FAA Supplement
Maintenance Organisation Exposition

Dassault Aviation Business Services SA
FAA APPROVED REPAIR STATION

Primary Location **Base Station**	Switzerland	**DABS Geneva** 20 Chemin des Papillons, P.O. Box 36 CH - 1215 Geneva 15 / Airport *Phone: +41 58 123 0000*	**GVA**
Additional fixed location ***Sub-Base Station***		**DABS Sion** Chemin Lambien 12 – Sion Airport CH - 1950 Sion *Phone: +41 27 305 2431 / +41 79 366 79 68*	**SIR**
Additional fixed locations ***Sub-Base Station Limited***	Portugal	**DABS Lisbon** Aeródromo Municipal de Cascais, Tires PT-2785-632 Sao Domingos de Rana Phone: +351 21 030 88 50	**LCT**
Additional fixed location **Sub-Base Station Limited** *Attached to Lisbon*		**DABS Castelo Branco** Aeródromo Municipal de Castelo Branco Recta do Lance Grande, Km 5 6000-000 Castelo Branco Phone: +351 910244596	**LPCB**
Additional fixed locations ***Sub-Base Station Limited***		**DABS Basel** South West Maintenance Area, Flughafen Basel Mulhouse, Postfach CH 4030 Basel Phone: +33 789 201 012	**BSL**

Maintenance Approvals

- EASA Part-145 Certificate reference: **CH.145.0248**
- FAA 14 CFR Part-145 Certificate reference: **T0VY392Y**

DABS's Manual reference	**DA-DA-0100_FAA**
Status of this document	**Edition O– 25 September 2024**

General Contact **Geneva/Sion** **Lisbon/ Castelo Branco**

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Safety. Quality and Compliance department

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DABS-quality@dassault-business.com	

Manuals and associated Forms are available on Internal Server (DABS Technical data) accessible to all DABS employees.
A web access for customers and authorities (https://approvals.dassault-business.com/tag.approvals/*).*

Reference FAR 43 and 145 and MaG Appendix 1.

PART 1 INTRODUCTION

1.1 FOREWORD

This FAA manual Supplement referenced **DA-0100_FAA** together with this Organization's EASA Part-145 Maintenance Organisation Exposition (MOE – **DA-0100**) and forms and procedures as applicable, forms the basis of acceptance by the **FAA** for maintenance, alterations/modifications carried out by this organization on aircraft, Engine and / or aircraft Parts/components under the regulatory control of the **FAA**.

Maintenance, alterations/modifications performed in accordance with the MOE, including this FAA manual Supplement, referenced procedures and forms are considered to be in compliance with Title 14 of the Code of Federal Regulations Parts 43 and 145 (hereinafter referred to as FAR 43 and FAR 145).

This manual Supplement (**DA-0100_FAA**), procedures and forms in the English Language are maintained in a current status at all times.
Controlled electronic copies are available on internal Company server.
Access is also available to external personnel involved in repair station activities or authorities through **share drive**.

SQC Department is responsible for updating the manuals' contents.
The SQ department is responsible for the acceptance of manuals' content.

The term "**DABS**" will be use in this manual
The term "Dassault Aviation Business Services SA" will be use during any maintenance activity such as on/within Maintenance Work Pack's, Purchase Orders, Certification, MOE etc.

The inspection, repair, overhaul, or alteration/modification of products will be performed in accordance with the current FAR, manufacturer's data, drawings, specifications, and bulletins, or other approved technical data.

The performance of any repair, alteration, or required inspections for an air carrier or commercial operator having a continuous airworthiness program will be performed in accordance with the requirements of FAR 145.

DABS will not repair or alter any item for which it is not rated, and will not repair or alter any Aircraft, Engine or Part for which it is rated if it requires technical data, equipment, materials, facilities, or trained personnel that are not available.

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Established by Dassault Aviation Business Services SA	**FOCA approval / acceptance**
Stephane BUCHS Quality & Compliance director Dassault Aviation Business Services SA Quality&Compliance director BUCHS S.	Koller Oscar I8JIKD 02.10.2024 Info: admin.ch/esignature | validator.ch **Approved** **Federal Office of Civil Aviation** **Technical Organisations Zurich** **O. Koller**
Date: 25 September 2024	**Date:**

Bundesamt für Zivilluftfahrt - Federal Office of Civil Aviation - BERN

1.4 REVISION LIST

Each amendment of this Supplement is accompanied by a "list of change" showing the page to be removed and those to be inserted and detailing any amendment to be made.
Changes are identified with blue text.

Edition	Issued Date	Details	by	Effective date
A	1 July 2015	Initial Edition	FOCA	4 Aug. 2015
A.1	21 Sept. 2015	New additional fixed Location – Paris LBG	FOCA	30 Sept. 2015
B	5 Nov. 2017	Update iaw. MAG Change 2 Modification In designation of personnel (CSM) Change in Designated persons to receive INFO messages	FOCA	13 Nov. 2017
C	13 Aug. 2018	Update management – Part 5 Ops specs update – Engine added – Part 5	FOCA	22 Oct. 2018
D	26 June 2019	Update management – Part 5 New additional fixed location - Farnborough Ops specs update	FOCA	15 July 2019
E	2 Sept. 2019	Amendment of all pages - Name Change – TAG Maintenance Services SA	FOCA	2 Sept. 2019
F	30 Mar. 2021	Part 5 - Update Email Part 5 - additional fixed location deleted – Farnborough Part 6 – Delay to correct findings updated Part 7 – Part acceptability updated Part 9 - additional fixed location deleted – Farnborough Part 10 – contracting Function added Part 17 – Form 1 updated	FOCA	31 Mar. 2021
G	20 June 2021	Part 1 – Definition added for mobile repair unit Part 5 - Additional fixed location added – Lugano Privilege description for work away from fixed location Part 7 - Part acceptability updated Part 9 - Additional fixed location added – Lugano Description/ process for work away from fixed location added Part 6/14 – term support staff removed Part 17 – WAB form added for D100	FOCA	7 July 2021
H	21 July 2021	Application renewal Part 5 - Additional fixed location added – Lisbon Part 9 - Additional fixed location added – Lisbon	FOCA	27 July 2021
I	1 Aug. 2021	Part 9 - New Facility address – TMS LBG	FOCA	5 Aug. 2021
J	12 Jan. 2022	Part 9 - New Facility address for RT method (NDT)	FOCA	24 Jan. 2022
K	6 Aug. 2022	Part 7 – records of work updated Part 9 - Facility address for RT method (NDT) removed	FOCA	16 Aug. 2022
L	1 Oct. 2022	Amendment of all pages - Name Change – Dassault Aviation Business Services SA Part 7.3 – TCCA form added – single release if AMO in canada	FOCA	1 Oct. 2022
M	1 Aug. 2023	Amendment of all pages for renewal Basel added as base station	FOCA	18 Aug. 2023
N	24 May 2024	5.1 11.2 - T. BARRE added VP SAFETY 5.2 - Lugano removed 7.1 9.1 - – chapter amended to add serviceable part removed	FOCA	6 June 2024
O	25 Sept 2024	5.1 Update function name 5.2.2 - Castelo Branco added as Base station 5.2.3 - Aircraft decommissioning and disassembling added 7.3 – Part with TCCA Form 1 single is acceptable 9.1 - Castelo Branco added as Base station	FOCA	2 October 2024

1.5 ACRONYMS AND DEFINITIONS

1.5.1 Acronyms

- **AFM –** Aircraft Flight Manual
- **AOG -** Aircraft On Ground
- **CFR -** Code of Federal Requisitions
- **DAR -** Designated Airworthiness Representative
- **DER -** Designated Engineering Representative
- **EASA -** European Aviation Safety Authority
- **FAA** - Federal Aviation Administration
- **FAR** - Federal Aviation Regulation
- **FOCA** - Federal Office of Civil Aviation - Swiss NAA
- **GSE -** Ground Support Equipment
- **ICA -** Instruction for Continued Airworthiness
- **IPC** - Illustrated Parts Catalog
- **MM** - Maintenance Manual
- **NDT** - Non-destructive Testing
- **OEM -** Original Equipment Manufacturer
- **OJT** - On the job training
- **PAH –** Parts Approved Holder
- **PMA –** Parts Manufacturer Approval
- **PMI** - Principal Maintenance Inspector
- **TC** – Type Certificate
- **SDR** – Service Difficulty report
- **WB** – Weight and Balance manual
- **WDS -** Work descriptive Sheet

1.5.2 Definitions

Acceptable. Data is acceptable when it meets the requirements of the applicable regulations.

Accountable Manager. The person designated by DABS who is responsible for and has the authority over all repair station operations that are conducted under FAR 145, including ensuring that repair station personnel follow the regulations and serving as the primary contact with the FAA. The accountable manager (as listed in FAR 145.151) is the individual responsible for the organization's compliance with FAR 43 and FAR 145. Such compliance is demonstrated by adhering to EASA regulations, requirements, and associated material, and the FAA Special Conditions in the MIP.

Approved. Approved by the FAA unless used with reference to another person. Approval is granted to a repair station when the information, such as a process specification or rating on the Operation Specifications (**OpSpecs**).

Article. An aircraft, airframe, aircraft engine, propeller, appliance, or component part.

Contracting. Entering into an agreement between two or more persons for the performance of maintenance functions on an article.

Correction. An action taken to eliminate a detected non-conformity.

Corrective Action. An action taken to eliminate the cause of a detected non-conformity or potential regulatory violations or other undesirable condition to prevent its reoccurrence.

Definitions

Designated Airworthiness Representative (DAR). DAR is an individual appointed in accordance with FAR 183.33 who may perform examination, inspection, and testing services necessary to the issuance of certificates. There are two types of DARs, manufacturing and maintenance.

Designated Engineering Representative (DER). A private person designated by the FAA to act as its representative for examining, inspecting, and testing aircraft and related data. A DER may recommend approval or approve data within the limitations of his or her certificate of authority.

Equivalent Tools and Equipment. Equivalent is a reference to tooling other than that which is recommended by the aircraft or aircraft component manufacturer, and is used for the purpose of complying with FAR 43 and is equivalent to the manufacturers standards and specifications with respect to tolerances and accuracy.

Critical functions for a Tool are:

- Tools used to perform measurements or adjustments.
- Any Tool where a calibration check is required by the Manufacturer.
- Tools used to perform its function in Critical Area.

Functional Check. Is a quantitative check to determine if one or more functions of an item performed within specified limits.

Inspected by. The person inspecting the work performed with respect to the work performed.

Line Maintenance. Any unscheduled maintenance resulting from unforeseen events; or any maintenance that is carried out before flight to ensure that the aircraft is fit for the intended flight.

Maintenance. Inspection, overhaul, repair, preservation, and the replacement of parts, excluding preventive maintenance.

Maintenance Function. A step or series of steps in the process of performing maintenance, preventative maintenance, or alterations, which result in approving an article for return to service.

Major Alteration. An alteration not listed in the aircraft, engine specifications that:

- Might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness; or
- Is not done according to accepted practices or cannot be done by elementary operations.

Major Repair. A repair that:

- If improperly done, might appreciable affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness; or
- Is not done according to accepted practices or cannot be done by elementary operations.

Mobile repair unit is a vehicle deployed by the repair station to transport materials, equipment, data, and personnel from one location to another.

Operational Check – This is an operational test to determine whether a system or component part is functioning properly in all aspects in conformance with minimum acceptable manufacture design specifications.

Operations Specifications (OpSpecs). The official document that describes the authorizations, ratings, and limitations of the repair station.

Preventive Action. An action taken to eliminate the cause of a potential nonconformity or other potentially undesirable situation.

Preventive Maintenance – Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations. Basic inspection, monthly or 100 Hours inspections are considered as preventive maintenance.

Definitions

Procedure. A specified way to perform an activity or a series of steps, such as a procedure that describes the methods, steps, or means to carry out policy.

Provider. Any company providing parts and/or service/maintenance functions.

Rating. A statement that, as a part of the repair station's certificate, describes the special conditions, privileges, or limitations issued iaw FAR 145.59.

Required Inspection Item (RII) / Critical Task. An item of maintenance that, if not performed properly or if improper parts or materials are used, could result in a failure, malfunction, or defect, endangering the safe operation of the aircraft. An RII must be inspected by a trained, qualified, and authorised inspector. The inspector must be listed on the repair station's roster but can't be the same individual who performed the work.

Supervisor. A person who directs the work performed under the repair station's certificate and OpSpecs. He is available in person at the repair station when work is being performed.

PART 2 CONTROL AND AMENDMENT PROCEDURE

This Supplement is divided into section, which are broken down into chapters.
In the bottom, each page shows a number, consisting of a group of numerals indicating the Section, and the consecutive page number in that section.
In the top, each page bears amendment (Reference letter number of last edition).
Edition has to be changed in case of revision. In case of change in the section, a new letter is given to all the section.
Blue color will indicate changes. Bars will be placed in the left margins of changed paragraphs to identify main changes. The change bar is dropped at the next edition of that page.

Highlights of the revision will be documented in §1.4 - the Revision page. Change notifications will be documented and stored to indicate the changes and nature of the changes.

2.1 REVISION & UPDATE

The SQC department will coordinate revisions of this Supplement and associated documents with the management staff.

Any maintenance personnel who, in the performance of their duties, identify a needed change in this FAA Supplement shall contact the SQC department.

The SQ director will approve each revision with signature and date on the List of Effective Pages.
After approval/acceptance by the FOCA, date is completed on §1.3 - List of Effective Pages.

This Supplement and associated procedures are reviewed annually through the internal quality audit system. Changes to the US-Switzerland MaG shall be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.

2.2 REVISION NOTIFICATION

FOCA will be notified by Email that a new revision of this Supplement has been issued.
Name of the inspector is described on §1.3 - List of Effective Pages.
New documents requiring approval or acceptance will be sent per Email attachment by the SQC department.

Additionally, A share drive is available (Login and password sent directly to the assigned inspector). It contains the last updated:

- *Approval certificates and relative Capability List,*
- *FAA Supplement, associated referenced documents, MOE and Forms,*

The Supplement will be reviewed by the FOCA to determine conformity to regulations.

