

CHAPTER 98. INSPECT PART 145 FOREIGN REPAIR STATION

SECTION 1. BACKGROUND

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

A. *Maintenance:* 3650

B. *Avionics:* 5650

3. OBJECTIVE. This chapter provides guidance for inspecting a Title 14 of the Code of Federal Regulations (14 CFR) part 145 certificated foreign repair station.

5. GENERAL.

A. This inspection will be conducted as a result of a work program requirement, a previous surveillance effort, allegations of improper maintenance, or component failure trends. The inspection, based on these reasons, may be a comprehensive in-depth inspection or may just cover specific areas related to a specific job function.

B. The aviation safety inspector (ASI) should carefully review the regulations, identify the applicable sections, and proceed to conduct the inspection for compliance. While conducting the inspection, the ASI should verify that the facility and personnel are capable of performing the maintenance functions as listed in the operations specifications.

C. Inspection of a foreign repair station should be done in the same manner as a domestic station, but the use of

uncertificated personnel may require additional attention by the ASI to the “return to service process.”

D. Before the inspection, the Civil Air Authority (CAA) of the country where the repair station is located, should be invited to participate in the inspection, if they so desire. As a courtesy, the U.S. Embassy in the country should be notified.

7. CONDUCTING THE INSPECTION. Repair stations can vary from a one-man operation to a large overhaul facility. Based on the size and complexity of the repair station, the certificate-holding district office (CHDO), may need to form an inspection team capable of effectively evaluating all aspects of the operation.

A. *Repair Stations Doing Work Away From a Fixed Location.* Inspections of these stations will be conducted by the Flight Standards District Office (FSDO) where the work is being performed. The ASI from the geographical office performing the inspection should maintain good communications with the repair station's CHDO in matters regarding procedures, manuals, equipment, personnel, etc.

B. *Parts Inspection Procedures.* All incoming parts must be inspected in accordance with the procedures in the certificate holder's manual. In addition the procedures must ensure traceability of all foreign and domestic parts.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR part 145
- Successful completion of Airworthiness Inspector's Indoctrination Course for General Aviation and Air Carrier Inspections, or previous equivalent
- Previous experience with part 145 operations

B. Coordination. This task may require coordination with other specialties or district offices, the certificate holder, the affected U.S. Embassy, and the CAA of the country involved.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- 14 CFR parts 43, 121, 125, and 135
- Advisory Circulars, as applicable

B. Forms. None.

C. Job Aids. None.

5. PROCEDURES.

A. Evaluate the Certificate Holder's Documentation. Inspect the following:

(1) Repair station certificates to ensure that:

(a) Certificate is displayed in the repair station and is visible to the public.

(b) Certificates in the repair station are identical to those in CHDO file.

(c) Ratings are appropriate for the work being done.

(2) Personnel roster to ensure that:

(a) Staffing consists of enough qualified, knowledgeable personnel to perform the work for which the certificate holder is rated.

(b) Certificate holder's roster of supervisory and inspection personnel is current and reflects all personnel assigned to these duties.

(c) Certificate holder's roster includes all authorized signatures for "Return to Service."

(3) Technical and regulatory data used by the station to ensure that:

(a) Technical data is appropriate for the maintenance or alterations to be performed.

(b) Data is current, accurate, and complete.

(c) Data is in the certificate holder's possession and easily accessible to all personnel.

(4) Forms and records to ensure that:

(a) Station records are completed and retained as required.

(b) Required reports have been submitted, e.g., Malfunction or Defect reports.

B. Inspect the Certificate Holder's Facilities. Inspect the following:

(1) General housing and facilities to ensure that:

(a) Housing and facilities are sufficient for the work being performed for the ratings held.

(b) Work areas are situated to protect parts and subassemblies during the work process.

(c) General housekeeping is satisfactory.

(2) Stockroom to ensure that:

(a) Parts and materials are protected against damage and deterioration.

(b) Certificate holder has a system for identifying and segregating serviceable, repairable, and rejected parts and materials.

(c) Life-limited components are controlled.

(3) Special facilities, as applicable, to ensure that:

(a) Instrument shop environmental conditions are in accordance with the manufacturers standards.

(b) Segregation of components during assembly and disassembly is accomplished using suitable trays, racks or stands.

(4) Special tools and equipment to ensure all required items are within calibration criteria, to include traceability to one of the following:

(a) The National Institute of Standards and Technology.

(b) Standard established by the item's manufacturer.

(c) If foreign manufactured, the standard of the country where the item was manufactured, if approved by the Administrator.

NOTE: Special tools and equipment includes those recommended by the manufacturer of the product or an FAA acceptable equivalent.

C. Review of Certificate Holder's Inspection Procedures Manual. Evaluate the following:

(1) Inspection system to ensure that the system is in operation as described in the inspection procedures manual.

(2) Manual distribution to ensure:

(a) All supervisory and inspection personnel are in possession of the current manual.

(b) All other copies of the manual must be current with content of copy in the CHDO.

(c) Manual is available to all repair station personnel.

(3) Procedures governing work being accomplished away from the repair station, if applicable, to ensure accomplishment per part 145, § 145.51.

D. Observe and Inspect Maintenance Functions.

(1) Ensure that the performance of work for part 121 and 125 operators is being performed in accordance with the specific operator's manual, per § 145.2.

(2) Ensure that maintenance being performed is in accordance with approved procedures.

(3) Ensure that maintenance functions being contracted to outside agencies is current with the listing required by § 145.11.

NOTE: If a previously contracted function is to be done by the repair station, the repair station must be reinspected and must show the capability to meet the requirements to perform that function.

E. Conduct Debriefings. Brief certificate holder on results of surveillance. Discuss any deficiencies and corrective actions.

7. TASK OUTCOMES.

A. File PTRS Data Sheet.

B. Completion of this task can result in the following:

- Successful inspection
- A letter to the certificate holder describing all deficiencies

C. Document Task. File all supporting paperwork in the CHDO file.

9. FUTURE ACTIVITIES. Schedule and conduct a follow-up inspection, as applicable.