



**Alta Avionics, LLC**

**REPAIR STATION MANUAL  
(RSM)**

**CRS# 7AYR463B  
1887 SOUTH 1800 WEST  
Woods Cross, UT 84087**

Alta Avionics, LLC  
Repair Station Manual (RSM)

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## **2 Introduction**

Alta Avionics, LLC is an avionics repair facility providing maintenance, repair, and installation of avionics systems for various types of aircraft.

This Repair Station Manual has been prepared in accordance with the current Code of Federal Regulations (CFR's), and the policies of Alta Avionics, LLC

This manual contains the company organization, operations, and procedures to comply with 14CFR Part 145.

The general repair, overhaul, or alteration of products will be performed in accordance with the current Code of Federal Regulations, manufacturer's data, drawings, specifications, and bulletins, or other technical data approved by the administrator.

Alta Avionics, LLC will not maintain or alter any item for which it is not rated, and will not return to service or overhaul any article for which it is rated if it requires technical data, equipment, materials, facilities, or trained personnel that are not available.

This Repair Station Manual, required for operation of Alta Avionics, LLC., will be maintained in a current status at all times.

Each supervisor, inspector, and all personnel working for Alta Avionics, LLC will have access to this manual. The most current version will be supplied thru an icon named "AA Manuals" on all computer terminals supplied by Alta Avionics, LLC. All personnel are required to thoroughly understand its contents.

The performance of any maintenance, preventive maintenance, alterations, or required inspections for an air carrier, or commercial operator having a continuous airworthiness program under 14 CFR Part 121, 125, 135, or 129, will be performed in accordance with the requirements of 14 CFR Part 145, Subpart E, and the requirements of that air carrier or commercial operators maintenance program.

Alta Avionics, LLC has a Drug and Alcohol Misuse Prevention Plan, and employees performing maintenance on any aircraft, appliance, or part thereof, are subject to random testing on a continual basis. Employees that fail or refuse testing will be terminated.

### 3 Manual Control

This manual will be maintained by the FAA Coordinator and will be stored on Alta Avionics, LLC computer system. Alta Avionics, LLC will provide a direct link on every computer terminal for manual access for all employees. A computer system data backup will be performed once each month, with rolling data 'snapshots' each day, and that data will be used to restore repair station data in the event of computer failure.

In addition, the Portable Data Format (pdf) files and corresponding Document (.doc and .docx) files will be kept on a Version Control System (VCS) remotely from Alta Avionics, LLC's premises. VCS systems allow the reproduction of the current manual version, as well as provide an effective storage and retrieval system for past or historical version of the manual.

The General Manager will be notified by a department supervisor in the event this manual is not current, and valid for that department's use, and will identify needed changes using form AA-10 (Manual Change Request). A sample of this form is found in the Forms Manual. The General Manager will have the revisions found necessary, produced in a final form. The proposed revisions will be submitted to the FAA/CHDO (Federal Aviation Administration/Certificate Holding District Office) for acceptance in electronic form (pdf).

The FAA Coordinator will revise manuals as required, and explain the revisions to all employees. An entry into each employee's training record will be added after each employee has been trained to verify and acknowledge the understating of each revision. Upon approval by an authorized Repair Station representative, the repair station will commence operating within the guidelines of the new revision.

The "List of Effective Pages" will reflect the Approval/Acceptance of the current revision. A file will be maintained, showing on a continuous basis, the disposition of each manual change. The FAA/CHDO will be notified each time a revision to this manual is needed. Revised areas within the document will be identified by a vertical bar in the margin.

Revisions found "not acceptable" to the FAA/CHDO, which do not conform to applicable regulations, will be addressed by this repair station as a top priority. The identified procedure or action will cease, and acceptable changes implemented immediately. The maintenance/administrative actions that were performed under revisions found "not acceptable" by the FAA/CHDO will be addressed in the following order:

1. Safety of Flight: Aircraft operator to be notified immediately, and advised that aircraft is to remain on the ground until this repair station can correct the problem, or coordinate with another certified repair station to correct the problem.
2. Procedure/Record Keeping: Aircraft operator to be notified immediately, and advised of the problem. The operator will have the option to operate the aircraft until the problem can be corrected.