The FAA supplement will be applicable only after FOCA approval/acceptance.

In case of regulation do not require FOCA approval of manual revisions (if there is no change in certificate as described in §3.4), the SQC department will issue new revisions of the FAA supplement 10 days after the internal validation (formalized on §1.3 - List of Effective Pages).

If the FOCA finds a revision unacceptable, the SQ department shall recall revisions. A review of work performed in accordance with the non-compliant manual will be performed to determine if product was adversely affected and if recall is required.

2.3 ACCESS TO THE SUPPLEMENT

Any employee can access the FAA Supplement and associated procedures and forms through the Company server using the workstations in any office or work location. Access is read only to prevent inadvertent change to the information.

The SQC department assures that current supplement and associated documents are available on the company server in secure PDF file format.

All documents will be placed in a secure 'read only" directory and will be unalterable, except by the SQC department.

The electronic documents do not contain attribute that enable or disable access or permit modification of the data it contains. Therefore, user will access current media and there is no need for each workstation to be audited for integrity.
A watermarked border indicated on each page provides that the document is an uncontrolled print.

The SQC department is in charge to issue new revisions of the Supplement and associated documents and to remove the obsolete revisions from the company server.
An Email is sent to all personnel to indicate that a new revision of the Supplement is available on company server. A description of change is attached.

Hard copies may be printed but are considered uncontrolled. Maintenance personnel must verify that any hard copy they are using is of the current revision before initiating any maintenance activities. This may be accomplished by verifying the revision available on the company server.

PART 3 GENERAL INFORMATION

3.1 COMPLIANCE WITH FAR

Compliance with the FAR and FAA Special Conditions are required to obtain and retain a FAA Repair Station Certificate.
This Supplement has been prepared in accordance with the current FAR Regulations, the FAA Special Conditions and the policies of DABS and set forth the requirements and policies of this Repair Station, which are to be observed by all employees.

This FAA supplement, in conjunction with approved EASA MOE, defines the organization and procedures upon which compliance with applicable regulations are based.

Observance of methods and procedures described in this Supplement and the MOE assures compliance with EASA Part-145 in conjunction with the FAA special conditions.

Reference Documents
FAA guidance documentation:

- FAA Advisory Circular 21-2 ( ), Complying with the Requirements of Importing Countries or Jurisdictions When Exporting U.S. Products, Articles, or Parts
- FAA Advisory Circular 21-23( ), Airworthiness Certification of Civil Aircraft, Engines, Propellers and Related Products Imported to the United States
- FAA Advisory Circular 20-62 ( ), Eligibility, Quality, and Identification of Aeronautical Replacement Parts
- FAA Oder 8100.14( ), Interim Procedures for working with the European Community on Airworthiness Certification and Continued Airworthiness
- FAA Order 8900.1( ), Flight Standards Information Management System (FSIMS)

Related forms:

- Refer to Appendix

3.2 LIST OF REFERENCED DOCUMENTS

Following document shall be made available to the FOCA for review and approval/acceptance.

- FAA Supplement (DA-0100_FAA)
- Capability list (DA-0105)
- List of Contracted maintenance function (DA-1040)
- Maintenance Training Programme (DA-0106)

Following document shall be made available to the FOCA for review.

- Repair station approval scope - Ratings and Limitations (EASA form 3)
- List of maintenance Provider (DA-0104)
- Certifying staff - Roster (DA-0103)
- SQC management System (DA-0001)
- Procedures referenced in the manual

These documents are maintained in secure electronic format on Company server.

These documents are accessible for inspection by the FOCA and FAA *on **share drive***

3.3 RENEWAL OF CERTIFICATE

Renewal of certification must be submitted, no later than 60 days before the current certificate expires.

In accordance with the MaG, DABS, as a foreign repair station under FAR 145, obtain the renewal of its certificate after the FAA's review and acceptance of the inspection, surveillance, and evaluation of the organization by the FOCA.

DABS shall submit an **application 8310-3** to the FOCA with the following document:

- A statement demonstrating that the FAA repair station certificate is necessary for maintaining or altering US-registered aeronautical products or foreign-registered aeronautical products operated under the provisions of 14 CFR.
- FAA supplement in accordance with the MaG - Appendix 1 to demonstrate the compliance with FAR requirements and FAA maintenance Special Conditions. **in case of changes**
  - **DA-0100_FAA - for approval-**
  Statement in Part 4 must be signed and dated. **in case of changes**
- List of maintenance functions to be contracted/subcontracted to perform maintenance on U.S. civil aeronautical products. **in case of changes**
  - **DA-1040 - for approval-**
- Maintenance training programme. **in case of changes**
  - **DA-0106 - for approval-**
- A **written confirmation** demonstrating that all concerned employees (logistic personnel involved in expedition area) have been trained in the transport of dangerous goods in accordance with IATA standards.
- **FAA SAS information form.**

If the FAA determines that the application meets all the requirements for certificate renewal and fees have been paid, it will issue a part 145 repair station certificate and OpSpecs as appropriate.
The certificate will be forwarded to DABS through the FOCA.
The FAA inspector will forward a copy of the OpSpec's to the FOCA with a cover letter requesting DABS to sign, date and return a copy to the FAA CHDO by mail.

3.4 CERTIFICATE CHANGES

A certificate change is necessary in the following case:

- Change of Accountable manager
- Change of location / Facilities
- Rating Adding or Amendment
- Addition or deletion of additional fixed location or line station

In that cases, a form 8310-3 is required with document listed in §3.3.

PART 4 ACCOUNTABLE MANAGER'S STATEMENT

I understand that this organization, Dassault Aviation Business Services SA, when performing maintenance, alterations or modifications on US-registered aircraft, or aeronautical products for use on such aircraft. The work must be performed under the terms of the Maintenance Annex agreed to by the FAA and the European Community and FOCA regulations, requirements, and associated guidance material, as well as FAA Special Conditions set forth in the Maintenance Annex and described in this organization's FAA Supplement and the MOE.

As the person with overall control of Dassault Aviation Business Services SA, I have reviewed the EASA regulations and requirements and the FAA Special Conditions.

Dassault Aviation Business Services SA fully understands that by complying with these documents, it will be complying with the corresponding sections of 14 CFR parts 43 and 145 and other applicable regulations.

I understand that failure to comply with the requirements of FAA Special Conditions may result in the amendment, suspension, or revocations of the FAA certification, or in other certificate or enforcement action by the FOCA or FAA.

I also understand that loss of EASA approval will require FAA enforcement action that may result in the suspension or revocation of the organization's 14 CFR part 145 repair station certificate.

Dassault Aviation Business Services SA will provide FOCA and FAA personnel with access to our facilities to assess compliance with FOCA requirements and FAA Special Conditions or to investigate specific problems.

I understand that this organization may be subject to FAA enforcement procedures.

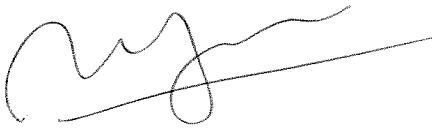
I understand that investigation and enforcement by the FAA regarding suspected violations of 14 CFR by this organization will be undertaken in accordance with FAA rules and directives, and that this organization must cooperate with any investigation or enforcement action.

I agree to ensure that this FAA Supplement will be maintained and kept current by Dassault Aviation Business Services SA and be accessible to all personnel.

I further agree to submit revisions to this Supplement to the FOCA for acceptance before implementing any such revisions.

Dated: 1 October 2022

Signed:



Franck MADIGNIER
President Dassault Aviation Business Services
Accountable Manager

For and on behalf of **Dassault Aviation Business Services SA**

PART 5 APPROVAL / EXTENT OF APPROVAL

Requirement 145.103, 145.203, 145.209(d), 145.215	Forms, Documents
Scope of the work *Scope – Rating and Limitations*	MOE 1.9
Capability List **Self-Evaluation**	MOE 1.9 // DA-0105 DA-0137
Only one FAA repair station certificate is issued covering Base maintenance, additional fixed location facilities and line stations located in Europe and Switzerland.	

5.1 DESIGNATED PERSONS

Following are Designated persons to apply and receive OpSpecs

Franck MADIGNIER	Accountable manager	+41 58 123 60 01
Stephane BUCHS	Quality & Compliance director	+41 58 123 63 02

Following are Designated persons to receive INFO messages

Franck MADIGNIER	Accountable manager	+41 79 449 10 00	fmadignier@dassault-business.com
Laurent BURNIER	Maintenance director Geneva	+41 79 366 79 68	lburnier@dassault-business.com
Thierry BARRE	VP Safety, Quality and Compliance	+41 79 289 52 89	tbarre@dassault-business.com DABS-quality@dassault-business.com
Stephane BUCHS	Quality & Compliance director	+41 79 796 9876	sbuchs@dassault-business.com DABS-quality@dassault-business.com

5.2 CERTIFICATE / OPSPECS

5.2.1 Certificate content

The certificate states the following information:

- Repair station number;
- Date the certificate was issued and the expiration date, as applicable;
- Name and location of the repair station, additional fixed locations and Line Stations;
- Repair station's ratings including:
  - Limited ratings for aircraft, engine and components, as referenced by A060;
  - Limited specialized service ratings for NDI, as referenced by A060;
- Specific authorizations including
  - Work performance at additional locations, as referenced by A101;
  - Work away from fixed location performance, as referenced by D100;
- Use of electronic recordkeeping system and electronic media as referenced by A025;

The validity of a certificate or rating issued to DABS is dependent on the continuing validity of the certificate or rating issued by the FOCA and compliance with applicable requirement.

5.2.2 Fixed Locations

Home base maintenance facilities is in Geneva, Switzerland. (Refer all addresses on first page of this manual)

Additional fixed location is in (refer to §9.1)

- Sion SIR, Switzerland
- Basel BSL, Switzerland
- Lisbon LCT, Portugal
- Castelo Branco LPCB, Portugal

Address, telephone and contact of fixed location are described on first page of this manual.

5.2.3 Privileges

DABS, as certificated repair station may:

- Perform maintenance, preventive maintenance, or alterations iaw FAR 43 on any article for which it is rated and within the limitations in its operations specifications (OpSpecs) **at location identified in this supplement**.
- Perform maintenance away from its fixed location for special circumstance, such as an aircraft on the ground. Perimeter is AOG work and limited maintenance. Refer to §9.3.
- Perform maintenance, on recurring basis under privilege **D100** on any article for which it is rated and within the limitations in its operations specifications (OpSpecs). Refer to §9.3.
- Approve for return to service any article for which it is rated after it has performed maintenance, preventive maintenance, or an alteration in accordance with FAR 43.
- Perform work under the provisions of specialized services rating in accordance with FAA-approved data.
- Perform Aircraft decommissioning and disassembling.

The Privileges of FAA approval will not exceed the ratings and scope of work permitted under EASA scope. The extent of FAA approval also will not exceed the scope of approval set forth in the organization's repair station certificate and OpSpecs.

Note: The FAA will issue a limited power plant rating along with the airframe rating in order to allow DABS with the same privileges as the EASA rating.

5.2.4 Operations Specifications

Operations specifications/ ratings and limitations are described in **EASA Form 3**. It concerns:

- Airframes
- Engines
- Components / Accessories
- Specialized services (NDT & NDI & welding).

The tests, repairs, and overhauls performed on components by DABS are referenced in Capability list (**DA-0105**). Refer to §5.3.

All work performed under the provisions of OpSpecs/rating is done in accordance with FAA-approved/accepted data.

DABS will allow the FOCA to inspect the maintenance department, at any time, to determine compliance with the requirements. After such an inspection is made, DABS will be notified, in writing, of any defect found during the inspection.

5.3 CAPABILITY LIST

The Capability list (DA-0105) identifies Components by make, model, or other nomenclature designated by the Part's manufacturer on which DABS is authorized to perform maintenance, or alterations. This Capability list is an extension of the OpSpecs.

The current Capability list is a stand-alone document approved by FOCA.

It is posted on the company server as a secure PDF file and is under revision control.
This list is maintained in electronic format and is accessible for review and inspection by the FOCA / FAA on **Share drive.**

5.3.1 Capability List change

The SQC department is responsible for maintaining and revising the Capability list, which must be revised to reflect the addition or deletion of any Component.

The Capability list may be extended at any time, without any approval from the FOCA, in respect of company scope of rating by request of the Maintenance Director or Shop Supervisors. Addition or deletion of any Part will be incorporated in the Capability list and sent to FOCA for notification by e-mail with the Capability List self-evaluation Form (DA-0137)

If there is change in the company scope of ratings in component EASA ratings, changes to the capability list will be sent to FOCA for approval and audit if appropriate, with the following:

- The Capability List Self-evaluation Form (DA-0137)
- The new Component Capability List (DA-0105).

If found acceptable by the FOCA, the SQC department will date the self-evaluation Form and revise and issue the Capability list as documented in this manual.

5.3.2 Capability List Self-Evaluation

Once the need to revise the capability list is identified, the Maintenance Director shall initiate self-evaluation utilizing the self-evaluation checklist form DA-0137.
Individuals performing the self-evaluation have knowledge of the maintenance requirements for the Part being added to the capability list. The following are controlled and reviewed:

- Adequate housing and facilities
- Recommended Equipment, Special tools and test equipment
- Current technical data applicable
- Sufficient trained-qualified personnel

Once the self-evaluation checklist is completed and indicates that the repair station has the capability and resources necessary to perform the maintenance/repair, the Maintenance Director or the appropriate shop supervisor forwards the self-evaluation form to the SQC department who should review and sign the form before sending to the FOCA.
Records of self-evaluation are kept on file in the SQC department.

PART 6 MANAGEMENT AND QUALITY SYSTEM

Requirement	Forms, Documents
Safety Management System - SMS	DA-0001
Audit *Plan*	DA-0038
CAP	DA-0036
Detection and reporting	
Maintenance discrepancies	DA-0019
Receiving Inspections	DA-0129
Release to service	DA-0125

6.1 GENERAL

The management systems, Safety Policy and procedures of DABS are described in the SQC Management system Manual (DABS Manual Referenced DA-0001).

