

**Alta Avionics, LLC**

**FORMS MANUAL**

**(FM)**

**CRS# 7AYR463B**

**1887 SOUTH 1800 WEST**

**Woods Cross, UT 84087**

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# Introduction

Kings Avionics, Inc. 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 Kings Avionics, Inc.

This manual contains the forms used by Kings Avionics, Inc., examples, and their method of completion, to comply with 14 CFR Part 145.

Each supervisor, inspector, and all personnel working for Kings Avionics, Inc. 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 Kings Avionics Inc. 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 Kings Avionics main computer server. Kings Avionics, Inc. 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 Kings Avionics, Inc. 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 Kings 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 Kings 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 Kings Avionics, Inc. 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 Kings Avionic, Inc. 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 Kings Avionics, Inc. 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 Kings Avionic, Inc. 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 Kings Avionics, Inc. 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 Kings Avionics, Inc. 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 Kings Avionics, Inc. 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 Kings Avionics, Inc. computer system.

## Format of Logbook Entries

There are multiple formats for logbook entries used by Kings Avionics, Inc. 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 Kings Avionics, Inc. 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

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### 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.

Bench Appliance Repair Procedures

## Incoming Equipment/Appliances

1. Hand Carry
   1. Open a computer generated Work Order, and/or initiate a Work Traveler (Form K-03.1) with the appropriate information filled in.
   2. A blue and white ID tag, (Form KA-9), will be attached to the appliance. Appliance will then be enclosed in anti-static bag or other appropriate packaging along with Work Traveler.
   3. Unit will then be placed on the repairable shelf to await repair action.
2. Technician Carry-In
   1. Open a computer generated Work Order, and/or initiate a Work Traveler (Form K-03.1) with the required information filled in.
   2. A blue and white ID tag (Form KA-9) will be attached to the appliance. Appliance will then be enclosed in antistatic bag, or other appropriate packaging.
   3. Appliance will then be placed on the repairable shelf to await repair action.

## Preliminary Inspection

1. The technician will visually inspect appliance for damage, noting any damage in appropriate section of Work Traveler, and initialing Preliminary Inspection block.
   1. Initialing preliminary inspection on work traveler may be accomplished by any means approved in the ?????(This was missing in the approved original from Kings)
2. The technician will determine if unit is repairable at this location based on:
   1. Available technical repair data.
   2. Required test equipment with current calibration status.
      1. If Technician determines that equivalent test equipment will be used, repair technician will document in “Test Equipment Equivalency Log” (see “Test Equipment Equivalency Procedure” in this document).
3. Repairs will be initiated as required, or unit will be sent out for repair at an approved facility.

## In-Progress Inspection and Repair Phase

1. Bench In-Progress Inspections will be conducted, and initialed on the Work Traveler during the repair cycle as required.
2. The technician will note and correct any hidden defects found during troubleshooting; i.e., missing or damaged hardware, incorrect parts, poor workmanship, etc. Defects will be noted on the Work Traveler in the appropriate area.
3. Appliances requiring parts shall be placed in a bin/container with all associated hardware and sub-assemblies. Container shall be placed in designated Awaiting Parts holding area. The Work Traveler shall be completed up to that point, placed with the unit/appliance, and a Parts Request submitted to the Parts Department to expedite as required.
4. All parts used in the repair, including serialized parts, will be recorded on the Work Traveler.
5. After repairs have been made, another In-Progress inspection will be conducted and initialed by an authorized Inspector. The unit/appliance will then be closed for Final Inspection.

## Final Inspection and Return to Service

1. Once the unit/appliance has reached final assembly, it will be subjected to a functional test, and visual inspection.
2. If the final tests were completed satisfactorily, the Final Inspection block will, be initialed by the authorized Inspector.
3. The Work Traveler will be reviewed for completeness, and signed and dated by the repair technician, and authorized Inspector in the required blocks.
4. An FAA Form 8130-3 will be completed for units/appliances passing Final Inspection.
5. A copy of the Work Traveler will be made and attached to the completed FAA Form 8130-3 and function as a repair report. Both forms will be attached to the unit.
6. A copy of the FAA Form 8130-3 will be made and attached to the Work Traveler as a record of the completed FAA Form 8130-3, and scanned into the Work Order Electronic Document Storage (EDS).