3. Problems that do not affect aircraft and/or appliances will be dealt with internally and immediately to correct them.

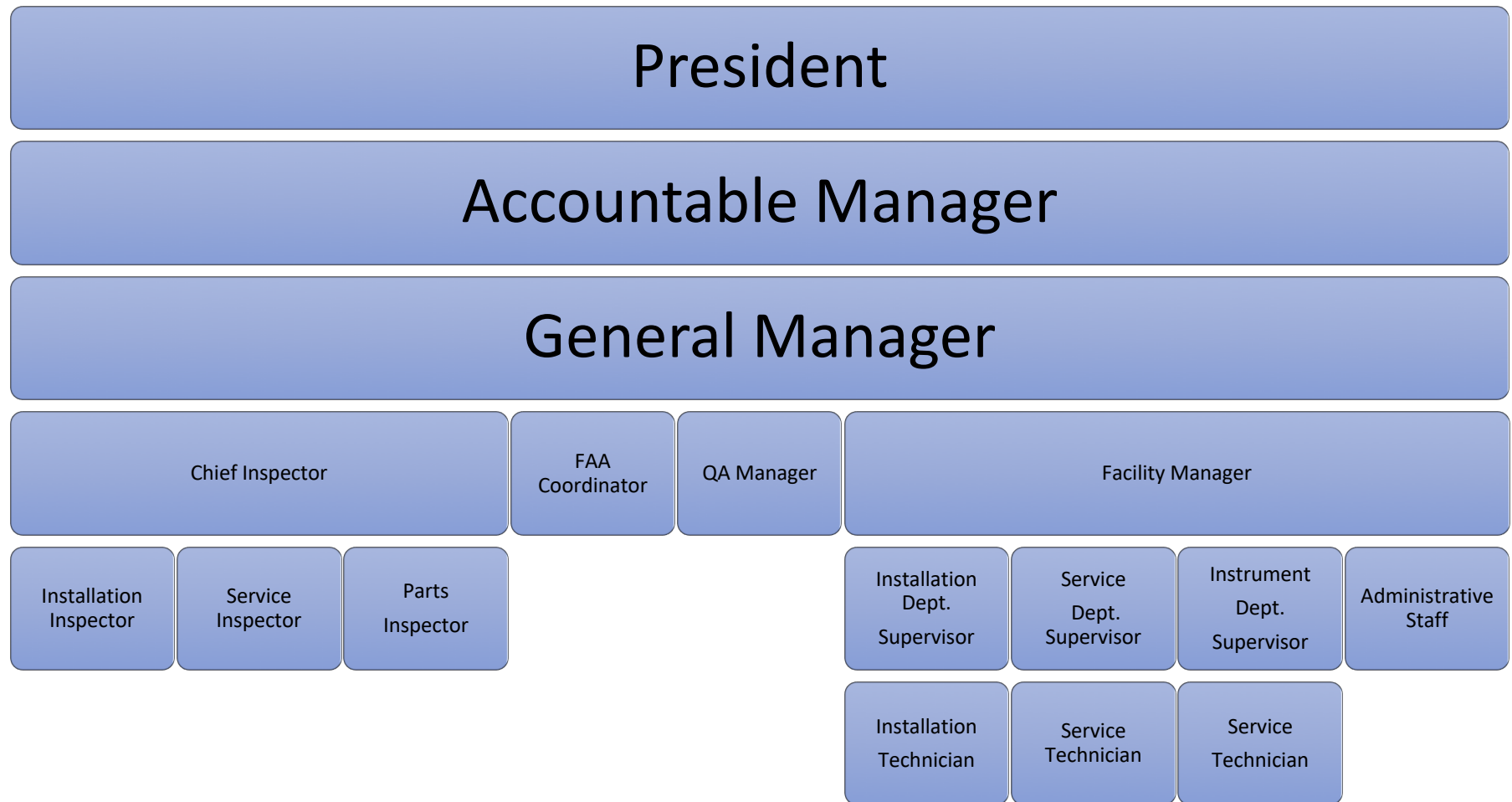
### **3.1 Satellite Facilities**

All satellite facilities under Alta Avionics, LLC will also be supplied with a direct link on every computer terminal. Each employee will be trained on the procedure to access all the manuals during their initial training. A stored copy will be supplied to each facility in case of computer failure.

#### 4 Record of Revision

Revision Identification	Revision Date	Description of Revision	Repair Station Approval
1.0	3/2020	Initial Version Complete	See 'List of Effective Pages'

## 5 Organizational Chart





## 5.1 President

The President is accountable for the complete and overall operation of Alta Avionics, LLC; the corporation which owns and operates the Repair Stations, and his duties and responsibilities include, but are not limited to the following:

Providing a fiscally sound and stable operating environment, in support of repair station operations.

Serves as the fiduciary in matters of finance and financial support of repair station operations.

Ensures financial viability of the Corporation in providing adequate housing and facilities, tooling and equipment, and materials in support of repair station operations.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC**

## 5.2 General Manager

The duties and responsibilities of the General Manager include, but are not limited to, the following:

- Plan, direct, layout, and coordinate the activities of all departments within Alta Avionics, LLC. so as to minimize delays and increase production and efficiency.
- Training and assisting his subordinates in proper procedures, methods, and practices to be followed in the performance of their department functions in order that it complies with all applicable parts, sections, and subsections of 14 CFR, and technical data approved or accepted by the Administrator.
  - The Training Program consists of factory and on-the-job training scheduled as required by the General Manager for Alta Avionics, LLC. technical and key personnel. Such training shall be recorded in the company computer system.
- Conducting meetings in support of the Repair Station Quality Assurance/Continuing Analysis and Surveillance (C.A.S.) Program, as detailed in the Quality Control Manual.

In the event of absenteeism or shift changes, the General Manager will ensure the continuity of work in accordance with the Repair Station Manuals.

The General Manager may delegate all duties to any qualified assistant, as he/she deems necessary; however, such delegation does not relieve him/her of the overall responsibilities of the position.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

### 5.3 Accountable Manager

The duties and responsibilities of the Accountable Manager include, but are not limited to, the following:

- Responsible for, and has authority over all Repair Stations operations conducted under 14 CFR Part 145.
- Ensures that all personnel comply with the applicable parts, sections, and subsections of 14 CFR pertaining to repair station operations.
- Ensures that all personnel comply with the Repair Station's procedures, training, and forms manuals.
- Serve as the primary point of contact with the FAA.
- Overall authority over, and responsibility for; implementing, modifying, revising, and monitoring the electronic computer software.

