

**Alta Avionics, LLC**

**FORMS MANUAL**

**(FM)**

**CRS# 7AYR463B**

**1887 SOUTH 1800 WEST**

**Woods Cross, UT 84087**

# Table of Contents

[1 Table of Contents 1-1](#_Toc37940808)

[2 Introduction 2-1](#_Toc37940809)

[3 Manual Control 3-1](#_Toc37940810)

[3.1 Satellite Facilities 3-2](#_Toc37940811)

[4 Record of Revision – Forms Manual 4-1](#_Toc37940812)

[5 General Description 5-1](#_Toc37940813)

[5.1 Form AA-MCR (Manual Change Request) 5-1](#_Toc37940814)

[5.2 Form AA-LST (Locator/Status Tag) 5-1](#_Toc37940815)

[5.3 Form AA-LOG (Log Entry) 5-1](#_Toc37940816)

[5.4 Form AA-ML (Manual Label) 5-1](#_Toc37940817)

[5.5 Form AA-MACS (Master Altimeter Correction Sheet) 5-1](#_Toc37940818)

[5.6 Form AA-RT (Radar Test) 5-1](#_Toc37940819)

[5.7 Form AA-RIT (Reject Item Tag) 5-1](#_Toc37940820)

[5.8 Form AA-RAS (Removed As Serviceable) 5-2](#_Toc37940821)

[5.9 Form AA-REP (Repairable Equipment/Parts) 5-2](#_Toc37940822)

[5.10 Form AA-RFS (Repairable-For Storage) 5-2](#_Toc37940823)

[5.11 Form AA-RTL (Required Training Log) 5-2](#_Toc37940824)

[5.12 Form AA-ST (Scrap Tag) 5-2](#_Toc37940825)

[5.13 Form AA-SPL (Scrapped Parts Log) 5-2](#_Toc37940826)

[5.14 Form AA-SLI (Shelf Life Item) 5-2](#_Toc37940827)

[5.15 Form AA-TECIF (Test Equipment Calibration and Inspection Form) 5-3](#_Toc37940828)

[5.16 Form AA-ETR (Employee Training Record) 5-3](#_Toc37940829)

[5.17 Form AA-WBELR (Weight/Balance & Equipment List Revision) 5-3](#_Toc37940830)

[5.18 Form AA-TS (Tested Sticker) 5-3](#_Toc37940831)

[5.19 Form AA-IIC (Installation Inspection Checklist) 5-3](#_Toc37940832)

[5.20 Form AA-ATCC (Aircraft Task Completion Checklist) 5-3](#_Toc37940833)

[5.21 Form AA-WO (Work Order) 5-4](#_Toc37940834)

[5.22 Form AA-WT – (Work Traveler) 5-4](#_Toc37940835)

[5.23 Form AA-CS (Calibration Sticker) 5-4](#_Toc37940836)

[5.24 Form AA-ECTCR (Electromagnetic Compatibility Test Completion Record) 5-4](#_Toc37940837)

[5.25 Form AA-VSICC (Vertical Speed Indicator Correction Card) 5-4](#_Toc37940838)

[5.26 Form AA-CSEF (Capabilities Self-Evaluation Form) 5-4](#_Toc37940839)

[5.27 Form AA-AUD-VA (Vendor Audit) 5-5](#_Toc37940840)

[5.28 Form AA-AUD-IA (Internal Audit) 5-5](#_Toc37940841)

[5.29 Form AA-AUD-AFCA (Audit Findings/Corrective Action) 5-5](#_Toc37940842)

[5.30 Form AA-AUD-AFCL (Audit Findings Control Log) 5-5](#_Toc37940843)

[5.31 Form AA-AUD-AR (Audit Request) 5-5](#_Toc37940844)

[5.32 Form AA-AUD-CVA (Calibration Vendor Audit) 5-5](#_Toc37940845)

[5.33 Airworthiness Approval Tag FAA Form 8130-3 5-5](#_Toc37940846)

[5.34 Format of Logbook Entries 5-5](#_Toc37940847)

[5.35 Satellite Facilities 5-6](#_Toc37940848)

[6 Forms 6-1](#_Toc37940849)

[6.1 AA-ATCC : Aircraft Task Completion Checklist 6-2](#_Toc37940850)

[6.1.1 Instructions for Form Use : AA-ATCC : Aircraft Task Completion List 6-4](#_Toc37940851)

[6.2 AA-ACT : Airspeed Calibration Test 6-6](#_Toc37940852)

[6.2.1 Instructions for Use : AA-ACT : Airspeed Calibration Test 6-7](#_Toc37940853)

[6.3 AA-ATI : Altimeter Test/Inspection 6-8](#_Toc37940854)

[6.3.1 Instructions for Use : AA-ATI : Altimeter Test / Inspection 6-9](#_Toc37940855)

[6.4 AA-LE-ATC-TMSI : Log Entry : ATC Transponder and Mode S Inspection 6-10](#_Toc37940856)

[6.4.1 Instructions for Form Use : AA-LE-ATC-TMSI : Log Entry ATC Transponder and Mode S Inspection 6-11](#_Toc37940857)

[6.5 AA-AUD-AFCL : Audit Findings Control Log 6-12](#_Toc37940858)

[6.5.1 Instructions for Form use : AA-AUD-AFCL : Audit Findings Control Log 6-13](#_Toc37940859)

[6.6 AA-AUD-AFCA : Audit Findings/Corrective Action 6-14](#_Toc37940860)

[6.6.1 Instructions for Form Use : AA-AUD-AFCA : Audit Findings/Corrective Action 6-15](#_Toc37940861)

[6.7 AA-AUD-AR 6-16](#_Toc37940862)

[6.7.1 Instructions for Form Use : AA-AUD-AR : Audit Request 6-17](#_Toc37940863)

[6.8 AA-AT : Autopilot Test 6-18](#_Toc37940864)

[6.8.1 Instructions for Form Use : Autopilot Test 6-19](#_Toc37940865)

[6.9 AA-AUD-CVA : Calibrated Vendor Audit 6-21](#_Toc37940866)

[6.9.1 Instructions for Form Use : AA-AUD-CVA : Calibrated Vendor Audit 6-26](#_Toc37940867)

[6.10 AA-CC : Certificate of Calibration 6-28](#_Toc37940868)

[6.10.1 Instructions for Form Use : Certificate of Calibration 6-29](#_Toc37940869)

[6.11 Compass Swing Documentation Sheet 6-30](#_Toc37940870)

[6.11.1 Instructions for Form Use : AA-CSDS : Compass Swing Documentation Sheets 6-31](#_Toc37940871)