Main activities described are:

- Documentation management
- Occurrence reporting and management
- Risk assessment
- Corrective action management
- Audit management
- Review and improvement

The DABS management system accepted by FOCA meets the requirements of FAA Special Conditions. It covers main base and additional fixed locations/Line stations.

6.2 INSPECTION SYSTEM

The Quality system also includes:

- Inspection of all incoming Parts by the receiving inspector to determine its status.
- Preliminary inspection by the certifying staff*to determine the status of Aircraft or Parts received for maintenance.
  The preliminary inspection is not limited to the failure identified by the customer, but includes a thorough and searching inspection for hidden damage in all visible areas of the subject product.
- Final Inspection by the certifying staff* of each article before approving that article for return to service.
  Article's approval for return to service certifies that the article is airworthy with respect to the maintenance, preventive maintenance, or alterations performed by the AC-rated staff and inspection performed by the certifying staff.
- Independent Inspection by the certifying staff in case of critical tasks / RII.
- Process for continuity of maintenance.
  Continuity is assured through the use of a Task card and associated procedures. Each step of the work, repair/alteration sequence shall be signed in the associated procedures. The steps shall be performed in sequence and no step shall be stamped until it is complete.

* Only certifying staff listed in the roster with appropriate privileges is authorized to sign off on final inspections and approval for return to service for the repair station.

6.3 QUALITY ASSURANCE SYSTEM

The quality assurance system in place, including quality monitoring and internal audit/evaluation programme, covers main base and additional fixed locations/Line stations. Refer to Audit plan DA-0038. It consists on:

- **A review of the requirements of EASA and FAA special conditions should ensure the adequacy of manual and associated procedure.**
- **A review of the housing, facilities, equipment, personnel qualifications, and procedures should ensure the quality of the work performed by analyses of systemic problem and improvement of the procedure.**

Findings and roots cause analysis (resulting in the identification of non-compliances/deficiencies on procedural documentation or training) will drive Corrective action taken by appropriate managers.

Corrective action is taken to remedy an undesirable situation. The correction is an integral part of the improvement process (incl. revision to procedures / improvement of process).

For each potential weakness identified, the appropriate manager analyses each to correct the identified deficiencies. The result is verified to determine whether the correction / corrective action have accomplished the elimination of the deficiency/non-compliance.
Although human factors may play a part, focus should be placed on physical factors, such as workplace environment, facilities, equipment, and tooling; process factors, such as clarity of instructions; and training/understanding of methodology for the work to be properly accomplished.

6.3.1 Deficiencies identification

Deficiencies are result of:

- Publication Deficiencies
- Maintenance deficiencies noted during the work/repair/certification process
- Maintenance Related Errors coming from the activities or customer complain
- Maintenance occurred after release to service/certification
- Non-compliance noted during Internal and External audit
- Part Deficiencies noted during incoming Inspection

6.3.1.1 Publication Deficiencies

Technician or Personnel from Preparation and records department could find a discrepancy in publication coming from manufacturer or customer.
The person should identify the deficiency by highlighting the publication, affixing their name to the deficiency, and documenting the nature of the deficiency directly on the publication or in the appropriate form DA-0019.
The person will then notify and discuss the corrective action with the Team Leader or Supervisor.

6.3.1.2 Maintenance Deficiencies during maintenance

When a discrepant condition is discovered as a result of an inspection, the staff will then notify the Team Leader or Supervisor.
The Team Leader will reassign the Technician that performed the maintenance task (or assign another Technician) to that maintenance task to correct the discrepant condition.
The Technician will correct the discrepant condition, document the corrective action directly on the task cards, and submit to the Team Leader.

6.3.1.3 Maintenance Related Errors

Upon discovering a Maintenance Related Error either from an internal source or from a sub-contracted maintenance function, investigation into the root cause of the condition as well as corrective action required to eliminate reoccurrence of the condition will be accomplished by completing a Report in the appropriate form DA-0019.

In these cases, a review of the housing facilities, equipment, personnel qualifications and procedures should ensure that the deficiency was not a systemic problem. If the review indicates that the procedure is deficient, the corrective action should include a thorough review and improvement of the procedure. If the review indicates that the personnel lacking training or qualifications, corrective action should remedy the deficiency, the procedures must address how reworks are documented.

6.3.1.4 Maintenance occurred after certification

In case of deficiencies, findings, errors are discovered after the Aircraft or the Parts were approved for return to service, investigation into the root cause of the condition as well as corrective action required to eliminate reoccurrence of the condition will be accomplished by completing a Quality Issue Report in the appropriate form DA-0019.

In addition, AC 00-58 should be reviewed for the appropriate method of notifying the FOCA/FAA.

6.3.1.5 Non-compliance

The SQC department is responsible for conducting audits of the facility and shops.
All deficiencies found throughout the Repair Station that may have been created by one of the conditions noted below are to be reported to the SQC department.

- Inadequate Definition of Procedure or Policy.
- Failure to properly implement an existing Procedure or Policy.
- Human factors such as environment, working conditions, training, instructions, resources,...

Deficiencies shall be documented on a Quality Report (DA-0042) generated to correct and investigate into the root cause of the condition as well as corrective action required to eliminate reoccurrence of the condition.

After notification, the SQC department and the appropriate manager will review the finding to determine the severity and to set an acceptable timeframe for rectification.
Corrective action is to be taken by the appropriate Manager and documented on the CAP.

6.3.2 Investigation

Inadequate procedures, environment, working conditions, training instruction or resources may be factors for many deficiencies that are attributed to human error.
Corrective action requires that the root cause or causes of the discrepancy be investigated and determined in order to eliminate such causes. The investigation must be fact-based and typically begins with an analysis of the potential causes of the discrepancy.

The following should be particularly reviewed to determine which either caused or contributed to the deficiencies:

- Human factors,
- Clarity of instructions,
- Adequate understanding of methodology for the work to be properly accomplished,
- Process and interactions are questioned/analysed in an attempt.

6.3.3 Corrective Action Plan (CAP)

A Corrective Actions Plan (CAP) is established by the SQC department to monitor response/correction to findings (internal or external).

Once a discrepancy has been investigated and analysed, the results should be given to the appropriate manager for determination of corrective or preventative action.
The manager should determine appropriate corrections (corrective and preventive actions).

A Corrective Actions Plan (CAP) is monitored by the SQC department, outlining how the company proposes to correct the deficiencies documented in the findings. The delay to implement the action is in accordance with the severity of the finding:

- Critical / Level 1 – immediate,
- Major / level 2 - 90 days max for implementation,
- minor / Level 3 – 120 days max for implementation,
- Observations/Remarks - Action plan to be established,

Some Preventive actions may require time periods in excess of the company's established acceptable timeframe, for example where major equipment purchases are involved. Where applicable, the company should include milestones or progress review points not exceeding the established timeframe leading up to the proposed completion date.
CAP (DA-0036) is used to record corrections./corrective actions.

It is the responsibility of individual department's heads to identify the action required to achieve the satisfactory closure of a particular event/occurrence.

The SQC department is responsible for a feedback system.

PART 7 APPROVAL FOR RETURN-TO-SERVICE AND MAINTENANCE, ALTERATION AND MODIFICATION RECORDS

Requirement 43.9, 43.11, 145.209(i), 145.211, 145.219	Forms, Documents
Return to service	DA-0125 + EASA Form 1
Maintenance record **Major Repairs and Alterations record**	DA-0110 Form 337
Parts Receiving and Handling	MOE 2.2 & 2.3 DA-0129
The Technical Services department is responsible for reviewing completion of documentation used and for the record keeping process. The records must be in English and comply with FAR 43.9.	

7.1 APPROVAL FOR RETURN TO SERVICE

Approval for Return to Service shall meet the requirements of FAR 43.9 and/or 43.11 as appropriate.

The certifying staffs are personnel who are authorized to return to service Aircraft or Part for which the repair station is rated after alterations, overhauls, and repairs have been completed.

Return to service, Inspection forms and component Release certificate must be signed and stamped with each certifying staffs' stamp.

Persons authorized by the Repair Station to approve for return to service shall be certificated under EASA and listed on the Repair Station Inspection Roster (DA-0103).

Approval for Return to Service is either a **Certificate of Release to Service** for Aircraft, Engine or APU with respect to the work performed either an EASA **Form 1** for Parts and iaw Company Rating.
The content of certificate shall include:

- Description of the work or type of inspection performed and list of Parts replaced/ repaired.
- Reference and revision of data used to perform the work.
- Date the Aircraft, Engine or Part is approved for return to service and the total landing and time in service as appropriate.
- Name of the person who is approving for return to service as authorized by the Repair Station. Only a Certifying staff with appropriate internal authorization could certify an Aircraft, an Engine or a Component. The roster detailed type of authorization given.
- Operator's Maintenance Program reference and revision, as appropriate.
- Signature, stamp held by the Certifying staff.
- Repair Station Certificate number.

The Certifying staff will then determine if an unairworthy condition exists. If the customer elects to work a discrepancy that is closed out, the discrepancy shall be rewritten as a new task order.

If an aircraft, following inspection, is not approved for return to service because it does not meet the applicable type certificate data, airworthiness directives (AD) or other data upon which airworthiness depends, the owner/operators shall be given a signed and dated list of those discrepancies and the aircraft will not be approved for return to service.
§13.3 describes AD statement required from the customer to permit return to service for Scheduled maintenance event

Following major repair or alterations, the certifying staff is responsible to ensure all required ICA are available (AFM supplements, WBM supplements, and MM supplements).

Forms are:

- **Certificate of Release to Service (CRS) for US-Registered aircraft**
  Maintenance Record Entries for the Aircraft, Engine and APU logbook iaw FAR 43.9 and/or 43.11, as applicable to the work scope of the article being maintained / altered.
  CRS includes a list of Parts replaced/repaired.
- **Component Release certificate for Part/Component**
  EASA Form 1 Dual release iaw §7.1.2.

7.1.1 Certificate of Release to Service (CRS)

For inspection

91.409 F3

The undersigned certifies that the above identified aircraft has been inspected in accordance with the FAA-approved inspection program under FAR 91.409 (f)(3), and was determined to be in airworthy condition and it is approved for return to service.
Inspection:
FAA certified Repair Station T0VY392Y

91.409 F4

The undersigned certifies that the above identified aircraft has been inspected in accordance with the FAA-approved progressive inspection program under FAR 91.409 (f)(4) and was determined to be in airworthy condition, and it is approved for return to service.
Inspection:
FAA certified Repair Station T0VY392Y

91.409 (c2)

The undersigned certifies that the above identified aircraft has been inspected in accordance with the FAA approved aircraft inspection program -AAIP- under 14 CFR *91.409 (c2) and was determined to be in airworthy condition , and it is approved for return to service.*
Inspection:
FAA certified Repair Station T0VY392Y

135.411a2

The undersigned certifies that the above identified aircraft has been inspected and /or repair in accordance with operator maintenance programme under GMM approved under 14 CFR 135.411(a)(2), was determined to be in airworthy condition and is approved for return to service.
Inspection:
FAA certified Repair Station T0VY392Y

For reparation/Defect rectification

91 Operators

The undersigned certifies that the maintenance/defect listed has been performed/corrected in accordance with 14 CFR Part 91 and with respect to the maintenance performed the aircraft is approved for return to service.
FAA certified Repair Station T0VY392Y

135 Operators

No known condition exists that would make the aircraft unairworthy;
The undersigned certifies that work/defect listed above has been performed/corrected in accordance with the current Regulations of the FAA and with respect to the maintenance performed, the aircraft is approved for return to service.
FAA certified Repair Station T0VY392Y

7.1.2 EASA Form 1

Refer sample in appendix.

7.1.2.1 Maintenance

Used components must be traceable to FAA- and/or EASA-certificated facilities that are approved and authorized to certify the maintenance, preventive maintenance, and/or alterations which they have performed.
EASA form 1 **with a Dual release** may be used by DABS for return to service of all aeronautical products except complete Aircraft and Engine.

DABS should ensure that when using EASA Form 1 as an approval for return to service document the statement in block No. 14a, "other regulation specified in block 12" is checked.
The Repair Station should include the following in block No. 12:

> ***"The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR Part-43 and in respect to that work, the items are approved for return to service under certificate T0VY392Y"***

In the case of life limited parts, the life used must be documented.

Block No. 12 should contain a description of the work performed, including reference and revision status of the data used to perform maintenance. The data referenced in this block must meet the requirements of FAR 43. The referenced data may consist of an attachment to the form such as a work order, shop report, air carrier record, form 337 or form that is used to comply with FAR 43.9 and Special Conditions.
Maintenance and alteration records required by the operating regulations of 14 CFR for operators of US-registered aircraft must be provided to the operator if requested.

The person approving the product for return to service should sign block No. 14b. This constitutes approval for return to service with respect to the work performed.

7.1.2.2 Removed serviceable from aircraft.

Standard Parts serviceable removed from aircraft will be released with a CoC using Ax rating

Serialised Parts serviceable removed from aircraft will be released with an EASA form 1 using Ax rating

- signed in block 14b and stating **'Inspected/Tested'** in block 11
- ticked other regulations specified in block 12,

Form 1 will have the following information

- identification of the aircraft for which the equipment is removed
- When the last maintenance was carried out and by whom
- maintenance history record
- Detail of life used for service life-limited parts
- verification of the applicability of the ADs
- verification of the general condition (damage, corrosion, leakage, not involved in accident / incident, heavy landing lightning strike etc.)

The maintenance history record and acceptance test report or statement, if applicable, should be attached to the EASA Form 1.

7.2 WORK RECORDS

DABS ensures that its English-language copy of technical data and any internal documents developed from this technical data are current and complete.
In accordance with FAR 43.9 each person who maintains, performs maintenance, or alters an Aircraft, Engine, APU or Component/Part shall make an entry in the maintenance record.

Documentation generated during maintenance (i.e Task cards, procedures, reports, forms) is completed in hard copy format and filed by unique WO number given by the Quantum system.

