

GACAR PART 145 – REPAIR STATIONS

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GACAR PART 145 – REPAIR STATIONS

SUBPART A – GENERAL

§ 145.1 Applicability.

This part describes how to obtain a repair station certificate and contains the rules a certificated repair station must follow related to its performance of maintenance, preventive maintenance, or alterations of an article to which General Authority of Civil Aviation Regulation (GACAR) Part 43 applies. It also applies to any person who holds, or is required to hold, a repair station certificate issued under this part.

§ 145.5 Certificate and Operations Specifications Requirements.

- (a) No person may operate as a certificated repair station without, or in violation of, a repair station certificate, ratings, or operations specifications issued under this part.
- (b) The certificate and operations specifications issued to a certificated repair station must be available on the premises for inspection by the public and the GACA.

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SUBPART B – CERTIFICATION

§ 145.15 Application for Certificate.

(a) Unless otherwise authorized by the President, an application for a repair station certificate and rating must be made in a format acceptable to the President and must include the following:

- (1) A repair station manual acceptable to the President as required by GACAR § 145.87;
- (2) A quality control manual acceptable to the President as required by GACAR § 145.91(c);
- (3) A list by type, make, or model, as appropriate, of each article for which the application is made;
- (4) An organizational chart of the repair station and the names and titles of managing and supervisory personnel;
- (5) A description of the housing and facilities, including the physical address, in accordance with GACAR § 145.39;
- (6) A list of the maintenance functions, for approval by the President, to be performed for the repair station under contract by another person in accordance with GACAR § 145.99;
- (7) A training program for approval by the President in accordance with GACAR § 145.67; and
- (8) An applicant for a repair station certificate and rating located outside KSA must show Evidence demonstrating that the repair station certificate and/or rating is necessary for maintaining or altering the following
 - (i) Saudi Arabian-registered aircraft and articles for use on Saudi Arabian-registered aircraft or
 - (ii) Foreign-registered aircraft operated under the provisions of GACAR Part 121, 133 or 135, and articles for use on these aircraft.
- (9) A Safety Management System (SMS) in accordance with GACAR § 145.93 and GACAR

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Part 5; and

(10) Evidence the fee prescribed in the Implementation Regulations of the Civil Aviation Tariff Act has been paid.

(b) In addition to the requirements of paragraph (a) of this section, an applicant for a repair station certificate and rating located outside the Kingdom of Saudi Arabia must submit—

(1) A current copy of the repair station’s civil aviation authority (CAA) and/or U.S. Federal Aviation Administration (FAA) Title 14, Code of Federal Regulations part 145 certificate(s) and limitation documents/approval schedule, including any referenced procedures for the use and revision of a capability list, as applicable and

(2) A copy of the most recent CAA and/or FAA Audit Findings and Corrective Actions.

(c) The equipment, personnel, technical data, and housing and facilities required for the certificate and rating, or for an additional rating must be in place for inspection at the time of certification or rating approval by the President. An applicant may meet the equipment requirement of this paragraph if the applicant has a contract acceptable to the President with another person to make the equipment available to the applicant at the time of certification and at any time that it is necessary when the relevant work is being performed by the repair station.

(d) An application for an additional rating, amended repair station certificate, or renewal of a repair station certificate must be made in a format acceptable to the President. The application must include only that information necessary to substantiate the change or renewal of the certificate.

§ 145.17 Issue of Certificate.

(a) Except as provided in paragraph (b) or (c) of this section, a person who meets the requirements of this part may receive a repair station certificate with appropriate ratings prescribing such operations specifications and limitations as are necessary in the interest of safety. However, the GACA will not issue a certificate and/or ratings to a repair station located outside the Kingdom of Saudi Arabia with privileges that exceed the scope of work permitted under the CAA and/or FAA certificate, rating or approval schedule.