## Completion Phase

1. The Appliance will be placed in an anti-static bag, or other appropriate packaging as required (see ESDS DEVICES), with the FAA Form 8130-3, and a copy of the Work Traveler.
2. Appliance will then be placed into the serviceable units/equipment locker pending reinstallation, pick-up or shipment.
3. The original Work Traveler will be checked for completeness and attached to the copy of the FAA Form 8130-3, along with any other appropriate documentation. All documents related to the repair and transactions associated with the work order will be scanned or stored in the Work Order Electronic Document Storage file (EDS).
4. The work area will be cleared and readied for the next repair.
5. Samples of forms are found in the Forms Manual.

## Satellite Facilities

All satellite facilities under Alta Avionics, LLC will adhere to all bench appliance procedures set forth by this Detailed Procedures manual.

# Receiving Procedures

1. Upon receipt of part/unit, the Parts Inspector will examine packaging for damage that might affect the integrity of item received.
   1. Damage (if any) will be noted on packing slip.
   2. Item will be unpacked, noting any visible damage to the item.

**Special attention will be paid to shock indicators.**

* 1. If item is questionable as to condition, it will be placed in a quarantine bin until an inspector can review its condition.
  2. When a part is determined to be damaged, a claim will be filed, and the part returned to vendor for repair or replacement.

1. Parts received in serviceable/like new condition.
   1. Part numbers and vendor will be verified.
   2. Quantities will be verified.
   3. Serialized units will be verified and appropriately noted.
2. Parts received for a specific repair will be forwarded to appropriate technician, and entered in the computer in the work order parts section.
3. All documentation will be scanned and stored in the work order Electronic Document Storage file (EDS).
4. Parts for stock will be forwarded to stock room area, where they will be filed by vendor, P/N, quantity, and lot number and entered into the computer parts database.
5. All incoming parts and materials will be inspected for conformity to purchase orders, and authenticity of new replacement parts. Such parts will be checked for shipping damage, corrosion, rust, or other deterioration. All incoming Parts and Materials orders will be scrutinized to assure that only approved parts are utilized. The procedures detailed herein, AC21- 29B, 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. An FAA form 8120-11 will be filled out and sent 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)

## Satellite Facilities

All satellite facilities under Alta Avionics, LLC will adhere to all receiving procedures set forth by this Detailed Procedures manual.

# Stock Control, Segregation, And Identification

1. The system of stock control, segregation, and identification utilized is described herein to enable personnel to determine the adequacy of the stock, the location of parts, the proper identification of parts, and to assure that parts do not deteriorate, or become contaminated with foreign matter prior to use. These Shelf Life items will be so arranged that the items with the greatest shelf life will be issued first. The more recently procured items will be placed in the aft portion of the storage bin. These parts will be dated to insure that the shelf life is not exceeded.
2. All parts and materials utilized at Alta Avionics, LLC shall be classified as to TYPE as described herein. Following are detailed procedures for disposition of these parts.

## Type "A" Parts And Materials: Piece parts and material (non-serialized)

1. The incoming parts inspector will physically inspect parts for correct type, quantity, condition, and vendor, using the packing slip for verification. This information will be crosschecked against the purchase order.
2. Parts received into the system will be bagged and marked with the following data: Date, purchase order number, quantity, and vendor. Vendor marked bags will be acceptable if all data is present.
3. The parts bag will be placed into an envelope, which will also be marked with date, quantity, and vendor.
4. The envelopes will be placed in an appropriate bin that will then be placed in a location accessible to authorized personnel, and segregated from other parts and materials.
5. No parts bag will contain parts that were received on more than one date. Further shipments of specific parts will be recorded on the envelope, and placed in a separate bag in the envelope. The parts envelope may contain parts bags from more than one date.
6. When a part is removed from the bag, the new quantity will be recorded on the bag under the appropriate date and vendor. This data will also be recorded on the envelope that contained the parts bag and noted in the computer system.
7. Spools containing wire and cable will have a label affixed with the Mil spec #, P.O. # and Lot #. Wire shall be stocked and ordered as required by shop demands.

## Type "B" Parts And Materials:

1. Parts and Materials that have a return to service and/or certification; i.e.: modules, circuit cards. Type "B" Parts and Materials will typically have a serial number.
   1. Incoming inspection procedure for Type "B" Parts and Materials include the same requirements as noted above for Type "A" Parts and Materials. Additionally, the approval for Return To Service, and /or certification information will be included and kept with the part or material. This information will be added to the appropriate work order upon use.

## Type "C" Parts And Materials:

1. Aircraft parts that have not been returned to service, but are repairable. Parts and Materials not intended for use in aircraft.
   1. Type "C" Parts and Materials are segregated from new and serviceable parts in a manner that prevents accidental use.

