

Lear Romec Division of Hydro-Aire Aerospace Corp.
European Union Aviation Safety Agency (EASA) Supplement to the FAA Repair Station Manual (RSM)

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EASA regulatory note:

This document is the EASA (Reference No. EASA.145.4357) Supplement to the FAA 14 CFR Part 145 Repair Station Manual/Quality Control Manual (RSM/QCM) Reference number R&O-001

Company Name and Facility Address:
Lear Romec Division of Hydro-Aire Aerospace Corp.
 241 South Abbe Road
 Elyria, Ohio 44035
 FAA Repair Station Number C7CR238J



This Supplement does not form part of the FAA FAR-145 Repair Station Manual (RSM).

Compliance with the FAA accepted supplement together with the FAA 14 CFR Part-145 RSM/QCM forms the basis of the EASA Part-145 approval.

This supplement forms part of **Lear Romec Division of Hydro-Aire Aerospace Corp.'s** obligation for EASA Part-145 approval as specified in the Maintenance Annex Guidance



Revision	Date
N/R	03/06/2009
A	09/26/2009
B	05/27/2011
C	06/27/2013
D	06/26/2015
E	11/09/2016
F	04/10/2018
G	01/14/2020
H	03/02/2020
J	02/01/2021
K	08/18/2021
L	02/02/2022

Written By: John L. Desmone


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2. AMENDMENT PROCEDURE

Amendments to the EASA Supplement will be submitted by the Repair Station Manager, or designee, to the FAA FSDO for acceptance. The working practices and procedures are equivalent to the 14 CFR part 145 repair station manual procedures outlined in the FAA Part-145 RSM/QCM. Failure to ensure that the 14 CFR part FAR 145 RSM/QCM and this EASA Supplement are kept up to date in respect of regulatory changes (including changes in the MAG) and that the Repair Station staff complies with the procedures therein could invalidate the EASA Approval. Changes to the Maintenance Annex Guide (MAG) shall be implemented, as applicable, within 120 days after the change has been published, unless otherwise specified.

3. INTRODUCTION

This document is for repair operations at:
Lear Romec Division of Hydro-Aire Aerospace Corp..
 241 South Abbe Road
 Elyria, Ohio 44035
 FAA Repair Station Number C7CR238J

Lear Romec Division of Hydro-Aire Aerospace Corp.. is required to maintain EASA certification in order to maintain or alter aeronautic products registered or designated in an EU Member State or part fitted thereon. EASA Part-145 is a European requirement similar to 14 CFR Part-145. The MAG agreed to by the FAA and EASA specifies the basic differences between EASA Part-145 and 14 CFR Part-145 and identifies these differences as special conditions.

A 14 CFR Part-145 Repair Station can be EASA Part-145 approved when the repair station complies with the maintenance special conditions as detailed in this procedure in addition to complying with CFR Parts 145 and 43.


This supplement should help ensure that **Lear Romec Division of Hydro-Aire Aerospace Corp.** is working in accordance with the provisions of its EASA Part-145 Approval Certificate and to ensure that the differences between the EASA and FAA regulations are taken into account.

EASA's maintenance-related activities are executed in accordance with Commission Regulation (EU) 2018/1139 Council of 4 July 2018 and its associated annexes. Annex II – Part-145, Maintenance Organization Approval, establishes the requirements to be met by an organization to qualify for the issue or continuation of an approval for the maintenance of aircraft and components.

The EASA Certification is valid only while **Lear Romec Division of Hydro-Aire Aerospace Corp.** holds a valid FAA Repair Station Certificate issued in accordance with FAR Part-145.

Lear Romec Division of Hydro-Aire Aerospace Corp. does not repair airframes or aircraft; therefore there is no requirement or need for a hanger.

Upon receipt of EASA certificate revision, a copy will be forwarded to the FAA.

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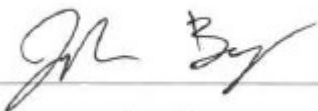
4. ACCOUNTABLE MANAGER’S COMMITMENT STATEMENT

This paragraph represents the agreement by **Lear Romec Division of Hydro-Aire Aerospace Corp.’s** Accountable Manager that the organization will comply with the conditions specified in this supplement and the accepted FAA FAR Part-145 Repair Station Manual/QCM Ref.: R&O-001 defines the organization and procedures upon which EASA approval is based.

These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being progressed under the conditions of the EASA Part-145 approval.

It is accepted that the repair station’s procedures do not override the necessity of complying with any additional requirements formally published by the EASA and notified to this organization from time to time.

It is understood that the EASA shall issue an Approval Certificate and list this repair station in an EASA published list as long as the EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that EASA reserves the right to revoke the Approval Certificate if EASA considers that procedures are not followed, or standards not upheld.