[6.12 AA-ECTCR : Electromagnetic Compatibility Test Completion Record 6-32](#_Toc37940872)

[6.12.1 Instructions for Form Use : AA- ECTCR : Electromagnetic Compatibility Test Completion Record 6-33](#_Toc37940873)

[6.13 AA-ETR : Employee Training Record 6-34](#_Toc37940874)

[6.13.1 Instructions for Form Use : AA-ETR : Employee Training Record 6-35](#_Toc37940875)

[6.14 AA-IICL : Installation Inspection Checklist 6-36](#_Toc37940876)

[6.14.1 Instructions for Form Use : AA-IIC : Installation Inspection Checklist 6-40](#_Toc37940877)

[6.15 AA-AUD-IA : Internal Audit 6-41](#_Toc37940878)

[6.15.1 Instructions for Form Use : AA-AUD-IA : Internal Audit 6-47](#_Toc37940879)

[6.16 AA-MCR : Manual Change Request 6-48](#_Toc37940880)

[6.16.1 Instructions for Form Use : AA-MCR : Manual Change Request 6-49](#_Toc37940881)

[6.17 AA-MACS : Master Altimeter Correction Sheet 6-50](#_Toc37940882)

[6.17.1 Instructions for Form Use : AA-MACS : Master Altimeter Correction Sheet 6-51](#_Toc37940883)

[6.18 AA-RT : Radar Test 6-52](#_Toc37940884)

[6.18.1 Instructions for Form Use : AA-RT : Radar Test 6-53](#_Toc37940885)

[6.19 AA-RTL : Required Training Log 6-54](#_Toc37940886)

[6.19.1 Instructions for Form Use : AA-RTL : Required Training Log 6-55](#_Toc37940887)

[6.19.2 Instructions for Form Use : AA-SPL : Scrapped Parts Log 6-57](#_Toc37940888)

[6.19.3 Instructions for Form Use: AA-TECIF : Test Equipment Calibration and Inspection Form 6-59](#_Toc37940889)

[6.20 AA-AUD-VA : Vendor Audit 6-60](#_Toc37940890)

[6.20.1 Instructions for Form Use : AA-AUD-VA : Vendor Audit 6-66](#_Toc37940891)

[6.20.2 Instructions for Form Use : AA-CLSE : Capabilities List Self-Evaluation 6-69](#_Toc37940892)

[6.21 AA-VSICC : Vertical Speed Indicator Correction Card 6-70](#_Toc37940893)

[6.21.1 Instructions for Form Use : AA-VSICC : Vertical Speed Indicator Correction Card 6-71](#_Toc37940894)

[6.22 AA-WBELR : Weight and Balance Equipment List Revision 6-72](#_Toc37940895)

[6.23 AA-WO : Work Order 6-73](#_Toc37940896)

[6.24 AA-WT: Work Traveler 6-74](#_Toc37940897)

[6.25 AA-LE-ATI : Log Entry – Altimeter Tests and Inspections 6-75](#_Toc37940898)

[6.25.1 Instructions for Form Use : AA-LE-ATI : Altimeter Tests and Inspections 6-76](#_Toc37940899)

[7 Appendix A – List of Effective Pages 7-1](#_Toc37940900)

# Introduction

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

This Forms 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 forms used by Alta Avionics, LLC, examples, and their method of completion, to comply with 14 CFR Part 145.

Each supervisor, inspector, and all personnel working for Alta Avionics, LLC will have access to this manual. The most current version will be supplied through a desktop icon named “KAI Manuals” on all computer terminals supplied by Alta Avionics ,LLC. All personnel are required to thoroughly understand its contents.

This Forms Manual is accepted by the FAA, and will be maintained in a current status at all times.

# Manual Control

This manual will be stored on Alta Avionics main computer server. Alta Avionics, LLC will supply a direct link, ‘KAI Manuals’, on every computer terminal for manual access to 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. Each employee will be trained on the procedure to access all the manuals at the time of hiring.

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 KA-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 (Certificate Holding District Office) in electronic format (PDF) for acceptance. 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 will be identified by a vertical bar in the margin.

Revisions found “un-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 “unacceptable” by the FAA/CHDO will be addressed in the following order:

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.

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.

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

## 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.

# Record of Revision – Forms Manual

| **Revision Identification** | **Revision Date** | **Description of Revision** | **Repair Station Approval** |
| --- | --- | --- | --- |
| 1.0 | 4/2020 | Initial Version Complete | See ‘List of Effective Pages’ |

# General Description

## Form AA-MCR (Manual Change Request)

This form is used to request a change any of Alta Avionics, LLC manuals. This form will be completed and given to the General Manager. The manuals may be revised if deemed necessary.

## Form AA-LST (Locator/Status Tag)

This tag may be used to identify and/or locate parts or appliances. The Parts Inspector can attach this tag to parts or appliances to aid the technician in locating the item. When the tag is removed, it is destroyed.

## Form AA-LOG (Log Entry)

This sticker is used as a Log Entry for altimeter, transponder, and encoder, tests and inspections. The technician will document the applicable information when completing tests/inspections per 14 CFR Parts 91.411, 91.413, 91.217, and it will be signed by an authorized inspector. This sticker is to be placed in aircraft logbook, and electronically stored.

## Form AA-ML (Manual Label)

This label is used on technical manuals to show their status. The technician will check to see if manual is current, reference only, or static, and document current status on the label with initials and date.

## Form AA-MACS (Master Altimeter Correction Sheet)

This form is used when calibrating pitot/static test equipment and/or altimeters. The technician will document the results of the calibration and/or test, and sign. The completed form will be scanned into the appropriate records and/or the work order.

## Form AA-RT (Radar Test)

This form may be used at the discretion of the Service Department Supervisor. When using this document, the technician will document the results of the test and sign. The completed form will be scanned into the appropriate records and/or the e work order.

## Form AA-RIT (Reject Item Tag)

This tag is placed on a rejected item. A technician and/or inspector will attach a properly completed tag to rejected parts. This tag will remain with the part and returned to the customer, or scrapped.

## Form AA-RAS (Removed As Serviceable)

This tag is used to identify parts or appliances. The technician will complete, and attach this tag, to equipment removed during maintenance. It will remain attached to the equipment until reinstallation, and then destroyed.

## Form AA-REP (Repairable Equipment/Parts)

This tag is used to identify equipment/parts that are repairable. The technician and/or inspector will complete, and attach this tag, to equipment or parts that may be repairable. They will remain with the equipment/part until disposition, and then destroyed.

