

Premier Avionics, LLC

REPAIR STATION MANUAL

REPAIR STATION MANUAL

FAA APPROVED REPAIR STATION NO. 7PMR634B

Premier Avionics, LLC.

FORT WAYNE INTERNATIONAL AIRPORT
11007 WEST PERIMETER ROAD
FORT WAYNE, INDIANA 46809
1-260-747-4810

MANUAL CONTROL NO.: _____

ASSIGNMENT: _____

ISSUE
DATE: 1/12/2014
REVISION NO.: 8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE I

TABLE OF CONTENTS

Section Heading	Page No.
TABLE OF CONTENTS.....	I - II
INTRODUCTION.....	III
MANUAL CONTROL AND REVISION PROCEDURE.....	IV - V
RECORD OF REVISION.....	VI
LIST OF EFFECTIVE PAGES.....	VII
SECTION I: OPERATIONS, HOUSING, FACILITIES, EQUIPMENT AND MATERIALS.....	1.1
Housing and Facility Floor Plan.....	1.2
Operations.....	1.3
Equipment, Tools, and Materials.....	1.4
SECTION II: COMPANY ORGANIZATION.....	2.1
Organizational Chart.....	2.2
SECTION III: DUTIES AND RESPONSIBILITIES.....	3.1
General Manager/Accountable Manager.....	3-2 - 3.3
Avionics Manager.....	3.4
Director of Maintenance.....	3.5
Chief Avionics Inspector.....	3.6 - 3.8
Repair Supervisor / Inspector.....	3.9 - 3.10
Installation Supervisor.....	3.11
Repairman.....	3.12
Technician.....	3.13
Capability List.....	3.14
Performance of Maintenance at a Location Other Than the Repair Station.....	3.15
Procedures for Performing Maintenance and Alterations for Air Carriers under Parts 121, 125, 129, and 135.....	3.15 - 3.16
Contract Maintenance - Procedures for Maintaining, Revising and Qualifying	3.16
Suspected Unapproved Parts Reporting.....	3.16
Current Technical Data.....	3.17
Required Records and Recordkeeping.....	3.17

ISSUE

DATE: 1/12/2014

REVISION NO.:

8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE II

TABLE OF CONTENTS (continued)

Section Heading	Page No.
SECTION IV: Blank for Future Use	4.1
Blank for future use	4.2
SECTION V: PRIMARY TEST EQUIPMENT INTERVAL POLICIES AND CALIBRATION INTERVALS	5.1
<u>Test Equipment Calibration List</u>	<u>5.2</u>
<u>Test Equipment Calibration Requirements</u>	<u>5.2</u>
Test Equipment in House and Rented Policies.....	5.3

ISSUE

DATE: 1/12/2014

REVISION NO.: 8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE III

INTRODUCTION

1. This Inspection Procedures manual has been prepared in accordance with Federal Air Regulations, FAR Part 145 and outlines the policies of Premier Avionics, LLC.
2. This manual details the internal inspection systems of Premier Avionics, LLC. It does not contain detailed inspection standards or instructions for a particular airframe, powerplant, propeller, instrument, radio, accessory, etc.,
3. The manual will refer when necessary to the appropriate Manufacturer's Standards for the repair and overhaul of the article involved.
4. All maintenance, repair and alteration work shall be performed in accordance with the standards prescribed in FAR 43. Premier Avionics, LLC. shall utilize and maintain in current order, manufacturer's service manuals, instructions, and service bulletins related to the articles undergoing repair or alteration. No work will be initiated unless the above information is available to company personnel.
5. It shall be the responsibility of the General Manager to maintain this manual in a current condition at all times.
6. Copies of this document are provided for all supervisory and inspection personnel who must be thoroughly familiar with its contents. Facility copies are also available for company personnel so that they may become familiar with related procedures for which they are responsible.

ISSUE

DATE: 1/12/2014

REVISION NO.:

8

MANUAL CONTROL AND REVISION PROCEDURE

1. Each manual (Repair Station Manual, Quality Control Manual and Training Manual), will have a control number and an assignment entry on the manual cover page. All related Inspection Personnel, General Manager/Accountable Manager, and the FAA shall maintain a current Revision of the Repair Station manual. In addition, shop personnel will keep one copy of the Repair Station manual in the Avionics shop for use. A master list containing the manual number, location and revision status will be kept in the General Manager/Accountable Manager's office at all times.
2. As manual revisions become necessary, the General Manager/Accountable Manager will create and review each page of the revision. Each revised page and the list of effective pages will then be submitted to the FAA in either hard copy or electronic media type. The Revision will be sent along with a letter stating the changes that were made. After a period of 30 days, if the FAA has not returned the letter, a phone call shall be made to the FAA in regards to why this letter has not been returned. Upon acceptance from the FAA, sufficient copies will be made and distributed for each manual holder.
3. Each Revision page will contain the Revision date located in the bottom right hand corner of the page along with the revised section of the manual highlighted by an underline. Upon receipt of a revision, each manual holder will be responsible for inserting the revised pages into the manual, record the revision on the manual revision page and return the acknowledgement form recognizing the change to the General Manager/Accountable Manager indicating the holder has revised the manual.
4. Should procedures be performed that do not comply with applicable FAR's, the Repair Station will make contact with all applicable customers within 24 hours to remedy this problem. If contact cannot be made with a customer, the Repair Station shall contact the FAA to inform them of this problem.

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE V

MANUAL CONTROL AND REVISION PROCEDURE (cont)

5. A list of effective pages will be issued with each revision so that each manual can be checked and maintained in current order.

