###### Satellite Facility

###### PROCEDURES FOR INSURING TECHNICAL DATA CURRENCY

All satellite facilities working under Kings Avionics, Inc. will supply technical and inspection personnel with the following sources of technical information available; online and CD ROM based information provided by, or approved by the manufacturers, as well as printed publications.

Each printed manual will be housed at the main facility and will be requested by the satellite facility. Each manual will be labeled with a manual label (KA-13) showing it as the working manual for Kings Avionics, Inc. (sample of label in the Forms Manual). This label will also state that it is the responsibility of the individual performing the maintenance/repair of an appliance or aircraft to verify the currency of the manual being used. If approved current data is not available, the repair will be suspended until appropriate current data is obtained.

ATP microfiche will also be available at all satellite facilities on a requested basis.

All borrowed manuals and microfiche will be checked out on a shop Work Order and will be monitored by the Quality Assurance Manager or his/her designee.

Current publication indexes are available online, and on manufacturer’s CD ROM. For publication indexes not available online, the Quality Assurance Manager will contact each manufacturer annually and verify that these indexes are current. If such indexes are not available, verify that the manuals being used at Kings Avionics, Inc. are current editions. If the manufacturer no longer issues updates to a technical manual, it shall be dated and identified as “Static” on the label.

The Quality Assurance Manager is accountable to the Chief Inspector to insure that revisions received for repair/maintenance manuals are inserted in a timely manner.

The Quality Assurance Manager is responsible to the Chief Inspector for the Technical Data Program. In the absence of the Quality Assurance Manager, the Chief Inspector, or his/her designee, will administer the technical data program.