## Form AA-RFS (Repairable-For Storage)

This tag is used to identify items that are repairable, to be placed in storage. The technician and/or inspector will complete, and attach this tag, to repairable items that are going to be placed into storage awaiting repair. The tag will be removed and destroyed, when unit is repaired, and documented as serviceable.

## Form AA-RTL (Required Training Log)

This form is used to document required training for employees. This form will be completed and maintained by the employee’s supervisor, showing the type, date, and who trained the employee. This form will be scanned in Alta Avionics’, Inc. computer system under the employee’s Training Records.

## Form AA-ST (Scrap Tag)

This tag is placed on items to be scrapped. The technician and/or inspector will place a completed tag on parts/appliances to be scrapped. When the parts/appliances have been scrapped, and documented in the proper manner, the tag will be destroyed.

## Form AA-SPL (Scrapped Parts Log)

This form is used to document scrapped parts. This form will be completed and signed by an authorized inspector. The Chief Inspector, or his/her designee, will verify by signature. The form will be kept on file for not less than two years.

## Form AA-SLI (Shelf Life Item)

This tag will be attached to all shelf life items. This tag will be completed by the Parts Inspector, showing a Control #, and expiration date, and attached to each shelf life item. The tag will remain on each item until used, or disposed of.

## Form AA-TECIF (Test Equipment Calibration and Inspection Form)

This form is used for inhouse equipment calibration. This form will be completed by the technician performing the calibration of the equipment, and will be signed by an inspector. The completed form will be scanned into the appropriate records and/or the e work order.

## Form AA-ETR (Employee Training Record)

This form is used to document employee training. Employee training is entered on this form by the trainer, showing the type of training, method used, hours, trainer, employee initials, and other pertinent information. This form will be scanned in Alta Avionics’, Inc. computer system under the employee’s Training Records.

## Form AA-WBELR (Weight/Balance & Equipment List Revision)

This form is used to amend the aircraft’s weight and balance, and equipment list. The technician will complete this form when the weight and balance has changed, or new equipment has been installed. An authorized inspector will sign and place into the Airplane Flight Manual. The completed form will be stored and/or scanned into the appropriate records and/or the work order.

## Form AA-TS (Tested Sticker)

This sticker is used for altimeter tests. When an altimeter has been tested per 14 CFR Part 43, Appendix E. The technician will complete, and place the sticker on the altimeter.

## Form AA-IIC (Installation Inspection Checklist)

This checklist is used during aircraft installations. The technician will use this as a checklist during the installation, and to document inspections. It will be signed upon completion and scanned into the appropriate work order.

## Form AA-ATCC (Aircraft Task Completion Checklist)

This is a checklist used in conjunction with return to service inspections of aircraft. It will be completed and initialed by the technician and authorized inspector, dated. Upon completion, the form will be scanned into the appropriate work order.

## Form AA-WO (Work Order)

This repair station 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. This work order will list all work on the front that is to be accomplished, in sufficient detail, that it will be readily understandable to the workman. The work order will contain all pertinent documentation pertaining to the repair items listed on the front of the work order. The completed work order will be stored in Alta Avionics, LLC computer system.

## Form AA-WT – (Work Traveler)

This form is used for documenting pertinent information such as: Work order number, customer information, description of aircraft or appliance, customer complaint, parts history, repair description, inspection record, type of repair, repair technician, and authorized inspector signature with Return to Service determination. The work traveler will be used by the technician accomplishing the work. The technician will ensure that all applicable information is completed. Both technician and authorized inspector will sign the work traveler when complete. The technician and inspector can be the same person if authorized in the Roster of Repair Station Personnel. The authorized inspector will determine if the item is approved for Return to Service. Each completed work traveler will be stored in Alta Avionics, LLC. computer system.

## Form AA-CS (Calibration Sticker)

This sticker is used for “in-house” equipment calibration. When the calibration is completed, this sticker will be completed by the technician, and placed on the equipment.

## Form AA-ECTCR (Electromagnetic Compatibility Test Completion Record)

This form is used when conducting DO-160 testing of components. The technician will complete and sign the form upon completion of testing.. Completed forms will be scanned in appropriate work order.

## Form AA-VSICC (Vertical Speed Indicator Correction Card)

This form is used when testing the accuracy of a vertical speed indicator. The technician will document the results and sign the form upon completion of testing. Upon completion, the form will be scanned into the appropriate work order.

## Form AA-CSEF (Capabilities Self-Evaluation Form)

This form will be used to evaluate the proposed repair station that is requesting an added capability to the Ops Specs’ limited rating.

## Form AA-AUD-VA (Vendor Audit)

This form is used for vendor audit and evaluation. Upon completion and approval of this form, a vendor may be placed on the Approved Vendor List, and electronically filed with vendor audits in Alta Avionics, LLC computer system.

## Form AA-AUD-IA (Internal Audit)

This form is used for the internal audit function of the different departments and/or areas within the company. Upon proper completion, forms are to be electronically stored in Alta Avionics, LLC computer system.

## Form AA-AUD-AFCA (Audit Findings/Corrective Action)

This form is used to document findings and corrective actions for audits. Upon completion, forms are to be electronically filed with appropriate audit in Alta Avionics, LLC computer system.

## Form AA-AUD-AFCL (Audit Findings Control Log)

This form is used to keep a tally of Audit Findings which are the result of an audit. Upon completion, forms are to be electronically filed with appropriate audit in Alta Avionics, LLC computer system.

## Form AA-AUD-AR (Audit Request)

This form is used to request a new vendor, current vendor, or internal audit.

## Form AA-AUD-CVA (Calibration Vendor Audit)

This form is used to audit and evaluate test equipment/tool calibration facilities. Upon completion, forms are to be electronically filed with appropriate audit in Alta Avionics, LLC computer system.

## Airworthiness Approval Tag FAA Form 8130-3

This form will be attached to repaired and/or tested units that are found to be serviceable. It will be completed and signed by an authorized inspector and remain with the unit. The completed form will be stored in Alta Avionics, LLC computer system.

## Format of Logbook Entries

There are multiple formats for logbook entries used by Alta Avionics, LLC They may be handwritten, or computer generated. They are completed and signed by an authorized inspector at the completion of work. They are given to the aircraft owner and will be stored in Alta Avionics, LLC computer system.

Examples of these forms can be found in the following sections

## Satellite Facilities

All computer generated forms will have the option to select the appropriate facility. This will enable all forms to display the correct address and CRS#.

All non-computer generated forms that specify location or CRS number will have either all locations displayed or all CRS numbers displayed to comply with previous FAA accepted forms.