ISSUE
DATE: 1/12/2014
REVISION NO.: 8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE VI

RECORD OF REVISION

Manual No. _____ Manual Holder _____

PROCEDURE:

- (1). Retain this record in the manual to permanently reflect all manual changes.
- (2). Upon receipt of revisions, insert revised pages in the manual and enter the data in the appropriate block on the record of revisions.
- (3). All personnel are expected to suggest revision requirements, when need is apparent, to the General manager.

Revision Number	Revision Date	Insertion Date	Performed By
ORIGINAL ISSUANCE	ORIGINAL ISSUANCE	ORIGINAL ISSUANCE	ORIGINAL ISSUANCE
1	7/18/2011	7/18/2011	Updated Key Personnel Information
2	10/6/2011	10/7/2011	Updated numerous items to update manual to current FAA specifications.
3	12/9/11	12/16/2011	To update employee Roster information
4	6/22/12	7/20/2012	To update ratings, capabilities, and update equipment calibration list
5	3/27/13	4/29/2013	To remove the Employee Roster from section 4.2.
6	4/8/13	4/29/2013	To remove Key Personnel from Manual
7	10/4/13	11/11/13	Updated numerous items to update manual to comply with current Regulations.
8	1/12/14		Updated minor items in manual and removed Equipment list from manual

ISSUE
DATE: 1/12/2014
REVISION NO.: 8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE VII

LIST OF EFFECTIVE PAGES

SECTION	PAGE NO.	DATE	REVISION NO.
<u>Table of Contents</u>	<u>I-II</u>	<u>1/12/14</u>	<u>8</u>
Introduction	III	10/6/11	2
Manual Control and Revision Procedure	IV-V	10/4/13	7
<u>Record of Revision</u>	<u>VI</u>	<u>1/12/14</u>	<u>8</u>
<u>List of Effective Pages</u>	<u>VII</u>	<u>1/12/14</u>	<u>8</u>
Section I: Operations, Housing, Facilities, Equipment and Materials	1.1	10/6/11	2
Housing and Facility Floor Plan	1.2	10/6/11	2
Operations	1.3	10/6/11	2
Equipment, Tools, and Materials	1.4	10/6/11	2
Section II: Company Organization	2.1	10/6/11	2
<u>Organizational Chart</u>	<u>2.2</u>	<u>1/12/14</u>	<u>8</u>
Section III: Duties and Responsibilities	3.1	10/6/11	2
General Manager/Accountable Manager	3.2 - 3.3	10/4/13	7
Avionics Manager	3.4	10/6/11	2
Director of Maintenance	3.5	10/6/11	2
Chief Avionics Inspector	3.6 - 3.8	10/6/11	2
Repair Supervisor/Inspector	3.9 - 3.10	6/22/12	4

SECTION	PAGE NO.	DATE	REVISION NO.
Installation Supervisor	3.11	10/6/11	2
Repairman	3.12	10/6/11	2
Technician	3.13	10/6/11	2
<u>Capability List</u>	<u>3.14</u>	<u>1/12/14</u>	<u>8</u>
Performance of Maintenance at a Location Other Than the Repair Station	3.15	10/4/13	7
Procedures for Performing Maintenance and Alterations for Air Carriers under Parts 121, 125, 129, and 135	3.15-3.16	10/6/11	2
Contract Maintenance - Procedures for Maintaining, Revising and Qualifying	3.16	10/4/13	7
Suspected Unapproved Parts Reporting	3.16	10/4/13	7
Current Technical Data	3.17	10/6/11	2
Required Records and Recordkeeping	3.17	10/4/13	7
Section IV: Personnel Information	4.1	4/8/13	6
Page Left Blank	4.2	4/8/13	6
Section V: Primary Test Equipment Interval Policies and Calibration Intervals	5.1	10/6/11	2
<u>Test Equipment Calibration List</u>	<u>5.2</u>	<u>1/12/14</u>	<u>8</u>
<u>Test Equipment Calibration Requirements</u>	<u>5.3</u>	<u>1/12/14</u>	<u>8</u>
Test Equipment in House and Rented Policies	5.3	10/6/11	2

ISSUE

DATE: 1/12/2014

REVISION NO.:

