



AIRWORTHINESS GUIDE (AG) - 5

REPAIR STATION APPROVAL PROCEDURES (DOMESTIC AND FOREIGN)



REVISION HISTORY

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1. GENERAL

1.1 PURPOSE

This document provides information on the General Authority of Civil Aviation's objectives, regulations, policies, and general practices on how to apply for, initial issue, renewal, or amendment to a Kingdom of Saudi Arabia, General Authority of Civil Aviation Regulations Part 145 domestic or foreign repair station certificate of approval.

1.2 CANCELLATION

This document cancels and replaces all documents (including but not limited to, notices, circulars, letters, telexes, facsimiles) previously issued by GACA-S&ER on this subject. This document refers to GACA/FAA AC145-9, 145-10 and AC 145-11A as revised, and used as guidance only.

1.3 BACKGROUND

The GACA-S&ER certifies repair stations under the provisions of GACA/FAR Part 145. The certification of domestic and foreign repair stations require the need to have qualified organizations able to perform maintenance, alteration, or repairs of aeronautical products subject to the GACA airworthiness regulations in both the Kingdom of Saudi Arabia and foreign countries. The necessity to maintain aircraft, engines, appliances and components outside of the Kingdom of Saudi Arabia has continued to expand with the increase in international air travel and the rise in the number of types of aeronautical products used by Kingdom of Saudi Arabia operators.

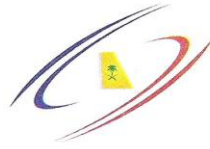
1.4 EXPLANATION OF CHANGES

The following is a summary of changes that are addressed in this document:

- a) Corrected misspelled, typing mistakes and rewording.
- b) Removed unnecessary or unused terms such as JAA.
- c) Modified & re arranged the table of contents.
- d) Removed repetitions and duplications such as contracting, training program & reporting SDRs and SUPs sections.
- e) Rephrased some statements such as approval for return to service.
- f) Updated information such as addresses and titles.
- g) Updated fees procedures.
- h) Updated extent of approval section to include satellite repair stations & list of maintenance functions & contracted persons.
- i) Updated regulatory references such as FAA Order 8300.10 to 8900.1.

1.5 DEFINITIONS & ACRONYMS

AC:	Advisory Circular
AG:	Airworthiness Guide
GACA:	General Authority of Civil Aviation, Saudi Arabia



S&ER:	Safety & Economic Regulation
FAA:	Federal Aviation Administration
FAR:	Federal Aviation Regulations
KSA:	Kingdom of Saudi Arabia
PMI:	Principal Maintenance Inspector
HZ:	K.S.A. registered aircraft

Accountable Manager: The person designated by the certificated repair station that is responsible for and has the authority overall authority of repair station operations that are conducted under GACA / FAR Part 145. This person's duties include ensuring that repair station personnel follow the regulations and serving as the primary contact with the General Authority of Civil Aviation.

Alteration or Modification: A change to the construction, configuration, performance, environmental characteristics, or operation limitations of the affected civil aeronautical products.

Approved Maintenance Organization (AMO): A maintenance organization certificated by GACA.

Article: After the effective date of the revised GACA / FAR Part 145 rules, article means an aircraft, airframe, aircraft engine, propeller, and appliance or component part.

Approved: Approved by the GACA President / FAA Administrator unless used with reference to another person. Approval is granted to a repair station when the information, such as a process specification or rating on the Operation Specifications (Ops.Specs).

Capability List (CL): A capabilities list refers to a limitations document that identifies by make, model or other nomenclature designated by the article manufacturer, the articles that the AMO- is authorized to perform maintenance on.

Civil Aviation Authority (CAA): The aviation regulatory authority of a foreign country also referred to as the National Aviation Authority (NAA) in various countries.

Civil Aeronautical Product: Any civil aircraft, aircraft engine or propeller or subassembly, appliance, material part, or component to be installed thereon.

Compliance with GACA Regulations: Compliance with the latest issue of FAA regulations as supplemented or amended by GACA Special Conditions/requirements.

Data Acceptable to GACA: Data approved by foreign airworthiness authorities and accepted by the GACA (see Airworthiness Guide AG-7, as amended) or data approved by the GACA or GACA designated engineering representatives (GACA-DER) (minor repairs and alterations not included).

Data Approved by NAA: Data approved by NAA or by an organization approved by the NAA for that purpose. (Requires GACA-S&ER acceptance).



European Aviation Safety Agency (EASA): Is the governing body for the European Union effective 28 September 2003, regulation 1592/2002. Replacing the Joint Aviation Authority (JAA).

Geographic Authorization: An approval provided to a foreign repair station to perform maintenance support under contract for a Kingdom of Saudi Arabia air carrier or an operator of a Kingdom of Saudi Arabia registered aircraft under GACA/FAR 91,121,125 & 135 at a location other than the repair station facility. A geographic authorization is issued by the GACA to respond to the needs of a Kingdom of Saudi Arabia air carrier / air operators at a station where the frequency and scope of that maintenance does not warrant permanently staffing and equipping the station for its accomplishment.

Line Maintenance: Any unscheduled maintenance resulting from unforeseen events, or scheduled checks that contain servicing and/or inspections that do not require specialized training, equipment, or facilities.

Maintenance: The performance of inspection, overhaul, repair and preservation and all the replacement of parts, materials, appliances or components of a civil aeronautical product to ensure the continued airworthiness of that product, excluding alterations or modifications.

Maintenance Organization: A company engaged in the maintenance, alteration or modification of aeronautical products, approved by the CAA of that country but not certified as a foreign repair station under GACA/FAR Part 145.

Manual Deviation: Minor deviations from Instruction for Continued Airworthiness (ICA) that does not require NAA or GACA/FAA approved data. However, such a deviation must be coordinated with the operator of the aeronautical product and identified on the product record.

NAA Procedures: NAA application of regulations and procedures in its national systems, rules, practices and policy.

NAA Regulations and Guidance: A uniform set of regulations issued by an NAA. They are interpreted and implemented by NAA policy guidance in the form of written Administrative and Guidance Material.

National Aviation Authority (NAA): The aviation regulatory authority of a foreign country.

Perceived Need: A current or future operational or economic necessity for the maintenance, preventive maintenance, or alteration of aeronautical products subject to the regulatory oversight of the GACA-S&ER at a facility located in or outside of the Kingdom of Saudi Arabia.

Quality Control Manual (QCM): A manual that describes the inspection and quality control procedures used by repair stations.

Rating: A statement that, as part of the repair station's certificate, describes the special conditions, privileges or limitations issued under GACA/FAR Part 145.



Repair Station Manual (RSM): A manual that describes the maintenance procedures and policies of a repair station's operations.

Required Inspection Items (RII): The items of maintenance and alterations that could result in a failure, malfunction or defect, endangering the operation of the aircraft if not performed properly or if improper parts or materials are used.

Special Conditions Repair Stations: GACA recognizes the differences that are not harmonized between existing agreements within foreign countries (FAA-EASA) that effect how compliance of Part 43 and 145 is accomplished within that agreement. GACA-S&ER has adopted the FAA special conditions that are listed in Appendix 1 of FAA AC145-11A and 145-9 as amended. In addition to the FAA special conditions, the GACA-S&ER Special Conditions include policy and guidance material contained in the GACA-S&ER Airworthiness Guides (AGs). These AGs are available on the GACA website www.gaca.gov.sa (The term "Special Conditions Repair Stations" used in this AG-5 is not to be confused with Special Conditions that are part of the "Basic of Certification" for type design approvals).

Supplement: This GACA supplement, together with the organization's NAA-accepted manual, forms the basis of acceptance by the GACA for maintenance, alteration or modifications carried out by this organization on aircraft and/or components under the regulatory control of the GACA.

Unapproved Part: A part that does not meet the requirements of an "approved part" as specified in AC 21-29C as amended, Detecting and Reporting Suspected Unapproved Part.

1.6 ASSOCIATED REGULATIONS AND ORDERS

1.6.1 Primary Regulation: Royal Decree No. 17/2/22/3481 dated. June 8, 1953 GACA/FAR Part 145.

1.6.2 Other documentation:

- a. FAA Advisory Circular AC 145-11A (As revised).
- b. FAA Advisory Circular AC 145-9 (As revised).
- c. FAA Advisory Circular AC 145-10 (As revised).
- d. GACA Airworthiness Guide (AG-3) Importation Requirements of Aeronautical Products, Parts and Design Approval Data.
- e. GACA Airworthiness Guide (AG-6) Airworthiness Directives (AD) policy and Procedures.
- f. GACA Airworthiness Guide (AG-7) Alterations and Repairs.
- g. FAA Order 8900.1, Airworthiness Inspector's Handbook.

1.6.2 Related Forms:

(GACA Forms and Airworthiness Guides can be accessed at <http://www.gaca.gov.sa>)



1.7 AIRWORTHINESS GUIDE APPROVAL

Approved by:

(Original signed by Capt. M. A. Jamjoom)

Capt. Mohammed Ali Jamjoom
Vice-President
Safety & Economic Regulation
General Authority of Civil Aviation



1.8 GACA-S&ER POLICIES

The following policy statements list the GACA-S&ER airworthiness policies associated with the approval of GACA/FAR Part 145 Repair Stations:-

- a) Applications for repair station certification shall be made in accordance with the specified requirements of this Airworthiness Guide.
- b) Applications for one time approval of repair stations may be considered in exceptional circumstances.
- c) All GACA-S&ER Repair Station approvals will have a validity period of one Hegira year (354 days) unless otherwise stated.
- d) GACA-S&ER will not issue a foreign repair station certificate and accompanying rating(s) with privileges that exceed the scope of work permitted under the NAA, EASA or FAA certificate, rating or approval schedule.
- e) GACA will not issue Class ratings to foreign repair stations.
- f) GACA repair station ratings issued will reflect Kingdom of Saudi Arabia, HZ-registered aircraft/products.

These policy statements supplement or amend the GACA/FAR requirements.

2. CERTIFICATION PROCEDURES

2.1 INITIAL CERTIFICATION

2.1.1 General

The applicant for a GACA Part 145 repair station (domestic or foreign) certificate must fulfill the following requirements:

All documentation must be in the English language. The use of courier services is strongly advised to facilitate timely delivery of the required documents. All correspondence shall be sent to the following address:

ATTN: Vice President
Safety & Economic Regulation (S&ER)
General Authority of Civil Aviation (GACA)
King Abdul-Aziz International Airport (KAIA)
GACA S&ER (New Building), P.O. Box 887
Jeddah-21165, Kingdom of Saudi Arabia
Fax # 96612-6855745

2.1.2 The Statement of Perceived Need

In the statement of perceived need, the applicant AMO should indicate it's need to perform maintenance on or alteration/modification of aeronautical products subject to K.S.A. regulations, in foreign countries (or in the case of domestic applicants in the Kingdom) and to obtain a Part 145 repair station certificate. The applicants AMO can substantiate this perceived need by including a statement from an operator of Kingdom of Saudi Arabia



(HZ) registered aircraft or a company that maintains or alters items to be installed on HZ-registered aircraft, indicating that the applicant AMO's services are required. The perceived need also can be established with documentation from a leasing company or a supplier/distributor showing that the applicant AMO's services are needed. The applicant AMO can confirm in writing that the leasing company or supplier/distributor is doing business with the operators of HZ-registered aircraft.

Note 2-1:

Upon receipt of the Statement of Perceived Need the GACA-S&ER will review the request and make a decision on applicants status based on the perceived need and projected requirements for the Kingdom of Saudi Arabia civil aircraft fleet. The GACA-S&ER will send to the applicant a fax or e-mail to indicate that the certification is eligible or is not eligible to proceed.

2.1.3 Application Procedures

For those applications deemed eligible to proceed, the applicant shall fulfill the following additional requirements and forward them to the GACA-S&ER.

- a) Complete application GACA-S&ER form 8310-3(see www.gaca.gov.sa)
- b) Payment of certificate administration fee (see GACA Tariff under rules & regulations under GACA website see www.gaca.gov.sa). This payment will not be officially deposited, but will remain on hold until the certificate is actually issued. (no more checks are accepted by Fees Dept., only Electronic transfers to banks are accepted). For additional information see chapter-3 of this Airworthiness Guide.
- c) Submit a Statement of Compliance with the GACA/FAR Part 145 requirements plus Repair Station Special Conditions. This statement should reference all sections of GACA/FAR 145 and show how the facility complies with each requirement and identify the sections in the Training Program, RSM/QCM and/or GACA supplement that addresses each specific requirement (Means of compliance with each section of GACA/FAR Part 145).
- d) Submit a current copy of the FAA /EASA/ NAA Repair Station Certificate(s) and limitation documents/approval schedule, including any referenced procedures for the use and revision to a capability list, as applicable.
- e) Submit one (1) copy of suitably bound company brochure (optional) or a written description (with photographs) of the repair station, which shall include at a minimum the following items:
 - 1) Company organization chart.
 - 2) Names and titles of managing and supervisory personnel, inspection and return to service personnel.
 - 3) List of maintenance functions that are contracted to outside entities or other AMO's including list of contractors and services they provide (attach to Form



8310-3), for GACA approval.