## Type "D" Parts And Materials:

Expendable parts; window splices, terminals, screws, hardware, etc.

1. Type "D" Parts and Materials will be stocked as free stock in parts bins. New parts only will be stocked.

## Satellite Facilities

All satellite facilities under Alta Avionics, LLC will adhere to all stock control, segregation and identification procedures set forth by this Detailed Procedures manual.

# Electro Static Discharge Sensitive (ESDS) Devices

## Introduction

Industry has become increasingly aware of the damage electrostatic discharge (ESD) can cause to Metal-Oxide Semiconductor (MOS) devices. Low production yields gave initial early evidence of this. More recently this same evidence has suggested similar ESD sensitivity in other parts; evidence strengthened through use, testing, and failure analysis. The tendency toward greater complexity and increased packaging density has heightened this sensitivity to the point where some state-of-the-art micro technology parts can be destroyed or damaged by static voltages as low as 20 volts.

Microelectronic and semiconductor devices, thick and thin film resistors, chips and hybrid devices, and piezoelectric crystals are all susceptible to common electrostatic voltage levels. All equipment, not having adequate protective circuits, containing these components are ESD sensitive. The human body, all work surfaces, floors (especially if waxed), furniture, personal clothing, clean room garments, packaging materials, and high velocity gas or liquid flow equipment are prime generators of electrostatic voltages. Movements such as sliding, rubbing, or separating of materials can frequently result in electrostatic voltages of 15,000 volts.

Maintenance shops absorb the majority of the expense associated with ESD failure. Latent failures reduce the mean time between repairs (MTBR). To support this maintenance activity, a large inventory of spares must be on hand. Proper ESDS handling will have substantial cost benefits.

ESDS information and procedures is provided in the following paragraphs

11.2 General Information

11.3 Definition of Terms

11.4 Static Safeguarded Work Station

11.5 Repair Tools and Supplies

11.6 Handling Procedures/Precautions

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## General Information

The primary objective of all electrostatic prevention methods is to eliminate static charge accumulation. Any subassembly, assembly, or printed circuit board containing ESDS devices is considered electrostatic sensitive and should be handled according to the handling procedures called out in this section.

Top level assemblies or equipment that are fully assembled with all covers and shields in place an properly attached are not normally considered electrostatic sensitive. Follow any packaging or special handling procedures specified for the equipment.

Storage of units should be in anti-static bags or better with anti-static covers on the unit connectors.

## Definition Of Terms

Anti-static Materials — Anti-static materials do not charge tribo-electrically and exhibit a surface resistivity between 109 to 1014 Ω per square. These materials are used to replace insulating and static generating materials and also may be used to line static shielding containers.

**Buried Layer Containers** — Containers (bags or tote bins) with a conductive layer placed between insulating or anti-static materials and thus not exposed to the outside. Static shielding is accomplished by this layer.

**Conductive Materials** — Conductive materials exhibit a surface resistivity of less than 10⁵to 10⁹ per square as measured with a surface resistivity meter. Static shielding containers are made from conductive materials.

**Electrostatic Charge** — An electrical charge at rest, caused by the transfer of electrons within a body or from one body to another.

**Electrostatic Discharge (ESD)** — A transfer of electrostatic energy between substances of different electrical potentials. The discharge may occur without direct contact.

**Electrostatic Discharge Sensitive (ESDS) Device** — Electronic devices that are susceptible to damage from electrostatic discharge. These items include all semiconductors, which use MOS, Complimentary Metal-Oxide-Semiconductor (CMOS), P-type Metal-Oxide-Semiconductor (PMOS), N-type Metal-Oxide-Semiconductor (N-MOS) and Gallium Arsenide (GaAs) technology, and other select electrical devices.

**Electrostatic Discharge Sensitive Assemblies** — Any assembly that contains an ESDS device is considered an ESDS assembly. Circuit cards, subassemblies, and modules internal to equipment are also included.

**Foot Strap** — A foot strap is a conductive device that attaches to the foot of an operator to ground the operator to a conductive floor surface. It is not necessary for the foot strap to contact bare skin.

**Static-Dissipative Materials** — Static-dissipative materials exhibit a surface resistivity of 105 to 109 per square as measured with a surface resistivity meter. These materials may be used in place of conductive materials to control the rate of electrical discharge and limit the possibility of sparking.

**Static Charge Generator** — This is a general term for nonconductive or insulating materials (eg. Adhesive tape, untreated plastic foam, and most plastics). This type of material easily generates and holds a static charge and is a potential hazard to ESDS devices/assemblies.

