

## U.S. APPROVAL CERTIFICATE

**EASA.145.5010**

Taking into account the provisions of Article 12 of Regulation (EC) 216/2008 of the European Parliament and of the Council and the bilateral agreement currently in force between the European Community and the Government of the United States of America, the European Union Aviation Safety Agency (EASA) hereby certifies:

**West Star Aviation, LLC**  
**d/b/a West Star Aviation**

FAA NUMBER: WTXR173J

796 Heritage Way  
Grand Junction, Colorado 81506  
United States of America

as a Part-145 maintenance organization approved to maintain the products listed in the FAA Air Agency Certificate and associated Operations Specifications and issue related certificates of release to service using the above reference, subject to the following conditions:

1. The scope of the approval is limited to that specified on the 14 CFR part 145 repair station Air Agency Certificate, and the associated Operations Specifications for work carried out in the United States (unless otherwise agreed in a particular case by EASA).
2. The approval scope shall not exceed the permitted EASA Part-145 ratings as detailed in Regulation EC (No) 1321/2014.
3. This approval requires continued compliance with 14 CFR part 145 and the differences as specified in the Maintenance Annex Guidance (MAG), including the use of the FAA Form 8130-3 for release/return to service of components up to and including power plants.
4. Certificates of return to service must quote the EASA Part-145 approval reference number quoted above and the 14 CFR part 145 Air Agency Certificate number.
5. Subject to compliance with the foregoing conditions, this approval shall remain valid until:

**01 August 2022**

unless the approval is surrendered, superseded, suspended or revoked.

Date of issue: **14 July 2020**

Signed

For EASA





**EASA SUPPLEMENT TO THE 14 CFR Part 145  
WEST STAR AVIATION REPAIR STATION MANUAL**

**Revision 11, 17/FEB/2020**

**West Star Aviation, LLC (DBA) West Star Aviation**

796 Heritage Way  
Grand Junction, CO 81506

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**WEST STAR AVIATION ADDITIONAL FIXED LOCATIONS**

**12 West Airport Road  
Aspen-Pitkin County Airport/Sardy Field  
Aspen, CO 81611  
&  
2465 Patterson Road  
Grand Junction, CO 81505**

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EASA APPROVAL CERTIFICATE  
NUMBER: **145.5010**

FAA REPAIR STATION  
CERTIFICATE NUMBER: **WTXR173J**

Reference: West Star Aviation (RSM/QCM), Repair Station & Quality Control Manual as revised.

MANUAL CONTROL NUMBER: \_\_\_\_\_

This Supplement does not form part of the FAA 14 CFR part 145 RSM/QCM.

Compliance with the FAA accepted Supplement together with the FAA 14 CFR Part 145 RSM/QCM forms the basis of the European Union Aviation Safety Agency (EASA) Part-145 approval.

This supplement forms part of West Star Aviations obligations for EASA Part-145 approval as specified in the MAG.

This supplement was developed using EASA Maintenance Annex Guidance (MAG) **Change 7**, effective date **17/FEB/2020**. Superseding former Maintenance Implementation Procedures Guidance (MIP-G).

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**Section 1. LIST OF EFFECTIVE PAGES**

Page	Date	Revision	Page	Date	Revision
1	17/FEB/2020	11	21	01/AUG/2017	10
2	17/FEB/2020	11	22	01/AUG/2017	10
3	17/FEB/2020	11	23	01/MAR/2016	8
4	17/FEB/2020	11	24	01/MAR/2016	8
5	17/FEB/2020	11	25	01/MAR/2016	8
6	17/FEB/2020	11	26	01/MAR/2016	8
7	05/JAN/2017	9	27	05/JAN/2017	9
8	17/FEB/2020	11	28	17/FEB/2020	11
9	17/FEB/2020	11	29	17/FEB/2020	11
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16	17/FEB/2020	11	36	01/AUG/2017	10
17	17/FEB/2020	11	37	01/AUG/2017	11
18	01/AUG/2017	10			
19	17/FEB/2020	11			
20	01/AUG/2017	10			

Approved by:

Signature on File in the QA Office \_\_\_\_\_  
 West Star Aviation Quality Assurance      Date  
 Manager

Acceptance of:

Signature on file in the QA Office \_\_\_\_\_  
 FAA Flight Standards Office      Date

## Section 2 AMENDMENT PROCEDURE

- a) This Supplement shall be revised as required consistent with current operations and EASA requirements. The Quality Assurance Manager will review this Supplement periodically; confirming the EASA Supplement is still current and valid for use, or identifies needed changes. The Quality Assurance Manager will have any revisions he finds necessary produced in a final form and approved by the EASA Accountability Manager for coordination with the FAA **Flight Standards Offices ("FAA FSO")** at Salt Lake City, Utah as described below.
- b) The Quality Assurance Manager will **submit an electronic copy** of each revisions to the **Flight Standards Office** for review. Upon acceptance of the proposed revision, the FAA **Flight Standards Office** will sign and date the appropriate line on the List of Effective Pages. One copy is then returned to West Star Aviation and the other retained to revise the **Flight Standards Office's** copy of the Supplement. Receipt of the returned copy from the FAA **FSO** by the repair station signifies revision of the **Flight Standards Office's** copy of the Supplement.
- c) Upon receipt of the FAA accepted revision at West Star Aviation, the Quality Assurance Manager will distribute **paper** copies **as required** of the revision. These copies will be distributed to all manual holders. Each supplement will have a control number and an assignment entry on the supplement cover page. A master list containing the supplement number, location and revision status will be kept in the Inspection Office. With the assistance of West Star Aviation's computer department, an electronic version of the supplement will be maintained and revised on the company Intranet of which all technicians have access.
- d) Additions, deletions, or revisions to text in an existing section will be identified by a revision bar in the margin of the page adjacent to the change, by highlighting the text in red, or both.
- e) **Changes to the MAG shall be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.**

## Section 3 INTRODUCTION

- a) This Supplement to the West Star Aviation Repair Station Manual is required for continued EASA Part 145 approval of maintenance work on all aircraft and components operated under the authority of the members of the EASA.
- b) The EASA has agreed that the FAA is a recognized authority by means of a Bilateral Aviation Safety Agreement.
- c) The EASA has specified the basic difference between EASA Part 145 and 14 CFR Part 145 to ensure equivalence with EASA Part 145. These differences are outlined in the Maintenance Annex Guidance (MAG), agreed between the EASA and FAA and identify these differences as Special Conditions.
- d) Consequently, a 14 CFR Part 145 Repair Station can be EASA Part-145 approved, when the Repair Station complies with the maintenance Special Conditions as detailed in this supplement in addition to complying with 14 CFR parts 145 & 43.
- e) This Supplement therefore reminds West Star Aviation that it is performing maintenance in accordance with the EASA Part 145 Approval Certificate and identifies the differences from the **CFR's** that need to be taken into account. It includes recognition of the consequences of failing to meet either requirements or standards.





**Section 4 EASA ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT**

- a) This EASA Supplement, in conjunction with West Star Aviation accepted 14 CFR Part 145 RSM/QCM, defines the organization, policy, and procedures upon which EASA approval are based.
- b) These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being accomplished under the conditions of EASA Part-145.
- c) The West Star Aviation procedures do not override the necessity of complying with any additional requirements formally published by the EASA and **notified to this organization from time to time.**
- d) It is understood that EASA shall issue an Approval Certificate and list **this** repair station in an EASA **published** list as long as the EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the EASA reserves the right to revoke the Approval Certificate if EASA **determines** that procedures are not followed or standards not upheld.

