

# TF-BM-003

## Maintenance Organisation Exposition

Abbey Park  
Southampton Road  
Titchfield  
Fareham  
Hampshire  
PO14 4QA

Approval Certificate Reference: UK.145.01326

Function	Title	Name
<b>Approved by (Process Owner)</b>	Accountable Manager	Neil Somerville
<b>Approved by (Process Owner)</b>	Quality Manager	Ken Morgan
<b>Approved by (Process Owner)</b>	Aftermarket Production Manager	Paul Atherton
<b>Issuing Authority (Document Controller)</b>	Senior Secretary, Quality - Titchfield	Carol Lock

Revision		Reason for change + Revision summary
Number	Date	
0	July 2019	Initial Issue. Replacing BM-003
1	May 2020	<ul style="list-style-type: none"> <li>- Updated Section 1.3 replacing Jason Martin with new Quality Manager Richard Webber.</li> <li>- Section 2.2.2 TF-CS-P-009 replaced with TF-CS-P-002.</li> <li>- Section 2.3 TF-CS-WI-002-5 replaced with TF-CS-WI-011-2.</li> <li>- Section 2.9 TF-CS-P-006 &amp; TF-CS-P-007 replaced with TF-CS-P-200 &amp; TF-CS-P-102.</li> <li>- Section 2.25 TF-CS-P-009 replaced with TF-CS-P-002.</li> <li>- Section 2.26 TF-CS-P-013 removed.</li> <li>- Section 2.27 TF-CS-P-006 replaced with TF-CS-P-200.</li> <li>- Section 2.28 TF-CS-P-006, TF-CS-P-009 &amp; TF-CS-P-011 replaced with TF-CS-P-200, TF-CS-P-002 &amp; TF-CS-P-003.</li> <li>- Section 3.14 Added Competency Assessment Procedure TF-QA-P-050.</li> </ul>
2	Jan 2021	<ul style="list-style-type: none"> <li>- Quality Manager / Form 4 holder changed from Richard Webber to Ken Morgan.</li> <li>- Sect 1.7 Manpower Resources changed to reflect current levels.</li> </ul>

		-Replacement of references to EASA with CAA, Including Form 1 template in line with CAA Guidance. -Updated Sect 2.4 – Occurrence Reporting to include CAP 1496 requirements.

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

**PART 0 – INTRODUCTION**

This document defines the organisation, responsibilities and resources of the Eaton Limited Maintenance Organisation (MO) and identifies how the Company addresses the requirements of IR Part 145.

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

Abbey Park	Tel: 01329 853000
Southampton Road	FAX: 01329 853797
Titchfield	
Fareham	
Hampshire	
PO14 4QA	
CAA Part 145 Approval Certificate – UK.145.01326	

Eaton Limited may use the OEM testing facilities at Titchfield. The company's overall Business System is described in TF-BM-001

The scope of work for the Eaton Limited MO covers the repair and maintenance of components either manufactured directly by the production aspect of the company or another manufacturer as detailed in Section 1.9.

The MO is managed by a management team, as shown in in the Repairs Management Organisation Chart at Figure 1, and forms one part of the overall company organisation, including Production organisation. The MO is supported by other aspects of the company, these include; manufacturing e.g. Goods in, despatch, detail manufacture, treatments and protective finishing, NDT, purchasing, inspection of support activities; and the Quality function for the independent checking of the systems. Final verification of repaired components is carried out by nominated certifying staff.

The administration of repair work is carried out by the Repair Administrators who provide the necessary inputs for repairs to be scheduled by the company's manufacturing systems. Repair Technicians then carry out the scheduled work in accordance with the procedures and instructions as described by this Exposition. Repair Team Leaders report to the MTMRs for all activities associated with the repair process. Section 1.4 of this Exposition and TF- BM-006 describes the specific responsibilities of personnel associated with the Maintenance Organisation.

0.1 Table of Contents

<b>PART 0 – INTRODUCTION</b> .....	<b>3</b>
0.1 Table of Contents .....	3
0.2 List of Effective Pages .....	5
0.3 Distribution List .....	6
0.4 Definitions And Abbreviations .....	6
<b>PART 1 - MANAGEMENT</b> .....	<b>7</b>
1.4.1 Plant Manager (Accountable Manager).....	9
1.4.2 Quality Manager .....	9
1.4.3 Aftermarket Production Manager.....	10
1.4.4 Technical Support Manager .....	11
1.4.5 Manufacturing Team Manager Repairs .....	11
1.4.6 Service Desk Manager .....	11
1.4.7 Level 3 NDT .....	12
1.5 Management Organisation Chart.....	13
1.6.1 Component Certifying Staff.....	14

1.8.1	Principal Place of Business (PPB).....	14
1.8.2	Postal (surface mail and e-mail) address .....	14
1.8.3	Line Maintenance Facilities .....	14
1.8.4	Base Maintenance Facilities .....	14
1.8.5	Component Maintenance Facilities.....	15
1.8.6	Specialist Facilities at Titchfield .....	16
1.8.7	Layout of Premises at Titchfield.....	17
1.9.1	Aircraft Maintenance.....	20
1.9.2	Engine Maintenance .....	20
1.9.3	Component Maintenance .....	20
1.9.4	Approval Class Limitations .....	20
1.9.5	Special Processes .....	20
1.9.6	Fabrication of Parts .....	21
<b>PART 2 - MAINTENANCE PROCEDURES.....</b>		<b>22</b>
2.1.1	Types of Providers.....	22
2.1.2	Monitoring the Supplier and Contracted Organisations .....	23
2.2.1	Component / Material Certification .....	24
2.2.2	Receiving Inspection Procedure .....	24
2.8.1	Other Manufacturers Maintenance Instructions.....	27
<b>PART L2 – ADDITIONAL LINE MAINTENANCE PROCEDURES.....</b>		<b>32</b>
L2.1	Line Maintenance Control of Aircraft Components, Tools, Equipment etc.....	32
L2.2	Line Maintenance Procedures related to deviation / Fuelling / De-Icing etc. ....	32
L2.3	Line Maintenance Control of Faults and Repetitive Faults .....	32
L2.4	Line Procedure for Completion of Technical Log.....	32
L2.5	Line Procedure for Pooled Part and Pooled Parts .....	32
L2.6	Line Procedure for return of Faulty Parts Removed from Aircraft.....	33
<b>PART 3 – QUALITY SYSTEM PROCEDURES .....</b>		<b>33</b>
3.11.1	Materials Laboratory.....	35
3.11.2	Welding .....	35
3.11.3	Non Destructive Testing (NDT) .....	35
<b>PART 4 - IR OPS Operators .....</b>		<b>36</b>
<b>PART 5 .....</b>		<b>37</b>
Appendix 1 – Level 1 Investigation Report.....		38
Appendix 2 - FRACA Sample Page 1 of 2.....		40
Appendix 3 – Shelf Life Control Form.....		42
Appendix 4 – Scrap Certificate .....		43
Appendix 5 – Picking List .....		44
Appendix 6 – Build Sheet .....		45

Appendix 7 – Test Reject & Rectification Card.....	46
Appendix 8 – Test Certificate .....	47
Appendix 9 – CAA Form 1 .....	48
Appendix 10 – CAA Form 1 Dual (CAA/FAA) Release Certificate.....	49
Appendix 11 – Certificate of Conformity (C of C).....	50
Appendix 12 – Certifying Staff Authorisation .....	51
Appendix 13 – Un-Serviceable Component Tag .....	52
Appendix 14 – Inspection Repair Report (Example).....	53
Appendix 16 – Router (Example) .....	55
Appendix 17 – Preliminary Survey Report.....	56
Appendix 19 – Employment Summary Form.....	57
5.2 List of Sub-Contractors .....	58
List of Line Maintenance Locations .....	58
List of Contracted Organisations .....	58
PART 6 – Operators Maintenance Procedures.....	58
PART 7 – FAA MAG SUPPLEMENT .....	58
PART 8 – TCCA MAG SUPPLEMENT .....	58

0.2 List of Effective Pages

List of Issues / Amendments Record of Revisions.

Revision Number	Revision Date	Revision Type	Reason for Change
0	21/07/2019	Major	Complete re-write, replacing BM-003
1	29/05/2020	Major	<ul style="list-style-type: none"> <li>- Updated Section 1.3 replacing Jason Martin with new Quality Manager Richard Webber.</li> <li>- Section 2.2.2 TF-CS-P-009 replaced with TF-CS-P-002.</li> <li>- Section 2.3 TF-CS-WI-002-5 replaced with TF-CS-WI-011-2.</li> <li>- Section 2.9 TF-CS-P-006 &amp; TF-CS-P-007 replaced with TF-CS-P-200 &amp; TF-CS-P-102.</li> <li>- Section 2.25 TF-CS-P-009 replaced with TF-CS-P-002.</li> <li>- Section 2.26 TF-CS-P-013 removed.</li> <li>- Section 2.27 TF-CS-P-006 replaced with TF-CS-P-200.</li> <li>- Section 2.28 TF-CS-P-006, TF-CS-P-009 &amp; TF-CS-P-011 replaced with TF-CS-P-200, TF-CS-P-002 &amp; TF-CS-P-003.</li> <li>- Section 3.14 Added Competency</li> </ul>

			Assessment Procedure TF-QA-P-050.
2	04/01/2021	Major	<ul style="list-style-type: none"> <li>- Quality Manager / Form 4 holder changed from Richard Webber to Ken Morgan.</li> <li>- Sect 1.7 Manpower Resources changed to reflect current levels.</li> <li>-Replacement of references to EASA with CAA, Including Form 1 template in line with CAA Guidance.</li> <li>-Updated Sect 2.4 – Occurrence Reporting to include CAP 1496 requirements.</li> </ul>

### 0.3 Distribution List

Description	Format
System Master, Controlled Storage with limited access	MS Word
Shared Access, Controlled Storage with Public Access	PDF
CAA	PDF

### 0.4 Definitions And Abbreviations

AD	Airworthiness Directive
AMO	Approved Maintenance Organisation
BMS	Business Management System
CAA	Civil Aviation Authority
CAAC	Civil Aviation Administration of China
CCP	Company Control Procedure
CDCCL	Critical Design Configuration Control Limitations
CMM	Component Maintenance Manual
C of A	Certificate of Airworthiness
C of C	Certificate of Conformity
DIP	Document Image Processing
ECCAIRS	European Coordination Centre for Accident & Incident Reporting Systems
FAA	Federal Aviation Authority
FRACA	Failure Reporting And Corrective Action
ICAO	International Civil Aviation Organization
IR	Implementing Rules
MAG	Maintenance Annex Guidance
MO	Maintenance Organisation
MOE	Maintenance Organisation Exposition
MOR	Mandatory Occurrence Reporting
MTMR	Manufacturing Team Manager Repairs
NAA	National Aviation Authority
NDT	Non Destructive Testing
<i>NDT Level I</i>	Level I technicians are able to carry out calibrations and perform test procedures under the supervision of a certified Level II or Level III.
<i>NDT Level II</i>	Level II Technicians can calibrate, perform tests without supervision and make test assessments when required.
<i>NDT Level III</i>	Level III personnel are ultimately responsible for the training, qualification and certification of a companies' non-destructive testing Level I and Level II technicians.
OEM	Original Equipment Manufacturer
PMA	Part Manufacturing Approval
QA	Quality Assurance
QMS	Quality Management System
RSR	Repair Service Record

SFAR	Special Federal Aviation Regulation
SB	Service Bulletin
TC	Type Certificate
TCCA	Transport Canada Civil Aviation
TCH	Type Certificate Holder
UBR	Unique Batch Reference
WI	Work instruction

## **PART 1 - MANAGEMENT**

### 1.1 Corporate Commitment by the Accountable Manager

Part 145.A.30 (a) (c) (e) (g) / AMC 145.A.30 (a) - Part 145.A.70 (a) / AMC 145.A.70 (a) GM 145.A.70 (a) - Part 145.A.90 (a)

This Exposition and any associated referenced manuals define the organisation and procedures upon which CAA Part 145 approval is based as required by Part 145.A.70.

These procedures do not apply to aircraft which are outside the remit of the Basic Regulation. They are approved by the undersigned and must be complied with at all time and when work/orders are being progressed under the terms of the Part 145 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by CAA from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that CAA will approve this organisation whilst the Agency is satisfied that the procedures are being followed and work standards maintained. It is further understood that CAA reserves the right to suspend, limit or revoke the Part 145 approval of the organisation if CAA has evidence that procedures are not followed, or standards not upheld.

Signed:



Dated: 4<sup>th</sup> January 2021

Neil Somerville  
Plant Manager - Accountable Manager  
For and on behalf of Eaton Limited, Titchfield

1.2 Safety and Quality Policy

Part 145.A.30 (a) - Part 145.A.65 (a) / AMC 145.A.65 (a) - Part 145.A.70 (a) 2

It is the policy of Eaton Limited to maintain effective quality and safety policies and management systems throughout its operation, in order to satisfy the requirements of customers, the CAA and other regulatory bodies. Eaton Limited is committed to the following guiding principles;

- **Safety** is a prime consideration at all times for all employees. Maintenance system safety is assured through the use of controlled procedures, work instructions and technical data, and training and coaching of employees. Safety standards shall not be compromised by commercial imperatives or other factors that may significantly limit Human performance.
- **Human Factors** principles are applied to working practices, with continuous training of employees to maintain awareness of Human performance limitations. The program is designed to engage site leaders and maintenance employees to proactively seek continuous development of its safety culture and practices.
- **Use of resources** shall be managed appropriately to ensure work can be carried out without compromising quality and safety. Customer demand is assessed against the availability of materials, personnel and equipment in an integrated approach to maintenance planning.
- **Compliance** with procedures, quality standards and regulations is the duty of all personnel. Awareness of the requirement for compliance is delivered through formal training in Quality Systems, Regulations and Human Factors. An internal audit program is deployed annually to check compliance to procedures, technical data, and regulations.
- **Cooperation with quality auditors** shall be encouraged. In addition to the internal audit program, Eaton welcomes customer, regulatory and other third party audits as an opportunity to learn and develop its maintenance system. Leaders and employees are available to participate and are strongly encouraged to provide open and honest responses to questions.
- **Reporting of maintenance related errors/incidents** shall be encouraged. Eaton strives to operate a just culture and provides multiple informal and formal channels for reporting of errors and incidents. Reports are assessed and elevated to the leadership team where appropriate, and beyond to customers and regulatory bodies as required by the regulations and industry standards.