- 4) A copy of the proposed Capability List (only necessary during initial certification).
 - 5) A copy of the AMO's Line Station Listings.
 - 6) A Compliance Statement referencing all Sections of GACA/FAR 145. (Initial Repair Station Applicants Only) (Not Required for Renewal).
- f) 1) For domestic repair stations: Submit one(1) copy of Repair Station and Quality Control Manual these can be separate or combined (ref. GACA/FAA AC 145-9 as amended).
- 2) For Foreign repair stations : Submit one copy of GACA supplement (ref AC 145-11A and this AG). When preparing the Supplement caution should be observed as some elements of the new Part 145 are not included. (presently AC 145-11A, does not include all the regulatory requirements of the new Part 145). GACA will accept a Supplement based on the FAA, RSM/QCM providing the differences are noted. (i.e. fees, forms etc.). (see Appendix A for sample GACA Supplement). (Initial applicants only).
- g) Submit one copy of Training Program Manual (Ref. AC 145-10).
- h) Submit one (1) copy of the most recent FAA/NAA Audit Findings and Corrective Actions. The perspective applicant also must not have relevant outstanding findings of non-compliance from recent NAA oversight audit. (Initial applicant only).

Note 2-2:

Manuals or supplements should be submitted in a three (3)-ring loose-leaf binder and may be on a CD in PDF format.

2.1.4 GACA Assessment

Upon receipt of all the required information noted above, the GACA-S&ER certification process will begin. This process will take approximately 30-45 days, but it is time sensitive to the quality and timeliness of the applicant's submission. Courier service (DHL, FEDEX with tracking numbers) is highly recommended and preferred for all submittals instead of E Mails.

If the information submitted to the GACA-S&ER is acceptable, the assigned Airworthiness Inspector will schedule for an on-site certification audit with applicant. Please note that Inspector schedule is subject to last minute change that is unavoidable, due to operational requirements of the GACA.

2.1.5 Certification Audit

The purpose of the certification audit is to establish whether the AMO is in compliance with



the GACA/FAR requirements. If the certification audit reveals significant deficiencies, the applicant will be given up to thirty (30) days to correct the deficiencies. If the applicant fails to correct the deficiencies within the 30 days, the certification process will be terminated. In the event of unusual (i.e. Inspector availability for re-audit) circumstances, the GACA-S&ER may extend the 30-day period for a reasonable period of time provided a corrective action plan with target dates is forwarded and accepted by the GACA and the applicant demonstrates an ability and willingness to correct the noted deficiencies. If the corrective action plan is accomplished on schedule and accepted by the GACA, certificate will be issued. In the event the corrective actions are not satisfactory, the applicant will be notified that the certification process is terminated.

2.1.6 Certificate Issuance

When the certification audit indicates that the applicant is in compliance with the GACA/FAR Part 145 and the GACA/FAA special conditions, and all applicable fees have been forwarded to the GACA Fees and Charges department, the GACA-S&ER will issue a Part 145 repair station certificate. Part 145 Repair Station Certificates with Operations Specifications will be prepared using GACA-S&ER forms 8000-4 and 8000-4-1. Original copies will be sent by mail and faxed to the repair station.

2.2 CHANGES IN REPAIR STATION CERTIFICATION

2.2.1 Changes Requiring Recertification

Each of the following requires the certificate holder to apply for a change in the repair station certificate using the GACA-S&ER form 8310-3:

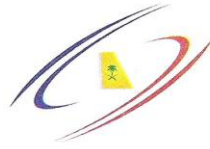
- a) A change in the name, location, housing or facilities of the repair station.
- b) A request to add, revise or amend a rating.
- c) Any change in management or ownership. If the holder of a repair station certificate sells or transfers all or part of its assets, the new owner must apply for amended certificate.

Note 2-3: The GACA-S&ER must be notified in advance and may prescribe conditions that the repair station must follow when moving to a new address, or expansions or reorganization at current location.

2.2.2 Change Application Procedures

The certificate holder requesting the change shall forward a completed GACA form 8310-3 to the GACA-S&ER indicating the change along with any supporting documentation required for the change. All documentation must be in the English language. If the change requires a change to the AMO's RSM/QCM or GACA supplement or a facility change/expansion, a brochure/photographs must accompany the application.

The AMO shall immediately inform the GACA-S&ER of all changes to the location housing, or facilities of the repair station that would affect the conditions of the current certificate. The GACA-S&ER may permit the AMO to continue operating as a GACA/FAR Part 145 repair station while the proposed changes are being implemented. The GACA-



S&ER may require the AMO to operate under certain conditions while the proposed changes are being made and the AMO's request is being processed.

The AMO will implement such conditions as necessary and immediately notify the GACA-S&ER when the permitted changes have been implemented.

The GACA-S&ER will conduct an on-site inspection of the AMO for requests involving a change in ratings or management/ownership, and/or facilities.

Revisions to an AMO's RSM/QCM or GACA supplement that reflect changed procedures but do not change the nature of the AMO's GACA/FAR Part 145 certificate or ratings should be submitted to GACA-S&ER for acceptance before implementation. The AMO is not required to submit a GACA form 8310-3 for revisions to the RSM/QCM or GACA supplement.

Revisions to an AMO's capability list must be forwarded to the GACA-S&ER assigned Inspector in accordance with the AMO's approved self-evaluation/self-audit revision procedures. If the review of the proposed revision is favorable, and the GACA-S&ER determines that the AMO can perform the work in accordance with the capability list, the Capability List will be stamped "accepted" on the last page of the list of effective pages only, and a copy will be returned by fax/email to the AMO. During the annual audit, the assigned Inspector will perform a sampling of the items added during the past 12 months. If the sampling is successful, the repair station should prepare the new revision to the Capability List for the Inspector's signature.

2.3 CERTIFICATE RENEWAL

2.3.1 General

An AMO seeking to renew its GACA repair station certificate should send the application form 8310-3 no later than 90 days before the expiration of its current repair station certificate. If the AMO does not make the request before its certificate expiration date (see GACA Tariff under rules & regulations under GACA website see www.gaca.gov.sa), it must follow the procedure for applying for a new certificate, but does not have to submit copies of its facility brochures or photographs.

2.3.2 Application

The applicant for certificate renewal shall submit the GACA form 8310-3 and copy of certificate renewal fees electronic transmission. The GACA-S&ER, Fees and Charges Department will collect certificate renewal fees (see chapter-3 for more details).

The AMO need to submit the RSM/QCM or GACA supplement if they are revised. Note: All changes, such as a change in the name, location, key personnel or procedures will require a revision of the RSM/QCM or GACA supplement.

2.3.3 Certificate Renewal Audit

The GACA-S&ER will perform an annual on-site audit of the AMO's facilities as part of the certificate renewal process. The AMO is responsible for paying GACA service fees as described in chapter-3.



2.3.4 GACA Assessment

If the GACA-S&ER finds deficiencies in an AMO's renewal application or makes audit findings that require corrective action, the GACA-S&ER may allow the applicant up to 30 days after notification to correct the deficiencies or to submit a plan for corrective action depending on the nature of the deficiencies. If the applicant fails to correct the deficiencies within 30 days or fails to provide the GACA-S&ER with a plan and time completion schedule for corrective action within 30 days, the GACA-S&ER will terminate the application for renewal. If the AMO's GACA/FAR Part 145 repair station certificate expires during the 30 day period, the GACA-S&ER may extend the duration of the AMO's GACA-FAR Part 145 for a reasonable period of time depending on the nature of the deficiencies, provided the AMO demonstrates an ability and willingness to correct the noted deficiencies. In these cases the AMO must inform the GACA-S&ER in writing of all actions taken to correct specified deficiencies. In the event of major findings that effect only one or more of the ratings, those ratings will be removed from the certificate and operations specifications until the applicant can demonstrate compliance with the requirements for those ratings.

2.3.5 Certificate Issuance

When the GACA-S&ER determines that the AMO meets all the requirements for certificate renewal, including acknowledgement of fees being paid and processed, the GACA/FAR Part 145 certificate will be re-issued to the AMO with a new expiry date. The Repair Station Certificate shall be prepared using GACA-S&ER forms 8000-4 and 8000-4-1. A copy is faxed to the AMO and the hard copies are sent by mail.

2.4 ONE-TIME APPROVAL PROCEDURES

2.4.1 General

In exceptional circumstances, the GACA-S&ER may consider requests from Kingdom of Saudi Arabia HZ-registered aircraft Owners/Operators to utilize a foreign/domestic (non GACA) repair station for one-time approvals for maintenance on aircraft registered in the Kingdom of Saudi Arabia.

Kingdom of Saudi Arabia aircraft that experiences difficulties in route, should land and seek services. Kingdom of Saudi Arabia aircraft that experiences problems on the ground at locations that are not supported by Kingdom of Saudi Arabia approved AMO's must notify the GACA-S&ER to use facilities that are not GACA approved for the one time approval (i.e. engine change, flight control, Avionics, window) to render the aircraft Airworthy and safe for the intended flight to a GACA approved repair station or continue its planned mission. Requests for one-time approval will not be accepted for scheduled heavy maintenance, major alteration type activities or aircraft painting.

Note 2-4:

GACA approved Repair Stations will not accept a Kingdom of Saudi Arabia HZ-registered Aircraft for maintenance or contract for maintenance without the appropriate rating on the AMO's current GACA Repair Station certificate. No exceptions allowed.



2.4.2 Application Procedures

Requests for one-time approval must be made in writing to the GACA-S&ER Director of Airworthiness and include the following documentation:-

- a) The flight crew or Operator must send to the GACA-S&ER a copy of the filed flight plan, indicating the deviation and a copy of the Aircraft log page with the listed in-flight problem recorded.
- b) The Repair Station:
 - i. Description of the specific authorizations being requested including a description of the nature of work to be performed, aircraft type, registration and serial number, location of work to be performed.
 - ii. Copy of the current foreign Repair Station Certificate and Operations Specifications.
 - iii. Copy of Repair Station capability list (Specific to the work to be performed).
 - iv. Name and phone number of the Inspector assigned to the Repair Station by the NAA.
 - v. Roster of Authorized Personnel including the name and qualifications of the specific individual who is being nominated to release the aircraft to service.

Note 2-5:

The above information can be sent to GACA via, Fax # 96612-6855745.

The applicant is responsible to provide and cover the expenses for Business-class return air travel, ground transportation and hotel accommodation for the GACA-S&ER Airworthiness Inspector who is assigned to perform the inspection of the Repair station's facilities. (See chapter-3 for additional details on fees).

2.4.3 Approval Procedures

As part of the one-time approval process the GACA-S&ER will assess whether the current ratings approved by the foreign authority are appropriate to the nature of the work to be performed on Kingdom of Saudi Arabia HZ-registered aircraft. The GACA-S&ER will contact the NAA's assigned Inspector as part of the assessment process. In the event that the facility where the unscheduled landing took place is not qualified to perform the necessary maintenance, the GACA Inspector will inform the Owner/Operator that they must make suitable arrangement for a GACA repair station with suitable ratings to perform "Work away from Station" in the case that the aircraft is not capable for a special (ferry) Flight permit to an Approved GACA Repair Station.

2.4.3.1 One-Time Inspection

A GACA Airworthiness Inspector will be required to conduct a one-time inspection of the applicant's facilities subject to the complexity of the required maintenance as determined by the GACA-S&ER. At the time of inspection, the GACA Airworthiness Inspector will review with the Quality Assurance/Inspection staff of the foreign repair station, the tooling data and condition of the facility for the specific GACA-S&ER requirements for the performance of maintenance on HZ-registered aircraft including the provision of the applicable GACA forms.



2.4.3.2 One-Time Approval Letter

The granting of one-time approval will be in a letter Faxed to the applicant. The letter shall contain as a minimum:

- Description of authorized activities.
- Name of the individual authorized to release the aircraft to service.
- Instructions for release to service.

See Appendix B for a sample one-time approval letter (on page 61)

2.4.4 Document Retention

The GACA-S&ER shall retain one(1) copy of the approval letter plus all supporting documentation in the aircraft file(s) in Jeddah, applicable to the one-time approval. In the event that a GACA repair station performs work away from station, a copy of that event will be maintained in the repair station file. One Copy of the work order is retained by the Aircraft Owner/Operator.

2.4.5 Certificate Action

Certificate action process and procedures will be performed in accordance with the Royal Decree, QSM and GACA Order 2150.3, as amended.