8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE 1.1

SECTION I

**OPERATIONS, HOUSING,
FACILITIES, EQUIPMENT AND
MATERIALS**

ISSUE

DATE: 1/12/2014

REVISION NO.: 8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE 1.2

FACILITY FLOOR PLAN

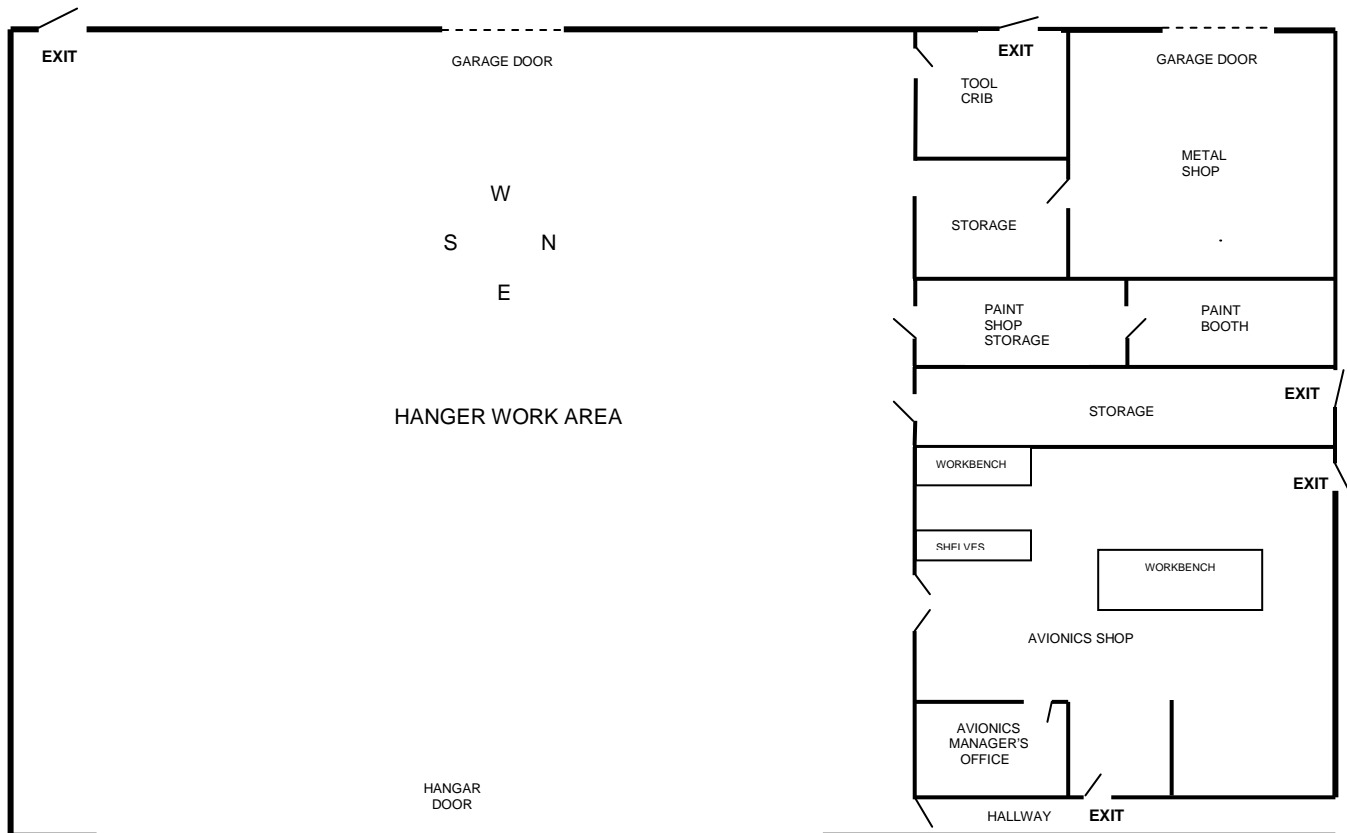
PREMIER AVIONICS, LLC is located in the hanger located at 11007 West Perimeter Road, on the West side of the Fort Wayne International Airport, Fort Wayne, IN.

Approximately 12,000 square feet of shop space.

Approximately 1200 square feet of Avionics shop space.

Shop space is well lit throughout.

The Avionics shop and storage areas are heated and air-conditioned. The heat for the shop is supplied by natural gas from overhead heating elements. The office, lobby and Avionics shop area, (located to the right on the diagram) are air conditioned by an overhead cooling ventilation system. The entire facility (both hanger and office/Avionics lab) is lighted by fluorescent overhead lighting.



ISSUE

DATE: 1/12/2014

REVISION NO.: 8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE 1.3

OPERATIONS, EQUIPMENT AND MATERIALS

OPERATIONS

When an aircraft, radio or repair is to be done, a Work Order will be opened to records pertinent details of this work to be done. A sample of this Work Order can be found in the QCM in on page 2.5. The Date, Customer Name, Work Order Number, and what type of work will be done shall be indicated in the item section of the Work Order Form. If the work to be performed is a repair or installation, the qualified technician will perform the work required for the repair or installation of the item. If equipment, radios, parts or supplies are required for the work performed, those items shall be recorded for pertinent items on the work order in the parts section below the item write up section. If the item used has a serial number, that serial number shall be recorded next to the part recorded on the work order. If Avionics bench repair work is required, the work shall be performed in the Avionics shop indicated on page 1.2 of this manual. When the work performed has been completed and the work has been inspected by a qualified Repairman/Inspector, the work order and all related documentation to include: aircraft logbook entry (as applicable) for the work performed shall be turned in to the person responsible for completing the invoice for the work performed. After the Final Invoice has been completed, it will be the responsibility of a qualified Inspector to sign and complete the Return to Service signature on the Final invoice.

ISSUE
DATE: 1/12/2014
REVISION NO.: 8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE 1.4

EQUIPMENT, TOOLS, AND MATERIALS

The Repair Station has the equipment, tools and materials necessary to perform the maintenance in accordance with part 43. The equipment, tools, and materials are located on the premises and under the Repair Stations control when the work is being done. Prior to work being performed, employees and Key personnel will make certain that the equipment and/or tools required for the work to be performed will be available. If the proper equipment and or tools are not available for the project requirements, then work will not be performed on such aircraft or radio for that project. A list of equipment can be found in this manual in Section 5.2.

Major equipment items utilized for the return to service of components and/or aircraft are listed in the QCM in section 3.2. Minor equipment such as crimping tools, wire strippers, etc. shall be checked that they are in good proper working condition prior to use of those items in any project.

The equipment and tools maintained in the Repair Station are those recommended by the Manufacturers or equivalent, and accepted by the FAA.

Non hazardous materials and parts used for work performed are located in the Avionics Shop. When a serialized item is removed for use, the item model is recorded along with the serial number of that item on the work order form. If the item is an inventory item, that item will be recorded on the work order form.

Hazardous materials are contained in paint booth located in the corner of the hanger area in a storage cabinet.

