

# **Aerospace Coatings International, LLC**

## **Maintenance Organization Manual**

**Certificate No. F00100553**

370 Knight Drive  
Oxford, Alabama 36203 USA

Issue 1  
Revision 3  
Revision Date: 4/8/2022  
Issue 1 Date: 11/12/2015

Control Number: 001

Assigned to: Principle Maintenance Inspector  
CAAC Beijing

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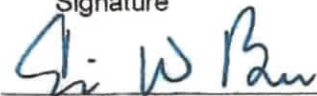
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LOEP	List of Effective Pages	5	04/08/2022
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Chapter 2	The Accountable Manager Statement	15 - 16	04/08/2022
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Reviewed & Accepted By

Signature

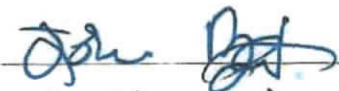
Date

Quality Manager:




4/8/2022

General Manager/Accountable  
Manager:



4/8/2022

CAAC Authorized Acceptance



2023.04.17

<sup>1</sup> Appendixes 1 through 4 are maintained separately from the CAAC approved manual and are controlled by Aerospace Coatings International site Quality Manager.

## Record of Revision

Revision No	Revision Date	Explanation of Revision Content	Inserted By	Insertion Date
Original	08/12/2011	Original	Not applicable	Not applicable
A	09/10/2012	All pages revised	Tech Pubs	Tech Pubs
B	10/27/2013	All pages revised	Tech Pubs	Tech Pubs
C	12/17/2013	All pages revised	Tech Pub	Tech Pubs
Issue 1 Rev 0	11/12/2015	All pages reformatted; amendment to Distribution List ; Content page, update Quality Manager name, amended distribution list	Tech Pubs	Tech Pubs
Issue 1 Rev 1	11/28/2017	Update LOEP; Insert paragraph 1.2.9 Temporary Revision; Update Chapter 15, Declaration of Compliance to this regulation; insert statement for all part process under specification listed on MOC could be return to service including part numbers not listed on the current CAAC cap under paragraph 3.1 and paragraph 9.1	Tech Pubs	Tech Pubs
Issue 1 Rev 2	08/15/2019	Update LOEP, re-number all pages, update Accountable Manager information. Correct typo and update MOM to Issue 1, Rev 2.	Tech Pubs	Tech Pubs
Issue 1 Rev 3	04/08/2022	Updated LEOP, Updated Quality Manager, Org Chart, Facility Plan, record of revisions	Tech Pubs	04/08/2022



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## Distribution List

Control Number	Assigned to	Department	Location
Master	Quality Manager	Quality	Technical Library
001	CAAC Safety Inspector	CAAC	Beijing, China
Electronic	ACI Scan System	ACI Information Technology Department	ACI Intranet





## Chapter 1

## **1.1 General**

### **1.1.1 Introduction**

The purpose of this procedure is to describe the Repair & Overhaul CAAC Maintenance Organization Manual.

This manual explains the overall Repair Station activities, product flow through the shop, the inspection system and the type forms used. This manual together with applicable sections of the FAA approved Repair Station Quality Control Manual define the working procedures of the Aerospace Coatings International CAAC approved Maintenance Organization Manual.

The purpose of this manual is to set forth the policies and procedures of Aerospace Coatings International, LLC, Repair Station, which are observed by all employees. This manual and the applicable portions of the RSM/QSM provide the instructions for the basis; applicability; qualifications; tools, material, equipment, working procedures, standards, records and forms which define the maintenance activities.

The general repair, overhaul, or modification of products are performed in accordance with the current CAAC Regulations, manufacturer's data, specifications, and bulletins, other approved/acceptable technical data, or other data approved by the Administrator for the particular engines, appliances, controls and accessories for which the Repair Station is rated. Aerospace Coatings International, LLC internal work procedure contains detail instructions to specific processes are used in conjunction with the approved manual. The Repair Station master technical library maintains the data in a current status at all times.

This Repair Station will not maintain or alter any item for which it is not rated and will not maintain or alter any item for which it is rated if it requires technical data, equipment, materials, facilities, or trained personnel that are not available.

The Repair Station will only use equipment, tooling, and material as recommended by the manufacture of the article or equivalent.

This Maintenance Organization Manual, together with the FAA FAR-145 approved manuals, forms the basis of acceptance by the CAAC Member Authorities for maintenance carried out by this organization on aircraft and/or components under the regulatory control of the CAAC

Member Authorities.

Maintenance carried out per the above-referenced Repair Station Manual and Quality Control Manual plus this Maintenance Organization Manual is accepted by the CAAC Member Authorities as compliance with CCAR-145.

The annual maintenance report will be submitted annually in accordance with CCAR-145.R3.

### **1.1.2 Policy Statement**

#### **Statement of Authority and Management Policy to all Holders of this Maintenance Organization Manual**

Aerospace Coatings International repairs products for the aerospace industry. The products repaired by Aerospace Coatings International are listed on the CAAC approved Repair Station Capability List and defined on the Aerospace Coatings International Maintenance Organization Certificate number: F00100553. The Repair Station Quality Control Procedures were specifically developed for the aerospace industry and complies with the Civil Aviation Administration of China (CAAC) for CCAR-145 R3; and will continue to cover the requirements of other applicable Civil Aviation Authorities specifications and requirements as required.

Quality Control is recognized as management functions affecting all organization levels and each individual within the organization. This Quality Program establishes a uniform program for Aerospace Coatings International, each Leader, Manager, Supervisor and Departmental Employee identified in this manual will be responsible for implementing the requirements of this manual in the areas of their responsibility.

The General Manager is deemed the Accountable Manager and responsible for the organization in satisfying this regulation CCAR-145R3. The Site Leader has the corporate authority to deploy human, finance and equipment resources of the organization to satisfy the requirements as required by CCAR-145R3.

The Quality Manager is responsible for conducting the activities of the Quality Department and has complete authority to implement the requirements of the overall Quality Program. The Quality Manager authority extends to all Quality Control activities performed by or for Aerospace Coatings International. Decisions made by the Quality Manager on all quality matters are made in the name of the Company, and may be overruled only by the General Manager/Accountable Manager. The Quality Manager has the authority to stop work if necessary to correct an unsatisfactory quality problem. The Quality Manager will keep the General Manager/Accountable Manager advised to the implementation status and adequacy of Aerospace Coatings International's Quality Control Program.

Individuals or groups assigned the responsibility of checking, auditing, inspecting or otherwise verifying that an activity has been performed will be independent of the individual or group directly responsible for performing the specific activity.

Problems, differences of opinion, and/or disagreement, between parties within Aerospace Coatings International, which cannot be resolved within the provisions of this manual, will be resolved by the Accountable Manager as defined herein.

The People's Republic of China Civil Aviation Law and Regulations for Airworthiness of Civil Aircraft requires all maintenance of commercially operated aircraft I components to be maintained by a CCAR-145 approved maintenance organization.

This Maintenance Organization Manual is, therefore, intended to document that the Aerospace Coatings International maintenance facility is working in accordance with the CAAC acceptance, as appropriate, and to identify any differences from Federal Aviation Regulations that need to be taken into account.

## **1.2. Definitions**

### **1.2.1 Accountable Manager**

The person appointed within a maintenance organization, which is responsible for compliance of the maintenance organization with the requirements of this regulation, and is entitled to have control over all necessary resources including the human resource, property and equipment, etc. of the maintenance organization so required. Within

Aerospace Coatings International, the titles of Site Leader or General Manager are analogous designations and are considered to be the "Accountable Manager" under CCAR 145 regulations.

- 1.2.2     **Quality Manager**  
The person appointed within a maintenance organization, which is authorized by the Accountable Manager to manage and supervise the quality of the maintenance work of the maintenance organization. The Quality Manager is directly responsible to the Accountable Manager. Within Aerospace Coatings International the titles of Quality Manager and Quality Manager are analogous designations.
- 1.2.3     **Production Manager**  
The person appointed within a maintenance organization, which is responsible for planning, preparing and implementing the maintenance work. Within Aerospace Coatings International the title of Production Manager and Operation Leader are analogous designations.
- 1.2.4     **Aircraft Component**  
Any part and appliance installed or to be installed on aircraft other than the aircraft airframe, including the complete power plant, propeller and any operational/emergency equipment, etc.
- 1.2.5     **Maintenance**  
Any inspection/test, repair, defect rectification, scheduled maintenance, overhaul and modification of civil aircraft or aircraft component. For the purpose of this regulation, the repair on warranty claim for the brand-new OEM products or repair on compensation claim due to design and/or manufacturing fault provided by the civil aircraft or aircraft component manufacturer falls outside the scope of maintenance so defined.
- 1.2.6     **Foreign Maintenance Organization**  
A maintenance organization whose management and maintenance facility is located in a country other than the People's Republic of China.
- 1.2.7     **Certifying staff**  
The person appointed within a maintenance organization, who ensures the compliance of civil aircraft or aircraft component with the approved standards, and issue the certificate of release to service for the civil aircraft or aircraft component. Within Aerospace Coatings International Certifying Staff and Certificated Repairman are synonymous titles.

- 1.2.8      **Maintenance Human Factor**  
The basic principle which applies to the maintenance of civil aircraft or aircraft components, and ensures the perfect harmonization of the human and other factors by proper consideration of the impact of human performance and limitations on the efficiency and safety of the maintenance work.
- 1.2.9      **Temporary Revision**  
Temporary Revision shall be used to insert additional in-house specification or standards that are not listed in the current revision of the MOM. All temporary revision shall be incorporated into the relevant section of the MOM when updated. Reference: CAAC renewal audit no. CA-F00120171480, Mr. Zhao Qiang.

Reference CCAR-145R3, Paragraph 145.3 for additional definitions

## Chapter 2



## **2.1 The Accountable Manager Statement**

In conjunction with the FAA approved Repair Station Manual and Quality Control Manual for Aerospace Coatings International, FAA approved maintenance facility A9PR286X, this Maintenance Organization Manual defines the organization and procedures upon which CAAC acceptance is based.

These procedures are approved by the undersigned and must be adhered to, as applicable, when maintenance work orders are being processed under the requirements of CCAR 145 latest revision.

It is accepted that the organization's procedures do not override the necessity of complying with any additional requirements formally published by the CAAC and notified to this organization.

It is understood that the CAAC will list this organization in a formal CAAC publication while the CAAC is satisfied that the procedures are being followed and work standards maintained. It is further understood that the CAAC reserves the rights to remove this organization from the formal CAAC publication if the CAAC considers that procedures are not followed or standards not upheld.

The Accountable Manager shall deploy the human, finance and equipment resources of the organization to satisfy the standards as required by CCAR-145 latest revision.

John Bryant  
General Manager / Accountable Manager

Date: 08/15/2019



## Chapter 3



### **3.1 Amendment and Distribution**

This procedure defines how the CAAC supplement manual is controlled.

If content is changed, a vertical bar is placed in the left margin of the affected sentence, paragraph, or section.

In the event the manual is completely rewritten as a result of a revision or change to CCAR 145 it shall be noted in the Description of Revision in the list of effected pages section.

There shall be 2 paper copy of this maintenance organization manual. The master copy of the supplement manual, maintained current at all times, shall be assigned to Quality Manager. CAAC Flight Standards Department shall receive a paper copy of this manual. An electronic copy of the Supplement Manual (as revised) is posted on ACI's intranet scan system and is accessible to all Aerospace Coating International associates including Accountable manager, production manager, leads, mechanics and inspection and return-to-service personnel.

As discussed during Audit No: CA-F00120171480, it was agreed that all process specifications and/or standards with reference to ACI's Process Control Specifications Manual (as revised), list on MOC, limits the repair processes authorized by CAAC, that can be applied to part numbers which may or may not listed on the approved CAAC Capability list (as revised) listed as Appendix 5 of this MOM.

As discussed during Audit No: CA-F00120183234, ACI shall submit revised CAAC capability list listing part number of articles to be added. For article with the first 4 digits of the ATA code that are in common with other articles already approved previously, the revised capability list shall be deemed as approved. CAAC shall review and issue approval for articles with ATA codes that were not approved previously.