3. FEES

3.1 GENERAL

Fees shall be paid by the AMO directly to the GACA Finance (Revenue) Department. Following are the broad guidelines that GACA customers are advised to follow to fulfill their financial obligations towards GACA;

- All payments are to be made in full. No partial payments will be accepted.
- All payments are to be made through bank transfer to the credit of GACA bank account given below:

Beneficiary	:	General Authority of Civil Aviation
Account #	:	1700802666
IBAN	:	SA38 4000 0000 0017 0080 2666
Bank	:	SAMBA Financial Group
Branch	:	Al-Andalus, Jeddah, Saudi Arabia
SWIFT	:	SAMBSARI
ABA	:	36074626

c) Bank transfer charges, if any, will be borne by the party making the transfer. For this purpose, all GACA customers affecting a transfer will ensure that full service fee reaches the GACA account, net of all Intermediary bank charges.

d) After completing the bank transfer the customer will communicate, through email or fax, the payment details including the type of service (i.e., issuance of repair station certificate/renewal, DER/STC, MEL etc.) to GACA Revenue Department. The email address for this purpose is;

Fin-Revenue@gaca.gov.sa

And the fax number: +966 2 640 5000 Ext, 4165



e) The applicants who do not have the facility to use IBAN in their areas can send their payments through a check in Saudi Riyals drawn on a local Saudi bank ensuring that the exact amount required by the type of service reaches GACA account. This mode of payment will be acceptable until the next renewal (one year). The service will be provided only after the check clears bank collection. The check should be delivered to:

Mr. Saeed Al-Zahrani (HQ Cash Office)

C/o Shams Shaik

GACA HQ, Bani Malek, P.O. Box 887, Jeddah 21421, Saudi Arabia Tel: +966 2 640 5000 Ext. 2262/4185/4528

Fax: +966 2 640 5094

f) After completion of the payment identification process, Finance (Revenue) will notify the concerned section In Safety and Economic Regulation Department (on their designated email address) all relevant information regarding the payment received for their onward processing.

g) Please provide the fee payment confirmation with Company name as follows:

ATTN: MOHAMED JAMIL

Director of Airworthiness,

P.O. Box 887, Jeddah 21421,

Saudi Arabia

Tel: +966 2 6855534, Fax # 9662-6855745

Note 3-1: The following conditions will require fees (See GACA Tariff under GACA website www.gaca.gov.sa , sector Safety & Economic Regulations, rules & regulations, Implementation Regulation for Civil Aviation Tariff Act) :

- i. Initial Certification*
- ii. Renewal of the Certificate*
- iii. Change in the location of the repair Station.*
- iv. Adding a rating or certain service to the certificate.*
- v. Inspection fee: please see below for details*

3.2 INSPECTION FEES

In addition to the administration-processing fee, the applicant shall pay fees for each certification or renewal audit. The addition/removal of ratings during the renewal Audit is subject to an additional fee. Applicable fees include the following:

Daily service fee for each travel and Audit/inspection day. The rate is that prescribed by the Royal Decree (See GACA Tariff under GACA website www.gaca.gov.sa , sector Safety & Economic Regulations, rules & regulations, Implementation Regulation for Civil Aviation Tariff Act). This fee is charged per calendar day for the entire period of the mission including travel days from and to Jeddah. These remittances are sent in the same manner as renewal fees.

The applicant is responsible to provide Business-class (unrestricted, refundable tickets) return air travel, ground transportation and hotel accommodation, for the GACA-S&ER Airworthiness Inspector who is assigned to perform the inspection of the repair station's facilities.



Note 3-2:

Due to GACA operational requirement, the physical inspection dates may change; therefore GACA will not be responsible for any cost incurred for any reason.

4. EXTENT OF APPROVAL

The GACA-S&ER will not issue a Repair Station Certificate and Operation Specifications with ratings and privileges that exceeds the scope of work permitted under the CAA/ EASA/ TCCA/ FAA certificate.

In the case of a one-time approval or in unusual circumstances the foreign AMO must appeal to the GACA-S&ER in writing and provide supportive documentation with the request including a statement by the Kingdom of Saudi Arabia HZ-registered Aircraft owner/operator. (See section 2.4 for additional information on one-time approval).

4.1 LINE STATIONS

Although some CAA's may have issued an AMO a single Part 145 certificate for facilities that include line stations, the GACA-S&ER normally will issue one repair station for each maintenance organization facility location. However, GACA-S&ER may, in certain limited circumstances issue a single repair station certificate for multiple facility locations within a reasonable proximity to each other and in the same country. Each location must meet the requirements of GACA/FAR Part 145 and Repair Station Special Conditions.

The AMO (parent) repair station quality control system audit is required to ensure compliance with its quality control procedures. The quality audits must provide a report for each line station showing which station was audited, the date of the audit, what was audited and findings and the corrective action identified during the audit. Line stations are audited once a year by the AMO.

A statement will be included in the GACA operations specifications issued to the AMO (parent) repair station indicating the privileges of each line station.

Note 4-1:

Line stations outside the geographic boundary of the country where the certificated AMO is located will not receive a line station authorization. An authorization request for line stations outside these boundaries must follow the geographic process (see chapter-3).

A line station may apply for a separate GACA Part 145 repair station certificate and rating. The repair station must meet all GACA/FAR 145 requirements and Repair Station Special Conditions; however, it may use the same RSM/QCM, MOE or GACA supplement as that used by the parent AMO.

4.2 SATELLITE REPAIR STATIONS

See Sample GACA Supplement under Appendix A of this AG.



4.3 GEOGRAPHIC AUTHORIZATIONS

A Saudi Arabian Air Carrier/Air Operator may initiate a request for a geographic authorization that must have work performed by a foreign GACA repair station under contract at a location other than the repair station's Corporate Headquarters/Main repair station facility. See definitions under section 1.5 above.

If the repair station is appropriately rated and qualified to perform the contracted work and comply with the air carrier's quality system under the control of the Corporate Headquarters/Main repair station facility, the repair station's Operations Specifications will be amended to indicate the geographic location in which the repair station is authorized to exercise the privileges of its certificate pursuant to the authorization.

GACA AMO's may initiate requests to GACA S&ER for geographic authorizations. The request is intended for AMOs that have a need or wish to incorporate all available resources and locations to serve Kingdom of Saudi Arabia Air Carrier / Air Operator.

The GACA-S&ER procedure for adding geographic locations is based on the initial certification process as follows:

- 1) Completed individual GACA-S&ER form 8310-3 completed for each location (see www.gaca.gov.sa for all forms).
- 2) Fee for geographic authorization (See Fees under chapter-3 of this AG)
- 3) Statement of Compliance (Only If Separate Ops. Specs. is issued).
- 4) Current copies of other Authority Certificates held.

- 5) One copy of Company Brochure or written description with photos.
- 6) One copy of GACA RSM/QCM or Supplement compliant to AG-5.
- 7) Training Program.
- 8) Location maps of all intended facilities. (i.e. city country).

Note 4-2:

Manuals or supplements should be submitted in a three (3)-ring loose-leaf binder and may be on a CD in PDF format.

This process takes approximately 30-45 days depending upon complexity and number of facilities to be evaluated and inspected. This is time sensitive to the quality and timeliness of the applicant's submission to the GACA - S&ER. GACA-S&ER will process these requests in the order received only. These documents should be sent by courier service and are logged and dated upon receipt.

4.3.1 Highlights:

- a) The Geographic (sister) facility may be issued separate Operations Specifications (Ops. Specs.) (highly recommended see note below) if requested on the initial request for the geographic rating. The GACA AMO Certificate and Operations Specifications will be held at the Corporate Headquarter/Main facility and will be amended to include the sister facility location, a GACA-



S&ER official copy of the parent Ops. Specs. is issued to the sister facility only if separate Ops. Specs are requested.

Note 4-3:

Separate Operation Specifications are highly recommended. The sister facility (without separate Ops. Specs.) may have a finding that jeopardizes the Parent Certificate. The existence of separate Operation Specifications would not jeopardize the Parent facility, unless the finding is systemic in nature throughout the Corporation. In which case the Certificate and all Operation Specifications issued would be suspended or revoked, or other enforcement action deemed necessary by the GACA-S&ER to ensure compliance.

- b) If the request for Geographic Authorization is from a Corporation that has multiple facilities in multiple countries (Not manufacturer, third party maintenance provider only) , the request correspondence to GACA-S&ER must indicate the Corporation's desire for utilization of all/or some of the facilities on the initial Geographic Authorization request. The GACA-S&ER will evaluate this request based on the services available and needs of Kingdom of Saudi Arabia Air Carrier / Air Operator.
- c) The GACA-S&ER assigned Airworthiness Inspector will audit all initial geographic locations indicated on the GACA Application as requested for the Geographic Authorization and ratings.
- d) AMOs that request to add geographic (sister) facilities will be evaluated by GACA S&ER as requested and in most cases will be accomplished in conjunction with the Annual renewal audit of the parent facility.
- e) AMOs that apply for the Geographic rating that possess both Maintenance and Aircraft/Engine or accessory manufacturing facilities, all activities will be evaluated as mentioned above to ensure the complete physical separation of the Manufacturing and maintenance Quality operation at those locations.
- f) When a geographic authorization is issued to a GACA AMO to support a Saudi Arabian air carrier / operator for a specific contractual time period, such authorization will be indicated on the organization's repair station certificate operation specifications and will be removed at the completion of that contract.
- g) The GACA presently will not issue a geographic authorization for a facility located in the Kingdom of Saudi Arabia.

4.4 SPECIALIZED SERVICES RATINGS/PROCESSES

A specialized service rating may be issued to an AMO to permit the performance of work requiring equipment and skills not ordinarily found at a repair station.

An AMO with GACA authorized specialized services rating must ensure all work performed under the provisions of a specialized service rating is done in accordance with GACA/FAA approved data. Therefore, GACA-S&ER issuance of any specialized services



rating requires GACA-S&ER approved process specifications. GACA-S&ER approval of process specifications will be recorded on the organization's operation specifications. During oversight audits GACA-S&ER will ensure only approved GACA/FAA process specifications are being used on Saudi Arabian registered aircraft or aeronautical products intended for installation on Saudi Arabian registered aircraft.

4.5 HYDROSTATIC TESTING AND RECERTIFICATION OF COMPRESSED GAS CYLINDERS

The GACA-S&ER has adopted Title 49, CFR Part 173 (United States, Department of Transportation (DOT) as the applicable standard for maintenance, hydrostatic testing and recertification of compressed gas cylinders. GACA-S&ER will perform surveillance/audit of these facilities to ensure that the organization is in compliance with the above standard.

4.6 LIST OF CONTRACTED MAINTENANCE

Reference to GACA/FAR Part 145.217, a repair station should submit a list of contracted maintenance for GACA approval.

4.7 TRAINING PROGRAM

A repair Station needs to develop its training program in accordance with GACA/FAA AC 145-10 as amended and submit it to GACA for approval.

5. CONTINUING VALIDITY OF CERTIFICATES

5.1 GENERAL

The continuing validity of a GACA/FAR Part 145 repair station certificate depends on the continuing validity of the NAA, FAA or EASA certificates held and GACA-S&ER satisfaction that the repair station continues to comply with GACA/FAR Part 145 and Repair Station Special Conditions. The GACA-S&ER will investigate an AMO for failure to comply with GACA/FAR Part 145 and Repair Station Special Conditions. Any investigation into non-compliance that results in the loss of that AMO's GACA certificate or rating(s) will be reported to that AMO's NAA or other responsible authority.

Note 5-1:

AMO's that have certificates revoked, suspended or loss of ratings or a short term certificate issued must notify the GACA-S&ER immediately. Upon reinstatement of the certificate and/or ratings the AMO must notify the GACA with evidence of certification.

Investigations or enforcement action may be taken by the GACA-S&ER under GACA regulations and directives. The AMO must cooperate with the GACA-S&ER during any investigation activity.

5.2 SAFETY OVERSIGHT

The GACA-S&ER currently does not have formal agreements with other NAA, FAA, or EASA authorities for oversight of GACA/FAR Part 145 repair stations. As a result, GACA-



S&ER Inspectors will perform all oversight audits and surveillance of the AMO's. GACA inspectors may request engineering assistance from GACA Airworthiness Engineering on "as needed basis".

6. APPENDICIES

6.1 APPENDIX A: Sample of GACA Supplement to Company Manual

Sample GACA Supplement to Company (MOE/RS/QC) Manual

GACA Supplement Reference No. _____

Company Name and Facility Address

GACA 145 Certificate No. _____

FAA 145 Certificate No. _____

EASA 145 Certificate No. _____

NAA Certificate No. _____

This GACA Supplement together with this Organization's FAA/EASA/NAA 145 Manual, forms the basis of acceptance by the GACA for maintenance, alterations, or modifications carried out by this organization on aircraft and or aircraft components under the regulatory control of the GACA.

Maintenance, alterations, or modifications performed in accordance with referenced company manual including this supplement, are considered to be in compliance with GACA/FAR Part 43 and 145 of the GACA regulations.

The cover page of the GACA supplement should include the intent of the above statement.

The organization will maintain a current copy of this supplement in the English Language at its main base of operations.

Revision No. XX



A table of contents for the GACA supplement to the company manual should contain at least the following sections:

TABLE OF CONTENTS

1. GENERAL

- a. GACA Supplement Cover Page.
- b. Table Of Contents.
- c. Record Of Revision.
- d. List Of Effective Pages.
- e. Control And Amendment Procedures.
- f. Introduction And General Information.
- g. Accountable Manager's Statement.

2. REPAIR STATION ORGANIZATION

- a. Organization Chart.
- b. Duties & Responsibilities.
- c. Personnel Requirements.

3. GACA/FAR PART 145 REGULATORY COMPLIANCE CHART (EASA/NAA AS APPLICABLE).

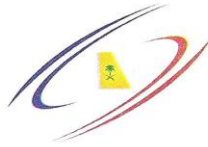
4. CAPABILITIES LIST (CL).

5. EXTENT OF APPROVAL.

- a. Work Away From Repair Station.
- b. Geographic Authorization.
- c. Line Stations (As Applicable, For Airframe Rated Repair Stations Only).
- d. Additional Fixed Locations in Close Proximity.
- e. Satellite Repair Stations.

6. MAINTENANCE / INSPECTION PROCEDURES

- a. Parts Receiving Policy.
- b. Approval for Return to Service And Maintenance, Alteration, And Modification Records.
- c. Major Repairs and Major Alterations.
- d. Compliance with Manufacturer's Maintenance Manuals or Instructions For Continued Airworthiness (ICA).
- e. Compliance with Saudi Arabian HZ-Air Carriers or GACA Part 125 Operator Procedures.
 1. Compliance with The Operator's Manual.