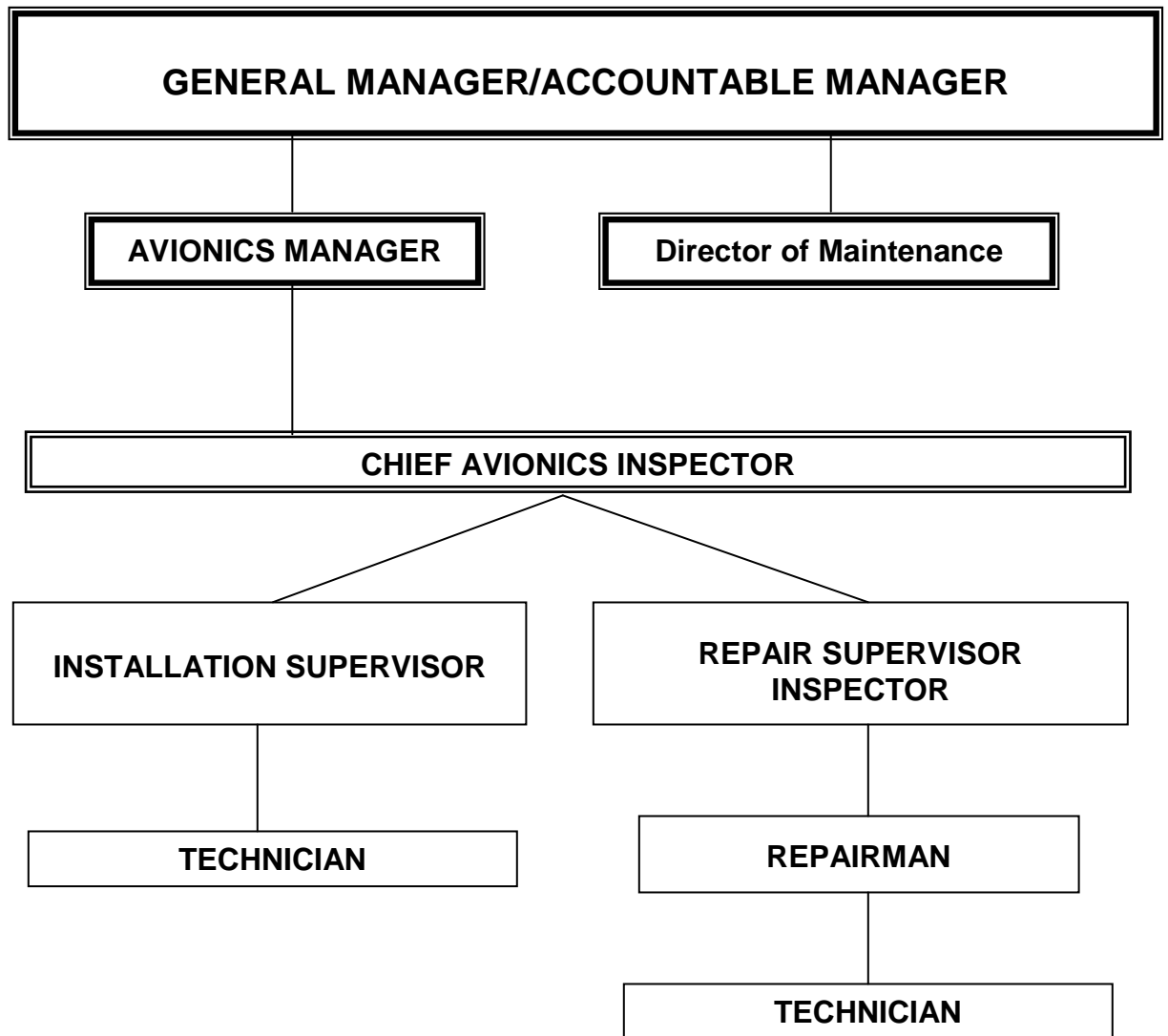
Incoming Inspection procedures for shelf life items are discussed in the QCM on page 1.2. Prior to use of shelf life items, the shelf life date will be verified to ensure that the item is still within its shelf life limit or date.

ISSUE
DATE: 1/12/2014
REVISION NO.: 8

SECTION II

COMPANY ORGANIZATION

ORGANIZATIONAL CHART



* Job description of each position can be found in the in Section III of this manual.

SECTION III

DUTIES AND RESPONSIBILITIES

ISSUE

DATE: 1/12/2014

REVISION NO.: 8

DUTIES AND RESPONSIBILITIES

General Manager/Accountable Manager

The General Manager is responsible for the overall operation of the repair station, including the adequate housing and facilities and the continued maintenance thereof. Direct responsibilities also include:

1. Direction, planning and provision of inspection standards, methods and procedures used by the repair station in complying with all applicable Federal Aviation Regulations, manufacturer's specifications and recommendations.
2. Employment and supervision of repair station personnel ensuring that employees comply with all applicable Federal Aviation Regulations.
3. Provide adequate training, equipment and materials for personnel so that operations of the repair station comply with all applicable Federal Aviation Regulations and manufacturer's recommendations.
4. Ensure that adequate fire extinguishers and emergency procedures are available for the repair station and training is provided to all repair station employees.
5. Establish repair station safety policies and procedures and ensure that appropriate safety precautions are observed.
6. Provide standards for personnel in regards to essential competency for the duties in which they are expected to perform, and provide opportunities for additional training as needed.
7. Assure that the work order form is properly completed before receiving approval for return to service entry.
8. Assure that adequate personnel are employed as not to impair the quality of workmanship performed by the repair station.
9. The General Manager performs as the Accountable Manager and may, approve for return to service an Aircraft, component or appliance, and sign FAA form 337's issued by the repair station.
10. The General Manager/Accountable Manager may delegate all the duties assigned to the Chief Avionics Inspector as necessary; however, such delegation does not relieve the General Manager of the overall responsibilities as described in this section.