Signature: Singature on File in the QA Office Date: \_\_\_\_\_  
Dave Krogman  
EASA Accountable Manager

**Section 5 APPROVAL BASIS AND LIMITATION**

- a) EASA approval of maintenance is limited to the scope of work permitted under the current approval granted by the FAA to West Star Aviation, under West Star Aviation Air Agency Certificate and Operation Specifications, and in accordance with 14 CFR Part 145 except when varied by the Special Conditions specified in the MAG, and associated guidance carried out in locations within the United States unless agreed otherwise on a case-by-case basis by the **JMCB**. EASA approval is based on West Star Aviation compliance with 14 CFR Parts 43 and 145. However, this approval must not exceed the ratings permitted by Commission Regulation (EU) No. 1321/2014.

**Section 6 ACCESS BY THE EASA AND FAA**

- a) The FAA and EASA or EASA-member EASA staff will be allowed access to West Star Aviation facilities and documents to verify initial and continued compliance with 14 CFR Parts 43 and 145, and the Special Conditions. Furthermore, the FAA staff shall be allowed access to ascertain compliance and investigate problems on behalf of the EASA. West Star Aviation will accept and cooperate with any investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures.

**Section 7 WORK ORDERS/CONTRACTS**

- a) Maintenance performed by West Star Aviation for foreign operators is complicated by the fact that there may be occasions when non-FAA maintenance requirements, such as a foreign Airworthiness Directive are not known to West Star Aviation. This may occur because the information is not included in the information routinely reviewed by West Star Aviation. Consequently, the customer is responsible to provide explicit instructions for all maintenance and alterations subject to the procedures and requirements of this Supplement.
- b) If there are any questions about the interpretation of a work order or other work instructions, clarification shall be obtained from the customer before work begins. In general, work orders should specify the inspections, repairs, alterations, overhaul, airworthiness directives, and parts replacements that must be carried out. The Team Leader assigned to the project shall be the primary customer contact and shall assure that all customer instructions are understood and carried out completely, including EASA AD's and other mandatory instructions.

## Section 8 APPROVED DESIGN AND REPAIR DATA

- a) Changes to the type design: Major Changes, Minor Changes, and Supplement Type Certificates (STC).

(1) The EASA-approved design engineering data is normally data supplied by an EASA Design Organization Approval (DOA) holder, or data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by the EASA. In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and /or validation of FAA approved changes to the type design by EASA are contained in Annex 1 to the Agreement and in the Technical Implementation Procedures (TIP).

**NOTE: EASA defines “design change” as a change to the type design. EASA does not automatically accept alterations that affect type design.**

- b) Repairs. The FAA shall approve design data in support of major repairs in accordance with:

(1) FAA Order 8110.4, Type Certification; FAA Order 8110.37, Designated Engineering Representative Guidance Handbook; FAA Order 8100.15, Organization Designation Authorization Procedures; and FAA Order 8900.1, Flight Standards Information Management System. Minor repairs are made in accordance with “acceptable” data, in accordance with 14 CFR Part 43.

(2) EASA shall approve design data in support of repairs in accordance with EASA Part 21 Subpart M Repairs and EASA’s procedure Type Certificate Change and Repair Approval.

- c) EASA Acceptance of FAA Repair Design Data.

(1) EASA shall accept data used in support of major repairs regardless of the State of Design of the product, part or appliance, if:

- (i) EASA has certificated/validated the product or appliance,
- (ii) The FAA is the authority of the State of Design for the repair design data, and
- (iii) The FAA repair design data approval is substantiated via an FAA letter or FAA Form 8110-3, FAA Form 8100-9, properly executed FAA Form 337, or a signed cover page of a repair specification.

(2) EASA shall also accept data used in support of minor repairs when:

- (i) EASA has certificated/validated the product or appliance,
- (ii) The FAA is the authority of the State of Design for the repair design data, and
- (iii) The repair design data has been provided by a U.S. type certificate TC/STC or TSOA holder, or
- (iv) For minor repairs from other than a U.S. TC/STC or TSOA holder, the determination that data is acceptable (under 14 CFR Part 43) has been made by a U.S. maintenance organization under FAA’s authorized system.

**NOTE: An EU company must use EASA Part 21 for the approval of repair data for use on an EU-registered aircraft. Unless the minor repair data has been previously used on an N-registered aircraft, an EU company cannot determine any data to be acceptable data under 14 CFR Part 43 for use on an EU-registered aircraft.**

- (3) In these circumstances, repair design data are considered to be EASA - approved following its approval or acceptance under FAA’s system. This process does not require application to EASA or compliance findings to the EASA certification basis.

## Section 9 AIRWORTHINESS DIRECTIVES

- a) A number of EASA member authorities either issue their own airworthiness directives or accept FAA directives and issue additional directives. In either case West Star Aviation will access the EASA AD's relative to the work performed via this web site:

<http://ad.easa.europa.eu/search/advanced>.

From this web site, all AD's relative to the work performed will be provided to production by the QA department either digitally via email or paper copy.

- b) West Star Aviation shall determine from the customer what airworthiness directives the customer requires to be followed in the work to be performed, and must have a copy of those Airworthiness Directives on hand. This information, if applicable, should be a part of the work order or other instructions. In some cases, it will be necessary for the customer to supply the information necessary to incorporate airworthiness directive requirements. In the event an AD is not complied with, the non-compliance will be recorded in the maintenance records and the owner/operator will be notified of this immediately via email, fax or personally by phone.

## Section 10 RELEASE & ACCEPTANCE OF COMPONENTS AFTER MAINTENANCE

- a) Release to service of components up to and including complete power plants shall be in accordance with 14 CFR Part 43.9 and the additional requirements of Paragraphs 7 through 10 of this Supplement. At the completion of maintenance, West Star Aviation will issue an FAA Form No. 8130-3 as a maintenance release. Reference Appendix 4 of this supplement or FAA Order 8130.21, as revised, for detailed instructions for completing FAA Form 8130-3.

- b) In addition, Block 12 of the FAA Form 8130-3 must contain the following information:

- West Star Aviation EASA Approval Certificate number
- Specify any overhaul; repairs, alterations, or AD's accomplished
- Specify any replacement or PMA parts used
- Reference any approved data used to accomplish the work including issue/revision and the following statement:

**“West Star Aviation” certifies that the work specified in block 11/12 was carried out in accordance with EASA Part-145 and in respect to that work the component is considered ready for release to service under EASA Part-145 Approval Number: “EASA.145.5010”.**

- c) An example of West Star Aviation's FAA form 8130-3 and instructions for use can be located in Appendix 4 of this supplement.
- d) The signature of the person approving the component for return to service shall in block 14b with the FAA Repair Station Certificate number in block 14c.

**NOTE: In the case of maintenance carried out by a U.S.-based EASA Part-145 approved organization subject to the Agreement, EASA only recognizes the dual release FAA Form 8130-3 for component, engine, or propeller maintenance.**

**NOTE: The sub-clause “except as otherwise specified” in block 12 is intended for use with two types of deviations as follows:**

- **The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in block 12 and/or attachments.**
- **The case where the particular maintenance requirement was only EASA-approved and FAA-approved. Example: an EASA airworthiness Directive not approved by the FAA.**



- e) West Star Aviation will indicate in their personal roster each person that has signature authority for FAA form 8130-3 on behalf of the repair station.
- f) Reference Appendix 4 in this supplement for detailed instructions for filling out FAA form 8130-3 to include an example form.
- g) West Star Aviation maintains and revises a roster of personnel authorized to sign an FAA form 8130-3 (maintenance release) for approving a maintained or altered component for return to service in block 14b with the FAA Repair Station Certificate number in block 14c. The process by which the roster is maintained and revised can be found in the Repair Station Manual Doc. No. 3.030.
- h) Components authorized for use during maintenance should meet the intent of the following:
  - 1. Component means any component part of an aircraft up to and including a complete power plant and any operational or emergency equipment.
  - 2. Only the following new and used serviceable components that meet the requirements listed below may be fitted during maintenance.
- i) **New Components**
  - 1. New components must be traceable to the Production Approval Holder (PAH) and be in a satisfactory condition for installation. An authorized release document, as detailed below, must accompany the new component.
  - 2. For new components from a **U.S. PAH**, release must be documented on an FAA Form 8130-3 as a new part.