7.2.1 Responsibility

All maintenance personnel who directly participated to the work have to record the tasks they carried out. Recording is performed on task card and attached procedure.
Different types of maintenance personnel are:

- **Qualifying staff** is responsible to **Sign-off/stamp** Task carried out in task cards, procedures, WDS and shop reports if appropriate.
- **AC-rated staff**, who acts as inspector, is responsible to **release work carried** out in each Task card. The AC-rated staff have ensured and declared that task was performed/inspected to the required standard and by appropriate personnel.
- **Team Leader**, who acts as supervisor, is responsible to directs and oversees the work performed during an assigned maintenance project. He ensures tasks are performed iaw established work order, using established standards and approved data.
- **Certifying staff**, who is in charge to **certify Aircraft or Part.**

For Line maintenance works and unscheduled maintenance, the Certifying staff acts as supervisor. He should ensure that all maintenance was performed/inspected to the required standard. He will issue CRS when confident that it was performed/inspected to the required standard by appropriate staff. He is in charge to perform final inspection.

For Base maintenance, a Team Leader acts as supervisor. The Certifying staff has ensured that all the maintenance ordered by the customer has been accomplished or properly deferred.

7.2.2 Records of work performed

For scheduled maintenance, the procedures required by the maintenance program to perform the work will be printed and status verified by the Technical Services department. Procedure will be provided with the Task card.

For troubleshooting, unscheduled maintenance or defect correction, procedures necessary to work shall to be printed from the company server by the technician. The technician shall check if the printing date is well indicated on the printed procedure (done automatically by the printers inside the hangar). If not, the technician shall stamp and handwrite the date on the procedure.

Box 3.1 shall describe work performed that is understandable and legible, of what performed to correct or satisfy the request/discrepancy, including documentation of applicable data used (reference).

Additionally, the associated data/procedure shall be completed/stamped by Technicians during the work or just after completion to indicate step of work performed.
When work is stopped shall be indicated by a line directly in the procedure indicating where the work has been stopped followed by the technician's stamp (and date if relevant).

Each single line requires the technician's signature and stamp with date in **box 3.2**.
Sign off in the **box 3.2** indicates that the Technician ensures that the task or group of tasks has been correctly performed iaw attached data. It relates to one step in the maintenance process and is therefore different to the release of the task card by appropriately AC-rated staff in **box 6**.

7.2.3 Repairs or Alterations Sign-off

The action taken shall include a description of the repair or alteration, the data used to provide for the repair or incorporate the alteration and the FAA Approval Basis.

All repairs and alterations of standard airworthiness certificated aircraft are classed as either major or minor iaw FAR 43.

In the case of major repairs or major alterations the FAA Approved Data used to provide for the repair or incorporate the alteration must be listed for proper sign off.

In addition to the entry required in work order, DABS use Form 337 to document the work and approve the work performed for return to service iaw Appendix B of FAR 43. Refer to §17.

Minor repairs and minor alterations may be approved for return to service with a proper entry in the maintenance records.

7.2.4 Work Inspection

Inspection of maintenance or alterations may be accomplished by physical inspection, by ensuring that a series of signatures meets the requirements for correcting a discrepancy or incorporating an alteration or by a combination of both methods.

Inspectors will indicate acceptance of the work performed by affixing their stamp/signature and date on the **box 6**.
Sign off in the **box 6** for actions made up indicates that the inspector has reviewed the action taken by the technician, has determined that all requirements necessary to correct the discrepancy have been met, that all acceptable/approved data required has been utilized and documented and that the work is approved for return to service with respect to the work performed.
He may not have necessarily included an actual witnessing of the work.
Inspector may inspect their own work performed.

In case of physical inspection/supervision/review is performed by authorised staff*, it is formalised by a stamp/signature in **box 3.3**.

**Authorised staff is an inspector in dedicated area (sheet metal, interiors, paint, avionics, mechanics or electrics) as described in the roster or an AC-rated staff.*

7.2.5 Work Supervising

Sign off in **box 3.2** indicates the task described is complete and data stamped.
The **box 3.3** may only be signed off by a *Authorised rated staff*.
Sign off is with signature, stamp is performed after the action is completed, inspected, and functionally tested, as required.

7.2.6 Part removal/change

Maintenance required removal of a serialized Part associated with the request/discrepancy will be entered on the **box 5**.

Upon removal of any Part, the technician removing the Part shall perform a General Visual Inspection (GVI) of the removed Part, and any panels removed to gain access to the Part, for defects.
A technician signature/stamp and date indicate that a General Visual Inspection (GVI) of the removed article has been accomplished and the Part was removed in a serviceable condition without noted discrepancies, unless otherwise documented.
If defects are noted, a new task order shall be generated to correct any discrepancies.

***Note**: Entry on the **box 5** does not require a supporting signature/stamp.*

7.2.7 Recordkeeping

Original work package is sent to the Customer with all appropriate support documents.

Upon acceptance in the in OpSpecs paragraph A025, DABS elects to utilize Electronic recordkeeping systems. Refer to §16.

7.2.7.1 Electronic records

The Technical Services department are in charge to scan the complete work package and store it in secure company server.

Directory T: where electronic copies of work package are stored is only available on modification for the Work Preparation and Record supervisor.
Other personnel can access the records through the Company server using the workstations in any office or work location. Access is read only to prevent inadvertent change to the information.

The electronic documents do not contain attribute that enable or disable access or permit modification of the data it contains. Therefore, user will access current media and there is no need for each workstation to be audited for integrity.

7.2.7.2 Record retention

The Technical Services department is responsible for the recordkeeping process.

Records shall be maintained electronically for a minimum of three (3) years.
Records shall be made available to the FAA upon request to the SQC department.

7.3 PARTS ACCEPTANCE POLICY

- **New components** should be traceable to the PAH as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for installation.
  FAR requirements stated in 21.502 specify that a material, part, or appliance, manufactured in a foreign country with which the US has an agreement for the acceptance of those parts, is considered to meet the FAR requirements if accompanied by a component release document* issued by the PAH or Production Certificate.

  NOTE: New Parts, documented with the required information(containing the same technical information as an FAA Form 8130-3) issued by the PAH, will be grandfathered and remain suitable for installation, provided the certification date on these parts is prior to October 1, 2016.

- **Used components** should be traceable to maintenance organizations and repair stations approved by the authority who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used component should be in a satisfactory condition for installation and be eligible for installation as stated in the TC holders Parts Catalogue.

  NOTE: For used parts received on and after October 1, 2016 that are not accompanied by FAA Form 8130-3, DABS may inspect a used component received without the documentation required and may issue FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag, as a dual release. Refer to 7.4

The following table describes the policy for acceptance of components authorized for use during maintenance. Only the following new and used components may be fitted during maintenance.

US-registered aircraft
***New Products/Articles** must be accompanied with: EASA Form 1 NEW UK CAA Form 1 NEW FAA Form 8130-3 NEW TCCA Form One NEW CofC Standard Parts PMA parts
USED Products/Articles must be accompanied with: FAA Form 8130-3 Single UK CAA Form 1 Dual * EASA Form 1 Dual * TCCA Form One single

* In block 14a, “Other regulation specified in block 12." shall be ticked.
  In block 12, the following statement shall be included:
  “The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR part 43 and in respect to that work, the items are approved for return to service under certificate no._____.

7.4 ISSUANCE OF FORM 8130-3 IN CASE OF PARTS RECEIVED WITHOUT APPROPRIATE COMPONENT RELEASE CERTIFICATE

For used/new parts received on and after October 1, 2016 that are not accompanied by FAA Form 8130-3, DABS may inspect a component received without the documentation required and may issue FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag, as a dual release.

When inspecting a used component, the following criteria should be verified to establish that the component is airworthy and is in satisfactory condition for installation.

- **For used component: EASA Form 1 is required.**
- **For New component: Document or statement (containing the same technical information as an FAA Form 8130-3) issued by the PAH or supplier with direct ship authority.**
- **Incoming inspection should be performed.**

FAA Form 8130-3 with a Dual release may be used by DABS for return to service these aeronautical products except complete Aircraft and Engine.

DABS should ensure that when using **FAA Form 8130-3** as an approval for return to service document the statement in block No. 14a, "other regulation specified in block 12" is checked.

In the case of life limited parts, the life used must be documented.

Block No. 12 should contain a description of the inspection performed, including reference and revision status of the component release certificate received. The referenced certificate may consist of an attachment to the form.

The person approving the product for return to service should sign block No. 14b. This constitutes approval for return to service with respect to the inspection performed.

FAA Form 8130-3 must be completed using the appropriate terms as provided for in FAA Order 8130.21, paragraph 3-6, Block-By-Block Instructions for Completing FAA Form 8130-3 for Approval for Return to Service, subparagraph 3-6k, Block 11.

Status/Work. Additional information may be included in subparagraph 3-6l, Block 12.

Remarks, to explain the reason for conducting the inspection (e.g., new part in inventory prior to October 1, 2016, without the required PAH documentation or FAA Form 8130-3; new part received on or after October 1, 2016, without FAA Form 8130-3; or used part without FAA Form 8130-3)

PART 8 REPORTING OF UNAIRWORTHY OR SERIOUS CONDITIONS

Requirement 145.211c, AC 21-29	Forms, Documents
Detection and reporting (for Malfunctions Or Defects)	MOE 2.25 DA-0090
Detection and reporting (for maintenance data)	MOE 2.27 DA-0019
Notification to the authority	MOE 2.18 form 8010-4
Suspected Unapproved Part	form 8120-11

The SQC department is responsible for the overview process.

Malfunction Defect Report has to be filled and signed by the SQC department.

FAA Form 8010-4, or EASA Form 44 or DABS form DA-0090 containing the information required by FAR 145 in English is submitted to FOCA/FAA, when reportable problems are found on aircraft, power plant, or component thereof that is subject to the regulatory control of the FAA.

Definitions concerning "Suspected Unapproved Part (SUP)" from **AC 21-29** (as revised) are mentioned hereafter:

When a suspected unapproved part is discovered, DABS will immediately notify the FAA with form 8120-11 (Detecting and reporting suspected unapproved parts)**.**

8.1 REPORTS OF FAILURES, MALFUNCTIONS OR DEFECTS

When reportable problems are found on aircraft, power plant, or component thereof that is subject to the regulatory control of the FAA, **the SQC department** shall report to the FAA, within **72 hours after its discovery**, any serious failure, malfunction, or defect of any product undergoing work by DABS.

The report will normally be made on a form 8010-4 or equivalent and submitted to the EASA/FAA in English language.
The AMO may submit the reports in the form of a letter, e-mail, accessing the Service Difficulty Report (SDR) reporting system online at https://av-info.faa.gov/sdrx/, and EASA online reporting system

The report required must include as much of the following information as is available:

- Aircraft registration number,
- Type, make, and model of the article,
- Date of the discovery of the failure, malfunction, or defect,
- Nature of the failure, malfunction, or defect,
- Time since last overhaul, if applicable,
- Apparent cause of the failure, malfunction, or defect, and
- Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.

If the defect or un-airworthy condition could result in an imminent hazard to flight, the most expeditious method available will be used to inform the FAA.

Internal report could be used to formalize the investigation, the root cause analysis and the result concerning the event and the remedial action taken (DA-0090).

8.2 SUSPECTED UNAPPROVED PARTS (SUP) REPORTING REQUIREMENT

A **Suspected Unapproved Part (SUP)** is any Part or Material that is suspected of not meeting the requirements of an "approved part". A part that, for any reason, a person believes in not approved. Reasons may include findings such as a different finish, size, color, improper (or lack of) identification, incomplete or altered paperwork, or any other questionable indication.

An **unapproved part** is any part that does not meet the requirements of an "approved part" as defined in AC 21-29 (as revised). This term also includes parts that have been improperly returned to service (contrary to Parts 43 or 145).

Parts which may fall under one or more of the following categories:

- Parts shipped directly to the user by a manufacturer, supplier, or distributor, where the parts were not produced under the authority of (and iaw) an production approval for the part, such as production overruns where the parts did not pass through an approved quality system.

  Note: This includes parts shipped to an end user by a Production Approval Holder's (PAH) supplier who does not have direct ship authority from the PAH.

- New parts which have passed through a Production Approval Holder's (PAH) quality system which are found not to conform to the approved design / data.

  Note: Parts damaged due to shipping or warranty issues are not required to be reported as SUP.

- Parts that have been maintained, rebuilt, altered, overhauled, or approved for return to service by persons or facilities not authorized to perform such services under Parts 43 and/or 145.

- Parts that have been maintained, rebuilt, altered, overhauled, or approved for return to service which are subsequently found not to conform to approved data.

- Counterfeit parts.

When a Suspected Unapproved Part is discovered, DABS will immediately notify FOCA and FAA with form 8120-11 (Detecting and reporting suspected unapproved parts)**.**

All Suspected Unapproved Parts reported will be identified and quarantined in the repair station pending further investigation by the authority.

PART 9 ADDITIONAL OPERATING LOCATIONS

Requirement 145.211c,	Forms, Documents
Additional fixed Locations	MOE
Line Stations	N/A
Work at Other Locations *Self-Evaluation*	MOE 1.8.3 DA-0141

9.1 ADDITIONAL FIXED LOCATIONS

DABS has additional fixed locations, located in the EU Member States and in Switzerland, and operating under one EASA approval certificate and under one FAA certificate and operation specifications.
Each following location are listed on FAA Operations Specifications, operates under the same MOE and FAA Supplement as the parent facility in Geneva.

Location	Address	ZIP Code	City	Country
Sion Airport LSGS	Chemin Lambien 12, *Aéroport de Sion*	CH-1950	Sion	Switzerland
Basel Airport LSZM	South West Maintenance Area, Flugghafen Basel Mulhouse,	CH 4030	Basel	Switzerland
Lisbon LPCS	Aeródromo Municipal de Cascais, Tires	PT-2785-632	Sao Domingos de Rana	Portugal
Castelo Branco **LPCB**	Aeródromo Municipal de Castelo Branco Recta do Lance Grande, Km 5	PT-6000-000	Castelo Branco	Portugal

DABS will submit a completed FAA Form 8310-3 through the FOCA to the FAA when adding or deleting additional fixed location.