ISSUE

DATE: 1/12/2014

REVISION NO.:

8

DUTIES AND RESPONSIBILITIES (continued)

General Manager/Accountable Manager

11. The General Manager/Accountable Manager shall maintain copies of all Work orders, Purchase orders and any other related return to service information in the General Manager/Accountable Manager's office. This also includes as applicable, FAA form 337's, weight and balance changes and any 8130 or return to service data information. These items will be maintained in this office for at least, the current year until the last day of the year. Records may then be transferred to a safe storage location on the premises of the Repair Station. Records can be kept in the General Manager/Accountable Manager's office for a period longer than this, should internal filing of previous year's information is unable to be performed at the completion of the year. All records pertaining to work performed as per CFR 145 and Part 43 will be maintained and available to the Inspector for a period of 24 months for the date of return to service.

12. The General Manager/Accountable Manager is responsible for maintaining the required current personnel rosters. The Repair Station roster is kept on a separate document labelled as Premier Avionics Roster Sheet. When any employee has been added or removed from the roster of management and supervisory personnel, inspection personnel, personnel authorized for return to service, and all employee personnel, the General Manager/Accountable Manager shall notify the applicable FAA branch office with an updated Roster sheet, within 5 days of such changes to the roster and make the necessary changes to the roster, which will be kept in the General Manager/Accountable Manager's office.

13. The General Manager/Accountable Manager has the authority to perform the duties of any position assigned in the Company Roster. The General Manager/Accountable Manager also may assign any job position found in the Roster to any qualified employee capable of performing the tasks, but assignment of job tasks to other personnel does not relieve the General Manager/Accountable Manager of his responsibilities of that task.

ISSUE

DATE: 1/12/2014

REVISION NO.:

8

DUTIES AND RESPONSIBILITIES (continued)

Avionics Manager

The Avionics Manager is responsible to the General Manager for the operation of the Repair Station. Additional duties include, but are not limited to:

1. Providing adequate equipment, materials and competent qualified personnel as necessary, pertinent to the operation of the Repair Station, in order that it may comply with all applicable Federal Aviation Regulations and manufacturer's recommendations.
2. Making available the necessary technical data, including manuals, service bulletins, Airworthiness Directives, etc. relating to Avionics functions.
3. Maintain all Avionics shop equipment, tools and test equipment in a serviceable and working condition.
4. The proper execution of the altimeter and static system inspection performed in accordance with current FAR's and associated Advisory Circulars.
5. Maintaining a record of calibration of Avionics test equipment and insuring that established check periods are not exceeded.
6. Proper tagging and identification of all Avionics parts and final acceptance of all incoming parts and materials.
7. The Avionics Manager may, approve for return to service an Aircraft, and sign FAA form 337's issued by the repair station.
8. The Avionics Manager may delegate all duties assigned to any qualified person as necessary; however, such delegation does not relieve the Avionics Manager of the overall responsibilities.

DUTIES AND RESPONSIBILITIES (continued)

Director of Maintenance

The Director of Maintenance is responsible to the General Manager for the operation of the maintenance performed to aircraft under Repair Station. Additional duties include, but are not limited to:

1. Providing adequate equipment, materials and competent qualified personnel as necessary, pertinent to the operation of the maintenance performed under the Repair Station, in order that it may comply with all applicable Federal Aviation Regulations and manufacturer's recommendations.
2. Making available the necessary technical data, including manuals, service bulletins, Airworthiness Directives, etc. relating to Maintenance functions.
3. Maintain all Maintenance shop equipment, tools and test equipment in a serviceable and working condition.
4. Maintaining a record of calibration of Maintenance test equipment and insuring that established check periods are not exceeded.
5. Proper tagging and identification of all Maintenance parts and final acceptance of all maintenance incoming parts and materials.
6. The Director of Maintenance may, approve for return to service an Aircraft, and sign FAA form 337's required for applicable maintenance performed for the repair station.

DUTIES AND RESPONSIBILITIES (continued)

Chief Avionics Inspector

The Chief Avionics Inspector is directly responsible to the Avionics Manager for the overall operation of the Equipment Inspection Department and as such, will have the final authority in the releasing to service of airframes, and avionics. In addition, the Chief Avionics Inspector is responsible for directing, planning and laying out of the details of inspection standards, methods and procedures used by the repair station in complying with all applicable Federal Aviation Regulations, manufacturer's specifications and recommendations.

Additional duties include but are not limited to:

1. Assist, supervise and direct all personnel assigned to the inspection department.
2. The proper execution of the altimeter and static system inspection performed in a serviceable and working condition.
3. Ascertain that all inspections are properly performed on all completed work and that the proper inspection records, reports and forms used by the repair station are properly executed prior to releasing the product for return to service.
4. Maintain and keep current a file of pertinent Federal Aviation Regulations, specifications, type certification data sheets, and airworthiness directives. The Chief Avionics Inspector shall make available all of the above mentioned items to all personnel employed by the Repair station.
5. Determine that all technical data on all articles overhauled or repaired by the repair station are secured and kept current with the latest revisions by the respective department inspectors. This data will include the repair station's process specification for limited rating specialized services, manufacturer's overhaul manuals, service bulletins, part specifications, related Federal Aviation Administration approved data, and other technical data used by the repair station. In addition, assure that all military technical orders used in the repair and overhaul of components have been evaluated and approved by the FAA.
6. Assure that periodic checks are made on all inspection tools and the calibration of precision test equipment used by the repair station and the mechanics who have their own precision equipment. Further assure that a current record of those inspections and tests are maintained on file within the department.

