

CHAPTER 168. EVALUATE A JAA SUPPLEMENT TO A REPAIR STATION'S INSPECTION PROCEDURES MANUAL

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance:* 3377, 3669, 3771

B. *Avionics:* 5377, 5669, 5771

3. OBJECTIVE. This chapter provides guidance for evaluating the Joint Aviation Authorities (JAA) Supplement to a repair station's Inspection Procedures Manual (IPM).

5. GENERAL.

A. Before a repair station may be accepted by the JAA under Joint Aviation Requirements (JAR) 145, the repair station must prepare a JAA Supplement to its IPM. This supplement must be reviewed by the Federal Aviation Administration (FAA) for compliance with JAA requirements. When a JAA-accepted repair station revises an existing JAA Supplement to its IPM, these revisions also must be submitted to the FAA for review before implementation.

B. If this task is performed as part of processing an original application for JAA acceptance, the entire JAA Supplement will be submitted. If this task is performed as part of processing a renewal of JAA acceptance or conducting a review of a revision to the JAA Supplement, only the revised portion of the JAA Supplement will be submitted.

C. The information contained in the JAA Supplement is based on JAA Special Conditions contained in the Maintenance Implementation Procedures (MIP) of a Bilateral Aviation Safety Agreement (BASA). These special conditions state that the repair station must provide a supplement to the IPM accepted by the FAA on behalf of the National Aviation Authority (NAA) to include the following:

(1) Detailed procedures for operating an independent quality monitoring system.

(2) Procedures for the release or approval for return to service that meet the requirements of JAR 145.50 for

aircraft; use of FAA Form 8130-3, Airworthiness Approval Tag, for aircraft components; and any other information required by the owner or operator, as appropriate.

(3) Procedures to ensure repairs and modifications, as defined by JAA requirements, are accomplished in accordance with (IAW) NAA-approved data.

(4) Procedures for reporting to the NAA, aircraft design organizations, and the customer or operator unairworthy conditions on civil aeronautical products as required by JAR 145.

(5) Procedures to ensure completeness of and compliance with the customer or operator work order or contract including notified NAA airworthiness directives (AD) and other notified mandatory instructions.

(6) A statement by the accountable manager, as defined by JAR 145, that commits the repair station to the JAA Special Conditions.

(7) For a repair station rated for an aircraft type, procedures to ensure that the aircraft's airworthiness certificate has not expired before releasing or returning the aircraft to service.

(8) The repair station must specify the items to be contracted and have procedures in place to ensure contractors meet the terms of the implementation procedures (that is, using a JAA-certificated source), or work under the repair station's contracted provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 145, appendix A, the asterisk items.

D. Specific JAA guidance for preparing a JAA Supplement to a repair station's IPM is contained in JAA Maintenance Leaflet No. 22 (TGL-22), JAA Acceptance of American Repair Stations. This document also contains a sample JAA Supplement. This document is provided to a repair station in response to a preliminary inquiry regarding initial JAR 145 acceptance. It should be reviewed thoroughly by the inspector and used in conjunction with this chapter in conducting a review of an applicant's JAA Supplement number.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 43 and 145
- Knowledge of the requirements of JAA Maintenance Leaflet No. 22
- Successful completion of the Airworthiness Inspector's Indoctrination course or equivalent
- Successful completion of JAR 145 Application to Domestic Repair Stations Training computer-based instruction
- Previous experience with certification or surveillance of 14 CFR part 145 repair stations

B. Coordination. This task requires coordination with:

- The applicant (repair station)
- The applicant's Principal Maintenance Inspector (PMI) or Principal Avionics Inspector (PAI)
- The FAA regional JAA coordinator
- FAA regional and district offices, as appropriate

3. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- 14 CFR parts 43 and 145
- FAA Order 8130-21B, Procedures for Completion and Use of FAA Form 8130-3, Airworthiness Approval Tag
- FAA Order 8300.10, Airworthiness Inspector's Handbook, volume 2, chapters 161, 162, 164, 166, 167, and 169
- JAA Maintenance Leaflet No. 22, JAA Acceptance of American Repair Stations
- Advisory Circular (AC) 145-5, Repair Station Internal Evaluation Programs
- AC 145-8, Acceptance of Repair Stations by the JAA and JAA-Member NAA's Under the Maintenance Implementation Procedures of a Bilateral Aviation Safety Agreement