**Surface Resistivity** — Surface resistivity is a value that indicates the ability of a material to dissipate electrical charges.

**Triboelectric Charge** — Triboelectric charge is a buildup of static charge due to the contact and separation of two materials. Friction or rubbing enhances this effect due to the contact and separation of many parts of the surfaces.

**Wrist Strap** — A wrist strap is usually an elastic band that an operator wears around the wrist. The wrist strap has an electrical connection that is used to connect to a cable. The cable is connected to a conductive work surface pad at ground potential. The wrist strap must contact the bare skin to be effective.

## Static Safeguarded Workstation:

A static safeguarded workstation or static protective work area can be any area so designated for the repair and/or handling of ESDS devices or assemblies.

1. A static safeguarded work station should, as a minimum, have dissipative work surfaces (conductive mats) which are connected to ground. There should be a conductive cable or cord from the work surface that can be connected to a wrist strap. Grounded work surfaces must be kept clean. These surfaces should be cleaned with a Static Control Mat cleaner or spray. Other cleaners may leave a film residue that can reduce the effectiveness of the grounded work surface.
2. Dissipate floor coverings or mats may be applied to all floors in a static safeguarded area. These surfaces should be cleaned with a Static Control Mat cleaner or spray. Other cleaners may leave a film residue that can reduce the effectiveness of the grounded work surface. Do not apply floor wax to any floor covering or mat. The wax acts as an insulator.
3. Ionized air blowers may be used when the repair process requires the use of static charge generators, and other methods of charge dissipation do not work.
4. All electrical equipment and machinery in static safeguarded work areas must be electrically grounded so that the resistance from exposed metallic surfaces to work station ground connections does not exceeded 100 KΩ.
5. Special considerations for test stations:
   1. Electrical power and electrical test signals should be turned off before ESDS devices or assemblies are connected to or disconnected from test connectors.
   2. Power supply voltages should be applied before and removed after test stimuli/signals are applied or removed.
6. Unacceptable practices at or within 2 feet of static safeguarded areas include:
   1. Unpacking of parts or material contained in static generating material when ESDS devices are exposed.
   2. Storing of static generating packaging material within 2 feet of exposed ESDS devices.
   3. Trash cans.
7. Brushes with nonconductive nylon or Materials that are known static generators must be kept at least 2 feet away from static safeguarded work areas. Examples of static generating materials include:
   1. Gloves and smocks made from synthetic materials.
   2. Nonconductive solder removal tools.
   3. Nonconductive plastics such as plastic and Styrofoam cups, plastic work instruction protectors, clear plastic bags, will untreated foam padding packaging material, and tape.
   4. Plastic bristles.

## Repair Tools And Supplies

Special care should be taken when installing or removing ESDS devices to ensure that the

proper tools and supplies are being used. Hand-tools available with handles made of anti-static or static- dissipative materials should be used. Where insulating handles are necessary, separate ground connectors are required, such as on 3-wire soldering irons. Maintenance personnel should always ground the tip of the tool on a conductive table prior to applying it to an ESDS device. Place tools and fixtures on a grounded surface when not in use to help minimize static charge buildup.

## Handling Procedures/Precautions

The following procedures apply for handling ESDS parts or assemblies:

1. Special precautions may be required at test stations to prevent shorting of the assembly under test. Placing the assembly on an insulator is unacceptable.
2. The handling of ESDS devices should be restricted to static safeguarded work areas by personnel wearing either foot straps or wrist straps connected to ground.

**Note:** If wrist straps cannot be used, the work surface must be static safeguarded using an ionized air blower.

1. Anti-static packages should be placed on the grounded surface prior to removal, transfer, or insertion of their contents. This allows dissipation of any accumulated charge.
2. Personnel must be grounded with a wrist or foot strap when handling ESDS devices or assemblies.

**Caution** Use lotion, when necessary due to dry skin, to improve electrical contact between skin and wrist straps. Use only lotion that contains no mineral oil, glycerin, silicone, or lanolin that could contaminate the assembly.