ISSUE

DATE: 1/12/2014

REVISION NO.:

8

DUTIES AND RESPONSIBILITIES (continued)

Chief Avionics Inspector Continued

7. Determine that no defective, unserviceable, or un-airworthy parts are installed on any component or articles released by the repair station.
8. Submit malfunction or defect report, FAA Form 8010-4, when required in accordance with FAR 145.63
9. Assure the proper execution of FAA Form 337 when required, and/or maintenance release.
10. Accomplish the final acceptance of all incoming material, including new parts, supplies and the airworthiness of an article or articles on which work has been performed outside the repair station by contract personnel. In the event that the Chief Avionics Inspector is unable to perform a complete final inspection for reasons such as; sickness, vacation, unavailable for work, etc., it will be the responsibility of the Avionics Inspector/Inspector to start and finish such inspection. This will ensure that no inspection is partially done and missing data from such inspection.
11. Conduct the preliminary hidden damage, in-progress, and final inspection of all articles processed by the repair station and record results as outlined in this manual.
12. Oversee the proper tagging and identification of all parts and components as outlined in this manual.
13. Provide for continuity of inspection responsibility, assuring completion of required inspections when personnel, shift or assignment changes occur.
14. See that rejected and unserviceable parts are handled in such a manner as to prevent their reuse as serviceable parts.
15. Ascertain that all inspections are properly performed on all completed work before it is approved for return to service, and that the proper inspection and maintenance records, reports, and forms for such release are properly executed.

DUTIES AND RESPONSIBILITIES (continued)

Chief Avionics Inspector Continued

16. Maintain files of completed work orders and inspection forms in such a manner the file pertaining to a specific item can be readily located for review.
17. The Chief Avionics Inspector may, approve for return to service an Aircraft, and sign FAA form 337's issued by the repair station.
18. Provide adequate equipment, materials and competent qualified personnel as necessary, pertinent to the operation of the Repair Station, in order that it may comply with all applicable Federal Aviation Regulations and manufacturer's recommendations.
19. The Chief Avionics Inspector may delegate all duties assigned to any qualified person as necessary, however such delegation does not relieve the Chief Avionics Inspector of the overall responsibilities.
20. In the event that a particular project has been started by any delegated technician, that technician will complete that project for final inspection. The technician performing the work may pass delegation and responsibility back to the Chief Avionics Inspector, Avionics Inspector, or Inspector so long as proper communication between both parties allows information and full details as to what status such project is at and what is required to complete such project.

DUTIES AND RESPONSIBILITIES (continued)

Repair Supervisor / Inspector

The Inspector is directly responsible to the Chief Avionics Inspector for the overall operation of the Inspection Department and will have the final authority in the releasing to service of any avionics equipment, component or accessory.

It is the Inspectors duty to:

1. Assist, supervise and direct all personnel assigned to his department.
2. Determine that all inspections are properly performed on all completed work and that the proper inspections records, reports and forms used by this repair station are properly executed prior to releasing the item for return to service.
3. Maintain current Federal Aviation Regulations, specifications, type certification data sheets and airworthiness directives pertaining to the products covered under this repair station certification.
4. Determine that all technical data on all avionics overhauled or repaired by this repair station are secured and maintained current with the latest revisions or service bulletins. This data will include the repair station's process specification for limited ratings, the manufacturer's maintenance manuals, service bulletins, part specifications, related Federal Aviation Administration approved data and other technical data used by the repair station.
5. Assure that periodic checks are made on all inspection tools and the calibration of precision test equipment used by the repair station. Further assure that a current record of those inspections is maintained.
6. Determine that no defective, unserviceable or un-airworthy parts are installed in any component or articles released by the repair station.
7. Submit reports of un-airworthy conditions in accordance with FAR 145.63.
8. Assure the proper execution of a maintenance release and / or return to service. Accomplish the final acceptance of all incoming material, including new parts, supplies and the airworthiness of articles on which work was performed by contract outside the Repair Station.

DUTIES AND RESPONSIBILITIES (continued)

Repair Supervisor / Inspector (Continued)

9. Conduct the preliminary, in-progress, and final inspection of all articles processed by the repair station and record results as outlined in this manual.
10. Oversee the proper tagging and identification of all parts, components and avionics as outlined in this manual.
11. Provide for continuity of inspection responsibility, assuring completion of required inspection when personnel shift or assignment changes occur. In the event that the Chief Avionics Inspector is unable to perform his or her inspections for reasons such as: sickness, vacation, unavailable for work, etc., then it will be the responsibility of the Avionics Inspector or Inspector to verify items such as incoming inspections of parts or return-to-service information just as the Chief Avionics Inspector is responsible for. Those duties are described in this manual in Section 3.6 – 3.8.
12. See that rejected and unserviceable parts are handled in such a way as to prevent their re-use as serviceable parts.
13. Determine that all inspections are properly performed on all completed work before it is approved for return to service, and that the proper inspection and maintenance records, reports, and forms required for return to service are properly executed.
14. Maintain files of completed work orders and inspection forms in such a manner that the file pertaining to a specific avionics item that was repaired may be located for review.
15. Inspect all avionics work performed under our Limited Ratings and Capabilities List. The Repair Supervisor/Inspector may, approve for return to service an Aircraft, but does not have the authority to sign FAA form 337's issued by the repair station.
16. The inspector may delegate all duties as described in this section to any qualified assistant as necessary; however, such delegation does not relieve the inspector of the overall responsibilities as described in this section.

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE 3.11

DUTIES AND RESPONSIBILITIES (continued)

Installation Supervisor

The Installation Supervisor shall be responsible for overseeing and performing final and post installation check out procedures as required by the manufacturer and the FAA in accordance with the standards addressed in FAR Part 43, good aeronautical practices, and the procedures and authorizations addressed in this manual. The Installation Supervisor is also responsible for reporting directly to the Chief Avionics Inspector of the Repair Facility.