(b) Before a repair station certificate can be issued for a repair station located outside the Kingdom of Saudi Arabia, the applicant must certify in writing that holds a valid repair station certificate issued by the FAA or the CAA of a Convention on International Civil Aviation contracting state

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in which the repair station will be located.

(c) If the person is located in a country with which the Kingdom of Saudi Arabia has a bilateral aviation safety agreement, the President may find that the person meets the requirements of this part based on a certification from the CAA of that country. This certification must be made in accordance with implementation procedures signed by the President.

§ 145.19 Duration of Certificate.

(a) Except as provided in paragraph (b) of this section, a certificate or rating issued to a repair station is effective from the date of issue until—

- (1) The period of validity stated on the certificate or rating expires,
- (2) The repair station surrenders the certificate or rating, or
- (3) The President suspends or revokes the certificate or rating.

(b) The validity of a certificate or rating issued to a repair station located outside the Kingdom of Saudi Arabia is dependent on the continuing validity of the repair station's certificate or rating issued by its CAA or the FAA and compliance with GACAR Part 145.

(c) The holder of an expired, surrendered, suspended, or revoked certificate must return it to the GACA.

§ 145.21 Renewal of Certificate.

(a) A certificated repair station that applies for a renewal of its repair station certification must submit its request for renewal, in a form and manner acceptable to the President, no later than 60 days before the repair station's current certificate expires. If a request for renewal is not made within this period, the repair station must follow the application procedures in GACAR § 145.15.

(b) An application for renewal must be accompanied by evidence that the appropriate fee has been paid in accordance with the Implementation Regulation of the Civil Aviation Tariff Act.

§ 145.23 Amendment to or Transfer of Certificate.

(a) The holder of a repair station certificate must apply for a change to its certificate in a format acceptable to the President. A change to the certificate must include certification in compliance with GACAR § 145.17(c) or (d), if not previously submitted. A certificate change is necessary if

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the certificate holder—

- (1) Changes the location of the repair station or
- (2) Requests to add or amend a rating.

(b) If the holder of a repair station certificate sells or transfers its assets, the new owner must apply for an amended certificate in accordance with GACAR § 145.15.

§ 145.27 Ratings.

(a) The President may issue a limited rating to a certificated repair station that maintains an airframe, powerplant, propeller, radio, instrument, or accessory, or part thereof, or performs specialized maintenance requiring equipment and skills. Such a rating may be limited to a specific model aircraft, engine, or constituent part, or to any number of parts made by a particular manufacturer.

(b) The President issues limited ratings for—

- (1) Airframes of a particular make and model;
- (2) Engines of a particular make and model;
- (3) Propellers of a particular make and model;
- (4) Instruments of a particular make and model;
- (5) Radio equipment of a particular make and model;
- (6) Accessories of a particular make and model;
- (7) Landing gear components;
- (8) Floats, by make;
- (9) Nondestructive inspection, testing, and processing;
- (10) Emergency equipment;

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(11) Rotor blades, by make and model;

(12) Aircraft fabric work; and

(13) Aircraft painting.

(c) For a limited rating for specialized services, the operations specifications of the repair station must contain the specification used to perform the specialized service. The specification may be—

(1) A civil or military specification currently used by industry and approved by the President
or

(2) A specification developed by the applicant and approved by the President.

(d) The President does not issue class ratings.

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SUBPART C – HOUSING, FACILITIES, EQUIPMENT, MATERIALS, AND DATA

§ 145.37 General.

A certificated repair station must provide housing, facilities, equipment, materials, and data that meet the applicable requirements for the issuance of the certificate and ratings the repair station holds.

§ 145.39 Housing and Facilities Requirements.

(a) Each certificated repair station must provide—

(1) Housing for the facilities, equipment, materials, and personnel consistent with its ratings.

