

VOLUME 6 SURVEILLANCE**CHAPTER 9 PART 145 INSPECTIONS****Section 16 Safety Assurance System: Inspect a Part 145 Repair Station and its Authorization for Work Away From its Fixed Location****6-1950 REPORTING SYSTEM(S): SAFETY ASSURANCE SYSTEM (SAS)**

AUTOMATION. This section is related to SAS Element 4.3.7 (RS 13), Work Away from Station.

6-1951 OBJECTIVE. This section provides guidance for authorization and surveillance of a Title 14 of the Code of Federal Regulations (14 CFR) part 145 repair station performing aircraft maintenance away from its fixed location.

6-1952 GENERAL. This section lists circumstances by which personnel of a part 145 repair station may work away from a permanent fixed location:

A. Special Circumstances. When a special circumstance arises that allows work to be done away from the repair station on a temporary basis.

1) Temporary Basis—Short Term. When a special circumstance arises, such as a blown tire, inoperative radio, or navigation equipment changes.

2) Temporary Basis—Extended. When the repair or alteration requires the repair station to make repairs or alterations over an extended period, such as when an aircraft is in extended maintenance and the operator requests that an interior shop install a new interior at that location.

B. Recurring Basis. When it is necessary to perform work on a recurring basis with operations specification (OpSpec) D100. The aviation safety inspector (ASI) can find OpSpec D100 in Volume 3, Chapter 18, Section 11.

NOTE: Working away from the repair station is not equivalent to line maintenance or a geographic authorization. Volume 2, Chapter 11, Section 3 provides geographical authorization guidance.

NOTE: Per the circumstances in subparagraphs A1) and A2), the repair station must submit a request to the ASI for evaluation on a case-by-case basis. In the case of emergency short-term work, repair station personnel may perform the work when the repair station has a procedure in its Repair Station Manual (RSM). In this case, the repair station only needs to notify the ASI.

6-1953 COORDINATION REQUIREMENTS. If the repair station has an assigned principal maintenance inspector (PMI) and a principal avionics inspector (PAI), the two inspectors should coordinate the inspection between them.

6-1954 REFERENCES, FORMS, AND JOB AIDS.**A. References (current editions):**

- Title 14 CFR Part 145;
- Volume 2, Chapter 11, Section 1, Introduction;
- Volume 2, Chapter 11, Section 3, International Field Office Procedures for Certificating/Renewing/Amending a Part 145 Repair Station Located Outside the United States and its Territories and not Under a Maintenance Implementation Procedure; and
- Volume 3, Chapter 18, Section 11, OpSpec D100, Work to Be Performed at a Place Other Than The Repair Station's Fixed Location (14 CFR Part 145, § 145.203(b)).

B. Forms. None.**C. Job Aids.** None.**6-1955 PROCEDURES.**

A. Review Applicable Information. Before inspection, the ASI should carefully review:

- 1) Part 145.
- 2) The RSM or Quality Control Manual (QCM) procedures about work away from the station.
- 3) OpSpec D100, if authorized.
- 4) The Safety Performance Analysis System (SPAS).
- 5) The enhanced Vital Information Database (eVID).

NOTE: OpSpec D100 will only be issued for those repair stations performing repairs or alterations on a recurring basis. Examples of these recurring repairs and alterations are an engine-on-wing repair, Nondestructive Testing (NDT), fuel tank or fuel cell repair, or mobile maintenance units.

B. Conduct an In-Briefing. Brief the certificate holder on the purpose of the inspection. This in-briefing may take place at the beginning of the inspection or at the beginning of each day.

C. Inspection. Inspect a repair station performing work away from the fixed location under special circumstances.

- 1) **Temporary Basis - Short Term.**

a) Review the repair station procedures to verify that procedures are in place to:

1. Control such items as equipment, tools, and required forms.
2. Confirm personnel are qualified for required work.
3. Conduct emergency work away from the station.

NOTE: The emergency work procedure should contain an explanation of emergency work away from the station as it relates to the repair station's ratings. The procedures should detail how the repair station will notify the certificate-holding district office (CHDO) and the ASI. If the procedures need approval, the repair station must notify the CHDO and the ASI before dispatching the work crew.

b) The repair station must prepare written documentation that reflects the air carrier's method for the acceptance of all repair station programs. The written documentation must also show the repair station's standard operating procedures (SOP), to ensure the repair station performs all maintenance per the air carrier's Continuous Airworthiness Maintenance Program (CAMP). The repair station must inform the air carrier of all contracted work, and if the carrier's Continuing Analysis and Surveillance System (CASS) auditors must inspect the maintenance provider and correct all findings before work is performed.

NOTE: The ASI may not need to approve each short-term temporary situation, but the repair station must notify the ASI in all situations.

2) Temporary Basis—Extended.

a) Contracted maintenance authorized by the Federal Aviation Administration (FAA) may take several months to complete. This operation does not establish another repair station or a satellite repair station, because it is temporary in nature.

b) Repair station personnel intending to perform maintenance away from their fixed location for extended time periods must evaluate the housing and facilities where they will perform the maintenance to ensure the location meets the intent of part 145.

c) If they need additional time, repair station personnel must submit another request updating the original information and providing any new details on the contracted maintenance.

d) Review the repair station procedures to verify the procedures will:

1. Control such items as equipment, tools, and required forms.
2. Ensure qualified personnel are available for the required project.
3. Provide the CHDO and the ASI with a plan on how and where personnel will perform the project, to include:

- Controlling of parts;
- Tools;
- Personnel;
- Required inspectors;
- Length of time the project will take; and
- Title of the person in charge of the project.

NOTE: The ASI must approve extended temporary projects before the repair station sends crews, and must have a start date and estimated completion date. The ASI should only approve this request after ensuring repair station personnel can control the project as if they were completing it at the fixed station.

D. Inspect a Repair Station Doing Work Away From the Fixed Location on a Recurring Basis.

1) Verify that the procedure for performing work away from the station on a recurring basis is clearly defined in the RSM or QCM. OpSpec D100 must reference the section and chapter of these procedures in the RSM or QCM.

2) Review all work packages completed away from station to confirm personnel completed the work per the procedures in the RSM or QCM.

a) Verify that the repair station furnished its own tools and equipment.

NOTE: The repair station can have a lease agreement for tools and equipment if the procedures are contained in the RSM.

b) Verify that the repair station maintained a permanent fixed location even if the majority of its work is done at another facility.

3) Verify the RSM contains procedures for the following:

- Transporting tools and equipment to and from the worksite without damage;
- Ensuring that only qualified personnel are assigned to perform, supervise, and inspect the work completed; and
- Ensuring that all air carrier maintenance programs are followed.

4) Verify the repair station is following its quality control system, and confirm that:

- All forms are properly completed per the quality control system;
- The repair station follows their calibration system for calibrated tools; and
- All parts are stored and protected as required in the quality control system.

5) Verify that the repair station only uses approved data.

E. Analyze Findings. Follow SAS guidance for Modules 4 and 5.

F. Conduct Debriefing. Brief the certificate holder on the inspection results. Discuss any deficiencies and possible corrective actions.

6-1956 TASK OUTCOMES.

A. Complete the appropriate SAS DCT(s).

B. Complete the Task. Follow SAS guidance for Modules 4 and 5.

C. Document the Task. Place all supporting paperwork in the certificate holder's office file. Update the eVID as required.

6-1957 FUTURE ACTIVITIES. Follow SAS guidance.

RESERVED. Paragraphs 6-1958 through 6-1971.