# Forms

## AA-ATCC : Aircraft Task Completion Checklist



### Instructions for Form Use : AA-ATCC : Aircraft Task Completion List

1. Enter Date the form is initiated.
2. Enter Work Order Number under which the installation was accomplished
3. Enter the aircraft Registration Number
4. Enter the aircraft Serial Number
5. Enter the total time (hours) on the aircraft, or the current reading on the tachometer, or Hobbs meter
6. Mechanical;
   1. The scope of this inspection should be commensurate to the scope of the installation, and therefore may not entail every element or system identified on the Aircraft Task Completion Checklist
   2. These Checklist Items are self explanatory; review and take the appropriate actions; contact supervisory personnel if a given item cannot be accomplished
   3. Document all discrepancies noted on Work Order Traveler for customer or management disposition
7. Tie-up;
   1. The scope of this inspection should be commensurate to the scope of the installation, and therefore may not entail every element or system identified on the Aircraft Task Completion Checklist
   2. These Checklist Items are self explanatory; review and take the appropriate actions; contact supervisory personnel if a given item cannot be accomplished
   3. Document all discrepancies noted on Work Order Traveler for customer or management disposition
8. Operations;
   1. The scope of this inspection should be commensurate to the scope of the installation, and therefore may not entail every element or system identified on the Aircraft Task Completion Checklist
   2. These Checklist Items are self explanatory; review and take the appropriate actions; contact supervisory personnel if a given item cannot be accomplished
   3. Document all discrepancies noted on Work Order Traveler for customer or management disposition
9. Radio and Instrument Checks;
   1. The scope of this inspection should be commensurate to the scope of the installation, and therefore may not entail every element or system identified on the Aircraft Task Completion Checklist
   2. These Checklist Items are self explanatory; review and take the appropriate actions; contact supervisory personnel if a given item cannot be accomplished
   3. Document all discrepancies noted on Work Order Traveler for customer or management disposition
10. Appearance;
    1. The scope of this inspection should be commensurate to the scope of the installation, and therefore may not entail every element or system identified on the Aircraft Task Completion Checklist
    2. These Checklist Items are self explanatory; review and take the appropriate actions; contact supervisory personnel if a given item cannot be accomplished
    3. Document all discrepancies noted on Work Order Traveler for customer or management disposition
11. Enter the Initials of the technician or inspector accomplishing the checklist
12. Enter the Initials of the supervisor overseeing the accomplishment of the checklist
13. Enter the date the checklist was completed
14. Enter any comments or general observations made while completing the checklist

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-ACT : Airspeed Calibration Test



### Instructions for Use : AA-ACT : Airspeed Calibration Test

1. Enter the date the form is used
2. Enter the Repair Station Work Order number
3. Enter the Pitot Static system ID number
4. Enter the Part Number of the Airspeed Indicator
5. Enter the Serial Number of the Airspeed Indicator
6. Record in this section, the results of the Airspeed Indicator test
7. Select which airspeed measurement is indicated on the instrument
8. Enter the name of the person who performed the calibration test
9. Enter the name of the person who performed the Final Inspection

NOTE: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-ATI : Altimeter Test/Inspection



### Instructions for Use : AA-ATI : Altimeter Test / Inspection

1. Enter the Work Order number on which the work is being performed
2. Place an X in the box next to the position of the Altimeter
3. Enter the name of the Manufacturer of the Altimeter
4. Enter the Part number of the Altimeter
5. Enter the Model number of the Altimeter
6. Enter the Serial Number of the Altimeter
7. Enter the name of the Manufacturer of the Encoder or Air Data Computer
8. Enter the Encoder or Air Data Computer Part Number
9. Enter the Model of the Encoder or Air Data Computer
10. Enter the Serial Number of the Encoder or Air Data Computer
11. Enter the Scale Error next to each parameter
12. Enter the Barometric Scale Error next to each parameter
13. Enter the value of Hysteresis for each parameter
14. Enter the value of the Case Leak as tested
15. Enter the values for the three (3) parameters of the After Effect following the test
16. Enter the aircraft registration number
17. Enter the date on which the Altimeter Test was completed
18. Enter the Identification number of the test equipment used
19. Enter the name of the person who performed the Altimeter Test
20. Place employee initials in the boxes for each Inspection provess

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-LE-ATC-TMSI : Log Entry : ATC Transponder and Mode S Inspection



### Instructions for Form Use : AA-LE-ATC-TMSI : Log Entry ATC Transponder and Mode S Inspection

1. Enter the date the work is performed
2. Enter the Work Order on which the work is being performed
3. Enter the aircraft registration number
4. Enter the aircraft Serial Number
5. Transponder #1 enter the name of the Manufacturer of the transponder
6. Transponder #1 enter the Model of the transponder
7. Transponder #1 enter the Part Number of the transponder
8. Transponder #1 enter the Serial Number of the transponder
9. Transponder #1; place an X in the boxes for each parameter for each corresponding test
10. Transponder #1; visually inspect the antenna in accordance with manufacturer’s recommendations, place an X in the box to denote satisfactory results
11. Transponder #1; place an X in the System Pass box if all tests were satisfactory
12. Transponder #2 enter the name of the Manufacturer of the transponder
13. Transponder #2 enter the Model of the transponder
14. Transponder #2 enter the Part Number of the transponder
15. Transponder #2 enter the Serial Number of the transponder
16. Transponder #2; place an X in the boxes for each parameter for each corresponding test
17. Transponder #2; visually inspect the antenna in accordance with manufacturer’s recommendations, place an X in the box to denote satisfactory results
18. Enter the name of the person performing the inspections and tests
19. Enter the test and inspection equipment Identification Number

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-AUD-AFCL : Audit Findings Control Log



### Instructions for Form use : AA-AUD-AFCL : Audit Findings Control Log

1. Department; enter the name of the audited department (this is a running tally for that department only)
2. Audit Type; enter the Audit Type, as defined in the audit plan
3. Audit Date; date on which the audit is scheduled, or has commenced
4. Comments; enter a brief description of the Audit Finding (as taken from the AA-AUD-AFCA (Audit Finding and Corrective Actions form)
5. Closing Date; the date on which a qualified Auditor accepts the Corrective Action (items 15 and 16 on the AA-AUD-AFCA form)

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-AUD-AFCA : Audit Findings/Corrective Action