(2) Facilities for properly performing the maintenance, preventive maintenance, or alterations of articles or the specialized services for which it is rated. Facilities must include the following:

(i) Sufficient work space and areas for the proper segregation and protection of articles during all maintenance, preventive maintenance, or alterations;

(ii) Segregated work areas enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, avionics work, electronic work, and machining to be done properly and in a manner that does not adversely affect other maintenance or alteration articles or activities;

(iii) Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles undergoing maintenance, preventive maintenance, or alterations;

(iv) Space sufficient to segregate articles and materials stocked for installation from those articles undergoing maintenance, preventive maintenance, or alterations; and

(v) Ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, or alterations to the standards required by this part.

(b) A certificated repair station with an airframe rating must provide suitable permanent housing to enclose the largest type and model of aircraft listed on its operations specifications.

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(c) When authorized by the President in the operations specifications, a certificated repair station may perform maintenance, preventive maintenance, or alterations on articles at additional fixed locations if it provides suitable facilities that meet the requirements of GACAR § 145.39(a) so that the work can be done in accordance with the requirements of GACAR Part 43. Additional fixed locations in the Kingdom of Saudi Arabia will not be authorized for repair stations located outside of the Kingdom of Saudi Arabia.

§ 145.41 Change of Location, Housing, or Facilities.

(a) A certificated repair station may not change the location of its housing without written approval from the President.

(b) A certificated repair station may not make any changes to its housing or facilities required by GACAR § 145.39 that could have a significant effect on its ability to perform the maintenance, preventive maintenance, or alterations under its repair station certificate and operations specifications without written approval from the President.

(c) The President may prescribe the conditions, including any limitations, under which a certificated repair station must operate while it is changing its location, housing, or facilities.

§ 145.45 Equipment, Materials, and Data Requirements.

(a) Except as otherwise prescribed by the President, a certificated repair station must have the equipment, tools, and materials necessary to perform the maintenance, preventive maintenance, or alterations under its repair station certificate and operations specifications in accordance with GACAR Part 43. The equipment, tools, and material must be located on the premises and under the repair station's control when the work is being done.

(b) A certificated repair station must ensure all test and inspection equipment and tools used to make airworthiness determinations on articles are calibrated to a standard acceptable to the President.

(c) The equipment, tools, and material must be those recommended by the manufacturer of the article or must be at least equivalent to those recommended by the manufacturer and acceptable to the President.

(d) A certificated repair station must maintain, in a format acceptable to the President, the documents and data required for the performance of maintenance, preventive maintenance, or alterations under its repair station certificate and operations specifications in accordance with

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GACAR Part 43. The following documents and data must be current and accessible when the relevant work is being done:

- (1) Applicable airworthiness directives accepted or issued under GACAR Part 39,
- (2) Instructions for continued airworthiness,
- (3) Maintenance manuals,
- (4) Overhaul manuals,
- (5) Standard practice manuals,
- (6) Service bulletins, and
- (7) Other applicable data acceptable to or approved by the President.

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SUBPART D – PERSONNEL

§ 145.55 Personnel Requirements.

Each certificated repair station must—

- (a) Designate a repair station employee as the repair station manager and have additional management personnel as prescribed in GACAR § 145.56;
- (b) Provide qualified personnel to plan, supervise, perform, and approve for return to service the maintenance, preventive maintenance, or alterations performed under the repair station certificate and operations specifications;
- (c) Ensure it has a sufficient number of employees with the training or knowledge and experience in the performance of maintenance, preventive maintenance, or alterations authorized by the repair station certificate and operations specifications to ensure all work is performed in accordance with GACAR Part 43; and
- (d) Determine the abilities of its noncertificated employees performing maintenance functions based on training, knowledge, experience, or practical tests.

§ 145.56 Management Personnel Required.

(a) Each certificate holder must have sufficient qualified management personnel to ensure the highest degree of safety in its operations. Each domestic repair station must have qualified management personnel serving in the following positions (or equivalent positions)—

- (1) Person(s) in charge of maintenance (Base / Line); and
- (2) Manager of quality.

(b) The title of the positions required under paragraph (a) of this section must be set forth in the certificate holder's manual required by GACAR § 145.87.

