**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 Kings Avionics, Inc.**