft registration		Manufacturer	
State of registry		Model	
Serial number		Series	
Year built		*Other (specify)*	

Aircraft maintenance

Aircraft total time	Hour(s)	Total cycles a/c	

EXAMPLE

Form: Technical
Version 2.2 - February 2016

1

Use Adobe Reader DC © to compile this form
Submit this form on: WWW.AVIATIONREPORTING.EU

APPENDIX 3

EASA 16 Application Form

EASA Form 16

EASA Form 16 Application Form

European Aviation Safety Agency

European Aviation Safety Agency U.S. Repair Station application for initial/renewal/amendment of EASA Part-145 approval in accordance with the U.S./EU Bilateral Aviation Safety Agreement	EASA Form 16

1. CFR part 145 repair station name: _____CFR part 145 certificate number:_____
2. Address of repair station:_____
3. Mailing Address (if different from 2 above):_____
4. Tel:_____Fax:_____E-Mail:_____

5. Please select the type of application and complete the appropriate Section of the Form 16

a. Initial ☐ b. Renewal ☐ c. Amendment ☐

5a. Initial application
(Please give a brief summary of the organization history, work capability, line station locations, and number of staff employed associated with the approval.)

5b. Renewal
EASA Cert No:_____

5c. Amendment (Please detail the reason for amendment)
EASA Cert No:_____

6. Position and name of the accountable manager_____

I wish to apply on behalf of this repair station for approval by the European Aviation Safety Agency as an EASA Part-145 approved maintenance organization in accordance with the Bilateral Aviation Safety Agreement and the Maintenance Annex concluded between the United States and the European Union.

I understand that when certifying work for a European Union customer, the repair station is required to work in accordance with 14 CFR parts 43 and 145, except where varied by the EASA Special Conditions specified in the Maintenance Annex Guidance and accept that failure to comply could result in EASA certificate action against this repair station.

7. Signature of the Accountable Manager_____

Place_____

Date_____

Note 1-The form must be signed by the Accountable Manager on each application.

Note 2-The address to which the application form must be sent is the FAA, Flight Standards District Office (FSDO) located in the United States that normally deals with the organization's 14 CFR part 145 repair station approval.

Note 3-For technical questions regarding the approval please e-mail

EXAMPLE

Page 1 of 3

EASA Form 16 dated 31 October 2012

EASA Form 16 Guidance

foreign145@easa.europa.eu
Note 4-For queries on Fees & Charges please e-mail
query.feesandcharges@easa.europa.eu
Note 5-For queries on technical details for payment please e-mail
finance.helpdesk@easa.europa.eu

Guidance for the completion of Form 16, applicable to applicant and FAA.

The paragraph numbers relate directly to the Form 16 paragraph numbers.

1 Self-explanatory paragraph, the name and number of the repair station should be entered, this includes any doing business as names.

2 Self-explanatory paragraph, the address of the repair station should be entered, this should be the same as the address as shown on the FAA Certificate 8000-4.

3 Where the facility has a mailing address, i.e., office facilities at a different location where mail should be sent, then this address should be entered here, this should also be reflected in the FAA OpSpecs.

4 Self-explanatory paragraph, the telephone and fax number plus the e-mail address of the focal point of the organization for the EASA approval, i.e., the Quality Manager.

5 The boxes should be marked to indicate the purpose of the application, i.e., if the company has changed names and the renewal is being carried out at the same time then the boxes b. and c. should be marked.

NOTE: If there is a change of the organization, do not wait until the renewal is due before applying for an amendment. This is particularly important if the address has changed.

5a) Self-explanatory paragraph. Please give a brief summary of the organization with details as indicated on the form.

5b) Please enter the EASA Part-145 reference number.

NOTE: Do not leave blank.

5c) Where item 5 is indicated as an amendment, please include the reasons supporting the change.

NOTE: Changes to the supplement should normally be processed through your PI and do not require a Form 16. This

Page 2 of 3

EASA Form 16 dated 31 October 2012

EASA Form 16 Guidance (cont.)

also applies to the change of the Accountable Manager and related supplement statement. However, changes affecting the EASA certificate and related supplement changes require a Form 16 application.

6 Please indicate the name and position of the Accountable Manager in block capitals.

7 The Accountable Manager should sign the form every time an application is made.

8 Forward the completed Form 16 to your local FAA FSDO only.

NOTE: The Form 16 shall not be sent to EASA at this stage. It will be sent by the FAA as part of the completed package at the end of the certification process to EASA.