2. Required Inspection Items (RII's).
 - f. GACA/FAA Airworthiness Directives (AD's).
 - g. Current Technical Data.
 - h. Required Records and Record Keeping.
7. EQUIPMENT AND MATERIALS.
- a. Equivalent Tools & Equipment.
 - b. Calibration Of Measuring And Test Equipment.
 - c. Notification Of Hazardous Materials Authorization.
 - d. Suspect Unapproved Parts (SUPs) Reporting Requirement.
8. MANAGEMENT AND QUALITY SYSTEMS.
- a. Inspection and Quality Control/Assurance System.
 - b. Taking Corrective Action on Deficiencies.
9. REPORTING SERIOUS DEFECTS OR UNAIRWORTHY CONDITIONS TO THE GACA.
10. CONTRACTING MAINTENANCE.
11. TRAINING PROGRAMS
12. DISPLAY OF CERTIFICATE.
13. ADVERTISING.
14. FORMS.
15. APPENDICES
- 15.1 Appendix A Repair Station Special Conditions.
 - 15.2 Appendix B Sample of One Time Approval Letter.

The contents of each of the sections of a GACA supplement to the MOE/Supplements are explained in further detail below.



1. GENERAL

a. GACA Supplement Cover Page

(See the above cover page of this supplement)

b. Table Of Contents

(GACA supplement should include a table of contents such as the sample provided above)

c. Record Of Revisions

GACA supplement should include a table for recording the revision history. The table may include the revision number, revision date, the affected pages, the date of inserting the revision and the name and signature of the person who inserted the revision.

d. List Of Effective Pages

The GACA RSM/QCM or supplement should begin with a list of the section. the page number of each section and the current revision date of each section. The supplement may reference the appropriate section/page in the MOE, if that part is submitted with the supplement and contains the page number and current revision date of the sections required by this supplement. The Company representative/s for the RSM/QCM if separate documents, must sign the last page of the LEP, GACA will accept manuals on last page of the LEP.

e. Control And Amendment Procedures

This section should describe the procedures the organization will use to ensure the GACA RSM/QCM or supplement remains current. It should identify, by title, the person/s responsible for amending this RSM/QCM or supplement. It should describe the procedures the organization will use to ensure copies of any amendment to the Manuals/supplement are provided to and accepted by the GACA. The procedures to ensure the GACA RSM/QCM or supplement remains current should be a part of the organization's management system.

Note 1-1:

All elements of AC 145-9 (as revised) must be addressed.

The GACA/FAR do not require GACA review and acceptance of revisions before implementation, provided the repair station follows the revision procedures in its manual. The repair station should have a procedure in its manual to recall revisions if the GACA finds a revision unacceptable.

f. Introduction And General Information

This section should indicate that the organization is performing work under current GACA/FAR Parts 43 and 145. This section should also indicate that this GACA RSM/QCM or supplement, in conjunction with approved EASA MOE and (FAA)



supplements, defines the organization and procedures upon which compliance with GACA/FAR Parts 43 and 145 and other applicable regulations is based. The repair station may have several manuals or documents that are part of its Quality Control/Assurance, repair station and training manual system. The applicant/ certificate holder may combine portions required by GACA/FAR Parts 145.209 with portions required by s GACA/FAR Parts 145.211 into one section or chapter of the manual system. Additionally, the repair station may use applicable portions of its ISO manual or other quality system, such as ASQ, to show compliance with GACA/FAR Parts 145.

g. Accountable Manager's Statement

This section must contain the signed statement by the accountable manager. The accountable manager is the individual responsible for the organization's compliance with GACA/FAA title 14 CFR. Such compliance is demonstrated by complying with GACA, EASA/FAA, NAA and special conditions, stating that the organization will comply with the conditions specified in this RSM/QCM or supplement while operating under its GACA repair station certificate. The accountable manager's statement is in lieu of the letter of compliance specified in GACA/FAA Order 8900.1 (Airworthiness Inspector's Handbook), when signed by the person having overall responsibility for the repair station.

The Accountable manager's statement must contain the following or equivalent language:

I understand that this organization, (name of company), when performing maintenance, alterations or modifications on K.S.A. HZ-registered aircraft, or aeronautical products for use on such aircraft. The work must be performed in accordance with GACA/FAR Parts 43 and 145 and other applicable regulations. Compliance with GACA/FAR Parts 43 and 145 and other applicable regulations will be accomplished by performing the work in accordance with GACA RSM/QCM or supplement and EASA or FAA RSM/QCM.

As the person with overall control of (name of company), I have reviewed the (regulatory comparison GACA/FAA AC 145-11A, appendix 4) chart and requirements and the GACA/FAA special conditions.

This organization fully understands that by complying with these documents, it will be complying with the corresponding sections of GACA/FAA title 14 CFR Parts 43 and 145 and other applicable regulations.

I understand that any deviation from these regulations and requirements may result in the loss of the GACA certification, or in other certificate or enforcement action by the GACA.

This organization shall provide GACA-S&ER personnel with access to this organization's facility to assess compliance with GACA/FAA/EASA/NAA regulations and special conditions or to investigate specific problems.

I understand that this organization may be subject to GACA enforcement procedures. I understand that investigation and enforcement by the GACA regarding suspected violations of the GACA regulations by this organization will be undertaken in accordance with GACA rules and directives as governed by the Royal Decree and that this organization must



cooperate with any investigation or enforcement action.

I agree to ensure that this GACA RSM/QCM or supplement will be maintained and kept current by this organization and be accessible to all personnel. I further agree to submit revisions to GACA for approval before implementation (applicable for AC145-11A format only) of such revisions.

Whenever the organization's Accountable Manager is replaced, the new Accountable Manager must sign and date an Accountable Manager's statement. The new-signed statement must be forwarded to the GACA within 10 calendar days.

Note 1-2:

Initial foreign applicants seeking GACA certification or current holders of a GACA/FAR foreign Part 145 repair station certificate may choose either form for the GACA RSM/QCM or supplement (AC 145-9 or 145-11A).

2. REPAIR STATION ORGANIZATION

a. Organization Chart

The organizational chart identifies (by title only) each management position with authority to act on behalf of the repair station is required by GACA/FAR Part 145.209(a). If the repair station performs work for air carriers or air operators under GACA/FAR section 145.205, and is performing RII, the GACA recommends that the chart reflects the separation between the maintenance and inspection departments (AC 145-9, chap.3, para. 3.1).

b. Duties & Responsibilities

Area of Responsibility. This section includes the area of responsibility assigned to each management position and the duties, responsibilities, and authority of each management position. The repair station must ensure that the duties and responsibilities are appropriate and that the positions exist within the company. Although not required by the regulation, many repair stations choose to include duties and responsibilities beyond the required management personnel. Positions described in the organizational chart should be included in the duties and responsibilities section to ensure consistency.

Additional Responsibilities. Duties and responsibilities that are outside the scope of the management, but are part of the regulatory requirements, should be described in this section of the manual. For example, equipment maintenance, approval for return to service, applications for repairmen, and so forth.

Note 2-1:

Only titles, not names, should appear in this section. Titles should be the same as on the organization chart and elsewhere in the manual.



c. Personnel Requirements

This section should include the following:

1. The area of responsibility assigned to each management position and the duties, responsibilities and authority of each management position. The repair station must ensure that the duties and responsibilities are appropriate and that the position exist within the company.
2. The name, title, telephone, Fax number and e-mail address of the person who will act as the Liaison between the organization and the GACA to ensure compliance with the provision of this RSM/QCM or Supplement.
3. The procedures the organization will use to ensure it has adequate personnel to perform, supervise, and inspect the work permitted under its GACA/FAR Part 145 certificate and rating.
4. The procedures used by the organization to ensure the organizations inspection personnel are properly trained and qualified to perform, and maintain proficiency under this RSM/QCM or supplement and any additional requirements of a K.S.A. HZ-air carrier.
5. The procedures the organization will use to ensure personnel approving aeronautical product for return to service and personnel responsible for the supervision or final inspection of work performed on a K.S.A. HZ-aircraft can read, write, speak and understand the English Language.
6. The title of each person authorized to review a final work package to determine if it meets all applicable requirements. (i.e. Roster of authorized Inspectors, with area/s of responsibilities).
7. The procedures in this section of the manual or supplement should address how the repair station will establish the qualifications of the inspection personnel. This initial qualification may be based on testing or previous experience or training. If the inspector has previous experience, the employment records should describe the type of inspections and maintenance work performed, methods and techniques used and total years of experience as required by *GACA/FAR* Part 145.161. The procedure should establish the minimum amount of experience required before an inspector can be listed on the roster, and who by job title will make that determination.
8. The procedures should also describe how inspectors become qualified through "on-the-job-training" (OJT) and/or formal classroom training. This training may be described in this section of the manual or in the "Training Program" for all repair station personnel.

Personnel training should include initial qualifications as well as recurrent training or testing to maintain proficiency.



Inspection personnel may require Additional "special training" in new techniques. This may be necessary after additional components are added to the repair station ratings or capabilities or when new inspection aids or techniques are applied.

9. Inspectors performing Non-Destructive testing (NDT) may need to meet qualifications requirements of other industry standards, such as eye exams.

Inspection personnel need current technical data to properly perform their tasks. They need to understand current specifications involving inspection tolerances, limitations, procedures established by the manufacturer, SB's AD's Inspection personnel also need to be familiar with the RSM/QCM or supplement for the repair station, as well as the applicable GACA regulations and Airworthiness Guides (AG).

Procedures in the manual should address where the technical data is located, who is responsible for maintaining the current data and how the inspectors will be made aware of changes.

10. If the person performing the "Final Inspection" is also authorized to approve an article for "Return to Service" in a Kingdom of Saudi Arabia domestic repair station that person must be certificated under GACA/FAR Part 65.

GACA foreign repair stations must meet the requirements of *GACA/FAR 145.157*.

If Final Inspection personnel are authorized to approve an article for Return to Service, procedures in the manual or supplement will need to address how they are authorized and qualified.

If the organization's compliance with these requirements is demonstrated through the provisions of its management system or a summary of its quality system, demonstration of compliance with these requirements need not be duplicate here.

3. GACA/FAA PART 145 REGULATORY COMPLIANCE CHART (EASA/NAA AS APPLICABLE)

The regulatory chart in use by the GACA is the regulatory comparison chart currently in the FAA AC145-11A Appendix 4, as revised.

4. CAPABILITIES LIST (CL)

The Capability List refers to a limitation document that identifies by make, model or other nomenclature designated by the article manufacturer, the articles that the AMO is authorized to perform maintenance on. The Capability List is located in the AMO's RSM or supplement or may be a referenced separate (stand-alone) document. When the GACA approves the Capability List identified by date and title on the repair stations Operations Specifications, it is legally binding.



The procedures for revising the Capability List and for performing the self-evaluation must be in the RSM or supplement.

Self-evaluation/internal evaluation procedures required are under *GACA/FAR* Part 145.215(c). The individual performing the self-evaluation should have the following Qualifications:

- a. Experience with performing evaluations (audits if that is the method selected by the repair station).
- b. An understanding of the requirements of *GACA/FAR* Part 145.
- c. Knowledge of the maintenance requirements for the particular make/model of article to be added to the list.

The individual should follow the procedures in the RSM, using checklists, working documents and forms to record the self-evaluation. The forms and checklists may need to be customized for each self-evaluation. The self-evaluation should ensure the repair station has the following:

- a. The appropriate limited rating.
- b. Adequate housing and facilities.
- c. Recommended tools, equipment and materials or equivalent.
- d. Current technical Data.
- e. Sufficient qualified personnel.

The individual/s conducting the self-evaluation must record the results and report them to the appropriate manager or management team. The procedures used to revise the list should describe the method used to indicate any changes to the list. The procedures should describe the acceptance process for the company officials and the GACA.

Deficiencies found during the process should be corrected before the article can be added to the Capability List. When evaluation establishes satisfactory results, the Capability List may be revised.

If the repair station no longer wishes to maintain an article on its Capability List, the GACA RSM/QCM must have a procedure on how to delete an article.

Note 4-1:

Any time changes take place on the capability list, the repair station must notify GACA within 10 working days from the change date.

Whenever equipment, tooling, personnel and data must be obtained in order to perform the maintenance or alteration on an article that is going to be added to the Capability List, the repair station must explain how it will ensure these items will be available when the work is performed.

Capability List currency can be shown by a List of Effective Pages(LEP) or equivalent document, which is signed by the authorized representative of the repair station and the



GACA assigned Inspector.

If the Capability List is maintained in electronic format the repair station will need to ensure that its system is compatible with the GACA. Revision procedures will need to address documentation of approval by the company as well as acceptance by the GACA.

During the annual audit, the assigned Inspector will perform a sampling of the items added during the past 12 months. If the sampling is successful, the repair station should prepare the new revision to the Capability List for the Inspector signature.

5. EXTENT OF APPROVAL

This section must state that the extent of GACA approval will not exceed the ratings and scope of work permitted under NAA,EASA/FAA Part 145.The extent of GACA approval will not exceed the scope of approval set forth in the organization's FAR Part 145-repair station certificate and operations specifications.