9.2 LINE STATION AUTHORIZATIONS

N/A

DABS will submit a completed FAA Form 8310-3 through the FOCA to the FAA when adding or deleting Line Station.

9.3 WORK AWAY FROM FIXED LOCATION

9.3.1 General

DABS may perform work away from its fixed location (as described in §9.1) in case of one need from customer in following conditions:

1-Special circumstances (emergency):

- 1.1 Aircraft on Ground (AOG) / Servicing / Parking check / Download / Upload.
- 1.2 AOG extended / AD / repair / NDT.

2- Special circumstances - Scheduled maintenance in non-approved DABS facility. (Temporary).

3- Scheduled maintenance in EASA-approved DABS facility. (D100 privilege) (Recurring).

The work will be accomplished in the same manner as work performed at the repair station's fixed location. In such a case, the SQ department has to ensure compliance with the process to ensure the operation meets the requirements of the rule.

If it is necessary to perform work outside its fixed location (except case 1.1) in response to a need of the customer, DABS should perform a self-evaluation of work to be performed and record this assessment in **WAB form** that describes aircraft or component, type of work, duration, evaluation of tools, housing and facilities, and controls to ensure the location and event meet the requirements.

9.3.2 Process

All work performed away from its fixed location need to be recorded in folder for review by FOCA. Maintenance event (outside the perimeter of line and preventive maintenance -case 1.1-) has to be notified to FOCA. **FOCA need to be notified in advance for approval only for case 2.**

The following procedure is followed where DABS need to work on a customer's aircraft or component.

9.3.2.1 Process 1.1 - AOG simple

Perimeter is AOG repair/ Servicing / Parking check / Download / Upload ***less than 12 hours down time.***

The PO should contain an explanation of emergency work away from the approved fixed location.

The **Technical Services** is responsible for the organisation of the event. **WAB is not required**.

The work will be conducted and supervised by the **Certifying staff**. The work performed will be reported on the proper task cards and procedures, which are then brought back to the **Technical Services** by the **Certifying staff**.

9.3.2.2 Process 1.2 - AOG extended / AD / Repair / NDT

Perimeter is AOG repair requiring team, specific Tools, hangar, shop or ***more than 12 hours down time.***

The PO should contain an explanation of emergency work away from the approved fixed location.

Once the need to work at other location is identified, the **CSM** shall perform self-evaluation utilizing the self-evaluation form, **DA-0141 (WAB Form)**.

The **Technical Services** is responsible that following items are controlled for the work to be performed:

- Tasks to be performed are described and evaluated
  **If maintenance event need additional time or tasks , WAB should be updated.*
- Certifying staff (iaw the privilege described in the roster) is designated to supervise work to be performed.
- Recommended Equipment, Special tools and test equipment are listed and available. **.
  ***DABS uses its own tools and equipment unless contract is signed*
- Housing and facilities are identified and suitable (if necessary).
- Current technical data are prepared in advance before work and available at location where work is performed.
- Personnel necessary to perform inspections and supervise work are assigned.

Once the WAB form is completed and proof that dedicated staff has the capability, tools and resources necessary to perform the described work, the **CSM** forward the form to the **Maintenance management** who is responsible to review the work. If found acceptable, he will approve the work feasibility on the form.

The **Technical Services** will prepare the required tasks cards detailing such works and hand them over to the staff leaving the fixed location.

The work will be conducted and supervised by the **Certifying staff**. The work performed will be reported on the proper task cards and procedures, which are then brought back to the **Technical Services**.

FOCA should be informed after work.

9.3.2.3 Process 2 - Scheduled maintenance (Temporary)

Perimeter is scheduled maintenance/alteration requests from operators requiring team, specific Tools, hangar, shop away from its fixed location.
This operation does not constitute the establishment of another repair station or a satellite repair station because it is temporary in nature. DABS needs to provide the FOCA a request that describes this type of work, duration, evaluation of housing and facilities, and controls to ensure the location meets the requirements of the rule.

The PO should contain an explanation of work away from the approved fixed location.

Once the need to work at other location is identified, the **CSM** shall perform self-evaluation utilizing the self-evaluation form, **DA-0141 (WAB Form)**.

The **Technical Services** is responsible that following items are controlled for the work to be performed:

- Duration of the maintenance event.
- Tasks to be performed including details of maintenance checks and inspections are described and evaluated*. **If maintenance event need additional time or tasks , WAB should be updated.*
- Certifying staff (iaw the privilege described in the roster) is designated to supervise work to be performed.
- Recommended Equipment, Special tools and test equipment are listed and available or lease **. ***DABS uses its own tools and equipment unless contract is signed.*
- Housing and facilities are identified and suitable (if necessary) / Mobile repair unit (Van) is used and appropriate for the maintenance event.
- Current technical data are prepared in advance before work and available at location where work is performed.
- Personnel necessary to perform inspections and supervise work are assigned.

Once the WAB form is completed and proof that resources necessary are available to perform the described work, the **CSM** forward the form to the **Maintenance management** who is responsible to review the work. If found acceptable, he will approve the work feasibility on the form.

The **Technical Services** will prepare the required tasks cards detailing such inspection and hand them over to the staff.

FOCA shall be notified for approval before work.

The work will be conducted and supervised by the **Certifying staff**. The work performed will be reported on the proper task cards and procedures, which are then brought back to the **Technical Services** by the **Certifying staff**.

WAB form should be quoted in CRS.

9.3.2.4 Process 3 - Scheduled maintenance (D100 privilege)

Perimeter is scheduled maintenance event at location identified in EASA station MOE (including Satellites) but not in FAA approved fixed location and within EASA scope of facility.

Once the need to work is identified, the **CSM** shall perform self-evaluation utilizing the self-evaluation checklist form, **DA-0141 (WAB-D100 Form)**.

The **Technical Services** is responsible that following items are controlled for the work to be performed:

- Maintenance event (description of maintenance checks and inspections) is described.
- Certifying staff (iaw the privilege described in the roster) is designated to supervise work to be performed.

The following is already approved because location is approved in EASA perimeter:

- Recommended Equipment, Special tools and test equipment are available or lease.
- **Mobile repair unit** is an approved vehicle deployed by the repair station to transport materials, equipment, data, and personnel from one location to another.
- Housing and facilities / Mobile repair unit (Van) are appropriate.
- Current technical data are prepared in advance before work and available at location where work is performed.
- Personnel necessary to perform inspections and supervise work are assigned.

Once the WAB form is completed and proof that resources necessary are available to perform the described work, the **CSM** forward the form to the **Maintenance management** who is responsible to review the work. If found acceptable, he will accept the work feasibility on the form.

The **Technical Services** will prepare the required tasks cards detailing such inspection and hand them over to the staff.

The work will be conducted and supervised by the **Certifying staff**. The work performed will be reported on the proper task card and procedures, which is then brought back to the **Technical Services** by the **Certifying staff**.

WAB form and D100 privilege should be quoted in CRS.

In case of the project duration will take **more than 5 days, FOCA should be informed after work.**

9.3.3 Items to be assessed

The following will be observed for work performed:

- All functions that are performed must be performed in accordance with the inspection system procedures as governed by the FAA Supplement.
- The Operator/Air Carrier Manual must be followed.
- All necessary tools, equipment and supplies required to accommodate the work scope must be available or will be procured from the Base or Line facility. Managed by Technical Services.
- All necessary technical data and additional data must be available. Managed by Technical Services.
- In the event the technician determines he must deviate from the established procedures, the technician will contact the SQC department and his manager immediately for a resolution prior to commencing work.

The **SQC department** is responsible to review for correct recording the associated work package and to sign the **Form DA-0141**.

9.3.3.1 Point of Contact (PoC)

PoC is the **Technical Services.**

9.3.3.2 Tools

Tools are sent to the appropriate location. The **Technical Services** is responsible for transporting tools and equipment to and from the worksite without damage.

9.3.3.3 Parts

Parts are directly ordered by the **Logistic department**. Parts are directly sent to the appropriate location.

9.3.3.4 Incoming/receiving inspection

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

9.3.3.5 Work Preparation

Work is prepared by the **Technical Services** including issuance of task cards and associated procedures/data. Forms used are the same than in fixed location.

9.3.3.6 Technical data

Technical data and associated procedures and forms are provided the **Technical Services**. The **Technical Services** is responsible that air carrier maintenance programs are followed.

9.3.3.7 Technician and Certifying staff

As needed, DABS will assign appropriate certifying staff and qualified technicians to perform, supervise, and inspect the work completed. In case of AOG, staff could come from different fixed location.

All personnel assigned to accomplish work at the Location shall accomplish the specific function of work in the same manner as when performed at the Base or Line facility.

All work functions will be accomplished in accordance with MOE and FAA supplement in conjunction with the manufacturer recommendations or the owner / operators maintenance / inspection program.

Employee's Records are available on DABS server.

9.3.3.8 Work recording and work package keeping

Work is recorded and scanned by the **Technical Services**.
Record keeping in performed on DABS server.

A Copy of **WAB form** (DA-0141) and work package is recorded on the specific file for FOCA review.

PART 10 CONTRACTING

Requirement 145.209(h), 145.211(a), 145.211(c), 145.217	Forms, Documents
List of approved Maintenance Function	DA-1040
List of Maintenance Provider	DA-0104
Company evaluation	

The SQ department is responsible of this process, including maintenance of the list of Maintenance Functions (**DA-1040**) and the list of Maintenance Providers (**DA-0104**) to which maintenance functions are contracted.

The list of Maintenance Functions must be approved by the FOCA.

DABS may contract maintenance functions (only if the function is approved) to:

- Qualified provider only if the provider is listed on list of Maintenance provider (**DA-0104**).
- FAA -Certificated repair station with the applicable ratings held.

Works may be contracted because DABS does not have the housing, facilities, materials, or equipment available on its premises and under its control or if DABS cannot accomplish the work scope within a specified time.

Functions to be contracted are described in **DA-1040**. It could be:

- *Cleaning*
- *Painting, Protection*
- *Welding*
- *Plating, anodizing, Heat treatment, Finishing, Peening*
- *Non-destructive testing and inspection*
- *Interior refurbishment*
- *Engine removal / Installation*
- *Maintenance and modification/alterations of components, assemblies, subassemblies*
- *Repair of components, assemblies, subassemblies*
- *Fabrication of parts, assemblies, subassemblies*
- *Windshield / Window polish*
- *Repair of Composite*
- *Structural repair*

In case of repetitive contracted Maintenance function with the same maintenance Provider, contract between both parties **should** be signed. Contract includes provisions that allow the appropriate authorities to make an inspection and observe the facility's work.

10.1 LIST OF MAINTENANCE FUNCTION

The SQ department is responsible to create and amend the List of Maintenance Function (**DA-1040**). It contains:

- The maintenance functions that must be contracted,
- The maintenance functions that may be contracted; and
- Precedent Date of acceptance for each maintenance function, in case of amendment.

All requests for FOCA approval will be made **by Email**.

List of FAA Maintenance Function are maintained in electronic format and are accessible for review by the FOCA/FAA. *Document is available on **share drive.***

10.2 LIST OF MAINTENANCE PROVIDERS

The SQ department is responsible to maintain a list of maintenance Provider (**DA-0104**). It contains:

- The name of the provider to which maintenance functions are contracted,
- The type of certificate and ratings, if any, held by the provider,
- The maintenance functions contracted.

This List contains qualified company that have been evaluated and accepted for use as provider for described function.

The same list is used for EASA and FAA* (*. identified by an asterisk in such list) to support maintenance for U.S.-registered aircraft or aeronautical products to be installed on such aircraft.

List of maintenance Provider are maintained in electronic format and are accessible for review by the FOCA/FAA. *Document is integrated on **share drive.***

10.3 QUALIFICATION OF MAINTENANCE PROVIDERS

The following type of maintenance provider could be qualified:

- Level 1.1 -FAA-Certificated repair station (without applicable rating)
- Level 1.2 -Manufacturer or Production Approval Holder without maintenance approval
- Level 2.1 -non-FAA repair station possessing an equivalent Quality Monitoring System Part 145
- Level 2.2 -Organisation with Quality system certificate (i.e. ISO 9001, EN9100, AS9100C)
- Level 3.0 -Organisation without any certificate

All company used for performing a maintenance function will be evaluated for initial qualification by the QQ department using electronic survey, and/or onsite evaluations/audits as necessary. Additionally, Maintenance Provider information will be reviewed to determine further surveillance activity. Surveillance methods may include inspection of work performed or on-site visits/audits.

The requirement applicable in regards of the level of maintenance provider are described in **DA-0104**.

In addition, the maintenance provider must be advised that they are subject to the same FAA/FOCA surveillance as the certificated organization.

10.4 CONTRACT MAINTENANCE ACTIVITY

Any article, except aircraft and engine for which the Repair Station is rated may be contracted if described in **DA-1040**.

The CSM is in charge to verify that the maintenance provider is properly rated for the contracted work. He is also in charge of oversight of provider services by the CSM.
Discrepancies are reported to the SQC department.

10.4.1 FAA-Certificated repair station with the applicable ratings

The contracted Repair Station performing the maintenance function is responsible for the approval for return to service for work performed.
The Repair Station shall inspect the work performed and/or the Part through receiving inspection before further maintenance is performed.
FAA Form 8130-3 or EASA Form 1 Dual release is required.

10.4.2 Other maintenance provider

DABS remains directly in charge of:

- The work performed, and
- The verification, by test and/or inspection, that the work has been performed satisfactorily that the contracted work is airworthy before approving it for return to service, and
- The issue of approval for return to service.

The dedicated CSM shall issue a Purchase order for the work to be performed. It shall indicate the operators' manuals, manufacturers' manuals, and ICA to be used.

The dedicated inspector / receiving inspector shall inspect the work performed / Part(s) through receiving inspection before further maintenance is performed. Discrepancies are reported to the SQC department. Work report and /or CofC is required.

