



REPAIR STATION MANUAL

Rev 1 : 7/15/15

Upon receipt of revisions, insert the revised page(s) in the manual and remove the replaced pages. Enter the insertion date and initials of the person incorporating the revision in the appropriate block on the Record of Revisions. . Return the Revision Notice/Acknowledgment Form MHI 019 to the Part 145 Accountable Manager. This manual will be revised in accordance with Chapter 2 of this manual.

Rev No.	Rev Date	Change Summary	Received Via
Original	11/01/14		
1	07/15/15	Page 3-4 Removed Part 65 Requirement	



Rev 1 : 7/15/15

PAGE	STATUS	DATE
i	Original	11/01/14
ii	Original	11/01/14
iii	1	07/15/15
iv	1	07/15/15
v	Original	11/01/14
vi	Original	11/01/14
1-1	Original	11/01/14
2-1	Original	11/01/14
2-2	Original	11/01/14
3-1	Original	11/01/14
3-2	Original	11/01/14
3-3	Original	11/01/14
3-4	1	07/15/15
3-5	Original	11/01/14
3-6	Original	11/01/14
3-7	Original	11/01/14
4-1	Original	11/01/14
5-1	Original	11/01/14
5-2	Original	11/01/14
5-3	Original	11/01/14
5-4	Original	11/01/14
6-1	Original	11/01/14
6-2	Original	11/01/14
7-1	Original	11/01/14
7-2	Original	11/01/14
8-1	Original	11/01/14
8-2	Original	11/01/14
8-3	Original	11/01/14
8-4	Original	11/01/14
9-1	Original	11/01/14
9-2	Original	11/01/14
9-3	Original	11/01/14

[illegible][illegible]

FAA PRINCIPAL MAINTENANCE INSPECTOR
AK-FSDO-03

FAA PRINCIPAL AVIONICS INSPECTOR
AK-FSDO-03



Incoming and Receiving Inspector

The Incoming and Receiving (IR) Inspector reports to the Chief Inspector for performing receiving inspection requirements for;

- Inspectors assigned to receiving shall be properly trained on procedures to inspect incoming materials. This assignment will be annotated on the repair Stations roster.
- Advisory Circular AC 20-62E (as revised) provides guidance on Eligibility, Quality, & Identification of Aeronautical Replacement Parts. New and continued service parts for serviceability, including but not limited to, verifying certification from manufacture or overhaul facility and inspecting for shipping damage.
- Conduct incoming and stockroom inspections for proper tagging, bagging, storage, shelf life and good housekeeping;

Leads

The leads report to the Part 145 Accountable Manager for the operation of their respective area.

In addition, the Leads are responsible for/to:

- Assist and supervise all personnel assigned to their respective area;
- Ascertain that all maintenance and inspections are correctly performed on articles that are maintained by their respective shop and that the inspection records, reports, and forms used by assigned technicians are properly executed prior to presenting the article to the inspection department;
- Ensuring that there is adequate training, equipment, and materials for all projects;
- Ensuring all applicable technical data used within the repair Stations is current and posted properly;
- Ensuring that all equipment and tools used for maintenance are maintained in serviceable working condition;
- Maintaining and controlling the rental/lease equipment;
- Ensuring the proper tagging and identification of all parts and components as applicable;
- Ensuring that all applicable precision tools and test equipment used by the repair Stations are calibrated;
- Ensure that no defective, unserviceable, unairworthy parts or materials are installed in any article maintained under their assigned repair Stations authority;
- Ensure that rejected and unserviceable parts are handled in such a way as to prevent their reuse;
- Reporting of Suspected Unapproved Parts to the Chief Inspector