(c) The individuals who serve in the positions required under paragraph (a)(1) and (a)(2) of this section must be acceptable to the President based on his determination of the experience, competence and knowledge of the persons nominated. The President may administer tests to confirm competence and knowledge.

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(d) Each certificate holder must notify the President of any change made in the assignment of persons to the listed positions in paragraph (a) of this section within 10 working days of such change.

§ 145.57 Supervisory Personnel Requirements.

(a) A certificated repair station must ensure it has a sufficient number of supervisors to direct the work performed under the repair station certificate and operations specifications. The supervisors must oversee the work performed by any individuals who are unfamiliar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations.

(b) Each supervisor must—

(1) If employed by a repair station located inside the Kingdom of Saudi Arabia, be certificated under GACAR Part 66.

(2) If employed by a repair station located outside the Kingdom of Saudi Arabia—

(i) Have a minimum of 24 months of practical experience in the work being performed or

(ii) Be trained in or thoroughly familiar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations.

(c) A certificated repair station must ensure its supervisors understand, read, and write in the English language.

§ 145.59 Inspection Personnel Requirements.

(a) A certificated repair station must ensure that persons performing inspections under the repair station certificate and operations specifications are—

(1) Thoroughly familiar with the applicable regulations 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 and

(2) Proficient in using the various types of inspection equipment and visual inspection aids appropriate for the article being inspected.

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(b) A certificated repair station must ensure its inspectors understand, read, and write in the English language.

§ 145.61 Personnel Authorized To Approve an Article for Return to Service.

(a) A certificated repair station located inside the Kingdom of Saudi Arabia must ensure each person authorized to approve an article for return to service under the repair station certificate and operations specifications is certificated under GACAR Part 66.

(b) A certificated repair station located outside the Kingdom of Saudi Arabia must ensure each person authorized to approve an article for return to service under the repair station certificate and operations specifications is—

(1) Trained in or has 24 months of practical experience with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations and

(2) Only an employee certificated under GACAR Part 66 or equivalent as determined by the President is authorized to approve an article for return to service.

(c) A certificated repair station must ensure each person authorized to approve an article for return to service understands, reads, and writes in the English language.

§ 145.63 Recommendation of a Person for Certification as a Repairman.

A certificated repair station that chooses to use repairmen to meet the applicable personnel requirements of this part must certify in a format acceptable to the President that each person recommended for certification as a repairman—

(a) Is employed by the repair station and

(b) Meets the eligibility requirements of GACAR § 66.93.

§ 145.65 Records of Management, Supervisory, and Inspection Personnel.

(a) A certificated repair station must maintain and make available in a format acceptable to the President the following:

(1) A roster of management and supervisory personnel that includes the names of the repair

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station officials who are responsible for its management and the names of its supervisors who oversee maintenance functions.

(2) A roster with the names of all inspection personnel.

(3) A roster of personnel authorized to sign a maintenance release for approving a maintained or altered article for return to service.

(4) A summary of the employment of each individual whose name is on the personnel rosters required by paragraphs (a)(1) through (3) of this section. The summary must contain enough information on each individual listed on the roster to show compliance with the experience requirements of this part and must include the following:

(i) Present title,

(ii) Total years of experience and the type of maintenance work performed,

(iii) Past relevant employment with names of employers and periods of employment,

(iv) Scope of present employment, and

(v) The type of mechanic or repairman certificate held and the ratings on that certificate, if applicable.

(b) Within 5 working days of the change, the rosters required by this section must reflect changes caused by termination, reassignment, change in duties or scope of assignment, or addition of personnel.

§ 145.67 Training Requirements.

(a) A certificated repair station must have an employee training program approved by the President that consists of initial and recurrent training.

(b) The training program must—

(1) Ensure each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned task and

(2) Include training in knowledge and skills related to human performance, including

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coordination with other maintenance personnel and flight crew.

(c) A certificated repair station must document, in a format acceptable to the President, the individual employee training required under paragraph (a) of this section. These training records must be retained for a minimum of 2 years.