PART 11 MAJOR REPAIRS AND MAJOR ALTERATIONS

Requirement 43.9, 43 Appendix A&B	Forms, Documents
Major alteration or repair management	MOE 2.9.4 form 337
Remarks concerning the wording *When a particular aircraft is modified, two main sets of activities actually take place: the change in type design (of the aircraft) and the actual alteration of the aircraft.* *A change in type design alters the definition of the aircraft (drawings, design data, etc.) and is a subject of FAR 21. A change in type design does not physically modify an aircraft whereas an alteration is the actual physical act of modifying an aircraft.* *Alteration is a subject of FAR 43. The alteration must be performed in accordance with the approved design data defining the change in type design.*	

11.1 CLASSIFICATION - MAJOR / MINOR

Classifying an alteration or repair as major or minor is the very first step in the approval process.
The classification is an essential and critical step because it determines what kind of data (Approved or Acceptable) is required, and therefore how much resources the Organization will have to expend.
Classification is made by the Organization, but subject to authority review.
FAR 1.1 provides regulatory definitions for major and minor alterations and repairs.
FAR 43, Appendix A provides additional regulatory material for the classification of major alterations and major repairs.
In parallel, FAR 21.93 provides a regulatory definition for major and minor changes in type design that is quite similar to the ones for major and minor alterations and repairs. This regulatory material must be used as a starting point when classifying an alteration or a repair as major or minor.

11.2 ACCEPTABLE / APPROVED DATA

Acceptable data is data acceptable to the FAA that can be used for maintenance, minor repair, or minor alteration that complies with applicable airworthiness regulations:

- Manufacturer's maintenance manuals or service instructions/service bulletins,
- Equipment and systems installation instructions,
- Component maintenance or repair manuals,
- Structural Repair Manual (SRM),
- Advisory Circular (AC) 43.13-1, and AC 43.13-2,
- Data previously approved and covered by a form 337 on the aircraft,
- Airworthiness Directives (AD),
- DER approved data, only when authorized under his or her specific delegation,

Approved technical data is data that can be used to support a major alteration or major repair.
The FAA has defined Approved technical data as Technical and/or substantiating data that has been approved by the FAA or by DER:

- Approved Structural Repair Manual (SRM),
- SB or Foreign SB when approved by the foreign authority within the provisions of a Bilateral Agreement (BA) with the United States,
- Data approved by an Organization Designation Authorization (ODA),
- Data approved by a DER using a form 8110-3,
- Data approved by the FAA,
- Data approved by a Special permit to Fly (SPF) FAA,

11.3 DATA FOR MAJOR ALTERATIONS AND MAJOR REPAIRS

Data used to support major alterations and major repairs must be Approved Data.

All repair design data approved by EASA and/or organizations/persons approved under EASA Part-21 for use on a US-registered aircraft and related articles are considered FAA-approved (FAA Order 8130.2).
This does not apply to critical component repair design data developed by organizations/persons that are not the type certificate (TC)/supplemental type certificate (STC) holder.

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.

Notwithstanding the type of the Approved Data, it is important to ensure that the type of Approved Data used is applicable to the intended application and that the limitations and conditions stated in that Approved Data can be complied with.

In regard to the use and recognition of DER approved data.
DERs are part of the certification system, and they are, within the scope of their individual authorizations, permitted to approve data for use on US-registered aircraft and products.

11.4 RECORDING

All alterations and repairs, whether minor or major, are to be performed and recorded as per FAR 43, 65, 91, 121, 125 and 135 as applicable.
All alterations and repairs, whether minor or major, must be recorded as an entry in the aircraft records.

If the maintenance performed was a major alteration or a major repair, in addition to the entry required in work order and aircraft record, **DABS** must use form 337 to document the work performed for return to service.

If a FAA STC is being used as the Approved Data, a single form 337 is to be used to address all the major alterations that are authorized by the same project authorization number.
Furthermore, no work other than the work authorized by the project authorization number is to be recorded on that form 337.
The same applies regarding major repairs when a FAA Repair Design Approval is being used as the Approved Data.

The form is to be completed as per Part 43 appendix B (form 337) and the additional guidelines contained in AC 43.9-1( ).

11.5 AUTHORISED PERSON

Persons responsible for completing and submitting form 337 report of Major Repair and Alteration are:

- the Maintenance Directors,
- the VP Safety, Quality and compliance
- the Quality & Compliance director

PART 12 COMPLIANCE WITH US AIR CARRIER / OPERATOR INSPECTION PROGRAM

Requirement 145.205, 145.206	Forms, Documents
Maintenance program compliance	MOE 2.10
Maintenance instructions and data's	MOE 2.8
Critical tasks and Required Inspection Items (RII)	MOE 2.23 DA-0202
Maintenance is performed in accordance with the Part-121 air carrier's Continuous Airworthiness Maintenance Program or Part-125 / Part-91 operator's inspection program. The CSM ensures that the air carrier/operator has provided DABS with the information necessary to comply with this requirement at the time the work is performed.	

12.1 COMPLIANCE WITH CUSTOMER'S PROCEDURES AND POLICIES

DABS will perform this work in accordance per the customer's purchase order and in compliance with each air carrier or operator's maintenance/inspection programme and applicable sections of maintenance manuals, where existing and specified.

If the customer's purchase orders reference specifications, orders, manuals other than applicable, DABS will contact the customer prior to any work.
DABS maintains a current copy of the applicable section of each customer's manual, when required by the Purchase Order, that contracts with DABS for the performance of that maintenance.
Document are available on Company server.

For scheduled maintenance, the CSM will make contact with an Air Carrier/Operator prior to work commencing on their aircraft. The following is to be requested, as applicable:

- Maintenance or inspection programme.
- Supplemental Maintenance Manuals.
- Return to Service (RTS) policies and procedures.
- Required Inspection Items (RII) policies and procedures.
- Hazardous Materials Handling policies and procedures.

The SQC department will post the Air Carrier's /Operator's policies and procedures on company server to ensure availability to all personnel.

Under FAR 145.205, DABS is required to comply with the air carrier's procedures. This requires the AMO to comply with the air carrier's requirements.
For example, approval for return to service procedures, parts, DA-ging, shelf life of expendable materials, tool and equipment calibration intervals, etc., shall comply with the air carrier's procedure. This is normally accomplished by the air carrier auditing the AMO and providing the AMO with a written agreement accepting the AMO's processes and procedures as meeting or exceeding the air carrier's requirements.
It is imperative that DABS receive and retain copies of the written agreement from the air carrier and have it available for review by the FOCA or FAA.

Consequently, for Air Carriers

- Only Air Carrier's authorized and recorded personnel shall perform RII inspections.
- No Hazardous Materials or Part containing Hazardous Materials shall be loaded onto an aircraft. If necessary, only Store Personnel that are trained on Dangerous goods iaw IATA standards are authorized to install these materials.

12.2 DANGEROUS GOODS

Geneva Facility

Only the personnel in logistic department (receiving and shipping services) are authorised to manipulate dangerous goods. It concerns transport of dangerous goods including shipping and receiving of such items. In case of one of these personnel is involved in the loading of dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be trained in accordance with the air carrier's hazardous materials training program.

All have received initial and recurrent training in accordance with IATA standards.

Other Facilities

Only the receiving personnel in logistic department are authorised to manipulate dangerous goods. All have received initial and recurrent training in accordance with IATA standards.

Expedition of dangerous goods is performed by contractors.
No personnel are authorised to load dangerous goods on a U.S. air carrier's aircraft.

12.3 REQUIRED INSPECTION ITEMS (RII)

Maintenance tasks that involve the assembly or any disturbance of a control system that, if errors occurred, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft should be considered as flight safety sensitive maintenance tasks needing an independent inspection.

In summary the following maintenance tasks should primarily be considered when inspecting aircraft control systems that have been disturbed:

- Installation, rigging and adjustment of flight controls.
- Installation of aircraft engines, propellers and rotors.
- Overhaul, calibration or rigging of components such as engines, propellers.
- Transmissions and gearboxes.

Consideration should also be given to:

- Previous experience of maintenance errors, depending on the consequences of the failure.
- Information arising from the occurrence reporting system.

The Operator's Manual or manufactures instructions for continued airworthiness should be followed when determining the need for an independent inspection.
A procedure and a matrix (DA-0202) have been developed to describe and help personnel in the critical task identification and type of independent inspection to be performed.

Independent inspections should be carried out by at least two persons; the second inspection must be accomplished by authorized certifying staff who are not involved in performing the work on the item to be inspected.
The qualifications and experience of the second independent competent person is directly assessed by the person certifying for the maintenance, taking into account the individual's experience.

When performing this second inspection, the inspector is considered independent and reports directly to the SQC department.

A technical record of the inspections should contain the signatures of both persons before the relevant CRS is issued.

Any certifying staff performing RIIs is trained and qualified.
In case of air carrier's aircraft, the SQC department is in charge to verify that the inspectors are authorized by the air carrier for which the RII is being conducted.

PART 13 COMPLIANCE WITH MANUFACTURER'S MAINTENANCE MANUAL OR INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA)

Requirement 43.13(a), 145.201(c), 145.211(b)	Compliance
Maintenance instructions and data's	MOE 2.8
Current Technical data - Distribution through internal server	DA-0027
Airworthiness directives	MOE 2.11

Maintenance is performed in accordance with last current manufacturer maintenance manual and appropriate ICA. All technical data used are in English language.
The Technical Services department ensures that the customer has provided DABS with the ICA necessary to ensure compliance with this requirement at the time the work is performed.

The SQC department is responsible to maintain available technical data in current conditions for current scope, through the company server, to all personnel.

The SQC department is responsible for the subscription to the technical data iaw scope in OpSpecs.
The shop supervisors are responsible for maintaining the technical data and standards for Parts listed on a current capability list.

13.1 COMPLIANCE WITH MANUFACTURERS' MAINTENANCE MANUALS OR ICA

Performance of work (Maintenance, Repair and Alteration) and Approval for return to service for Aircraft, Engine or Part requires to use appropriate and current technical data.
Record is performed in accordance with the Customer's manual and procedures.

13.1.1 Technical data

The technical data shall consist of the current revisions of the referenced aircraft or product and manufacturing specifications. These data shall be available for each product family identified on the scope - rating and the capability list.
Current technical data shall be available to maintenance personnel through the company server.
A Document Control list is available in Quantum system, controls the currency and availability of this technical data.

For the scheduled work performed, the Technical Services department is in charge to generate procedures and additional technical data attached to task card. These procedures are in English language and generated through CAMP, that is maintained by the customer. Status of documentation is controlled by this department in regards to the manufacturer website.

For unscheduled work, troubleshooting, additional work, procedures and additional technical data are generated directly by the technician who use the company server or the manufacturer website.

For work in shop, procedures and additional technical data are generated directly by the technician who uses the manufacturer website to verify the status of technical data.

13.1.2 Deviation

In case of the air carrier's manual deviates from the procedures specified in the corresponding manufacturer's manual, the documentation used is the documentation requested by the customer's purchase Order and this documentation will be referenced in the task cards by the technician. At that case, the Technical department shall request a statement from the Customer to deviate approved data.

If a technician deviates from the procedures specified in the air carrier's manual, it is the AMO's obligation to acquire FAA approval for that specific air carrier prior to that deviation.

13.2 MAJOR REPAIRS AND MAJOR ALTERATIONS RECORDS

All maintenance performed for a US air carriers, including all major repairs and major alterations, must be recorded in accordance with that air carrier's manual.

Major repairs performed for a US air carrier are recorded on FAA Form 337.
Major alterations performed are recorded on an FAA Form 337.

13.3 AIRWORTHINESS DIRECTIVES (AD)

13.3.1 Responsibility

The SQC department is responsible to:

- receive ADs related to the scope.
- Periodically Review new ADs through a check of the web sites of the Authorities for Applicability to the scope.
- Advise the CSM and the Store Supervisor about any newly issued ADs.

This is the Customer's responsibility to ensure the Continuous Airworthiness of its aircraft. This includes the compliance with each AD applicable to the concerned aircraft.

DABS may be contracted to provide ADs to the customer (from the TCH authority and from the different manufacturers).
At that case, the CSM are in charge to inform the Customer of any known AD if this one has not been mentioned in the Purchase order. Following rules apply:

- FAA AD → action is required
- TCH NAA AD → action is required

DABS must ensure no overdue AD prior the certification of the aircraft.

The CSM is responsible to:

- Review ADs status with the customer before the Maintenance takes place.
- If agreed by the customer, integrate the ADs into the Work Order at the time the work is being performed.
- **Before release to service, request a statement from the Customer to ensure that all inspection requirements for Airframe, Engines, APU, Appliances and all Life Limited components are current and there are no outstanding applicable Airworthiness Directives.**
- For the final work package, issue a status of ADs embodied during the maintenance performed, which becomes part of the permanent Aircraft Records (Logbook).

13.3.2 Analyze

When ADs / Revisions are received by DABS, the SQC Department verifies that for each new or revised ADs, the aircraft/appliances affected or not by the AD.

The SQC department lists all ADs received including ADs not applicable with:
- Original number, the State of Design and the revision,
- Subject,
- Applicable (Yes/No) in regard to the aircraft type / Appliance in Approval certificate.

In the event that an AD is received outside normal working hours, which requires immediate attention, the person concerned advises the Maintenance director. If immediate action is required by the AD, the customer is advised as soon as possible.

The SQC department dispatches any AD / Revision affecting the Aircraft or Appliance to the CSM and the Store Supervisor (by email).

The CSM is in charge to alert the customer that an AD / Revision could affect its aircraft iaw the maintenance agreement signed.

13.3.3 Assessment and planning

The Customer is responsible to determine the applicability of issued AD.
The Customer should advise the CSM how best to comply with the AD, and the decision on when to proceed is made jointly, based on the impact on operations, taking into account the specific compliance requirements.

When the AD is incorporated in the PO, the Technical Services department issues task card from Quantum to ensure correct implementation.

13.3.4 Compliances

ADs to an Aircraft/Engine/APU and Appliances shall be accomplished iaw design data mentioned in the ADs and approved by the State of Design.