The Quality Manager will be responsible for the manual control, maintenance, compliance and amendment action of this CAAC manual. The Maintenance Organization Manual is revised to remain current with CAAC, FAA, customer and company requirements.

The Quality Assurance department processes change requests and documents are revised when required. The Quality Manager and Accountable Manager approve all revisions to the Maintenance Organization Manual. Once approved by the Quality Manager and Accountable Manager all revisions to the

Maintenance Organization Manual are submitted to the CAAC for final acceptance.

The Quality Manager will insure all amendments are produced in a final form and submitted to the CAAC for acceptance.

The Quality Manager (or designee) controls the Maintenance Organization Manual (MOM) version and is responsible for notifying all Managers, Leads, Inspectors, and Return to Service personnel of any changes to the MOM and RSM/QSM.

The Quality Manager (or designee) shall have the necessary revisions produced in a final form for coordination with the CAAC Airworthiness Inspector. Final review and acceptance of this manual is done by signature and date of the CAAC. Once approved the final format is provided by the Quality Manager (or designee) and upload to the scan system.

The Maintenance Organization Manual is controlled in hard copy format (Paper Format).

## Chapter 4



#### **4.1 Facilities**

Aerospace Coatings International shall provide adequate working environment and facilities for maintenance, office, training and storage so that maintenance work can be performed per the work scope permitted on the Maintenance Organization Certificate and is adequately protected from all environmental elements.

All offices and shop spaces have appropriate ventilation, lighting and electrical. Thermostatic heating and air conditioning provide the appropriate climate control.

Sufficient workspace is provided for proper segregation and protection of articles during all maintenance, preventive maintenance, or alterations.

Sufficient space is provided to segregate articles and materials stocked for installation from those articles undergoing maintenance, preventive maintenance, or alterations.

Segregated work areas are established enabling environmentally hazardous or sensitive operations such as painting, cleaning, plating, machining and grinding to be done properly and in a manner that does not adversely affect other maintenance or alteration articles or activities. The Repair Station provides suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles undergoing maintenance, preventive maintenance, or alterations.

The building is equipped with emergency fire extinguishers. Shop areas have compressed air and overhead hoists available, where required. There is approximately 112050 square feet of office, shop, and material space in the building located at 370 Knight Drive Oxford Alabama. See floor plan listed in Paragraph 4.1.1.

Aerospace Coatings International shall determine the tools and equipment necessary for carrying out the maintenance to the work scope permitted in the Maintenance Organization Manual Certificate according to relevant approved airworthiness data. The tools and equipment will be controlled to ensure that they are in serviceable condition. Aerospace Coatings International may lease or borrow certain equipment that is rarely used or require vast investment. These tools shall be controlled and in serviceable condition.

A positive means of identification labels along with a means of a registration system for tools and equipment shall be maintained. This system shall provide for calibration of the tools used for inspection or testing and shall provide for traceability to relevant national standards. Reference CCAR145.21.

Aerospace Coatings International will ensure that they possess the materials necessary to perform the required maintenance and that such material is in compliance with relevant airworthiness data. This material shall be stored and controlled in such a manner as to ensure conformity to airworthiness data and valid conformity certificates. A receiving inspection system in accordance with internal work procedure SPP 1.001 Purchase order processing.

Aerospace Coatings International shall have sufficient maintenance personnel with the appropriate degree of training and knowledge to perform the maintenance as described in the Maintenance Organization Certificate. Aerospace Coatings International shall designate an Accountable Manager, Quality Manager and Production Manager. Reference the MOM Chapter 1 and RSM/QSM Roster for additional details.

Aerospace Coatings International shall establish an engineering services system to discharge its technical management responsibilities. Aerospace Coatings International uses Component Maintenance Manuals, Service Bulletins, Airworthiness Directives, Customer Instructions, Service Order Travelers, to compile relevant maintenance work sequences and documentation necessary to define the appropriate airworthiness data and to document work performed. These documents are considered quality records and are controlled.

Aerospace Coatings International has established a production control system that is composed of all associated production and maintenance departments. Prior to implementation of each piece of maintenance work the production control system ensures that the necessary facilities, equipment, tools, material qualified maintenance personnel and technical data are available. The approved CAAC capability list identifies those components; additions will be submitted to the CAAC for approval.

#### 4.1.1 Facility Plan

Aerospace Coatings International FAA Certificated Repair Station No. A9PR286X is completely housed in a Block building, with concrete floors. Total Square Feet: 112,050 Note: The individual floor square feet is on pages 13, 14 and 15. All areas are heated and cooled except for plating bath areas.

Production areas have lighting fixtures and/or natural lighting. Any changes to the location or housing and facility must be approved in

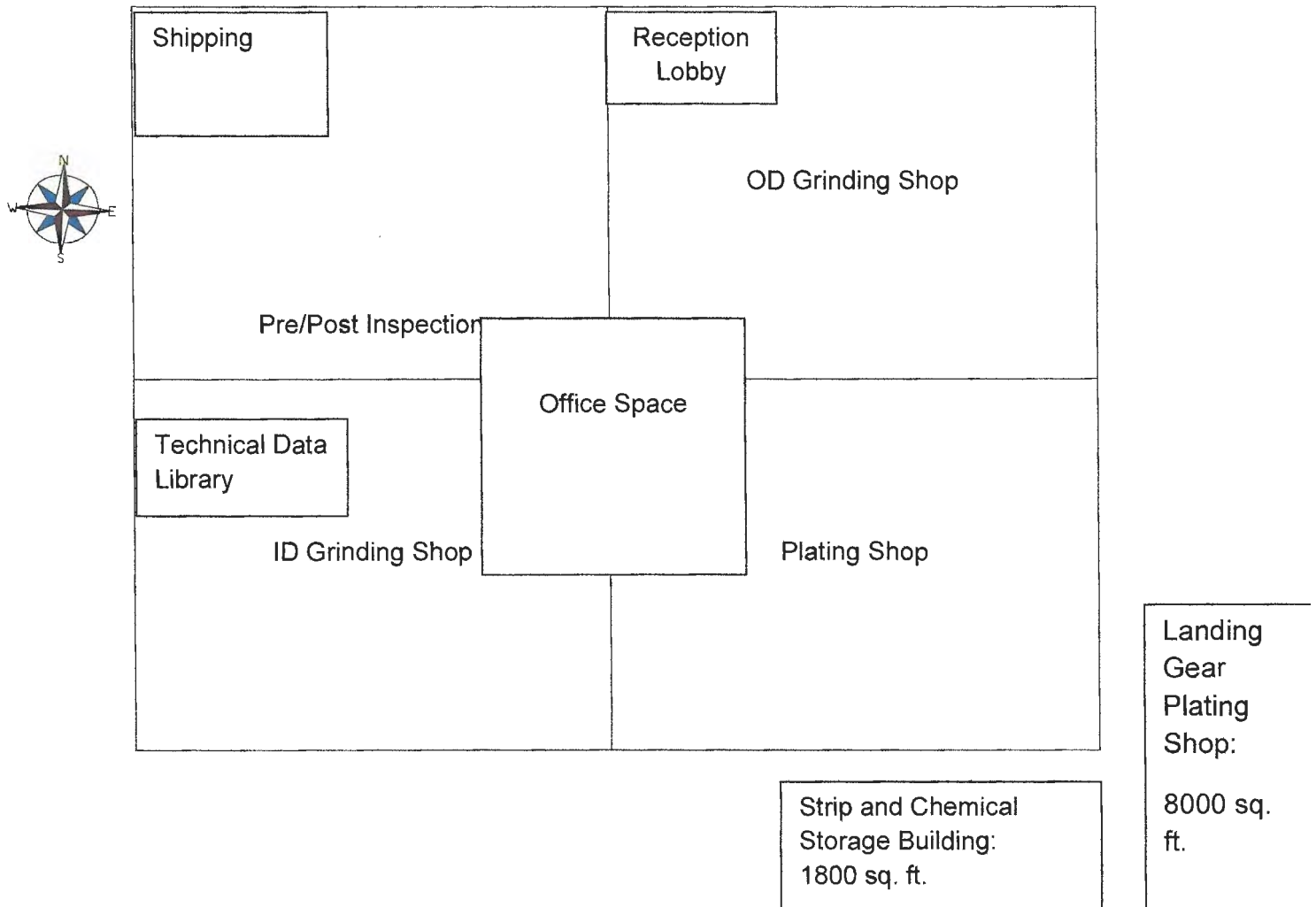


writing by the flight standards district office in Birmingham and CAAC of China. (FAR Section 145.21

It is the responsibility of the General Manager to ensure that the repair station has adequate housing and facilities.



