BM-003

Maintenance Organisation Exposition

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<th>Title</th>
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<tr>
<td>Prepared by</td>
<td>Quality Engineer</td>
<td>Tyler Sitch</td>
<td></td>
<td>Jul 2017</td>
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<tr>
<td>(Subject Matter Expert)</td>
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<tr>
<td>Approved by</td>
<td>Accountable Manager</td>
<td>Ben Bryson</td>
<td></td>
<td>Jul 2017</td>
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<td>(Process Owner)</td>
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<td>Approved by</td>
<td>Quality Manager</td>
<td>Ian Dickson</td>
<td></td>
<td>Jul 2017</td>
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<tr>
<td>(Process Owner)</td>
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<tr>
<td>Issuing Authority</td>
<td>Senior Secretary,</td>
<td>Carol Lock</td>
<td></td>
<td>Jul 2017</td>
</tr>
<tr>
<td>(Document Controller)</td>
<td>Quality - Titchfield</td>
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<table>
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<tr>
<th>Revision Number</th>
<th>Date</th>
<th>Reason for change + Revision summary</th>
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| 1               | Nov 2013 | Initial Issue  
Ref Legal Entity change from Eaton Aerospace Ltd to Eaton Ltd                                                                                                                                       |
| 2               | July 2014 | Reformat to standardise with Eaton BMS format.  
Added Turbo Power Systems as Sub-Contractor Additional Location                                                                                                                                 |
| 3               | Oct 2014 | Change of Accountable Manager from Mike Neave to Ben Bryson  
Added Kearsley Airways Ltd as an approved Part 145 Sub-Contractor for the Overhaul/Repair of Oxygen related equipment (C15 Rating)                                                                         |
| 4               | Jul 2017 | Organisation Chart amended to show relationship between Plant Manager and Accountable Manager.  
MOE reviewed and procedure references updated to reflect latest numbering system.  
Added Southern Airframe Services as an approved Part 145 Sub-Contractor for the Repair of Bae 146 Door / Airstairs Gas Struts (C4 rating).  
Added C14 Landing Rating for Maintenance of Valves and Manifold in Chapter 32.                                                                                       |

* It is the responsibility of the Process Owner to ensure this document is reviewed within a 2 year period. Note: all updates require communication and training with records to be maintained.
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PART 0 – GENERAL

0.1 Purpose:

This document defines the organisation, responsibilities and resources of the Eaton Limited Maintenance Organisation (MO) and identifies how the Company addresses the requirements of IR Part 145. This document is to be used in conjunction with BM-006 (Management Personnel).

0.2 Applicability

This exposition is applicable to the elements of the MO which operates at the following address:

Abbey Park
Southampton Road
Titchfield
Fareham
Hampshire
PO14 4QA
EASA Part 145 Approval Certificate – UK.145.01326

Eaton Limited may use the OEM testing facilities at Titchfield.

The company's overall Business System is described in BM-001

0.3 Scope:

Eaton Limited is wholly owned by Eaton Corporation and provides a wide range of aerospace accessories for the aviation industry. Eaton is a multi-national company. The company of Eaton Limited is engaged in the design, development, manufacture, test, repair and overhaul of systems and accessories in conformance with regulatory and customer requirements and its own documented standards and specifications. The overall Eaton Limited company operates from facilities located at Titchfield in Hampshire, and South Molton in North Devon and employs some 1300 members of staff.

In contrast, the Eaton Limited MO, and hence the scope of this exposition, only comprises the facilities based at Titchfield in Hampshire. This aspect of the MO is co-located with its manufacturing counterpart and employs around 150 staff of which approximately 88 are direct (undertaking repairs) and 60 indirect (support and administrative)

The scope of work for the Eaton Limited MO covers the repair and maintenance of components either manufactured directly by the production aspect of the company or another manufacturer as detailed in Section 1.10.

The MO is managed by a management team, as shown in in the Repairs Management Organisation Chart at Figure 1, and forms one part of the overall company organisation, including one of Design and Production organisation.

The MO is supported by other aspects of the company, these include; manufacturing e.g. Goods in, despatch, detail manufacture, treatments and protective finishing, NDT, purchasing, inspection of support activities; and the Quality function for the independent checking of the systems. Final verification of repaired components is carried out by nominated certifying staff.
The administration of repair work is carried out by the Repair Administrators who provide the necessary inputs for repairs to be scheduled by the company’s manufacturing systems. Repair Technicians then carry out the scheduled work in accordance with the procedures and instructions as described by this Exposition. Repair Team Leaders report to the MTMRs for all activities associated with the repair process. Section 1.4 of this Exposition and BM-006 describes the specific responsibilities of personnel associated with the Maintenance Organisation.

0.4 Definitions

<table>
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<tr>
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<tr>
<td>AD</td>
<td>Airworthiness Directive</td>
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<tr>
<td>AMO</td>
<td>Approved Maintenance Organisation</td>
</tr>
<tr>
<td>CAA</td>
<td>Civil Aviation Authority</td>
</tr>
<tr>
<td>CAAC</td>
<td>Civil Aviation Administration of China</td>
</tr>
<tr>
<td>CCP</td>
<td>Company Control Procedure</td>
</tr>
<tr>
<td>CDCCL</td>
<td>Critical Design Configuration Control Limitations</td>
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<td>CMM</td>
<td>Component Maintenance Manual</td>
</tr>
<tr>
<td>C of A</td>
<td>Certificate of Airworthiness</td>
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<tr>
<td>C of C</td>
<td>Certificate of Conformity</td>
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<tr>
<td>DIP</td>
<td>Document Image Processing</td>
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<tr>
<td>EASA</td>
<td>European Aviation Safety Agency</td>
</tr>
<tr>
<td>ECACAIRS</td>
<td>European Coordination Centre for Accident &amp; Incident Reporting Systems</td>
</tr>
<tr>
<td>FAA</td>
<td>Federal Aviation Authority</td>
</tr>
<tr>
<td>FRACA</td>
<td>Failure Reporting And Corrective Action</td>
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<td>ICAO</td>
<td>International Civil Aviation Organization</td>
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<td>IR</td>
<td>Implementing Rules</td>
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<td>Maintenance Annex Guidance</td>
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<td>MOR</td>
<td>Mandatory Occurrence Reporting</td>
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<td>MTMR</td>
<td>Manufacturing Team Manager Repairs</td>
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<td>NAA</td>
<td>National Aviation Authority</td>
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<td>NDT</td>
<td>Non Destructive Testing</td>
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<td>NDT Level I</td>
<td>Level I technicians are able to carry out calibrations and perform test procedures under the supervision of a certified Level II or Level III.</td>
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<tr>
<td>NDT Level II</td>
<td>Level II Technicians can calibrate, perform tests without supervision and make test assessments when required.</td>
</tr>
<tr>
<td>NDT Level III</td>
<td>Level III personnel are ultimately responsible for the training, qualification and certification of a companies' non-destructive testing Level I and Level II technicians.</td>
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<td>OEM</td>
<td>Original Equipment Manufacturer</td>
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<td>Quality Management System</td>
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<td>Repair Service Record</td>
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<td>SFAR</td>
<td>Special Federal Aviation Regulation</td>
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<td>Service Bulletin</td>
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<td>Transport Canada Civil Aviation</td>
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<td>UBR</td>
<td>Unique Batch Reference</td>
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<td>WI</td>
<td>Work instruction</td>
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0.5 Associated Documents

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<td>Capability List</td>
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<td>BM-006</td>
<td>Management Personnel</td>
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<td>BM-008</td>
<td>Repairs Training Manual</td>
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<td>BM-F-003-1</td>
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<td>BM-WI-003-2</td>
<td>FAA Supplement (MAG)</td>
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<td>CS-121</td>
<td>Monitoring of Company Products in Service</td>
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<td>CS-170</td>
<td>Organisation and Supervision of Eaton Working Parties</td>
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<td>CS-171</td>
<td>Customer Support Repairs Process</td>
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<td>CS-P-003</td>
<td>In-service product investigation &amp; reporting</td>
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<td>CS-P-006</td>
<td>Technical Publications</td>
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<td>CS-P-013</td>
<td>Shift Task Handover</td>
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<td>CS-WI-002-5</td>
<td>Deformation of Unserviceable units and repairs</td>
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<td>EN-112</td>
<td>Documentation Control</td>
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<td>GM-101</td>
<td>Goods Received Inspection (GRI)</td>
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<td>GM-135</td>
<td>GRI Acceptance Sampling and Vendor Rating</td>
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<td>Tooling Design and Manufacture</td>
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<td>GM-261</td>
<td>Procedure for Controlling Shelf Life Items</td>
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<tr>
<td>IR Part 145</td>
<td>Maintenance Organisation Approvals</td>
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<td>QA-185</td>
<td>The Control of Authorised Stamps</td>
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<td>QA-WI-163-3</td>
<td>Concession and Production Permit Application Process</td>
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<td>QIS 1</td>
<td>Quality Control Requirements For Suppliers</td>
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<td>Regulation (EU) No 376/2014</td>
<td>Guidance on the reporting, analysis and follow-up of occurrences in Civil Aviation. Supersedes CAP 382</td>
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<td>TP-100</td>
<td>Training and Certification Requirements for NDT Personnel</td>
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<td>TS-198</td>
<td>Welding and Brazing Operator Approval</td>
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**PART 1 - MANAGEMENT**

1.1 Corporate Commitment by the Accountable Manager

This Exposition defines the MO facilities and procedures and identifies how Eaton Limited addresses the requirements of the European Aviation Safety Agency (EASA) Part 145. These procedures are approved by the undersigned and must be adhered to, as applicable, when work/orders are being progressed under the terms of the approval. It is accepted that the Company Procedures do not override the necessity of complying with the applicable Air Navigation Order, EU Legislation or with the Implementing Rules, Airworthiness Notices/Directives or other formal requirements as published by the EASA.
1.2 Safety and Quality Policy

The Quality and Safety of the aircraft components maintained by the company is the highest priority of the company and these shall not be compromised by commercial pressures.

The basic Quality and Safety requirements to achieve the standard are laid down in this exposition.

Quality and Safety standards are the responsibility of all personnel and it is the duty of all personnel to comply with this policy and the procedures defined in this document, to strive to both maintain and improve safety and quality standards at every opportunity.

The Company will apply good human factor principles at all times in order to minimise the likelihood of human error. The Company operates a Just Culture philosophy where all company employees are encouraged to report maintenance related errors and incidents, without being subject to undue punishment, in order to provide corrective action and prevent recurrence. The intention is that Just Culture will benefit product safety, individual employees and the Company.

The function of the Quality System is to support the continuous improvement of safety and quality standards utilising the independent audit programme. It is therefore necessary that all personnel cooperate with both internal and external quality auditors in their work.

