

VOLUME 2 AIR OPERATOR AND AIR AGENCY CERTIFICATION AND APPLICATION PROCESS

CHAPTER 11 CERTIFICATION OF A PART 145 REPAIR STATION

Section 5 Safety Assurance System: Phase 5—Administrative Functions

2-1244 GENERAL. Issue the certificate and the approved operations specifications (OpSpecs) to the applicant after correcting all unsatisfactory items. This action completes the certification process. The Federal Aviation Administration (FAA) will not, under any circumstances, certificate an applicant until the certification project manager (CPM) determines that the applicant is fully capable of fulfilling his or her responsibilities as charged by Title 49 of the United States Code (49 U.S.C.) (formerly the Federal Aviation Act of 1958 (FA Act)) and that the applicant will comply with Title 14 of the Code of Federal Regulations (14 CFR) in an appropriate manner.

2-1245 COMPLETE FAA FORM 8310-3, APPLICATION FOR REPAIR STATION CERTIFICATE AND/OR RATING. When the applicant has met all regulatory requirements, the principal inspector (PI) will complete Blocks 6 through 10 of FAA Form 8310-3 to show:

- Remarks or discrepancies noted during inspection,
- Findings and recommendations,
- Date of inspection, and
- Office and signature of the PI.

2-1246 PREPARE AIR AGENCY CERTIFICATE. The certificate will include the following information (also see Volume 2, Chapter 1, Section 4):

A. Certification Number. After “Number,” insert the certificate number assigned to the facility. This will be in accordance with the current air agency numbering system. For a satellite repair station, ensure that the certificate number listed is appropriate for the satellite. For additional information on certificate number construction, see Volume 2, Chapter 1, Section 3.

B. Applicant’s Name. Under “This certificate is issued to,” insert the official name of the applicant’s business. This must be the same as shown on the application form. The acronym doing business as (DBA) will precede any additional business names listed.

C. Applicant’s Address. Under “whose business address is,” insert the address/location of the applicant’s business. This must be the same as shown on the application form.

D. Approved Repair Station. After “to operate an approved,” insert the words “repair station” or “satellite repair station,” as appropriate.

E. Ratings. Under “with the following ratings,” insert the ratings issued. List the ratings by the general category, such as airframe, powerplant, or radio.

1) Limited ratings are issued to a certificated repair station (CRS) that maintains only a particular type of airframe, engine, propeller, radio, instrument, accessory, or part thereof;

or provides specialized maintenance requiring equipment and skills not ordinarily performed under other repair station ratings. Such a rating may be limited to a specific model aircraft, engine, constituent part, or to any number of parts made by a particular manufacturer.

NOTE: Under the rating “Any other purpose for which the FAA finds the applicant's request is appropriate,” the purpose will be identified and listed on the Air Agency Certificate (e.g., Limited-Unit Loading Device). Clearly identify the actual article.

2) When ratings are added or amended, show the date of each issuance in parentheses following the added or amended rating.

F. United States Repair Station. After “must continue in effect,” for repair stations located in the United States, insert the word “indefinitely.”

G. Issuance Date. Under “Date issued,” insert the issuance date of the certificate. This will be the date of original certification. Future changes or amendments to the certificate will not affect this date unless a new certificate number is issued.

H. Signatures. Under “By direction of the Administrator,” insert the signature of the Office Manager (OM) and office identifier.

2-1247 ISSUANCE OF OPSPECS AND A CERTIFICATE.

A. Regulatory Requirements Met. After determining that the applicant has met all regulatory requirements, the applicant receives the appropriate certificate and OpSpecs. Prepare the OpSpecs in accordance with the procedures described in Volume 3, Chapter 18, Section 10.

B. Signatures. Before issuing the OpSpecs, the applicant and the appropriate PIs will sign it. See Volume 3, Chapter 18, Section 2 for more information on digital signatures and delegation procedures. The new certificate holder will then receive the original certificate and OpSpecs.

2-1248 CERTIFICATION REPORT. When the new operator receives certification, the CPM is responsible for assembling a certification report. The CPM must sign the report, which includes the name and title of each team member who assisted in the certification project. During the business life of the air agency, maintain the report in the permanent file relating to the new operator. The report will consist of the following seven documents:

- Preapplication Statement of Intent (PASI),
- Schedule of Events Job Aid for Part 145 Repair Stations,
- FAA Form 8310-3, completed,
- A copy of the OpSpecs issued,
- A copy of the issued Air Agency Certificate,
- A copy of any Temporary Airman Certificate issued, and
- A summary of major difficulties experienced during the certification process and/or any recommendations noted by phase and specialty that may enhance the process.

NOTE: For the Certification Job Aid and SOE, see Volume 2, Chapter 11, Section 1, Figure 2-86, Five Phases of Certification and Requirements of the Gate System Job Aid for Part 145; and Figure 2-87, Schedule of Events Job Aid for Part 145 Repair Stations.

2-1249 CERTIFICATION REPORT RETENTION. The responsible Flight Standards office will retain the original of the certification report in the agent's file as long as the certificate holder remains active.

2-1250 TASK OUTCOMES.

A. Follow Safety Assurance System (SAS) Guidance. Follow Volume 10 SAS guidance for the completion of the certification project in the automation. It is imperative that the PI is assigned to the certificate prior to the CPM being removed.

B. Document the Task. File all supporting paperwork in the responsible Flight Standards office's file.

2-1251 FUTURE ACTIVITIES. Follow SAS guidance in Volume 10.

NOTE: The applicant must maintain an active project. The responsible Flight Standards office must evaluate an inactive period that exceeds 90 business-days. Inactivity of more than 90 business-days may be cause to terminate the certification process, or you may terminate the process when it is clear that continuing the process will not result in approval or acceptance (i.e., multiple failures of the applicant's submissions).

RESERVED. Paragraphs 2-1252 through 2-1256.