BM-003

Maintenance Organisation Exposition

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<th>Function</th>
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<tr>
<td>Prepared by (Subject Matter Expert)</td>
<td>Quality Engineer</td>
<td>Owen Case</td>
<td></td>
<td>Oct 2014</td>
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<tr>
<td>Approved by (Process Owner)</td>
<td>Accountable Manager</td>
<td>Ben Bryson</td>
<td></td>
<td>Oct 2014</td>
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<tr>
<td>Approved by (Process Owner)</td>
<td>Quality Manager</td>
<td>Ian Dickson</td>
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<td>Oct 2014</td>
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<tr>
<td>Issuing Authority (Document Controller)</td>
<td>Senior Secretary, Quality - Titchfield</td>
<td>Carol Lock</td>
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<td>Oct 2014</td>
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<td>Initial Issue Ref Legal Entity change from Eaton Aerospace Ltd to Eaton Ltd</td>
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<td>2</td>
<td>July 2014</td>
<td>Reformat to standardise with Eaton BMS format. Added Turbo Power Systems as Sub-Contractor Additional Location</td>
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<td>3</td>
<td>Oct 2014</td>
<td>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)</td>
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* 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:

Abbeypark
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 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

AD Airworthiness Directive
AMO Approved Maintenance Organisation
CAA Civil Aviation Authority
CCP Company Control Procedure
CDCCL Critical Design Configuration Control Limitations
CMM Component Maintenance Manual
C of A Certificate of Airworthiness
C of C Certificate of Conformity
DIP Document Image Processing
EASA European Aviation Safety Agency
FAA Federal Aviation Authority
FRACA Failure Reporting And Corrective Action
ICAO International Civil Aviation Organization
IR Implementing Rules
MAG Maintenance Annex Guidance
MOE Maintenance Organisation Exposition
MOR Mandatory Occurrence Reporting
MTMR Manufacturing Team Manager Repairs
NAA National Aviation Authority
OEM Original Equipment Manufacturer
PMA Part Manufacturing Approval
QA Quality Assurance
QMS Quality Management System
RSR Repair Service Record
SFAR Special Federal Aviation Regulation
SB Service Bulletin
TC Type Certificate
TCCA Transport Canada Civil Aviation
TCH Type Certificate Holder
UBR Unique Batch Reference
0.5 Associated Documents

BM-001 Business Manual
BM-004 Capability List
BM-006 Management Personnel
BM-008 Repairs Training Manual
BM-WI-003-1 TCCA Supplement (MAG)
BM-WI-003-2 FAA Supplement (MAG)
CAP382 Mandatory Occurrence Reporting Scheme
CS-109 Technical Publications
CS-121 Monitoring of Company Products in Service
CS-168 In-service product investigation & reporting
CS-170 Organisation and Supervision of Eaton Working Parties
CS-171 Customer Support Repairs Process
EN-112 Documentation Control
GM-101 Goods Received Inspection (GRI)
GM-135 GRI Acceptance Sampling and Vendor Rating
GM-146 Tooling Design and Manufacture
GM-261 Procedure for Controlling Shelf Life Items
IR Part 145 Maintenance Organisation Approvals
QA-109 Assessment and Control of Suppliers
QA-126 Control of Records
QA-144 Calibration
QA-163 Non-conformance Control
QA-185 The Control of Authorised Stamps
QA-186 Approved Operator Process
QA-222 Certifying Staff Training for Release to Service
QA-P-004 Internal Audits of the Quality System
QA-P-010 Quality Alert Process
QIS 1 Quality Control Requirements For Suppliers
TP-100 Training and Certification Requirements for NDT Personnel
TS-198 Welding and Brazing Operator Approval
WI-QA-163-3 Concession and Production Permit Application Process
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 Policy

- To set our safety standards to the level required by the National Authority, EASA and to incorporate any additional requirements that exceed these standards when required by our customers.
- To identify management responsibilities for safety standards and ensure adherence through formal leadership review.
- To ensure all staff are aware of the safety standards and have a clear understanding of their accountability.
- To provide staff with appropriate tools, procedures and time to carry out tasks in accordance with those procedures.
- To make effective use of our resources.
- To establish and promote a culture to encourage staff to report safety concerns and seek to ensure that safety standards are not eroded by commercial factors.
- To identify and address potential risks arising from changes in operations, systems, procedures and staff associated with safety significant functions adhere to our set safety standards.

1.3 Quality Policy

- It is the policy of the company to provide products and services that meet or exceed customer expectations and satisfy them by anticipating their needs and requirements.
- We set and review objectives and continually improve the effectiveness of the Quality Management System.

Original Signed

Signed
Ben Bryson
Plant Manager
(Accountable Manager)
1.4 Management Personnel

An Employment Roster Form BM-102-EH-1 is required for all of the positions noted in the table.