This section also should note that although the EASA may have issued this organization a single EASA 145 approval/certification for facilities that include line stations. The GACA normally will only issue one GACA Part 145-repair station certificate for each maintenance facility location. However, the GACA may, in certain limited circumstances, issue a single repair station certificate for multiple facility locations within a reasonable proximity to each other. (i.e. same airport/business park). Each location must meet the requirements of GACA/FAR Part 145 and be specifically identified in this section. This section should include the address of each location, the title of the person in charge at each location, and a telephone/fax number/e-mail address where that person may be contacted.

GACA issuance of a specialized services rating requires GACA/FAA-approved process specifications.

In this section, the organization should describe the procedures it will use to ensure all work performed under the provisions of specialized service rating is done in accordance with GACA/FAA-approved data. This section should describe the procedures the organization will use to ensure only GACA/FAA-approved processes are used on K.S.A. registered aircraft or aeronautical products intended for installation on K.S.A. registered aircraft.

Additionally, this section should indicate that approval of hydrostatic testing is not subject to the procedures specified under the FAA/EASA BASA/MIP agreement. If the organization possesses a specialized service rating for hydrostatic testing, this section should indicate that the organization will provide an access for GACA surveillance and oversight to ensure compliance with these requirements.

a. Work away from the repair station.

This section describes the procedures for work away from the fixed location of the repair station:

1. When special circumstances arise:



- a. *GACA/FAR 145.203(a)* permits temporarily working away from the repair station's fixed location due to special circumstance, as determined by the GACA.
 - b. A GACA repair station may perform work at a place other than its fixed location by moving facilities, material, equipment and technical personnel to perform specific maintenance functions. Examples of routine maintenance functions accomplished away from the repair station could include: testing altimeter systems, Non-Destructive Inspections (NDI) and responding to special circumstances such as Aircraft on Ground (AOG) at an isolated location requiring repairs to allow it to be flown safely to the operator's main base or the GACA repair station.
 - c. Work performed outside the domicile country as a special circumstance may be authorized under *GACA/FAR 145.203(a)*. The repair station must obtain any required approvals from the country where work is to be performed. The RSM or supplement will need to have procedures for notifying the local authority of that country when these circumstances arise in order to obtain GACA's approval in each instance.
2. When it is necessary to perform such work on a recurring basis.
- a. Work performed on a recurring basis away from the fixed repair station location may be authorized under *GACA/FAR 145.203(b)*. Several examples of recurring need may be "fuel tank maintenance for installation of aircraft seats after refurbishing". Other repair stations may have unique circumstances that require the performance of maintenance functions away from their fixed base. A Manual/supplement procedure is required if the repair station performs work at another location on a recurring basis.

Note 5-1: See AC 145-9 paragraph 4-5 (as revised)

- b. This section should describe that the repair station is authorized to perform work away from its facility as specified in this section but that the performance of such work must not exceed the scope of its GACA ratings.
- c. This section should describe how work will be accomplished in the same manner as work performed at the repair station's fixed location. The repair station should acknowledge that these procedures apply only to work performed at other locations. This section should:
 1. Describe the procedures used to ensure that GACA approved technical data such as manufacturers manuals, service bulletins and letters are current and accessible at the location where the work is performed.
 2. Describe the procedures used by the organization to control tools and proper equipment calibration away from the repair station fixed location.



3. Describe how the organization will ensure that records for work performed away from the repair station will be maintained in the same manner as at the repair stations fixed location.
4. Describe how the organization will ensure that personnel performing work away from the repair stations fixed location will be trained and qualified to perform the required work. If persons unfamiliar with the work to be performed are used, an individual certificated under GACA/FAR Part 65 must supervise the work.
5. List by title the persons who are authorized to approve (on the roster) an item for return to service when work performed away from the repair stations fixed location.
6. List by title the persons responsible for organizing and supervising work away from the repair stations fixed location.
7. Describe how the organization will ensure that all required personnel, equipment, materials and parts will be available at the place where the work is to be performed.
8. State the organization's responsibility to maintain a record of work that the organization performs away from the repair station both within the country and outside the country in which the repair station is located. Any record of this work should include:
 - a. A description of work performed.
 - b. The date and location where the work was performed.
 - c. The work order number.

These records should be retained for at least two (2) years after the performance of the work.

Note 5-2:

Repair stations using either the AC 145-9 or 145-11A format should include all appropriate elements of AC 145-9.

Note 5-3:

The rule does not allow continuous uninterrupted operations at another location without applying for a repair station certificate at that location.

Example: A combination of storing equipment, tools, parts, etc. and having repair station personnel permanently positioned at site and performing maintenance on daily basis away from its permanent fixed base indicates a continuous, uninterrupted operation. A repair station that operates in that fashion no longer meets the intent of GACA/FAR 145.203. If the repair station is to continue its operations in that manner, it must apply for certification as a stand-alone or Satellite repair station.

b. Geographic Authorization

This section should contain procedures for an organization with a geographic authorization to carry out work under contract with GACA/FAR Part 91, 121, 125 or 135 air carrier/operator of K.S.A. registry. This section should list, at a minimum:



1. The name of the air carrier for which work has been contracted.
2. Each location where the work will be accomplished.
3. The title of each person in charge at each location.
4. How the organization will comply with the GACA requirements.
5. How the organization will comply with requirements in the air carriers manual.

The contents of this section may vary widely among repair stations, depending on the number and complexity of the geographic authorizations (see chapter-3 of this AG).

c. Line stations (As applicable, for Airframe-rated repair station Only).

GACA repair stations that are in countries which are served by the Kingdom of Saudi Arabia air carriers may be authorized to provide services as needed if appropriately rated and have a contract agreement with Saudi Arabian Air carriers, or bid proposal pending, may request a GACA pre-agreement audit by the GACA Airworthiness Department. Line station authorizations are listed on the repair station operation specifications.

(For additional information see section 4.1 of this AG)

d. Additional Fixed Locations In Close Proximity

Additional facilities/locations located in close proximity.

A GACA AMO doesn't need an authorization if it wants to work at another site within the same airport terminal/business park, and has applicable procedures in its GACA manual or supplement. This situation would not require two different repair station certificates, providing the ratings are the same.

e. Satellite Repair Stations

A satellite repair station is an additional certificated facility or location under the managerial control of another certificated repair station.

1. The main base must have procedures in the RSM that covers the management structure, facility layout of the satellite, and a procedure on how the repair station will assure the satellite is following the main base quality system.
2. If a satellite is a stand-alone facility meeting the requirements of Part 145, and the certificating office holds the certificate, the satellite may use the RSM and quality system of the main base repair station. If the satellite elects to use the main base RSM and quality system, then the satellite manual and quality system must define any differences between the two locations. The assigned Inspector for the satellite repair station must review the differences of the satellite to assure the satellite repair station meets the requirement of the regulation. The assigned Inspector must also develop a surveillance program that encompasses all facilities of the repair station.



6. MAINTENANCE / INSPECTION PROCEDURES

a. Parts Receiving Policy

This section of the manual or supplement should address the procedures used for accepting consumable materials and customer parts received for installation on a K.S.A. registered aircraft, product or component. Procedures included within this section will depend on the size, complexity, and ratings of the facility. The manual or supplement should describe generally how material is ordered, stocked and requisitioned for maintenance or alteration purposes. A general description of how the stores/stock room operates with the respect to handling and storage should be included in this section. Additionally, this section may include the method for handling, storing and using shelf life items and materials. This section may include the procedure for receiving and handling sensitive parts such as Electro Static Discharge (ESD) items. Reference to appropriate sections of the RSM/QCM manual section is acceptable, provided that section of the manual can be made available in the English Language to the GACA. This section should specifically address the following:

1. Procedures should include visual inspection of the container and contents for shipping damage, packing and proper paperwork. This section should include procedures to assist receiving personnel in performing their tasks, whether the article was satisfactory or damaged when it was received. The procedures would normally include how receiving personnel document or record damage due to improper handling and the title of the person notified of the damage. The description of the procedure may include the routing of materials and parts.
2. Receiving personnel may need to review paperwork received with articles maintained by other facilities contracted by the repair station or parts received from foreign manufacturers (refer to GACA/FAA AC 20-62, Eligibility, Quality and Identification of Aeronautical Replacement Parts, as amended). The procedure should address the required contents of the documentations (forms, travelers, certifications, etc.) received from the contracted facility.
3. The Contracting section of this AG has further information on contracting maintenance functions. The procedure should also cover how parts are stored and requisitioned for particular work.
4. Handling of Parts. This procedure should also include how the repair station will provide sufficient space to segregate articles and materials stocked for installation, from those articles undergoing maintenance, preventive maintenance or alterations.

Throughout the maintenance cycle, care will be necessary when handling parts and components undergoing maintenance. The procedures in the manual or supplement should emphasize that personnel will always need to



exercise caution when handling aviation articles. These cautions to personnel may be contained in one section of the manual or supplement or may be spread out through several sections. The procedures may discuss segregation and protection of parts, avoiding metal-to-metal contact, contamination and preservation. Moving articles from one area of the repair station to another or a different location outside the repair station require procedures to ensure that articles are not damaged in transit. Facilities that maintain sensitive electronic equipment will need to describe the necessary precautions to be taken for static discharge.

5. Tagging and Identification of all articles undergoing maintenance within the facility should be identified in some manner depending on the size, complexity and ratings of the repair station. Some facilities attach colored tags, travelers or work orders to the parts. The objective of identification is to ensure that the status of any article can be easily determined. Articles awaiting repair should be identified differently than those that are repaired. Articles that are deemed non-repairable should be clearly identified (scrap, etc.) with instructions for disposition (hold for customer instructions or local scrap) per procedure. All parts in the stores/stock rooms will need to be identified to ensure traceability to an approved source.
6. Incoming Inspections. This section of the QCM or supplement must include procedures that describe the incoming inspection of raw materials used by the repair station for maintenance preventive maintenance or alteration. These materials could include hardware, sheet metal welding rods etc. as well as component parts. The procedures should define what is considered raw material and describe how the material will be inspected. Procedures should describe disposition/action taken when an item passes or fails inspection. The manual or supplement should also include procedures for handling suspected unapproved parts. Some raw materials may require specific documentation or certifications that must be kept on file by the repair station. Procedures should address how this documentation is reviewed and filed. Sometimes, raw materials are received in lots that are released from stock in smaller units, such as weld wire, NDT fluids and films, and coating powder. For such situations, the manual or supplement will need to include procedures that ensure traceability of the material back to the original lot. Specific items which should be address within the procedures can be found in the GACA/FAA AC 145-9 chapter 4 page 42 & 43 as amended.
7. Preliminary inspection procedures must address what constitutes a preliminary inspection, how that inspection will be performed, and how the article will be identified throughout the repair cycle. This inspection is usually an evaluation of an article to determine the customer requested work scope and the required maintenance or alteration actions. Compliance with SB's and AD's should be determined. This inspection may involve a teardown or disassembly if the article is an engine , module, propeller accessory or subassembly of a larger component. The results of this



inspection should be documented and may need to be communicated to the customer. The forms used to record this inspection should identify the article until maintenance/repair cycle is completed. For some repair stations that use more electronic means, such as bar codes, may not need to physically attach the form but another type of identification so the status of the article can be determined as needed. Any defects or discrepancies noted during this inspection will need to be connected with corrective actions taken during the maintenance, using a discrepancy numbering system or similar arrangement. The repair station should notify the customer of any defects that are outside the scope of the customer's authorized repair. Maintenance providers are responsible only for the work they are contracted to perform, not for all the work that needs to be performed. Specific items which should be addressed within the procedures can be found in the GACA/FAA AC 145-9 chapter 4, page 43 and 44.

8. Hidden damage inspection procedures should be established, this inspection is required on parts that have been involved in an aircraft accident. The inspection includes a search for any secondary damage that could result from an accident, such as fire or heat damage. This inspection is often recorded on the same form used for the preliminary inspection. Sometimes the repair station is not notified that an article has been involved in an aircraft accident. Inspection personnel should be experienced enough with the article to recognize damage that is suspicious. The repair station could then initiate communications with the customer regarding damage history of the article. Specific items which should be addressed within the procedure can be found in the GACA/FAA AC 145-9 chapter 4, page 44.
9. In-process inspection procedures should establish that when this type of inspection is performed during various stages of disassembly, repair and reassembly of an article. These inspections are usually described in the maintenance manuals or Instructions for Continued Airworthiness (ICA) used to perform the maintenance or alteration and called out on the work order, traveler or router. Usually they require the services of a qualified inspector to perform a visual, dimensional or non-destructive test. The inspection may require functional tests and/or precision test equipment. Persons performing these inspections should be qualified and listed on the Roster of Authorized persons. If the article has been shipped to another facility for contracted maintenance, the inspection process must include an inspection of the contracted maintenance function performed. The inspector may also review the documentation received from the vendor, such as certifications(s) or other maintenance records required by GACA/FAR Part 43.9. If a non-certificated person performed the maintenance, an inspection and/or test is required to determine whether the maintenance was performed satisfactorily. Specific items which should be addressed within the procedure can be found in the GACA/FAA AC 145-9 chapter 4, page 45, as amended.
10. Final inspection procedures should establish that this inspection is performed on each article before it is approved for return to service. Final inspection



should include a review of documents used during maintenance (travelers, inspection sheets, discrepancy sheets, etc.) as well as an inspection of the article. The repair station may develop a checklist to ensure that all activities related to final inspection are performed. The individual performing inspection must meet the requirements of *GACA/FAR Part 145.155*, which requires the person to be thoroughly familiar with the applicable regulations and the inspection methods, techniques, practices, aids, equipment and tools used to determine airworthiness of the article. The person must be proficient in using the various types of inspection equipment and visual inspection aids appropriate for the article being inspected. The person must be able to understand, read and write English. Specific items which should be addressed within the procedure can be found in the *GACA/FAA AC 145-9* chapter 4, pages 45-47, as amended.