NOTE: The validity date of your approval is detailed on the EASA certificate for U.S. approval holders. EASA also publishes details of all approvals on the web listing available at the following address. This includes a list of valid, invalid, and suspended approvals: http://www.easa.eu.int/ws_prod/c/c_orgapprocaopart145us.php

APPENDIX 4

FAA FORM 8130-3
EXAMPLE & INSTRUCTIONS

APPENDIX 2 (CONTINUED)

Block-By-Block Instructions for Completing FAA Form 8130-3 for Approval for Return to Service.

Block 1: Approving National Aviation Authority/Country. FAA/United States. (Preprinted)

Block 2: Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag. (Preprinted)

Block 3: FAA Form Tracking Number. This will be the West Star Aviation Work Order followed by a dash and the squawk number associated with the return to service work scope, (i.e. 12345-1.2).

Block 4: Organization Name and Address. West Star Aviation 796 Heritage Way Grand Junction, CO 81506, FAA Repair Station #: WTXR173J & EASA Approval Certificate #: EASA 145.5010.

Block 5: Work Order/Contract/Invoice Number. West Star Aviation Work Order number corresponding to the work scope.

Block 6: Item number. When FAA Form 8130-3 is issued, Item number will almost always be "1".

Block 7: Description. Enter the name or description of the product or article as referenced in a part catalog or overhaul manual.

Block 8: Part Number. Enter part number of the product or article. **ONE part number per one 8130-3.** If the article being worked is a subassembly that does not have a part number of its own, enter the next higher assembly number followed by the word "subassembly."

Block 9: Quantity. Enter the quantity of each product or article shipped.

Block 10: Serial Number. If the product or article is required by part 45 to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation also may be entered. If no serial number is entered in this block, enter "N/A." Multiple serial numbers can be entered here associated with one part number.

Block 11: Status/Work. The following describes what to enter in a specific situation. Only one term may be entered in Block 11, which should reflect the majority of the work performed by West Star Aviation.

- **"Overhauled":** A process that ensures the product or article is in complete conformity with the applicable service tolerances specified in the type certificate manufacturer's instructions for continued airworthiness, or in the data approved or accepted by the authority. The product or article will be at least disassembled,

cleaned, inspected, repaired as necessary, reassembled, and tested in accordance with the approved or accepted data.

- **"Repaired":** Repair of defect(s) using an applicable standard.
- **"Inspected" and/or "Tested":** Examination or measurement in accordance with an applicable standard (for example, visual inspection, functional testing, or bench testing).
- **"Modified":** Alteration of a product or article to conform to an applicable standard.

NOTE: The applicable standard must be described in Block 12.

Block 12: Remarks. Describe the work identified in Block 11 and associated results necessary for the user or installer to determine the airworthiness of the product or article in relation to the work being certified. Example: "Overhauled in accordance with CMM ---, Section---, Manual---, Revision---, and AD reference where applicable. If necessary, a separate sheet may be used and referenced from the main FAA Form 8130-3. Each statement must clearly identify which product or article in Block 6 it relates to. Additionally, all EASA issued 8130-3's will have the following statement in Block 12: ***"West Star Aviation certifies that the work specified in blocks 11 & 12 was performed in accordance with EASA Part 145, and with respect that work, the aircraft component is considered ready to release to service under EASA Approval Certificate No. EASA. 145.5010".***

Blocks 13a through 13e: Shade, darken, or otherwise mark to preclude inadvertent or unauthorized use, (For original manufacturer of new components only).

Block 14a: Approval for Return to Service. Both boxes are to be checked for a valid dual release.

Block 14b: Authorized Signature. This space will be completed with the signature of the authorized person. Only persons specifically authorized and listed on the West Star Aviation roster are permitted to sign this block. The approval signature must be applied at the time and place of issuance and manually applied.

Block 14c: Approval/Certificate No. Enter the West Star Aviation air Agency Certificate number: WTXR173J.