Signed:



Dated: 04 January 2021

Neil Somerville  
Plant Manager - Accountable Manager  
For and on behalf of Eaton Limited, Titchfield



1.3 Management Personnel

Part 145.A.30 (b) 1, 2, 3, 4, (c) / AMC 145.A.30 (b) 1,2,7,8 - Part 145.A.70 (a) 3

Role	Title	Name	Deputy
Accountable Manager	Plant Manager	Neil Somerville	Paul Atherton
Nominated Personnel *	Quality Manager	Ken Morgan	Tyler Sitch
Nominated Personnel *	Aftermarket Production Manager	Paul Atherton	Adrian Williams / Daryl Grove
Manager	Technical Support Manager	Stuart Tucker	William Walker
Manager	Manufacturing Team Manager Repairs	Daryl Grove	Adrian Williams
Manager *	Level 3 NDT	Staci Patterson-Bright	N/A

\* Denotes Form 4 holders.

1.4 Duties and Responsibilities of Management Personnel

Part 145.A.30 (a) 1, 2, 3 (c) / AMC 145.A.30 (a) (b) 3,4,5,6 (c) - Part 145.A.35 (i) / AMC 145.A.35 (a) 2 AMC 145.A.45 (d) Part 145.A.65 (a) (c) 2 / AMC 145.A.65 (a) (c) (2) (4) Part 145.A.70 (a) 1, 2 - Part 145.A.90 (a)

1.4.1 Plant Manager (Accountable Manager)

- The Accountable Manager is responsible for ensuring that maintenance carried out by the approved organisation meets the standards required by CAA.
- Is responsible for establishing and promoting the safety and quality policy specified in Part 145.A.65 (a).
- Is responsible for nominating the management staff.
- Is responsible for the mentorship of the Aftermarket Production Manager in their advancement towards holding a Form 4 approval.
- Is responsible for ensuring that the necessary finance, manpower resources and facilities are available to enable the company to perform the maintenance to which it is committed for contracted operators and any additional work which may be undertaken.
- Is responsible for ensuring the competence of all personnel including management, has been assessed.
- Is responsible for ensuring that any charges are paid, as prescribed by CAA.

1.4.2 Quality Manager

- The Quality Manager is responsible for establishing an independent quality assurance system to monitor compliance of the Part 145 organisation with CAA requirements.
- Shall have direct access to the Accountable Manager on matters concerning the quality system.
- Ensure the human factors principles are implemented within the organisation.
- Is responsible for implementing a quality audit programme in which compliance with all maintenance procedures is reviewed at regular intervals in relation to each type of component maintained (including the management and completion of audits and production of audit reports, and should ensure that any observed non-compliances or poor standards are brought to the attention of the person concerned via his/her manager.
- Is responsible for follow up and closure of any non-conformances identified and is responsible for the supervision of the progress of the corrective actions/review of the overall results in terms of quality.
- The Quality Manager should establish regular meetings with the Accountable Manager to appraise the effectiveness of the quality system. This will include details of any reported discrepancy not being

adequately addressed by the relevant person or in respect of any disagreement concerning the nature of a discrepancy.

- Is responsible for submission of the MOE and any associated amendments, to the competent authority for approval (which includes completion of and submission of, CAA SRG1705 Form(s) 4 or equivalent).
- Is responsible for ensure that suppliers of new and used components and materials for satisfactory product quality in relation to the needs of the organisation are assessed appropriately.
- Is responsible for issue /renewal/cancellation of certifying staff authorisations.
- Is responsible for defect analysis in respect of components undergoing maintenance so that any adverse trends are identified and addressed effectively and promptly.
- Is responsible for establishing feedback from maintenance incidents/issues and feeding these back into the continuation training programme.
- Is responsible for assessing contractors working under the quality system and maintaining the expertise necessary to be able to do so, to the satisfaction of CAA. Is also responsible for assessing external specialist services required to be used by the organisation in the performance of maintenance.

#### 1.4.3 Aftermarket Production Manager

- Is responsible for the satisfactory completion and certification of all work required by contracted operators/customers in accordance with the work specification (Work Order and approved MOE procedures).
- Is responsible for ensuring that the organisation's procedures and standards are complied with when carrying out maintenance.
- Is responsible for ensuring the competence of all personnel engaged in maintenance by establishing a programme of training and continuation training using internal and/or external sources.
- Is responsible for ensuring that all sub-contract orders are correctly detailed and that the requirements of the contract/order are fulfilled in respect of inspection and quality control.
- Is responsible for responding to quality deficiencies in Aftermarket, which arise from independent quality audits.
- Is responsible for ensuring, through the workforce under his control, that the quality of workmanship in the final product is to a standard acceptable to the organisation and CAA.
- Is responsible for the implementation of the safety policy and human factor issues.
- Is responsible for availability of facilities and working environment appropriate to the planned work and tasks being undertaken.
- Is responsible for availability of tools, equipment and materials to perform the planned tasks.
- Is responsible for availability of sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed.
- Is responsible for availability of all necessary maintenance data as required by Part 145.A.45.
- Is responsible for notifying the Accountable Manager whenever deficiencies emerge which require his attention in respect of finance and the acceptability of standards (Accountable Manager and Quality Manager to be officially informed of any lack of 25% of available man-hours over a calendar month).
- Is responsible for the implementation of the safety policy and reporting of un-airworthy conditions.

- Is responsible for the provision of supplying and storing the necessary technical documents and records.
- Is responsible for the implementation of Airworthiness Directive post Bi-weekly and by historic sampling checks from the CAA, FAA and TCCA web-sites and the flow down of this information to all technicians.
- Is responsible for preparing standard practices and procedures for use within the organisation and ensuring their adequacy regarding Part 145 and any amendments to the Regulation.

#### 1.4.4 Technical Support Manager

- Take overall responsibility for, and co-ordinate investigations and technical reports.
- Manage all technical publications including service bulletins, CMM's and work instructions.
- Manage the resolution of new in service problems and provide field service technical support.
- Through the use of total quality techniques, develop problem solving capabilities.
- Initiate cost reduction activities including repair scheme development and work scope improvements to improve competitive positioning.
- Manage the introduction of new programmes ensuring that provisioning, work scopes and pricing activity is integrated effectively.
- Support obsolescence and redesign processes.
- Manage the quality procedure within cells and ensure that all quality and engineering processes are robust.

#### 1.4.5 Manufacturing Team Manager Repairs

- Manage service performance of repair teams to achieve target arrears reduction and due date adherence to contractual commitment.
- Manage sales adherence to budget within cells and identify operational opportunities and risks to sales plans.
- Manage overhead spend to budget and to actual sales in order to maximise margin.
- Promote and develop lean improvement programmes adopting value stream analysis techniques.
- Continually develop the skills of operational employees to ensure succession and flexibility thus enabling annual reductions to repair turn round times.
- Ensure that through effective management of integrated support teams, output planning and master production scheduling activities are robust.
- Ensure that all team targets are visible and understood.

#### 1.4.6 Service Desk Manager

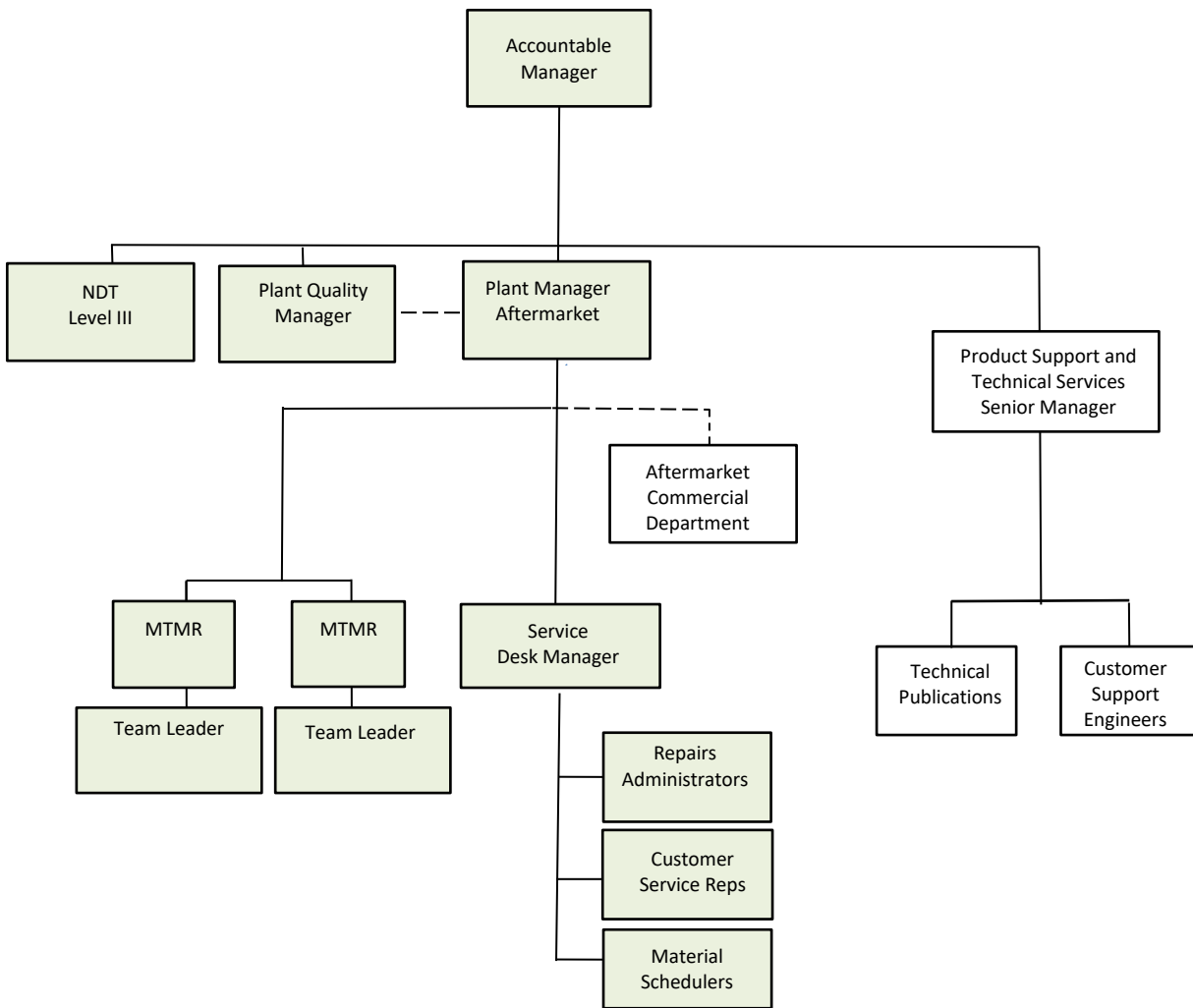
- Responsible for both civil and military aircraft repair order administration in addition to retrofit programmes and the management of service based exchange pool stock.
- To champion and drive commercial and administrative process improvements and the on-going business demands of service, sales, margin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

#### 1.4.7 Level 3 NDT

- Technical responsibility for the NDT test facility and staff.
- Establishing and validating techniques and procedures.
- Interpreting standards, codes, specifications and procedures.
- Approving NDT procedures and other NDT related work instructions for technical adequacy in the method for which they are approved.
- Maintaining current knowledge of other NDT inspection methods associated with his area of responsibility and recognizes the appropriate use thereof.
- Auditing of outside agencies to ensure it meets the requirements of the written practice.
- Training, examining and certifying all levels of NDT personnel.
- Identifying any additional NDT qualified Level III personnel necessary for coverage when the Nominated Level III is not qualified in all NDT methods used by the organisation.
- Identifying any additional Level III personnel necessary to provide adequate day-to-day coverage depending on the size/facilities of the organisation.
- Approving the organisation's NDT procedures and written practice for the training and qualification of NDT personnel as meeting this requirements and EN4179 as appropriate.
- Reviewing the organisation's written practice on a regular basis to ensure that any changes in the Regulations, applicable standards and the organisation itself are reflected.
- Ensuring that NDT procedures are reviewed on a regular basis.
- Ensuring that regular independent technical audits (both system and product) are carried out or supported by appropriately qualified personnel in order to ensure compliance with the organisation's written practices/procedures and this requirement and to ensure that the acceptable standard of inspection is achieved. These audits shall form part of the approved organisation's internal quality management system.

1.5 Management Organisation Chart

Part 145.A30 (b) (c) / AMC 145.A.30 (b) 2 - Part 145.A.70 (a) 5



**Figure 1 - Repairs Management Organisation Chart**

## 1.6 List of Certifying Staff

145.A.30(g), 145.A.30(h)1, 145.A.30(h)2, 145.A.30(j)1, 145.A.30(j)2, 145.A.30(i), 145.A.30(k), 145.A.30(l), 145.A.35(a), 145.A.36, AMC 145.A.30(g), AMC 145.A.30(h), AMC 145.A.36, 145.A.70(a)6, Appendix IV, 145.A.75(f), 145.A.75(g)

### 1.6.1 Component Certifying Staff

Certifying staff shall be vetted and approved by the Quality Manager and have current experience of the company procedures, legal requirements and recent technical knowledge of component release. A record of Certifying Staff shall be maintained electronically in accordance with AMC 145.A.35 (j), and is included within TF-BM-006

## 1.7 Manpower Resources

145.A.70(a)7, 145.A.30(d)

The Accountable Manager is responsible for ensuring sufficient manpower is made available for work undertaken by the Company. Currently around 116 staff are employed in aftermarket of which approximately 80 are direct (undertaking repairs) and 36 indirect (support and administrative). Should a short-term shortage of manpower occur, the company utilises contract personnel, who are selected on the basis of their qualifications and experience.