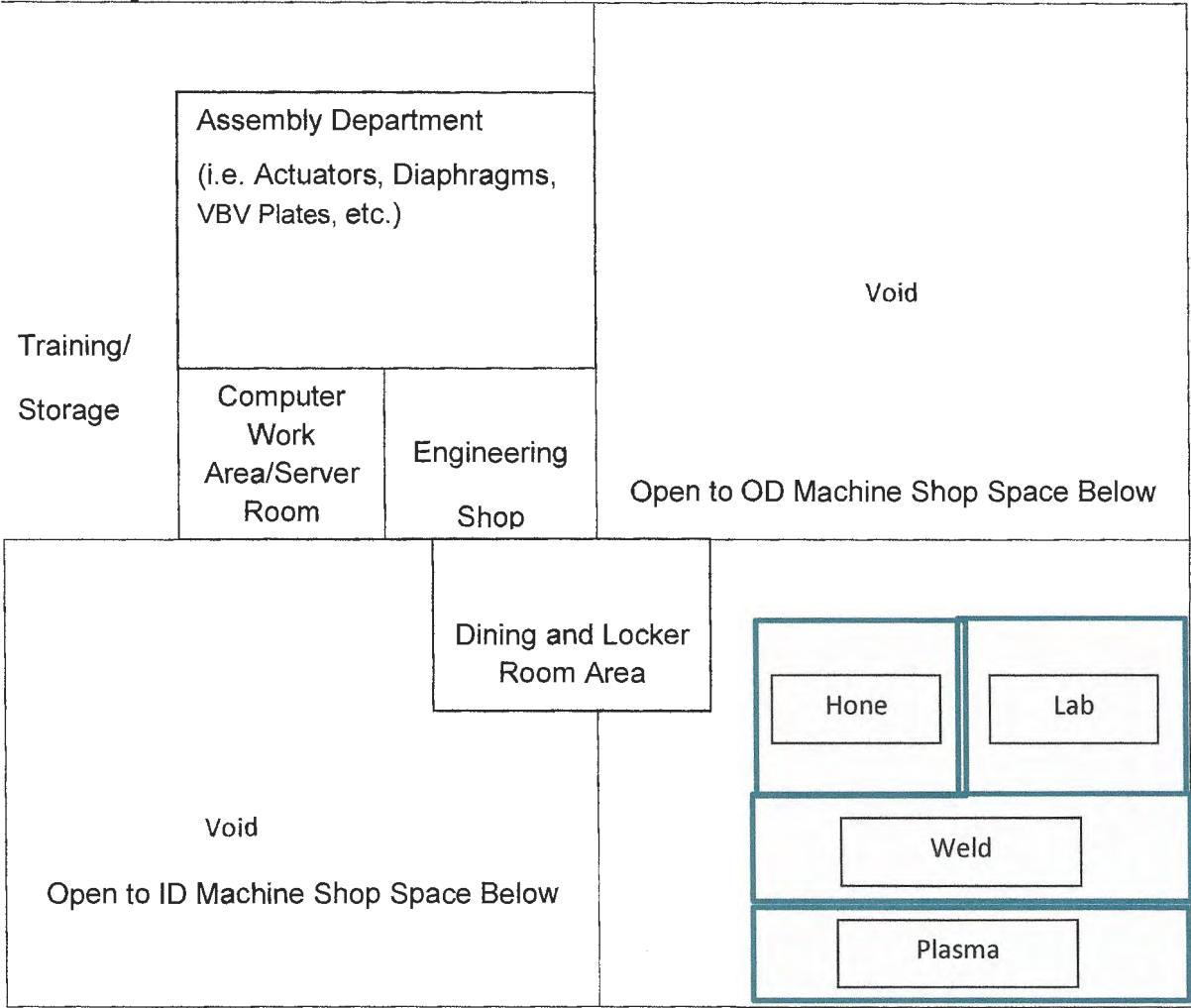
## First Floor



**Total Square Feet for First Floor and External Buildings: 76050 sq. ft.**

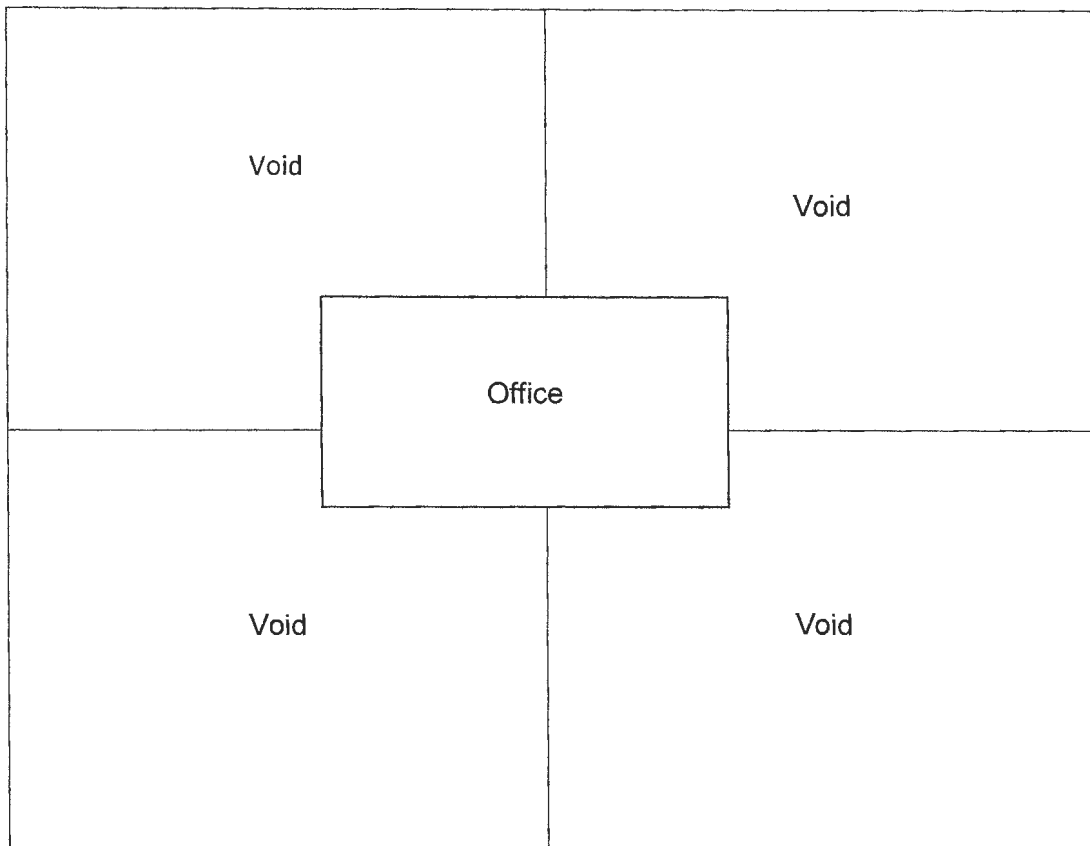


**Second Floor**



**Total Square Feet for Second Floor is: 34000 sq. ft.**

**Third Floor: 2000 sq. ft.**



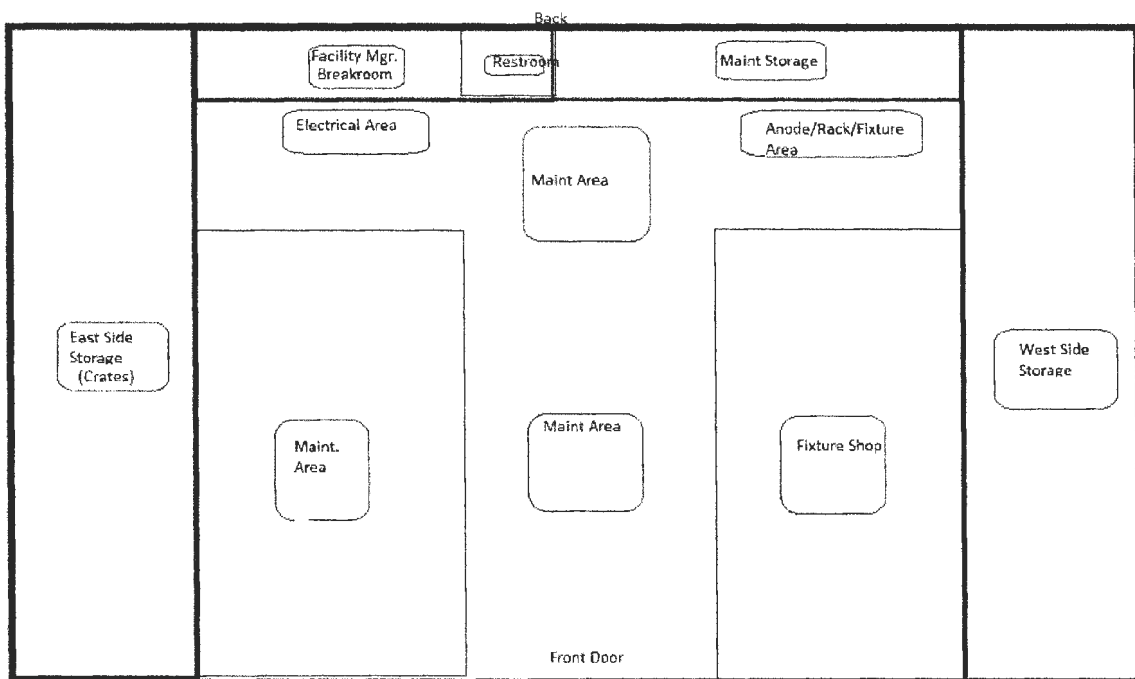
**Total Square Feet for Third Floor is: 2000 sq. ft.**

**4.2 Reference**

4.2.1 SQP9.003 – Context of The Organization



## Maintenance Shop



**Total Square Feet for Maintenance Shop: 15,000 sq. ft. (10,000 internal)**

## **Chapter 5**

## **5.1 Personnel**

This Repair Station employs approximately 115 technicians, 11 Return to Service inspectors, and 3 internal auditors.

Aerospace Coatings International utilizes approximately 11 Return to Service inspectors and 28 Certified Repairman.

Specialized Services: (NDT) Magnetic Particle and Fluorescent Penetrate 1 certificated Level III and 3 certificated level II Inspectors

Return to service of customer product is accomplished only by authorized personnel as described in CCAR 145.19; 145.23 and FAR 145.157 along with Section 4 & 5 of the RSM/QSM.

The certifying staff of foreign maintenance organizations shall obtain equivalent maintenance personnel licenses issued by competent Civil Aviation Authority with jurisdiction.

Certifying staff shall be able to listen, speak, read and write English. Certifying staff shall have received relevant training on CAAC civil aviation law and regulations.

## **5.2 Reference**

FAA Repair Station and Quality Control Manual Section 4 Personnel.

Appendix 1 - Roster of Management (Supervisory) and Inspection Personnel for a complete listing of Return to Service inspectors and In-Process inspectors.

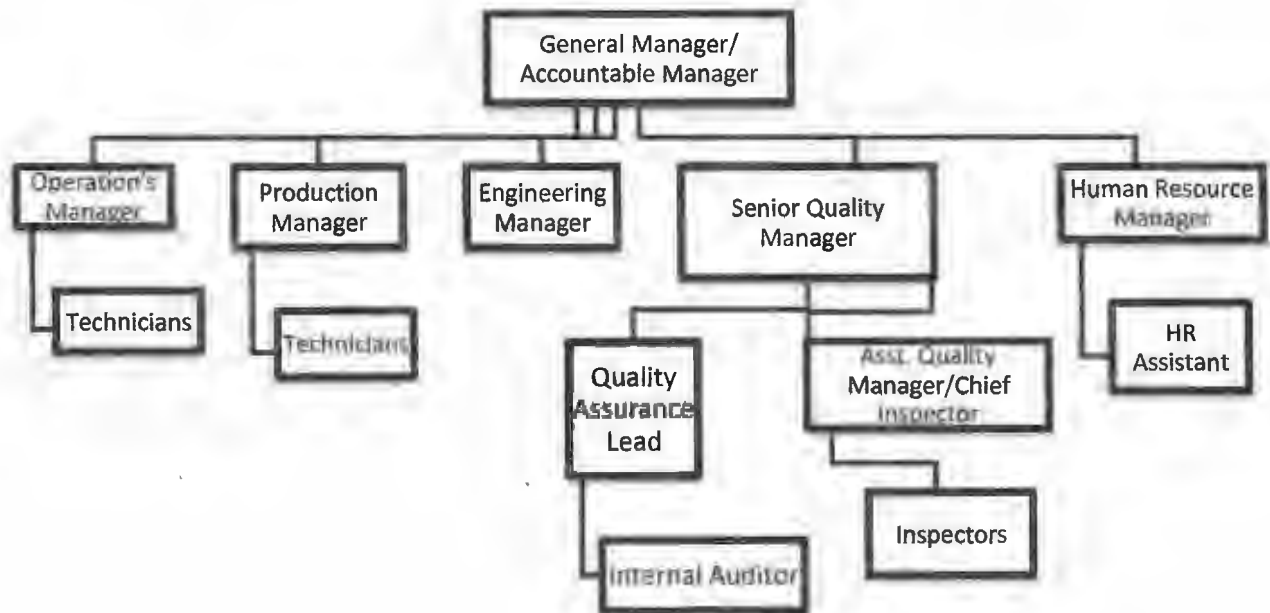




## Chapter 6



## 6.1 Organizational Structure





## Chapter 7



## 7.1 Senior Management

### 7.1.1 General Manager / Accountable Manager

Title: General Manager  
Name: John Bryant  
Contact Information:  
E-mail: [jbryant@aerocoatings.com](mailto:jbryant@aerocoatings.com)  
Phone: 256-241-2750  
Fax: 256-241-2760

7.1.1.1 Employment Experience:  
Hire Date March 26, 2007, as Engineer until October 18, 2010). Process Engineering Manager from October 18 2010 to May 1, 2017. John Bryant is currently the General Manager.

7.1.1.2 Responsibility:  
The General Manager is directly in charge of the maintenance functions of the repair station. In addition to the complete administration of the repair station, this position will ensure that the repair station continues to comply with applicable local, State, and Federal requirements. With respect to the FARs and the European Aviation Safety Agency, the General Manager shall ensure the repair station continues to meet the requirements for providing adequate housing, facilities, equipment, and personnel appropriate to the ratings of the repair station. In addition, the General Manager shall ensure the financial resources are available to adjust to any changes in workload or to adjust the workload to the resources available.

In addition to the overall duties and responsibilities listed above, the General Manager has the following specific responsibilities:

- 7.1.1.2.1 Ensure adequate fire-fighting equipment is available at the repair station.
- 7.1.1.2.2 Ensure adequate safety precautions are observed by repair station personnel.
- 7.1.1.2.3 Establish the criteria for hiring personnel for positions responsible for maintaining, supervising, or inspecting maintenance or alterations of civil aviation articles.
- 7.1.1.2.4 Is in charge of the Corrective Action

Program and determines the appropriate actions to be taken when deficiencies are discovered or reported.

7.1.1.2.5 Act as the liaison with all customers.

7.1.1.2.6 Oversees the process engineering department

Also is responsible for assigning back-up personnel for functions that may be affected by absents of the responsible party. Note: The following areas are in concern for the back-up program: Technical Data, Shelf Life, Calibration, Scrap Hardware and Drug/Alcohol programs.

The General Manager may delegate any duties and responsibilities of any personnel of the repair station to qualified persons. However, delegation of duties does not relieve the specified position of their responsibilities under this manual or the FARs.