Signed
Ben Bryson
Accountable Manager)
1.3 Management Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Form 4</th>
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<tbody>
<tr>
<td>Ben Bryson</td>
<td>General Manager (Accountable Manager)</td>
<td>Yes</td>
</tr>
<tr>
<td>Norman Austen</td>
<td>Plant Manager Aftermarket (Nominated Person)</td>
<td>Yes</td>
</tr>
<tr>
<td>Ian Dickson</td>
<td>Quality Manager</td>
<td>Yes</td>
</tr>
<tr>
<td>Paul Northcott</td>
<td>Nominated NDT Level III</td>
<td>Yes</td>
</tr>
<tr>
<td>Nick Donhue</td>
<td>Plant Manager</td>
<td></td>
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<tr>
<td>Stuart Tucker</td>
<td>Product Support and Technical Services Senior Manager</td>
<td>Yes</td>
</tr>
<tr>
<td>Adrian Williams</td>
<td>Service Desk Manager</td>
<td></td>
</tr>
<tr>
<td>Rob Marshall</td>
<td>MTMR</td>
<td></td>
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<tr>
<td>Eleanor Mee</td>
<td>MTMR</td>
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</tr>
<tr>
<td>Neil Bevis</td>
<td>Team Leader Test Cells</td>
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<tr>
<td>Doug Kirk</td>
<td>Team Leader Military Cell</td>
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<tr>
<td>Val McGrath</td>
<td>Team Leader Generation</td>
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<tr>
<td>Mark Channon</td>
<td>Team Leader 10 Day Cell</td>
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<tr>
<td>Daniel Easto</td>
<td>Team Leader 10 Day Cell</td>
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</tr>
<tr>
<td>Martin Haysom</td>
<td>NDT Level II</td>
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1.4 Duties and Responsibilities of Management Personnel

1.4.1 General Manager (Accountable Manager)

The Accountable Manager, is responsible for ensuring that the organisation is maintained in accordance within the terms of the IR Part 145 approval and with the data and procedures identified in this Exposition. Functional links with the company's engineering, operations and quality departments have been established to support this responsibility. The Accountable Manager is also responsible for developing and maintaining the necessary interfaces with Owners/Operators, Authorised Maintenance Organisations and stockists who use Eaton Limited components and assemblies. The Accountable Manager is responsible for the complete overall operation of Customer Support including the following:

a. Provision of adequate housing and facilities for the continued maintenance of equipment
b. Provision of adequate equipment, materials, competent personnel and training thereof to ensure compliance to all applicable IR's technical data
c. Regular reviews of the MO procedures to ensure currency and correctness.

The Accountable Manager may delegate any duties throughout the Leadership Team and Customer Support to any suitably qualified personnel; however, such delegation does not relieve the Plant Manager of overall responsibility. For long term absence the Accountable Manager will nominate the Plant Manager Aftermarket as deputy.

1.4.2 Plant Manager Aftermarket (Nominated Person)

The Plant Manager Aftermarket (PMA) is responsible for ensuring that maintenance procedures are established and published within the organisation in order to achieve good maintenance practices and compliance with EASA requirements.

The PMA is directly responsible for ensuring:
a. that the company maintains the capability for all the components detailed in the Capability List.
b. Identifying to the Quality Manager any required changes to the Capability List
c. Initial verification of the company’s capability to Repair/Overhaul a component prior to submission for additional capability.
d. Manage service performance of repair teams to achieve target arrears reduction and due date adherence to contractual commitment.
e. Manage sales adherence to budget within cells and identify operational opportunities and risks to sales plans.
f. Manage overhead spend to budget and to actual sales in order to maximise margin.
g. Promote and develop lean improvement programmes adopting value stream analysis techniques.
h. Continually develop the skills of operational employees to ensure succession and flexibility thus enabling annual reductions to repair turn-around times.
i. Ensure that through effective management of integrated support teams, output planning and master production scheduling activities are robust.
j. Ensure that all team targets are visible and understood.
k. Procedures and practices are adhered to when carrying out maintenance.
l. All maintenance is correctly certified.
m. Records of maintenance carried out are retained safely and securely for the statutory period.
n. The competence of all personnel engaged in maintenance by establishing both training and continuation training programmes.
o. Any corrective action resulting from the quality compliance monitoring activities.
p. The shelf life of equipment, scrap, tool calibration and technical data are to the latest revision, issue or controls.

The PMA may delegate any duties assigned to any suitably qualified personnel within Customer Support. However, such delegation does not relieve the PMA of overall responsibility. For long term absence the PMA will nominate Accountable Manager to deputise.

1.4.3 Plant Quality Manager

The Plant Quality Manager (PQM) is responsible to the Accountable Manager for all Quality Control and Quality Engineering operations, together with the procedural and administrative control of the MO Approval. Accordingly, they are responsible for carrying out a programme of independent audits in order to monitor the maintenance organisation’s compliance with the requirements of the regulations as promulgated in this Exposition and the documented inspection procedures established to control the work undertaken generally within the maintenance organisation. Specific duties include:

a. ensuring that all certifying staff have been adequately trained and are authorised to sign Certificates of Release to Service. A copy of the relevant records will be retained by the Quality Department.
b. maintaining and keeping current, a file of pertinent aviation requirements, specifications, type certification data sheets and airworthiness notices/directives.
c. having the final authority for the release to service of maintained aircraft parts.
d. assessing sub-contractors and external specialist services that are used by the company in the performance of maintenance.
e. assessing suppliers of material and components for satisfactory product quality in relation to the maintenance organisation.
f. responsibility for the co-ordination of matters directly involving the aviation authorities.
g. defect analysis so that any adverse trends are identified and responded to promptly.
The duties of the PQM may be delegated as necessary. However such delegation does not relieve the Plant Quality Manager of the overall responsibility. For long term absence the PQM will nominate one of the Senior Quality Engineers to deputise.

1.4.4 Technical Support Manager

The Technical Support Manager (TSM) is responsible to the Plant Manager UK for: Capability maintenance and introduction process – ensuring that all process needs, current and future, are catered for. The TSM will:

a. take overall responsibility for, and co-ordinate investigations and technical reports.

b. manage all technical publications including service bulletins, CMM’s and work instructions.

c. manage the resolution of new in service problems and provide field service technical support.

d. through the use of total quality techniques, develop problem solving capabilities.

e. initiate cost reduction activities including repair scheme development and work scope improvements to improve competitive positioning.

f. manage the introduction of new programmes ensuring that provisioning, work scopes and pricing activity is integrated effectively.

g. initiate cost reduction activities including repair scheme development and work scope improvements to improve competitive positioning.

h. initiate cost reduction activities including repair scheme development and work scope improvements to improve competitive positioning.

The TSM may delegate any duties assigned to any suitably qualified personnel within the Customer Support Group, however, such delegation does not relieve the TSM of overall responsibility. For long term absence the TSM will nominate a deputy as a backup.

1.4.5 MTMR

The MTMR is responsible to the Plant Manager Aftermarket for the order fulfilment process – carry out all maintenance, repair and overhaul activities required to fulfil customer orders including any task that directly impacts on our ability to meet stated turn-around times.

a. Manage service performance of repair teams to achieve target arrears reduction and due date adherence to contractual commitment.

b. Manage sales adherence to budget within cells and identify operational opportunities and risks to sales plans.

c. Manage overhead spend to budget and to actual sales in order to maximise margin.

d. Promote and develop lean improvement programmes adopting value stream analysis techniques.

e. Continually develop the skills of operational employees to ensure succession and flexibility thus enabling annual reductions to repair turn round times.

f. Ensure that through effective management of integrated support teams, output planning and master production scheduling activities are robust.

g. Ensure that all team targets are visible and understood.

The MTMR may delegate any duties assigned to any suitably qualified personnel within Customer Support, however, such delegation does not relieve the MTMR of overall responsibility. For long term absence the MTMR will nominate a deputy, either another MTMR or Team Leader.
1.4.6 Service Desk Manager

The Service Desk Manager (SDS) is responsible for managing the repairs order administration desk, main tasks and responsibilities, as follows:

a. Responsible for both civil and military aircraft repair order administration in addition to retrofit programmes and the management of service based exchange pool stock.
b. To champion and drive commercial and administrative process improvements and the ongoing business demands of service, sales, margin and cash.
c. Responsible for providing business analysis to support regular customer business reviews and budgeting activities.

The duties of the SDM may be delegated as necessary. However such delegation does not relieve the SDM of the overall responsibility. For long term absence the SDM will nominate one of the CSR to deputise.

1.4.7 NDT Level III

The Nominated NDT Level III reports through the supporting management structure to the Accountable Manager and is responsible for controlling all aspects of the NDT processes. The Nominated NDT Level III is referred to as the Lead Engineer. Specific duties include:

a. technical responsibility for the NDT test facility and staff.
b. establishing and validating techniques and procedures.
c. interpreting standards, codes, specifications and procedures.
d. approving NDT procedures and other NDT related work instructions for technical adequacy in the method for which they are approved.
e. maintaining current knowledge of other NDT inspection methods associated with his area of responsibility and recognize the appropriate use thereof.
f. auditing of outside agencies to ensure it meets the requirements of the written practice.
g. training, examining and certifying all levels of NDT personnel.
h. identifying any additional NDT qualified Level III personnel necessary for coverage when the Nominated Level III is not qualified in all NDT methods used by the organisation.
i. identifying any additional Level III personnel necessary to provide adequate day-to-day coverage depending on the size/facilities of the organisation.
j. approving the organisation’s NDT procedures and written practice for the training and qualification of NDT personnel as meeting this requirements and EN4179 as appropriate.
k. reviewing the organisation’s written practice on a regular basis to ensure that any changes in the regulations, applicable standards and the organisation itself are reflected.
l. ensuring that NDT procedures are reviewed on a regular basis.
m. ensuring that regular independent technical audits (both system and product) are carried out or supported by appropriately qualified personnel in order to ensure compliance with the organisation’s written practices/procedures and this requirement and to ensure that the acceptable standard of inspection is achieved. These audits shall form part of the approved organisation’s internal quality management system.

1.4.8 Team Leader

The responsibility of the Team leader will include but not be limited to the following:

a. Ensure conformance to manufacturing process/standard operation
b. Maintain high standard of housekeeping at all times
c. Effective utilisation of resource
d. Ensure customer requirements are met
e. Give advanced warnings of problems/situations to internal customers
f. Monitor and provide information to internal suppliers
g. Optimise flow of work through the business
h. Cross train and develop staff support and coach
i. Liaise with support functions
j. Chair regular team briefing sessions
k. Optimise team versatility/flexibility
l. Perform H & S risk assessments for area.
1.5 Management Organisation Chart

Figure 1 - Repairs Management Organisation Chart
1.6 List of Certifying Staff

A list of personnel approved to sign Authorised Release Certificates (EASA Form 1) issued by the Company under the EASA approval, can be found in BM-006

1.7 Manpower Resources

The Accountable Manager is responsible for ensuring sufficient manpower is made available for work undertaken by the Company. Should a short-term shortage of manpower occur, the company utilises contract personnel, who are selected on the basis of their qualifications and experience.

1.7.1 Component Maintenance

The MO is committed to develop and maintain appropriate resource levels that are required to continually satisfy the needs of the business, including the planning, processing, supervising and inspection of work. The current number of personnel (approximate numbers given in brackets), and their respective areas that are available to support the maintenance organisation are as follows:

a. Dedicated MO Management personnel of Eaton Limited (6)
b. Workshop supervision and technicians (94)
c. Administrative personnel under the direct control of the Plant Manager Aftermarket (Customer Support) (12)
d. Quality Assurance personnel with shared responsibility reporting to the Quality Manager (2)

The acceptance and suitability of personnel working within the maintenance organisation will be assessed, following training, by on the job evaluation which is relevant to the particular job role.

1.7.2 Line Maintenance

No Line maintenance is performed

1.7.3 Use of Approved Sub-Contractors

Eaton Limited utilises the services of the sub-contractors listed at Table 1 to assist in the repair/overhaul of units. Eaton and does not authorise any organisations to release parts on behalf of Eaton Limited.

