

Figure 2-87. Schedule of Events Job Aid for Part 145 Repair Stations

PHASE 1 Preapplication	DATE
Preapplication Statement of Intent (PASI) (FAA Form 8400-6).	
Preapplication meeting.	
PHASE 2 Formal Application	
Updated PASI (FAA Form 8400-6).	
Application for repair station certification (FAA Form 8310-3). NOTE: For a repair station located outside the territories of the U.S., part 145, § 145.51(c)(1) requires that the applicant must show the necessity for a part 145 Air Agency Certificate and rating(s) (perceived need). In addition to meeting other applicable requirements for a repair station and/or rating, the applicant must show that the fee prescribed by the FAA has been paid.	
A list by type, make, or model of each article.	
Description of housing and facility.	
Training compliance letter (letter stating compliance with § 145.53(c) or (d), for hazardous materials (hazmat)).	
Completed proposed Schedule of Events (SOE).	
Company manuals and programs: Repair Station Manual (RSM), Quality Control Manual (QCM).	
Company training program.	
Optional self-audited Element Design Data Collection Tools (ED DCT) or Custom DCT (C DCT). NOTE: The ED DCT version must be current within 90 days.	
Supervisor personnel roster/summary of employment (§ 145.161).	
Organizational chart of management personnel (§ 145.51).	
List of proposed operations specifications (OpSpecs) paragraphs.	
List of contract maintenance functions (§ 145.217).	
Drug and alcohol program, if applicable.	
Exemption requests, if applicable.	
Copy of a capability list (CL), if applicable (§ 145.215).	
Application for a Repairman Certificate: Use FAA Form 8610-2, Airman Certificate and/or Rating Application, and a letter of recommendation.	
Formal application meeting.	

PHASE 3 Design Assessment (DA)	
Design approval.	
PHASE 4 Performance Assessment (PA)	
Performance demonstration date.	
PHASE 5 Administrative Functions	
Certification date.	

RESERVED. Paragraphs 2-1193 through 2-1197.