(d) A certificated repair station must submit revisions to its training program to the President in accordance with the procedures required by GACAR § 145.89(e).

§ 145.69 Dangerous Goods Training.

Each repair station involved in the transportation of dangerous goods by air must have a transportation of dangerous goods training program that meets the applicable training requirements of GACAR Part 109.

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SUBPART E – OPERATING RULES

§ 145.79 Privileges and Limitations of Certificate.

(a) A certificated repair station may—

(1) Perform maintenance, preventive maintenance, or alterations in accordance with GACAR Part 43 on any article for which it is rated and within the limitations in its operations specifications.

(2) Arrange for another person to perform the maintenance, preventive maintenance, or alterations of any article for which the certificated repair station is rated. If that person is not certificated under GACAR Part 145, the certificated repair station must ensure that the non certificated person follows a quality control system equivalent to the system followed by the certificated repair station.

(3) Approve for return to service any article for which it is rated after it has performed maintenance, preventive maintenance, or an alteration in accordance with GACAR Part 43.

(b) A certificated repair station may not maintain or alter any article for which it is not rated, and may not maintain or alter any article for which it is rated if it requires special technical data, equipment, or facilities that are not available to it.

(c) A certificated repair station may not approve for return to service—

(1) Any article unless the maintenance or preventive maintenance was performed in accordance with the applicable approved technical data or data acceptable to the President;

(2) Any article after a repair or alteration unless the repair or alteration was performed in accordance with applicable approved technical data; and

(3) Any experimental aircraft after a repair or alteration performed under GACAR § 43.1(b) unless the repair or alteration was performed in accordance with methods and applicable technical data acceptable to the President.

§ 145.81 Work Performed at Another Location.

A certificated repair station may temporarily transport material, equipment, and personnel needed to perform maintenance, preventive maintenance, alterations, or certain specialized services on an

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article for which it is rated to a place other than the repair station's fixed location(s) if either of the following conditions is met:

- (a) The work is necessary due to a special circumstance, as determined by the President; or
- (b) It is necessary to perform such work on a recurring basis, the repair station's manual includes the procedures for accomplishing maintenance, preventive maintenance, alterations, or specialized services at a place other than the repair station's fixed location(s), and the President has authorized the activity in the operations specifications.

§ 145.83 Maintenance, Preventive Maintenance, and Alterations Performed for Certificate Holders Operating Under GACAR Part 121, 125, 133 or 135.

- (a) A certificated repair station that performs maintenance, preventive maintenance, or alterations for an air operator that has a continuous airworthiness maintenance program under GACAR Part 121 or 135 must follow the air operator's program and applicable sections of its maintenance manual.
- (b) A certificated repair station that performs inspections for a certificate holder conducting operations under GACAR Part 125 or 133 must follow the operator's GACA approved aircraft inspection program (if applicable).
- (c) Notwithstanding the housing requirement of GACAR § 145.39(b), the President may grant approval for a certificated repair station to perform line maintenance for a certificate holder operating under GACAR Part 121 or 135, provided—
 - (1) The certificated repair station performs such line maintenance in accordance with the operator's manual, if applicable, and GACA approved maintenance program;
 - (2) The certificated repair station has the necessary equipment, trained personnel, and technical data to perform such line maintenance; and
 - (3) The certificated repair station's operations specifications include an authorization to perform line maintenance.

§ 145.87 Repair Station Manual.

- (a) A certificated repair station must prepare and follow a repair station manual that is acceptable to

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the President.

(b) A certificated repair station must maintain a current repair station manual.

(c) A certificated repair station's current repair station manual must be accessible for use by repair station personnel required by Subpart D of this part.

(d) A certificated repair station must provide the GACA with the current repair station manual in a format acceptable to the President.

(e) A certificated repair station must notify the GACA of each revision of its repair station manual in accordance with the procedures required by GACAR § 145.89(j).