All Sub contractors are approved and maintained IAW QIS 1 & QA-109
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address</th>
<th>CAA Approval Number</th>
<th>FAA Approval Number</th>
<th>ISO Approval Number</th>
<th>Other Approvals</th>
<th>Approved Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATS</td>
<td>C/O Eaton Ltd Titchfield, Fareham Hants PO14 4QA</td>
<td>N/A</td>
<td>N/A</td>
<td>ISO 17025 1592.01</td>
<td>ISO 17025 1592.01</td>
<td>Calibration</td>
</tr>
<tr>
<td>ATS</td>
<td>C/O Eaton Ltd Titchfield, Fareham Hants PO14 4QA</td>
<td>N/A</td>
<td>N/A</td>
<td>ISO 17025 1592.01</td>
<td>ISO 17025 1592.01</td>
<td>Plant Maintenance</td>
</tr>
<tr>
<td>Kearsley Airways</td>
<td>Kearsley Airways Ltd Romeeera House Stansted Airport Stansted, Essex, CM24 1QL</td>
<td>UK.145.00082</td>
<td>LKSY813K</td>
<td>AS 9110/EN 9110 2013/56814.2</td>
<td>TCCA 898-06</td>
<td>Repair of Oxygen Valves and equipment iaw C15 approval</td>
</tr>
<tr>
<td>Southern Airframe Services</td>
<td>Unit 2, Ash Park Business Centre, Ash Lane, Little London, Tadley, Hampshire RG26 5FL</td>
<td>UK.145.01280</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Repair of BAe 146 Airstairs/ Gas Struts</td>
</tr>
<tr>
<td>Turbo Power Systems (TPS)</td>
<td>1 Queens Park Queensway North, Team Valley Trading Estate, Gateshead</td>
<td>N/A</td>
<td>N/A</td>
<td>ISO9001 AS9100C LRQ 4007521/B</td>
<td>N/A</td>
<td>Repair of Override/Jettison Pump Controller, Part No. 75-0001-1400</td>
</tr>
</tbody>
</table>

Table 1 - Sub-Contractors

1.7.4 Additional fixed location

Additional fixed location is at Turbo Power Systems (TPS) 1 Queens Park, Queensway North, Team Valley Trading Estate, Gateshead.

1. Work is performed to Approved Data, SB, SL, AD etc. These are updated by Eaton Technical Publications.
2. TPS are compliant with the requirements of QA-144.
3. Completed Job Pack, including Routers, Test Sheets etc., are scanned at end of job and originals dispatched with equipment to Eaton Titchfield. This Job Pack and the Form 1 will be archived iaw QA-126 at Titchfield.

Note: TPS staff involved with the repair process are Eaton Titchfield Stamp Holders having been trained in Part 145 Awareness which covers EASA Part 145 and FAR 145 regulations as well as Suspect Unapproved Parts, FOD and Human Factors Employment rosters (Form BM-F-003-1 “Details of Personnel involved in Aircraft Maintenance Activities”) for TPS personnel are held by TPS HR. All approved TPS personnel have an Eaton stamp issued by Eaton Titchfield after successfully passing approved operator training.

4. Repairs are recorded on a C of C and shipped to Eaton Titchfield for final certification by an approved signatory as listed in the MOE.

5. TPS Personnel - Project Manager Neil Walker, MRO Manager Spencer Barron and Quality Manager Martin Lynn and Supplier Quality Engineer Keith Hughes.

6. The storage and repair of the units is entirely separate from the manufacturing area. Testing, shares the same resource as manufacture as only one unit is tested at any one time.

1.8 Maintenance Organisation Facilities

1.8.1 Base Maintenance Facilities
There are no base maintenance facilities.

1.8.2 Line Maintenance Facilities
There are no line maintenance facilities.

1.8.3 Component Maintenance Facilities at Titchfield (Building 1)

The Maintenance Organisation Facilities are broadly split into two categories, firstly there are those facilities which directly belong to the Maintenance Departments at Titchfield i.e. Administration, Storage and Repair Shops and secondly, the supporting facilities within the Part 21 organisation.

The Maintenance Organisation is housed in a building located at the general company facility and occupies approximately 26,000 square feet of floor space.

a. Administration Area
The Administration office area contains all necessary facilities needed to aid the administration and management of the repair tasks.

b. Quarantine
A separate quarantine area is situated adjacent to the Repair Workshop where incoming items are held pending receipt of the correct paperwork.

c. Stores
This area holds detail parts used to repair Customer’s equipment. There is also a dedicated bonded store that contains Customer-owned equipment prior to completion of the repair/overhaul.

d. Repair Workshop
The Repair shop consists of work stations, each with a vice and full system air supply. VDU and survey report stations support the shop’s activities and a storage area is provided for items awaiting work. A self-contained test cell is located adjacent to the Repair Workshop which houses fuel, hydraulic, water and air test equipment.
e. Airstairs
The Airstairs assembly area consists of assembly benches and specialist equipment to support the repair of Airstairs component parts and assemblies including specialist hydraulic and mechanical test rigs.

See Table 2 for listing of Test facilities
<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building 1</strong></td>
<td></td>
</tr>
<tr>
<td>Actuator Cell</td>
<td>Vacuum Float switch indication rig.</td>
</tr>
<tr>
<td>Actuator Cell</td>
<td>Motor test rig</td>
</tr>
<tr>
<td>Actuator Cell</td>
<td>Float switch &amp; level sensor</td>
</tr>
<tr>
<td>Actuator Cell</td>
<td>HTE Actuator test benches</td>
</tr>
<tr>
<td>Actuator Cell</td>
<td>FR Actuator test bench</td>
</tr>
<tr>
<td>Valve Cell</td>
<td>Fuel Flow rigs</td>
</tr>
<tr>
<td>Valve Cell</td>
<td>Air Flow rigs</td>
</tr>
<tr>
<td>Valve Cell,</td>
<td>Static Pressure rigs (Fuel)</td>
</tr>
<tr>
<td>Valve Cell</td>
<td>Static pressure Rigs (Air)</td>
</tr>
<tr>
<td>Test Cell 1</td>
<td>Otto test rig (Lung function &amp; medical test required for test operatives) + water test rig.</td>
</tr>
<tr>
<td>Test Cell 2</td>
<td>FTG (free turbine governor), PRC (pressure ratio control) &amp; A/F (Air Filter) BS360 Air components for lynx fuel system.</td>
</tr>
<tr>
<td>Test Cell 3</td>
<td>VIGV (Variable Inlet Guide Vane) Air/ Hot &amp; ambient</td>
</tr>
<tr>
<td>Test Cell 4</td>
<td>Valves, Pumps Various, Hydraulic, SKYDROL &amp; AVTUR</td>
</tr>
<tr>
<td>Test cell 5</td>
<td>Valves, Air units, Various</td>
</tr>
<tr>
<td>Test cell 6</td>
<td>Fuel Pumps (AVTUR) 8240, C17, 8810, 9602, 9106, 8413.</td>
</tr>
<tr>
<td>Test cell 7</td>
<td>GFS BS360 Fuel system PAT (Lynx) AVTUR</td>
</tr>
<tr>
<td>Test Cell 8</td>
<td>GFS Modules, Fuel, ACU, (air control unit) R&amp;SV (Rotonoid &amp; Spill Valve) TCV (Throttle control Valve) B/I (Blockage Indicator) Bypass Valve.</td>
</tr>
<tr>
<td>Test Cell 9</td>
<td>BAE, HS146 Generator &amp; Challenger APU test rig. OIL/Electrical</td>
</tr>
<tr>
<td>Test Cell 10</td>
<td>BAE, HS146 Starter rig. Electrical</td>
</tr>
<tr>
<td>Test Cell 11</td>
<td>Generator &amp; Motor Brush Bed Rig. Electrical</td>
</tr>
<tr>
<td>Test Cell 12</td>
<td>Fuel Pumps Various 7202 / 9110, 6902, 9716, 7100, 7706. (AVTUR)</td>
</tr>
<tr>
<td><strong>Building 3</strong></td>
<td></td>
</tr>
<tr>
<td>Test Cell 2</td>
<td>6902 &amp; 7903 fuel Pumps. AVTUR</td>
</tr>
<tr>
<td>Test Cell 3</td>
<td>8405 Pratt &amp; Whitney Lift Pump. Avtur</td>
</tr>
<tr>
<td>Test Cell 5</td>
<td>2 rigs for product support AVTUR</td>
</tr>
<tr>
<td><strong>Building 3A</strong></td>
<td></td>
</tr>
<tr>
<td>TOP 3A external entrance</td>
<td>PRT Pressure Ratio Transducer rig, C-17 servo valve set up, (OBIGGS) AIR</td>
</tr>
<tr>
<td>Test cell 3</td>
<td>BP 270 (Back ing Pump) AVTUR</td>
</tr>
<tr>
<td>Test Cell 5</td>
<td>FRV 200 (fuel recirculation valve) AVTUR NITROGEN</td>
</tr>
<tr>
<td>Test Cell 9</td>
<td>GFS gear Pump.</td>
</tr>
<tr>
<td>Test Cell 12</td>
<td>B/P (backing pumps various) B/P230, B/P250, B/P255.</td>
</tr>
<tr>
<td><strong>Building 3B</strong></td>
<td></td>
</tr>
<tr>
<td>Test Cell 2</td>
<td>AM 600 (air motor)</td>
</tr>
<tr>
<td>Test cell 6</td>
<td>Pressure test rigs, High Pressure air checks to Various sub assembly units / main Assembly’s passing PAT (production Assembly Test)</td>
</tr>
<tr>
<td>Test Cell 7</td>
<td>H/P OBIGGS (C-17) high pressure 3,800 psi on board inert gas generation system.</td>
</tr>
<tr>
<td>Test Cell 8</td>
<td>High Pressure/ volume hot air tests, SOV 760 (solenoid operative valve) WIP 210, (water injection pump) PRV 380 (pressure reducing valve)</td>
</tr>
</tbody>
</table>
### Location and Description

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Cell 11</td>
<td>L/P OBIGGS, 375psi in unit, Door Step Actuators, Valves various.</td>
</tr>
<tr>
<td>Test Cell 9</td>
<td>Annex, Air Ram (AR-101), P4PF Switch rig, Trent rig (SOV 110, AR, 210. BCVU (bleed control Valve units, Spool Valves, SSL Rig (sequence Selection rig.</td>
</tr>
<tr>
<td>Test Cell 13</td>
<td>MLRS (mobile launch rocket system NAMSA) Linear Actuator rig, Motor Brake rig, Motor rig, Screw Jack rig, Transmission rig, Motor &amp; Actuator rig.</td>
</tr>
<tr>
<td><strong>Building 3C</strong></td>
<td></td>
</tr>
<tr>
<td>Test Cell 2</td>
<td>APS, EFER spin rig, PAT.</td>
</tr>
<tr>
<td>Test Cell 3</td>
<td>146 Hawk spin rig.</td>
</tr>
<tr>
<td>Test Cell 5</td>
<td>Hawk Generator (PAT)</td>
</tr>
<tr>
<td>Test Cell 6</td>
<td>SAMSU 307 test rig.</td>
</tr>
<tr>
<td>Test Cell 7</td>
<td>HS 146 slave Rotating Rectifier.</td>
</tr>
<tr>
<td>Test Cell 8</td>
<td>AMSU 306 test rig British Harrier.</td>
</tr>
<tr>
<td><strong>Building 3E</strong></td>
<td></td>
</tr>
<tr>
<td>Test Cell 7</td>
<td>Bevel &amp; Auxiliary Gear Boxes SAMSU 307</td>
</tr>
<tr>
<td>Test Cell 2</td>
<td>SAMSU 307 test rig PAT</td>
</tr>
<tr>
<td><strong>Building 3H</strong></td>
<td></td>
</tr>
<tr>
<td>Test Cell 7</td>
<td>7814 SKYDROL Pump PAT</td>
</tr>
<tr>
<td><strong>Building 10</strong></td>
<td></td>
</tr>
<tr>
<td>Test Rig 4</td>
<td>Fuel flow rig</td>
</tr>
<tr>
<td>Test Rig 5</td>
<td>Gimbal Tank Rig</td>
</tr>
<tr>
<td>Test rig 6</td>
<td>MFLI Test Tank Tube</td>
</tr>
<tr>
<td>Test Rig 7</td>
<td>Float Vent Valve Test Tank</td>
</tr>
</tbody>
</table>

The above facilities are supported by test leads for electrically operated valves, calibration controlled pressure gauges and vacuum gauges and transducers.