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

- Dedicated MO Management personnel of Eaton Limited (5)
- Workshop supervision and technicians (63)
- Administrative personnel under the direct control of the Plant Manager Aftermarket (Customer Support) (22)
- Quality Assurance personnel with shared responsibility reporting to the Quality Manager (6)

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

## 1.8 Facilities

Part 145.A.25 (a) (b) (c) 1, 2, 3,4,5,6, (d)/ AMC 145.A.25 (a) 1,2,3,4 (b) (d) 1,2,3 - Part 145.A.70 (a) 8,15 - Part 145.A.75 (d)

### 1.8.1 Principal Place of Business (PPB).

The PPB is specified in Part 0 - Introduction

### 1.8.2 Postal (surface mail and e-mail) address

The Postal Mail Address is specified in Part 0 – Introduction.

Email Address [titchfieldcaa@eaton.com](mailto:titchfieldcaa@eaton.com) has been created for use to ensure an efficient and stable communication channel between CAA and Eaton Ltd Titchfield.

### 1.8.3 Line Maintenance Facilities

There are no Line maintenance facilities.

### 1.8.4 Base Maintenance Facilities

There are no base maintenance facilities.

### 1.8.5 Component Maintenance Facilities

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

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

**a. Administration Area**

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

**b. Quarantine**

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

**c. Stores**

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

**d. Repair Workshop**

The Repair shop consists of work stations, each with a vice and full system air supply. VDU and survey report stations support the shop's activities and a storage area is provided for items awaiting work. A self-contained test cell is located adjacent to the Repair Workshop which houses fuel, hydraulic, water and air test equipment.

**e. Airstairs**

The Airstairs assembly area consists of assembly benches and specialist equipment to support the repair of Airstairs component parts and assemblies including specialist hydraulic and mechanical test rigs.

See Table 2 for listing of Test facilities

**Table 2 - Test Facilities at Titchfield**

Location	Description
<b>Building 1</b>	
Actuator Cell	Vacuum Float switch indication rig.
Actuator Cell	Motor test rig
Actuator Cell	Float switch & level sensor
Actuator Cell	HTE Actuator test benches
Actuator Cell	FR Actuator test bench
Valve Cell	Fuel Flow rigs
Valve Cell	Air Flow rigs
Valve Cell,	Static Pressure rigs( Fuel
Valve Cell	Static pressure Rigs (Air)
Test Cell 1	Otto test rig (Lung function & medical test required for test operatives) + water test rig.
Test Cell 2	FTG (free turbine governor), PRC (pressure ratio control) & A/F (Air Filter) BS360 Air components for lynx fuel system.
Test Cell 3	VIGV (Variable Inlet Guide Vane) Air/ Hot & ambient
Test Cell 4	Valves, Pumps Various, Hydraulic, SKYDROL & AVTUR
Test cell 5	Valves, Air units, Various
Test cell 6	Fuel Pumps (AVTUR) 8240, C17, 8810, 9602, 9106, 8413.
Test cell 7	GFS BS360 Fuel system PAT (Lynx) AVTUR
Test Cell 8	GFS Modules, Fuel, ACU, (air control unit) R&SV (Rotonoid & Spill Valve) TCV (Throttle control Valve) B/I (Blockage Indicator) Bypass Valve.
Test Cell 9	BAE, HS146 Generator & Challenger APU test rig. OIL/ Electrical
Test Cell 10	BAE, HS146 Starter rig. Electrical
Test Cell 11	Generator & Motor Brush Bed Rig. Electrical

Location	Description
Test Cell 12	Fuel Pumps Various 7202 / 9110, 6902, 9716, 7100, 7706. (AVTUR)
<b>Building 3</b>	
Test Cell 2	6902 & 7903 fuel Pumps. AVTUR
Test Cell 3	8405 Pratt & Whitney Lift Pump. Avtur
Test Cell 5	2 rigs for product support AVTUR
<b>Building 3A</b>	
TOP 3A external entrance	PRT Pressure Ratio Transducer rig, C-17 servo valve set up, (OBIGGS) AIR
Test cell 3	BP 270 (Backing Pump) AVTUR
Test Cell 5	FRV 200 (fuel recirculation valve) AVTUR NITROGEN
Test Cell 9	GFS gear Pump.
Test Cell 12	B/P (backing pumps various) B/P230, B/P250, B/P255.
<b>Building 3B</b>	
Test Cell 2	AM 600 (air motor)
Test cell 6	Pressure test rigs, High Pressure air checks to Various sub assembly units / main Assembly's passing PAT (production Assembly Test)
Test Cell 7	H/P OBIGGS (C-17) high pressure 3,800psi on board inert gas generation system.
Test Cell 8	High Pressure/ volume hot air tests ,SOV 760 (solenoid operative valve) WIP 210, (water injection pump) PRV 380 (pressure reducing vane)
Test Cell 11	L/P OBIGGS, 375psi in unit, Door Step Actuators, Valves various.
Test Cell 9	Annex, Air Ram (AR-101), P4PF Switch rig, Trent rig (SOV 110, AR, 210. BCVU (bleed control Valve units, Spool Valves, SSL Rig (sequence Selection rig.
Test Cell 13	MLRS (mobile launch rocket system NAMSA) Linear Actuator rig, Motor Brake rig, Motor rig, Screw Jack rig, Transmission rig, Motor & Actuator rig.
<b>Building 3C</b>	
Test Cell 2	APS, EFER spin rig, PAT.
Test Cell 3	146 Hawk spin rig.
Test Cell 5	Hawk Generator (PAT)
Test Cell 6	SAMSU 307 test rig.
Test Cell 7	HS 146 slave Rotating Rectifier.
Test Cell 8	AMSU 306 test rig British Harrier.
<b>Building 3E</b>	
Test Cell 7	Bevel & Auxiliary Gear Boxes SAMSU 307
Test Cell 2	SAMSU 307 test rig PAT
<b>Building 3H</b>	
Test Cell 7	7814 SKYDROL Pump PAT
<b>Building 10</b>	
Test Rig 4	Fuel flow rig
Test Rig 5	Gimbal Tank Rig
Test rig 6	MFLI Test Tank Tube
Test Rig 7	Float Vent Valve Test Tank

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

#### 1.8.6 Specialist Facilities at Titchfield

**Table 3 – Specialist Facilities**

Facility	Description
Metal Finishing Department	<p>Extensive metal finishing capabilities are available to support maintenance tasks:</p> <ul style="list-style-type: none"> <li>▪ Plating consisting of electroless nickel, chrome, nickel, passivation, tin and nickel strike</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Anodising consisting of sulphuric and chromic</li> <li>▪ Phosphating</li> <li>▪ Alocrom</li> <li>▪ Aluminium polishing</li> <li>▪ Magnesium alloy treatment</li> <li>▪ Vacuum impregnation of castings with polyester resin</li> <li>▪ Painting of cellulose, stove paint, air drying hammer finishes and dry lubricant.</li> </ul>
Materials Testing Laboratory	Facilities for non-destructive testing are tensile, compression, hardness and conductivity testing; non-destructive testing techniques offered are dye penetrant, etch and magnetic particle inspections, ultrasonic, radiographic and eddy current examinations
Chemical Laboratory	With full laboratory facilities for monitoring all aspects of the metal finishing/painting facilities

#### 1.8.7 Layout of Premises at Titchfield

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

##### Building Number 1

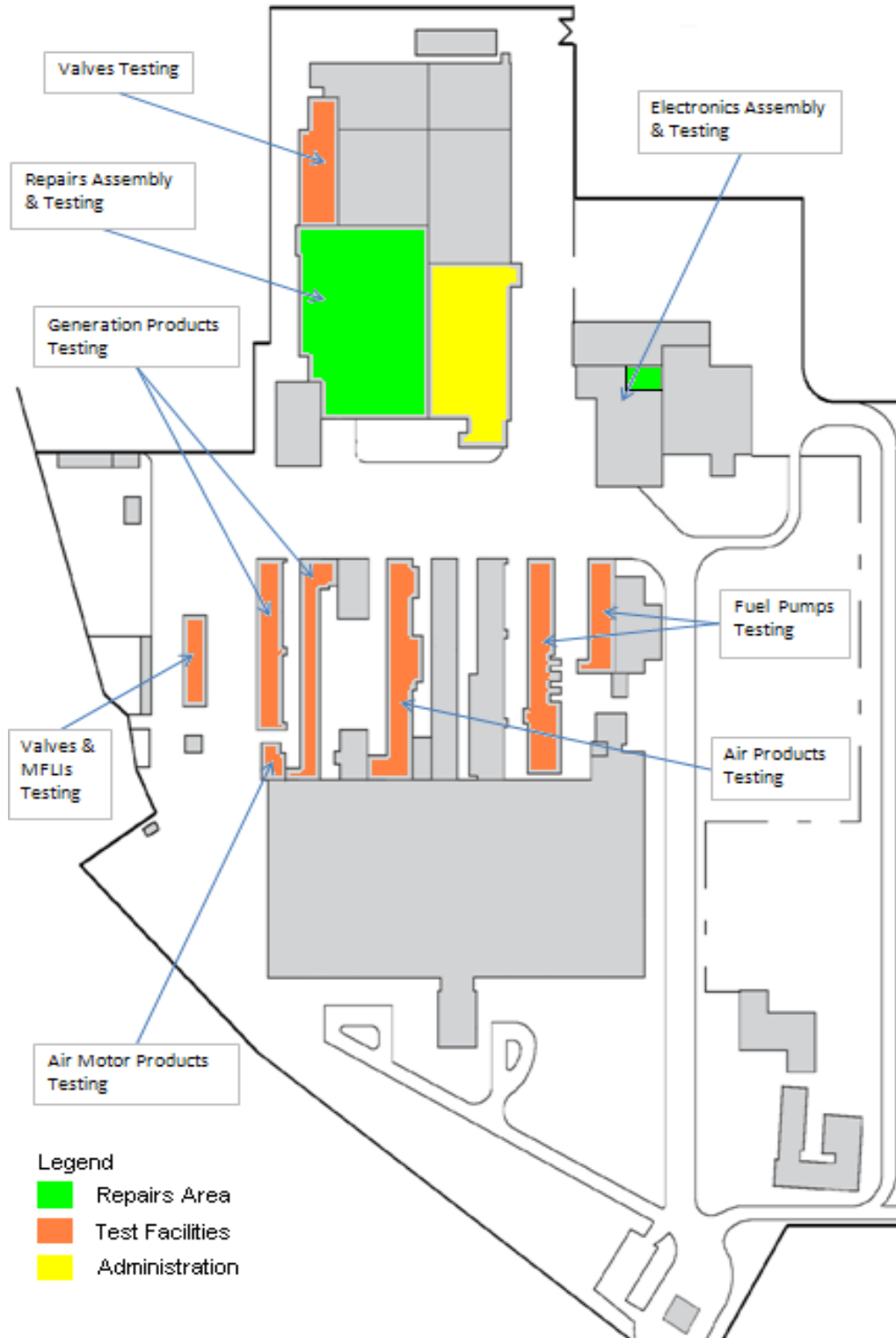
Comprising of a single-storey building constructed in brick, providing cover and serving to accommodate:  
The Goods receiving and Maintenance Organisation  
Office accommodation for the Customer Support Department  
The Customer Support warehouse