In the absence of the Accountable Manager the Facility Managers for each site will assume the above duties.

The Accountable Manager may delegate all duties to any qualified assistant, as he/she deems necessary; however, such delegation does not relieve him/her of the overall responsibilities of the position.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

## 5.4 Chief Inspector

The duties and responsibilities of the Chief Inspector include, but are not limited to, the following:

- Directing, planning, and laying out details of inspection standards, methods, and procedures used by Alta Avionics, Inc., and complying with all applicable CFR's, and manufacturer's recommendations acceptable to the administrator.
- To assist, supervise, train, and direct all personnel assigned to the Inspection Department. It is his/her responsibility to assure that all inspections are properly performed on all completed work before it is returned to the customer. He/she shall ensure that the proper inspection records, and forms used by this repair station are properly executed.
- To collect and maintain a file on repair orders and inspection forms in such a manner that the specific file pertaining to an assembly or unit can be located within a reasonable length of time.
- To maintain or have available, current data to include pertinent Regulatory Guidance Library (RGL), manufacturer's specifications, and Airworthiness Directives.
- To make periodic checks on all inspection tools and the calibration of precision test equipment.
- To ensure that no defective, or non-airworthy parts are installed in any component or unit released by the Alta Avionics, LLC.
- To ensure proper execution of Service Difficulty Reporting to FAA when required, and that reports are filed within 96 hours after the discovery of any reportable condition.
- To ensure proper execution of Service Difficulty Reporting for 14 CFR 121, and 14 CFR 135 operators.
- To ensure proper execution of the alteration and/or repair forms, and the maintenance release pertinent to all items released to service by Alta Avionics, LLC
- To review for final acceptance, all incoming material; including new parts, supplies, and the airworthiness of articles on which work has been performed outside the station by contract.
- To check preliminary, hidden damage, inspection continuity, and final inspections of all items processed by the Alta Avionics, LLC.
- To ensure that all parts are properly identified, and tagged.
- To see that rejected and unserviceable parts, after proper marking, are returned to the owner, or with his permission, are mutilated or disposed of.

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The Chief Inspector may delegate all duties to any qualified assistant inspector, as he/she deems necessary; however, such delegation does not relieve the Chief Inspector of the overall responsibility.

A Service or Installation Inspector will assume the duties of the Chief Inspector in his/her absence.

\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.

## 5.5 FAA Coordinator

The duties and responsibilities of the FAA Coordinator include, but are not limited to, the following:

- The origination and completion of FAA Form 337, Flight Manual Supplements, Weight and Balance Data, Equipment Lists, Follow-On Approvals, and any other applicable documentation necessary to meet the aircraft alteration requirements of 14 CFR 43.
- Coordinating Repair Station operations to reflect changing requirements of the CFR.
- Maintaining and distributing of the Repair Station Manual, Quality Control Manual, Training Manual, Forms Manual, Detailed Procedures Manual, and Equipment Calibration and software status.
- Maintain Training Records for all inspection, installation, and service personnel, and any person working on aircraft, aircraft appliances, or any part thereof, which will include dates, and places where the training was received.
- Keep records of checks and calibration of inspection tools, special tools, and precision test equipment. He/she shall ensure that the established check periods are not exceeded.

The FAA Coordinator may delegate all duties to any qualified assistant, as he/she deems necessary; however, such delegation does not relieve him/her of the overall responsibilities of the position.

The Chief Inspector will assume the duties of the FAA Coordinator in his/her absence.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

## 5.6 Quality Assurance Manager

The duties and responsibilities of the Quality Assurance Manager include, but are not limited to, the following:

- Establishing and maintaining a Quality Control Manual.
- Establishing, and maintaining internal and external Quality Assurance Audit programs;
  - The Repair Station's Continuing Analysis and Surveillance (CAS) program to continually monitor operational matters such as repair scheduling, control and accountability of work forms, conformance to instructions pertaining to work forms, other technical instructions, and compliance with procedural requirements. The CAS addresses the adequacy of equipment and facilities, parts stocking, protection and competency of technicians, and housekeeping. Details are contained in the Quality Control Manual.
  - The Coordinating Agency for Supplier Evaluation (C.A.S.E.) program will be maintained in accordance with C.A.S.E. guidelines for Repair Stations at the Associate Member level.
- Securing and maintaining current technical data on all units overhauled, or repaired by the repair station. This material will consist of manufacturers overhaul manuals, service bulletins, and any other documentation acceptable to the administrator.
- Establishing and maintaining a shelf life program.

The Quality Assurance Manager may delegate all duties to any qualified assistant inspector, as he/she deems necessary; however, such delegation does not relieve the Quality Assurance Manager of the overall responsibility.