B. Forms:

- FAA Form 8000-4, Air Agency Certificate
- FAA Form 8000-4-1 or FAA Form 8000-8, Repair Station Operations Specifications
- FAA Form 8130-3, Airworthiness Approval Tag
- JAA Form 9, FAA Status Report on a CFR part 145 Repair Station JAA accepted or Applicant for JAA Acceptance

- JAA Form 16, USA Repair Station Application for Initial/Renewal/Amendment of JAA Acceptance in Accordance with JAR 145

C. Job Aids. None.

5. PROCEDURES.

A. Receive the Applicant's JAA Supplement/Supplement Revision.

(1) For an initial application for acceptance, ensure that the submission includes at least two copies of the JAA Supplement and that the JAA Supplement is signed by the applicant's accountable manager.

(2) For a renewal or amendment of acceptance requiring a revision of the JAA supplement or for any revision to the JAA Supplement, ensure the submission includes at least two copies of any revision to the JAA Supplement.

B. Review the Applicant's JAA Supplement/Supplement Revision. The JAA Supplement/Supplement Revision must be added to the applicant's 14 CFR part 145 IPM. The JAA Supplement must conform to the organizational structure specified in the sample JAA Supplement. If a section of the applicant's IPM addresses information required in the JAA Supplement, the JAA Supplement should not reference that section of the IPM, but should include the information in the appropriate section of the JAA Supplement. Review the JAA Supplement to ensure it includes the following sections and appropriate information.

NOTE: An inspector is not required to review an applicant's entire JAA Supplement if the applicant is submitting only a revision.

(1) *List of Effective Pages.* Ensure that the JAA Supplement includes a list of the sections it contains, the page number of each section, and the current revision date of each section.

(2) *Amendment Procedure.* Ensure this section describes the procedures the applicant will use to guarantee that their JAA Supplement remains current. Ensure the JAA Supplement identifies, by title, the person responsible for amending the JAA Supplement and states that the applicant will provide copies of any revision to their JAA Supplement to the FAA before implementation.

(3) *Introduction.* Ensure this section addresses the purpose of the JAA Supplement. It must indicate that work performed by the applicant is accepted by JAA-member NAA's through compliance with the provisions of a BASA or through the unilateral acceptance provisions of JAR 145. This section also must indicate that the JAA Supplement addresses additional JAA requirements that the applicant must comply with to retain JAA acceptance.

(4) *Accountable Manager's Commitment Statement.* Ensure a statement is included that indicates the applicant will comply with the provisions of the JAA Supplement and that is signed by the applicant's accountable manager for and on behalf of the applicant. This section also should include recognition of the consequences of failing to meet applicable requirements or standards. The accountable manager is the person who has corporate authority for ensuring that all maintenance required by an aircraft operator can be financed and performed to the standards required by JAR 145. The accountable manager is usually the applicant's chief executive officer or president but also may be the vice president of engineering in an organization where this person sits on the organization's corporate board and has full financial authority. Whenever the accountable manager is replaced, ensure that the statement is signed by the new accountable manager. An acceptable accountable manager's commitment statement is provided below:

(a) This Supplement, in conjunction with the repair station's approved IPM, defines the organization and procedures on which JAA acceptance is based.

(b) These procedures are approved by the undersigned and must be followed, as applicable, when maintenance, preventive maintenance, or alterations are being performed, subject to JAA or JAA-member NAA acceptance.

(c) The repair station's procedures do not override the necessity of complying with any additional requirements formally published by the JAA.

(d) I understand that the JAA will issue an acceptance and list the repair station as an acceptable source of maintenance for Europe in a formal JAA publication while the JAA is satisfied that the procedures are being followed and work standards are being maintained. I understand that the JAA reserves the right to revoke any acceptance and remove the repair station from the formal JAA publication if the JAA considers that procedures are not followed or standards are not upheld.