Joe Baz
Accountable Manager

01/27/2022


Date

NOTE: Whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous EASAPart-145 Approval and provide the responsible FAA ASI with the amendment of the supplement.

5. APPROVAL BASIS AND LIMITATIONS

EASA approval is based on compliance with 14 CFR Parts 145 and 43 except where varied by the special conditions specified in the MAG and associated guidance. However, this approval must not exceed the ratings permitted by Commission Regulation (EU) No. 1321/2014.

The approval of maintenance work is limited to the scope of work permitted under the current certificate issued by the FAA to the Repair Station in accordance with 14 CFR Part-145 for work carried out within the USA, and the limitations permitted under the Operations Specifications. Deviations have to be agreed on a case-by-case basis by the Joint Maintenance Coordination Board (JMCB).

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6. ACCESS BY EASA AND FAA

Lear Romec Division of Hydro-Aire Aerospace Corp. agrees to provide access to EASA and FAA to ascertain compliance with 14 CFR Part-145, the EASA Special Conditions, procedures, and standards and to investigate specific problems. Further, the FAA is granted the same rights of access to investigate on behalf of the EASA.

Lear Romec Division of Hydro-Aire Aerospace Corp. will cooperate with and accept investigation and enforcement action that may be taken by EASA in accordance with any relevant European Union (EU) regulations and EASA procedures.

7. WORK ORDERS / CONTRACTS

The Repair Station shall ensure that it receives clear, understandable work instructions, in English, from the customer that specifies what must be carried out.

Work orders shall specify the inspections, repairs, alterations, overhaul, airworthiness directives and parts replacements that should be carried out; this would include any notified EASA airworthiness directives and other notified mandatory instructions. Routings are assigned to each order to ensure completeness.

Should unclear or incomplete work instructions be received, the Customer Account Administrator will be responsible for contacting the customer to clarify instructions.

The customer remains responsible for correctly informing the Repair Station by work order of all required maintenance and alterations.


8. APPROVED DESIGN AND REPAIR DATA

Changes to the type design: Major Changes, Minor Changes, STCs. The EASA-approved design engineering data is normally data supplied by an EASA Design Organization Approval (DOA) holder, or data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by the EASA. In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and /or validation of FAA approved changes to the type design by EASA are contained in Annex 1 to the Agreement and in the associated Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP). Details for the acceptance and/or validation of FAA-approved design data used in support of alterations by EASA are contained in the TIP associated with Annex 1 of the Agreement.

NOTE: EASA defines “design change” as a change to the type design. EASA does not automatically accept alterations that affect type design.

A. Repairs.

- 1) The FAA shall approve design data in support of major repairs in accordance with FAA Order 8110.4, Type Certification; FAA Order 8110.37, Designated Engineering

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Representative Guidance Handbook; FAA Order 8100.15, Organization Designation Authorization Procedures; and FAA Order 8900.1, Flight Standards Information Management System. Minor repairs are made in accordance with “acceptable” data, in accordance with 14 CFR part 43.

- 2) EASA shall approve design data in support of repairs in accordance with EASA Part 21 Subpart M-Repairs and EASA’s procedure Type Certificate Change and Repair Approval.

B. EASA Acceptance of FAA Repair Design Data.

EASA shall accept data used in support of major and minor repairs, in accordance with Annex 1 to the Agreement and the associated TIP.

NOTE: An EU company must use EASA-Part 21 for the approval of repair data for use on an EU-registered aircraft. Unless the minor repair data has been previously used on an N-registered aircraft, an EU company cannot determine any data to be acceptable data under 14 CFR part 43 for use on an EU-registered aircraft.

In these circumstances, repair design data are considered to be EASA approved following its approval or acceptance under the FAA’s system. This process does not require application to EASA or compliance findings to the EASA certification basis.

Details for the acceptance and/or validation of FAA-approved design data used in support of alterations by EASA are contained in the TIP associated with Annex 1 of the Agreement.


9. AIRWORTHINESS DIRECTIVES

The Repair Station shall ensure that it knows what Airworthiness Directive(s) (AD) the customer requires embodied. The customer is responsible for specifying any AD compliance required during maintenance through the work order. In the case of EASA issued AD notices, it may be necessary for the customer to supply data.

The Customer Account Administrator will ensure that the requested AD is available before an order is released to the shop for work and will provide the AD to the shop with each repair order on which it has been requested.

Compliance with the requested AD must be referenced in the maintenance record. Should the repair station not comply with the requested AD then this must be referenced as well.

The Repairman signing the return to service 8130-3 tag is responsible for validating that the customer has authorized/requested any ADs that were accomplished. Documented authorization of the request must be available before the product is returned to service with the AD change embodied.