§ 145.89 Repair Station Manual Contents.

A certificated repair station's manual must include the following:

(a) An organizational chart identifying—

- (1) Each management position with authority to act on behalf of the repair station;
- (2) The area of responsibility assigned to each management position; and
- (3) The duties, responsibilities, and authority of each management position.

(b) Procedures for maintaining and revising the rosters required by GACAR § 145.65;

(c) A description of the certificated repair station's operations and scope of work as authorized by the President, including the housing, facilities, equipment, and materials as required by Subpart C of this part;

(d) Procedures for—

- (1) Revising the capability list provided for in GACAR § 145.97 and notifying the GACA of revisions to the list, including how often the GACA will be notified of revisions and
- (2) The self evaluation required under GACAR § 145.97(c) for revising the capability list, including methods and frequency of such evaluations, and procedures for reporting the results to the appropriate manager for review and action.

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- (e) Procedures for revising the training program required by GACAR § 145.67 and submitting revisions to the President for approval;
- (f) Procedures to govern work performed at another location in accordance with GACAR §§ 145.39(c) and 145.81;
- (g) Procedures for maintenance, preventive maintenance, or alterations performed under GACAR § 145.83;
- (h) Procedures for—
 - (1) Maintaining and revising the contract maintenance information required by GACAR § 145.99(a)(2)(i), including submitting revisions to the President for approval and
 - (2) Maintaining and revising the contract maintenance information required by GACAR § 145.99(a)(2)(ii) and notifying the GACA of revisions to this information, including how often the GACA will be notified of revisions;
- (i) A description of the required records and the recordkeeping system used to obtain, store, and retrieve the required records;
- (j) Procedures for revising the repair station’s manual and notifying the GACA of revisions to the manual, including how often the GACA will be notified of revisions;
- (k) A description of the system used to identify and control sections of the repair station manual;
- (l) Procedures for preparation and signature of an approval for return to service as required by GACAR § 145.95;
- (m) Procedures for complying with service difficulty reporting requirements as required by GACAR § 145.103 and the reporting of incidents as required under GACAR Part 4;
- (n) Procedures for implementing and maintaining an SMS that meets the requirements of GACAR Part 5 and is acceptable to the President; and
- (o) Procedures for receiving, assessing, amending, and distributing within the repair station all necessary airworthiness data from the type certificate holder or type design organization.

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§ 145.91 Quality Control System.

(a) A certificated repair station must establish and maintain a quality control system acceptable to the President that ensures the airworthiness of the articles on which the repair station or any of its contractors performs maintenance, preventive maintenance, or alterations.

(b) Repair station personnel must follow the quality control system when performing maintenance, preventive maintenance, or alterations under the repair station certificate and operations specifications.

(c) A certificated repair station must prepare and keep current a quality control manual in a format acceptable to the President that includes the following:

(1) A description of the system and procedures used for—

(i) Inspecting incoming raw materials to ensure acceptable quality;

(ii) Identification, removal, and reporting of suspected unapproved parts;

(iii) Performing preliminary inspection of all articles that are maintained;

(iv) Inspecting all articles that have been involved in an accident for hidden damage before maintenance, preventive maintenance, or alteration is performed;

(v) Establishing and maintaining proficiency of inspection personnel;

(vi) Establishing and maintaining current technical data for maintaining articles;

(vii) Qualifying and surveilling noncertificated persons who perform maintenance, preventive maintenance, or alterations for the repair station;

(viii) Performing final inspection and return to service of maintained articles;

(ix) Calibrating measuring and test equipment used in maintaining articles, including the intervals at which the equipment will be calibrated; and

(x) Taking corrective action on deficiencies.

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- (2) References, where applicable, to the manufacturer’s inspection standards for a particular article, including reference to any data specified by that manufacturer;
- (3) A sample of the inspection and maintenance forms and instructions for completing such forms or a reference to a separate forms manual; and
- (4) Procedures for revising the quality control manual required under this section and notifying the GACA of the revisions, including how often the GACA will be notified of revisions.