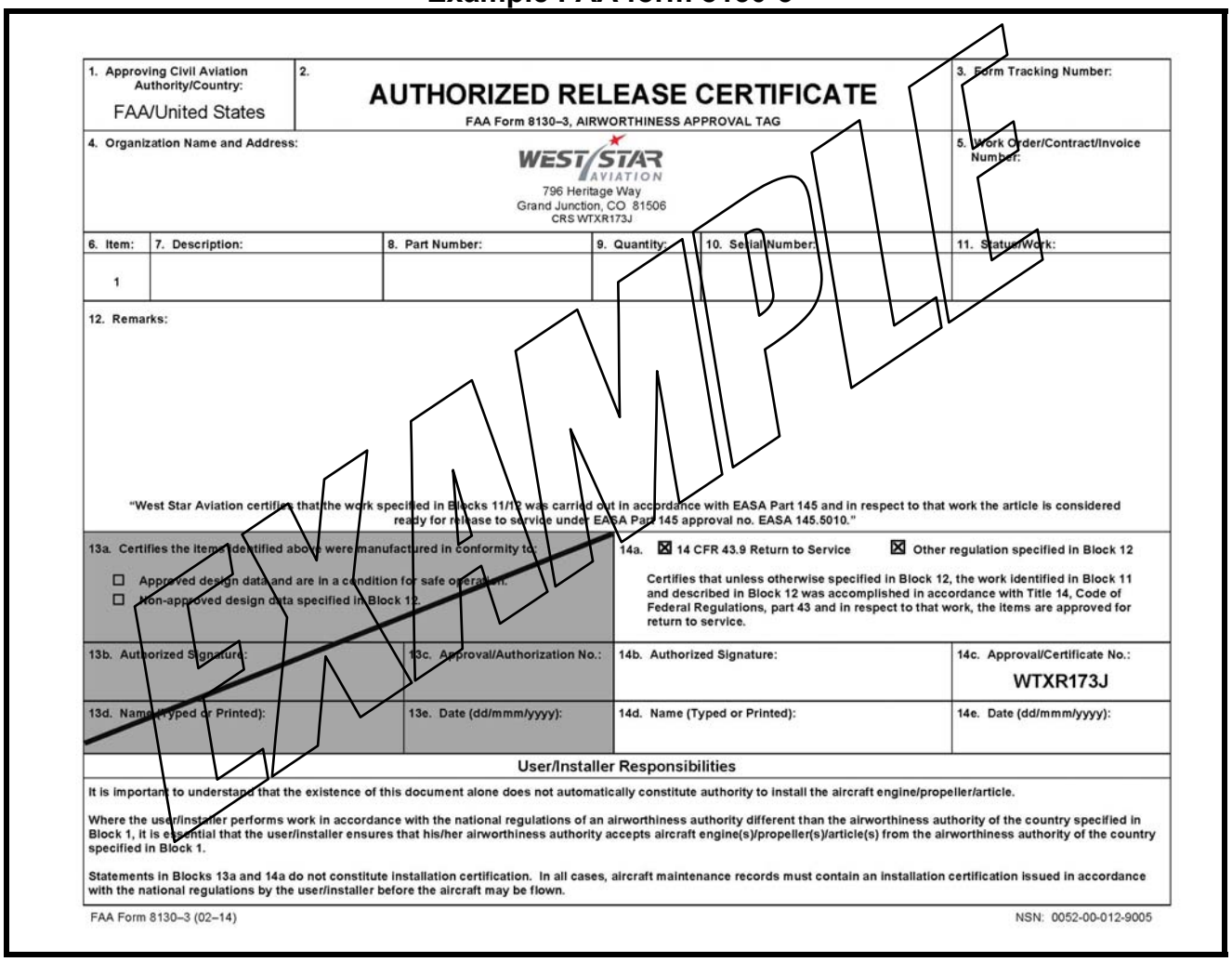
Block 14d: Name. Enter the typed or printed name of the authorized representative whose signature appears in Block 14b.

Block 14e: Date (dd/mmm/yyyy). The date to be entered in Block 14e for approval for return to service will be the date on which the original work was completed. The date must be in the following format: two-digit day, first three letters of the month, and four-digit year, for example, 03/FEB/2008.

APPENDIX 2 (CONTINUED)

NOTE: West Star Aviation will retain a copy of each form issued for a minimum of two years.

Example 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:
WEST STAR AVIATION
796 Heritage Way
Grand Junction, CO 81506
CRS WTXR173J

5. Work Order/Contract/Invoice Number:

6. Item:	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/Work:
1					

12. Remarks:

"West Star Aviation certifies that the work specified in Blocks 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the article is considered ready for release to service under EASA Part 145 approval no. EASA 145.5010."

13a. Certifies the items identified above were manufactured in conformity to:
☐ Approved design data and are in a condition for safe operation.
☐ Non-approved design data specified in Block 12.