11. Work sign-off procedures should establish the method in which the repair station will utilize. Many repair stations use rubber stamps or electronic media instead of signatures to annotate the completion of a task on a travel, work order, process sheet, inspection sheet or similar document. The intent of the person who performed or inspected the work. The stamp or electronic sign-off used is often more legible than hand-written initials. The repair station that chooses to use stamps or electronic media should have a control program, and the procedures must fully describe the system and its use. Specific items which should be addressed within the procedures can be found in the *GACA/FAA AC 145-9* chapter 4, page 47.
12. Maintenance release and approval for return to service. These procedures should establish that the maintenance release document must meet the requirements of *GACA Part 43*, section 43.9 and 43.11. *GACA* repair station must use the *GACA form 8130-3*. Specific items which should be addressed within the procedures can be found in the *GACA/FAA AC 145-9* chapter 4, page 47.
 - a. Used Parts
This section should indicate that used parts must be accompanied by one of the following documents upon receipt by the organization. (See *GACA Airworthiness Guide AG-3* for details).
 - b. New Parts
This section should indicate what documentation is acceptable, (See *GACA Airworthiness Guide AG-3* for details).

b. Approval For Return-To-Service And Maintenance, Alteration And Modification Records.

1. Airworthiness release after work performed on aircraft:
 - a. For work performed on aircraft operating under *GACA/FAR Part 121*, the repair station shall perform the airworthiness release in accordance



with GACA/FAR Part 121.709, 43.9 and the air carrier's manual.

- b. For work performed on aircraft operating under GACA/FAR Part 135 and maintained under GACA/FAR Part 135.411 (a) (2), the repair station shall perform the airworthiness release in accordance with GACA/FAR Part 135.443, 43.9 and the air carrier's manual.
 - c. For work performed on aircraft operating under GACA/FAR Part 135 and maintained under GACA/FAR Part 135.411 (a) (1), the repair station shall perform the airworthiness release in accordance with GACA/FAR Part 43.11 and the air carrier's manual.
 - d. For work performed on aircraft operating under GACA/FAR Part 125 and maintained under GACA/FAR Part 125.247 (e) (1), the repair station shall perform the airworthiness release in accordance with GACA/FAR Part 43.9 and the operator's manual.
 - e. For work performed on aircraft operating under GACA/FAR Part 125 and maintained under GACA/FAR Part 125.247 (e) (2), the repair station shall perform the airworthiness release in accordance with GACA/FAR Part 43.11 and the operator's manual.
 - f. For work performed on aircraft operating under GACA/FAR Part 125 and maintained under GACA/FAR Part 125.247 (e) (3), the repair station shall perform the airworthiness release in accordance with GACA/FAR Part 43.9 and the operator's manual.
 - g. For work performed on aircraft operating under GACA/FAR Part 91 and maintained under GACA/FAR Part 91.409 (f) (3), the repair station shall perform the airworthiness release in accordance with GACA/FAR Part 43.11
2. Airworthiness Release after work performed on Aircraft's parts or articles:
- a. For work performed within the repair station, perform release on GACA S&ER Form 8130-3 (Airworthiness Approval Tag).
 - b. For work subcontracted outside the repair station, ensure that FAA Form 8130-3 / EASA form 1 is attached to the part when performing the receiving inspection.

Note 6-1:

At any time a major repair or a major alteration is performed on aircraft or aircraft parts, it is the responsibility of the GACA approved repair station to ensure that proper recording is performed in accordance with GACA/FAR Part 43 Appendix B.



c. Major Repairs And Major Alterations.

This section should refer to the definition of major repairs and major alterations as defined in *GACA/FAR* Part 1.1, the list of major repairs and major alterations provided by Appendix A to *GACA/FAR* Part 43, and the applicable provisions of *GACA/FAR* Part 43.9.

This section should explain the procedures the organization will use to ensure the major repair and/or alteration data being used to perform work on a K.S.A. customer's product are GACA approved as per GACA Airworthiness Guide No. 7. The organization should demonstrate that it has a clear understanding of the requirements pertaining to the use of GACA approved data. This section should describe the following:

- a. Procedures the organization will use to determine when GACA approved data are needed (i.e. procedures for determining what is a major repair or a major alteration).
- b. Procedures for obtaining GACA approved data for major repairs and/or major alterations.
- c. Forms used for recording major repairs and/or major alterations (GACA 8320-1, customer's work order, or any records required by an air carrier).
- d. This section should include procedures the organization will follow to ensure an English-language version of GACA form 8320-1 is provided directly to the GACA when required.

In addition, this section should include the title of each person responsible for completing and submitting GACA form 8320-1 to the GACA.

Note 6-2:

Further detailed guidance on the above subject can be found in AG-3 and AG-7 on GACA website.

d. Compliance With Manufacturer's Maintenance Manuals Or Instructions For Continued Airworthiness (Ica).

The compliance with manufacturers' maintenance manuals or approved ICA section should:

1. Describe how the organization will comply with manufacturers' maintenance manuals or ICA;
2. Include procedures that the organization will use when an air carrier's manual deviates from the procedures specified in the corresponding manufacturer's manual; and
3. Include procedures for discussing such deviations with an air carrier, determining whether the deviation requires GACA approval, and how such approval, if required, will be obtained.
4. State that the AMO should retain an English-language copy of the



technical data from which the AMO's internal documents were developed. However, the AMO may convert technical data (i.e., ICA, manufacturers' maintenance manuals, or type certificate holders' continued airworthiness data) into internal documents such as work cards, work sheets, and shop travelers in a language other than English. The AMO also should establish procedures to ensure that its English-language copy of technical data and any internal documents developed from this technical data are current and complete. The English-language copy of the technical data should be retained at the AMO's main base.

5. State that all maintenance performed for a K.S.A. air carrier, including all major repairs and major alterations, must be recorded in accordance with that air carrier's manual.

In most cases, the NAA requires the AMO to comply with the operator's work order and manual. The GACA recognizes the NAA's requirement; therefore, a reference to the section of the manual that addresses this issue is acceptable, provided that section is written in the English language and can be made available to the GACA upon request. However, any deviation from procedures as stated above should be addressed in this section to show compliance with GACA-approved data.

e. Compliance With Saudi Arabian Hz - Air Carrier Or GACA Part 125 Operator Procedures.

1. Compliance with the operator's manual.

This section should describe how the organization would comply with appropriate portions of a K.S.A. air carrier's manual or Part 125 operator's manual as provided by that operator, manufacturer's manuals, instructions for continued airworthiness, and the K.S.A. operator's instructions to the organization. This section should state that the organization understands that any deviation from these manuals or instructions will require documented approval from the operator.

2. Required Inspection Items (RIIs).

This section should state that RIIs are identified in the K.S.A. operator's manual and must be accomplished under that operator's manual by authorized personnel, who work under the Quality control system/inspection organization of the repair station and are not part of the production organization.

This section should state how the separation between maintenance and inspection is managed.

This section should state that the findings of the RII inspector cannot be overruled by the repair station organization or the maintenance department of the Air carrier.



This section also should include the organization's procedures to ensure that any person performing RIIs is trained, qualified and authorized by the air carrier for which the RII is being performed. Ref. GACA/FAA AC 145-11A item 15, and GACA/FAA AC 145-9 chap.4.

f. GACA/FAA Airworthiness Directives (ADs).

This section should indicate how the organization would ensure it has access to all the ADs applicable to the work it is performing under the ratings it holds. The section also will indicate how the organization will manage and control the distribution and use of ADs and how the organization will ensure that the applicable ADs will be made available to its personnel when performing work under its GACA Part 145 certificate and ratings.

This section also should list by title each person responsible for compliance with these requirements.

This section should include repair station procedures to ensure customer approval/request of the performance of applicable ADs.

If the organization does not comply with an applicable AD, its non-compliance must be recorded in the item's maintenance records. (Maintenance Release documents)

This section should describe how this information will be recorded and transmitted to the customer. (Ref. Airworthiness Guide AG-6 for details).

g. Current Technical Data

1. Reference GACA/FAR Part 43, section 43.13(a), Part 145, GACA/FAR 145.201(c) and Part 145.211(b).
2. This section of the manual must contain the procedures for ensuring that current data is available for the scope of work the repair station is performing. GACA/FAR 43.13(a) requires each person performing maintenance, alteration or preventive maintenance to use the method, techniques and practices prescribed in the current manufacturers maintenance manual, Instructions for Continued Airworthiness (ICA), or other method, techniques or practices acceptable to the GACA. GACA/FAR Part 145.201(c) states that a certificated repair station may not approve for return to service any article unless the maintenance, preventive maintenance or alteration was performed in accordance with the applicable approved technical data or data acceptable to the GACA.
3. The technical data used by repair station could include any of the following:
 - a. GACA/FAA technical data (such as AD's, Type certificate Data Sheets, etc.).
 - b. Manufacturer's technical data (Maintenance manuals and S.B's).
 - c. Engineering data (DER-approved data or data developed by the repair



station and approved by the GACA).

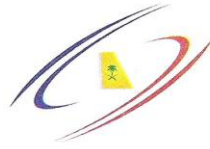
4. The data used by the repair station to perform a specific maintenance function must be current and available to maintenance personnel when the maintenance is being performed. The procedures should ensure that someone in the facility is responsible for maintaining the technical data in a current condition. Status of the manuals may be confirmed by making periodic phone calls to the manufacturer, etc. The procedures should ensure that any subscriptions to required data are renewed as necessary. The procedures should describe how the revised technical data will be inserted into the existing documents and how the appropriate individuals in the repair station will be notified about revisions.
5. In some repair stations, the technical data is issued in the form of controlled documents. Procedures for these facilities will need a complete description of the document control system, including distribution, accountability and availability. Document control procedures may include:
 - a. Approval of the documents before distribution.
 - b. Identification of changes.
 - c. Provisions to ensure that relevant versions of applicable documents are available at points of use.
 - d. Provisions to ensure that documents of external origin are identified and controlled.
 - e. Procedures to prevent the use of obsolete documents.
6. Larger repair stations may include provisions for distributing data from a Master Library to individuals or shop libraries throughout the facility. The procedures must ensure accurate and timely distribution of the material. Additional procedures will need to address who revises the shop library documents, how the documents are revised and how the information is distributed.
7. Repair stations that are associated with or part of a production approval holder facility often use the manufacturer's drawings and data to perform the maintenance. This data may not meet the requirements of GACA/FAR 43.13(a). These facilities should also be cautioned that the parts manufactured by the production side of the facility cannot be used by the repair station unless the parts are GACA/FAA approved through a Parts Manufacturer Authorization (PMA), Technical Standard Order (TSO), Type Certification (TC) or other means.
8. Technical Data used by repair stations located outside of the K.S.A. may be translated into the national language. If the data requires translation before distribution, the procedures must ensure an accurate and timely and complete translation. Provisions should be made for Quality control/Assurance personnel repair station must retain in English any data that demonstrates compliance with the requirements of Part 43.



9. Those facilities that use computer software for component testing (of airborne systems or equipment, avionics, systems, engines, etc.) will need to include procedures describing how revisions/updates are made and how the current software is distributed. The procedures will need to address system security to prevent inadvertent changes to the software and a method to ensure that only current revision/version of the software is used. Distribution and revision of software is often handled by a group other than those responsible for revision and distribution of paper documents.

h. Required Records And Record Keeping

1. References, Part 43 section 43.9, and Part 145.209(i) and 145.219.
2. The RSM must include a description of the required records and the recordkeeping system used to obtain, store and retrieve those records. The records must be in English and comply with GACA/FAR Part 43.
3. GACA/FAR 43.9 describe the content, form and disposition of maintenance, preventive, and alteration records. The content must include a description of the work performed, the date the work was completed, and the name of the certificated person performing the work. It also must include the signature, certificate number and type of certificate of the person approving the work for return to service. For major repairs made in accordance with a GACA/FAA-approved manual or other approved data, the repair station may use the customer's work order to record the repair or use the GACA form 8320-1. The repair station must use GACA form 8320-1 to record major alteration. Instructions for completion of GACA form 8320-1 are in the GACA/FAA AC 43.9-1 as amended.
4. Records may be in different formats depending on the type of work performed. Samples of the various forms that are part of the repair station's records must be included in the manual or can be maintained in a separate "forms" manual.
5. Maintenance record entries for an Air carrier should be completed in accordance with the Air carrier's procedures. The entries may include the use of forms specifically required by the Air Carrier. The procedures, forms and records may differ from those normally used.
6. The procedures should describe the contents of the facility's work package, if applicable. This work package may include a traveler or router that describes each step of the maintenance or alteration performed. It may contain areas for the signature or identifiers such as stamps, bar code, badge numbers and electronic signatures of the person performing the work and of the inspector. If the facility performs aircraft inspections, the records should include the checklist used to perform the inspections, discrepancy lists and corrective actions needed and/or taken including compliance with any ADs and/or SB's.



If the repair station performs repairs in accordance with DER-approved technical data, a copy of GACA form 8120-10 should be included in the records package. DER-approved technical data will normally require additional GACA/FAA approval when used for major alterations.