ISSUE

DATE: 1/12/2014

REVISION NO.:

8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE 3.12

DUTIES AND RESPONSIBILITIES (continued)

Repairman

The Repairman shall perform all maintenance, repairs and alterations in accordance with the standards addressed in FAR Part 43, good aeronautical practices, and the procedures and authorizations addressed in this manual. No one may serve, or be licensed as a repairman in this repair station unless he meets FAR 65, Subpart, E, (101), Eligibility requirements. The Repairman shall be responsible to the Repair Supervisor/Inspector. The Repairman may, approve for return to service an Aircraft, but does not have the authority to sign FAA form 337's issued by the repair station.

ISSUE

DATE: 1/12/2014

REVISION NO.:

8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE 3.13

DUTIES AND RESPONSIBILITIES (continued)

Technician

The Technician shall perform all maintenance, repairs and alterations in accordance with the standards addressed in FAR Part 43, good aeronautical practices, and the procedures and authorizations addressed in this manual. The Technician shall be responsible to the Repair or Installation Supervisor.

ISSUE
DATE: 1/12/2014
REVISION NO.: 8

Capability List

Premier Avionics operates utilizing a capability list. The capability list will be revised when Premier Avionics requires additional articles be added that they are able to support. When Premier Avionics adds articles to the current capabilities list, they will send a copy to the Administrator from the local FSDO showing the updated capabilities list. This updated list will show the date and revision number of the updated list. Premier Avionics operates with a separate capabilities list that is not part of the RSM or QCM. The capabilities list indicates the Manufacturer, the Model and/or Series type and a Description of what type of article that item is.

Premier will perform a Self Audit utilizing the (REPAIR STATION NEEDS ASSESSMENT) form. This form can be found on pages 2.4.4 and 2.4.5 of the Quality Control Manual. Premier Avionics shall keep a copy of this form on file for a period of 24 months from the date of the updated capability list for that evaluation. The Accountable Manager will evaluate using this form, if Premier is qualified to add an item to the capability list. This will be done by evaluating if Premier Avionics has the following:

- The appropriate Limited Rating for the item.
- Adequate Housing and facilities.
- Recommended tools, articles, and materials, or equivalent.
- Current technical data.
- Sufficient qualified personnel.

These items will determine whether Premier Avionics may add this item to the capability list or return to service its current capabilities it has.

Performance of Maintenance at a Location Other Than the Repair Station

Premier Avionics will provide maintenance service for its customers on an on-call basis at a location away from the Repair Station. Premier Avionics can only provide this service for work, which the Repair Station is rated. The General Manager, Chief Avionics Inspector, or in their absence, a Repairman, are authorized to initiate a work order for such work. The General Manager or Chief Avionics Inspector will be responsible for assigning the personnel necessary to perform the work and appoint a person to be in charge of the work force. If neither the General Manager or Chief Avionics Inspector are available to appoint a person for the project, a qualified Repairman may perform the work themselves and are responsible for the work performed and the associate documentation required for the work performed. The Chief Avionics Inspector will assign the inspector(s) responsible to inspect the work and assure that all required forms and work are completed as necessary. The Chief Avionics Inspector will assign one inspector with the responsibility for returning the article to service. The Accountable Manager and/or the Chief Avionics Manager is responsible to ensure that the article to undergo maintenance and the work force will be in an area safe for the work to be performed and that they will be protected from the elements. The General Manager or Chief Avionics Inspector will be responsible for providing all the necessary Chief Avionics Inspector requirements for the accomplishment of the maintenance being performed. The General Manager or Chief Avionics Inspector will establish a system of communications best suited between the technician and the Repair Station. All personnel assigned to accomplish work away from the Repair Station shall accomplish the specific function of work in the same manner as when performed at the Repair Station. Prior to leaving to such location for work to be performed, the responsible manager shall make sure that all equipment required to perform such work will be taken to such location. All off sight work to be performed, in accordance with acceptable and/or approved methods and procedures. If required for the task to be performed, the location may be required to provide access to: electrical outlets, heated hanger, adequate lighting and other possible items required to perform the task at that location. When the work has been completed the log book entry appropriate to the work performed, will be rendered to the customer. Personnel that are performing work away from the Repair Station, have access to the Repair Station Manual and Quality Control Manual online. The manuals can be found via www.premieravionics.net using online access.

Procedures for Performing Maintenance and Alterations for Air Carriers under Parts 121, 125, 129 and 135

Premier Avionics only provides Avionics services to Part 91 and Part 135 operators. Work performed on Part 135 aircraft will be done in accordance with the Air Carriers program and maintenance manual as applicable. Premier Avionics shall maintain a current drug testing program approved

ISSUE
DATE: 1/12/2014
REVISION NO.: 8

Procedures for Performing Maintenance and Alterations for Air Carriers under Parts 121, 125, 129, and 135 (cont)

by the FAA as part of the requirements of Air Carrier programs. Premier Avionics shall maintain all current in house performance requirements as approved by the FAA for work to be performed for Air Carrier programs. The General Manager/Accountable Manager or Chief Avionics Inspector will be responsible for overseeing the work and ensuring that the Air Carriers Inspection and/or Maintenance program is available as applicable to facilitate work performed. Premier Avionics does not perform RII Inspections. If a RII is required, then Premier Avionics will rely on the Air Carrier to provide qualified RII Inspectors for the project.

Contract Maintenance - Procedures for Maintaining, Revising and Qualifying

Premier Avionics will use at times Contract Maintenance personnel or facilities. Premier will only use these Contract Maintenance for services in which they are rated. See pages 4.2 in Premier Avionics QCM.