The Chief Inspector will assume the duties of the Quality Assurance Manager in his/her absence.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

## 5.7 Facility Manager

The Facility Manager is accountable for the complete and overall operation of his/ her facility under Alta Avionics, LLC. Responsibilities include, but are not limited to the following:

- Maintaining all equipment in a serviceable and working condition, and ensuring that the repair station facilities are maintained in a clean and orderly manner.
- Ensuring that the responsible technician properly executes all necessary work records.
- Ensuring the proper handling of all parts and appliances in the repair process, and after completion.
- Initiating requisitions for stock and materials required in repair station operations.
- Coordinate with QA Manager to maintain compliance of Alta Avionics, LLC. Quality program for his/ her facility in the direct absence of the QA Manager.
- Coordinate with FAA Coordinator to maintain compliance of all requirements set forth by Alta Avionics, LLC. under the Repair Station Manual for his/ her facility in the direct absence of the FAA Coordinator.
- Coordinate with Chief Inspector to maintain compliance of all requirements set forth by Alta Avionics' Repair Station Manual in his/ her facility in the direct absence of the Chief Inspector.

The Facility Manager may delegate all duties to any qualified assistant, as he/she deems necessary; however, such delegation does not relieve the Facility Manager of the overall responsibility.

A Service or Installation Inspector will assume the duties of the Facility manager in his/her absence.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**



## 5.8 Installation Inspector

The duties and responsibilities of the Installation Inspector include, but are not limited to the following:

- Conduct periodic inspections of installations that are in progress as designated by the Chief Inspector.
- Determine that no defective or unauthorized parts are being utilized in an installation.
- Conduct preliminary, hidden damage, progressive, and final inspections. The results of each inspection will be noted in the appropriate space on the appropriate form. Discrepancy items must be re-inspected and cleared by the inspector's initials before the final inspection.
- Ensure the proper identification of the appliances or items being installed.
- Properly dispose of rejected and/or unserviceable parts.
- Can approve for return to service; radio equipment and aircraft, per the rating on his/her Repairman's Certificate, and limitations as specified in the Roster of Repair Station Personnel.
- Can assume the duties of the Chief Inspector in his/her absence.

In the absence of the Chief Inspector, it is his/her duty to see that rejected and unserviceable parts, after proper marking, are returned to the owner or with his permission, are mutilated or disposed of.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

## 5.9 Service Inspector

The duties and responsibilities of the Service Inspector include, but are not limited to, the following:

- Conduct periodic inspections of repairs, or work that is in progress as designated by the Chief Inspector.
- Determine that no defective or unauthorized parts have been installed in an item under repair.
- Conduct preliminary, hidden damage, progressive, and final inspections. The results of each inspection will be noted in the appropriate space on the appropriate form. Discrepancy items must be re-inspected and cleared by the inspector's initials before the final inspection.
- Ensure the proper identification of the appliance or item under repair.
- Properly dispose of rejected and/or unserviceable parts.
- Can approve for return to service; radio equipment and aircraft, per the rating on his/her Repairman's Certificate, and limitations as specified in the Roster of Repair Station Personnel.
- Can assume the duties of the Chief Inspector in his/her absence.

In the absence of the Chief Inspector, it is his/her duty to see that rejected and unserviceable parts, after proper marking, are returned to the owner, or with his permission, are mutilated or disposed of.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

### 5.10 Parts Inspector

The duties and responsibilities of the Parts Inspector include, but are not limited to, the following:

- Inspect incoming materials and retain a record of these inspections.
- Inspect all incoming parts and materials for conformity to purchase orders, and authenticity of new replacement parts. Such parts will be checked for shipping damage, corrosion, rust, or other deterioration.
- Scrutinize all incoming parts and materials orders to assure that the parts are not unapproved. The procedures outlined in AC21-29 (current revision), and any other resources, will be used in making this determination. If any parts are detected or suspected to be unapproved, the parts will be specially marked and segregated. The parts will be placed in a special holding area designated by the Quality Assurance Manager. The Chief Inspector will complete FAA Form 8120-11, and send it to both the FAA branch that oversees unapproved parts (AVR-20), and to this repair station's assigned inspector at the local FAA Flight Standards District Office (FSDO).
- Parts Inspector may place a Locator/Status Tag on parts/appliances to aid in identification. A sample of this Tag (AA-11) is found in the Forms Manual.

In the event of the absence of the Parts Inspector, the Chief Inspector, or his/her designee, will administer the inspection.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

### 5.11 Installation Department Supervisor

The duties and responsibilities of the Installation Department Supervisor include, but are not limited to the following:

- Supervising all Installation Department personnel in a manner acceptable to the General Manager and President.
- Maintain his/her department in a clean and orderly condition.
- As delegated by the Chief Inspector; explain procedures outlined in this manual to all installation technicians, and to see that the proper test equipment and technical data are available.
- As delegated by the Chief Inspector; maintain the technical data, instruction, and installation manuals that are essential to the Installation Department. All manuals will be checked to verify currency prior to each use. No manual will be used to return any appliance or aircraft to service unless current. A record will be kept to show compliance.
- In the event that a current manual is not available, he/she shall secure and approve the necessary information prior to beginning the installation process.
- The proper initiation and completion of work orders, including all applicable documentation.