## **7.1.2**

### **Senior Quality Manager**

Title: Senior Quality Manager

Name: Eric Beers

Contact Information:

E-mail: [eric.beers@aerocoatings.com](mailto:eric.beers@aerocoatings.com)

Phone: 256-241-2750

Fax: 256-241-2760

7.1.2.1 Employment Experience:  
United States Navy from 1985 to 2014  
Repairman, Inspector, and MRO Operations Manager  
Honeywell Aerospace (Anniston AL) from 2014 to 2017- Senior Quality Engineer and Quality Manager  
Aerospace Coatings International from 2017 to 2022- Senior Program and Production Manager. Eric Beers was promoted to Senior Quality Manager February, 2022.

7.1.2.2 Responsibility:  
The Quality Manager reports to the General Manager who is ultimately responsible for the continued operation of the repair station and the responsibilities thereof.  
The Quality Manager is responsible for the operations of the Quality Assurance Department. It will be the Quality Manager's responsibility to Coordinate and

distribute revisions to this manual and ensure that the electronic version of this manual is kept current and accurate:

- 7.1.2.2.1 Coordinate with the CAAC all revisions to this manual.
- 7.1.2.2.2 Sign the revised list of effective pages of this manual.
- 7.1.2.2.3 Coordinate CAAC inspections as delineated in this manual.
- 7.1.2.2.4 Respond to any request for inspection of this repair station's certificate.
- 7.1.2.2.5 Determine the final disposition of articles failing to meet the incoming inspection review.
- 7.1.2.2.6 Determine equivalency of tools and equipment used by the repair station (other than that recommended by manufacturers) and document that determination.
- 7.1.2.2.7 Ensure appropriate calibrations and checks are made on the tools and equipment used by the repair station.
- 7.1.2.2.8 Ensure records of all calibrations and checks are kept current, and the calibrations are performed in accordance with the standards and procedures described in this manual.
- 7.1.2.2.9 Audit all maintenance function contractors before use and maintain the results of those audits.
- 7.1.2.2.10 Act as the liaison with all Federal officials.
- 7.1.2.2.11 Establish and maintain the repair station employment and training records.
- 7.1.2.2.12 Continuously review the repair station's training program to ensure all the repair station's training needs are met.
- 7.1.2.2.13 Perform repair station's "self-evaluation" to determine whether it has the housing, facilities, equipment, material, data, and trained personnel to add a process to its Capability List.

- 7.1.2.2.14 Maintain the repair station roster for the repair station by ensuring that changes in personnel or job duties are reflected on the roster within five (5) business days as required by this manual.
- 7.1.2.2.15 Train, direct, supervise, and assist all personnel performing work under the repair station certificate
- 7.1.2.2.16 Determine that, if the customer's work scope is limited in nature, the requested maintenance, preventive maintenance or alteration can be accomplished within the applicable data despite any other damage or discrepancies noted.
- 7.1.2.2.17 Ensure that determinations concerning major alterations/repairs are accomplished as delineated in this manual.
- 7.1.2.2.18 Ensure all incoming, hidden damage, preliminary, in-process, and final inspections are performed in accordance with the procedures set forth in this manual.
- 7.1.2.2.19 Submit reports of serious defects or recurring un-airworthy conditions in accordance with the procedures described in this manual
- 7.1.2.2.20 Maintain in current condition the pertinent FARs.
- 7.1.2.2.21 Determine that all manufacturers' instructions for continued airworthiness (e.g., maintenance, overhaul and repair manuals), service bulletins, service letters, government and industry standards, and other data acceptable to or approved by the CAAC relative to the civil aviation articles maintained or altered by the repair station are in current status and available to maintenance and inspection personnel.



- 7.1.2.2.22 Ensure the availability and currency of the technical information required to perform work whenever a new process is introduced to perform maintenance, preventive maintenance or alteration. It is the customer responsibility to assure the technical data is current prior to sending the article to Aerospace Coatings International for repair. Aerospace Coatings International responsibility is to assure the part is repaired per the supplied technical data.

The Quality Manager may delegate duties and responsibilities to any qualified personnel. Delegation of duties does not relieve the Quality Manager overall responsibility under this manual or the F ARs.

- 7.1.3 Production Manager  
Title: Production Manager  
Name: Doug King  
Contact Information:  
E-mail: [dking@aerocoatings.com](mailto:dking@aerocoatings.com)  
Phone: 256-241-2750  
Fax: 256-241-2760



7.1.3.1

Employment Experience:

Hire date of February 5, 1991. Hire at IPC-Aerospace in 1991 as ID Grinder and moved to supervisory and Production Manager when the company need expanded. When IPC Aerospace changed their name in 2002 Doug maintained the title of Production Manager.

7.1.3.2

Responsibility:

The Production Manager reports to the Accountable Manager and is responsible for oversight of production, IT, and, continuous improvement. It will be the Production Manager's responsibility to:

- 7.1.3.2.1 Ensure all personnel are trained in the appropriate safety practices and procedures, including proper use and location of firefighting equipment. Periodically check the fire and safety equipment to ensure serviceability and adequacy.
- 7.1.2.3.2 Ensure technicians have the appropriate technical data available during the performance of maintenance, preventive maintenance and alteration activities.
- 7.1.2.3.3 Ensure that Part 121, 125, 129 and 135 customer requirements are obtained, made available and followed by inspection personnel.
- 7.1.2.3.4 Ascertain qualifications of all technical employees prior to work assignment through tests and evaluation of their previous experience.
- 7.1.2.3.5 Train, assist and supervise technicians in proper work procedures and practices.
- 7.1.2.3.6 Ensure the shop equipment and tools are maintained in good working order.
- 7.1.2.3.7 Ensure the shop premises are maintained in a clean and orderly manner.

- 7.1.2.3.8 Ensure that all maintenance or alteration processes are appropriately completed and documented on the maintenance forms as set forth in this manual.
- 7.1.2.3.9 Initiate requisitions for stock as required for the work being performed.
- 7.1.2.3.10 Ensure processes are streamlined to meet maximum quality and production directives
- 7.1.2.3.11 Ensure labor force has been trained in Lean operations
- 7.1.2.3.12 Ensure Quality and Production Metrics are compiled and relayed to all relevant personnel

The Production Manager may delegate duties and responsibilities to any qualified personnel. However, delegation of duties does not relieve the Production Manager of his responsibilities under this manual or the FARs.

## **7.2 Nomination**

Aerospace Coatings International shall nominate at least an Accountable Manager, a Quality Manager and a Production Manager. The Quality Manager and the Production Manager shall not be taken by one person. These nominated individuals shall fulfill the following requirements:

- 7.2.1 Be familiar with the requirements of the regulations regarding the civil aircraft maintenance management.
- 7.2.2 Be experienced in the maintenance management
- 7.2.3 For foreign or regional maintenance organizations shall be able to interpret the requirements of CCAR 145 correctly and the qualifications shall be equivalent to that of maintenance management personnel as described in CCAR Part 66.

## **7.3 Reference**

- 7.3.1 SQP6.004 – Management Review
- 7.3.2 SQP9.007 – Recruitment



## Chapter 8

## **8.1 Duties and Responsibilities**

This section describes the duties and responsibilities of each department as listed in Chapter 6.1. ACI is organized based upon the process function and have the following departments:

### **8.1.1 General Management Department**

Oversees the daily operational function of ACI and coordinates activities between Human Resources; Process Engineering; Production; Quality department and is vested with management and financial authorities.

### **8.1.2 General Manager**

The General Manager is directly in charge of the General Management Department and is responsible complete administration of the repair station. The General Manager shall ensure that the repair station continues to comply with applicable local, State, and Federal requirements with respect to the CCAR 145; CFR 145 and EASA 145.

The General Manager shall ensure the repair station continues to meet the requirements for providing adequate housing, facilities, equipment, and personnel appropriate to the ratings of the repair station. In addition, the General Manager shall ensure the financial resources are available to adjust to any changes in workload or to adjust the workload to match the resources available.

In the absence of the Production Manager or Quality Manager, the General Manager assumes the responsibilities and delegates authority to qualified personnel as dictated by CCAR part 145 and FAR part 43, to release components or details for service after repair or inspections.

### **8.2.1 Human Resource Department**

Is responsible for employee hiring and manages personnel issues. Human Resource department coordinates and administrate the repair station training program. Ensures that all employees receive mandatory (at new hire) and specific training and recurrent training as required. It also administrates the Drug and alcohol testing program as mandated by Department of Transportation on all DOT covered and non-covered employees respectively.

## 8.2.2 Human Resources Manager

Human Resource Manager is directly in-charge of the Human Resources Department and is responsible for the administration of DOT Anti-Drug and Alcohol Program and all employees receive the relevant training as directed in the training program.

## 8.3.1 Process Engineering Department

Undertakes repair development. All minor repairs are developed; substantiated and approved internally. Engineering department communicate with the respective DER on major repairs. Engineering department review and generates tooling and/or material equivalency in support of Production.

## 8.3.2 Engineering Manager

The Engineering Manager directly in-charge of the Process Engineering Department and is responsible for all engineering repairs ensuring that the repair are substantiated and approved accordingly.

Review and/or ensure that all equivalency are substantiated adequately

## 8.4.1 Production Department

Production Department oversees all operational aspects of this repair station. Production department is divided into specialty areas: electroplating shop; Internal Diameter (ID) grind shop; Outer Diameter (OD) grind shop. Each shop is responsible in ensuring that their processes and articles meet regulatory and customer requirement. Facility Maintenance reports to Production Department as it provide direct support to Production Department to ensuring highest level of machine and tooling availability

## 8.4.2 Production Manager

The Production Manager is directly in-charge of the operations of the repair station. In addition, the Production Manager is responsible for:

8.4.2.1 Ensuring that the facilities, tools/equipment, material, qualified maintenance personnel, airworthiness data and technical documents are available for the maintenance prior to allowing maintenance to be performed. Provide adequate work space and conditions necessary to produce a quality component or detail.

- 8.4.2.2 Resource targeting; ensuring there is adequate maintenance man hours available according to the qualification, authorization and competence of maintenance personnel, shift arrangement etc. and to make adjustments to available resources/man hours as required.
- 8.4.2.3 Ensure the proper sequencing of work to assure the safety and quality of the maintenance; when the maintenance process is to be suspended due to break time or shift change shall have controls to assure the integrity of the working process and maintenance records.
- 8.4.2.4 Training and assisting subordinates in the proper work procedures and practices to be followed.
- 8.4.2.5 Maintaining all shop equipment and tools in a serviceable working and calibrated condition, assuring that periodic checks and calibration are made on special tools and test equipment, and that current records (Calibration Stickers) are maintained of these test and calibrations.
- 8.4.2.6 Ascertaining that all necessary maintenance entries on maintenance forms and repair orders used by the repair station are properly executed by the responsible Technician.
- 8.4.2.7 Maintaining the premises of the repair station in a clean and orderly manner and assuring quality workmanship by the Technician while performing maintenance.
- 8.4.2.8 Instructing personnel in observing the safety precautions relevant to the functions for which they may be utilized.
- 8.4.2.9 Making available to the departments under the Lead Personnel control the required technical data on all components and details for the maintenance accomplished and keeping the data current with the latest revision. The data will include the manufacturer's maintenance and overhaul manuals, service bulletins; parts specifications related Civil Aviation Authorities approved data, and any other technical data used by the repair station.
- 8.4.2.10 Assuring components and details are stored and handled in a manner adequate to ensure proper protection.

In the absence of the Production Manager, the following line of succession will be used to assume the responsibilities and delegate's authority to qualified personnel.



#### 8.5.1 Quality Department

Quality Department oversees pre-inspection (incoming receiving); Master Repair creation; NDT inspection; in-process dimensional inspection; Return to service inspection and shipping. Quality assurance is responsible for all audits (internal/external); technical data up keeping and communicates with the CAAC on all regulatory compliance matters.