An EASA Form 4 will be required for those positions marked - Form 4

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<td>FMC UK Operations Director</td>
<td>Armando Tellez</td>
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<td>Production Manager Aftermarket</td>
<td>Norman Austen</td>
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<tr>
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<td>Ian Dickson</td>
<td>Form 4</td>
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<td>Technical Support Manager</td>
<td>Stuart Tucker</td>
<td>Form 4</td>
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<td>Service Desk Manager</td>
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<tr>
<td>MTMR</td>
<td>Rob Marshall</td>
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<td>Team Leader Military</td>
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<td>Team Leader 28 Day</td>
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1.5 Duties and Responsibilities of Management Personnel

**Plant Manager (Accountable Manager)**

The Plant Manager is the nominated Accountable Manager within the terms of the IR Part 145 approval, and is therefore also responsible for ensuring that the organisation is maintained in accordance 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 Plant 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 Plant 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 Plant 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 Plant Manager will nominate a deputy as a backup.
Production Manager Aftermarket (Nominated Person)

The Production Manager Aftermarket 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 Production Manager Aftermarket is directly responsible for ensuring:

a. Ensuring 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 Production Manager Aftermarket may delegate any duties assigned to any suitably qualified personnel within Customer Support. However, such delegation does not relieve the Production Manager Aftermarket of overall responsibility. For long term absence the Production Manager Aftermarket will nominate operations manager as the deputy.

Plant Quality Manager

The Plant Quality Manager is responsible to the FMC UK Operations Director and 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 Plant Quality Manager may be delegated as necessary. However such delegation does not relieve the Plant Quality Manager of the overall responsibility. For long term absence the Plant Quality Manager will nominate a deputy as a backup.

**Technical Support Manager**

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

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.

b. Through the use of total quality techniques, develop problem solving capabilities.

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

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

e. Support obsolescence and redesign processes.

f. Manage the quality procedure within cells and ensure that all quality and engineering processes are robust.

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

**MTMR**

The MTMR is responsible to the Production 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 as a backup.

Service Desk Manager

The Service Desk Manager 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 on-going 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 Service Desk Manager may be delegated as necessary. However such delegation does not relieve the Service Desk Manager of the overall responsibility. For long term absence the Service Desk Manager will nominate a deputy as a backup.

NDT Level 3

The Nominated NDT Level 3 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 3 is referred to as the Lead Engineer. Terms of reference are contained within procedure BM-006. Specific duties include:

a. Technical responsibility for the NDT test facility and staff.
b. Establish and validate techniques and procedures.
c. Interpret standards, codes, specifications and procedures.
d. Approve NDT procedures and other NDT related work instructions for technical adequacy in the method for which they are approved.
e. Maintain 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. Identify any additional NDT qualified Level 3 personnel necessary for coverage when the Nominated Level 3 is not qualified in all NDT methods used by the organisation.
i. Identify any additional Level 3 personnel necessary to provide adequate day-to-day coverage depending on the size/facilities of the organisation.
j. Approve the organisation’s NDP procedures and written practice for the training and qualification of NDT personnel as meeting this requirements and EN4179 as appropriate.
k. Review 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. Ensure that NDT procedures are reviewed on a regular basis.
m. Ensure 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.

Certifying Staff

It is the responsibility of all certifying staff to ensure that they are; approved to release product
to service, hold a valid certificate. Upon releasing product to service it is the responsibility of
the individual to ensure that the work carried out was accomplished IAW EASA part -145 in
respect of that work, the items are approved for release to service.

Inspection Personnel

It is the responsibility of the inspection personnel to ensure that they hold the correct approvals
to inspect the product, and that all work has been carried out in in accordance with the
approved data.

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.
1.6 Management Organisation Chart

![Management Organisation Chart](image)

**Figure 1 - Repairs Management Organisation Chart**
1.7 List of Certifying Staff

The following personnel are approved to sign EASA Form One issued under EASA / CAA Approval UK.145.01326.

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<table>
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<tr>
<td>Technical Support Manager</td>
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<tr>
<td>Quality Technician</td>
<td>Owen Culshaw</td>
</tr>
<tr>
<td>Quality Technician</td>
<td>Andy Glover</td>
</tr>
<tr>
<td>Quality Technician</td>
<td>Steve Hall</td>
</tr>
<tr>
<td>Quality Technician</td>
<td>Rod Tyler</td>
</tr>
<tr>
<td>Customer Support Engineer</td>
<td>John Biddlecombe</td>
</tr>
<tr>
<td>Customer Support Engineer</td>
<td>Ian Dudley</td>
</tr>
<tr>
<td>Customer Support Engineer</td>
<td>Ian Hoyle</td>
</tr>
<tr>
<td>Customer Support Engineer</td>
<td>Wayne McGowan</td>
</tr>
<tr>
<td>Customer Support Engineer</td>
<td>Paul Tucker</td>
</tr>
<tr>
<td>Customer Support Engineer</td>
<td>William Walker</td>
</tr>
<tr>
<td>Customer Support Engineer</td>
<td>Ian Hoyle</td>
</tr>
<tr>
<td>Customer Support Engineer</td>
<td>Howard Atkins</td>
</tr>
<tr>
<td>Plant Quality Manager</td>
<td>Ian Dickson</td>
</tr>
</tbody>
</table>

1 Intermediate/Final Inspection

1.8 Manpower Resources

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 (15)
b. Administrative personnel under the direct control of the Production Manager Aftermarket (Customer Support) (40)
c. Maintenance Personnel under the direct control of the Operations Manager (90)
d. Quality Assurance personnel with shared responsibility reporting to the Quality Manager (4)

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.