For Aircraft, compliance with ADs is recorded on CRS. The Technical Services department also records the ADs compliance on CAMP.
For Appliance, compliance is recorded on specific WO which is attached to the Part in Quantum for traceability.

The following information are recorded:
- Date/hours at compliance,
- Method of compliance (Service Bulletin number, AFM revision, not applicable, etc.),
- Next compliance due date/hours/cycles/landings (if recurrent action requested),
- Authorised signature.

Operator is in charge to update his Maintenance programme if required.
The Store Supervisor is in charge to implement an alert in Quantum to notify this requirement for new Part ordered.

PART 14 QUALIFICATIONS OF PERSONNEL

Requirement 145.57, 145.59, 145.61, 145.65 and 145.91	Forms, Documents
Management personnel Employment summary	MOE 1.3 Personnel folder
Inspectors / Supervisors / Certifying Staffs	MOE 1.6
Personnel who are authorized to control critical task (as referenced RII) = Inspector	Roster - DA-0103 RII - DA-0202
Roster	Roster - DA-0103
Proficiency of personnel **Training programme**	MOE 3.4.6 DA-0106

The Maintenance Director has the authority to assess and authorize staff as supervisor or inspection personnel.

The SQC department is responsible to record assessment and experiences. Qualification and list of supervisors/inspectors are described in Roster (DA-0103).

The SQC department is responsible to maintain the Roster and associated documents and records.

Proficiency of inspection personnel is based on records of experience and training. The employment summary of each person listed in the roster were managed and kept by the SQC department. This document is available on company server.

14.1 LIAISON PERSONNEL

The name of the personnel who liaise with the FOCA to ensure compliance with the provisions of the supplement is described in Part 5.

14.2 PERSONNEL / ROSTERS

The SQC department is responsible to notify FOCA in case of changes caused by termination, reassignment, change in scope of assignment, or addition of personnel.

14.2.1 Roster

The roster (DA-0103) lists of individuals within the repair station who are authorized to perform certain functions, such as approval for return to service or signing off required inspection items, or that hold certain management and supervisory positions. It includes:

- Management personnel.
- Supervisory personnel (Team Leader).
- Inspection personnel including dedicated inspector for specialized work (Interior / Paint / Composite / Sheet Metal) and receiving inspector for incoming Parts.
- Certifying staff.
- AC-rated staff / technician (repairman).

This roster lists all described personnel including name, certification type, license number and internal reference. Current Roster is available on the company server in secure PDF file format.
An additional separate document contains name, associated stamp and signature.
The SQC department is responsible for maintaining the roster.
Changes to the roster will be incorporated and notified to FOCA within 5 working days.
Personnel Rosters are maintained in electronic format and are accessible for review and inspection by the FOCA. *Document is available on* ***Share drive.***

14.2.2 Employment Summaries

The employment summaries of all personnel on the required roster responsible for compliance to this procedure are recorded at the SQC department and are available for review upon request.

The SQC department is responsible that the employment summaries contain enough information on each individual listed on the roster to show compliance with the experience requirement of FAR 145.161, which states that repair station personnel must have the training, knowledge, and experience to perform maintenance, preventive maintenance, or alterations authorized by the repair station certificate.

As a minimum the employee summary includes:

- Present title,
- Start date in the company,
- Total years of experience and positions held,
- Past relevant employment with names of employers and periods of employment,
- License, if appropriate,
- List of training performed,
- Scope of present employment,

Additionally, a folder for each technician exists where the following are recorded:

- License,
- internal authorization,
- Basic knowledge certificates,
- A/C Type rating,
- Manufacturers training,
- Continuation training and recurring courses,
- Assessments and amendment of internal authorization.

Type of certificate held and the ratings on that certificate area available on the roster.

14.3 PROFICIENCY OF PERSONNEL

14.3.1 General

Supervisor and inspector are responsible for: Preliminary Inspection / In Process Inspection / Hidden Damage Inspection (Refer also NDT Specialist) / Final Inspection.

Certifying staff are responsible for: Approval for Return to Service, including verification that all works ordered has been carried out or deferred.

Receiving personnel are responsible for: Incoming/receiving Inspection for incoming Parts.

NDT Specialists are responsible for: Carry out Non Destructive Testing (NDT) only when appropriately trained and documented records of the required training in the respective NDT methods exist.

Inspection personnel are:

- the Supervisor (Team Leader) for scheduled maintenance,
- the Certifying staff for unscheduled/Routine maintenance,
- the dedicated inspector for specialized work (Interior / Paint / Composite / Sheet Metal),
- the receiving inspector for incoming Parts,

14.3.2 Proficiency/Qualification

- Supervisors are thoroughly familiar with the supervision/management methods and the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations. The supervisors shall oversee the work performed by any individuals who are performing the maintenance, preventive maintenance, or alterations.
- Inspection personnel are thoroughly familiar the inspection methods, techniques, practices, aids, equipment and tools used to determine the airworthiness of a product.

Employment and training records, certificates of training and total years of experience is used to determine and establish proficiency of an individual being considered for supervisory or inspection position by the respective manager and the Maintenance Director.

The following is required for Supervisory / Inspection personnel and Certifying Staff:

- They are thoroughly familiar with the applicable regulation FAR.
- A minimum of 24 months of practical experience in the work being performed.
- They shall understand, read and write English.

Specific training like ESD and Dangerous Goods are required before to be assessed as receiving inspector.
An Additional training concerning component release certificate is provided as necessary
(FAA Form 8130-3 and EASA form 1).

14.3.3 Maintaining Proficiency

The respective department manager, in collaboration with the Maintenance Director insures supervisors/inspectors maintain proficiency by attending Training (initial and recurrent courses), On the Job Training or Special Training on techniques or equipment.
Records of training indicate the method, duration, provider, and dates.

These activities are documented on Technician Experience Record and kept in the individual's training file in the SQC department.
The computer system (Quantum) utilized by the Repair Station includes a "Module" that records all maintenance and supervisory/inspection activities relative to ATA chapter for the activity being performed.
Available reports provide information that supports the maintaining of proficiency of personnel.

14.3.4 Assessment and Internal Authorization

The SQC department is in charge to issue and amend an **internal "Authorization Certificate"** for each supervisory/inspection personnel Certifying staff and Authorised rated staff, after qualification assessment by appropriate managers. Validity is 2 years.
Qualification Assessment means collecting of all documents that attest to qualification.
Form DA-0031 and DA-0061 is used to formalize the assessment.

The issue or the extent of **Authorization certificate** granted to each staff is approved by the Maintenance Director and dependent on the experience, qualifications and training of the personnel evaluated during the assessment.
The assessment should ensure that the staff met all the requirements for the privileges endorsed. Certification Privileges are always covered under the personal national License and under approval certificate of DABS.
The staff has to meet the following requirements:

- Be employed by the repair station
- Have the Aircraft type on his license and receive a formal theoretical training and practical training as appropriate on Aircraft type or Part, or
- Be involved in maintenance of similar Aircraft type or Part in consecutive last 2-years period
- Receive training in last two year period to ensure that he has human factor and EWIS/FTS training as appropriate.

In case of reissuing after the 2 years validity period, an assessment should ensure that the staff has met all the requirements for the privileges already endorsed. He has to:

- Receive a formal theoretical or practical training on relevant/similar Aircraft type or Part, or
- Be involved in, at least 6 months, maintenance of relevant/similar Aircraft type or Part in consecutive last 2-years period,
  Authorised Staff has to work in maintenance environment and has exercised the privileges of the Authorisation certificate and has to carry out maintenance on some of the aircraft type specified in the Authorisation certificate.

And

- Receive sufficient recurrent training in last 2-years period to ensure that such staff has up-to-date knowledge of relevant technology, organization procedures human factor issues and EWIS/FTS training as appropriate.

In case of new A/C rating, the need for 6 months is superseded by Theoretical plus Practical element plus, if applicable specific aircraft OJT.

Privilege and Qualification for each staff member are described in the document referenced DA-0103.

14.3.5 Stamps

Work performed, inspected by DABS, shall be signified by stamping the appropriate box on the Task card or inspection form along with the date the work is accepted. The Team Leader is responsible for assuring that this procedure is adhered by personnel working with him.

The SQC department is responsible for:

- controlling and issuing stamp to the personnel after assessment validated by his manager, and
- maintaining logs on the stamps issued with associated name and signature.

The Stamp shall contain the following information as a minimum: stamp number issued, name of stamp holder and name of the company as described in DA-0125.

Lost stamps are to be reported immediately to the SQC department.

PART 15 TRAINING PROGRAM

Requirement 145.155, 145.163; 145.209e	Forms, Documents
Training programme / proficiency of personnel *Maintenance Training Programme*	MOE 3.5 to 3.14 DA-0106

The Accountable Manager has the overall authority for the Maintenance Training.

DABS ensures that Personnel are thoroughly familiar with the Applicable Regulations and the Inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the Aircraft, Engine and Parts.

The maintenance training programme is a document that describe training Record required, Training methods used and process for establish maintenance training plan

Once a year a training plan is established further to the annually work planning charges analyses, keeping certifying staff updated in terms of procedures concerning the nature of the activity and human factors issues which means it is one part of ensuring quality.

The SQC department is responsible to monitor this Training plan and to keep associated records.

15.1 TRAINING PROGRAMME

The SQC department is responsible that changes/revisions to the maintenance training programme (DA-0106) are submitted to the FOCA for approval.

Training programme is maintained in electronic format and is accessible for review and inspection by the FOCA/FAA. *Document is integrated on **share drive.***

15.2 TRAINING PLAN

The senior management staff are responsible for identifying those processes requiring training, for assuring that personnel selection and job assignment are based on basic education, training and/or experience, for identifying employees/job classifications that need training, and for determining who is qualified to instruct employees and in which subjects.
There is a periodic assessment of employee competence via monitoring of performance to determine if new training or if retraining is necessary outside the retraining cycle of one year.

The SQC department is responsible for assuring that the training plan is reviewed, and that training is conducted when required.
Maintenance personnel maintain proficiency in using various aids by daily application, classroom training, manufacturer training, practical training (PT) or On the Job training (OJT) as necessary.

The Practical Training supervisor is in charge to organize coordinate PT and OJT in the company.

15.3 TRAINING RECORDS

Hard copies of training records are delivered to the SQC department for retention.
Training records are used to support employee qualifications, proficiency and knowledge of applicable specifications, regulations and tasks.
Qualification may also be supported by educational history and job experience.

Training records will be maintained for each employee by the SQC department.
Records will indicate the type of training, duration, date of completion and include the name of the provider that conducted the training.
Copies of certification issued will be kept in the employee's files for 3 years.
Records of training subject areas and a list of those personnel that require training are maintained.
The complete Training procedure is documented in DA-0106.

PART 16 ELECTRONIC RECORDKEEPING SYSTEM AND ELECTRONIC MANUALS

DABS elects to utilize Electronic Recordkeeping system and Electronic Manuals iaw FAR 145.102

DABS elects not to utilize Electronic Signatures at this time.

16.1 WORK STATIONS SYSTEM

16.1.1 General

The entrance to our network is secured by a cluster of Checkpoint firewall appliances.
Our servers and our Workstations are secured by the Symantec Endpoint Protection tool using the technologies below.

Antivirus and Antispyware Protection
Proactive Threat Protection
Network Threat Protection
Network Access Control

Control management are ensured by the IT Manager.

Login and password are required by each technician to entered on company server through our workstations.

16.1.2 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 workstation at the 6-month password change point, he will receive an error message prompting him to change his password.

16.1.3 Login In

When it is necessary to login to the Workstation, the technician will enter a unique username and password. Technicians **will not** allow other technicians to work within the Workstation system under their login. When the technician is finished, he will logout.

16.1.4 Permissions

There are individual permissions within the system. With approval from the SQ department, the IT department has created permission profiles which are assigned to individual technicians within the Company server. This allows or prevents technicians from accessing different areas of the system as well as allowing or preventing different tasks such as deletion or addition.

16.1.5 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.

16.1.6 History

Every time anybody makes a change within the system it is recorded in “History”. If text was changed within the discrepancy or resolution of a squawk, the system will show a before and after. History also contains who made the change, on what date and time.

16.2 ELECTRONIC MANUALS

16.2.1 Storage & Retrieval

Manual data contained on the server cannot be altered in anyway.

The server which contains all of the technical data for the company has necessary backups in case of computer outages.

16.2.2 Access to Manuals

Any technicians have access in read format.

16.2.3 Revisions to Manuals

Revisions will be handled through a subscription service. The revisions will be handed over to the SQC department who manage the update of the manual on the server as required with the IT department.
Revision status of any electronic technical data will be maintained in a Quantum system, which is controlled in the SQC department.

16.2.4 Training

Technicians will be given initial training on access and use of the electronic technical manuals.

16.3 BACK-UP SYSTEM

The IT department is responsible to define the protection modes for installations, safeguard of data, the security of access to the network and data loose, as well as the back-up system.
The backup process whereby copies of computer files are taken in order to allow recreation of the original, should the need arise. Backup files retained on high capacity tape represent the organization's protection against loss, damage or non-availability of the data held on information systems.

It is important to have available the most recent few backups - to enable restore in case of need. The strategy of backup adopted is:

- 1 backup annual of level 0 (the tape is kept)
- 1 backup monthly of level 0 (11 tapes in turn)
- 1 backup weekly of level 0 (4 tapes in turn).
- 1 backup daily of level 0 (6 tapes in turn).

It makes it possible to go up:

- Of days in days up to 1 week,
- Of weeks in weeks up to 1 month,
- Of month in month during 1 year, and
- Year by years.

The ability to restore data is usually only performed when data is lost, corrupted, or otherwise changed.

The restore procedures are reviewed and tested to ensure that, in an emergency, appropriate action can be taken.

To avoid even the possibility of an error, the IT department always restores files to a specific location that is separate from the live files. Then, having verified the integrity of the restored file(s), IT department may be copied to the required area; again, cautiously and with consideration for the risks involved.