#### 8.5.2 Quality Manager

The Quality manager is directly in-charge of the inspection department and, as such, will have the final authority in the releasing to service of appliances and the component parts thereof. In addition , the Quality Manager is responsible for directing, planning and laying out the details of inspection standards, methods and procedures used by the repair station in complying with all applicable Civil Aviation Authorities, manufacturer's specifications and recommendations; is responsible for the overall operation of the Quality system and assures the quality system meets CAAC, FAA, EASA and ISO requirements. It is the Quality Manager's Duty to:

- 8.5.2.1 Assist, supervise and direct all personnel assigned to the inspection department.
- 8.5.2.2 Insure that all inspections are properly performed on all completed work and that the proper inspection records, reports and forms used by the repair station are properly executed prior to releasing the product for return to service.
- 8.5.2.3 Insure the maintenance of and keep current a file on pertinent Civil Aviation Authority Regulations, specifications, Instructions for Continued Airworthiness, and airworthiness directives.
- 8.5.2.4 Assure that periodic checks are made on all inspection tools and the calibration of precision test equipment used by the repair station and mechanics that have their own precision equipment. Further assure that a current record of those inspections and test is maintained.
- 8.5.2.5 Determine that no defective, unserviceable, or unairworthy parts are installed in any component or articles released by the repair station.



- 8.5.2.6 Submit reports of defects of unairworthy condition in accordance with CCAR 145.34. The Quality Manager or his designee will be responsible for Suspected Unapproved Parts Training for detection and monitoring through the Federal Aviation Administration SUPs database. Submit reports for suspected unapproved parts (SUP) in accordance with CAAC Form F145-5.
- 8.5.2.7 Assure the proper execution of CAAC Forms as defined in CCAR 145.
- 8.5.2.8 Insure for continuity of inspection responsibility, assuring completion of required inspection when personnel shift or assignment changes occur.
- 8.5.2.9 Insure the final acceptance of all incoming material, including new parts, supplies and the airworthiness of articles on which work has been performed outside the repair station by contract.
- 8.5.10 Insure the preliminary, hidden damage, in-progress, and final inspection of all articles processed by the repair station and record results as outlined in this manual.

#### **8.6.1 Reference**

- 8.6.1 SQP6.004 – Management Review
- 8.6.2 SQP9.007 – Recruitment

## Chapter 9

## **9.1 Scope of Work**

CAAC Maintenance Capabilities List (as revised) contains a complete list of maintenance capabilities for this AMO.

### **9.1.1 Maintenance Capabilities approved by CAAC**

Listed below are the approved maintenance capabilities as stated in the CAAC Maintenance Organization Certificate (MOC).

### **9.1.2 Aerospace Coatings International is approved for the following systems for inspection, repair, overhaul and modification:**

- 9.1.2.1 Air condition
- 9.1.2.2 Electrical Power
- 9.1.2.3 Flight Control
- 9.1.2.4 Fuel
- 9.1.2.5 Hydraulic
- 9.1.2.6 Landing Gear
- 9.1.2.7 Oxygen
- 9.1.2.8 Pneumatic
- 9.1.2.9 Water/Waste
- 9.1.2.10 APU
- 9.1.2.11 Power plant
- 9.1.2.12 Engine
- 9.1.2.13 Bleed Air
- 9.1.2.14 Thrust Reverser
- 9.1.2.15 Oil
- 9.1.2.16 Starters

Details as listed on CAAC Approval Capability List (as revised).

### **9.1.3 Specialized Services:**

- 9.1.3.1 Chrome Plating
- 9.1.3.2 Nickel Plating
- 9.1.3.3 Cadmium Plating
- 9.1.3.4 Grinding and Machining
- 9.1.3.5 Black Oxide
- 9.1.3.6 Plasma/HVOF Spray
- 9.1.3.7 Phosphate

All specialized services performed in according with the relevant specifications and/or standards listed (as revised) listed on CAAC MOC, parts shall be return to service based on the process performed. This shall include parts that are not listed in the current CAAC capability listing.



## **9.2 DER Approved Repairs**

In the event that Aerospace Coatings International performs a DER approved repairs in their maintenance activities; Aerospace Coatings International's customers that are under the authority shall provide, in a written format, evidence that Chinese Operators/Airlines accept any major repairs requiring DER approval prior to performing work.

If ACI is performing work for a Repair Stations located in China it is their responsibility to supply ACI with written confirmation from the Chinese Operators/Airlines. At no time can ACI proceed with the repair without written confirmation.

## **9.3 Work Performed At a Location Other Than Fixed Location**

Under no circumstance will Aerospace Coatings International, LLC, perform any specialized services or maintenance that are to be under the inspection procedure requirements of CCAR 145, away from the location of this repair station.

## **9.4 Reference**

- 9.4.1 SQP1.002 – Documented Information
- 9.4.2 SQP1.005 – Document and Data Control
- 9.4.3 SEP1.001 – Engineering Repair Development
- 9.4.4 SEP1.002-- Equivalencies

**Page Holder for MOC**

## Chapter 10

## 10.1 Management Requirements

### 10.1.1 Technical document management requirements:

Aerospace Coatings International LLC shall maintain documents and data required for the performance of maintenance, preventive maintenance, overhaul, repair, inspection/test, or modifications. The following documents must be current and accessible as applicable when the work is being done:

- 10.1.1.1 Airworthiness Directives
- 10.1.1.2 Type certification data and specifications including instructions for continued airworthiness (ICA)
- 10.1.1.3 Manufacturer's maintenance manuals, Overhaul Manuals, Standard practice manuals, inspection/repair manuals, and approved Temporary Revisions.
- 10.1.1.4 Service Bulletins
- 10.1.1.5 Other applicable data acceptable to or approved by the governing regulatory Authority (CAAC, EASA, FAA, etc.). FAA approved repairs shall be approved by the customer prior to starting work.

Quality Manager is responsible to assure Maintenance technical documents shall meet the requirements of CCAR 145.27 reference RSM/QSM Section: 8.4.1

Development of Work Card and revision (ACI Shop Traveler) reference RSM/QSM Section: 8.3.3

### 10.1.2 Training management requirements:

Aerospace Coatings International has developed a training program that defines the scope of training, the training objectives, training times, examination requirements and means of training. These requirements can be found in the FAA approved Repair Station Manual. Training of Repair Station personnel can be accomplished by classroom, computer web based and or on-the-job training.

Each employee shall receive initial training for CAAC during the new hire orientation.

Each employee shall also receive recurrent CAAC training annually.

Each repairman shall receive MOM training annually to assure they stay current with the requirements of the CAAC MOM.

Classroom instruction is accomplished by instructors, engineers or other personnel selected by management for their technical knowledge and experience with the applicable system. On-the-job training is conducted by experienced inspectors, repairman or technicians under the direction of the area's respective lead. The Repair Station ensures that all Product Line Leaders and inspection (including Return to Service) personnel understand, read & writes English through formal education. (GED; High School Diploma; College education etc.)

The Repair Station determines the abilities of its non-certificated employees performing maintenance functions based on training (on the job training or classroom training), knowledge, experience, or practical tests.

Aerospace Coatings International establishes and maintains proficiency of its inspection personnel (controlled stamp holders) through an On-the-Job training program, additional classroom training, and continuation of current activity in their area of work.

The Certified Repairman (Return-To-Service) and Inspector (Receiving inspection) will have recurrent training every two years. Training consists of:

- 10.1.2.1           Airworthiness Training
- 10.1.2.2           Regulator, Repair Station, Quality Control Manual training
- 10.1.2.3           Human Factors
- 10.1.2.4           SUP Training

Nondestructive testing and welding personnel will require additional training, experience and/or examinations on a scheduled recurring basis as defined per NDT and weld specification.

Reference ACI FAA approved Training Manual for additional Training Requirements for Human Factors and Authority of the training system.

## **10.2 Employee Certificates**

Whenever this repair station determines that an individual certificate is required for the performance of duties, it may initiate the application for that employee to become a repairman certificated under Part 65 of the FARs.

Moreover, the repair station will attempt to collect the certificate of any repairman when they are no longer employed by the company. However, it should be noted that a repairman certificate is only valid for the work performed within the scope of assigned duties at this repair station.

## **10.3 Employee Qualifications**



Employees who are non-certificated maybe hired to perform maintenance on civil aviation articles based upon their knowledge and experience. The employee's initial qualifications are determined by employment history, training, certification, knowledge, experience and practical tests. Job assignments, including the performance of maintenance, inspection or supervision, are based upon the employee's initial qualifications. Additionally, the employee qualifications listed in this manual will be the basis for determining the initial and recurrent training requirements.

All employees performing maintenance or other safety-related functions for an air carrier or commercial operator certificated under FAR Parts 121 or 135 are included in an FAA-approved "Anti-Drug Program."

#### 10.3.1 Accountable Manager

The Accountable Manager is directly in charge of the maintenance functions of this repair station. As such, and prior to assigning these duties and responsibilities and placing the individual's name on the repair station roster, it shall be determined that the individual:

- 10.3.1.1 Is appropriately certificated under FAR Part 65.
- 10.3.1.2 Understands, reads and writes English.
- 10.3.1.3 Has eighteen (18) months of practical experience in procedures, practices, inspection methods, materials, tools, machine tools and equipment generally used in the work for which this repair station is rated.

Once the above information has been ascertained, the individual may be assigned duties and responsibilities on a temporary basis, by the primary person listed on the Repair Station Roster, and/or may be placed on the Repair Station Roster as a permanent substitute in the absence of the titled individual.

#### 10.3.2 Chief Inspector

Before any person is assigned any responsibilities as Chief Inspector and placed on the repair station roster to make final airworthiness determinations and is allowed to approve articles for return to service, the repair station shall determine that the individual

- 10.3.2.1 Is appropriately certificated under FAR Part 65
- 10.3.2.2 Understands, reads and writes English.
- 10.3.2.3 Is thoroughly familiar with the applicable F ARs and with the inspection methods, techniques, practices, aids, equipment, and tools used to determine the

airworthiness of the article on which maintenance, preventive maintenance, or alterations are being performed.

10.3.2.4 Is proficient in using various types of mechanical and visual inspection aids appropriate for the articles being inspected and approved for return to service.

10.3.2.5 Has the appropriate experience through training, employment history or practical tests and that this information has been documented and is available in the individual's employment file.

10.3.2.6 Understands the current specifications, involving inspection tolerances, limitations and procedures established by the manufacturer or by an Airworthiness Directive, of the articles being inspected and approved for return to service.

### 10.3.3 Qualification of Repairmen

Prior to being assigned as the Production Manager, Quality Manager, or any person assigned technical supervisory responsibilities and being listed on the repair station roster, the repair station shall determine that the individual:

10.3.3.1 Is appropriately certificated under FAR Part 65.

10.3.3.2 Understands, reads and writes English.

10.3.3.3 Has eighteen (18) months of practical experience in the procedures, practices, inspection methods, materials, tools, machine tools, and equipment generally used in the work for which the repair station is rated.

10.3.3.4 Understands the FARs, Airworthiness Directives, methods, techniques, and practices contained in the applicable manufacturers' maintenance and alteration documents, and/or other data acceptable to or approved by the FAA used by the repair station.

10.3.3.5 Has the appropriate experience, evidenced by employment history, training, certification or practical tests to perform in the supervisory position assigned.

10.3.3.6 Once the above information has been ascertained and documented in the appropriate employment file, the person shall be listed on the repair station roster.

### 10.3.4 Inspector

Prior to assigning an inspector preliminary, in-process or final inspection authority and adding/amending the repair station roster, the repair station shall determine that the individual

- 10.3.4.1 Is thoroughly familiar with the applicable F ARs and with the inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the article on which maintenance, preventive maintenance, or alterations are being performed.
- 10.3.4.2 Is proficient in using various types of mechanical and visual inspection aids appropriate for the articles being inspected and approved for return to service.
- 10.3.4.3 Understands, reads, and writes English.

Once the above information has been ascertained and documented in the appropriate employment file, the person shall be listed on the repair station roster. The Quality Manager is responsible to assure the Inspection personnel are properly trained. The minimum requirements are established and documented on Employee "On the Job" training (OJT) Form.