1. Regular inspections should be made to ensure that wrist and foot straps have continuity and that the required series impedance is present. Grounding of the work surface should also be checked. Refer to "Anti-Static Device Testing" for foot, wrist, and work surface testing information.
2. Personnel should minimize contact of ESDS parts or assemblies with their clothing. Synthetic material is an excellent source of static electricity.
3. Paper should not be placed between ESDS anti-static packaging and the static safeguarded work surface, or between ESDS devices and the static safeguarded work surface.
4. Tools and fixtures used should be conductive between the working surface and the gripping point or bases to provide charge neutralization through the operators or stations.
5. Place all ESDS devices or assemblies in anti-static packaging (one item per bag) before removing them from a static-free workstation.
6. Materials that are known static generators must be kept at least 2 feet away from ESDS devices. Examples of static generating materials include:
   1. Gloves and smocks made from synthetic materials. -Nonconductive solder removal tools.
   2. Nonconductive plastics such as plastic and Styrofoam cups, plastic work instruction protectors, clear plastic bags untreated foam padding packaging material, and tape.
   3. Brushes with nonconductive nylon or plastic bristles.
7. Paper notebooks are acceptable if they do not contain plastic sheet protectors. The 2-foot rule does not apply.

## Transportation And Storage

1. Ionized air blowers neutralize charge on all contacted areas but are limited in range. Blowers are especially useful in removal of static charge from insulating surfaces; however, ESDS assemblies should not be placed on these surfaces unless absolutely necessary.
2. If ESDS devices must be transported away from a static safeguarded work area, the ESDS devices must be placed in an anti-static bag. The anti-static bag must cover the ESDS device completely.
3. When moving or storing a complete unit, it should be fitted in an anti-static bag or better.

## Component Level

Transportation and storage of ESDS parts at the component level require that all device leads be effectively shorted together. To accomplish this, one or a combination of the following methods should be used.

1. Insert all leads of the device into high-density conductive foam (typically black).
2. Insert devices in an anti-static container.
3. Short all leads together with metal clips or store in grounded metal containers.

**Note**

Conductive bags with paper or other insulating materials bonded to their exterior should not be used unless a conductive path is present from the interior of the bag to an area on the exterior. This path is needed to allow neutralization of internal charges. Foil-lined, nonconductive containers must have foil around the outside and on the bottom for the same reason.

## Assembly Level

Anti-static protection is required for all assemblies containing ESDS parts anytime an assembly is removed from a static safeguarded workstation.

1. The assembly must be entirely enclosed by an anti-static bag. Partial coverage, laying the assembly on the anti-static bag, or wrapping the assembly in the anti-static bag is unacceptable.
2. Whenever anti-static bags are impractical, ionized air may be used.
3. Do not open an anti-static bag without a properly connected wrist/foot strap.
4. All procedures that apply to ESDS devices at the component level also apply to the assembly level.

## Additional Precautions

These additional precautions should be taken to minimize static accumulation and subsequent damage to parts or assemblies.

1. Nylon or synthetic gloves and smocks should not be worn.
2. Plastic cups, paper protectors, and other nonconductive plastics should not be allowed at a static safeguarded workstation.
3. Handle ESDS devices by their cases whenever possible; avoid touching the leads or contacts.
4. Use natural bristle brushes, not synthetic ones.
5. Paper should not be placed between ESDS devices and the static safeguarded work surface.
6. Placing a hand on the static safeguarded work surface provides a ground path equal to the wrist strap as long as the contact is maintained. When the hand is removed from the static safeguarded work surface, the ground path is lost.

## Anti-Static Device Testing

All anti-static equipment should be tested on a regular basis. The following information provides general guidelines that should be maintained as recommended by Alta Avionics, LLC Tests shall be performed in accordance with test equipment manufacturers Operator's Manual.

1. Wrist Strap Cord — Check on a weekly basis.
2. The resistance as checked from the wrist strap metal to the end of the wrist strap cord should be from 470 KΩ to 2MΩ.
3. Work Surface Mat — check on a monthly basis. The resistance as checked across the ground cord terminal and the wrist strap cord terminal should be less than '1MΩ.
4. Work Area — Check on a monthly basis. The resistance from the metal on the wrist strap through the wrist strap cord, work surface mat, and ground cord to the ground cord's termination connector should be from 1 to 10 MΩ.

Table 1 ESDS Work Station Test Equipment

|  |  |  |
| --- | --- | --- |
| Static Safeguarded Workstation | Meter | Measurement Parameter |
| Wrist Strap | 3M company 746 or equivalent model | Pass/Fail Indication is shown |
| Work Surface Mat | 3M Company Model 701 or equivalent | 10/100-V megohmmeter shows a total resistive reading as measured across 2(two)x5lb electrodes |

## Satellite Facilities

All satellite facilities will receive static tester quarterly. All ESD mat and wrist straps will be tested and signed for QA compliance.