**NOTE: New parts that were received into inventory prior to October 1, 2016 must, at a minimum, have a document or statement (containing the same technical information as an FAA Form 8130-3) issued through an approved design, by the PAH or supplier with direct ship authority. These parts in inventory, documented with the required information, will be grandfathered and remain suitable for installation into EU articles, provided the certification/release date of these parts is prior to October 1, 2016.**

- a. For new components released by an **EU PAH**, release must be documented on an EASA Form 1, as a new part.
- b. Fabricated parts, produced by an appropriately rated repair station with a quality system, for consumption into a repair or alteration of a product or article in accordance with 14 CFR part 21, section 21.9(a)(6), and part 43, are not subject to the foregoing provision.
- c. Standard parts are not subject to the foregoing provisions, provided such parts are traceable to the manufacturer, accompanied by a conformity statement, and are in a satisfactory condition for installation.

**NOTE: EASA Standard Parts Definition: Per AMC M.A.501(c), "Standard Parts are: parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify**

conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc...”

- d. PMA parts may be accepted **only** as detailed in subparagraph 10(h)(2) above and in the Technical Implementation Procedures (TIP).
- e. **Engines rebuilt by the production approval holder can be accepted as specified in the Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP-para. 7.7.1).**
- f. **Acceptable components based on provisions of other Bilateral Agreements are not contained in this guidance. Please refer to the individual Agreements or the summary table published on the EASA website: <https://www.easa.europa.eu/sites/default/files/dfu/Parts>**
- g. When new parts are not accompanied by the appropriate documentation required in this supplement under Section 10(g)(2), West Star Aviation, in accordance with the provisions stated in FAA National Policy letter 89000.380, can issue FAA form 8130-3 on new parts when the following is accomplished:
  - 1. Inspection of the part and associated documentation:**
    - i) Ensure the part is received as indicated in Advisory Circular AC 20-154, Receiving Inspection for Aircraft Parts and Materials.
    - ii) Verify the article has the appropriate TSO or PMA markings as indicated in Advisory Circular AC 20-62, Eligibility, Quality and Identification of Aeronautical Replacement Parts.
    - iii) In the event the article is too small for appropriate markings, a tag showing the appropriate information is acceptable
    - iv) Documents from the Original Equipment Manufacturer, such as Certificate of Conformance, Shipping Tickets and/or invoices are required.
    - v) Visually inspect the article to ensure that it looks new with no obvious wear or use.
  - 2. Issuance of FAA form 8130-3:**
    - i) FAA form 8130-3 will be issued for “Approval for Return to Service” and the Block by Block Instructions found in FAA Order 8130.21 section 3-6 and West Star Aviation Quality Control Manual Doc. No. 5.030 pages 3-6 will be followed.
    - ii) When issuing an 8130-3 with acceptable OEM supporting documentation, the purpose of issuing the 8130-3 will be an Inspection, and “Inspection” will be placed in Block 11.
    - iii) Block 12 will describe the OEM paperwork provided with the part and a reason for the inspection. Below is an example of Block 12 verbiage:

**“Inspected documentation provided with part and found them to be traceable to the Production Approval Holder (COMPANY). The part was found to be in a new condition by visual inspection. This is a new part in inventory prior to October 1, 2016, without the required PAH documentation or FAA Form 8130-3; or, This is new part received on or after October 1, 2016, without FAA Form 8130-3; or, This is a used part without FAA Form 8130-3”**

**i) Used components**

1. Used components must be traceable to the FAA and/or EASA-certificated facilities that are approved and authorized to certify the maintenance, preventive maintenance, and/or alterations which they have performed. In the case of life limited parts, the life used must be appropriately documented. The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the PAH parts catalogue or aviation authority (AA) approval document. An authorized release document, as provided below, must accompany the used component.

a) An FAA form 8130-3 issued as a dual maintenance release must accompany used components from EASA-approved U.S.-based 14 CFR Part 145 repair stations.

b) Used components from a 14 CFR Part 145 repair station not EASA approved must not be used, even if accompanied by a FAA form 8130-3.

c) An EASA Form 1 issued as a maintenance release shall accompany used components from EASA Part-145 approved maintenance organizations not located in the U.S.

d) Acceptable components based on provisions of other Bilateral Agreements are not contained in this guidance. Please refer to the individual Agreements of the summary table published on the EASA Web site:

[https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final\\_FS1.1%2B1.4.pdf](https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final_FS1.1%2B1.4.pdf)

j. The following table is a summary of possible **scenarios for components released after maintenance:**

Privileges of the dual <b>EASA-</b> and FAA certified maintenance organization			
<b>United States</b>		<b>Europe</b>	
Release Document of Final Assembly: <b>8130-3 Dual Release</b>		Release Document of Final Assembly: <b>EASA Form 1 Dual Release</b>	
Acceptable New Products/Articles:  EASA Form 1 NEW 8130-3 NEW C of C Standard Parts		Acceptable New Components:  EASA Form 1 NEW 8130-3 NEW C of C Standard Parts	
<b>USED Products/Articles</b>		<b>USED Components</b>	
Acceptable Used Products/Articles Release Document (input)	Final Assembly Release Document (output)	Acceptable Used Components Release Document (input)	Final Assembly Release Document (output)
8130-3 Single	8130-3 Single	Form 1 Single	Form 1 Single
8130-3 Dual	8130-3 Dual	<b>Form 1 Dual</b>	<b>Form 1 Dual</b>
Form 1 Dual*	8130-3 Dual*	8130-3 Dual	Form 1 Dual
Form 1 Single	Form 8130-3  (see below U.S.)	8130-3 Single	Form 1  (see below Europe)

k. **Release statements for cases where compliance with both regulatory systems cannot be met (parts installed with single release, AD's no being complied with).**

#### United States

**Example:** One or more products/articles were installed with an EASA Form 1 single release so the final assembly cannot be released with an 8130-3 dual release. The final release should be issued with the following statements in the specified blocks. "The final assembly is eligible to be installed only on an **EU-registered** aircraft".

- In block 14a, only check the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to 14 CFR Part 43.9.
- In block 12, the following text should be inserted:  
"West Star Aviation certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part 145 and in respect to the work the component is considered ready for release to service under EASA Part 145 approval No. 145.5010". Or,  
This product/article meets part 43.9 requirements, except for the following items, and therefore is **"not"** eligible to be installed on U.S.-registered aircraft: " **Include a list of applicable items**

#### Europe

**Example:** One or more products/articles were installed with an FAA Form single release and so the final assembly cannot be released with an EASA Form 1 dual release. The final release should be issued with the following statements in the specified blocks. "The final assembly is eligible to be installed only on an **US-registered** aircraft".

