**Alta Avionics, LLC**

**REPAIR STATION MANUAL**

**(RSM)**

**CRS# 7AYR463B**

**1887 SOUTH 1800 WEST**

**Woods Cross, UT 84087**

Contents

[1 Organizational Chart 1-1](#_Toc34686916)

[1.1 President 1-2](#_Toc34686917)

[1.2 General Manager 1-3](#_Toc34686918)

[1.3 Accountable Manager 1-5](#_Toc34686919)

[1.4 Chief Inspector 1-6](#_Toc34686920)

[1.5 FAA Coordinator 1-7](#_Toc34686921)

[1.6 Quality Assurance Manager 1-8](#_Toc34686922)

[1.7 Facility Manager 1-9](#_Toc34686923)

[1.8 Installation Inspector 1-10](#_Toc34686924)

[1.9 Service Inspector 1-11](#_Toc34686925)

[1.10 Parts Inspector 1-12](#_Toc34686926)

|  |  |  |
| --- | --- | --- |
| **LIST OF EFFECTIVE PAGES** | | |
| **PAGE NO.** | **REV.** | **DATE** |
| COVER PAGE | 1.0 | 03/2020 |
|  | 1.0 | 03/2020 |
|  | 1.0 | 03/2020 |
| 1-1 | 1.0 | 03/2020 |
| 1-2 | 1.0 | 03/2020 |
| 1-3 | 1.0 | 03/2020 |
| 1-4 | 1.0 | 03/2020 |
| 1-5 | 1.0 | 03/2020 |
| 1-6 | 1.0 | 03/2020 |
| 1-7 | 1.0 | 03/2020 |
| 1-8 | 1.0 | 03/2020 |
| 1-9 | 1.0 | 03/2020 |
| 1-10 | 1.0 | 03/2020 |

# Organizational Chart

## 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**

## 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 Kings Avionics, Inc. 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 Kings Avionics, Inc. 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.

**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**

## 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 Kings Avionics, Inc.**

## 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 King 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 Kings Avionics, Inc.
* 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 Avioncs, LLC

## 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.**

## 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.**

## Facility Manager

The Facility Manager is accountable for the complete and overall operation of his/ her facility under Kings Avionics, Inc. 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 Kings Avionics, Inc. 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 Kings Avionics, Inc. 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 Kings 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.**

## 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.**

## 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.**

## 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 (KA-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.**