### 1.8.3.1 Specialist Facilities at Titchfield

#### Table 3 – Specialist Facilities

<table>
<thead>
<tr>
<th>Facility</th>
<th>Description</th>
</tr>
</thead>
</table>
| Metal Finishing Department | Extensive metal finishing capabilities are available to support maintenance tasks:  
  - Plating consisting of electroless nickel, chrome, nickel, passivation, tin and nickel strike  
  - Anodising consisting of sulphuric and chromic  
  - Phosphating  
  - Alocrom  
  - Aluminium polishing  
  - Magnesium alloy treatment  
  - Vacuum impregnation of castings with polyester resin  
  - Painting of cellulose, stove paint, air drying hammer finishes and dry lubricant. |
| Materials Testing Laboratory | Facilities for non-destructive testing are tensile, compression, hardness and conductivity testing; non-destructive testing techniques offered are dye penetrant, etch and magnetic particle inspections, ultrasonic, radiographic and eddy current examinations |
| Chemical Laboratory | With full laboratory facilities for monitoring all aspects of the metal finishing/painting facilities |
1.8.4 Layout of Premises at Titchfield

The following are the principal buildings which make up the Maintenance organisation:

Building Number 1

Comprising of a single-storey building constructed in brick, providing cover and serving to accommodate:

a. The Goods receiving and Maintenance Organisation
b. Office accommodation for the Customer Support Department
c. The Customer Support warehouse

Supporting Specialist Facilities

Facilities which support the maintenance function are tensile, compression, hardness and conductivity testing. Non-destructive testing techniques available are dye penetrant; magnetic particle inspections.

General Site Services

The site is supported throughout by the following services:

a. Natural gas supply
b. AC electricity supply
c. The towns’ main water supply
d. An effluent treatment plant serving the metal finishing department
e. Compressed air system ring mains throughout the site
f. DC electrical supply for fuel system component testing.
Building 1 Repairs Area Layout

Valves Test Area

Static Rigs

WIP

Flow Rig

Static Rigs

Flow Tank

Static Rigs

No1 Flow Rig

No2 Flow Rig

No3 Flow Rig

No4 Flow Rig
1.9 Scope of Work

1.9.1 Aircraft Maintenance
Eaton Limited is not authorised to conduct Aircraft Maintenance

1.9.2 Engine Maintenance
Eaton Limited is not authorised to conduct Engine Maintenance

1.9.3 Component Maintenance

1.9.3.1 The following ratings of work are carried out

<table>
<thead>
<tr>
<th>RATING</th>
<th>PRODUCT TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Air Cond &amp; Press</td>
</tr>
<tr>
<td>C4</td>
<td>Doors - Hatches</td>
</tr>
<tr>
<td>C5</td>
<td>Electrical Power</td>
</tr>
<tr>
<td>C6</td>
<td>Equipment</td>
</tr>
<tr>
<td>C7</td>
<td>Engine - APU</td>
</tr>
<tr>
<td>C9</td>
<td>Fuel - Airframe</td>
</tr>
<tr>
<td>C12</td>
<td>Hydraulic</td>
</tr>
<tr>
<td>C14</td>
<td>Landing Gear</td>
</tr>
<tr>
<td>C17</td>
<td>Pneumatic</td>
</tr>
<tr>
<td>C18</td>
<td>Protection ice/rain/fire</td>
</tr>
</tbody>
</table>

The scope of work of each approval rating undertaken is the repair, overhaul, inspection, test, replacement, modification and defect investigation of aircraft components originally manufactured by Plessey, Flight Refuelling Ltd, GEC Aerospace Ltd, High Temperature Engineering Ltd, FR-HITEMP Limited or Eaton Limited.

1.9.3.2 Approval Class, Limitations

i. Restricted to the class ratings specified above and to those items contained within the Capability List.

ii. No items outside the ratings specified in section 1.9.3.1 will be undertaken without prior agreement of the relevant Airworthiness Authority.

iii. No items will be added to the capability list unless all necessary technical publications, materials, tooling, trained personnel and test equipment is held.

1.9.4 Special Processes

The control of welders and brazers shall be controlled in accordance with IR Part 21 requirements and company procedure TS-198.
Non-destructive Testing is carried out by specially trained and approved operators in accordance with company procedure TP-100.

Approval of Chemical Processing operators is conducted according to company procedure TCP-108.

1.9.5 Fabrication of Parts

Eaton does not fabricate parts unless specifically permitted by the Approved Data

1.10 Notification to the CAA of Organisational Changes

It is the responsibility of the Quality Manager to notify the Civil Aviation Authority, Federal Aviation Administration and relevant customers as soon as is practical, of any changes to the following information which could affect the recorded terms of approval and to satisfy the Agency's requirements for the retention of the approval in the changed circumstances:

a. The name of the organisation
b. The location of the organisation
c. Any additional locations from which the organisation supports work registered under the scope of approval
d. The Accountable Manager
e. Any of the senior personnel specified in section 1.3
f. The facilities, equipment, tools, materials and procedures

In the first instance, notification of any significant change will be made by telephone. The authority will be kept aware of progress during the migration process. Formal notification will be made in writing (by letter) to the authority as directed by the person nominated by the authority.

Any change of planned work scope will be advised in full to the authority.

1.11 Exposition Revision Procedure

The Aftermarket Plant Manager and the Quality Manager are jointly responsible for the continuous review of this document and will ensure that it constantly reflects the Maintenance Organisation in operation and the latest amendments of IR Part 145. Document revisions will only be issued to registered holders of the document, although the document is available to all employees via the company Intranet Site. As appropriate, document revisions are approved by each Airworthiness Authority prior to formal issue.

The Quality Manager is responsible for the review of the revisions. Once reviewed a draft copy the whole document will be prepared and submitted to the Civil Aviation Authority and/or Federal Aviation Authority (as applicable) for acceptance. When acceptance has been granted, final copies will be prepared, including insertion of approval signatures, at the correct issue status and distributed to the authorities and documented holders.

When changes are made to the Exposition that might affect compliance with the IRs, such changes must be accepted by the Civil Aviation Authority on before they are incorporated.

All revisions shall be identified on the document issue record.
PART 2 - MAINTENANCE PROCEDURES

2.1 Supplier Evaluation and Control

2.1.1 Company Policy

Purchase Orders for quality related products, i.e. those to be used on contracts or customers' orders, must be placed with Approved Suppliers selected in accordance with the Company Approved Suppliers and Subcontractors procedure.

No orders may be placed without agreement with the Quality Department unless the supplier is on the Approved Sub-Contractor/Vendor List on the Computer System.

2.1.2 Approved Suppliers

The Maintenance Organisation does not have a separate supplier evaluation and control system. The Eaton Limited system, which is approved by the Civil Aviation Authority and meets IR Part 21 requirements, is used for all parts purchased for the Maintenance Organisation.

Only those suppliers which are listed in EASA Part 21 Production Organisation Approvals listing, or which have undergone an evaluation of their quality management systems and have subsequently been registered as 'Approved Suppliers' will be used to supply goods and services.

The procedures used in the control of suppliers are described within the relevant Company Procedures (QA-P-028, GM-101, and QIS 1) which form part of the Quality Management System of the company. These procedures will control vendors supplying material used for the maintenance of civil aircraft components.

2.2 Acceptance / Inspection of Purchased Parts

2.2.1 Component Acceptance Procedures

All aircraft components that are to be used to maintain civil aircraft equipment shall only be received into stores if they meet the following requirements:

1. New Aircraft Components received from EASA Approved Organisations shall have a valid EASA Form 1.
2. New Aircraft components received from FAA Approved Organisations shall have a valid 8130-3.
3. Used / Repaired Aircraft Components shall have dual (EASA/FAA)/triple release. (EASA/FAA/TCCA)
4. Standard Parts shall have a valid Certificate of Conformity.
5. All items are inspected on receipt to ensure that they comply with Purchase Order and Airworthiness requirements.

The control of the acceptance and inspection of aircraft parts and materiel is prescribed in appropriate Company Control Procedure GM-101. All incoming goods purchased under specified quality requirements will be formally accepted upon satisfactory verification and a record of this acceptance retained.

Delivered goods which fail to meet the requirements of the Company or regulatory authorities will be treated as non-conforming and dispositioned in accordance with procedure QA-P-016.

Materials or components failing to meet the required standards will be quarantined until the deficiencies are resolved. If the deficiencies cannot be resolved, the items will be returned to the supplier or
scrapped locally as advised by the supplier. The Supplier will be informed to ensure that the deficiencies do not recur.

2.3 Storage tagging and release of aircraft components

All parts in process through the MO will be properly stored in secure areas. They will be identified by use of appropriate tags or placed in suitable identified containers to assure that all parts for each unit will be appropriately segregated from other units and protected from damage or contamination.

When the Repair Technician or Repair Administrator considers a component to be Beyond Economical Repair (BER), the component is quarantined and the Customer advised accordingly. Following Customer instruction, the component is either returned in the “as-received” condition or the component is appropriately identified and scrapped on site, see section 2.4 below.

The procedures for the storage and issue of aircraft components to the Repair Department are described in Procedure CS-171.

After Final Inspection, batches of detail items are accepted into the Customer Support warehouse on a given Job Card Number/Bin Number that forms part of the traceability loop.

The items are then held in the store in a manner that affords adequate protection, in accordance with standard Eaton Limited procedures, until they are required for use by either the Maintenance or Production Organisation.

The Job Card Number/Bin Number of any item used during the repair operation will be recorded on the repair documentation to form part of the repair history of that assembly.

2.4 Scrap

Scrap items not returned to the customer are suitably identified, mutilated and disposed as prescribed in CS-WI-002-5.

A scrap certificate is issued to the Customer, confirming their instructions.

2.5 Acceptance of Tools and Equipment

The control of tools and equipment is addressed in standard Company Control Procedure GM-146 and incorporates the control of both OEM Part 21 and Part 145 specified tooling.

Only tooling specified in the relevant CMM or other controlling documents will be utilised. The organisational aspects for effecting the necessary controls and procedures are the responsibility of the Plant Manager Aftermarket.

2.6 Use of tooling and equipment by staff (including alternate tools)

The use of tooling and equipment is prescribed for each item in either of the following documents:

a. The Component Maintenance Manual
b. The Production Acceptance Test Procedure (PAT)
c. The component drawing
Tool numbers are referenced back to the tool drawing, giving both the OE reference and the CMM tool reference. Any specialist equipment requiring specific training for correct use will be identified and the adequate operator training will be arranged and recorded on personnel training records by the MTMR.

The maintenance organisation does not use alternative tooling. Only tools specified by the approved data CMM / drawing are utilised in repairing items.

2.7 Cleanliness Standards of Maintenance Facilities

Within the confines of the Maintenance facilities, it is Company Policy to segregate the 'dirty' areas from the clean condition areas.

The dirty areas, such as disassembly, de-contamination, cleaning and lapping of component parts will be segregated to ensure that no contact with parts for re-assembly will occur.

The assembly areas have a controlled environment; smoking and the consumption of food and drink are not allowed. This is in accordance with the applicable company policy as maintained through the company human resource department.

Where special assembly conditions are required by the Component Maintenance Manual, clean condition areas as used during initial manufacture will be utilised.

2.8 Maintenance Instructions

2.8.1 Eaton Limited Maintenance Instructions
Maintenance instructions for new product (i.e. new OEM product being developed as part of a design & supply contract), will be developed alongside the production assembly instructions and verified/implemented. A gated review process ensures that appropriate interfaces exist between the Design and the Maintenance Organisations. It also controls the information flow and timing to ensure that applicable data is available at the correct time.

Maintenance instructions in the form of Component Maintenance Manuals and Service Bulletins are produced to eSpec2200 and updated by the Eaton Limited Technical Publications department for all those items for which Eaton Limited has the design responsibility. These documents are available throughout the maintenance process and are updated as a result of design changes, changes caused by observations during their use or for other reasons reported to Eaton Limited which has airworthiness implications.

Test instructions for Eaton Limited produced equipment not covered in the EASA capability listing will be documented either on the drawing or in the appropriate Production Acceptance Test Procedure (PAT). These are officially controlled documents, which are issued to the Maintenance Organisation by the Data Centre/Library.

2.8.2 Other Manufacturers Maintenance Instructions
The local operations managers will be directly responsible for ensuring that all necessary maintenance instructions of the appropriate issue status are made available for all maintenance work undertaken on other manufacturers’ equipment.
2.9 Repair Procedures

The procedures that control the maintenance work undertaken on civil aircraft equipment are given in detail in procedure CS-171. This procedure defines the complete product lifecycle from preliminary inspection through to product despatch as required for each package of work processed. These procedures are available to all relevant staff involved in such work.