1.9 Maintenance Organisation Facilities

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.
Titchfield Maintenance Organisation Facilities (Building 1)

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.
## Test Facilities

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building 1</td>
<td></td>
</tr>
<tr>
<td>Cell 3</td>
<td>VIGV test Rigs</td>
</tr>
<tr>
<td>Cell 4</td>
<td>Various Pump rigs</td>
</tr>
<tr>
<td>Cell 4a</td>
<td>Static DTD585, Fuel, and Skydrol Rigs</td>
</tr>
<tr>
<td>Cell 5</td>
<td>0-30 in/hg Vacuum Rig, 0-100psi Air, 0-600psi Air</td>
</tr>
<tr>
<td>Cell 6</td>
<td>Pump test cell Rig</td>
</tr>
<tr>
<td>Cell 9</td>
<td>BAE146 Generator and Challenger APU test rigs</td>
</tr>
<tr>
<td>Cell 10</td>
<td>BAE146 Starter Rig</td>
</tr>
<tr>
<td>Cell 11</td>
<td>Generator and motor Brush Bedding</td>
</tr>
<tr>
<td>Cell 12</td>
<td>Pump test cell Rig</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 and Level sensor Test Bench</td>
</tr>
<tr>
<td>Actuator Cell</td>
<td>HTE Actuator Test Benches(X6)</td>
</tr>
<tr>
<td>Actuator Cell</td>
<td>FR Actuator test Bench</td>
</tr>
<tr>
<td>Airstairs Cell</td>
<td>Suspension Pressure indicator rig-DTD585</td>
</tr>
<tr>
<td>Airstairs Cell</td>
<td>AS3 DTD585 Jack and Airstair rig</td>
</tr>
<tr>
<td>Airstairs Cell</td>
<td>AS2 Skydrol Reservoir and Airstair Rig</td>
</tr>
<tr>
<td>Airstairs Cell</td>
<td>AS1 Skydrol Jack and Airstair Rig</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>Building 3</td>
<td></td>
</tr>
<tr>
<td>Bay 3</td>
<td>Pratt and Whitney Pump rig</td>
</tr>
<tr>
<td>Bay 5</td>
<td>8712, 7312 Pump rigs</td>
</tr>
<tr>
<td>Building 3a</td>
<td></td>
</tr>
<tr>
<td>Bay 1</td>
<td>BP230/250/255 Test Rigs</td>
</tr>
<tr>
<td>Bay 5</td>
<td>Pratt and Whitney Pump rig</td>
</tr>
<tr>
<td>Building 3b</td>
<td></td>
</tr>
<tr>
<td>Bay 1</td>
<td>AM 600 Rig</td>
</tr>
<tr>
<td>Bay 2</td>
<td>PDU 100 Rig</td>
</tr>
<tr>
<td>Bay 2</td>
<td>BCV 7 Rig</td>
</tr>
<tr>
<td>Bay 3</td>
<td>PRV 600</td>
</tr>
<tr>
<td>Bay 4</td>
<td>PRV 650</td>
</tr>
<tr>
<td>Bay 4</td>
<td>F111 and F112 Filter test rig</td>
</tr>
<tr>
<td>Bay 5</td>
<td>IGV Test Rig</td>
</tr>
<tr>
<td>Bay 9</td>
<td>MLRS, Rotary acts, Drive shaft, Motor Brake rigs</td>
</tr>
<tr>
<td>Annex</td>
<td>Trent Rig (SOV110, AR210)</td>
</tr>
<tr>
<td>Annex</td>
<td>BCVU Separate bleed valve rigs</td>
</tr>
<tr>
<td>Annex</td>
<td>AR101 Rig</td>
</tr>
<tr>
<td>Annex</td>
<td>P4PF Switch Rig</td>
</tr>
<tr>
<td>Annex</td>
<td>Spool Valve Rig</td>
</tr>
<tr>
<td>Annex</td>
<td>SSL Rig</td>
</tr>
<tr>
<td>Building 3H</td>
<td></td>
</tr>
<tr>
<td>Bay 7</td>
<td>7814 Motor Rig</td>
</tr>
<tr>
<td>Building 10</td>
<td></td>
</tr>
<tr>
<td>Rig 4</td>
<td>Fuel Flow Rig</td>
</tr>
<tr>
<td>Rig 5</td>
<td>Gimbal tank rig</td>
</tr>
<tr>
<td>Rig 6</td>
<td>MFLI test tank tube</td>
</tr>
<tr>
<td>Rig 7</td>
<td>Float Vent Valve Test Tank</td>
</tr>
<tr>
<td></td>
<td>Test Facilities at Titchfield</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.

1.10 Specialist Facilities at Titchfield

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
- Alcocrom
- 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.

1.11 Description of Site Buildings 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.
Site Layout of Eaton Limited Repairs
The Valves testing facility within building 1 Valve Assembly is designated as part of the supporting infrastructure to test valve repairs.
1.10 Scope of Work

The scope of work generally 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.

1.11 Capability – Titchfield Site

The following general categorisations of capability are supplemented by the publication of a detailed list contained in the complementing document BM-004 Capability List.