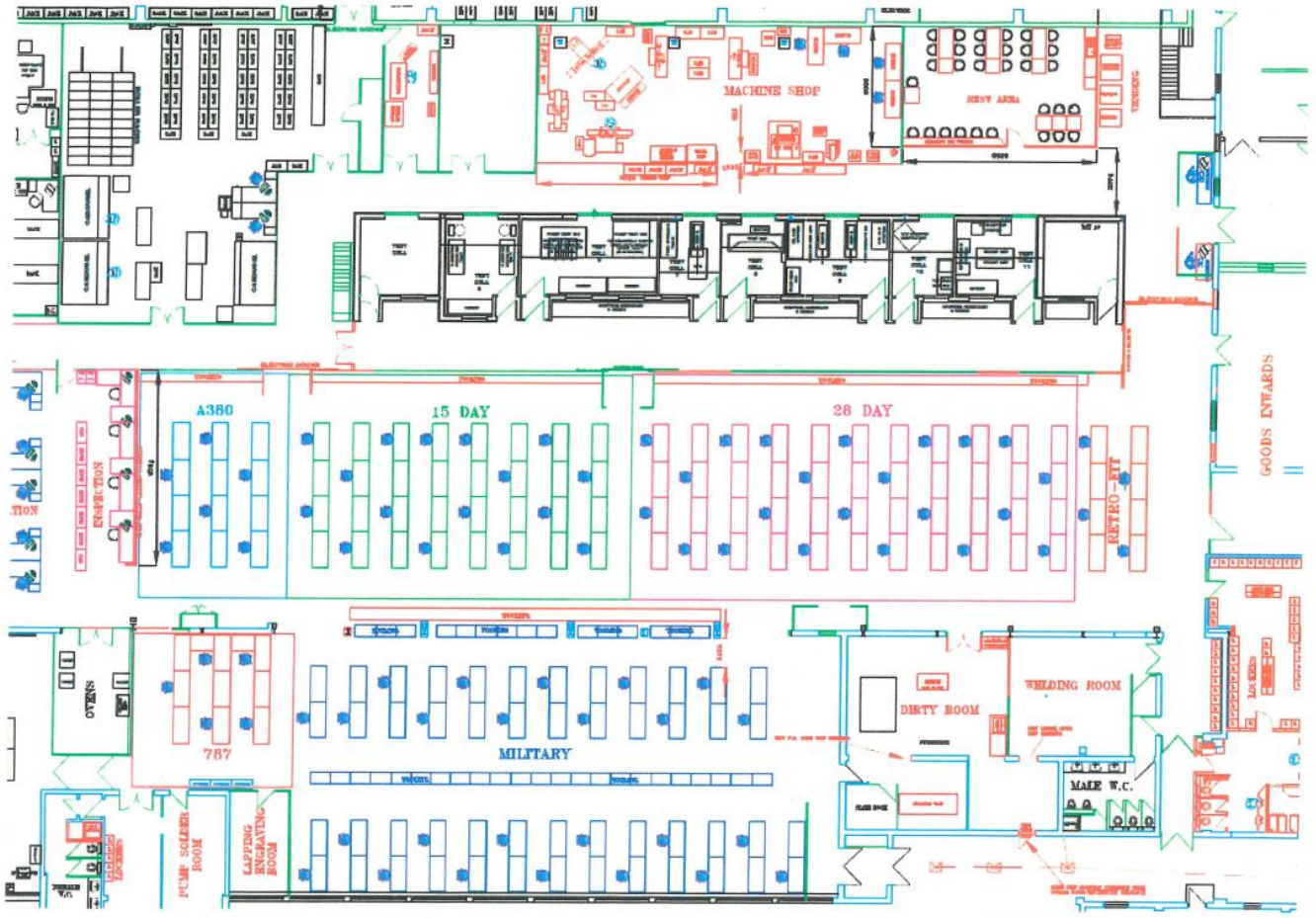
##### Supporting Specialist Facilities

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

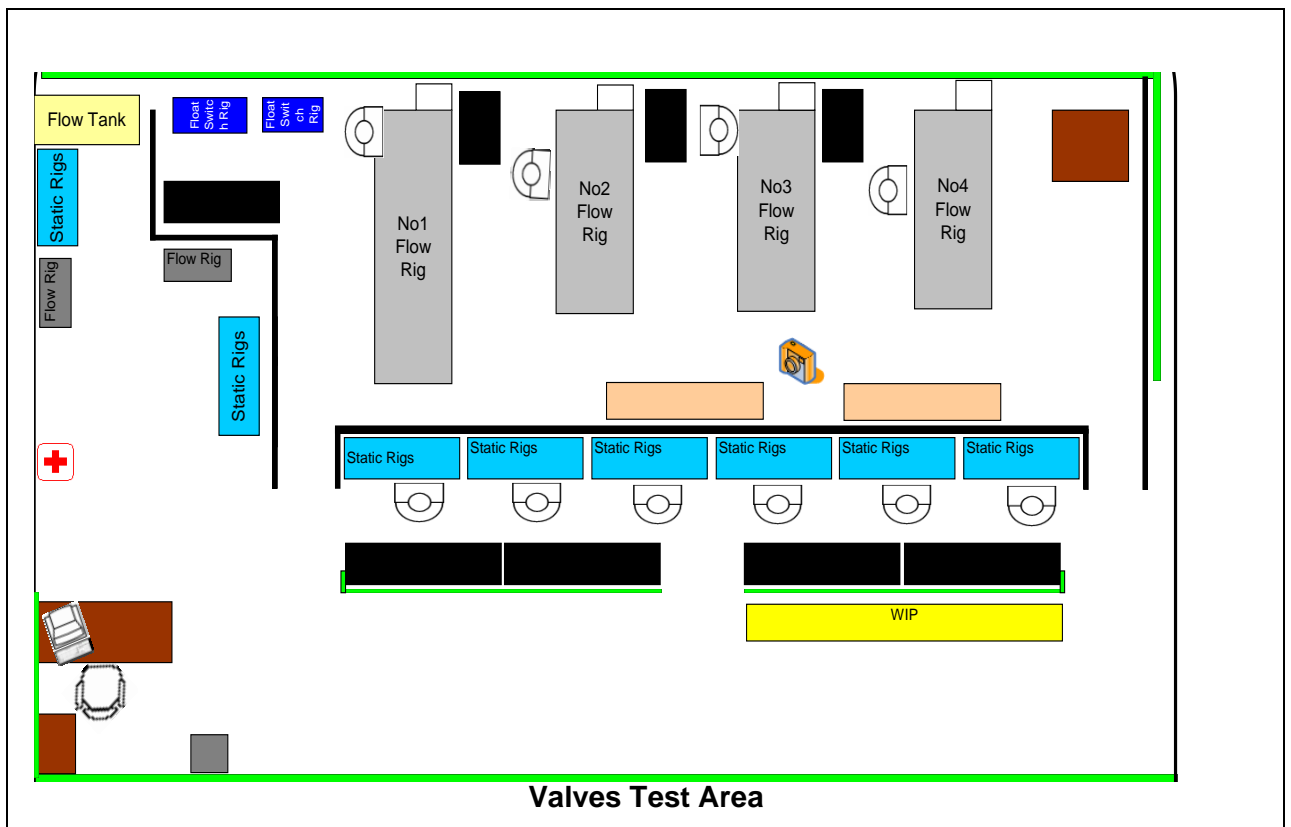
##### General Site Services

The site is supported throughout by the following services:  
Natural gas supply  
AC electricity supply  
The towns' main water supply  
An effluent treatment plant serving the metal finishing department  
Compressed air system ring mains throughout the site  
DC electrical supply for fuel system component testing.





**Building 1 Repairs Area Layout**



**Valves Test Area**

1.9 Scope of Work

145.A.70(a)9, 145.A.10, AMC 145.A.10, GM 145.A.10, 145.A.20, AMC 145.A.20, 145.A.42(b)(iii) , AMC1 145.A.42(b)(iii), AMC 145.A.45(b), 145.A.75(a), 145.A.75(b), 145.A.75(c),145.A.75(d), 145.A.75(e), 145.A.75(f), 145.A.75(g), Appendix II, Appendix III

1.9.1 Aircraft Maintenance

Eaton Limited is not authorised to conduct Aircraft Maintenance

1.9.2 Engine Maintenance

Eaton Limited is not authorised to conduct Aircraft Maintenance.

1.9.3 Component Maintenance

The following ratings of work are carried out.

CLASS	RATING	ATA	PRODUCT TYPE
Components other than complete engines or APU's	C1 Air Cond & Press	21	Components in accordance with the capability list reference BM-004
	C4 Doors-Hatches	22	
	C5 Electrical Power	23 - 34	
	C6 Equipment	52	
	C7 Engine - APU	24 - 33	
	C9 Fuel - Airframe	28	
	C12 Hydraulic	29	
	C14 Landing Gear	32	
	C17 Pneumatic	36 - 37	
	C18 Protection ice/rain/fire	26 - 30	

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

1.9.4 Approval Class Limitations

- Restricted to the class ratings specified above and to those items contained within the Capability List.
- No items outside the ratings specified in section 1.9.3.1 will be undertaken without prior agreement of the relevant Airworthiness Authority.
- No items will be added to the capability list unless all necessary technical publications, materials, tooling, trained personnel and test equipment is held.

1.9.5 Special Processes

Scope of Special processes is as follows:

- Chemical Processing, Welding and NDT which includes Dye Penetrant.
- The control of welders and brazers shall be controlled in accordance with IR Part 21 requirements and company procedure TS-198.
- Non-destructive Testing is carried out by specially trained and approved operators in accordance with company procedure TP-100.

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

#### 1.9.6 Fabrication of Parts

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

#### 1.10 Notification to the CAA of Organisational Changes

145.A.70(a)10, AMC 145.A.80, 145.A.85, 145.A.15, AMC 145.A.15, Appendix III to AMC 145.A.15

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

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

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

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

#### 1.11 Exposition Amendment Procedures (including delegated procedures).

145.A.70(a)11, 145.A.70(a)12, GM 145.A.70(a), 145.A.70(b), 145.A.70(c), 145.A.85, 145.A.65(b)2, AMC 145.A.65(b), AMC 145.A.65(b)(2), Appendix III, AMC to Appendix III

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

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

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

All revisions shall be identified on the document issue record and in section 0.3 and shall be categorised as Major or Minor:

- Minor amendments to the MOE are defined as changes to correct typographical errors, to provide clarity in grammar or diagrams, or to reflect changed document references and examples. These amendments
- Major amendments to the MOE are defined as significant changes to content such as to reflect major organisational changes or changes to the regulation. These amendments

**PART 2 - MAINTENANCE PROCEDURES**

2.1 Supplier Evaluation and Control.

145.A.42(b)(i)/(ii)/(iii), GM2 145.A.42(b)(i), GM3 145.A.42(b)(i)145.A.75(b), AMC 145.A.75(b),

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

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

2.1.1 Types of Providers

PROVIDER	<p><i>Any source of components, material, maintenance services external to the maintenance organisation. Any provider may fall in one of the following category:</i></p> <ul style="list-style-type: none"> <li>• SUPPLIER</li> <li>• CONTRACTED ORGANISATION</li> <li>• SUBCONTRACTED ORGANISATION</li> </ul>
SUPPLIER	<p><i>Any source providing components, standard parts or materials to be used for maintenance. Possible sources could be: Part-145 organisations, Part-21 Subpart G organisations, operators, distributors, brokers, Part-M Subpart F organisations, aircraft owners, etc. The list of suppliers shall be managed under the control of the Quality Department. This excludes suppliers of tools and tools calibrations services which shall be described and referred in the MOE chapter 2.4.</i></p>
CONTRACTED ORGANISATION	<p><i>A CAA Part-145 maintenance organisation that carries out maintenance under its own approval for another approved maintenance organisation. The list of contracted organisations shall be included in the MOE chapter 5.4.</i></p>
SUBCONTRACTED ORGANISATION	<p><i>An organisation, not itself appropriately approved to Part-145 that carries out aircraft line maintenance or minor engine maintenance or maintenance of other aircraft components or a specialised service as a subcontractor for an organisation appropriately approved under Part-145, as per 145.A.75.(d). The list of subcontracted organisations shall be included in the MOE chapter 5.2</i></p>

Eaton Limited utilises the services of Approved Contractors listed at Table 1 to assist in the repair/overhaul of units. Eaton and does not authorise any organisations to release parts on behalf of Eaton Limited. All Approved Contractors are approved and maintained IAW QIS 1 & QA-P-028.]

Table 1

Vendor Name	Address	CAA Approval Number	FAA Approval Number	ISO Approval Number	Other Approvals	Approved Processes
ATS	C/O Eaton Ltd Titchfield, Fareham Hants PO14 4QA	N/A	N/A	ISO 17025 1592.01	ISO 17025 1592.01	Calibration
Interserve	C/O Eaton Ltd Titchfield, Fareham Hants PO14 4QA	N/A	N/A	ISO 9001:2015 FS 24932	N/A	Plant Maintenance
Kearsley Airways	Kearsley Airways Ltd Romeera House Stansted Airport Stansted, Essex, CM24 1QL	UK.145.00082	LKSY813K	AS 9110/EN 9110 2013/56814.2	TCCA 898-06	Repair of Oxygen Valves and equipment iaw C15 approval
Safran	10 Boulevard Sagnat, 42230 Roche-la- Molière, France	FR.145.0060	I6QY965J	AS9100D FR040116-1	N/A	Repair Boeing 787 APU Pump, APU Canister and Refuel Adapter

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

- Work is performed to Approved Data, SB, SL, AD etc. These are updated by Eaton Technical Publications.
- TPS are compliant with the requirements of TF-CS-P-001.
- Completed Job Pack, including Routers, Test Sheets etc., are scanned at end of job and originals dispatched with equipment to Eaton Titchfield. This Job Pack and the Form 1 will be archived iaw TF-QA-P-008 at Titchfield.
  - Note: TPS staff involved with the repair process are Eaton Titchfield Stamp Holders having been trained in Part 145 Awareness which covers CAA Part 145 and FAR 145 regulations as well as Suspect Unapproved Parts, FOD and Human Factors Employment rosters (Form BM-F-003-1 “Details of Personnel involved in Aircraft Maintenance Activities”) for TPS personnel are held by TPS HR. All approved TPS personnel have an Eaton stamp issued by Eaton Titchfield after successfully passing approved operator training.
- TPS shall be audited Yearly in accordance with TF-QA-P-004 to ensure compliance with Eaton Titchfield BMS and TF-BM-003.
- Repairs are recorded on a C of C and shipped to Eaton Titchfield for final certification by an approved signatory as listed in the MOE.
- TPS Management Personnel are quoted within TF-BM-006
- The storage and repair of the units is entirely separate from the manufacturing area. Testing, shares the same resource as manufacture as only one unit is tested at any one time.

### 2.1.2 Monitoring the Supplier and Contracted Organisations

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

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

- Types of supplied parts procured include Machined parts, Standard Parts, Consumable Materials, and Proprietary components.
- Sources of supplies include Machine Shops working to Eaton drawings, Stockists and OEM's providing consumables, standard and proprietary parts. An Approved Suppliers List (ASL) for Eaton Limited lists suppliers.
- Sub-tier supplies to machinists include raw material i.e. bar stock, castings, forgings, as well as special processes such as heat-treat and surface conversion treatment.

The procedures used in the selection, monitoring and control of suppliers are described within the Eaton Supplier Excellence Manual in conjunction with QA-P-028, TF-QA-P-045 and QIS 1 which form part of Titchfields BMS of the company. These procedures will control vendors supplying material used for the maintenance of civil aircraft components.

Control of Contracted Organisations are also described within the Eaton Supplier Excellence Manual in conjunction with QA-P-028, TF-QA-P-045 and QIS-1. A list of Contracted Organisations can be found in section 5.2.