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10. RELEASE AND ACCEPTANCE OF COMPONENTS

This section describes the procedures the repair station will use to ensure that the release to service of components will be carried out in accordance with 14 CFR Part 43.9 except that paragraphs 7 through 10 of this supplement shall also be taken into account. At the completion of maintenance, an FAA Form 8130-3 shall be issued as a maintenance release by the Repair Station.

NOTE: For more information on using FAA Form 8130-3 on new parts, please refer to the TIP associated with Annex 1 of the Agreement.

The FAA Form 8130-3 should include the EASA Part-145 release to service certifying statement with the EASA Part-145 Approval Certificate number in block 12, and specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, PMA parts and quote the reference and issue/revision of the approved data used.

An example of a completed FAA Form 8130-3 dual release is included in Appendix A of this supplement. Blocks 13a through 13e are not to be used by the repair station.

The signature of the person returning the component to service must be in block 14b with the FAA Repair Station Certificate number in block 14c.


The status of the component (repaired, inspected, overhauled, etc.) must appear in block 11 with any relevant comments including detailed references to approved data, ADs etc. in block 12. Example: "Overhauled in accordance with CMM 111, section X, Rev 2, S/B 23 & FAA AD xyz complied with. Full details held on WO 456." See example provided in Appendix A.

Block 12 must also contain the following statement:

Lear Romec Division of Hydro-Aire Aerospace Corp. Certifies that the work specified in block 11 and 12 was carried out in accordance with EASA Part-145, and in respect to that work, the aircraft component is considered ready for release to service under EASA Approval Number 145.4357."

NOTE: In the case of maintenance carried out by a U.S.-based EASA Part 145 approved organization subject to the agreement, EASA only recognizes the dual release FAA Form 8130-3 for component, engine, or propeller maintenance.

EASA only recognizes the dual release FAA Form 8130-3 for component maintenance. The repair station shall identify in the Repair Station Roster those employees that are authorized to issue the FAA Form 8130-3 on behalf of the Repair Station. The Repair Station will identify in the FAA Roster the staff authorized to issue the FAA Form 8130-3 on behalf of the Repair Station. The FAA Roster shall be maintained and revised in accordance with R&O-001 Authorized Inspection Personnel.

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Please note that the sub-clause “except as otherwise specified” in Block 12 is intended for use with two types of deviations as follows.

- 1) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in Block 12 and/or attachments.
- 2) The case where the particular maintenance requirement was only EASA-approved and not FAA-approved. Example: an EASA Airworthiness Directive not approved by the FAA.

Components used for maintenance will conform to the following:


Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.

Only the following new and used components may be used during maintenance, see Table 2-1.

A. New Components

NOTE: New parts that were received into inventory prior to October 1, 2016 must, at a minimum, have a document or statement (containing the same technical information as an FAA Form 8130-3) issued by the PAH or supplier with direct ship authority. These parts in inventory, documented with the required information, will be grandfathered and remain suitable for installation into EU articles, provided the certification/release date of these parts is prior to October 1, 2016.

1. New components released by EU PAH, a release will be documented on an EASA Form 1 as a new part.
2. New components must be traceable to the OEM as specified in the Type Certificate (TC) holders Parts Catalog and be in a satisfactory condition for fitment. The new component must be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document must clearly state that it is issued under the approval of the relevant AA under whose regulatory control the OEM or PC holder works.
3. For USA OEMs and PC holders release must be on the FAA Form 8130-3 as a new part.
4. For all EASA states OEMs and PC holders release must be in accordance with EASA Part 21.
5. Fabricated parts, produced by an appropriately rated repair station with a quality system, for consumption into a repair or alteration of a product or article in accordance with 14 CFR part

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21, section 21.9(a)(6), and part 43, are not subject to the foregoing provision. This statement is not applicable to Crane aerospace Repair Station as this process is not utilized.

6. Standard parts are exempt from the foregoing provisions, except that such parts must be accompanied by a conformity statement traceable to the manufacturer and be in a satisfactory condition for fitment.
7. PMA parts may be accepted only from a U.S. PAH, a release must be documented on an FAA Form 8130-3 as a new part.
8. Engines rebuilt by the production approval holder can be accepted as specified in the Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP – paragraph 7.7.1).
9. Acceptable components based on provisions of other Bilateral Agreements are not contained in this guidance. Please refer to the individual Agreements or the summary table published on the EASA Web site : <https://www.easa.europa.eu/faq/66700>

B. Used Components

Used components must be traceable to FAA- and/or EASA-certificated facilities that are approved and authorized to certify the maintenance, preventive maintenance, and/or alterations which they have performed.