- In block 14a, only check the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to EASA Part 145.A.50.
- In block 12, the following text should be inserted:  
"The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR Part 43 and in respect to the work the items are approved for return to service under certificate

No. \_\_\_\_\_.” This product/article meets EASA Part 145.A.50 requirements, except for the following items, and therefore is “not” eligible to be installed on an EU-registered aircraft.” (List the Items) Or, “This product/article meets 145.A.50 requirements, except for the following items, and therefore is “not” eligible to be installed on an EU-registered aircraft:” **Include a list of applicable items.**

- I. Release procedures for components that are used only in an EASA-approved design.
  1. FAA/EASA Policy. Based on the BASA principal of mutual technical assistance, the FAA and EASA acknowledge the need for U.S. – based repair stations to perform maintenance, preventative maintenance, and/or alterations on component parts to be installed on non-U.S. type-certificated aircraft. The U.S. based repair station, under its FAA certificate and ratings, may perform maintenance and/or alteration activities and provide the FAA form 8130-3 airworthiness approval for return to service for the work performed on component parts to be installed on non-U.S. type certificated aircraft.
  2. Scope of Maintenance Work Authorized. The authorization/approval to perform maintenance on component parts to be installed on non-U.S. type-certificated aircraft is limited to the scope of the repair station’s FAA ratings and EASA approval based upon compliance with 14 CFR Parts 43 and 145, except where it is varied by the special conditions specified in the Maintenance Annex Guide (MAG). The EASA approval does not exceed the ratings permitted by Commission Regulations (EU) no 1321/2014.
  3. Repair Station. West Star Aviation’s Accountable Manager will submit to the FAA responsible principal inspector, in writing, a request to perform maintenance, preventative maintenance, and/or alterations on component parts to be installed on non-U.S. type certificated aircraft. The written request must include a revised EASA supplement listing the component parts, the scope of maintenance that will be performed on the parts, and a completed WSAF 1199 General Repair Station Needs Assessment form.
  4. FAA Flight Standards Principal Inspector. The FAA PI who has oversight responsibility for the repair station will review the request and verify the repair station ratings and that EASA approval supports the maintenance activities requested and review the revised EASA supplement containing the listed component parts. Once reviewed and found acceptable to the PI, the request will be submitted to EASA for acceptance at the following email; foreign145@easa.europa.eu
  5. EASA Flight Standards. Upon receipt, EASA will review the request and associated EASA supplement page listing the parts and will provide, in writing, the acceptance or denial. EASA will notify the accountable manager and FAA PI by email.
  6. Return to Service. The repair station’s accountable manager, or delegate, will ensure the repair station issues the FAA form 8130-3 airworthiness approval return to service by:
    - a. Notate in block 12, “Certifies that the work performed in block 11/12 was carried out in accordance with EASA Part 145 and, in respect to that work, the component part is considered approved for return to service under EASA Part 145 approval EASA.145.5079 for installation on European Union-registered aircraft only. Not for installation on U.S.-



- registered aircraft or components of such aircraft”.
  - b. Check block 14a, the block stating, “Other regulation specified in block 12.”
  - c. Signing blocks 14b and 14c.
7. **FAA Oversight.** The FAA Principal Inspector who is assigned oversight responsibility for the repair station will conduct surveillance activities of the non-U.S. type certificated component parts when conducting normal oversight for the EASA special conditions, per FA Order 8900.1

## Section 11 CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY

- a) While EU aircraft have indefinite C of A's the C of A's validity period is verified by means of an “airworthiness review certificate” (ARC). The EASA operator or owner is responsible for ensuring the C of A remains valid; however, West Star Aviation will ensure that the C of A is valid in reference to the expiration date as detailed on the ARC before issue of a release to service as specified in paragraph 12 off this Supplement. West Star Aviation will inform the customer if the ARC has expired. If a valid certificate is not available at the time of the release, the release will include a reference to the valid ARC.

## Section 12 RELEASE OF AIRCRAFT AFTER MAINTENANCE

- a) For all work accomplished under this Supplement, the release to service must be accomplished in a manner consistent with 14 CFR Part 43, §43.9 and Sections 7 through 10 and Section 12 of this Supplement. At the completion of maintenance, the following certification shall be made in the aircraft maintenance record.
- b) Return to Service in Accordance with 14 CFR Part 43, § 43.9 and the following:  
“West Star Aviation certifies that the work specified; *except as otherwise specified*, was carried out in accordance with FAA airworthiness regulations, and in respect to that work the aircraft is considered ready for release to service.”
- c) Please note that the sub clause “except as otherwise specified” is intended for use with two types of deviations as follows:
  - (1) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out on the 14 CFR Part 43, § 43.9 Return to Service and/or attachments.
  - (2) The case where the particular maintenance requirement was only EASA-approved and not FAA-approved. Example: an EASA Airworthiness Directive not approved by the FAA.
- d) Where the customer/operator requires his/her paperwork to be signed, the following alternate certification can be made. The following is **applicable only** to repair stations with airframe and/or limited airframe rating.
  - (1) **Release to Service in Accordance with EASA Part-145.A.50 (for EU-registered aircraft only):**  
“West Star Aviation certifies that the work specified except as otherwise specified was carried out in accordance with EASA Part 145 and in respect to that work the aircraft is considered ready for release to service”

- (2) In all cases, the repair station must issue the certification when all required maintenance has been carried out, except that if it was not possible to complete all maintenance actions requested, then details of the work not performed must be endorsed on the Release to Service and the Operator informed.
- (3) Quote the EASA Part-145 Approval Certificate Number and the FAA 14 CFR part 145 Certificate Number in all cases, whether it is a 14 CFR part 43 Return to Service or an EASA Part-145 Release to Service.

### Section 13 REPORTING OF UNAIRWORTHY CONDITION

- a) When serious defects are found in EU registered aircraft or components received from an EU customer, the defects must be reported to EASA, the aircraft/component design organization, **the authority of the state of registry and the customer or operator** within 72 hours of discovery using the following process. When reporting to the EASA, the identity of the customer must be included to allow follow up action.
- b) West Star Aviation will submit an EASA Technical Occurrence Reporting Form via the following EASA web site: [www.aviationreporting.eu](http://www.aviationreporting.eu) and FAA Service Difficulty form through the following FAA web site: <https://av-info.faa.gov/SDRX/Default.aspx>. This reporting will also be used as a means to report Suspected Unapproved Parts, (SUP). West Star Aviation will submit these forms in accordance with the timeframe specified in EASA Part-145 and in English, when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of EASA.
- c) The Quality Assurance Manager or designee will be responsible for completing and submitting reports of un-airworthy conditions to EASA and the FAA **that are found on an aircraft, powerplant, propeller or component there of that is subject to the regulatory control of EASA. The title of each person responsible for completing and submitting reports of unairworthy conditions to EASA will be provided.**

**NOTE: EASA Part-145 reporting requirements include SUP reporting requirements.**

### Section 14 QUALITY ASSURANCE SYSTEM (QAS)

- a) A quality assurance system does not address the same issues as quality control or inspection systems. Quality Assurance (QA) is an independent top-level review that includes monitoring of the inspection process. A QA system focuses on whether the stated procedures and standards are actually being followed and whether they are effective in meeting the overall goals for maintaining airworthy products. The quality assurance process examines a sample of products to ensure that it can deliver a safe product and that it remains in compliance with 14 CFR Part 43, Part 145 and the EASA Special Conditions, and processes to verify that the end products meet all requirements, i.e. that the overall system works. The two elements to the system are:
  1. An independent audit system
  2. A management/control and follow up system.