<table>
<thead>
<tr>
<th>RATING</th>
<th>PRODUCT TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Air Cond &amp; Press, Pneumatic Valves, Airstairs</td>
</tr>
<tr>
<td>C4</td>
<td>Doors - Hatches, Non-Actuated Valves, Swivel Joints, Airstairs</td>
</tr>
<tr>
<td>C5</td>
<td>Electrical Power, Ram Air and Gas Turbines, Motors, Generators, Starters</td>
</tr>
<tr>
<td>C6</td>
<td>Equipment, Gearboxes, Actuators, Screw jacks, Actuated and Non Actuated Ball Valves For Water Systems, Water Drain Valves, Gas Charging Valves, Actuators</td>
</tr>
<tr>
<td>C7</td>
<td>Engine - APU, Pressure Balance Joints, Non Return Valves</td>
</tr>
<tr>
<td>C9</td>
<td>Fuel - Airframe, Pumps and Fuel Systems, Aircraft Fuelling Equipment, Actuated and Non Actuated Valves, Non Return Valves, Quick Release Couplings, Pressure Relief Valves</td>
</tr>
<tr>
<td>C12</td>
<td>Hydraulic, Actuated and Non Actuated Valves, Sliding Joints, Pressure Relief Valves</td>
</tr>
<tr>
<td>C17</td>
<td>Pneumatic, Pneumatic Valves and Rams, Fluidic Controls, Pressure Switches, Pressure Balance Joints, Pressure Reducing Valves, Actuated and Non Actuated Valves</td>
</tr>
<tr>
<td>C18</td>
<td>Protection, Digital and Analogue Electronic Controllers, Actuated Anti Icing Isolation Valve</td>
</tr>
</tbody>
</table>

Capability – Titchfield Site

A monthly review of the Capability list will be conducted by the Quality Department with the aim of a formal reissue six monthly or more frequently if the need arises.

1.12 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 WI-TP-100-1.

Approval of Chemical Processing operators is conducted according to company procedure TCP-108.
1.13 Use of Approved Sub-Contractors

Eaton Limited utilises the services of the sub-contractors 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</td>
<td>N/A</td>
<td>N/A</td>
<td>ISO 17025 1592.01</td>
<td>ISO 17025 1592.01</td>
<td>Calibration</td>
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<tr>
<td></td>
<td>Titchfield, Fareham Hants PO14 4QA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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>ISO 9001 AS9100C LRQ 4007521/B</td>
<td>N/A</td>
<td>Repair of Override/Jettison Pump Controller, Part No. 75-0001-1400</td>
</tr>
<tr>
<td>Kearsley Airways</td>
<td>Kearsley Airways Ltd Romeera 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>
</tbody>
</table>

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.
4. 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 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.
5. 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.
6. TPS Personnel - Product Support Manager Brian McFall, and Quality Manager Martin Lynn.
7. 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.

1.14 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.

1.15 Exposition Revision Procedure

The Plant Manager UK 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

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 Control Procedures (QA-109, 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

The Maintenance Organisation does not have a separate system for the acceptance/inspection of purchased parts. The Eaton Limited system, which is approved by the EASA and meets IR Part 21 requirements, is used for the acceptance/inspection of purchased parts used in the Maintenance Organisation. Material and components supplied by outside contractors/suppliers will be inspected on receipt, to ensure compliance with the requirements of the appropriate Airworthiness Requirements.

Orders will only be placed on 'Approved Suppliers' for aircraft parts and materials as above in Para 2.1. Form 1 release will be required for all New and Used non-standard parts that are bought for the MO. C of C release will be acceptable for Standard Parts. 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.

Materials and components delivered to Eaton Limited are either subject to a 'goods inwards' inspection by inspectors authorised by the Plant Quality Manager or delegated source inspection. Inspection will ensure that all items are properly packaged, in good condition and that all the documentation is of a standard satisfactory to the requirements of the EASA or any other regulatory authority as applicable. 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-163.

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 of in a locked scrap bin as prescribed in the appropriate Company Control Procedure CS-171.

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, such as those used in an oxygen valve assembly, clean condition areas as used during initial manufacture will be utilised.

2.8 Maintenance Instructions

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 using the business project management tool ProLaunch which is accessible via the company Intranet system. This is a gated review process that ensures 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.

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

All publications are reviewed by the site Quality Manager or the nominated Maintenance Organisation Quality Engineer, on a bi-weekly basis via access to the Airworthiness Directives web site(s) of the EASA and the CAA

EASA - Aircraft with Type Certificates issued by EASA
CAA - Aircraft with Type Certificates issued by the CAA
CAA - Mandatory requirements for Aircraft registered in the UK

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

All change control procedures are promulgated under the organisations Configuration Management controls.
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-126 and QA-241. This meets the minimum requirement of 3 years from release out of the business.

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-109, 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 seven 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

An EASA Form 1 (Appendix 11) will accompany all items released to service. This procedure is described in detail in appropriate Company Control Procedures (QA-222). The EASA Form 1 is generated electronically via the business MRP system. Any changes to the system that may affect the generation of the EASA Form 1 will be tested prior to release. Changes to the Form 1 will be notified to the authority and accepted prior to integration.

2.17 Records for the 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 Mandatory Occurrence Reporting Scheme. The specific elements of the process of reporting are defined, as appropriate, within Company Control Procedures (CS-171, QA-P-010). Adequate supplies of the MOR form (CAA Form SRG/1601) are made available so that anyone throughout the organisation can raise a report.

Once a report has been raised, it will be passed to the Quality Manager who will evaluate the content and where appropriate initiate corrective action and forward it to the Civil Aviation Authority. The report shall be submitted to the Civil Aviation Authority within 72 hours.

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.

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

Eaton Limited 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 seven years.

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

In planning of maintenance tasks and the organising of shifts, human performance limitations are taken into consideration.

2.23 Control of Critical Tasks

Human factors and human performance are reviewed as part of personnel development in accordance with AC145-10 “Repair Station Training Program”.