§ 145.93 Safety Management Systems.

Certificate holders authorized to conduct operations under this part and providing services to commercial air operators certificated under Chapter G must have and maintain an SMS that meets the requirements of GACAR Part 5 and is acceptable to the President.

§ 145.95 Inspection of Maintenance, Preventive Maintenance, or Alterations.

(a) A certificated repair station must inspect each article upon which it has performed maintenance, preventive maintenance, or alterations as described in paragraphs (b) and (c) of this section before approving that article for return to service.

(b) A certificated repair station must certify on an article’s approval for return to service that the article is airworthy with respect to the maintenance, preventive maintenance, or alterations performed after—

(1) The repair station performs work on the article and

(2) An inspector inspects the article on which the repair station has performed work and determines it to be airworthy with respect to the work performed.

(c) For the purposes of paragraphs (a) and (b) of this section, an inspector must meet the requirements of GACAR § 145.59.

(d) Only an employee certificated under GACAR Part 66 or equivalent as determined by the President is authorized to sign off on final inspections and approval for return to service for the repair station.

§ 145.97 Capability List.

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- (a) A certificated repair station with a limited rating may perform maintenance, preventive maintenance, or alterations on an article if the article is listed on a current capability list acceptable to the President or on the repair station’s operations specifications.
- (b) The capability list must identify each article by make and model or other nomenclature designated by the article’s manufacturer and be available in a format acceptable to the President.
- (c) An article may be listed on the capability list only if the article is within the scope of the ratings of the repair station’s certificate, and only after the repair station has performed a self evaluation in accordance with the procedures under GACAR § 145.89(d)(2). The repair station must perform this self evaluation to determine that the repair station has all of the housing, facilities, equipment, material, technical data, processes, and trained personnel in place to perform the work on the article as required by GACAR Part 145. The repair station must retain on file documentation of the evaluation.
- (d) Upon listing an additional article on its capability list, the repair station must provide the GACA with a copy of the revised list in accordance with the procedures required in GACAR § 145.89(d)(1).

§ 145.99 Contract Maintenance.

- (a) A certificated repair station may contract a maintenance function pertaining to an article to an outside source provided—
- (1) The President approves the maintenance function to be contracted to the outside source and
 - (2) The repair station maintains and makes available to the GACA, in a format acceptable to the President, the following information:
 - (i) The maintenance functions contracted to each outside facility and
 - (ii) The name of each outside facility to whom the repair station contracts maintenance functions and the type of certificate held by each facility and the ratings, if any, on that certificate.

- (b) A certificated repair station may contract a maintenance function pertaining to an article to a noncertificated person provided—

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- (1) The noncertificated person follows a quality control system equivalent to the system followed by the certificated repair station;
- (2) The certificated repair station remains directly in charge of the work performed by the noncertificated person; and
- (3) The certificated repair station verifies, by test and/or inspection, that the work has been performed satisfactorily by the noncertificated person and that the article is airworthy before approving it for return to service.

(c) A certificated repair station may not provide only approval for return to service of a complete type certificated product following contract maintenance, preventive maintenance, or alterations.

§ 145.101 Recordkeeping.

- (a) A certificated repair station must retain records in the English language that demonstrate compliance with the requirements of GACAR Part 43. The records must be retained in a format acceptable to the President.
- (b) A certificated repair station must provide a copy of the approval for return to service to the owner or operator of the article on which the maintenance, preventive maintenance, or alteration was performed.
- (c) A certificated repair station must retain the records required by this section for at least 2 years from the date the article was approved for return to service.
- (d) A certificated repair station must make all required records available for inspection by the GACA and the Saudi Arabian Aviation Investigation Bureau.

§ 145.102 Electronic Recordkeeping.