14a. ☒ 14 CFR 43.9 Return to Service ☒ 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 No.:	14b. Authorized Signature:	14c. Approval/Certificate No.: WTXR173J
13d. Name (Typed or Printed):	13e. Date (dd/mmm/yyyy):	14d. Name (Typed or Printed):	14e. Date (dd/mmm/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)/article(s) from the airworthiness authority of the country specified in Block 1.

Statements in Blocks 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

EXAMPLE

APPENDIX 5

EASA REQUIRMENTS CHECKLIST

APPENDIX 3
Example West Star Aviation EASA Requirements Checklist

CRS WTXR173J

EASA REQUIREMENTS CHECKLIST

This Checklist is to be completed in conjunction with any maintenance performed on EASA Member State registered aircraft.

Registration #: _____ Serial Number: _____ W.O. #: _____

Reference is to the West Star Repair Station EASA Supplement and Appendix 1 to this Supplement.

	YES	NO	N/A
1. Work Order specifies all work to be carried out.			
2. All repair design engineering data has FAA and EASA approval.			
3. Required Airworthiness Directives are part of the order.			
3.a. U.S. Airworthiness Directives			
3.b. Foreign Airworthiness Directives.			
3.c. EASA Airworthiness Directives.			
4. All major repairs, alterations and modifications have FAA and EASA approval.			
5. All FAA 8130-3 documents have the EASA required information in Block 13.			
6. All PMA components have the necessary EASA acceptance.			
7. All new and used components have the required traceability documents.			
8. The expiration date on the Airworthiness Review Certificate (ARC) verified and is valid as defined in item 12 and Appendix 1. (attach copy)			
9. Release to Service has been made in the aircraft maintenance record as required by item 13 and Appendix 1.			
10. All un-airworthy conditions have been reported to EASA. EASA has been notified of serious discrepancies.			
11. Contracted maintenance organizations are either listed by the EASA for the maintenance they perform or such contracted organizations must work under the West Star Repair Station Manual and 14CFR§145.217 (a)(2)(b) as defined in item 17 and Appendix 1.			
12. Owner/Operator has been notified of discrepancies.			

SAMPLE

WSF 057 Rev Jun/2011 Page 1 of 1

Note: This form is self explanatory.

APPENDIX 6

GLOSSARY OF ABBREVIATIONS

APPENDIX 4
GLOSSARY OF ABBREVIATIONS

AC	Advisory Circular
AMO	Aircraft Maintenance Organization
AD	Airworthiness Directive
BASA	Bilateral Aviation Safety Agreement
C.A.S.E.	Coordinating Agency For Supplier Evaluation
C of A	Certificate of Airworthiness
CFR	Code of Federal Aviation Regulations
DAR	Designated Airworthiness Representative (FAA)
D/B/A	Doing Business As
DER	Designated Engineering Representative (FAA)
EASA	European Aviation Safety Agency
EEC	European Economic Community
EU	European Union
FAA	Federal Aviation Administration (USA)
FAR	Federal Air Regulation (USA)
FTP	File Transfer Protocol
MIP	Maintenance Implementation Procedure
NAA	An EASA, National Aviation Authority
N/A	Not Applicable
NPA	Notice of Proposed Amendment
NASIP	National Aviation Safety Inspection Program
OEM	Original Equipment Manufacturer (PAH)
PAH	Production Approval Holder
RSM	Repair Station Manual
SFAR	Special Federal Aviation Regulation
WSA	West Star Aviation
QM	Quality Monitoring
QCM	Quality Control Manual
US	United States (USA)
USA	United States of America

CANADIAN SUPPLEMENT TO THE
WEST STAR AVIATION REPAIR STATION MANUAL

CANADIAN SUPPLEMENT

FOR

West Star Aviation, LLC (DBA) West Star Aviation
(GJT)
796 Heritage Way
Grand Junction Regional Airport
Grand Junction, Co 81506
Federal Aviation Administration Repair Station
Certificate Number **WTXR173J**
&
Additional Fixed Location
(ASE)
Aspen-Pitkin County Airport/Sardy Field
12 West Airport Road
Aspen, CO 81611