(5) *Acceptance Basis and Limitation.* Ensure that this section indicates that JAA acceptance is based on the applicant's compliance with 14 CFR parts 43 and 145, and the JAA Special Conditions identified in the MIP and described in JAA Maintenance Leaflet No. 22. Ensure that this section indicates that the scope of work the applicant may perform is limited to the scope of work detailed on its 14 CFR part 145 certificate and that such work may be performed only at the location(s) specified on its certificate and FAA Operations Specifications.

(6) *Access by the JAA and FAA.* Ensure that this section states that the applicant must agree to allow JAA, JAA-member NAA, or FAA staff, acting on behalf of the JAA, access to the repair station to check compliance with procedures and standards and to investigate any problems.

(7) *Work Orders/Contracts.* Ensure that this section establishes procedures that the applicant will use to ensure that it obtains a clear work order from the customer specifying the work to be completed. Ensure the work orders specify the inspections, repairs, alterations, overhauls, AD's, and parts replacements that should be accomplished. Also ensure that this section lists a person, by title, responsible for communicating with the customer in the case of any ambiguity in the work order. The customer ultimately remains responsible for correctly informing the applicant, in a work order, of all required maintenance and alterations it wishes to have performed to comply with national or JAA requirements.

(8) *Approved Design Engineering Data.* Ensure that this section establishes procedures the applicant will use to confirm that the customer has provided data approved by the JAA-member NAA of either the Type Certificate (TC) holder (or equivalent) or the customer, before performing work on a product.

NOTE: The section also should emphasize that data developed under Special Federal Aviation Regulation No. 36, by a designated engineering representative (DER), or through a special process approval may not be accepted automatically by a JAA-member NAA. Therefore, this section must describe the applicant's procedures for obtaining data approved by the JAA-member NAA.

(9) *Airworthiness Directives.* Ensure this section describes the procedures the applicant will use to verify that it holds a copy of all the ADs a customer wishes to be accomplished. This section may note that the applicant may require the customer to supply the ADs the customer wishes the applicant to comply with.

(10) *Major Repairs, Alterations, or Modifications.* Ensure this section describes the procedures the applicant will use when performing major repairs, alterations, or modifications to ensure the customer has either obtained JAA-member NAA approval for the repair or alteration data or confirmed that FAA data are acceptable to the JAA-member NAA.

(11) *Release of Components After Maintenance.* Ensure this section describes the procedures the applicant will use to ensure the release of components, up to and including complete powerplants, is performed IAW 14 CFR and sections 7 through 10 of the applicant's JAA Supplement. This section must state that, when the maintenance is complete, FAA Form 8130-3 must be issued as a maintenance release by the applicant indicating that the maintenance was performed IAW JAA requirements. If the component is newly overhauled, this section must state that a completed FAA Form 8130-3, and not an export certification, is required. This section should note that the use of Parts Manufacturer Approval (PMA) parts on a component may not be approved automatically by a

JAA-member NAA and must include procedures the applicant will use to verify that the use of PMA parts is acceptable to the customer. This section should state that FAA Form 8130-3, block 13, must indicate the JAA acceptance number, if issued; specify any overhaul, repairs, alterations, or AD's accomplished; specify any replacement or PMA parts used; reference, including the issue and revision, any approved data used to accomplish the work; and include the following statement:

(a) [Name of repair station] certifies that the work specified in blocks 12 and 13 was performed IAW JAR 145, and with respect to that work the aircraft component is considered ready for release to service under JAA Acceptance Certificate Number [insert number].

(b) This section must also state that FAA Form 8130-3 should be signed in block 20.

(12) *Certificate of Airworthiness Validity.* If the applicant has an airframe or limited airframe rating authorizing them to perform work on an entire aircraft, ensure this section describes the procedures the applicant will use to ensure the aircraft's certificate of airworthiness is valid through the date of release of the aircraft after maintenance. Certificates of airworthiness issued by JAA-member NAA's have expiration dates. This section also should state that if the certificate of airworthiness has expired before this date, the customer shall be informed.