The Installation Department Supervisor can assume the duties of the General Manager, Instrument Department Supervisor, or Service Department Supervisor in his/her absence, if so delegated by the President or General Manager.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

### 5.12 Service Department Supervisor

The duties and responsibilities of the Service Department Supervisor include, but are not limited to the following:

- Supervising all service department personnel in a manner acceptable to the General Manager, and President.
- Maintaining his/her department in a clean and orderly condition.
- As delegated by the Chief Inspector, explain procedures outlined in this manual to all service technicians, and to see that the proper test equipment and technical data are available.
- As delegated by the Chief Inspector, maintain the technical data, instruction manuals, and overhaul manuals that are pertinent to the Service Department. All manuals will be checked to verify currency prior to each use, and will not be used to return any appliance or aircraft to service unless current. A record will be kept to show compliance.
- He/she shall ensure that no appliance within his/her repair station's capabilities is repaired, overhauled without a current manual. He/she shall be responsible for securing any required references before proceeding with maintenance/repairs.
- The proper initiation and completion of work orders, including all applicable documentation.

The Service Department Supervisor can assume the duties of the General Manager, Instrument Department Supervisor, or Installation Department Supervisor in his/her absence, if so delegated by the President or General Manager.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

### 5.13 Instrument Department Supervisor

The duties and responsibilities of the Instrument Department Supervisor include, but are not limited to the following:

- Supervising all Instrument Department personnel in a manner acceptable to the General Manager, and President.
- Maintaining his/her department in a clean and orderly condition.
- As delegated by the Chief Inspector, explain procedures outlined in this manual to all service technicians, and to see that the proper test equipment and technical data are available.
- As delegated by the Chief Inspector, maintain the technical data, instruction manuals, and overhaul manuals that are pertinent to the Instrument Department. All manuals will be checked to verify currency prior to each use, and will not be used to return any appliance or instrument to service unless current. A record will be kept to show compliance.
- He/she shall ensure that no appliance within His/ her repair station's capabilities is repaired, overhauled without a current manual. He/she shall be responsible for securing any required references before proceeding with maintenance/repairs.
- The proper initiation and completion of work orders, including all applicable documentation.

The Instrument Department Supervisor can assume the duties of the General Manager, Service Department Supervisor, or Installation Department Supervisor in his/her absence, if so delegated by the President or General Manager.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

#### **5.14 Administration Staff**

The duties and responsibilities of the Administration Staff include, but are not limited, to the following:

- Complete their assigned duties in accordance with the Repair Station Manual, Quality Control Manual, and Detailed Procedures Manual.
- Provide clerical support to the technical staff.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

### **5.15 Installation Technician**

The duties and responsibilities of the Installation Technician include, but are not limited to the following:

- Install avionics systems in aircraft, and assist in aircraft repair as necessary.
- Complete his/ her assigned duties in accordance with the Repair Station Manual, Quality Control Manual, and Detailed Procedures Manual.
- Complete assigned installations and repairs while adhering to the standards set forth in the Code of Federal Regulations.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**



### **5.16 Service Technician**

The duties and responsibilities of the Service Technician include, but are not limited to, the following:

- Perform repairs to aircraft, aircraft accessories, and assist in aircraft installations, as necessary.
- Complete their assigned duties in accordance with the Repair Station Manual, Quality Control Manual, and Detailed Procedures Manual.
- Complete assigned repairs and installations while adhering to the standards set forth in the Code of Federal Regulations.

**\*These responsibilities will extend to all operating facilities under Alta Avionics, LLC.**

## **6 Roster of Repair Station Personnel**

The Roster of Repair Station Personnel is maintained by the QA Manager and will be stored on Alta Avionics, LLC. main computer server. Alta Avionics, LLC. will supply a direct link on every computer terminal for manual access for all employees. A computer backup will be performed every Friday and a copy will be stored in the Alta Avionics, LLC safe in case of computer failure. Changes to the Roster of Repair Station Personnel caused by termination, reassignment, change in duties or scope of assignment, or the addition of personnel must be made within 5 business days. Repairman Certificates will be applied for in accordance with 14 CFR Part 65. Upon leaving employment at Alta Avionics, LLC, Repairman Certificates, airport identification, ramp passes, company tools, and shop keys will be turned in to the QA Manager. The Roster contains the following sections:

### **6.1 Roster Of Supervisory Personnel**

This section contains the names of the supervisors, their FAA certificate numbers, and the departments over which they are responsible.

### **6.2 Roster Of Inspection Personnel**

This section lists the only personnel authorized to return appliances and aircraft to service under the Repair Station certificate. The roster specifies the inspector's name, FAA certificate number, and the individual's inspection status.

### **6.3 Inspector's Limitations**

This section contains those inspectors whose ratings and/or locations are limited by the Repair Station.

### **6.4 Employee Summaries**

This section includes employee summaries for supervisors, inspectors, and any employee working on aircraft, aircraft appliances, or any part thereof, under the Repair Station certificate.

### **6.5 Authorized Signatures And Initials**

This section contains a log of signatures and initials authorized on Return to Service, Maintenance Release, Tested By, and Repaired By forms completed manually. A list of signatures and initials of each employee authorized for electronic signature on Return to Service, Maintenance Release, Tested By, and Repaired By forms will be stored in Alta Avionics, LLC main computer system and will be password protected.