## 2.2 Acceptance / Inspection of Aircraft Components and Materials from Outside Contractors.

145.A.42(a)(i)/(ii)/(iii)/(iv)/(v), 145.A.42(b)(i)/(ii)/(iii)/(iv), AMC1 145.A.42(a)(i), GM1 145.A.42(a)(ii), AMC1 145.A.42(a)(iii), AMC1 145.A.42(a)(iv), AMC2 145.A.42(a)(iv), AMC1 145.A.42(a)(v), AMC1 145.A.42(b)(i), GM1 145.A.42(b)(i), GM1 145.A.42(b)(ii)

### 2.2.1 Component / Material Certification

Aircraft components/materials received for use in maintenance are only accepted for use once it is determined that they meet the required specification and have appropriate traceability. All material and components received is therefore accompanied by a Certificate of Conformity or appropriate release certification CAA Form 1.

Components and materials received fall into the following classifications:

- New Aircraft Components received from CAA Approved Organisations shall have a valid CAA Form 1.
- New Aircraft components received from FAA Approved Organisations shall have a valid 8130-3.
- Used / Repaired Aircraft Components shall have dual (CAA/FAA) release.
- Standard Parts shall have a valid Certificate of Conformity.
- Unserviceable components (segregated for disposition).
- Unsalvageable components (segregated in secure storage for scrapping).
- All items are inspected on receipt to ensure that they comply with Purchase Order and Airworthiness requirements.

### 2.2.2 Receiving Inspection Procedure

The inspection and control of purchased material for production purposes shall be in accordance with procedure TF-QA-P-045 for new components and material and TF-CS-P-002 for used components. All material shall be accompanied by an acceptable form of certification and shall be inspected to an appropriate level.

All incoming goods purchased under specified quality requirements will be formally accepted upon satisfactory verification and a record of this acceptance retained.



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

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

Suspect Unapproved Parts (SUPS) are identified as parts not conforming to the technical data. Discrepancies with packaging, labelling, the look of the parts, colour, markings, performance, weight, certification etc. is encouraged to be reported to the Quality Manager. Following confirmation of an unapproved part, notification shall be made to the competent authority.

### 2.3 Storage tagging and release of aircraft components

Part 145.A.25 (d), AMC 145.A.25 (d) 1, 2, 3 - Part 145.A.40 (a) - AMC 145.A.42 (b) - Part 145.A.70 (a) 12

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

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

The procedures for the storage and issue of aircraft components to the Repair Department are described in Procedure TF-CS-P-001

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

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

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

Non-conforming parts are stored in a lockable and secure Quarantine area and dispositioned in accordance with procedure TF-QA-P-016. Unserviceable, unsalvageable and scrap parts are not returned to the customer are suitably identified, mutilated and disposed as prescribed in TF-CS-WI-011-2.

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

### 2.4 Acceptance of Tools and Equipment

Part 145.A.40 (a) 1, 2, 3 (b) / AMC 145.A.40 (a) (b) - Part 145.A.70 (a) 12

The control of tools and equipment is addressed in Procedure TF-GM-P-009 and incorporates the control of both OEM Part 21 and Part 145 specified tooling.

### 2.5 Calibration of Tools and Equipment

Part 145.A.40 (a) 1, 2, 3 (b) / AMC 145.A.40 (a) (b) 1, 2 - Part 145.A.70 (a) 12

The Aftermarket Production Manager is responsible for the Calibration of tools and equipment and is performed on behalf of Titchfield by external provider ATS. Calibration is controlled via procedure TF-QA-P-021. Equipment and tooling manufacturer recommendations for inspection, servicing and calibration are used to define the initial minimum times periods and frequencies.

Eaton has refined and defined periods and frequencies for standard equipment types based on experience in the operational environment. These periods may be adjusted following adequate review and approval of the Quality Manager.

Service and calibration due dates are identified in the Calibration Databases and on labels attached to the tooling or equipment. Recall lists are generated weekly and distributed to workshop supervisors for collection of due equipment.

## 2.6 Use of Tooling and Equipment by Staff (including alternative tools)

145.A.40(a)i, 145.A.40(a)ii, AMC 145.A.40(a), 145.A.40(b), AMC 145.A.40(b), AMC 145.A.45(d)

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

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

- The Component Maintenance Manual
- The Production Acceptance Test Procedure (PAT)
- The component drawing.

Tool numbers are referenced back to the tool drawing, giving both the OE reference and the CMM tool reference. Any specialist equipment requiring specific training for correct use will be identified and the adequate operator training will be arranged and recorded on personnel training records by the MTMR.

The maintenance organisation does not use alternative tooling.

Only tools specified by the approved data CMM / drawing) are utilised in repairing items.

## 2.7 Cleanliness Standards of Maintenance Facilities

145.A.25(d), AMC 145.A.25(d), AMC 145.A.47(a)

Maintenance facilities are cleaned daily and maintained in a clean and tidy condition through the use of 5S+ disciplines.

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

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

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

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

## 2.8 Maintenance Instructions

Part 145.A.45 (a) (b) (c) (d) (e) (f) (g) / AMC 145.A.45 (b) 1, 2, 3, 4, 5, 6 (e) - AMC 145.A.45 © 1, 2 (d), (f) 1, 2 (g) 1, 2, 3 - Part 145.A.70 (a) 12

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

Maintenance instructions in the form of Component Maintenance Manuals and Service Bulletins are produced to ATA2200 and updated by the Eaton Limited Technical Publications department for all those items for which Eaton Limited has the design responsibility. These documents are available throughout the maintenance process and are updated as a result of design changes, changes caused by observations during their use or for other reasons reported to Eaton Limited which has airworthiness implications.

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

#### 2.8.1 Other Manufacturers Maintenance Instructions

The local operations managers will be directly responsible for ensuring that all necessary maintenance instructions of the appropriate issue status are made available for all maintenance work undertaken on other manufacturers' equipment.

#### 2.9 Repair Procedure

*Part 145.A.45 (a) (b) (c) (d) (e) (f) (g) / AMC 145.a.45 (b) (c) (d) (f) (g) - Part 145.A.70 (a) 12*

The procedures that control the maintenance work undertaken on civil aircraft equipment are given in detail in procedure TF-CS-P-001. This procedure defines the complete product lifecycle from preliminary inspection through to product despatch as required for each package of work processed. These procedures are available to all relevant staff involved in such work.

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

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

In some circumstances, where in-service studies have provided additional information, RRI (Repair and Reconditioning Instructions) may be generated and utilized. These will be generated and sanctioned in accordance with procedure TF-CS-P-102.

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

#### 2.10 Aircraft Maintenance Programme Compliance

*Part 145.A.45 (a) (b) (c) (d) (e) (f) (g) / AMC 145.A.45 (b) (c) (d) (f) (g) - Part 145.A.70 (a) 12 (b)*  
Eaton Limited does not operate, store or maintain complete aircraft or major aircraft assemblies. This subject is therefore not applicable.

#### 2.11 Airworthiness Directives

*Part 145.A.45 (a) (b) (c) (d) (e) (f) (g) / AMC 145.A.45 (b) 1 - Part 145.A.70 (a) 12*

The Aftermarket Production manager reviews ADs (Airworthiness Directives) that are applicable to the Scope of Approval.

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

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

## 2.12 Optional Modification Procedure

Part 145.A.45 (a) (b) (c) (d) (e) (f) (g) / AMC 145.A.45 (b) (c) (d) (f) (g) - Part 145.A.70 (a) 12 (b)

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

## 2.13 Maintenance Documentation in use and its Completion.

145.A.45(g), 145.A.45(e), 145.A.45(f), 145.A.55(a), GM 145.A.55(a), M.A.201(c), GM 145.A.48

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

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

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

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

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

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

## 2.14 Technical Record Control

Part 145.A.55 (a) (c) 1, 2, 3 / AMC 145.A.55 (c) / GM 145.A.55 (a) 1, 2, 3 - Part 145.A.70 (a) 12 (b)

Technical records including drawings, assembly plan standards and production acceptance test schedules are controlled by a raise of issue system which is described in procedures (TF-CS-P-200 and EN-112).

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

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

The Repair Order  
Contract Review Sheet  
Repair documentation  
Condition/Investigation Report  
CAA Form 1

Any customer correspondence

The above records will be maintained IAW TF-QA-P-008

#### 2.15 Rectification of Defects arising during base maintenance

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

#### 2.16 Release to Service Procedures

*Part 145.A.30 (g) (h) (i) (j) / AMC 145.A.30 (e) 3, (g) (h) (j) - Part 145.A.35 (a) to (m) / AMC 145.A.35 (a) (b) (e) (f) (g) - Part 145.A.50 (a) (b) (d) (e) (f) / AMC 145.A.50 (a) 1, 2 (b) 1, 2, 3, 4, 5 / AMC 145.A.50 (d) (e) 1, 2, 3 (f) 1, 2 - Part 145.A.55 (a) (b) (c) / AMC 145.A.55 (c) - Part 145.A.70 (a) 12 - Part 145.A.75 (e)*

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

#### 2.17 Records for the Operator

The original signed CAA Form 1 shall accompany the component for return to the customer together with other maintenance documents such as the Inspection Repair Report, Test Record Sheet and Final Inspection Check Sheet as appropriate to the work performed. Records of all the work performed are retained IAW TF-QA-P-008

#### 2.18 Reporting Defects to the Competent Authority / Operators / Manufacturer

All personnel within the Maintenance Organisation are conscious of the requirements of the Occurrence Reporting Scheme. The specific elements of the process of reporting are defined, as appropriate, within Procedures TF-CS-P-004-3, and QA-P-010). Once a report has been raised, the content will be assessed by Customer Support Engineering / Quality and recorded on the internal database. An evaluation of the content of the report will be carried out and where appropriate corrective action will be initiated. This action may lead to the occurrence being recorded on the ECCAIRS database. If the issue is adjudged to affect Flight Safety a report shall be submitted to the Regulatory bodies and Customers within the timescales laid down in QA-P-010.

- Reporting to the Type Certificate Holder

In the event of a defect where a safety hazard is suspected by Eaton Limited, the Quality Manager or representative shall report the defect to the Type Certificate holder within 72 hours. This form shall provide a description of the problem, approximate scope, a summary of root cause, containment and corrective actions.

- Mandatory Occurrence Reporting

Ordinarily, the TC holder will assess and define the safety hazard with support from Eaton Limited. In the event of a defect where the safety hazard has been assessed and defined to be serious, a Mandatory Occurrence Report must be made to the competent authority within 72 hours. Reference CAP 1496 for guidance on Occurrence Reporting, analysis and follow up of occurrences website and used for this purpose.

- Reporting to Operators / Customers

In the event of a defect leading to a safety hazard, Eaton Limited shall work with the Type Certificate holder to provide coordinated responses to operators and other customers. In addition to the Inspection Repair Report, the immediate customer should expect to receive detailed investigation reports and / or presentations that include root cause analysis and corrective actions. If action is required to address the

risk of further defects within the fleet, Service Letters and Bulletins will be utilised to inform and instruct operators and customers.

- Internal Occurrence Reporting

To allow an individual to report potential safety occurrences and observations that potentially impact airworthiness and/or individual safety whilst working in any area of Eaton Ltd. VSEQP 1102 refers

Where deemed appropriate by the QA department and where a serious defect is potentially involved, an investigation into the cause shall be conducted outside the normal investigation processes

## 2.19 Return of Defective Aircraft Components to Store

Part 145.A.40 - Part 145.A.42 (d) / AMC 145.A.42 (d) 1, 2 - Part 145.A.70 (a) 12

Per procedure TF-QA-P-016 "Control of non-conforming material", non-conforming components shall not be returned to stock unless they have been reworked to be complaint, are salvaged to an approved scheme, or have a concession approved.

## 2.20 Defective Components to Outside Contractor

Part 145.A.40 - Part 145.A.42 - Part 145.A.70 (a) 12, 14, 16

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

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

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

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

After completion of the work by the sub-tier supplier, the component or component part will be returned to Eaton Limited where it will be routed through Eaton Limited Goods-In Department and transferred to the Repair Department in accordance with TF-QA-P-045

## 2.21 Control of the Computer Maintenance Record System

Part 145.A.45 / AMC 145.A.45 (g) 3 - AMC 145.A.50 (b) 5 - Part 145.A.55 (c) 2 / AMC 145.a.55 (a) 4, 6, (c) 2

Within Eaton Limited Maintenance Organisation, computer systems are used to generate the repair number, the repair documentation, the condition/investigation report and the release documentation. It is also a requirement that electronic copies of all these documents are held in the EDGE filing system for a minimum period of ten years. (TF-QA-P-008 refers)

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

## 2.22 Control of Man-Hour Planning versus Scheduled Maintenance Work

Part 145.A.30 (d) / AMC 145.a.30 (d) 1, 2, 3, 4, 5, 7, 8 - Part 145.A.70 (a) 12 (b)

Company planning processes occur at Annual, monthly, weekly and daily intervals. Throughout these planning processes, the complexity of work, Human performance limitations and other factors are considered.

- An annual Profit Plan estimates expected customer demand, sets targets for sales, and outlines facility, equipment, tooling and Human Resource requirements to achieve this target.
- Sales, Inventory and Operations Planning (SIOP), is performed monthly to review sales targets and adjust the quantity of materials and Human Resources available as required to meet the target.
- A Weekly Output Meeting is operated to perform further review of the plans, and to make adjustments to priorities, work schedules and sequence as appropriate.
- A Daily Accountability process is in place to identify and resolve operational issues as they arise.
- An evening shift is operated in the test facility in order to absorb demand fluctuations and maximise test equipment usage. The planning processes review the demand and available capacity to adjust throughput of maintenance during this shift. On rare occasions when demand out-strips capacity, a late shift may be instigated. Human performance limitations are fully understood by the leadership team and thus night shifts are not considered a permanent fixture.
- The Accountable Manager is fully engaged in all these planning processes and is aware of any significant deviations (+25%), between work load and human resource availability.