# Procedures For Insuring Currency Of Technical Data.

## Sources For Technical Data

The Repair Station will use, and has approved for use, the following sources for technical data.

1. ATP Microfiche Library.
2. CD ROMs or DVDs provided by manufacturers.
3. Internet sources provided by manufacturers and third party sources approved by manufacturers such as "Resource One."
4. Limited printed library.
5. Other sources after review and approval of the Chief Inspector.

## Checking currency of printed manuals.

1. Currency of printed manuals will be recorded on a sticker (Form KA-13) applied to the front cover of the manual. The sticker will be initialed by the person checking currency, along with the date checked. (Sample of sticker found in the Forms Manual.)
2. The sources for this check will be the manufacturers' yearly or current Tech. Pub's Index, or phone contact with manufacturer.
3. A special class of printed manuals is the "static" class. These manuals are no longer updated by the manufacturers and will be marked as "Static." The last revision date available will be marked on the sticker.

## ATP Microfiche Library

The ATP Microfiche Library is checked for currency by the following method:

1. ATP updates the microfiche monthly and provides a new Pub's Index. The Pub's Index will be used to ensure currency of the data.
2. CD ROMs/DVDs

The CD ROMs and DVDs are checked for currency by the following method:

1. Accessing the manufacturer’s website or Pub's Index. These resources are maintained by the manufacturer or an approved third party.

## Sources for Special Conditions.

1.7 5 1 These sources of data are Alta Avionics, LLC, Vendors (with current audit), or other manufacturers. These will include, but not limited to: Tech Rep's, faxes, and other forms of communication.

## Data Unavailable

If current repair data is not available, the repair will be suspended until data is available, or equipment will be forwarded to an appropriate repair facility.

## Satellite Facilities

All satellite facilities under Alta Avionics, LLC will adhere to all currency of technical data procedures set forth by this Detailed Procedures manual.

# Procedures For Test Equipment Equivalency

Equivalency for special tools and equipment is established by comparing the specifications of the recommended and equivalent test equipment. This goes beyond the basic functional criterion used for test equipment. Potentially equivalent test equipment must be proved to be equivalent in function to those recommended by the repair, overhaul and maintenance manual supplied by the appliance manufacture. This may include equivalency in accuracies, tolerances and functional specifications. Alta Avionics, LLC has identified a need to implement a test equipment equivalency during the overhaul/repair bench procedure. Therefore, the following procedure has been implemented to ensure all personnel have a resource for initial and recurrent training.

1. After repairman conducts preliminary inspection (see section 8.2 for Preliminary Inspection details) and determines that test equivalency is required; the following procedure must be followed according to the Test Equipment Equivalency Log.
2. Obtain and copy the current required test equipment section from the maintenance manual.
3. Obtain a blank equivalency data sheet located in Test Equipment Equivalency Log.
4. Using the manufactures required test equipment data, inventory the test equipment to be used. Note any equipment that is not listed on required equipment list on the equivalency data sheet.
5. Verify all non-listed equipment, using specifications of the listed as the standard. List all references used to prove the equivalency of the listed equipment.
6. Attach the manufactures required equipment list to the equivalency data sheet and insert then into the Test Equipment Equivalency Log.
7. Continue with 1.3 Bench Appliance Repair Procedures of appliance according to the set procedure set forth on page 5.

\*\*\* An Example is supplied in the Test Equipment Equivalency Log. This log is located in all Alta Avionics locations in the appliance bench repair area

## Satellite Facilities

All satellite facilities under Alta Avionics, LLC will adhere to all test equipment equivalency procedures set forth by this Detailed Procedures manual.

# Procedure for Form/Documentation Signatures

All repair stations controlled under Alta Avionics, LLC are required to have signatures traceable to the individual making the entry, and must be handwritten or part of an electronic signature acceptable to the FAA in coordination to the repair and installation procedures set forth in this manual. All handwritten signatures and initials will be authenticated by a signature log kept in the Roster of Repair Station Personnel. All digital initials and signatures are electronically stored on Alta Avionics, LLC main server and are password protected.