Detailed work operations will depend on the requirements and operational sequence prescribed by the survey report and the relevant work instructions and will normally use the CMMs, Component Drawings or the Assembly Plan standard as basic source data.

The final testing of repaired units will be carried out either in the Repair Workshop or the Production Test House. The decision on where the test will be carried out will be made by the MTMR and will be based on resource management and the availability of test equipment.

In some circumstances, where in-service studies have provided additional information, RRI (Repair and Reconditioning Instructions) may be generated and utilized. These will be generated and sanctioned in accordance with procedure CS-167.

2.10 Aircraft Maintenance Programme Compliance

Eaton Limited does not operate, store or maintain complete aircraft or major aircraft assemblies. This subject is therefore not applicable.

2.11 Airworthiness Directives

The Quality Manager reviews ADs (Airworthiness Directives), from the EASA / FAA that are notified through the email subscription service, that are applicable to the Scope of Approval.

Applicable ADs are drawn to the attention of all technical personnel and any corresponding Service Bulletins are referenced in the Job Card and on the appropriate Maintenance Manuals.

Where there are implications for the approved maintenance organisation, recommendations for action and dissemination will be undertaken and all relevant departments informed.

2.12 Optional Modification Procedure

Optional modifications are normally incorporated only with customer agreement. Should an optional modification have no effect on form, function or fit at component level, and there is no other impact on the customer, (cost, identity, etc.) the company may elect to incorporate the change without further reference to the Customer. All modifications, SBs(Service Bulletins), etc that are incorporated are recorded in the Work Order and in the Release documentation. Overhaul and Repair procedure refers.

2.13 Maintenance Documentation

All work will be carried out to approved Component Maintenance Manuals (CMM) or Production Assembly Drawings.

A uniquely numbered work documentation package is generated to structure and document all work performed in respect to assigned repair tasks. These documents collectively combine to form the
maintenance records for the repair. This package can contain, as appropriate, a Survey Report, Route Card, Strip Report or Build Sheet.

Whichever documents are utilised to support a specific repair, each of the following elements will be both stipulated and evidence of completion will be documented and maintained:

a. Process requirements (paint shop, treatment).
b. Detailed list of replacement parts required.
c. Assembly procedure requirements, to CMM or component drawings, including the revision status.
d. Test procedure requirements, to CMM or production component test requirements, including the revision status.
e. Inspection requirements.
f. Any special requirements.

The work package documentation remains with the component at all times during the work process. Operations detailed in the documentation will be signed or stamped, as appropriate, as and when they are completed.

Special Reports (Product Investigation Report, Repair Engineering Report, Repair Condition Report), when requested by the customer or company, are compiled from the information contained against the relevant repair work order. They contain all relevant basic information regarding the repair together with the investigation results/conclusions and any corrective/preventive action that is considered necessary.

2.14 Storage of Maintenance Records

Maintenance Records are stored for a minimum period as defined within company procedures QA-P-4.0A. This meets the minimum requirement of 3 years as required by the NAA regulations.

2.15 Technical Record Control

Technical records including drawings, assembly plan standards and production acceptance test schedules are controlled by a raise of issue system which is described in appropriate Company Control Procedures (CS-P-006 and EN-112).

The Maintenance Organisation will also have access to “out of issue” drawings and copies of change notes to enable any issue of returned components or assembly to be repaired. These documents will be held by configuration control.

All records appertaining to a particular repair order will be initially filed in the Maintenance Department before being transferred to the company archives. The records will include the following:

The Repair Order
Contract Review Sheet
Repair documentation
Condition/Investigation Report
EASA Form 1
Any customer correspondence

The above records will be maintained for a minimum period of Ten years.
2.15 Rectification of Defects arising during base maintenance

Eaton Limited does not operate, store or maintain complete aircraft or major aircraft assemblies. This subject is therefore not applicable.

2.16 Release to Service Procedures

On completion of the required work, the certifying staff member certifies completion of the Work Order and produces the Release to Service Certificate and a Serviceable Label. All Approved Data and any SBs, SILs, or ADs that have been incorporated during the maintenance are annotated on the Release to Service Certificate.

2.17 Records for the EU-OPS Operator

Eaton Limited does not operate, store or maintain complete aircraft or major aircraft assemblies. This subject is therefore not applicable.

2.18 Reporting Defects to the Competent Authority / Operators / Manufacturer

All personnel within the Maintenance Organisation are conscious of the requirements of the Occurrence Reporting Scheme. The specific elements of the process of reporting are defined, as appropriate, within Procedures CS-171, and QA-P-010). Once a report has been raised, the content will be assessed by Customer Support Engineering / Quality and recorded on the internal database. An evaluation of the content of the report will be carried out and where appropriate corrective action will be initiated. This action may lead to the occurrence being recorded on the ECCAIRS database. If the issue is adjudged to affect Flight Safety a report shall be submitted to the Regulatory bodies and Customers within the timescales laid down in QA-P-010.

2.19 Return of Defective Aircraft Components to Store

If during the course of the repair procedure it is considered that it is uneconomical to proceed further the item together with the documentation package will be placed in the Quarantine Store pending disposal instructions from the customer.

2.20 Defective Components to Outside Contractor

When it is necessary to return a component or component part to a sub-tier supplier for repair/investigation the following procedure will apply:

Repair Administration will raise a Request to Order detailing the work required and all necessary requirements including any investigation and/or test reports.

The Purchasing Department will raise purchase order on the sub-tier supplier in accordance with Purchasing Manual.

Repair Administration will raise a Shipping Requisition and process the item to the Despatch Department who will return the item to the sub-tier supplier.

After completion of the work by the sub-tier supplier, the component or component part will be returned to Eaton Limited where it will be routed through Eaton Limited Goods-In Department and transferred to the Repair Department in accordance with GM-101.
2.21 Control of the Computer Maintenance Record System

Within Eaton Limited Maintenance Organisation, computer systems are only used to generate the
repair number, the repair documentation, the condition/investigation report and the release
documentation. It is a requirement that hard copies of all these documents are held in the Maintenance
Organisation’s filing system for a minimum period of ten years. (QA-P-4.0A refers)

Computer systems are protected by security passwords to provide safeguards against unauthorised
access. Electronic information back-ups are undertaken by the business Information Technology
department(s) to ensure comprehensive storage and retrieval of documents.

2.22 Control of Man-Hour Planning versus Scheduled Maintenance Work

Daily Tier meetings are held within the Maintenance Organization. This identifies the priority for each
job and staff required to perform it. The completion date is defined depending upon the complexity of
the work and resources available. The manning level must be in relation to the effective workload of
each maintenance site; this includes the notion of quantity and qualification of the technical staff. It is
important to take into account the associated quality personnel and those responsible for planning,
management and inspection of the work. Revision of the manpower schedule (Workload/manning
matching) is examined and the Accountable and Quality Managers advised accordingly.

2.23 Control of Critical Tasks

Not applicable as the Company is a repair station. (AC145.A.65(b)(3)

2.24 Reference to Specific Maintenance Procedures

Eaton Limited, at this time, is not required to develop and promulgate any specific maintenance
procedures or deviation form.

2.25 Procedures to Detect and Rectify Maintenance Errors

The Repair Technicians carry out self-inspections, this is identified on the build sheet when the
Technician stamps or signs off the operations that have been conducted.
All final assemblies are passed through 100% final inspection.
This is carried out by an Inspection team independent of the repairs process.

2.26 Shift / Task Handover Procedures

Human factors and human performance are reviewed as part of personnel development. During any
hand over periods all relevant information is communicated between outgoing and incoming personnel,
this information is controlled via the Team Leaders in accordance with management techniques (CS-P-
013). Eaton Limited operates a core and late shift, and when required a shift handover book is used for
the transfer of tasks between personnel. Each repair technician undertakes a defined repair at their
own workbench. All technicians must ensure that the repair records are maintained up to date with all
stages undertaken, accepted by signature/stamp of the repair record paperwork. Where a repair task
is handed over to another repair technician, the repair record pack will form the basis of the handover,
indicating stages completed and the next steps.
2.27  Procedure for Notification of Maintenance Data Inaccuracies and Ambiguities to the Type Certificate Holder.

Component Maintenance Manuals (CMM's) are reviewed and maintained to incorporate amendments that have resulted from data inaccuracies and ambiguities. The CMM's are forwarded to the relevant type certificate holders and authorities for approval prior to formal issue.

Where inaccuracies and ambiguities are noted in CMM's for which Eaton Limited do not own design responsibility, the responsible manual owner will be notified.

2.28  Programme Owners and nominate back-up personnel

Personnel listed below have nominated as owners of the associated programs and each program has a nominated back up.

<table>
<thead>
<tr>
<th>Program</th>
<th>Owner</th>
<th>Back up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scrap parts Program</td>
<td>Quality Manager</td>
<td>Lead Quality engineer</td>
</tr>
<tr>
<td>Calibration Program</td>
<td>Quality Manager</td>
<td>Lead Quality engineer</td>
</tr>
<tr>
<td>Technical Data Program</td>
<td>Team Leader Tech Pubs</td>
<td>Manager Supportability Department</td>
</tr>
<tr>
<td>Shelf Life Program</td>
<td>General Supply Chain Manager</td>
<td>Logistics Supply Chain Manager</td>
</tr>
</tbody>
</table>
PART L2 – ADDITIONAL LINE MAINTENANCE PROCEDURES

With the exception of Part L2.3, repair approval for the remainder of this section is not being sought. Consequently, the following sections are deemed as not applicable.

L2.1 Line Maintenance Control of Aircraft Components, Tools, Equipment etc.

*Not applicable.*

L2.2 Line Maintenance Procedures related to deviation / Fuelling / De-Icing etc.

*Not applicable.*

L2.3 Line Maintenance Control of Faults and Repetitive Faults

Off-site support of this company’s products is the responsibility of the Customer Support Department. A full service is provided, including Support Engineering, Technical Publications, Spares back-up, Carrier liaison, field data retrieval, analysis and dissemination (CS-P-004).

Close liaison exists between Customer Support and the rest of the business. Regular visits are made to users and assistance is provided to resolve problems, set up Repair and Overhaul facilities and answer queries. Statistics are produced which enable monitoring of Product Reliability in service and the early detection of adverse trends in operation (CS-121).

Support Engineers working off-site hold certificates of authorisation, duly approved and signed by the Quality Manager, delegating responsibility for the undertaking of Inspection, Overhaul, Repair, Replacement, Modification and Rectification of parts and equipment manufactured by this company (CS-P-004).

A full assessment of the task before a visit is conducted by the Technical Manager/Support Engineers and establishes the Tools, Equipment and Work Instruction requirements needed to satisfactorily complete the work. Notification is given to the customer to establish any needs concerning environment and facilities.

No excursions from the specified limits of knowledge, tools or job function, is allowed unless agreed and verified with the customer.

All work is to be carried out within the limits and in accordance with Drawings or Overhaul, Repair and Maintenance Manuals, unless authorised through the concession process, ref QA-P-016.

Following work undertaken away from the Maintenance Organisation, a Certificate of Work Undertaken document, describing exactly the nature of the work done, modifications incorporated or deleted, serial number of parts fitted and removed, is completed and duly signed and stamped by the Support Engineer. On receipt of this document by the Sales & Marketing function of Customer Support, the relevant Release to Service documentation is prepared and authorised by the Company Certifying Staff prior to submission to the Customer.

For detailed information on the process used, guidance can be gained from the appropriate Company Control Procedures (CS-121, QA-P-031)
L2.4 Line Procedure for Completion of Technical Log
   Not applicable.

L2.5 Line Procedure for Pooled Part and Pooled Parts
   Not applicable.