#### 2.23 Control of Critical Tasks

Part 145.A.65 (b) 3 / AMC 145.A.65 (b) 3 - Part 145.A.70 (a) 12 (b)

Not Applicable, no critical tasks assigned to components.

#### 2.24 Reference to Specific Maintenance Procedures

Part 145.A.70 (a) 12

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

#### 2.25 Procedures to Detect and Rectify Maintenance Errors

Part 145.A.60 (a) (b) (c) (d) / AMC 145.A.60 (b) - Part 145.A.65 (b) 3 /AMC145.A.65 (b) 3 - Part 145.A.70 (a) 12

The Repair Technicians carry out self-inspections, this is identified on the build sheet when the Technician stamps or signs off the operations that have been conducted.

All final assemblies are passed through 100% final inspection.

All staff are encouraged to report maintenance errors to their supervisor or to a member of the Quality Department. A 'no blame' approach is operated. Repaired components returned to Eaton Limited under warranty undergo an adjudication process per procedure TF-CS-P-002. If a maintenance error is detected an investigation is initiated to determine root cause and corrective action. Warranty performance is monitored on a monthly basis by Customer Support Engineering and by Management. Trends and significant issues are identified and high level action taken if necessary.

Fast Response Boards are initiated within the repairs area on non-conformances detected during final inspection, this is conducted IAW TF-QA-WI-019-4 and is designed to contain and resolve the root cause of the error / non-conformance immediately on detection thus mitigating risk of further errors.

#### 2.26 Shift / Task Handover Procedures

Part 145.A.60 (a) (b) (c) (d) / AMC 145.A.60 (b) - Part 145.A.65 (b) 3 /AMC145.A.65 (b) 3 - Part 145.A.70 (a) 12

Eaton Limited operates a limited late shift activity in its repair facility. A 30 minute hand-over period IAW TF-CS-P-013 is in place between day and evening shifts. During this period, the shift teams meet around a visual board to discuss and understand status and priorities for the evening shift.

Correct completion of works is assured through use of Test Records Sheets to record test results. Eaton Limited operates a policy to ensure records are completed as work progresses and so all records should be up-to date at shift handover. All tests must be completed and results recorded before progression of the component to Final Inspection, thus any failures to record data from an earlier shift would result in retest to obtain the necessary result.

2.27 Procedure for Notification of Maintenance Data Inaccuracies and Ambiguities to the Type Certificate Holder.

Part 145.A.45 (c) / AMC 145.A.45 © 1, 2 - Part 145.A.70 (a) 12

Procedure TF-CS-P-200 "Technical Publications" outlines the processes for notification of maintenance data inaccuracies and ambiguities.

Changes to Component Maintenance Manuals, including the issue of related Service Bulletins are to be submitted to the Type Certificate holder for approval.

Following approval of changes, the Product Support function is responsible for updating electronic and hardcopy documents to ensure staff have access to the latest revisions.

2.28 Production Planning Procedures

Prior to maintenance activity being performed, Eaton Limited provides to the customer an overview of the work required and subsequent costs. Following acceptance of this quote by the customer an acknowledgement is attached to the component to enable the maintenance activities to progress.

Daily Tier Meetings in conjunction with Weekly, Monthly and Annual Management reviews also track and discuss, resource, facilities, Warranty / Field Campaign results and actions, in addition to procedures TF-HR-P-004 "Training", TF-CS-P-200 "Technical Publications", TF-CS-P-002 "Repairs goods receiving" and TF-CS-P-003 "Contract Review".

Human performance limitations are considered as part of the planning process with only a limited late shift deployed.

## **PART L2 – ADDITIONAL LINE MAINTENANCE PROCEDURES**

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

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

*Not applicable.*

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

*Not applicable.*

L2.3 Line Maintenance Control of Faults and Repetitive Faults

*Not applicable.*

L2.4 Line Procedure for Completion of Technical Log

*Not applicable.*

L2.5 Line Procedure for Pooled Part and Pooled Parts



*Not applicable.*

L2.6 Line Procedure for return of Faulty Parts Removed from Aircraft

*Not applicable.*

## **PART 3 – QUALITY SYSTEM PROCEDURES**

### 3.1 Quality Audit of Maintenance Organisation Procedures

Part 145.A.65 (a) - Part 145.A.65 (c) (1), (2) / AMC 145.A.65 (c) (1)

The Quality Manager will implement a planned programme of audits covering the whole Eaton Limited facility. The audit programme will monitor the effectiveness of the organisation's quality system and seek objective evidence that documented management procedures are being followed. Specific details of the processes employed can be found in Procedure TF-QA-P-004.

### 3.2 Quality Audit of Aircraft Components

Part 145.A.65 (c) (1), (2) / AMC 145.A.65 (c) (1)

Procedure TF-QA-P-004 describes how Eaton Limited manages its audit of components. Product / Process audits are defined to address key business processes including maintenance. During these audits, a product is selected and a front to back audit of the physical maintenance process completed.

### 3.3 Quality Audit Corrective Action procedure

Part 145.A.65 (c) (2) / AMC 145.A.65 (c) (2)

Procedure TF-QA-P-004 "Auditing Process" describes the processes to address audit corrective actions and audit programme status.

Audit findings and corrective action requests are communicated to the process owner or functional lead with a request to respond within an agreed timescale. This timescale is entered to the Audit Schedule for tracking. Once received, the response timescales for corrective and preventive actions are also entered to the database for tracking and reporting.

Audit programme status reports are run regularly for management review. Subjects to be reported include schedule adherence, closure of corrective action requests, any significant trends or issues, proposed audit schedules and auditors.

### 3.4 Certifying staff qualification and training procedures

Part 145.A.30 ©, (e), (g), (j) (1, 3, 4, 5) - Part 145.A.35 (a) to (i) and (m) / AMC 145.A.35 (b), (e) - Appendix IV

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

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

### 3.5 Certifying Staff Records

Part 145.A.35 (j), (k), (l) / AMC 145.A.35 (j) - Part 145.A.70 (a)

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

The forms contain the following information:

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

A list of certifying staff is maintained by the Quality Engineering department and can be found in TF-BM-006 which is available on the BMS. Changes to the certifying staff list will be updated within 5 working days.

### 3.6 Quality Audit Personnel

Part 145.A.30 (e)

Auditors undergo training to such a level as to be authorised to undertake management system and product audits throughout the organisation in accordance with TF-QA-P-004

The Quality Manager is responsible for planning, organising and analysing internal quality audits to ensure that the Quality Systems are operational to aerospace standard and regulatory requirements. Competent trained company staff may be required to assist in carrying out the audit at the discretion of the Quality Manager. These audits shall be carried out by a person not directly responsible for the system under audit.

The Quality Manager will ensure that an auditor has suitable training and experience to undertake a specific audit. Auditing training is conducted in-house, or at a suitable recognised auditing training establishment. In addition, staff who perform audits directly against regulatory requirements are required to have performed formal regulatory training. Staff who perform product / process audits are selected based on experience with business, production and maintenance processes.

### 3.7 Qualifying Inspectors

145.A.30(e)

The qualifying Inspectors will carry out mechanical inspection procedures within the Maintenance Organisation.

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

All Inspectors are holders of appropriate stamps and the Quality Manager is responsible for the control and issue of authorising stamps in accordance with TF-QA-P-022. Individuals are responsible for ensuring their stamps are legible.

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

### 3.8 Qualifying Technicians

145.A.30(e)

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

All Repair Technicians will be trained to enable them to operate without constant independent inspection involvement and such training will be conducted in accordance with TF-QA-P-022. All products will be subjected to Final Inspection activity by an independent inspection staff member.

The scope of maintenance work is defined in training matrices, and may be per product, product series, or process as appropriate.

### 3.9 Exemption Process Control

145.A.65(b)1, GM 145.A.65(b)(1)

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

### 3.10 Concession Control

AMC 145.A.65(b)

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

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

If, during a repair, there is a requirement for a concession it will be actioned in accordance with TF-QA-P-016 and records will be maintained in accordance with TF-QA-P-008.

### 3.11 Qualification Procedure for Specialist Activities

145.A.30(f), AMC 145.A.30(f), AMC 145.A.65(b)(2), AMC1 145.A.30(e), GM2 145.A.30(e), GM3 145.A.30(e)

#### 3.11.1 Materials Laboratory

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

#### 3.11.2 Welding

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

#### 3.11.3 Non Destructive Testing (NDT)

NDT personnel hold either EN4179 or EN473 certification for the appropriate NDT techniques they are authorised to undertake. Training procedures for NDT personnel are contained in TF-QA-P-022

### 3.12 Control of Manufacturers Working Parties

145.A.75(b), AMC 145.A.75(b), AMC 145.A.10, 145.A.55(a)

Not applicable, outside maintenance teams are not employed.

### 3.13 Human Factors Training Programme

Part 145.A.30 (e) / AMC 145.A.30 (e) 6, 8, 9, 10 - Part 145.A.35 (d) - Part 145.A.65 (b)

Human Factors training is targeted for stamp holders to provide awareness of Human Factors per the required syllabus defined in GM 145.A.30(e). Initial training is provided as part of the stamp application process in accordance with TF-QA-P-022 and subsequent continuation training scheduled on a two year cycle.

Initial training takes approximately a half day, and continuation training 2 hours spread over a 2 year period. Human Factors trainers are required to have undertaken formal external training.

Employee working hours and limitations are laid down in procedure TF-HR-P-004.

### 3.14 Competence Assessment of Personnel

Part 145.A.30 (e) / AMC 145.A.30 (e) 2

All personnel have competence assessment performed annually IAW TF-QA-P-050. In addition to this, performance is gauged using either Eaton's APEX performance assessment process for indirect employees or Personal Development Review (PDR) for direct employees. Employee goals and competencies are assessed at least annually and drive personnel development plans and training requirements. In addition to this, personnel training accomplishment is assessed against training schedule requirements and production / maintenance needs.

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

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

#### General Maintenance (Non-Fuel)

Human Factor  
CDCCL Awareness  
Suspect Parts  
Part 145 Awareness  
FOD

#### Fuel Maintenance

Human Factor  
CDCCL Training  
Suspect Parts  
Part 145 Awareness  
FOD

#### Continuation Training

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

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

## **PART 4 - IR OPS Operators**

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

## **PART 5**

### 5.1 Sample of Documents

Copies of the following documents are located in Appendix 1 through 20

- Appendix 1 - Level 1 Investigation Report
- Appendix 2 - FRACA Sample
- Appendix 3 - Shelf Life Control Form
- Appendix 4 - Scrap Certificate
- Appendix 5 - Picking List
- Appendix 6 - Build Sheet
- Appendix 7 - Test Reject & Rectification Card
- Appendix 8 - Test Certificate
- Appendix 9 - CAA Form 1
- Appendix 10 - CAA Form 1 Dual (caa/FAA) Release Certificate
- Appendix 11 - caa Form 1 with correction statement
- Appendix 12 - Certificate of Conformity (C of C)
- Appendix 13 - Certifying Staff Authorisation
- Appendix 14 - Un-Serviceable Component Tag
- Appendix 15 - Inspection Repair Report (Example)
- Appendix 16 - Router (Example)
- Appendix 17 - Preliminary Survey Report
- Appendix 18 - Employment Summary Form

**Note** Examples of Forms are for reference purposes only.  
The master document is subjected to normal operating change controlled procedures which govern revision status.

Appendix 1 – Level 1 Investigation Report



**LEVEL 1 INVESTIGATION REPORT**

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

<b>Report No.:</b>		<b>Repair No.:</b>		<b>Administrator:</b>		<b>Date:</b>	
<b>Part no.:</b>	<b>In</b>			<b>Serial no:</b>	<b>In</b>	<b>CMM:</b>	
	<b>Out</b>				<b>Out</b>	<b>Iss.:</b>	
<b>Description:</b>					<b>Repair/ Manf. date:</b>		
<b>Warranty claim:</b>		<b>Repair cat.:</b>	L1 Investigation		<b>Date of removal:</b>		
<b>Customer:</b>				<b>Quantity:</b>	1	<b>Date received:</b>	
<b>Operator:</b>				<b>Cust order no:</b>			

<b>Application:</b>		<b>Identity:</b>		<b>Unit Location:</b>	
<b>Service Hrs:</b>	<b>N</b>		<b>Repair:</b>	<b>O/haul:</b>	
	<b>e</b>				
	<b>w</b>				
	<b>:</b>				
<b>Service Cycles:</b>	<b>N</b>		<b>Repair:</b>	<b>O/haul:</b>	
	<b>e</b>				
	<b>w</b>				
	<b>:</b>				

CUSTOMER'S REASON FOR RETURN

CONCLUSION:

<b>Warranty decision:</b>	<b>Expired</b>	<b>Denied</b>	<b>Accepted in full</b>	<b>Accepted in part</b>
<b>Warranty Comments:</b>				
<b>Report prepared by:</b>	<b>Approved by:</b>	<b>Warranty reviewed by:</b>	<b>Eng/ Quality approval:</b>	
Senior Integrity Engineer Date:	Technical Manager Date:	Commercial Manager Date:	Quality Manager Date:	

© Eaton Limited, the information contained herein is the property of and is supplied in confidence by Eaton Limited and must not be disclosed or used either in whole or in part without the prior written permission of the company.

Appendix 1 Level 1 Investigation Report (Contd.)