**\*All pertinent Employees with Alta Avionics, LLC. will be entered and maintained under the Roster of Repair Station Personnel. Alta Avionics, LLC. will not limit employees to location unless specified under "Inspector's Limitations" or "Employee Summaries".**

## **7 Housing And Facilities**

The Alta Avionics, LLC. FAA Certified Repair Station No. 7AYR463B is primarily housed in a building constructed of wood and adobe with metal and glass; with an office, storage space, and a shop consisting of the following:

430 Square feet office/shop/shipping/receiving/storage located at:

2483 South 1200 East

Apple Valley, Utah 84737

**And**

120 square feet office/storage room inside a 15000 square feet hanger at:

4196 Airport Parkway #52G

St George, Utah 84790

The hanger is a metal building with floor constructed of reinforced concrete .Storage room is lit with fluorescent light and environmentally controlled with air conditioning and heating.

All Housing and facilities under Alta Avionics, LLC. will meet or exceed the requirements of 14 CFR 145, specifically:

1. Housing for necessary equipment and material.
2. Facilities for properly storing, segregating and protecting materials, parts and supplies.
3. Facilities for properly protecting parts and subassemblies during storage, disassembly, cleaning, inspection, repair and assembly.

Suitable storage facilities are provided which are used exclusively for storing parts and materials. The area is labeled and organized such that only acceptable parts and supplies are issued for any job.

The areas for receiving, and for shipping customer units, have adequate space, lighting, shelving, security, and fire protection to accommodate customer appliances in a manner that will preclude damage, loss, and theft.

A dedicated storage area is provided to safely store reusable shipping containers, and to protect them from environmental damage.

## **8 Safety, Security, Fire Protection**

All facilities under Alta Avionics, LLC. will provide housing and facilities that have adequate security and protection from fire.

Security measures will be reviewed periodically by management.

Fire protection devices and systems will be inspected monthly.

Firefighting equipment and its locations, will be well identified and maintained in serviceable condition.

Walkways, doors, and fire extinguishers will be clear of obstructions, and easily accessible.

Appropriate safety devices will be maintained in good condition, and shall be used.

Operations will be conducted in a safe manner, and in a safe environment that avoids personnel injury, and damage to customer property.

## **9 Facilities Floor Plans**



## **10 Equipment, Tools, Technical Data, And Materials**

Equipment and tooling required in the performance of maintenance, inspection, and alterations, is either that which is required by the manufacturer, or tooling which is shown to comply with the requirements on the basis of a tool equivalency program adopted by the Repair Station.

The Repair Station may develop and use equivalent equipment or test apparatus, and will follow the procedures of the Repair Station Manual in determining the suitability of equivalent equipment or test apparatus.

The Repair Station may lease or borrow equipment and tooling, and when doing so, will follow the procedures contained in the Repair Station Manual, and Quality Control manual as applicable.

Certain tooling and equipment, which is leased or borrowed from outside the Alta Avionics, LLC. repair station network, may be subject to the calibration requirements of the Repair Station. In those instances, the tooling or equipment is incorporated into the Repair Station's calibration tracking program prior to its use.

All test and inspection equipment used to make airworthiness determinations are calibrated to a standard acceptable to the FAA.

The technical data and documents required for the maintenance, inspection, or alterations is that of the manufacturer's current publication listing, or is verified to be current at the time the work is being accomplished, and all technical data is accessible by technical personnel.

Parts and materials used in the maintenance, inspection and alteration of aircraft and/or components are procured through the Parts Department, and purchased from approved sources, and documented on Purchase Orders.

All parts and materials are subjected to a receiving inspection, which consists of a review of the documentation supporting airworthiness, and a state of preservation and/or visual inspection to determine whether the part or material was received in acceptable condition.

Materials, which are subject to Electrostatic Discharge Safety (ESDS), are handled, packaged and protected such that damage does not occur during storage and handling. Special calibrated ESDS packaging tables are used during the receiving process to ensure product integrity.

### **10.1 Satellite Facilities**

All satellite facilities under Alta Avionics, LLC. will adhere to all requirements set forth by the FAA accepted Repair Station Manual.

Equipment and tooling required in the performance of maintenance, inspection, and alterations, is either that which is required by the manufacturer, or tooling which is shown to comply with the requirements on the basis of a tool equivalency program adopted by the Repair Station.

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The Repair Station may develop and use equivalent equipment or test apparatus, and will follow the procedures of the Repair Station Manual in determining the suitability of equivalent equipment or test apparatus.

The Repair Station may lease or borrow equipment and tooling, and when doing so, will follow the procedures contained in the Repair Station Manual, and Quality Control manual as applicable.

Certain tooling and equipment, which is leased or borrowed from outside the Alta Avionics, LLC. repair station network, may be subject to the calibration requirements of the Repair Station. In those instances, the tooling or equipment is incorporated into the Repair Station's calibration tracking program prior to its use.

All test and inspection equipment used to make airworthiness determinations are calibrated to a standard acceptable to the FAA.

The technical data and documents required for the maintenance, inspection, or alterations is that of the manufacturer's current publication listing, or is verified to be current at the time the work is being accomplished, and all technical data is accessible by technical personnel.



## **11 Training**

The Training Program consists of initial, factory, on-the-job, and recurrent training, approved and scheduled as required by the General Manager for Alta Avionics, LLC. Training will be provided for any employee working on aircraft, aircraft appliances, or any part thereof.

After approval by Alta Avionics, LLC President, the FAA Coordinator or his/her designee will submit the Training Manual and any subsequent revisions, to the FAA/CHDO for approval, in electronic form (PDF). FAA approval will be noted on the “List of Effective Pages”, and will reflect the current revision. Revisions are marked with a vertical bar in the margin. The FAA/CHDO will be notified each time a revision is needed.