Inspector performing Non-Destructive Inspection (Magnetic Particle or Fluorescent Penetrant) shall be certified to at least a Level II. The training and certification shall be performed by a Certified Level III. Non-destruction testing personnel qualification certification program meets the requirements of MIL-STD-410.

#### 10.3.4 Technician

Prior to being authorized to perform unsupervised maintenance, preventive maintenance or alterations duties, the repair station shall determine that the individual

- 10.3.4.1 Has experience, through training, knowledge, employment history or practical tests necessary to perform the scope of work assigned.
- 10.3.4.2 Is proficient in using the tools, equipment, and inspection aids applicable to the scope of work assigned.

#### 10.3.5 Supervisor

Prior to being assigned as the Production Manager, Quality Manager, or any person assigned technical supervisory responsibilities and being listed on the repair station roster, the repair station shall determine that the individual

- 10.3.5.1 Is appropriately certificated under FAR Part 65.

- 10.3.5.2 Understands, reads and writes English.
- 10.3.5.3 Has eighteen (18) months of practical experience in the procedures, practices, inspection methods, materials, tools, machine tools, and equipment generally used in the work for which the repair station is rated.

Understands the FARs, Airworthiness Directives, methods, techniques, and practices contained in the applicable manufacturers' maintenance and alteration documents, and/or other data acceptable to or approved by the FAA used by the repair station.

#### **10.4 Qualification to Accomplish Inspection**

This repair station shall keep a roster for personnel including the names of the officials of the repair station that are responsible for its management and the name of its technical supervisors and inspectors. In addition to the name of the individual, the roster will also include the title(s) held by that person as well as their inspection authority (preliminary, in-process, final and approval for return to service) or responsibility (e.g. technical supervision or directly in charge of maintenance activities). The Chief Inspector is responsible for ensuring the roster is kept current.

Each supervisor or manager who becomes aware of a change in personnel, termination or change in assignment that would affect the roster must notify the Chief Inspector by email, telephone, or in person. The Chief Inspector will obtain the required information from the supervisor or concerned employee and update the roster within five (5) business days of any change.

#### **10.5 Tools and equipment management requirements**

Aerospace Coatings International will determine the tools and equipment necessary for the maintenance work according to the approved scope of work as defined in the CAAC Manual and the relevant airworthiness data. Aerospace Coatings International will effectively control and keep the equipment and tools in good and serviceable condition. Calibrations will be based upon checked results, previous history and manufacturer's specifications, as determined by an appropriate Aerospace Coatings International (manufacturer's) Calibration Laboratory or other contract calibration facility. Calibrations shall be performed with equipment traceable to the National Institute of Standards and Technology or other standards as prescribed by the equipment manufacturer. Each facility utilized for calibration services will be audited by Quality Assurance at a minimum once every three years to assure compliance with requirements.

Calibration Tech. shall maintain records of calibration on electronic database.

Calibration Lab files, and will be available for viewing.

Reference Section 9.4 Equipment, Materials and Technical Data of RSM/QSM

## **10.6 Material management requirement**

10.6.1 Aerospace Coatings International shall implement a material management system:

- 10.6.1.1 to insure that the material required for the work intended is available and that effective
- 10.6.1.2 with controls in place to ensure the conformity and validity of the material. Material used
- 10.6.1.3 for any maintenance work shall comply with relevant airworthiness data or be deemed equivalent as allowable by the authorized engineering approvals.

10.6.2 The receiving inspection system shall insure that incoming material is conforming and shall have evidence that it bears valid certificate of conformity. Any material that is found nonconforming shall be identified segregated and processed under the Aerospace Coatings International site nonconforming material procedure and is unapproved for use in maintenance. Standard parts or raw material shall have Certificate of Conformity; new material shall have Airworthiness Tag or Authorized Release Certificate from the manufacturer; used material shall come with the Authorized Release Certificate as prescribed in Attachment 7 of CCAR 145 R3.

10.6.3 Aerospace Coatings International will inform the operator and the CAAC in the event the maintenance organization decides there is a need to fabricate parts for internal maintenance. The fabrication of in-house parts is limited to aircraft components that their failure or defect will not result in any one of the conditions listed in Article 4 of Section 5 of the CCAR Part 21. The in-house fabricated parts can only be used for internal maintenance activities and shall not be sold.



- 10.6.4 Aerospace Coatings International shall make evaluation of our suppliers and will perform receiving inspection on incoming materials to prevent unqualified material from being used in the maintenance performed. All stored material will be properly identified and protected to insure the material remains in an airworthy condition. A shelf life program shall be in effect to prevent the use of obsolete or expired material. Any product or materials that are subject to electrostatic discharge shall have measures taken to safely protect the materials according to manufacturer's requirements or equivalent. Aerospace Coatings International will segregate unserviceable materials and provide effective means of identifying scrapped materials and preventing them from being used in the maintenance work.

For additional information on the Aerospace Coatings International Material Management system and procedures see Section 3 of the FAA Repair Station Quality Control Manual.

Scrapped parts are controlled in accordance with the FAA Repair Station Quality Control Manual Section 9.3.6.

## **10.7 Production control requirements:**

- 10.7.1 Aerospace Coatings International shall ensure that the facilities, tools/equipment, material, qualified personnel, approved airworthiness data and technical documents necessary to perform maintenance are available prior to any maintenance activities taking place.
- 10.7.2 The production control system is responsible for insuring that the proper resources are available to perform the required maintenance. The maintenance man hours are defined according to qualification, authorization and competence of maintenance personnel including necessary shift arrangement and coverage.
- 10.7.3 The production control system insures the integrity of maintenance records, particularly when there is a break in maintenance due to break time, shift change. This continuity of inspection and maintenance activities is controlled by the use of Shop Travelers and the overlap of shift changes to insure **all** required maintenance activities are performed properly.

## **10.8 Subcontracted items and subcontractors management requirements**

### **10.8.1 Vendor Approval**

Aerospace Coatings International being a foreign maintenance organization shall insure that:

10.8.1.1 Any subcontractors are approved by the competent Civil Aviation Authority which has jurisdiction over the maintenance organization.

10.8.1.2 Aerospace Coatings International shall evaluate our subcontracted maintenance providers to ensure maintenance is being performed per the applicable regulatory requirements. These evaluations can be in the form of an on-site audit, desk top audit or through monitoring of supplier quality ratings which are based on statistical analysis of total defects versus total receipts.

### **10.8.2 Subcontracted work**

10.8.2.1 Subcontracted works shall only performed by Aerospace Coatings International approved suppliers/sub-contractors.

10.8.2.2 All work contracted to approved suppliers/sub-contractors is accomplished per instructions approved and/or provided by Aerospace Coatings International.

10.8.2.3 The Quality Manager is responsible for maintaining a current list of approved subcontractors and insuring it is available to receiving inspection and purchasing personnel. Any revisions to the approved subcontracted maintenance list are the responsibility of the Quality Manager and he shall coordinate any approval activities with the pertinent regulatory or Civil Aviation Authorities.

10.8.2.4 Aerospace Coatings International approved subcontractors can be audited at any time to verify they are compliant with the requirements prescribed in the applicable airworthiness standards and to insure that maintenance is being performed per contractual requirements as defined in the Aerospace Coatings International purchase order and instructions. Every two years subcontractors shall have an audit performed either on site or mail out.



## **10.9 Maintenance records and reports requirements**

### **10.9.1 Maintenance Records**

Aerospace Coatings International shall insure the integrity of the maintenance performed and the associated maintenance records. The maintenance records shall include completed Shop Traveler which clearly identifies the maintenance performed, records of defects, approved airworthiness data and technical documents used to control maintenance activities, list of airworthiness directives and or service bulletins incorporated, work summary and Airworthiness Maintenance Release Certificate. The associated certificates of conformity for new or repaired components utilized and incorporated during the maintenance process are controlled and stored per the Aerospace Coatings International Quality Management System in various locations within Aerospace Coatings International's facility. These certifications are considered quality records and are stored in such a way that the integrity of the maintenance performed is ensured.

### **10.9.2 The maintenance records shall be completed to the following requirements:**

- 10.9.2.1 The Shop Traveler shall be in English for foreign maintenance providers
- 10.9.2.2 Records shall be legible, complete, tidy, and accurate. The Shop Traveler process step shall be initialed or stamped and dated. A duly signed copy of Work Summary shall be sent together with the completed part.
- 10.9.2.3 Any amendments or corrections shall be made by authorized personnel by drawing a single line through the entry, initialing and dating the entry and correcting the record.
- 10.9.2.4 Maintenance records are paper copies documents. All information will be checked to insure accuracy and effective transmission of data.
- 10.9.2.5 Records shall be properly stored to insure no damage due to water, fire, loss or other unforeseen circumstances. Computer based records shall have a back-up system to insure protection.
- 10.9.2.6 Maintenance records shall be kept for a minimum of two years; in the event the maintenance organization



terminates all records completed within the two years prior to termination shall be sent to the relevant job sender.

10.9.2.7 Annual Report CAAC (Form F145-5) shall be completed and routed to CAAC as follows Instructions:

10.9.2.7.1 This report shall be submitted annually, included the information from 1<sup>st</sup> January last year to 1<sup>st</sup> January of this year, and submitted to CAAC before 1st February.

10.9.2.7.2 The CAAC address is as follows: Continue Airworthiness & Maintenance Division Flight Standards Department of CAAC 155 Dongsi Street West, Beijing 100710, PR China Tel: 86-10-64092423 / 64091402 Fax: 86-1 0-64030987

10.9.2.7.3 This report shall be filled carefully, clean and tidy.

10.9.2.7.4 If the blank given is not enough, please write in attached pages and mark clearly in the form.

10.9.2.7.5 This report can also be submitted at CAAC FSOP Portal address at: <https://fsop.caac.gov.cn/fsopr1/portal/>

Quality monitoring requirements for the complete maintenance process from receiving work order to release to service.

## 10.10 Reference

- 10.10.1 SPP1.001 – Purchase Order Processing
- 10.10.2 SPP1.002 – Evaluation of external vendors
- 10.10.3 SPP1.003 – Control of Shelf Life Products and other Materials
- 10.10.4 SQP1.002 – Documented Information
- 10.10.5 SQP1.003 – Incoming Receiving Inspection
- 10.10.6 SQP1.004 – Release to Service
- 10.10.7 SQP1.005 – Document and Data Control
- 10.10.8 SQP4.001 – Calibration Procedures
- 10.10.9 SQP4.002 – Calibration Instructions
- 10.10.10 SQP6.004 – Management Review
- 10.10.11 SQP9.007 – Recruitment

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## Chapter 11

## **11.1 Self-Quality Audit Requirements**

- 11.1.1 The purpose of this procedure is to describe the audit and corrective action process and to confirm that the Internal Quality Audit System is compliant with CCAR 145 R3 section 145.26. The Repair Station is available for audit by any regulatory authorities and/or customers, with or without advance notice, at any time during normal business hours.
- 11.1.2 Aerospace Coatings International has developed an independent self-quality audit system that assesses the compliance of the maintenance performed at this facility to CCAR-145 and validates the effectiveness of the quality management system. The scope of the audit program includes evaluation of the compliance of all maintenance performed as defined within the approved maintenance ratings.
- 11.1.3 An annual schedule of audits that covers all aspects of the Quality System is established and approved by the Internal Auditor. The audit schedule identifies each major element of the Quality System that will be audited annually. The audit interval shall not exceed 12 months for any department or system and can be shortened if previous audits have found evidence of serious problems.
- 11.1.4 The auditor shall be familiar with the CAAC requirements regarding civil aircraft maintenance and the CAAC approved MOM of the organization. The auditor shall be able to plan, perform, coordinate and analyze the audit activities and results. The auditor may be part time, full time or contracted and must be independent of the area being audited. A CCAR 145 latest revision check sheet will be developed to insure the audit covers the regulatory requirements associated with the Aerospace Coatings International Maintenance Organization Certificate (MOC) approvals.
- 11.1.5 The results of each audit are documented in a summary report to the responsible manager of each functional area that is audited. The solutions, once developed by the responsible manager(s), are documented by the quality monitoring function in a corrective action plan. Audit results are documented in an audit summary report and submitted for management review. Appropriate and timely corrective actions are initiated for each audit finding.