16.4 RECOVERY PLAN

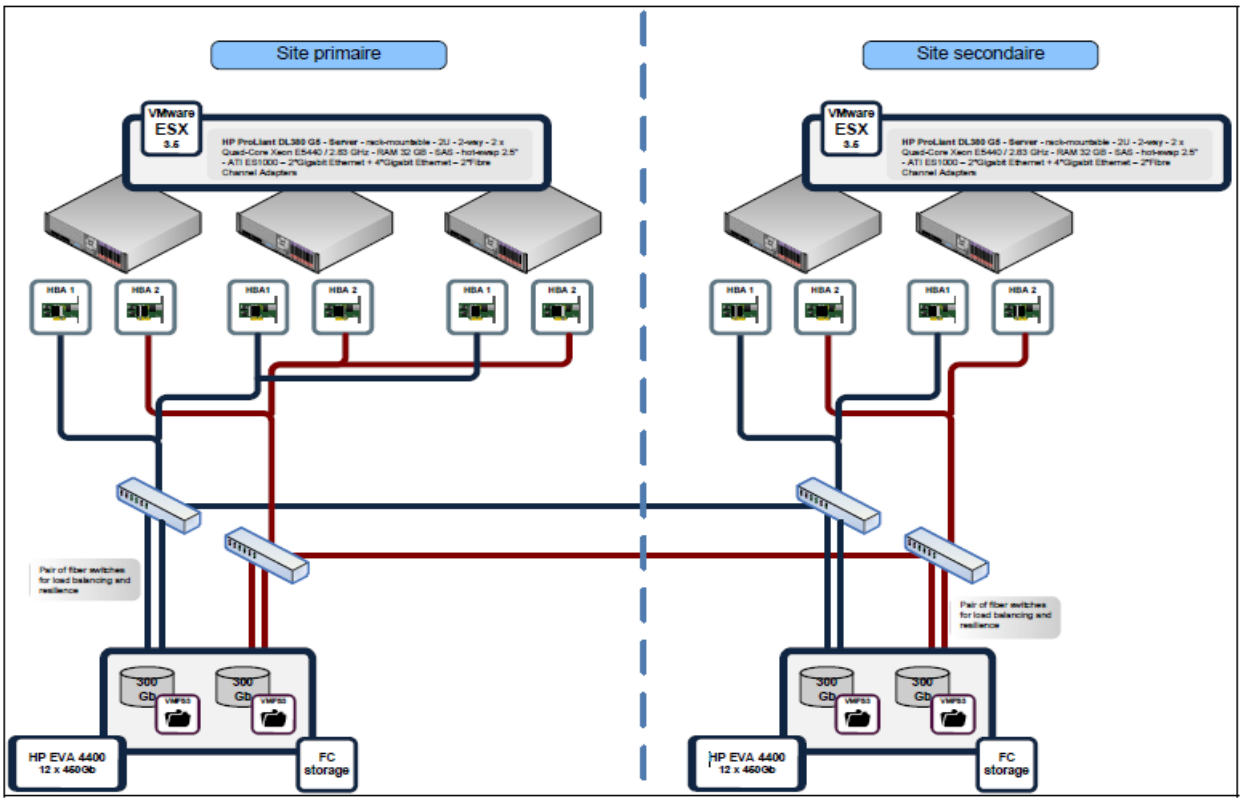
All DABS system infrastructures are duplicated and each node is in a separate technical room, in two separate buildings.

The server infrastructure is based on system virtualization VMWare vSphere 5.0.

Built on Hewlett-Packard ProLiant DL380 G6 & ProLiant DL380 G7 servers running on industrial standards components allowing redundancy and performance.
Each server has a total of 96GB of memory and in case of loss of one of our sites the second one is able to handle the system load.

The storage part of the deployed infrastructure is using Hewlett-Packard EVA4400 products, allowing redundancy, performance, easy management and growth. In the current deployment we provide 20TB of disk space, using RAID 5 to protect against disks failures.

The whole storage space is fully replicated in real time from the primary site to the secondary site.



PART 17 FORMS

Requirement 145.211	Forms, Documents
Forms *Maintenance documentation in use* *Sample of form and Instruction*	

Index of Manual/forms

Document are integrated on **share drive.**

Form Reference	Title	Instruction	Person authorized to execute such forms
Manual			
DA-0100	MOE - Maintenance Organisation Exposition	For approval	SQC department
DA-0100_FAA	FAA Supplement Manual	For approval	SQC department
DA-0103	Certifying staff- Roster	For approval	SQC department
DA-0104	list of maintenance Provider	N/A	SQC department
DA-0105	COMPONENT - Capability List	For approval	SQC department
DA-0106	Maintenance Training Programme	For approval	SQC department
DA-1040	Maintenance functions	For approval	SQC department
NAA Forms			
FAA Form 8310-3	Application for repair station certificate	On the form	Accountable manager Quality & Compliance director
FAA Form 337	Major repair and alteration	AC 43.9-1F	Maintenance Director, Quality & Compliance director
FAA Form 8120-11	Suspected unapproved parts notification	On the form	Logistic Director, VP Safety, Quality & Compliance Quality & Compliance director
FAA Form 8010-4 Or SDR	Malfunction or Defect report	On the form	VP Safety, Quality & Compliance Quality & Compliance director
EASA Form 1	Certificate of Release to Service for component	DA-0125	Certifying staff
Specific Forms			
CRS	CRS	DA-0110	Certifying staff
DA-0141	WAB - Work at other locations	Yes	SQC department
DA-0141-D100	WAB - Work at other locations (D100)	Yes	SQC department

17.1 FAA FORM 337

US Department of Transportation
Federal Aviation Administration

MAJOR REPAIR AND ALTERATION
(Airframe, Powerplant, Propeller, or Appliance)

OMB No. 2120-0020
Exp: 5/31/2018

Electronic Tracking Number

For FAA Use Only

INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.9, Part 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. §44701). Failure to report can result in a civil penalty for each such violation. (49 U.S.C. §46301(a))

1. Aircraft	Nationality and Registration Mark	Serial No.	
	Make	Model	Series
2. Owner	Name *(As shown on registration certificate)*	Address *(As shown on registration certificate)*	
		Address	
		City / State	
		Zip / Country	

3. For FAA Use Only

4. Type		5. Unit Identification			
Repair	Alteration	Unit	Make	Model	Serial No.
☐	☐	AIRFRAME		*(As described in Item 1 above)*	
☐	☐	POWERPLANT			
☐	☐	PROPELLER			
☐	☐	APPLIANCE	Type / Manufacturer		

6. Conformity Statement

A. Agency's Name and Address	B. Kind of Agency	
Name	☐ U. S. Certificated Mechanic	☐ Manufacturer
Address	☐ Foreign Certificated Mechanic	C. Certificate No.
City / State	☐ Certificated Repair Station	
Zip / Country	☐ Certificated Maintenance Organization	

D. I certify that the repair and/or alteration made to the unit(s) identified in item 5 above and described on the reverse or attachments hereto have been made in accordance with the requirements of Part 43 of the U.S. Federal Aviation Regulations and that the information furnished herein is true and correct to the best of my knowledge.

Extended range fuel per 14 CFR Part 43 App. B ☐	Signature/Date of Authorized Individual

7. Approval for Return to Service

Pursuant to the authority given persons specified below, the unit identified in Item 5 was inspected in the manner prescribed by the Administrator of the Federal Aviation Administration and is ☐ Approved ☐ Rejected

BY	☐	FAA Flt. Standards Inspector	☐	Manufacturer	☐	Maintenance Organization	☐ Persons Approved by Canadian Department of Transport
	☐	FAA Designee	☐	Repair Station	☐	Inspection Authorization	Other *(Specify)*

Certificate or Designation No.	Signature/Date of Authorized Individual

FAA Form 337 (10/06)

Page 1

NOTICE

Weight and balance or operating limitation changes shall be entered in the appropriate aircraft record. An alteration must be compatible with all previous alterations to assure continued conformity with the applicable airworthiness requirements.

8. Description of Work Accomplished
(If more space is required, attach additional sheets. Identify with aircraft nationality and registration mark and date work completed.)

Nationality and Registration Mark	Date

☐ Additional Sheets Are Attached

FAA Form 337 (10/06)

Page 2

17.2 FAA FORM 8120-11

Submit

OMB Approved 2120-0552
06/30/2009

U.S. Department of Transportation
Federal Aviation Administration

SUSPECTED UNAPPROVED PARTS REPORT

Refer to page 2 for instructions on how to complete this form.

1. Date the Part Was Discovered:		2. Part Name:
3. Part Number:		4. Part Serial Number:
5. Quantity:	6. Assembly Name and Number: Name: Number:	7. Aircraft Make & Model: Make: Model:

8. Name, Address, and Description of the Company or Person Who Supplied or Repaired the Part:

Name:	Street Address:	
City:	State:	ZIP Code:
Country:	Phone Number:	

Check One of the Following Applicable to the Company or Person Who Supplied or Repaired the Part:

☐ Air Carrier – Certificate #	☐ Supplier
☐ Mechanic – Certificate #	☐ Production Approval Holder
☐ Repair Station – Certificate #	☐ Manufacturer
☐ Distributor	☐ Other
☐ Owner/Operator	☐ Unknown

9. Description of the Issue: (attach additional sheet if necessary)

10. Name and Address of (the Company or Person) Where the Part Was Discovered:

Name:	Street Address:	
City:	State:	ZIP Code:
Country:	Phone Number:	

Check One of the Following Applicable to the Company or Person Who Discovered the Part:

☐ Air Carrier - Certificate #	☐ FAA Inspector
☐ Mechanic - Certificate #	☐ DOT/Office of Inspector General
☐ Repair Station - Certificate #	☐ Defense Criminal Investigation Service
☐ Distributor	☐ Other Government Agency
☐ Supplier	☐ Foreign Civil Aviation Authority
☐ Production Approval Holder	☐ Owner/Operator
☐ Unknown	☐ Other

11. Date of This Report:

12. ☐ Check this box if you request anonymity - *Do not complete block 13.*

13. Name and Address of the Reporter:

Name:	Street Address:	
City:	State:	ZIP Code:
Country:	Phone Number:	

14. ☐ Check this box if you request confidentiality.

15. ☐ Check this box if you have attached additional information.

FAA Form 8120-11 (11/05/2010) Supersedes Previous Edition — Local Reproduction Authorized

17.3 FAA FORM 8010-4

OMB No. 2120-0003
08/31/2008

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

MALFUNCTION OR DEFECT REPORT

OPER. Control No.	
ATA Code	
1. A/C Reg. No.	N-

Enter pertinent data	MANUFACTURER	MODEL/SERIES	SERIAL NUMBER
2. AIRCRAFT			
3. POWERPLANT			
4. PROPELLER			

5. SPECIFIC PART *(of component)* CAUSING TROUBLE

Part Name	MFG. Model or Part No.	Serial No.	Part/Defect Location.

6. APPLIANCE/COMPONENT *(Assembly that includes part)*

Comp/Appl Name	Manufacturer	Model or Part No.	Serial Number

Part TT	Part TSO	Part Condition	7. Date Sub.

8. Comments *(Describe the malfunction or defect and the circumstances under which it occurred. State probable cause and recommendations to prevent recurrence.)*

Optional Information:

Check a box below, if this report is related to an aircraft

☐ Accident; Date ________ ☐ Incident; Date ________

DISTRICT OFFICE
OTHER
COMMUTER
FAA
MFG.
AIR TAXI
MECH.
OPER.
REP. STA.
OPERATOR DESIGNATOR
SUBMITTED BY:
TELEPHONE NUMBER ( )

FAA FORM 8010-4 (10-92) SUPERSEDES PREVIOUS EDITIONS

Use this space for continuation of Block 8 *(if required)*.

PAPERWORK REDUCTION ACT STATEMENT: The information collected on this form is used to evaluate certification standards, maintenance programs, and regulatory requirements. The information is required to ensure safety in air transportation. It is estimated that it will take approximately 9 minutes to complete the form. Providing this information is mandatory. No assurance of confidentiality is given. 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 control number for this collection of information is 2120-0003. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20

NOTE: *This is a typical FAA Form 8010-4. Use this form for all malfunctions or defects that cannot be attributed to poor maintenance procedures. The form may be obtained online at the FAA's web site (FAA.gov). At the web site the form is found under Service Difficulty Reports (SDR) heading. The form may be e-mailed, faxed, or mailed to the addresses or telephone fax number noted under Service Difficulty Reporting System (SDRS) Submissions on the web site.*

17.4 EASA FORM 1

1. Approving Competent Authority / Country **FOCA - Federal Office of Civil Aviation / Switzerland**	2. **AUTHORISED RELEASE CERTIFICATE** **EASA FORM 1**				3. Form Tracking Number **Shop_2022-XXX**
4. Organisation Name and Address: DASSAULT AVIATION BUSINESS SERVICES	**Dassault Aviation Business Services SA** 20 Chemin des Papillons, P.O. BOX 36 CH-1215 GENEVA 15 AIRPORT, SWITZERLAND		Location: **DABS Geneva** Geneva Airport Switzerland		5. Work Order/Contract/Invoice Nb: **xxxx/xxxx**
6. ITEM	7. DESCRIPTION	8. PART NUMBER	9. QUANTITY	10. SERIAL NUMBER	11. STATUS / WORK
					☐ OVERHAULED ☐ INSPECTED / TESTED ☐ MODIFIED ☐ REPAIRED
12. REMARKS *The work described above has been accomplished i.a.w Title 14 CFR Part-43 and in respect to that work, the items are approved for return to service under certificate T0VY392Y.*					
13a. Certifies that 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. ☑ **Part-145.A.50 Release 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 Part-145 and in respect to that work the items are considered ready for release to service.		
13b. Authorised Signature	13c. Approval/ Authorisation Number		14b. Authorised Signature / Stamp		14c. Certificate/Approval Ref. No. **CH.145.0248**
13d. Name (Typed or Printed):	13e. Date (dd/mmm/yyyy):		14d. Name (Typed or Printed): **Name**		14e. Date (dd/mmm/yyyy) : **dd mmm. 2021**
USER/INSTALLER RESPONSIBILITIES This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority 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.					