## Electronic Signature

1. Technician must login with his/her personal username and password in AVM Electronic Signature
   * This will insure the correct initial and/or signature will be applied

### Traveler (Form K-03.2)

For traveler form reference see the Alta Avionics Forms manual -TRAVELER (Form K-03.2)

1. Select “Entries” on top tool bar
2. Select “Work Order” from drop down
3. Click on “browse/search” tab
4. Type in either work order, Tail Number or Customer Code
5. Select work order number that corresponds to work performed and press Enter
6. Select tab labeled “Tasks”
7. Select task number for work completed
8. Select tab labeled “Details”
   1. Adding signature for box labeled “Repair Technician”
      1. Select dropdown on the right side of section labeled “RTS Signature 1”
      2. Choose Apply Sig.
      3. Password box will appear
         1. Type your given password (the same password that you would use to login to AVM)
         2. Your signature file should fill the space to the left .Example: AVMSIGN\_yourname.jpg is what you should see. If this does not happen you will need to go to your direct supervisor for instruction.
   2. Adding signature for box labeled “Authorized Inspector”
      1. Select dropdown on the right side of section labeled “RTS Signature 2”
      2. Choose Apply Sig.
      3. Password box will appear
         1. Type your given password (the same password that you would use to login to AVM)
         2. Your signature file should fill the space to the left .Example: AVMSIGN\_yourname.jpg is what you should see. If this does not happen you will need to go to your direct supervisor for instruction.
   3. Adding initials in for boxes labeled “Inspection records”
      1. Select button labeled “Traveler “ located on the top right hand corner of the Details page
      2. Apply initials to all boxes that apply
   4. Applying date for RTS
      1. Select button labeled “Traveler “ located on the top right hand corner of the Details page
      2. You may either type RTS date or select “AI Date” to receive calendar and double click on the appropriate date.
   5. Selecting Yes or No for “Approved for Return to service” section
      1. Select ” button labeled “Traveler “ located on the top right hand corner of the Details page
      2. Click on drop down labeled “RTS”
         1. Select correct option
9. Select “Save – No Print “
   1. **\*Always verify warranty status is correct before saving traveler**
   2. **\*Always verify the correct facility and CRS has been applied before saving and printing document**
10. Inform service department assistant of work order status

### 8130 Form

For 8130 form reference see Page 4 in the Alta Avionics Forms manual 8130 Form

1. Select “Documentation” on top tool bar
2. Choose “8130-3 Forms” from drop down.
3. Click on “browse/search” tab
4. Type in either work order or ID number and press enter
5. Select the ID number that corresponds to the work order number for the work performed
   1. **NOTE: there may be more than one 8130 per work order. Make sure you choose the correct task as well**
6. Choose “Main Data” Tab
7. Click on the drop down arrow to the right of signature and below the Name block #22
8. Choose Apply Sig.
9. Password box will appear
   1. Type your given password (the same password that you would use to login to AVM)
   2. Your signature file should fill the space to the left .Example: AVMSIGN\_yourname.jpg is what you should see. If this does not happen you will need to go to your direct supervisor for instruction.
      1. **\*Always verify the correct facility and CRS has been applied before saving and printing document**

### 337 Form

1. Select “Documentation” on top tool bar
2. Choose “337 forms” from drop down
3. Click on “browse/search” tab
4. Type in either document number , Tail Number or Customer Code
5. Select the ID number that corresponds to the work order number for work performed
   1. Applying Name, Date and authorized signature to section 6-D Authorization
      1. Select tab labeled “Conformity 6-7”
      2. Select “Conf. Date” or type to add correct date to this section
      3. Tab to section labeled “Individual”
         1. You may now start typing your full name. It should auto fill this after a few key strokes. \*\*However, if it does not auto fill your name; you must type your full Name
      4. Select dropdown on right side of section labeled “signature”
      5. Choose “Apply Sig.”
      6. Password box will appear
         1. Type your given password (the same password that you would use to login to AVM)
         2. Your signature file should fill the space to the left .Example: AVMSIGN\_yourname.jpg is what you should see. If this does not happen you will need to go to your direct supervisor for instruction.
   2. Applying Name, Date and authorized signature to section 7 Approval By
      1. Type or select “Date Approved” to add correct date to this section
   3. Tab to the next section labeled “Authorized Individual”
      1. You may now start typing your full name. It should auto fill this after a few key strokes. \*\*However, if it does not auto fill your name; you must type it exactly as you sign for your electronic signature.
         1. Confirm the correct repairmen number is auto filled in the section labeled “Certificate NO.”. If an incorrect number is auto filled, you will need to ask a Supervisor to correct.
      2. Select dropdown on right side of section labeled “signature”
      3. Choose “Apply Sig.”
      4. Password box will appear
         1. Type your given password (the same password that you would use to login to AVM)
         2. Your signature file should fill the space to the left .Example: AVMSIGN\_yourname.jpg is what you should see. If this does not happen you will need to go to your direct supervisor for instruction.
            1. \***Always verify the correct facility and CRS has been applied before saving and printing document**