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.

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.

Additionally, where applicable, the Repair Technician going off shift / task will verbally communicate the stage of repair and on-going activities required to complete the repair tasks.

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.
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-170).

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-170).

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-163.

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-222)
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

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-222). 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).

Approval and Authorisation of Certifying Staff

Approval of certifying staff will initially be undertaken by the Quality Manager in accordance with procedure QA-222.

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-222 and is 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-163 (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-163, WI-QA-163-3) and records will be maintained in Customer Support.

3.12 Qualification Procedure for Specialist Activities

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

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.

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

a. Human Factors training is instrumental in fostering a positive safety culture.
b. 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.
c. Effective Human Factors training not only improves work performance, but also promotes workforce physical and psychological health.
d. Initial and recurrent training on new regulations, procedures, and equipment are opportunities to reinforce awareness of the Human Factors issues that affect job performance.
e. ICAO and many NAAs mandate or recommend Maintenance Human Factors training, recognizing its impact on safety and quality.

Human Factors Training programme

b. Safety culture/organizational factors.
c. Human error principles, event investigation and case studies.
d. Human performance and limitations.
e. Environment.
f. Procedures, information, tools and task sign-off practices.
g. Planning of tasks, equipment, and spares.
h. Communication.
i. Teamwork.
j. Professionalism and integrity.
k. Shift and task turnover.
l. Undocumented maintenance.
m. Fatigue management/fitness for duty.

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

a. Work to ensure cooperative development between workforce and management.
b. Integrate training with a system wide Human Factors plan.
c. Decide on content and delivery technique matched to audience requirements.
d. Decide on internal/external provider.
e. Deliver initial training and begin planning for recurrent training.
f. 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 businesses 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 please refer to BM-109).

General Requirements of Training

General Maintenance (Non-Fuel)
Level 1 Human Factor Awareness
Level 1 CDCCL Awareness

Fuel Maintenance
Level 1 Human Factor Awareness
Level 1 CDCCL Awareness
Level 2 CDCCL Training

Phase 1 - Awareness
Phase 1 is an awareness course giving a level of familiarization with the principal elements of the subject. It may take the form of a training bulletin, or other self-study or informative session. Signature of the reader is required to ensure that the person has passed the training.

The training shall be carried out before the person starts to work without supervision but not later than 6 months after joining the organization. The persons who have already attended the Level 1 awareness course in compliance with ED decision 2007/002/R Appendix IV is already in compliance with Phase 1.

Phase 2 - Detailed Training
Phase 2 is a more in-depth internal or external course on the theoretical and practical elements of the subject. It should not take the form of a training bulletin, or other self-study. An examination is required at the end, which should be in the form of a multiple choice questionnaire, and the pass mark of the examination is 75%.

The persons who have already attended the Level 2 training course in compliance with ED decision 2007/002/R Appendix IV either from a Part-145 maintenance organization or from a Part-147 training organization are already in compliance with Phase 2 with the exception of continuation training.

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

The continuation training may be combined with the Phase 2 training.

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-109.

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-109.
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.
PART 5 - APPENDICES

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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

<table>
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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: | Eng/Quality approval: |
|--------------------|--------------|-----------------------|------------------------|

Senior Integrity Engineer | Technical Manager | Commercial Manager | Quality Manager |
Date: | Date: | Date: | Date: |

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**CONDITION ON RECEIPT:**

**EXAMINATION:**

**SUMMARY:**

---

**PREVENTATIVE ACTION/ OTHER ACTION:**

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## Equipment Failure Report

### Equipment Failure Report

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### Failure Discovered During:

1. **Engineering Test**
   - DEVELOPMENT
   - IN-SERVICE USE
   - QUALIFICATION
   - OTHER (DESCRIBE)
   - RELIABILITY

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

### Test Specification:

- PARA No:
- TEST DESCRIPTION:
- ITEM DISPOSAL
  - SCRAP
  - REWORK
  - HOLD FOR INVESTIGATION
  - AUTHORISED:

### Failure Description:

### Raised By:

- FUNCTION:
- DATE:

### For Reliability / Customer Support Use

### Preliminary Investigation Result:
### Failure Analysis Report (Continuation)

#### Issue:

WAS BIT USED TO DIAGNOSE FAULT (DESCRIBE)

#### Analysis Required

SPECIAL FRB

RETURN TO TEST /CUSTOMER DATE:

#### Replaced Item Details

ADJUSTMENT MADE:

#### Failure Classification

- [ ] RELEVANT
- [ ] NON-RELEVANT
- [ ] PRIMARY
- [ ] SUBSIDIARY
- [ ] OTHER

#### Evidence for Closure:

#### Lessons to Be Learned (L/L)

#### Acceptance Signatures

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| PROJECT MANAGER
| RELIABILITY
| PRODUCT ASSURANCE (QA)
| CUSTOMER SUPPORT
| INDUSTRIAL ENGINEERING
| CIRCULATION: PROJECT MANAGER
| RELIABILITY
| CUSTOMER SUPPORT
| CHIEF ENGINEER
| PRODUCT ASSURANCE
| INDUSTRIAL ENGINEERING
| CUSTOMER VIA COMMERCIAL ADMINISTRATOR |
Appendix 3  CAA Occurrence Report (CA1673)
Appendix 3  CAA Occurrence Report (CA1673) (contd...)