**CONDITION ON RECEIPT:**


**EXAMINATION:**

**SUMMARY:**

EXAMPLE


PREVENTATIVE ACTION/ OTHER ACTION:	Date:												
All failed items in this report will be held in quarantine for a period of 30 days from issue of this report and then scrapped on site unless requested otherwise.													
<table border="0"> <tr> <td><u>Distribution:</u></td> <td>Engineering-( ) (TW) (MK)</td> <td>3</td> </tr> <tr> <td>Customer Support Engineering</td> <td>1 Quality</td> <td>1</td> </tr> <tr> <td>Customer Support Commercial (to send to customer)</td> <td>1 Manufacturing-( )</td> <td></td> </tr> <tr> <td>1</td> <td></td> <td></td> </tr> </table>	<u>Distribution:</u>	Engineering-( ) (TW) (MK)	3	Customer Support Engineering	1 Quality	1	Customer Support Commercial (to send to customer)	1 Manufacturing-( )		1			
<u>Distribution:</u>	Engineering-( ) (TW) (MK)	3											
Customer Support Engineering	1 Quality	1											
Customer Support Commercial (to send to customer)	1 Manufacturing-( )												
1													

Appendix 2 - FRACA Sample Page 1 of 2

	<b>EQUIPMENT FAILURE REPORT</b>	TITCHFIELD HAMPSHIRE UK	Page 1 of
EQUIPMENT TYPE:		FAILURE REPORT No:	
ENG / WORKS PURCHASE / REPAIR ORDER No:                          ORDER No:		DATE:	ISSUE:
EQUIPMENT PART No:                          S / No:		REPORTABLE OCCURRENCE No.	
SUB-ASSEMBLY No:                          S / No:		OCCURRENCE DATE:	
SUB-ASSEMBLY DESCRIPTION:		OH / FH CYCLES:    -	
FAILURE DISCOVERED DURING:  1.    ENGINEERING TEST  <input type="checkbox"/> DEVELOPMENT <input type="checkbox"/> IN-SERVICE USE <input type="checkbox"/> QUALIFICATION <input type="checkbox"/> OTHER (DESCRIBE) <input type="checkbox"/> RELIABILITY  2.    PRODUCTION TEST  <input type="checkbox"/> SUB ASSY. TEST <input type="checkbox"/> RUN IN TEST <input type="checkbox"/> ACCEPTANCE TEST <input type="checkbox"/> OTHER (DESCRIBE) <input type="checkbox"/> QUAL. ASS. TEST		TEST SPECIFICATION:  PARA No: TEST DESCRIPTION:  FINAL ITEM DISPOSAL  <input type="checkbox"/> SCRAP <input type="checkbox"/> REWORK  <input type="checkbox"/> HOLD FOR INVESTIGATION  AUTHORISED:	
FAILURE DESCRIPTION:			
RAISED BY:		FUNCTION:	DATE:
<i>FOR RELIABILITY / CUSTOMER SUPPORT USE</i>			
PRELIMINARY INVESTIGATION RESULT:			



Appendix 2 - FRACA Sample Page 1 of 2 (contd.)

	<b>EQUIPMENT FAILURE REPORT (Continuation)</b>	TITCHFIELD HAMPSHIRE UK	Page 2 of
FAILURE REPORT No:		ISSUE:	
WAS BIT USED TO DIAGNOSE FAULT (DESCRIBE)			
ANALYSIS REQUIRED	SPECIAL FRB	RETURN TO /CUSTOMER DATE:	TEST
REPLACED ITEM DETAIL:		ADJUSTMENT MADE:	
FAILURE CLASSIFICATION	<input type="checkbox"/> RELEVANT	<input type="checkbox"/> NON RELEVANT	<input type="checkbox"/> PRIMARY
	<input type="checkbox"/> SECONDARY	<input type="checkbox"/> SUBSIDIARY	<input type="checkbox"/> OTHER
EVIDENCE FOR CLOSURE:			
LESSONS TO BE LEARNT (L)			
ACCEPTANCE SIGNATURES	L/ L	INITIAL	DATE
CHIEF ENGINEER			
PROJECT MANAGER			
RELIABILITY			
PRODUCT ASSURANCE (QA)			
CUSTOMER SUPPORT			
INDUSTRIAL ENGINEERING			
CIRCULATION:			
<ul style="list-style-type: none"> <li>• PROJECT MANAGER</li> <li>• RELIABILITY</li> <li>• CUSTOMER SUPPORT</li> </ul>	<ul style="list-style-type: none"> <li>• CHIEF ENGINEER</li> <li>• PRODUCT ASSURANCE</li> <li>• INDUSTRIAL ENGINEERING</li> </ul>	<ul style="list-style-type: none"> <li>• CUSTOMER VIA COMMERCIAL ADMINISTRATOR</li> </ul>	

Appendix 3 – Shelf Life Control Form

<b>EATON</b>	<p><b>AEROSPACE OPERATIONS</b> <b>PROCEDURE FOR CONTROL OF SHELF-LIFED ITEMS</b></p>	<p><b>Doc Ref: GM-261</b> <b>Page 6 of 6</b> <b>Issue: 1</b></p>
--------------	--	--

**Appendix A**

**Shelf-life Control Sheet**

<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>EXPIRY DATE</u>	<u>EXPIRED LIFE ITEMS BATCH NO'S</u>
<b><u>TEAM LEADERS SIGNATURE</u></b>		<b><u>DATE:</u></b>	

Appendix 4 – Scrap Certificate



Aerospace

Packslip: 96S73158



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

Cust. EZR69193



Print 30 Mar 17



S H I P T O	Customer ID: 230380AC ATTN A.J. WALTER AVIATION LTD  LOGISTICS CENTRE THE BUSINESS PARK MAYDWELL AVE, WEST SUSSEX SLINFOLD RH13 0AS GREAT BRITAIN	S O L D T O	Customer ID: FG230380 A.J. WALTER AVIATION LTD THE HEADQUARTERS MAYDWELL AVENUE SLINFOLD RH13 0SH GREAT BRITAIN				
	Order #		Rev.	Order Date	Terms	FOB	Ship via
Form Tracking		Salesperson	Shipment	Weight	Packages		
T215570		0	07Mar17	30 DAYS FROM INVOICE DATE		96S	0.1 / 0.0
Remarks							
Customer Line #	Sales Line #	Part Number	Description	Rev.	Quantity Shipped	Promise Date	Required Date

EXAMPLE

\*\*\*\*\*  
\*\*\*\*\* SCRAP CERTIFICATE \*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\* ITEM SCRAPPED ON SITE AS PER CUSTOMER REQUEST \*\*\*\*\*  
\*\*\*\*\* The item detailed below has been requested to be \*\*\*\*\*  
\*\*\*\*\* scrapped on site and therefore has been mutilated \*\*\*\*\*  
\*\*\*\*\* as per your instructions \*\*\*\*\*  
\*\*\*\*\*

001 1 HTE690047 PRESSURE SWITCH F 1.00 EA 04Apr17 22Mar17

Customer Part #: N/A  
Ref: N/A

Serial Nbr. 033090067 Quantity 1.0



\*SHIPINFO\*

Appendix 5 – Picking List

BULK PICK LIST

EATON AEROSPACE LIMITED  
ABBEY PARK  
SOUTHAMPTON ROAD  
TITCHFIELD  
HAMPSHIRE PO14 4QA

Sales Order Number:



M109591

Order Date: 30/01/2012

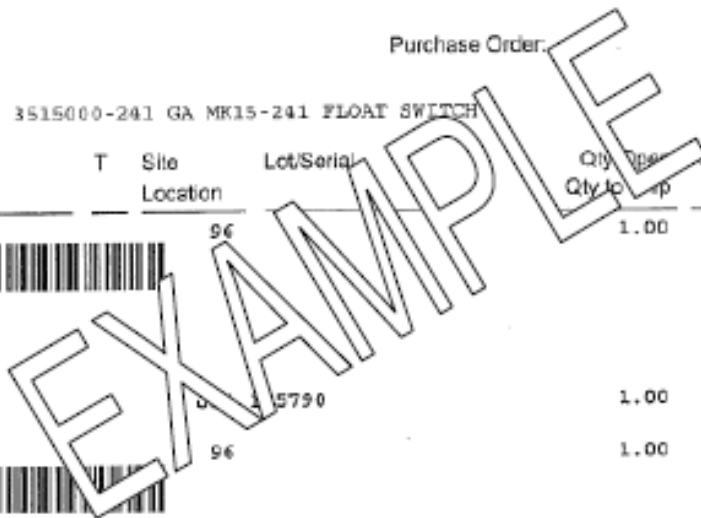
Sold To:

Ship To:

Purchase Order:

Remarks: T109591 3515000-241 GA MK15-241 FLOAT SWITCH

Ln	Item Number	T	Site Location	Lot/Serial	Qty	Type	JM	Due Shipped
1	3525355		96		1.00		BA	29/02/2012
				5790	1.00			( )
2	3525034		96		1.00		BA	29/02/2012
				C06 G308586 4Q11X	1.00			( )
3	FRS3137025-21		96		1.00		BA	29/02/2012
				N39 G214426	1.00			( )
4	FRS40101A013		96		1.00		BA	29/02/2012



Appendix 6 – Build Sheet

D.I.S:		W.O.		R/C SER N°:		REWORK	
INSP. STAGE	CLASS OF INSP.	BUILD SHEET		FIT-TERS STAMP	INSP. STAMP OR DUP.	DATE	DATE
		CHECK REQUIREMENTS					
1.	C	Check all preceparts for cleanliness, freedom from burrs and damage. Check correct to K.I.D. requirements.					
2.		Check nameplate and amend plate bonded to outlet housing (Item 5) ref. drawing note 2 and view at location E14. Record adhesive (Ecobond) RTR: .....					
3.		Check nameplate coded as per drawing note 2.					
4.		Ensure check valve, spring and pivot pin (Items 41, 40 and 14) assembled to mounting plate (Item 18). Check this assembly is assembled to mounting plate (Item 4). Drawing notes 1 and 4 refer. Record Loctite adhesive (Item 69) RTR: .....					
5.		Check housing vapour return (Item 22) loosely assembled ref. drawing notes 4 & 9. Note orientation of cut out detail 'B' refers.					
6.	C	Establish shape (Item 16) required to achieve dimension 'F'. Record shape required: .....					
		(drawing note 4 refers). Check inlet valve finally assembled as per detail 'D' and drawing notes 1, 4 & 8					
		Check inlet valve housing (Item 17), gasket (Item 23) with sealant (Item 64) assembled. Notes 1 & 5 refer.					
MOD STATE: CONCESSIONS:				COMPLETION OF BUILD // D/NOTE N°:			
REMARKS: CT176A label required							
DOCUMENTATION AND INSPECTION CHECKS CERTIFIED BY:						STAMP:	
INSPECTOR'S SIGNATURE							
D/T Duplicate Insp. carried out by Fitter Insp. plus independent F/I overchecked at the Inspector's discretion. C Critical Insp. carried out by F/I subject to overcheck at Inspection disc. All other checks by a F/I subject to random overchecks by Inspection.							
ISSUE N°:	1						
CHANGE:	Original						
DATE:	29/05/99						
NAME:	C. Tapping						

Appendix 7 – Test Reject & Rectification Card

INSP.																													
RECTIFICATION																													
INSP.																													
REASON																													
Example																													

TYPE:- .....  
BUILT:- .....  
SERIAL No. ....  
W.O.No. ....

TF0-0875 (0011)

Appendix 8 – Test Certificate

**TEST CERTIFICATE**

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

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

Inspection Stamp

- 5.1 **Electrical Test**
  - 5.1.3.1 Insulation resistance was.....Megohms  
Satisfactory/Unsatisfactory
  - 5.1.3.2 Insulation resistance was.....Megohms  
Satisfactory/Unsatisfactory.
  - 5.1.3.3 The stow coil resistance was.....ohms.  
Satisfactory/Unsatisfactory.
  - 5.1.3.4 The deploy coil resistance was.....ohms.  
Satisfactory/Unsatisfactory.
  - 5.1.3.5 Insulation resistance was.....Megohms.  
Satisfactory/Unsatisfactory.
  - 5.1.3.6 High Potential Test. Certificate available/not available.  
Satisfactory/Unsatisfactory.
- 5.2 **Functional Test**
  - 5.2.2.4 The current taken by each coil was:-  
Stow coil.....amps. White Tag Not Visible.  
Deploy coil.....amps. White Tag Visible.  
Satisfactory/Unsatisfactory.
  - 5.2.3.1 At an air inlet pressure of 20" H.G. the valves were opened and closed Five times.  
Satisfactory/Unsatisfactory.  
Stow valve leakage was.....cc/Sec  
Deploy valve leakage was.....cc/Sec  
Satisfactory/Unsatisfactory
- 5.3 **Proof Pressure Test**
  - 5.3.3.1 An internal air pressure of .....P.S.IG.  
at room temperature was applied for five minutes.  
Satisfactory/Unsatisfactory  
Unit Passed P.A.T. Satisfactory/Unsatisfactory

Certified for Inspection Dept.  
Date.....

