**Authorized Signatures and Initials**

Kings Avionics Inc. utilizes various forms in all departmental procedures; including maintenance, installation, inspection and administration. Kings Avionics, Inc. 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 Kings Avionics, Inc. 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 Kings Avionics, Inc. computer system and will be password protected.

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