Premier Avionics is certificated to perform Limited Radio Ratings, Limited Instrument and Limited Airframe (all metal), but may request approval to contract out these functions.

Premier will ensure the responsibility for any Contracted Maintenance that Premier Avionics is rated for.

Premier Avionics will qualify each Maintenance Contractor prior to adding them to the list of Contractors and will verify by verbal contact and FAA ratings listed online to current qualifications and ratings. If Premier Avionics adds any contract Maintenance Providers to their approved list, then Premier will notify the FSDO of those changes and will not use the contractor until the revised contractor list is approved by the FSDO.

Premier Avionics does not use non-certificated Contract Maintenance providers.

A list of the Contract Maintenance providers will be kept current and can be found in the QCM in section 4.2.

Suspected Unapproved Parts Reporting

If during the various internal inspection steps set forth in Premier Avionics Inspection System find that a Suspected Unapproved Part (SUP) has been found, that part shall be immediately removed from the Installation/Repair facilities normal storage area and segregated to a holding area so that the item or items actual condition can be determined by the Chief Avionics Inspector. The item or items that were suspected must not be returned to normal production use until the Inspector has released those items to a Return to Service condition. If such item or items have been found to been Unapproved in a Defective state, then the Inspector shall fill out the appropriate information on a Malfunction and Defect report or SDR Form as applicable. This form is found on the FAA website and has instructions with the form on how to properly complete the form. If a SUP is found, Premier Avionics will notify the FAA of such finding.

ISSUE

DATE: 1/12/2014

REVISION NO.:

8

Current Technical Data

Premier Avionics will provide current technical publications, AD's, Service bulletins and other pertinent items that provide proper approval for return to service information for its employees so that they can provide proper and legal repairs and alterations to aircraft. These may be provided in various means. They will be provided by hard copy, or electronic media (CD, DVD, internet) as means of keeping up to date information as necessary for proper return to service information. The General Manager/Accountable Manager is responsible for maintaining data in a current condition.

Required Records and Recordkeeping

The General Manager/Accountable Manager shall maintain copies of all Work orders, Purchase orders (as applicable) and any other related return to service information in the General Manager/Accountable Manager's office. This also includes as applicable, FAA form 337's, weight and balance changes, log entries, 8130 forms or any other pertinent return to service data information. These hardcopy items will be maintained in this office for at least, the current year until the last day of the year. Records may then be transferred to a safe storage location on the premises of the Repair Station. Records can be kept in the General Manager/Accountable Manager's office for a period longer than this, should internal filing of previous year's information is unable to be performed at the completion of the year. All records pertaining to work performed as per CFR 145 and Part 43 will be maintained and available for review for a period of 24 months from the date of return to service.

SECTION IV

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Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE 4.2

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ISSUE
DATE: 1/12/2014
REVISION NO.: 8

Premier Avionics, LLC

REPAIR STATION MANUAL

PAGE 5.1

SECTION V

PRIMARY TEST EQUIPMENT
INTERNAL POLICIES &
CALIBRATION INTERVALS

ISSUE
DATE: 1/12/2014
REVISION NO.: 8

Primary Test Equipment Calibration Policies

Test Equipment Calibration List

A list of Test Equipment currently owned, and being utilized by this Repair Station is available for Inspection at our facility. A copy of the List of Test Equipment and Calibration Intervals is located in the General Manager/Accountable Managers office. It lists the test equipment used by our facility requiring calibration and the time frame required between calibrations for each piece of equipment.

Test Equipment Calibration Requirements

Test equipment shall be calibrated at periodic intervals established on the basis of stability, purpose, degree of usage and/or impact shock. One year shall be the maximum calibration interval, or other procedures approved by the Administrator. Each piece of test equipment will be labelled. The label will identify the unit by manufacturer, model, and serial number. The attached label must indicate the last calibration date and next calibration date due. During the first week of each month, the Chief Avionics Inspector will review the Test Equipment Calibration history file. The test equipment requiring calibration will be given to the Chief Avionics Inspector as appropriate. It will be the responsibility of that person to issue repair requests to Repair Station shops or outside contractors as necessary for the calibration of the units and attachment of updated calibration labels. After calibration, the test unit will be checked for proper labelling and the equipment calibration history file will be updated and returned to the Avionics Manager for final acceptance. At no time will any person be permitted to perform work on aircraft or components using test equipment which is out of calibration. The test equipment labels will be checked by supervisors at random to assure that equipment in use is in calibration. This includes personnel test equipment owned by employees. If at any time a piece of test equipment inadvertently exceeds its calibration due data, it will immediately be removed from service until a calibration check has been performed. Standards used to calibrate test equipment is traceable to the National Institute of Standards and Technology or an approved foreign country's standards by certificate from the testing facility. All test equipment due, will be removed from service and sent for calibration within 14 days of due date.

ISSUE

DATE: 1/12/2014

REVISION NO.:

8

Test Equipment In House And Rented Policies

1. Equipment currently owned, and being utilized by this Repair Station have been listed above on page 5.2. If equipment other than what is listed above is required, this facility shall either utilize an approved outside facility rated for this equipment or shall rent such equipment as required to perform such repairs or Return to Service requirements.
2. If outside sources are used for Return to Service requirements, such facility shall provide all necessary log book entries as required for Return to Service requirements.
3. If equipment has been rented to provide Return to Service requirements, copies of that equipments most recent Certificate of Calibration report shall be given to this facility. If such equipment has been verified to be properly functioning and in current calibration, that piece of equipment can be used for Return to Service.

ISSUE

DATE: 1/12/2014

REVISION NO.:

8