In the case of life limited parts, the life used is appropriately documented on the General Condition Report.

The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the PAH parts Catalogue or aviation authority (AA) approval document.

An authorized release document, as provided below, is accompanying the used component (if applicable).

Used components will be traceable to maintenance organizations, and repair stations approved by the authority who certified the previous maintenance. In the case of life limited parts, certified the life used. The used component will be in a satisfactory condition for fitment and be eligible for fitment as stated in the TC holders Parts Catalog.

1. An FAA Form 8130-3 issued as a dual maintenance release must accompany used components from EASA-approved U.S. based 14 CFR Part 145 Repair Stations.
2. Used components from a 14 CFR Part 145 Repair Station not EASA-approved will not be used even if accompanied by an FAA Form 8130-3.
3. An EASA Form 1 issued as a maintenance release shall accompany used components from EASA Part 145 approved maintenance organizations not located in the U.S.

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4. Acceptable Components based on provisions of other Bilateral Agreements are not contained in this guidance. Please refer to the individual Agreements or the summary table on the EASA Website: <https://www.easa.europa.eu/faq/66700>


The following table is a summary of possible scenarios for component released for maintenance:

Privileges of the dual EASA and FAA certificated maintenance organization			
United States		Europe	
Release Document of Final Assembly: 8130-3 Dual Release		Release Document of Final Assembly: EASA Form 1 Dual Release	
Acceptable New Products/Articles: EASA Form 1 NEW 8130-3 NEW C of C Standard Parts		Acceptable New Components: EASA Form 1 NEW 8130-3 NEW C of C Standard Parts	
USED Products/Articles:		USED Components:	
Acceptable Used Products/Articles Release Document (input)	Final Assembly Release document (output)	Acceptable Used Components Release Document (input)	Final Assembly Release document (output)
8130-3 Single	8130-3 Single	Form 1 Single	Form 1 Single
8130-3 Dual	8130-3 Dual	Form 1 Dual*	Form 1 Dual*
Form 1 Dual*	8130-3 Dual	8130 Dual	Form 1 Dual*
Form 1 Single	Form 8130-3 (see below U.S.)	8130 Single	Form 1 (see below Europe)

UNITED STATES

One or more products/articles were installed with an EASA Form 1 single release the final assembly cannot be released with an FAA Form 8130-3 dual release. The final release should be issued with the following statements in the specified blocks. "The final assembly is eligible only on an EU aircraft".

In block 14a only check the box mentioning "Other regulation specified in block 12". Do not check box that states' compliance with 43.9.

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In block 12, the following text should be inserted:

“Certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval EASA 145-4357.

This product/article meets part 43.9 requirements, except for the following items, and therefore is “not” eligible to be installed on U.S.-registered aircraft: (List the items).”

EUROPE

If one or more products/articles were installed with an FAA Form 8130-3 single release, so the final assembly cannot be released with an EASA Form 1 dual release. The final release should be issued with the following statements in the specified blocks. “The final assembly is eligible to be installed only on an U.S. registered aircraft.”

In block 14a, check only the box mentioning, “Other regulation specified in block 12.” Do not check the box that states compliance to 145.A.50.


In block 12, include the following release statement:

“The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR part 43 and in respect to that work; the items are approved for return to service under Certificate Number”

This product/article meets 145.A.50 requirements, except for the following items, and therefore is “not” eligible to be installed on an EU-registered aircraft: (List the items)”.

Release procedure for components that are used only in an EASA-approved Design (TC/STC)

1. FAA/EASA Policy. Based on the BASA principle of mutual technical assistance, the FAA and EASA know the need for US- based repair station to perform maintenance, preventive maintenance, and/or alterations on component parts to be installed on non-U.S. type-certificated aircraft. The U.S.-based report station, under its FAA certificate and ratings, may perform maintenance, and/or alterations activities and provide the FAA Form 8130-3 Airworthiness Approval for return to service for work performed on component parts to be installed on non-U.S. type certificated aircraft.
2. Scope of Maintenance Work Authorized. The authorization/approval to perform maintenance on component parts to be installed on non-U.S. type- certificated aircraft is limited to the scope of the repair station’s FAA ratings and EASA approval based upon compliance with 14 CFR parts 43 and 145, except where it is varied by the special conditions specified in the Maintenance Annex


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Guidance (MAG). The EASA approval does not exceed the ratings permitted by Commission Regulation (EU) No 1321/2014.