- 11.1.6 Qualified audit personnel, independent from the area being audited, perform internal quality audits. The audit program is described in SQP 6.001 of this AMO's internal work instructions.
- 11.1.7 The responsible manager is responsible for coordinating the development and implementation of corrective and preventive actions whenever problems are identified through the quality monitoring audits. The solutions and the implementation schedule are developed by the responsible functional area manager with the assistance of the audit team.
- 11.1.8 The responsible manager ensures that implementation responsibility is assigned implementation milestones established, and implementation plan completed.
- 11.1.9 The Quality Manager (or designee) develops and maintains a system of records to document the quality monitoring program, the results of audits, the corrective actions taken to respond to problems, and other records required to properly manage the quality monitoring program. These records are internal documents that remain with the Repair Station. Summaries of audits and corrective actions are made available for regulatory agencies and are available for review at the Repair Station.

General Manager / Accountable Manager shall be copied on the audit findings report at a minimum of annually.

## **11.2 Reference**

- 11.2.1 SQP1.003 – Incoming Receiving Inspection
- 11.2.2 SQP1.004 – Release to Service
- 11.2.3 SQP1.005 – Document and Data Control
- 11.2.4 SQP2.001 – Fluorescent Penetrant Procedure
- 11.2.5 SQP2.002 – Magnetic Particle Procedure
- 11.2.6 SQP6.001 – Internal Audit
- 11.2.7 SQP6.002 – Control of Non-Conforming Product
- 11.2.8 SQP6.003 – Corrective and Preventive Action

## Chapter 12

**12.1 Roster and Stamps for Release to Service Personnel**

Refer to the Repair Station Release to Service personnel & stamp Roster controlled by the Quality Manager attached as Appendix 1

\*Update of this list is submitted to the CAAC if there are any changes to the personnel.

**12.2 Reference**

- 12.2.1 SQP1.002 – Documented Information
- 12.2.2 SQP1.005 – Document and Data Control
- 12.2.3 SQP6.004 – Management Review
- 12.2.4 SQP9.007 – Recruitment

## **Chapter 13**



**13.1 List of Sub-Contractors and Sub-Contracted Maintenance Approved****Supplier List (ASL)**

- 13.1.1 Refer to the Approved Supplier List (ASL) for a listing of approved Sub-Contractors. The ASL is controlled by the Quality Manager. See Appendix 2 Update of this list is submitted to the CAAC, if there are any changes.
- 13.1.2 The maintenance functions will be contracted out only to an approved sub-contractor that is under the control of the Repair Station. The maintenance functions that are contracted out will be within the approved scope of work as specified in the CAAC MOC and will fall in the category of specialized working processes repairs. Aerospace Coatings International may choose to subcontract maintenance except for the major part of maintenance work, final test, certifying and releasing of maintenance. Aerospace Coatings International will coordinate with the Civil Aviation Authorities should a need arise to contract out a maintenance function due to workload and/or emergency situations.
- 13.1.3 The sub-contract maintenance functions will be conducted in accordance with the manufacturers' technical data or other data deemed to be acceptable by the CAAC. The test equipment will be the same as recommended by the manufacturers of the particular components undergoing test or equivalent equipment that will accomplish the same purpose. In either case the repair station will be responsible for the final acceptance.

Note: The lists of sub-contract suppliers include maintenance organizations approved by the competent Civil Aviation Authority as well as non-certificated organizations approved by the FAA per 145.217.

**13.2 Reference**

- 13.2.1 SPP1.001 – Purchase Order Processing
- 13.2.2 SPP1.002 – Evaluation of external vendors

## **Chapter 14**

**14.1 Samples of Forms and Tags Used in the Maintenance Organization**

- 14.1.1 Reference RSM/QSM Forms Manual and Appendix 3.
- 14.1.2 Listed below are the CAAC forms used in-house by Aerospace Coatings International and a description of their usage for their application as defined in Appendix 3 of this manual. A copy of the forms generated on customer furnished items for CAAC repairs will be maintained in an active file for a minimum of 2 years, and any retention period beyond 24 months shall be on customer request basis.
- 14.1.3 Example exhibits are furnished in Appendix 3 to aid the reviewer of this section in the understanding of how the CAAC forms look:
  - 14.1.3.1 Form: AAC-038 Authorized Release Certificate Airworthiness Approval Tag.
  - 14.1.3.2 Form: AAC-085, Major Repair and Alteration.
  - 14.1.3.3 Form: F145-4, Annual Report of Maintenance Organization.
  - 14.1.3.4 Form: F145-5, Unairworthy Condition Report.

Instructions for filling out the relevant CAAC forms are defined below; for copies of the applicable forms see Appendix 3 of this manual.

**14.2 Form AAC-038 Authorized Release Certificate / Airworthiness Approval Tag**

Instruction for filling out AAC-038 -

At the discretion of this repair station, this form may be computer generated to facilitate processing.

- 14.2.1 Block 1  
Fill in relevant Country / Civil Aviation Authority. This column shall be preprinted with "China".
- 14.2.2 Block 2  
Check "Airworthiness". This column shall be preprinted.
- 14.2.3 Block 3  
Fill in Tag Number. For the purpose of control and tracing of this document, the tag numbers shall be preprinted sequentially by means of running numbers.
- 14.2.4 Block 4

Fill in the full name and address of the maintenance organization which uses this tag to release component/part. This column shall be preprinted.

- 14.2.5      Block 5  
Fill in relevant work-order number/contract number/bill number as decided by the organization. The purpose of this column is for the organization to establish a quick search system by means of referring to work-order number/contract number/bill number or in respect to internal procedures of the organization.
- 14.2.6      Block 6  
Fill in the item number of the component/part released by this tag. Entry to this column is not compulsory. The item number is provided for the convenience of note making in column 13.
- 14.2.7      Block 7  
Fill in the nomenclature of the component/part. The nomenclature in Illustrated Part Catalogue (IPC) shall be used preferably.
- 14.2.8      Block 8  
Fill in the part number of the component/part. The part number in IPC shall be used preferably.
- 14.2.9      Block 9  
Fill in the type/model of aircraft, engine or propeller on which the component/parts is applicable to be installed. If a component/part is applicable to multiple types/models of aircraft, engine or propeller, "APPLICABLE TO MULTIPLE TYPES" may be filled in. If the type/model to which the component/part is applicable is not known, "NOT KNOWN" may be filled in.
- 14.2.10     Block 10  
Fill in the quantity of the component/part released.
- 14.2.11     Block 11  
Fill in serial number or batch number of the component. If there is no such number, fill in "NOT APPLICABLE".
- 14.2.12     Block 12  
Fill in technical status of the component/part in one of the 4 categories as appropriate:

14.2.12.1	Inspected/Tested
14.2.12.2	Repaired
14.2.12.3	Modified
14.2.12.4	Overhauled

14.2.13 Block 13

In this block, record the approved data/manual/technical standards used to perform maintenance activities as indicated in Column 12, and the specific data and limitation to the part/component released must be entered to help the user/installer determine the final airworthiness of the part/component. Each involved item shall be pointed out in each description. In case there is no such description available, mark "NONE". Some examples are listed below to show what contents may be included in this column:

14.2.13.1	Identification and revision number of CMM;
14.2.13.2	Operation limits of repaired product;
14.2.13.3	Standards for modification;
14.2.13.4	Approved serviceable spare part/component;
14.2.13.5	Compliance or non-compliance with AD or service bulletins;
14.2.13.6	Life time limits;
14.2.13.7	Condition of the part/component or the referred documents containing such condition in detail;
14.2.13.8	Effective date;
14.2.13.9	Date of storage;
14.2.13.10	Existing defects;
14.2.14	Block 14

Line through diagonally to show not applicable;

14.2.15 Block 15  
Self-explanatory;

14.2.16 Block 16  
The release must be signed by the individuals authorized by CAAC approved maintenance organization. Autographic signature must be used;

14.2.17 Block 17  
The name of the person who signs shall be printed formally;

14.2.18 Block 18  
Fill in the date on which the release is signed;

- 14.2.19     Block 19  
              Fill in the certificate number issued to the organization/individual by CMC;
- 14.2.20     Block 20  
              Self-explanatory

### **14.3 Major Repair and Alteration Form AAC-085**

Instructions for filling the AAC-085 major repair and alteration form. At the discretion of this repair station, this form may be computer generated to facilitate processing.

- 14.3.1       Block 1  
              Enter customer name
- 14.3.2       Block 2  
              Enter customer's address
- 14.3.3       Block 3  
              Check "Appliance".  
              Name box: enter description of article to be repaired or modified  
              Manufacturer box: enter name of the Manufacturer of the article  
              Type Number: enter part number of the article  
              Serial No.: enter serial number of article  
              Type Box: Check either Repair r Alteration as appropriate.
- 14.3.4       Block 4  
              Under Name and Address of Maintenance Organization, fill in "Aerospace coatings International 370 Knight Drive Oxford, Alabama 36203"  
              Under Maintenance Organization Certification Number, fill in "F001 00122"  
              Enter date  
              Emplace signature of authorized FM Repairman authorizing the work.
- 14.3.5       Block 5  
              Release Inspector to check the appropriate box Approved or Rejected  
              Check box on right of CAAC Approved Maintenance Organization box  
              Enter Date of approval or rejected  
              Emplace signature in Signature box

- 14.3.6 Block 6  
Summarize the maintenance work accomplished and shall include the following details:
- 14.3.6.1 Indicate Part number, Description and work scope required
  - 14.3.6.2 Write a short description of the work performed including the installation of modifications.

#### **14.4 F145-4 - Annual Quality Report of Maintenance Organization**

This report is required for submission by February 1 of each year. The Quality Representative will submit the report to the Aircraft Airworthiness Department of the CMC in Beijing, P.R. China. The instructions for this form are self-explanatory.

#### **14.5 F145-5 - Unairworthy Condition Report**

- 14.5.1 General Information  
A certified maintenance organization must report any deficiency found affecting safe operation of civil aircraft of any non-airworthy conditions of the aircraft or parts thereof within 72 hours. The maintenance organization shall notify the manufacturer of the civil aircraft when it is determined the deficiency is originated from design or manufacture. The Maintenance Center Quality Representative will submit this form.
- 14.5.2 Block 1  
Enter Aircraft Registration Number on which malfunction occur
- 14.5.3 Block 2  
On Appliance row, record article Manufacturer, Part number, Serial Number and Operator
- 14.5.4 Block 3  
Enter Description, Par Number, ATA Chapter and Location of malfunction article. Describe the non-airworthy condition and circumstances under which it occurred. State probable cause and recommend preventative action.

Quality Manager or designee shall sign, date and enter "Aerospace Coatings International, LLC.

## **14.6 Reference**

SQP8.003 – Contract Review





Aerospace Coatings International, LLC  
CAAC Maintenance Organization Manual

Issue: 1

Revision: 2

Date: 08/15/2019


Issue 1 Date: 11/12/2015

Original Issue Date: 08/12/2011

## Chapter 15

## 15.1 Declaration of Compliance

Each person performing inspection, repair, modification, alteration or overhaul on components shall use methods, techniques and practices prescribed in this manual. When doing so, it will be in compliance with CAAC regulations in accordance with CCAR-145R3.