The FAA Coordinator will revise manuals as required, and explain the revisions to all employees. All employees will fill out an Employee Training Record KA-25 to verify and acknowledge the understating of each revision. An electronic copy of the Employee Training Record KA-25 will be digitally stored into all employees training records.

Training shall be documented on form KA-25 (Employee Training Record). Training will be documented in the company computer system under Training Records. Training records will be retained for a minimum of 2 years after the termination of an employee. Requirements and procedures for applicable training can be found in the Training Manual. A sample of form KA-25 can be found in the Forms Manual. Alta Avionics, LLC. President and FAA Coordinator will review the Training Manual for currency and completeness yearly.

### **11.1 Satellite Facilities**

All satellite facilities under Alta Avionics, LLC. will adhere to all training requirements set forth by the FAA accepted Repair Station Manual.

## **12 Authorized Signatures and Initials**

Alta Avionics, LLC utilizes various forms in all departmental procedures; including maintenance, installation, inspection and administration. Alta Avionics, LLC. will only recognize the following types of signatures and initials as authorized:

- Handwritten - all handwritten signatures and initials are authorized on Return To Service, Maintenance Release, Tested By, and Repaired By documents. Signatures and initials will be documented in the Roster of Repair Station Personnel and electronically stored in Alta Avionics, LLC. computer system and will be password protected.
- Electronic - all electronic signatures and initials (when available) are authorized on Return to Service, Maintenance Release, Tested By, and Repaired By documents. An original signature of all authorized employees will be stored in Alta Avionics, LLC. computer system and will be password protected.

All employee limitations will be documented in the Roster of Repair Station Personnel.

## **13 Work Performed At Another Location**

All maintenance, preventive maintenance, or alterations that are performed away from Alta Avionics, LLC. will be performed without deviation from any procedures set forth in the Repair Station Manual, and Quality Control Manual. Repair station personnel will have access to these manuals at all times.

Satisfactory facilities and housing will be provided to accomplish the maintenance, preventive maintenance, or alteration as necessary.

All the necessary tools, equipment, material, and current technical data to accomplish the work to be performed, will be available at the location.

Properly certificated supervisory/inspection personnel will be available at the location where the work is to be performed. For aircraft operated under 14 CFR 91, the technician and inspector can be the same person if authorized by the Roster of Repair Station Personnel. For aircraft operated under 14 CFR 121/135, the technician will follow the operator's procedures for the performance and inspection of that work.

All work and inspections performed will be to the same standards as if performed at the permanent location.

The Accountable Manager or his/her designee, will be responsible for determining if the work location, personnel, and tools and equipment are appropriate for the work to be performed.

A Facility Manager or his/her designee will be designated 'person in charge' of the work to be performed, and holds responsibility for ensuring all Repair Station procedures are followed and complied with.

The Facility Manager or his/her designee is responsible for establishing means of communication with personnel working away from the Repair Station fixed location, and for the transfer of required materials, tooling, test equipment, or other needs such as transportation, and personnel accommodations are necessary.

### **13.1 Satellite Facilities**

All satellite facilities under Alta Avionics, LLC. will adhere to all work performed at another location requirements set forth by the FAA accepted Repair Station Manual.

## **14 Maintenance For Air Carriers**

Maintenance, preventive maintenance, and alterations performed for certificate holders under CFR parts 121, 125, 135, and part 129, will be accomplished in accordance with the operator's program, maintenance manual, or FAA approved inspection and/or maintenance program as applicable.

Alta Avionics, LLC. will use a current copy of the applicable section of the operator's manual, for the performance of that operator's maintenance. The Chief Inspector or his/her designee will be responsible for determining that the operator's manual to be used is current, before the aircraft is approved for Return to Service.

Any maintenance operations, which, if improperly performed, could be critical to the safe flight of an aircraft, will be given a required inspection. An appropriately rated inspector, familiar with all inspection methods, techniques, and equipment, will be assigned to determine that the airworthiness requirements of CFR parts 121, 125, 135, and part 129, as applicable, have been met. The required inspection items specified by the operator will be maintained as RII items. The individual performing the RII inspection must be trained by the operator, and documented in the employee training records (KA-25) as found in the forms manual, and specifically designated by the operator, as RII authorized.

### **14.1 Satellite Facilities**

All satellite facilities under Alta Avionics, LLC. will adhere to all maintenance for air carriers requirements set forth by the FAA accepted Repair Station Manual where applicable.

## **15 Contract Maintenance**

Contract Maintenance functions by outside sources must be approved by the FAA prior to contracting any maintenance. A letter requesting the approval of specific contract maintenance functions will be submitted to the CHDO (Certificate Holding District Office). A list of contract maintenance providers, and the ratings they hold (if any), will be attached to the request. Changes to the FAA approved Maintenance Function List must be requested by a letter to the CHDO, and approved prior to contracting the requested function.

Contract Maintenance providers for Alta Avionics, LLC. is contained on the Contract Maintenance Provider List. The list contains the name, maintenance function, type of certificate and ratings, for each provider. The Contract Maintenance Provider List will be maintained and revised as necessary by the repair station. The List of Effective Pages will document the repair station approval, and current revision status. The Chief Inspector or his/her designee will forward the current list to the CHDO each time the list is revised.