3. Repair Station. The repair station's accountable manager will submit to the FAA responsible Principal Inspector, in writing, a request to perform maintenance, preventive maintenance, and/or alterations on component parts to be installed on non-U.S. type-certificated aircraft. The written request must include a revised EASA supplement listing the component parts, the scope of maintenance that will be performed on the parts, including a self-assessment of the following elements: tooling, equipment, data used, training, facilities, qualified personnel, etc.
4. FAA Flight Standards Principal Inspector. The FAA Principal Inspector who has oversight responsibility for the repair station will review the request and verify the repair station ratings and that EASA approval supports the maintenance activities requested (i.e., tooling, equipment, data used, training, qualified personnel, facilities) and review the revised EASA supplement containing the listed component parts. Once reviewed and found acceptable to the PI, the PI will forward the accountable manager's request and EASA supplement page listing the component parts to EASA for acceptance (e-mail to foreign145@easa.europa.eu).
5. EASA Flight Standards. Upon receipt, EASA will review the request and associated EASA supplement page listing the parts and will provide, in writing, the acceptance or denial. EASA will e-mail the repair station's accountable manager of EASA's decision and will carbon copy the FAA Principal Inspector via e-mail.
6. Return to Service. The repair station's EASA accountable manager (or his/her delegate authorized and listed on the return to service roster) will ensure the repair station issues the FAA Form 8130-3 Airworthiness Approval return to service by signing blocks 14b and 14c. The EASA accountable manager (or his/her delegate authorized and listed on the return to service roster) will check block 14a, the box stating, "Other regulation specified in Block 12." The repair station's EASA accountable manager (or his/her delegate authorized and listed on the return to service roster) will notate in block 12, "Certifies that the work performed in block 11/12 was carried out in accordance with EASA Part 145 and, in respect to that work, the component part is considered approved for return to service under EASA Part 145 approval no.145.4357 for installation on European Union-registered aircraft only. Not for installation on U.S.-registered aircraft or components of such aircraft."
7. FAA Oversight. The FAA Principal Inspector who is assigned oversight responsibility for the repair station will conduct surveillance activities of the non-U.S. type certificated component parts when conducting normal oversight for the EASA special conditions, per FAA Order 8900.1 guidance.

11. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY

Lear Romec Division of Hydro-Aire Aerospace Corp. Repair Station holds a Limited Accessory Rating therefore this paragraph is not applicable.

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12. RELEASE OF AIRCRAFT AFTER MAINTENANCE

Lear Romec Division of Hydro-Aire Aerospace Corp. Repair Station holds a Limited Accessory Rating therefore this paragraph is not applicable.

13. REPORTING OF UN-AIRWORTHY CONDITIONS

This section describes the procedures the repair station will use to ensure that, when serious defects are found in EU-registered aircraft or components received from an EU customer, the defects must be reported to EASA, the aircraft/component design organization, the authority of the state of registry, and the customer or Operator within 72 hours. When reporting to the EASA, the identity of the customer must be included to allow follow up action.


A. The Repair Station Team Leader is responsible for reporting failures, malfunctions, and defects of any Lear Romec Division of Hydro-Aire Aerospace Corp.'s system or equipment on an aircraft which result in the occurrences listed below. The report shall be submitted as follows.

B. The following occurrences shall be reported within 72 hours.

- Fire caused by a system or equipment;
- The accumulation or circulation of toxic or noxious gases in the crew compartment or passenger cabin;
- Flammable fluid leakage in areas where an ignition source normally exists;
- Any structural or flight control system malfunction, defect, or failure, which causes an interference with normal control of the aircraft or which degrades the flying qualities. (Not applicable to the Lear Romec Division of Hydro-Aire Aerospace Corp. Repair Station).
- A complete loss of more than one electrical power generating system or hydraulic power system during a given operation of the aircraft.

C. Upon discovery of a reportable un-airworthy condition the employee shall notify the Repair Station Supervisor and the Quality Manager and Aftermarket Quality Engineer. Quality shall.

- Notify the aircraft/component design organization directly.
- Notify the customer or operator directly.
- Report to EASA Online in a form and in a manner acceptable to EASA containing the information required by EASA Part-145 in English through the EASA online platform: <http://www.aviationreporting.eu/>

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- Download Technical Occurrence Report Form and complete instructions.
- Complete form and submit to report@ease.europe.eu
- Submit this form when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of EASA. Submit an online FAA Service Difficulty Report at: <http://av-info.faa.gov/sdrx/Default.aspx>
- Reports are to be submitted by the Repair Station Accountable Manager, Quality Assurance Manager, or designee.
- Create user account as needed and enter report following online portal instructions.
- Provide report to FAA Suspected Unapproved Parts (SUP) Program at: <http://www.faa.gov/aircraft/safety/programs/sups/>
 - Download FAA Form 8120-11, SUP Report. Complete form and follow instruction to submit a report

D. Submit the form in accordance with the timeframe specified in EASA Part-145 (72 hours), when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of EASA.