 AEROSPACE COATINGS INTERNATIONAL A Wincor Group Company		Aerospace Coatings International (ACI) Maintenance Management Manual		Issue 1 Revision: 2 Issued Date: 08/15/2019	
Chapter		14. CCAR-145 Compliance Explanation			
Declaration of Compliance to CCAR-145					
CCAR-145 Article		MOM	Working Procedures Instruction	Compliance	Notes
Article 145.13 Responsibilities and Duties of Maintenance Organization		Chapter 1;8	Reference MOM	Comply	
Article 145.15 Subcontract		Chapter 10; 13	SPP1.001, SPP1.002	Comply	
Article 145.20 Housing and Facilities		Chapter 4	SQP9.003	Comply	
Article 145.21 Tools and Equipment		Chapter 10; 16;	SQP4.001;SQP4.002	Comply	
Article 145.22 Material		Chapter 10; 16	SPP1.001;SPP1.002	Comply	
Article 145.23 Personnel		Chapter 7;8;10;12	SQP6.004; SQP9.007	Comply	
Article 145.24 Airworthiness Data		Chapter 9; 10; 12	SQP1.002.; SQP1.005	Comply	
Article 145.25 Quality System		Chapter 11	SQP1.003; SQP1.004; SQP1.005; SQP1.007; SQP2.001; SQP2.002; SQP6.001; SQP6.002; SQP6.003	Comply	
Article 145.26 Self-Quality (Internal) Audit System		Chapter 11	SQP 6.001; SQP 6.003	Comply	
Article 145.27 Engineering & Technical System		Chapter 9	SEP1.001; SEP1.002	Comply	
Article 145.28 Production Control System		Chapter 10	SQP1.003; SQP 1.004;	Comply	
Article 145.29 Training System and Personnel Technical Files		Chapter 10, STPM	TPM	Comply	
Article 145.30 Maintenance Organization Manual		MOM (All Chapters)	Reference MOM	Comply	
Article 145.31 Maintenance Criteria		Appendix 1;2;3;4;5	SQP7.001; SQP8.001;SQP9.004;SQP9.002	Comply	
Article 145.32 Maintenance Records		Chapter 10	SQP1.002; SQP1.005	Comply	
Article 145.33 Maintenance Release Certificate		Chapter 14,; Appendix 3	SQP8.001	Comply	
Article 145.34 Report of Defect and Un airworthy Condition		Chapter 14; Chapter 16.5	Reference MOM	Comply	

## Chapter 16



## **16.1 Overview of Aerospace Coatings International working procedures:**

Overview of site working procedures for a more detailed explanation see applicable sections of this CAAC approved MOM along with relevant sections of the FAA approved RSM/QSM.

## **16.2 Tools equipment and Material**

### **16.2.1 Calibration Intervals**

Test equipment or tooling shall be calibrated, and traceable to NIST. There are periodic intervals established on basis of stability, purpose and degree of usage. One year shall be the maximum calibration interval unless otherwise specified by the manufacturer. Any test equipment or tooling with a calibration interval of more than one year shall be submitted to the Flight Standards District Office for approval before it exceeds the first one year period of use.

### **16.2.2 Calibration Label**

Each piece of test equipment or tooling will be labeled. At a minimum, the label will identify the tracking number, date calibrated, calibration due date, the Technician who performed the calibration and will be traceable to the calibration record.

### **16.2.3 Calibration Due list**

Calibration due list will be reviewed by the Metrology Technician at least monthly.

### **16.2.4 New Test equipment and tooling**

Newly procured test equipment and tooling shall be routed through Metrology for calibration determination before use. At no time will any person be permitted to perform maintenance on components or details using test equipment or tooling which is out of calibration or not calibrated. If at any time a piece of test equipment or tooling inadvertently exceeds its calibration due date, it will immediately be removed from service until a calibration check has been performed.

#### 16.2.5 Out - of - tolerance

If at any time during calibration a piece of test equipment or tooling used for return to service is found to be significantly out of tolerance, the Quality Manager will determine if notification of a potential problem to the customer is required. In such a case, a significant Out - Of - Tolerance findings form will be initiated by the Metrology Technician and submitted to the Quality Manager. A test equipment or tooling is considered to be in a significant out of tolerance condition when the "As Found Reading" observed during a calibration exceeds the specified tolerance by 3 times or more.

#### 16.2.6 Standard and References

Standards used to calibrate test equipment shall be traceable to the National Institute of Standard Technology.

### 16.3 Inspection System

#### 16.3.1 Evidence of Inspection

Evidence of inspection is shown by using their inspection stamp on the maintenance records and signature on the return to service documents for products maintained by the Repair Station.

#### 16.3.2 Inspection Personnel

The Inspection Personnel Roster identifies inspectors at this Repair Station. An employment summary is on file for Inspection personnel listed on the roster and is maintained by the Quality Manager. Documentation with signature and stamp impression is maintained by the Quality Manager on the Stamp Request form.

#### 16.3.3 Proficiency of Inspection Personnel

The Repair Station establishes and maintains proficiency of its

inspection personnel (controlled stamp holders) through an On-the-Job training program and additional classroom training as necessary (as described in the "Training" procedure of the Repair Station section of this manual. The Repair Station determines the abilities of its non - certificated employees performing maintenance functions based on training (on the job training or classroom training), knowledge, experience, or practical tests (as described in the "Training Procedure of the Repair Station section of this manual).

#### **16.4 Continuity of Inspection**

The continuity of inspection responsibility is maintained by the format of the maintenance record forms in conjunction with the work instructions. All forms upon which work performed is documented are designed to show employee number or stamp of person who performed the work and the acceptance stamp of the person who inspected that work.

#### **16.5 Reporting of Unairworthy Conditions**

The Repair Station shall report to the CAAC within 72 hours of any significant defects, unairworthy conditions or other important conditions found during maintenance that affect the aircraft safe operation and the airworthiness of civil aircraft/aircraft components. Reference CCAR 145-34

#### **16.6 Reference**

- 16.7.1 SPP1.001 – Purchase Order Processing
- 16.7.2 SPP1.002 – Evaluation of External Vendors
- 16.2.3 SQP4.001 – Calibration Procedure
- 16.2.4 SQP4.002 – Calibration Instructions

## **Appendices**

## **Appendix 1**

Roster of Senior Management, Certifying Staff and Stamps<sup>1</sup>



## Appendix 2

### Approved Suppliers' List<sup>1</sup>

## Appendix 3

### CAAC's Forms

1 国家 Country		2. 中国民用航空总局 CAAC <input type="checkbox"/> 符合性 Conformity <input type="checkbox"/> 适航性 Airworthiness			3 证书编号 Certificate Ref. No.	
<b>批准放行证书/适航批准标签</b> <b>AUTHORIZED RELEASE CERTIFICATE/AIRWORTHINESS APPROVAL TAG</b>						
4 单位 Organization					5 工作单/合同单/货单 Work Order/Contract/Invoice	
6 序号 Item	7 内容 Description	8 件号 Part No.	9 适用性 Eligibility	10 数量 Qty	11 系列号/批号 Serial/Batch No.	12 产品状态 Status/Work
13 备注 Remarks						
14 新产品 New Parts 兹声明上述产品除第 13 项的其它规定以外, 已按照上述国家适航条例进行制造/检查, 并且该产品(出口产品)符合经批准的型号设计资料和进口国提出的专用要求。 Certifies that the Part(s) identified above except as otherwise specified in block 13 was(were) manufactured/inspected in accordance with the airworthiness regulations of the stated country and/or in the case of parts to be exported with the approved design data and with the notified special requirements of the importing country.				15 使用过的产品 Used Parts 兹声明上述产品除第 13 项的其它规定以外, 已按照上述国家适航条例和进口国通知的特殊要求进行了工作, 该产品处于安全可用状态可以批准放行使用。 Certifies that the work specified above except as specified in block 13 was carried out in accordance with the airworthiness regulations of the stated country and the notified special requirements of the importing country and in respect to that work, the part(s) is (are) in condition for safe operation and considered ready for release to service. (over)		
16 批准人签名 Signature		18 批准日期 Date		19 中国民航总局授权 Issued by or on behalf of the CAAC		
17 批准人姓名(打印的) Name(Printed)						

AAC-038(12/94)

\*参阅产品目录详细查找适用性

Cross-check eligibility for more details with parts catalogue

## 批准放行证书/适航批准标签

AUTHORIZED RELEASE CERTIFICATE/AIRWORTHINESS APPROVAL TAG

## 使用者/安装者职责

USER/INSTALLER RESPONSIBILITIES

- (1) 必须明确：本文件并不批准零件/组件/部件可以装到有关产品上。
  - (2) 当使用者/安装者使用的是所在国适航当局的条例，而不是本表第 1 项中所指国家适航当局的条例时，使用者/安装者必须保证所在国的适航当局能接受所指国家适航当局批准出口的零件/组件/部件。
  - (3) 表中第 14 项、第 15 项的陈述，并不说明本表是安装批准。在所有情况下，航空器使用前，航空器使用者/安装者应把按本国适航条例颁发的安装批准放入维修记录中。
- 
- (1) It is important to understand that the existence of this document alone does not automatically constitute authority to install the part/component/assembly.
  - (2) Where the user/installer works in accordance with the national regulations of an Airworthiness Authority different than the Airworthiness Authority of the country specified in block 1 it is essential that the user/installer ensure that his/her Airworthiness Authority accepts parts/components/assemblies from the Airworthiness Authority of the country specified in block 1.
  - (3) Statements 14 and 15 do not constitute installation certification. In all cases the aircraft maintenance record must contain an installation certification issued in accordance with the national regulation by the user/installer before the aircraft may be flown.

<b>Civil Aviation Authority of China</b>  <b>MAJOR REPAIR AND ALTERATION</b> (Airframe, Powerplant, Propeller, or Appliance)				155 Dongsu-east street Beijing China (100710) Fax: 86-10-64030987	
1. Owner					
2. Owner Address					
3. Repair or Alteration Items					
Airframe <input type="checkbox"/>		Powerplant <input type="checkbox"/>		Propeller <input type="checkbox"/>	
				Appliance <input type="checkbox"/>	
Name	Manufacturer	Type number	Serial Number	Type	
				Repair	Alteration
4. Conformity Statement					
Name and Address of Maintenance Organization				Maintenance License Number	
I certify that the repair and/or alteration described in the item 3 above and work description in item 6 have been made in accordance with requirements of CCAR and the information furnished herein is true and correct to the best of my knowledge.					
Date				Signature of responsible personnel of maintenance organization	
5. Approval to Return to Service					
Pursuant to the authority given persons specified below. The unit identified in item 3 was inspected in the manner prescribed by CAAR and is <div style="text-align: center;">           APPROVED <input type="checkbox"/>      REJECTED <input type="checkbox"/> </div>					
CAAC Airworthiness Inspector <input type="checkbox"/> CAAC Deputed Airworthiness Inspection Representative <input type="checkbox"/>					
CAAC Approved Maintenance Organization <input type="checkbox"/> Other <input type="checkbox"/>					

Date of approved or rejected	Signature:
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.	
<b>6. Description of Work Accomplished</b> (If more space is required, attach additional sheets. Identify with aircraft nationality and registration number, experimental data, the major problem in maintenance and correct measure and accomplished date.	

1. Aircraft Registration Number  B-		CIVIL AVIATION AUTHORITY OF CHINA  <b>MALFUNCTION OR DEFECT REPORT</b>			For CAAC use only Control Number:
2. The main equipment concerned					
Class	Manufacturer	Type Number	Serial Number	Owner	
Airframe					
Powerplant					
Propeller					
Appliance					
3. Description, cause and treatment					
Condition of malfunction or defect part				Location of malfunction or defect part:	
Name	Part Number	ATA Chapter			
Describe the malfunction or defect and the circumstances under which it occurred. State probable cause and recommendations to prevent reoccurrence.					
Reporter:				Date:	
Report Organization:					

F145-5(10/2001)

- 11 -/1

## **Appendix 4**

Site Maintenance Capabilities Manual<sup>1</sup>



## Appendix 5

### Work Summary

## Sample Work Summary

# Aerospace Coatings International

Repair Station: A9PR286X

## Work Summary

Component Name:	Part Number:	Serial Number:	W/O Number:
PISTON ASSY	315A1819-4	N/A	412214

### Scope of Work Performed

STRIP, PLATE, GRIND O.D. (.748-.746") & POLISHED O.D. (1.114-1.113") IAW BOEING CMM

315A2800 ATA 78-31-18 REV 33 DATED JUL 01, 2017 REPAIR 3-1 PAGES 601-604 DATED JUL 01,

2015 PARA 1-3 & FIG 601 (SHEETS 1 & 2). MAG PARTICLE INSPECT PER BOEING 20-20-01.

Signature: \_\_\_\_\_

Quality Inspector

## **Appendix 6**

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