REVISION LEVEL

2

Date:
MAR/01/2016

CANADIAN SUPPLEMENT TO THE WEST STAR AVIATION REPAIR STATION MANUAL

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CANADIAN SUPPLEMENT TO THE
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Page	Date	Revision
1	March 01, 2016	2
2	March 01, 2016	2
3	March 01, 2016	2
4	March 01, 2016	2
5	March 01, 2016	2
6	March 01, 2016	2
7	March 01, 2016	2
8	March 01, 2016	2
9	March 01, 2016	2
10	March 01, 2016	2
11	March 01, 2016	2

Approved by:

West Star Aviation Accountable Manager — Date: APR 27 2016

Acceptance of:

FAA Flight Standards District Office — Date: 4/27/2016

CANADIAN SUPPLEMENT TO THE
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2. REVISON AND CONTROL

This Supplement shall be revised as required consistent with current operations and Canadian requirements. The Quality Assurance Manager will review this Supplement periodically; confirming the Supplement is still current and valid for use, or identifies needed changes. The Quality Assurance Manager will have any revisions he finds necessary produced in a final form for coordination with the FAA Flight Standards District Offices ("FAA FSDO") at Salt Lake City, Utah as described below. Each revision to this Supplement will include all pages, which will all bear the new revision number and date.

The Quality Assurance Manager will send two copies of each revision to the Flight Standards District Office for review. Upon acceptance of the proposed revision, the FAA Flight Standards District Office will sign and date the appropriate line on the List of Effective Pages. One copy is then returned to West Star Aviation and the other retained to revise the Flight Standards District Office's copy of the Supplement. Receipt of the returned copy from the FAA FSDO by the repair station signifies revision of the Flight Standards District Office's copy of the Supplement.

Upon receipt of the FAA accepted revision at West Star Aviation, the Quality Assurance Manager will distribute copies of the revision to the IT department to be posted on the company intranet and all paper copies will be distributed to all manual holders as required. Upon receipt of the revision, each manual holder is responsible for reviewing and inserting the revised Supplement into his/her assigned Repair Station Manual.

Additions, deletions, or revisions to text in an existing section will be identified by a revision bar in the margin of the page adjacent to the change, by highlighting the text in red, or both.

Failure to ensure that the 14 CFR Part 145 Repair Station/Quality Control Manual, and this TCCA Supplement are kept up to date in respect of regulatory changes, and that the applicable staff of the repair station comply with the procedures therein, could invalidate the TCCA approval.

3. INTRODUCTION

This supplement is prepared in accordance with the latest revision of FAA Advisory Circular 43-10, (as revised), and the current revision will be inserted into this supplement as Appendix A. This supplement shall be referenced at all times when maintenance, preventive maintenance, or alterations are completed on Canadian registered aircraft.

All maintenance completed by the Repair Station on Canadian registered aircraft is completed in accordance with the latest revision of the manufacturer's maintenance manual, other data approved by the FAA, and/or the Special Conditions set forth in this Supplement, as required by the MIP.

To be able to perform maintenance, preventive maintenance, and alterations on Canadian aeronautical products, this repair station must meet the applicable requirements contained in CAR 571 and CAR 573.

CANADIAN SUPPLEMENT TO THE
WEST STAR AVIATION REPAIR STATION MANUAL

This supplement contains procedures unique to the Canadian aeronautical products, specific training requirements, and reporting requirements.

This repair stations maintains the standards set forth in the Repair Station/Quality Control Manual and requirements of the MIP for Canadian registered aircraft.

4.0. SPECIAL CONDITIONS APPLICABLE TO ANY PERSON REQUIRED TO COMPLY WITH THIS SUPPLEMENT.

a. Only FAA or TCCA-approved or acceptable parts or components as applicable are used to perform maintenance, preventive maintenance, or alterations to United States or Canadian aeronautical products.

b. Maintenance, preventive maintenance, and alterations must be performed in accordance with current ICA or manufacturers' recommendations that will return the aeronautical product to its original or properly altered condition.

c. Maintenance or alterations must be certified by an approval for return to service or a maintenance release that meets the requirements of 14 CFR Part 43, sections 43.9 and 43.11 or CAR 571.10, as applicable, for aircraft and the use of the FAA Form 8130–3 or TCCA Authorized Release Certificate for aircraft components, and any other information required by the owner or operator, as appropriate. For the purposes of compliance with this supplement, the requirements of 14 CFR Part 43, sections 43.9, 43.11, and CAR 571.10 are considered equivalent.

d. Where maintenance or alterations are performed by a maintenance organization, the maintenance organization must hold a valid FAA repair station certificate or Canadian AMO certificate issued in accordance with the most current 14 CFR Part 145 issued as a final rule, or applicable CAR.