NOTE: EASA Part-145 occurrence reporting requirements include SUP reporting requirements.

14. QUALITY ASSURANCE SYSTEM (QAS)


An independent Quality Auditor shall perform audits of the Repair Station to ensure compliance with 14 CFR Part-43, 14 CFR Part-145, and EASA Special Conditions.

The audit system shall include all contracted work in accordance with guidance given in item 16 of this supplement.

An audit plan shall be developed annually that includes applicable paragraphs of 14 CFR, Part 43 and 145, and the EASA special conditions. The two part system is as follows:

A. Independent Audit System

Note: The Repair Station has one primary product line due to the systems and procedures being very similar throughout.

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The audits shall include as a minimum:

- a. Availability of governing documents and specifications
- b. Completeness and accuracy of supporting records
- c. Availability of a complete, up-to-date technical publications library and/or engineering orders and other supporting source documentation
- d. Proper material handling and identification
- e. Good housekeeping
- f. Availability of safety equipment
- g. A re-inspection of work accepted by the Repair Station inspectors

The independent audit system is a process of sample audits of all aspects of the repair station's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard nor does it replace any associated inspection/quality control system. Independence shall be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure, or product being audited.

The audit system must cover the oversight of all multiple facilities under the approval and must contain as a minimum the following:


- Procedural audits. The audits should monitor compliance with required aircraft component standards and the adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft components.
- Product audits. The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.

Independent Quality personnel from the OEM are used to audit the work and products of the department in accordance with all applicable procedures which defines the audit program.

B. Management/Control and Follow-up System

The process of sample audits are carried out once per year as a single exercise or conducted in segments during a period of one year in accordance with the audit program contained in this supplement, AUDIT PROGRAM SCHEDULE. All applicable 14 CFR Part-43 and Part-145 provisions are checked at least once per year against each primary product line.

Results of the audit are documented to indicate acceptance or nonconformances. The audit reports are reported to Repair Station Management. In the event of a nonconformance, a notice is given to the relevant department(s) for rectification and corrective action giving target dates. The relevant department(s) is/are required to rectify the discrepancies. The notice requires a response to indicate corrective action and the effective date.

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A follow-up to verify the adequacy of corrective actions are made at the subsequent audit interval by the Quality personnel.

The Accountable Manager and the Crane Aerospace and Electronics EH&S Manager remains informed by the Team Leader of the state of compliance and any safety issues.

The Accountable Manager holds routine meetings (2 per week - GEMBA) to check the progress on clearing outstanding findings/discrepancies.

The Accountable Manager meets monthly with the senior staff involved to review the overall Repair Station performance during Cranes Monthly Operations Review.

15. PROVISION OF HANGER SPACE FOR AIRCRAFT MAINTENANCE

Lear Romec Division of Hydro-Aire Aerospace Corp. does not perform any maintenance on aircraft or airframes.

16. CONTRACTED MAINTENANCE


The Repair Station Manager (or designee) is responsible for the contract maintenance program. Procedures, information, and associated approvals are controlled by R&O-001, Repair Station Manual & QCM.

The Lear Romec Division of Hydro-Aire Aerospace Corp. Repair Station will only use contractors (and subcontractors) that have an approved DOT Drug & Alcohol Testing Program in place.

Lear Romec Division of Hydro-Aire Aerospace Corp. contracts maintenance functions to FAA-Certificated facilities and non-FAA Certificated sources only if the maintenance functions are approved by the FAA. This is documented on our current Maintenance Function Sub-Contractor List. The column "CERTIFICATION TYPE AND NUMBER" indicates if FAA/EASA Certification has been granted.

If it is necessary to add a maintenance function, the Repair Station Manager (or his designee) will amend the Maintenance Function Sub-Contractor List by adding the required maintenance function to the list and submitting the revised list to the local FSDO PMI for approval.

All approved sub-contract maintenance providers will be audited on an annual basis. Audit forms are based on NADCAP and AS9100 criteria and are not controlled by the Repair Station Forms manual. These audits can be performed on-site. The completed audit form will be reviewed to ensure that the supplier's Quality System meets Lear Romec Division of Hydro-Aire Aerospace Corp. and FAA requirements. A copy of the completed and approved audit forms, as well as copies of the Repair Station Air Agency Certificate, European Aviation Safety Administration (EASA) Certificate, copies of operations specifications, a letter confirming drug and alcohol participation including A449 Drug and Alcohol program certificate or a copy of the non-certificated contractors Drug and Alcohol policy, and a copy of the capabilities list (when applicable) will be used as the basis for approval for the subcontractor.