(13) *Release of Aircraft after Maintenance.* If the applicant has an airframe or limited airframe rating, ensure this section describes the procedures the applicant will use to ensure the release of aircraft is accomplished IAW 14 CFR and sections 7 through 10 and 12 of the JAA Supplement. Ensure this section indicates that when maintenance is complete, the applicant writes a statement in the aircraft maintenance record that certifies that, except as otherwise specified, the work was performed IAW 14 CFR and, with respect to that work, the aircraft is considered ready for release to service.

(a) Ensure that this section notes the use of the clause "except as otherwise specified" is intended for use with two types of deviations, those where:

- All required maintenance was not carried out
- The particular maintenance requirement was only JAA-approved and not FAA-approved (for example, a JAA-member NAA AD not approved by the FAA)

(b) Ensure this section states that where the customer or operator requires his/her paperwork to be signed, the following alternate release to service certification can be made in accordance with JAR 145.50:

[Name of repair station] certifies that the work specified, except as otherwise specified, was performed in accordance with JAR 145, and with respect to that work the aircraft is

considered ready for release to service.

(c) In both cases, ensure this section states that the applicant must issue the certification when all required maintenance has been carried out. However, if it was not possible to complete or perform all maintenance, the maintenance not completed must be listed on the release to service, and the maintenance not performed must be noted on the aircraft maintenance record. The customer must be informed.

(d) Ensure this section states that the JAA Acceptance Certificate Number and 14 CFR part 145 Certificate Number must be listed for both a 14 CFR part 43 return to service and a JAR 145 return to service.

(14) *Reporting of Unairworthy Conditions.* Ensure this section describes the procedures the applicant will use to report a serious defect found in JAA-member NAA-regulated aircraft or aircraft components. Ensure this section indicates the defect must be reported to the JAA-member NAA via the JAA using FAA Form 8070-1 or other means, and to the customer within 3 days (72 hours) of discovery. When reporting a defect to the JAA, the identity of the customer must be included to allow for follow-up action.

(15) *Quality Monitoring System.* Ensure this section includes a description of the applicant's Quality Monitoring System (QMS), including its audit procedures and management control. Also, ensure this includes a description of both an independent audit system and a management/control and follow-up system.

(a) *Independent Audit System.*

i. The independent audit system is a process that consists of sample audits of all aspects of the applicant's ability to complete all maintenance on time and to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure they perform maintenance to the required standard, nor does it replace any associated inspection/quality control systems. Independence should be established by ensuring that audits are not performed by the personnel responsible for the function, procedure, or product being audited. It is acceptable to use personnel from one section/department to audit the work and products of another section/department IAW a procedure under this paragraph. Applicants with less than 10 personnel may contract the audit function to a person who is acceptable to the JAA and not employed by the applicant. An applicant that contracts this function to a person not employed by the applicant must include a written description in this section of the auditor's experience and qualifications for review.

ii. The process of sample audits may be accomplished once per year as a single exercise or subdivided over a one-year period IAW an audit program. Ensure all applicable sections of 14 CFR parts 43 and 145 and the JAA Supplement are checked at least once per year

against each primary product line. (A primary product line is any one aircraft, engine, avionics, or mechanical product line where the systems and procedures are very similar throughout that product line.)

(b) Management Control Follow-up System.

The Management Control Follow-up System, which must not be contracted to outside persons, consists of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner. The system should enable the accountable manager to remain informed about the state of compliance and any safety issues. The accountable manager should hold routine meetings to check the progress on clearing outstanding findings/discrepancies. In the larger repair stations, such meetings may be delegated on a day-to-day basis to the quality manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.

(c) Part 121 Line Stations. When an applicant also is associated with part 121 line stations, the QMS must describe how these line stations are integrated into the system and must specify the need to audit each line station at least once per year. Each line station accepted by the JAA must be listed in this section of the supplement.