### Logbook Stickers

1. Select “Documentation” on top tool bar Logbook Stickers
2. Choose “Logbook Stickers” from drop down
3. Select Tab labeled “Main”
   1. Applying Name, Date and authorized signature
      1. Type or select “Date ” to add correct date to this section
         1. Located on the top Left of Main Tab
      2. Select box labeled “Individual” located on the bottom left
         1. Start typing your full name. It should auto fill this after a few key strokes. \*\*However, if it does not auto fill your name; you must type it exactly as you sign for your electronic signature.
      3. Select dropdown on right side of section labeled “signature”
      4. Choose “Apply Sig.”
      5. Password box will appear
         1. Type your given password (the same password that you would use to login to AVM)
         2. Your signature file should fill the space to the left .Example: AVMSIGN\_yourname.jpg is what you should see. If this does not happen you will need to go to your direct supervisor for instruction.

### Training Sheets

1. Select “Databases” on top tool bar Training Sheets
2. Select “Employees” from drop down
3. Click on “browse/search” tab
4. Type the employees initials that you will be signing for
5. Select the correct employee and press enter
6. Select the tab labeled “Training”
7. Select the “Add” button located below the “Browse/Search” tab in the upper right corner
   1. Applying the employee signature
      1. Select the dropdown on the right side of the section labeled “Emp. Signature”
      2. Choose “Apply Sig.”
      3. Password box will appear
         1. Type your given password (the same password that you would use to login to AVM)
         2. Your signature file should fill the space to the left .Example: AVMSIGN\_yourname.jpg is what you should see. If this does not happen you will need to go to your direct supervisor for instruction.
   2. Applying the supervisor signature
      1. Select the dropdown on the right side of the section labeled “Super. Signature”
      2. Choose “Apply Sig.”
      3. Password box will appear
         1. Type your given password (the same password that you would use to login to AVM)
         2. Your signature file should fill the space to the left .Example: AVMSIGN\_yourname.jpg is what you should see. If this does not happen you will need to go to your direct supervisor for instruction.

# Procedure for Go/No-Go testing

All repair stations controlled under Alta Avionics, LLC are required to follow the Go/No-Go testing procedure in the event avionics items are removed from an aircraft for the intent of troubleshooting an aircraft, aircraft radios and/or systems.

## Go/No-Go Test

1. Technician completes all initial preliminary inspection and during the troubleshooting process determines a Go/No-Go procedure will be required to verify or eliminate suspect equipment
2. Technician removes all suspect equipment from aircraft
3. Technician delivers equipment to service department assistant
4. Service Department Assistant logs in equipment
   1. Attach identification sticker KA-9 (see example in Form Manual)
      1. Add all identifying information to KA-9 sticker
         1. Reference line will be filled in with Work order number and task
         2. Check appropriate CRS block
            1. **Note: At this time the following sections will not be completed**:
         3. Repair description blocks
         4. Warranty “Thru” date
   2. Technician notes equipment on the aircraft task ‘Major Parts History’ as a removed item
      1. Description, P/N and S/N will be documented
      2. Mark boxes as ‘OFF’ and ‘SV’
   3. Deliver equipment to technician for Go/No-go testing
5. Technician performs Go/No-Go Testing procedure
   1. Item will be bench tested to determine if the item will meet manufactures’ specifications
   2. PASSED – (If equipment meets manufactures specifications)
      1. Complete sticker KA-9
         1. Check “OPS CHK” box
         2. Label line named “THRU” with N/A
         3. **Note: If equipment meets manufactures specifications it is deemed serviceable and no** **FAA 8130 is required**
      2. Technician reinstalls suspect equipment in aircraft
      3. Technician adds an entry on traveler aircraft task ‘Major Parts History’ section showing unit removed as being reinstalled in the aircraft as ‘ON’ ‘SV’. (For Traveler Form reference see the Alta Avionics Forms manual)
         1. Unit will be list on “Major Parts History” with Serial number, part number and denoting the unit was removed and reinstalled as serviceable
   3. FAILED - (If equipment does not meet manufactures specifications)
      1. Unit is returned to Service department Assistant
         1. Assistant will change the status of the line item on the ‘Major Parts History’ section for the removed item from ‘SV’ to ‘RP’ and open a bench task following the Appliance Procedure “Technician Carry-In”

## Satellite Facilities

All satellite facilities under Alta Avionics, LLC will adhere to all service department repair procedures set forth by this Detailed Procedures manual.

# Appendix A – List of Effective Pages

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