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When contracting to an EASA approved organization, the contractor is responsible for the return to service of the item(s) worked by that contractor. The work of any non-EASA approved contractor will be under the control of the **Lear Romec Division of Hydro-Aire Aerospace Corp.** Repair Station Quality Assurance System (QAS).

All items received from a contractor following maintenance will be subjected to inspection by the **Lear Romec Division of Hydro-Aire Aerospace Corp.** Chief Inspector, or designee to assure requested work was accomplished to the defined specification(s) and the part(s) are suitable for return to service.

Contractor work will be recorded on a Subcontracted Work Form and stored in the work packet with any provided supporting data upon completion.

If the **Lear Romec Division of Hydro-Aire Aerospace Corp.** Repair Station cannot determine the quality of the maintenance performed under contract, the maintenance function may be contracted only to an EASA-approved facility that is able to test and/or inspect the work performed and issue an approval for return to service for the work performed.


If the **Lear Romec Division of Hydro-Aire Aerospace Corp.** Repair Station must disassemble the article/item on which the maintenance function was performed under contract in order to determine the quality of the work performed, then the maintenance function should not be contracted to a non-EASA-approved source.

The **Lear Romec Division of Hydro-Aire Aerospace Corp.** Repair Station will use the annual audits to ensure that contractors comply with operators' manuals, manufacturers' manuals, and Instructions for Continued Airworthiness for the maintenance functions performed. In addition, the contracted work will be inspected upon return to assure proper procedures were followed and the item complies with airworthiness standards.

Contractors are informed of any changes to manuals and procedures through communications via phone and/or email with their Quality and Operations group. This is to assure approved process changes are implemented in a timely fashion. Follow-up audits of process changes may be required by **Lear Romec Division of Hydro-Aire Aerospace Corp.** Repair Station or designee to assure compliance.

SUBCONTRACTING TO A NON-FAA CERTIFIED SHOP:

When subcontracting to a non-FAA Certified shop, an audit will be performed on-site prior to any work being performed. Follow-up audits will be conducted on an annual basis. The completed audit forms will be reviewed to ensure and verify through documented and/or witnessed objective evidence that the supplier's Quality System meets **Lear Romec Division of Hydro-Aire Aerospace Corp.** and FAA requirements. A copy of the completed and approved audit form, a letter confirming participation in an FAA approved Anti-Drug and Alcohol Misuse Prevention Program, as well as a copy of the contractor's Quality Manual and required documents; will be used as the basis for approval of the subcontractor. These records will be maintained for 5 years minimum.

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When contracting to a non EASA approved organization, The **Lear Romec Division of Hydro-Aire Aerospace Corp.** Repair Station is responsible for the return to service and airworthiness of the item(s) worked by the contractor.

17. HUMAN FACTORS

Training requirements, including Human Factors is controlled by R&O-003, Repair Station Training Manual. This procedure ensures that the FAA-approved initial and recurrent training program includes human factors training, addressing resources, human performance limitations, shift changeover and how personnel are trained, to ensure an understanding of the application of human factors principles. The following topics should be covered:

- a) General/Introduction to human factors
- b) Safety Culture/ Organizational factors
- c) Human Error
- d) Human performance and limitations
- e) Environment
- f) Procedures, information, tools and practices
- g) Communication
- h) Teamwork
- i) Professionalism and integrity
- j) Organization's Human Factors program

NOTE: The recurrent human factors training shall not be a simple repetition of the initial training. Instead, it shall be built upon errors/lessons learned and the experiences within the organization (or group of organizations). This should help ensure that the results of internal quality audits and occurrence reports are brought to the attention of all staff.


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18. AIR CARRIER LINE STATIONS

Lear Romec Division of Hydro-Aire Aerospace Corp. does not utilize air carrier line stations.


19. WORK AWAY FROM A FIXED LOCATION

The repair station does not maintain a written procedure for performing work outside of the fixed location. For a one-time special circumstance, the Repair Station will apply to EASA seeking approval, in advance of doing the work. The application will describe the work to be performed, the date of the work, the customer, and certify to EASA that the Repair Station will follow all existing procedures in the current Repair Station Manual/QCM and EASA Supplement. (This application is to be sent to foreign145@easa.europa.eu) EASA will review the application and the Repair Station will be notified in writing with a copy to the FAA either accepting or rejecting the application. No work will be accomplished prior to receipt of written approval.