e. Major repairs and alterations on U.S. aeronautical products must be recorded on FAA Form 337 and a copy provided to the owner/operator of the aircraft and a copy sent to the FAA by mail or electronic means within 48 hours of the aircraft's return to service.

f. Major repairs or alterations performed on a Canadian aeronautical product must be recorded on FAA Form 337 or in accordance with Standard 571, appendix L, and sent to the TCCA within 48 hours by mail or electronic means.

g. Maintenance, preventive maintenance, or alterations performed on an aeronautical product under the control of a 14 CFR part 121 or 135 air carrier must be performed in accordance with that air carrier's manual.

h. Any serious defects or unairworthy conditions on civil aeronautical products must be reported to the FAA or TCCA, as applicable.

i. FAA-approved repair stations should submit reports of any suspected unapproved parts found on Canadian aeronautical products to the air operator concerned, for reporting to Transport Canada in accordance with the operator's approved procedures.

4.1. TCCA SPECIAL CONDITIONS APPLICABLE TO U.S.-BASED REPAIR STATIONS AND MECHANIC CERTIFICATE HOLDERS.

a. The TCCA agrees that an FAA-certificated repair station or mechanic certificate holder may perform maintenance, preventive maintenance, and alterations (with the exception of annual inspections) on a civil aeronautical product under the regulatory control of the TCCA and approve that product for return to service if the repair station or mechanic certificate holder complies with the following special conditions:

- All repairs and alterations as defined by TCCA requirements must be accomplished in accordance with data approved by or acceptable to the TCCA.
- In the case of work performed by a repair station, the work will not exceed the scope of the ratings and limitations contained in the 14 CFR Part 145 certificate and authorized functions listed on the repair station Capabilities List or operations specifications.
- In the case of a major repair or alteration performed by a mechanic certificate holder, the mechanic may perform the work. However, a mechanic certificate holder with inspection authorization must approve the product for return to service.
- In the case of maintenance or alterations performed on aircraft operated in commercial air service pursuant to Part IV or Part VII of the CAR's, a repair station that meets the additional requirements specified in paragraphs 4.2 and 4.3 shall perform the work.

4.2. REPAIR STATIONS PERFORMING MAINTENANCE, PREVENTIVE MAINTENANCE, AND ALTERATIONS FOR CAR IV OR CAR VII COMMERCIAL OPERATORS.

4.2.1. In addition to the other requirements specified in this supplement, this repair station while performing maintenance, preventive maintenance, or alterations on aircraft operating in commercial air service under CAR IV or CAR VII will:

a. Ensure compliance with the air operator's work order or contract, including notified TCCA airworthiness directives and other notified mandatory instructions contained in TCCA-approved air carriers' manuals, Ref. West Star Aviation Quality Control Manual Doc. No. 3.060;

b. Ensure that all current airworthiness directives published by the TCCA that are applicable to the work being performed are available to maintenance personnel;

c. Ensure that major repairs and major alterations as defined in CAR I are accomplished in accordance with data approved by the TCCA, Ref. West Star Aviation Quality Control Manual Doc. No. 3.030;

d. Ensure that major repairs and major alterations are reported to TCCA using FAA Form 337 or an equivalent method acceptable to TCCA;

e. Report to the TCCA any serious defects or unairworthy conditions on civil aeronautical products by filling out Transport Canada form 24-0038 as revised, (See sample form, Appendix A of this manual) and forward it via fax to (613) 996-9178 or mail to;

Aircraft Certification
Transport Canada
Place de Ville (AARDGE)
Ottawa, Ontario
KIA 0N8

f. Ensure compliance with the manufacturer's maintenance manuals or ICA, and handling deviations as indicated in this Repair Stations Quality Control Manual Doc. No. 3.010 para. 5.1 and

g. Implement a training program, as indicated in this repair stations Repair Station Manual Doc. No. 5.010, that ensures each employee assigned to perform maintenance, preventive maintenance, or alterations is capable of performing the assigned task, and that each person who approves an aircraft for return to service following maintenance or alteration has been trained on the aircraft type. Records of such training will be retained for a minimum of 2 years.