7. The repair station must provide a copy of the maintenance release to the owner/operator. If the repair station chooses to use the GACA form 8130-3 as a maintenance release, the records must include a copy of the completed form. The procedures should describe who would review the records for accuracy and completeness before approval for return to service, unless that information is included elsewhere in the manual.
8. Records must be made available to the GACA. Records should be organized for easy retrieval. Procedures should describe the location of the records and the system used to retrieve those records. Some repair stations store records in a remote location; the manual must include procedures describing its retention interval and retrieval process. Storage provisions should include environmental protection as well as security.
9. The procedures should include the title of the person responsible for maintaining the records for the repair station and where the records will be located. The records must be maintained for at least 2 years from the date the article was approved for return to service. The customer purchase or contract may require storage for a longer period of time.
10. Electronic recordkeeping, when constructing an electronic recordkeeping system, several elements must be considered and addressed in the RSM or within the directions for use of the electronic system. Those directions must be available to each person using the system. The electronic system must ensure confidentiality of the information and ensure that it is not alterable in an unauthorized way. Prior to introducing an electronic system, a computer operation procedures manual should be established. (Refer to GACA/FAA AC 145-9 section 4-11 for detailed requirements). The repair station must provide a copy of the procedure for implementing an electronic record keeping system to GACA. The guidance and requirements for electronic signature can be found in AC 120-78 as amended.

7. EQUIPMENT AND MATERIALS

- A. The repair station must have the equipment, tools, and materials necessary to perform the maintenance in accordance with Part 43. The equipment, tools, and materials must be located on the premises and under the repair station's control when the work is being done. Some of this equipment may be very expensive and the repair station may rarely use it. If the repair station does not own the equipment and it is not kept at the facility, the manual must describe how the equipment is obtained (i.e., lease, rental, etc.). The manual should also describe the procedure for ensuring the equipment is on the premises and under the repair station's control at the time the work is being performed.



- B. This section of the manual should also describe where the equipment is likely to be used and how the repair station will comply with special handling requirements for sensitive tools and equipment. Some test benches and special equipment may require calibration/verification after relocation. This section of the manual should describe how the repair station ensures that required calibration/verification is performed before using the equipment to perform maintenance or alteration on civil aviation articles. The RSM should identify which department is responsible for calibrating leased tools and equipment.
- C. The RSM must include a description of the equipment used to perform maintenance. For example, if the facility includes a machining area, then a generic description of the types of machines located in that area should be included in the manual. The description should not be so specific that updating equipment would result in a manual revision. The equipment, tools, and materials must be those recommended by the manufacturer of the article or must be at least equivalent to those recommended by the manufacturer and accepted by the GACA. The repair station may refer to a list of equipment maintained for other purposes, such as a list kept by the accounting department for tax purposes if applicable. The list must be available for review by the GACA. The list need not include the cost of the equipment or any other financial or business information.
- a. Equivalent tools and equipment.**

Note 7-1:

This section is not intended to discuss industry standard tools and equipment (i.e. wrenches, multimeters, sockets, etc.) that are manufactured to a recognized standard. (See GACA/FAA AC 145-9 chapter 4-2)

- i. If the repair station will be using equipment, tools, or materials other than those recommended by the manufacturer, the manual must explain the procedure it will use for determining equivalency of equipment, tools, and materials. To determine equivalency, compare the technical requirements of the special equipment or test apparatus recommended by the manufacturer with the proposed replacements. The equipment or test apparatus may look different, be made of different materials, be a different color, and so forth. However, the equipment or test apparatus must be capable of performing all necessary tests and checking all required parameters of the articles. The level of accuracy should be equal to or better than that recommended by the manufacturer of the equipment/tools. Reverse engineering must include the data, drawings, testing, or reports necessary to determine that the article is equivalent to the article recommended by the manufacturer. The basis of equivalency is the requirement that the article meet the manufacturer's standards and specifications in all respects regarding tolerances, repeatability, and accuracy. Repair stations should review the specific requirements of part 43 before developing equivalent tools and equipment.



- ii. Standard industry practice establishes that each piece of special equipment or test apparatus have a unique part number and serial number to identify it within the repair station's inventory system. Whether the equipment or apparatus is obtained from the manufacturer or produced by the repair station, it should be identified in the system for calibration and tracking purposes.

b. Calibration Of Measuring And Test Equipment

- i. Reference GACA/FAR Part 43, section 43.13(a) and GACA/FAR Part 145, section 145.211(c) and 145.109(b).
- ii. GACA/FAR Part 145.211(c) requires that the repair station QCM contains the procedures used for calibrating measuring and test equipment, including the intervals at which the equipment will be calibrated. Part 145.109(b) states that a certificated repair station must ensure that all test and inspection equipment and tools used to determine airworthiness of articles are calibrated to a standard acceptable to the GACA.
- iii. This section of the manual should explain the repair station system for controlling and performing calibration of the precision tools and test equipment used to make airworthiness determinations, sometimes referred to as Measuring Tools and Equipment (MTE). The repair station is responsible for the calibration program, whether calibration is performed in-house or contracted to outside sources. The calibration must be traceable to a standard acceptable to the GACA, which includes those recommendations by the manufacturer and the National Institute of Standards and Technology (NIST) or other national authority. The measuring equipment must be calibrated at regular intervals, which are established by the manufacturer or the repair station. The repair station should maintain records of the calibration for at least 2 years.
- iv. The repair station should maintain a list of calibrated equipment by name, model or part number, serial number, date of calibration and next calibration due date. If the repair station allows employee-owned measuring and test equipment to be used in the facility, these tools must be included in the calibration system. Many facilities choose to maintain the calibration system records and techniques on a computer. A computerized list enables those facilities to manage a large list of equipment requiring periodic calibration. The individual performing the calibration will need to have experience and/or training on the computer system as well as on calibration techniques.
- v. Personnel calibrating tools and equipment will need to have knowledge, training or experience necessary to ensure proper calibration. Records of the training or experience will need to be in each employee's training or employment summary.



- vi. Procedures will need to address how and when the equipment is recalled for calibration and the title of the person responsible for ensuring that the equipment is returned to the calibration technician. The procedures should also describe how the facility determines calibration status of a new tool or piece of equipment before it is put in service.
- vii. Calibration records:
 1. Should include the name of the person who performs the calibration. The date of the calibration. The next due date of calibration, the standard used to perform the calibration. The method used to perform the calibration.
 2. The results of the calibration should include the actual readings of the equipment at the test points. If the station intends to revise calibration intervals, pass or fail notations will not suffice. The calibration interval cannot be increased without sufficient recorded data points (calibration history) to justify a change. The procedures should state the title of the person responsible for maintaining the records and where the records will be maintained.
- viii. If the repair station calibrates its own equipment, a series of gauge calibration techniques should be developed. These techniques should describe exactly how the tool or equipment is calibrated, including the standards used, test points, accuracy required and records. The techniques could be those recommended by the manufacturer or an industry standard acceptable to the GACA. The technique may include provisions to safeguard the equipment from adjustments that would invalidate results (tamper proofing).
- ix. Calibrated equipment should be identified in some manner to prevent the inadvertent use of non-calibrated equipment in the maintenance process. The identification usually includes the serial number or other identification, date of last calibration, date calibration is due, and the name or initials of the person who performed the calibration. It is important that the equipment's serial number can be identified if the label is removed or lost. All calibrated tools and equipment should be protected from damage and deterioration during handling, maintenance and storage.
- x. The facility may use some equipment that does not require calibration if that equipment is not used to make airworthiness determinations. The procedures should describe how that equipment is identified and controlled. Other equipment may have limited calibration, and the limitations should be clearly marked on the equipment or label.



c. Notification of Hazardous materials authorization.

- i. Each repair station must acknowledge receipt of the GACA/FAR Part 121 or GACA/FAR Part 135 operator notification required under GACA/FAR 121.905(e) and GACA/FAR 135.505(e) of this chapter prior to performing work for, or on behalf of that certificate holder.
- ii. Prior to performing work for or on behalf of a GACA/FAR Part 121 or GACA/FAR Part 135 operator, each repair station must notify its employees, contractors, or subcontractors that handle or replace aircraft components or other items regulated by GACA/FAR Parts 171 through 180 of each certificate holder's operations specifications authorization permitting, or prohibition against, carrying hazardous materials. This notification must be provided subsequent to the notification by the GACA/FAR Part 121 and GACA/FAR Part 135 operators of such operations specifications authorization/designation.

d. Suspected Unapproved Parts (Sup) Reporting Requirements

This section should describe the GACA AMO's organization's procedures to report all suspected unapproved parts. The organization should submit to the GACA under the GACA Suspected Unapproved parts program as described in GACA/FAA AC 21-29 (as revised), GACA form 8120-11 (Detecting and reporting suspected unapproved parts).

In addition, this section should include the title of each person responsible for completing and submitting suspected unapproved parts notifications to the GACA.

GACA-certificated repair stations shall report SUP directly to the GACA-S&ER in accordance with the procedures specified in the repair station's RSM/QCM or GACA supplement.

8. MANAGEMENT AND QUALITY SYSTEM

This section must include an English-language version of the organization's management system and an English-language version summarizing the organization's quality system. If in the English language, those parts may comply with the requirements of this section but will need to be referenced in the QSM/QCM or supplement and submitted to GACA.

a. Inspection and Quality Control/Assurance System

This section of the QCM manual must include a description of the system and the procedures. Describe the system in detail, from establishing the purchase of aviation articles and how that material is inspected upon receipt, receiving customer's articles, progressing through each inspection step and ending in final inspection and approval for return to service. Describe each step in a format easily understood by the employees. A flow chart may be helpful in developing these procedures. (Please refer to section 4-10 of the AC 145-9 for specific details).



b. taking Corrective Actions On Deficiencies

1. Reference GACA/FAR 145.211(c).
2. Section 145.211(c) (1) (ix) states that the QCM must include procedures used for taking corrective action on deficiencies. Corrective action is taken to remedy an undesirable situation. The correction of deficiencies is normally an integral part of a repair station's improvement process, and could include revisions to procedures that were not working properly.
 - a. Corrective action would be applicable in two situations: before the article is approved for return to service, and after the article has been approved for return to service. The RSM should describe the system by which reworks are identified and corrected before an article is approved for return to service. In these cases, a review of the housing, facilities, equipment, personnel qualifications and procedures should ensure that the deficiency was not a systemic problem. If the review indicates that the procedure is deficient, the corrective action should include a thorough review and improvement of the procedure. IF the review indicates that the personnel lacking training or qualifications, corrective action should remedy the deficiency. In the event, the procedures must address how reworks are documented.
 - b. After the article is approved for return to service, the repair station may avail itself of the self-disclosure program addressed in AC 00-58 B , Voluntary Disclosure Reporting Program, as amended. This AC describes the procedures for voluntary reporting of potential violations of the regulations. Once an article is approved for return to service, discrepancies are often evidence of a potential violation of the regulations, particularly section 43.13. Therefore, the repair station should carefully review the referenced AC for the appropriate method of notifying the GACA. Irrespective of the use of the self-disclosure program, the repair station should have a procedure for ensuring the quality of the work performed and for handling customer returns or complaints. Additional guidance can be found it AC 145-9 Para 4-13c. 1. & 2.
3. Inadequate procedures, environment, working conditions, training instruction or resources may be factors for many deficiencies that are attributed to human error. The involvement of personnel from several levels within the organization (if appropriate) will contribute to the program and ensure quality. Corrective action requires that the root cause or causes of the discrepancy be investigated and determined in order to eliminate such causes. The investigation must be fact-based and typically begins with an analysis of the potential causes of the discrepancy. It is usually helpful to have a small team of informed and involved individuals associated with the article/process. Although human factors, such as clarity of instructions; and



training/understanding of methodology for the work to be properly accomplished. Flow or process diagrams of the maintenance for the affected article are a typical starting place. Typically, each item in the process and interactions between such items, are questioned/analyzed in an attempt to determine which either caused or contributed to the ultimate deficiencies. Often the interactions result in a cumulative effect that results in the deficiency. Once each potential weakness is identified, the individual/team analyzes each to correct the findings. The product is checked to determine whether the corrective action has accomplished the elimination of the deficiency/discrepancy.

4. A documented procedure for taking corrective action on deficiencies should answer the following questions:
 - a. What is the title of the person responsible for the program?
 - b. How is the root cause of the problem determined?
 - c. Will any interim steps need to be taken to prevent delivery of deficient products?
 - d. When the corrective action is implemented?
 - e. Who (by title) will initiate corrective action?
 - f. How much time will be allowed for the corrective action?
 - g. How much time will be allowed for the corrective action to be implemented?
 - h. Who (by title) will perform a follow-up audit of the corrective action to ensure that it was effective?
 - i. What records will be maintained of the cause and corrective action taken?
5. For those facilities that elect to conduct regularly scheduled management review meetings, the investigation, cause and corrective actions taken to prevent recurrence of discrepancies should be a topic of discussion during those meetings.

9. REPORTING SERIOUS DEFECTS OR UNAIRWORTHY CONDITIONS TO THE GACA

This section should explain the GACA AMO's procedures to ensure the organization will submit a GACA form 8330-2 or a format acceptable to the GACA within 96 hours after the discovery of the problem in any aircraft, power plant, propeller or component thereof that is subject to the regulatory control of the GACA.

In addition, this section should include the title of each person responsible for completing and submitting reports of unairworthy conditions to the GACA.