L2.6 Line Procedure for return of Faulty Parts Removed from Aircraft
   Not applicable.
PART 3 – QUALITY SYSTEM PROCEDURES

3.1 Quality Audit of Maintenance Organisation

The Quality Manager, Titchfield will implement a planned programme of audits covering the whole Eaton Limited facility. The audit programme will monitor the effectiveness of the organisation’s quality system and seek objective evidence that documented management procedures are being followed. Specific details of the processes employed can be found in standard Company Control Procedures (QA-P-004).

3.2 Management Review

General
The Eaton Limited management team reviews the Quality Management System at least twice per year to ensure its continuing suitability, adequacy and effectiveness. This review evaluates any need for changes to Eaton Limited’s Quality Management System, including the Quality Policy and quality objectives.

Review Input
Input to management review includes current performance and improvement opportunities related to the following:

a. Audit results;
b. Feedback from internal and external customers;
c. Process performance and product conformance;
d. Status of preventive and corrective actions;
e. Follow-up actions from earlier management reviews;
f. Changes that could affect the Quality Management System;
g. Recommendations for improvement;
h. New legislation and technology.

Review Output
The outputs from the management review will include actions related to the:

a. Improvement of the Quality Management System and its processes;
b. Improvement of product related to customer requirements;
c. Resource needs;
d. Results of management reviews are recorded and maintained.

3.3 Quality Audit of Aircraft

Eaton Limited does not operate, store or maintain complete aircraft or major aircraft assemblies. This subject is therefore not applicable.

3.4 Quality Audit Remedial Action Procedure

Non-conformances recorded against the maintenance organisation management procedures shall be subject to corrective action by the Quality Manager. The Quality Manager will arrange follow up audits in order to review the effectiveness of corrective action taken. Unsatisfactory situations will be further investigated and if the non-conformance continues to persist, the audit will be referred to the Director concerned.
3.5 Certifying Staff Qualification and Training

3.5.1 Qualification of Certifying Staff

In order to qualify for certifying staff status, staff are required to have the appropriate experience, qualification and where necessary training to the satisfaction of the Quality Manager. Furthermore, such staff must be familiar with the product, general inspection procedures, and relevant airworthiness requirements. The Quality Manager is responsible for developing, implementing and reviewing the training plan for certifying staff in accordance with Company Control Procedures (QA-P-031). The review will determine any continuation training that may be required.

Continuation training shall include product or technology training to support the certifying staff member with regards to making a determination of the airworthiness of a product (e.g. when new technologies are introduced into products).

3.5.2 Approval and Authorisation of Certifying Staff

Approval of certifying staff will initially be undertaken by the Quality Manager in accordance with procedure QA-P-031.

3.5.3 Experience Records

Experience records shall be completed by all certifying staff and reviewed on a two yearly basis by the Quality Manager, to determine continual approval.

3.6 Certifying Staff Records

Certifying staff qualification and training will be recorded on personnel authorisation forms and will be reviewed annually. The Quality Manager will hold copies of records, for audit purposes and a copy held by each certifying person. Employment history of Certifying Staff is held in the Human Resources department.

The forms contain the following information:

a. Name
b. Date of birth
c. Basic training
d. Type training
e. Continuation Training
f. Experience
g. Qualification relevant to the approval
h. Scope of Authorisation
i. Date of first issue of authorisation
j. If appropriate - expiry date of the authorisation
k. Identification number of the authorisation.

A list of certifying staff is maintained by the Quality Engineering department and can be found in BM-006 & QA-P-031, both of which are available on the Company Intranet. Changes to the certifying staff list will be updated within 5 working days.
3.7 Quality Audit Personnel

Auditors undergo training to such a level as to be authorised to undertake management system and product audits throughout the organisation in accordance with standard Company Control Procedures (QA-P-004).

3.8 Qualifying Inspectors

The Supervisor/Inspector will carry out mechanical inspection procedures within the Maintenance Organisation.

The Inspector/Fitter (Electrical) will carry out electrical Inspection within the Maintenance Organisation.

All Supervisors/Inspectors are holders of appropriate stamps and the Quality Manager is responsible for the control and issue of authorising stamps. Individuals are responsible for ensuring their stamps are legible.

The supervisor/Inspector may delegate inspection operations to the Works Inspection Department who will operate within existing inspection procedures. The MTMR is responsible for developing, implementing and reviewing the training plan for staff carrying out inspection functions within the Maintenance Organisation, but an authorising stamp will only be issued by the Quality Manager when he is satisfied that the degree of training is adequate for the proposed role of the individual. The review will determine any continuation training that may be required. Procedure QA-186 refers.

Continuation training shall include product or technology training to support the Inspector in making a determination as to the conformity of a product (e.g. when new technologies are introduced into products).

3.9 Qualifying Technicians

The Plant Manager Aftermarket is responsible for developing, implementing and reviewing the training plan for fitters working within the Maintenance Organisation. The review of the training plan will determine any continuation training that may be required.

All Repair Technicians will be trained to enable them to operate without constant independent inspection involvement and such training will be conducted in accordance with relevant Company Control Procedures (QA-185). All products will be subjected to Final Inspection activity by an independent inspection staff member, except in the case where a self-certifier is employed. As a self-certifier, a Repair Technician is authorised to self-certify his own work without the need for an independent review by Inspection Department staff. All self-certifiers are subject to an audit programme to establish their ongoing competency.

The MRO Training Co-ordinator holds copies of all qualifying technicians' records of training and approvals held.
3.10 Exemption Process Control

If any exemption to the process control is necessary then Eaton Limited will apply to the EASA for approval to work outside the requirements of IR Part 145.

3.11 Concession Control

Non-conforming material will be subject to review and disposition via Material Review Board (MRB) in accordance with company procedure QA-P-016 (Control of Non-conforming Material). The MRB will include personnel from Engineering, Quality and the Maintenance Organisation, where in-service and maintenance compatibility, life, interchangeability, etc. will be considered.

The MRB may disposition the material as either use as-is via a concession (production permit/waiver/deviation), or scrap (i.e. remove from the system and dispose of via permanent deformation on-site or returned to supplier for review).

If, during a repair, there is a requirement for a concession it will be actioned in accordance with relevant Company Control Procedure (QA-P-016, QA-WI-016-3) and records will be maintained in Customer Support.

3.12 Qualification Procedure for Specialist Activities

3.12.1 Materials Laboratory

The Maintenance Organisation's operation can be supported by the company’s materials laboratory.

3.12.2 Welding

Certification of welders to undertake welding techniques on aircraft components under the authority of the Civil Aviation Authority (CAA) is granted by materials laboratory staff holding appropriate qualifications. Training and certification requirements for welding personnel are defined in standard Company Control Procedures TS-198. Records of approval are maintained.

3.12.3 Non Destructive Testing (NDT)

NDT personnel hold either EN4179 or EN473 certification for the appropriate NDT techniques they are authorised to undertake. Training procedures for NDT personnel are contained in Company Procedure WI-TP-100-1.

3.13 Control of Manufacturers Working Parties

Within the maintenance organisation each working cell is managed by a responsible team leader, whose responsibilities are to ensure on-going compliance to approved processes and procedures in accordance with regulatory approvals. This process ensures ongoing continuity across the working teams within each cell. Detailed responsibilities, authority and procedures are contained in Company Control Procedure CS-171.
3.14 Human Factors Training Programme

Research and experience have shown that Human Factors training can address many of the issues that contribute to events. Training can reduce costs associated with human performance issues.

Why Human Factors Training is important

- Human Factors training is instrumental in fostering a positive safety culture.
- Human Factors training for the workforce, including for the leadership is a critical and cost-effective first step in identifying methods to recognize, understand, and manage human performance issues.
- Effective Human Factors training not only improves work performance, but also promotes workforce physical and psychological health.
- Initial and recurrent training on new regulations, procedures, and equipment are opportunities to reinforce awareness of the Human Factors issues that affect job performance.
- ICAO and many NAAs mandate or recommend Maintenance Human Factors training, recognizing its impact on safety and quality.

Human Factors Training programme

- General/introduction to Human Factors.
- Safety culture/organizational factors.
- Human error principles, event investigation and case studies.
- Human performance and limitations.
- Environment.
- Procedures, information, tools and task sign-off practices.
- Planning of tasks, equipment, and spares.
- Communication.
- Teamwork.
- Professionalism and integrity.
- Shift and task turnover.
- Undocumented maintenance.
- Fatigue management/fitness for duty.

Requirements and company priorities that map to the key topics listed above.

- Work to ensure cooperative development between workforce and management.
- Integrate training with a system wide Human Factors plan.
- Decide on content and delivery technique matched to audience requirements.
- Decide on internal/external provider.
- Deliver initial training and begin planning for recurrent training.
- Measure the effects of training, provide feedback to the instructors and the management, improve training, and measure the effects again.

3.15 EASA Fuel Systems Regulations (CDCCL/SFAR88/FAR 25/981)

In line with the business requirements to ensure that full control and awareness of fuel system regulations (SFAR 88/FAR 25/981) for design and maintenance of fuel system components is adhered to, by all personnel involved in the maintenance of fuel products, the following training must be completed by maintenance personnel in order for them to understand and follow correct procedure whilst conducting maintenance on CDCCL products (for full requirements of training refer to BM-008).
General Maintenance (Non-Fuel)
Human Factor
CDCCL Awareness
Suspect Parts
Part 145 Awareness
FOD

Fuel Maintenance
Human Factor
CDCCL Training
Suspect Parts
Part 145 Awareness
FOD

Continuation Training
The organization shall ensure that continuation training for all required personnel is conducted within a two year period.

The continuation training will be updated when new instructions are issued which are related to the material, tools, documentation and manufacturer’s or competent authority’s directives.

3.16 Extension of Quality System to Subcontractors

If during the course of a repair there is a requirement to subcontract a service or process, then the Eaton Limited purchasing system, which meets the EASA requirements, will be used.

After the requirement for a process or service has been identified, the Repair Administrator will pass the information to the Purchasing Department. The Eaton Limited Purchasing Manual describes the process and controls for raising an order. Purchase orders will only be raised on approved companies, reference the Supplier Control procedure QA-P-028.

When items are returned they will be inspected in the Eaton Limited Goods Inwards Department, reference the Goods-in Inspection procedure GM-101, and the inspection results will be entered onto the Vendor Rating System as described in GM-135 and QA-P-028.
PART 4 - IR OPS Operators

Eaton Limited does not operate, store or maintain complete aircraft or major aircraft assemblies. This subject is therefore not applicable.
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Note: Examples of Forms are for reference purposes only. The master document is subjected to normal operating change controlled procedures which govern revision status.
Appendix 1 – Level 1 Investigation Report

LEVEL 1 INVESTIGATION REPORT
Customer Support group, Abbey Park, Titchfield, Fareham, Hampshire, PO14 4QA
Direct Dial Tel: 0044(0)1329 853498 Direct Dial Fax: 0044(0)1329 853714

Report No: ___________________ Repair No: ___________________ Administrator: ___________________ Date: ________________

Part no.: In Serial no: In CMM: ___________________________ Out Serial no Out Iss: ___________________________

Description: ___________________________ Repair/Manuf. date: ___________________________

Warranty claim: ___________________________ Repair cat: L1 Investigation Date of removal: ________________
Customer: ___________________________ Quantity: ________________ Date received: ________________
Operator: ___________________________ Cust order no: ___________________________

Application: ___________________________ Identity: ___________________________ Unit Location: ___________________________

Service Hrs: ___________________________ Repair: ___________________________ O/haul: ___________________________

Service Cycles: ___________________________ Repair: ___________________________ O/haul: ___________________________

CUSTOMER’S REASON FOR RETURN:

CONCLUSION:

Warranty decision: ________________________ Expired __________________ Denied __________________ Accepted in full __________________ Accepted in part __________________

Warranty Comments: ___________________________

Report prepared by: ___________________________ Approved by: ___________________________ Warranty reviewed by: ___________________________
Senior Integrity Engineer ___________________________ Technical Manager ___________________________ Commercial Manager ___________________________
Date: ___________________________ Date: ___________________________ Date: ___________________________

Eng/Quality approval: ___________________________
Quality Manager ___________________________
Date: ___________________________

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CS-111/2 Iss.2 Page 1 of 2
Appendix 1  Level 1 Investigation Report (Contd.)