## 1. INDEPENDENT AUDIT SYSTEM

- a. West Star Aviation's will maintain a quality assurance system that is independent of the maintenance repair process, including part, product and their release to service inspections.
- b. It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with procedures of this audit program. Independence shall be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure, or product being audited.
- c. Overall responsibility for West Star Aviation's Quality Assurance System (QAS) is assigned to the Manager of Quality Assurance. The Quality Assurance Auditor reports directly to the Manager of Quality Assurance/EASA Accountable Manager.
- d. The individual selected for the Quality Assurance Auditor position should have a thorough knowledge of the company's Quality Control System, its departmental relationships, and had previous Quality Control or Auditor experience.
- e. The Quality Assurance Auditor is responsible for ensuring that the QA program is accomplished according to the objectives and guidance established by the EASA Accountable Manager by:
  - f. The accomplishment of QA audits
  - g. Providing support to responsible technical managers for the development of solutions to audit observations
  - h. Completion of QA audit reports
  - i. The Quality Assurance Auditor position is assigned to the Manager of Quality Assurance's group and is responsible for:
    1. Developing an annual Quality Assurance (QA) audit plan.
    2. Scheduling the resources for and managing all audits.
    3. Coordinating and assisting in the analysis of any adverse findings and the development of solutions.
    4. Developing a plan and schedule for the implementation of all long term solutions and interim fixes required.
    5. Developing and maintaining QA reports and records.
- j. By the first day of December each year, an annual plan for QA audits to be conducted during the following calendar year will be developed. The plan contains a brief description of each audit area, the resources that will be required, and a schedule for the completion of each audit. The audit plan will include the routine periodic audits of each audit area/subject and follow up audits of any area that previously required any corrective action. The basic goal of the QA program is to monitor compliance with 14 CFR Part 43, 145 and this EASA Supplement.
- k. The annual QA audit program will be conducted using common and product specific check lists designed to review a product line systems, procedures, manuals; interviews with personnel and observation of work in progress. Form WSAF 015A, (Self Audit Schedule) will be used as an audit scheduling form, Form WSAF 015, (Incident/Corrective Action Report) will be used for recording non conformities, root cause and corrective actions. Form WSAF 015B & C, indicates areas of the Repair Station (WSAF 015C) and Repair Station Programs (WSAF 015B) that will be audited using specific checklist for that area.

**NOTE:** For forms referenced in para. H above, refer to Appendix 1 for form examples.

- l.** Procedural audits will monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. These Procedural audits will apply to the West Star Aviation Additional Fixed location, (Aspen) under the category of multiple facilities.
- m.** Product audits will be accomplished via sampling checks to witness any relevant testing and visually inspect the product and associated documentation. The sample check will not involve repeat disassembly or testing unless the sample check identifies findings requiring such action. These Product audits will apply to the West Star Aviation Additional Fixed location, (Aspen) under the category of multiple facilities.
- n.** Audits of contractors will be accomplished in the same manner as indicated within the West Star Aviation Repair Station Manual Doc. No. 6.020.
- o.** Sample Audits will be conducted by West Star Aviation once per year as a single exercise or conducted in segments during a period of one year in accordance with the audit program contained in this Supplement. All applicable 14 CFR parts 43 and 145 provisions and the EASA Special Conditions as detailed will be checked at least once per year against each primary product line.
- p.** Additional Fixed locations at West Star Aviation's Aspen, CO and Grand Junction Gear shop on Paterson Road will be subjected to the same audits, as required as indicated in this supplement.

## **2. Management/Control and follow up System**

- a)** Any unexplainable observations found during the non-conforming audit will be documented on a "Non-Conformance Write up, Quality Systems Audit Form" WSAF 015, then forwarded to Manager of Quality Assurance/EASA Accountable Manager and the responsible manager of non-conforming technical area/product line audited for resolution. All rectification actions will be documented on the Quality Systems Audit Form, attaching additional sheets as required to make a complete documentation package.
- b)** Those observations that require long term solutions (i.e.; more than 30 days) developed by the responsible manager(s) and accepted by the EASA Accountable Manager, will be documented by the QA function in a corrective action plan – complete with interim corrective actions, permanent fixes with timetable and milestones established for each action required.
- c)** The Manager of Quality Assurance/EASA Accountable Manager will hold routine meetings to check the progress on clearing outstanding findings/discrepancies. Meeting should be held at least once per year with the senior staff involved to review the overall performance.
- d)** The responsible Program manager(s) are responsible for coordinating the development and implementation of corrective actions that are satisfactory to the QA auditor, whenever problems are identified through QA audits. Long term problem rectification, the solution implementation will be developed by the responsible technical area manager with the assistance of the audit team, within a period no greater than 30 days.

- e) Corrective actions will be derived from an analysis of the problem's extent and "root" cause to be sure that all affected activities or parts are identified. Then and only then will any immediate action required be taken. Interim actions required will be determined before the implementation of a permanent solution is initiated. All long term, permanent solutions (> 30 days) will be accompanied with a plan and timetable and be approved by the EASA Accountable Manager before rectification is initiated.
- f) The implementation of corrective actions will be monitored by the Quality Assurance Auditor through status reports to the Manager of Quality Assurance/EASA Accountable Manager. The status report may be in the form of inter-office memo (e-mail) or in direct meeting with the EASA Accountable Manager or designee and Manager of Quality Assurance as required. Corrective action implementation and/or rectification and will be verified through the use of special follow-up audits.
- g) The EASA Accountable Manager will be responsible for ensuring that:
  - 1. The objectives of the annual audit plan are met.
  - 2. The results of all audits requiring corrective action are actioned by responsible technical managers in a timely manner after they are properly documented.
  - 3. All problems are appropriately addressed and resolved.
- h) The Quality Assurance Auditor will develop and maintain a system of records to document the QM program, the results of audits, the corrective actions taken to respond to problems and other records required to properly manage the QM program.
- i) These records are confidential internal documents that are the property of West Star Aviation. Records of audits, corrective actions and results will be made available for FAA and/or EASA review at West Star Aviation's business address during normal working hours of the QA function. These records will be kept for 2 years.

## **Section 15 PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE**

- a) Covered Hangar space will be available for aircraft operated under the regulatory control of an EU member state, undergoing maintenance and alteration. Provisions for sufficient covered hangar space shall be made when the contract is signed.

## **Section 16 CONTRACTED MAINTENANCE**

- a) If West Star Aviation contracts part of the maintenance of EASA controlled EU registered aircraft or components for installation on those aircraft, to another organization, it will ensure that the other organization is either listed by the EASA for the maintenance that they perform, or such contracted organizations must work under the West Star Aviation Repair Station in accordance with 14CFR 145.217(a)(2) & (b), West Star Aviation Repair Station manual Doc. No. 6.010, 6.020 and compliance with this supplement.
- b) If West Star Aviation contracts to a non-EASA approved organization, West Star Aviation will be responsible for returning the component worked on by such organization to service ensuring its airworthiness, and compliance with this Supplement.
- c) All maintenance organizations contracted by the repair station must be listed on the Contract Maintenance Provider Report (WSAF 003C) stating for each organization whether it is EASA listed or under the repair station control via 14 CFR Part 145.217, West Star Aviation Repair Station Manual Appendix A.