4.3. TO HOLD A REPAIR STATION AUTHORIZATION TO MAINTAIN COMMERCIALLY OPERATED CANADIAN AIRCRAFT.

a. This repair station will continue to comply with 14 CFR Part 145 and these special conditions.

b. This repair station will allow the TCCA, or the FAA on behalf of the TCCA, to inspect it for continued compliance with 14 CFR Part 145 and these special conditions and to make its manual and the supplement required by these special conditions available for inspection.

c. Investigations and enforcement by the TCCA may be undertaken in accordance with TCCA rules and directives.

d. This repair station will cooperate with any investigation or enforcement action.

CANADIAN SUPPLEMENT TO THE
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5.0 DEFINITIONS- For the purposes of this supplement (and notwithstanding definitions contained in 14 CFR or the CARs), the following definitions apply:

a. ACA—Aircraft Certification Authority issued by an AMO under CAR 573.

b. Alteration or Modification—Making a change to the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.

c. CAR—Canadian Aviation Regulations.

d. CFR—Code of Federal Regulations, specifically in Title 14 of the Code of Federal Regulations, parts 1 through 199.

e. Civil Aeronautical Product—Any civil aircraft, aircraft engine, or propeller or subassembly, appliance, material, part, or component to be installed thereon.

f. Compliance with 14 CFR Part 43—Compliance with the latest issue of CAR 571 and the FAA special conditions as set forth in this supplement and associated TCCA guidance material, as applicable.

g. Compliance with 14 CFR Part 145—In the case of a Canadian organization, compliance with the latest issue of CAR 573 and the FAA special conditions as set forth in this supplement and associated TCCA guidance material as applicable when maintenance, preventive maintenance, or alterations are performed in Canada.

h. Compliance with CAR 571—Compliance with the latest issue of 14 CFR part 43 and the TCCA special conditions as set forth in this supplement, recognizing that advisory circulars (AC) provide additional guidance in this area.

i. Compliance with CAR 573—In the case of a part 145 repair station, compliance with the latest issue of 14 CFR part 145 and the TCCA special conditions as set forth in this supplement when maintenance, preventive maintenance, or alterations are performed in the United States, recognizing that ACs provide additional guidance in this area.

j. Data Approved by the FAA—Data that is approved by the Administrator or the Administrator's designated representative.

k. Data Approved by the TCCA—Data that is approved by the TCCA or by a person or organization delegated or approved by the TCCA for that purpose.

l. FAA Acceptable—Data that is acceptable to the Administrator, such as service information recommended by a type certificate (TC) holder, or industry standard data that supports eligibility of installation of standard parts (such as bolts and nuts) conforming to established industry or U.S. specifications.

m. FAA-Certificated Airman—An individual issued a mechanic certificate or repairman certificate by the FAA, under 14 CFR part 65.

n. Maintenance—The performance of inspection, overhaul, repair, preservation, and the replacement of parts, materials, appliances, or components of a civil aeronautical product to ensure the continued airworthiness of that product, excluding alterations or modifications.

o. MPM—Maintenance Policy Manual approved by TCCA for an AMO.

p. Preventive Maintenance—Simple or minor preservation, operations, and the replacement of small standard parts not involving complex assembly operations.

q. RCA—Restricted Certification Authority issued by TCCA under CAR 571.11.

r. Required Inspection Items—The items of maintenance and alterations that must be inspected by a person other than the one who performed the work. These items include at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or materials are used.

s. TCCA-Transport Canada Civil Aviation

6. ACCESS BY TCCA AND THE FAA

TCCA and the FAA shall be allowed access to West Star Aviation facilities and documents to verify compliance with procedures and standards and to investigate specific problems. Furthermore, the FAA staff shall be allowed access to ascertain compliance and investigate problems on behalf of TCCA.

7. CUSTOMER WORK ORDERS AND INSTRUCTIONS

Maintenance performed by West Star Aviation for foreign operators is complicated by the fact that there may be occasions when non-FAA maintenance requirements, such as a foreign Airworthiness Directive are not known to West Star Aviation. This may occur because the information is not included in the information routinely reviewed by West Star Aviation. Consequently, the customer is responsible to provide explicit instructions for all work subject to the procedures and requirements of this Supplement.

If there are any questions about the interpretation of a work order or other work instructions, clarification shall be obtained from the customer before work begins. In general, work orders should specify the inspections, repairs, alterations, overhaul, airworthiness directives, and parts replacements that must be carried out. The Team Leader assigned to the project shall be the primary customer contact and shall assure that all customer instructions are understood.

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8. APPROVED DESIGN ENGINEERING DATA

Approved design engineering data is either approved by the national aviation authority (equivalent of the FAA) of the Type Certificate holder (typically the original equipment manufacturer), or it is data supplied by the customer and approved by the appropriate TCCA national aviation authority.