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20. AUDIT PROGRAM SCHEDULE

											CY:		
	Elyria Repair Station Audit Schedule 2016 FAA-EASA System & Product Audits	Audit Checklist used	Q1	Q2	Q3	Q4	Notes	CY Findings	CY Opportunities for Improvement	Total	CAR#	Comments	
1	FAA-Appendix A (Sub-Contracted Maintenance audit Schedule)												
2	FAA Repair Station General Operations												
3	<u>FAA Inspections Sub-Contractor</u>												
3a	Gage Calibration Management (review & counter-sign subcontractor audits and file in Repair Station folder)						Scheduled for Q2 2016 per Bill Lucas, 05/24/2016 7.6 Control of monitoring and measuring devices.						
3b	Non-Destructive Testing/Inspection (review & counter-sign subcontractor audits and file in Repair Station audit folder)						\\irjavelin\shares\NADCAP\NDT\2016						
3b1	FPI (NADCAP -review & counter-sign audits and file in Repair Station audit folder)						\\irjavelin\shares\NADCAP\NDT\20						
3b2	MPI (NADCAP -review & counter-sign audits and file in Repair Station audit folder)						\\irjavelin\shares\NADCAP\NDT\20						
3c	Production Test (review & counter-sign subcontractor audits and file in Repair Station audit folder)												
4	<u>FAA-EASA SYSTEM/PRODUCT Audit Report (C7324)</u>												
	FAR 43.7; Persons authorized to approve for return to service												
	FAR 43.9; Content of Maintenance & Alteration Records												
	FAR 43.12; Falsification of Records												
	FAR 43.13; Standards												
	FAR 43.15; Additional Standards												
	<i>EASA Supplement 4; Accountable Manager Statement</i>												
	<i>EASA Supplement 7; Work Orders/ Contracts</i>												
	<i>EASA Supplement 8; Approved Design and Repair Data</i>												
	<i>EASA Supplement 9; Airworthiness Directives</i>												
	<i>EASA Supplement 10; Release and Acceptance of Components</i>												
	<i>EASA Supplement 11; Certificate of Airworthiness Validity</i>												
	<i>EASA Supplement 12; Release of Aircraft After Maintenance</i>												
	<i>EASA Supplement 13; Reporting of Un-Airworthy Conditions</i>												
	<i>EASA Supplement 14; Quality Assurance System</i>												
	<i>EASA Supplement 15; Provision of Hanger Space for Maintenance</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	<i>EASA Supplement 16; Contracted Maintenance Functions</i>												
	<i>EASA Supplement 17; Human Factors</i>												
	<i>EASA Supplement 18; Air Carrier Line Stations</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	<i>EASA Supplement 19; Work Away from a Fixed Location</i>												

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Appendix A – EXAMPLE DUAL RELEASE CERTIFICATE FAA 8130-3

1. Approving Civil Aviation Authority Country: FAA/United States		2. AUTHORIZED RELEASE CERTIFICATE FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG		3. Form Tracking Number: 599280-B-456	
4. Organization Name and Address:  LEARN ROMEC Division of Hydro-Aire Aerospace Corp. A Crane Co. Company 241 South Abbe Road Elyria, OH 44035 (PQ2045CE)		5. Work Order/Contract/Invoice Number: PO # 4000677747			
6. Item:	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/Work:
1	PUMP, LUBE AND SCAVENGE ENVELOPE	LR37940P	1	B-456	Overhauled
12. Remarks		TSN: 63723.00	CSN: 102/09	TSO: 0.00	CSO: 0.00
UNIT PASSED AS-RECEIVED INSPECTION & TEST. INVESTIGATION COMPLETE PER CUSTOMER REQUEST. UNIT WAS OVERHAULED TO ZERO TIME IAW CMM 79-22-11, REV. 6, 04/16/15 IAW LR CMP 79-22-11, ISSUE 2, PROGRAM 2. OPERATOR: AIR CANADY ACAY. SN: 41144. Certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the article is considered ready for release to service under EASA Part 145 approval no. EASA 145-5067.					
13a. Certifies that items identified above were manufactured in conformity to		14a. <input checked="" type="checkbox"/> JAR 43.9 Return to Service <input checked="" type="checkbox"/> Other regulation specified in Block 12 Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43, and in respect to that work, the items are approved for return to service.			
<input type="checkbox"/> Approved design data and are in a condition for safe operation <input type="checkbox"/> Non-approved design data specified in Block 12		13b. Authorized Signature:		14b. Authorized Signature:	
		13c. Approval/Authorization No:		14c. Approval/Certificate No:	
13d. Name (Typed or Printed)		13e. Date (dd/mm/yyyy)		14d. Name (Typed or Printed)	
				14e. Date (dd/mm/yyyy): 24/JAN/2022	
User/Installer Responsibilities					
It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article. Where the user/installer work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1 it is essential that the user/installer ensure that his/her airworthiness authority accepts aircraft engine(s)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1. Statements in Blocks 13a and 14a do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.					

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FAA Form 8130-3 (02-14)