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**ORGANISATION AND APPROVAL REFERENCE**

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**SIGNATURE**

**DATE (dd/mm/yyyy)**

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**REPORING ORGANISATION**

**CONTACT**

**EMAIL**

**POSITION**

**SIGNATURE**

**DATE (dd/mm/yyyy)**

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**UTILISATION - AIRCRAFT**

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**REPORING ORGANISATION**

**CONTACT**

**EMAIL**
Appendix 4 – Scrap Certificate
Appendix 5 – Picking List
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<td></td>
<td></td>
<td>Check all components for cleanliness, freedom from burrs and damage. Check correct to K.I.D. requirement.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td>Check nameplate and model plate bonded to outlet housing (item 5) ref. drawing note 2 and view at location E14. Record adhesive (Ecobond) RTR.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td>Check nameplate coded as per drawing note 2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td>Ensure check valve, spring and pivot pin (items 41, 49 and 14) assembled to mounting plate (item 18). Check this assembly is assembled to mounting plate (item 41). Drawing note 1 and 4 refer: Record L05020320 (item 41). RTR.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td>Check housing assembly (item 17) fully assembled ref. drawing note 4 &amp; 5. New orientation of cutout. Drill ‘D’ rework</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td>Establish split (item 16) required to achieve dimension ‘F’ Record split ref. (drawing note 4 refers). Check inlet valve finally assembled as per detail ‘D’ and drawing notes 1, 4 &amp; 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td>Check inlet valve housing (item 17), gaskets (item 22) with sealant (item 64) assembled. Notes 1 &amp; 5 refer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MOD STATE:** CONCESSIONS: COMPLETION OF BUILD D/NOTE NO: 11

**REMARKS:** CT176A label required.

**DOCUMENTATION AND INSPECTION CHECKS CERTIFIED BY:**

<table>
<thead>
<tr>
<th>INPECTOR’S SIGNATURE</th>
</tr>
</thead>
</table>

**D/I Duplicate logs carried out by F/I, plus independent F/I overchecked at the inspector’s discretion. C Critical logs carried out by F/I subject to overcheck at inspection due. All other checks by a P/I subjected to random overchecks by inspection.**

**ISSUE NO:** Original

**DATE:** 19/05/93

**NAME:** C. Topping
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-UP</th>
<th>TYPE</th>
</tr>
</thead>
</table>

Example
Appendix 8 – Test Certificate

TEST CERTIFICATE

Description of Unit: Solenoid And Block Assembly
Unit Type: 
G.A.No.: 
Acceptance Test Schedule No.: 
W.O.No.: 

Serial No. 
Issue No. 
Issue No. 
Date. 

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 Satisfactory/Unsatisfactory
5.1.3.2 Insulation resistance was Megohms Satisfactory/Unsatisfactory
5.1.3.3 The stow coil resistance was ohms Satisfactory/Unsatisfactory
5.1.3.4 The deploy coil resistance was ohms Satisfactory/Unsatisfactory
5.1.3.5 Insulation resistance was Megohms Satisfactory/Unsatisfactory
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.
Satisfactory/Unsatisfactory.
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 Satisfactory/Unsatisfactory.
Deploy valve leakage was cc/Sec Satisfactory/Unsatisfactory

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.
Satisfactory/Unsatisfactory
Unit Passed P.A.T.

Certified for Inspection Dept. 
Date. 

Example
### AUTHORISED RELEASE CERTIFICATE

**EASA FORM 1**

**EATON LIMITED**  
**ABBOT PARK**  
**SOUTHAMPTON ROAD**  
**TITCHFIELD**  
**PO14 4QA**

Phone: 01329 853000  
Fax: 01329 853707

### 4. Organisation Name and Address

**EATON**  
**No:** BM-003

### 6. Item 7. Description

<table>
<thead>
<tr>
<th>Part No.</th>
<th>Qty.</th>
<th>Serial No.</th>
<th>Status/Work</th>
</tr>
</thead>
</table>

### 12. Remarks

#### 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 No. 50 refers to Section Other regulation specified in block 12

Certiﬁes that, except as otherwise 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 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**
### AUTHORISED RELEASE CERTIFICATE

**EASA FORM 1**

1. **Approval Competent Authority / Country:**
   - CIVIL AVIATION AUTHORITY / UNITED KINGDOM

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

3. **Form Tracking Number:**

4. **Work Order / Contract / Invoice:**

5. **Item Description:**

<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>
</table>

6. **Remarks:**

7. **RETURN TO SERVICE IN ACCORDANCE WITH FAR 43.9:**

8. **Certifies that the work required in block 11/12 was carried out in accordance with FAA Airworthiness Regulations and in respect to that work the part(s) is/are approved for return to service. Pertinent details are on file at this Repair Station:**

9. **Call No.:**

10. **Signed:**

11. **for EATON LIMITED**

12. **Certificate Number:** G7EY819J

13. **Date:**

14. **Authorised Signature:**

15. **Approval / Authorisation Number:**

16. **Certificate / Approval Ref. No.:**

17. **UK 145.01326**

18. **Name:**

19. **Date: (dd mmm yyyy)**

20. **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>1. Approving Competent Authority / Country.</th>
<th>2. Organisation Name and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVIL AVIATION AUTHORITY / UNITED KINGDOM</td>
<td>Eaton Limited ABBY PARK SOUTHAMPTON ROAD TITCHFIELD PO14 4GA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Organisation Name and Address</th>
<th>5. Work Order/Contract/Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eaton Limited ABBY PARK SOUTHAMPTON ROAD TITCHFIELD PO14 4GA</td>
<td>Phone: 01329 853000 Fax: 01329 853797</td>
</tr>
</tbody>
</table>

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

12. Remarks

TCCA 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 145 Release of Service Code: Other regulation specified in block 12

Certifies that items otherwise 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 are considered ready for release to service.