CONDITION ON RECEIPT:

EXAMINATION:

SUMMARY:

<table>
<thead>
<tr>
<th>PREVENTATIVE ACTION/ OTHER ACTION:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All failed items in this report will be held in quarantine for a period of 30 days from issue of this report and then scrapped on site unless requested otherwise.</td>
<td></td>
</tr>
<tr>
<td>Distribution:</td>
<td>Engineering (TW)(MK)</td>
</tr>
<tr>
<td></td>
<td>Quality</td>
</tr>
<tr>
<td>Customer Support Engineering</td>
<td>Manufacturing (T)</td>
</tr>
<tr>
<td>Customer Support Commercial (to send to customer)</td>
<td></td>
</tr>
</tbody>
</table>

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CS-111/2 Iss.2  Page 2 of 2
## Equipment Failure Report

**EQUIPMENT TYPE:**

ENG / WORKS / PURCHASE / REPAIR ORDER No:

**DATE:**

**ISSUE:**

**REPORTABLE OCCURRENCE No.:**

**OCCURRENCE DATE:**

**OH / FH CYCLES:**

### Failure Discovered During:

1. **Engineering Test**
   - [ ] DEVELOPMENT
   - [ ] IN-SERVICE USE
   - [ ] QUALIFICATION
   - [ ] OTHER
   - [ ] RELIABILITY

2. **Production Test**
   - [ ] SUB ASSY.
   - [ ] BURN IN TEST
   - [ ] ACCEPTANCE TEST
   - [ ] QUAL. ASS.

### Test Specification:

**PARA No.:**

**TEST DESCRIPTION:**

**FAIL. ITEM DISPOSAL**

- [ ] SCRAP
- [ ] REWORK
- [ ] HOLD FOR INVESTIGATION

**AUTHORISED:**

### Failure Description:

**RAISED BY:**

**FUNCTION:**

**DATE:**

---

**For Reliability / Customer Support Use**

**PRELIMINARY INVESTIGATION RESULT:**
## Appendix 2 - FRACA Sample Page 1 of 2 (contd.)

### Equipment Failure Report (Continuation)

<table>
<thead>
<tr>
<th>Failure Report No:</th>
<th>Issue:</th>
</tr>
</thead>
</table>

**Was BIT used to diagnose fault (describe):**

**Analysis required**

**Special FRB**

**Return to test / customer date:**

**Replaced item detail:**

**Adjustment made:**

**Failure classification:**

- [ ] Relevant
- [ ] Non-relevant
- [ ] Primary
- [ ] Secondary
- [ ] Subsidiary
- [ ] Other

**Evidence for closure:**

**Lessons to be learnt (L):**

### Acceptance Signatures

<table>
<thead>
<tr>
<th>Acceptance Signatures</th>
<th>L/L</th>
<th>Initial</th>
<th>Date</th>
<th>Closure Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Engineer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product Assurance (QA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial Engineering</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Circulation:

- [ ] Project Manager
- [ ] Reliability
- [ ] Customer Support
- [ ] Chief Engineer
- [ ] Product Assurance
- [ ] Industrial Engineering
- [ ] Customer via Commercial Administrator
Appendix 3 – Shelf Life Control Form

### Appendix A

#### Shelf-life Control Sheet

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>LOCATION</th>
<th>EXPIRY DATE</th>
<th>EXPIRED LIFE ITEMS BATCH NO’S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

TEAM LEADERS SIGNATURE  

DATE:
Appendix 4 – Scrap Certificate

**Aerospace**

EATON LIMITED
ABBOT PARK
SOUTHAMPTON ROAD
TITCHFIELD
HAMPSHIRE PO14 4QA
GREAT BRITAIN

Customer ID: 230365AC
ATTN
A.J. WALTER AVIATION LTD
LOGISTICS CENTRE
THE SOUTHSIDE PARK
MAYFELL AV, WEST SUSSEX
GL650D RH13 OAX
GREAT BRITAIN

Customer ID: PG230340
A.J. WALTER AVIATION LTD
THE HEADQUARTERS
DEAL AVENUE
GREAT LIGHTS
RH13 OAX
GREAT BRITAIN

<table>
<thead>
<tr>
<th>Order #</th>
<th>Rev.</th>
<th>Order Date</th>
<th>Days from ID</th>
<th>Term</th>
<th>PCB</th>
<th>Ship via</th>
</tr>
</thead>
<tbody>
<tr>
<td>T215270</td>
<td>0</td>
<td>07/03/17</td>
<td>10 DAYS FROM ID</td>
<td>EN3</td>
<td></td>
<td></td>
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</table>

**Remarks**

The item detailed below has been requested to be sent on site and therefore has been mutilated as per your instructions.

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Description</th>
<th>Rev.</th>
<th>Quantity Shipped</th>
<th>Promised Date</th>
<th>Required Date</th>
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</thead>
<tbody>
<tr>
<td>001</td>
<td>1</td>
<td>PRESSURE SWITCH</td>
<td>1.00 EA</td>
<td>04/04/17</td>
<td>22/03/17</td>
<td></td>
</tr>
</tbody>
</table>

***SHIPINFO***
## Appendix 5 – Picking List

**BULK PICK LIST**

**EATON AEROSPACE LIMITED**

**ABBSY PARK**

**SOUTHAMPTON ROAD**

**TITCHFIELD**

**HAMPSHIRE PO14 4QA**

**Sales Order Number:** NL39051

**Order Date:** 30/01/2012

**Ship To:**

### Remarks: T109591 3515600-241 GA MK15-241 FLOAT SWITCH

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<th>Site Location</th>
<th>Qt</th>
<th>Spec</th>
<th>Lot/Serial</th>
<th>Qty</th>
<th>Due</th>
<th>Shipped</th>
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</tr>
</tbody>
</table>
**PROCEDURE**
**MAINTENANCE ORGANISATION**
**EXPOSITION**

No: BM-003  
Page 52 of 68  
Revision: 04

---

**Appendix 6 – Build Sheet**

<table>
<thead>
<tr>
<th>MOD STATE: CONCESSIONS:</th>
<th>COMPLETION OF BUILD</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMARKS: CT1/6A label required</td>
<td></td>
</tr>
</tbody>
</table>

**DOCUMENTATION AND INSPECTION CHECKS CERTIFIED BY**

<table>
<thead>
<tr>
<th>INSPECTOR’S SIGNATURE</th>
<th>STAMP</th>
</tr>
</thead>
</table>

**D1 Duplicate IMP carried out by Fitter IMP plus Independent IMP overhauled at the Inspector’s discretion. C Critical IMP carried out by F1 subject to overcheck at inspection due. All other checks by a F1 subject to random overchecks by Inspection.**

**ISSUE**: Original

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>TAPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>29/01/91</td>
<td>C</td>
<td>Tapping</td>
</tr>
</tbody>
</table>
Appendix 7 – Test Reject & Rectification Card

<table>
<thead>
<tr>
<th>INSPECTION</th>
<th>REASON</th>
<th>W.O. NO.</th>
<th>SERIAL NO.</th>
<th>BUILT ON</th>
<th>TYPE</th>
</tr>
</thead>
</table>

*Example*
Appendix 8 – Test Certificate

**TEST CERTIFICATE**

<table>
<thead>
<tr>
<th>Description of Unit: Solenoid And Block Assembly</th>
<th>Serial No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Type</td>
<td></td>
</tr>
<tr>
<td>G.A.No.</td>
<td></td>
</tr>
<tr>
<td>Acceptance Test Schedule No:</td>
<td></td>
</tr>
<tr>
<td>W.O.No.</td>
<td></td>
</tr>
</tbody>
</table>

Note: Reference number of the following relate to paragraph reference in Test Schedule

5.1 Electrical Test

5.1.3.1 Insulation resistance was............. Megohms

5.1.3.2 Insulation resistance was............. Megohms

5.1.3.3 The stow coil resistance was........... ohms

5.1.3.4 The deploy coil resistance was......... ohms

5.1.3.5 Insulation resistance was............. Megohms

5.1.3.6 High Potential Test Certificate available/not available: Satisfactory/Unsatisfactory

5.2 Functional Test

5.2.2.4 The current taken by each coil was:

   Stow coil:............. amps. White Tag Not Visible.
   Deploy coil:............. amps. White Tag Visible.

5.2.3.1 At an air inlet pressure of 20" H.G. the valves were opened and closed Five times.

   Stow valve leakage was............. cc/Sec
   Deploy valve leakage was............. cc/Sec

5.3 Proof Pressure Test

5.3.3.1 An internal air pressure of............. P.S.I.G.

   at room temperature was applied for five minutes.

   Unit Passed P.A.T.

Certified for Inspection Dept.

Date.....................
## AUTHORISED RELEASE CERTIFICATE

**EASA FORM 1**

CIVIL AVIATION AUTHORITY / UNITED KINGDOM

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Part No.</th>
<th>Qty.</th>
<th>Serial No.</th>
<th>Status/Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remark**

13a. Certifies that the items identified above were manufactured in conformity with:

- [ ] approved design data and are in a condition for safe operation
- [ ] non-approved design data specified in block 12

13b. Authorised Signature: [Signature]

13c. Approval / Authorisation Number: [Number]

14a. [ ] EASA Form 14.50 Release to Service

14b. [ ] Other regulation specified in block 12

14c. Certificate / Approval Ref. No.: [Ref. No.]

14d. Date: (dd mmm yyyy)

**USER / INSTALLER RESPONSIBILITIES**

This certificate does not automatically constitute authority to install.

Where the user / installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user / installer ensures that his / her airworthiness authority accepts items from the airworthiness authority specified in block 1.

Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user / installer before the aircraft may be flown.

EASA Form 1 – 145 Issue 2
## AUTHORISED RELEASE CERTIFICATE

**EASA FORM 1**

<table>
<thead>
<tr>
<th>4. Organisation Name and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EATON LIMITED</td>
</tr>
<tr>
<td>ABBEY PARK</td>
</tr>
<tr>
<td>SOUTHAMPTON</td>
</tr>
<tr>
<td>TITCHFIELD ROAD</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Phone: 01329 853000</td>
</tr>
<tr>
<td>Fax: 01329 853797</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Work Order/Contract/Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose an item.</td>
</tr>
</tbody>
</table>

|--------|----------------|------------|-------|---------------|-----------|

<table>
<thead>
<tr>
<th>12. Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Certified that the work specified in blocks 11 and 12 was carried out in accordance with the United States Federal Aviation Regulation 14 CFR part 43 under FAA certificate No GTEY019U.

13a. Certifies that the items identified above were manufactured in conformity to:

- [ ] approved design data and are in a condition for safe operation
- [ ] non-approved design data specified in block 12

14a. 1-145 - Certificate to Service
12. Other regulation specified in block 12

Certified that the work identified in block 11 and described in block 12 was accomplished in accordance with Part-145 and in respect to that work the items are considered ready for release to service.

13b. Authorised Signature: ____________________________ 13c. Approval / Authorisation Number: ____________________________

14b. Authorised Signature: ____________________________ 14c. Certificate / Approval Ref No: ____________________________

UK 145.01326

13d. Name: ____________________________ 13e. Date: (dd mmm yyyy)

14d. Name: ____________________________ 14e. Date: (dd mmm yyyy)

**USER / INSTALLER RESPONSIBILITIES:**

This certificate does not automatically constitute authority to install.

Where the user / installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user / installer ensures that his / her airworthiness authority accepts items from the airworthiness authority specified in block 1.

Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user / installer before the aircraft may be flown.