### Instructions for Form Use : AA-AUD-AFCA : Audit Findings/Corrective Action

#### Vendor Audit;

1. Enter the name of the Company undergoing the Audit
2. Enter the name of a primary point of contact for the Company undergoing the Audit
3. Enter the physical address of the facility, of the Company undergoing the Audit
4. Enter the telephone number of the Company, or point of contact for the Company undergoing the audit
5. Discrepancy; enter a brief description of the discrepancy reported, or discovered during the audit; circle either ‘New’ or ‘Repeat’, as appropriate
6. Auditor; provide the name of the person performing the audit
7. Date; enter the date the audit was completed Internal Audit;
8. Enter the Department or Area undergoing the Audit
9. Discrepancy; enter a brief description of the discrepancy reported, or discovered during the audit; circle either ‘New’ or ‘Repeat’, as appropriate
10. Auditor; provide the name of the person performing the audit
11. Date; enter the date the audit was completed
12. Root Cause; enter a clear definition of the root cause and corrective action, in sufficient detail so as to aid in resolution of the discrepancy, and avoid repeats
13. Place the signature of the person taking corrective action on this line
14. Date; enter the date the person corrected the discrepancy
15. Place the name of the auditor on this line
16. Date; enter the date the corrective action was verified by the auditor

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are

questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-AUD-AR

****

### Instructions for Form Use : AA-AUD-AR : Audit Request

1. Type of Audit; if a new vendor, enter an X on the New Vendor line
2. Type of Audit; if current vendor, enter an X on the Current Vendor line
3. Enter the Company name of the Vendor undergoing the audit
4. Enter the Company address of the vendor undergoing the audit
5. Enter the telephone number of the Company undergoing the audit
6. Internal Audit; enter an X on the appropriate line;
   1. Service
   2. Installation
   3. Instrument
   4. Parts/Shipping
7. Reason; enter a description of the reason for the audit (e.g. non conforming work/material, routine scheduled, etc.)
8. Enter the name or organization requesting the audit
9. Enter the date of the Audit Request

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-AT : Autopilot Test



### Instructions for Form Use : Autopilot Test

1. Enter the date of the work
2. Enter the Work Order number on which the work is being performed
3. Enter the Autopilot equipment specifics; Manufacturer, Model, and Serial Number
4. Equipment Operational characteristics;
   1. Attitude Gyro; enter all performance parameters as tested
   2. Heading Gyro; enter all performance parameters as tested
   3. Left Turn and Bank; enter all performance parameters as tested
   4. Right Turn and Bank; enter all performance parameters as tested
   5. Heading DC; enter all performance parameters as tested
   6. Heading AC; enter all performance parameters as tested
   7. VOR intercept; enter an X for L and R to denote functional check accomplished
   8. LOC intercept; enter an X for L and R to denote functional check accomplished
   9. Pitch Up Angle; enter degrees as tested
   10. Pitch Down Angle; enter degrees as tested
   11. Altitude Hold Signal; enter values as tested
   12. Versus Pitch Angle; enter values as tested
   13. GS Inhibit (BC); enter an X to denote functional check accomplished
   14. Speed and Scheduling; enter an X to denote functional check accomplished
   15. Pitch Sync; enter an X to denote functional check accomplished
   16. BC Operation; enter an X to denote functional check accomplished
   17. Nav 1 / Nav 2 Select; enter an X to denote functional check accomplished
   18. Auto Disconnect; enter an X to denote functional check accomplished
   19. Autopilot Engage; enter an X to denote functional check accomplished
   20. Remote Disconnect; enter an X to denote functional check accomplished
   21. Self Test; enter an X to denote functional check accomplished
5. Flight Director Operational characteristics
   1. Pitch Up; enter an X to denote functional check accomplished
   2. Pitch Down; enter an X to denote functional check accomplished
   3. Roll Left; enter an X to denote functional check accomplished
   4. Roll Right; enter an X to denote functional check accomplished
   5. Yaw Damp Signal Input; enter an X to denote functional check accomplished
   6. Versus Output; enter an X to denote functional check accomplished
   7. Engage; enter an X to denote functional check accomplished
   8. Remote Disconnect; enter an X to denote functional check accomplished
   9. Enter values as tested for Start Voltage, Speed, Torque, and Clutch Torque for;
      1. Roll Servo
      2. Pitch Servo
      3. Yaw Servo
      4. Pitch Trim
      5. Yaw Trim
6. Enter the name of the person performing the tests and functional checks
7. Enter the name of the person performing inspections of the work performed

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-AUD-CVA : Calibrated Vendor Audit



### Instructions for Form Use : AA-AUD-CVA : Calibrated Vendor Audit

Note: not all areas of the repair station are subject to all of the audit elements contained in this Audit Checklist.

Where audit elements are not applicable, place an X in the N/A column for that element.

1. Enter Vendor Company name
2. Enter Vendor address
3. Enter Vendor city
4. Enter Vendor State
5. Enter Vendor Zip Code
6. Annotate the particular division of the Vendor Company
7. Enter the Vendor telephone number
8. Enter the Vendor fax number
9. Enter the number of years the Vendor has been in operation at the specific location
10. Enter the number of employees maintained by the Vendor
11. Company Contacts;
    1. Enter the name of the primary point of contact for Vendor Quality Control
    2. Enter the phone number of the Quality Control contact
    3. Enter the name of the primary point of contact for Vendor Inspection
    4. Enter the phone number of the Inspection contact
12. Alta Avionics Audit Details
    1. Enter Vendor Category
    2. Enter an X on the appropriate line for Audit Type
    3. Enter the recommended audit interval in months
    4. Status;
    5. Enter an X on the appropriate line for Acceptance, Conditional Acceptance, or Not Accepted
    6. Circle one of the recommendations of Vendor status (approved vendor list); Add, Delete (remove), Update, Does not Qualify
    7. Enter the date at which the next scheduled audit will take place
    8. Auditor applies signature and date the form and audit are completed
13. Quality Assurance System; these audit element questions are self-explanatory, review and answer all audit element questions
14. Technical Data; these audit element questions are self-explanatory, review and answer all audit element questions
15. Training; these audit element questions are self-explanatory, review and answer all audit element questions
16. Measuring and Test Equipment Calibration (standards); these audit element questions are self-explanatory, review and answer all audit element questions
17. Work Processing; these audit element questions are self-explanatory, review and answer all audit element questions
18. Records; these audit element questions are self-explanatory, review and answer all audit element questions
19. Facilities; these audit element questions are self-explanatory, review and answer all audit element questions
20. Certificates and Reports; these audit element questions are self-explanatory, review and answer all audit element questions
21. Shipping; these audit element questions are self-explanatory, review and answer all audit element questions
22. Shelf Life Program; these audit element questions are self-explanatory, review and answer all audit element questions
23. Electrostatic Discharge Procedures; these audit element questions are self-explanatory, review and answer all audit element questions
24. Drug and Alcohol Program; these audit element questions are self-explanatory, review and answer all audit element questions
25. Repair Station; these audit element questions are self-explanatory, review and answer all audit element questions