<table>
<thead>
<tr>
<th>13b. Authorised Signature:</th>
<th>13c. Approval / Authorisation Number</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>UK.145.01326</td>
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</table>

<table>
<thead>
<tr>
<th>13d. Name:</th>
<th>13e. Date: (dd mmm yyyy)</th>
<th>14d. Name:</th>
<th>14e. Date: (dd mmm yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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>1.</th>
<th>Approving Competent Authority / Country.</th>
</tr>
</thead>
<tbody>
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<td>CIVIL AVIATION AUTHORITY / UNITED KINGDOM</td>
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<thead>
<tr>
<th>2.</th>
<th>Authorisation Number</th>
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<tr>
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<td>BM-003</td>
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<thead>
<tr>
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<table>
<thead>
<tr>
<th>4.</th>
<th>Organisation Name and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EATON LIMITED</td>
</tr>
<tr>
<td></td>
<td>ABBEY PARK</td>
</tr>
<tr>
<td></td>
<td>SOUTHAMPTON ROAD</td>
</tr>
<tr>
<td></td>
<td>TITCHFIELD</td>
</tr>
<tr>
<td></td>
<td>PO14 4QA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.</th>
<th>Work Order/Contract/Invoice</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>6.</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Part No.</td>
</tr>
<tr>
<td>9.</td>
<td>Qty.</td>
</tr>
<tr>
<td>10.</td>
<td>Serial No.</td>
</tr>
<tr>
<td>11.</td>
<td>Status/Work</td>
</tr>
</tbody>
</table>

### Remarks

RETURN TO SERVICE IN ACCORDANCE WITH FAR 43.9
Certifies that the work required in block 11/12 was carried out in accordance with FAA Airworthiness Regulations and in respect to that work the part(s) are approved for return to service. Pertinent details are on file at this Repair Station:

Call No:
Signed: ______________________________  for EATON LIMITED
Date: ________________________________

TCCA 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)

14a. [ ] Part-145.403 Release to Service

14b. Other regulation specified in block 12

14c. Certificate / Approval Ref. No. UK.145.01326

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>Qty.</th>
<th>Serial No.</th>
<th>Status/Work</th>
</tr>
</thead>
</table>

12. Remarks

The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR Part 43 and in respect to that work, the items are approved for return to service under certificate no. This product/article meets 145.A.50 requirements, except for the following item(s) and therefore is not eligible to be installed on an EU-registered aircraft.

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: [Signature]

13c. Approval / Authorisation Number

14a. Part-145.A.50 Release to Service

14b. Authorised Signature: [Signature]


14d. Name: [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>Certificate ref. No.</th>
<th>Condition</th>
<th>Serial Batch No.</th>
<th>QTY</th>
<th>Part Number</th>
<th>Customer</th>
<th>Remarks/Concessions</th>
<th>Signed</th>
<th>Name</th>
</tr>
</thead>
</table>

**Certificate of Conformity**

Certified in accordance with ISO9001:2008 AS9100 REV C BSI CERT No. EN57841

EATON LIMITED
ABBEY PARK
TITCHFIELD PARK
HANTS
GU34 1QA
GREAT BRITAIN

**Description**

Certified that the whole of this supplied equipment has been manufactured, inspected, tested and complied with the specifications stated above, conform in all respects to the drawings and contract order.

Signed:  
Name:
Appendix 15 – Certifying Staff Authorisation

AUTHORISED RELEASE CERTIFICATE A-A-017/V

This Certificate is issued as evidence that «Forename» «Surname» is authorised to sign the following release types on behalf of Eaton Limited in conjunction with the registered section.

Stamp No. «Stamp No.»

Date of issue: «Date Iss.»

Expire date: «Date Exp.»

Approved by: «Quality Manager»

For and on behalf of Eaton Limited

Certifying Staff Name: «Forename» «Surname»

AUTHORISED RELEASE TYPES & RATINGS

EASA Form One in accordance with EASA IR PART 21 Sub Part G approval ref. UK.21G.2672

EASA Form One in accordance with EASA IR PART 145 Approval No. UK.145.01326 for the following ratings:

- C1, C4, C5, C6, C7, C9, C12, C17, C19

FAA Form 8130-3 in accordance with FAR 145 Approval No. G7EY810J and EASA/FAA MAG.