- (a) No certificate holder may use an electronic signature for records requiring a certifying statement unless the electronic signature system is approved by the President.
- (b) No certificate holder may use an electronic recordkeeping system for any record required by this part unless the electronic recordkeeping system complies with paragraphs (c) through (e) of this section.
- (c) ***Storage and Retrieval.*** A computer hardware and software system must have the capability to

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store and retrieve the records. The system must be capable of producing paper copies of the viewed information at the request of a GACA or SAAIB authorized representative.

(d) **Security.** Any electronic recordkeeping system must—

- (1) Ensure that records are retained for the retention periods prescribed in this part.
- (2) Protect confidential information.
- (3) Ensure that the information is not altered in an unauthorized way.
- (4) Have a corresponding policy and management structure to support the computer hardware and computer software that delivers the information.

(e) **Procedures.** Before employing an electronic recordkeeping system, a certificate holder must incorporate electronic recordkeeping procedures into its manual to include the following:

- (1) Procedures for making required records available to authorized AIB personnel and GACA Inspectors. If the computer hardware and software system is not compatible with the GACA and AIB systems, the certificate holder must provide an employee or representative to assist in accessing the necessary computerized information.
- (2) Procedures for reviewing the computerized personal identification codes system to ensure that the system will not permit password duplication.
- (3) Procedures for auditing the computer system every 60 days to ensure the integrity of the system. A record of the audit must be completed and retained on file as part of the operator's record retention requirements. This audit may be a computer program that automatically audits itself.
- (4) Audit procedures to ensure the integrity of each computerized workstation unless the workstations are server based and contain no inherent attributes that enable or disable access.
- (5) Procedures describing how the certificate holder will ensure that the electronic records are transmitted in accordance with the appropriate regulatory requirements.
- (6) A description of the training procedure and requirements necessary to authorize access to the computer hardware and software system.

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(7) For electronic record keeping systems employing digital or electronic signatures, guidelines for authorized representatives of the certificate holder to use electronic signatures and to have access to the appropriate records.

§ 145.103 Service Difficulty Reports.

(a) A certificated repair station must report to the GACA and the organization responsible for the type design of an article within 96 hours after it discovers any serious failure, malfunction, or defect of that article. The report must be in a format acceptable to the President.

(b) The report required under paragraph (a) of this section must include as much of the following information as is available:

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

(c) The holder of a repair station certificate that is also the holder of a GACAR Part 119 certificate operating under GACAR Part 121, 125, or 135; type certificate (including a supplemental type certificate); Saudi Arabia parts manufacturer approval; or Saudi Arabia technical standard order authorization, or that is the licensee of a type certificate holder, does not need to report a failure, malfunction, or defect under this section if the failure, malfunction, or defect has been reported under GACAR Part 21, 121, 125, or 135.

(d) A certificated repair station may submit a service difficulty report for the following:

- (1) A GACAR Part 119 certificate holder operating under GACAR Part 121, provided the

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report meets the requirements of GACAR Part 121, as appropriate;

(2) A GACAR Part 119 certificate holder operating under GACAR Part 125, provided the report meets the requirements of GACAR Part 125, as appropriate; and

(3) A GACAR Part 119 certificate holder operating under GACAR Part 135, provided the report meets the requirements of GACAR Part 135, as appropriate.

(e) A certificated repair station authorized to report a failure, malfunction, or defect under paragraph (d) of this section must not report the same failure, malfunction, or defect under paragraph (a) of this section. A copy of the report submitted under paragraph (d) of this section must be forwarded to the certificate holder.

§ 145.105 Inspections.

(a) A certificated repair station must allow the President to inspect that repair station at any time to determine compliance with the GACAR.

(b) A certificated repair station may not contract for the performance of a maintenance function on an article with a noncertificated person unless it provides in its contract with the noncertificated person that the President may make an inspection and observe the performance of the noncertificated person's work on the article.

(c) A certificated repair station may not return to service any article on which a maintenance function was performed by a noncertificated person if the noncertificated person does not permit the President to make the inspection described in paragraph (b) of this section.