EASA Form 1 – 145 Issue 2
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Part No.</th>
<th>Qty.</th>
<th>Serial No.</th>
<th>Status/Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Remarks**

TCCA Approval Number: 814-96

13a. Certifies that the items identified above were manufactured in conformity to:

- [ ] approved design data and are in a condition for safe operation
- [ ] non-approved design data specified in block 12

13b. Authorised Signature:  
13c. Approval / Authorisation Number:

14a. [x] Part 145.A. Release for service  
14b. [ ] Other regulation specified in block 12

Certifies that under the regulations specified in block 12 the work identified in block 11 and described in block 12 was accomplished in accordance with Part 145 and in respect to that work the items specified in block 12 are considered ready for release to service.

14b. Authorised Signature:  
14c. Certificate / Approval Ref. No.:

UK.145.01326

13d. Name:  
13e. Date: (dd mmm yyyy)

14d. Name:  
14e. Date: (dd mmm yyyy)

**USER / INSTALLER RESPONSIBILITIES:**

This certificate does not automatically constitute authority to install.

Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1.

Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.
1. Approving Competent Authority / Country
   CIVIL AVIATION AUTHORITY / UNITED KINGDOM

2. 
   AUTHORISED RELEASE CERTIFICATE
   EASA FORM 1

3. Form Tracking number

4. Organisation Name and Address
   EATON LIMITED
   ABBEY PARK
   SOUTHAMPTON ROAD
   TITCHFIELD
   PO14 4GA
   Phone: 01329 853000
   Fax: 01329 853797

5. Work Order/Contract/Invoice

6. Item
7. Description
8. Part No.
9. Qty.
10. Serial No.
11. Status/Work
   Choose an item.

12. Remarks

Certified that the work specified in blocks 11 and 12 was carried out in accordance with the following:

- Aviation Regulation 14 CFR part 43 under FAA certificate No G7EY919J
- TCDA Approval Number: 814-06

13a. Certifies that the items identified above were manufactured in conformity to:
   - approved design data and are in a condition for safe operation
   - non-approved design data specified in block 12

14a. Part 91 of 92, release to service
14b. Other regulation specified in block 12
   Certified that unless otherwise specified in block 12, the work identified in block 11 and certified in block 12 was accomplished in accordance with Part-91 and in respect to that work the items were considered ready for release to service.

13c. Authorised Signature:  
13d. Name:
13e. Date: (dd mmm yyyy)

   UK:145.01326

USER/INSTALLER RESPONSIBILITIES
This certificate does not automatically constitute authority to install.

Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1.

Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

EASA Form 1 – 145 Issue 2
**AUTHORISED RELEASE CERTIFICATE**

EASA FORM 1

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Part</th>
<th>Qty</th>
<th>Serial No</th>
<th>Status/Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks**

This Certificate corrects the error(s) in block(s) [enter block(s) corrected] of the Certificate [enter original tracking number] dated [enter original issuance date] and does not constitute a final addition/release to service.

Certified that the work specified in blocks 11 and 12 was carried out in accordance with the United States Federal Aviation Regulation 14 CFR part 43 under FAA certificate No. GTEY819U.

TOCA Approval Number: 814-06

13a. Certifies that the items identified above were manufactured in conformity to:

- approved design data and are in a condition for safe operation
- non-approved design data specified in block 12

13b. Authorised Signature:

13c. Approval / Authorisation Number

13d. Name:

13e. Date: (dd mmm yyyy)


14b. Date: (dd mmm yyyy)

**USER / INSTALLER RESPONSIBILITIES**

This certificate does not automatically constitute authority to install.

Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1.

Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

EASA Form 1 – 145 Issue 2
## Appendix 14 – Certificate of Conformity (C of C)

<table>
<thead>
<tr>
<th>Certificate ref. No.</th>
<th>Work Order/Contract</th>
<th>SERIAL BATCH No.</th>
<th>CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>CUSTOMER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REMARKS / CONCESSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**CERTIFICATE OF CONFORMITY**

CERTIFIED IN ACCORDANCE WITH ISO9001:2008 AS9100 REV C
Eaton Ltd
ABBERFRAK
SOUTHWICK ROAD
TITCHFIELD
PO14 4QA
GREAT BRITAIN

MANUFACTURED AND RELEASED IN ACCORDANCE WITH OUR APPROVAL NUMBER: EA741041

Signed: [Signature]
Name: [Name]

Certified that the whole of the supplies detailed above have been manufactured, inspected, tested and tested otherwise stated above, contrary in all respects to the Specification(s), Drawings and Contract Order.

Date: [Date]
Page 1 of 1
Appendix 15 – Certifying Staff Authorisation

AUTHORISED RELEASE CERTIFICATE FOR APPROVAL

This Certificate is issued in accordance with EASA IR PART 145 Approval No. UK 145 01326 for the following ratings:

C1, C4, C5, C6, C7, C9, C12, C17, C18

FAA Form 8130-3 in accordance with FAR 145 Approval No. C76696 and EASA/FAA MAG.

Transport Canada Release law
TCCA Approval No. 014-08 and EASA TCCA MAG

CAAC AAC-038 in accordance with CAAC Approval Fo-400442

EATON Ltd, Authorised Released Certificate in compliance with our BSEN ISO 9001 Approval No. FM67841
Appendix 16 – Un-Serviceable Component Tag
## Appendix 17 – Inspection Repair Report (Example)

**EATON LIMITED**

**ABBAY PARK**

**SOUTHAMPTON ROAD**

**TITCHFIELD**

**HAMPSHIRE PO14 4QA**

**Customer Service Rep:**

Tel: 44(0)122653092

Fax: 44(0)122653778

Email: Customer Service Rep:

---

### INSPECTION REPAIR REPORT

<table>
<thead>
<tr>
<th>Call No:</th>
<th>Line Item:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### RECEIVED ORDER DETAILS

- **Returned By:**
- **Model Number:**
- **Part Number:**
- **Serial Number:**
- **Serial Number Suffix:**
- **Modifications:**
- **Customer Container:**

### REMOVAL/RECEIPT DETAILS

<table>
<thead>
<tr>
<th>Date Removed:</th>
<th>TSN Hours:</th>
<th>CSN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft Type:</td>
<td>TSO Hours:</td>
<td>CSC:</td>
</tr>
<tr>
<td>Aircraft Tail No:</td>
<td>TSR Hours:</td>
<td>CSR:</td>
</tr>
</tbody>
</table>

### WORK DOCUMENTS

- **CMM:**
  - **Date:**
  - **Rev:**

- **Tech Manual/Drawing No:**
  - **Date:**
  - **Rev:**

- **ATP:**
  - **Date:**
  - **Rev:**

### Customer Specifications/Documents

### Special Instructions

- **Scheduled Removal:**
  - Yes [ ]
  - No [ ]

- **Failure Analysis Required:**
  - Yes [ ]
  - No [ ]

### Reason for Removal

---

**EXAMPLE**
Appendix 17 – Inspection Repair Report (Example) (Contd...)

INSCRIPTION REPAIR REPORT

<table>
<thead>
<tr>
<th>Incoming/Confirmation Test Required</th>
<th>Yes</th>
<th>No</th>
<th>Removal Reason Confirmed</th>
<th>Yes</th>
<th>No</th>
<th>No Fault Found (NFF)</th>
</tr>
</thead>
</table>

Received Visual Condition

Incoming/Confirmation Test Result

Warranty Requested

<table>
<thead>
<tr>
<th>Warranty Accepted</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Partial Warranty Accepted

Warranty Details

WORK DETAILS & FINDINGS

Disassembly Observations:

Work Instructions:

Reason For Failure:

WORK ACCOMPLISHED

<table>
<thead>
<tr>
<th>Svc Bulletin Incorporated</th>
<th>Status/Work Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Letters Inc</td>
<td>Mods Id’d on Name Plate</td>
</tr>
<tr>
<td>Mods Inc This Visit</td>
<td>Product Mod/Upgrade To</td>
</tr>
</tbody>
</table>

APPROVALS

<table>
<thead>
<tr>
<th>Stamp or Signature</th>
<th>Date</th>
<th>Authorized Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

SHIPMENT DETAILS

<table>
<thead>
<tr>
<th>Ship to Customer</th>
<th>Bill to Customer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Number:</td>
<td>Model Number:</td>
</tr>
<tr>
<td>Serial Number:</td>
<td>Serial Number Suffix</td>
</tr>
<tr>
<td>Customer Part#:</td>
<td>Customer Serial #</td>
</tr>
<tr>
<td></td>
<td>Suffix:</td>
</tr>
</tbody>
</table>
## Appendix 18 – Router (Example)

### ROUTER

<table>
<thead>
<tr>
<th>Operation</th>
<th>Work Center</th>
<th>Description</th>
<th>Sign Off/Stamp/Date</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>96HELP</td>
<td></td>
<td>INFORMATION ONLY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>96TR039</td>
<td></td>
<td>VALVES TAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>96TR099</td>
<td></td>
<td>VALVES STRIP &amp; SURVEY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>96TR099</td>
<td></td>
<td>VALVES STRIP &amp; SURVEY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>96TR099</td>
<td></td>
<td>VALVES STRIP &amp; SURVEY</td>
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<td></td>
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<tr>
<td>96TR003</td>
<td></td>
<td>KITTING</td>
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<tr>
<td>96TR119</td>
<td></td>
<td>VALVES BUILD</td>
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<tr>
<td>96TR139</td>
<td></td>
<td>VALVES TEST</td>
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</tr>
<tr>
<td>96TR159</td>
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<td>VALVES FINALS</td>
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<tr>
<td>96TR179</td>
<td></td>
<td>VALVES FINAL INFN</td>
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</table>

**EXAMPLE**
### Appendix 19 – Preliminary Survey Report

**CUSTOMER SUPPORT**

<table>
<thead>
<tr>
<th>Customer</th>
<th>Customer Order No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE BOOKED IN</th>
<th>PART No IN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPOT REPAIR No</td>
<td>PART No OUT</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>UNIT DESCRIPTION</th>
<th>MODS AS RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT SERIAL No</td>
<td>MODS TO EMBODY</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>T.C.V. S/No</td>
<td>755-1-09798-001</td>
<td>F.P. S/No</td>
<td>755-1-09797-002</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.F. S/No</td>
<td>755-1-09890-010</td>
<td>SOLENOID 506-1-08422-000</td>
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</table>

<table>
<thead>
<tr>
<th>TOTAL TIME SINCE NEW</th>
<th>CSN:</th>
<th>TSN:</th>
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<table>
<thead>
<tr>
<th>TIME SINCE REPAIR</th>
<th>CSR:</th>
<th>TSR:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>REPAIR CATEGORY</th>
<th>NON WARTY</th>
<th>WARRANTY</th>
<th>MOD</th>
<th>O/HAUL</th>
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</table>

<table>
<thead>
<tr>
<th>REASON FOR RETURN</th>
<th>LABEL WITH UNIT</th>
<th>LOG CARD WITH UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A/C or ENGINE No</th>
<th>A/C or ENGINE TYPE</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPERATOR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF MANUFACTURE</th>
<th>REPAIR DATE</th>
<th>REMOVAL DATE</th>
</tr>
</thead>
</table>

CS-171-PSR Rev 0
Appendix 20 – Employment Summary Form

Details of Personnel involved in Aircraft Maintenance Activities

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
</tr>
<tr>
<td>Form 4 Required</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Qualifications Relevant to this position  (use Continuation sheet if required)</td>
<td></td>
</tr>
<tr>
<td>Work Experience relevant to this position  (use Continuation sheet if required)</td>
<td></td>
</tr>
<tr>
<td>Health Safety and Environment, Human Factors, Training  (use Continuation sheet if required)</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Name and signature of supervisor approving this person for this position

Signature __________________________ Date __________________________

Name __________________________

Once approved this form must be retained in the individuals training record
PART 6 – Operators Maintenance Procedures

Eaton Limited does not operate, store or maintain complete aircraft or major aircraft assemblies. This subject is therefore not applicable.

PART 7 – FAA MAG SUPPLEMENT

Refer to BM-WI-003-2 – FAA Supplement

PART 8 – TCCA MAG SUPPLEMENT

Refer to BM-WI-003-1 – TCCA Supplement