Transport Canada Release law

TCCA Approval No. S14-06 and EASA TCCA MAG

CAAC AAC-038 in accordance with CAAC Approval F04400442

EATON Ltd. Authorised Released Certificate in compliance with our BSEN ISO 9001 Approval No. FM07841

RETURN

IF FOUND PLEASE

EATON LIMITED

THIS IS THE PROPERTY OF

EXAMPLE
Appendix 16 – Un-Serviceable Component Tag
## Inspection Repair Report

**EATON LIMITED**  
**ABBURY PARK**  
**SOUTHAMPTON ROAD**  
**TITCHFIELD**  
**HAMPSHIRE PO14 4QA**

**Customer Service Rep:**  
Tel: 44(0)1326 853 092  
Fax: 44(0)1326 863 778  
Email: Customer Service Rep.

<table>
<thead>
<tr>
<th>Returned By</th>
<th>Operator/End User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model Number</td>
<td>Purchase Order #</td>
</tr>
<tr>
<td>Part Number</td>
<td>Contract #</td>
</tr>
<tr>
<td>Serial Number</td>
<td>NSN: P/N</td>
</tr>
<tr>
<td>Serial Number Suffix</td>
<td>Customer Part #:</td>
</tr>
<tr>
<td>Modifications</td>
<td>Suffix:</td>
</tr>
<tr>
<td>Customer Container</td>
<td>On/Off Date:</td>
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</table>

**REMOVAL/RECEIPT DETAILS**

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<tr>
<th>Date Removed</th>
<th>TSN Hours:</th>
<th>CSN:</th>
</tr>
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<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>

**Fit Location on Aircraft:**

**WORK DOCUMENTS**

<table>
<thead>
<tr>
<th>CMM:</th>
<th>Date:</th>
<th>Rev:</th>
</tr>
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<tbody>
<tr>
<td>Tech Manual/Drawing No:</td>
<td>Date:</td>
<td>Rev:</td>
</tr>
<tr>
<td>ATP:</td>
<td>Date:</td>
<td>Rev:</td>
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**Sales Order Control Instructions**

**Customer Specifications/Documents**

**Special Instructions**

**Scheduled Removal**  
<table>
<thead>
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<th>No</th>
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</table>

**Reason for Removal**

...
## INSTRUCTION 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>
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</table>

### Received Visual Condition

### Incoming/Confirmation Test Result

### Warranty Requested

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

### Warranty Details

### WORK DETAILS & FINDINGS

#### Disassembly Observations:

#### Work Instructions:

#### Reason For Failure:

### WORK ACCOMPLISHED

<table>
<thead>
<tr>
<th>Svc Bulletin Incorporated</th>
<th>Service Letters Inc</th>
<th>Status/Work Completed</th>
<th>Mods Inc This Visit</th>
<th>Mods Id'd on Name Plate</th>
<th>Product Mod/Upgrd From</th>
<th>Product Mod/Upgrade To</th>
</tr>
</thead>
</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>
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<tr>
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<th>Bill to Customer</th>
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</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>
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</tbody>
</table>

*EXAMPLE*
## Appendix 19 – Router (Example)

<table>
<thead>
<tr>
<th>Operation</th>
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<th>Description</th>
<th>Sign Off/Stamp/Date</th>
<th>Pass/Fail</th>
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<tbody>
<tr>
<td>96HELP</td>
<td></td>
<td>INFORMATION ONLY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90TR059</td>
<td></td>
<td>VALVES TAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90TR099</td>
<td></td>
<td>VALVES STRIP &amp; SURVEY</td>
<td></td>
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<tr>
<td>90TR099</td>
<td></td>
<td>VALVES STRIP &amp; SURVEY</td>
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<tr>
<td>96TR003</td>
<td></td>
<td>KITTING</td>
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<tr>
<td>96TR119</td>
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<td>VALVES BUILD</td>
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### Procedure

**Maintenance Organisation Exposition**

---

#### Preliminary Survey Report

<table>
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<tr>
<th>Customer</th>
<th>Customer Order No:</th>
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**DATE BOOKED IN**

- PART No IN

**DEPOT REPAIR No**

- PART No OUT

**UNIT DESCRIPTION**

- MODS AS RECEIVED

**UNIT SERIAL No**

- MODS TO EMBODY

**G.G.G. 755-1-09781-002**

- S/No

**T.C.V. 755-1-09798**

- S/No

**F.P. 755-1-09797-002**

- S/No

**A.F. 755-1-10425-03**

- S/No

<table>
<thead>
<tr>
<th>TOTAL TIME SINCE NEW</th>
<th>CSN:</th>
<th>TSN:</th>
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<th>TIME SINCE REPAIR</th>
<th>CSR:</th>
<th>TSR:</th>
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<th>REPAIR CATEGORY</th>
<th>NON WARTY</th>
<th>WARRANTY</th>
<th>MOD</th>
<th>O/HAUL</th>
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<th>REASON FOR RETURN</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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<th>LABEL WITH UNIT</th>
<th>YES</th>
<th>NO</th>
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<th>LOG CARD WITH UNIT</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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<tr>
<th>A/C or ENGINE No</th>
<th>A/C or ENGINE TYPE</th>
<th>POSITION</th>
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<tr>
<td>OPERATOR</td>
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<tr>
<th>DATE OF MANUFACTURE</th>
<th>REPAIR DATE</th>
<th>REMOVAL DATE</th>
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**CS-171-PSR Rev 0**

---
Appendix 21 – Employment Summary Form

Details of Personnel involved in Aircraft Maintenance Activities

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
<th>Form 4 Required</th>
<th>Yes / No</th>
<th>Qualifications Relevant to this position (use Continuation sheet if required)</th>
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<tbody>
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<tr>
<th>Work Experience relevant to this position (use Continuation sheet if required)</th>
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<tr>
<th>Health Safety and Environment or Human Factors Training (use Continuation sheet if required)</th>
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<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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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
Appendix 22 – 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>
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</table>

TEAM LEADERS SIGNATURE  DATE:
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