- d) Non EASA- approved maintenance contractor(s) to which work is contracted will be under the control of the Repair Station's quality monitoring system. Additionally, the Repair Station will inspect each item on which contracted work has been performed for compliance with this supplement, airworthiness, and is responsible for approving for return to service each item on which work is performed.
- e) If West Star Aviation cannot determine the quality of contracted work, the work will only be contracted to an EASA approved facility that is able to test and/or inspect the work performed and issue a return to service for the work performed. If the contracted item needs to be disassembled by the Repair Station to determine the quality of the work performed, then it will only be contracted to an EASA approved source.
- f) A receiving inspection will be performed on items received from contractors including items which have been returned to service through our normal receiving inspection. All receiving inspectors receive recurrent training for all areas of the receiving inspection process no matter the vendor type. Items are then brought to the inspection department for a final inspection and/or conformance check.
- g) As part of the airworthiness determination of a received part, the receiving inspector will inspect the part for visible damage, ensure attached paper work matches the components Part Number/Model Number and Serial Number and ensure the part was received from an approved contract maintenance provider. Final determination of airworthiness will be conducted at the time of an operation check once the component is installed.
- h) All paper work attached to the component, to include the contract maintenance providers work order will be scanned into our digital system and attached to the corresponding purchase order.
- i) Audits for FAA and EASA Certificated contractors are performed yearly to ensure their certifications are current. This includes Non FAA, EASA Certificated contractors as well. Audit results will be retained by the QA department for 4 years.
- j) West Star Aviation will ensure that the maintenance contractor provider is using current technical data by way of a "Yes" answer to question of the West Star Aviation WSAF 014A audit form which asks, "Are current work instructions, drawings, procedures, etc., readily available at each operation or workstation, and are personnel familiar with them? The contractor is responsible to ensure the technical data is current through their quality system.

## **Section 17 HUMAN FACTORS**

- a) Procedures are in place to detect and rectify maintenance errors that may endanger the safe operation of aircraft are covered in West Star Aviations FAA Approved Training Program Manual. All personnel are trained to have an understanding of human factors. This training is "Initial" and "Recurrent", and includes some or all of the following classes: general work place safety practices, Hazardous Material Communications, Receiving inspection, Driven to distraction, eye protection, electrical safety, West Star Aviation RSM/QCM & EASA training and task specific aircraft maintenance training. The above classes cover the following topics: General/Introduction to human factors, Safety Culture/Organization factors, Human Error, Human performance and limitations, Environment, Fall and Hearing protection, information, tools and practices, Communication, Teamwork, Professionalism and integrity, and Organization's Human Factors program.

## **Section 18 LINE STATIONS**

- a) This requirement is not applicable to this repair station because West Star Aviation does not hold a Line Maintenance Authorization, (Operation Specification paragraph D107).

## Section 19 WORK AWAY FROM A FIXED LOCATION

**NOTE: EASA approval privileges may be used only for urgent defect rectification work (i.e., AOG) performed on EU-registered aircraft or components fitted to such aircraft.**

- A. West Star Aviation holds FAA Operational Specification D100 authorization. Reference written procedure within West Star Aviation's RSM Doc. No. 1.030, Work Performed Away From Fixed Location.
- B. Work will be limited to perform non-routine maintenance, defined as urgent defect rectification, or articles intended for installation on an EU-registered aircraft.
  - 1. WSA will notify the ASI located at the Salt Lake City FSDO by email for work performed within the United States. Notification to EASA is not required.
  - 2. When maintenance is performed outside the United States, the FAA ASI will be informed and notification to EASA shall be sent prior to commencing the work using the following email address: [foreign145@easa.europa.eu](mailto:foreign145@easa.europa.eu)

# **APPENDIX 1**

## **EASA PART-145 QUALITY SYSTEM AUDIT**

## APPENDIX 1 Example Self Audit Schedule



West Star Aviation Self Audit Schedule \_\_\_\_\_ Year

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1 RSM 4.010, Housing and Facilities Req.												
2. RSM 3.040 Equipment and Materials												
3. QCM 3.020-Inspection of Maintenance, Preventive Maintenance, or Alterations												
4. RSM 6.010-Contract/Vendor Maintenance												
5. QCM 5.000-Recordkeeping												
6. QCM 3.005-Inspection of Receiving and Documenting Articles												
7 QCM 2.010-Incoming Inspection												
8. QCM 2.040-Inspection of Shelf Life Control Program												
9. QCM 2.040-Inspection of State of Preservation												
10. QCM 3.010 Preliminary Inspection												
11. QCM 2.060-Inspection of Tagging and Identification of Parts												
12. QCM 3.030-Inspection of Major Repair or Alteration												
13. QCM 3.010 Inspection Procedures												
14. QCM 3.010 Inspection of Continuity of Work and/or Inspection Responsibility												
15. QCM 3.005 Inspection of Work Order System Flow												
16. QCM 2.070 Inspection of Scrapped Parts Disposition												

Key: Audit Scheduled      Carried out Corrective action      Audit Completed/Closed

See associated audit reports for details.

**APPENDIX 1**  
**WSAF 015 – Incident/Corrective Action Report Pg. 1**



**INCIDENT / CORRECTIVE ACTION REPORT**

**FAA**       **EASA**       **EHS**

1. This report is required whenever an aircraft, engine, component, shop equipment, or facility is damaged. To include non-adherence to governmental regulations or West Star Aviation policy.
2. If there could be an insurance claim, all damage must be photographed.
3. Report will be submitted to the General Manager and QA Manager within 1-hour of mishap.
4. Witness Statements will be required from all members involved. (as required)

**Aircraft Registration Number:** \_\_\_\_\_

**Aircraft / Engine / Equipment / Component / Process Type:** \_\_\_\_\_

**Aircraft / Engine / Equipment / Component / Process Location:** \_\_\_\_\_

**Time of Day / Date:** \_\_\_\_\_

**Weather Conditions:** \_\_\_\_\_

**Explanation of Incident, What Happened?**  
(To Be Completed By Employee)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Signature:** (As Required) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Root Cause of Incident:**  
(To Be Completed By Supervisor)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





# **APPENDIX 2**

## **REPORTING OF UNARIWORTHY CONDITION FORMS- EASA & FAA**

## Appendix 2

**Online-Service Difficulty Entry Form** (<http://av-info.faa.gov/isdr/default.asp>)

**NOTE: Instructions for use of this form is self explanatory on the Web site**

FAA :: SDR Reporting [SDR Submission Form]
Page 1 of 2

[Skip to page content](#)

Federal Aviation Administration

---

[Logout](#)
OMB No. 2120-0003
[Return to the Main Menu](#)

### 1. Submitter Information

(a) Unique Control #  (b) Difficulty Date  (mm/dd/yyyy)

(c) Registration #  (d) Submitter Type

(e) Submitter Designator

### 2. Codes

(a) Operator Designator

(b) Operator Type

(c) JASC/ATA Code

(d) Stage of Operation

(e) How Discovered

(f) Nature of Condition

(g) Precautionary Procedures

(h) FAA Region  (i) District Office

(j) Flight Number

### 3. Major Equipment Identity

	Manufacturer	Model	Serial Number	Total Time (hours)	Total Cycles
(a) Aircraft	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Engine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Propeller	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 4. Problem Description

Note: Please limit your description to 1500 characters.

Your description is 0 characters in length.