Certificated maintenance providers are qualified by a vendor audit process that is described in the Quality Control Manual. The audit interval is determined by the type of vendor, or as deemed necessary by the Chief Inspector.

Non-certificated maintenance providers are qualified by a vendor audit process that is described in the Quality Control Manual. The audit interval is determined by the type of vendor, or as deemed necessary by the Chief Inspector. The maintenance provider must follow a quality control system equivalent and acceptable, to that of Alta Avionics, LLC. Alta Avionics, LLC. will be directly in charge of the work performed, and will verify by test and/or inspection that the work performed is airworthy, and is responsible for approving return to service on any article on which work was performed, and assuring the article is airworthy with respect of the work performed. Non-certificated maintenance providers must allow the FAA to make an inspection of their facilities, and observe the work being done on articles.

All audit records in support of the Contract Maintenance function, and all pertinent information required, will be located in Alta Avionics', LLC. computer system and kept for 3 years.

The approved Contract Maintenance Function List and the Contract Maintenance Provider List can be accessed through Alta Avionics, LLC. computer system.

The Chief Inspector, or his/her designee, will maintain and revise the Contract Maintenance List, and is responsible for the Contract Maintenance function.

### **15.1 Satellite Facilities**

All satellite facilities under Alta Avionics, LLC. will adhere to all contract maintenance requirements set forth by the FAA accepted Repair Station Manual.

## 16 Capabilities List

The Capabilities List will encompass all requirements set forth by Alta Avionics, LLC. and the Federal Aviation Administration.

This document will be maintained by the QA Manager and will be stored on Alta Avionics, LLC. computer system. Alta Avionics, LLC. will provide a direct link on every computer terminal for manual access for all employees. A computer system data backup will be performed once each month, with rolling data 'snapshots' each day, and that data will be used to restore repair station data in the event of computer failure.

The purpose of the Capabilities List will be to modify and expand Alta Avionics' limited airframe rating. After approval by Alta Avionics' President, the FAA coordinator or his/her designee will submit the Capabilities List and any subsequent revisions to the FAA/CHDO in electronic form (PDF). The FAA/CHDO will be notified each time a revision is made.

Before any revision is made to the Capabilities List, a self-evaluation will be conducted by an authorized employee with the following requirements:

1. Experience with performing evaluations and or audits
2. An understanding of the requirement of 14 CFR part 145
3. Knowledge of the maintenance requirements

All self-evaluations will encompass the following requirements and will be documented on Alta Avionics, LLC. form AA-64:

1. Appropriate limited rating
2. Adequate housing and facilities
3. Recommended tools, equipment, and materials
4. Current technical data
5. Sufficient qualified personnel

All self-evaluations (Form AA-64) will be completed and provided to the Quality Assurance Manager, who will;

- Present the self-evaluation to the President for approval and signature

Alta Avionics, LLC. will continually evaluate its overall capability needs. Additional revisions or changes will be made to the capabilities list when:

- It identifies additional needs
- Changes to its rating, facilities, equipment, or work scope develop

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Alta Avionics, LLC. may also identify additional capabilities through:

- FAA or other external agencies
- Routine or special quality assurance audits
- Feedback from employees or customers

## **17 Repair Station Records**

Alta Avionics, LLC. will utilize a company work order, identified by a number, containing the customer's name, date, and appropriate identification required to identify any part, unit, or aircraft or Repair Station number. This work order will list all work that is to be accomplished, in sufficient detail to be readily understandable to the technician. The work order, and documentation contained within, will be maintained in electronic form in Alta Avionics' computer system for a period of not less than two years.

A computer system data backup will be performed once each month, with rolling data 'snapshots' each day, and that data will be used to restore repair station data in the event of computer failure.

All records received, generated, and maintained by Alta Avionics, LLC. will conform to 14 CFR Part 43.

### **17.1 Satellite Facilities**

All satellite facilities under Alta Avionics, LLC. will adhere to all repair station records requirements set forth by the FAA accepted Repair Station Manual.



## 18 Appendix A – List of Effective Pages

LIST OF EFFECTIVE PAGES		
<u>PAGE NO.</u>	<u>REV.</u>	<u>DATE</u>
COVER PAGE	1.0	03/2020
1-1	1.0	03/2020
2-1	1.0	03/2020
3-1	1.0	03/2020
3.2	1.0	03/2020
4-1	1.0	03/2020
5-1	1.0	03/2020
5-2	1.0	03/2020
5-3	1.0	03/2020
5-4	1.0	03/2020
5-5	1.0	03/2020
5-6	1.0	03/2020
5-7	1.0	03/2020
5-8	1.0	03/2020
5-9	1.0	03/2020
5-10	1.0	03/2020
5-11	1.0	03/2020
5-12	1.0	03/2020
5-13	1.0	03/2020
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7-1	1.0	03/2020
8-1	1.0	03/2020
9-1	1.0	03/2020
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10-1	1.0	03/2020
10-2	1.0	03/2020
11-1	1.0	03/2020
12-1	1.0	03/2020
13-1	1.0	03/2020
14-1	1.0	03/2020
15-1	1.0	03/2020
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17-1	1.0	03/2020
18-1	1.0	03/2020
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