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-CC : Certificate of Calibration



### Instructions for Form Use : Certificate of Calibration

1. Enter the name of the manufacturer for the unit being calibrated
2. Enter the model number of the unit being calibrated
3. Enter a description (nomenclature) of the unit being calibrated
4. Enter the serial number of the unit being calibrated
5. Enter the name of the customer who submitted the unit to be calibrated
6. Enter the work order number on which the work is being performed
7. Enter a description of the calibration procedures applicable to the unit being calibrated
8. Enter a description of the environmental conditions at the time the unit was being calibrated
9. Enter remarks pertaining to the unit being calibrated
10. Annotate in the boxes provided, the status the unit was found to be upon arrival
11. List all equipment and standards used to accomplish the calibration
12. Enter the date the calibration was completed
13. Enter the next calibration due date, based on the interval prescribed for the unit being calibrated
14. Enter the name of the person who performed the calibration

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## Compass Swing Documentation Sheet



### Instructions for Form Use : AA-CSDS : Compass Swing Documentation Sheets

1. Enter the Date of the Compass Swing
2. Enter the Work Order on which the Compass Swing is being accomplished
3. Enter the Aircraft Registration Number
4. System #1
   1. Record the Compass Cardinal Headings, and the associated HIS and Wet Compass Readings (after corrections and adjustments)
5. Enter the name of the person performing the Compass Swing Check
6. System #2
   1. Record the Compass Cardinal Headings, and the associated HIS and Wet Compass Readings (after corrections and adjustments)
7. Enter the name of the person performing the Compass Swing Check

**NOTE:** Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-ECTCR : Electromagnetic Compatibility Test Completion Record



### Instructions for Form Use : AA- ECTCR : Electromagnetic Compatibility Test Completion Record

1. Enter the name of the person or company for whom this Compatibility Test is being accomplished
2. Enter the Work Order number on which this Compatibility Test is being accomplished
3. Enter the nomenclature (name) of the system, unit, aircraft for which this Compatibility Test is being accomplished
4. Enter the model and part number of the system, unit, aircraft for which this Compatibility Test is being accomplished
5. Enter the Identification number of the system, unit, aircraft for which this Compatibility Test is being accomplished
6. Enter the date on which this Compatibility Test is to begin
7. Enter the date on which this Compatibility Test is to be completed
8. Enter the name of the engineer or qualified person who is conducting this Compatibility Test
9. Enter the date of completion of the test
10. Enter the name of the Quality Assurance representative overseeing this Compatibility Test
11. Enter the date of acceptance by Quality Assurance of the test

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-ETR : Employee Training Record



### Instructions for Form Use : AA-ETR : Employee Training Record

1. Enter the full name of the Employee
2. Enter the Certificate number (A, P, A/P, Repairman, etc.)
3. Enter the type of training (e.g. OJT, Classroom, Distant, etc.)
4. Enter the duration/length of training, in hours
5. Enter the location of training (organization, facility, factory, etc.)
6. Enter the name of the qualified instructor
7. Enter the date the training occurred (the day it was completed)
8. Enter Yes, or No, denoting whether the training was successful to establish proficiency in the skill being trained
9. Apply Employee signature to the completed form
10. Apply Supervisor’s signature to the completed form
11. Enter the date on which the employee Training Records were updated
12. Enter the name of the person updating the employee Training Records

NOTE: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-IICL : Installation Inspection Checklist



### Instructions for Form Use : AA-IIC : Installation Inspection Checklist

1. Enter Date installation is to commence
2. Enter Work Order Number under which the installation will be accomplished
3. Enter the aircraft Registration Number
4. Enter the full name of the Lead Technician
5. Pre-Arrival;
   1. These Checklist Items are self-explanatory; review and take the appropriate actions; contact supervisory personnel if a given item cannot be accomplished
6. Preliminary Inspection;
   1. The scope of this inspection should be commensurate to the scope of the intended installation, and therefore may not entail every element or system identified on the Installation Checklist
   2. These Checklist Items are self-explanatory; review and take the appropriate actions; contact supervisory personnel if a given item cannot be accomplished
   3. Document all discrepancies noted during the Preliminary Inspection, on Work Order Traveler for customer disposition
7. Installation / In-progress Inspection, is an ongoing process, and should be accomplished at intervals and points throughout the installation process, depending on the scope of the installation;
   1. The scope of this inspection should be commensurate to the scope of the intended installation, and therefore may not entail every element or system identified on the Installation Checklist
   2. These Checklist Items are self-explanatory; review and take the appropriate actions; contact supervisory personnel if a given item cannot be accomplished
   3. Document all discrepancies noted during the Preliminary Inspection, on Work Order Traveler for customer or management disposition
8. Final Inspection / Sign-off;
   1. These Checklist Items are self-explanatory; review and take the appropriate actions; contact supervisory personnel if a given item cannot be accomplished
   2. Review items gathered in the Pre-Arrival process, and ensure all documentation pertaining and relevant to the aircraft are provided to the operator

**NOTE:** Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-AUD-IA : Internal Audit



### Instructions for Form Use : AA-AUD-IA : Internal Audit

1. Enter the date of the Audit (scheduled or otherwise)
2. Enter the title of the Facility undergoing the Audit (e.g. Henderson, Apple Valley, etc.)
3. Enter the repair station certificate number
4. Enter the name of the department or area undergoing the Audit (e.g., Stock Room, Repaired Unit Storage Area, etc.)
5. Enter the name of the Supervisor responsible for the department or area undergoing the audit
6. Enter the name of the Auditor
7. Enter the typical interval or scheduled Audit Interval
8. Enter a brief description of Recommendations under which the Audit will be conducted
9. Facilities and Equipment; these audit element questions are self-explanatory, review and answer all audit element questions
10. Authority and Limitations and Actual Practices; these audit element questions are self-explanatory, review and answer all audit element questions
11. Personnel Qualifications and Training; these audit element questions are self-explanatory, review and answer all audit element questions
12. Manuals and Airworthiness Data; these audit element questions are self-explanatory, review and answer all audit element questions
13. Supplier Selection Approval and Surveillance; these audit element questions are self-explanatory, review and answer all audit element questions
14. Parts and Materials Handling; these audit element questions are self-explanatory, review and answer all audit element questions
15. Inspection and Quality Control; these audit element questions are self-explanatory, review and answer all audit element questions
16. Tool Adequacy and Calibration; these audit element questions are self-explanatory, review and answer all audit element questions
17. Maintenance Release Process; these audit element questions are self-explanatory, review and answer all audit element questions
18. Defect Reporting; these audit element questions are self-explanatory, review and answer all audit element questions
19. Records and Recordkeeping; these audit element questions are self-explanatory, review and answer all audit element questions
20. Shelf Life; these audit element questions are self-explanatory, review and answer all audit element questions