### 5. Specific Part or Structure Causing Difficulty

(a) Part Name

(b) Manufacturer's Name

(c) Part Number

(d) Serial Number

(e) Part Condition

(f) Part/Defect Location

(g) Total Time (hours)

(h) Total Cycles

(i) Time Since (hours)

Overhaul  
 Repair  
 Inspection

[Reset](#)

### 6. Component/Assembly That Includes Defective Part

(a) Component Name

(b) Manufacturer's Name

(c) Part Number

(d) Serial Number

(e) Model Number

(f) Location

(g) Total Time (hours)

(h) Total Cycles

(i) Time Since (hours)

Overhaul  
 Repair  
 Inspection

[Reset](#)


<https://av-info.faa.gov/SDRX/Secured/Authenticated/SubmissionsCarrier.aspx>
6/16/2010

## Appendix 2 (Continued)

EASA Technical Occurrence Reporting Form via the following EASA web site:

[www.aviationreporting.eu](http://www.aviationreporting.eu)

NOTE: This example is only page 1 of 6 found on the EASA web site, and Instructions for use of this form are self explanatory on the Web site

		<b>AVIATION SAFETY REPORTING</b>	
<b>OCCURRENCE GENERAL INFORMATION</b>			
<b>When and where</b>			
UTC Date - Time	<input type="text"/> - <input type="text"/>	Location of occurrence	<input type="text"/>
Local Date - Time	<input type="text"/> - <input type="text"/>	World region	<input type="text"/>
	(YYYY/MM/DD) (HHMM)	State/area	<input type="text"/>
<b>What</b>			
Headline	<input type="text"/>		
Narrative language	<input type="text"/>		
Narrative	<input type="text"/>		
EXAMPLE			
<b>Aircraft identification</b>			
Aircraft registration	<input type="text"/>	Manufacturer	<input type="text"/>
State of registry	<input type="text"/>	Model	<input type="text"/>
Serial number	<input type="text"/>	Series	<input type="text"/>
Year built	<input type="text"/>	Other (specify)	<input type="text"/>
<b>Aircraft maintenance</b>			
Aircraft total time	<input type="text"/>	Hour(s)	Total cycles a/c <input type="text"/>
<p><b>Form: Technical</b></p> <p>Version 2.2 - February 2016</p> <p style="text-align: center;">1</p> <p style="text-align: right;">Use Adobe Reader DC © to compile this form Submit this form on: <a href="http://WWW.AVIATIONREPORTING.EU">WWW.AVIATIONREPORTING.EU</a></p>			

# **APPENDIX 3**

## **EASA 16 Application Form**

**EASA Form 16**



European Union Aviation Safety Agency

EASA Form 16

**U.S. Repair Station application for initial/renewal/amendment of EASA Part-145 approval in accordance with the U.S./EU Bilateral Aviation Safety Agreement**

1. CFR part 145 repair station name: \_\_\_\_\_ CFR part 145 certificate number: \_\_\_\_\_

2. Address of repair station: \_\_\_\_\_

3. Mailing Address (if different from 2 above): \_\_\_\_\_

4. Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

5. Please select the type of application and complete the appropriate Section of the Form 16

a. Initial       b. Renewal       c. Amendment

5a. Initial application  
(Please give a brief summary of the organization history, work capability, line station locations, and number of staff employed associated with the approval.)

5b. Renewal  
EASA Cert No: \_\_\_\_\_

5c. Amendment (Please detail the reason for amendment)  
EASA Cert No: \_\_\_\_\_

---

6. Position and name of the accountable manager \_\_\_\_\_

I wish to apply on behalf of this repair station for approval by the European Union Aviation Safety Agency as an EASA Part-145 approved maintenance organization in accordance with the Bilateral Aviation Safety Agreement and the Maintenance Annex concluded between the United States and the European Union.

I understand that when certifying work for a European Union customer, the repair station is required to work in accordance with 14 CFR parts 43 and 145, except where varied by the EASA Special Conditions specified in the Maintenance Annex Guidance and accept that failure to comply could result in EASA certificate action against this repair station.

7. Signature of the Accountable Manager \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

**Note 1-**The form must be signed by the Accountable Manager on each application.

**Note 2-**The address to which the application form must be sent is the FAA, Flight Standards District Office (FSDO) located in the United States that normally deals with the organization's 14 CFR part 145 repair station approval.

**Note 3-**For technical questions regarding the approval please e-mail [foreign145@easa.europa.eu](mailto:foreign145@easa.europa.eu)

**Note 4-**For queries on Fees & Charges please e-mail [query.feesandcharges@easa.europa.eu](mailto:query.feesandcharges@easa.europa.eu)

**Note 5-**For queries on payment details please e-mail [accounts.receivable@easa.europa.eu](mailto:accounts.receivable@easa.europa.eu)





## EASA Form 16 Guidance



European Union Aviation Safety Agency

EASA Form 16

U.S. Repair Station application for initial/renewal/amendment of EASA Part-145 approval in accordance with the U.S./EU Bilateral Aviation Safety Agreement

### Guidance for the completion of Form 16, applicable to applicant and FAA.

The paragraph numbers relate directly to the Form 16 paragraph numbers.

- 1 Self-explanatory paragraph, the name and number of the repair station should be entered, this includes any doing business as names.
- 2 Self-explanatory paragraph, the address of the repair station should be entered, this should be the same as the address as shown on the FAA Certificate 8000-4.
- 3 Where the facility has a mailing address, i.e., office facilities at a different location where mail should be sent, then this address should be entered here, this should also be reflected in the FAA OpSpecs.
- 4 Self-explanatory paragraph, the telephone and fax number plus the e-mail address of the focal point of the organization for the EASA approval, i.e., the Quality Manager.
- 5 The boxes should be marked to indicate the purpose of the application, i.e., if the company has changed names and the renewal is being carried out at the same time then the boxes b. and c. should be marked.

**NOTE: If there is a change of the organization, do not wait until the renewal is due before applying for an amendment. This is particularly important if the address has changed.**

5a) Self-explanatory paragraph. Please give a brief summary of the organization with details as indicated on the form.

5b) Please enter the EASA Part-145 reference number.

**NOTE: Do not leave blank.**

5c) Where item 5 is indicated as an amendment, please include the reasons supporting the change.

**NOTE: Changes to the supplement should normally be processed through your PI and do not require a Form 16. This also applies to the change of the Accountable Manager and related supplement statement. However, changes affecting the EASA certificate and related supplement changes require a Form 16 application.**

- 6 Please indicate the position and name of the Accountable Manager in block capitals.
- 7 The Accountable Manager should sign the form every time an application is made.
- 8 Forward the completed Form 16 to your local FAA FSDO only.

**NOTE: The Form 16 shall not be sent to EASA at this stage. It will be sent by the FAA as part of the completed package at the end of the certification process to EASA.**

**NOTE: The validity date of your approval is detailed on the EASA certificate for U.S. approval holders. EASA also publishes details of all approvals on the web listing available at the**

<http://www.easa.europa.eu/easa-and-you/aircraftproducts/continuing-airworthiness-organisations/foreign-part-145-organisations-in-us>



# **APPENDIX 4**

## **FAA FORM 8130-3 EXAMPLE & INSTRUCTIONS**



## APPENDIX 4 (CONTINUED)

### Block-By-Block Instructions for Completing FAA Form 8130-3 for Approval for Return to Service.

**Block 1: Approving National Aviation Authority/Country.** FAA/United States.  
(Preprinted)

**Block 2: Authorized Release Certificate, FAA Form 8130-3, and Airworthiness Approval Tag.** (Preprinted)

**Block 3: FAA Form Tracking Number.** This will be the West Star Aviation Work Order followed by a dash and the squawk number associated with the return to service work scope, (i.e. 12345-1.2).

**Block 4: Organization Name and Address.** West Star Aviation 796 Heritage Way Grand Junction, CO 81506, FAA Repair Station #: WTXR173J & EASA Approval Certificate #: EASA 145.5010.

**Block 5: Work Order/Contract/Invoice Number.** West Star Aviation Work Order number corresponding to the work scope.

**Block 6: Item number.** When FAA Form 8130-3 is issued, Item number will almost always be "1".

**Block 7: Description.** Enter the name or description of the product or article as referenced in a part catalog or overhaul manual.

**Block 8: Part Number.** Enter part number of the product or article. **ONE part number per one 8130-3.** If the article being worked is a subassembly that does not have a part number of its own, enter the next higher assembly number followed by the word "subassembly."

**Block 9: Quantity.** Enter the quantity of each product or article shipped.

**Block 10: Serial Number.** If the product or article is required by part 45 to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation also may be entered. If no serial number is entered in this block, enter "N/A." Multiple serial numbers can be entered here associated with one part number.