If there are any questions concerning the approval status of design engineering data to be used by West Star Aviation, the customer shall provide clarification prior to the initiation of the work requiring such data.

9. AIRWORTHINESS DIRECTIVES

TCCA authorities either issue their own airworthiness directives or accept FAA directives and issue additional directives.

West Star Aviation shall determine from the customer what airworthiness directives the customer requires to be followed in the work to be performed. This information, if applicable, should be a part of the work order or other instructions. In some cases, it will be necessary for the customer to supply the information necessary to incorporate airworthiness directive requirements.

10. MAJOR REPAIRS, ALTERATIONS, AND MODIFICATIONS

The approval of major repairs, alterations, and modifications will involve TCCA authorities. Therefore, it is essential for the customer to ensure that the appropriate TCCA has provided any required approvals.

West Star Aviation shall establish that the customer has obtained the necessary approvals or has initiated action to do so before West Star Aviation begins any work.

11. RELEASE OF COMPONENTS AFTER MAINTENANCE

Release to service of components up to and including complete power plants shall be in accordance with 14 CFR Part 43.9. At the completion of maintenance, West Star Aviation will issue FAA Form 8130-3 as required. Reference FAA order 8130.21 (or later revision), for detailed instructions for completing FAA Form 8130-3.

If there are any questions concerning the approval status of parts or components to be used by West Star Aviation, the customer shall provide clarification prior to the initiation of the work requiring such parts or components.

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APPENDIX A

Transport Canada form 24-0038 (As Revised)
Service Difficulty Report

Transport Canada / Civil Aviation — Transports Canada / Aviation civile — Continuing Airworthiness — Maintien de la navigabilité

SUBMITTER NO. - No DE CORESPONDANT

SERVICE DIFFICULTY REPORT
RAPPORT DE DIFFICULTÉS EN SERVICE

1. REGISTRATION / IMMATRICUL'N C-
2. DATE Y - A M D - J
3. STATUS / ÉTAT
7. CODES
(A) When discovered / Découverte (4 max.)
(B) Nature (3 max.)
(C) Action Taken / Mesures Prises (1)

AIRCRAFT INFORMATION - DONNÉES SUR L'AÉRONEF

	MANUFACTURER - CONSTRUCTEUR	MODEL - MODÈLE	SERIAL NO. - Nº DE SÉRIE
4. AIRCRAFT / AÉRONEF			
5. POWERPLANT / MOTEUR			
6. PROPELLER / HÉLICE			

8. *ASSEMBLY* THAT INCLUDES SPECIFIC PART - *ENSEMBLE* COMPRENANT LA PIÈCE EXACTE

(A) ASSY. NAME - DÉSIGNATION D'ENSEMBLE	(B) MANUFACTURER - CONSTRUCTEUR	(C) MODEL / PART NO - MODÈLE / RÉFÉRENCE	(D) SERIAL NO. - Nº DE SÉRIE

9. *SPECIFIC PART* CAUSING DIFFICULTY - *PIÈCE EXACTE* CAUSANT LA DIFFICULTÉ

(A) PART NAME - DÉSIGNATION DE PIÈCE	(B) PART NO. - RÉFÉRENCE	(E) PART CYCLES / CYCLES PIÈCE
		(F) PART TSN / TT PIÈCE HRS / HRES
(C) PART CONDITION - ÉTAT DE PIÈCE	(D) LOCATION OF DEFECT ON PART - LIEU DU DÉFAUT SUR PIÈCE	(G) PART TSO / TDR PIÈCE HRS / HRES

10. PROBLEM DESCRIPTION - DÉFINITION DU PROBLÈME

11. SUBMITTER - CORRESPONDANT

NAME & MAILING ADDRESS - NOM ET ADRESSE POSTALE

TEL. / TÉL: ( ) FAX: ( )

CHECK ( ) ONE BOX - COCHER ( ) L'UNE DES CASES

- ☐ AIR OPERATOR / EXPLOITANT AÉRIEN
- ☐ MANUFACTURER / CONSTRUCTEUR
- ☐ AMO / OMA
- ☐ TRANSPORT CANADA / TRANSPORTS CANADA
- ☐ AME / TEA
- ☐ OTHER / AUTRE

TRANSPORT CANADA USAGE TRANSPORTS CANADA

24-0038 (07-00)

Canada