NOTE: Inspectors are not required to survey a part 121 line station for compliance with a JAA Supplement. If an inspector is responsible for an air carrier with line stations outside the inspector's geographic area, the inspector should request assistance from the office with the geographic responsibility for the line station if a problem is suspected.

(d) Audit Procedures.

i. The audits will monitor compliance with required aircraft/aircraft component standards and the adequacy of the maintenance procedure to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. Ensure one example of a particular product line is used as the basis for each audit; however, in the case of store audits, ensure a random selection of parts is used for the audit. For example, an applicant maintaining aircraft and off-aircraft engines and mechanical parts would need to carry out three audit sample checks each year with the particular product being audited or changed each year.

ii. The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action. A product to be audited should be selected from each hangar and each workshop. The audit program should be applied at least once per year. In the case of procedures common throughout

the repair station, the procedure shall only be audited once per year if there are no problems.

iii. Ensure that a report is completed for each audit performed describing what was checked and any findings/discrepancies. The audit procedures must state that the report must be sent to the relevant department(s) for corrective action and should give target correction dates. To ensure the effectiveness of any corrective action taken, the applicant must have procedures in place to verify that the relevant department(s) corrected any findings/discrepancies and informed the quality department.

NOTE: An applicant may use the procedures specified in AC 145-5 to develop audit procedures for their quality monitoring system; however, they should audit those applicable audit subjects specified in JAA Supplement appendix 1 or JAA Maintenance Leaflet No. 22.

(16) Provision of Hangar Space for Aircraft Maintenance. If the applicant has an airframe or limited airframe rating, ensure this section describes the procedures the applicant will use to ensure that they have sufficient hangar space available for JAA-member NAA-regulated aircraft undergoing maintenance and alteration. Also, ensure that this section states that hangar space will be available at the time maintenance or alterations are performed and that aircraft maintenance will be performed only in a hangar, except in the case of line maintenance performed by an applicant that is also operating as a 14 CFR part 121 air carrier.

(17) Contracted Maintenance. Ensure that if an applicant contracts part of its maintenance out to another organization, that organization is specified in this section of the JAA Supplement. These organizations must either be listed by the JAA according to the type of maintenance work to be performed or must work under the repair station's contracted provisions of 14 CFR part 145 appendix A, the asterisk items.

(18) Appendix 1 – Sample Audit Program. Ensure a sample of an audit schedule for one product line is included in appendix 1. This audit program can be applied in the aircraft hangars, engine workshops, or component workshops. Not all audit subjects will apply in all cases, and the sample audit program should be used as a starting basis after which it can be altered to fit the particular type of repair station.

(19) Appendix 2 – Line Stations. If the applicant is an air carrier operating line stations under 14 CFR part 121, ensure each line station used by a JAA-member NAA-regulated aircraft is listed in appendix 2. Ensure this list includes the location and capabilities of the line stations. The line stations can be accepted under JAR 145 only if the air carrier holds a 14 CFR part 145 certificate for all operated aircraft types for at least one of its base maintenance facilities. The applicant's QMS must cover the

air carrier certificate, 14 CFR part 145 certificate, and the line stations. Ensure the applicant's QMS includes provisions to audit the listed line station locations.

(20) *Appendix 3 – FAA Form 8130-3.* Ensure the applicant has procedures to guarantee FAA Form 8130-3, when being used as a maintenance release, is completed IAW FAA Order No. 8130.21B. Ensure the JAA Supplement also identifies those personnel authorized to issue the form on behalf of the applicant. The JAA does not recognize any other form of maintenance release from a 14 CFR part 145-approved, JAA-accepted organization located outside a JAA-member country except FAA Form 8130-3.

(21) *Appendix 4 – Components Authorized for Use During Maintenance and Alteration.* Ensure the applicant establishes procedures for the use of new and used components during the conduct of maintenance and alterations. Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.