NOTE: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-MCR : Manual Change Request



### Instructions for Form Use : AA-MCR : Manual Change Request

1. Self-explanatory
2. Self-explanatory
3. Self-explanatory
4. The employee requesting the manual change must sign
5. The employee requesting the manual change must date
6. The QA manager, Chief Inspector, or General manager will select one of the three status boxes
7. The QA manager, Chief Inspector, or General manager will outline what actions are to be taken (e.g. revise the manual, reject the request, etc.)
8. The QA manager, Chief Inspector, or General manager will sign and date the completed form

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-MACS : Master Altimeter Correction Sheet



### Instructions for Form Use : AA-MACS : Master Altimeter Correction Sheet

1. Enter the date the Master Altimeter is being checked
2. Enter the name of the person performing the check
3. Enter the Part Number of the unit being checked
4. Enter the Serial Number of the unit being checked
5. Altimeter Pressure
   1. Enter the values for all parameters, as tested
6. Friction Test
   1. Enter the values for all parameters, as tested
7. Tolerances
   1. Enter the values for all parameters, as tested

**NOTE:** Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-RT : Radar Test



### Instructions for Form Use : AA-RT : Radar Test

1. Enter the date on which the RADAR test is being performed
2. Enter the Manufacturer’s name of the RADAR unit being tested
3. Enter the Work Order number under which the RADAR Test is being performed
4. Enter the Indicator;
   1. Model number
   2. Serial Number
   3. Part Number
5. Enter the RT;
   1. Model number
   2. Serial Number
   3. Part Number
6. Enter the Antenna;
   1. Model number
   2. Serial Number
   3. Part Number
7. Performance Checks;
   1. Place an X in the ‘OK’ check box, for all functional checks which passed the manufacturer’s required performance parameters
   2. Leave check boxes blank for those functional checks which did NOT pass the manufacturer’s required performance parameters
      1. Transfer all failed performance parameters to the Work Traveler for further action
8. Enter the name of the person performing the functional checks in section 7, above

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-RTL : Required Training Log



### Instructions for Form Use : AA-RTL : Required Training Log

1. Enter Employee full Name
2. Enter Employee original Hire Date
3. Enter Position currently held
4. Enter Supervisor Initials
5. For each Training Type listed;
   1. Note the Training Type frequency (this is used to track recurring training)
   2. Place the date the training was provided
   3. Place the Instructor’s full name in the space adjacent to the Training Type
   4. Enter notes as necessary

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.



### Instructions for Form Use : AA-SPL : Scrapped Parts Log

***Note;:Use of this form is required only for aeronautical articles which are affected by 14 CFR 43, §43.10; Disposition of Life-Limited Aircraft Parts. Life Limited aircraft parts, are those parts for which the holder of a type design (aircraft, appliances, TSO articles, engines). Parts and aeronautical articles which are not subject to §43.10, may be discarded without retaining a record, unless otherwise directed by an aircraft operator.***

1. Enter a Description of the Scrapped Part
2. Enter the Manufacturer’s Part Number
3. Enter the Manufacturer’s Serial Number
4. Enter the name of the person performing the scrapping or mutilation operation
5. Enter the name of the person who verified the part was rendered beyond use
6. Enter the date on which the part was scrapped
7. Enter the Work Order Number under which the part was removed from service and scrapped

**NOTE:** Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.



### Instructions for Form Use: AA-TECIF : Test Equipment Calibration and Inspection Form

1. Create/Enter a Record number for this activity; Work Order Number and Work Traveler Number
2. Enter the equipment Manufacturer’s name
3. Enter the Manufacturer’s Model Number
4. Enter the Manufacturer’s Serial Number
5. Enter the Calibration Date (the date on which the calibration was completed)
6. Enter the Next Calibration Date (due date) based on the manufacturer’s established interval, or other established interval acceptable to the FAA
7. Reference Standards; standard used, record the following;
8. Make/Model, Serial Number, and Record Number (of previous calibration)
9. Enter the name of the person performing the Calibration
10. Enter the name of the person performing inspection of the work performed

**NOTE:** Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-AUD-VA : Vendor Audit



### Instructions for Form Use : AA-AUD-VA : Vendor Audit

Note: not all areas of the repair station are subject to all of the audit elements contained in this Audit Checklist. Where audit elements are not applicable, place an X in the N/A column for that element.

1. Enter Distributor Company name
2. Enter Distributor address
3. Enter Distributor city
4. Enter Distributor State
5. Enter Distributor Zip Code
6. Annotate the particular division of the Distributor Company
7. Enter the Distributor telephone number
8. Enter the Distributor fax number
9. Enter the number of years the Distributor has been in operation at the specific location
10. Enter the number of employees maintained by the Distributor
11. Company Contacts;
    1. Enter the name of the primary point of contact for Distributor Quality Control
    2. Enter the phone number of the Quality Control contact
    3. Enter the name of the primary point of contact for Distributor Inspection
    4. Enter the phone number of the Inspection contact
    5. Enter the name of the primary point of contact for Distributor Material Control
    6. Enter the phone number of the Material Control contact
12. Alta Avionics Audit Details
    1. Enter Distributor Category
    2. Enter an X on the appropriate line for Audit Type
    3. Enter the recommended audit interval in months
    4. Status;
       1. Enter an X on the appropriate line for Acceptance, Conditional Acceptance, or Not Accepted
    5. Circle one of the recommendations of Distributor status (approved vendor list); Add, Delete (remove), Update, Does not Qualify
    6. Enter the date at which the next scheduled audit will take place
    7. Auditor applies signature and date the form and audit are completed
13. Quality Control System; these audit element questions are self-explanatory, review and answer all audit element questions
14. Measuring and Test Equipment Calibration (standards); these audit element questions are self-explanatory, review and answer all audit element questions
15. Technical Data; these audit element questions are self-explanatory, review and answer all audit element questions
16. Records; these audit element questions are self-explanatory, review and answer all audit
17. element questions
18. Shelf Life Program; these audit element questions are self-explanatory, review and answer all audit element questions
19. Training; these audit element questions are self-explanatory, review and answer all audit
20. element questions
21. Procurement; these audit element questions are self-explanatory, review and answer all audit element questions
22. Material Control; these audit element questions are self-explanatory, review and answer all audit element questions
23. Housing and Facilities; these audit element questions are self-explanatory, review and answer all audit element questions
24. Repair Station; these audit element questions are self-explanatory, review and answer all audit
25. element questions
26. Drug and Alcohol Program; these audit element questions are self-explanatory, review and answer all audit element questions