Note 9-1:

Most countries have a similar requirement for reporting unairworthy conditions to their NAA. The same process can be referenced in this section, provided the process is in the English language. A duplicate copy of the report that is submitted to the NAA will be



submitted in the English language to the GACA.

10. CONTRACTING MAINTENANCE

A. References:

GACA/FAR Section 145.209(h),
GACA/FAR Section 145.211(c), and
GACA/FAR Section 145.217.

B. Contract Maintenance. The regulations allow a repair station to contract any maintenance, preventive maintenance or alteration for which it holds a rating. 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. The contract work can be performed by GACA-certificated or non-certificated entities when the repair station takes responsibility for the work scope performed by issuing an approval for return to service. In order to exercise the contracting privilege, the repair station must:

1. Make a list of maintenance functions that it:
 - a. Is certificated to perform but requests approval to contract out; and,
 - b. Takes regulatory responsibility for issuing an approval for return to service for the exact same work under its rating.
2. Obtain approval of the listed functions in accordance with § 145.217 and provide the list to the GACA in accordance with the procedures in § 145.209.
3. Ensure that it qualifies the entities to which it contracts those maintenance functions in accordance with § 145.201(a) (2) (quality system).
4. Maintain a current list of those contractors in accordance with § 145.217 and provide the list to the GACA in accordance with § 145.209.
5. Ensure that it has procedures to perform the incoming inspection, final inspection and return to service of articles in accordance with the pertinent subparagraphs of § 145.211(c) (1).
6. Provide a procedure that confirms by inspection or test that the work was performed satisfactorily (which may be able to be determine by review of the paperwork setting forth the exact steps performed and the inspections and tests performed) in accordance with § 145.217.

Note 10-1:

Purchase of maintained parts from another repair station (including exchanges), brokerage and using another certificated repair station to perform work that is outside the original



repair station's ratings are not maintenance functions requiring GACA approval. These are instances where the purchasing repair station is not exercising the privileges of its certificate. When a repair station requests work or sells a previously maintained article (including type certificate products) it is acting solely as a distributor. Although the purchasing repair station may induct the part through its receiving inspection process, it is merely relying on the work previously performed at another certificated entity and is not exercising the privileges under 145.201(a)(2).

C. Contract Maintenance Information Required by § 145.217. The RSM must contain procedures for maintaining and revising the contract maintenance information required by § 145.217. This information is required for contracting to both GACA-certificated and non-certificated facilities. The information required includes the approved maintenance function to be contracted, the name of each outside facility to which the repair station contracts such maintenance and the type of certificate and ratings held, if any. The QCM/section should describe the system and procedures used for qualifying both GACA-certificated and non-certificated entities and surveilling non-certificated entities who perform maintenance, preventive maintenance, or alterations for the repair station. These procedures may be contained in one manual or in separate documents that are part of the manual system.

D. Material and Equipment. A repair station must have the material and equipment necessary to perform the functions appropriate to its rating. However, it need not have the tools and equipment for functions it is authorized to contract out pursuant to its GACA approved list of maintenance functions. When exercising the privileges of its certificate, a repair station may contract maintenance functions to FAA-certificated facilities and non-GACA-certificated entities only if the maintenance functions are approved by the GACA. The repair station must request approval before it can contract a maintenance function. If the GACA approves the contracted maintenance function, the repair station will determine who performs the maintenance.

1. The types of maintenance functions that the repair station may wish to have approved fall into two categories. First, the types of maintenance functions that must be contracted because the repair station does not have the housing, facilities, materials, or equipment available on its premises and under its control. These may include plating, heat treatment, special Nondestructive Testing (NDT) or inspection, or the maintenance or alteration of components or sub-assemblies. This list should be categorized broadly, such as specialized services or components of articles for which the repair station has the overall rating.
2. The repair station may also wish to provide a list of those maintenance functions for which it has the housing, facilities, equipment, and materials "in-house," but may need to contract to another facility because of workload or emergency situations. For example, an airframe rated repair station may have the capability to perform maintenance or alteration on landing gear, but if the in-house facility cannot accomplish the work scope within a specified



time, it may want to contract that work to another facility. It would not be able to contract the work unless the maintenance function of landing gear maintenance was on its GACA-approved list.

3. Additionally, the repair station may wish to provide a method for which a maintenance function can be added to its GACA approved function list on an emergency basis. This would be accomplished by explaining how the maintenance function would be added and how the GACA approval would be obtained in a short period of time. The repair station should coordinate closely with its principal inspector regarding these emergency procedures.

E. Establish Procedures. Before contracting out a function, the repair station should establish:

1. Procedures to obtain approval for the maintenance function.
2. Procedures to qualify the contractor.
3. Procedures to surveil the contractor if the contractor does not perform approval for return to service.
4. A list of contractors and procedures to properly maintain that list.
5. Technical training on contracted functions for receiving inspection personnel.
6. Procedures for receiving inspections that provide enough technical detail to determine acceptability of an article.
7. Procedures for complying with the test and/or inspection requirement of § 145.217(b)(3) when contracting to a non-certificated person.

F. Contracting to GACA-Certificated Facilities. 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. If the repair station chooses to exercise the privileges of its certificate by issuing an approval for return to service for a maintenance function contracted to a GACA-certificated repair station, the repair station must determine that the contracted repair station is properly rated to perform the maintenance. A repair station may issue an additional approval for return to service under its privileges, such as tagging a previously maintained or altered article as inspected, provided the repair station:

1. Has the appropriate rating for the article,
2. Is approved to contract out the maintenance function, and
3. Conducts the maintenance, preventive maintenance or alteration, including



inspection in accordance with § Part 43.13 and Part 145.

G. Contracting Maintenance Functions to Non-certificated Persons.

1. If the repair station contracts to non-certificated persons, the repair station must ensure that:
 - a. The non-certificated person follows a quality control program equivalent to the GACA-certificated repair station's system with respect to the work being performed for the certificated repair station;
 - b. The repair station remains directly in charge of the work performed;
 - c. The repair station verifies by inspection or test that the work was performed satisfactorily; and
 - d. The article is airworthy with respect to the work performed by the non-certificated person.
2. The repair station must verify by test or inspection that the work has been performed satisfactorily and that the article is airworthy before approving it for return to service.

H. Procedures. Procedures in the RSM should include the title of the person responsible for the contract maintenance program. The procedures must also include provisions for maintaining the contracting information in a format acceptable to the GACA. The information is not required to be in the manual, but if included, it must identify:

1. The name of each outside contracted source,
2. The maintenance function(s) contracted to each source, and
3. The type of certificate and ratings, if any, held by each source.

I. Initial Qualification. The procedures in the RSM must describe how the non-certificated person is initially qualified. It also should describe how the repair station ensures that the non-certificated person continues to follow the quality control program equal to the repair station's program for the work being performed on the repair station's behalf.

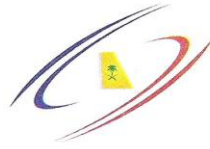
J. Coordinating Communications. Procedures for coordinating communications between the repair station and the contracted source should be established. If the repair station performs any maintenance for an air carrier, the procedures should explain any special requirements (such as performing the work in accordance with the air carrier's program). Procedures should describe how the repair station would address any problems with quality or delivery. Any recurring problems should be addressed in the corrective action program.



K. GACA Inspections. Maintenance contracts with non-certificated persons must include provisions that allow the GACA to make an inspection and observe the non-certificated person's work on that article. The RSM should include procedures to ensure that contracts contain the provision for GACA inspections. The individual in charge of the contract maintenance program or a delegated assistant/auditor may be required to accompany the GACA during these inspections. These inspections will determine if the repair station is able to continue to contract the maintenance function(s) to a non-certificated person.

L. Initiating Procedures. The following questions or concerns are offered as a guide and are intended to help initiate the procedures in the RSM(s). They should not be considered all-inclusive. Each facility is unique and may require additional procedures to verify regulatory requirements and the repair station's needs.

1. Who, by title, is responsible for the contract maintenance program?
2. What is the title of the person responsible for maintaining the list of contract maintenance functions?
3. What is the title of the person responsible for maintaining the list of facilities to which maintenance functions are contracted?
4. What is the title of the person responsible for forwarding revisions of the lists to the GACA?
5. How will the GACA approve additions to the list of maintenance functions?
6. When will the GACA be notified of revisions to the list?
7. How will the GACA be notified?
8. If the list is maintained on electronic media, does the GACA have compatible hardware and software to review/refer to the contract maintenance list and procedures?
9. Who will maintain current copies of the AMO Certificates and OpSpecs for the GACA-certificated contract sources (initial as well as revisions)?
10. Do the contract provisions for non-certificated persons include provisions for GACA inspection?
11. How will certificated and non-certificated maintenance contract sources be qualified?
12. How often will the repair station surveil the contracted non-certificated persons?
13. Are the auditors that inspect contract maintenance sources trained?
14. How is the receiving inspection performed on articles returned after maintenance from certificated and non-certificated sources?
 - a. Are the receiving inspectors properly trained?
 - b. Do the receiving inspectors have the appropriate technical data to determine airworthiness?
 - c. What criteria are used to determine if the contracted source is meeting all requirements?
 - d. Are discrepancies with contracted sources included in the repair station's corrective action program?



11. TRAINING PROGRAMS

Repair stations that need to develop a training program may use the information in GACA/FAA AC 145-10 as a reference. The RSM or supplement section must include procedures required by GACA/FAR 145.163 for revising the program. It must also include procedures for submitting those to the GACA for approval.

Note 11-1:

All GACA repair stations domestic and foreign will submit the training program in the English language for approval. The training program can be submitted in CD format or hard copy.

The procedures should address who will be responsible for managing the training program and who will be responsible for ensuring that revisions are submitted to the GACA assigned Inspector for review and approval. Procedures should include the instructions for approval by the repair station before submission to the GACA as well as provisions for the GACA assigned inspector's approval and its revisions.

The procedures should address how often the program will be reviewed to determine if it is current and adequate for the type of maintenance being performed at the facility. The changing advancement can cause aviation maintenance to change rapidly, a periodic review would be appropriate. The procedures should include who will be responsible for planning recurrent training and any new training that may be necessary. Repair stations that have established a management review program should include the training program for review during that meeting.

The training program may be documented as a section of the RSM or supplement manual or as a separate document with the manual system.

If the training program is a separate document, that document will need to include the procedures for submission to and approval by the GACA.

Hazardous material training

Each repair station that meets the definition of a hazmat employer under GACA/FAR Part 171.8 must have a hazardous materials training program that meets the training requirements of GACA/FAR Part 172 subpart H.

A repair station employee may not perform or directly supervise a job function listed in GACA/FAR 121.1001 or Sec. 135.501 for, or on behalf of GACA/FAR Part 121 or 135 operator including loading of items for transport on an aircraft operated by a Part 121 or Part 135 certificate holder unless that person has received training in accordance with the GACA/FAR Part 121 or GACA/FAR Part 135 operator's hazardous materials training program.



12. DISPLAY OF CERTIFICATE

This section should indicate that the organization's GACA repair station certificate and operation specifications must be available on the premises for inspection by the public and the GACA.

13. ADVERTISING

The advertising section should state that whenever the organization indicates that it is certificated, the advertising must clearly state the GACA repair station's certificate number.

14. FORMS

This section should include copies of all forms utilized within the repair station and/or referred to in the RSM/QCM or supplement, e.g. GACA, FAA, EASA, TCCA or NAA and/or internal company forms. This section should contain the title of the personnel authorized to execute the release for return to service forms. This section should contain procedures for the completion of these forms. This section generally is similar to requirements of most authorities and can be cumbersome to maintain and some organization have numerous forms within their organizations, to this effect GACA allows the organization to reference the location of the forms in this section (i.e. forms to be located within an appendix/annex which contains all the forms associated with this organization).

(GACA forms and Airworthiness Guides and list of GACA Repair Stations can be accessed at <http://www.gaca.gov.sa>)

APPENDIX A

REPAIR STATION SPECIAL CONDITIONS

The GACA Repair Station Special Conditions are defined in the various GACA Airworthiness Guides.

The purpose of these AG's is to explain in detail the procedural differences between GACA and the FAA. (Ref. <http://gaca.gov.sa>).



APPENDIX B – SAMPLE ONE-TIME APPROVAL LETTER

(Appropriate for FAA approved Repair Station)

Acme Repair Station Ltd.
123 Wrench Lane,
Any town, USA

Reference: Your letter of request dated “Enter a Gregorian date”.

Dear Sir,

GACA-S&ER hereby approves ACME Repair Station Ltd. (FAA repair station #XYZ123) the authority to perform an engine change on HZ-000 as requested in your letter of “Enter a Gregorian date”. All work, including the retention of records, shall be carried out in accordance with the applicable GACA/FAR Part 145 requirements.

Return to service shall be accomplished as per 5/6 of the Acme Repair Station Ltd. RSM/QCM or supplement except GACA-S&ER form 8320-1 shall be used in lieu of FAA form 337.

Mr. Bog Bolt is authorized to return the aircraft to service and make the required log book entries. Reference number [AWR/yy/xxx] ¹ is to be included on the GACA-S&ER form 8320-1 in block titled "Certificate or Designation No.".

Regards,

Director of Airworthiness
Safety and Economic Regulation
General Authority of Civil Aviation

The reference number to be quoted is to be the GACA-S&ER correspondence. Reference number recorded on the original letter from the applicant requesting one time approval.