(a) *New Components.* Ensure the applicant includes provisions in this appendix to ensure compliance with the following provisions regarding the use of new components:

i. New components should be traceable to the Original Equipment Manufacturer (OEM) as specified in the TC holder's Parts Catalog and be in a satisfactory condition for installation. The new component should be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document should clearly state that it is issued under the approval of the relevant JAA-member NAA under whose regulatory control the OEM or PC holder works.

ii. For OEMs and PC holders located in the U.S., new components should be released on FAA Form 8130-3 as a new part.

iii. For all JAA-member NAA OEMs and PC holders, new components should be released on JAA Form 1 as a new part.

iv. For Canadian OEMs and PC holders, new components should be released on TC Form 24-0078 as a new part.

NOTE: Standard parts are exempt from the foregoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for installation. PMA parts may be installed only on products manufactured in the United States, and only when accompanied by FAA Form 8130-3.

(b) *Used Components.* Ensure the applicant includes provisions in appendix 4 to ensure compliance with

the following provisions regarding the use of used components:

i. Used components should be traceable to maintenance organizations and repair stations accepted/approved by the JAA-member NAA or JAA who certified the previous maintenance and/or, in the case of life-limited parts, certified the life limit. The used component should be in a satisfactory condition for installation and be eligible for installation as stated in the TC holder's parts catalog.

ii. Used components from JAA-accepted 14 CFR part 145 repair stations should be released on FAA Form 8130-3 issued as a maintenance release.

iii. Used components from a 14 CFR part 145 repair station not JAA-accepted must not be used even if accompanied by FAA Form 8130-3.

iv. Used components from JAA-approved JAR 145 maintenance organizations should be released on JAA Form 1 issued as a maintenance release.

NOTE: A repair station that receives a used component with FAA Form 8130-3 should verify that the facility providing the component is accepted by the JAA to approve that component for return to service if the repair station intends to install the component on an aircraft subject to the regulatory control of the JAA. This may be accomplished by obtaining a copy of the facility's JAA acceptance letter or by reviewing FAA Form 8130-3 to ensure that it includes the facility JAA approval number, if issued, or a statement in block 13 indicating that the component was approved for return to service IAW JAA requirements.

v. Used components from JAA-accepted Canadian AM573 maintenance organizations should be released on TC Form 24-0078 issued as a maintenance release.

vi. Used components from any other source normally are not accepted other than under certain circumstances and conditions specified in Maintenance Leaflet No. 11, which can be found in JAA Administrative & Guidance Material, Section Two: Maintenance, Part Three: Temporary Guidance.

NOTE: All JAA-accepted maintenance organizations and repair stations throughout the world are listed in JAA publication "JAR-145 Listed Organizations." The applicant should have a copy of this publication.

C. *Perform a Facilities Inspection, as Applicable.* If an amendment to a JAA Supplement includes a change to the facilities or equipment, the inspector must inspect those facilities (see volume 2, chapter 167).

7. TASK OUTCOMES.

A. File PTRS Data Sheet.

B. *Completion of the Task.* Completion of this task will result in one of the following actions:

(1) *Acceptance of the JAA Supplement/Supplement Revision by:*

(a) Continuing to process the applicant's request for JAA certification IAW chapter 167 of this order, if applicable;

(b) Placing on the list of effective pages "Accepted" with the date, office identification, and the inspector's signature;

(c) Returning one copy of the JAA Supplement/Supplement Revision to the applicant after receipt of their JAA acceptance; and

(d) Filing a copy of the JAA Supplement/Supplement Revision as follows:

i. For an original JAA Supplement, file a copy of the JAA Supplement in the certificate holder/applicant's office file; or

ii. For a revision, remove the affected pages and insert the revised pages into the current JAA Supplement and update the supplement control system.

(2) *Rejection of the JAA Supplement/Supplement Revision by:*

(a) Returning all copies of the JAA Supplement/Supplement Revision to the applicant with a letter explaining the deficiencies; and

(b) Explaining to the applicant that the JAA Supplement/Supplement Revision must be corrected and resubmitted in order to proceed with the process of seeking JAA acceptance.

C. *Document Task.* File all supporting paperwork in the certificate holder/applicant's office file and update the Vital Information System.

9. FUTURE ACTIVITIES. None.