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

AA-CLSE : Capabilities List Self-Evaluation



### Instructions for Form Use : AA-CLSE : Capabilities List Self-Evaluation

1. Enter a description of the capability sought Facility;
   1. The repair station with managerial control of its satellite repair stations must hold the capability prior to that capability being held by a satellite repair station
   2. Select Yes or No, regarding housing and facilities
   3. Describe the housing and facilities which are required to support the added capability
2. Requirements;
   1. Select Yes or No, regarding the possession of proper tooling
      1. Describe the type of tooling required
   2. Select Yes or No, regarding the possession of proper equipment and materials
      1. Describe the type of equipment and materials required
   3. Select Yes or No, regarding the possession of the proper technical data required
      1. Describe the type of technical data required
   4. Select Yes or No, regarding the repair station employee for proper training
      1. Describe the type of training required
3. Acceptance;
   1. Provide the completed form to the Quality Assurance Manager
      1. The Quality Assurance Manager will sign and date the form, and present to the President for final acceptance

**NOTE:** Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-VSICC : Vertical Speed Indicator Correction Card



### Instructions for Form Use : AA-VSICC : Vertical Speed Indicator Correction Card

1. Enter the creation date of the Vertical Speed Indicator Correction Card
2. Enter the Work Order number under which the card is being created
3. Enter the Manufacturer’s Model number of the unit
4. Enter the Manufacturer’s Serial Number of the unit
5. Vertical Speed Indicator Correction Card
   1. Enter the performance parameters of the unit, as tested, or following adjustments and calibration
6. Select the repair station creating the correction card
7. Enter the name of the person creating the correction card
8. Enter the name of the person who performed Final Inspection

NOTE: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

## AA-WBELR : Weight and Balance Equipment List Revision

* There are 3 forms in the other manual, one for each of the shops. Which one do you want to use?
* From AVM?

## AA-WO : Work Order

* There are 3 forms shown – which one is correct or do we use all 3 or ….? I don’t understand this one. ☺
* From AVM?

## AA-WT: Work Traveler

* There are 2 forms listed here for 2 shops but they look exactly the same.
* From AVM?

## AA-LE-ATI : Log Entry – Altimeter Tests and Inspections



### Instructions for Form Use : AA-LE-ATI : Altimeter Tests and Inspections

1. Enter an X in the box, if appropriate, denoting compliance with Appendix E & F of 14 CFR 43, as required by 14 CFR 91 §91.411
2. Enter an X in the box, if appropriate, denoting compliance with Appendix F of 14 CFR 43, as required by 14 CFR 91 §91.413
3. Static System Leak Check;
   1. Enter the altitude, in feet, a given system is tested to
4. Location Performed; enter the airport identifier where the work was performed as the location
5. Equipment Identification;
   1. For all installed equipment comprising the pitot/static/transponder system;
   2. Enter the Manufacturer’s name
   3. Enter the Manufacturer’s Model Number
   4. Enter the Manufacturer’s Part Number
   5. Enter the Manufacturer’s Serial Number
   6. Enter the value (in feet above sea level) the individual equipage was tested
6. Enter the Work Order number under which the tests and inspections are being performed
7. Enter the aircraft Manufacturer’s Model Number
8. Enter the aircraft Manufacturer’s Serial Number
9. Enter the aircraft registration number
10. Enter the aircraft Hobbs (hour) Meter time
11. Enter the aircraft tachometer (hours) time
12. Enter comments regarding the performance or functionality, as needed
13. Apply the signature of the person authorized to perform the tests and inspections, and return for service
14. Enter the date on which the tests and inspections were completed

**NOTE:** Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.

# Appendix A – List of Effective Pages

|  |  |  |
| --- | --- | --- |
| **LIST OF EFFECTIVE PAGES** | | |
| **PAGE NO.** | **REV.** | **DATE** |
| COVER PAGE | 1.0 | 03/2020 |
| 1-1 | 1.0 | 04/2020 |
| 1-2 | 1.0 | 04/2020 |
| 1-3 | 1.0 | 04/2020 |
| 2-1 | 1.0 | 04/2020 |
| 3-1 | 1.0 | 04/2020 |
| 3.2 | 1.0 | 04/2020 |
| 4-1 | 1.0 | 04/2020 |
| 5-1 | 1.0 | 04/2020 |
| 6-1 | 1.0 | 04/2020 |
| 6-2 | 1.0 | 04/2020 |
| 7-1 | 1.0 | 04/2020 |
| 7-2 | 1.0 | 04/2020 |
| 7-3 | 1.0 | 04/2020 |
| 8-1 | 1.0 | 04/2020 |
| 8-2 | 1.0 | 04/2020 |
| 8-3 | 1.0 | 04/2020 |
| 9-1 | 1.0 | 04/2020 |
| 9-2 | 1.0 | 04/2020 |
| 10-1 | 1.0 | 04/2020 |
| 10-3 | 1.0 | 04/2020 |
| 10-3 | 1.0 | 04/2020 |
| 11-1 | 1.0 | 04/2020 |
| 11-2 | 1.0 | 04/2020 |
| 11-3 | 1.0 | 04/2020 |
| 11-4 | 1.0 | 04/2020 |
| 11-5 | 1.0 | 04/2020 |
| 11-6 | 1.0 | 04/2020 |
| 11-7 | 1.0 | 04/2020 |
| 11-8 | 1.0 | 04/2020 |
| 12-1 | 1.0 | 04/2020 |
| 12-2 | 1.0 | 04/2020 |
| 13-1 | 1.0 | 04/2020 |
| 13-2 | 1.0 | 04/2020 |
| 14-1 | 1.0 | 04/2020 |
| 14-2 | 1.0 | 04/2020 |
| 14-3 | 1.0 | 04/2020 |
| 14-4 | 1.0 | 04/2020 |
| 14-5 | 1.0 | 04/2020 |
| 15-1 | 1.0 | 04/2020 |
| 15-2 | 1.0 | 04/2020 |
| 15-3 | 1.0 | 04/2020 |
| 16-1 | 1.0 | 04/2020 |
| 16-2 | 1.0 | 04/2020 |