**Block 11: Status/Work.** The following describes what to enter in a specific situation. Only one term may be entered in Block 11, which should reflect the majority of the work performed by West Star Aviation.

- **"Overhauled":** A process that ensures the product or article is in complete conformity with the applicable service tolerances specified in the type certificate manufacturer's instructions for continued airworthiness or in the data approved or accepted by the authority. The product or article will be at least disassembled,

cleaned, inspected, repaired as necessary, reassembled, and tested in accordance with the approved or accepted data.

- **“Repaired”**: Repair of defect(s) using an applicable standard.
- **“Inspected” and/or “Tested”**: Examination or measurement in accordance with an applicable standard (for example, visual inspection, functional testing, or bench testing).
- **“Modified”**: Alteration of a product or article to conform to an applicable standard.

**NOTE:** The applicable standard must be described in Block 12.

**Block 12: Remarks.** Describe the work identified in Block 11 and associated results necessary for the user or installer to determine the airworthiness of the product or article in relation to the work being certified. Example: “Overhauled in accordance with CMM ---, Section---, Manual---, Revision---, and AD reference where applicable. If necessary, a separate sheet may be used and referenced from the main FAA Form 8130-3. Each statement must clearly identify which product or article in Block 6 it relates to. Additionally, all EASA issued 8130-3’s will have the following statement in Block 12: ***“West Star Aviation certifies that the work specified in blocks 11 & 12 was performed in accordance with EASA Part 145, and with respect that work, the aircraft component is considered ready to release to service under EASA Approval Certificate No. EASA. 145.5010”***.”

**Blocks 13a through 13e:** Shade, darken, or otherwise mark to preclude inadvertent or unauthorized use, (For original manufacturer of new components only).

**Block 14a: Approval for Return to Service.** Both boxes are to be checked for a valid dual release.

**Block 14b: Authorized Signature.** This space will be completed with the signature of the authorized person. Only persons specifically authorized and listed on the West Star Aviation personnel roster are permitted to sign this block. The approval signature must be applied at the time and place of issuance and manually applied.

**Block 14c: Approval/Certificate No.** Enter the West Star Aviation air Agency Certificate number: WTXR173J.

**Block 14d: Name.** Enter the typed or printed name of the authorized representative whose signature appears in Block 14b.

**Block 14e: Date (dd/mmm/yyyy).** The date to be entered in Block 14e for approval for return to service will be the date on which the original work was completed. The date must be in the following format: two-digit day, first three letters of the month, and four-digit year, for example, 03/FEB/2008.

### APPENDIX 4 (CONTINUED)

**NOTE:** West Star Aviation will retain a copy of each form issued for a minimum of two years.

### Example FAA form 8130-3

1. Approving Civil Aviation Authority/Country: FAA/United States		2. <b>AUTHORIZED RELEASE CERTIFICATE</b> FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG			3. Form Tracking Number:	
4. Organization Name and Address:  796 Heritage Way Grand Junction, CO 81506 CRS WTXR173J				5. Work Order/Contract/Invoice Number:		
6. Item:	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/Work:	
1						
12. Remarks:  "West Star Aviation certifies that the work specified in Blocks 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the article is considered ready for release to service under EASA Part 145 approval no. EASA 145.5010."						
13a. Certifies the item(s) identified above were manufactured in conformity to: <input type="checkbox"/> Approved design data and are in a condition for safe operation. <input type="checkbox"/> Non-approved design data specified in Block 12.			14a. <input checked="" type="checkbox"/> 14 CFR 43.9 Return to Service <input checked="" type="checkbox"/> Other regulation specified in Block 12 Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service.			
13b. Authorized Signature:		13c. Approval/Authorization No.:		14b. Authorized Signature:		14c. Approval/Certificate No.: <b>WTXR173J</b>
13d. Name (Typed or Printed):		13e. Date (dd/mm/yyyy):		14d. Name (Typed or Printed):		14e. Date (dd/mm/yyyy):
<b>User/Installer Responsibilities</b>						
It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article.						
Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts aircraft engine(s)/propeller(s)/article(s) from the airworthiness authority of the country 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.						
FAA Form 8130-3 (02-14)				NSN: 0052-00-012-9005		

# APPENDIX 5

## EASA REQUIRMENTS CHECKLIST



## APPENDIX 5 Example West Star Aviation EASA Requirements Checklist



### EASA REQUIREMENTS CHECKLIST

This Checklist is to be completed in conjunction with any maintenance performed on EASA Member State registered aircraft.

Registration #: \_\_\_\_\_ Serial Number: \_\_\_\_\_ W.O. #: \_\_\_\_\_

Reference is to the West Star Aviation Repair Station EASA Supplement and Appendix 1 to this Supplement.

	YES	NO	N/A
1. Work Order specifies all work to be carried out.			
2. All repair design engineering data has FAA and EASA approval.			
3. Required Airworthiness Directives are part of the order.			
3.a. U.S. Airworthiness Directives.			
3.b. Foreign Airworthiness Directives.			
3.c. EASA Airworthiness Directives.			
4. All major repairs, alterations and modifications have FAA and EASA approval.			
5. All FAA 8130-3 documents have the EASA required information in Block 13.			
6. All PMA components have the necessary EASA acceptance.			
7. All new and used components have the required traceability documents.			
8. The expiration date on the Airworthiness Review Certificate (ARC) verified and is valid as defined in item 12 and Appendix 1. (attach copy)			
9. Release to Service has been made in the aircraft maintenance record as required by item 13 and Appendix 1.			
10. All un-airworthy conditions have been reported to EASA. EASA has been notified of serious discrepancies.			
11. Contracted maintenance organizations are either listed by the EASA for the maintenance they perform or such contracted organizations must work under the West Star Aviation Repair Station Manual and 14CFR§145.217 (a)(2)(b) as defined in item 17 and Appendix 1.			
12. Owner/Operator has been notified of discrepancies.			

**Note: This form is self explanatory.**

# **APPENDIX 6**

## **GLOSSARY OF ABBREVIATIONS**

## APPENDIX 6 GLOSSARY OF ABBREVIATIONS

<b>AC</b>	Advisory Circular
<b>AMO</b>	Aircraft Maintenance Organization
<b>AD</b>	Airworthiness Directive
<b>BASA</b>	Bilateral Aviation Safety Agreement
<b>C.A.S.E.</b>	Coordinating Agency For Supplier Evaluation
<b>CFR</b>	Code of Federal Regulations
<b>DAR</b>	Designated Airworthiness Representative (FAA)
<b>D/B/A</b>	Doing Business As
<b>DER</b>	Designated Engineering Representative (FAA)
<b>EASA</b>	European Aviation Safety Agency
<b>EEC</b>	European Economic Community
<b>EU</b>	European Union
<b>FAA</b>	Federal Aviation Administration (USA)
<b>FTP</b>	File Transfer Protocol
<b>MIP</b>	Maintenance Implementation Procedure
<b>NAA</b>	An EASA, National Aviation Authority
<b>N/A</b>	Not Applicable
<b>NPA</b>	Notice of Proposed Amendment
<b>OEM</b>	Original Equipment Manufacturer
<b>PAH</b>	Production Approval Holder (PAH)
<b>RSM</b>	Repair Station Manual
<b>SFAR</b>	Special Federal Aviation Regulation
<b>WSAF</b>	West Star Aviation Forms
<b>QM</b>	Quality Monitoring
<b>QCM</b>	Quality Control Manual
<b>US</b>	United States (USA)
<b>USA</b>	United States of America