

ARSA Publications

the hotline

ARSA's monthly publication, the hotline, is the leading newsletter on regulatory compliance in aircraft design, production and maintenance. It reaches readers in 700 member companies including certificated repair stations, manufacturers, air carriers and suppliers, as well as government agencies worldwide.

The newsletter reports the latest FAA regulatory changes, including advisory circulars, proposed rules and expert analysis of legislation affecting repair stations. In view of aviation's global reach, the hotline covers issues of interest to the international maintenance community, especially news of the European Aviation Safety Agency (EASA).

The newsletter is a PDF file for high-quality computer display. Links in the newsletter are active, enabling you to browse the issue, view FAA documents and visit advertiser Web sites.

Model Repair Station and Quality Manual

ARSA's Model Repair Station and Quality Manual ("model manual") was completely revised to help companies develop a repair station and quality control manual that complies with Title 14 Code of Federal Regulations (14 CFR) part 145 and the associated Federal Aviation Administration (FAA) guidance material.

The new and improved model manual addresses every paragraph of 14 CFR part 145. It contains the requirements for both a repair station manual and a quality control manual and can be customized to the particular operation with approximately 20 to 40 hours of work.

This publication is geared towards small to mid-sized companies and will prove most useful to component repair stations. Although directed at domestic repair stations, very few adjustments would be needed to show compliance with foreign repair station requirements.

ARSA first published the model manual in 2003; revision 4 is a complete re-write of the original. Specific changes include:

- Adding an integrated Forms Manual (described below)
- Integrating qualifications with duties and responsibilities
- Adding provisions for hazardous material training and obligations for notification of air carrier will/will-not carry status
- Adding provisions dealing with life-limited parts
- Hyperlinking every section of the manual to the regulation and to internal sections and paragraphs
- Providing detailed and more sophisticated Notes to Users for every section and paragraph to ensure proper adjustments can be made to the manual.

Forms Manual

The Forms Manual provides forms, letters, lists and other documents along with instructions for their use. It is meant to support the main policies and procedures required to establish compliance with 14 CFR part 145 set forth in the model manual; however, most of the documents can be used in conjunction with any repair station manual.

This Forms Manual contains three sections:

- Section 1 outlines a procedure for revising the Forms Manual.
- Section 2 contains samples of maintenance and inspection forms and instructions for their use as required by 14 CFR § 145.211(c)(3).
- Section 3 contains other forms and letters required to comply with other procedures outlined in 14 CFR part 145 and in the model manual.

Model Human Factors Training Program Materials

Human factors training is mandatory for EASA approved repair stations. ARSA's human factors training materials assists repair stations in designing and implementing their own unique training.

The program follows the requirements outlined in the FAA's Flight Standards Handbook Bulletin for Airworthiness entitled "Guidance for Evaluation and Acceptance of Maintenance Human Factors Training Programs."

When purchasing the Human Factors Training material, you will receive a license to use the following material at one physical location:

- Human Factors Training Program Workbook—an overview, which will enable you to tailor the program to your facility and personnel.
- Nine Training Modules—individual courses that must be reviewed and modified to create human factors training for your repair station.
- Human Factors Training Program Case Studies—illustrate aircraft accidents where human factors played a significant role. Each case study provides a detailed description and analysis of the event that can be adapted to provide instruction to your facility personnel.

Model Training Program Workbook with Manual Template

This workbook helps you gain the knowledge and understanding necessary to generate a training program manual that meets the standards for FAA approval. The combination of the workbook, manual template and included forms walks you through the process of developing a program to ensure that employees performing maintenance, preventive maintenance and alterations are "capable of performing assigned tasks" as required by 145.163(b).

The workbook and manual template provide a baseline for companies to identify and describe jobs and job duties, including required tasks within each function, and skills within each task; establish job qualifications, including minimum standards; assess, evaluate and train employees, and to develop these concepts into a comprehensive training program for submission to the FAA.

Legal Briefs Compendium

This exclusive handbook covers ten years (1994-2004) of the Legal Briefs column in the hotline. Written by ARSA Managing Director & General Counsel Marshall S. Filler and contributors, Legal Briefs is a goldmine of regulatory compliance knowledge, covering investigations and inspections, repair station-customer relationships, Instructions for Continued Airworthiness (ICAs), documentation and shop practices, subcontracting and dozens of other topics essential to success in the maintenance business.

ARSA makes available, free of charge, a detailed summary of the Compendium's articles.

Domestic Model Canadian Supplement for Repair Stations Maintaining Canadian-Registered Aircraft Operated in Commercial Air Service

The Supplement is designed for U.S.-based repair stations that are working on complete aircraft operated in commercial air service under Canadian Aviation Regulations Part IV (flight training) or Part VII (air carriers). These repair stations are required to have an FAA approved supplement. ARSA's supplement covers the special conditions and procedures required to implement the MIP.

Repair stations that work on both aircraft and components subject to Canadian jurisdiction may wish to order the Supplement and the cross-reference table for components to ensure they understand all applicable portions of the MIP.

Domestic Model Canadian Cross-Reference Table with Supplemental Language for Repair Stations Maintaining Complete Canadian-Registered Aircraft Not Operated in Commercial Air Service

The Domestic Model Canadian Cross-Reference Table with Supplemental Language for Repair Stations Maintaining Complete Canadian-Registered Aircraft Not Operated in Commercial Air Service provides an appendix to be added to your current repair station manual.

All U.S.-based repair stations that perform maintenance, preventive maintenance and modifications on complete Canadian-registered aircraft that are not operated in commercial air service (flight instruction and other general aviation aircraft) must show compliance with certain portions of the MIP. This table and the supplemental language provides repair stations with information that establishes compliance.

Repair stations that work on both "general" aircraft and components subject to Canadian jurisdiction should purchase the cross-reference table as well as the cross-reference table for components. These documents will ensure that the company understands which portions of the MIP apply to all products (completed aircraft AND components) being maintained or altered.

Domestic Model Canadian Cross-Reference Table with Supplemental Language for Component Repair Stations (Revision 2)

The Domestic Model Canadian Cross-Reference Table with Supplemental Language for Component Repair Stations provides an appendix to add to your current repair station manual.

All U.S.-based repair stations that perform maintenance, preventive maintenance and modifications on any civil aviation component (aircraft engine, propeller, subassembly, appliance, material, or parts) under the regulatory authority of Transport Canada (TCCA) must comply with certain portions of the MIP. This table and the supplemental language provides repair stations with the information that establishes compliance.

The original and first revision of this publication contained supplemental language repair stations were encouraged to add to their repair station manual.

Revision 2 incorporates the supplemental language into a cross-reference table, and gives suggestions for when language may be incorporated into the appropriate sections of the Repair Station Quality



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Manual. This revision integrates the MIP language direction in the cross-reference table to ensure that the repair station is aware of the exact regulatory requirements.

The revised publication also addresses a letter from TCCA, dated June 13, 2007, which adopts a uniform policy for recording major repairs performed in the U.S. on Canadian aeronautical products. Under the MIP, a major repair to a Canadian product is recorded on FAA Form 337 or "an equivalent method acceptable to the TCCA."

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