Appendix 9 – CAA Form 1


<p>1. Approving Competent Authority/Country:  <b>CAA          UK</b></p>	<p><b>2. AUTHORISED RELEASE CERTIFICATE</b>  <b>CAA FORM 1</b></p>			<p>3. Form Tracking Number:</p>	
<p>4. Organisation Name and Address:  <b>Eaton Limited</b>  <b>Abbey Park, Southampton Road</b>  <b>Titchfield, Fareham</b>  <b>Hampshire, PO14 4QA, UK</b></p>					
6. Item:	7. Description:	8. Part No:	9. Qty:	10. Serial No:	11. Status/Work:
1			1		
<p>12. Remarks:</p>					
<b>EXAMPLE</b>					
<p>13a. Certifies that the items identified above were manufactured in compliance with the following to:  <input type="checkbox"/> Approved design data and are in condition for safe operation.  <input type="checkbox"/> Non-approved design data specified in Block 12.</p>					
<p>13b. Authorised Signature:</p>		<p>13c. Approval/Authorised Signature:</p>		<p>14c. Certificate / Approval Ref. No:  <b>UK.145.01326</b></p>	
<p>13d. Name:</p>		<p>13e. Date (dd mmm <del>yy</del>):</p>		<p>14e. Date (dd mmm <del>yyyy</del>):</p>	
<p><b>USER / INSTALLER RESPONSIBILITIES:</b></p> <p>This certificate does not automatically constitute authority to install the item(s).</p> <p>Where the user / installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user / installer ensures that his / her airworthiness authority accepts items from the airworthiness authority specified in block 1.</p> <p>Statements in block(s) 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.</p>					



Appendix 10 – CAA Form 1 Dual (CAA/FAA) Release Certificate

1. Approving Competent Authority/Country: CAA UK	<b>2. AUTHORISED RELEASE CERTIFICATE</b> CAA FORM 1			3. Form Tracking Number:	
4. Organisation Name and Address: Eaton Limited Abbey Park, Southampton Road Titchfield, Fareham Hampshire, PO14 4QA, UK					
6. Item:  1	7. Description:	8. Part No:	9. Qty:  1	10. Serial No:	11. Status/Work:
12. Remarks:					
This Certificate corrects the error(s) in block(s) (...) of the certificate (...) dated (...) and does not cover conformity/condition/release to service Certifies that the work specified in blocks 11 and 12 was carried out in accordance with the United States Federal Aviation Regulation 14 CFR part 43 under FAA Certificate No. G7EY819J					
13a. Certifies that the items identified above were manufactured in accordance with the following Part 14 CFR regulation: <input type="checkbox"/> Approved design data and are in condition for safe operation. <input type="checkbox"/> Non-approved design data specified in Block 12.					
13b. Authorised Signature:					
13c. Approval/Authorisation Number:					
13d. Name:					
13e. Date (dd mmm yyyy):					
14a. <input checked="" type="checkbox"/> Part-145.A.50 Release to Service <input 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 Part-145 and in respect to that work the items are considered ready for release to service.					
14b. Authorised Signature:					
14c. Certificate / Approval Ref. No: UK.145.01326					
14d. Name:					
14e. Date (dd mmm yyyy):					
<b>USER / INSTALLER RESPONSIBILITIES:</b>  This certificate does not automatically constitute authority to install the item(s).  Where the user / installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user / installer ensures that his / her airworthiness authority accepts items from the airworthiness authority specified in block 1.  Statements in block(s) 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.					

Appendix 11 – Certificate of Conformity (C of C)

<b>CERTIFICATE OF CONFORMITY</b> CERTIFIED IN ACCORDANCE WITH ISO9001:2008/AS9100 REV C BSI CERT No. FM67841		Certificate ref. No.  Work Order/Contract
<b>ORGANISATION</b>  EATON LIMITED ABBEY PARK SOUTHAMPTON ROAD TITCHFIELD PO14 4QA GREAT BRITAIN	FAX: 01329 853797 TEL: 01329 853000	SERIAL/BATCH No.  CONDITION
<b>ITEM</b>  DESCRIPTION	<b>PART NUMBER</b>  Qty	CUSTOMER
<b>REMARKS/CONCESSIONS</b>  Manufactured and Released in Accordance with our Approval Number: FM67841		
Certified that the whole of the supplies detailed hereon have been manufactured, inspected, tested and unless otherwise stated above, conform in all respects to Specification(s), Drawing(s) and Contract/Order.		
SIGNED: _____ DATE: _____		
NAME: _____		

Appendix 12 – Certifying Staff Authorisation

<<DATE>>  
 ISSUED  
 «Stamp\_No»  
 STAMP NUMBER  
 «Forename» «Surname»  
 RELEASE CERTIFICATE FOR  


PO1440A  
 FAREHAM,  
 SOUTHAMPTON ROAD,  
 EATON LTD,  
 TO  
 RETURN  
 IF FOUND PLEASE  
 EATON LIMITED  
 THIS IS THE PROPERTY OF

**AUTHORISED RELEASE CERTIFICATE APPROVAL**

This Certificate is issued as evidence that «Forename» «Surname» is authorised to sign the following release documents on behalf of Eaton Limited in conjunction with registered installation Stamp No. «Stamp\_No».

The issued Stamp must be retained under the control of the Registered Holder at all times and must not be used by anyone other than the person named in this approval.

Date of issue: <<Date Iss>>

Expiry date: <<Date Exp>>

Approved by <<Quality Manager??>>

-----

For and on behalf of Eaton Limited

Certifying Staff Name «Forename»  
«Surname»

**AUTHORISED RELEASE TYPES & RATINGS**

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

EASA Form One in accordance with EASA IR PART 145 Approval No. UK.145.01326 for the following ratings:  
C1, C4, C5, C6, C7, C9, C12, C17, C18

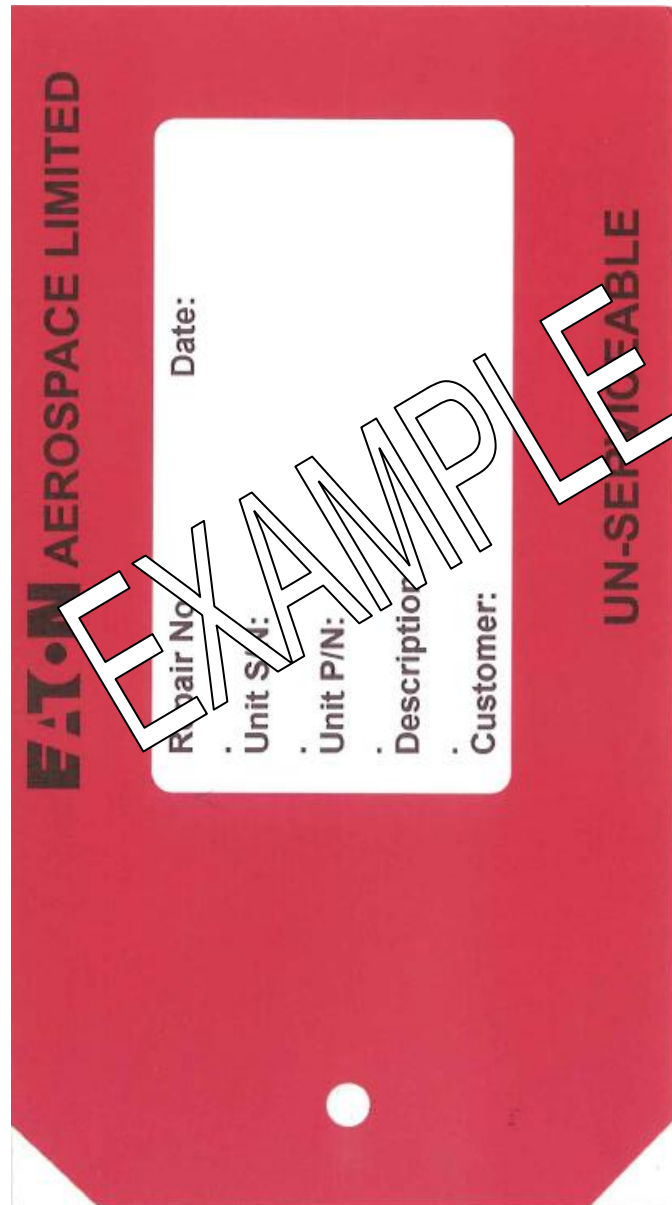
FAA Form 8130-3 in accordance with FAR 145 Approval No. G7EY819J and EASA/FAA MAG.

Transport Canada Release iaw TCCA Approval No. 814-06 and EASA TCCA MAG

CAAC AAC-038 in accordance with CAAC Approval F04400442

EATON Ltd. Authorised Released Certificate in compliance with our BSEN ISO 9001 Approval No. FM67841

Appendix 13 – Un-Serviceable Component Tag



**EATON AEROSPACE LIMITED**

**UN-SERVICEABLE**

Date:

Repair No:

Unit S/N:

Unit P/N:

Description:

Customer:

**EXAMPLE**

Appendix 14 – Inspection Repair Report (Example)



**INSPECTION REPAIR REPORT**

EATON LIMITED ABBAY PARK SOUTHAMPTON ROAD TITCHFIELD HAMPSHIRE PO14 4QA		Call No: <b>T</b>	Line Item:
Customer Service Rep: Tel:44(0)1329853092 Fax:44(0)1329853778 Email: Customer Service Rep:	Date Recv'd	Work Release Date	
	Service Type:	Administrator:	
	Customer Approved Direction:		

**RECEIVED ORDER DETAILS**

Returned By:	Operator/End User
Model Number:	Purchase Order #:
Part Number:	Contract#:
Serial Number:	NSN Ref No:
Serial Number Suffix:	Customer Part #:
Modifications:	Customer Serial #: Suffix:
Customer Container:	Issue/Msg Date:

**REMOVAL/RECEIPT DETAILS** *Refer customer documents*

Date Removed:	SN Hours:	CSN:
Aircraft Type:	TSO Hours:	CSO:
Aircraft Tail No:	TSR Hours:	CSR:
Fit Location on Aircraft:		

**WORK DOCUMENTS**

CMM:	Date:	Rev:
Tech Manual/Drawing No:	Date:	Rev:
ATP:	Date:	Rev:

Sales Order Control Instructions

**Customer Specifications/Documents**

**Special Instructions**

Scheduled Removal      Yes  No       Failure Analysis Required:      Yes  No

**Reason for Removal**

Appendix 15 – Inspection Repair Report (Example) (Contd...)



Page: 2 of 2

## INSPECTION REPAIR REPORT

Incoming/Confirmation Test Required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Removal Reason Confirmed	Yes <input type="checkbox"/> No <input type="checkbox"/>	No Fault Found (NFF)	<input type="checkbox"/>
-------------------------------------	--	--------------------------	--	----------------------	--------------------------

### Received Visual Condition

### Incoming/Confirmation Test Result

Warranty Requested	Yes <input type="checkbox"/> No <input type="checkbox"/>	Warranty Accepted	Yes <input type="checkbox"/> No <input type="checkbox"/>	Partial Warranty Accepted	<input type="checkbox"/>
--------------------	--	-------------------	--	---------------------------	--------------------------

### Warranty Details

### WORK DETAILS & FINDINGS

#### Disassembly Observations:

#### Work Instructions:

#### Reason For Failure:

### WORK ACCOMPLISHED

Svc Bulletin Incorporated	
Service Letters Inc	Status/Work Completed
Mods Inc This Visit	Mods Id'd on Name Plate
Product Mod/Upgrd From	Product Mod/Upgrade To

### APPROVALS

Stamp or Signature	Date:	Authorized Signature	Date:
--------------------	-------	----------------------	-------












### SHIPMENT DETAILS

Ship to Customer	Bill to Customer	
Part Number:	Model Number:	
Serial Number:	Serial Number Suffix	
Customer Part#:	Customer Serial #	Suffix:

Appendix 16 – Router (Example)



**ROUTER**

Operation	Work Center	Description	Sign Off/Stamp/Date	Pass/Fail
	96HELP	INFORMATION ONLY	_____	_____
	96TR039	VALVES TAR	_____	_____
	96TR099	VALVES STRIP & SURVEY	_____	_____
	96TR099	VALVES STRIP & SURVEY	_____	_____
	96TR099	VALVES STRIP & SURVEY	_____	_____
	96TR099	VALVES STRIP & SURVEY	_____	_____
	96TR003	KNITTING	_____	_____
	96TR119	VALVES BUILD	_____	_____
	96TR139	VALVES TEST	_____	_____
	96TR159	VALVES FINALS	_____	_____
	96TR179	VALVES FINAL INSPN	_____	_____

EXAMPLE

Appendix 17 – Preliminary Survey Report



CUSTOMER SUPPORT

PRELIMINARY SURVEY REPORT

Customer		Customer Order No:	
DATE BOOKED IN		PART No IN	
DEPOT REPAIR No		PART No OUT	
UNIT DESCRIPTION		MODS AS RECEIVED	
UNIT SERIAL No		MODS TO EMBODY	
G.G.G. 755-1-09781-002 S/No		A.C.U. 755-1-09799- S/No	
T.C.V. 755-1-09798- S/No		R.S.V. 755-1-09801-002 S/No	
F.P. 755-1-09797-002 S/No		A.T.C. 755-1-09800-001 S/No	
A.F. 755-1-1049-000 S/No		SOLENOID 506-1-08422-000 S/No	
TOTAL TIME SINCE NEW		<u>CSN</u> :	<u>TSN</u> :
TIME SINCE REPAIR		<u>CSR</u> :	<u>TSR</u> :
REPAIR CATEGORY		NON WARTY <input type="checkbox"/>	WARRANTY <input type="checkbox"/> MOD <input type="checkbox"/> O/HAUL <input type="checkbox"/>
REASON FOR RETURN			
LABEL WITH UNIT	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
LOG CARD WITH UNIT	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
<u>A/C or ENGINE No</u>	<u>A/C or ENGINE TYPE</u>	<u>POSITION</u>	
<u>OPERATOR</u>			
<u>DATE OF MANUFACTURE</u>	<u>REPAIR DATE</u>	<u>REMOVAL DATE</u>	



Appendix 19 – Employment Summary Form

**Details of Personnel involved in  
Aircraft Maintenance Activities**

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

EXAMPLE

<b>Name and signature of supervisor approving this person for this position</b>	
Signature _____	Date _____
Name _____	
Once approved this form must be retained in the individuals training record	

5.2 List of Sub-Contractors

*Part 145.A.75 (b)*

Non-Part 145 certified sub-contractors are listed in the company Approved Supplier List.

List of Line Maintenance Locations

*Part 145.A.75 (d)*

Not applicable, no line maintenance performed.

List of Contracted Organisations

*145.A.70 (a) (16)*

A list of contracted organisations can be found in the company Approved Supplier List and section 2.1.1

**PART 6 – Operators Maintenance Procedures**

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

**PART 7 – FAA MAG SUPPLEMENT**

Refer to TF-BM-WI-003-2 – FAA Supplement

**PART 8 – TCCA MAG SUPPLEMENT**

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